

# TAM Department Hiring Manager

PROCESS GUIDE  
HR TALENT ACQUISITION TEAM

**UC SANTA BARBARA**

# UC Santa Barbara HR Employment

## Version Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
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## PREFACE

This guide focuses primarily on the steps taken by the hiring managers to start and complete recruitment. It's designed to be a helpful reference to provide process and procedural guidance, not a complete source of recruitment information. For specific recruitment questions not covered in this document, please contact the UCSB HR employment team.

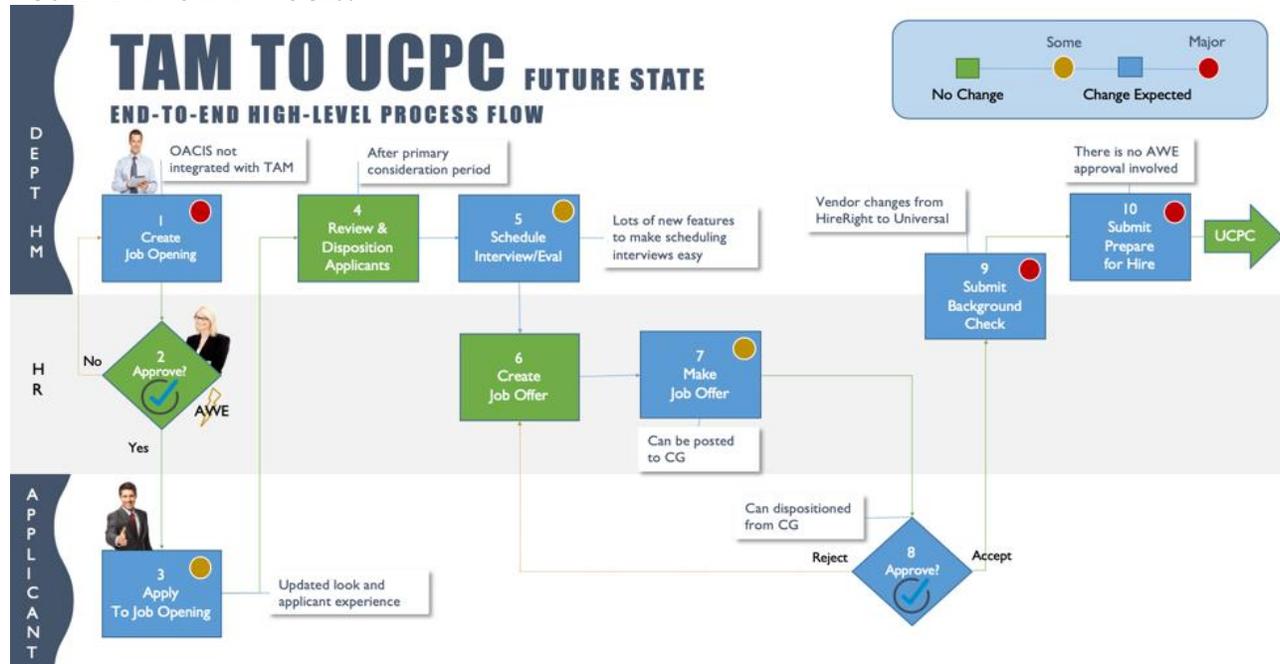
## HIGH LEVEL PROCESS

The end-to-end recruitment process is comprised of three swim lanes for each of the following key process stakeholders.

- Departmental Hiring Manager
- HR – Employment Team
- Applicants (internal/external)

The process starts with the Hiring Manager creating a job opening and ends with submitting the prepare for hire request to UCPath Center to hire the selected candidate.

FIGURE 1 END TO END PROCESS MAP



Department hiring managers will perform the following major process steps.

Map Step	Process Step Description	Key Change Impact
1	Create Job Openings	Job posting is no longer the full job description
4	Manage Job Openings	No change from current state
5	Schedule Interviews	Optional but powerful functionality to use
5B	Enter Interview Evaluations	Will need to notify when candidate is selected
9	Submit Background Checks	New vendor, Universal, is integrate with TAM
10	Submit Prepare for Hire	Replaces template base hire for staff non-students

## COURSE 101-CREATING JOB OPENINGS

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### STEP 1 – CREATING A STANDARD JOB OPENING

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Hiring managers create job openings to recruit human resource talent.

**Process Parameters**

**Inputs**

Position number(s)

- *Position numbers are requested in UCPath*

Job description

- *Available in OACIS*

Required Job Posting Sections

- *Provided by HR*

**Process Impact**

Required to save the job opening

Key data to complete the job posting section

These sections are required by HR to complete the job posting for approval consideration

**Result**

The position number(s) is connected to the job opening for downstream processing  
 Provide key data requirements for job posting  
 Job posting for candidate gateway with required job description sections

With process inputs secured, let's review the two job opening types that can be created.

Type	Process Impact	Notes
<b>Standard Job Opening</b>	requires a single position	Facilitates recruiting for typically a single candidate
<b>Continuous Job Opening</b>	Allows for multiple positions to be added	Facilitates recruiting for multiple candidates

## 1 - CREATING A STANDARD JOB OPENING FOR SINGLE POSITION

Overview	The job opening is the first official step of the recruitment process for hiring managers.
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	Primary Job Opening Information Select ' <b>Standard Requisition</b> ' as the <b>Job Opening Type</b> Accept <b>*Business Unit</b> default, 'SBCMP' <ol style="list-style-type: none"><li>Enter the <b>Position Number</b></li><li>Change the defaulted <b>Job Posting Title</b> if desired</li><li>Click the yellow <b>Continue</b> button located in lower right corner</li></ol>

### Illustrations

FIGURE2 TAM 101 CREATE JOB OPENING | PRIMARY JOB OPENING PAGE - STANDARD

Notes **IGNORE:** The **Profile Details** section as this is not used in our campus process.

Job Aid ID 1.1

## 2 - ENTERING JOB DETAILS

Overview	This page is long and has many fields for data entry although most are not required to complete the job opening.
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	Complete the <b>Job Details</b> tab below. a) Do not change the <b>*Template ID</b> b) Enter <b>*Employee Classification</b> field c) Enter other job detail fields as desired/required

### Illustrations

FIGURE3 TAM 101 JOB OPENING | JOB DETAILS TAB

The screenshot displays the 'Job Opening' page in Oracle PeopleSoft. At the top, there are navigation links: 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', and 'Start Over'. Below this, a summary table provides key details:

<b>Job Opening ID</b> NEW	<b>Status</b> 005 Draft
<b>Job Posting Title</b> BLANK AST 1	<b>Business Unit</b> SBCMP (UC Santa Barbara Campus)
<b>Job Code</b> 004724 (BLANK AST 1)	<b>Department</b> LIBR (LIBRARY)
<b>Position Number</b> 40066515 (BLANK AST 1)	<b>Primary Recruiting Location</b> 5118 (UCSB Campus)

Below the summary table are tabs for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', and 'Job Postings'. The 'Job Details' tab is active, showing the 'Opening Information' section. This section contains several fields:

- \*Template ID:** 2069 (highlighted with a red circle 'a').
- Job Opening Type:** Standard Requisition
- Created By:** Darrell Consultant Littleberry
- Created:** 01/17/2020
- \*Openings to Fill:** Limited Number of Openings
- Target Openings:** 1
- Available Openings:** 1
- Establishment ID:**
  - Business Unit:** SBCMP (UC Santa Barbara Campus)
  - Company:** UCS (University of California)
- \*Employee Classification:** (highlighted with a red circle 'b').
- Department:** LIBR (LIBRARY)
- Status Code:** 005 Draft
- Status Reason:** (dropdown menu)

Desired Start Date

Encumbrance Date

Projected Fill Date

Date Authorized

Referral Program ID

Recruitment Contact

**Locations**

Location	Location Description	Primary Location
DAVID-1302	Davidson Library	<input checked="" type="checkbox"/>

Add Location

**Recruiting Locations**

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
5118	UCSB Campus	<input checked="" type="checkbox"/>	1

Add Recruiting Location

**Positions**

*Position	Position Number	Primary Position
BLANK AST 1	40066515	<input checked="" type="checkbox"/>

Add Position

**Employees Being Replaced**

*Employee ID	Name
1	

Add Employee

**Additional Job Specifications** Find | View All First 1 of 1 Last

Job Code 004724  Primary Job Code

**Staffing Information**

Region USA

Schedule Type System Default - Select Value

Regular/Temporary Not Applicable

Begin Date

End Date

Shift Not Applicable

Hours 40.00

Work Period Weekly

Travel Percentage Never or rarely

**Salary Information**

Salary Admin Plan SB Locally Assigned - PSS

From Grade X Grade X

From Step

To Grade

To Step

Salary Range From 16.795977 (Default From Job Code)

Salary Range To 26.852969 (Default From Job Code)

Pay Frequency Hour

Currency US Dollar

Add Job Code Delete Job Code

Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page

This Date Authorized field will be used by HR for the Primary Consideration End Date.

C

**Note:** The **Date Authorized** field will be used by HR recruiters to populate the primary consideration date. Hiring managers should not use the field for data entry.

### ADDING MULTIPLE POSITIONS TO A STANDARD JOB OPENING

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Exceptionally, a hiring manager may need to increase the number of the **Available Openings** field for a recruitment. TAM allows a standard job opening to have multiple positions if the added positions all have the same:

- Department
- Job Code
- Standard Hours

To add additional position numbers, follow the procedures in: Add Positions

FIGURE4 TAM 101 JOB DETAILS TAB – INCREASE AVAILABLE OPENINGS

ifuat01.universityofcalifornia.edu/--IF/TUCS3J/InFlightViewer1/70/originalRequest/DisplayLang=ENG/Proxy/FI--/p/

Oracle

Job Opening

Save | Recruiting Home | Clone | Create New | Print Job Opening

Job Opening ID 4678  
 Job Posting Title BLANK AST 3  
 Job Code 004722 (BLANK AST 3)  
 Position Number 40073620 (BLANK AST 3)

Status 006 Pending Approval  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department AASC (ARTS ADMIN SUPPORT CENTER)  
 Primary Recruiting Location 5118 (UCSB Campus)

Job Details | Qualifications | Screening | Hiring Team | Job Postings | Approvals

**Opening Information**

Job Opening Type **Standard Requisition**  
 Created By 10070202 Darrell Littleberry  
 Created 04/23/2020

\*Openings to Fill Limited Number of Openings  
 Target Openings 2  
 Available Openings 2

Establishment ID  
 Business Unit SBCMP UC Santa Barbara Campus  
 Company UCS University of California

\*Employee Classification Staff: Career  
 Department AASC ARTS ADMIN SUPPORT CENTER  
 Status Code 006 Pending Approval  
 Status Reason  
 Status Date 04/23/2020

Desired Start Date  
 Encumbrance Date  
 Projected Fill Date  
 Date Authorized 04/23/2020

Referral Program ID  
 Recruitment Contact

**Locations**

Location	Location Description	Primary Location
ELLIS-6829	Ellison Hall	<input checked="" type="checkbox"/>

Add Location

**Recruiting Locations**

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
5118	UCSB Campus	<input checked="" type="checkbox"/>	1

Add Recruiting Location

**Positions**

*Position	Position Number	Primary Position
BLANK AST 3	40073620	<input checked="" type="checkbox"/>
Undergraduate Program Advisor	40134400	<input type="checkbox"/>

Add Position

**Employees Being Replaced**

*Employee ID	Name
1	

Add Employee

**Additional Job Specifications** Find | View All First 1 of 1 Last

Job Code 004722 Primary Job Code

**Staffing Information**

Region USA  
 Schedule Type Fixed  
 Regular/Temporary Not Applicable  
 Begin Date  
 End Date  
 Shift Not Applicable  
 Hours 20.00  
 Work Period Weekly  
 Travel Percentage Never or rarely

**Salary Information**

Salary Admin Plan UCCX CX Salary Plan  
 From Grade 108 004722  
 From Step  
 To Grade  
 To Step  
 Salary Range From 23.190000 (Default From Job Code)  
 Salary Range To 33.250000 (Default From Job Code)  
 Pay Frequency Hour  
 Currency US Dollar

Add Job Code Delete Job Code

Save | Recruiting Home | Clone | Create New | Print Job Opening Top of Page

UCSBRecruiter....xlsx

Notes  
Job Aid ID 1.2

3 - ENTERING QUALIFICATIONS-THIS TAB NO LONGER AVAILABLE

Overview Hiring managers will complete **Work Experience & Education** information.  
 Navigation PeopleSoft Menu>Recruiting>Create Job Opening  
 Tab Qualifications  
 Procedures a) Select the **\*Highest Education Level**  
 b) Enter the desired number in **Years of Work Experience**

Illustrations

FIGURE5 TAM 101 JOB OPENING | QUALIFICATIONS TAB

The screenshot shows the Oracle HR system interface for entering qualifications. At the top, there are navigation links: 'Favorites', 'Main Menu', 'Recruiting', and 'Create Job Opening'. Below this is the Oracle logo and a search bar. The main content area is titled 'Job Opening' and contains a summary of job details: Job Opening ID (NEW), Job Posting Title (BLANK AST 1), Job Code (004724), Position Number (40066515), Status (005 Draft), Business Unit (SBCMP), Department (LIBR), and Primary Recruiting Location (5118). Below the summary are tabs for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', and 'Job Postings'. The 'Qualifications' tab is active, showing a table for 'Work Experience & Education'. The table has columns for '\*Highest Education Level' and 'Years of Work Experience'. A row is added with 'C-HS Graduate or Equivalent' and '1'. Red circles labeled 'a' and 'b' highlight the dropdown menu and the years input field, respectively. At the bottom, there are buttons for 'Add Work Experience and Education', 'Add Job Code', and 'Delete Job Code', along with a 'Copy Qualifications from Primary Job Code' button.

