

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

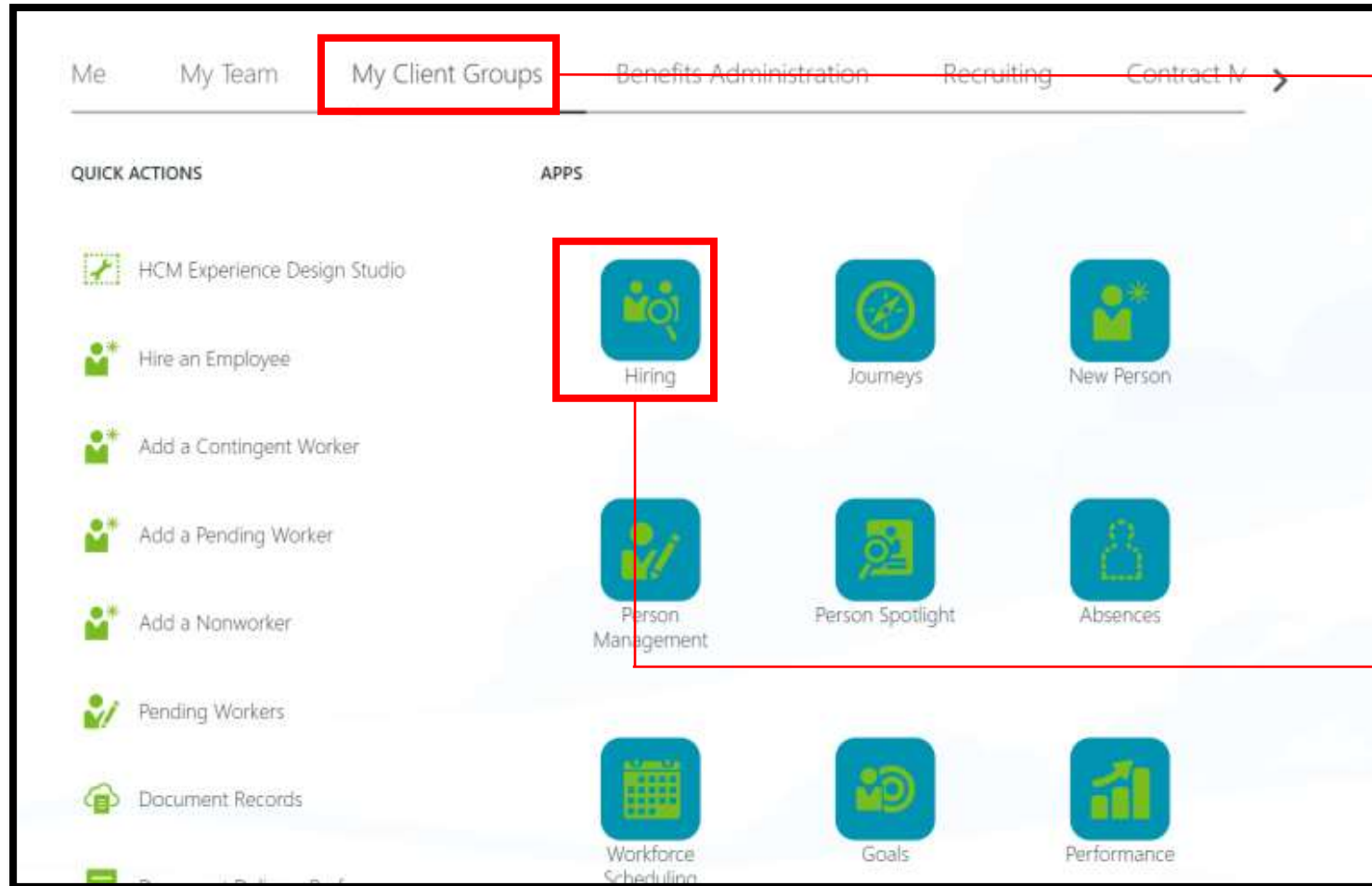
Lesson Objectives:

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

Analyze and Update a Hiring Requisition

Recruiting Activity Center

Activities

11

High Priority

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

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
Draft - In Progress

Requisition Type
Standard

Requisition Number
30876

Requisition Title
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

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

7

Select the Continue button to move to the next section

Analyze and Update a Hiring Requisition

Posting description
16848 - HR Testing Specialist

Internal External

How do you want to create this posting description?
☒ Create description ☐ Select existing description

Short Description

Description

Last updated 1 minute ago

Cancel Save and Close Continue Submit

5 | 11

- Hiring team
- Requisition structure
- Details
- Posting description
- Offer info
- Attachments
- Configuration

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

New Job Requisition

Offer info

16848 - HR Testing Specialist

Legal Employer DeKalb County GA	Business Unit DeKalb County
Department 01510 - HUMAN RESOURCES & MERIT SYSTEMS	Job 15150 - HR Testing Specialist (15150)
Grade DK2_14	Primary Work Location MALOOF - Administration Bldg
Other Work Locations	

Last updated 1 second ago

Cancel Save and Close Continue Submit

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

New Job Requisition

Interview questionnaires

16848 - HR Testing Specialist

+ Add

Last updated 35 seconds ago

Cancel Save and Close Continue Submit

10

Click +Add and select appropriate questions

Analyze and Update a Hiring Requisition

New Job Requisition

Background checks

16848 - HR Testing Specialist

+ Add

Select partner

Partner Name Required

User Account

11

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

Analyze and Update a Hiring Requisition

Background checks

16848 - HR Testing Specialist

+

 Add

External package selection

Click the partner name to visit their site where you select background check packages.

External Package Selection

HireRight

User Account
DCG001

User Account Description
DeKalb County Government

Add package to multiple phases or states

No

Last updated 14 minutes ago

Cancel

Save and Close

Submit

11 | 11

Offer info

Attachments

Configuration

Prescreening questions

Interview questionnaires

Background checks

12

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

Job Requisitions

Search by requisition title, number, or description

Phase
State
Hiring Manager
Generalist
Hiring Team Role
Location
Filters

6093 results
+ Create

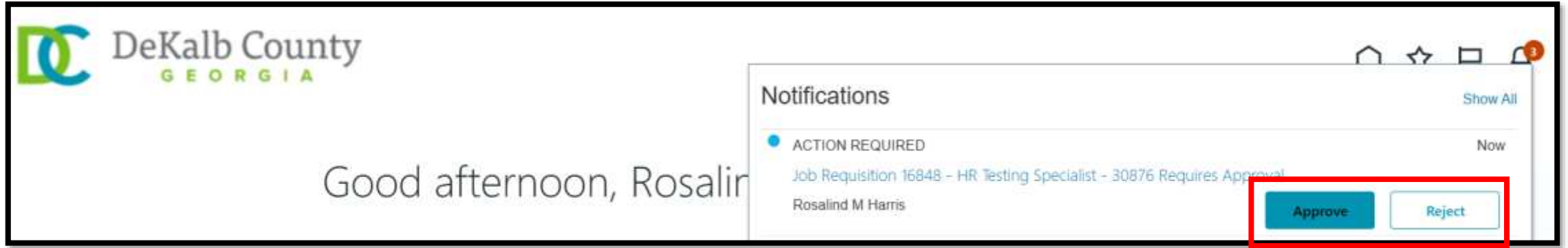
Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
16848 - HR Testing Speci	30876	Job formatting - In Prog	Job formatti	In Progress	0	0
05602 - HRIS Specialist	30875	Approval - Pending	Approval	Pending	0	0
16848 - HR Testing Speci	30874	Posting - In Progress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

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

ApproveReject

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

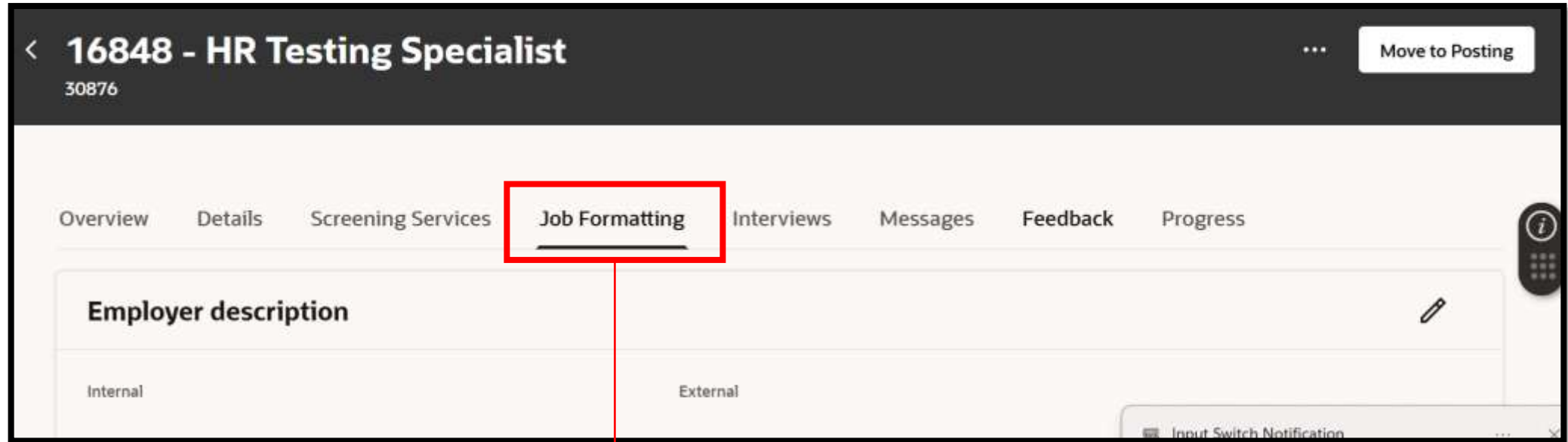
Hiring Team

Administrative Specialist a@dekalbcountyga.gov	Hiring Manager
Management Analyst III e@dekalbcountyga.gov	Recruiter



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

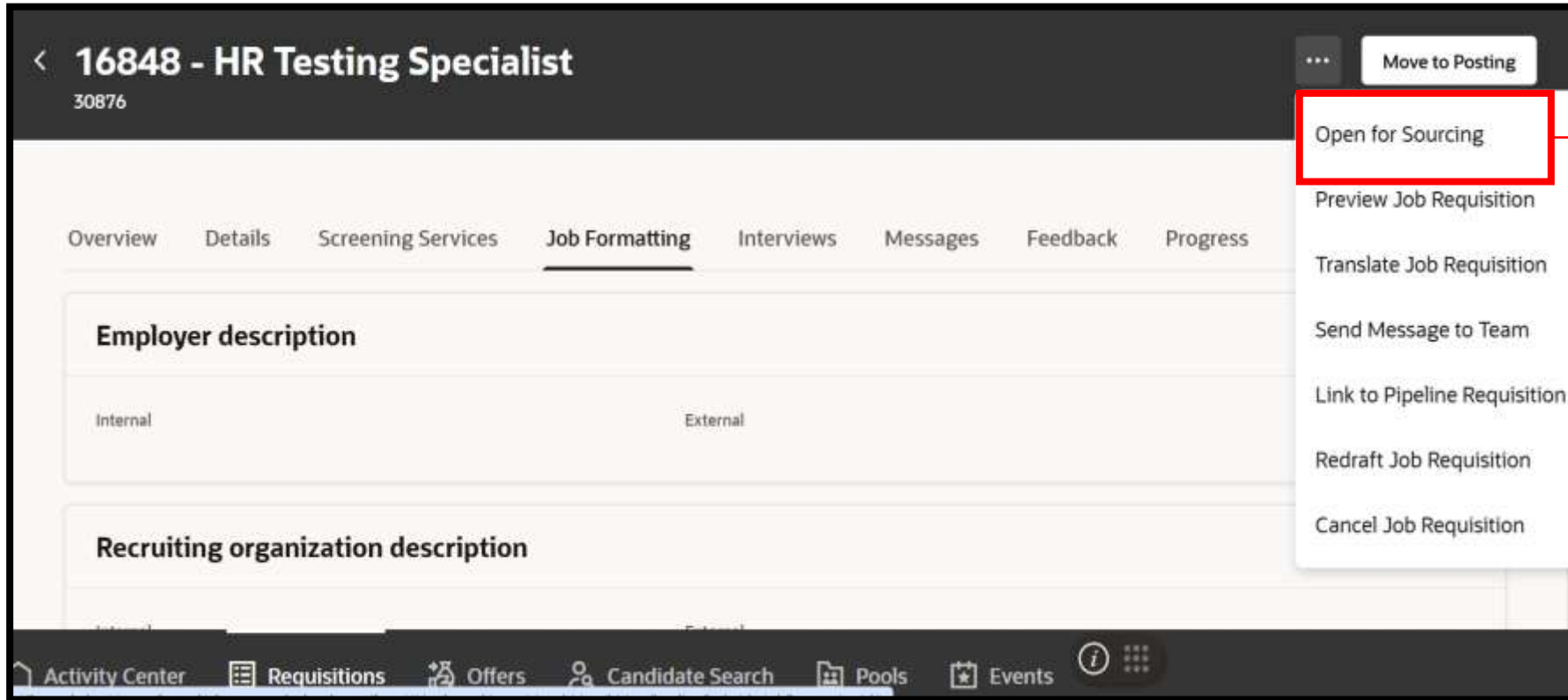
Analyze and Update a Hiring Requisition



15

Click on the Requisition Title, then select Job Formatting.

Analyze and Update a Hiring Requisition



< 16848 - HR Testing Specialist
30876

Move to Posting

Open for Sourcing

Preview Job Requisition

Translate Job Requisition

Send Message to Team

Link to Pipeline Requisition

Redraft Job Requisition

Cancel Job Requisition

Overview Details Screening Services Job Formatting Interviews Messages Feedback Progress

Employer description

Internal External

Recruiting organization description

Activity Center Requisitions Offers Candidate Search Pools Events

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

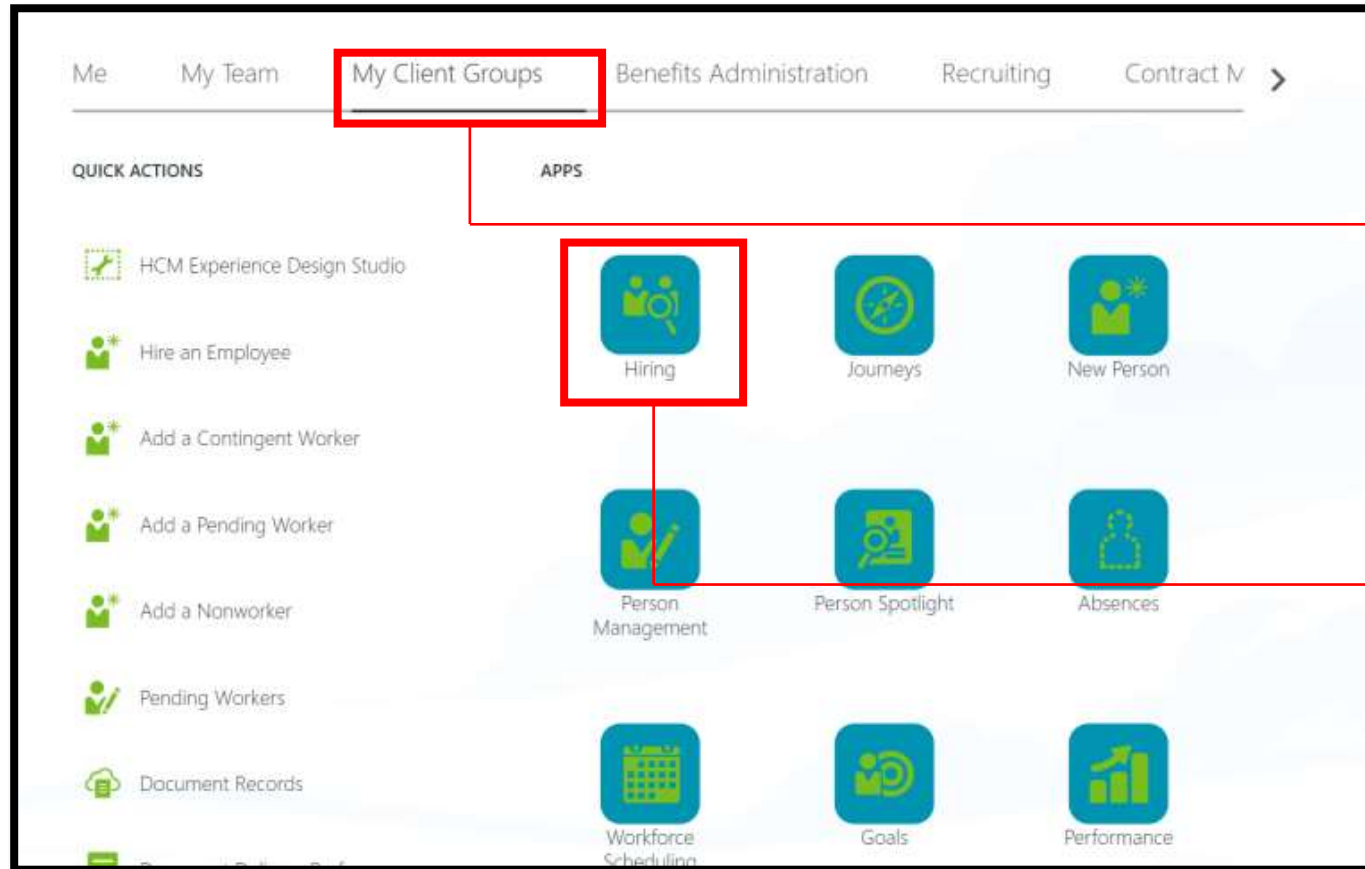
Lesson Objectives:

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

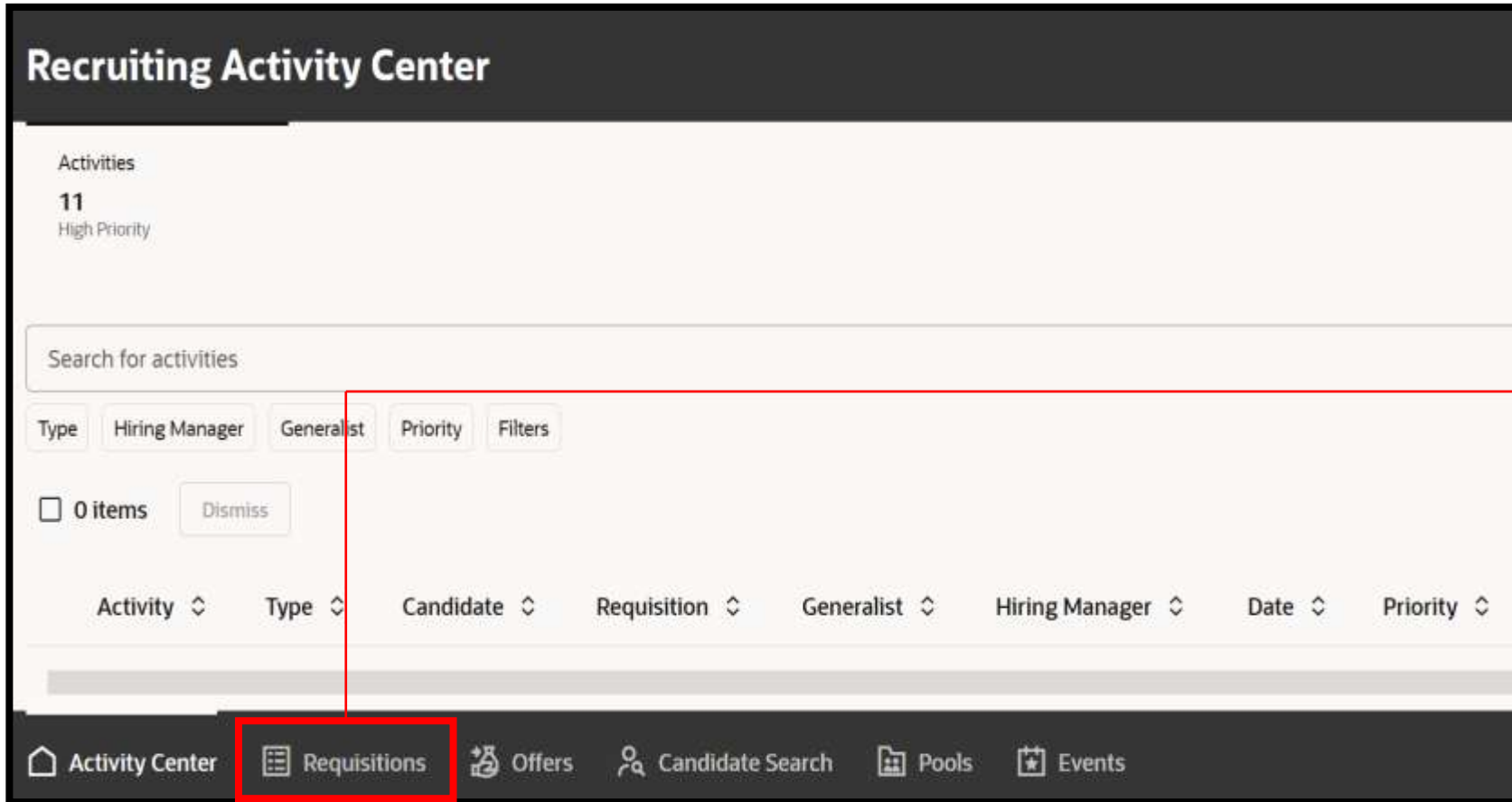
2

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

Basic info

Hiring team

Requisition structure

Details

Requisition Type
Pipeline

Create Requisition Using
Position

Business Unit

Position

Required

Cancel Save and Close Continue Submit

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

Requisition Type
Pipeline

Create Requisition Using
Position

Business Unit
DeKalb County

Position

Required

Cancel Save and Close Continue Submit

! 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

CancelSave and CloseContinueSubmit

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

New Job Requisition

Hiring team

Hiring Manager Required

Generalist Required

Collaborator Type

Last updated 1 minute ago

Cancel Save and Close Continue Submit



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

Requisition structure

Recruiting Type
Professional

Organization
DeKalb County Enterprise

Job Family

Primary Location
Decatur, GA, United States

Other Locations

Last updated 54 seconds ago

Cancel Save and Close Continue Submit

12

How to start ✓

Basic info ✓

Hiring team ✓

Requisition structure

Details

Posting description

10

For Recruiting Type
select **Professional**

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

Create Requisition – Pipeline (Register) Requisition

Requisition structure

Recruiting Type
Professional

Organization
DeKalb County Enterprise

Job Family

Primary Location
Decatur, GA, United States

Other Locations

Last updated 54 seconds ago

Cancel Save and Close **Continue** Submit

11 12

How to start ✓

Basic info ✓

Hiring team ✓

Requisition structure

Details

Posting description

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 <small>Required</small>
Time Limited Expires	Grant Funded <small>Required</small>
Grant Program Name	Double Fill Position <small>Required</small>
Double Fill Pos. Expires	Reason for Opening <small>Required</small>
Sworn <small>Required</small>	Exam Code <small>Required</small>
Position Type <small>Required</small>	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

Internal External

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

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

Offer info

Legal Employer
DeKalb County GA

Business Unit
DeKalb County

Department
06116 - PARKS - DISTRICT I SERVICE CENTER

Job
61250 - Grounds Maintenance Worker (61250)

Grade
DK2_06

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

Other Work Locations

Last updated 4 seconds ago

Cancel

Save and Close

Continue

Submit

/ | 12

How to start

Basic info

Hiring team

Requisition structure

Details

Posting description

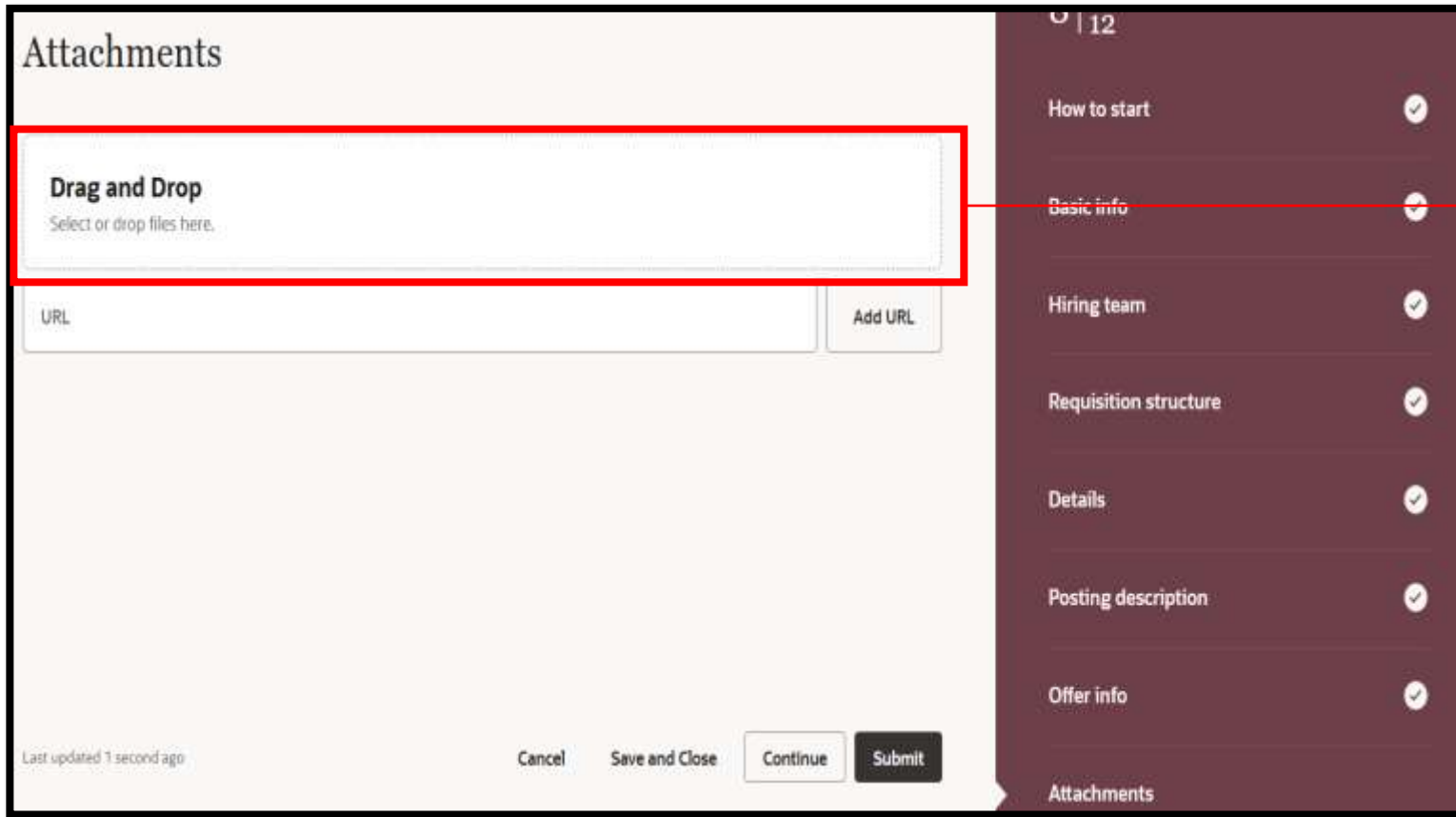
Offer info

Attachments

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

Last updated 1 second ago

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

Configuration

Candidate Selection Process Required

External Application Flow Required

Allow Candidates to Apply When Not Posted
No

Automatically Fill Requisition
No

Last updated 28 seconds ago

Cancel Save and Close Continue Submit

17

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

Create Requisition – Pipeline (Register) Requisition

Configuration

00001 - Grounds Maintenance Worker

Candidate Selection Process
Merit

External Application Flow
DC Application Flow

Allow Candidates to Apply When Not Po...
Yes

Automatically Fill Requisition
No

Last updated 1 second ago

Cancel

Save and Close

Continue

Submit

11

Posting description

Offer info

Attachments

Configuration

Prescreening questions

18

Review the remaining [fields](#) in the **Configuration** section. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Prescreening questions

