# **PeopleSoft Manual**

# Recruiting Solutions for Site Administrators

Version 9.2 June 16, 2017



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# Site Administrator Role

Site Administrators will perform the following duties:

- Intersession/Summer School
  - o Run the S&I Selected Applicant Report
- Post & Bid
  - o Run recruitment reports
  - Interview applicants
  - Select/reject applicants for Post & Bid

### **Location Alpha Report**

Site Administrators can run the Location Alpha Report to see which employees at their site are requesting transfers through Post & Bid, or applying for Summer/Intersession jobs. This is not a required report. It is for informational purposes only.

#### Step 1

Navigate to the Location Alpha Report within the **Recruiting** area. Click Main Menu > Recruiting > Reports > Location Alpha Report



#### Step 2

- 2.1 Click the Add a New Value tab.
- Enter a **Run Control ID**. Create a name for 2.2 your report. (See screenshot example)
- Add 2.3 Click the button.

NOTE: You only need to click the Add a New Value tab the first time you run a report. The next

Search

time you run a report, just click the button. It will bring up all the Run Control IDs you have created. Click the appropriate link.



#### Step 3

Enter Created (Open Date). The Open Date will be posted on the Certificated Postings website https://www.sandi.net/staff/humanresources/certificated-postings

- 3.1 . All jobs for a certain recruitment period should have the same Open Date.
- 3.2 Enter the Location Code. (Ex: 9999A) This refers to the Location where the applicants' current assignments exist.
- 3.3 Enter the **Recruitment Template**. Select 'Certificated Post & Bid' or 'Certificated Sum/Intersession' depending on the recruitment period.
- Select Sort By Alpha. 3.4
- Click the **Save** button. Only the first 3.5 time you setup the report.
- Run 3.6 Click the button.



- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the OK button.



#### Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the **Process Monitor** link.



Server PSNT	×	Name	9	Instance	•	to Minu	es V	Poesiesh	
Run Status	¥	Distributi	on Status	¥	Save On Ref	resh	6	)	
Process List					Perso	nalize   Find   Vie		First 1 of 1	e u
Select Instance Seq	Process Typ	•	Process Name	User	Run Date/Time		Run Status	Distribution Status	Deta
1320435	SQR Report		SDR5583		06/24/2014 2.5	SO 19PM PDT	Success	Posted	Deta
			201000			A 10 10 101	3060639	10000	1

Step (	6
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- 6.1 Click the Refresh button to update the Run Status.
- 6.2 When the **Run Status** reads "**Success**", and **Distribution** the **Status** reads "**Posted**", click the **Details** link.

#### Step 7

Click the View Log/Trace link.

Process Detail	
Process	
Instance 1320435 Name SDRS583	Type SQR Report
Run Status Success Distrit	oution Status Posted
Run	Update Process
Run Control ID Location_Alpha_Report Location Server Server PSNT Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Restart Request</li> </ul>
Date/Time	Actions
Request Created On 08/24/2014 2:53:39PM PDT Run Anytime After 08/24/2014 2:50:19PM PDT Began Process At 08/24/2014 2:53:56PM PDT Ended Process At 08/24/2014 2:54:10PM PDT	Parameters Transfer Message Log Batch Timings View LogTrace
OK Cancel	

Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.

	Trace					
Report						
Report ID:	899255	Process	Instance:	1320440		Message Log
Name:	SDRS583	Process	Type:	SQR Repo	ort	
Run Status:	Success					
Location Alph	a Report					
Distribution	Detaile					
Distribution	Node: PSREP	ORTS	Expiration	Date: 0	7/01/2014	
Distribution Distribution File List Name	Node: PSREPO	ORTS	Expiration File Siz	Date: 0	7/01/2014 Datetime C	reated
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Distribution Distribution File List Name SDRS583_13 SDRS583_13	20440.PDF	ORTS B	Expiration File Siz 6,733 0	Date: 0	7/01/2014 Datetime C 06/24/2014 06/24/2014	created 4:32:35.200000PM PD 4:32:35.200000PM PD
Distribution File List Name SDRS583_13 SDRS583_17B SQR_SDRS5	20440.PDF 20440.PDF 20440.out 833_1320440.log	DRTS	Expiration File Siz 6,733 0 1,713	Date: 0	7/01/2014 Datetime C 06/24/2014 06/24/2014 06/24/2014	ereated 4:32:35 20000PM PD 4:32:35 20000PM PD 4:32:35 20000PM PD
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# Step 9

Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

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# **Routed Applicants Report**

The *Routed Applicants Report* shows all applicants routed to the site administrator during Post & Bid for each Job Opening. *This is a required report if you have Job Openings at your site.* 

#### Step 1

Navigate to the **Routed Applicants Report** within the **Recruiting** area. Click *Main Menu > Recruiting > Reports > Routed Applicants Report* 

#### Step 2

- 2.1 Click the **Add a New Value** tab.
- 2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
- 2.3 Click the Add button.

**NOTE:** You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just

click the Search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

# Step 3

- 3.1 Enter **Created (Open Date)**. The *Open Date* will be posted on the Certificated Postings website <u>https://www.sandi.net/staff/human-resources/certificated-postings</u>. All jobs for a certain recruitment period should have the same *Open Date*.
- 3.2 Enter your site's Location Code. (Ex: 9999A)
- 3.3 Enter the **Template ID**. Select *'Certificated Post & Bid'*.
- 3.4 Click the **Save** button. Only the first time you setup the report.
- 3.5 Click the Run button.



Main Menu Search M()u:  $\otimes$ All - Search ٥ Company Directory Self Service C Manager Self Service Recruiting Wort<sup>Im</sup>rce Administratio Reports Routed Applicants Report Section Applications Benefits S&I Select Time and Labor Selected Applicants Payroll for North America Location Alpha Report Workforce Development



- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the OK button.

#### Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the Process Monitor link.

Cancel
Routed Applicants Report
Run Control ID Routed_Applicants_Report Manager Process Montor
Routing Applicants Parameters
*Created: 08/09/2014 B
*Location Code: 19999A Q, Sample School Site
*Template ID: Certificated Post & Bid V
🚡 Save 💟 Notfy

Run Date: 06/24/2014

Run Time: 5:56:12PM

Run Control ID: Ro

Process Type

SQR Report

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Reset to Current Date/Time

\*Type \*Format Distribution Web V PDF V Distribution

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SDRS563

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rocess Scheduler Request

User ID:

Server Name: PS

Recurrence:

Time Zone:

Routed Applicants Report

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#### Step 6

- 6.1 Click the **Refresh** button to update the **Run Status**
- 6.2 When the Run Status reads Distribution "Success", and the Status reads "Posted", click the Details link.

#### Step 7

Click the View Log/Trace link.





#### Step 8

Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.

Report						
Report ID:	899256	Process	Instance:	1320441		Message Log
Name:	SDRS563	Process	Type:	SQR Repo	ort	
Run Status:	Success					
Routed Applic	ants Report					
Distribution	Details					
Distribution File List	Node: PSREP	ORTS	Expiration	Date:	7/01/2014	
Distribution File List Name	Node: PSREP	ORTS	Expiration File Siz	Date: 0	7/01/2014 Datetime C	reated
Distribution File List Name SDRS563_013	20441.PDF	ORTS	Expiration File Siz 4,454	Date:	7/01/2014 Datetime C 06/24/2014	reated 6:08:40.770000PM PDT
Distribution File List Name SDRS563_13 SDRS563_13	20441.PDF	ORTS	Expiration File Siz 4,454 0	Date: 0	7/01/2014 Datetime C 06/24/2014 06/24/2014	reated 6:08:40.770000PM PDT 6:08:40.770000PM PDT
Distribution File List Name SDRS563_13 SDRS563_13 SQR_SDRS5	20441.PDF 20441.out 63_1320441.log	ORTS	Expiration File Siz 4,454 0 1,719	Date:	7/01/2014 Datetime C 06/24/2014 06/24/2014 06/24/2014	reated 6:08:40.770000PM PDT 6:08:40.770000PM PDT 8:08:40.770000PM PDT
Distribution File List Name SDRS563_13 SDRS563_13 SDRS563_14 SDRS5	20441.PDF 20441.out 63_1320441.log	ORTS	Expiration File Siz 4,454 0 1,719	Date: 0	7/01/2014 Datetime C 06/24/2014 06/24/2014 06/24/2014	reated 6:08:40.770000PM PDT 6:08:40.770000PM PDT 6:08:40.770000PM PDT
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Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

#### **Important:**

The Routed Applicants Report now contains the Routing Reason. Please review this carefully when planning interviews and making offers.