Notes **Qualifications** are no longer a tab within TAM. Please skip over this section  
 Job Aid ID 1.3

4 – SCREENING DATA (NO REQUIRED ACTION)

Overview	There is no action required of hiring managers on the <b>Screening</b> tab. Job opening-specific screening questions were deemed out of scope for our initial implementation of TAM.
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	n/a

Illustrations

FIGURE6 TAM 101 JOB OPENING | SCREENING TAB

The screenshot displays the Oracle PeopleSoft Recruiting interface for a job opening. At the top, there's a navigation breadcrumb: 'Main Menu > Recruiting > Create Job Opening'. Below this is the Oracle logo and a search bar. The main section is titled 'Job Opening' and contains several tabs: 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', and 'Start Over'. The 'Screening' tab is active, showing job details like 'Job Opening ID NEW', 'Job Posting Title BLANK AST 1', and 'Job Code 004724 (BLANK AST 1)'. A red callout bubble with the text 'Do not make changes on this tab.' points to the 'Screening' tab. Below the job details are tabs for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', and 'Job Postings'. The 'Screening' section includes 'Additional Job Specifications' with a search for 'Job Code 004724' and a 'Primary Job Code' checkbox. It features a 'Screening Questions' table with two rows: 'US Work Eligibility' (Question Order 2) and 'Eligible Working Age' (Question Order 1). Below this is an 'Applicant Screening' section with a 'Max Total Points' field set to 0 and a 'Must Pass Previous Levels' checkbox. A table shows one screening level: '1' with 'Work Eligibility'. At the bottom, there are buttons for 'Add Job Code' and 'Delete Job Code', and a 'Copy Qualifications from Primary Job Code' button. The footer contains 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', 'Start Over', and 'Top of Page'.

Notes The two questions included on the **Screening** tab are used to assess work eligibility. **Please do not make any changes to this page.**

Job Aid ID 1.4

5 - ENTERING THE HIRING TEAM

Overview The hiring team identifies key stakeholders in the recruitment process.

Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	Hiring Team
Illustrations	See <i>integrated procedures in Illustrations section.</i>

To enter the required hiring team sections for initial submittal of approval, follow the procedures below,

- a) Add recruiters by clicking the **Add Recruiter** button
  - o The recruiter may default automatically
- b) Type first name of recruiter in **\*Name** field
- c) Check on the **Primary** checkbox, as needed
- d) Add hiring managers by clicking the yellow **Add Hiring Manager** button

Follow steps b through c above to select the Hiring Manager

FIGURE7 TAM 101 JOB OPENING | HIRING TEAM TAB

The screenshot displays the Oracle PeopleSoft Recruiting interface for a job opening. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'Recruiting', and 'Create Job Opening'. Below this is the Oracle logo and a search bar. The main content area is titled 'Job Opening' and shows details for a new job opening: 'Job Opening ID NEW', 'Job Posting Title COOK', 'Job Code 005523 (COOK)', and 'Position Number 40066392 (COOK)'. It also shows 'Status 005 Draft', 'Business Unit SBCMP (UC Santa Barbara Campus)', 'Department FDSC (R & DH CARRILLO FD SVC)', and 'Primary Recruiting Location 5118 (UCSB Campus)'. Below the job details are tabs for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', and 'Job Postings'. The 'Hiring Team' tab is active, showing two sections: 'Recruiters' and 'Hiring Managers'. In the 'Recruiters' section, there is a table with columns for '\*Name', 'Recruiter ID', and 'Primary'. One recruiter is listed: 'Tori Stoeckinger' with 'Recruiter ID' 10188420 and 'Primary' checked. Below this table are two buttons: 'Add Recruiter' (highlighted with a red circle 'a') and 'Add Recruiter Team'. In the 'Hiring Managers' section, there is a table with columns for '\*Name', 'Manager ID', and 'Primary'. One hiring manager is listed: 'Darrell Littleberry' with 'Manager ID' 10070202 and 'Primary' checked. Below this table are two buttons: 'Add Hiring Manager' (highlighted with a red circle 'd') and 'Add Hiring Manager Team'. At the bottom of the interface are buttons for 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', 'Start Over', and 'Top of Page'.

### ENTER HIRING TEAM FOR INTERNAL DEPARTMENT REVIEW (OPTIONAL)

Hiring managers may want to facilitate an internal department review with other hiring managers before submitting the job opening to HR for approval.

- a) Click the yellow **Add Hiring Manager** button to add hiring managers who you want to grant access for the internal review - See Job Aid [Entering the Hiring Team](#) for more procedures. Please note that any additional hiring managers that you add, will be removed during the primary consideration phase of recruitment.
- b) Click the yellow **Save as Draft** button, instead the yellow the **Save and Submit**.

This action will assign a **Job Opening ID** with a **Status** of 'Draft'

- After about 15 minutes, the added hiring managers should see this **Job Opening ID** through the **Browse Job Openings** page.

FIGURE8 TAM 101 JOB OPENING | ADDING HIRING MANAGERS FOR INTERNAL REVIEW

Job Opening

Save and Submit | Save as Draft | Delete | Recruiting Home | Search Job Opening | Notification | Previous Job Opening | >>

Job Opening ID 4654 | Status 005 Draft  
 Job Posting Title BLANK AST 1 | Business Unit SBCMP (UC Santa Barbara Campus)  
 Job Code 004724 (BLANK AST 1) | Department DOST (DEAN OF STUDENTS)  
 Position Number 40189540 (BLANK AST 1) | Primary Recruiting Location 5118 (UCSB Campus)

Job Details | Qualifications | Screening | **Hiring Team** | Job Postings

**Assignments**

**Recruiters**

*Name	Recruiter ID	Primary
Katherine Abad	10074319	<input checked="" type="checkbox"/>

Add Recruiter | Add Recruiter Team

**Hiring Managers**

*Name	Manager ID	Primary
Maria Ayllon	10035101	<input type="checkbox"/>
Darrell Littleberry	10070202	<input checked="" type="checkbox"/>

Add Hiring Manager **a** | Add Hiring Manager Team

**Interviewers**

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

**Interested Parties**

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

**b** Save and Submit | Save as Draft | Delete | Recruiting Home | Search Job Opening | Notification | Previous Job Opening | >> Top of Page

Only include the primary HM on initial submittal.

When your internal department review is complete, remove reviewing hiring managers from the Hiring Team before submitting the job opening to HR for approval.

Notes	Add <b>Interviewers</b> and add <b>Interested Parties</b> after the primary consideration date has passed and the hiring manger is managing the job opening.
Job Aid ID	1.5

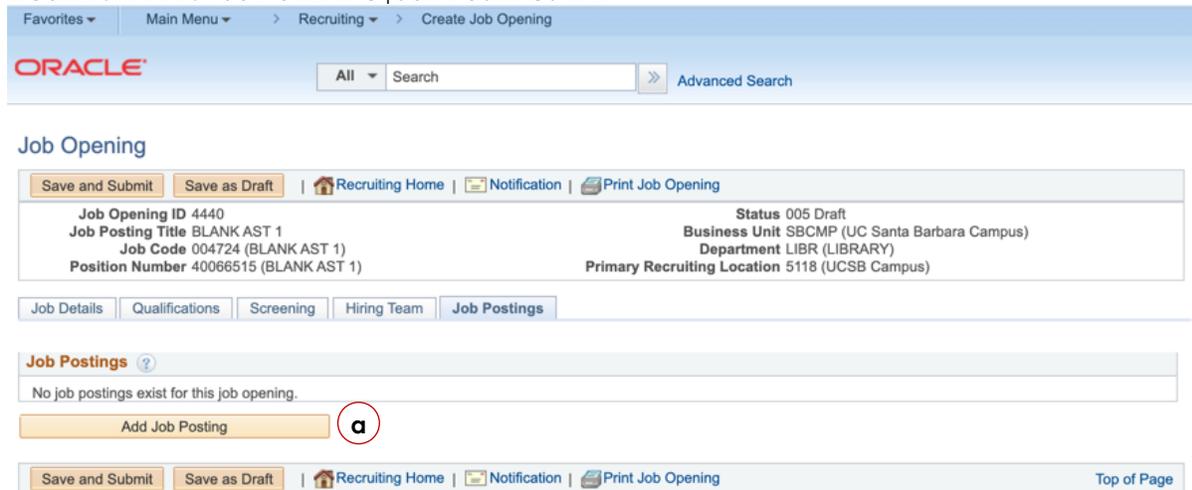
## 6 - ENTERING THE JOB POSTING

<p><b>Overview</b></p>	<p>The job posting is an integral part of the job opening that will be viewable on the Candidate Gateway(s) by applicants.</p>
<p><b>Navigation Tab</b></p>	<p>PeopleSoft Menu&gt;Recruiting&gt;Create Job Opening Job Postings</p>
<p><b>Procedures</b></p>	<p>See <i>integrated procedures in Illustrations section.</i></p>
<p><b>Illustrations</b></p>	<p>a) Click the <b>Add Job Posting</b> button from the <b>Job Postings</b> tab</p>

FIGURE9 TAM 101 REQUIRED JOB POSTING SECTIONS

Posting Sections	Required	Use Section Template	Notes
<b>Position Information</b>	X	Default	
<b>Pay &amp; Work Schedule</b>	X	Default	
<b>Summary of Job Duties</b>	X		
<b>Minimum Requirements</b>	X		
<b>Special Conditions of Employment</b>	X	Default	Include Physical Requirements (e.g., frequent heavy lifting > 50 lbs.). Omit what is not relevant.
<b>Knowledge, Skills &amp; Abilities</b>	X		
<b>Job Duties</b>	X		Include percentages, job functions, and tasks; exclude order of importance and frequency
<b>Equal Opportunity/Affirmative Action</b>	X	Default	
<b>Department Marketing Statement</b>			
<b>Desirable Requirements</b>			

FIGURE10 TAM 101 JOB OPENING | JOB POSTINGS TAB



- b) Select a section **\*Description Type** to add to the posting
- c) Select the section **\*Visibility** for the added section

- d) Select section **Template** to automatically populate information (as setups are available) or enter desired information in the section textbox
  - o Optionally use icons to format posting information
  - o Complete **Job Posting Destinations** dates for each Destination
- e) A **Remove Date** is not required and may be left blank
- f) If you enter a number in **Posting Duration (Days)**, TAM will automatically calculate and lock the **Remove Date**
- g) Preview the job posting by clicking the yellow **Preview** button

FIGURE11 TAM 101 JOB POSTINGS TAB | CREATING JOB POSTING

## 7 - PREVIEWING THE JOB POSTING

From the **Job Postings** tab, click the **Preview** button (see procedure g above) to view the job posting

- a) To view posting sections including Internal visibility, click the link to **Switch to Internal View**
- b) Once satisfied with your job opening, submit your job opening to HR for approval by clicking **Return to Previous Page** and clicking the **Save and Submit** button in the bottom left corner of the Job Opening page (not shown below) – See Submitting the Job Offer

FIGURE12 TAM 101 JOB POSTING PREVIEW

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Create Job Opening

ORACLE® All ▾ Search >> Advanced Search

### Job Description

**Job Title** BLANK AST 1

**Job ID** 999999999999999

**Location** UCSB Campus

**Full/Part Time** System Default - Select Value

**Regular/Temporary** Not Applicable

This is the preview of the job posting. Of course, your job posting will include all required and desired posting sections to create a full job posting.

[Return to Previous Page](#)

[Switch to Internal View](#)

### Share Posting Info

Want to send these Job Details to a friend?

Copy and paste the link into the body of an email and send to your friend.

Note: The link is only active while the job is open.

**b**

[Return to Previous Page](#)

**a**

[Switch to Internal View](#)

### Notes

Job Aid ID 1.6

## 8 - SUBMITTING THE JOB OPENING

Overview	The hiring manager will submit the job opening to HR for approval.
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	Job Details
Illustrations	See <i>integrated procedures in Illustrations section.</i>

- a) To save and submit your job opening for approval, click the yellow **Save and Submit** button in the bottom left corner to submit the job opening request to HR for approval

FIGURE13 TAM 101 JOB OPENING | SAVE AND SUBMIT

[Save](#) | [Recruiting Home](#) | [Clone](#) | [Create New](#) | [Print Job Opening](#)

**Job Opening ID** 2874      **Status** 006 Pending Approval  
**Job Posting Title** BLANK AST 1      **Business Unit** SBCMP (UC Santa Barbara Campus)  
**Job Code** 004724 (BLANK AST 1)      **Department** LIBR (LIBRARY)  
**Position Number** 40066515 (BLANK AST 1)      **Primary Recruiting Location** 5118 (UCSB Campus)

[Job Details](#) | [Qualifications](#) | [Screening](#) | [Hiring Team](#) | [Job Postings](#) | [Approvals](#)

**Opening Information** ?

**\*Template ID**  [Requisition Default](#)  
**Job Opening Type** Standard Requisition  
**Created By** 10070202 Darrell Consultant Littleberry  
**Created** 01/17/2020

**\*Openings to Fill**

**Target Openings**   
**Available Openings**

**Establishment ID**  
**Business Unit** SBCMP UC Santa Barbara Campus  
**Company** UCS University of California

**\*Employee Classification**

**Department** LIBR LIBRARY  
**Status Code** 006 Pending Approval  
**Status Reason**

a [Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

## 9 - ATTACHING JOB DESCRIPTION AND JOB APPROVAL FORM AFTER SUBMITTAL

After submitting the job opening, the job opening will become available again from the **Browse Job Openings** page (Status: 'Pending Approval'), the **Activity and Attachment** tab will be visible.