00001 - Grounds Maintenance Worker

+ Add

Reorder

Internal External

1. What is the highest level of education you have completed?

Code

DC_DQ_0006

Type

Single Choice

Score

Response Required

Yes

Last updated 41 seconds ago

Cancel

Save and Close

Continue

Submit

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

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

Interview questionnaires

00001 - Grounds Maintenance Worker

+

Add

Last updated 51 seconds ago

Cancel

Save and Close

Continue

Submit

Attachments

Configuration

Prescreening questions

Interview questionnaires

Background checks

21

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

Create Requisition - Pipeline (Register) 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 Maintainer	30877	Job formatting - In Progress	Job formatting	In Progress	0	0
16848 - HR Testing Specialist	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0

Activity Center

Requisitions

Offers

Candidate Search

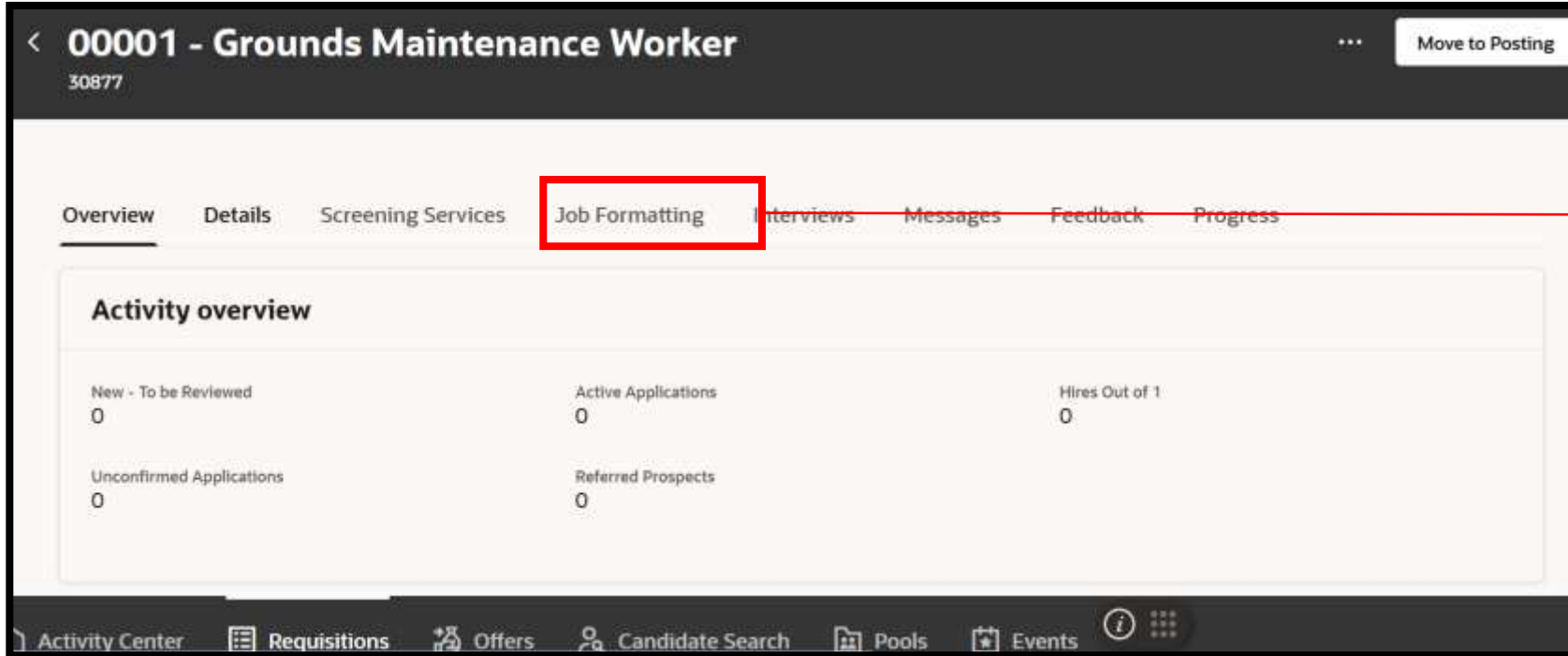
Pools

Events

22

Select the In Progress Requisition

Create Requisition - Pipeline (Register) Requisition



The screenshot displays the CloudVergent 360 interface for a requisition titled "00001 - Grounds Maintenance Worker" with ID 30877. The "Job Formatting" tab is highlighted with a red box. The "Activity overview" section shows the following statistics:

Category	Count
New - To be Reviewed	0
Active Applications	0
Hires Out of 1	0
Unconfirmed Applications	0
Referred Prospects	0

The bottom navigation bar includes links to Activity Center, Requisitions, Offers, Candidate Search, Pools, and Events.

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


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

< 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 Same as Internal
--	------------------------------

Recruiting organization description 

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

Activity Center Requisitions Offers Candidate Search Pools Events

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

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

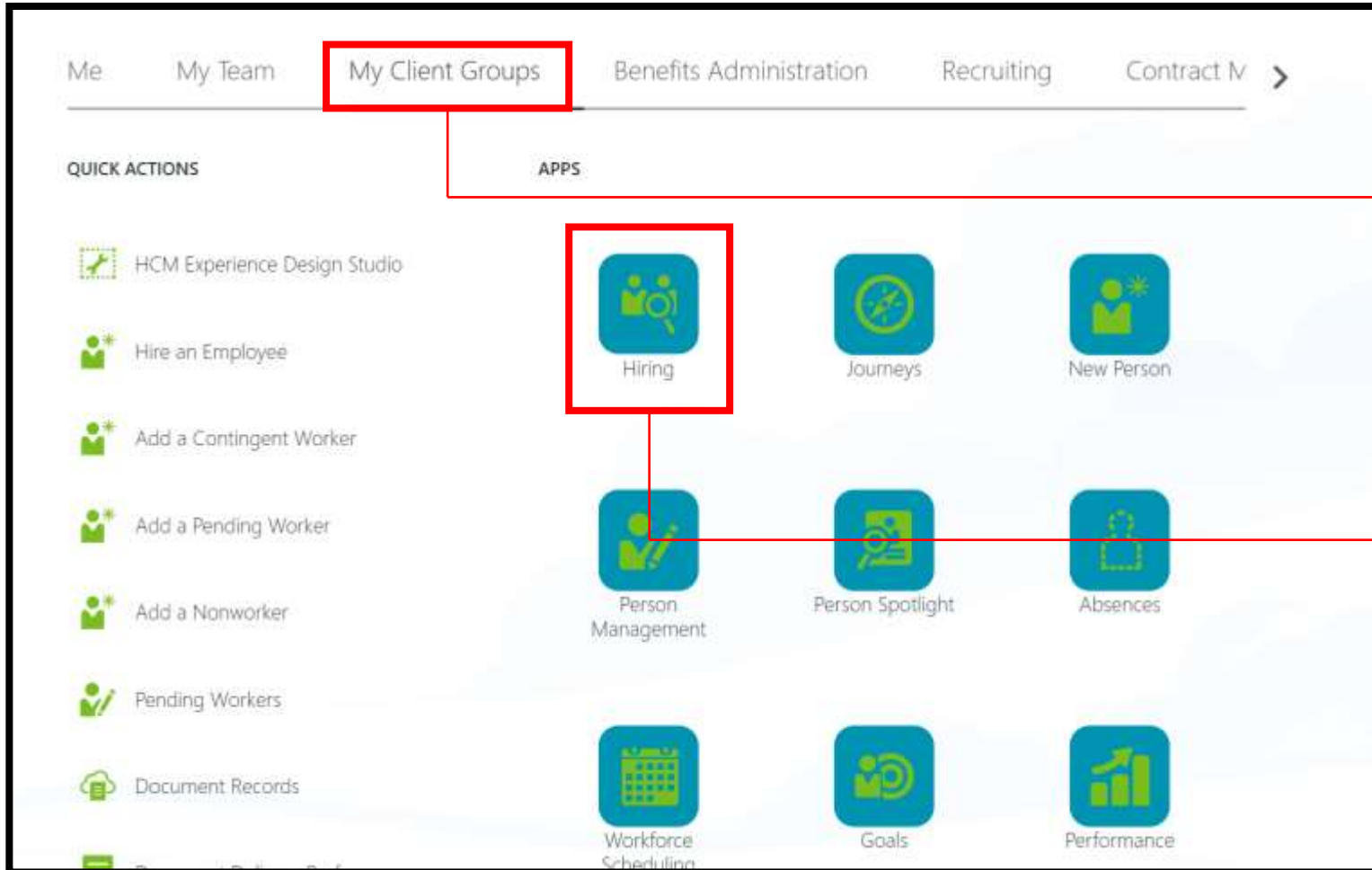
Lesson Objective:

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

Recruiting Activity Center

Activities

11

High Priority

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

Posting Job

Job Requisitions

Search by requisition title, number, or description

Phase State Hiring Manager Generalist Hiring Team Role Location Filters

6094 results [+ Create](#)

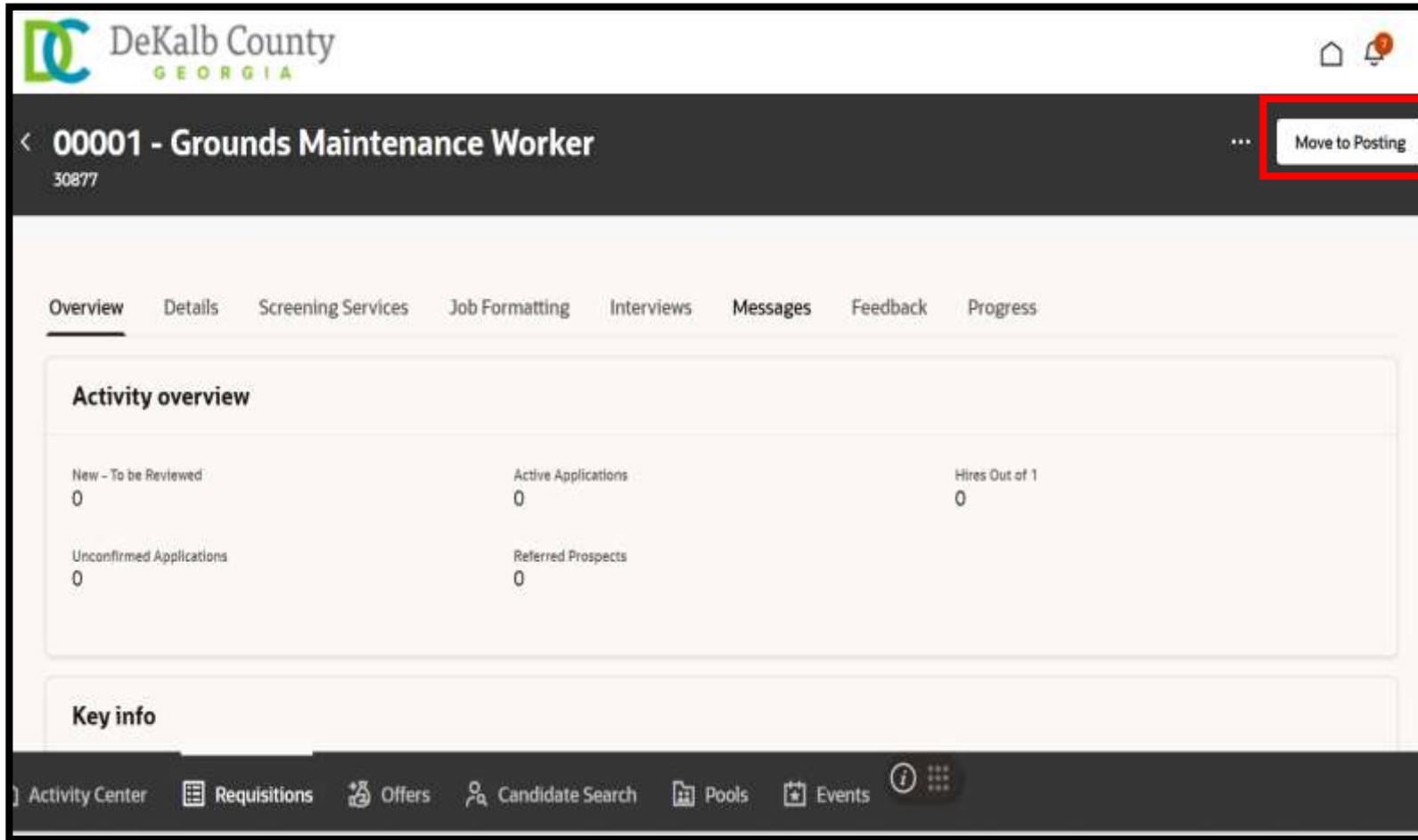
Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
00001 - Grounds Maintainer	30877	Job formatting - In Progress	Job formatting	In Progress	0	0
16848 - HR Testing Specialist	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0

Activity Center Requisitions Offers Candidate Search Pools Events

4

Select the Requisition that was created

Posting Job



DeKalb County
GEORGIA

< **00001 - Grounds Maintenance Worker**
30877

Move to Posting

Overview Details Screening Services Job Formatting Interviews Messages Feedback Progress

Activity overview

New - To be Reviewed 0	Active Applications 0	Hires Out of 1 0
Unconfirmed Applications 0	Referred Prospects 0	

Key info

Activity Center Requisitions Offers Candidate Search Pools Events

5

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

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

External career sites

Posting Status
Not Posted

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

6

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: 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

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

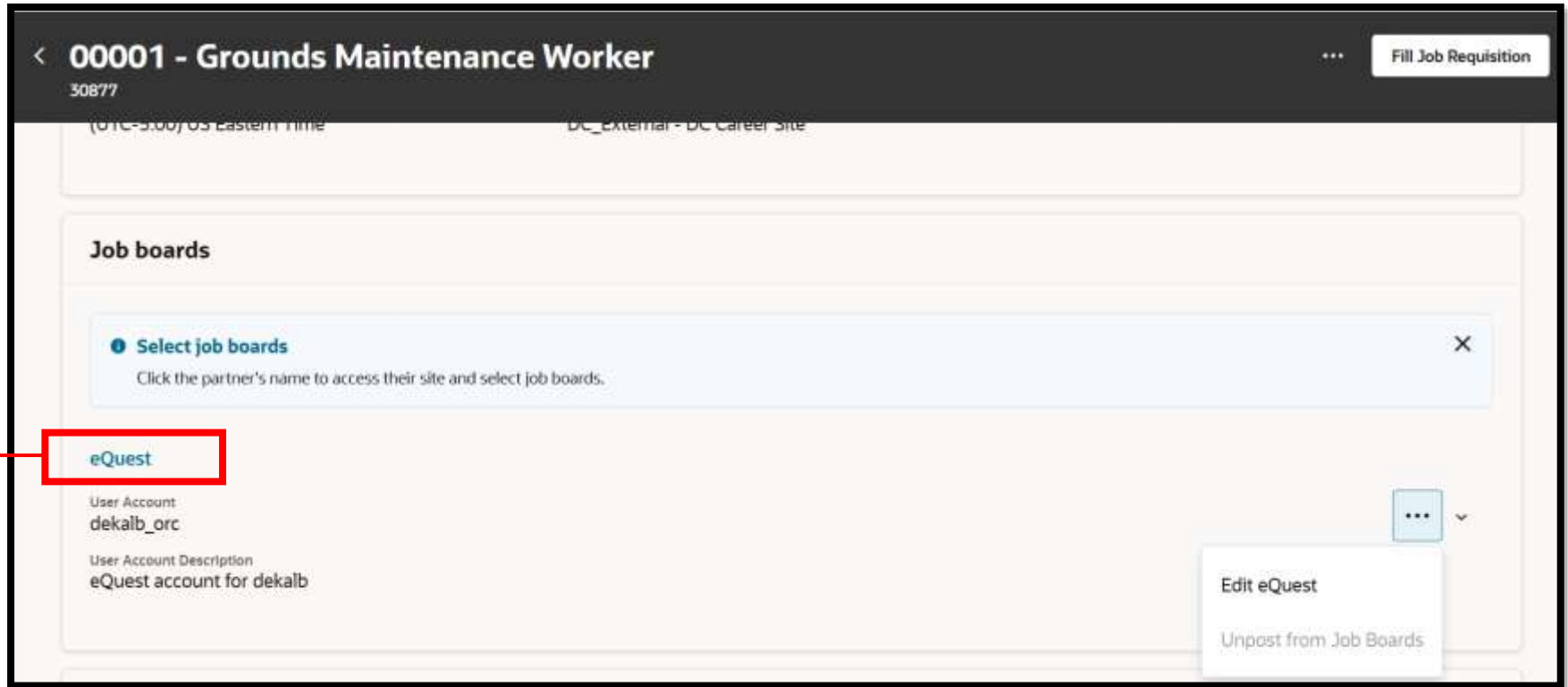
10

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



< 00001 - Grounds Maintenance Worker 30877

(UTC-5:00) US Eastern Time DC_External - DC Career Site

Fill Job Requisition

Job boards

Select job boards
Click the partner's name to access their site and select job boards.

eQuest

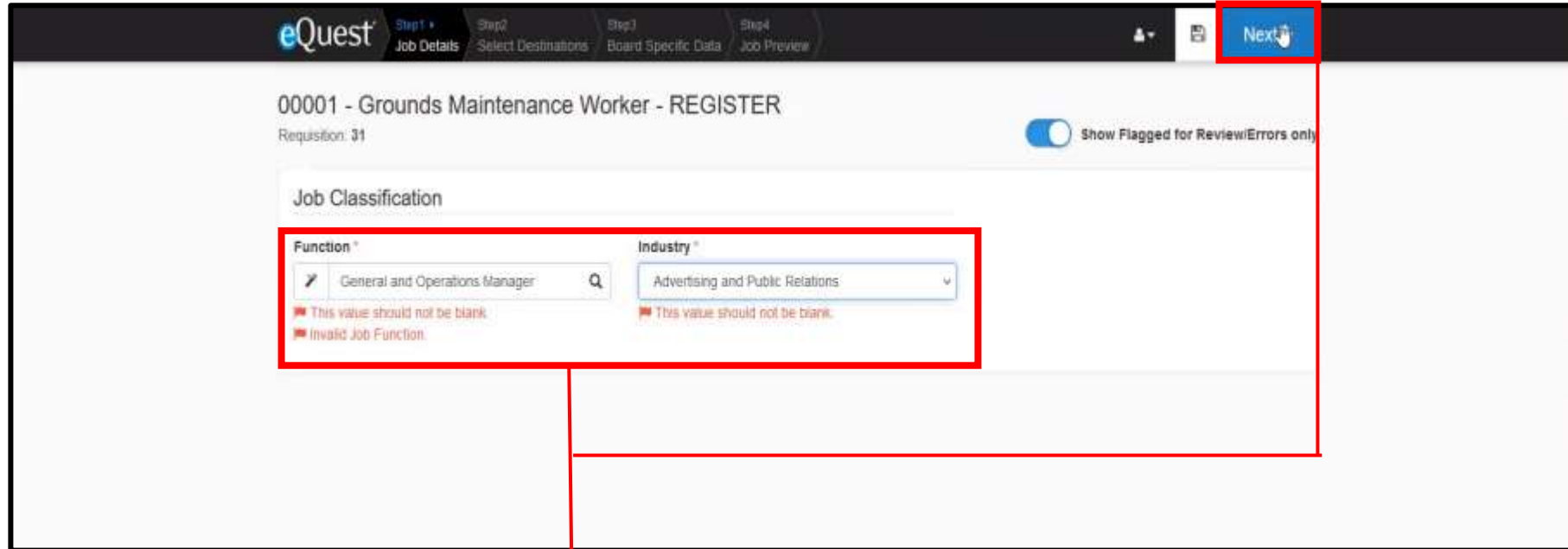
User Account
dekalb_orc

User Account Description
eQuest account for dekalb

Edit eQuest
Unpost from Job Boards

! If you want to change User Account and User Account Description, click (...)Actions and edit the fields

Posting Job



The screenshot shows the eQuest web application interface for posting a job. At the top, there is a navigation bar with the eQuest logo and a progress indicator showing four steps: Step 1 (Job Details), Step 2 (Select Destinations), Step 3 (Board Specific Data), and Step 4 (Job Preview). The current step is Step 1. A 'Next' button is highlighted with a red box in the top right corner. Below the navigation bar, the job title '00001 - Grounds Maintenance Worker - REGISTER' is displayed, along with 'Requisition: 31' and a toggle switch for 'Show Flagged for Review/Errors only'. The 'Job Classification' section contains two dropdown menus: 'Function' and 'Industry'. The 'Function' dropdown is set to 'General and Operations Manager' and has a red error message below it: 'This value should not be blank. Invalid Job Function.' The 'Industry' dropdown is set to 'Advertising and Public Relations' and also has a red error message below it: 'This value should not be blank.' A red line connects the 'Function' dropdown to a callout box at the bottom of the page.

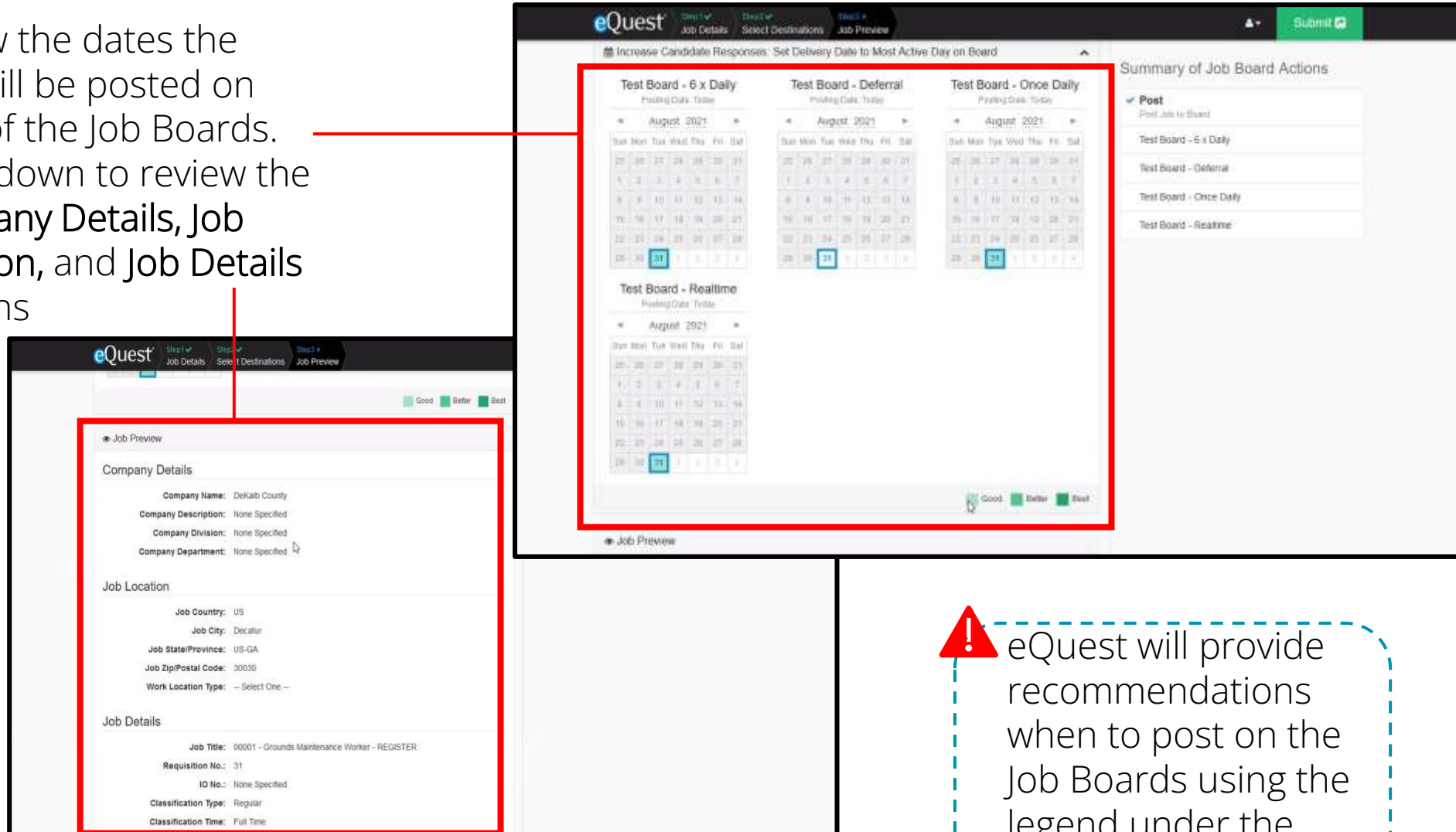
12

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



The screenshot displays the eQuest Job Preview page. The top navigation bar includes 'Step 1 Job Details', 'Step 2 Select Destinations', and 'Step 3 Job Preview'. A green 'Submit' button is in the top right. Below the navigation bar, a red box highlights the 'Job Preview' section, which contains the following details:

- 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

To the right of the job details, there are four calendar views for August 2021, each with a 'Posting Date: Today' label. The calendars are for 'Test Board - 6 x Daily', 'Test Board - Deferral', 'Test Board - Once Daily', and 'Test Board - Realtime'. A red box highlights these calendars. A legend at the bottom right of the calendar area shows three colored squares: green for 'Good', light green for 'Better', and dark green for 'Best'. To the right of the calendars is a 'Summary of Job Board Actions' section with a 'Post' button and a list of job boards: 'Test Board - 6 x Daily', 'Test Board - Deferral', 'Test Board - Once Daily', and 'Test Board - Realtime'.

