

# Lawson Global HR

## Principal/Secretary User Guide



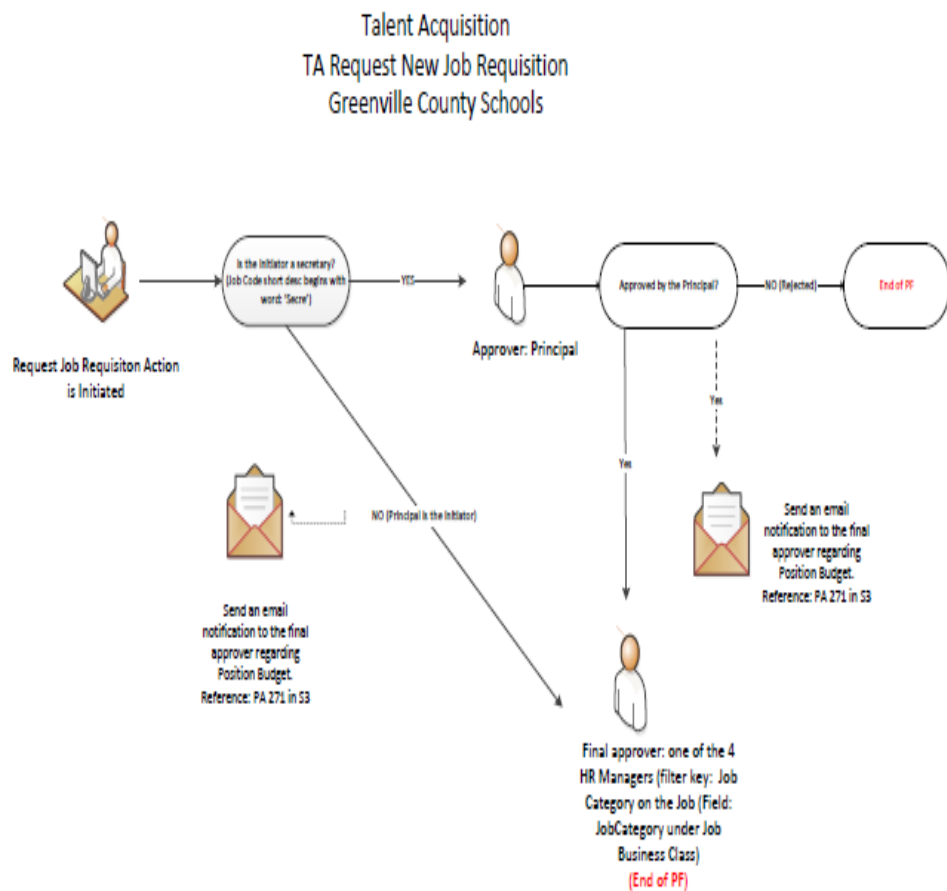
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# Requisition Process Approval Flow

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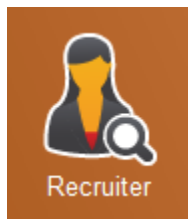
# Creating a Position Requisition

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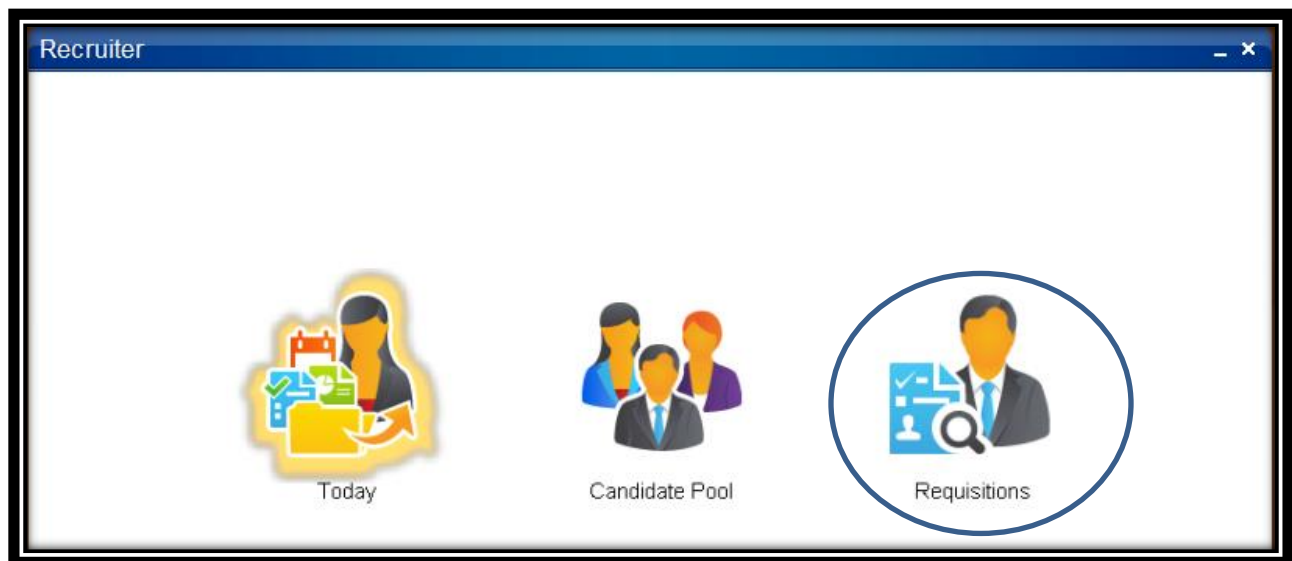
Please note before creating a Position Requisition for a position with a Full Time Equivalent (FTE), the termination form for a resignation or retirement must be submitted to HR Processing or you should have received a baseline with a new or changed allocation.

Requisitions created for positions with no FTE or base line such as afterschool and hourly tutor may be re-opened and reused as needed within a single school year.

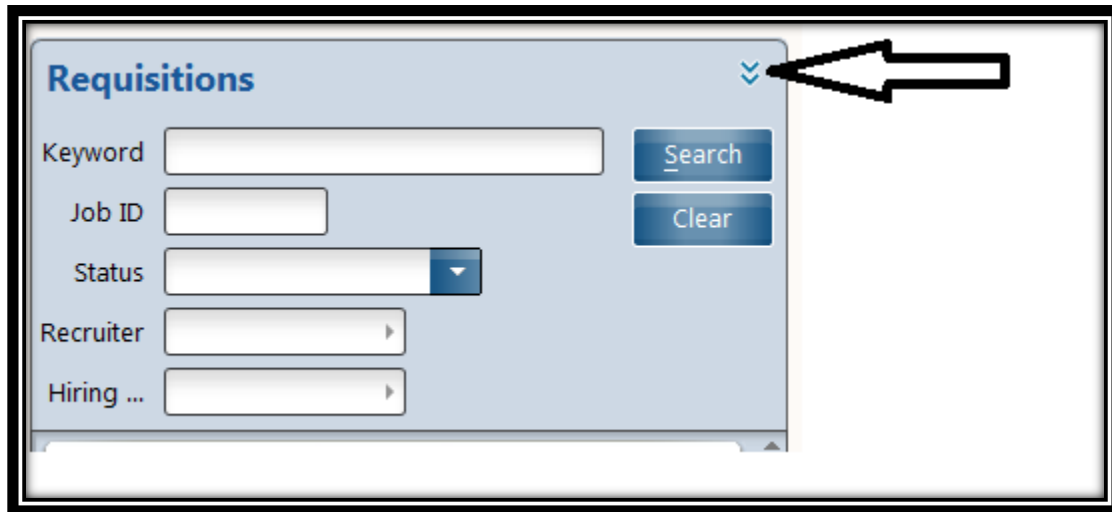
You can access the system by going to the Employee Portal and selecting Lawson Global HR. Your login is now your FULL district email address and your password is the same one you use to access the network and your district email. Once in the system, double click on Recruiter.



Double click on Requisitions

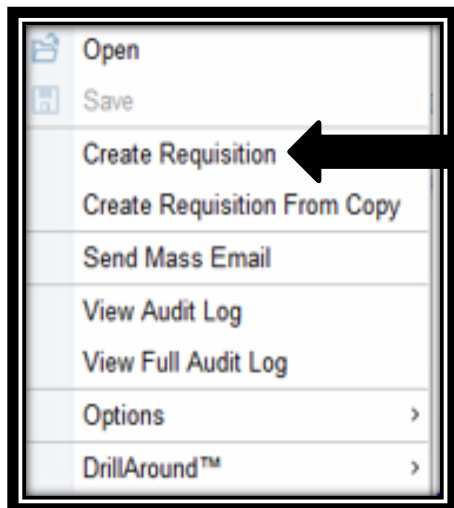


To begin creating a requisition, click on the double down arrow:



The screenshot shows a web form titled "Requisitions" in a light blue header. In the top right corner of the header, there is a small blue double-down arrow icon. A large black arrow points to this icon. Below the header, the form contains several input fields: "Keyword" (text), "Job ID" (text), "Status" (dropdown menu), "Recruiter" (text with a right arrow), and "Hiring ..." (text with a right arrow). To the right of these fields are two buttons: "Search" and "Clear".

Select Create Requisition.



Complete the required fields as follows:

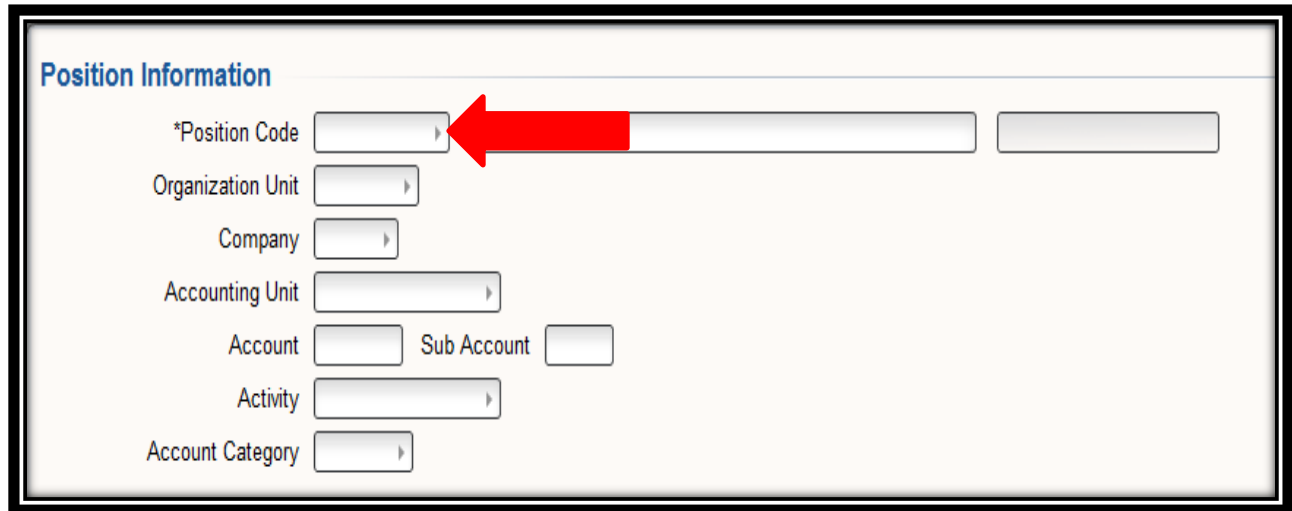
**Date Needed:** The opening date to begin recruiting for the position. This date does not coincide with the effective date for a Hire or Transfer. Typically you will enter today's date here (remember you can quickly do this by entering a "T" and then press the "Tab" key to auto fill the current day).

**Confidential Requisition:** Leave blank, flag not used by GCS.

**Priority Requisition:** Leave blank, flag not used by GCS.

The screenshot shows a web application window titled "\*Job Requisition". The interface includes a top navigation bar with "Actions" and "Options" menus, and a "DrillAround™" button. Below the navigation bar, there are status fields: "Status -", "Date Needed" (set to 03/14/2016), "Open Date -", and "Total Days Open -". There are also checkboxes for "Confidential Requisition" and "Priority Requisition". The main content area is divided into two tabs: "Requisition" and "Position Information". The "Position Information" tab is active, showing various input fields for job details. These fields include: "\*Position Code" (a three-part input), "Organization Unit", "Company", "Accounting Unit", "Account" and "Sub Account", "Activity", "Account Category", "Pool", "GC Ref Req", "Assessment", "Background", "Location", "Work Type", "Relationship To Organization", "Category", "Work Schedule" (a dropdown menu), and "Standard Hours".

**Position Information:** Click on the arrow in the Position Code field as shown below to search all position codes.



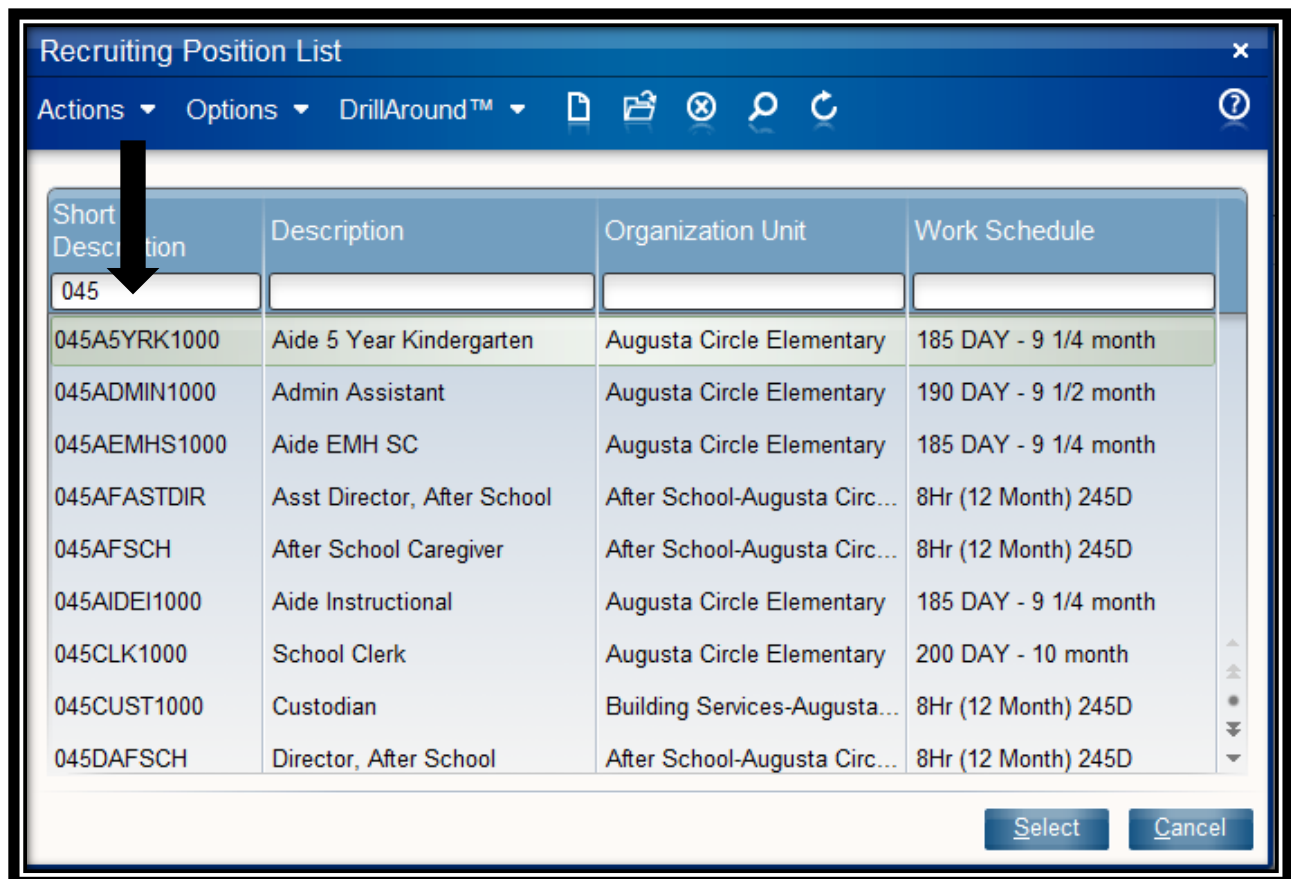
The screenshot shows a web form titled "Position Information". It contains several dropdown menus and text input fields. A red arrow points to the small downward-pointing arrow in the "Position Code" dropdown menu. The fields are arranged vertically: "Position Code", "Organization Unit", "Company", "Accounting Unit", "Account" (with a "Sub Account" field next to it), "Activity", and "Account Category".

To search for a Position Code, it is best to enter text in the Short Description field. You can enter the Location Code or the Position Code in the Short Description field to search for the Position Code for this requisition.

For example: 012 or 012CLK1000

This will display all the positions at the location you entered or the position you entered.

If you searched by location only, then you will need to find the position code for which you are creating the requisition. Once found, you can either double click on the position code or highlight it and click Select to make your selection.



Recruiting Position List

Actions ▾ Options ▾ DrillAround™ ▾ [Icons]

Short Description	Description	Organization Unit	Work Schedule
045			
045A5YRK1000	Aide 5 Year Kindergarten	Augusta Circle Elementary	185 DAY - 9 1/4 month
045ADMIN1000	Admin Assistant	Augusta Circle Elementary	190 DAY - 9 1/2 month
045AEMHS1000	Aide EMH SC	Augusta Circle Elementary	185 DAY - 9 1/4 month
045AFASDIR	Asst Director, After School	After School-Augusta Circ...	8Hr (12 Month) 245D
045AFSCH	After School Caregiver	After School-Augusta Circ...	8Hr (12 Month) 245D
045AIDEI1000	Aide Instructional	Augusta Circle Elementary	185 DAY - 9 1/4 month
045CLK1000	School Clerk	Augusta Circle Elementary	200 DAY - 10 month
045CUST1000	Custodian	Building Services-Augusta...	8Hr (12 Month) 245D
045DAFSCH	Director, After School	After School-Augusta Circ...	8Hr (12 Month) 245D

[Select] [Cancel]



If you searched by the position code, then you must select the position for your requisition by either double clicking it or by highlighting it and clicking the Select button.

Recruiting Position List

Actions

Options

DrillAround™

?

Short Description	Description	Organization Unit	Work Schedule
012CLK1000			
012CLK1000	School Clerk	Alexander Elementary	

Select

Cancel

When the Position Code is selected, you will notice certain fields populate automatically from the position code. You must now complete several additional fields.

**- Account, Sub Account, Activity and Account Category:** Leave these fields blank.

Account	<input type="text"/>	Sub Account	<input type="text"/>
Activity	<input type="text"/>		
Account Category	<input type="text"/>		

- **Pool:** DO NOT EVER CHECK THIS OPTION. Used by Human Resources ONLY.

- **Reference:** USED FOR TEACHING REQUISITIONS ONLY.

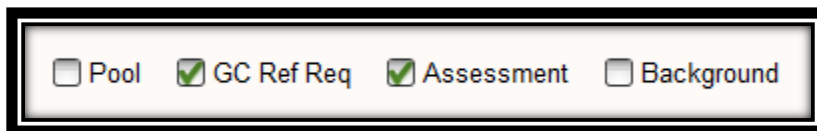
The Reference flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send Confidential Reference Requests via the GCS Candidate Reference System that are required for teacher positions only.

- **Assessment:** USED FOR TEACHING REQUISITIONS ONLY.

The Assessment flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send the teacher assessment profile (Crown Global) via the GCS Candidate Reference System that is required for teacher positions only.

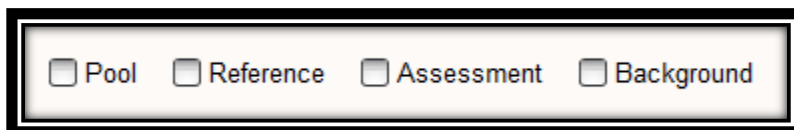
- **Background** DO NOT EVER CHECK THIS OPTION. Used by Human Resources ONLY.

For teaching positions these boxes should be checked as shown below.



A screenshot of a form with four checkboxes: ☐ Pool, ☒ GC Ref Req, ☒ Assessment, and ☐ Background. The checkboxes for GC Ref Req and Assessment are checked, while Pool and Background are unchecked. The entire form is enclosed in a double-bordered box.

For all other positions these boxes should be left blank as shown below.



A screenshot of a form with four checkboxes: ☐ Pool, ☐ Reference, ☐ Assessment, and ☐ Background. All checkboxes are unchecked. The entire form is enclosed in a double-bordered box.

Location: 012

Relationship To Organization:

Work Schedule: 200 DAY - 10 month

Standard Hours:

Requested Position FTE:

Exempt From Overtime: No

Work Type:

Category: CLASSIFIED

- **Work Type:** Click on the arrow in the field for a drop down list. Select one of the Work Types by clicking on the Work Type, then click Select. Provided below is a description of each Work Type.
  - **Hourly** – Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
  - **International** – Used when hiring international teachers.
  - **Regular** – Positions with a Full Time Equivalent (FTE) greater than zero including both full-time and part-time positions. These positions are typically found on your Position Control.
  - **Substitute** – Used by Human Resources Only.

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUBSTITUTE	Substitute

Select Cancel

- **Relationship to Organization:** Click on the arrow in the field for a drop down list. Select **Employee** for all requisitions.

Relationship To Organiz...	Description	Relati...	Candidate Display Indicator	Active
BOARD	Board of Education	Other	Exclude For Both	Yes
EMPLOYEE	Employee	Employee	Exclude For Both	Yes

- **Category:** The Category will default from the Position Code selected. Do not change the Category, because it is required for the requisition to route to the correct HR Hiring Manager for approval and to list on the posting for the position. If the Category does not default from the Position Code, please contact the Human Resources Helpline at 355-3117.
- **Work Schedule:** The Work Schedule will default from the Position Code selected. Do not change the Work Schedule and contact the Human Resources Helpline at 355-3117 if the Work Schedule does not default from the Position Code.
- **Standard Hours:** Leave blank field not used by GCS.
- **Requested Position FTE:** Enter the Full Time Equivalent for the position. For example, if an employee is full time then enter 1.0.

- **Exempt From Overtime:** This field will default from the Position Code selected.

- **Opening Information:** Leave these fields blank as shown below.

**Opening Information**

# Of Openings  # Remaining  Detailed Reason For Opening

# Filled  Reason For Opening  ☐ Budgeted

- **Contacts:** You must enter the following fields for the requisition to follow the correct approval process:
  - Hiring Manager
  - Recruiter
  - Alternate Recruiter

To search for the Hiring Manager, Recruiter and Alternate Recruiter, click on the arrow in the field. You can search for the employee number by entering the last and first name.

**Contacts**

Direct Manager

Hiring Manager

HR Contact

Recruiter

Alternate Recruiter

Approver 1

Approver 2

Approver 3

**Hiring Manager**-Enter the Manager for the Position, i.e. Principal, Plant Engineer, Supervisor.

**Recruiter**-For School Locations, this should be the School Secretary. For Departments, this should be the designated Secretary of that department.

**Alternate Recruiter**-This should be the Manager for the Position, for example, the Principal or Supervisor to allow access to all tabs of the requisition. Currently, we have no ability to add EDP Directors, AP's or AA's on a requisition.

**All other fields in the Contacts section can be left blank.**

Find the name of the Hiring Manager, Recruiter or Alternate Recruiter needed and either double click to select it, or highlight the name and click the Select button.

The 'Resources' window contains a search section with the following fields:

- Keyword:
- Employment ID:
- Last Name:
- First Name:
- Organization Unit:
- Location:
- Position:
- Employment:
- Education:
- Credential:

Buttons: Search, Clear

Name	Em...	Description	Primar...	Primar...	Location	W...
Mouse, Mickey	111220...	Employee				
A-Islam, Bilalah F.	109644	Employee				
Aaron, Anna E.	112390	Employee				
Aartun, Valerie W.	122546	Employee				

Buttons: Select, Cancel

#### - Other Information:

This information will default on the requisition. Do not change or alter this information. The Self Identification Configuration is used for EEOC verification. The Consent and Acknowledgement Agreements are used for background check information on all external applications.

**Other Information**

Screening Category:

Self Identification Configuration:

Question Set:

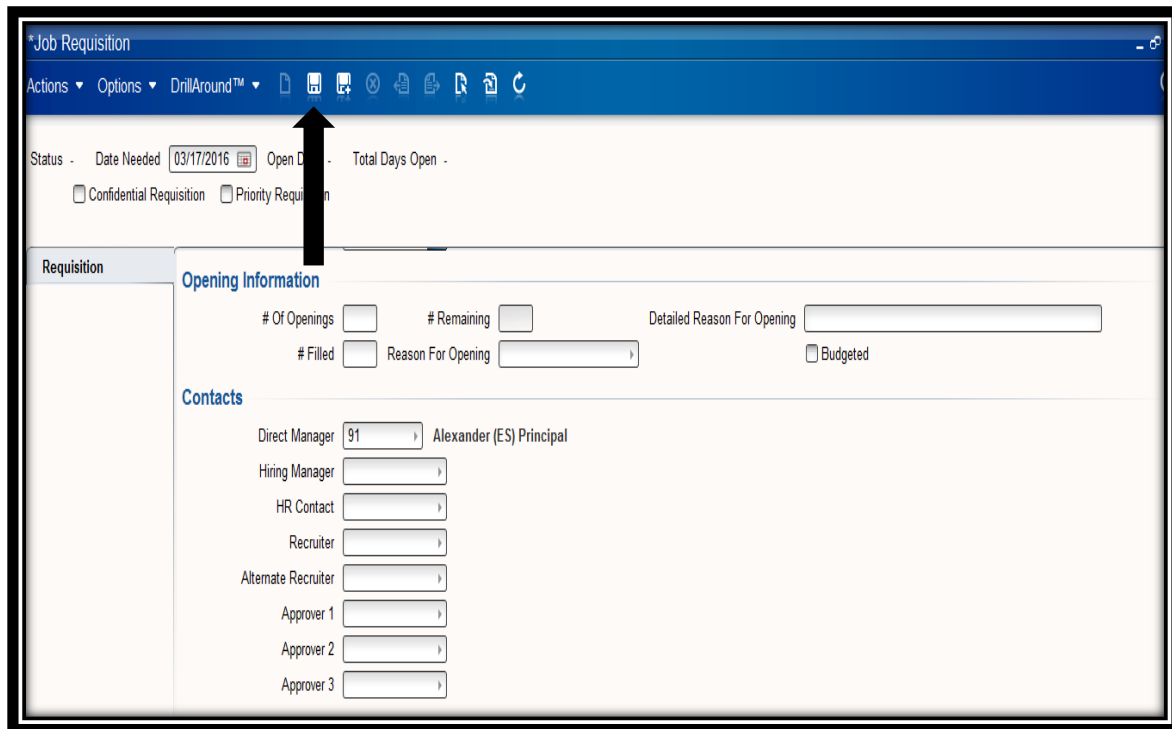
**External**

Consent Agreement:

Acknowledgment:

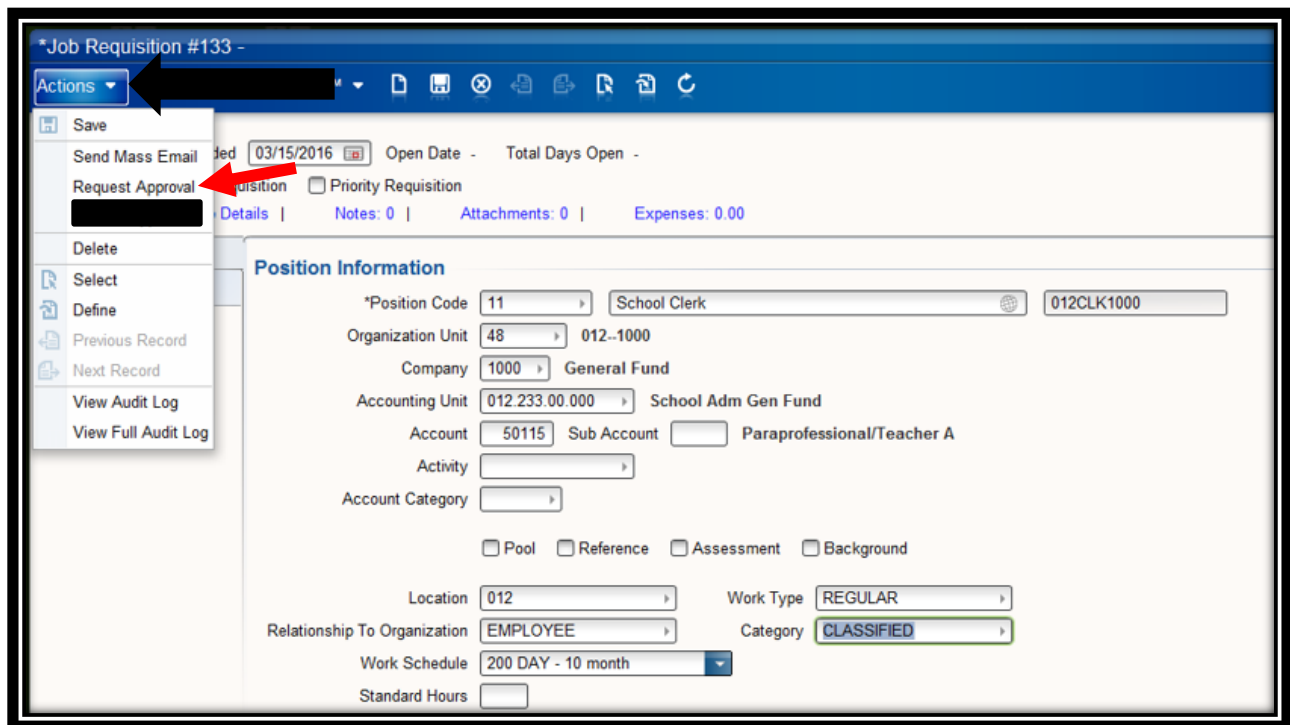
**Internal**

When all fields are entered, click the Save, , icon at the top of the screen.



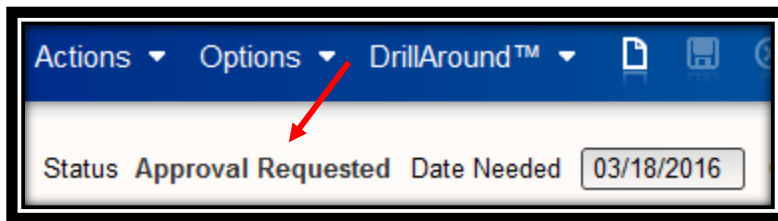
The screenshot shows the top portion of a 'Job Requisition' form. At the top, there is a blue header bar with the title '\*Job Requisition' and a toolbar containing several icons. A black arrow points to the 'Save' icon (a floppy disk) in the toolbar. Below the header, there are fields for 'Status', 'Date Needed' (03/17/2016), 'Open Date', and 'Total Days Open'. There are also checkboxes for 'Confidential Requisition' and 'Priority Requisition'. The main content area is divided into two sections: 'Opening Information' and 'Contacts'. The 'Opening Information' section includes fields for '# Of Openings', '# Remaining', 'Detailed Reason For Opening', '# Filled', 'Reason For Opening', and 'Budgeted'. The 'Contacts' section includes fields for 'Direct Manager' (91 Alexander (ES) Principal), 'Hiring Manager', 'HR Contact', 'Recruiter', 'Alternate Recruiter', 'Approver 1', 'Approver 2', and 'Approver 3'.

Now request approval for the requisition. Go to **Actions** and click on the arrow for a drop down list. Select **Request Approval** as shown below.