**Note:** Immediately after submitting the job opening, you will go back into the job and attach the **job description** as well as your **job approval form** or email. Your job will be available in the **Browse Job Openings** page.

To attach the job description after job opening submittal,

- a) Click the yellow **Add Attachment** button to attach job description and job approval form to job opening.

FIGURE14 TAM 101 MANAGE JOB OPENING | ACTIVITY & ATTACHMENTS

Oracle  
All Search Advanced Search

Manage Job Opening

Save | Return | Recruiting Home | Next | Create New | Clone | Add Note | No Category | Print Job Opening | Personalize

Job Opening ID 4642  
Job Posting Title BLANK AST 1  
Job Code 004724 (BLANK AST 1)  
Position Number 40209280 (BLANK AST 1)

Status 006 Pending Approval  
Business Unit SBCMP (UC Santa Barbara Campus)  
Department INST (INSTRUCTIONAL DEVELOPMENT)

Activity & Attachments | Details

Job History

Date	Subject	Reason	Action Taken By
04/06/2020	006 Pending Approval		Darrell Littleberry

Searches  
No searches are related to this Job Opening.

Notes  
No notes have been added to this Job Opening.

Add Note

Attachments

File Name	Description	Audience	Updated	Uploaded By
JD_Report-40209280.pdf	JD_Report-40209280.pdf		04/06/2020 2:25PM	Darrell Littleberry

Add Attachment

Expenses  
No Expenses have been added to this Job Opening.

Add Expense

Save | Return | Recruiting Home | Next | Create New | Clone | Add Note | No Category | Print Job Opening | Top of Page

### Notes

If job opening is Approved: the hiring manager will receive an email notification

If job opening is Denied: the hiring manager will

- receive an email notification
- be able to view the denial comments
- can make required change(s) and resubmit the job opening for approval

To save your work not yet ready to be submitted for approval by clicking the yellow **Save as Draft** button (next to the yellow **Save and Submit** button in bottom left corner of Job Opening page).

## 10 - VIEWING JOB POSTINGS IN CANDIDATE GATEWAYS

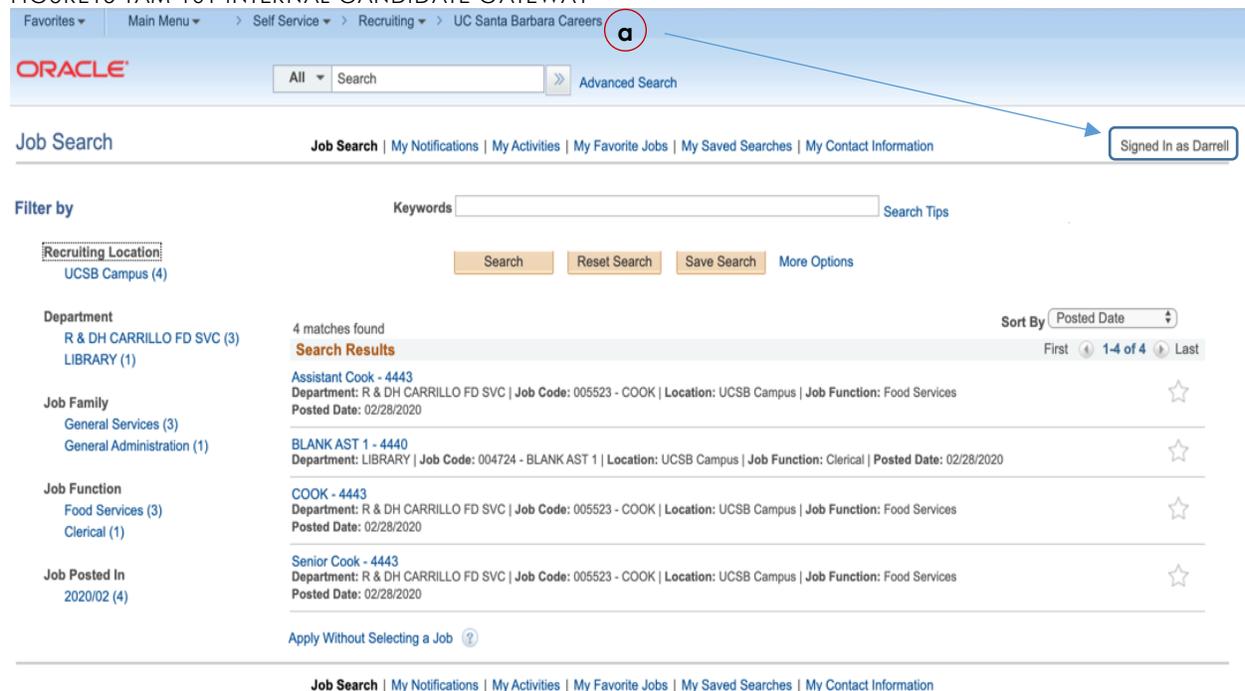
Overview	The job openings were posted to both Candidate Gateways (CG) as setup in the job opening. <ul style="list-style-type: none"> <li>o Internal CG accessed via logging into UCPATH</li> <li>o External CG accessed via web link on the world wide web</li> </ul>
Navigation	PeopleSoft Menu>Self Service>Recruiting>UC Santa Barbara Careers (Internal)
Tab	Job Search
Procedures	See <i>integrated procedures in Illustrations section.</i>
Illustrations	

**UCSB employees are internal applicants and must only use the internal CG to apply for jobs.**

Access to the internal CG is granted by logging into UCPATH. After logging into UCPATH,

- a) Navigate to Self Service>Recruiting> UC Santa Barbara Careers

FIGURE15 TAM 101 INTERNAL CANDIDATE GATEWAY



Access to the external CG is granted through a web link. External applicants will need to create a user profile to apply for jobs.

**UCSB employees should only use the internal CG to apply for jobs.**

FIGURE 16 TAM 101 EXTERNAL CANDIDATE GATEWAY

← → ↻ tucs3careerspub.universityofcalifornia.edu/psp/ucsb/EMPLOYEE/HRMS/c/HRS\_HRAM.HRS\_APP\_SCHJOB.GBL?Page=HRS\_APP\_SCHJOB&Action=U&FOCUS=Applicant&SiteId=31

UC SANTA BARBARA

Job Search Sign In | New User

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

**Filter by** Keywords  [Search Tips](#)

**Recruiting Location**  
UCSB Campus (4)

**Department**  
R & DH CARRILLO FD SVC (3)  
LIBRARY (1)

**Job Family**  
General Services (3)  
General Administration (1)

**Job Function**  
Food Services (3)  
Clerical (1)

**Job Posted In**  
2020/02 (4)

4 matches found Sort By Posted Date

**Search Results** First 1-4 of 4 Last

**Assistant Cook - 4443**  
Department: R & DH CARRILLO FD SVC | Job Code: 005523 - COOK | Location: UCSB Campus | Job Function: Food Services  
Posted Date: 02/28/2020 ☆

---

**BLANK AST 1 - 4440**  
Department: LIBRARY | Job Code: 004724 - BLANK AST 1 | Location: UCSB Campus | Job Function: Clerical | Posted Date: 02/28/2020 ☆

---

**COOK - 4443**  
Department: R & DH CARRILLO FD SVC | Job Code: 005523 - COOK | Location: UCSB Campus | Job Function: Food Services  
Posted Date: 02/28/2020 ☆

---

**Senior Cook - 4443**  
Department: R & DH CARRILLO FD SVC | Job Code: 005523 - COOK | Location: UCSB Campus | Job Function: Food Services  
Posted Date: 02/28/2020 ☆

[Apply Without Selecting a Job](#) ?

Notes

Job Aid ID

The external CG is denoted by the www web address while the internal CG has UCPath self-service navigation instead.

10.1

## STEP 1B - CREATING A CONTINUOUS JOB OPENING

Overview	Hiring managers may need to create job openings to recruit for multiple positions. Most of the steps are the same as creating a standard job opening but there are a few differences.
Navigation Tab	PeopleSoft Menu>Recruiting>Create Job Opening
Procedures	Job Postings
Illustrations	See <i>integrated procedures in Illustrations section.</i>

- a) Select '[Continuous Job Opening](#)' for the **Job Opening Type**
- b) Click the yellow **Continue** button

FIGURE17 TAM 101 CREATE JOB OPENING | PRIMARY JOB OPENING PAGE - CONTINUOUS

The screenshot displays the 'Primary Job Opening Information' page in Oracle PeopleSoft. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Recruiting > Create Job Opening'. Below this is the Oracle logo and a search bar with 'All' selected and 'Advanced Search' button. The main section is titled 'Primary Job Opening Information' and contains a 'Recruiting Home' link. The 'Job Details' section includes the following fields:
 

- Job Opening Type:** A dropdown menu set to 'Continuous Job Opening', with a circled 'a' next to it.
- \*Business Unit:** A text field containing 'SBCMP' with a magnifying glass icon and the text 'UC Santa Barbara Campus'.
- Department:** A text field with a magnifying glass icon.
- Position Number:** A text field with a magnifying glass icon.
- Job Code:** A text field with a magnifying glass icon.
- Recruiting Location:** A text field containing '5118' with a magnifying glass icon and the text 'UCSB Campus'.
- \*Job Posting Title:** A text field containing 'Multiple Cooks Needed'.

 Below the 'Job Details' is the 'Profile Details' section, which contains a 'Job Profile' table with columns for 'Profile ID', 'View Profile', and a trash icon. At the bottom of the page, there is a yellow 'Continue' button with a circled 'b' next to it.

## 1 - ADDING MULTIPLE POSITION NUMBERS

- c) Click the yellow **Add Position** button to add position numbers

FIGURE18 TAM 101 CONTINUOUS JOB OPENING | JOB DETAILS TAB - POSITIONS SECTION

Oracle HR System - Create Job Opening

Referral Program ID:

Recruitment Contact:

**Locations**

*Location	Location Description	Primary Location
ELLIS-6829	Ellison Hall	<input checked="" type="checkbox"/>

**Recruiting Locations**

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
5118	UCSB Campus	<input checked="" type="checkbox"/>	1

**Positions**

*Position	Position Number	Primary Position
COOK	40066392	<input checked="" type="checkbox"/>
COOK AST	40066393	<input type="checkbox"/>
COOK SR	40070247	<input type="checkbox"/>

**Employees Being Replaced**

*Employee ID	Name
1	

**Additional Job Specifications**

Job Code: 005523  Primary Job Code

Staffing Information

Region: USA

## 2 - COMPLETING JOB DETAILS

d) Complete **Job Detail** tab by entering these required fields for multiple positions:

- **Salary Range From**
- **Salary Range To**
- **Pay Frequency**
- **Currency**

When the job opening is saved/submitted, the message below will appear if the fields above are not populated.

FIGURE19 TAM 101 CONTINUOUS JOB OPENING - ERROR MESSAGE

Message

---

Please enter Salary Range from, Salary Range To, Pay Frequency and Currency for Primary Job Code

FIGURE20 TAM 101 CONTINUOUS JOB OPENING | JOB DETAILS - REQUIRED SALARY INFORMATION

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Create Job Opening  
**ORACLE** All Search [ ] >> Advanced Search  
 1 [ ] [ ]  
 Add Employee  
**Additional Job Specifications** ? Find | View All First 1 of 3 Last  
 Job Code 005523 [ ]  Primary Job Code  
**Staffing Information** ?  
 Region USA [ ]  
 Schedule Type Variable ▾  
 Regular/Temporary Not Applicable ▾  
 Begin Date [ ] [ ]  
 End Date [ ] [ ]  
 Shift Not Applicable ▾  
 Hours 40.00  
 Work Period Weekly ▾  
 Travel Percentage Never or rarely ▾  
**Salary Information** ?  
 Salary Admin Plan UCSX [ ] SX Salary Plan  
 From Grade 133 [ ] 005523  
 From Step [ ] [ ]  
 To Grade [ ] [ ]  
 To Step [ ] [ ]  
 Salary Range From 19,000.000000 (Default From Job Code)  
 Salary Range To 55,000.000000 (Default From Job Code)  
 Pay Frequency Bi-weekly ▾  
 Currency US Dollar ▾  
 Add Job Code Delete Job Code  
 Save and Submit Save as Draft | Recruiting Home | Notification | Start Over Top of Page

Hiring managers will then enter the **Hiring Team** as described for the standard job opening – See Job Aid [Entering the Hiring Team](#) for more procedures. After entering the hiring team, the hiring manager will move on to creating the job posting.

e) Add the job posting by clicking the **Add Job Posting** button

FIGURE21 TAM 101 CONTINUOUS JOB OPENING | JOB POSTINGS TAB

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Create Job Opening  
**ORACLE** All ▾ Search >> Advanced Search

**Job Opening**  
 Save and Submit Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW Status 005 Draft  
 Job Posting Title COOK Business Unit SBCMP (UC Santa Barbara Campus)  
 Job Code 005523 (COOK) Department FDSC (R & DH CARRILLO FD SVC)  
 Position Number 40066392 (COOK) Primary Recruiting Location 5118 (UCSB Campus)

Job Details Qualifications Screening Hiring Team **Job Postings**

**Job Postings** ?  
 No job postings exist for this job opening.

Add Job Posting **e**

Save and Submit Save as Draft | Recruiting Home | Notification | Start Over Top of Page

- f) Enter the job **\*Posting Title** and follow the instructions in the Creating a Job Opening
- For multiple positions, you must create a job posting (e.g., if there were multiple cook positions all at the same level) but you may create multiple job postings (i.e., one for each level of a multiple level recruitment).
- g) Click the yellow **OK** button after you have finished adding and entering all of your job Posting Descriptions and **Job Posting Destination** information.