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

Posting Job/Position

eQuest Step 1 ✓ Job Details Step 2 ✓ Select Destinations Step 3 Job Preview

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

Submit

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

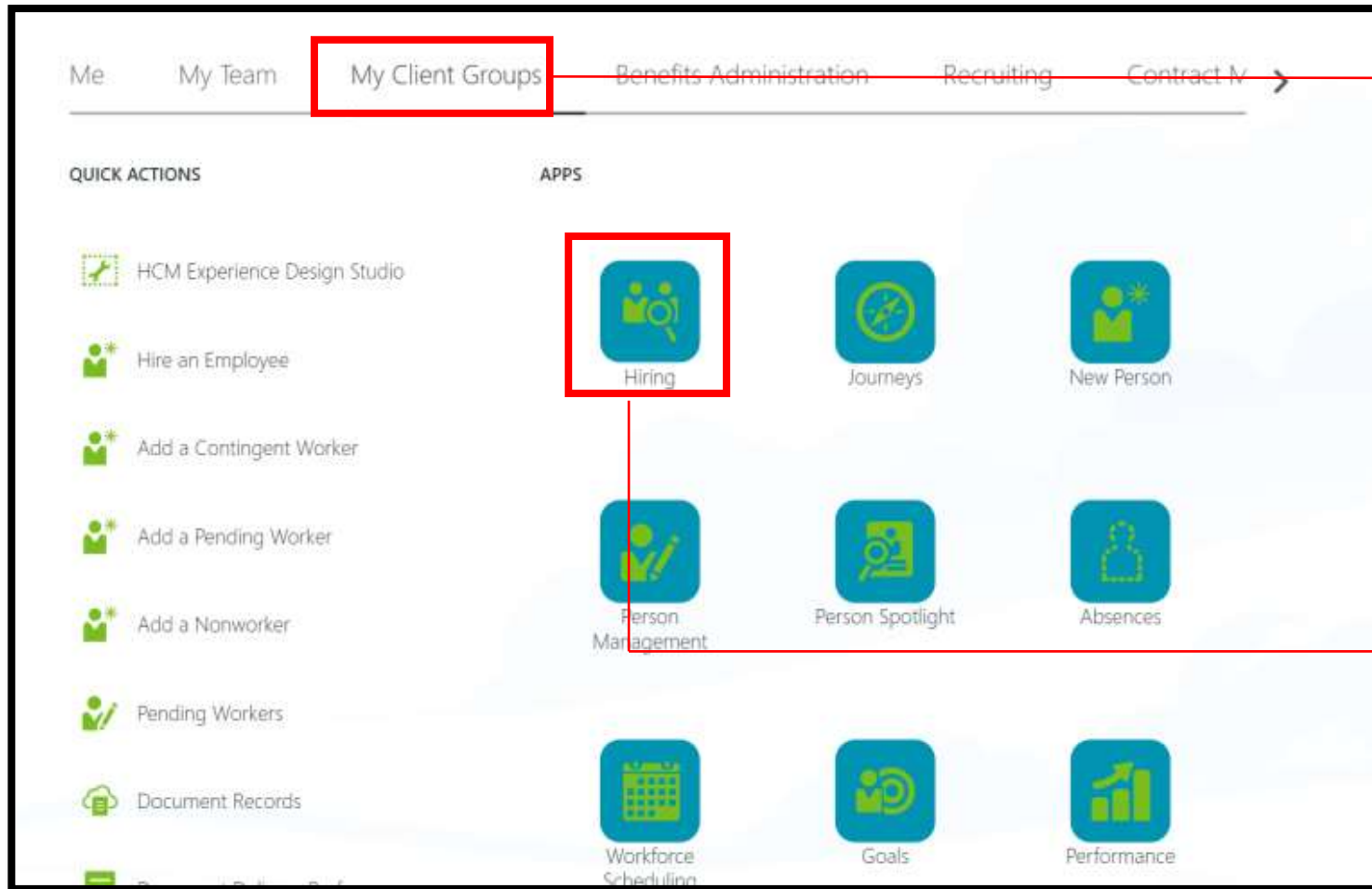
Lesson Objective:

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

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



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 Maintner	30877	Open - Posted	Open	Posted	1	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

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

Applications link represents the number of active Applicants to a requisition

4

Select the Applications hyperlink

Manage Talent Pool



<

00001 - Grounds Maintenance Worker (30877)

Professional

Job Applications

Keywords

Q

Phase

State

Employer

Position

Filters

Summary

1 item

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite

Candidate

Details

Status

Education

Rank

10018

Rex, GA, US

...

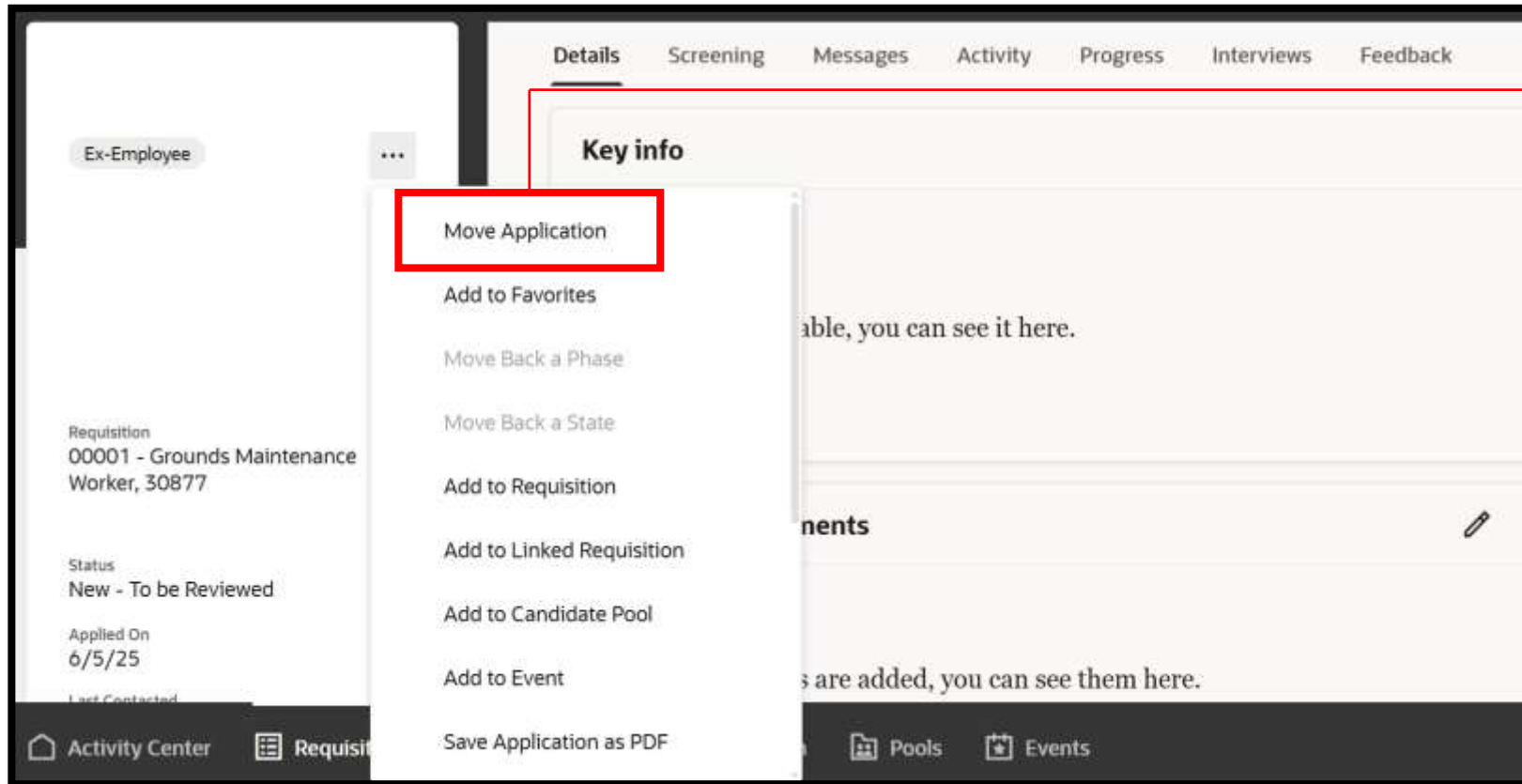
New, To be Reviewed

! 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

Comment

State
Meets Minimum Qualifications

Meets Minimum Qualifications

Not Minimally Qualified

Rejected by Employer

Withdrawn by Candidate

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

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	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 email	Withdrawn						



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	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			



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 Schedule)		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

Move application

Phase
New

State
Rejected by Employer

Reason

The job requisition was filled

Work relationship was canceled

Does not meet minimum qualifications

Failed Background

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

Comment

Cancel

Move

10

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

New

HM Review

Interview

Testing

State

Required

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

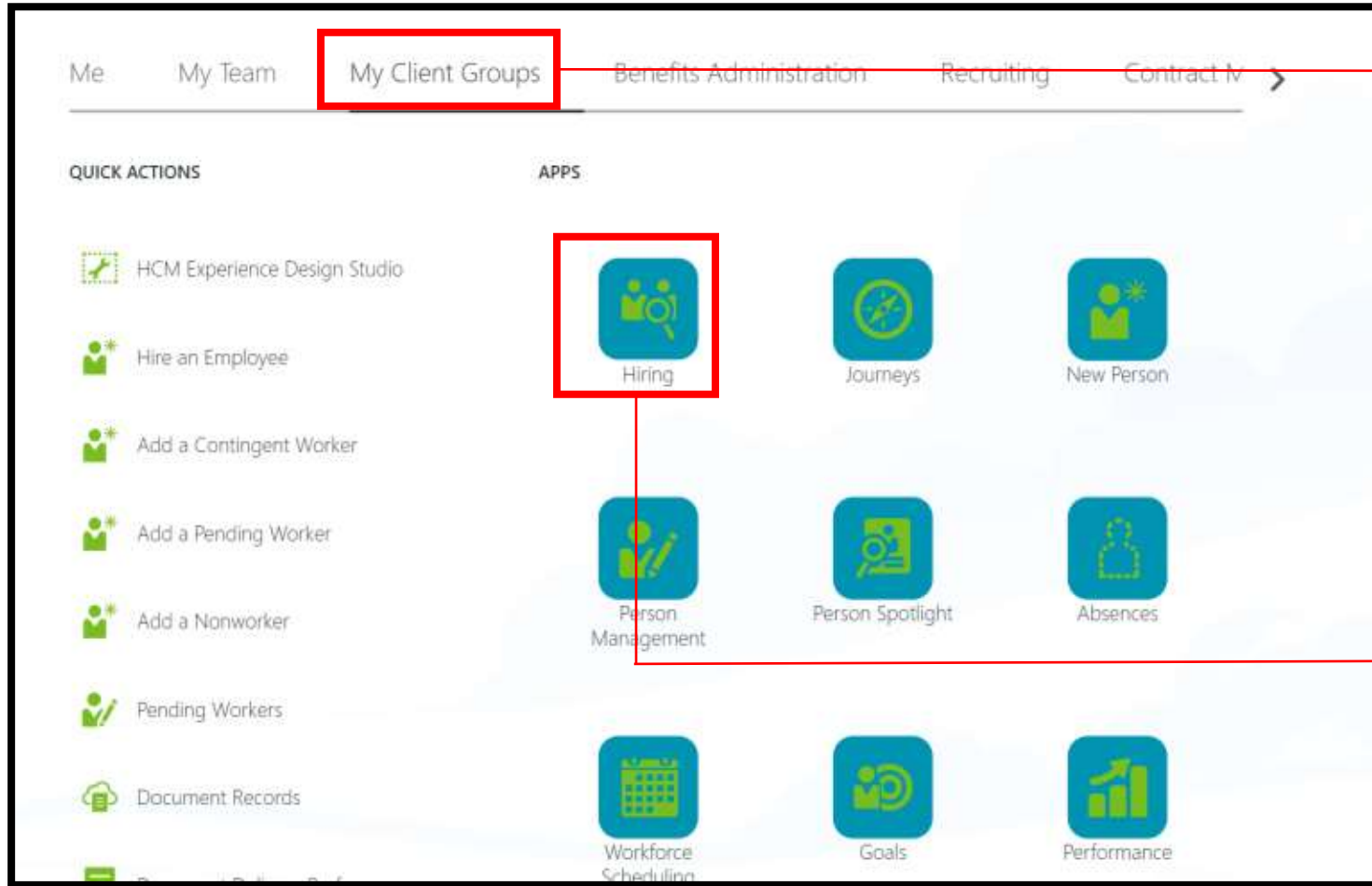
Lesson Objective:

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

Recruiting Activity Center

Activities

11

High Priority

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

Screen and Track Candidates



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 Maintainer	30877	Open - Posted	Open	Posted	1	1
16848 - HR Testing Specialist	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

4

The Recruiter/Generalist will select the Applications hyperlink

Screen and Track Candidates



<

00001 - Grounds Maintenance Worker (30877)

Professional

Job Applications

Keywords

PhaseStateEmployerPositionFilters

⚙️

View Summary

☐ 1 item

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

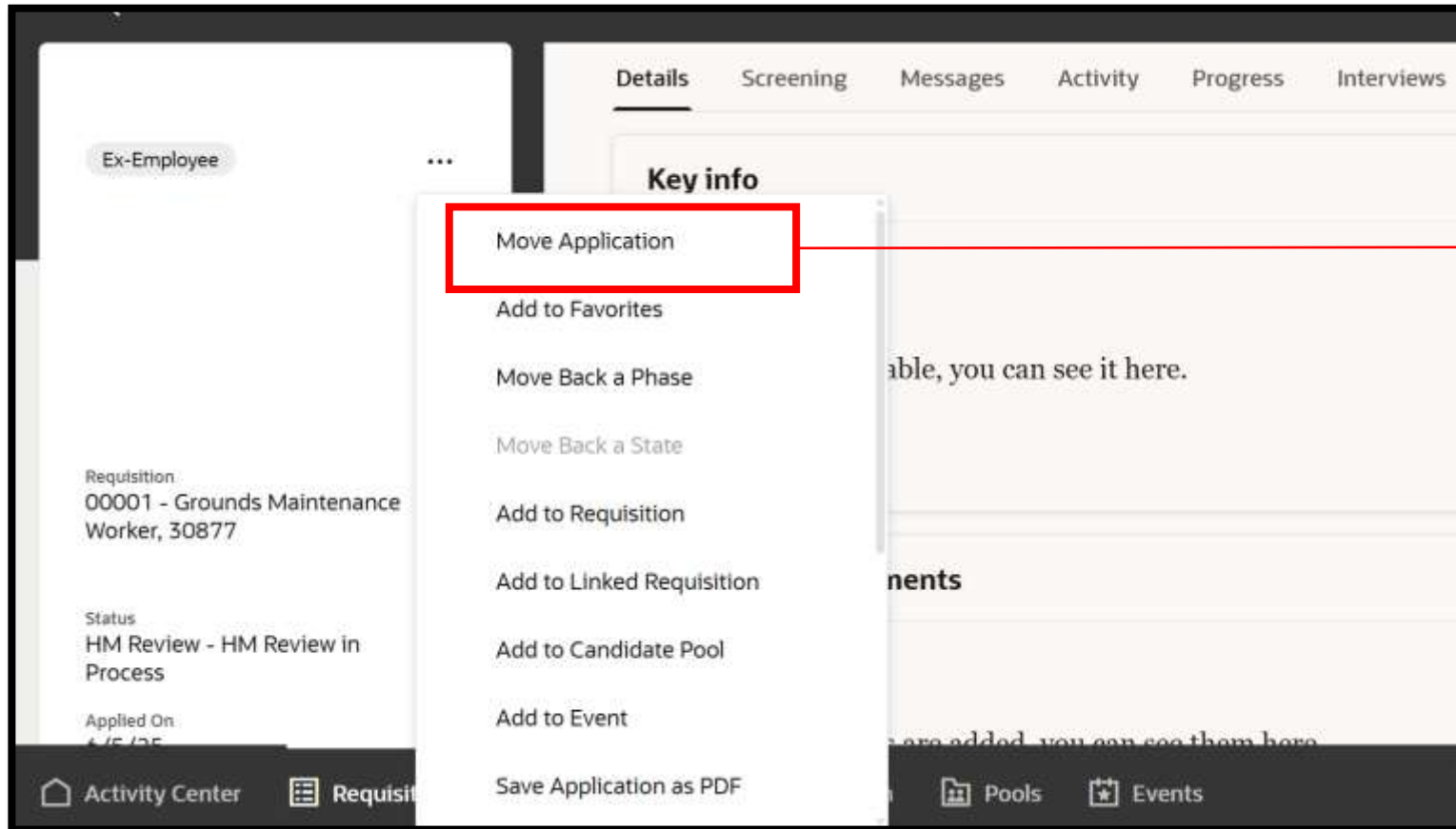
Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/>	<div>☆</div> <div>10018</div> <div>Rex, GA, US</div>		HM Review, HM Review In Process		...

5

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

Screen and Track Candidates



6

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 ▼

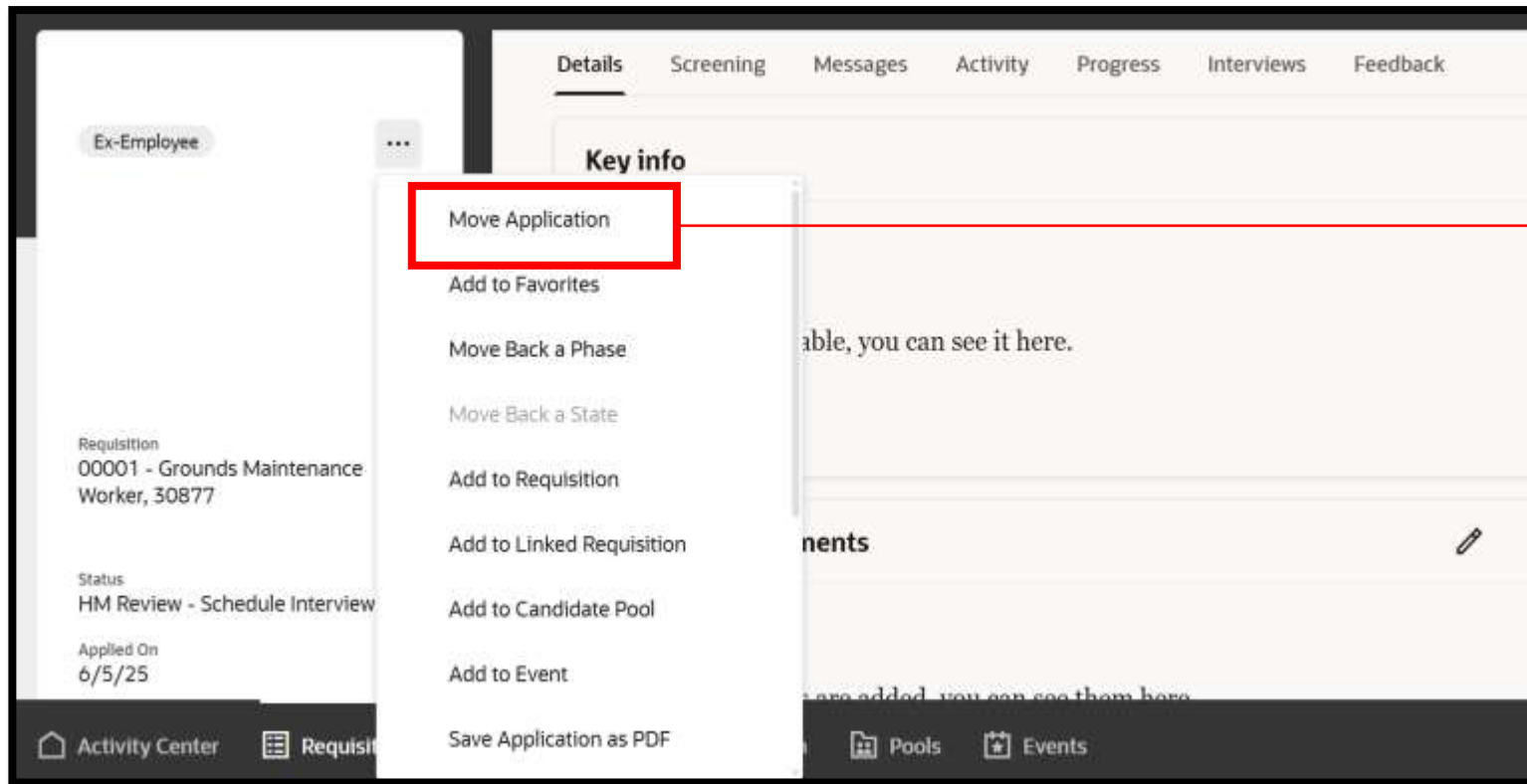
Comment

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

Comment

Cancel

Move

9

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

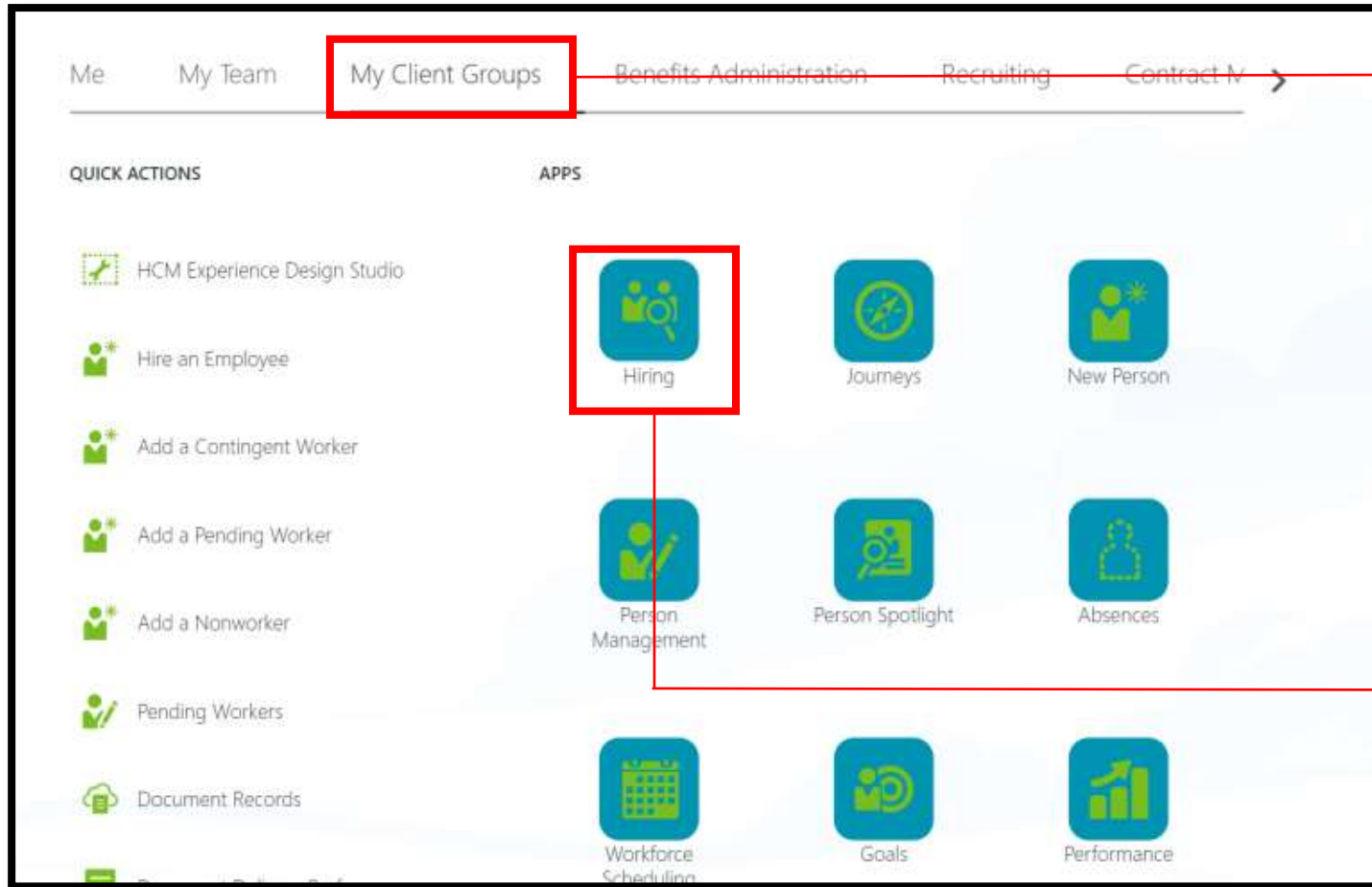
Lesson Objective:

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



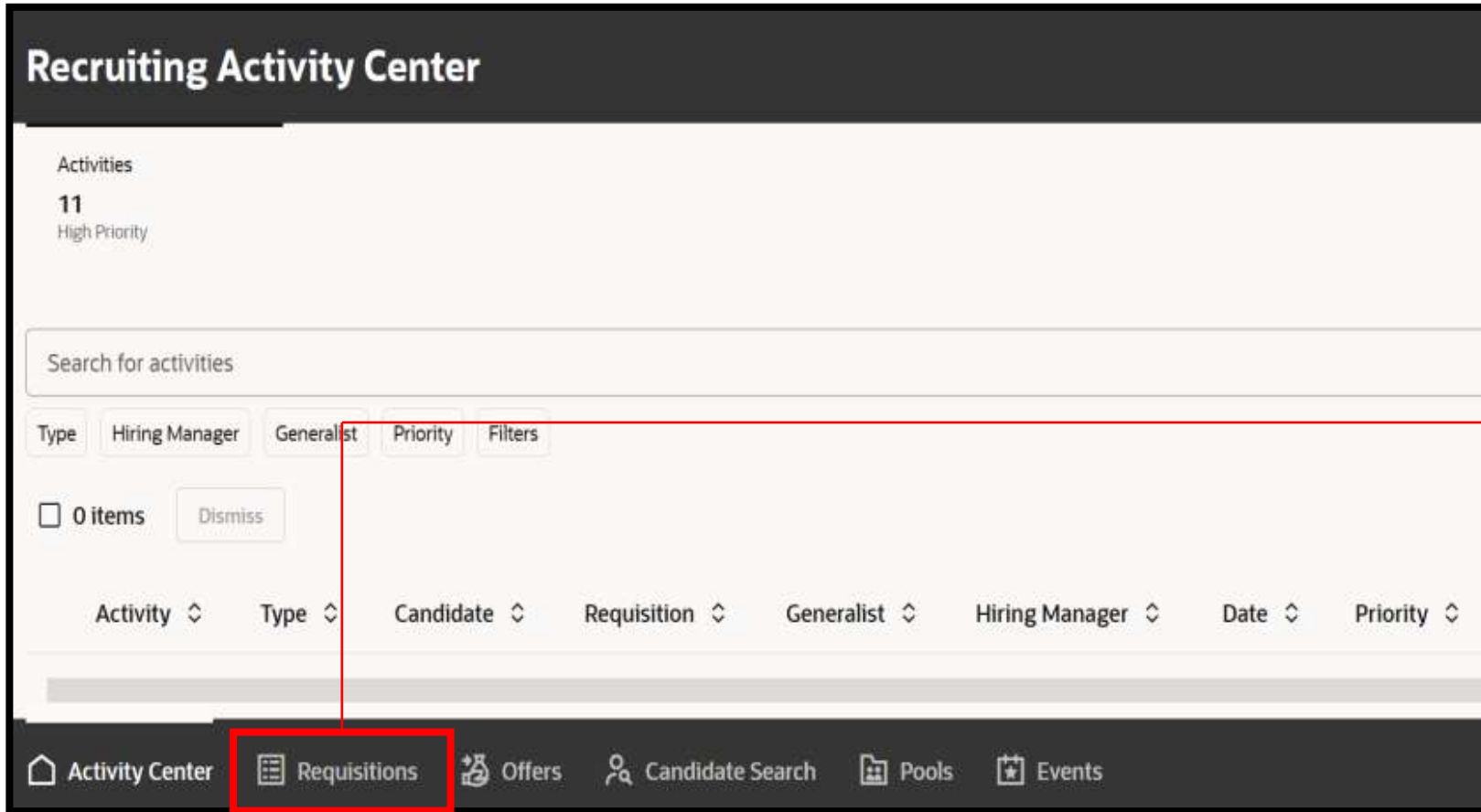
1

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

2

Select the **Hiring** tile

Add an Interview to a Requisition



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](#)

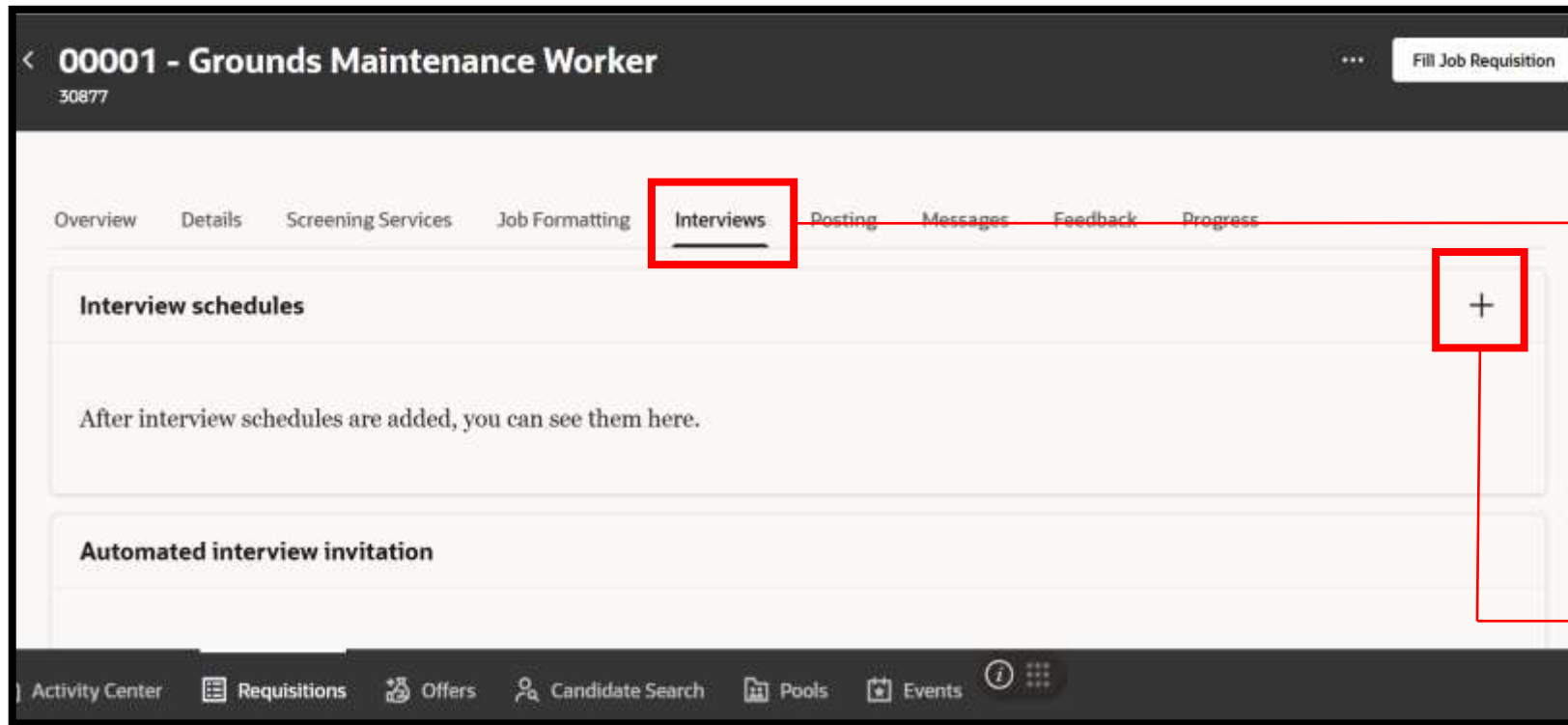
Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1
16848 - HR Testing Speci	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0
16848 - 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



5

Select the Interviews tab

6

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
[Dropdown menu]

*Schedule Title
[Text input field]

*Schedule Owner
Rosalind M Harris [Dropdown menu]

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

Create Interview Schedule
00001 - Grounds Maintenance Worker (30877)

Save and Close **Cancel**

1 Basic Information

*Template
Phone Screen (DC_PHONE_SCREEN)

*Schedule Title
Phone Screen

*Schedule Owner
Rosalind M Harris

Schedule Type
Hiring Team Managed

Settings

2 Location Details

3 Settings

4 Candidate Info

5 Interviewer Documents

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

Recruiting Lifecycle Management – Hiring Managers

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

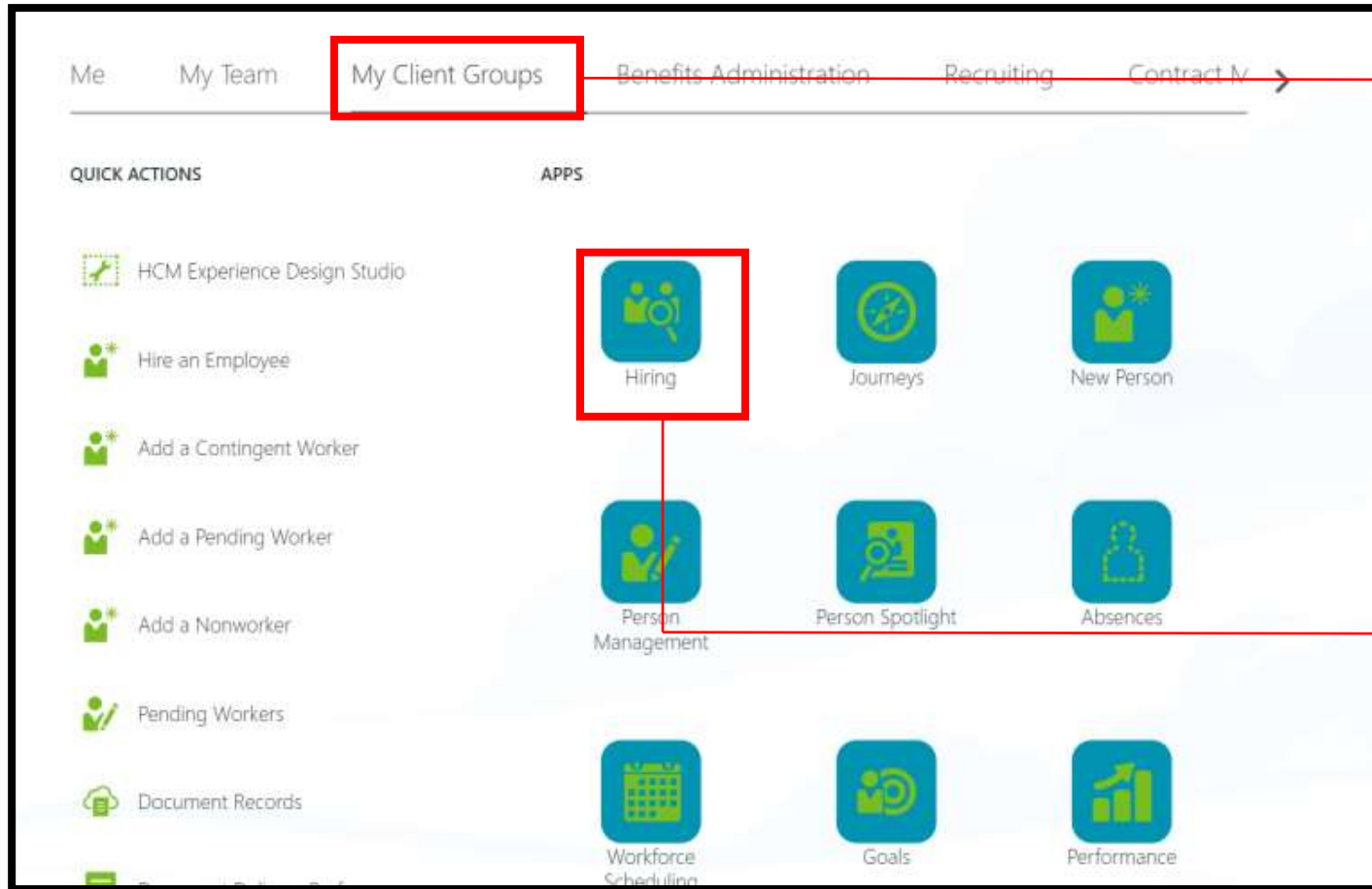
Lesson Objective:

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



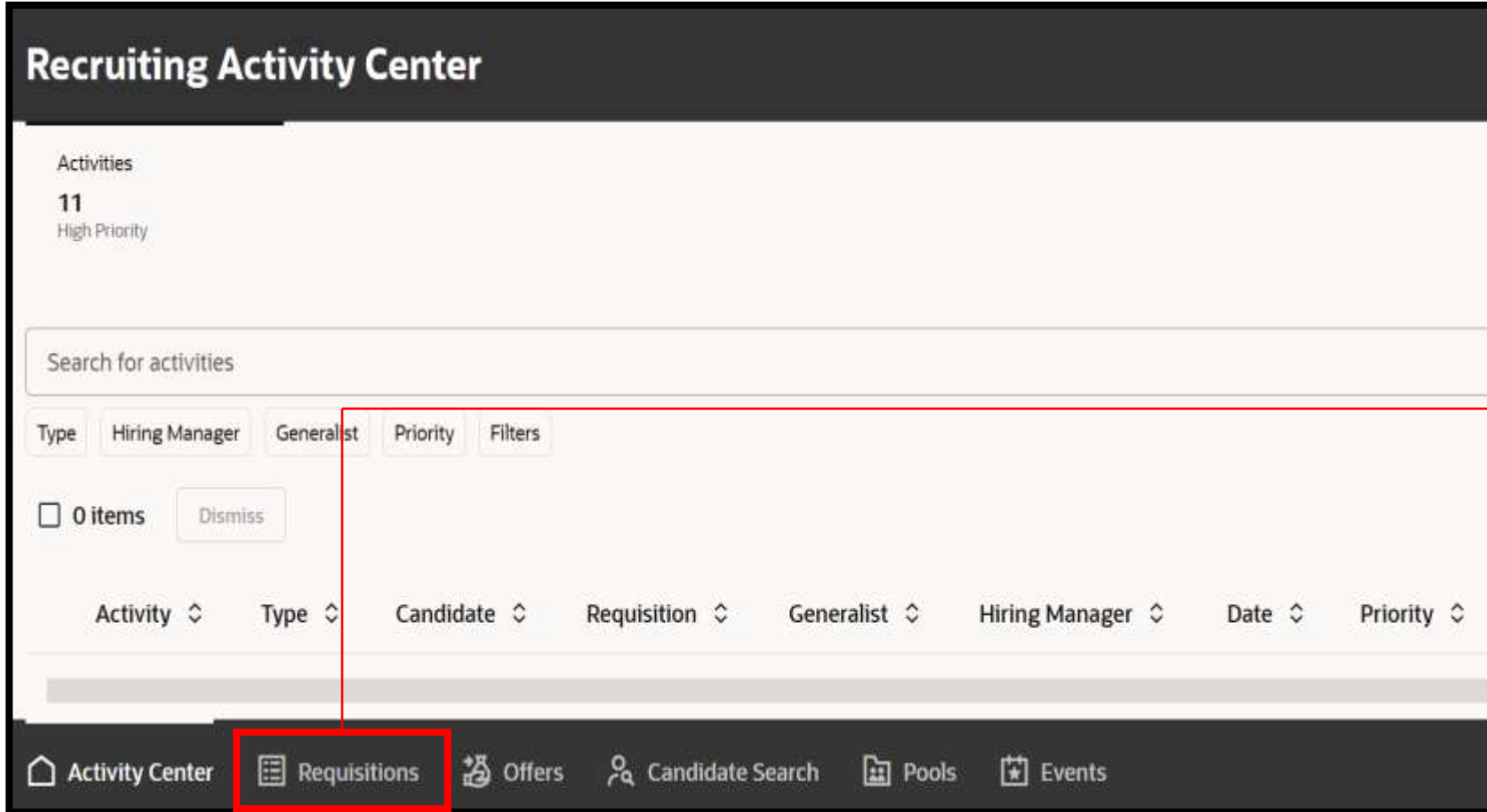
1

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



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 Maintainer	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

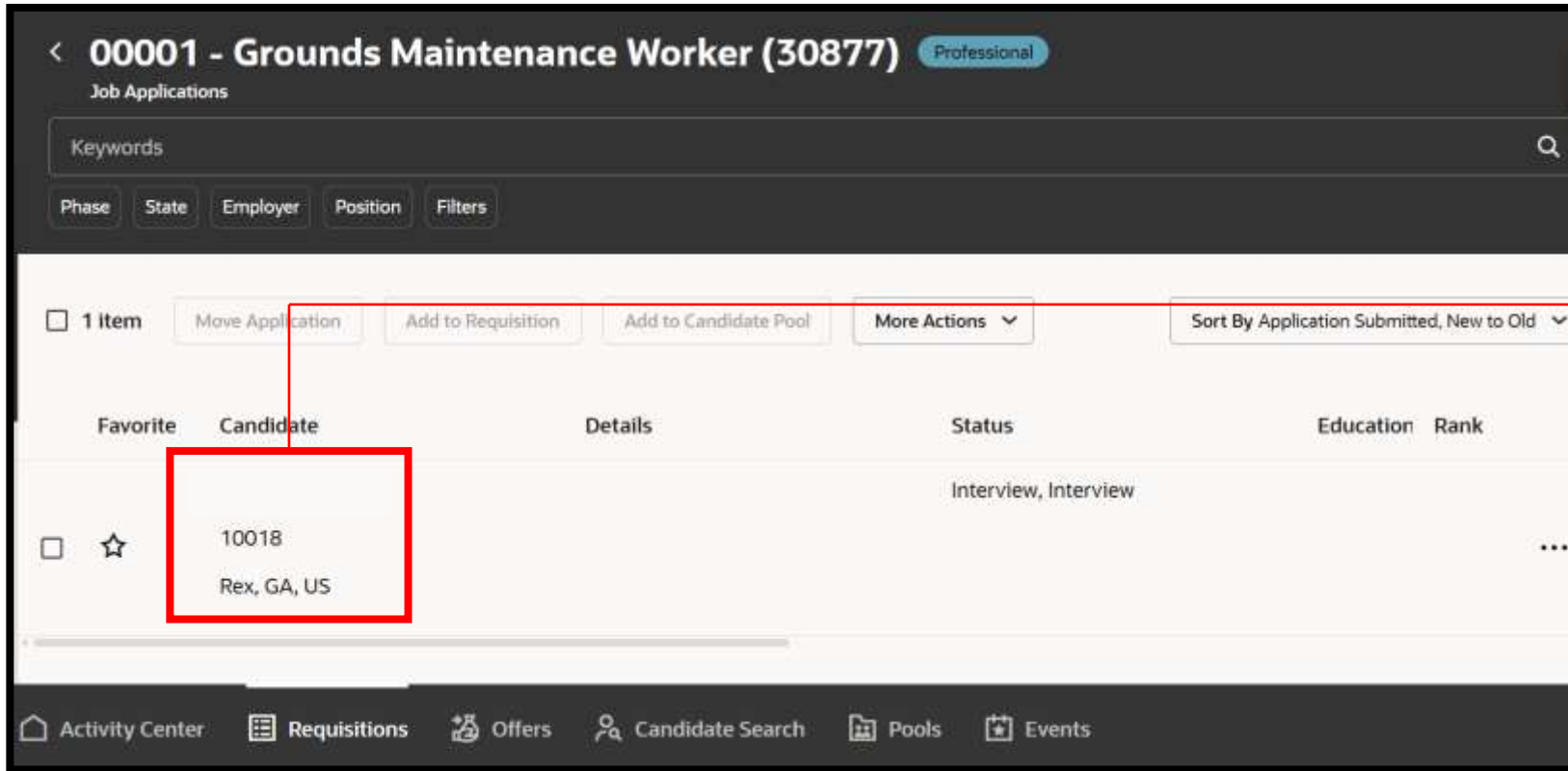
Pools

Events



Select the Applications link

Add an Interview for a Candidate on a Requisition



< 00001 - Grounds Maintenance Worker (30877) Professional

Job Applications

Keywords

Phase State Employer Position Filters

1 Item Move Application Add to Requisition Add to Candidate Pool More Actions Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/>	10018 Rex, GA, US		Interview, Interview		...

Activity Center Requisitions Offers Candidate Search Pools Events

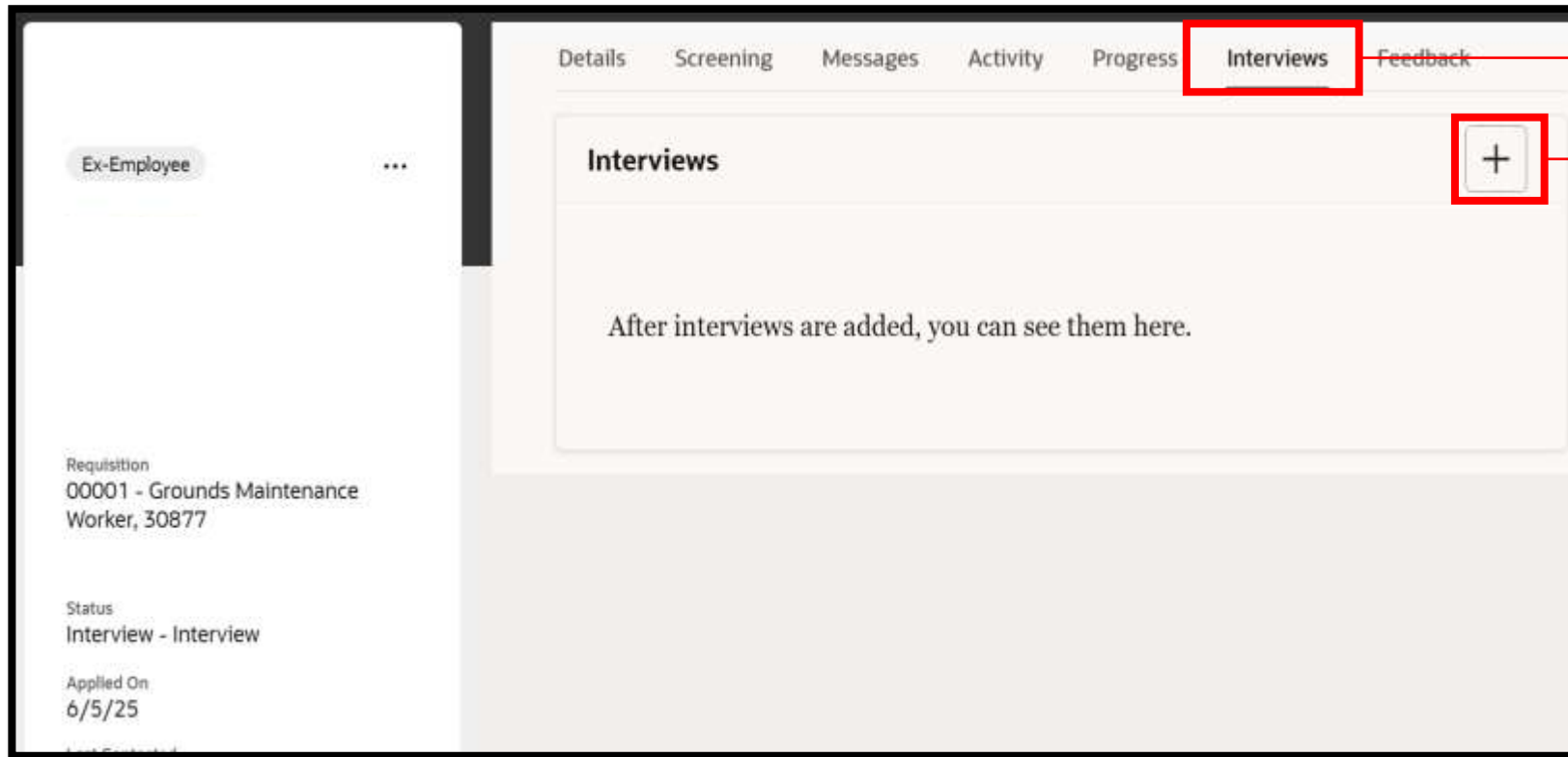
5

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



The Hiring Manager will only 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



6

Select the **Interviews** tab and Select the + button to add Interview.

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)

Candidate
Anna Walker (10018)

*Schedule Title

Format
Select a value

Start Date and Time
 (UTC-05:00) New Yor...

*End Date and Time
 (UTC-05:00) New Yor...