Report 1D- IDMISKS S	AMPLE	REPO	ORT	PeopleSoft ROTED ANGLIONTS Securitor: 00014 - All Lo	REFORT Cations Combined	9			Fage No. 1 Bun Date 06/25/3814 Bun Time 13/37/83
AppLicant Natu	Bugilepse 12	Applicant 22 39234 39234	Applicant. Loc Code UILIA	Applicant Los Description Pay Elementary	Company <u>Sen. Date</u> 18/31/2004	Phone 2020. 2039 80.128	Appl Lowert Phone	Readin May Intrive May Intrive	Selection Rot Regt Selection Rot Regt
Juk Opening Location: 2734A There are currently no applicat	An Opening	Raber: 56	2429 Posting	Title: Pob 2018-15 Roat	a Bill Special	Teacher (2.52)	Target	Openings,	1.88
Job Opening Location, 0218A There are currently to applica	Job Spening	Ruber- 14	2410 Posting	Title: Peb 2014-18 Post	a hid Teacher	Adecate/Deveco	Tarpet	Openings)	3.00
Jub Opening Levelies, 0332A There are currently no applicat	Job Opening to in routed e	Basher: 56 tellar for 5	3671 Poeting his jub upaning	Title: Per 2014-19 Poet	a Bid Rath Tea	-	Target	Openinge:	1.00

#### **Routing Reasons**

Reason	Description
Priority Consid-Must Interview	Candidate has excess status and therefore, is ensured an interview and shall be selected. If there is more than one name listed, you must interview all candidates and select one candidate from the pool of excess teachers listed for the position.
Priority Consid-Must Offer	Candidate has excess status and therefore, is ensured an interview and shall be selected. If only one name is listed, you must interview and select.
(BLANK)	The applicant is not in a Perm or Prob status with contract, so the principal does not have to select the applicant, but the applicant may be a potential candidate for an intern program. Or, it can mean that an applicant at the secondary level does not meet <b>ALL</b> of the posted requirements, but the principal may still want to interview them. For example, the posted position for a middle school position may require a major in English, but a candidate with a supplemental still qualifies for the position. The principal can interview this person but does not have to select them.

# **Applicants Selection/Rejection**

Site Administrators must review all routed applicants and interview, hire, or take action as noted in the Routing Reason located on the Routed Applicants Report. (See page 7) Once the Site Administrators have interviewed the routed applicants, and received verbal acceptance of verbal offers, the Site Administrators indicate their selected and rejected applicants for each Job Opening.

Using the Search Applications search page, from this list, the administrator can select or reject applicants.

**Step 1** Navigate to **Search Applications** within the **Recruiting** area. Click *Main Menu > Recruiting > Search Applications* 



#### Step 2

Before you search make sure the *Search My Applicants* and *Include Applications Not Linked to a Job Opening* are unchecked. Enter the **Job Opening ID** from the *Routed Applicants Report*.

Click Search to view all applicants routed for that job opening. Site Administrators are restricted to viewing applicants for their location only and having the Disposition

050 - Route only.

**NOTE:** The **Job Opening ID** is located on the *Routed Applicants Report*. (See page 7)

#### Step 3

Site Administrators will be using the actions of *Reject Applicant* for rejections by clicking the **Reject** 

icon *or Create Interview Evaluation* for applicant selections by using the *Other Actions* drop-down menu.



Search Applications
The Recruiting Home
Quick Search         Advanced Search
Search Criteria 🕐
Search My Applicants
Include Applications Not Linked to a Job Opening
First Name
Last Name
Applicant Status Active
Applied Within
Applicant ID
Disposition 050 Route
Job Posting Title
Job Opening ID 100000
2 Job Opening Status Open ✓
Hiring Manager
Recruiter
Search