The screenshot shows the 'Job Requisition #133' form with the 'Actions' dropdown menu open. A black arrow points to the 'Actions' button in the toolbar, and a red arrow points to the 'Request Approval' option in the dropdown menu. The dropdown menu includes options: 'Save', 'Send Mass Email', 'Request Approval', 'Delete', 'Select', 'Define', 'Previous Record', 'Next Record', 'View Audit Log', and 'View Full Audit Log'. The main content area shows the 'Position Information' section with fields for '\*Position Code' (11), 'School Clerk', 'Organization Unit' (48), '012--1000', 'Company' (1000), 'General Fund', 'Accounting Unit' (012.233.00.000), 'School Adm Gen Fund', 'Account' (50115), 'Sub Account', 'Paraprofessional/Teacher A', 'Activity', 'Account Category', 'Location' (012), 'Work Type' (REGULAR), 'Relationship To Organization' (EMPLOYEE), 'Category' (CLASSIFIED), 'Work Schedule' (200 DAY - 10 month), and 'Standard Hours'.

After you Request Approval, the requisition status will change to **Approval Requested**.



The requisition will route through an approval process. Provided below is a description of the requisition approval steps:

1. If the requisition was created by the secretary, then it will route to the Manager's (Principal/Supervisor) Inbasket for approval. If the Manager(Principal/Supervisor) creates the requisition, then step 2 will be bypassed.
2. Manager (Principal/Supervisor) will approve or return the requisition. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created.
3. If the requisition is approved, then it will route to the HR Manager's Inbasket for approval. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created. If the requisition is approved, the requisition status will change to **Pending** and the initiator will receive an automated message notifying them the requisition was approved.

You must wait for the requisition to be reviewed and approved by the appropriate people before you can post it "live" to begin officially recruiting candidates. Please note it may take 20 or more minutes for a requisition to be routed to the Manager for approval. The approval process is not an immediate action and it is based upon the availability of the Manager and HR Manager.

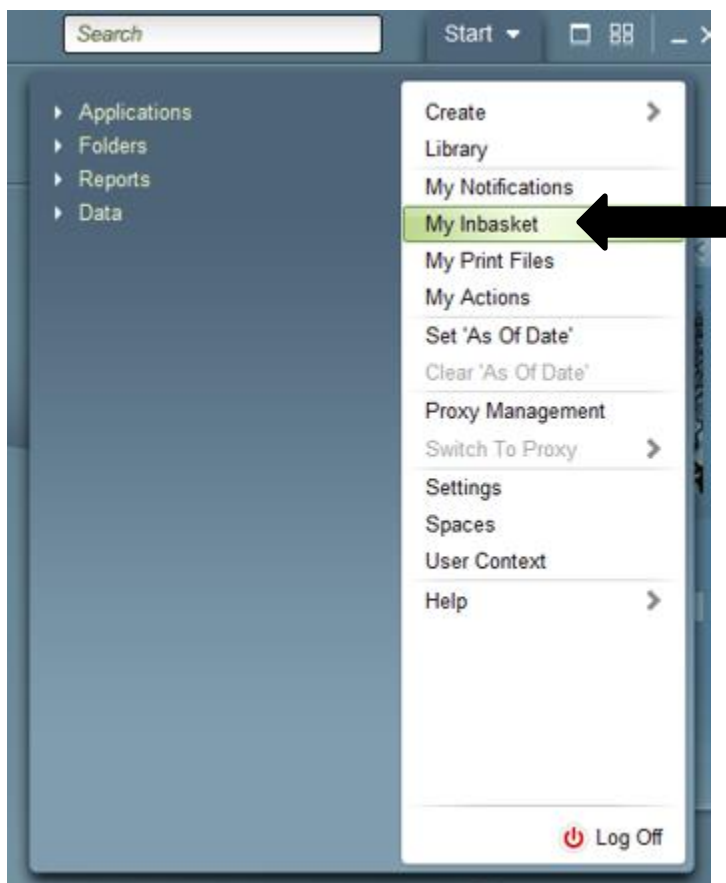


# How to Approve a Requisition Request Sent to My Inbasket

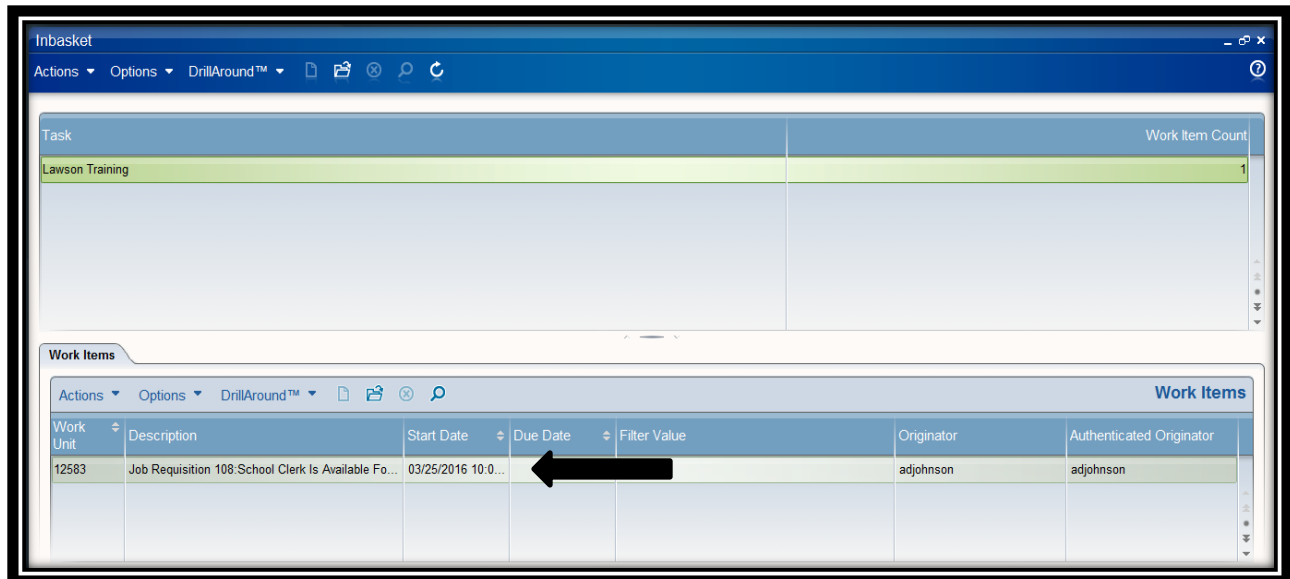
## Principal/Hiring Manager

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Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



Locate the requisition to be approved in the Work Items list. Double click on the requisition to be approved.



The requisition selected will be displayed.

The screenshot shows the 'Job Requisition #108 - School Clerk' form. The 'Status' is 'Approval Requested' and the 'Date Needed' is '03/25/2016'. There are checkboxes for 'Confidential Requisition' and 'Priority Requisition'. Below this are links for 'Position And Job Details', 'Notes: 0', 'Attachments: 0', 'Expenses: 0.00', and 'Approval Tracking'. The 'Requisition' section is active, showing 'Position Information'. Fields include: '\*Position Code' (8), 'School Clerk' (text field), '012CLK1000' (text field), 'Organization Unit' (44), '012--1000' (text field), 'Company' (1000), 'General Fund' (text field), 'Accounting Unit' (012.233.00.000), 'School Adm Gen Fund' (text field), 'Account' (50115), 'Sub Account' (empty), 'Paraprofessional/Teacher A' (text field), 'Activity' (empty), and 'Account Category' (empty). At the bottom, there are checkboxes for 'Pool', 'GC Ref Req', 'Assessment', and 'Background'. The 'Approve' and 'Return' buttons are highlighted with red boxes.

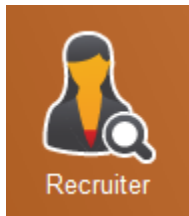
Review the form in its entirety to verify the information on the requisition is accurate. Select the appropriate action **Approve** or **Return**. Selecting **Approve** will forward the requisition to the corresponding HR Manager for approval. Selecting **Return** will forward the requisition back to the initiator.

# Posting a Requisition

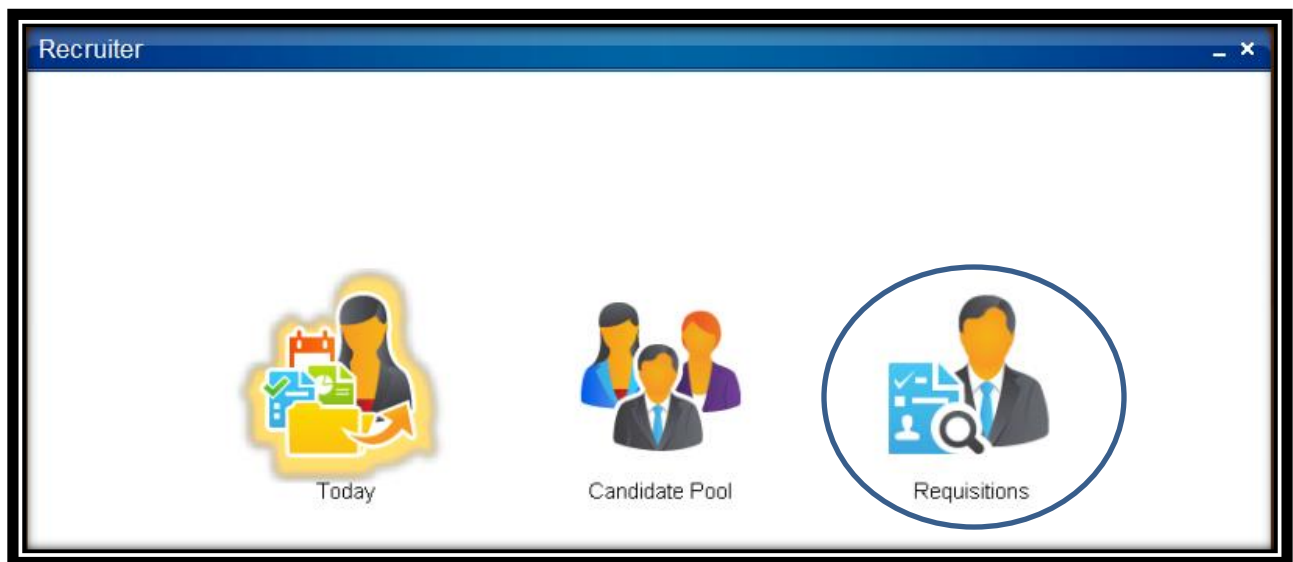
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Once a requisition has completed the approval process, the position can be posted Internal Only, External Only, Confidential Only, or Internal and External (requires the creation of two Job Postings).

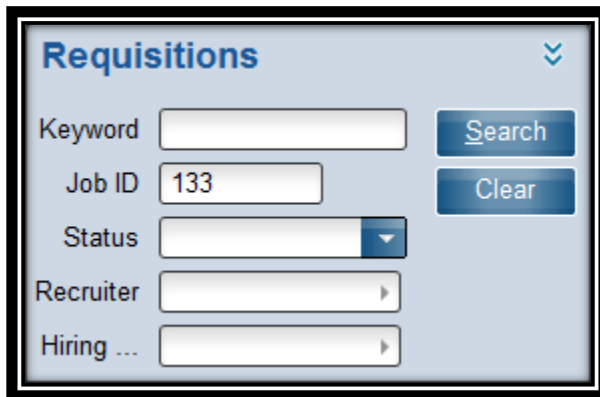
Double click on Recruiter



Double click on Requisitions



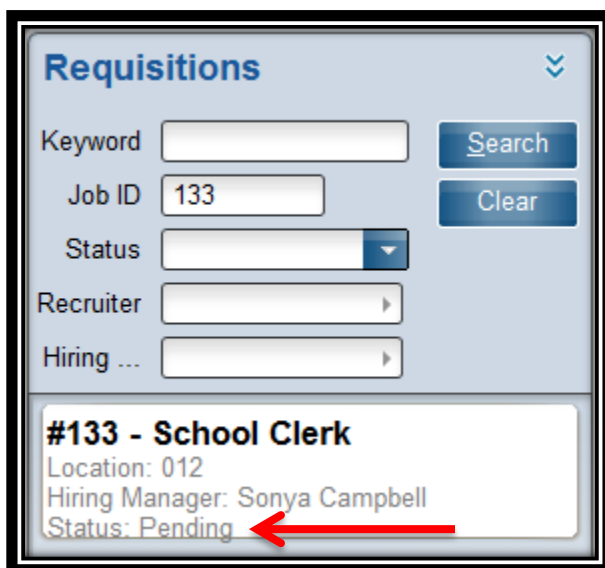
Search for the Requisition by entering the Job ID and click Search.



The screenshot shows a web form titled "Requisitions" with a dropdown arrow in the top right corner. The form contains several input fields and two buttons. The "Job ID" field is populated with the number "133".

Keyword	<input type="text"/>	<input type="button" value="Search"/>
Job ID	<input type="text" value="133"/>	<input type="button" value="Clear"/>
Status	<input type="text"/>	
Recruiter	<input type="text"/>	
Hiring ...	<input type="text"/>	

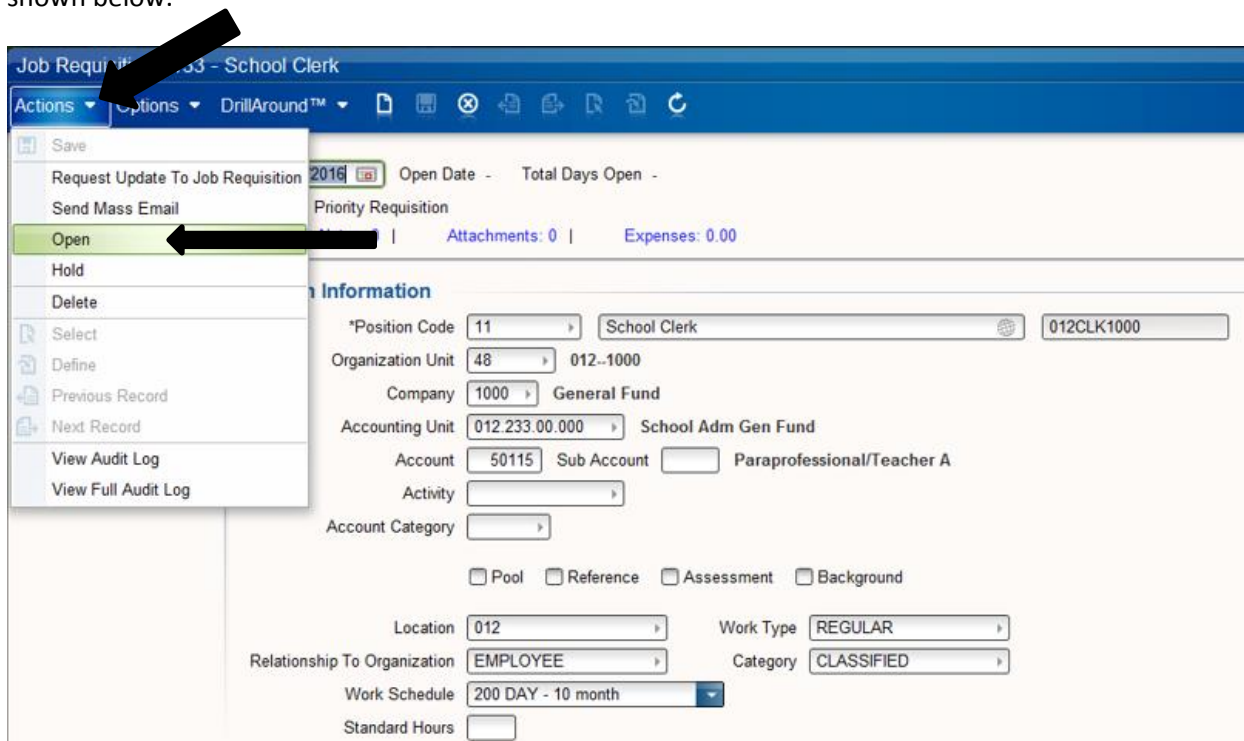
The Status of the Job Requisition will change to **Pending** after being approved. Double click on the Requisition to open it.



This screenshot shows the same "Requisitions" form, but with search results displayed below the input fields. The results for Job ID 133 are shown in a white box with a thin border. A red arrow points to the word "Pending" in the status line.

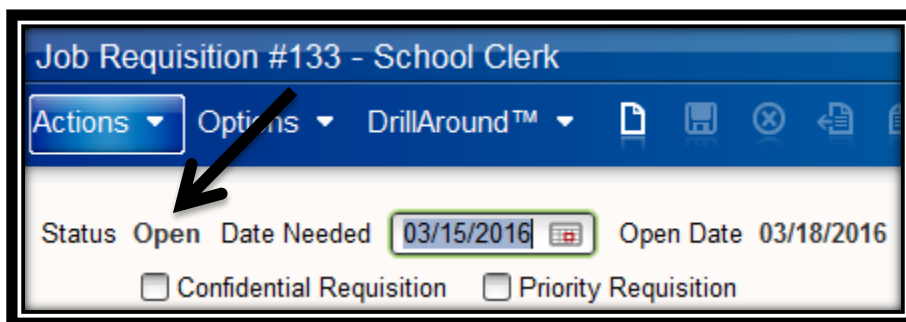
Keyword	<input type="text"/>	<input type="button" value="Search"/>
Job ID	<input type="text" value="133"/>	<input type="button" value="Clear"/>
Status	<input type="text"/>	
Recruiter	<input type="text"/>	
Hiring ...	<input type="text"/>	
<b>#133 - School Clerk</b> Location: 012 Hiring Manager: Sonya Campbell Status: Pending		

Before you can post a requisition, the requisition status **MUST be Open**. If the job requisition is not in an Open status, you will not be allowed to post the requisition. To change the requisition status to OPEN, go to **Actions** and click on the arrow for a drop down list. Select **Open** in the drop down list as shown below.



The screenshot shows the 'Job Requisition #133 - School Clerk' form. The 'Actions' menu is open, and the 'Open' option is highlighted. The form displays various fields including 'Open Date' (2016), 'Total Days Open', 'Priority Requisition', 'Attachments: 0', and 'Expenses: 0.00'. The 'Information' section includes fields for 'Position Code' (11), 'School Clerk', 'Organization Unit' (48), 'Company' (1000), 'General Fund', 'Accounting Unit' (012 233 00.000), 'School Adm Gen Fund', 'Account' (50115), 'Sub Account', 'Paraprofessional/Teacher A', 'Activity', 'Account Category', 'Pool', 'Reference', 'Assessment', 'Background', 'Location' (012), 'Work Type' (REGULAR), 'Relationship To Organization' (EMPLOYEE), 'Category' (CLASSIFIED), 'Work Schedule' (200 DAY - 10 month), and 'Standard Hours'.

The Status will change to **Open**.

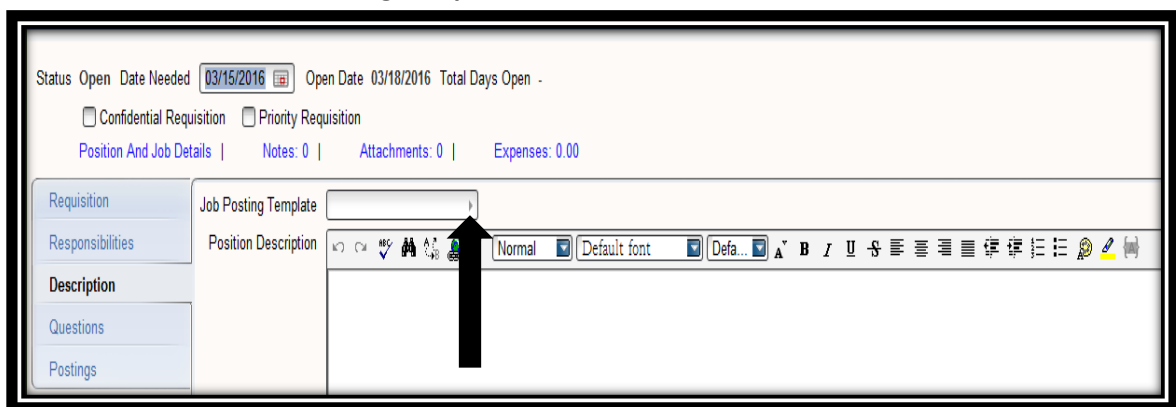


The screenshot shows the 'Job Requisition #133 - School Clerk' form with the 'Status' field set to 'Open'. The 'Date Needed' is 03/15/2016 and the 'Open Date' is 03/18/2016. The 'Confidential Requisition' and 'Priority Requisition' checkboxes are unchecked.

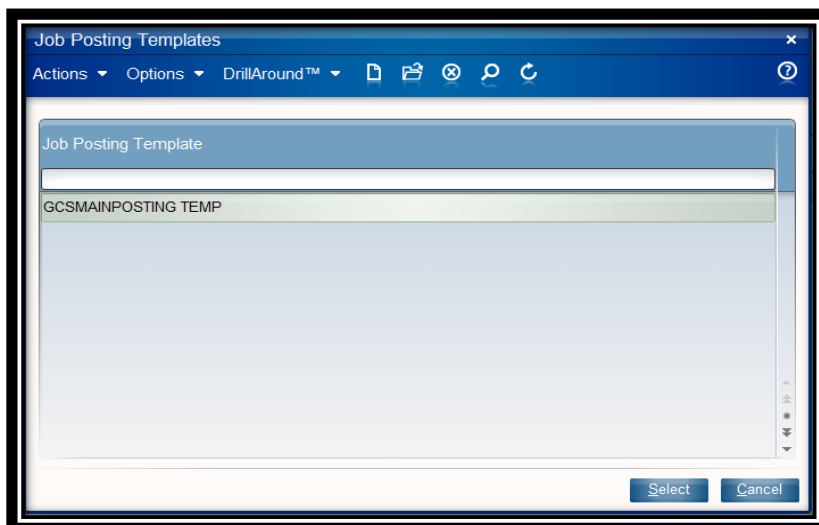
The next steps for the Requisition are completing the Description, Questions, and Postings sections. The Responsibilities section is not used by GCS, so you do NOT need to complete the Responsibilities section.




- **Description:** Click on Description section.  
Click on the arrow in the **Job Posting Template** field.

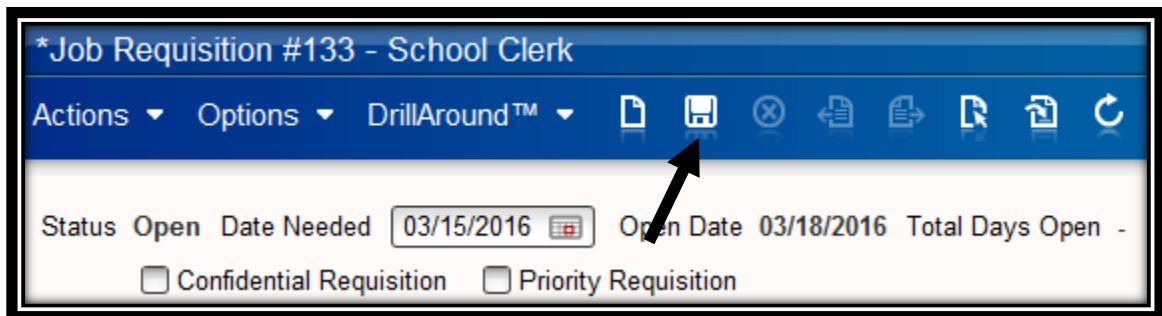


Select the **GCSMAINPOSTING TEMP** template by either double clicking to select, or highlight the name and click the Select button.





Select the Save icon, , at the top of the screen. If a job description is associated with the position code on this requisition, then it will display after you click the Save icon. If a job description does not attach, then please contact the Human Resources Helpline at 355-3117. Many hourly positions such as Hourly Tutor and After School Worker do NOT have a job description. In these cases, you may type a brief description depending upon the type of hourly position.



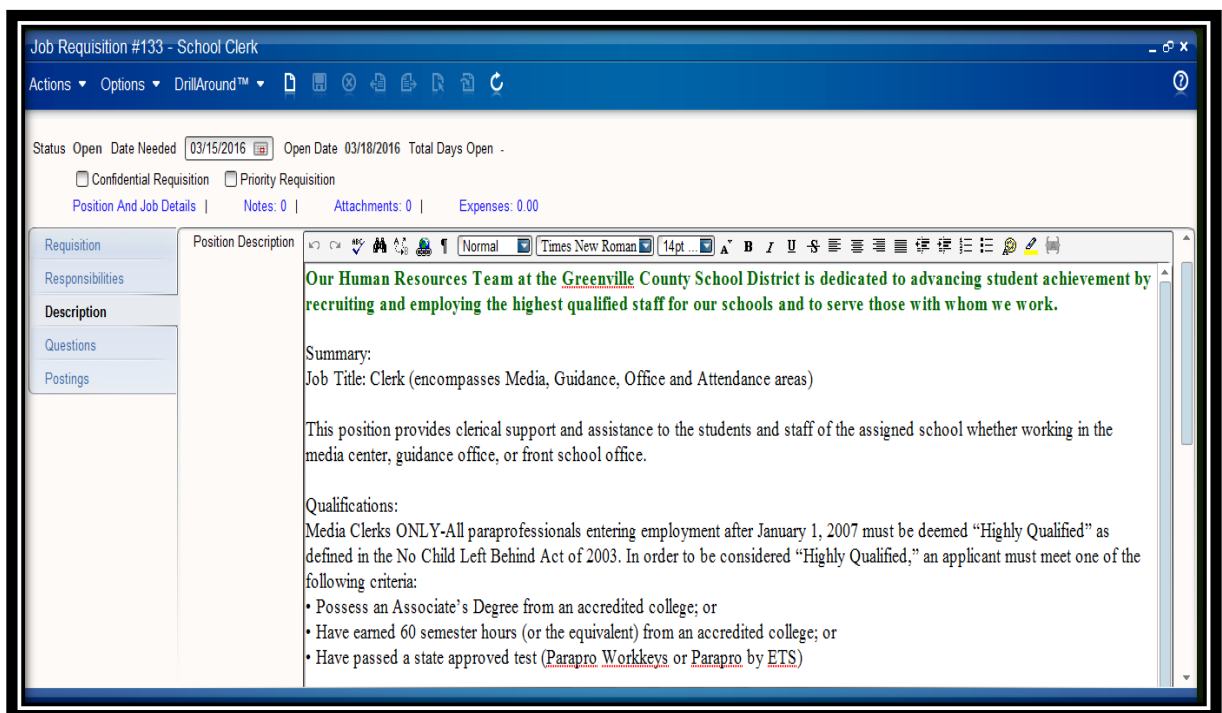
\*Job Requisition #133 - School Clerk

Actions ▾ Options ▾ DrillAround™ ▾

Status Open Date Needed 03/15/2016 Open Date 03/18/2016 Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

The information for the job description will default to the requisition. This information will be displayed on the posting.



Job Requisition #133 - School Clerk

Actions ▾ Options ▾ DrillAround™ ▾

Status Open Date Needed 03/15/2016 Open Date 03/18/2016 Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

Requisition  
Responsibilities  
Description  
Questions  
Postings

Position Description

Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement by recruiting and employing the highest qualified staff for our schools and to serve those with whom we work.

Summary:  
Job Title: Clerk (encompasses Media, Guidance, Office and Attendance areas)

This position provides clerical support and assistance to the students and staff of the assigned school whether working in the media center, guidance office, or front school office.

Qualifications:  
Media Clerks ONLY-All paraprofessionals entering employment after January 1, 2007 must be deemed "Highly Qualified" as defined in the No Child Left Behind Act of 2003. In order to be considered "Highly Qualified," an applicant must meet one of the following criteria:

- Possess an Associate's Degree from an accredited college; or
- Have earned 60 semester hours (or the equivalent) from an accredited college; or
- Have passed a state approved test (Parapro Workkeys or Parapro by ETS)

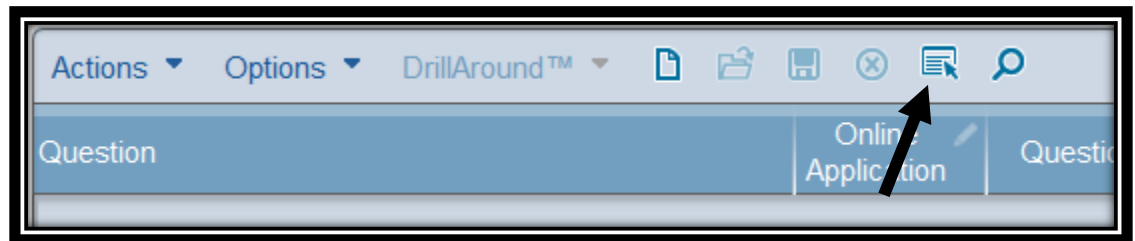


- **Questions:** If you are posting the requisition, you **MUST** attach the questions that pertain to the position you are posting. Please note there are no Question Sets for positions such as Afterschool Caregiver, Hourly Tutor, etc. Select the Questions Tab.

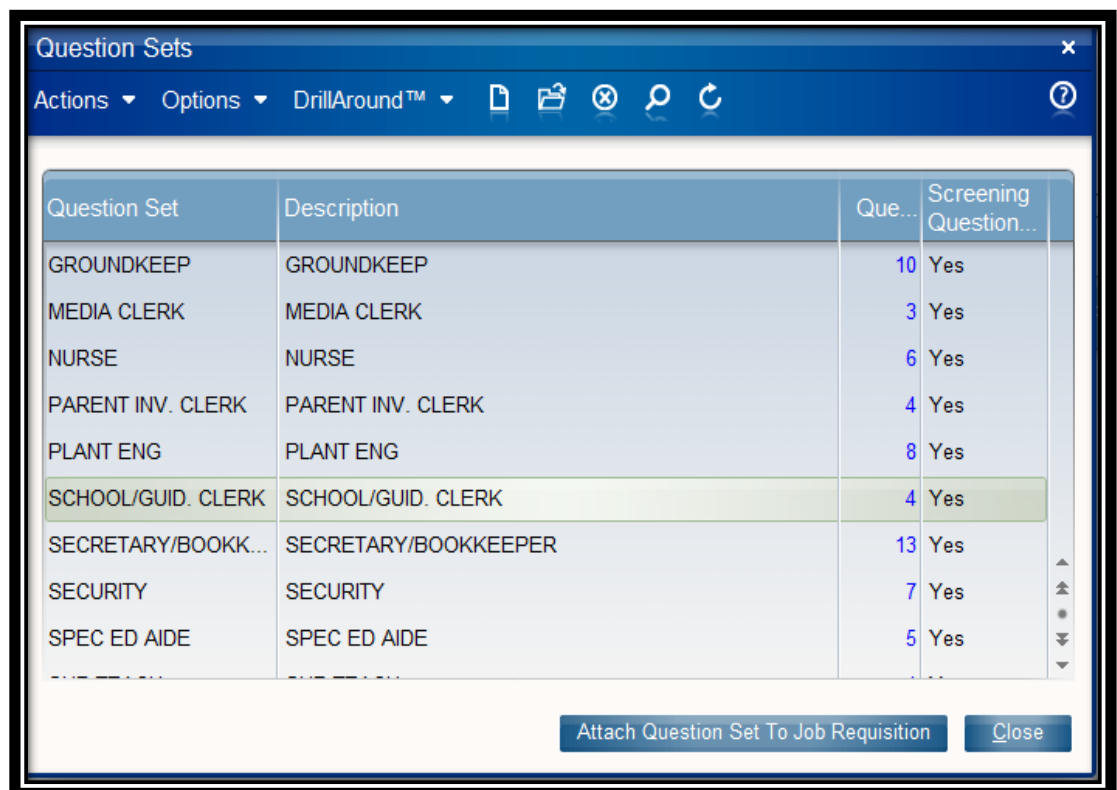
This is an important step in gathering information on the application. Questions are set up in Question Sets and provided below is a list of the current Question Sets.