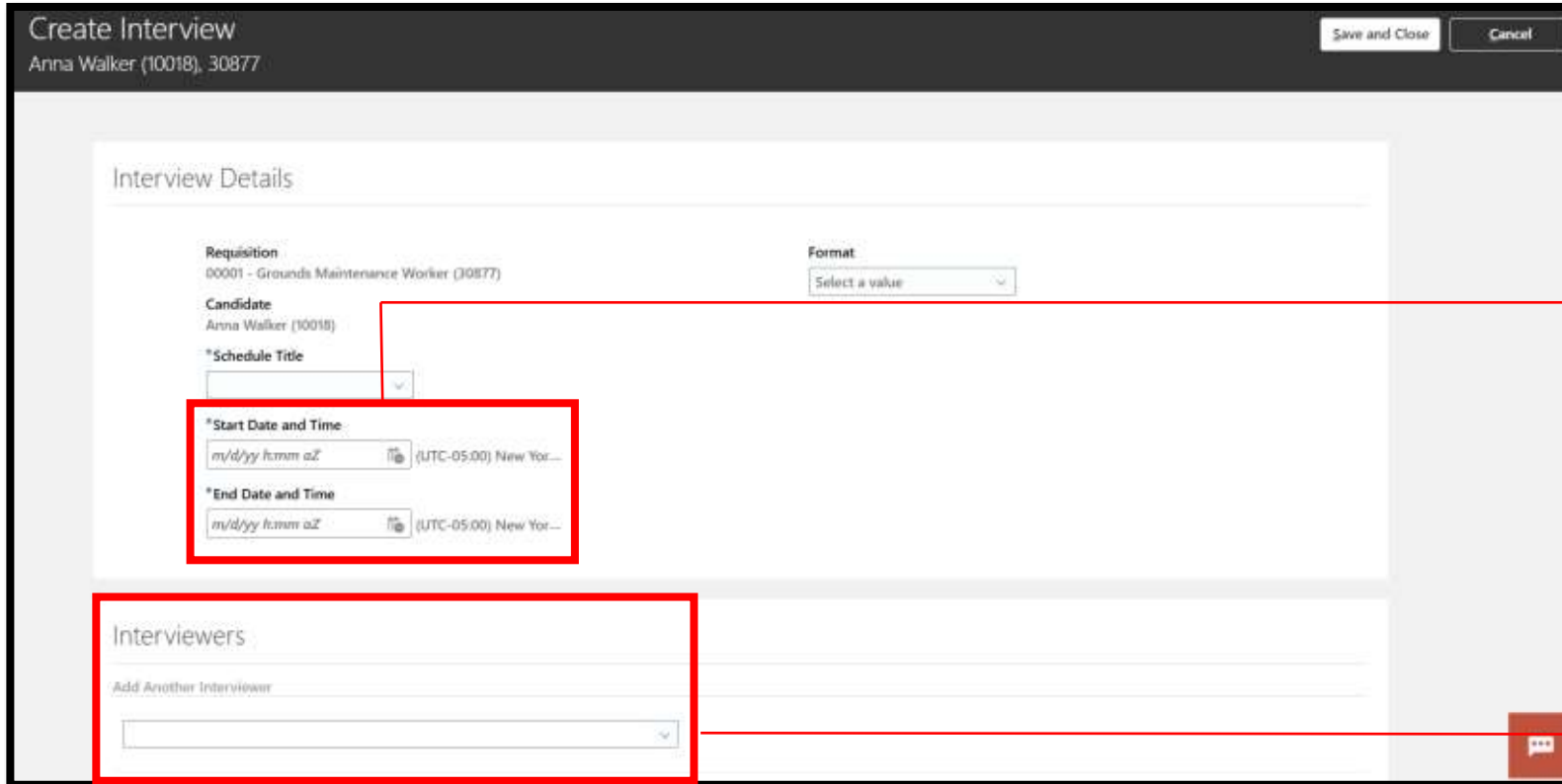
Interviewers

Add Another Interviewer

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
Anna Walker (10018), 30877

Interview Details

Requisition: 00001 - Grounds Maintenance Worker (30877)

Candidate: Anna Walker (10018)

*Schedule Title: [dropdown]

*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...

Format: Select a value [dropdown]

Interviewers

Add Another Interviewer [dropdown]

Notes to Candidate [text area]

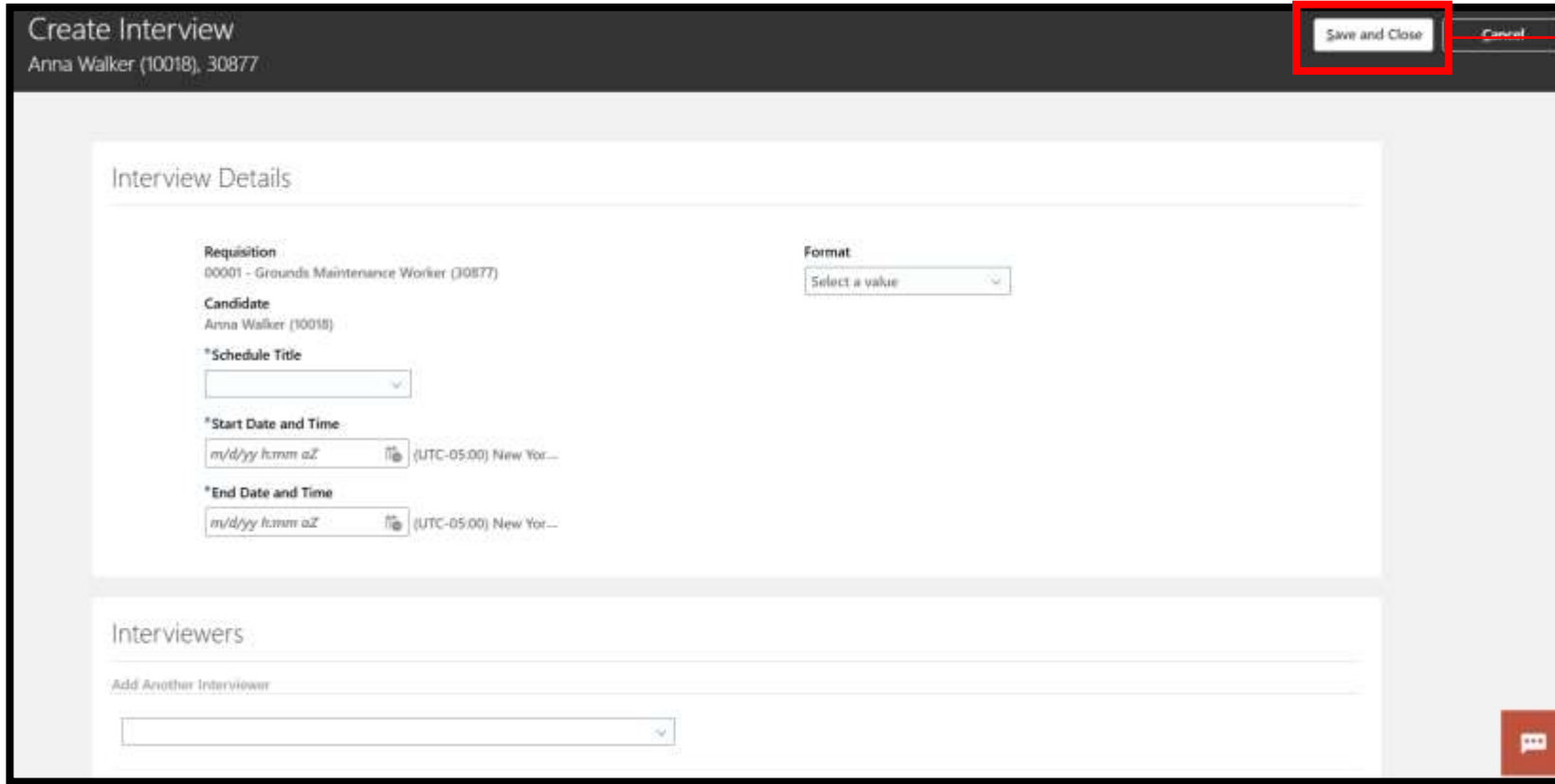
8

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



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

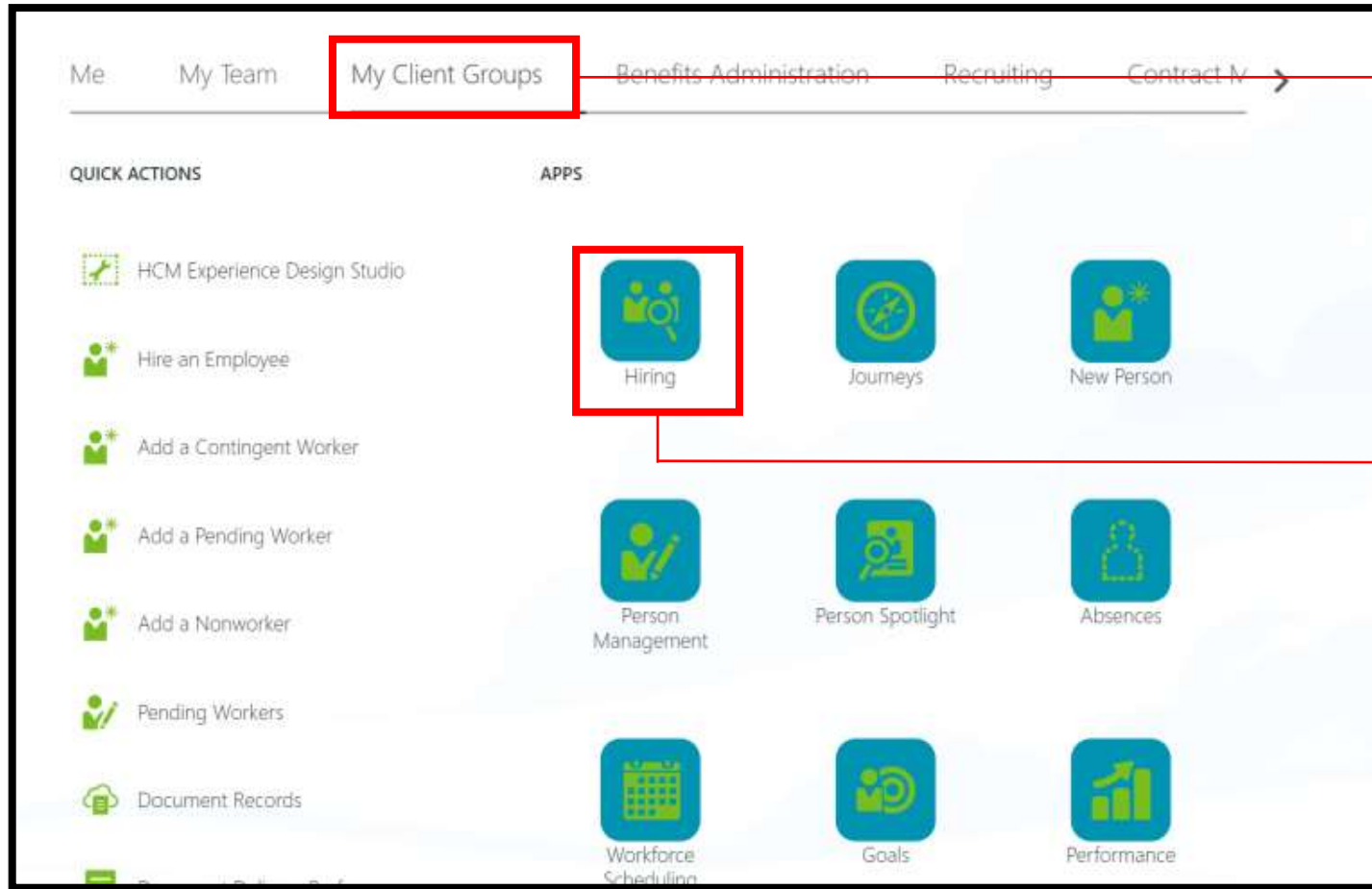
Lesson Objective:

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

Recruiting Activity Center

Activities

11

High Priority

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

Select Candidates



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 Maintainer	30877	Open - Posted	Open	Posted	0	1
16848 - HR Testing Spec	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

4

Select the Applications hyperlink

Select Candidates

<

00001 - Grounds Maintenance Worker (30877)

Professional

Job Applications

Keywords

Phase State Employer Position Filters

View Summary

☐ 1 item

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

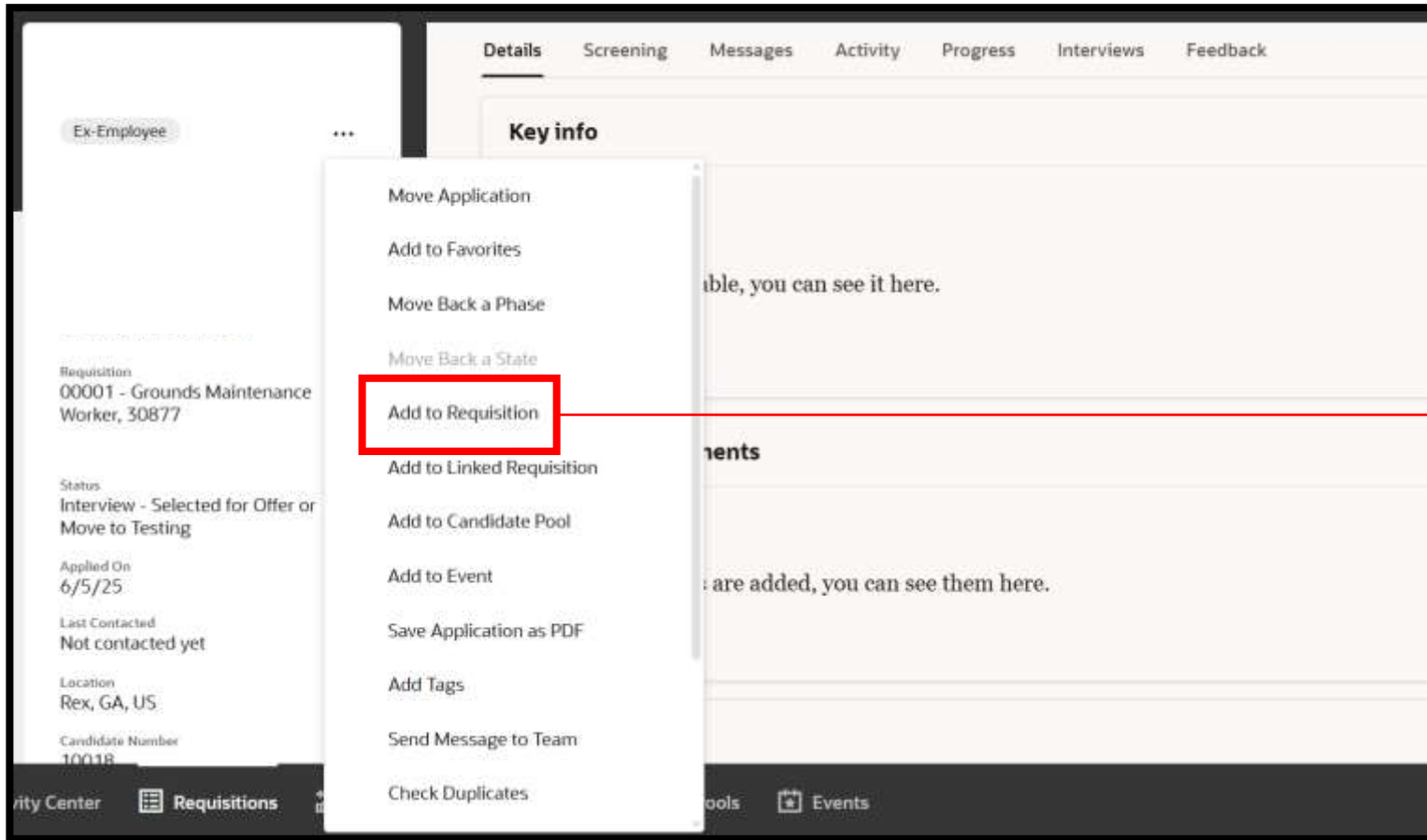
Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Rank
<input checked="" type="checkbox"/> ☆	10018 Rex, GA, US		Interview, Selected for Offer or Move to Testing		...

5

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

Cancel

Add

7

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

00001 - Grounds Maintenance
Job Applications

Keywords

Phase State Employer Position Filters

1 item Move Application Add to Requisition

Favorite Candidate


☆ 10018
Rex, GA, US

Activity Center Requisitions Offers

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	
--	---------------------------------	---

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



<

00001 - Grounds Maintenance Worker (30877)

Professional

Job Applications

Keywords

PhaseStateEmployerPositionFilters

1 item

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application

Favorite	Candidate	Details	Status	Education
<div><input type="checkbox"/></div> <div>☆</div>	10018 Rex, GA, US		Interview, Selected for Offer or Move to Testing	

9

Navigate back by selecting the arrow on the left

Select Candidates



Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Generalist

Hiring Team Role

Location

Filters

6095 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
00001 - Grounds Maintainer	30879	Open - Posted	Open	Posted	1	1	0
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1	0
16848 - HR Testing Spec	30876	Open - Posted	Open	Posted	0	1	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	1	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

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

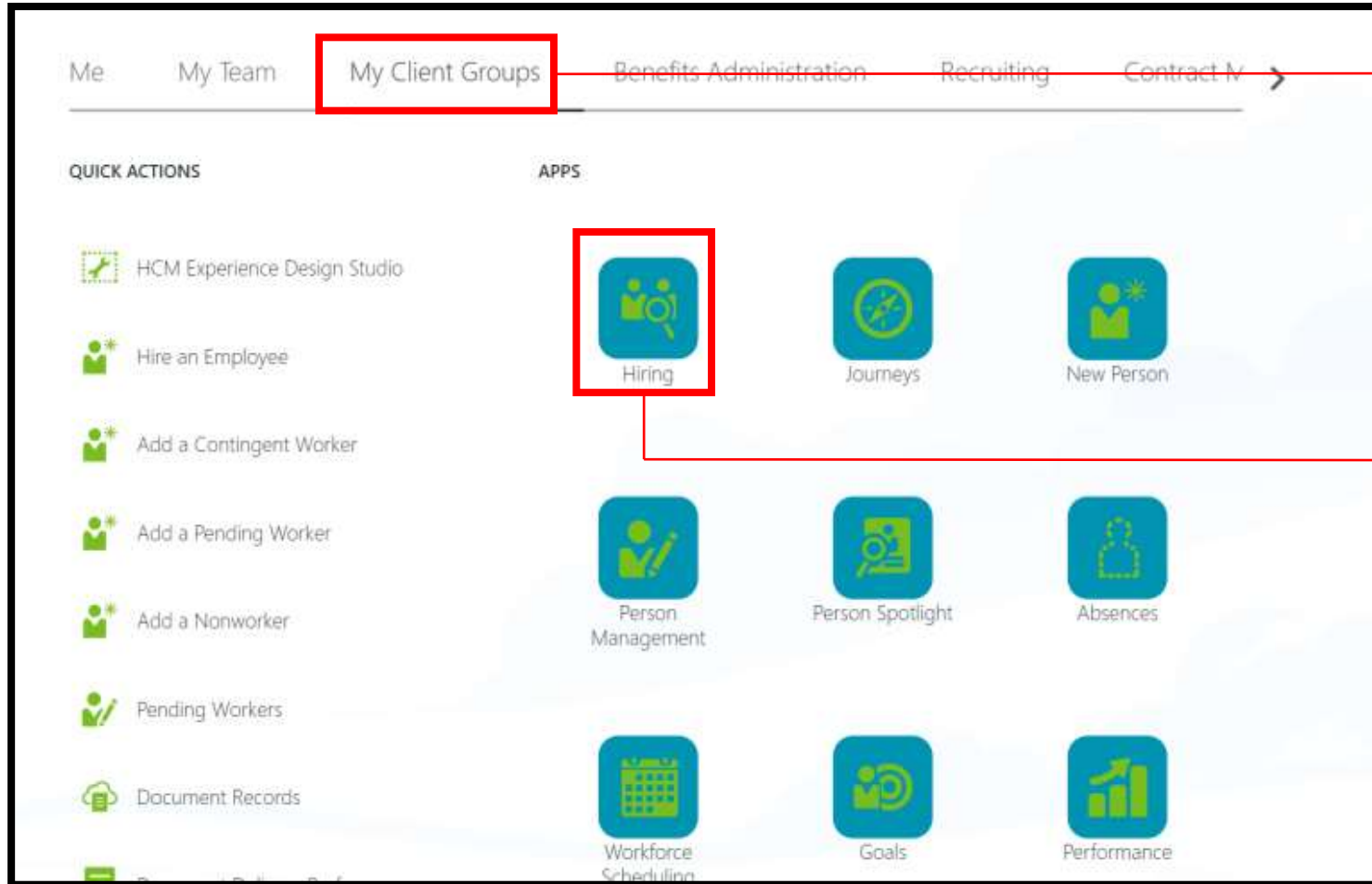
Lesson Objective:

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

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

Recruiting Activity Center

Activities

11

High Priority

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

Prepare Job Offer

Job Requisitions

Search by requisition title, number, or description

Phase State Hiring Manager Generalist Hiring Team Role Location Filters

6095 results [+ Create](#)

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
00001 - Grounds Maintainer	30879	Open - Posted	Open	Posted	1	1	0
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1	0
16848 - HR Testing Spec	30876	Open - Posted	Open	Posted	0	1	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	1	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0

Activity Center Requisitions Offers Candidate Search Pools Events

4

Select the appropriate Requisition hyperlink

Prepare Job Offer

< 05602 - HRIS Specialist (30875) Professional

Go back Job Applications

Keywords

Phase State Employer Position Filters

1 item Move Application Add to Requisition Add to Candidate Pool More Actions Sort By Application Submitted, New to Old

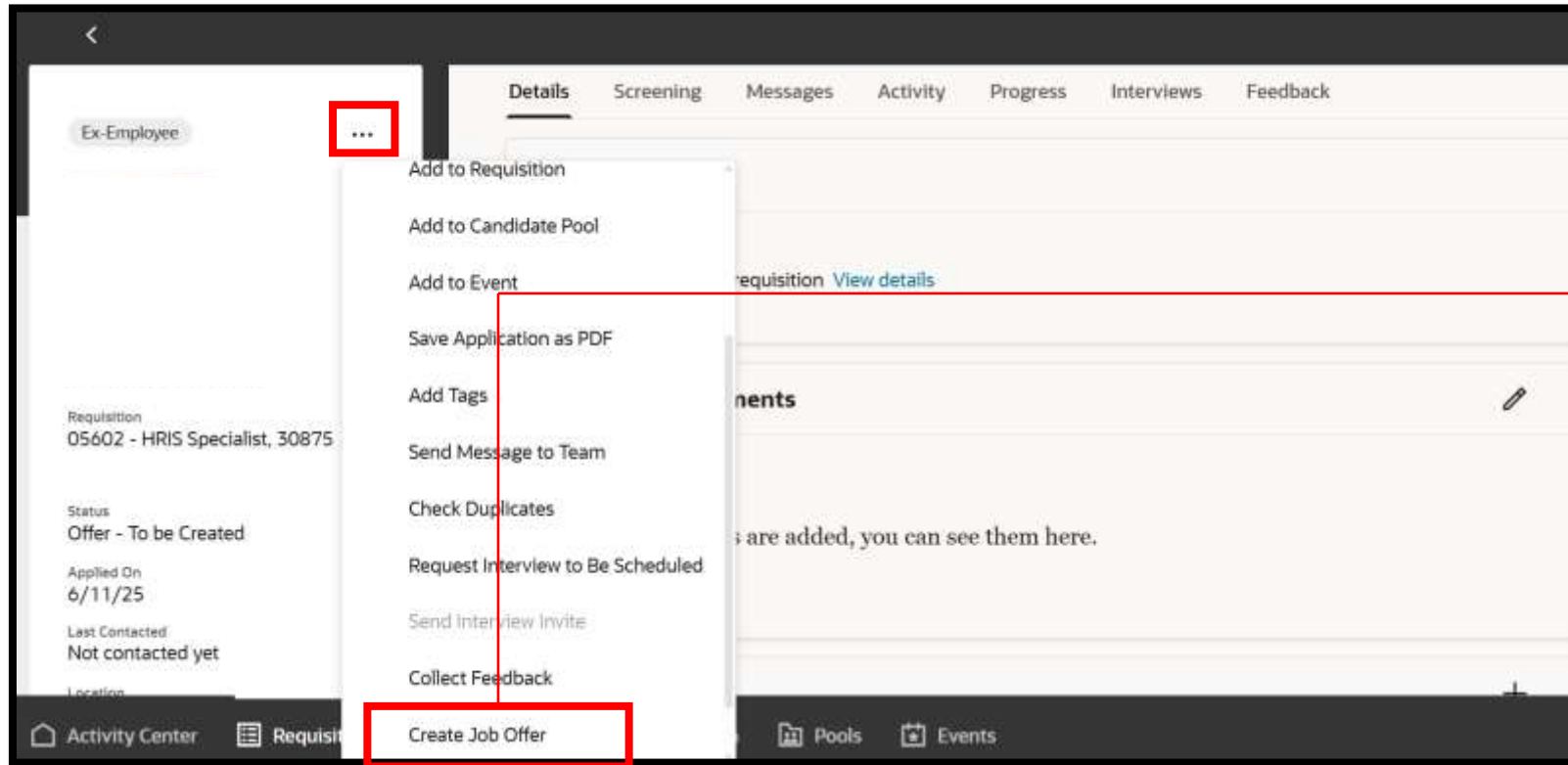
Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/>	<input type="checkbox"/> ☆ ● 10018 Rex, GA, US		Offer, To be Created		

Activity Center Requisitions Offers Candidate Search Pools Events

5

Select the candidate to create Job offer

Prepare Job Offer



6

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

Prepare Job Offer

Create Job Offer
(10018), 30875

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

<input type="checkbox"/> Offer Team	<input type="checkbox"/> Payroll Info
<input checked="" type="checkbox"/> Salary	<input type="checkbox"/> Other Compensation
<input type="checkbox"/> Comments and Attachments	<input type="checkbox"/> Additional Info
<input checked="" type="checkbox"/> Offer Letter	