FIGURE22 TAM 101 CONTINUOUS JOB POSTING | POSTING INFORMATION PAGE

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Create Job Opening  
**ORACLE** All ▾ Search >> Advanced Search

**Posting Information**  
**Job Postings** ?  
 Posting Title COOK

**Job Descriptions** ?  
 \*Description Type Position Information Template  
 \*Visibility Internal and External

This is where the job posting information is entered for this Position Information section.

Add Posting Description Delete Posting Description

**Job Posting Destinations** ?

Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Company Website	Internal Posting	0 - On Approval Date	02/27/2020		
Company Website	External Posting	0 - On Approval Date	02/27/2020		

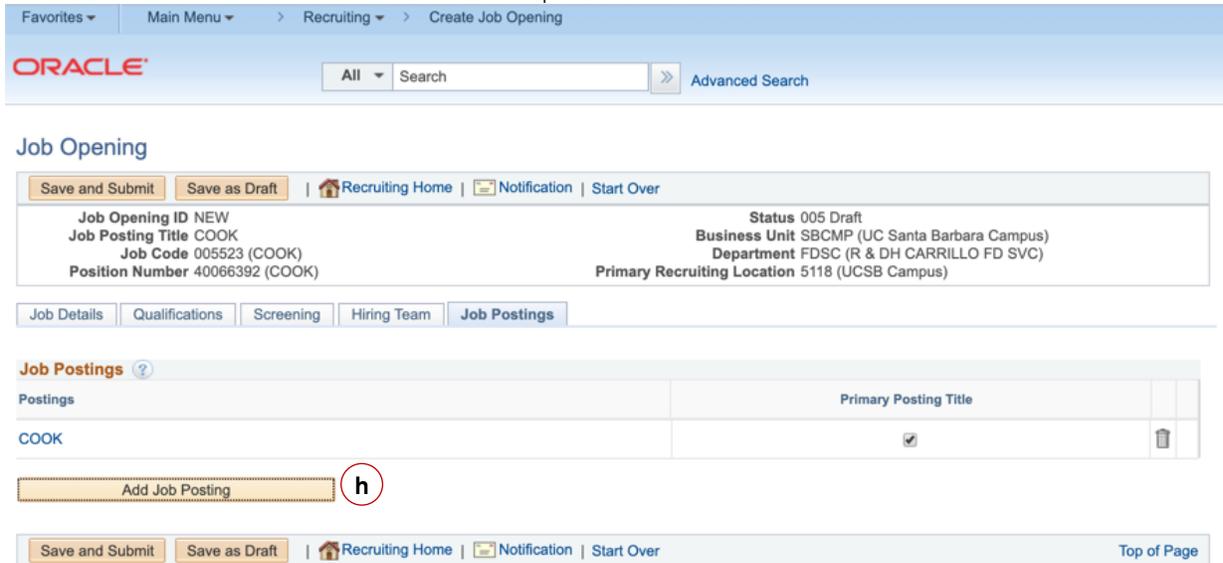
Add Posting Destination

**g** OK Cancel Preview

### 3 - ADDING JOB POSTING FOR EACH POSITION

h) Click the yellow **Add Job Posting** button to add the next job posting if desired

FIGURE23 TAM 101 CONTINUOUS JOB OPENING | JOB POSTINGS TAB



Repeat steps e – h above to add additional job posting as desired.

The illustration below is adding a second job posting for the [Assistant Cook](#) level. When you've finished creating the job opening, click the yellow **Save and Submit** button to submit to HR for approval.

FIGURE24 TAM 101 CONTINUOUS JOB OPENING | POSTING INFORMATION PAGE

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Create Job Opening](#)

[Advanced Search](#)

### Posting Information

**Job Postings** [?](#)

\*Posting Title

**Job Descriptions** [?](#) First 1 of 1 Last

\*Description Type  Template

\*Visibility

This is where the position information will be entered for the Assistant Cook level of this recruitment.

**Job Posting Destinations** [?](#)

Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Company Website	<input type="text" value="Internal Posting"/>	<input type="text" value="0 - On Approval Date"/>	02/27/2020	<input type="text"/>	<input type="text"/>
Company Website	<input type="text" value="External Posting"/>	<input type="text" value="0 - On Approval Date"/>	02/27/2020	<input type="text"/>	<input type="text"/>

## 4 - VIEWING MULTIPLE JOB POSTINGS

This illustration shows the result of adding a job posting for each cook level.

FIGURE25 TAM 101 CONTINUOUS JOB OPENING | JOB POSTINGS TAB -JOB POSTINGS SECTIONS

### Notes

Job Aid ID

1B.1

## JOB OPENING PROCESS NOTIFICATIONS

Item 1 Email Notification  
The hiring manager will receive an email notification when a job opening is successfully submitted to HR for approval.

Screenshot

FIGURE26 TAM 102 – JOB OPENING SUBMITTED EMAIL

Item 2 Below is the Approval email notification

sent to the  
submitter

FIGURE27 TAM 102 JOB OPENING APPROVED EMAIL

Job Opening ID (2874) BLANK AST 1 has been Approved Inbox x  



**tucs3j@universityofcalifornia.edu**

to darrell.littleberry ▾

5:44 PM (1 minute ago) ☆ ↶ ⋮

The following Job Opening has been "Approved".

Job Opening ID: 2874

Posting Title: BLANK AST 1

To view this Job Opening, visit:

[https://drpuat01.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/HRM\\_HRS\\_JOB\\_OPENING.GBL?Page=HRS\\_JOB\\_OPENING&Action=U&HRS\\_JOB\\_OPENING\\_ID=2874](https://drpuat01.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/HRM_HRS_JOB_OPENING.GBL?Page=HRS_JOB_OPENING&Action=U&HRS_JOB_OPENING_ID=2874)

↶ Reply

➦ Forward

### NEXT PROCESS STEP

HR will need to disposition (approve or deny) the job opening request.

---

## COURSE 102 - MANAGING JOB OPENING

---

### STEP 4 – REVIEWING & DISPOSITIONING APPLICANTS

---

Hiring managers review the application and related information provided by the applicant through the application process. After the primary consideration date has passed, hiring managers will be able to manage their job openings.

#### Process Parameters

Let's review the process parameters.

<b>Inputs</b>	<b>Process Impact</b>	<b>Result</b>
<i>Primary consideration date for applications has passed</i> <ul style="list-style-type: none"><li>• <i>Check with HR for questions about PC period</i></li></ul>	Hiring managers will be able to view the job opening via Browse Job Openings	Applicants who are associated with the job opening can be reviewed and managed

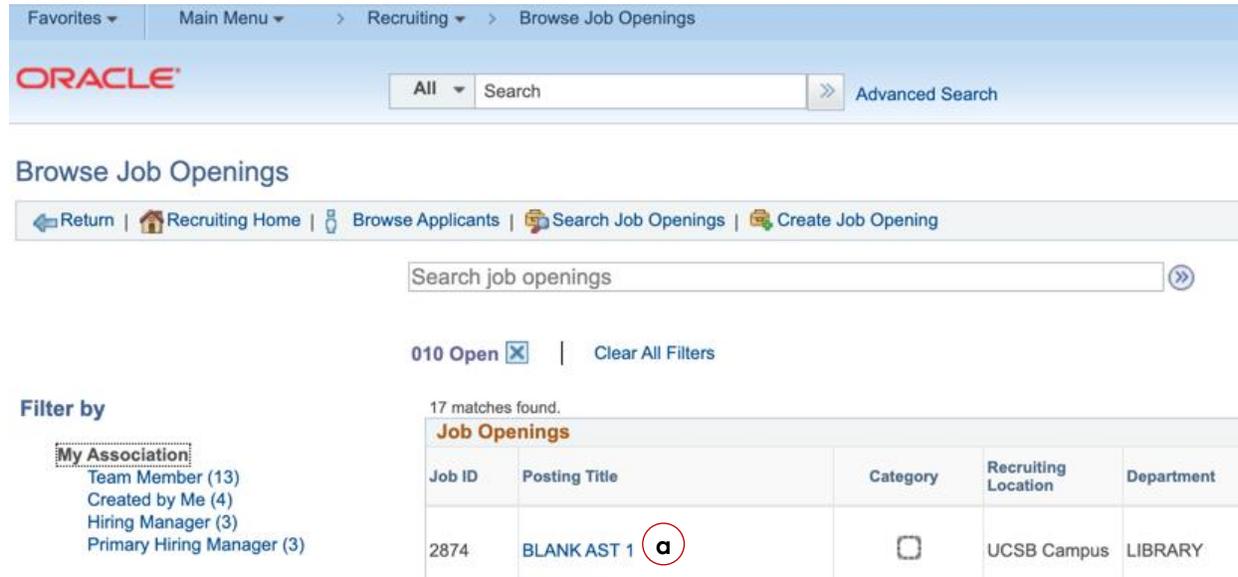


With this process input secured, let's review how to manage the job opening including reviewing applicant data, dispositioning applicants, scheduling interviews and more.

1 - SELECT JOB OPENING TO MANAGE

Overview Hiring managers can select the desired job opening to manage.  
 Navigation PeopleSoft Menu>Recruiting>Browse Job Openings  
 Tab n/a  
 Procedures a) click the blue **Posting Title** link to manage the job posting  
 Illustrations

FIGURE28 TAM 102 BROWSE JOB OPENINGS PAGE



Notes To see a job opening, you may need to click the **Clear All Filters** link above as the page defaults to **Open** jobs.  
 Job Aid ID 4.1

## 2 - MANAGE JOB OPENING

Overview	From the <b>Manage Job Opening</b> component, hiring managers will be able to comprehensively manage all recruitment functions.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See the Job Opening Functions below.
Illustrations	

Below is the **Manage Job Opening** component (also referred to as the **HM Workbench**)

FIGURE29 TAM 102 HM WORKBENCH

## 3 - UPDATING THE HIRING TEAM

After the primary consideration date, hiring managers will be able to add interviewers, interested parties and other hiring managers as desired to their hiring team.

- Click the **Details** tab
- Click the **Hiring Team**
- Click the yellow **Add Hiring Manager** button to add additional hiring managers
- Click the yellow **Add Interviewer** button to add interviewers
- Click the yellow **Add Interested Party** button to add interested parties

FIGURE30 TAM 102 HM WORKBENCH | DETAILS TAB - HIRING TEAM

**Job Opening**

Save | Return | Recruiting Home | Clone | Create New | Previous Job Opening | Next Job Opening

Job Opening ID 4443      Status 110 Filled/Closed  
 Job Posting Title COOK      Business Unit SBCMP (UC Santa Barbara Campus)  
 Job Code 005523 (COOK)      Department FDSC (R & DH CARRILLO FD SVC)  
 Position Number 40066392 (COOK)      Primary Recruiting Location 5118 (UCSB Campus)

Applicants | Applicant Screening | Activity & Attachments | **Details**

Job Details | Qualifications | Screening | **Hiring Team** | Job Postings | Approvals

**Assignments**

**Recruiters**

*Name	Recruiter ID	Primary
Katherine Abad	10074319	<input checked="" type="checkbox"/>

Add Recruiter      Add Recruiter Team

**Hiring Managers**

*Name	Manager ID	Primary
Darrell Littleberry	10070202	<input checked="" type="checkbox"/>

Add Hiring Manager      Add Hiring Manager Team

**Interviewers**

No Interviewers have been added to this Job Opening

Add Interviewer      Add Interviewer Team

**Interested Parties**

*Name	Empl ID
Maria Ayllon	10035101

Add Interested Party      Add Interested Parties Team

Save | Return | Recruiting Home | Clone | Create New | Previous Job Opening | Next Job Opening      Top of Page

Notes

Interviewers listed in the hiring team will automatically default into the **Schedule Interview** page. You can delete defaulted interviewers and add new interviewers in the **Schedule Interview** page.

Interviewer who are listed in the **Schedule Interview** page will automatically be able to complete an interview evaluation via Self-Service. If you do not want interviewers to complete an interview evaluation in TAM, delete them from the **Schedule Interview** page.

Interviewers listed in the **Hiring Team** tab, are NOT automatically given the ability to complete an interview evaluation via Self-Service.