Searc	h Applications						
Rec	ruiting Home						
Quick \$	iearch Advanced	Search					
▶ Sear	rch Criteria 🛞						
6 Results	Found						
Search F	Results 🕐						Personalize   Find,  View All   [2]   [3] First (8) 1-6 of 6 (8) Last
Select	Applicant	Applicant ID	Job Opening	Disposition	Resume	Reject	
	Elizabeth Mulrooney	39987	142434 - Feb 2014- 15 Post & Bi	050 Route		0	Other Actions
	Thomas Pendleton	38088	142434 - Feb 2014- 15 Post & Bi	050 Route		0	Create Interview Evaluation
	Laura Baungartner	39905	142434 - Feb 2014- 15 Post & Bi	050 Route		Ø	- Other Actions
	Edward Pinkerton	38076	142434 - Feb 2014- 15 Post & Bi	050 Route		6	- Other Actions
	Soodhi Gupta	38268	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
	Howard Wallace	38034	142434 - Feb 2014- 15 Post & Bl	650 Route		0	- Other Actions
Select All	Deselect All	Group Actions					

4.1 To reject a group of applicants at once; click the *Select* checkbox for the applicants to be rejected. Then select *Reject Applicant* in the *Group Actions* > *Recruiting Actions* drop-down menu.

**NOTE:** The rejection reason must be the same for all applicants in the group.

Search /	Applications						
Quick Sea	rch Advanced Sear	ch					
Search	Criteria (1)						
6 Results For	und						
Search Res	Fulls 🛞						
Select	Applicant	Applicant ID	Job Opening	Disposition	Resume	Reject	
√.	6(4.1) ney	39967	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
2	Thomas Pendleton	39988	142434 - Feb 2014- 15 Post & Bl	050 Route		0	+ Other Actions
	Laura Baumgartner	39985	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
	Edward Pinkerton	38076	142434 - Feb 2014- 15 Post & Bi	050 Route		0	Other Actions
	Soodhi Gupta	38268	142434 - Feb 2014- 15 Post & Bl	050 Route		0	+ Other Actions
	Howard Walace	28024	142434 - Feb 2014- 15 POSt & DL.	OEO Routo		0	Other Actions
Select All (		Recruiting	Actions . Rejec	t Applicant			

4.2 To reject one applicant, click the red **Reject** icon for that applicant.

Searci	n Applications						
Recr	uting Home						
Quick \$	earch Advanced	Search					
🕨 Sear	ch Criteria 🕧						
6 Results	Found						
Search F	tesults 🛞						Personalize   Find J View All   🕮   🔠 🛛 First 🛞 1-8 of 6 🛞 Last
Select	Applicant	Applicant ID	Job Opening	Disposition	Resume	Reject	
	Elizabeth Mulrooney	39907	142434 - Feb 2014- 15 Post & Bi	050 Route		ø	- Other Actions 4.2
	Thomas Pendleton	39905	142434 - Feb 2014- 15 Post & Bl	050 Route		ø	Other Actions
	Laura Baungartner	39905	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
	Edward Pinkerton	30076	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
	Soodhi Gupta	30260	142434 - Feb 2014- 15 Post & Bl	050 Route		0	Other Actions
	Howard Wallace	38034	142434 - Feb 2014- 15 Post & Bi	050 Route		0	Other Actions
Select All	Deselect All -	Group Actions					

4.3 After triggering either the group or individual rejection, you will be taken to the **Applicant to Reject** page to select the appropriate reason for rejection.

Applicant to Reje	ect		
Applicant ID	Name	Job Opening	Delete
39987	Elizabeth Mulrooney	142434 - Feb 2014-15 Post & Bid Art/Social Studies Teacher .60 Fte	
39986	Thomas Pendleton	142434 - Feb 2014-15 Post & Bid Art/Social Studies Teacher .60 Fte	î
Disposition			
	Disposition 110 Reject		
	Reason	~	4.3
Reject	Cancel		

- 4.4 Select the rejection reason from the list. (See below for list of Rejection Reasons).
- 4.5 Once you have selected the appropriate rejection reason click Reject.

#### **Rejection Reasons**

- Another Applicant was Hired
- Another Job
- Application Withdrawn
- Declined Position
- Ineligible Employment Cond
- Ineligible Min Grade/Salary
- Interview Declined
- Interview Standards Not Met
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience
- Misrepresentation
- No Opening
- No Show for Interview
- Not Selected
- Offer Rejected
- Other
- Previous Year Sum/Intersession
- Rejected by Works Council
- Requisition Cancelled
- Selected for Other Position
- Unable to Contact
- Underqualified



Once you click **Reject** you will receive a message that you have successfully changed the disposition status. Click **OK**.