Continue Cancel

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

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

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

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

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

2

Assignment Info

*Business Unit

DeKalb County

Job

15075 - HRIS Specialist

Business Title

15075 - HRIS Specialist

*Grade

DK2_13

Department

01510 - HUMAN RESOURCES & MERIT SYSTEM

Reporting Establishment

DeKalb County GA

Location

MALLOF - Administration Bldg

Continue

11

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

Prepare Job Offer

Create Job Offer
(10018), 30875

Assignment Info

Salary

*Salary Basis
Annual Salary Basis

Select Components

Component Name	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Base salary		45,000.00000	45,000.00000	45,000.00000
Overhead salary		45,000.00000	45,000.00000	45,000.00000

*Salary Amount
45,000.00000 USD Annually

Annual Salary
45,000.00000 USD (FTE 1)

Grade Name
OKE2_13

New Salary
45,000.00000 USD Annually

Salary Range
44,497.00 - 71,640.00 USD Annually

Salary Range Midpoint
58,068.50 USD

Comp-Ratio
77.49

Continue

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

Create Job Offer
(10018), 30875

Assignment Info

Salary

Salary Basis
Annual Salary Basis

Select Components

Component Name	Percentage	Amount	Actual Amount	Actualized Full-Time Amount
Base salary		45,000.00000	45,000.00000	45,000.00000
Overall salary		45,000.00000	45,000.00000	45,000.00000

*Salary Amount
45,000.00000 USD Annually

Annual Salary
45,000.00000 USD (FTE 1)

Grade Name
012_13

New Salary
45,000.00000 USD Annually

Salary Range
44,497.00 - 71,640.00 USD Annually

Salary Range Midpoint
58,068.50 USD

Compa-Ratio
77.49

Continue

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

Create Job Offer
(10018), 30875

Save and Close Submit Cancel

① When and Why [Edit](#)

② Assignment Info [Edit](#)

③ Salary [Edit](#)

④ Offer Letter

Offer Letter

Offer Letter - Standard

Drag files here or click to add attachment

Candidate Job Application Language
American English

Expiration Date
m/yyyy

Additional Text 1

14

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

Prepare Job Offer

Create Job Offer
(10018), 30875

Save and Close Submit Cancel

① When and Why Edit

② Assignment Info Edit

③ Salary Edit

④ Offer Letter:

Offer Letter
Offer Letter - Standard

Download

Drag files here or click to add attachment

Candidate Job Application Language
American English

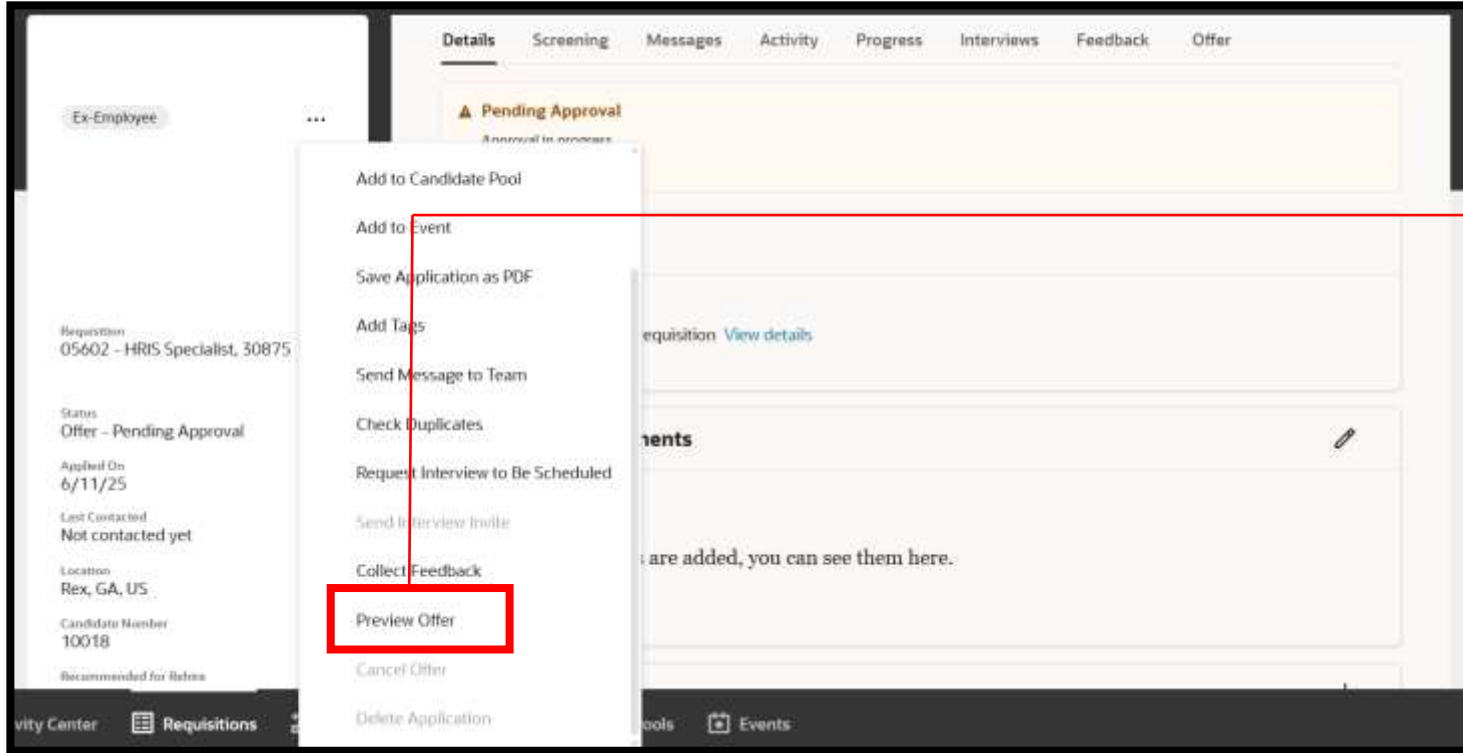
Expiration Date
m/d/yy

Additional Text 1

15

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

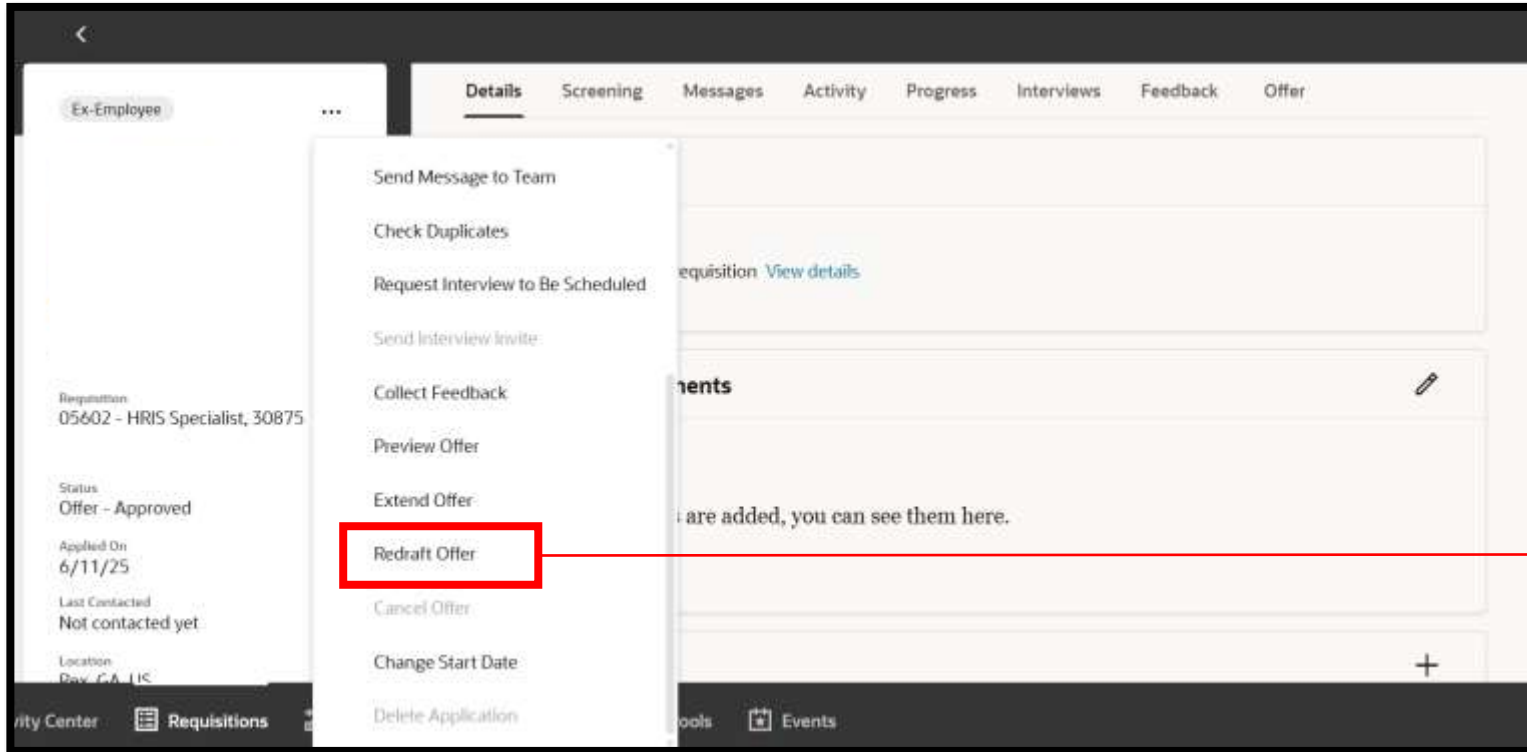
Prepare Job Offer



17

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

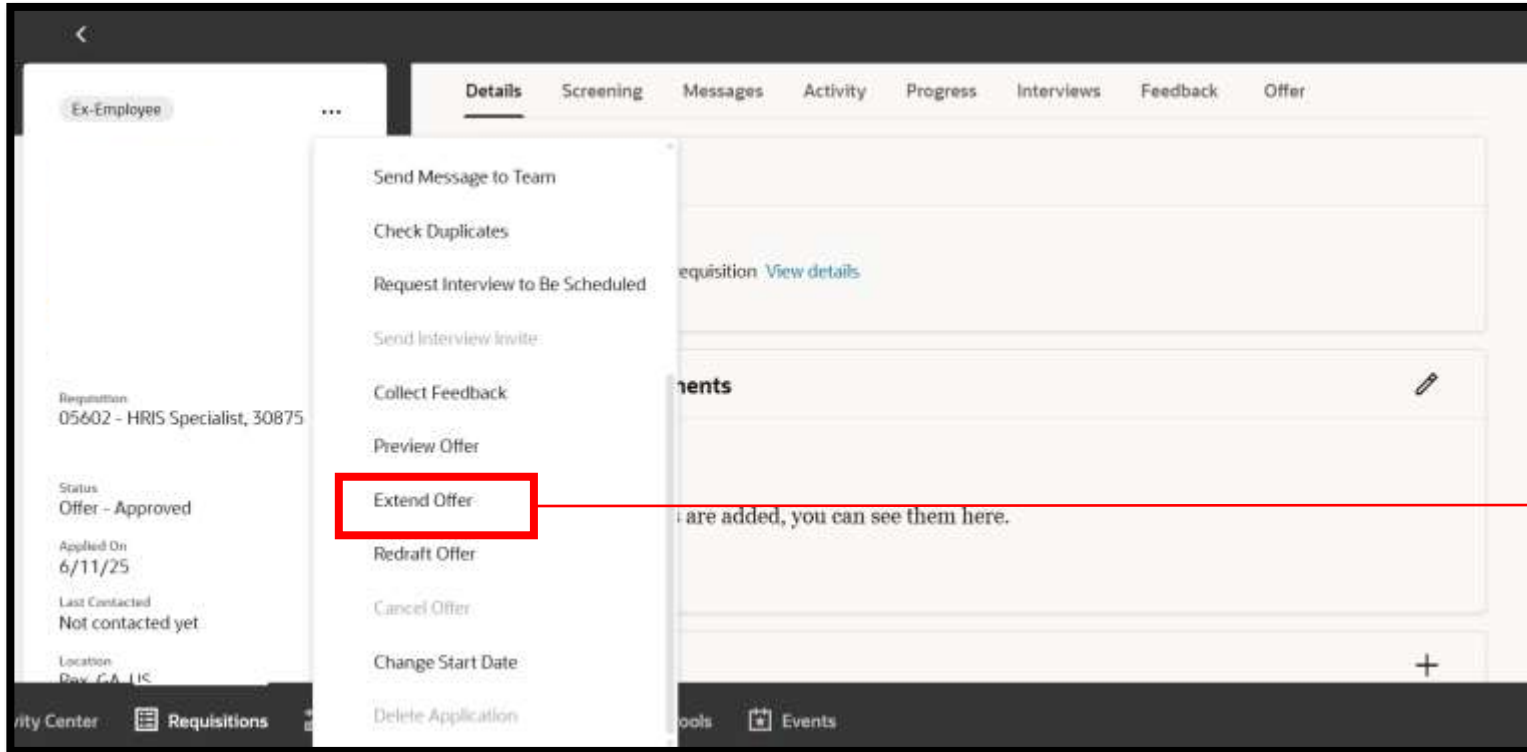
Prepare Job Offer



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

18

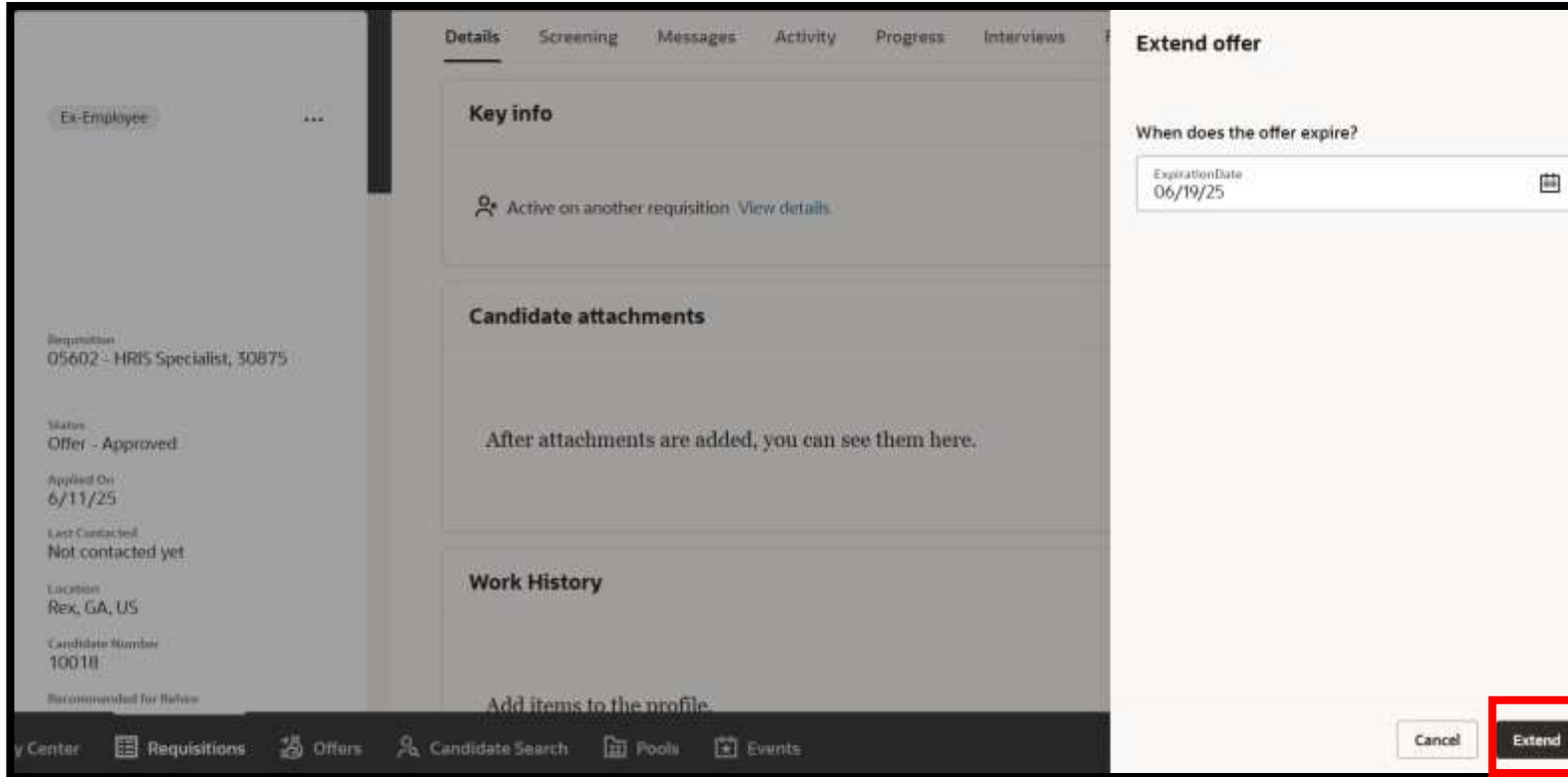
Prepare Job Offer



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

19

Prepare Job Offer



Ex-Employee ...

Details Screening Messages Activity Progress Interviews

Key info

Active on another requisition. [View details](#)

Candidate attachments

After attachments are added, you can see them here.

Work History

Add items to the profile.

Requisition: 05602 - HRIS Specialist, 30875

Status: Offer - Approved

Applied On: 6/11/25

Last Contacted: Not contacted yet

Location: Rex, GA, US

Candidate Number: 100111

Recommended for Review

When does the offer expire?

ExpirationDate: 06/19/25

Cancel Extend

20

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

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

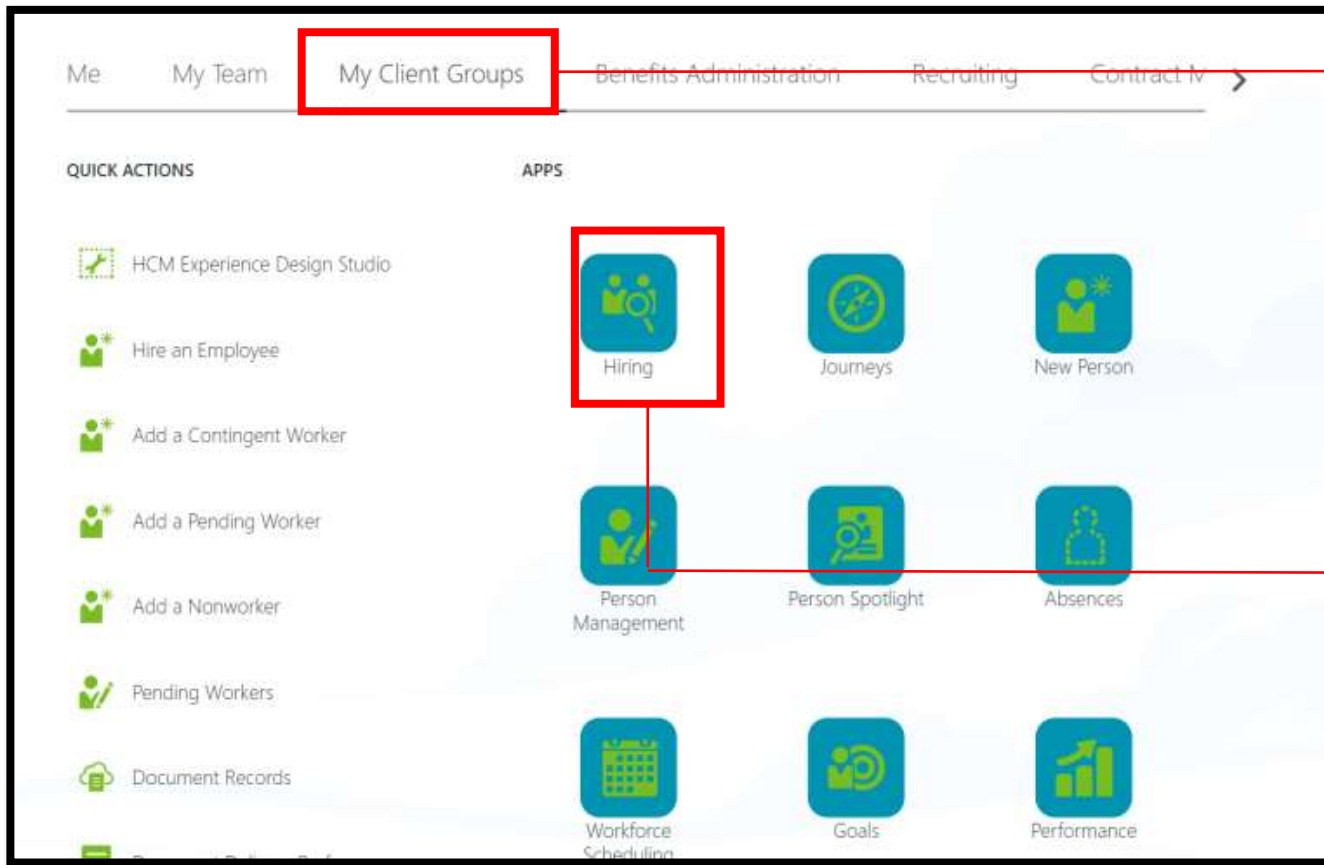
Lesson Objective(s):

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

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

Prepare for Hiring

Job Requisitions

Search by requisition title, number, or description

Phase State Hiring Manager Generalist Hiring Team Role Location Filters

6095 results [+ Create](#)

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
00001 - Grounds Maintainer	30879	Open - Posted	Open	Posted	1	1	0
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1	0
16848 - HR Testing Spec	30876	Open - Posted	Open	Posted	0	1	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	1	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0
16848 - HR Testing Spec	30874	Posting - In Progress	Posting	In Progress	0	0	0

Activity Center Requisitions Offers Candidate Search Pools Events

4

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

Prepare for Hiring


< **05602 - HRIS Specialist (30875)** Professional

Job Applications

Keywords

Phase State Employer Position Filters

☐ 1 item Move Application Add to Requisition Add to Candidate Pool More Actions Sort By Application Submitted, New to Old

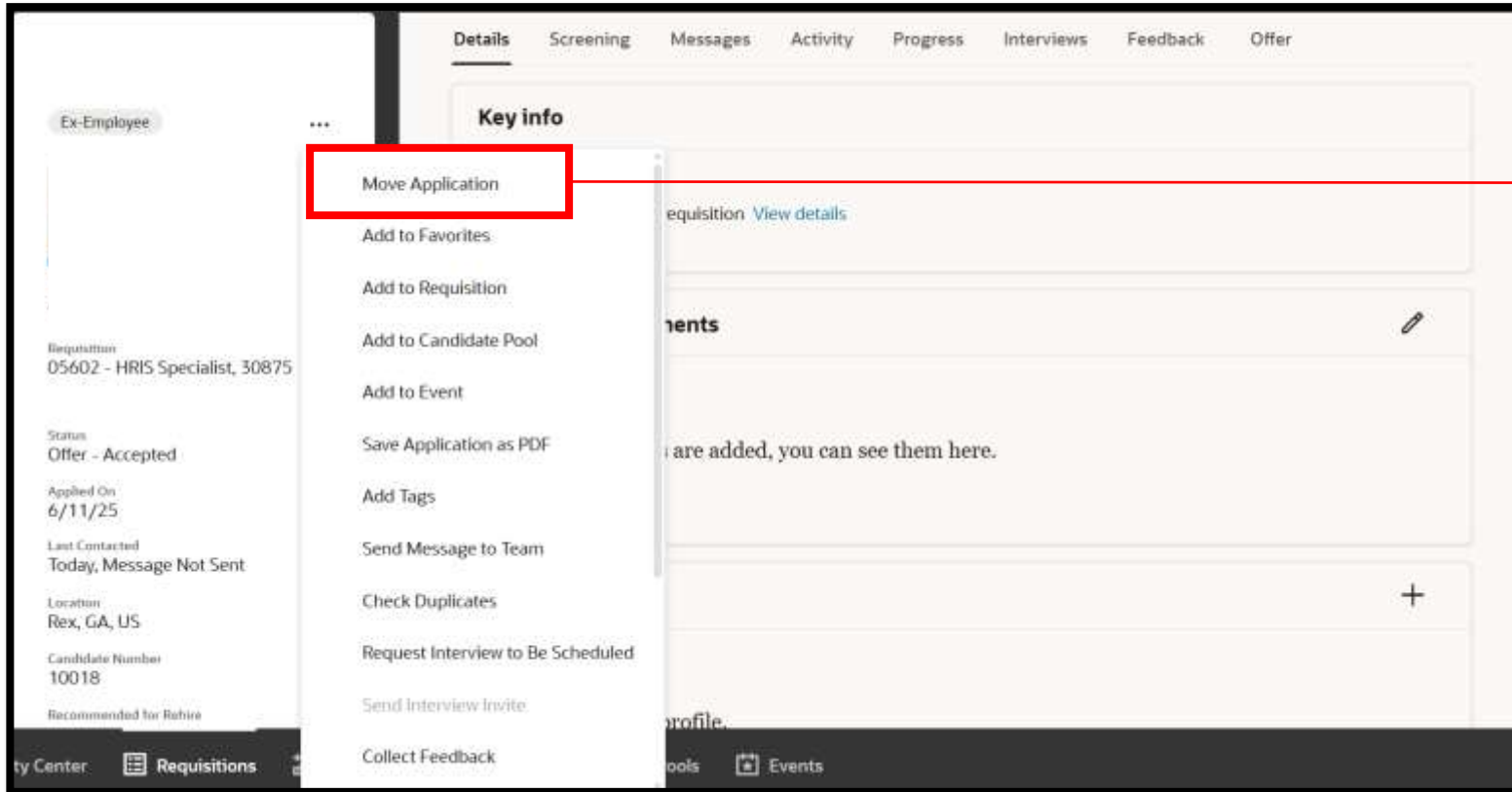
Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/> ☆	10018 Rex, GA, US		Offer, Accepted		...