Job Aid ID

4.2

## 4 - JOB OPENING FUNCTIONS

Overview	The <b>Manage Job Opening</b> component is the hub for recruiting functions.
Navigation Action Procedures	<p>PeopleSoft Menu&gt;Recruiting&gt;Browse Job Openings</p> <p>Click the blue <b>Posting Title</b> link</p> <p>Click</p> <ol style="list-style-type: none"> <li><b>Application</b> icon to review applicant's application</li> <li><b>Resume</b> icon to review applicant's resume</li> <li><b>Interest</b> icon to rate interest in the applicant</li> <li><b>Mark Reviewed</b> icon to denote the applicant has been reviewed</li> <li><b>Route</b> icon – <b>option not functional for hiring managers</b></li> <li><b>Interview</b> icon to schedule an interview for the applicant</li> <li><b>Reject</b> icon to end the recruitment process for the applicant</li> <li><b>Print</b> icon to generate a printable PDF report of applicant information</li> <li><b>Other Actions</b> sub-menu to execute downstream processing functions such as submitting a background check or to prepare the applicant for hire</li> </ol>
Illustrations	

FIGURE31 TAM 102 RECRUITING FUNCTIONS

Type	Disposition	Disposition Reason	Application Date	SPC	<b>a</b> Application	<b>b</b> Resume	<b>c</b> Interest	<b>d</b> Mark Reviewed	<b>e</b> Route	<b>f</b> Interview	Reject	Print	Other Actions <b>i</b>
External	Applied		01/21/2020								<b>g</b>	<b>h</b>	

Notes	
Job Aid ID	4.4

## 5 - JOB OPENING FILTERS

Overview	The manage job opening filters automatically tracks the applicant pool based on where they are in the recruitment process.
Navigation Action Procedures	<p>PeopleSoft Menu&gt;Recruiting&gt;Browse Job Openings</p> <p>Click the blue <b>Posting Title</b> link</p> <p>Click</p> <ol style="list-style-type: none"> <li><b>All</b> to see the total applicant pool</li> <li><b>Applied</b> to see applicants who completed the application process</li> <li><b>Reviewed</b> to see applicants who have been marked reviewed</li> <li><b>Screen</b> to see applicants who have been screened</li> <li><b>Route</b> to see applicants who have been route to others for response</li> <li><b>Interview</b> to see applicants who are in the interview stage of the process</li> <li><b>Offer</b> to see applicants who are in the job offer stage of the process</li> <li><b>Hire</b> to see applicants who were hired for this job opening</li> </ol>

- i) **Hold** to see applicants who on hold in the process (usually used to hold second choice candidate pending offer of 1st choice)
- j) **Reject** to see applicants who have been rejected thus ending their candidacy
- k) **UC Work Experience** to see applicants who indicated they have UC prior work experience

Illustrations

FIGURE32 TAM 102 PROCESS FILTERS



Below are the visible statuses seen by the applicant in the Candidate Gateway through the process.

FIGURE33 TAM 102 CANDIDATE GATEWAY APPLICANT VISIBLE STATUSES

Code	Disposition Reason	Corresponding Status Visible in Candidate Gateway
	Draft	Not Submitted
	Applied	Application Received
	Reviewed	Application under Review
	Screen	Application under Review
	Route	Application under Review
	Hold	Application under Review
	Interview	Routed for Further Consideration
	Offer	Offer
	Offer Accepted	Offer Accepted
	Ready to Hire	Hire in Progress
	Hired	Hired
	Reject	No Longer Under Consideration
	Withdrawn	No Longer Under Consideration

The applicant, Darrell, can see the **Status** field in the Candidate Gateway under the **My Activities** link.

FIGURE34 TAM 102 CANDIDATE GATEWAY | MY ACTIVITIES

My Activities [Job Search](#) | [My Notifications](#) | **My Activities** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#) Signed In as Darrell | [Sign Out](#)

Display applications from All Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
COOK	4443	Ellison Hall	No Longer Under Consideration	03/04/2020 9:04AM	03/04/2020 9:04AM	<a href="#">Withdraw</a>
BLANK AST 2 Needed!	4599	Environmental Health & Safety	Not Submitted	03/30/2020 6:19PM		<a href="#">Withdraw</a>
BLANK AST 2	4626	University Center	Hire in Progress	03/30/2020 7:35PM	03/30/2020 7:35PM	<a href="#">Withdraw</a>
Front Office	4616	Ellison Hall	Not Submitted	04/06/2020 12:54PM		<a href="#">Withdraw</a>
Front Office	4616	Ellison Hall	Not Submitted	04/06/2020 12:56PM		<a href="#">Withdraw</a>
EXEC AST 3	4653	Bio Sciences Annex	Offer Accepted	04/07/2020 5:34PM	04/07/2020 5:34PM	<a href="#">Withdraw</a>
Reception	4615	Santa Cruz Island Reserve	Offer Accepted	04/07/2020 6:05PM	04/07/2020 6:05PM	<a href="#">Withdraw</a>
BLANK AST 2 Needed!	4599	Environmental Health & Safety	Application Under Review	04/15/2020 4:32PM	04/15/2020 4:32PM	<a href="#">Withdraw</a>

Notes	The filtered tabs automatically populate based on the Disposition status value.
Job Aid ID	4.5

## 6 - APPLICATION & RESUME REVIEW

Overview	Hiring managers will be able to review applicant information clicking the appropriate icon.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	<ul style="list-style-type: none"> <li>a) Click <b>Application</b> icon to review the applicant's application</li> <li>b) Click <b>Resume</b> icon to review the applicant's resume</li> </ul>



### Illustrations

FIGURE35 TAM 102 HM WORKBENCH | APPLICATION AND RESUME REVIEW ICONS

Manage Job Opening

Job Opening ID 2874  
 Job Posting Title BLANK AST 1  
 Job Code 004724 (BLANK AST 1)  
 Position Number 40066515 (BLANK AST 1)

Status 010 Open  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department LIBR (LIBRARY)

All (1)	Applied (1)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Experience (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------	------------------------

Select	Application Score	Assessment Status	Attachment	Darrell Applicant Littleberry	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application <b>a</b>	Resume <b>b</b>	Interest	Mark Review
<input type="checkbox"/>				Darrell Applicant Littleberry	70389	External	Applied		01/21/2020				☆☆☆X	

This is the page that appears when you click the **Application** icon.

FIGURE36 TAM 102 HM WORKBENCH | MANAGE APPLICATION PAGE

The screenshot displays the Oracle HR Workbench interface for managing an application. It is divided into several sections:

- Applicant Information:** Name: Reese Witherspoon, Applicant ID: 144176, Status: 010 Active, Jobs Applied: 4. Contact info: Phone 703/901-4737, Email lori.stoeckinger@hr.ucsb..., Address 1234 Los Olivos Santa Barbara, CA 93105.
- Job Opening Information:** Job Opening ID: 4443, Job Posting Title: COOK, Job Code: 005523 (COOK), Recruiter: Katherine Abad, Hiring Manager: Darrell Littleberry, Salary Range: 19,000.00 to 55,000.00 USD/Bi-w.
- Process Application:** Disposition: 110 Reject, Reason: Candidate pool identified, Date: 04/02/2020. Includes buttons for Interest, Mark Reviewed, Interview, and Reject.
- Attachments:** A table listing attachments:
 

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Copy and Pasted Resume	Actress	Resume			03/04/2020 10:33AM
This_is_my_cover_letter.p...	This_is_my_co ver_letter.pdf	Cover Letters		Reese Witherspoon	03/04/2020 10:33AM
- Personal Information & Preferences:** Includes fields for POI Type, Eligible to Work in U.S., Are you a former employee, Previous Termination Date, Desired Start Date, Regular/Temporary, Full/Part-Time, Willing to Relocate, and Willing to Travel.

**Notes** As noted Figure 36, You can view additional attachments (resume/cover letter) in the attachment section of the application.

**Job Aid ID** 4.6

## 7 - PRINTING APPLICANT INFORMATION

### Overview

Hiring manager may **Print** applicant's application information. Printing applicant information allows hiring managers to see what content are available and select desired information. Below is just a sample of what is available.

### Navigation Action Procedures

PeopleSoft Menu>Recruiting>Browse Job Openings

Click the blue **Posting Title** link

- a) Click the **Print** icon



- b) Select the application report options to print on the report
- c) Click the yellow **Generate Report** button in the bottom left corner of the page

### Illustrations

FIGURE37 TAM 102 PRINT ICON

Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020										Other Actions



FIGURE38 TAM 102 PRINT APPLICATION REPORT OPTIONS

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Browse Job Openings](#) > [Manage Job Opening](#)

[Advanced Search](#)

### Application Report Options

**Applicant Name** Darrell Applicant Littleberry  
**Applicant ID** 70389  
**Disposition** 010 Applied

**Job Posting Title** BLANK AST 1  
**Job Opening ID** 2874



Select	Application Detail	Content Available
<input type="checkbox"/>	Preferences	✓
<input type="checkbox"/>	Referral Sources	
<input type="checkbox"/>	Work Experience	✓
<input type="checkbox"/>	Education Level	✓
<input type="checkbox"/>	Training	
<input type="checkbox"/>	Degrees	✓
<input type="checkbox"/>	Honors and Awards	

Select	Questionnaire Type	Content Available
<input type="checkbox"/>	Basic Screening	
<input type="checkbox"/>	Basic Eligibility	
<input type="checkbox"/>	Minimum Qualifications	
<input type="checkbox"/>	Quality Ranking	
<input type="checkbox"/>	Preliminary	
<input type="checkbox"/>	Final	
<input type="checkbox"/>	Pre Screening	

FIGURE39 TAM 102 PRINT APPLICATION | GENERATE REPORT BUTTON

Exclude sections with no content available  
 Save My Selections

**Generate Report**

[Return to Previous Page](#)



PRINT MULTI-APPLICANT PACKAGE

You can create an information package for multiple selected applicants that will be emailed to you using the following steps.

- a) Click on the checkboxes for the desired applicants
- b) Click the **Group Actions** link
- c) Select 'View Applications'
- d) Click the yellow **OK** button

FIGURE40 TAM 102 HM WORKBENCH | VIEW APPLICATIONS

Manage Job Opening

Job Opening ID 4443  
 Job Posting Title COOK  
 Job Code 005523 (COOK)  
 Position Number 40066392 (COOK)

Status 110 Filled/Closed  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department FDSC (R & DH CARRILLO FD SVC)

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experience (1)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------	------------------------

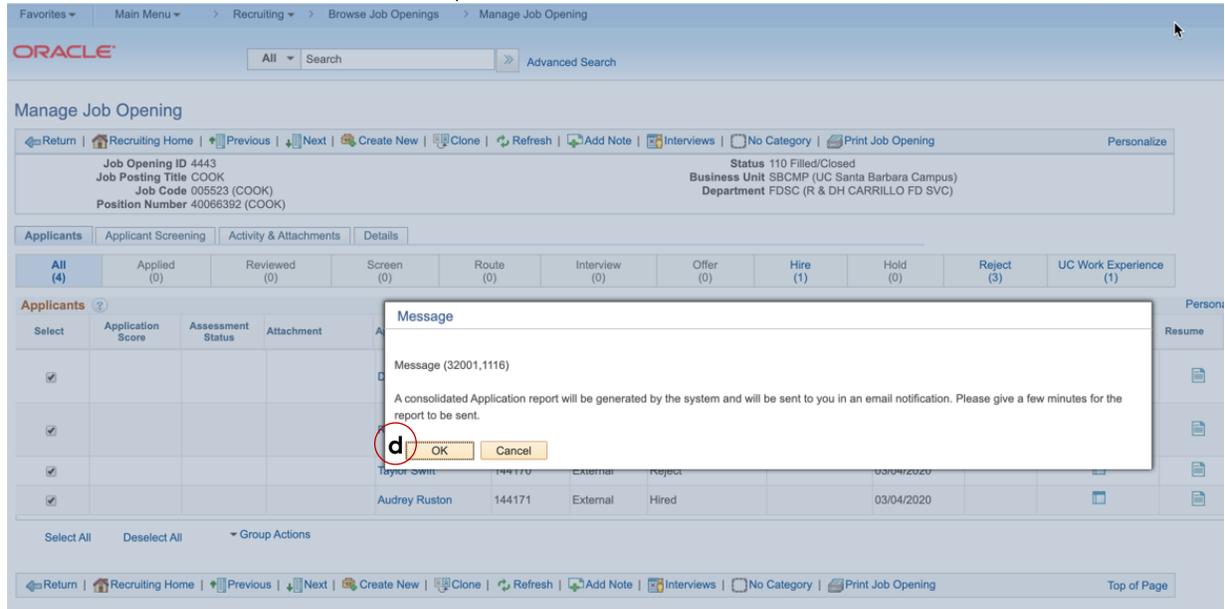
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
<input checked="" type="checkbox"/>				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020			
<input checked="" type="checkbox"/>				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020			
<input checked="" type="checkbox"/>				Taylor Swift	144170	External	Reject		03/04/2020			
<input checked="" type="checkbox"/>				Audrey Ruston	144171	External	Hired		03/04/2020			

Group Actions

- Recruiting Actions
- Applicant Actions
  - Mark Reviewed
  - Manage Interviews
  - Create Interview Evaluation
  - Reject Applicant
  - Print Applications
  - View Applications

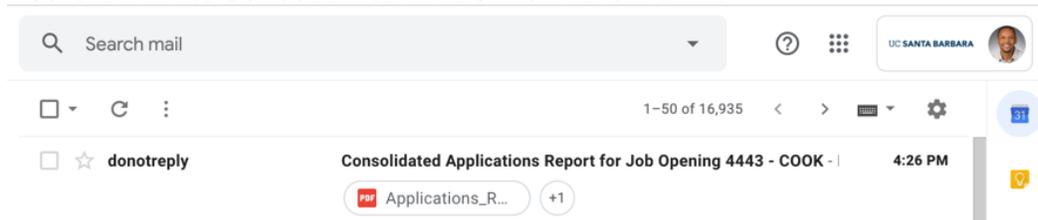
Below is the message after selecting the 'View Applications' option.

FIGURE41 TAM 102 VIEW APPLICATIONS | CONSOLIDATED REPORT MESSAGE



Below is the consolidated application package email with the attached PDF report of the applicant's information (includes the job posting and each applicant's application, resume and cover letter as provided).