Question Set	Description	# of Questions
AIDE	Aides	3
BUILDING SVS	Building Services	8
BUS AIDE	Bus Aide	2
BUS DRIVER	Bus Driver	10
FANS OP	FANS Operator	4
FANSMGR	FANS Manager	4
GROUNDKEEP	Groundskeeper	10
MEDIA CLERK	Media Clerk	3
NURSE	Nurse	6
PARENT INV. CLERK	Parent Involvement Clerk	4
PLANT ENG	Plant Engineer	8
SCHOOL/GUID. CLERK	School & Guidance Clerk	4
SECRETARY/BOOKKEEPER	Secretary & Bookkeeper	13
SECURITY	Security	7
SPEC ED AIDE	Special Education Aide	5
SUB TEACH	Substitute Teacher	4
TEACH	Teacher	9

Click on the arrow with the sheet icon to see the defined Questions sets.



Select the question set for the position that you are posting. For example, if the position you are posting is 012CLK1000, Clerk, you will choose the School/Guidance Clerk question set. Select the **Attach Question Set to Job Requisition** option at the bottom.



Once you attach the question set, you will be asked to enter the effective date. This is the effective date for the question set. The question set effective date should be the same as the requisition date. Click OK when you have completed this screen.


Enter Required Information For This Action

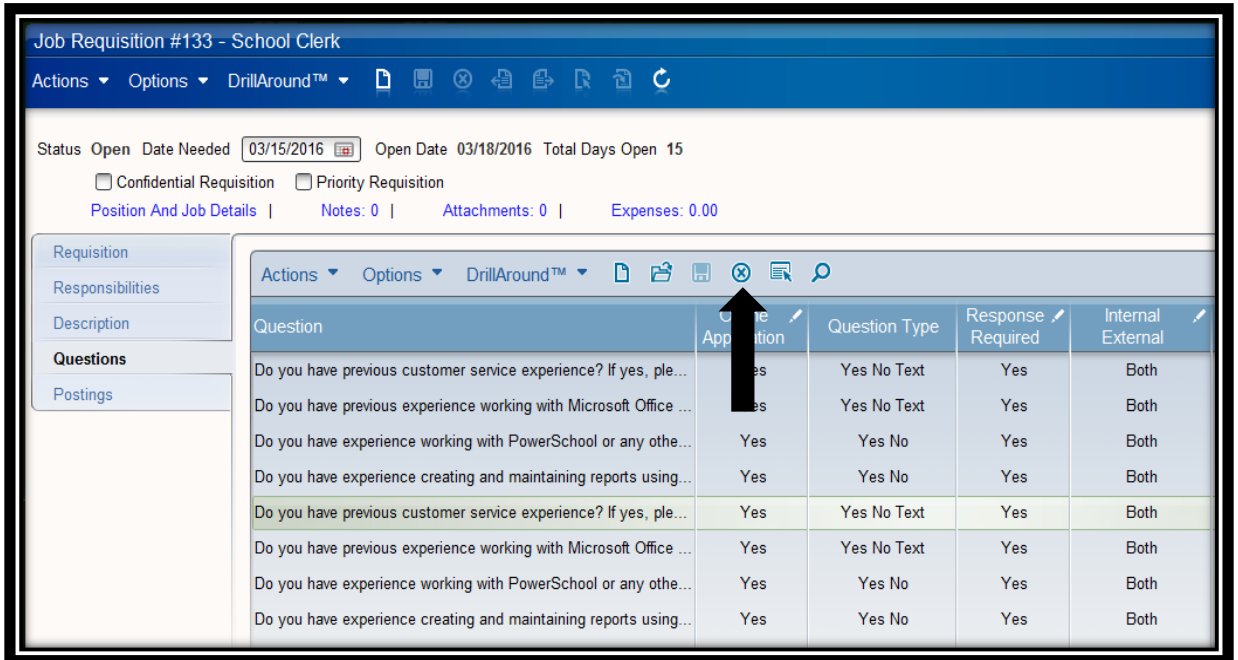
\*Effective Date

OK Cancel








The Questions screen will be displayed with the questions listed from the attached Question Set as shown below. Please verify the questions are attached only 1 time. If you attach the questions multiple times, then the applicant will be required to answer the questions multiple times.


Requisition Responsibilities Description Questions Postings	Actions ▾ Options ▾ DrillAround™ ▾						Questions
	Question	Online Application	Question Type	Response Required	Internal External	Preferred Answer	Screen Out Que...
	Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both		No
	Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both		No
	Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both		No
	Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both		No

In the following example, the questions were accidentally attached twice. To delete the duplicated questions, highlight the question and click the  icon as shown below for each duplicated question.



Job Requisition #133 - School Clerk

Actions ▾ Options ▾ DrillAround™ ▾       

Status: Open Date Needed: 03/15/2016  Open Date: 03/18/2016 Total Days Open: 15

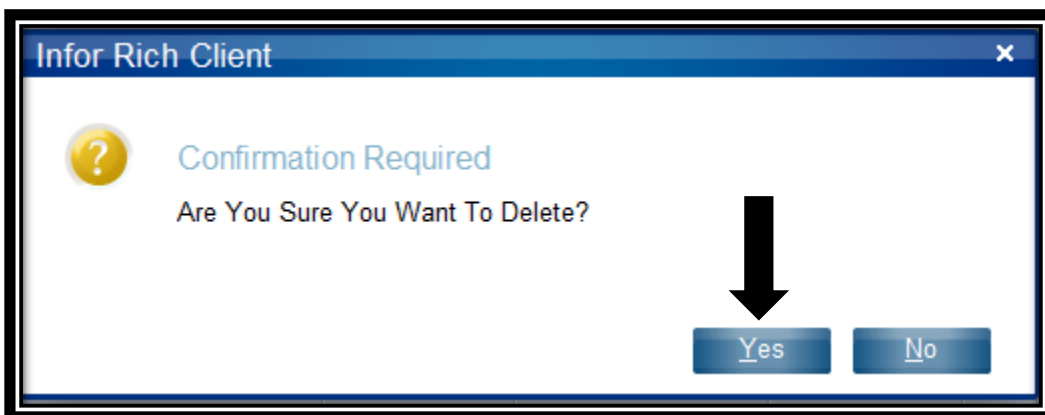
☐ Confidential Requisition ☐ Priority Requisition

Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00


Requisition  
Responsibilities  
Description  
**Questions**  
Postings

Question	Application	Question Type	Response Required	Internal External
Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both
Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both
Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both
Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both
Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both
Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both
Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both
Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both

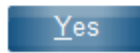
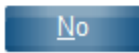
A confirmation prompt will be displayed asking, “Are You Sure You Want to Delete?” Click **Yes** to delete the question.



Infor Rich Client

 **Confirmation Required**

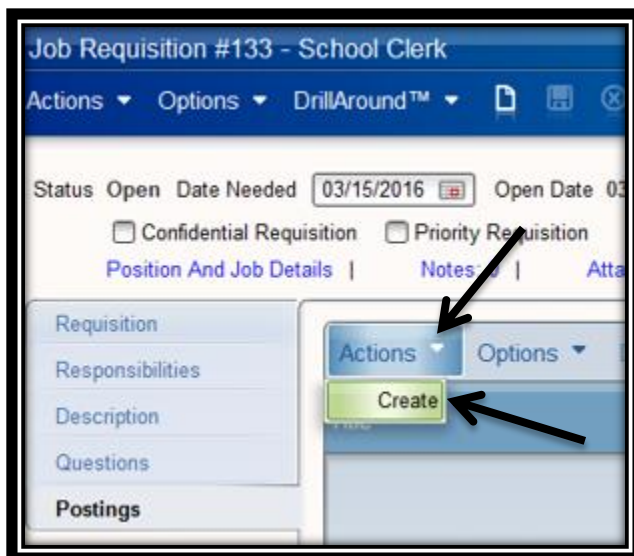
Are You Sure You Want To Delete?

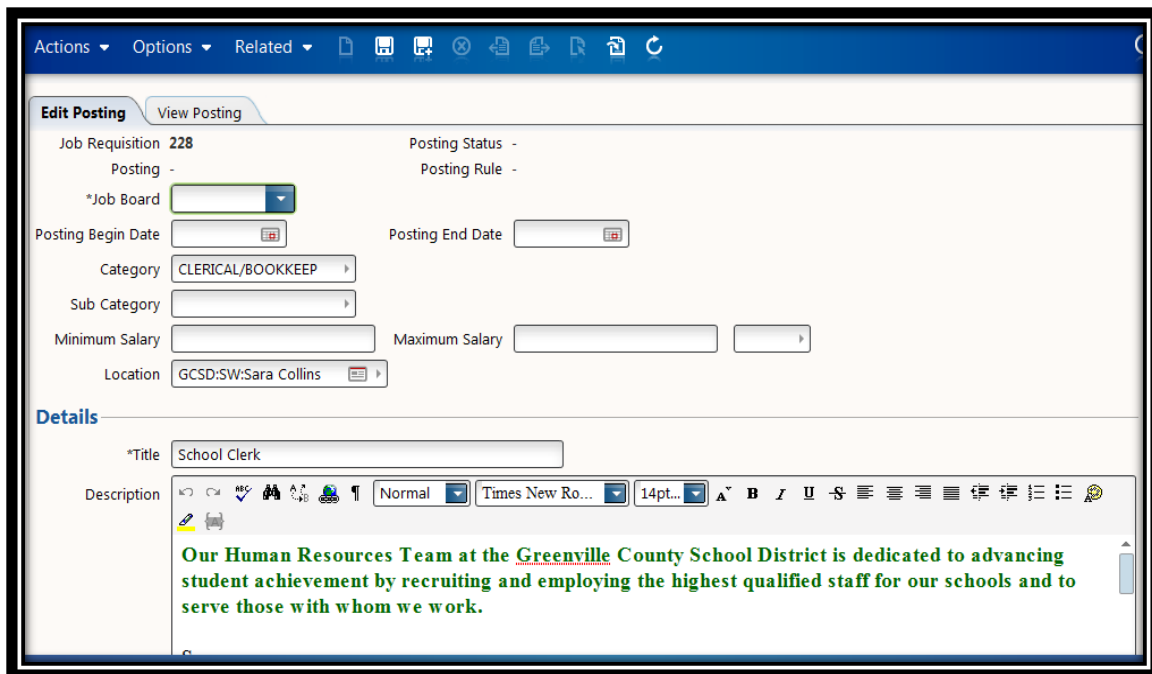
- **Postings**



**Step 1:** Click on the drop down arrow next to **Actions**. Select **Create**.

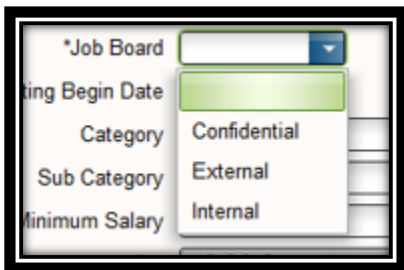


For the posting, you will need to complete the **Job Board**, **Posting Begin Date**, and **Posting End Date** fields.



## Step 2:

**Job Board:** Select one of the following options: Confidential, External, or Internal, refer to the descriptions below for additional details on each option.



**Confidential:** Used at the discretion of Human Resources. This type of posting does not allow anyone to submit an application for the position.

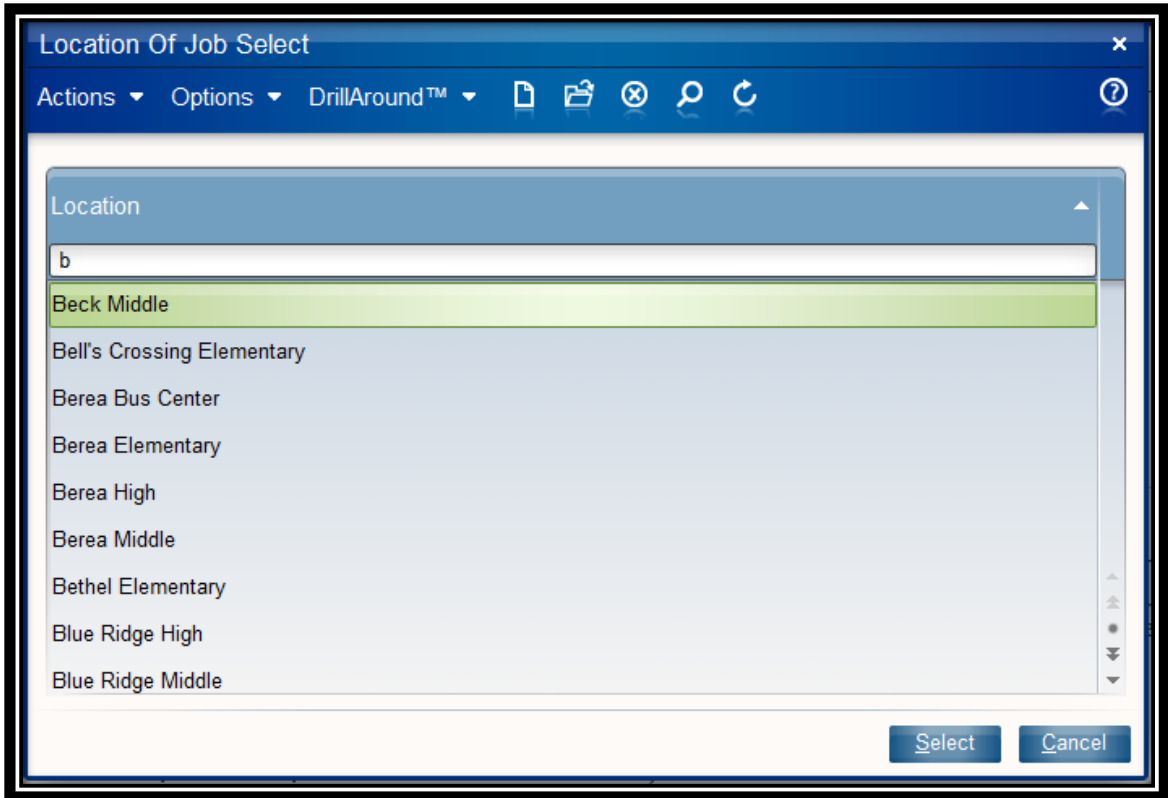
**External:** Displays the requisition on the external candidate site so applicants that are not current employees can apply to the position.

**Internal:** Displays the requisition on the internal candidate site, which enables only current employees to apply to the position.

To post a position both External and Internal you must create two separate postings; one for Internal and one for External. If you want to consider both internal (current employees) and external applicants, post the requisition both internal and external.

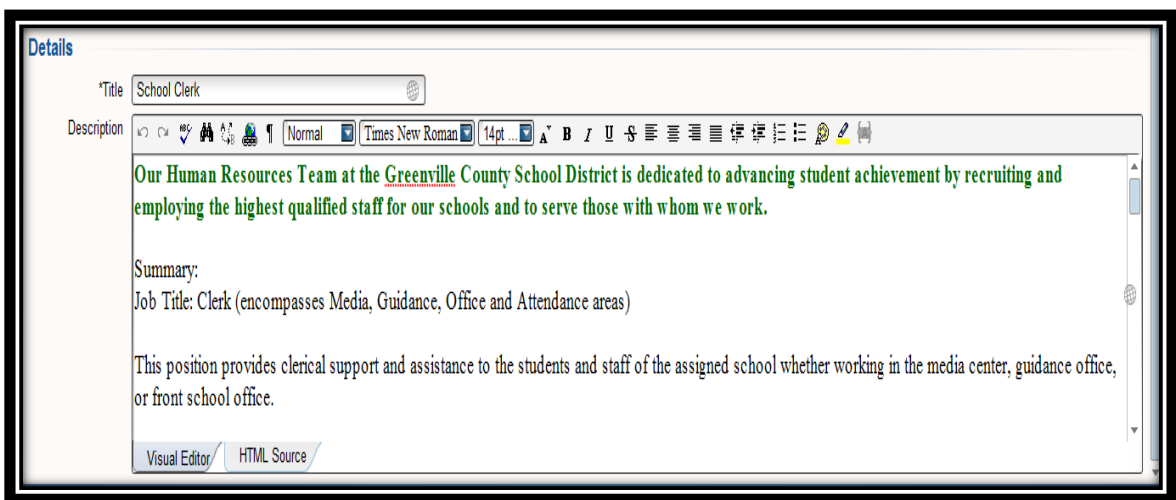
**Posting Begin Date and Posting End Date:** The **Posting Begin Date** is the date the job should be available for candidates to apply. The **Posting End Date** is the last day the posting will be available for candidates to apply. A Posting End Date should always be entered for a requisition and it may be extended at any time. To extend the Posting End Date, access the Postings tab on the requisition and double click on the Job Board Posting (internal, external, or confidential), change the Posting End Date and click Save. **Postings must be displayed for a minimum of 3 business days.** If this requisition is posting for both internal and external candidates, the Posting Begin and End Dates can be different on the internal and external job posting.

- **Category:** Will default from the requisition
- **Sub Category, Minimum Salary and Maximum Salary:** Leave these fields blank
- **Location:** Select the location for the position. **This is critical for applicants to know what location/school has the job opening.** Click on the arrow in the Location field for a list of locations.




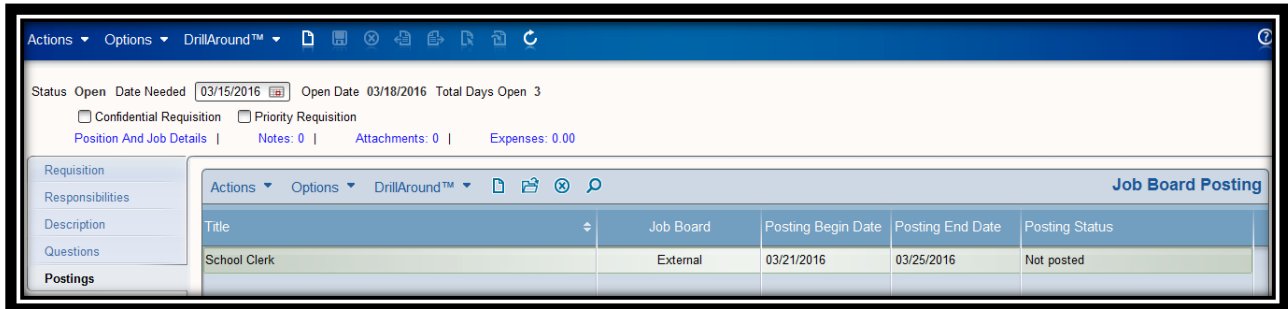
To search for your location, enter all or a portion of your location description in the location field at the top of the list and press enter. To select the location, double click on the location or highlight the location and click Select.

In the **Details** section, verify the **Title** of the position and **Job Description** are completed and accurate, because this is the information the applicant will see when reviewing the position.



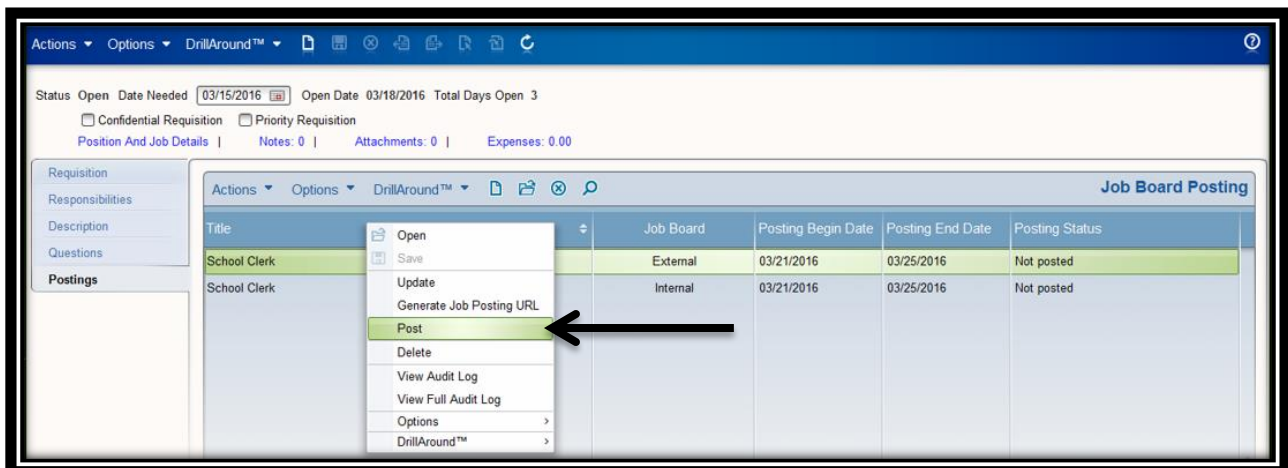


**Step 3:** Click the Save, , icon to save the posting and then select the “X” in the upper right hand corner of the screen to exit. The Job Board Posting will display as shown below with the job posting you added. Remember, if you would like to post the requisition for internal and external candidates, then you will need to create two Job Postings. One job posting for the internal candidates and one for external candidates. Return to Step 1 on page 29, if you would like to create another job posting.



The screenshot shows the 'Job Board Posting' screen. At the top, there's a status bar with 'Status: Open', 'Date Needed: 03/15/2016', 'Open Date: 03/18/2016', and 'Total Days Open: 3'. Below this are checkboxes for 'Confidential Requisition' and 'Priority Requisition', and links for 'Position And Job Details', 'Notes: 0', 'Attachments: 0', and 'Expenses: 0.00'. On the left is a sidebar with 'Requisition', 'Responsibilities', 'Description', 'Questions', and 'Postings'. The main area is a table titled 'Job Board Posting' with columns: Title, Job Board, Posting Begin Date, Posting End Date, and Posting Status. The table contains one row: 'School Clerk', 'External', '03/21/2016', '03/25/2016', and 'Not posted'.

When all required job postings are entered, you will need to Post the job board(s). Right click on the Job Board Posting and select **Post**. Execute this step for each Job Board Posting.



The screenshot shows the 'Job Board Posting' screen with a right-click context menu open over the 'School Clerk' row. The menu options are: Open, Save, Update, Generate Job Posting URL, Post (highlighted with a black arrow), Delete, View Audit Log, View Full Audit Log, Options, and DrillAround™. The table data is the same as in the previous screenshot.

The status of the Job Board Posting will change to Posting Live as shown below. Your requisition is now visible to candidates to submit an application.

The screenshot displays a software interface for managing job board postings. At the top, there is a navigation bar with 'Actions', 'Options', and 'DrillAround™'. Below this, a status section shows 'Status: Open', 'Date Needed: 03/15/2016', 'Open Date: 03/18/2016', and 'Total Days Open: 3'. There are also checkboxes for 'Confidential Requisition' and 'Priority Requisition', and links for 'Position And Job Details', 'Notes: 0', 'Attachments: 0', and 'Expenses: 0.00'. On the left, a sidebar lists 'Requisition', 'Responsibilities', 'Description', 'Questions', and 'Postings'. The main area is titled 'Job Board Posting' and contains a table with the following data:

Title	Job Board	Posting Begin Date	Posting End Date	Posting Status
School Clerk	External	03/21/2016	03/25/2016	Posting live
School Clerk	Internal	03/21/2016	03/25/2016	Posting live

A red arrow points to the 'Posting live' status in the first row of the table.

# Entering Candidate Correspondence, Notes, and Interview Details

Select the **Recruiter** icon and the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you should see the candidates who have applied or been attached to this requisition listed to the right. Find the candidate you want to correspond with or make notes for, and double click on the name to open their application.

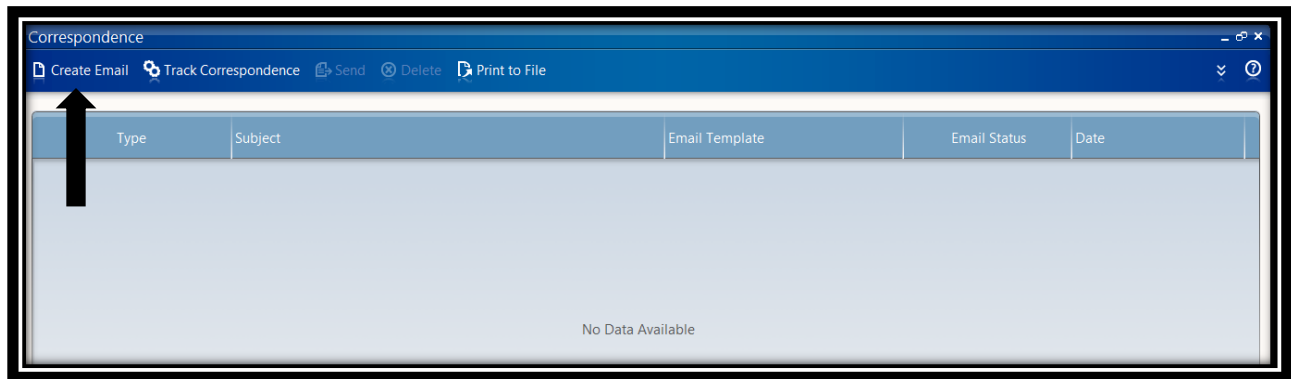
The screenshot shows the 'Requisition Dashboard' interface. On the left, there's a 'Requisitions' sidebar with search filters: Keyword, Job ID (89), Status, Recruiter, and Hiring. Below these is a summary for '#89 - School Clerk' with location 045, hiring manager Kerry Bannister, and status Open. The main area displays a table of candidates. The first candidate is 'Sally Test Appli...' with application status 'Screen', rank '03/25/2...', and type 'Exter...'. The table has columns for Name, Application Status, Rank, Appl..., Selection Process, Type, Appl..., Rehire?, Bkg..., and Wke...

## Correspondence:

To send an email to an applicant, click on **Correspondence** at the top or on the tab located on the left to begin adding candidate correspondence.

The screenshot shows the candidate profile for 'Sally Test Applicant (33982) School Clerk'. The top bar includes 'Actions', 'Options', and 'DrillAround™'. The profile details show the candidate's name, email (sallytestapplicant@gmail.com), phone (864-111-2222), and address (Greer, SC 29651). The source is 'GCS WEBSITE' with a 'Percent Fit' of 0.00%. The 'Candidate' ID is 33982. Below the profile, there's a navigation bar with tabs: Resume, Correspondence (0), Interviews (0), Screenings (0), Notes (0), Attachments (0), and Positions Applied To (1). The 'Correspondence' tab is selected, and an arrow points to it. The 'Details' section shows 'Source' as GCS WEBSITE, 'Rank' as a dropdown, and 'Job ID' as 89. There are fields for 'Specific Source', 'Referring Source', and 'Assessment Date'. A 'View Assessment Report' link is also present. The 'Application Status' section shows a table with columns: Screen, Date Entered (03/25/2016), Date Left, and Days.

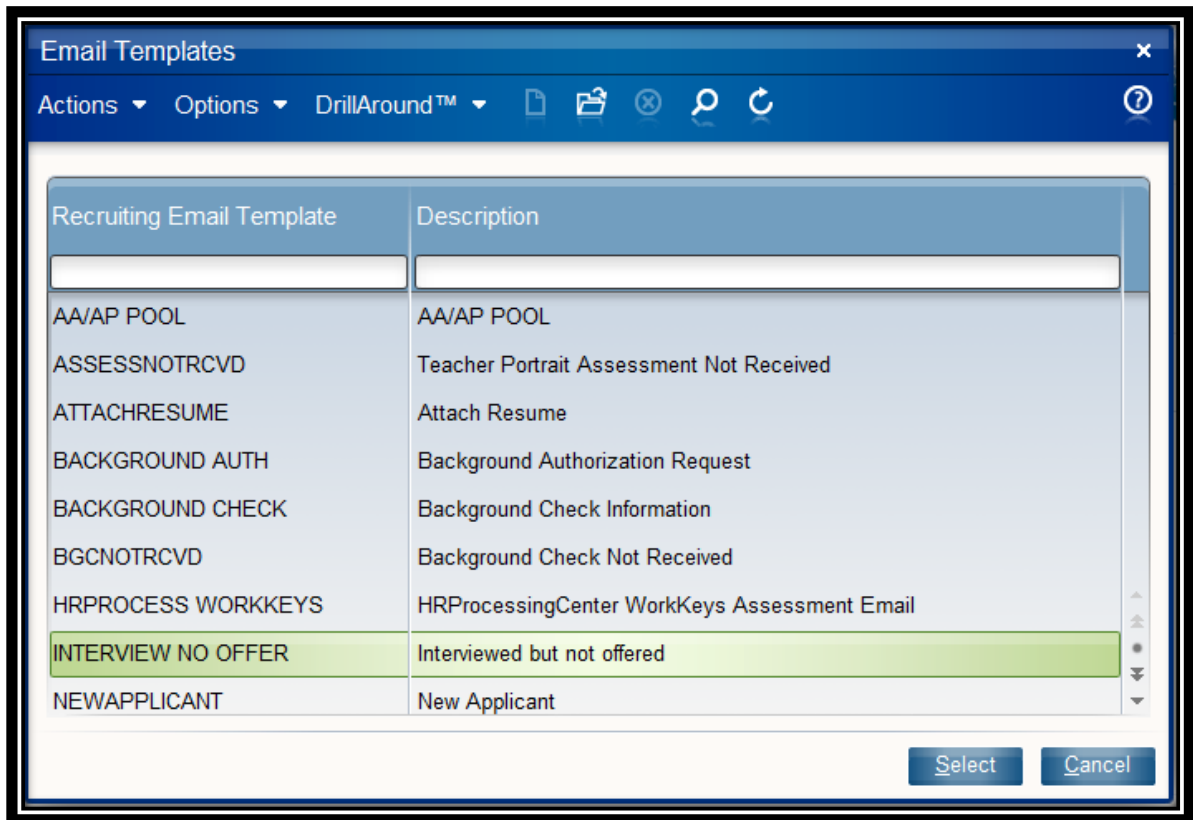
Then select **Create Email** to begin drafting an email to the candidate.



From this screen, you will select an email template to use. Click on the arrow in the **Email Template** field to view the email options.

A screenshot of a web application window titled 'Send Email'. The window has a blue header bar with a close button. Below the header is a section titled 'Send Email' with a globe icon. The main content area is divided into sections. The first section is 'Choose An Email Template', which contains a dropdown menu labeled '\*Email Template'. A large black arrow points to this dropdown menu. Below this is a section titled 'Optional: Include A Link In Your Email' with a sub-header 'Choosing a type below provides the Candidate with a link to complete the process'. This section contains two checkboxes: 'Online Interview' and 'Request For References'. At the bottom right of the window are three buttons: 'Previous', 'Next', and 'Cancel'.

A list of available Email Templates will be displayed as shown below



Select the **Email Template** you wish to send the applicant and click **Select**. Below is a list of Email Templates that will be commonly used by recruiters/secretaries. Please note you may edit the email template to meet your needs.

Recruiting Email Template	Description
APPLICATIONCOMP	Application Complete
ATTACHRESUME	Request Resume be Attached
INTERVIEW NO OFFER	Interviewed but not offered
NOT BEING CONSIDERED	Not Being Considered
POSITION FILLED	Position Filled

When an Email Template is selected you will be returned to the **Send Email** screen. Click the **Next** at the bottom of the screen.

The Send Email screen will display populated with the information from the email template. Notice the following items will default into the email.

1. **To** will default to the applicant's email address.
2. **From** email address will default to the sender's email address.
3. The position description on the requisition will default into the body of the email. For example, **School Clerk**, in the email shown below.
4. The **Hiring Manager Full Name** will default into the closing section of the email.

Change the email as required to customize it to your needs. Once done, click **Next**.