Message
You have successfully rejected this Applicant. (18178,1100)
OK L

5.1 Administrators begin the selection process by selecting *Create Interview Evaluation* under the **Other Actions > Recruiting Actions** dropdown, which will open the *Interview Evaluation* page.

**NOTE:** You can only select one applicant, so **Group Actions** will not be used in this process.

5.2 Once an applicant has been chosen via interview for the job opening, the **Interview Type, Overall Rating and Interview Rating** fields should be populated with the appropriate information. (See table.) Click Submit.



Submit Save as Draft   @Return			Personalize
Name Elizabeth Multooney Applicant IID 39987 Status 010 Active	Job Posting Title Feb 2014-15 Job Opening ID 142434 Job Opening Status 010	Post & Bid Art/Social	Studies Teac
Evaluation	Interview Ratings	Find	First (1) 1 of 1 (2) Last
Interview Date 06/24/2014	Category Comments		
Interview Type -	Group box		
Recommendation	Interview Rating	•	Score 0
Overall Rating -	Comment		D¢
Recommendation 078-Hire Decided	5.2		4
Submit Save as Draft   dpReturn			Top of Pag

Field	Information to Enter
Interview Type	Select 'Campus' or 'Phone'
Overall Rating	Select 'Average' or 'Excellent'

Follow above table for information to enter.

5.3 Once you have clicked the Submit button, you will receive a successfully submitted interview evaluation message.

Click OK

Message		
You have successfully submitted interv	view evaluation	for Elizabeth Mulrooney (0,0)
	OK (	5.3
		$\bigcirc$

# **Selected Applicants Report**

The *Selected Applicants Report* needs to be generated to show a list of applicants selected at the end of the Post & Bid recruitment process by Job Opening ID. The report will serve as a list of *your Hired Applicants. This report is for informational purposes only.* 

#### Step 1

Navigate to the **Selected Applicants Report** within the **Recruiting** area. Click *Main Menu > Recruiting > Reports > Selected Applicants* 



- 2.1 Click the **Add a New Value** tab.
- 2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
- 2.3 Click the Add button.

**Note:** You only need to click the **Add a New Value** tab the first time you run a report. The next time you

run a report, just click the Search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.





#### Step 3

- 3.1 Enter **Created (Open Date)**. The *Open Date* will be posted on the Certificated Postings website <u>https://www.sandi.net/staff/human-</u> <u>resources/certificated-postings</u>. All jobs for a certain recruitment period should have the same *Open Date*.
- 3.2 Enter your site's Location Code. (Ex: 9999A)
- 3.3 Enter the **Requisition Template**. Select *'Certificated Post & Bid'*.
- 3.4 Select *Job Opening* as the **Sort Order**.
- 3.5 **DO NOT check the SDEA Use checkbox.** This is for Human Resources use only.
- 3.6 Click the **Save** button. Only the first time you setup the report.
- 3.7 Click the Run button.



- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the OK button.



#### Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the Process Monitor link.



#### Step 6

- 6.1 Click the Refresh button to update the Run Status
- 6.2 When the **Run Status** reads "**Success**", and **Distribution** the **Status** reads "**Posted**", click the **Details** link.

#### Step 7

Click the View Log/Trace link.





Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.