FIGURE42 TAM 102 CONSOLIDATED APPLICATION REPORT EMAIL



Notes  
Job Aid ID 4.7

## 8 - DISPOSITIONING APPLICANTS

Overview  
Navigation  
Action  
Procedures

Hiring Managers will disposition or move applicants through the recruitment by changing their process status.  
PeopleSoft Menu>Recruiting>Browse Job Openings  
Click the blue **Posting Title** link  
From there, hiring managers can disposition applicants by clicking the appropriate icon to:

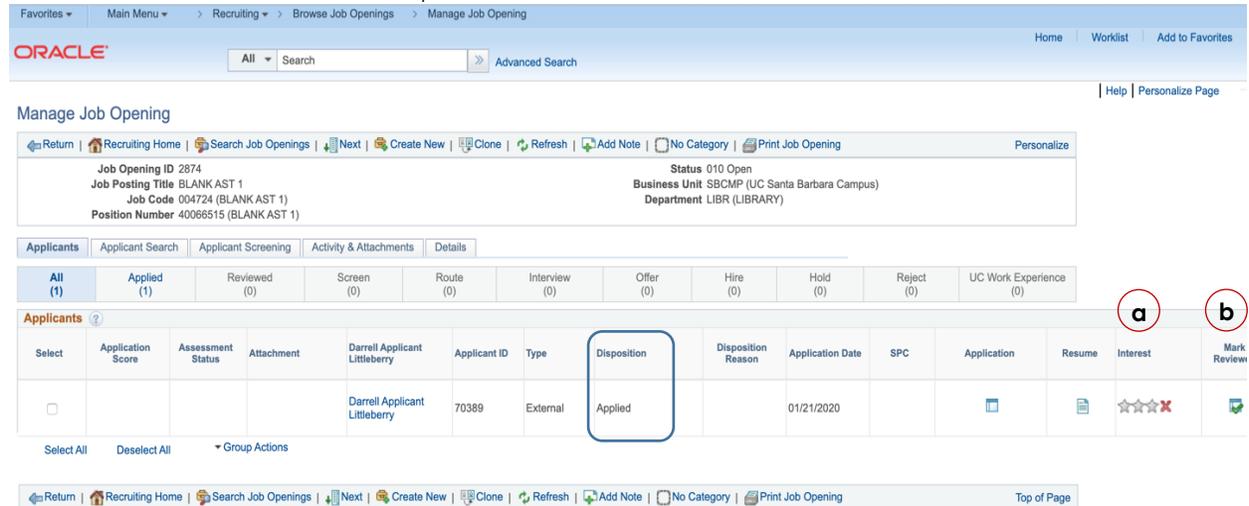
- Rate **Interest** to denote your enthusiasm level in the applicant
- Mark Reviewed** so you know that you've reviewed the applicant

- c) **Route** applicants
  - a. **Note:** Hiring managers will not be able to **Route** applicants
- d) **Schedule Interview** to enter interview details
- e) **Reject** them to end their application process

Illustrations

This represents where the applicant is in the recruitment process.

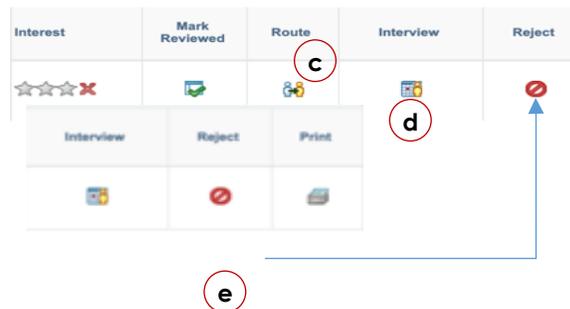
FIGURE43 TAM 102 HM WORKBENCH | DISPOSITION FIELD



This presentation of disposition icons is available when viewing the application by clicking the **Application** icon.

These icons are available to the right in the screenshot above.

FIGURE44 TAM 102 INTERVIEW AND REJECT ICON



Notes

Job Aid ID 4.8

9 - OTHER ACTIONS FOR APPLICANTS

Overview	Post candidate selection, hiring managers will be able to be perform additional functions.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link

Procedures

a) Click the **Other Actions** sub-menu

Personalize | Find | View All | First 1 of 1 Last

Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020										Other Actions <b>a</b>

**Recruiting Actions**

Step	Key Inputs	Input Notes
1	Create Interview Evaluation	Allows the entry of an interview evaluation
2	Prepare Job Offer	This will not be available for hiring managers
3	Withdraw Application	This will not be available for hiring managers
4	Edit Application Details	This will not be available for hiring managers
5	Edit Disposition	Allows the Disposition status to be changed

**Applicant Actions**

Step	Key Inputs	Input Notes
1	Add Applicant to List	This will not be available for hiring managers
2	Change Applicant Status	This will not be available for hiring managers
3	Forward Applicant	This will not be available for hiring managers
4	Link Applicant to Job	This will not be available for hiring managers
5	Manage Applicant Checklists	This will not be available for hiring managers
6	Pre-Employment Check	Submit background check
7	Send Correspondence	Send email to applicant

Illustrations

FIGURE45 TAM 102 HM WORKBENCH | OTHER ACTIONS

FIGURE46 TAM 102 OTHER ACTIONS - RECRUITING ACTIONS

A screenshot showing a dropdown menu for 'Recruiting Actions'. The menu is open, displaying the following options: Create Interview Evaluation, Prepare Job Offer, Withdraw Application, Edit Application Details, and Edit Disposition. The 'Recruiting Actions' header is highlighted in blue.

FIGURE47 TAM 102 OTHER ACTIONS - APPLICANT ACTIONS

A screenshot showing a dropdown menu for 'Applicant Actions'. The menu is open, displaying the following options: Add Applicant to List, Change Applicant Status, Forward Applicant, Link Applicant to Job, Manage Applicant Checklists, Pre-Employment Check, and Send Correspondence. The 'Applicant Actions' header is highlighted in blue.

**Notes** Some menu actions shown may not be available to hiring managers by design.

**Job Aid ID** 4.9

## 10 - GROUP ACTIONS FOR APPLICANTS

Overview	Hiring managers will be able to take some actions for a group of selected applicants to streamline management and save time.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

Some recruiting and applicant actions can be executed for a group of selected applicants.

- a) Select checkboxes for desired applicants
- b) Click the **Group Actions** link
- c) Select 'Recruiting Actions'
- d) Select the desired menu action

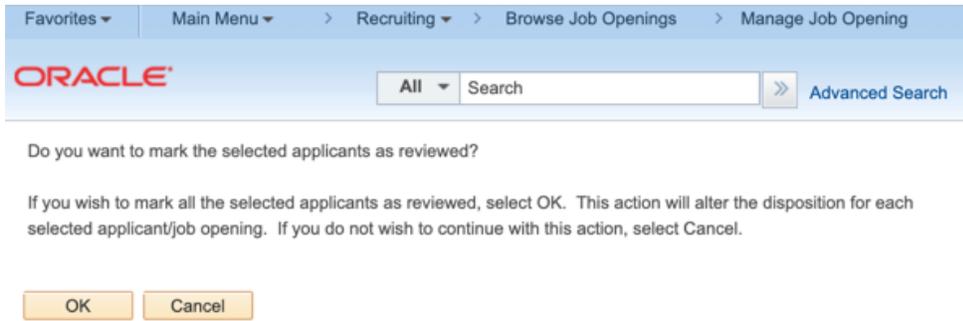
FIGURE48 TAM 102 HM WORKBENCH | GROUP RECRUITING ACTIONS

The screenshot shows the Oracle HR Workbench interface for 'Manage Job Opening'. At the top, there are navigation tabs: 'Applicants', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below this is a summary bar with job details: Job Opening ID 4440, Job Posting Title BLANK AST 1, Job Code 004724 (BLANK AST 1), Position Number 40066515 (BLANK AST 1), Status 105 Pending Hire, Business Unit SBCMP (UC Santa Barbara Campus), and Department LIBR (LIBRARY). Below the summary bar is a table with columns: All (2), Applied (0), Reviewed (0), Screen (0), Route (0), Interview (1), Offer (1), Hire (0), Hold (0), Reject (0), and UC Work Experience (2). The main table lists two applicants: Audrey Ruston (Application Score 144171, Disposition Offer) and Beyoncé Knowles (Application Score 144174, Disposition Interview). Both rows have checkboxes in the 'Select' column, with a red circle 'a' around the first checkbox. Below the table, there are 'Select All' and 'Deselect All' buttons, and a 'Group Actions' dropdown menu. The dropdown menu is open, showing 'Recruiting Actions' and 'Applicant Actions'. Under 'Recruiting Actions', there is a red circle 'c' around the 'Recruiting Actions' link. A sub-menu is visible under 'Recruiting Actions', with a red circle 'd' around the 'Mark Reviewed' option. Other options in the sub-menu include 'Manage Interviews', 'Create Interview Evaluation', 'Reject Applicant', 'Print Applications', and 'View Applications'. The 'Mark Reviewed' option is highlighted with a blue box.

## MARK REVIEWED

Below is the page that appears after selecting the 'Mark Reviewed' option for selected applicants.

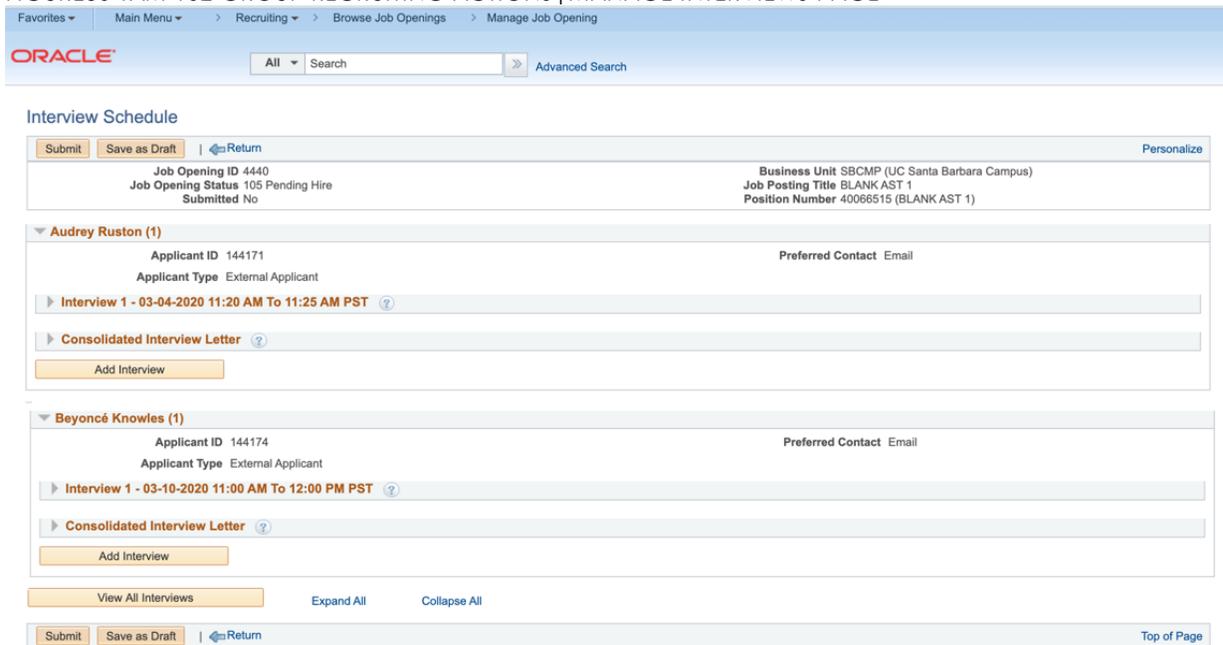
FIGURE49 TAM 102 GROUP RECRUITING ACTIONS | MARK REVIEWED MESSAGE



## MANAGE INTERVIEWS

Below is the page that appears after selecting the 'Interview Schedule' option for both selected applicants.

FIGURE50 TAM 102 GROUP RECRUITING ACTIONS | MANAGE INTERVIEWS PAGE



## CREATE INTERVIEW EVALUATIONS

Below is the page that appears after selecting the 'Create Interview Evaluation' option for the selected applicants.

- a) Click the **Next** icon to view the next applicant

FIGURE51 TAM 102 GROUP RECRUITING ACTION | CREATE INTERVIEW EVALUATION

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening  
**ORACLE** All ▾ Search [ ] >> Advanced Search

**Interview Evaluation** Personalize

Submit Save as Draft | Return | **Next** a

Name Audrey Ruston Job Posting Title BLANK AST 1  
 Applicant ID 144171 Job Opening ID 4440  
 Status 020 Hired Job Opening Status 105

**Evaluation**

Interview Date 03/04/2020 [ ]

Interview Type Phone [ ]

**Recommendation**

Overall Rating [ ]

Recommendation [ ]

Comments [ ]

**Interview Ratings** Find First 1 of 1 Last

Category Overall Impression

Interview Rating [ ] Score 0

Comment [ ]

Submit Save as Draft | Return | Next Top of Page

Below is the **Interview Evaluation** for the next applicant.

FIGURE52 TAM 102 GROUP RECRUITING ACTIONS | CREATE INTERVIEW EVALUATION NEXT BUTTON

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening  
**ORACLE** All ▾ Search [ ] >> Advanced Search

**Interview Evaluation** Personalize

Submit Save as Draft | Return | **Previous**

Name Beyoncé Knowles Job Posting Title BLANK AST 1  
 Applicant ID 144174 Job Opening ID 4440  
 Status 010 Active Job Opening Status 105

**Evaluation**

Interview Date 03/10/2020 [ ]

Interview Type Round 2 [ ]

**Recommendation**

Overall Rating [ ]

Recommendation [ ]

Comments [ ]

**Interview Ratings** Find First 1 of 1 Last

Category Overall Impression

Interview Rating [ ] Score 0

Comment [ ]

Submit Save as Draft | Return | Previous Top of Page

### REJECT APPLICANT

Below is the **Reject Applicants** option for both selected applicants.