The screenshot shows a web-based 'Send Email' interface. At the top, the title bar says '\*Send Email'. Below it, the main heading is 'Send Email' with a sub-label 'Edit Email Text'. The 'Email Template' is set to 'INTERVIEW NO OFFER'. The 'To' field contains 'sallytestapplicant@gmail.com'. The 'From' field contains '{Actual Sender}' with a black arrow pointing to it. The 'CC' and 'BCC' fields are empty. The 'Subject' field contains 'Thank you for interviewing'. The 'Body' field has a rich text editor with a toolbar. The text in the body reads: 'Thank you for interviewing for the **School Clerk** position with Greenville County Schools. Your selection to participate in the interview process speaks well of your experience and qualifications. We have made an offer of employment to another candidate. While you were not selected, we value the time you invested in the process. Again, thank you for your participation in the process and best of luck to you in the future.' Below this, it says 'Sincerely, {Hiring Manager Full Name}' with a black arrow pointing to it. At the bottom, there is a status bar that says 'Candidate Correspondence Created' and three buttons: 'Previous', 'Next' (which is highlighted with a red box), and 'Finish'.

The screen below will be displayed. Select **Previous** to go back and edit your email message further or select **Send** to send the email to the applicant.

**Send Email**

To send the email now click Send and then click Exit.  
To send the email later from Candidate Correspondence click Exit.

**Send**

Email Template INTERVIEW NO OFFER

To sallytestapplicant@gmail.com  
From {Actual Sender}  
CC -  
BCC -

Subject Thank you for interviewing

Body Thank you for interviewing for the School Clerk position with Greenville County Schools. Your selection to participate in the interview process speaks well of your experience and qualifications. We have made an offer of employment to another candidate. While you were not selected, we value the time you invested in the process. Again, thank you for your participation in the process and best of luck to you in the future.

Sincerely,  
{Hiring Manager Full Name}

Attachment -

**Send**

Candidate Correspondence Updated

**Previous** **Next** **Exit**

A **Send Completed** message will display at the bottom of the screen indicating the email was sent. Click **Exit**. The email you sent should be displayed in Correspondence as shown below. Click the “x” to exit this screen and return to the candidate application.

Type	Subject	Email Template	Email Status	Date
Email	Thank you for interviewing	INTERVIEW NO OFFER	Sent	03/25/2016 11:48:19 AM

## Notes:

To add notes to an applicant's application, click on **Notes** located at the top of the display.

Sally Test Applicant(33982) School Clerk

Actions ▾ Options ▾ DrillAround™

**Sally Test Applicant** (External)  
sallytestapplicant@gmail.com  
Greer, SC 29651

864-111-2222 - Home

Source: GCS WEBSITE  
Percent Fit: 0.00%  
\*Candidate: 33982

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 0 | **Notes: 0** | Attachments: 0 | Positions Applied To: 1

**At A Glance**

- Talent Profile
- Preferences
- Fit Analysis
- Question Results
- Correspondence
- Interviews
- Offer

**Details**

Source: GCS WEBSITE Rank: Job ID: 89  
Specific Source:  
Referring Source: Assessment Date: [View Assessment Report](#)

**Application Status**

Screen	Date Entered	Date Left	Days
	03/25/2016		

Click on the double down arrows located in the top right section of the screen and select **Create**.


Notes

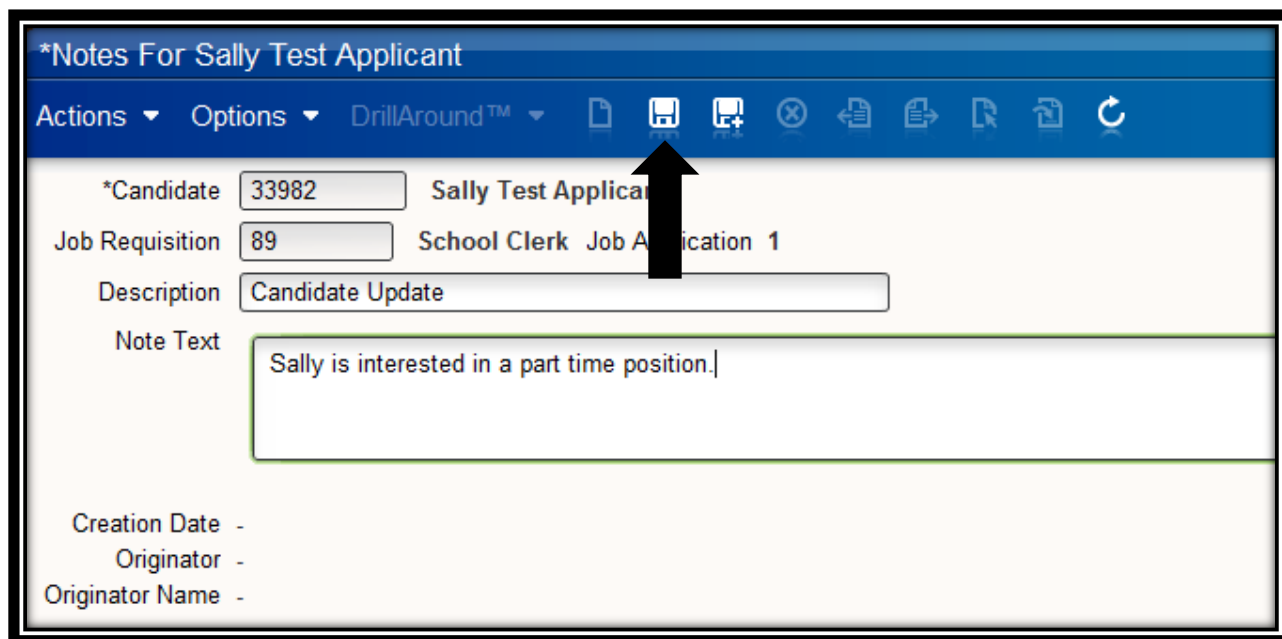
Description	Note Text	Job Appl.	Job Requisition	Creation Date	Originator	Originator Name

Create  
Options >  
DrillAround™ >



Enter a **Description** that clearly identifies the purpose of the Note.

Enter the note in the **Note Text** section. Click the Save, , icon when finished. The Notes section should not be used for Interview notes, because there is a specific section for entering interview details and notes that is described on page 43 of this manual.



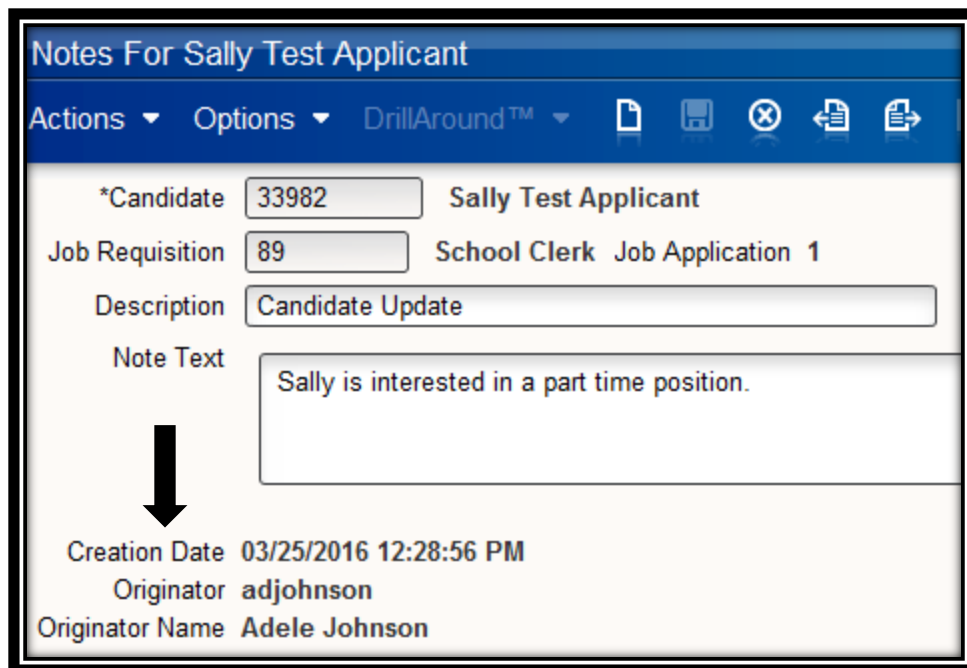
The screenshot shows a web application window titled "\*Notes For Sally Test Applicant". The window has a blue header bar with a menu containing "Actions", "Options", and "DrillAround™". To the right of the menu is a toolbar with several icons, including a document, a save icon (floppy disk), a close icon (X), and a refresh icon. A black arrow points to the save icon. Below the header, the form contains the following fields:

- \*Candidate: 33982 Sally Test Applicant
- Job Requisition: 89 School Clerk Job Application 1
- Description: Candidate Update
- Note Text: Sally is interested in a part time position.

At the bottom of the form, there are three fields that are currently empty:

- Creation Date -
- Originator -
- Originator Name -

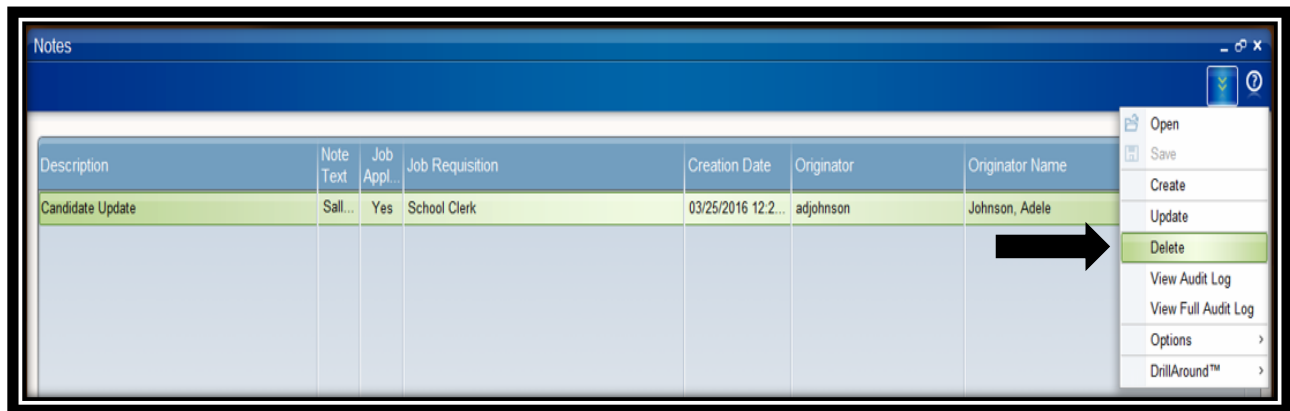
The Creation Date, Originator, and Originator Name should automatically fill after you select Save.



The screenshot shows the same web application window as the previous one, but now the fields at the bottom are populated. A black arrow points to these fields. The fields are:

- Creation Date: 03/25/2016 12:28:56 PM
- Originator: adjohnson
- Originator Name: Adele Johnson

The Notes screen will be displayed and the added note will be shown in the list. If you need to delete the Notes, highlight it, click on the double down arrow in the top right corner, and select **Delete**. Click the “x” to exit the Notes screen.



## Interview Details:

Interview Details must be entered on the requisition each applicant being interviewed. To enter interview information, click **Interviews** located at the top of the screen or on the tab located on the left.

Sally Test Applicant(33982) School Clerk

Actions ▾ Options ▾ DrillAround™

**Sally Test Applicant** (External)  
sallytestapplicant@gmail.com  
Greer, SC 29651

864-111-2222 - Home

Source GCS WEBSITE  
Percent Fit 0.00%  
\*Candidate 33982

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 1 | Attachments: 0 | Positions Applied To: 1

**At A Glance**

- Talent Profile
- Preferences
- Fit Analysis
- Question Results
- Correspondence
- Interviews**
- Offer

**Details**

Source GCS WEBSITE Rank Job ID 89  
Specific Source  
Referring Source Assessment Date  
[View Assessment Report](#)

**Application Status**

	Date Entered	Date Left	Days
Screen	03/25/2016		

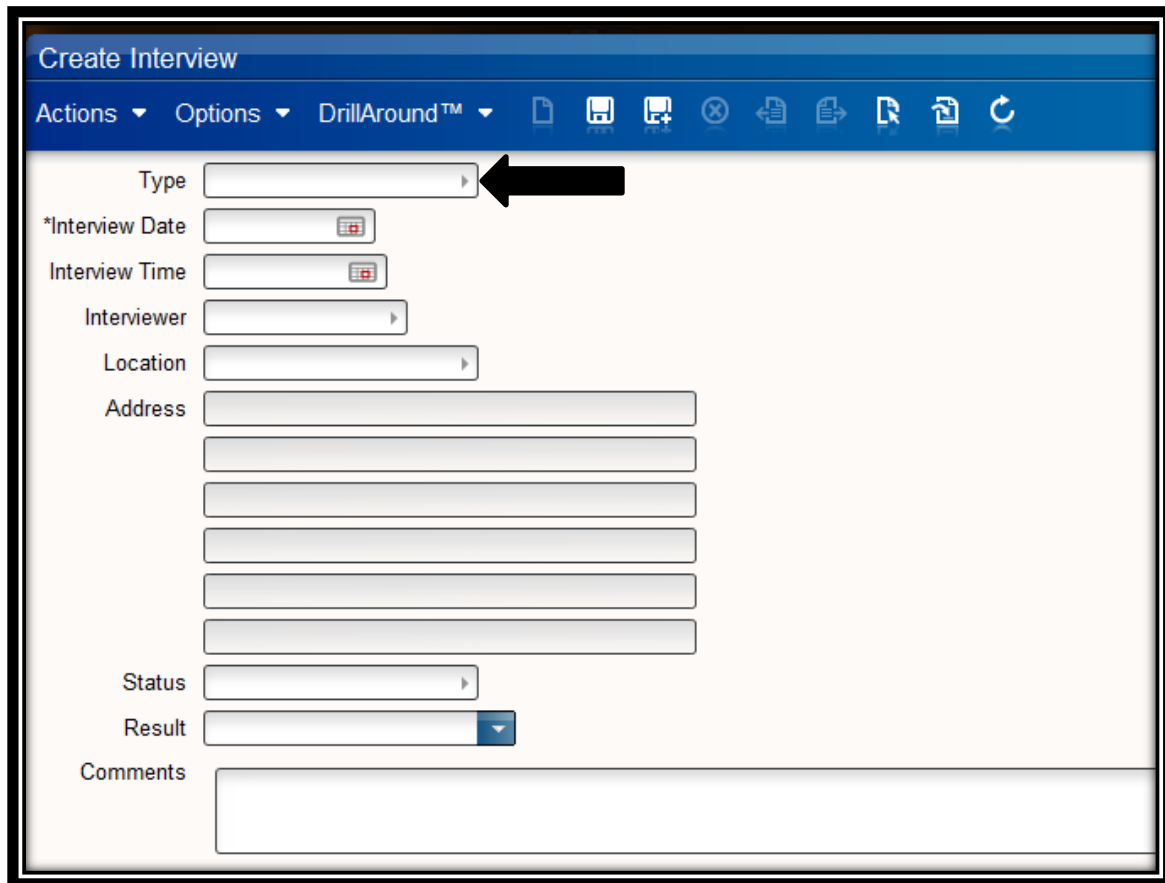
Click the double down arrow in the top right corner of the screen and select **Create** to create an interview record.

Interviews

Type	Date	Interv...	Interviewer	Location	Status	Result
------	------	-----------	-------------	----------	--------	--------

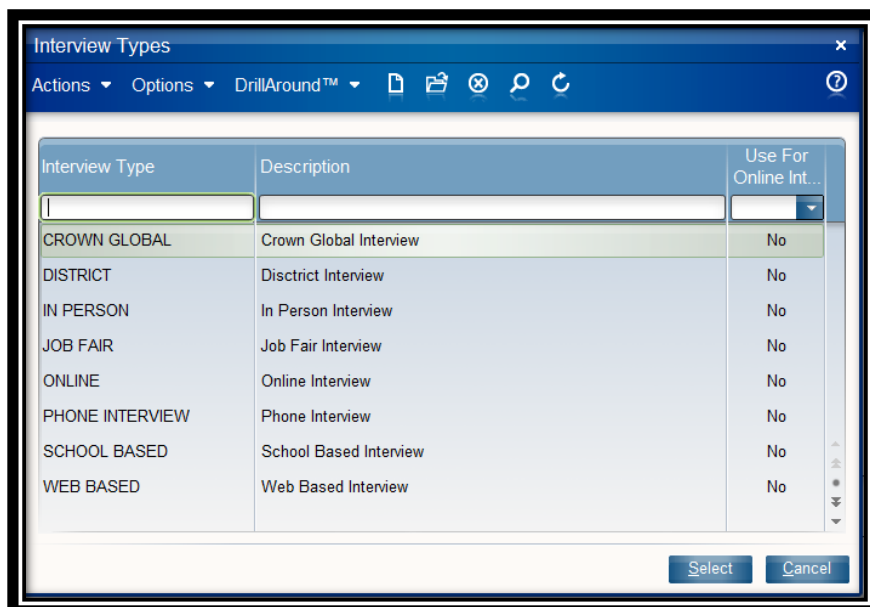
Create  
Options  
DrillAround™

Click on the arrow in the Type field.



The screenshot shows the 'Create Interview' window. At the top is a blue header bar with the title 'Create Interview' and a menu bar containing 'Actions', 'Options', and 'DrillAround™'. Below the header is a toolbar with icons for file operations. The main form area contains several fields: 'Type' (a dropdown menu with a right-pointing arrow, which is highlighted by a black arrow), '\*Interview Date' (a date picker), 'Interview Time' (a time picker), 'Interviewer' (a text input), 'Location' (a dropdown menu), 'Address' (a multi-line text area), 'Status' (a dropdown menu), 'Result' (a dropdown menu), and 'Comments' (a large text area).

Select a Type by double clicking or highlight and click Select.



The screenshot shows the 'Interview Types' dialog box. It has a blue header bar with the title 'Interview Types' and a menu bar with 'Actions', 'Options', and 'DrillAround™'. The main area contains a table with three columns: 'Interview Type', 'Description', and 'Use For Online Int...'. The table lists several interview types. At the bottom of the dialog are 'Select' and 'Cancel' buttons.

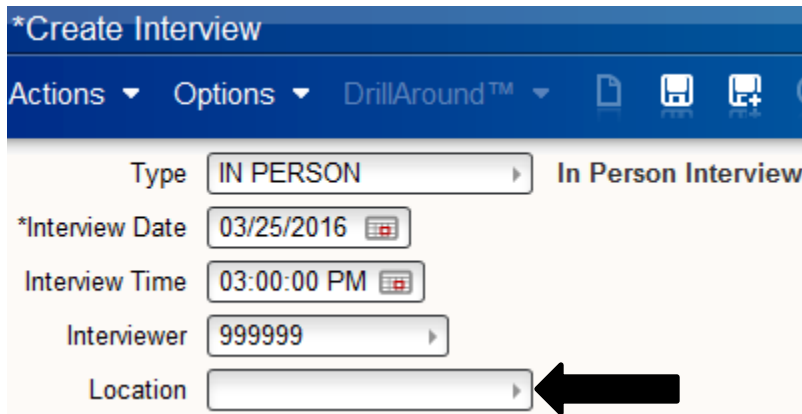
Interview Type	Description	Use For Online Int...
CROWN GLOBAL	Crown Global Interview	No
DISTRICT	Disctrict Interview	No
IN PERSON	In Person Interview	No
JOB FAIR	Job Fair Interview	No
ONLINE	Online Interview	No
PHONE INTERVIEW	Phone Interview	No
SCHOOL BASED	School Based Interview	No
WEB BASED	Web Based Interview	No

Enter an **Interview Date** and **Interview Time**. Click on the arrow in the **Interviewer** field to select an Interviewer.

Search for the **Interviewer** by entering the Last Name and/or First Name. Select the **Interviewer** by double clicking or highlight and click **Select**.

Name	E...	Description	Primary Org Unit	P...	Location	Work Assignments
Gibbs, Kimberly J.	126...	Employee	SUBS	SU...	Substitutes	1
Gibbs, Lindsey C.	128...	Employee				
Gibbs, Lynn P.	129...	Employee	HR-DIR	712...	Central Office	1
Gibbs, Mary W.	139...	Employee				
Gibbs, Nancy O.	3448	Employee				
Gibbs, Peenie M.	10493	Employee				

Click on the arrow in the **Location** field to select the Location as shown below.



\*Create Interview

Actions ▾ Options ▾ DrillAround™ ▾ [Icons]

Type IN PERSON In Person Interview

\*Interview Date 03/25/2016 [Calendar Icon]

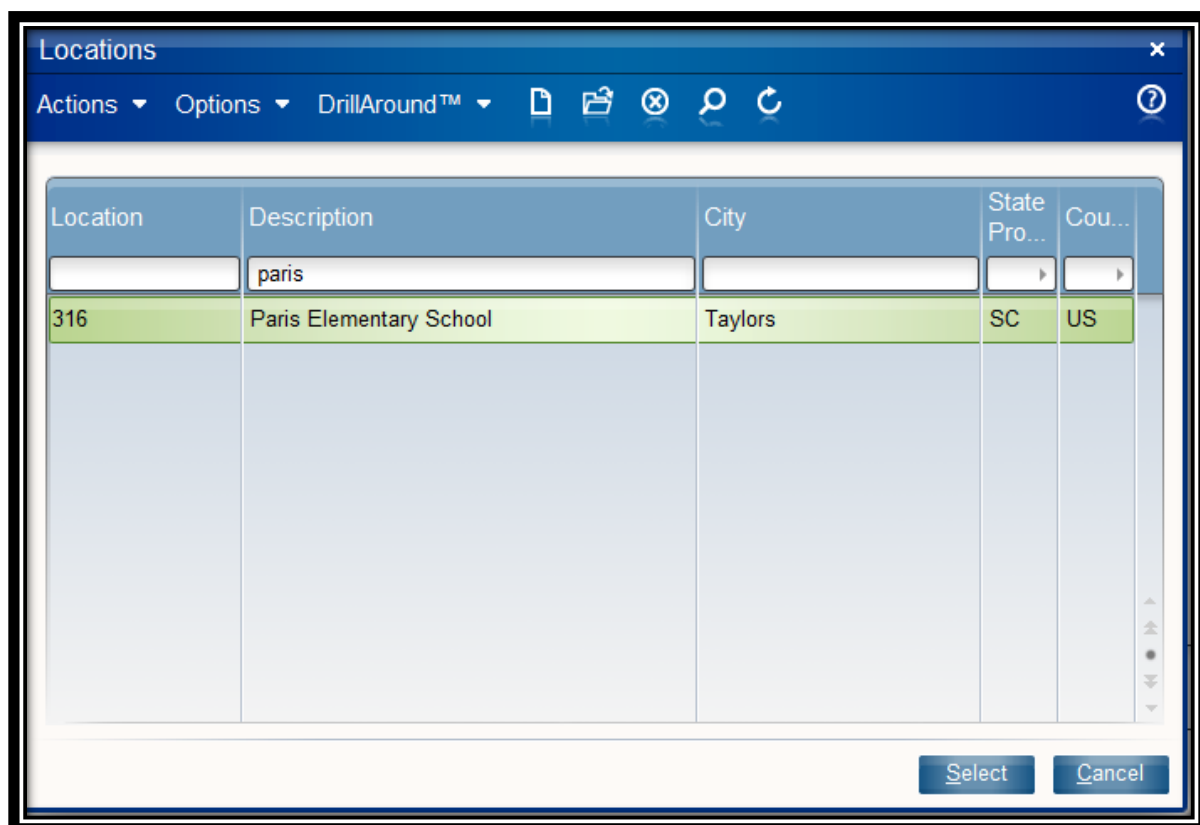
Interview Time 03:00:00 PM [Calendar Icon]

Interviewer 999999 ▾

Location ▾

A black arrow points to the dropdown arrow in the Location field.

To find the **Location**, use the description field and enter all or a portion of the description. Select the Location by double clicking or highlight and click **Select**.



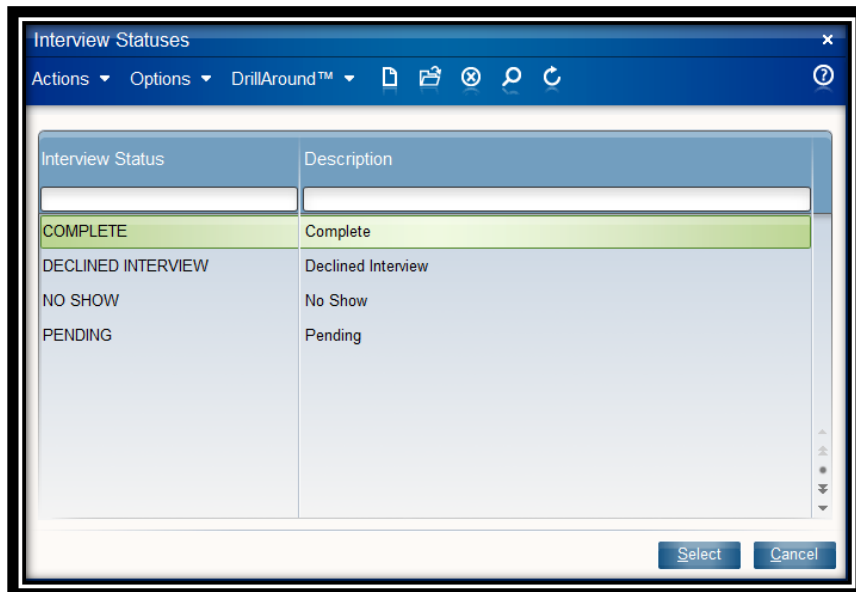
Locations

Actions ▾ Options ▾ DrillAround™ ▾ [Icons]

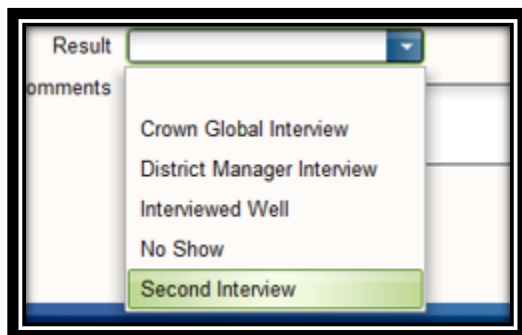
Location	Description	City	State Pro...	Cou...
	paris			
316	Paris Elementary School	Taylors	SC	US

Select Cancel

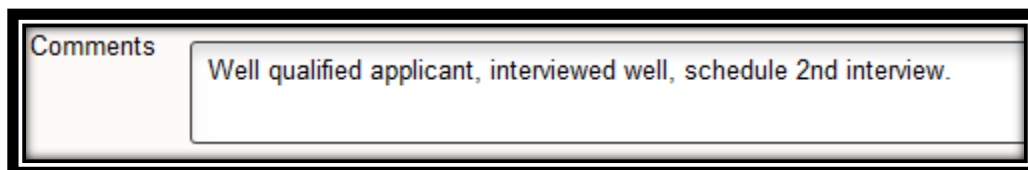
Click on the arrow in the **Status** field and select a Status by double clicking or highlight and click **Select**.




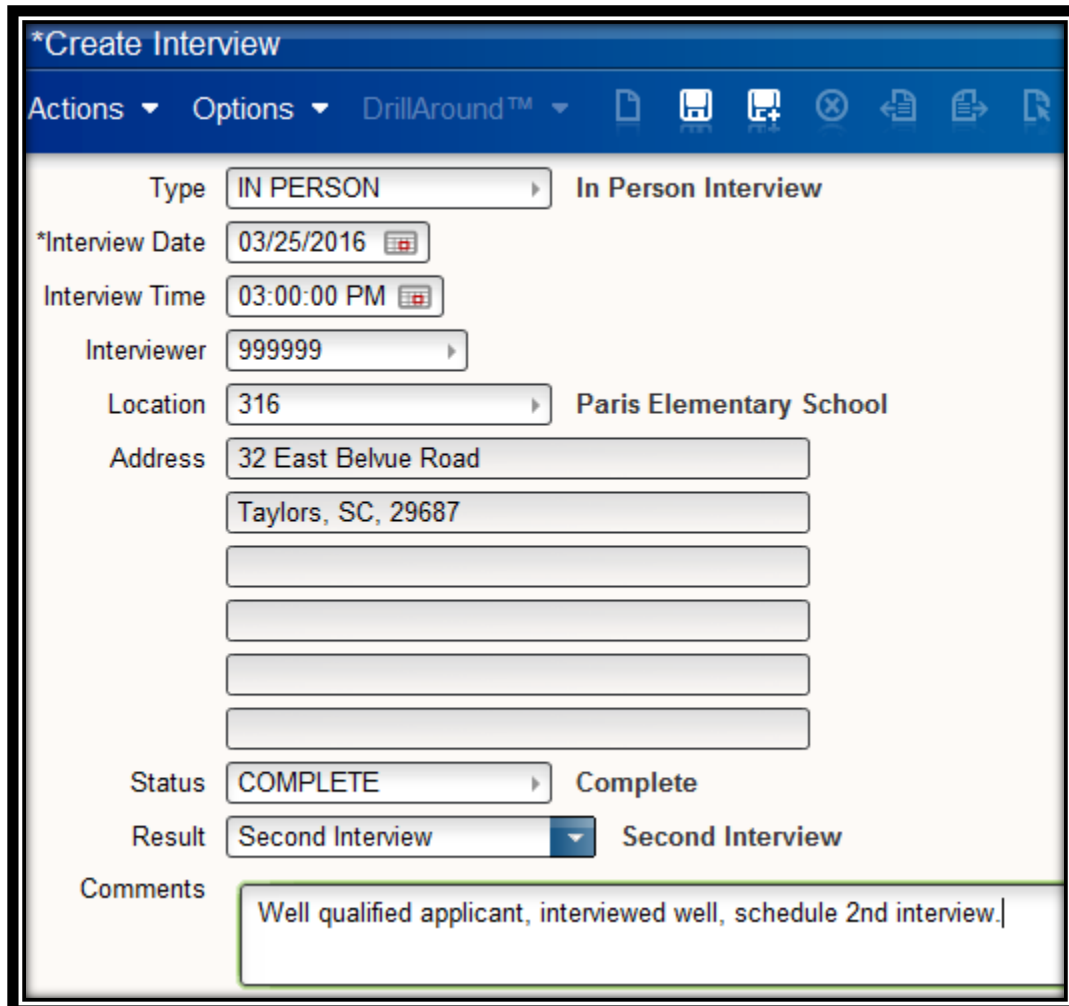
Click on the arrow in the **Result** field and select a Result by a single click on your selection.



Enter Comments as needed.



Click the Save, , icon when the Create Interview is completed.