Repolt						
Report ID:	899296	Process	Instance:	1320477		Message Log
Name:	SDRS584	Process	Туре:	SQR Repo	ort	
Run Status:	Success					
Selected Ann	licants Report					
Distribution	Details					
				-		
Distribution File List	n Node: PSREP	ORTS	Expiration	Date: 0	7/02/2014	
Distribution File List Name	n Node: PSREP	ORTS	Expiration File Size	Date: 0	Datetime C	reated
Distribution File List Name SDRS584_13	n Node: PSREP	ORTS	Expiration File Size 5,549	Date: 0	Datetime C 06/25/2014	reated 3:08:23.860000PM PD
Distribution File List Name SDRS584_13 SDRS584_13	n Node: PSREP 120477.PDF 120477.out	ORTS	Expiration File Size 5,549 1,410	Date: 0	Datetime C 06/25/2014 06/25/2014	reated 3:08:23.860000PM PD 3:08:23.860000PM PD
Distribution File List Name SDRS584_13 SDRS584_13 SDRS584_13 SDRS584_13	n Node: PSREP 120477.PDF 120477.out 1320477.log	ORTS	Expiration File Size 5,549 1,410 1,709	Date: 0	Datetime C 06/25/2014 06/25/2014 06/25/2014 06/25/2014	reated 3:08:23.860000PM PD 3:08:23.860000PM PD 3:08:23.860000PM PD
Distribution File List Name SDRS584 13 SDRS584 13 SDRS58 13 SDR58 13 SDR	n Node: PSREP4 120477.PDF 120477.out 120477.log	B	Expiration File Size 5,549 1,410 1,709	Date: 0	Datetime C 06/25/2014 06/25/2014 06/25/2014 06/25/2014	3:08:23.860000PM PD 3:08:23.860000PM PD 3:08:23.860000PM PD 3:08:23.860000PM PD
Distribution File List Name SDRS584 13 SDRS584 13 SQR_SDRS58 Distribute To Distribute To	n Node: PSREP4 120477.PDF 120477.out 1384_1320477.log	B	File Size 5,549 1,410 1,709	Date:	Datetime C 06/25/2014 06/25/2014 06/25/2014	reated 3:08:23.860000PM PD 3:08:23.860000PM PD 3:08:23.860000PM PD

## Step 9

Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

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11 1000 Julia- 7 J		ALL REAL	Raiser Corel	AL 26-1-	anne April A	Int. Apre. Mar.	Nucl. Titles Rel	2014 15 Peril 4	No because Approhibition A
Interior Travius	Naga 14	Forme Cost Gale	Former Exist Journ Poolai Missa	nin.	iggi Cuine Anni	Alberta Teppe Alberta Maria	Passa 1	Entres Ficker	
									Grantings. 1
Disc. 515th East Househory		200 0. 142414	Deaters, Closed	38.05.76	to No.4 Courses	(Dece Tay ITe)	Task Tisle, Pri	2014 15 Twee a	Not Take Mod Draver
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## S&I Summer and Intersession Selected Applicants Report

Once the recruitment period has closed for Summer School or Intersession, the Site Administrators should generate the *S&I Selected Applicants Report*. This will show all applicants staffed for Summer/Intersession assignments. The report includes the chosen applicants' names, current locations, home phone numbers, and their new summer school assignment information. Only applicants in a status of 'Ready to Hire' or 'Hired' will be displayed. *If you have Summer School/Intersession at your site, this is a required report. Positions determined after eRecruit close date must be reported by an Add a Concurrent Job PAR.* 

#### Step 1

Navigate to the S&I Selected Applicants Report within the Recruiting area. Click Main Menu > Recruiting > Reports > S&I Selected Applicants Rpt



#### Step 2

- 2.1 Click the **Add a New Value** tab.
- 2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
- 2.3 Click the Add button.

**NOTE:** You only need to click the **Add a New Value** tab the first time you run a report. The next

time you run a report, just click the Search button. It will bring up all the run control IDs you have created. Click the appropriate link.

#### Step 3

- 3.1 Enter the Requisition Date Opened. The *Open Date* will be posted on the Certificated Postings website <u>https://www.sandi.net/staff/human-resources/certificated-postings</u>. All jobs for a certain recruitment period should have the same *Open Date*.
  3.2 Enter your site's Location Code
- 3.2 Enter your site's Location Code. (Ex: 9999A)
- 3.3 Leave **Print code description key** checked.
- 3.4 Click the Save button. Only the first time you setup the report.
- 3.5 Click the Run button.





- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the OK button.



#### Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the Process Monitor link.



#### Step 6

- 6.1 Click the Refresh button to update the Run Status
- 6.2 When the Run Status reads "Success", and Distribution the Status reads "Posted", click the Details link.

#### Step 7

Click the View Log/Trace link.

# Step 8

Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.





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Report ID:	899297	Process I	instance:	1320478		Message Log
Name:	SDRS580	Process	Туре:	SQR Repor	t	
Run Status:	Success					
S&I Selected	Applicant Report					
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Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

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