- a) **Reject** – This rejects the applicant with no notification
- b) **Reject and Correspond** – This rejects the applicant and allows the Hiring Manager to create and send an email notification.
- c) **Cancel** – This abandons the reject action.

FIGURE53 TAM 102 GROUP RECRUITING ACTIONS | REJECT APPLICANT

# UC Santa Barbara HR Employment

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

**ORACLE** All ▾ Search  >> Advanced Search

**Applicant to Reject**

Applicant ID	Name	Job Opening	Delete
144171	Audrey Ruston	4440 - BLANK AST 1	
144174	Beyoncé Knowles	4440 - BLANK AST 1	

**Disposition**

Disposition 110 Reject

Reason

**a**  **b**   **c**

This is the **Send Correspondence** page once the **Reject and Correspond** button is clicked.

FIGURE54 TAM 102 GROUP ACTIONS | REJECT & CORRESPOND - SEND CORRESPONDENCE PAGE

The screenshot shows the 'Send Correspondence' page in the Oracle HR system. The breadcrumb trail at the top reads: Favorites > Main Menu > Recruiting > Browse Job Openings > Manage Job Opening. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right.

The main form is titled 'Send Correspondence' and is divided into several sections:

- Message Type and Method:** Includes fields for '\*Contact Method' (set to 'Email') and 'Letter'.
- Recipient Information:** Includes fields for 'To' (Audrey Ruston, Beyoncé Knowles), 'Cc' (darrell.littleberry@ucsb.edu), and 'Bcc'. There are 'Find' buttons next to the Cc and Bcc fields. A checkbox for 'Include Interested Parties' is checked.
- Sender Information:** Shows 'From: Darrell Littleberry'.
- Message:** Includes fields for '\*Subject', '\*Access' (set to 'Public'), and a large text area for '\*Message'.
- Attachments:** A message states 'No attachments have been added to this Correspondence' with an 'Add Attachment' button below it.

At the bottom of the form are three buttons: 'Preview', 'Send', and 'Cancel'. A blue callout bubble points to the 'To' field in the Recipient Information section, containing the text: 'Although multiple applicants are listed, each will receive a separate instance of the authored email.'

**Note:** Hiring Managers will now have the capability to send out rejection email correspondence to candidates not selected for the vacancy. To ensure a consistent message to candidates who are not selected, please see sample rejection correspondence language below:

- **Candidates Not Interviewed** (*sample language*)
  - Thank you for applying for the [position title](#) in the [department name](#). All the applications received have been reviewed and evaluated. We reviewed your credentials thoroughly and have come to the difficult decision that your candidacy is no longer under consideration. Determining a small group of finalists was a difficult and lengthy process. Those who have emerged are considered to have the skills, knowledge and experience that more closely meet the needs of [position title](#). Again, thank you for your interest in employment at the University of California, Santa Barbara. I hope there may be other employment opportunities of interest to you in the future. Sincerely, UCSB Human Resources-Employment Unit
  
- **Candidates Interviewed but Not Selected** (*sample language*)
  - Thank you for applying for the position of [position title](#) in the [department name](#). Although your application and interview were impressive, another candidate was selected for the position. Our decision was based upon a careful comparison of the demands of the position with the abilities shown by each candidate. We appreciate your interest in the position and the time expended in reviewing your candidacy with us. Again, thank you for your interest in employment at the University of California, Santa Barbara. I hope there may be other employment opportunities of interest to you in the future. Sincerely, UCSB Human Resources-Employment Unit

## PRINT APPLICATIONS

Below is the **Print Applicants** option for selected applicants.

a) Click the yellow **Run** button

FIGURE55 TAM 102 GROUP RECRUITING ACTIONS | PRINT APPLICATIONS PAGE

Run Control ID RUN\_HRS\_BIP\_2020041616105 Process Monitor Report Monitor **Run** **a**

Application Detail	
Select	Application Detail
<input checked="" type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Education Level
<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Degrees
<input checked="" type="checkbox"/>	Honors and Awards
<input checked="" type="checkbox"/>	Licenses and Certifications
<input checked="" type="checkbox"/>	Language Skills
<input checked="" type="checkbox"/>	UC Specialty Code
<input checked="" type="checkbox"/>	UC Corporate Credit Card
<input checked="" type="checkbox"/>	Multi-Location Appointments
<input checked="" type="checkbox"/>	Student Opt-In
<input checked="" type="checkbox"/>	Non-Student Opt-Out
<input checked="" type="checkbox"/>	Recruiter SPC Category
<input checked="" type="checkbox"/>	UC Student Status
<input checked="" type="checkbox"/>	UC I-9 Information
<input checked="" type="checkbox"/>	References
<input checked="" type="checkbox"/>	Resume Text

Select All Deselect All

Questionnaire Type	
Select	Questionnaire Type
<input checked="" type="checkbox"/>	Work Eligibility
<input checked="" type="checkbox"/>	Minimum Ranking
<input checked="" type="checkbox"/>	Quality Ranking

Select All Deselect All

Attachment Type		
Select	Attachment Type	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Personal References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Professional References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OIF	<input type="checkbox"/>

Select All Deselect All

Exclude Separator Pages

Exclude sections with no content available

Generate one PDF report per application

[Return to Previous Page](#)

After clicking the **Run** button, below is the **Process Scheduler Request** page that appears.

b) Click the **Report Monitor** link

FIGURE56 TAM 102 GROUP RECRUITING ACTIONS | PRINT APPLICATIONS - REPORT MONITOR LINK

Run Control ID RUN\_HRS\_BIP\_2020041616105 Process Monitor Report Monitor Run

Process Instance:1843568

Application Detail	
Select	Application Detail
<input checked="" type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Education Level
<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Degrees
<input checked="" type="checkbox"/>	Honors and Awards
<input checked="" type="checkbox"/>	Licenses and Certifications
<input checked="" type="checkbox"/>	Language Skills
<input checked="" type="checkbox"/>	UC Specialty Code
<input checked="" type="checkbox"/>	UC Corporate Credit Card
<input checked="" type="checkbox"/>	Multi-Location Appointments
<input checked="" type="checkbox"/>	Student Opt-In
<input checked="" type="checkbox"/>	Non-Student Opt-Out
<input checked="" type="checkbox"/>	Recruiter SPC Category
<input checked="" type="checkbox"/>	UC Student Status
<input checked="" type="checkbox"/>	UC I-9 Information
<input checked="" type="checkbox"/>	References
<input checked="" type="checkbox"/>	Resume Text

Select All Deselect All

Questionnaire Type	
Select	Questionnaire Type
<input checked="" type="checkbox"/>	Work Eligibility
<input checked="" type="checkbox"/>	Minimum Ranking
<input checked="" type="checkbox"/>	Quality Ranking

Select All Deselect All

Attachment Type		
Select	Attachment Type	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Personal References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Professional References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OIF	<input type="checkbox"/>

Select All Deselect All

Exclude Separator Pages

Exclude sections with no content available

Generate one PDF report per application

[Return to Previous Page](#)

This is the page that appears after clicking the **Report Monitor** link.

c) Click the yellow **OK** button.

FIGURE57 TAM 102 PRINT APPLICATIONS | PROCESS SCHEDULER REQUEST

Process Scheduler Request

User ID 10070202 Run Control ID RUN\_HRS\_BIP\_2020041616105

Server Name [dropdown] Run Date 04/16/2020 [calendar icon]

Recurrence [dropdown] Run Time 4:16:11PM [Reset to Current Date/Time]

Time Zone [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Application Details	HRS_BTCH_APL	Application Engine	Web	TXT	Distribution

OK Cancel

After clicking the yellow **OK** button, the page below appears.

d) Click the **Details** link

FIGURE58 TAM 102 PRINT APPLICATIONS | DETAILS LINK

View Reports For

User ID 10070202 Type [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status [dropdown] Folder [dropdown] Instance [dropdown] to [dropdown]

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	707370	1843568	Application Details	04/16/2020 4:19:14PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	707359	1843557	Application Details	04/16/2020 3:48:25PM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

List | Administration

After clicking the **Details** link, the page below appears.

e) Click the PDF file link

FIGURE59 TAM 102 PRINT APPLICATIONS | REPORT DETAIL

Favorites ▾
Main Menu ▾
> Recruiting ▾
> Browse Job Openings
> Manage Job Opening
> Report Manager

All ▾

>> Advanced Search

### Report Detail

**Report**

Report ID 707370	Process Instance 1843568	<a href="#">Message Log</a>
Name HRS_BTCH_APL	Process Type Application Engine	
Run Status Success		

Application Details

**Distribution Details**

Distribution Node OOD_REPNODE	Expiration Date 07/15/2020
-------------------------------	----------------------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_HRS_BTCH_APL_1843568.stdout</a>	561	04/16/2020 4:20:00.657027PM PDT
<a href="#">AE_HRS_BTCH_APL_1843568.trc</a>	58,565	04/16/2020 4:20:00.657027PM PDT
<a href="#">Applications_Report_04-16-2020_1843568.pdf</a>	599,970	04/16/2020 4:20:00.657027PM PDT
<a href="#">HRS_BIP_APPLICATION_144166_4443.xml</a>	26,875	04/16/2020 4:20:00.657027PM PDT
<a href="#">HRS_BIP_APPLICATION_144170_4443.xml</a>	28,713	04/16/2020 4:20:00.657027PM PDT
<a href="#">HRS_BIP_APPLICATION_144171_4443.xml</a>	37,124	04/16/2020 4:20:00.657027PM PDT
<a href="#">HRS_BIP_APPLICATION_144176_4443.xml</a>	26,131	04/16/2020 4:20:00.657027PM PDT
<a href="#">UC_E882_Errors.log</a>	472	04/16/2020 4:20:00.657027PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	10070202

Below is the resulting PDF file. It will show each applicant's application, resume and cover letter as provided.

FIGURE60 TAM 102 PRINT APPLICATIONS | JOB OPENING PDF FILE

The screenshot shows a web interface for Oracle HR. At the top, there is a navigation menu with 'Recruiting' selected. Below the menu is the Oracle logo and a search bar. The main content area displays a 'Confidential Report' for Job Opening ID: 4443 and Job Posting Title: COOK. The report is divided into several sections: General Information, Contact Information, Phone Numbers, Email Addresses, and Personal Information. The 'General Information' section lists the applicant's name as Darrell Littleberry, ID as 144166, and status as 010 Active. The 'Contact Information' section lists the applicant's address as 123 Nutrition Lane, ARLINGTON, TX 76001, USA, and preferred contact as Email. The 'Phone Numbers' section is a table with one row for a Home phone number (555/555-1313) which is preferred. The 'Email Addresses' section is a table with one row for a Home email address (dlittleberry@yahoo.com) which is preferred.

**Confidential Report**

Job Opening ID: 4443 Job Posting Title: COOK

**General Information**

Name: Darrell Littleberry  
 Applicant ID: 144166  
 Applicant Type: External Applicant  
 Applicant Status: 010 Active

**Contact Information**

Name Prefix:  
 First Name: Darrell  
 Middle Name:  
 Last Name: Littleberry  
 Name Suffix:  
 Address: 123 Nutrition Lane  
 ARLINGTON, TX 76001  
 USA  
 Preferred Contact: Email

**Phone Numbers**

Phone Type	Telephone	Extension	Country Code	Preferred
Home	555/555-1313			Yes

**Email Addresses**

Email Type	Email Address	Preferred
Home	dlittleberry@yahoo.com	Yes

**Personal Information**

## SEND CORRESPONDENCE

The 'Sending Correspondence' applicant action allows hiring managers to author and send an email directly from TAM.

- a) Click the **Group Actions** link
- b) Select **Applicant Actions** sub-menu
- c) Select 'Send Correspondence'

FIGURE61 TAM 102 APPLICANT GROUP ACTION | APPLICATION ACTIONS - SEND CORRESPONDENCE

Manage Job Opening

Job Opening ID 4443  
 Job Posting Title COOK  
 Job Code 005523 (COOK)  
 Position Number 40066392 (COOK)

Status 110 Filled/Closed  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department FDSC (R & DH CARRILLO FD SVC)

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experience (1)
<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>										

Group Actions

- Applicant Actions
- Send Correspondence

Below is the **Send Correspondence** page.

- d) Complete the desired fields
- e) Click the yellow Preview button to review the message – edit as desired
- f) Click the yellow Send button to send the email correspondence

FIGURE62 TAM 102 APPLICANT GROUP ACTION | SEND CORRESPONDENCE PAGE

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

ORACLE All Search >> Advanced Search

### Send Correspondence

**Message Type and Method**

\*Contact Method Email ▾  
Letter ▾

**Recipient Information**

To Darrell Littleberry,Taylor Swift,Audrey Ruston,Reese Witherspoon [X] [A]

Cc darrell.littleberry@ucsb.edu [X] Find

Bcc [X] Find

Include Interested Parties

**Sender Information**

From Darrell Littleberry

**Message**

\*Subject [ ]

\*Access Public ▾

\*Message [X] [A]

**Attachments**

No attachments have been added to this Correspondence

Add Attachment

**e** Preview **f** Send Cancel

Although multiple applicants are listed, each will receive a separate instance

d

Notes  
Job Aid ID 4.10

## STEP 5 - SCHEDULING INTERVIEWS

Hiring managers may schedule interviews in TAM.

### Process Parameters

Let's review the process parameters.

#### Inputs

- [Applicant\(s\)](#)

#### Process Impact

Hiring managers will be able to view applicant and select the [Interview](#) icon

#### Result

Opens component to setup interview scheduling details including interviewers and related email notifications

Scheduling an interview is more of a practical record based on a prior agreement with the applicant. The component shows the details that could be suggested or solidified. Additional features are available to make TAM the system of record for the interview.