Activity Center Requisitions Offers Candidate Search Pools Events

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

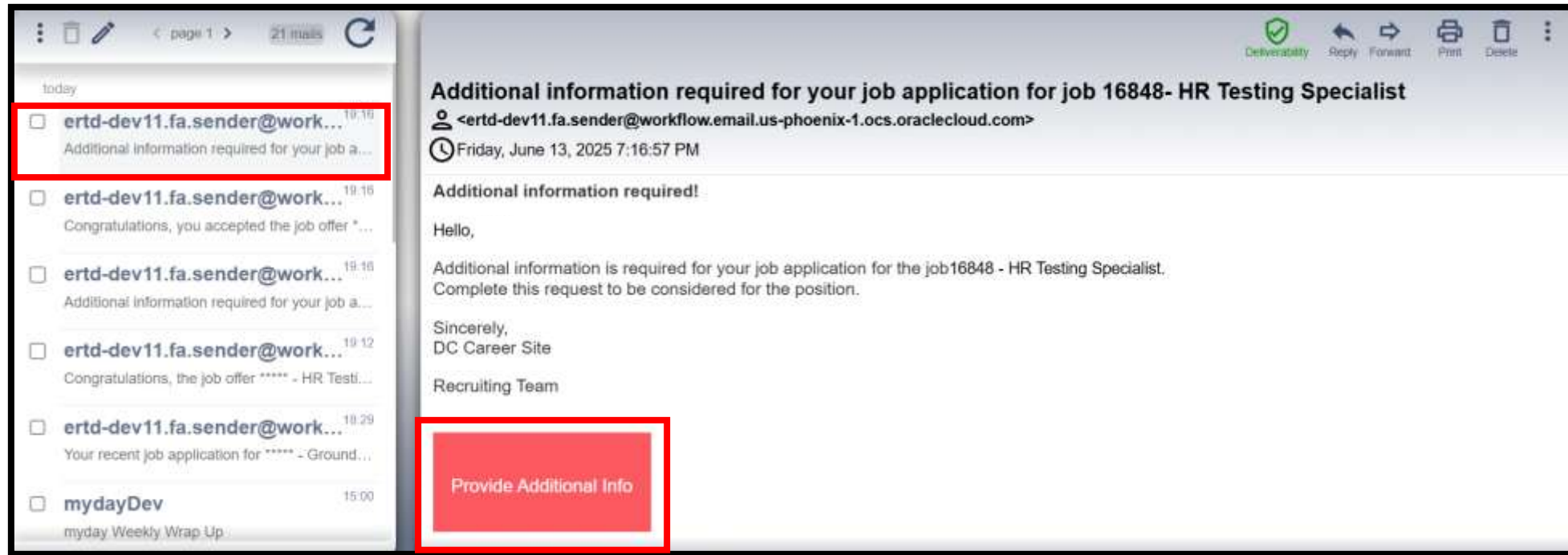
Cancel

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

< 16848 - HR Testing Specialist

Confirm Your Identity

The verification code was sent to you. When you get the code, type the code into the field to confirm your identity.
Note that it may take some time before you receive the code.

1 ○ ○ ○ ○ ○ ○

☐ Keep me signed in ⓘ

VERIFY

[Send New Code](#)

Enter the Verification code sent to the mail and click verify

9

Prepare for Hiring

Middle Name

Email Address
abcdf@yopmail.com

Phone Number
Country code +91 9876543212

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

Date of Birth *

Month June Day 12 Year 2000

The national identifier is required.

ADD NATIONAL IDENTIFIER

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

Gender *

☐ Female ☒ Male ☐ Nonbinary

Date of Birth *

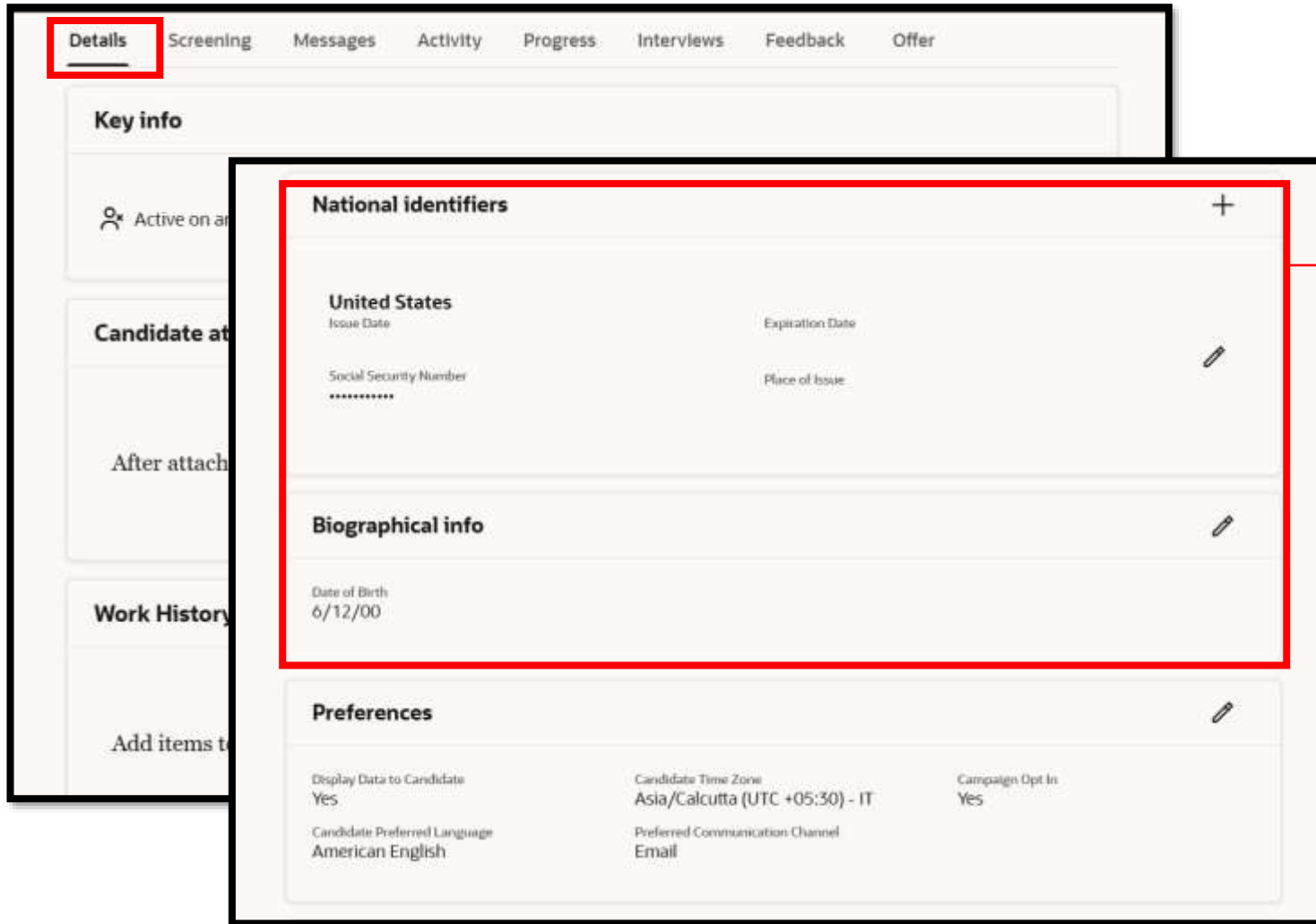
Month Day Year

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 the electronic equivalent of hand-
▼ Show More

Full Name *

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



Details Screening Messages Activity Progress Interviews Feedback Offer

Key info

Active on a

Candidate at

After attach

Work History

Add items to

National identifiers +

United States

Issue Date Expiration Date

Social Security Number ***** Place of Issue

Biographical info

Date of Birth 6/12/00

Preferences

Display Data to Candidate Yes Candidate Time Zone Asia/Calcutta (UTC +05:30) - IT Campaign Opt In Yes

Candidate Preferred Language American English Preferred Communication Channel Email

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

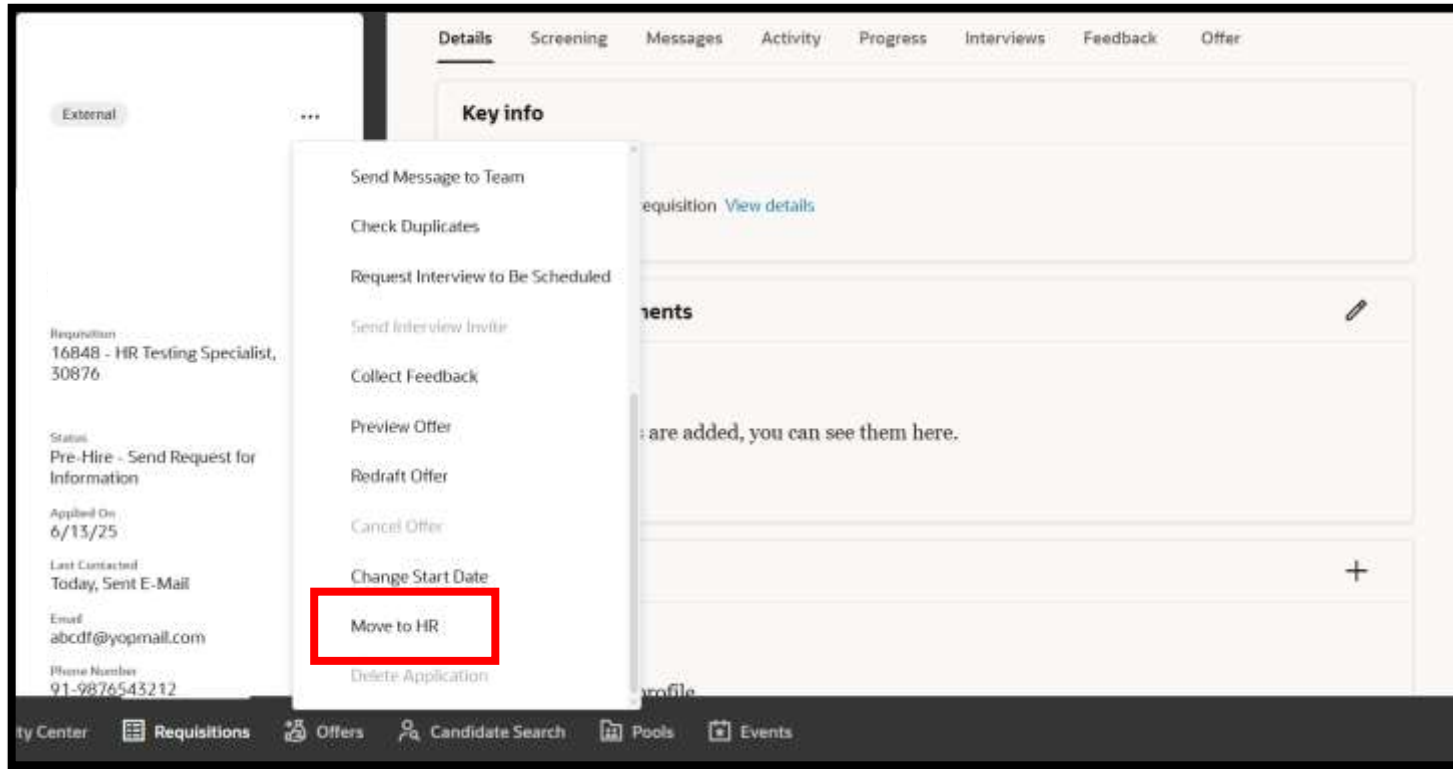
13

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

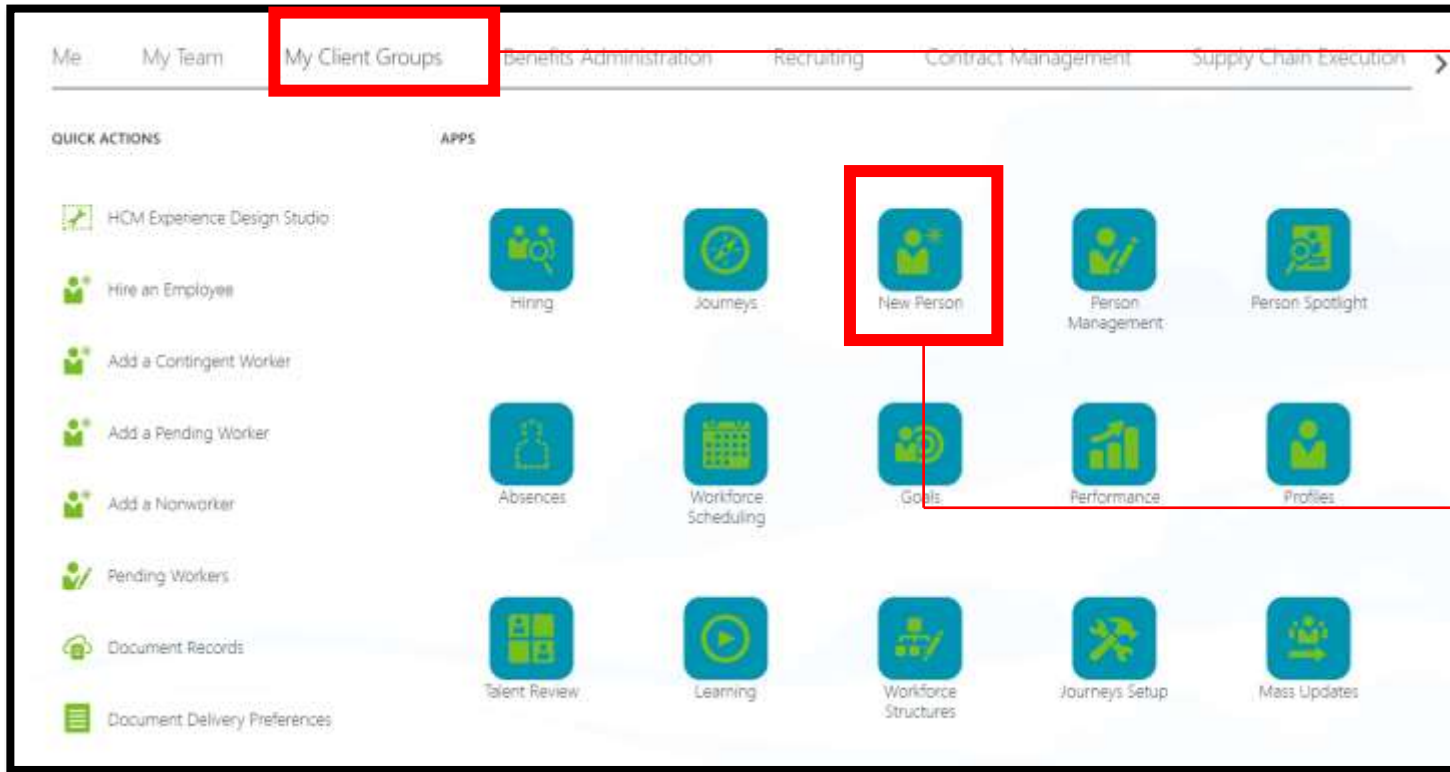
Lesson Objective(s):

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

New Person

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

Search by person name or person number

Proposed Start Date Proposed Person Type Legal Employer Department Location Filters

+ Add

More Actions

Sort By Proposed

<input type="checkbox"/>	Person Name	Person Number	Legal Employer	Proposed Start Date	Proposed Person Type	Incl Aut	
<input checked="" type="checkbox"/>	John walker	123276	DeKalb County GA	6/13/25	Employee	No	...
<input type="checkbox"/>	Sholanda Yevett Mosley	064437	DeKalb County GA	6/2/25	Employee	No	...
<input type="checkbox"/>	Jadarius Lee Hopkins	123058	DeKalb County GA	6/2/25	Employee	No	...

Convert

Quick Convert

Edit Pending Worker

Cancel Work Relationship

Include in Autoconversion

Exclude from Autoconversion

Employment Start Dates

4

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

Convert a Pending Worker

Convert Pending Worker

Info to include
John Walker, 15150 - HR Testing Specialist

Names
Review or update the person's name.
☐

Biographical info
Add or update biographical info such as date of birth and birth details.
☐

National identifiers
Add or update national identifiers.
☐

Phone details
Add or update phone details.
☐

Email details
Add or update email details.
☐

Addresses
Add home or tax addresses.
☐

Legislative info
Add or update legislative information for a position.
☐

Citizenship info
Add info about citizenship, country, status, and issuer valid dates.
☐

Driver's licenses
Add details such as license type, issuer, valid dates and so on.
☐

Passport info
Add info such as passport number, type, issuer, valid dates and so on.
☐

Visas and permits
Add details such as document number, type, issuer, valid from and to dates and ...
☐

Family and emergency contacts
Add details of family members, emergency, other types of contacts, personal contact...
☐

Additional assignment info
Add or update additional information for an assignment.
☐

Managers
Add or remove managers, and change manager relationship for a worker.
☐

Work relationship info
Add work relationship details such as employee, contingent worker, or...
☐

Payroll details
Add details about overtime period, time card required and so on.
☐

Salary
Add details about salary basis, salary amount, next salary review date and so on.
☐

Compensation
Add details about spot bonus, sign on bonus, retention bonus, or car allowance.
☐

Direct reports
Add direct reports and other report types.
☐

Comments and attachments
Add additional comments and attachments for approval.
☐

Info to include

Where and why

Assignment

Need help? Contact us.

Cancel Continue Submit



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

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

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

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?

Cancel **Continue** Submit

7


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

Convert a Pending Worker

Convert Pending Worker

JW Names
John walker, 15150 - HR Testing Specialist

First Name: John Last Name: walker



Cancel Continue Submit

3 | 25

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

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



Cancel **Continue** Submit

4 | 25

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

9

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

Convert a Pending Worker

Convert Pending Worker

JW National identifiers
John walker, 15150 - HR Testing Specialist

+ National identifiers

Country	National ID Type	Social Security Number	Issue Date
National ID		*****	
Expiration Date			

Primary

Cancel Continue Submit

5 | 25

- When and why
- Names
- Biographical info
- National identifiers
- Phone details
- Email details
- Addresses
- Legislative info
- Citizenship info

10

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

Convert a Pending Worker

Convert Pending Worker


JW Phone details
John walker, 15150 - HR Testing Specialist

+ Phone details

Type
Home Mobile Phone

Number
91-9876543212

Primary



Cancel Continue Submit

11

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

Convert a Pending Worker

Convert Pending Worker


JW Email details
John walker, 15150 - HR Testing Specialist

+ Email details

Type
Home Email

Email
abcdt@yopmail.com

Primary



Cancel **Continue** Submit

7 | 25

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

12

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

Convert a Pending Worker

Convert Pending Worker

JW

Addresses

John walker, 15150 - HR Testing Specialist

Type:

Home Address

Address

INDIA

Primary

Cancel

Continue

Submit

8 | 25

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

13


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

Convert a Pending Worker

Convert Pending Worker

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

Country for Demographic Reporting United States	Marital Status
Marital Status Change Date	Start Date 6/13/25
Gender Male	Highest Education Level
Veteran Self-Identification Status	Disabled Veteran
Active Duty Wartime or Campaign Badge Veterans	Armed Forces Service Medal Veteran
Recently Separated Veteran	Newly Separated Veteran Discharge Date

 Ethnicity
☐ I am Hispanic or Latino.
Select the races you identify with.
☐ American Indian or Alaska Native

Cancel **Continue** Submit

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

+ Citizenship

Add citizenship information.

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

Convert Pending Worker

JW

Driver's licenses

John walker, 15150 - HR Testing Specialist

Add driver's license information for identification and qualification to drive.

Cancel

Continue

Submit

11 | 25

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override

Assignment

Additional assignment info

Managers

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

Convert Pending Worker

JW

Passport info

John walker, 15150 - HR Testing Specialist

Add passport information certifying identification and citizenship details.

Cancel

Continue

Submit

12 | 25

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override

Assignment

Additional assignment info

Managers

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

Convert Pending Worker

JW

Position override

John walker, 15150 - HR Testing Specialist

Information

The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input checked="" type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	15150 - HR Testing Specialist	15150 - HR Testing Specialist
<input type="checkbox"/>	Grade	DK2_14	DK2_14
<input type="checkbox"/>	Department	01510 - HUMAN RESOURCES & MERIT SYSTEM	01510 - HUMAN RESOURCES & MERIT SYSTEM
<input type="checkbox"/>	Location	MALLOOF - Administration Bldg	MALLOOF - Administration Bldg
<input type="checkbox"/>	Assignment Category	Full-time regular	Full-time regular
<input type="checkbox"/>	Regular or Temporary	Regular	Regular
<input type="checkbox"/>	Full Time or Part Time	Full time	Full time
<input type="checkbox"/>	Working Hours	40 Weekly	40 Weekly

Cancel

Continue

Submit

15 | 25

Info to include

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override



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

20

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


Convert a Pending Worker



Convert Pending Worker

JW Additional assignment info
John walker, 15150 - HR Testing Specialist

Info Group:
Assignment Extra Information

Probation Period Info

Start Date  Duration

Unit of Measure  End Date 

Cancel **Continue** Submit

16 | 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.

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, ...
E027985

ACTIVE

Manager Type:
Line manager



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

Convert Pending Worker

JW Work relationship info
John walker, 15150 - HR Testing Specialist

I-9 Status

E-Verify Status

I-9 Expiration

New Hire Status

Exception Reason

Medical Insurance Available

Medical Insurance Availability Date

I-9 Remote
No

Settlement Date

Date Entered

Context Value

Cancel Continue Submit

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

Convert Pending Worker

19 | 24

JW Payroll details
John walker, 15150 - HR Testing Specialist

Payroll Frequency

+ Add

After you add payroll frequency, you can see it here.

Other Info

Tax Reporting Unit

Overtime Period for Assignment

Time Card Required for Assignment

Cancel Continue Submit

Payroll Frequency

Payroll

Overtime Period for Payroll

Time Card Required for Payroll

Cancel Save

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

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

Convert Pending Worker

JW


Salary

John walker, 15150 - HR Testing Specialist

Salary Basis

Annual Salary Basis

+ Add Component

Component Name	Percentage	Amount	Annual Amount	Actions
Base salary		47,000.00000	47,000.00000	
Overall salary		47,000.00000	47,000.00000	

Salary Amount

47,000.00000 USD Annually

Annual Salary

47,000.00000 USD (FTE 1)

Annualized Full-Time Salary

47,000.00000 USD

Grade

DK2_14

Comp-Ratio

77.55

Quantile

1

Next Salary Review Date

Proposed Salary and Range Info

47,000.00000 USD Annually

46,441.00000

74,769.00000

Cancel

Continue

Submit

20 | 24

Driver's licenses

Passport info

Visas and permits

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.

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.

Cancel

Continue

Submit

21 | 24

Assignment

Additional assignment info

Managers

Work relationship info

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

Need help? Contact us.

26

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

Convert a Pending Worker

Convert Pending Worker

JW

Direct reports

John walker, 15150 - HR Testing Specialist

After you add direct reports, you can see them here.

Cancel

Continue

Submit

22 | 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.

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.

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

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

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 60 Day Report Candidate CSP Cadences Onboarding PW Report

150.0
Aged less than 30 days
[Print - Export](#)

183.0
Aged between 30-60 days
[Print - Export](#)

5.9K
Aged over 60 days
[Print - Export](#)

Selections

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

[Apply](#) [Reset](#)

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11964	Records Technician (Medical Examiner)	225.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
11994	Accountant Principal	75.0	Pipeline	01/14/2022	02120 - FINANCE - ACCOUNTING SERVICES	Unposted	Open
12294	Public Education Specialist	110.0	Pipeline	01/14/2022	04667 - POLICE SERVICES - UNIFORM DIVISION	Unposted	Open
12122	Benefits Specialist	134.0	Pipeline	01/14/2022	01025 - INSURANCE - OTHER	Unposted	Open
12207	Emergency 911 Shift Supervisor	7.0	Pipeline	01/14/2022	02648 - E-911 WIRED	Unposted	Open
12205	Emergency 911 Watch Commander	3.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12256	Deputy Chief Investigator Medical Examiner Registrar	2.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	9.0	Standard	01/14/2022	03410 - JUVENILE COURT - ADMINISTRATION	Suspended	Open
12276	Probation Supervisor	10.0	Standard	01/14/2022	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20.0	Standard	01/14/2022	04110 - PROBATE COURT	Unposted	Open

3

Review the different Requisition fields

Accessing Recruiter Dashboard

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)	223.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
11994	Accountant Principal	75.0	Pipeline	01/14/2022	02120 - FINANCE - ACCOUNTING SERVICES	Unposted	Open
12054	Public Education Specialist	110.0	Pipeline	01/14/2022	04667 - POLICE SERVICES - UNIFORM DIVISION	Unposted	Open
12122	Benefits Specialist	124.0	Pipeline	01/14/2022	01025 - INSURANCE - OTHER	Unposted	Open
12202	Emergency 911 Shift Supervisor	7.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12203	Emergency 911 Watch Commander	3.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	9.0	Standard	01/14/2022	03410 - JUVENILE COURT - ADMINISTRATION	Suspended	Open
12278	Probation Supervisor	10.0	Standard	01/14/2022	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20.0	Standard	01/14/2022	04110 - PROBATE COURT	Unposted	Open
12478	Billing Specialist Register Expires 11/25/2020	384.0	Pipeline	01/14/2022	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Unposted	Open
12494	Accounting Technician Senior	4.0	Pipeline	01/14/2022	00005 - HCM Conversion	Expired	Open

4

Select the Requisition Type field and select the appropriate Requisition Type

Accessing Recruiter Dashboard

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)	223.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
11994	Accountant Principal	75.0	Pipeline	01/14/2022	02120 - FINANCE - ACCOUNTING SERVICES	Unposted	Open
12094	Public Education Specialist	110.0	Pipeline	01/14/2022	04667 - POLICE SERVICES - UNIFORM DIVISION	Unposted	Open
12122	Benefits Specialist	124.0	Pipeline	01/14/2022	01025 - INSURANCE - OTHER	Unposted	Open
12202	Emergency 911 Shift Supervisor	7.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12203	Emergency 911 Watch Commander	3.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12256	Deputy Chief Investigator, Medical Examiner Register	2.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	9.0	Standard	01/14/2022	03410 - JUVENILE COURT - ADMINISTRATION	Suspended	Open
12278	Probation Supervisor	10.0	Standard	01/14/2022	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20.0	Standard	01/14/2022	04110 - PROBATE COURT	Unposted	Open
12478	Billing Specialist Register Expires 11/25/2020	384.0	Pipeline	01/14/2022	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Unposted	Open
12494	Accounting Technician Senior	4.0	Pipeline	01/14/2022	00005 - HCM Conversion	Expired	Open

5

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

Accessing Recruiter Dashboard

Selections

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

Department Name: (All Column Values)

- ☐ (All Column Values)
- ☐ 80059 - CIP - 2022 SERIES W & S REVENUE BOND
- ☐ 00001 - BALANCE SHEET COST CENTER
- ☐ 00003 - REVENUE / EXPENDITURE CLEARING
- ☐ 00004 - DISCOUNTS TAKEN

Search...