**\*Create Interview**

Actions ▾ Options ▾ DrillAround™ ▾

Type  In Person Interview

\*Interview Date

Interview Time

Interviewer

Location  Paris Elementary School

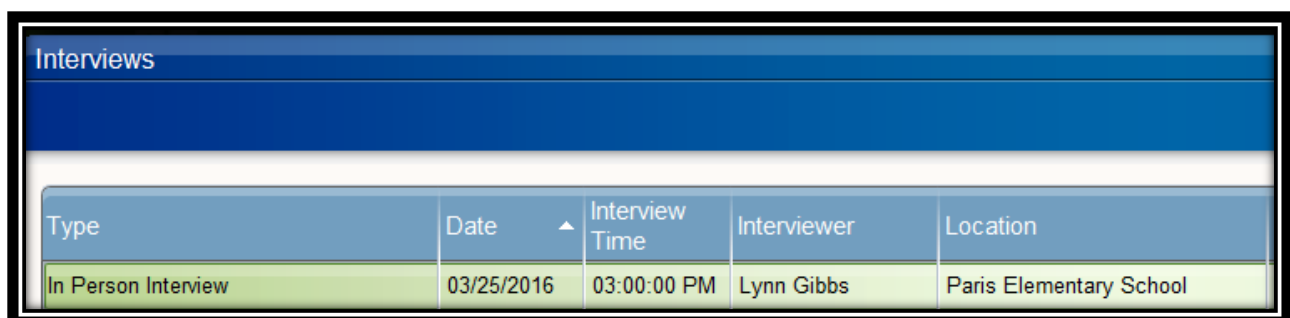
Address

Status  Complete

Result  Second Interview

Comments

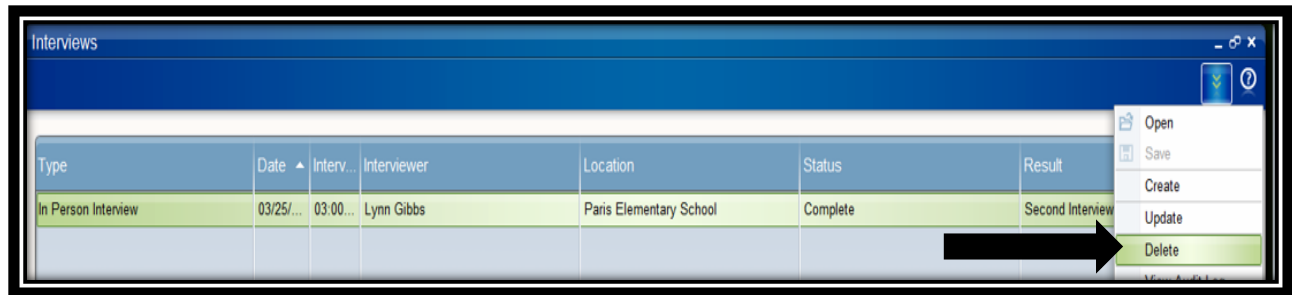
A **Job App Interview Created** message will display at the bottom of the screen indicating the interview was created. Click the “x” to exit this screen and return to the Interviews display. The Interview created will be shown in the list.



Interviews				
Type	Date	Interview Time	Interviewer	Location
In Person Interview	03/25/2016	03:00:00 PM	Lynn Gibbs	Paris Elementary School



If you need to delete Interviews, highlight it, click on the double down arrow in the top right corner and select **Delete**.



# How to Move Candidates to Hiring Manager Review for Vetting

Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right. To initiate the vetting process for your top candidates, please move them to the Hiring Manager Review tab. Highlight the applicant to be moved and select the double down arrows in the top right corner.

The screenshot shows the 'Requisition Dashboard' with a sidebar on the left containing search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main area displays a table of candidates for 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appli..., Selection Process, Type, and several checkboxes. The first three rows are highlighted in green. A black arrow points to the double down arrow icon in the top right corner of the table.

Name	Application Status	Rank	Appli...	Selection Process	Type	...	...	...	...	...	...
Jenn Test Applicant			03/25/2...	Screen	Exter...						
Kim Test Applicant			03/25/2...	Screen	Exter...						
Terry Test Applicant			03/25/2...	Screen	Exter...						

Select **Send to Hiring Manager**

The screenshot shows the same 'Requisition Dashboard' as before, but with a context menu open over the first row of the table. The menu includes options like Open, Save, Update, Calculate Fit, Create Document, Attach Candidate To Another Requisition, Send To Hiring Manager (highlighted), Move To Qualifying, Assign Screening Packages, and Disposition Candidate. A black arrow points to the 'Send To Hiring Manager' option.

Name	Application Status	Rank	Appli...	Selection Process	Type	...	...	...	...	...	...
Jenn Test Applicant			03/25/2...	Screen	Exter...						
Kim Test Applicant			03/25/2...	Screen	Exter...						
Terry Test Applicant			03/25/2...	Screen	Exter...						

To view the candidates sent to hiring manager, click on the **Hiring Manager Review** tab. The **Selection Process** status will change to **Hiring Manager Review** for these applicants.

The screenshot shows the 'Requisition Dashboard' with a sidebar on the left containing search filters (Keyword, Job ID: 107, Status, Recruiter, Hiring) and details for '#107 - Teach Grade 4-5'. The main area has tabs for 'All: 3', 'New: 0', 'Screen Out Online: 0', 'Screen: 0', 'Hiring Manager Review: 3', 'Qualify: 0', and 'Offer: 0'. The 'Hiring Manager Review' tab is selected, showing a table of three applicants: Jenn Test Applicant, Kim Test Applicant, and Terry Test Applicant, all with a 'Selection Process' of 'Hiring Manager Re...'.

Name	Applic...	R...	Applicat...	Selection Process	Type	Edu...
Jenn Test Applicant			03/25/2016	Hiring Manager Re...	External	
Kim Test Applicant			03/25/2016	Hiring Manager Re...	External	
Terry Test Applicant			03/25/2016	Hiring Manager Re...	External	

For the candidates moved to Hiring Manager Review, the HR Processing group will begin the applicant vetting steps such as background check, checking rehire eligibility, reference review, certification verification and assessment review based upon the type of position.

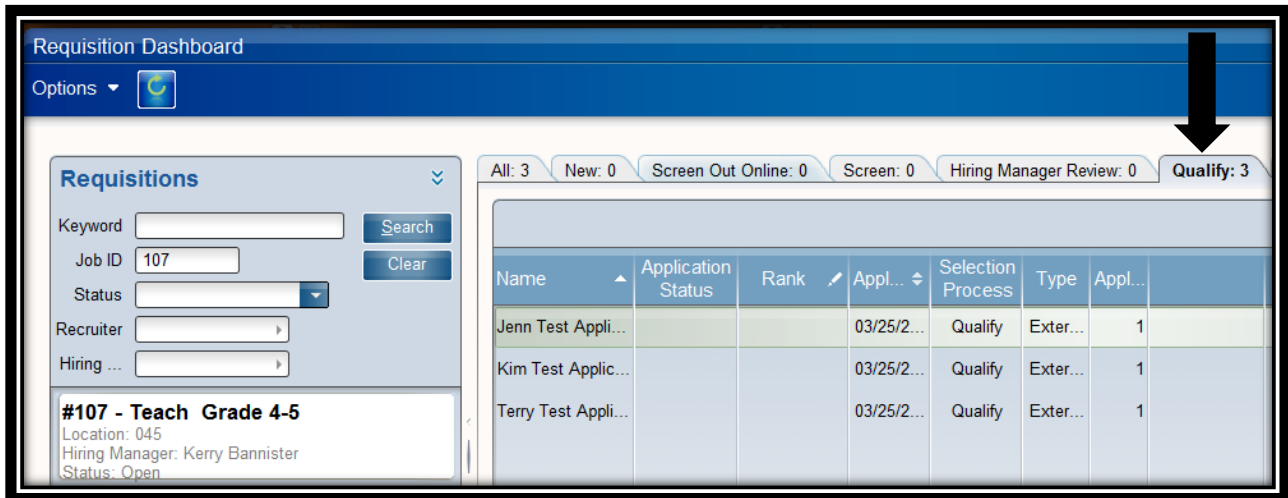
When HR Processing completes the vetting process, the applicant is moved to the Qualify tab, which signifies the vetting is complete for the applicant and they are eligible to be hired, rehired or transferred to the position. To view the candidates sent to Qualify, click on the **Qualify** tab.

The screenshot shows the 'Requisition Dashboard' with the same sidebar. The main area tabs now show 'Hiring Manager Review: 0' and 'Qualify: 3'. The 'Qualify' tab is selected, showing the same three applicants, but their 'Selection Process' is now 'Qualify'.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

# Recommendation for Hire

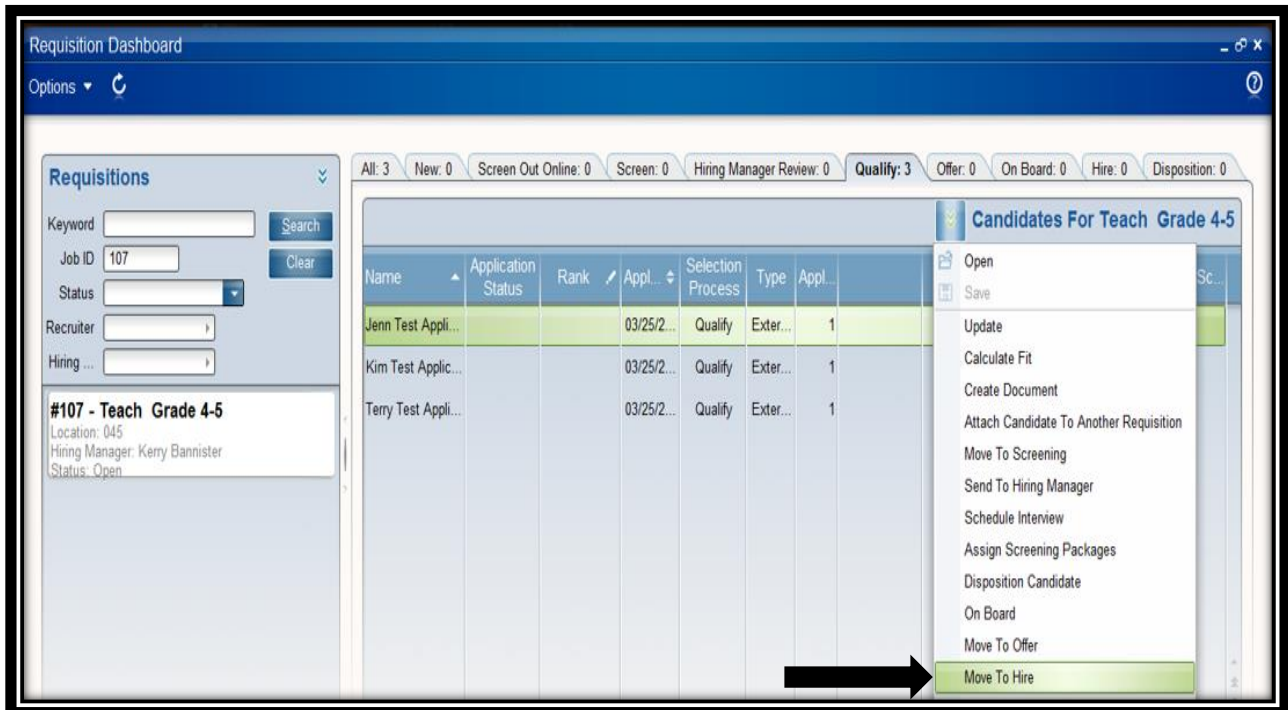
The Hire action is used for external candidates never employed by the district. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right. Select the Qualify tab as shown below.



The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main table lists three candidates: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli... The table columns include Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... A black arrow points to the 'Qualify: 3' tab in the top right corner.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

To initiate hiring the selected candidate, please move them to the hire tab. Highlight the applicant to be hired and select the double down arrows in the top right corner. Select **Move to Hire**.



The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main table lists three candidates: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli... The table columns include Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... A context menu is open over the first candidate, showing options like Open, Save, Update, Calculate Fit, Create Document, Attach Candidate To Another Requisition, Move To Screening, Send To Hiring Manager, Schedule Interview, Assign Screening Packages, Disposition Candidate, On Board, Move To Offer, and Move To Hire. A black arrow points to the 'Move to Hire' option in the menu.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

Select the **Hire** tab as shown below to view the applicant moved to hire. Highlight the applicant being hired and select the double down arrows as shown below.

Requisition Dashboard

Options ▾ ↻

**Requisitions** ▾

Keyword  Search

Job ID  Clear

Status  ▾

Recruiter  ▾

Hiring ...  ▾

**#107 - Teach Grade 4-5**  
 Location: 045  
 Hiring Manager: Kerry Bannister  
 Status: Open

All: 3 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 2 Offer: 0 On Board: 0 Hire: 1

▾ Candidates For Teaching

Name	Applic...	Rank	Applic...	Selection Process	Type	Date Of H...	Offer Acc...	Rehi...	Bkg...	Wke...	Ref?
Jenn Test Applicant			03/25/2016	Hire	External						

Select **Hire** from the drop down list. The **Hire** action is only available for External applicants. The **Hire** action should be selected for an applicant that has never been employed by the district. The **Rehire** action should be selected for an applicant that was previously employed with Greenville County Schools.

Requisition Dashboard

Options ▾ ↻

**Requisitions** ▾

Keyword  Search

Job ID  Clear

Status  ▾

Recruiter  ▾

Hiring ...  ▾

**#107 - Teach Grade 4-5**  
 Location: 045  
 Hiring Manager: Kerry Bannister  
 Status: Open

All: 3 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 2 Offer: 0 On Board: 0 Hire: 1 Disposition: 0

▾ Candidates For Teaching

Name	Applic...	Rank	Applic...	Selection Process	Type	Date Of H...	Offer Acc...
Jenn Test Applicant			03/25/2016	Hire	External		

- Open
- Save
- Update
- Calculate Fit
- Create Document
- Attach Candidate To Another Requisition
- Move To Screening
- Send To Hiring Manager
- Move To Qualifying
- Assign Screening Packages
- Disposition Candidate
- On Board
- Move To Offer
- Rescind Offer
- Hire**
- Rehire

The Request to Hire form will be displayed as shown below.

The screenshot shows a software window titled "Request To Hire Jenn Test Applicant For #107 - Teach Grade 4-5". The window has a blue header bar with "Options", "DrillAround™", and icons. Below the header, a message states: "This request will be routed for approval. After it is approved, the record will be created." The form contains several input fields: "Effective Date" with a calendar icon, "Reason" with a dropdown arrow, and "Employment ID". A section titled "Name" includes fields for "Title (Mr., Ms., etc.)", "\* First Name" (filled with "Jenn"), "Middle Name", "\* Last Name" (filled with "Test Applicant"), "Suffix", "Professional Designation", "Preferred First Name" (filled with "Jenn"), and "Preferred Last Name" (filled with "Test Applicant"). A "General" section is partially visible at the bottom. At the bottom right are "Submit" and "Cancel" buttons.

Completed the form as described below:

**Effective Date:** The date the employee will begin employment.

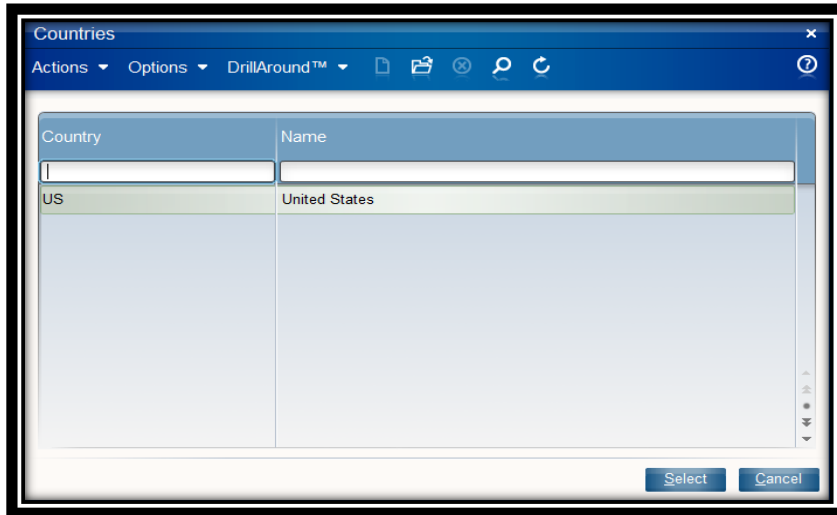
**Reason:** Click on the arrow in the Reason field and select **NEW HIRE** by double clicking or highlight and click Select.

The screenshot shows a dialog box titled "Action Reasons". It has a blue header bar with "Actions", "Options", "DrillAround™", and icons. The main area contains a table with three columns: "Action Reason", "Description", and "Subject". The table has one row with the following values: "NEW HIRE", "NEW HIRE", and "HCMActionRequestHire". Below the table are "Select" and "Cancel" buttons.

Action Reason	Description	Subject
NEW HIRE	NEW HIRE	HCMActionRequestHire

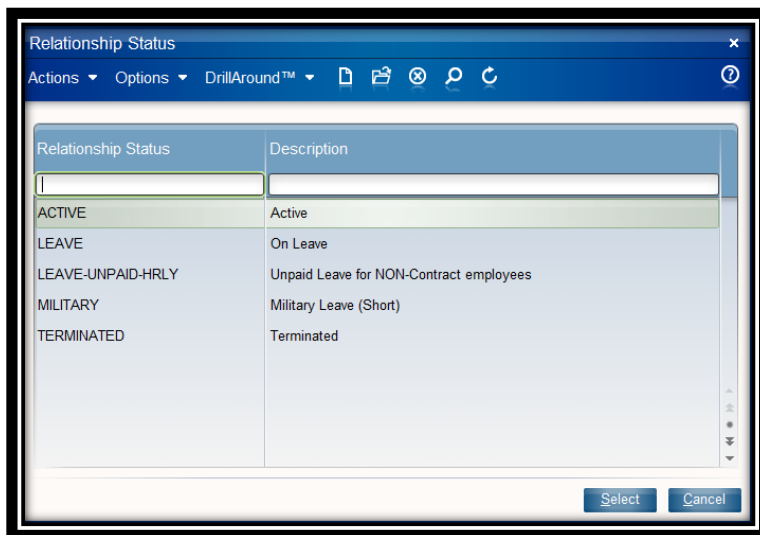
**Name Section:** This section should be populated from the online application.

**Home Country:** Click on the arrow in the Home Country field and select **US – United States** by double clicking or highlight and click Select.



**Relationship to Organization:** This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

**Relationship Status:** Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select.



**Work Type:** This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

- **Hourly** – Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
- **International** – Used when hiring international teachers.
- **Regular** – Positions with a Full Time Equivalent (FTE) greater than zero including both full-time and part-time positions. These positions are typically found on your Position Control.
- **Substitute** – Used by Human Resources Only.

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

**Legacy Employment Number:** Leave blank not used by GCS

**Hire Source Section:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.

**Hire Source**

Source:  GCS WEBSIT

Specific Source:

Referring Source:



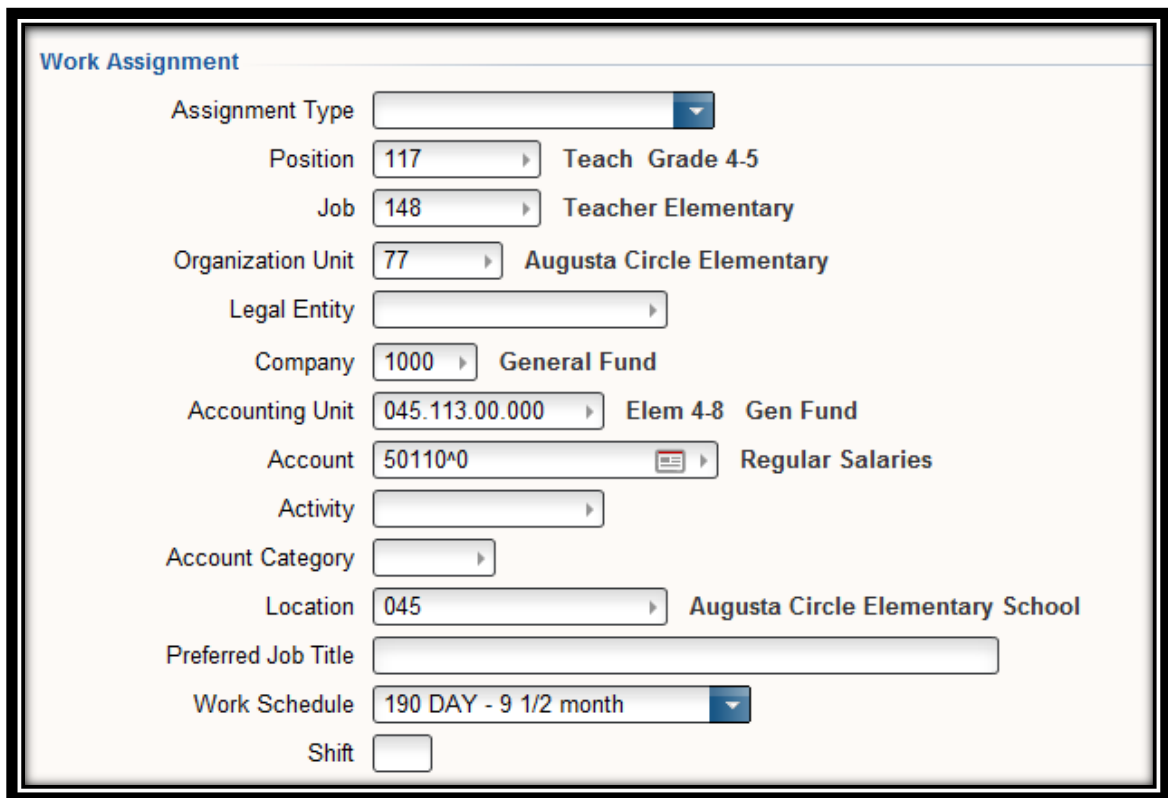
**Personal Information:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.

The screenshot shows a web form titled "Personal Information". It contains several fields: "Identification Number" (a text box with a right arrow), "Gender" (a dropdown menu showing "Female"), "Hispanic Or Latino Origin" (a checkbox), "Race" (a dropdown menu showing "Caucasian" as the selected option, with "Hispanic" and "Latino" also visible), "Disability Type" (a dropdown menu), "Nationality" (a dropdown menu), "Nationality Country" (a text box with a right arrow), "Marital Status" (a dropdown menu showing "MARRIED"), "Birthdate" (a text box showing "1/1/1970" with a calendar icon), and "Point Of Origin" (a text box with a right arrow). Below the "Race" dropdown, it says "(1 of 11 selected)".

**Dates:** These will be completed by the Human Resources department, please do not enter information in the date fields.

The screenshot shows a web form titled "Dates". It contains six date fields, each with a calendar icon: "Start Date", "Adjusted Start Date", "First Date Worked", "Anniversary Date", "Seniority Date", and "Benefit Date 1".

**Work Assignment:** The majority of the fields in this section will default based upon the position code on the requisition. The Assignment Type is the only field that must be selected in the Work Assignment section.

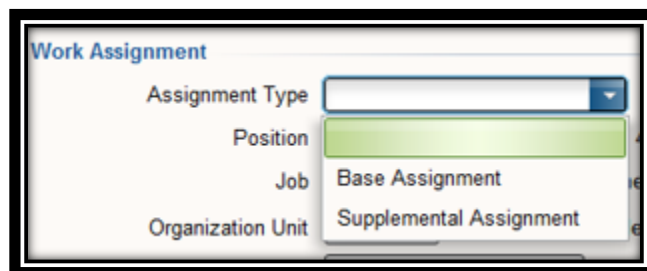


The screenshot shows a 'Work Assignment' form with the following fields and values:

- Assignment Type: [Dropdown arrow]
- Position: 117 Teach Grade 4-5
- Job: 148 Teacher Elementary
- Organization Unit: 77 Augusta Circle Elementary
- Legal Entity: [Dropdown arrow]
- Company: 1000 General Fund
- Accounting Unit: 045.113.00.000 Elem 4-8 Gen Fund
- Account: 50110\*0 Regular Salaries
- Activity: [Dropdown arrow]
- Account Category: [Dropdown arrow]
- Location: 045 Augusta Circle Elementary School
- Preferred Job Title: [Text field]
- Work Schedule: 190 DAY - 9 1/2 month
- Shift: [Text field]

**Assignment Type:** Click on the arrow in the Assignment Type field and select one of the following options:

1. Base Assignment – Select if the position is a budgeted FTE position.
2. Supplemental Assignment – If the position is not a budgeted FTE position. For example, afterschool, substitute and hourly tutor.



The screenshot shows the 'Work Assignment' form with the 'Assignment Type' dropdown menu open, displaying two options:

- Base Assignment
- Supplemental Assignment

**Manager Information:** The Manager Information will default from the position code on the requisition.

<b>Manager Information</b>		
Direct Manager	140	Augusta Road (ES) Principal
Dotted-Line Manager		
Is A Manager		

**Trial Period:** Leave blank not used by GCS.

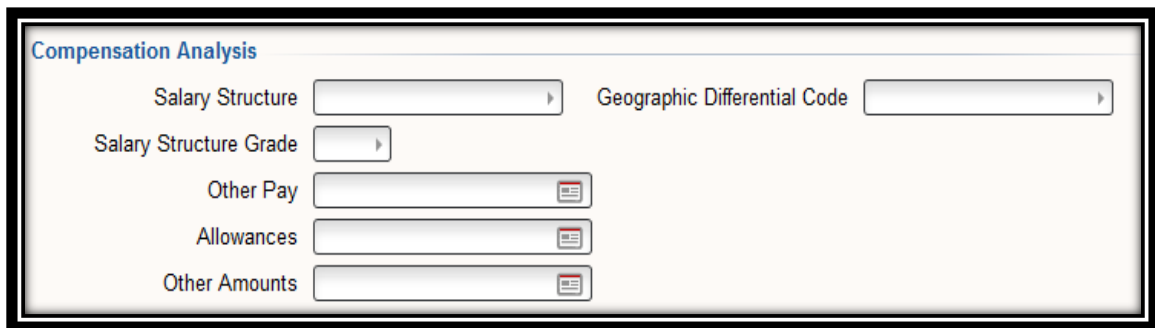
<b>Trial Period</b>	
Trial Period	
Trial Period End Date Override	

**Compensation:** The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Compensation section.

<b>Compensation</b>			
Pay Rate		Pay Rate Currency	USD
Step And Grade Schedule	TEACH190	Grade	
Pay Rate Type	Hourly	Number Of Months	
Pay Frequency	Semi Monthly		
Payment Schedule	SMEX		Semi-Monthly Exempt
Full Time Equivalent			
Full Time Annual Hours	1,425		
Exempt From Overtime	Yes		

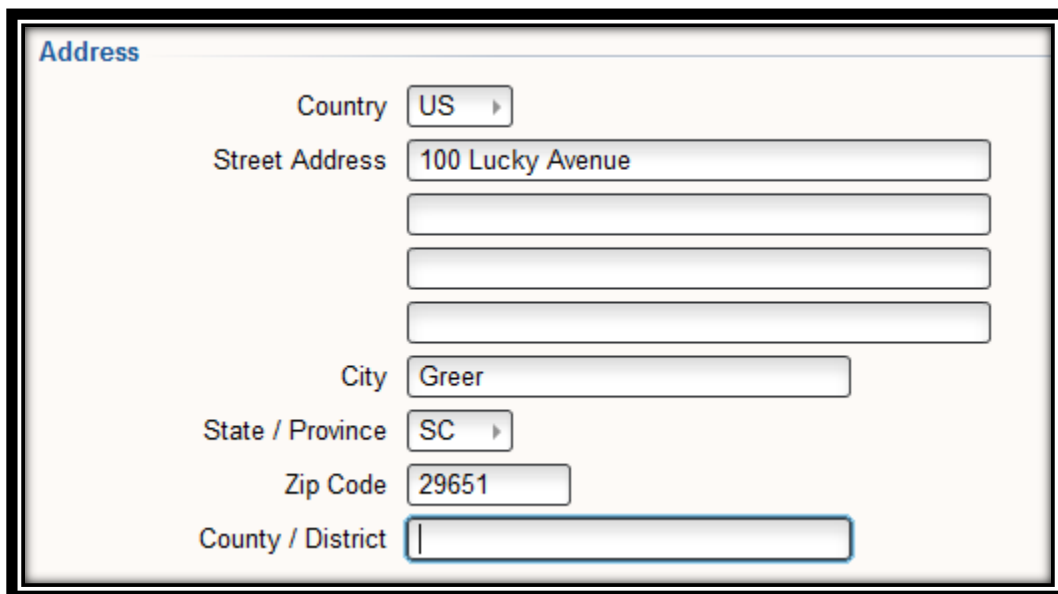
**Full Time Equivalent:** Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form.

**Compensation Analysis:** Leave blank not used by GCS.



The screenshot shows a form titled "Compensation Analysis". It contains several input fields: "Salary Structure" (a dropdown menu), "Geographic Differential Code" (a dropdown menu), "Salary Structure Grade" (a dropdown menu), "Other Pay" (a text field with a calendar icon), "Allowances" (a text field with a calendar icon), and "Other Amounts" (a text field with a calendar icon).

**Address:** If the candidate entered address information on their application, then it will default into the hire process. If the candidate did not enter the information, then enter the address as shown below.

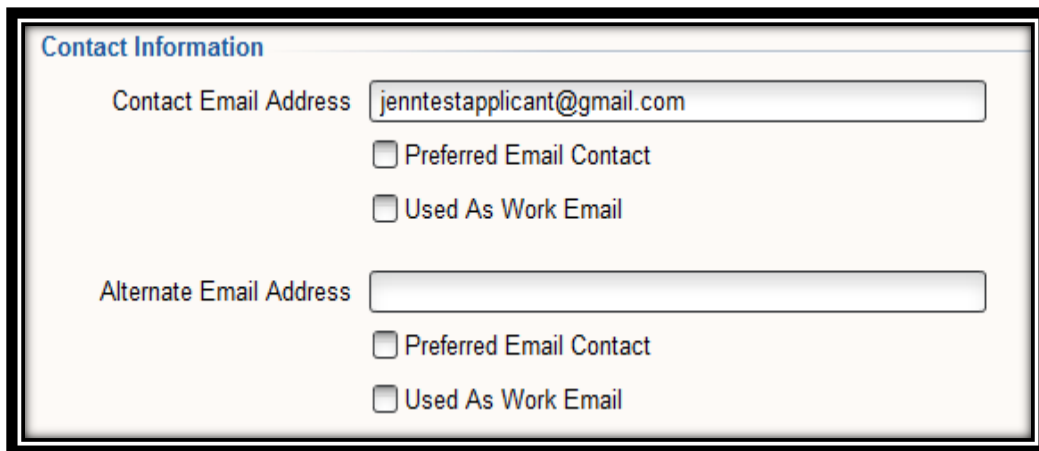


The screenshot shows a form titled "Address". It contains several input fields: "Country" (a dropdown menu with "US" selected), "Street Address" (a text field with "100 Lucky Avenue" entered), "City" (a text field with "Greer" entered), "State / Province" (a dropdown menu with "SC" selected), "Zip Code" (a text field with "29651" entered), and "County / District" (a text field).

**Country:** Click on the arrow in the Country field and select **US** for **United States**.

**Street Address, City, State and Zip Code:** Enter if not provided by candidate on application.

## Contact Information:



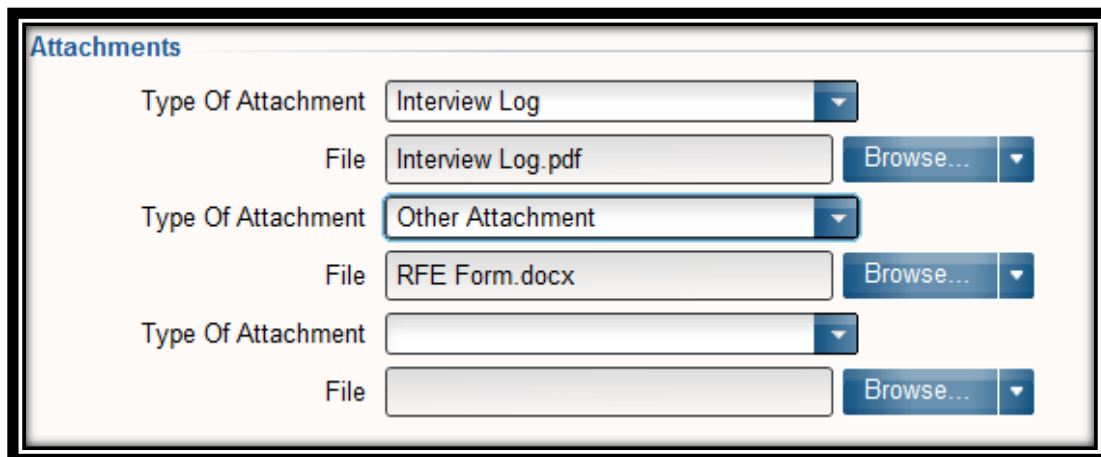
The screenshot shows a web form titled "Contact Information". It contains two main sections. The first section is for the "Contact Email Address", which has a text input field containing "jenntestapplicant@gmail.com". Below this field are two checkboxes: "Preferred Email Contact" and "Used As Work Email", both of which are currently unchecked. The second section is for the "Alternate Email Address", which has an empty text input field. Below this field are also two checkboxes: "Preferred Email Contact" and "Used As Work Email", both unchecked.

**Contact Email Address:** The email address should default as entered on the application and leave it as the default.

**Alternate Email Address:** Not required leave blank.

**Attachments:** Please attach the following items in this section:

1. If the employee being hired will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form.
3. Attach the Interview Log.



The screenshot shows a web form titled "Attachments". It contains three rows of attachment fields. Each row has a "Type Of Attachment" dropdown menu and a "File" input field with a "Browse..." button. The first row has "Interview Log" selected in the dropdown and "Interview Log.pdf" in the file field. The second row has "Other Attachment" selected in the dropdown and "RFE Form.docx" in the file field. The third row has an empty dropdown menu and an empty file field.

When all information is entered, select **Submit** to start the approval process for the Hire.

# Recommendation for Rehire

The Rehire action is used to hire external applicants that were previously employed with Greenville County Schools. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right. Select the **Qualify** tab as shown below.

The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The dashboard includes a search bar on the left and a table of candidates on the right. The table has columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The table lists three candidates: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli... The 'Qualify' tab is highlighted in the top right corner of the dashboard.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

To initiate a Rehire for an applicant, move them to the hire tab. Highlight the applicant to be rehired and select the double down arrows in the top right corner. Select **Move to Hire**.

The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The dashboard includes a search bar on the left and a table of candidates on the right. The table has columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The table lists three candidates: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli... A context menu is open over the table, showing options like Open, Save, Update, Calculate Fit, Create Document, Attach Candidate To Another Requisition, Move To Screening, Send To Hiring Manager, Schedule Interview, Assign Screening Packages, Disposition Candidate, On Board, Move To Offer, and Move To Hire. The 'Move To Hire' option is highlighted at the bottom of the menu. A black arrow points to the 'Move To Hire' option.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

Select the **Hire** tab as shown below to view the applicant moved to hire. Highlight the applicant being rehired and select the double down arrows as shown below.

Requisition Dashboard

Options ▾ ↻

**Requisitions** ▾

Keyword  Search

Job ID  Clear

Status ▾

Recruiter

Hiring ...

**#107 - Teach Grade 4-5**  
Location: 045  
Hiring Manager: Kerry Bannister  
Status: Open

All: 3 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 2 Offer: 0 On Board: 0 **Hire: 1**

▾ Candidates For Teach

Name	Applic...	Rank	Applic...	Selection Process	Type	Date Of H...	Offer Acc...	Rehi...	Bkg...	Wke...	Ref?
Jenn Test Applicant			03/25/2016	Hire	External						

Select **Rehire** from the drop down list. The **Rehire** action is only available for External applicants. The **Rehire** action should be selected for an applicant that was previously employed with Greenville County Schools and has an employee ID with the district. The **Hire** action should be selected for an applicant that has never been employed by the district.

Requisition Dashboard

Options ▾ ↻

**Requisitions** ▾

Keyword  Search

Job ID  Clear

Status ▾

Recruiter

Hiring ...

**#107 - Teach Grade 4-5**  
Location: 045  
Hiring Manager: Kerry Bannister  
Status: Open

All: 3 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 2 Offer: 0 On Board: 0 Hire: 1 Disposition: 0

Name	Applicati...	Rank	App...	Selecti...	Type	Date Of H...	Offer Acc...
Jenn Test Ap...			03/25/...	Hire	Exter...		

- Open
- Save
- Update
- Calculate Fit
- Create Document
- Attach Candidate To Another Requisition
- Move To Screening
- Send To Hiring Manager
- Move To Qualifying
- Assign Screening Packages
- Disposition Candidate
- On Board
- Move To Offer
- Rescind Offer
- Hire
- Rehire**

The Request to Rehire form will be displayed as shown below.

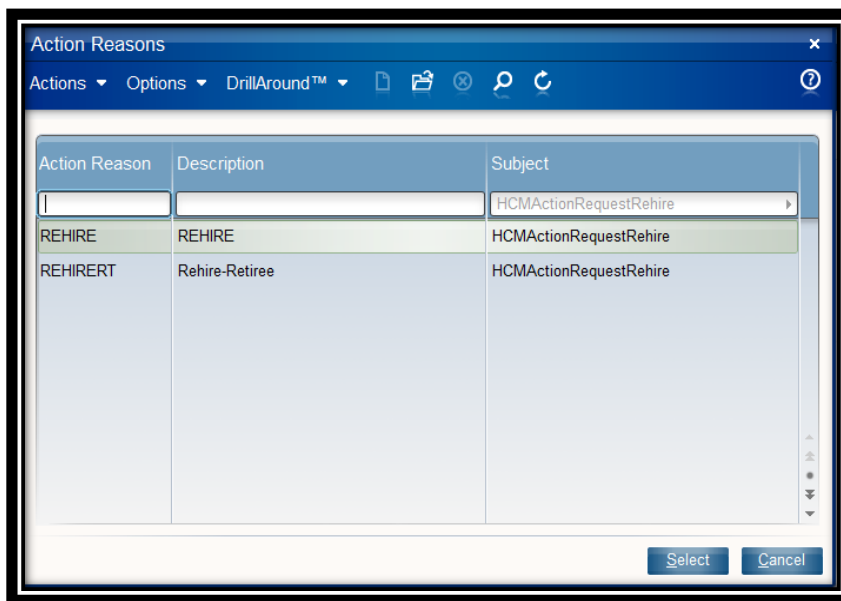
The screenshot shows a web application window titled "Request To Rehire Jenn Test Applicant For #107 - Teach Grade 4-5". The window has a blue header bar with "Options" and "DrillAround™" menus, and a help icon. Below the header, a message states: "This request will be routed for approval. After it is approved, the record will be created." The form contains several input fields: "Effective Date" (calendar icon), "Reason" (text field), "\*Employment ID" (text field), and "\*Work Assignment Option" (dropdown menu). A section titled "Name" includes fields for "Title (Mr., Ms., etc.)", "\* First Name" (filled with "Jenn"), "Middle Name", "\* Last Name" (filled with "Test Applicant"), "Suffix", "Professional Designation", "Preferred First Name" (filled with "Jenn"), and "Preferred Last Name" (filled with "Test Applicant"). At the bottom right are "Submit" and "Cancel" buttons.

Completed the form as described below:

**Effective Date:** The date the employee will begin employment.



**Reason:** Click on the arrow in the Reason field and select **REHIRE** by double clicking or highlight and click Select.



**Employment ID:** Click on the arrow in the Employment ID field to search by first name and/or last name to locate the Employee ID.

This request will be routed for approval. After it is approved, the record will be created.

Effective Date: 04/11/2016

Reason: REHIRE

\*Employment ID:

\*Work Assignment Option:



The Resources search function will be displayed as shown here. Enter the candidates Last Name and/or First Name to search for their Employee ID. Highlight the candidate and click on Select. The Employee ID number will populate into the rehire form.

**Resources**

Actions ▾ Options ▾ DrillAround™ ▾ [Icons]

Keyword  Search

Employment ID  Last Name  First Name  Clear

Organization Unit  Location  Position

Employment  Education  Credential

Name	Emplo...	Description	Prima...	Prima...	Location	Work Assi...
A-Islam, Bilalah F.	109644	Employee	012	012APR...	Alexander E...	
Aaron, Anna E.	112390	Employee	SUBS	SUBCER...	Substitutes	
Aartun, Valerie W.	122546	Employee				
Abadia, Maria C.	119568	Employee	012	012A5Y...	Alexander E...	
Abare-Test, Cynthia E.	138744	Employee	012	012CLK1...	Alexander E...	
Abavan Asuncion C.	104424	Employee				

Select Cancel

**Work Assignment Option:** Click on the arrow in the Work Assignment Option field and select Create New Work Assignment as shown below.

\*Work Assignment Option

ne

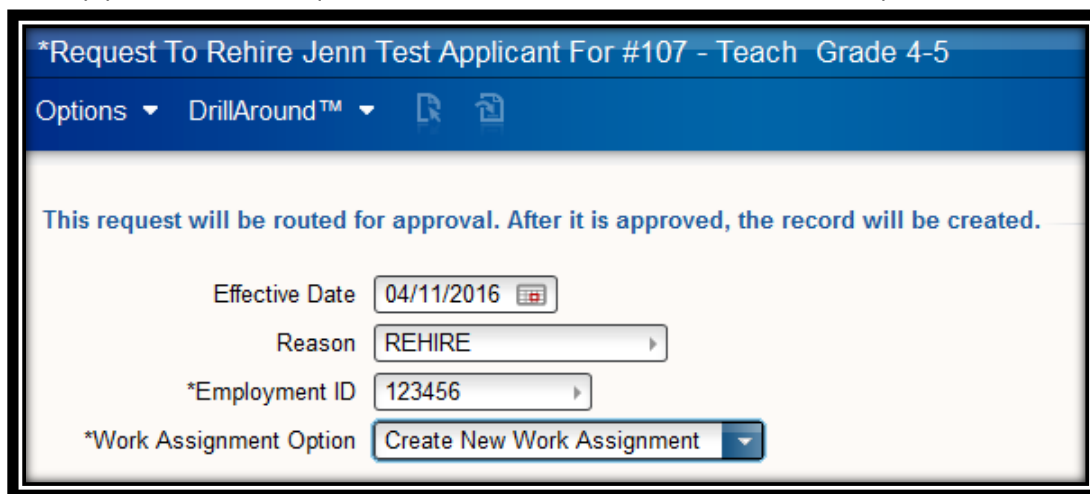
Title (Mr., Ms., etc.)

\* First Name

Update First Work Assignment

Create New Work Assignment

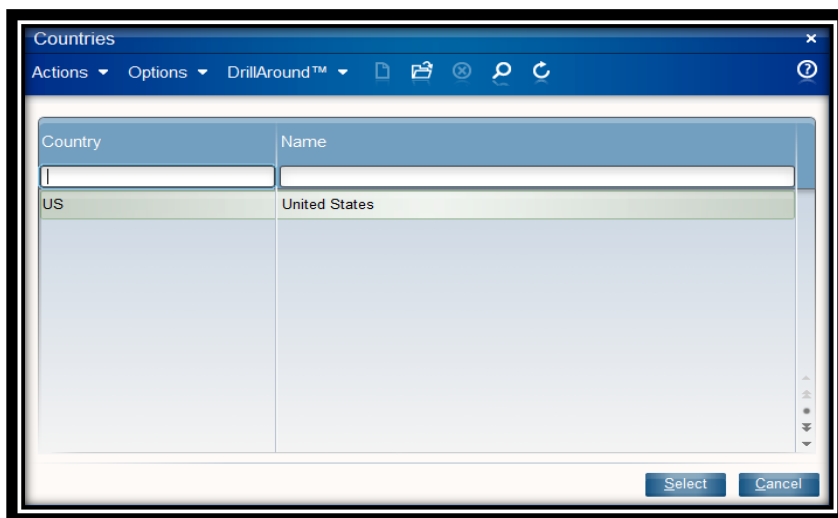
The top portion of the Request to Rehire form will look similar to the sample below.



The screenshot shows the top portion of a web form titled "\*Request To Rehire Jenn Test Applicant For #107 - Teach Grade 4-5". Below the title bar, there are navigation links: "Options", "DrillAround™", and two document icons. A blue message box states: "This request will be routed for approval. After it is approved, the record will be created." Below this, there are four input fields: "Effective Date" with a date picker set to "04/11/2016", "Reason" with a dropdown menu set to "REHIRE", "\*Employment ID" with a dropdown menu set to "123456", and "\*Work Assignment Option" with a dropdown menu set to "Create New Work Assignment".

**Name Section:** This section should be populated from the online application.

**Home Country:** Click on the arrow in the Home Country field and select **US – United States** by double clicking or highlight and click Select.

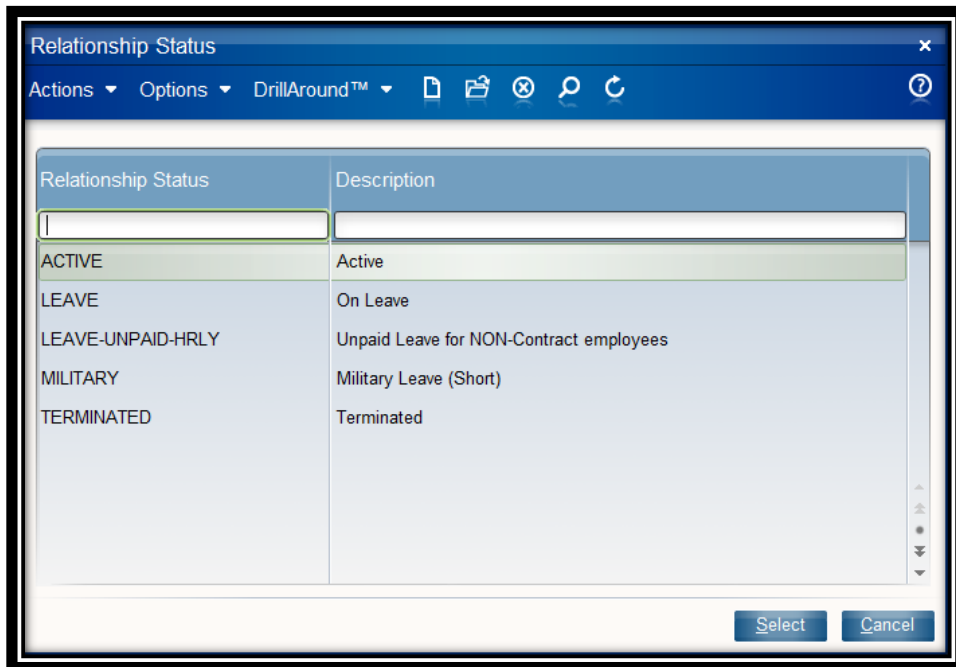


The screenshot shows a "Countries" dialog box with a table listing countries. The table has two columns: "Country" and "Name". The first row shows "US" in the "Country" column and "United States" in the "Name" column. The "US" row is highlighted. At the bottom of the dialog box, there are "Select" and "Cancel" buttons.

Country	Name
US	United States

**Relationship to Organization:** This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

**Relationship Status:** Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select.



**Work Type:** This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

- **Hourly** – Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
- **International** – Used when hiring international teachers.
- **Regular** – Positions with a Full Time Equivalent (FTE) greater than zero including both full-time and part-time positions. These positions are typically found on your Position Control.
- **Substitute** – Used by Human Resources Only.

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

**Hire Source Section:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.

**Hire Source**

Source:  GCS WEBSIT

Specific Source:

Referring Source:

**Personal Information:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.

The 'Personal Information' form section includes the following fields:

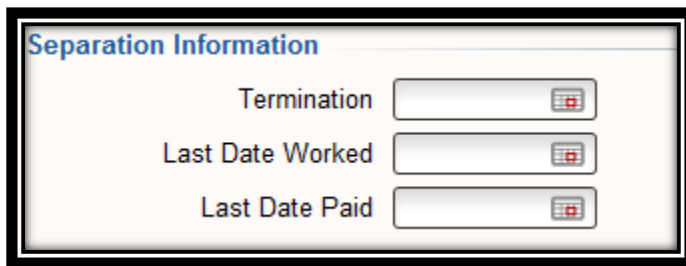
- Gender:** A dropdown menu.
- Hispanic Or Latino Origin:** A checkbox.
- Race:** A list box with four visible options: African American, Alaskan Native, Asian, and Caucasian. Below the list box, it says '(0 of 11 selected)'.
- Disability Type:** A dropdown menu.
- Nationality:** A dropdown menu.
- Nationality Country:** A text input field with a right-pointing arrow.
- Marital Status:** A dropdown menu.
- Birthdate:** A date picker field.
- Point Of Origin:** A text input field with a right-pointing arrow.

**Dates:** These will be completed by the Human Resources department, please do not enter information in the date fields.

The 'Dates' form section includes the following fields:

- Start Date:** A date picker field.
- Adjusted Start Date:** A date picker field.
- First Date Worked:** A date picker field.
- Anniversary Date:** A date picker field.
- Seniority Date:** A date picker field.
- Benefit Date 1:** A date picker field.

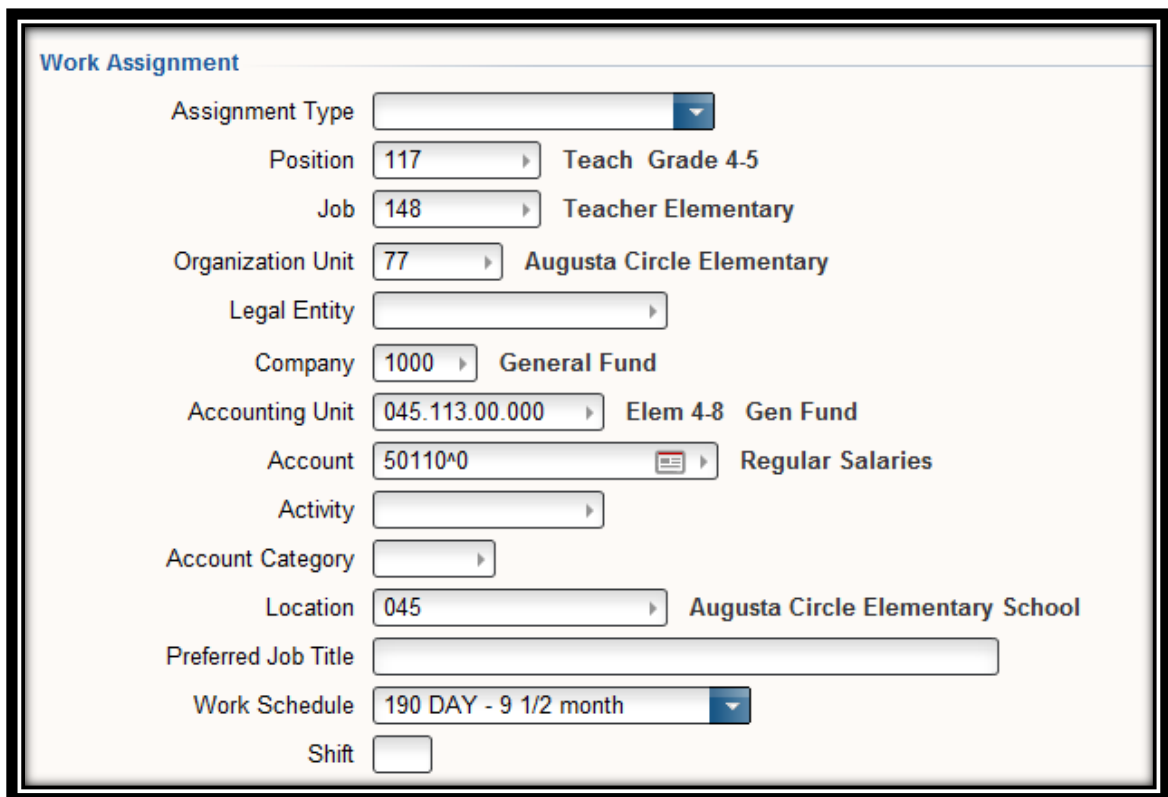
**Separation Information:** Leave blank not used by GCS.



The screenshot shows a form titled "Separation Information" with three input fields, each with a calendar icon to its right:

- Termination
- Last Date Worked
- Last Date Paid

**Work Assignment:** The majority of the fields in this section will default based upon the position code on the requisition. The Assignment Type is the only field that must be selected in the Work Assignment section.

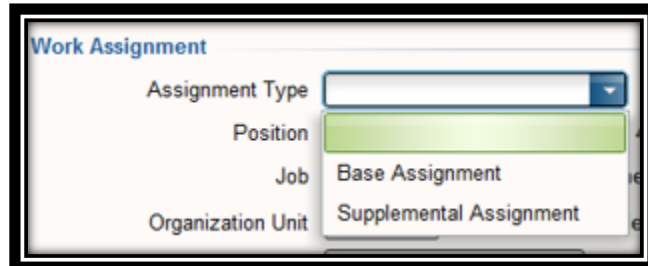


The screenshot shows a form titled "Work Assignment" with the following fields and values:

- Assignment Type: [Dropdown menu]
- Position: 117 Teach Grade 4-5
- Job: 148 Teacher Elementary
- Organization Unit: 77 Augusta Circle Elementary
- Legal Entity: [Dropdown menu]
- Company: 1000 General Fund
- Accounting Unit: 045.113.00.000 Elem 4-8 Gen Fund
- Account: 50110^0 Regular Salaries
- Activity: [Dropdown menu]
- Account Category: [Dropdown menu]
- Location: 045 Augusta Circle Elementary School
- Preferred Job Title: [Text field]
- Work Schedule: 190 DAY - 9 1/2 month
- Shift: [Text field]

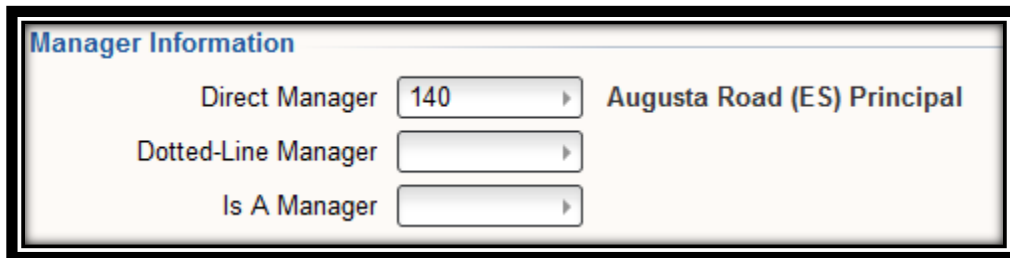
**Assignment Type:** Click on the arrow in the Assignment Type field and select one of the following options:

1. Base Assignment – Select if the position is a budgeted FTE position.
2. Supplemental Assignment – If the position is not a budgeted FTE position. For example, afterschool, substitute and hourly tutor.



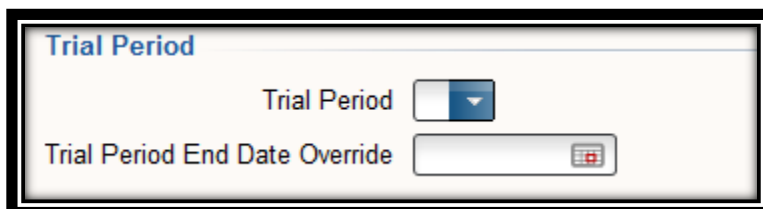
The screenshot shows a form titled "Work Assignment". It contains four fields: "Assignment Type", "Position", "Job", and "Organization Unit". The "Assignment Type" field is a dropdown menu that is currently open, showing two options: "Base Assignment" and "Supplemental Assignment". The "Position" field is a text box with a green highlight. The "Job" field is a text box with the value "Base Assignment". The "Organization Unit" field is a text box with the value "Supplemental Assignment".

**Manager Information:** The Manager Information will default from the position code on the requisition.



The screenshot shows a form titled "Manager Information". It contains three fields: "Direct Manager", "Dotted-Line Manager", and "Is A Manager". The "Direct Manager" field is a text box with the value "140" and a right-pointing arrow. To the right of this field is the text "Augusta Road (ES) Principal". The "Dotted-Line Manager" field is a text box with a right-pointing arrow. The "Is A Manager" field is a text box with a right-pointing arrow.

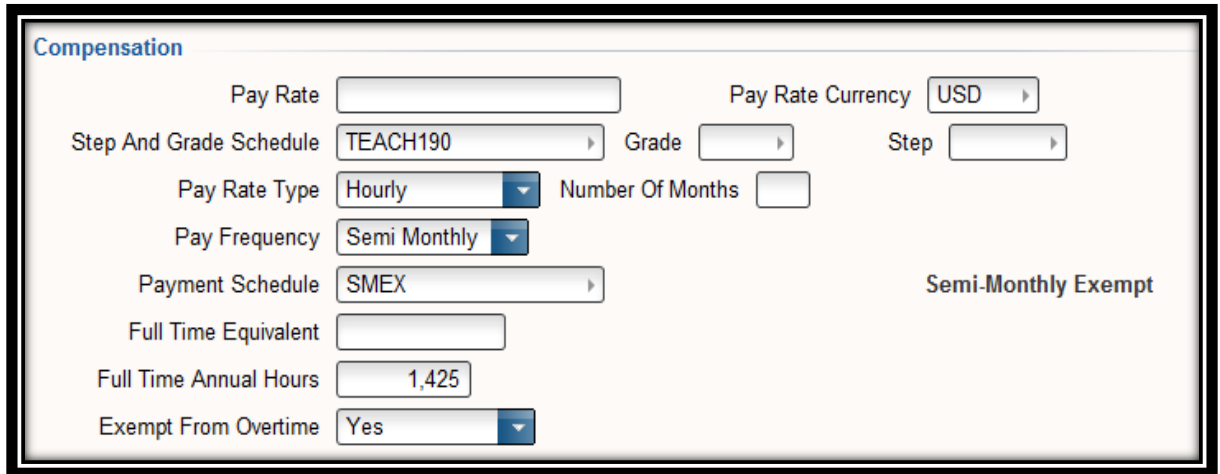
**Trial Period:** Leave blank not used by GCS.



The screenshot shows a form titled "Trial Period". It contains two fields: "Trial Period" and "Trial Period End Date Override". The "Trial Period" field is a dropdown menu with a blue arrow. The "Trial Period End Date Override" field is a text box with a calendar icon.



**Compensation:** The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Compensation section.



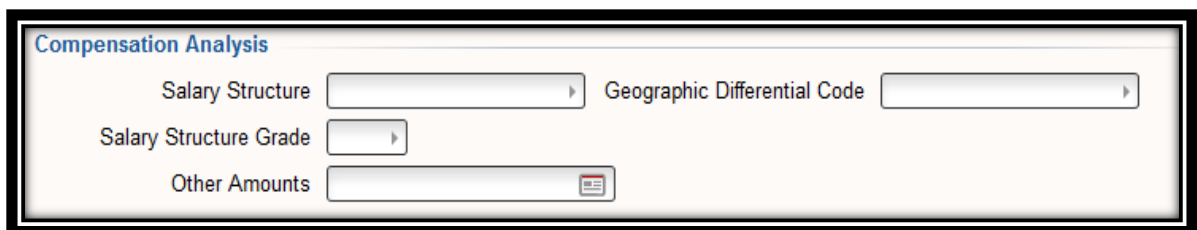
The screenshot shows a form titled "Compensation" with the following fields and values:

Field	Value
Pay Rate	
Pay Rate Currency	USD
Step And Grade Schedule	TEACH190
Grade	
Step	
Pay Rate Type	Hourly
Number Of Months	
Pay Frequency	Semi Monthly
Payment Schedule	SMEX
Full Time Equivalent	
Full Time Annual Hours	1,425
Exempt From Overtime	Yes

There is a label "Semi-Monthly Exempt" to the right of the Payment Schedule field.

**Full Time Equivalent:** Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Rehire form.

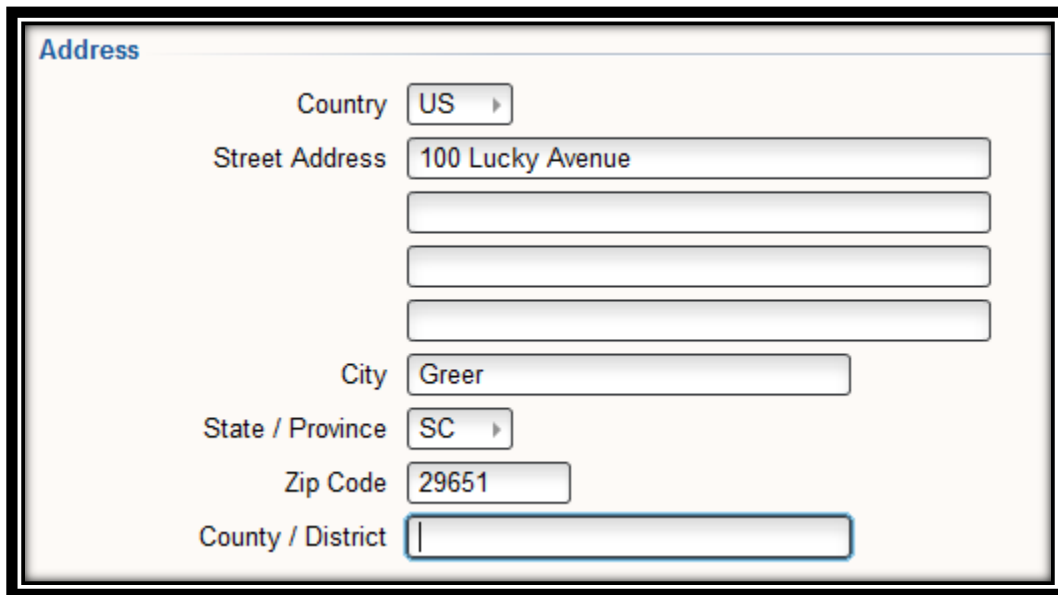
**Compensation Analysis:** Leave blank not used by GCS.



The screenshot shows a form titled "Compensation Analysis" with the following fields and values:

Field	Value
Salary Structure	
Geographic Differential Code	
Salary Structure Grade	
Other Amounts	

**Address:** If the candidate entered address information on their application, then it will default into the rehire form. If the candidate did not enter the information, then enter the address as shown below.



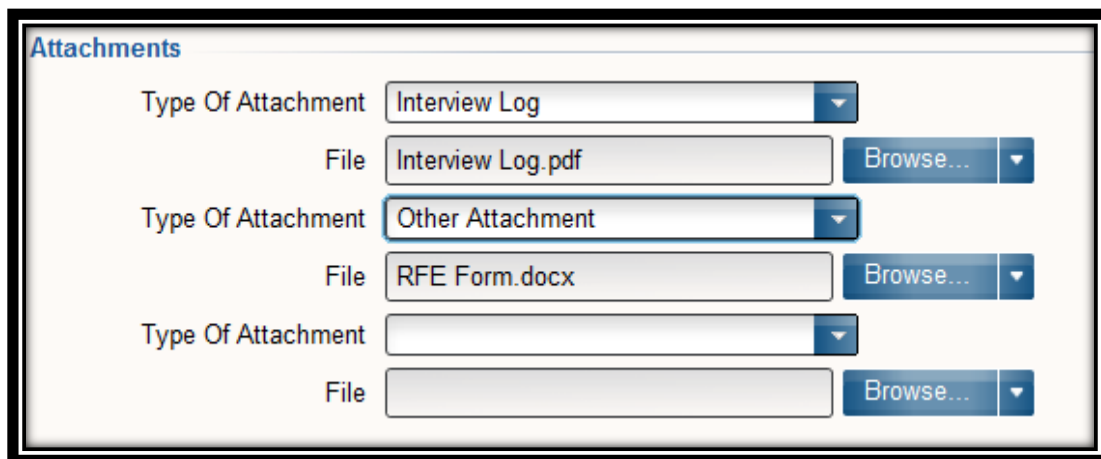
The screenshot shows a form titled "Address" with the following fields: Country (dropdown menu with "US" selected), Street Address (text input with "100 Lucky Avenue" entered), City (text input with "Greer" entered), State / Province (dropdown menu with "SC" selected), Zip Code (text input with "29651" entered), and County / District (empty text input).

**Country:** Click on the arrow in the Country field and select **US** for **United States**.

**Street Address, City, State and Zip Code:** Enter if not provided by candidate on application.

**Attachments:** Please attach the following items in this section:

1. If the employee will have multiple positions with FTE's, please attach the Recommendation for Hire Form in this Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form.
3. Attach the Interview Log.