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

Apply Reset

Requisition Number	Requisition Title	Current State	Current Phase
11984	Records Technician (Medical Examiner)	Unposted	Open
11994	Accountant Principal	Unposted	Open
12094	Public Education Specialist	Unposted	Open
12122	Benefits Specialist	Unposted	Open
12202	Emergency 911 Shift Supervisor	Unposted	Open
12203	Emergency 911 Watch Commander	Unposted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	Suspended	Open
12278	Probation Supervisor	Expired	Open
12280	Departmental Systems Administrator	Unposted	Open
12478	Billing Specialist Register Expires: 11/25/2020	Unposted	Open
12494	Accounting Technician Senior	Expired	Open

6

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

Accessing Recruiter Dashboard

Selections

Requisition Type: (All Column Values) Job Requisition Open Date: Between 05/01/2025 12:00:00 - 06/09/2025 12:00:00 Department Name: (All Column Values)

Current State: (All Column Values) **Current Phase**: (All Column Values)

Apply Reset

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11984	Records Technician (Medical Examiner)	223.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
11994	Accountant Principal	75.0	Pipeline	01/14/2022	02120 - FINANCE - ACCOUNTING SERVICES	Unposted	Open
12094	Public Education Specialist	110.0	Pipeline	01/14/2022	04867 - POLICE SERVICES - UNIFORM DIVISION	Unposted	Open
12122	Benefits Specialist	124.0	Pipeline	01/14/2022	01025 - INSURANCE - OTHER	Unposted	Open
12202	Emergency 911 Shift Supervisor	7.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12203	Emergency 911 Watch Commander	3.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	9.0	Standard	01/14/2022	03410 - JUVENILE COURT - ADMINISTRATION	Suspended	Open
12278	Probation Supervisor	10.0	Standard	01/14/2022	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20.0	Standard	01/14/2022	04110 - PROBATE COURT	Unposted	Open
12478	Billing Specialist Register Expires 11/25/2020	384.0	Pipeline	01/14/2022	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Unposted	Open

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

7

Accessing Recruiter Dashboard

Selections

Requisition Type: (All Column Values) Job Requisition Open Date: Between 05/01/2025 12:00:00 - 06/09/2025 12:00:00 Department Name: (All Column Values) Current State: (All Column Values) Current Phase: (All Column Values)

Apply **Reset**

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11994	Records Technician (Medical Examiner)	223.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
11994	Accountant Principal	75.0	Pipeline	01/14/2022	02120 - FINANCE - ACCOUNTING SERVICES	Unposted	Open
12094	Public Education Specialist	110.0	Pipeline	01/14/2022	04867 - POLICE SERVICES - UNIFORM DIVISION	Unposted	Open
12122	Benefits Specialist	124.0	Pipeline	01/14/2022	01025 - INSURANCE - OTHER	Unposted	Open
12202	Emergency 911 Shift Supervisor	7.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12203	Emergency 911 Watch Commander	3.0	Pipeline	01/14/2022	02646 - E-911 WIRED	Unposted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2.0	Pipeline	01/14/2022	04310 - MEDICAL EXAMINER	Unposted	Open
12274	Chief Deputy Clerk Juvenile Court	9.0	Standard	01/14/2022	03410 - JUVENILE COURT - ADMINISTRATION	Suspended	Open
12278	Probation Supervisor	10.0	Standard	01/14/2022	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20.0	Standard	01/14/2022	04110 - PROBATE COURT	Unposted	Open
12478	Billing Specialist Register Expires 11/25/2020	384.0	Pipeline	01/14/2022	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Unposted	Open

Select the **Apply** button

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Accessing Recruiter Dashboard



DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions **Offers** Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

Number of Job Offers	# Accepted	# Approved	# Draft	# Extended	# Rejected by Employer	# Withdrawn	# In Approval	# In Approval Rejected
1042.0	0.0	0.0	2.0	0.0	6.0	2.0	0.0	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 on Behalf Date	Projected Start Date
00024 - Requisition Technician Test 3/30/23	27510	Kimbro,Jacqueline L	Harris,Rosalind M	Add Pending Worker	mango Test,BARRY	12/05/2023		12/05/2023
08209 - Summer Youth Intern*	26559	Brown,LaKita R	Brown,LaKita R	Add Pending Work Relationship	Adams,Tyri'Q Lebbaeus	04/24/2023	4/24/2023	05/22/2023
					Andrews,Leenikia Sharon	05/10/2023	5/10/2023	05/22/2023
					Boa-Kouassi,Karl-Emmanuel	05/05/2023	5/5/2023	05/22/2023
					Bolden Jr.,Anthony Jamil	05/19/2023	5/19/2023	05/22/2023
					Bowens,Sydney	04/24/2023	4/24/2023	05/22/2023
					Butler,Charles	05/02/2023	5/2/2023	05/22/2023
					Collier,Jada Aaliyah	04/25/2023	4/25/2023	05/22/2023
					Cook,Adriana Skye	05/02/2023	5/2/2023	05/22/2023
					Curry,Kortni B	04/26/2023	4/26/2023	05/22/2023
					DIXON,DIAMOND Victoria	05/11/2023	5/12/2023	05/22/2023
					Dillon,Kayla D	04/20/2023	4/20/2023	05/22/2023
					Durand,Taylor D	04/20/2023	4/20/2023	05/22/2023
					Ekpoudom,Akamoton Raphael	04/27/2023	4/27/2023	05/22/2023
					Favors,Faith Excellous	04/20/2023	4/20/2023	05/22/2023
					Glover,Brianna Nyasia	05/09/2023	5/9/2023	05/22/2023
					Harper,Omar Isalah	04/20/2023	4/20/2023	05/22/2023
					Harrison,Justin Ronald	04/20/2023	4/20/2023	05/22/2023
					Hayes,Janiya Chante	05/11/2023	5/12/2023	05/22/2023
					Hentley,Daeja	04/24/2023	4/24/2023	05/22/2023
					Herd,Donnell Chase	05/05/2023	5/8/2023	05/22/2023
					Herring,Jase K	04/27/2023	4/27/2023	05/22/2023
					Hines,Kya	04/19/2023	4/19/2023	05/22/2023

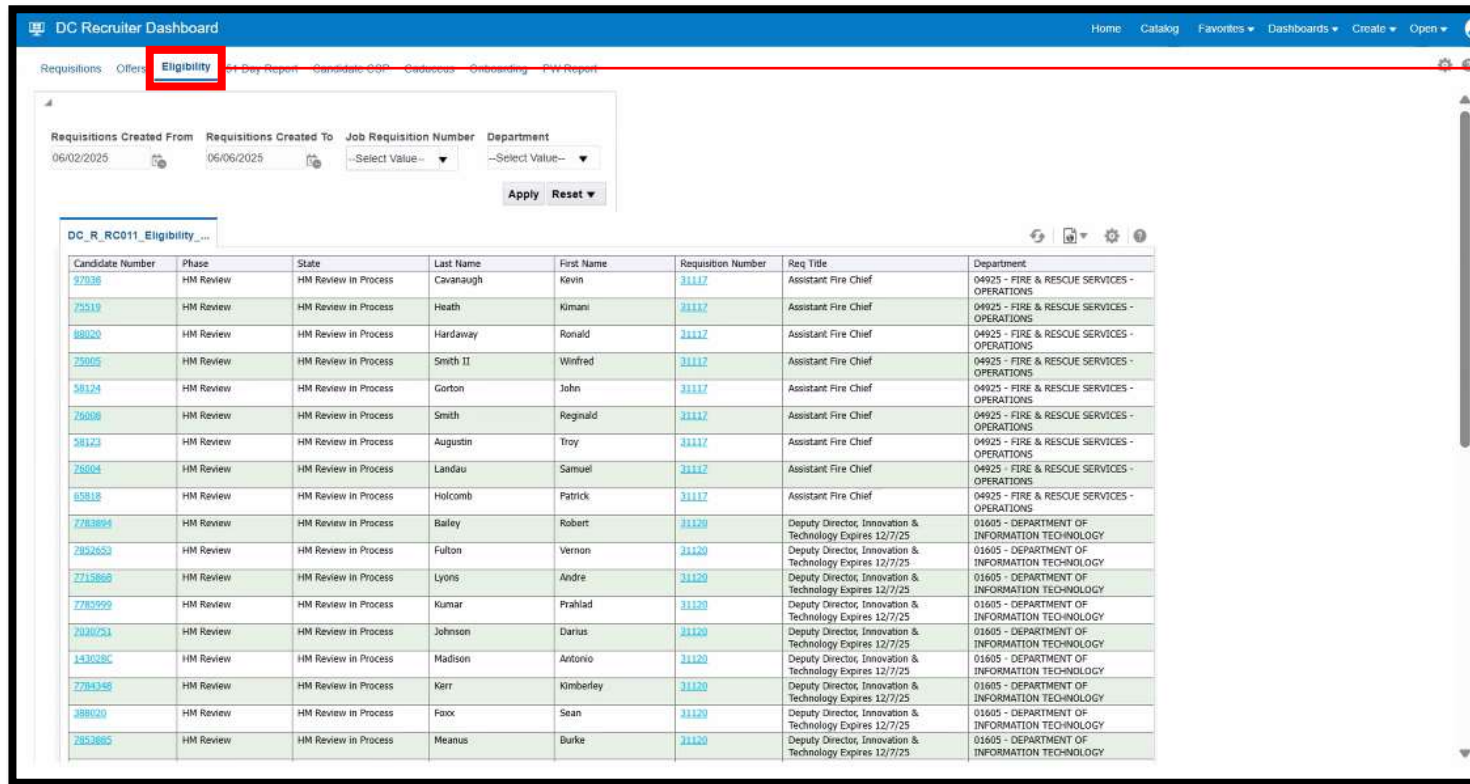
9

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

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Select the Eligibility Tab to review the Eligibility Report



The screenshot displays the DC Recruiter Dashboard. The 'Eligibility' tab is highlighted in the top navigation bar. Below the navigation bar, there are filters for 'Requisitions Created From', 'Requisitions Created To', 'Job Requisition Number', and 'Department'. The main content area shows a table titled 'DC_R_RC011_Eligibility_...' with columns for Candidate Number, Phase, State, Last Name, First Name, Requisition Number, Req Title, and Department. The table lists 20 candidates, all in 'HM Review' phase, with various requisition numbers and titles.

Candidate Number	Phase	State	Last Name	First Name	Requisition Number	Req Title	Department
97038	HM Review	HM Review in Process	Cavanaugh	Kevin	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
75519	HM Review	HM Review in Process	Heath	Kimani	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
88020	HM Review	HM Review in Process	Hardaway	Ronald	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
25905	HM Review	HM Review in Process	Smith II	Winfred	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
58124	HM Review	HM Review in Process	Gorton	John	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
75608	HM Review	HM Review in Process	Smith	Reginald	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
58123	HM Review	HM Review in Process	Augustin	Troy	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
76004	HM Review	HM Review in Process	Landau	Samuel	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
65816	HM Review	HM Review in Process	Holcomb	Patrick	31117	Assistant Fire Chief	04925 - FIRE & RESCUE SERVICES - OPERATIONS
7783894	HM Review	HM Review in Process	Bailey	Robert	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
2852653	HM Review	HM Review in Process	Fulton	Vernon	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
2715868	HM Review	HM Review in Process	Lyons	Andre	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
7783999	HM Review	HM Review in Process	Kumar	Prahlad	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
2930751	HM Review	HM Review in Process	Johnson	Darius	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
143028C	HM Review	HM Review in Process	Madison	Antonio	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
2784348	HM Review	HM Review in Process	Karr	Kimberley	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
388020	HM Review	HM Review in Process	Fox	Sean	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
2853685	HM Review	HM Review in Process	Meanus	Burke	31120	Deputy Director, Innovation & Technology Expires 12/7/25	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility **51 Day Report** Candidate CSP Calcuator Onboarding BW Report

Recruiting Manager Hiring Manager Department Requisitions Created From Requisitions Created To

--Select Value-- --Select Value-- --Select Value-- 06/02/2025 06/23/2025

Approved Date From Approved Date To Extended Date From Extended Date To

Apply Reset

DC_R_RC010_51 Day Report...

Requisition #	# of Days	Date Requisition Created	Date Requisition Opened for Sourcing	Date Offer Extended	Candidate Name	Requisition Title	Department	Current Phase	Current State	Hiring Manager	Recruiter
31242	0	06/20/2025	06/20/2025	06/20/2025	Abdul-Maayid Saleem	999711 - Bus Operator	07510 - HUMAN SERVICES - ADMINISTRATION	Pre-Hire	Pre-Employment Exam Scheduled	Damon Scott	Ansel Beacham
31184	2	06/12/2025	06/18/2025	06/20/2025	Janiyah Moore	999924 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31185	2	06/12/2025	06/18/2025	06/20/2025	Destiny Luster	08428 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31186	2	06/12/2025	06/18/2025	06/20/2025	Miguel La Benita Pimentel	01043 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31187	2	06/12/2025	06/18/2025	06/20/2025	Courtney Brockett	999927 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31188	2	06/12/2025	06/18/2025	06/20/2025	Thomas Reid	999944 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31189	2	06/12/2025	06/18/2025	06/20/2025	Kaydean Miller	999941 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31221	3	06/17/2025	06/17/2025	06/20/2025	Napoleon Black	03224 - Plant Shift Supervisor	08038 - WATERSHED MGMT - SEWER - WPC SNAPPINGER PLANTS	Offer	Accepted	Joseph Williams	Joseph Williams
31238	0	06/19/2025	06/19/2025	06/19/2025	DeMario Upshaw	05968 - Crew Worker	08018 - WATERSHED MGMT - SAFETY SECURITY & FACILITIES OPERATIONS	Pre-Hire	Pre-Employment Exam Scheduled	Joseph Williams	Joseph Williams
31237	0	06/18/2025	06/19/2025	06/19/2025	Crystal Collier	15885 - Crew Worker	08037 - WATERSHED MGMT - SEWER - DISTRICT1 - COLLECTION SYSTEMS	Offer	Accepted	Joseph Williams	Joseph Williams
31162	7	06/11/2025	06/12/2025	06/19/2025	Amirah Lumumba	01439 - Firefighter, Recruit	04925 - FIRE & RESCUE SERVICES - OPERATIONS	Offer	Accepted	Dietrich Wills	James Woo
31222	1	06/17/2025	06/17/2025	06/18/2025	Aaron Morrison	03261 - Plant Operation Superintendent	08030 - WATERSHED MGMT - SEWER -	Offer	Extended	Joseph Williams	Joseph Williams

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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

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility **51 Day Report** Candidate CSP Caduceus Onboarding PW Report

Recruiting Manager: --Select Value-- Hiring Manager: --Select Value-- Department: --Select Value-- Requisitions Created From: 06/02/2025 Requisitions Created To: 06/23/2025

Approved Date From: Approved Date To: Extended Date From: Extended Date To:

Apply Reset

DC_R_RC010_51 Day Report...

Requisition #	# of Days	Date Requisition Created	Date Requisition Opened for Sourcing	Date Offer Extended	Candidate Name	Requisition Title	Department	Current Phase	Current State	Hiring Manager	Recruiter
31242	0	06/20/2025	06/20/2025	06/20/2025	Abdul-Maayid Saleem	999711 - Bus Operator	07510 - HUMAN SERVICES - ADMINISTRATION	Pre-Hire	Pre-Employment Exam Scheduled	Damon Scott	Ansel Beacham
31184	2	06/12/2025	06/18/2025	06/20/2025	Janiyah Moore	999924 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31185	2	06/12/2025	06/18/2025	06/20/2025	Destiny Luster	08428 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31186	2	06/12/2025	06/18/2025	06/20/2025	Miguel La Benita Pimentel	01043 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31187	2	06/12/2025	06/18/2025	06/20/2025	Courtney Brockett	999927 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31188	2	06/12/2025	06/18/2025	06/20/2025	Thomas Reid	999944 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31189	2	06/12/2025	06/18/2025	06/20/2025	Kaydean Miller	999941 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31221	3	06/17/2025	06/17/2025	06/20/2025	Napoleon Black	03224 - Plant Shift Supervisor	08038 - WATERSHED MGMT - SEWER - WPC SNAPPINGER PLANTS	Offer	Accepted	Joseph Williams	Joseph Williams
31238	0	06/19/2025	06/19/2025	06/19/2025	DeMario Upshaw	05968 - Crew Worker	08018 - WATERSHED MGMT - SAFETY SECURITY & FACILITIES OPERATIONS	Pre-Hire	Pre-Employment Exam Scheduled	Joseph Williams	Joseph Williams
31237	0	06/18/2025	06/19/2025	06/19/2025	Crystal Collier	15885 - Crew Worker	08037 - WATERSHED MGMT - SEWER - DISTRICT1 - COLLECTION SYSTEMS	Offer	Accepted	Joseph Williams	Joseph Williams
31162	7	06/11/2025	06/12/2025	06/19/2025	Amirah Lumumba	01439 - Firefighter, Recruit	04925 - FIRE & RESCUE SERVICES - OPERATIONS	Offer	Accepted	Dietrich Wills	James Woo
31222	1	06/17/2025	06/17/2025	06/18/2025	Aaron Morrison	03261 - Plant Operation Superintendent	08038 - WATERSHED MGMT - SEWER -	Offer	Extended	Joseph Williams	Joseph Williams

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

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility **51 Day Report** Candidate CSP Caduceus Onboarding PW Report

Recruiting Manager: --Select Value-- Hiring Manager: --Select Value-- Department: --Select Value-- Requisitions Created From: 06/02/2025 Requisitions Created To: 06/23/2025

Approved Date From: Approved Date To: Extended Date From: Extended Date To:

Apply Reset

DC_R_RC010_51 Day Report

Requisition #	# of Days	Date Requisition Created	Date Requisition Opened for Sourcing	Date Offer Extended	Candidate Name	Requisition Title	Department	Current Phase	Current State	Hiring Manager	Recruiter
31242	0	06/20/2025	06/20/2025	06/20/2025	Abdul-Maayid Saleem	999711 - Bus Operator	07510 - HUMAN SERVICES - ADMINISTRATION	Pre-Hire	Pre-Employment Exam Scheduled	Damon Scott	Ansel Beacham
31184	2	06/12/2025	06/18/2025	06/20/2025	Janiyah Moore	999924 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31185	2	06/12/2025	06/18/2025	06/20/2025	Destiny Luster	08428 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31186	2	06/12/2025	06/18/2025	06/20/2025	Miguel La Benita Pimentel	01043 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Pre-Hire	Pre-Employment Exam Scheduled	Shelia Grayson	Carlton Beck
31187	2	06/12/2025	06/18/2025	06/20/2025	Courtney Brockett	999927 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Extended	Shelia Grayson	Carlton Beck
31188	2	06/12/2025	06/18/2025	06/20/2025	Thomas Reid	999944 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31189	2	06/12/2025	06/18/2025	06/20/2025	Kaydean Miller	999941 - Police Recruit	04665 - POLICE SERVICES - TRAINING	Offer	Accepted	Shelia Grayson	Carlton Beck
31221	3	06/17/2025	06/17/2025	06/20/2025	Napoleon Black	03224 - Plant Shift Supervisor	08028 - WATERSHED MGMT - SEWER - WPC SNAPPINGER PLANTS	Offer	Accepted	Joseph Williams	Joseph Williams
31238	0	06/19/2025	06/19/2025	06/19/2025	DeMario Upshaw	05968 - Crew Worker	08018 - WATERSHED MGMT - SAFETY SECURITY & FACILITIES OPERATIONS	Pre-Hire	Pre-Employment Exam Scheduled	Joseph Williams	Joseph Williams
31237	0	06/18/2025	06/19/2025	06/19/2025	Crystal Collier	15885 - Crew Worker	08037 - WATERSHED MGMT - SEWER - DISTRICT1 - COLLECTION SYSTEMS	Offer	Accepted	Joseph Williams	Joseph Williams
31162	7	06/11/2025	06/12/2025	06/19/2025	Amirah Lumumba	01439 - Firefighter, Recruit	04925 - FIRE & RESCUE SERVICES - OPERATIONS	Offer	Accepted	Dietrich Wills	James Woo
31222	1	06/17/2025	06/17/2025	06/18/2025	Aaron Morrison	03261 - Plant Operation Superintendent	08030 - WATERSHED MGMT - SEWER	Offer	Extended	Joseph Williams	Joseph Williams

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Select the Onboarding Tab to review the Onboarding Report

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

Person Number Date From Date To Task Performer Department Name Recruiter Name

(All Column Value) 06/02/2025 06/23/2025 --Select Value-- (All Column Value) --Select Value--

Apply Reset

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
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015187	Patrick Mobley	06/02/2025	21	0/1	pmobley@dekalbcountyga.gov	404-545-8885			
029057	Travis Cherry	06/02/2025	21	0/1	trcherry@dekalbcountyga.gov	404-371-2156			
053589	Joseph Williams	06/02/2025	21	0/1	jwilliams@dekalbcountyga.gov				
054940	Mark Elrod	06/02/2025	21	0/1	mvelrod@dekalbcountyga.gov		23904	Inspections Supervisor	05150 - PLAN & SUST - PERMITS & ZONING
058324	Robert Davis	06/02/2025	21	0/1	rdavis1@dekalbcountyga.gov	912-604-1575			
064741	Maritza Swan	06/02/2025	21	0/1	mshughes@dekalbcountyga.gov		23551	00435 - Human Resources Specialist, Sr	01510 - HUMAN RESOURCES & MERIT SYSTEM
070381	Ian Stewart	06/02/2025	21	0/5	ianstewart@gmail.com	670-0230	28378	999719 - Summer Youth Intern	69401 - WORKFORCE DEVELOPMENT SUMMER YOUTH EMPLOYMENT
120444	Kaneica McNeil	06/02/2025	21	0/1	kmcneil@dekalbcountyga.gov		14430	Public Education Specialist	04667 - POLICE SERVICES - UNIFORM DIVISION
124105	Dexter Hollingsworth	06/02/2025	21	0/1	hdexter911@yahoo.com	2363563	26715	Equipment Operator, Assistant CLOSED 9/12/2024	08105 - SANITATION - ADMINISTRATION
124185	Chace Hargrove	06/02/2025	21	4/5	chacedestiny@outlook.com	940-5038	30784	1000183 - Summer Youth Intern	79601 - GRANTS - WORKFORCE DEVELOPMENT - ADM CLEARING
124187	Devione Johnson	06/02/2025	21	0/10	devione06@gmail.com	323-5115	30257	Recreation Assistant - Summer Job	06101 - PARKS - ADMINISTRATION
124189	Jaida Smith	06/02/2025	21	0/5	jaidsmith2005@gmail.com		30784	1000183 - Summer Youth Intern	79601 - GRANTS - WORKFORCE DEVELOPMENT - ADM CLEARING
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028189	William Cooper	06/03/2025	20	0/2	W.Cooper@dekalbcountyga.gov	404-371-7044			
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064267	Jakiya Malcolm	06/03/2025	20	0/3	kiyaamalm1@gmail.com	404-707-5757	30784	1000183 - Summer Youth Intern	79601 - GRANTS - WORKFORCE DEVELOPMENT - ADM CLEARING
064352	Diahn Sennetta	06/03/2025	20	0/2	dmennetta@dekalbcountyga.gov		27122	Administrative Services Manager Register	02910 - REGISTRAR

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Select the Person Number field to filter by Person Number

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

Person Number Date From Date To Task Performer Department Name Recruiter Name

(All Column Value) 06/02/2025 06/23/2025 --Select Value-- (All Column Value) --Select Value--

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064352	Diahn Sennetta	06/03/2025	20	0/2	dmennetta@dekalbcountyga.gov		27122	Administrative Services Manager Register	02910 - REGISTRAR

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

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

Person Number Date From Date To Task Performer Department Name Recruiter Name

(All Column Values) 06/02/2025 06/23/2025 --Select Value-- (All Column Values) --Select Value--

Apply Reset

DC_R_RC009_Onboarding T...

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

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

Person Number Date From Date To Task Performer Department Name Recruiter Name
(All Column Values) 06/02/2025 06/23/2025 -Select Value- (All Column Values) -Select Value-
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Select the Task Performer field to filter by the Task Performers Name

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

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

Accessing Recruiter Dashboard

DC Recruiter Dashboard

Home Catalog Favorites Dashboards Create Open

Requisitions Offers Eligibility 51 Day Report Candidate CSP Caduceus Onboarding PW Report

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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