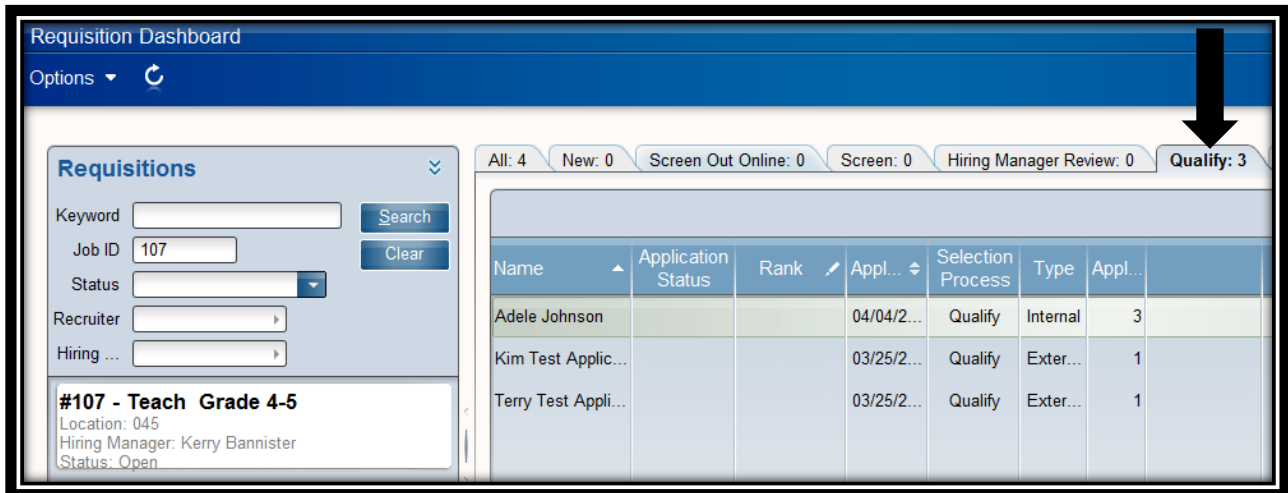


The screenshot shows a form titled "Attachments" with three rows of fields. Each row has a "Type Of Attachment" dropdown menu and a "File" text input field followed by a "Browse..." button. The first row has "Interview Log" selected and "Interview Log.pdf" entered. The second row has "Other Attachment" selected and "RFE Form.docx" entered. The third row is empty.

When all information is entered, select **Submit** to start the approval process for the Rehire.

# Recommendation for Transfer

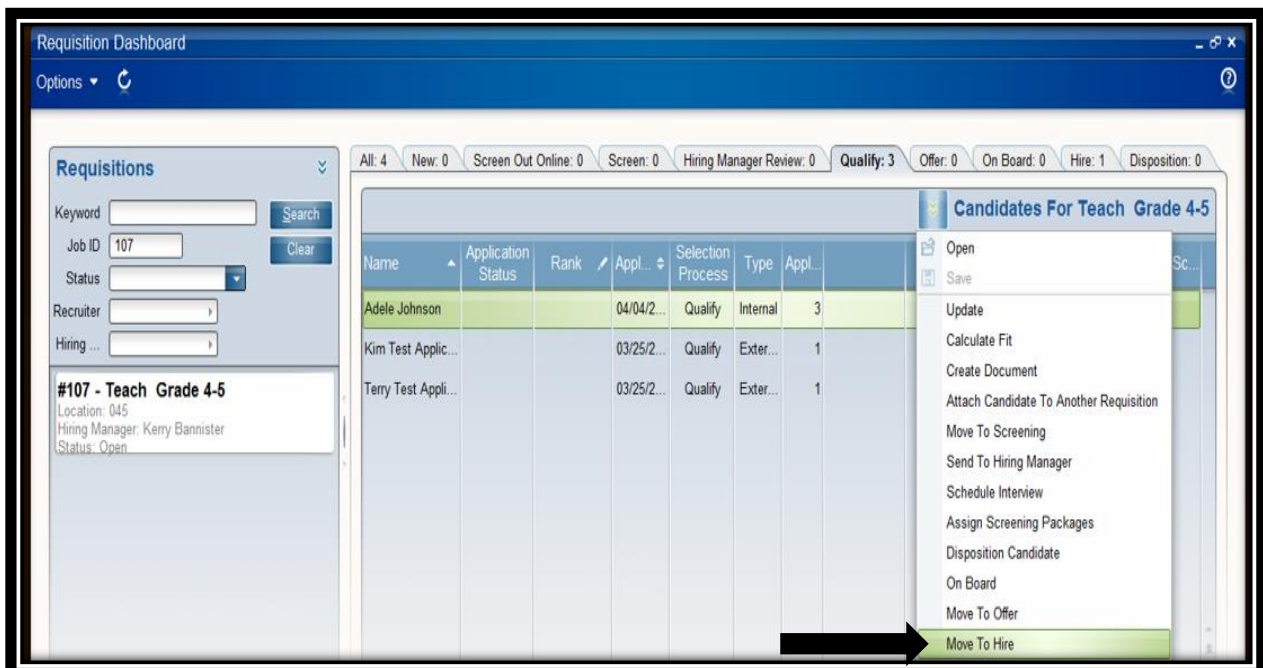
The Transfer action is used for candidates already employed with the district, however, they are moving to a different position. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right. Select the **Qualify** tab as shown below.



The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main table lists candidates for Job ID 107, 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appl..., Selection Process, Type, Appl..., and a final column. The 'Qualify' tab is highlighted in the top navigation bar, indicated by a black arrow.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...	
Adele Johnson			04/04/2...	Qualify	Internal	3	
Kim Test Applic...			03/25/2...	Qualify	Exter...	1	
Terry Test Appli...			03/25/2...	Qualify	Exter...	1	

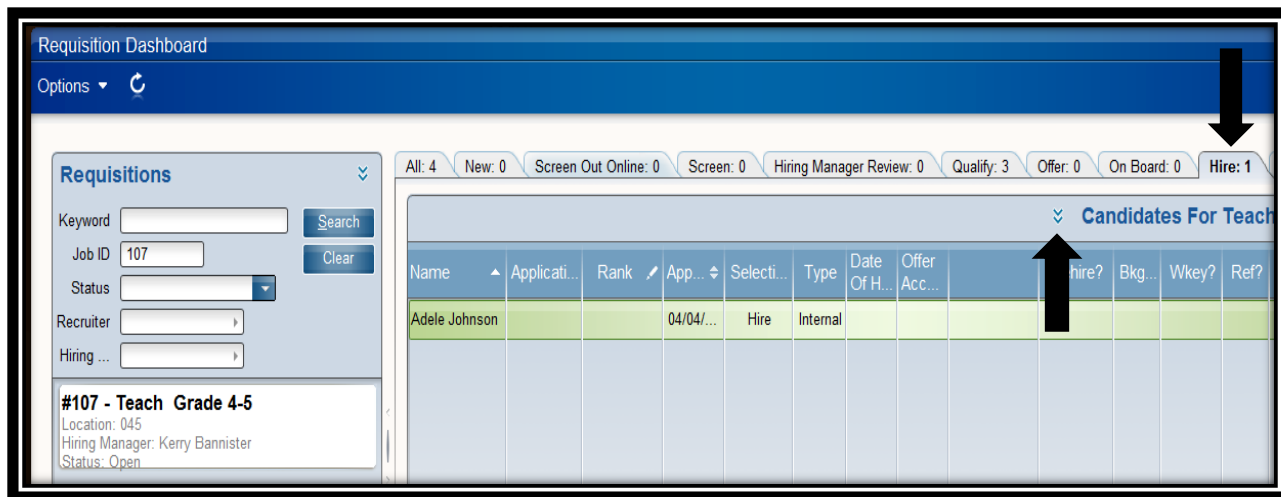
To initiate a transfer for the selected candidate, please move them to the hire tab. Highlight the applicant to be hired and select the double down arrows in the top right corner. Select **Move to Hire**.



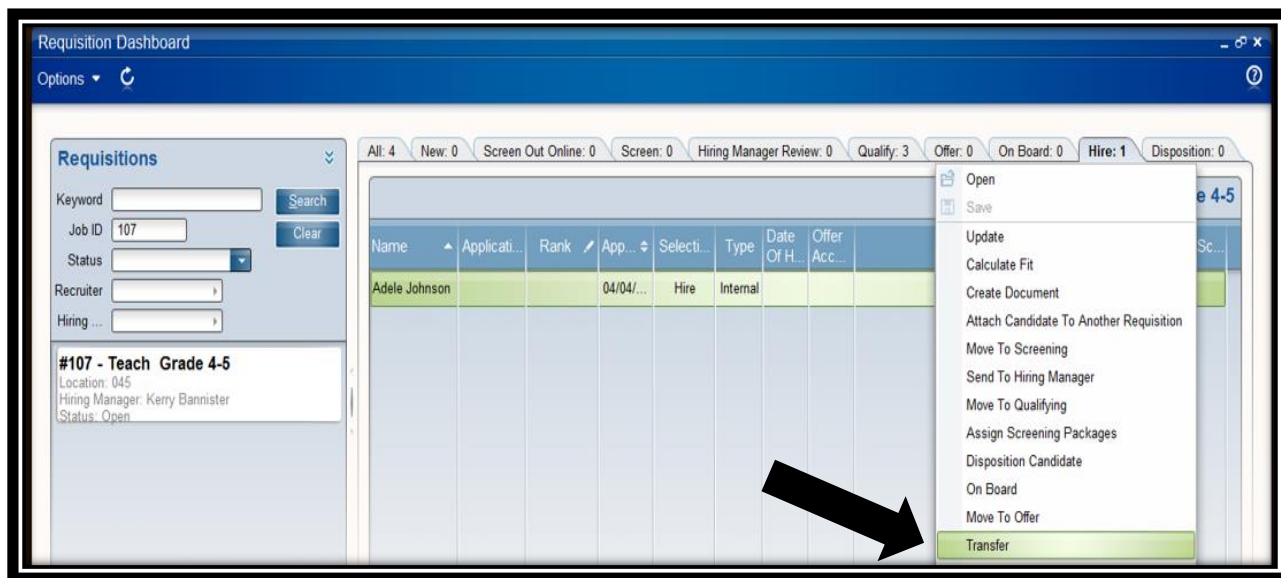
The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main table lists candidates for Job ID 107, 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appl..., Selection Process, Type, Appl..., and a final column. The 'Qualify' tab is highlighted in the top navigation bar. A context menu is open for the first candidate, 'Adele Johnson', showing various actions. The 'Move to Hire' option is highlighted at the bottom of the menu, indicated by a black arrow.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...	
Adele Johnson			04/04/2...	Qualify	Internal	3	
Kim Test Applic...			03/25/2...	Qualify	Exter...	1	
Terry Test Appli...			03/25/2...	Qualify	Exter...	1	

Select the **Hire** tab as shown below to view the applicant moved to hire. Highlight the applicant being hired and select the double down arrows as shown below.



Select **Transfer** from the drop down list. The **Transfer** action is only available for Internal applicants. The **Transfer** action should be selected for an applicant that is currently employed with Greenville County Schools, and is moving to a different position.



The Request to Transfer form will be displayed as shown below.

**Request To Transfer Adele Johnson For #107 - Teach Grade 4-5**

Options ▾ DrillAround™ ▾

This request will be routed for approval. After it is approved, the record will be created.

Effective Date

Reason

Employment ID

Work Assignment  System Admin Applicant Track

**General**

Home Country

Relationship To Organization  EMPLOYEE Employee

Relationship Status

Work Type  REGULAR Regular

☐ Working Remotely

Adjusted Start Date  03/18/2013

**Hire Source**

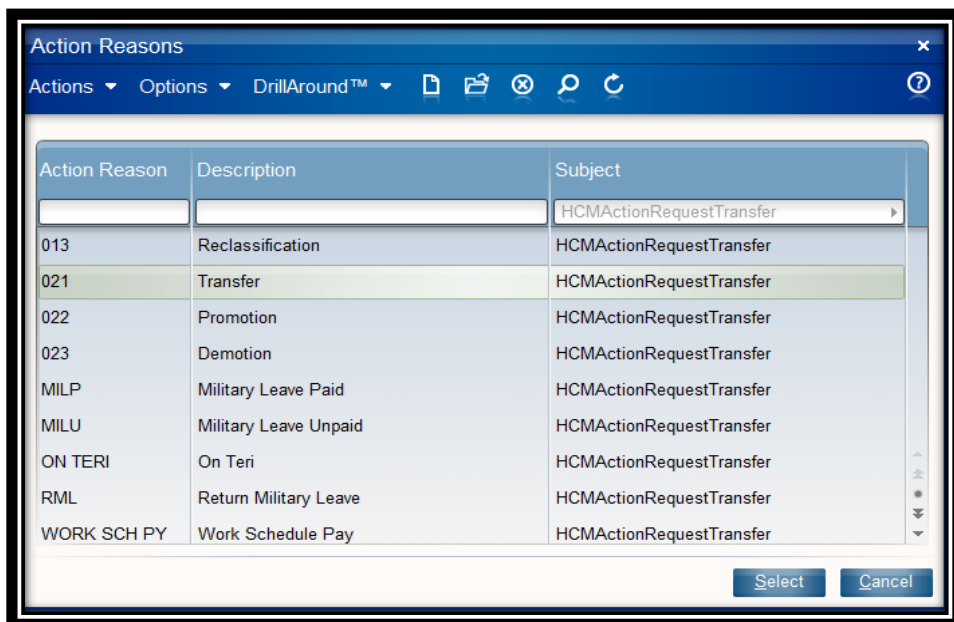
Source  CURRENT EM

Specific Source

Completed the form as described below:

**Effective Date:** The date the employee will start in their new position.

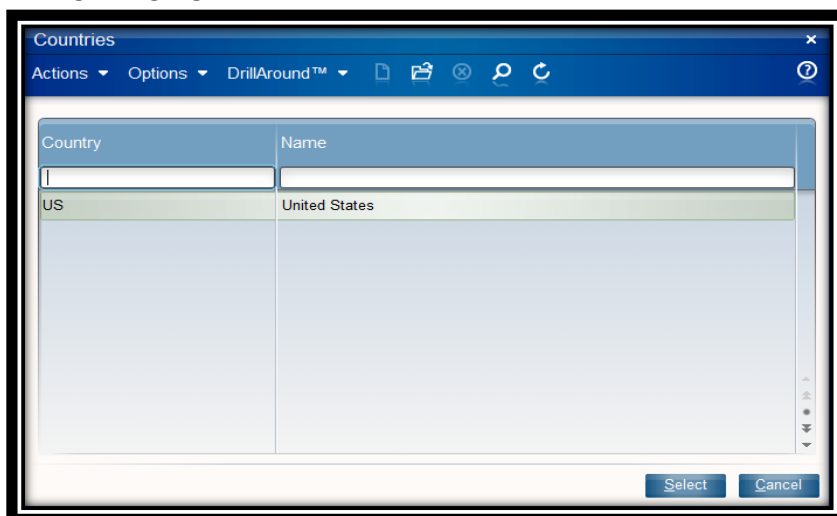
**Reason:** Click on the arrow in the Reason field and select **TRANSFER** by double clicking or highlight and click Select.



**Employment ID:** The Employment ID field will default for the employee. Please do not change the Employment ID. For purposes of documentation, the Employment ID above was not displayed.

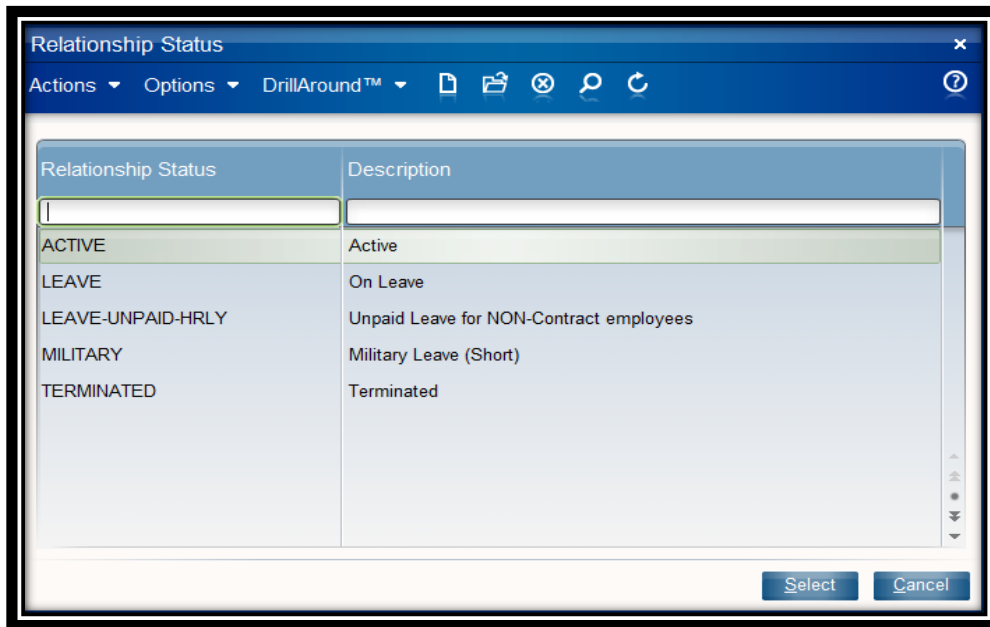
**Work Assignment:** Leave the Work Assignment with the default information provided.

**Home Country:** Click on the arrow in the Home Country field and select **US – United States** by double clicking or highlight and click Select.



**Relationship to Organization:** This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

**Relationship Status:** Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select.



**Work Type:** This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

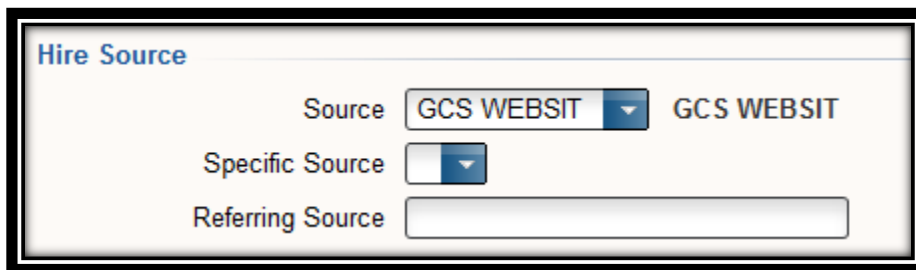
- **Hourly** – Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
- **International** – Used when hiring international teachers.
- **Regular** – Positions with a Full Time Equivalent (FTE) greater than zero including both full-time and part-time positions. These positions are typically found on your Position Control.
- **Substitute** – Used by Human Resources Only.

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

**Adjusted Start Date:** This date will be completed by the Human Resources department, please skip this field.

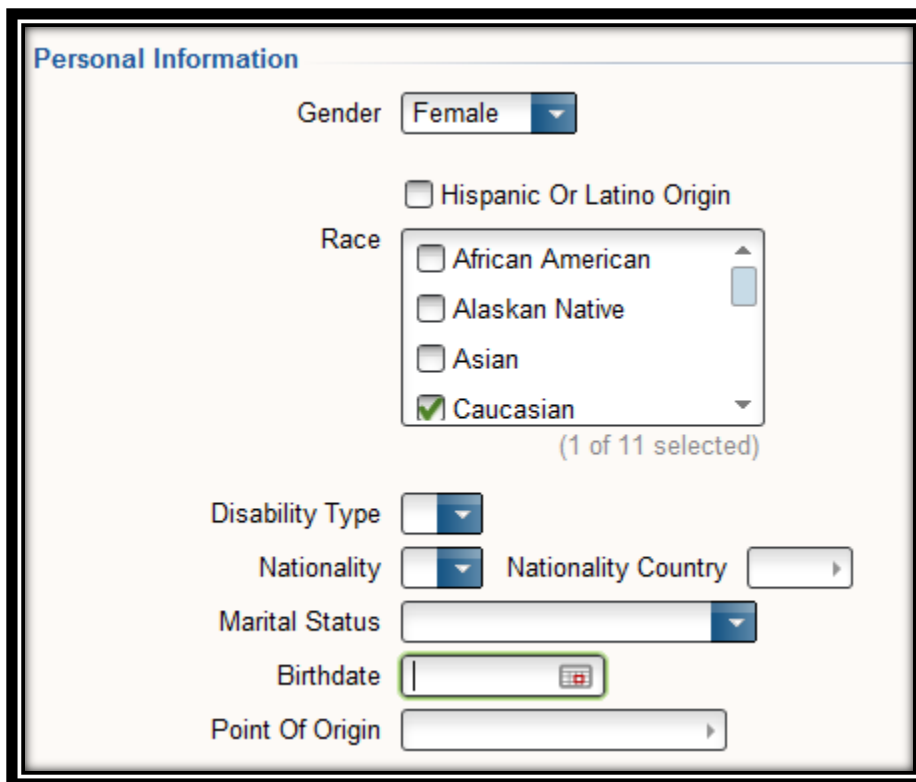


**Hire Source Section:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



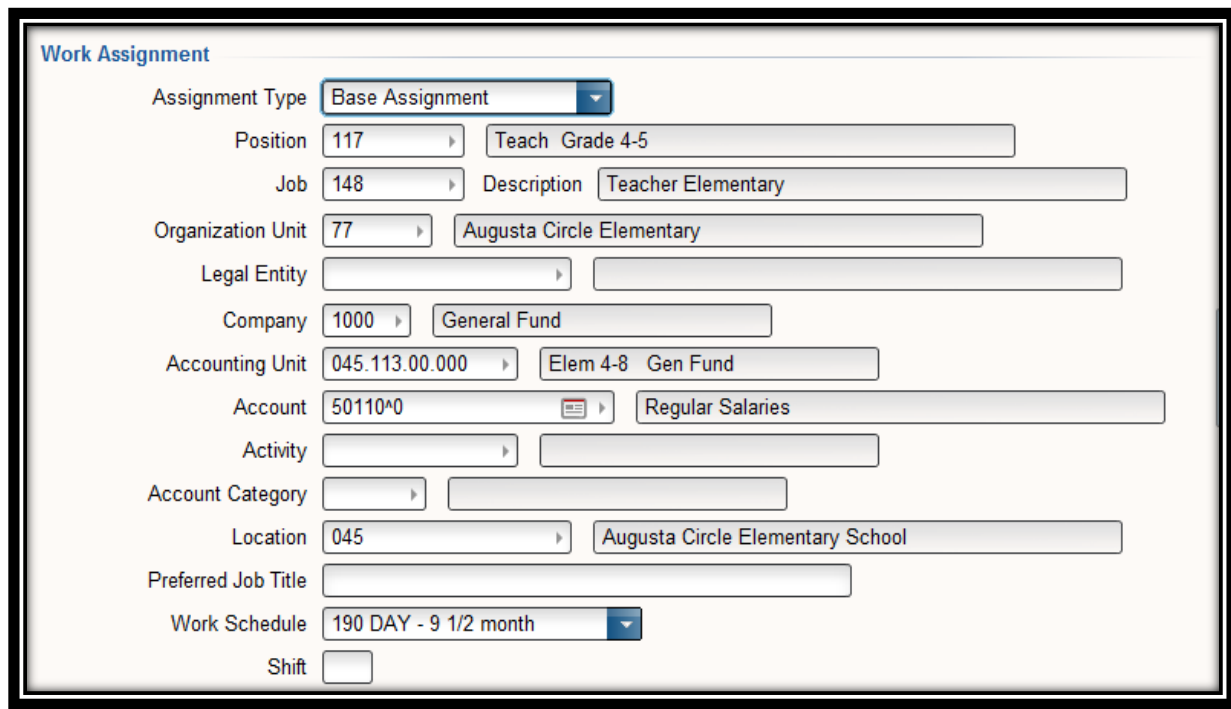
The screenshot shows the 'Hire Source' section of a form. It contains three fields: 'Source' is a dropdown menu with 'GCS WEBSIT' selected and displayed to the right; 'Specific Source' is a dropdown menu with an arrow pointing down; and 'Referring Source' is an empty text input field.

**Personal Information:** These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



The screenshot shows the 'Personal Information' section of a form. It contains several fields: 'Gender' is a dropdown menu with 'Female' selected; 'Hispanic Or Latino Origin' is an unchecked checkbox; 'Race' is a multi-select dropdown menu with 'Caucasian' selected (indicated by a green checkmark) and '(1 of 11 selected)' shown below it; 'Disability Type' is a dropdown menu with an arrow pointing down; 'Nationality' is a dropdown menu with an arrow pointing down, followed by 'Nationality Country' which is a text input field with a right-pointing arrow; 'Marital Status' is a dropdown menu with an arrow pointing down; 'Birthdate' is a date input field with a calendar icon; and 'Point Of Origin' is a text input field with a right-pointing arrow.

**Work Assignment:** The majority of the fields in this section will default based upon the position code on the requisition. The Assignment Type is the only field that must be selected in the Work Assignment section.

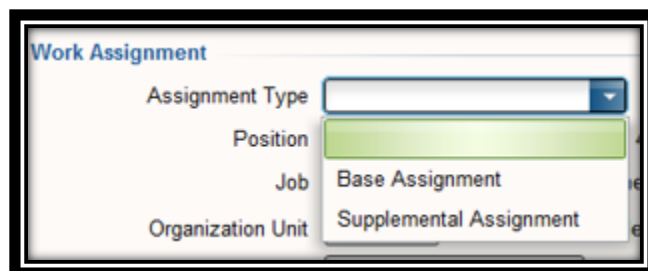


The screenshot shows a 'Work Assignment' form with the following fields and values:

Field	Value
Assignment Type	Base Assignment
Position	117 Teach Grade 4-5
Job	148 Description Teacher Elementary
Organization Unit	77 Augusta Circle Elementary
Legal Entity	
Company	1000 General Fund
Accounting Unit	045.113.00.000 Elem 4-8 Gen Fund
Account	50110*0 Regular Salaries
Activity	
Account Category	
Location	045 Augusta Circle Elementary School
Preferred Job Title	
Work Schedule	190 DAY - 9 1/2 month
Shift	

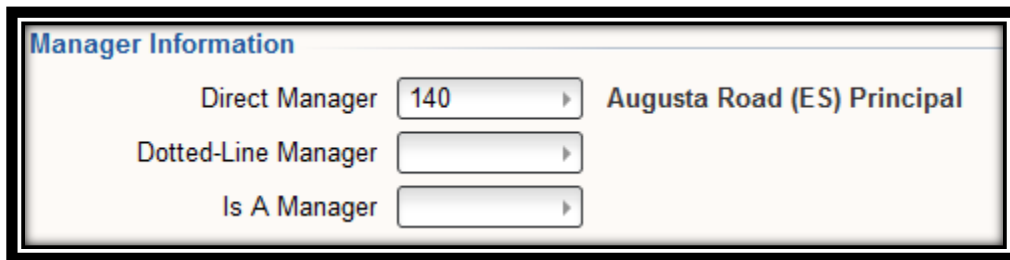
**Assignment Type:** Click on the arrow in the Assignment Type field and select one of the following options:

1. Base Assignment – Select if the position is a budgeted FTE position.
2. Supplemental Assignment – If the position is not a budgeted FTE position. For example, afterschool, substitute and hourly tutor.



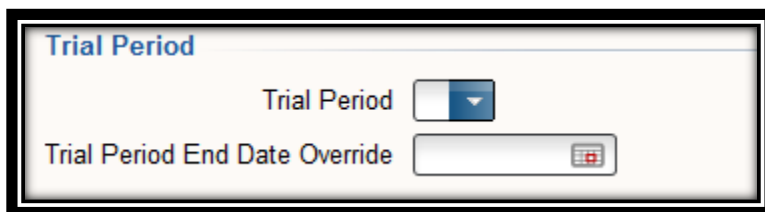
The screenshot shows the 'Work Assignment' form with the 'Assignment Type' dropdown menu open. The menu has two options: 'Base Assignment' and 'Supplemental Assignment'. The 'Base Assignment' option is highlighted in green.

**Manager Information:** The Manager Information will default from the position code on the requisition.



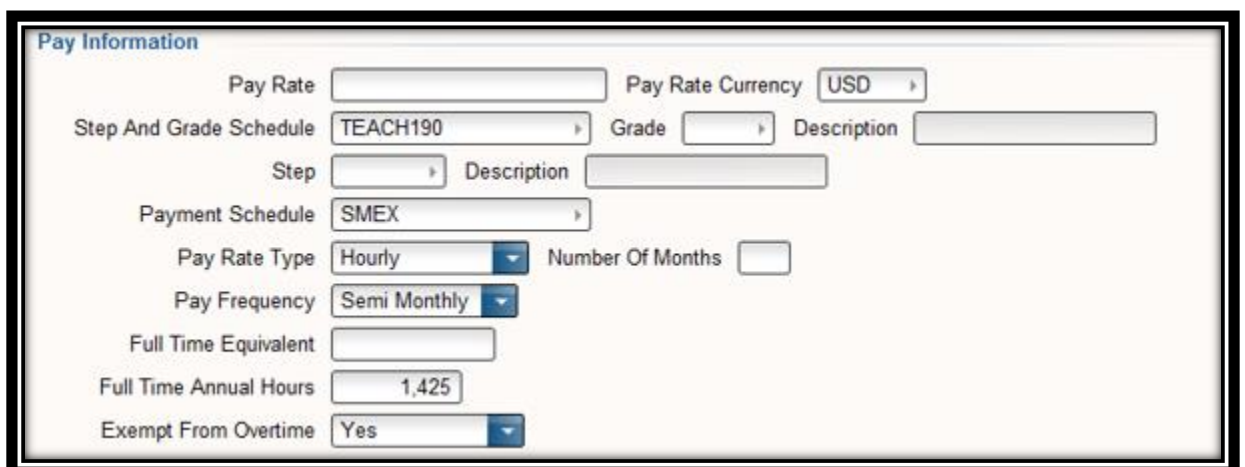
The screenshot shows a form titled "Manager Information". It contains three rows of fields. The first row has "Direct Manager" with a dropdown menu showing "140" and a text field "Augusta Road (ES) Principal". The second row has "Dotted-Line Manager" with an empty dropdown menu. The third row has "Is A Manager" with an empty dropdown menu.

**Trial Period:** Leave blank not used by GCS.



The screenshot shows a form titled "Trial Period". It contains two rows of fields. The first row has "Trial Period" with a dropdown menu showing a blue square icon. The second row has "Trial Period End Date Override" with an empty text field and a calendar icon.

**Pay Information:** The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Pay Information section.



The screenshot shows a form titled "Pay Information". It contains multiple rows of fields. The first row has "Pay Rate" with an empty text field and "Pay Rate Currency" with a dropdown menu showing "USD". The second row has "Step And Grade Schedule" with a dropdown menu showing "TEACH190", "Grade" with an empty dropdown menu, and "Description" with an empty text field. The third row has "Step" with an empty dropdown menu and "Description" with an empty text field. The fourth row has "Payment Schedule" with a dropdown menu showing "SMEX". The fifth row has "Pay Rate Type" with a dropdown menu showing "Hourly" and "Number Of Months" with an empty text field. The sixth row has "Pay Frequency" with a dropdown menu showing "Semi Monthly". The seventh row has "Full Time Equivalent" with an empty text field. The eighth row has "Full Time Annual Hours" with a text field showing "1,425". The ninth row has "Exempt From Overtime" with a dropdown menu showing "Yes".

**Full Time Equivalent:** Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form.

**Compensation Analysis:** Leave blank not used by GCS.

The screenshot shows a form titled "Compensation Analysis" with three rows of input fields. Each row has a label on the left, a dropdown menu, and a text input field. The first row is for "Salary Structure", the second for "Geographic Differential", and the third for "Salary Structure Grade" and "Grade Description".

Label	Dropdown	Text Field
Salary Structure		
Geographic Differential		
Salary Structure Grade		Grade Description

**Attachments:** Please attach the following items in this section:

4. If the employee will have multiple positions with FTE's, please attach the Recommendation for Hire Form in this Attachments section for additional position(s).
5. Attach the Principal/Phone Reference form.
6. Attach the Interview Log.

The screenshot shows a form titled "Attachments" with three rows of input fields. Each row has a "Type Of Attachment" dropdown, a "File" text field, and a "Browse..." button. The first row is for "Interview Log", the second for "Other Attachment", and the third is blank.

Type Of Attachment	File	Browse...
Interview Log	Interview Log.pdf	
Other Attachment	RFE Form.docx	

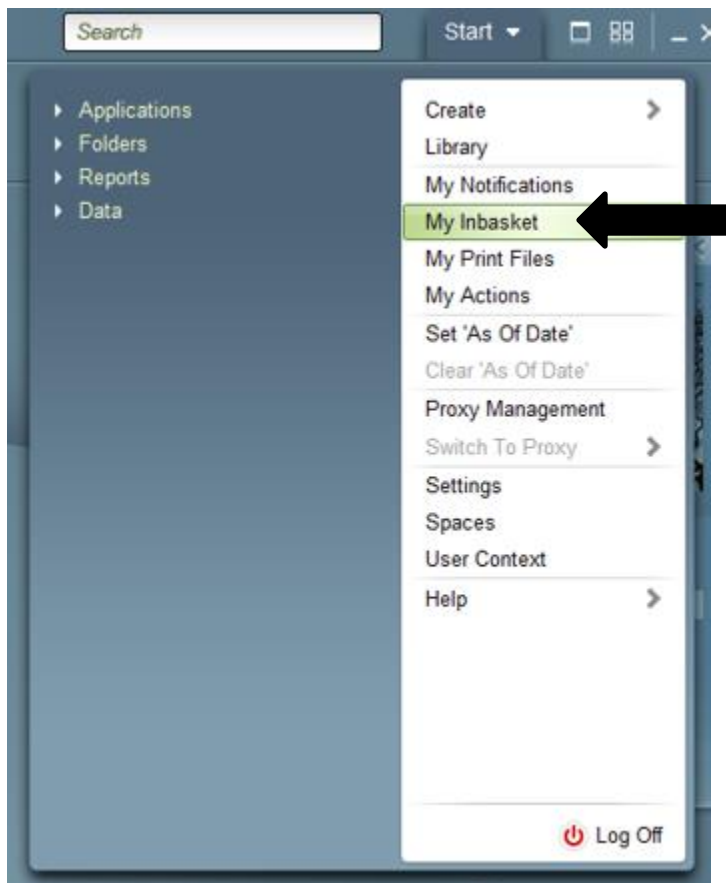
When all information is entered, select **Submit** to start the approval process for the Transfer.

# How to Approve a Hire/Rehire/Transfer Request Sent to My Inbasket

## Principal/Hiring Manager

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Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



Locate the Hire, Rehire or Transfer to be approved in the Work Items list. Double click on the Hire, Rehire or Transfer action to be approved.

The screenshot shows the 'Inbasket' application window. At the top, there's a 'Task' section with a table containing one row: 'Lawson Training' with a 'Work Item Count' of 1. Below this is the 'Work Items' section, which has a table with columns: 'Work Unit', 'Description', 'Start Date', 'Due Date', 'Filter Value', 'Originator', and 'Authenticated Originator'. The first row in this table is highlighted in green and contains the following data: '12608', 'Hire 1000: 33984-Test Applicant, Kim; 107-Teach ...', '04/06/2016 04:29:5...', 'adjohnson', and 'adjohnson'. A black arrow points to the 'Hire' action in the 'Actions' column of this row.

The Hire, Rehire or Transfer requiring approval will display.

The screenshot shows a 'Request To Hire Kim Test Applicant For #107 - Teach Grade 4-5' form. The form has a blue header bar with 'Options' and 'DrillAround™' buttons. The main content area contains several input fields and a 'Send Email' button. The fields are: 'Requested By' (Kathy Stack), 'Requester Work Phone' (empty), 'Requester Email' (kstack@greenville.k12.sc.us), 'Effective Date' (04/06/2016), 'Reason' (NEW HIRE), and 'Employment ID' (empty). Below these is a 'Name' section with fields for 'Title (Mr., Ms., etc.)' (empty), '\* First Name' (Kim), 'Middle Name' (empty), '\* Last Name' (Test Applicant), 'Suffix' (empty), 'Professional Designation' (empty), and 'Preferred First Name' (Kim). At the bottom of the form, there are five buttons: 'Approve', 'Reject', 'Return', 'Save As Draft', and 'Cancel'. The 'Approve' and 'Reject' buttons are highlighted with red boxes.

Review the form in its entirety to verify the information on the Hire, Rehire or Transfer is accurate. Select the appropriate action **Approve** or **Reject**. Selecting **Approve** will forward the requisition to the corresponding HR Manager for approval. Selecting **Reject** will forward the action back to the initiator.

# How to Close Out a Requisition

When a position requisition is filled, the following steps need to be executed:

1. **Move Applicants Not selected to the Disposition Tab.**
2. **Send a Mass Email** to the applicants not selected to inform them the position is filled.
3. **Close the Requisition.**

Select the Recruiter icon, then the Requisitions icon.

Enter the requisition number in the **Job ID** field and press enter.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a search panel with fields for 'Keyword', 'Job ID' (containing '133'), 'Status', 'Recruiter', and 'Hiring ...'. Below these fields is a summary for '#133 - School Clerk' with details: 'Location: 012', 'Hiring Manager: Sonya Campbell', and 'Status: Open'. On the right, there is a table of applicants. The table has columns: Name, Application Status, Rank, Appli..., Selection Process, Type, Rehire?, Bkg..., Wkey?, Ref?, Cert?, and AS... The table is currently empty, displaying 'No Data Available'.

## 1. Move Applicants Not Selected to the Disposition Tab.

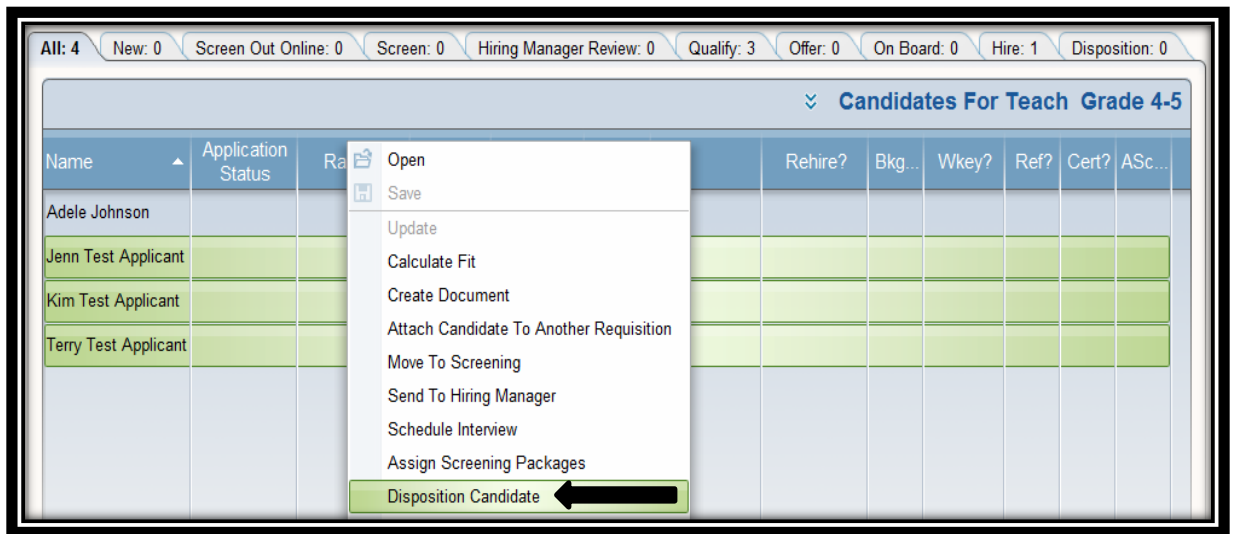
Select the **All** tab to display all applicants for this requisition. Highlight the applicants NOT hired like the example below. To highlight multiple applicants, press the CTRL key and then click on each applicant.

The screenshot shows the 'Requisition Dashboard' interface with the 'All' tab selected. The table of applicants is now populated with data. The table has columns: Name, Application Status, Rank, Appli..., Selection Process, Type, Rehire?, Bkg..., Wkey?, Ref?, Cert?, and AS... The table is titled 'Candidates For Teach Grade 4-5'. The first row is 'Adele Johnson' with 'Application Status' as 'Hired' and 'Selection Process' as 'Hire'. The next three rows are 'Jenn Test Applicant', 'Kim Test Applicant', and 'Terry Test Applicant', all with 'Application Status' as 'Not Hired' and 'Selection Process' as 'Qualify'. A black arrow points to the 'All' tab.

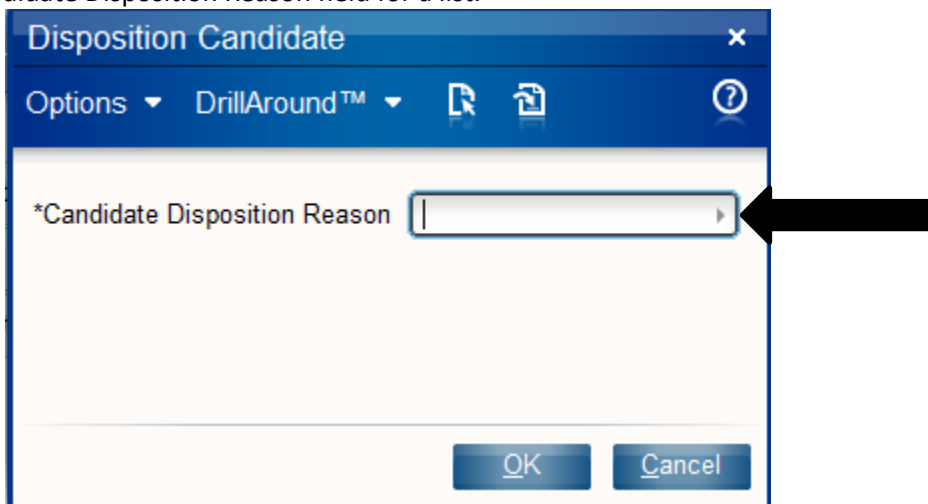
Name	Application Status	Rank	Appli...	Selection Process	Type	Rehire?	Bkg...	Wkey?	Ref?	Cert?	ASc...
Adele Johnson	Hired		04/04/2...	Hire	Internal						
Jenn Test Applicant	Not Hired		03/25/2...	Qualify	Exter...						
Kim Test Applicant	Not Hired		03/25/2...	Qualify	Exter...						
Terry Test Applicant	Not Hired		03/25/2...	Qualify	Exter...						



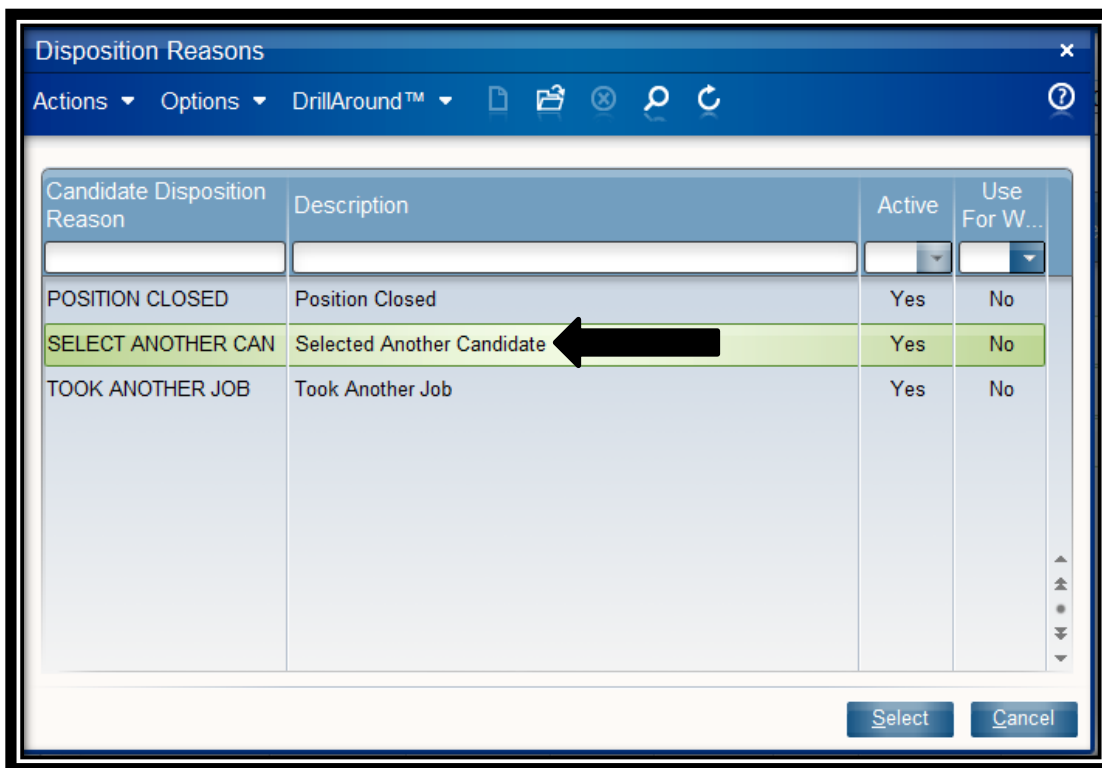
When the applicants NOT hired are highlighted, right click and select **Disposition Candidate**.



The following prompt will display requesting entry of a Disposition Reason. Click on the arrow in the Candidate Disposition Reason field for a list.



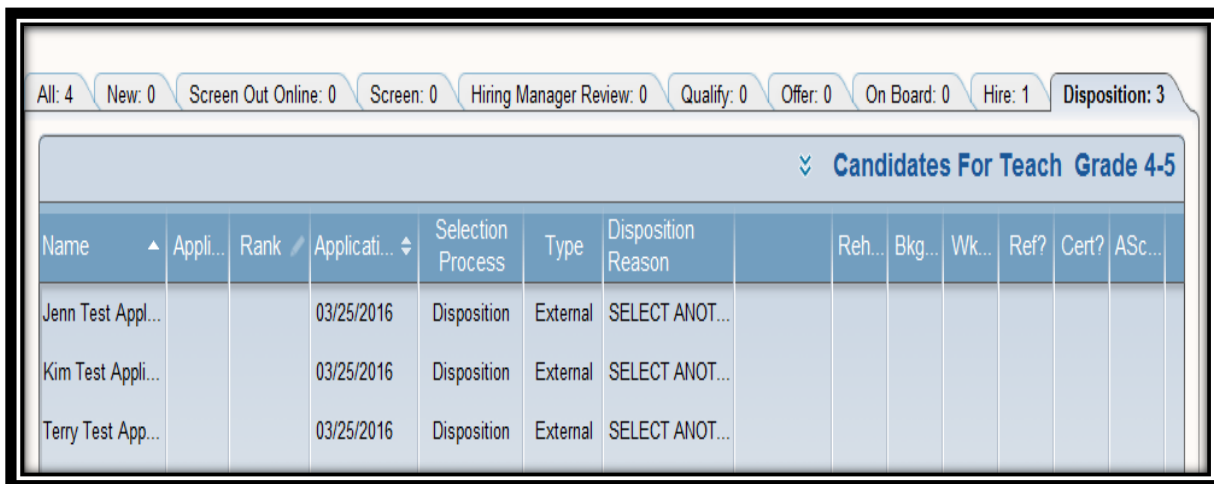
Highlight the **SELECT ANOTHER CANDIDATE** disposition reason and click Select. The disposition reason will be filled, select **OK**.



The image shows a 'Disposition Reasons' dialog box with a table of reasons. The 'SELECT ANOTHER CAN' row is highlighted in green, and a black arrow points to it. The table has columns for 'Candidate Disposition Reason', 'Description', 'Active', and 'Use For W...'. Below the table are 'Select' and 'Cancel' buttons.

Candidate Disposition Reason	Description	Active	Use For W...
POSITION CLOSED	Position Closed	Yes	No
SELECT ANOTHER CAN	Selected Another Candidate	Yes	No
TOOK ANOTHER JOB	Took Another Job	Yes	No

Select the **Disposition** tab and the applicants are moved as shown below.

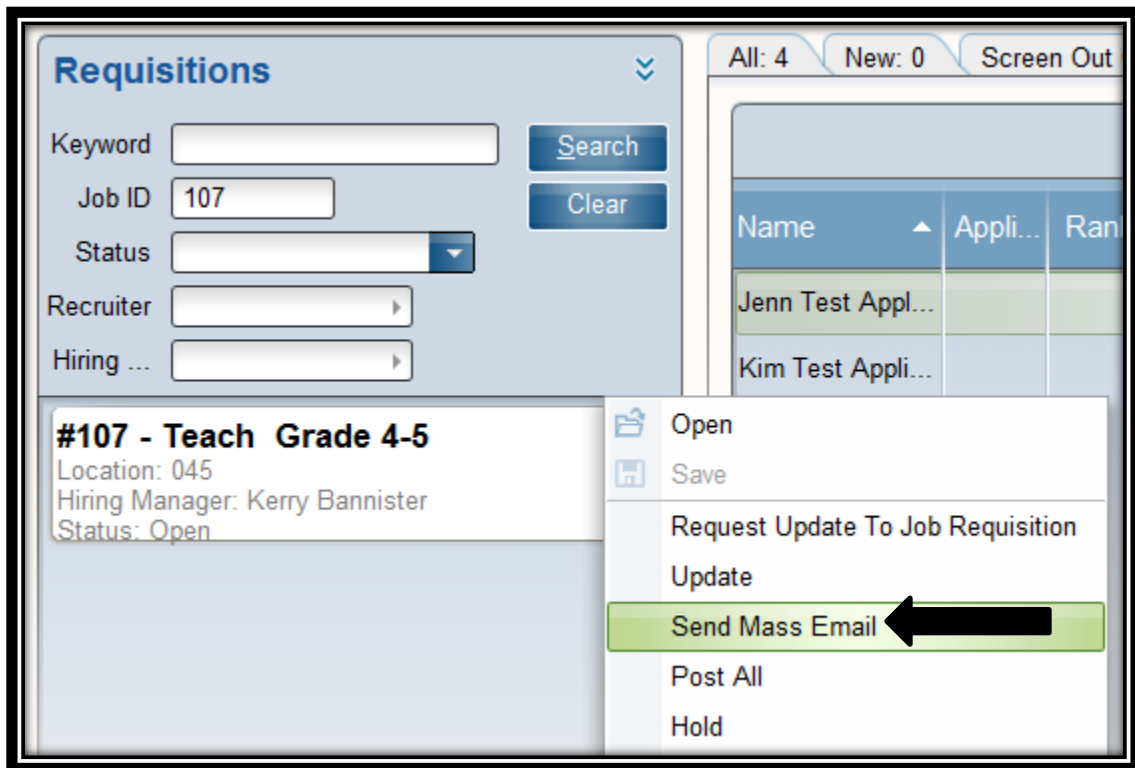


The image shows a table titled 'Candidates For Teach Grade 4-5'. The table has columns for Name, Appli..., Rank, Applicati..., Selection Process, Type, Disposition Reason, Reh..., Bkg..., Wk..., Ref?, Cert?, and AS... The table contains three rows of data, all with a 'Disposition' selection process and 'SELECT ANOT...' as the disposition reason.

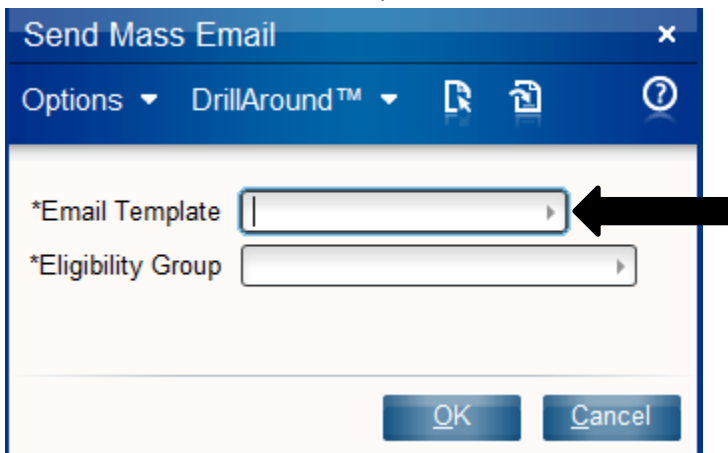
Name	Appli...	Rank	Applicati...	Selection Process	Type	Disposition Reason	Reh...	Bkg...	Wk...	Ref?	Cert?	ASc...
Jenn Test Appl...			03/25/2016	Disposition	External	SELECT ANOT...						
Kim Test Appl...			03/25/2016	Disposition	External	SELECT ANOT...						
Terry Test App...			03/25/2016	Disposition	External	SELECT ANOT...						

2. **Send Mass Email to Applicants Not Selected to Inform them the Position is Filled.**

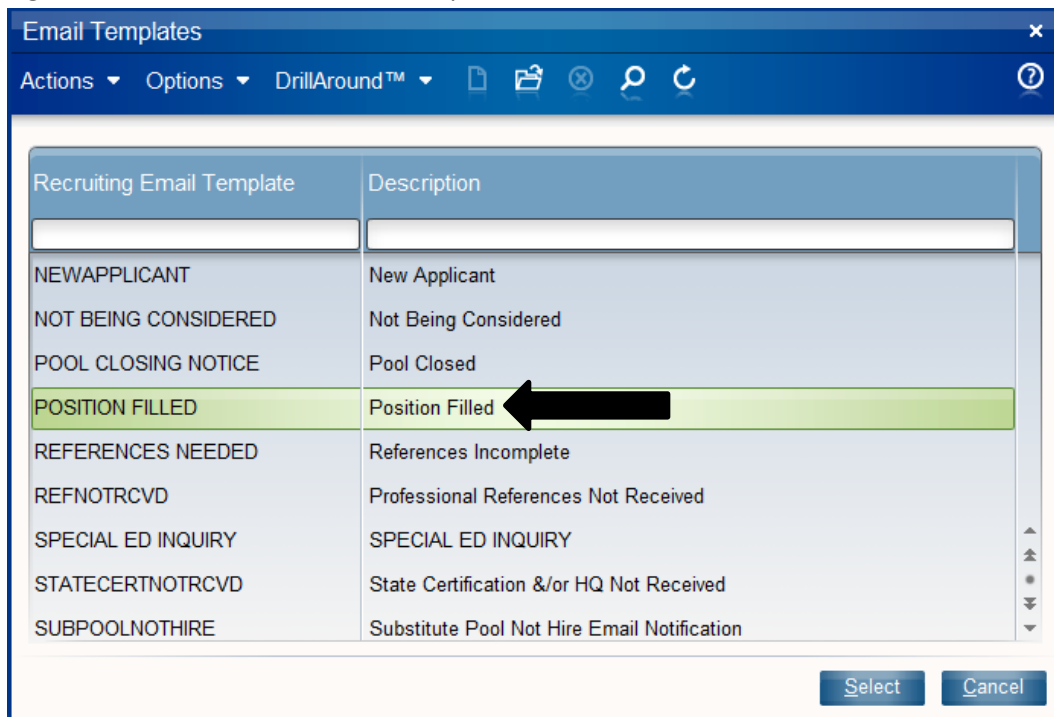
Right click on the requisition as shown below and select **Send Mass Email**.



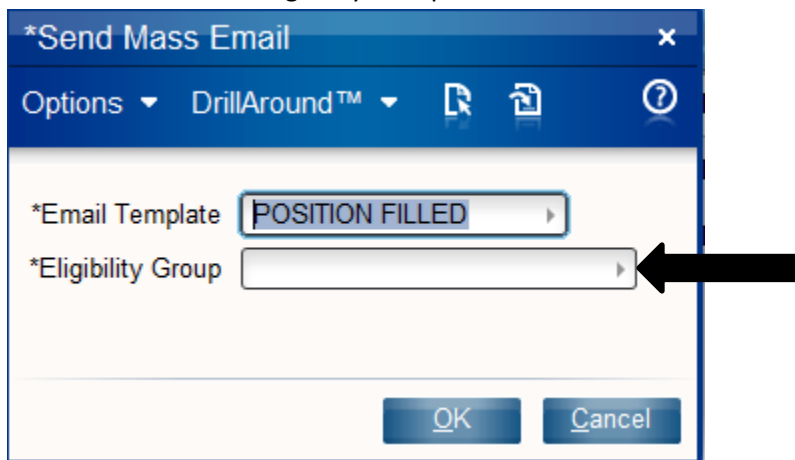
Click on the arrow in the Email Template field for a list of email templates.



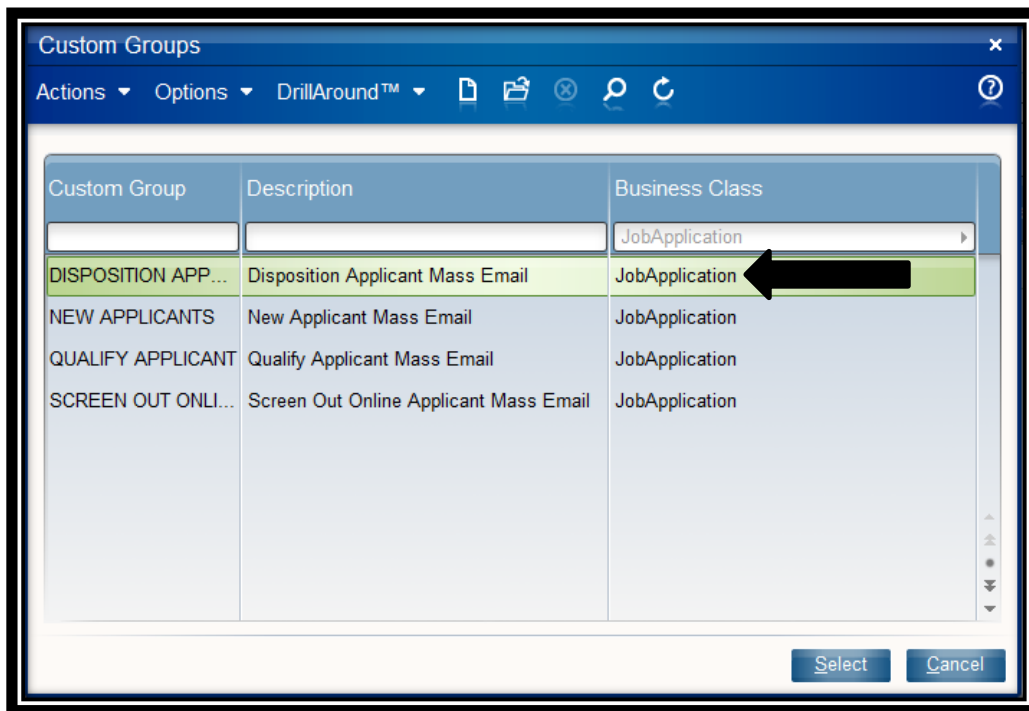
Highlight the **POSITION FILLED** email template and click **Select**.



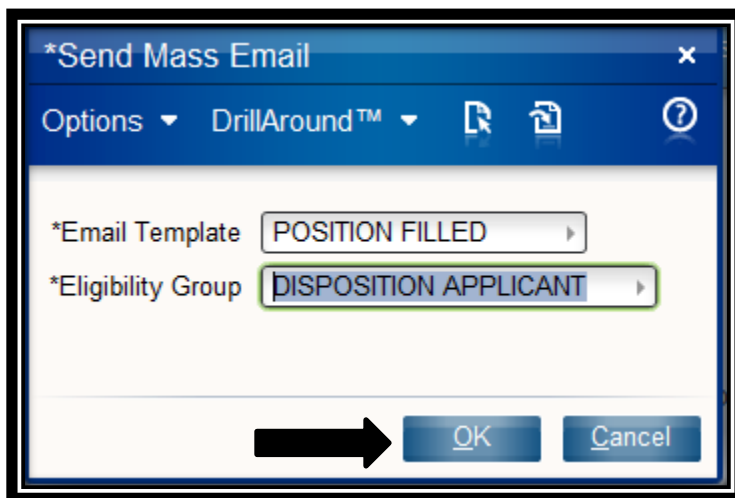
Click on the arrow in the Eligibility Group for a list.



Highlight the **DISPOSITION APPLICANTS** group and click **Select**.



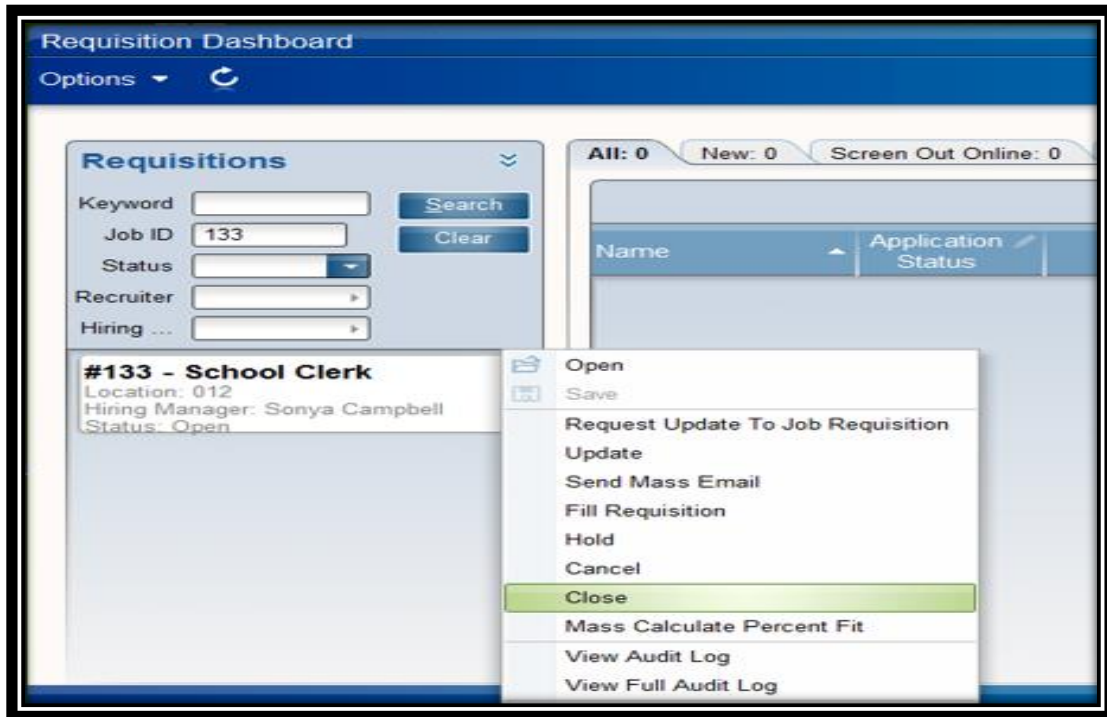
Please check the Email Template and Eligibility Group selected for accuracy. When **OK** is selected, a **POSITION FILLED** email will be sent to each applicant in the Disposition Tab.



You will receive a **Send Mass Email Completed** message in the lower, left hand corner of your screen. The emails created will be added to the Correspondence section for each applicant.

### 3. Close the Requisition.

Right click on the requisition and a drop down list will be displayed. Select **Close**.



The requisition and the postings (if the position is still posted internally/externally) will close on the date that the requisition is closed. The status will change to **Closed**.



Once a requisition is closed, you may still submit the hire/transfer/rehire action if this has not been completed.