### 1 - ENTERING INTERVIEW DETAILS

Overview	Hiring managers can store schedule details in the <a href="#">Interview Schedule</a> page by entering/selecting.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the <a href="#">Interview</a> icon
Procedures	<p>Enter</p> <ol style="list-style-type: none"> <li>a) <b>*Date</b> of the interview</li> <li>b) <b>*Start Time</b> of the interview</li> <li>c) <b>*End Time</b> of the interview</li> <li>d) <b>Interview Status</b> to denote the confirmation standing of the interview</li> <li>e) <b>Interview Type</b> to identify the modality of the interview</li> <li>f) <b>Applicant Response</b> to denote the confirmation status from the applicant</li> <li>g) <b>Venue</b> to select a list of pre-populated of high level UCSB interview locations</li> <li>h) <b>Location</b> to denote a more specific site where the interview will take place</li> <li>i) <b>Notify Applicant</b> checkbox – to send an email notification to applicant with interview details             <ul style="list-style-type: none"> <li>o Hiring managers can choose to notify the applicant via email with these details.</li> </ul> </li> <li>j) <b>Notify Interview Team</b> checkbox - to send an email notification of interview details to interviewers listed in the <b>Interviewers</b> section of <b>Interview Schedule</b> page             <ul style="list-style-type: none"> <li>o Hiring managers can choose to notify interviewers listed in this schedule page via email with these details.</li> </ul> </li> </ol>
Illustrations	

FIGURE63 TAM 102 INTERVIEW SCHEDULE PAGE

**Interview Schedule**

Submit | Save as Draft | Return | Personalize

Job Opening ID 2874 | Business Unit SBCMP (UC Santa Barbara Campus)  
 Job Opening Status 010 Open | Job Posting Title BLANK AST 1  
 Submitted No | Position Number 40066515 (BLANK AST 1)

**Darrell Applicant Littleberry**

Applicant ID 70389 | Preferred Contact Not Specified  
 Applicant Type External Applicant

**Interview 1 - Date not entered**

a \*Date 01/27/2020 | d Interview Status Unconfirmed | Initiator Darrell Consultant Littleberry  
 b \*Start Time 9:00AM | e Interview Type Phone |  Notify Applicant i  
 c \*End Time 10:00AM | f Applicant Response None |  Notify Interview Team j  
 \*Time Zone PST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
10070202	Darrell Consultant Littleberry	01/27/2020	9:00AM	10:00AM	PST	None			<input type="checkbox"/>

Add Interviewer

**Venue Information**

g Venue UCSB Campus | h Location 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160  
 Response | 133 characters remaining

Add/Edit Venue

Notes

To create a new interview schedule for a subsequent interview, click the **Interview** icon, then click the yellow **Create New Interview Schedule** button in the lower left corner of the **Interview Summary** page.

Job Aid ID

5.1

## 2 - ADDING INTERVIEWERS (OPTIONAL)

Overview	Hiring managers may optionally add interviewers in the <b>Interview Schedule</b> page.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	a) Click the yellow <b>Add Interview</b> button b) Enter the employee's name in the <b>Interviewer Name</b> field
Illustrations	

FIGURE64 TAM 102 INTERVIEW SCHEDULE | INTERVIEWERS

The screenshot displays the 'Interview Schedule' page in Oracle HR. At the top, there are navigation links for 'Favorites', 'Main Menu', 'Recruiting', 'Browse Job Openings', and 'Manage Job Opening'. The page title is 'Interview Schedule'. Below the title, there are buttons for 'Submit', 'Save as Draft', and 'Return'. The job opening details are: Job Opening ID 2874, Job Opening Status 010 Open, Submitted No, Business Unit SBCMP (UC Santa Barbara Campus), Job Posting Title BLANK AST 1, and Position Number 40066515 (BLANK AST 1). The applicant is Darrell Consultant Littleberry, Applicant ID 70389, External Applicant, Preferred Contact Not Specified. The interview is for 'Interview 1 - Date not entered' on 01/27/2020, Unconfirmed status, Phone type, 9:00AM to 10:00AM PST, PST time zone, and Darrell Consultant Littleberry as the Initiator. There are checkboxes for 'Notify Applicant' (checked) and 'Notify Interview Team'. Below this is a table of interviewers:

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
10070202	Darrell Consultant Littleberry	01/27/2020	9:00AM	10:00AM	PST	None			<input type="checkbox"/>

Below the table is an 'Add Interviewer' button. Below that is the 'Venue Information' section with fields for Venue (UCSB Campus), Location (3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160), and Response. There is an 'Add/Edit Venue' button and a note '133 characters remaining'.

Notes	<p><b>Adding interviewers is an optional step.</b> When interviewers are in the <b>Interview Schedule</b> page, TAM will automatically allow these employees to complete an interview evaluation via Self-Service.</p> <p><b>If you do not want interview evaluations to be completed in TAM by interviewers, ensure they are not listed as Interviewers in the Interview Schedule page.</b></p>
Job Aid ID	5.2

### 3 - ENTERING INTERVIEW MATERIALS (OPTIONAL)

Overview	Hiring managers may optionally add Interview Materials when scheduling the interview such notes and attachments.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the <b>Interview</b> icon
Procedures	a) Scroll down to the <b>Interview Materials</b> section in the bottom left area of the <b>Schedule Interview</b> page
Illustrations	

FIGURE65 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS

The screenshot shows the 'Interview Materials' section of the PeopleSoft system. The section is titled 'Interview Materials' and contains several sub-sections: 'Notes', 'Attachment', 'Preview/Edit Meeting Request', 'Letter', and 'Consolidated Interview Letter'. The 'Notes' and 'Attachment' sections each have an 'Add' button and a 'Load Job Opening' button. The 'Preview/Edit Meeting Request' section has buttons for 'Interviewer Meeting Request' and 'Applicant Meeting Request'. The 'Letter' section has a dropdown for 'Letter', a 'Date Printed' field, a checkbox for 'Include in Consolidated Letter', and buttons for 'Generate Letter', 'Email Applicant', and 'Upload Letter'. The 'Consolidated Interview Letter' section has an 'Add Interview' button. At the bottom, there are buttons for 'View All Interviews', 'Expand All', 'Collapse All', 'Submit', 'Save as Draft', and 'Return', along with a 'Top of Page' link.

Notes  
Job Aid ID 5.3

#### 4 - ENTERING INTERVIEW NOTES (OPTIONAL)

Overview	Hiring managers may optionally want to add interview notes.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the <b>Interview</b> icon
Procedures	See integrated procedures in Illustration section.
Illustrations	

- a) Scroll down to the **Interview Materials** section in the bottom left area of the **Schedule Interview** page
- b) Click the **Add Note** button

FIGURE66 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - NOTES

Below is the page that appears after clicking the **Add Note** button.

- c) Enter note fields

FIGURE67 TAM 102 INTERVIEW MATERIALS | NOTES – NOTES PAGE

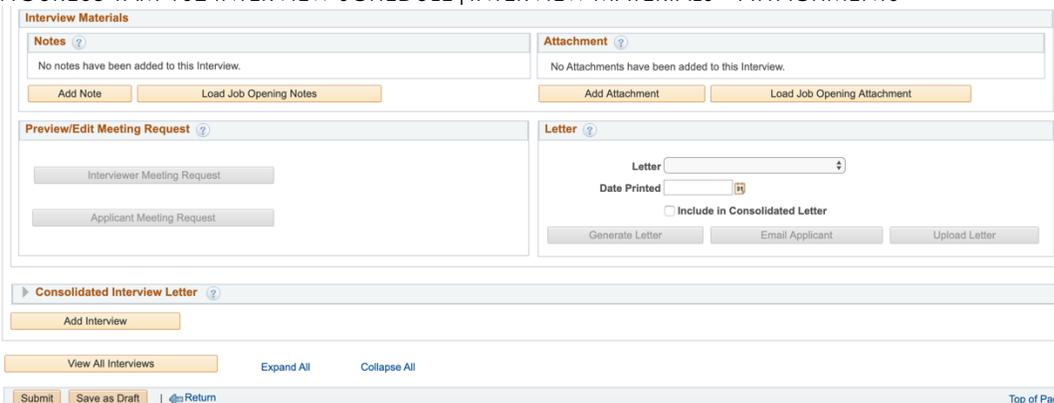
Notes	Attachments can be added to notes by clicking the yellow <b>Add Attachment</b> button. <b>Notes</b> already associated to the job opening can also be brought into the interview materials by clicking the yellow <b>Load Job Opening Notes</b> button.
Job Aid ID	5.4

## 5 - ADDING INTERVIEW ATTACHMENTS (OPTIONAL)

Overview	Hiring managers may optionally want to add attachments to the scheduled interview.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the <b>Interview</b> icon
Procedures	See integrated procedures in Illustration section.
Illustrations	

- a) Scroll down to the **Interview Materials** section in the bottom left area of the **Schedule Interview** page
- b) Click the **Add Attachment** button

FIGURE68 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - ATTACHMENTS



Below is the page that appears after clicking the yellow **Add Attachment** button.

- c) Choose file to attach and click the yellow **Upload** button

FIGURE69 TAM 102 INTERVIEW MATERIALS – FILE ATTACHMENT DIALOG



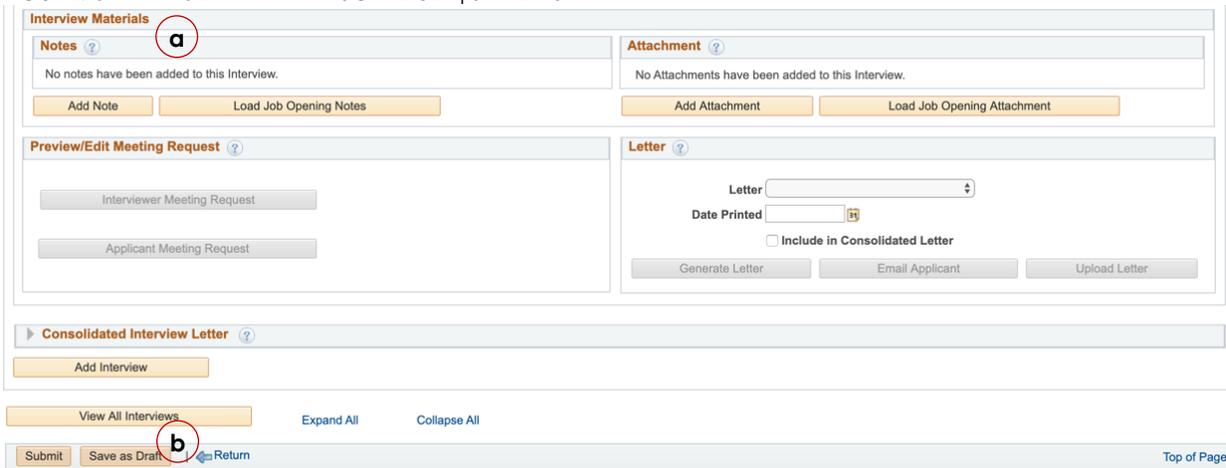
Notes	Attachments can be added to notes by clicking the yellow <b>Add Attachment</b> button. <b>Notes</b> already associated to the job opening can also be brought into the interview materials by clicking the yellow <b>Load Job Opening Notes</b> button.
Job Aid ID	5.5

6 - CUSTOMIZING APPLICANT/INTERVIEWER NOTIFICATIONS (OPTIONAL)

Overview	The email notification to the applicant and/or interviewers can be respectively customized.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	See integrated procedures in Illustration section.
Illustrations	

- a) Scroll down to the **Interview Materials** section in the bottom left area of the **Schedule Interview** page
- b) Click the **Save as Draft** button at the bottom left of the page enabling the buttons in the **Preview/Edit Meeting Request** section in the lower left area of the page

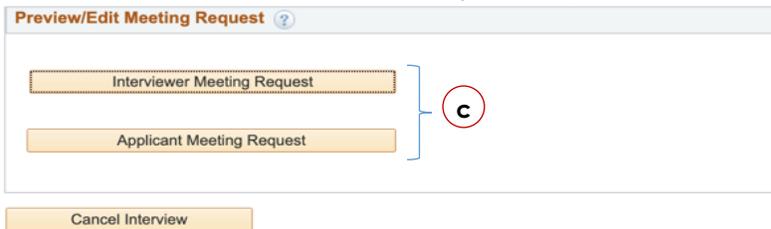
FIGURE70 TAM 102 INTERVIEW SCHEDULE | SAVE AS DRAFT



Below shows the enabled meeting request buttons after clicking the button in step b.

- c) Click the desired yellow meeting request button to modify

FIGURE71 TAM 102 INTERVIEW SCHEDULE | PREVIEW/EDIT MEETING REQUEST



Below is the Interview Request email that will show when you click the meeting request buttons in step c above.

- d) Make desired changes to email contents

e) Click the yellow **Save** button

FIGURE72 TAM 102 INTERVIEW SCHEDULE | PREVIEW/EDIT MEETING REQUEST – INTERVIEW REQUEST

This is the message after the **Save** button is clicked.

FIGURE73 TAM 102 INTERVIEW SCHEDULE | INTERVIEW REQUEST MESSAGE

Notes Hiring managers are able to completely customize the email notification to the applicant and/or interviewers including adding attachments.

Job Aid ID 5.6

## 7 - GENERATING AND UPLOADING AN INTERVIEW LETTER (OPTIONAL)

Overview	Optionally, hiring managers may want to generate an interview letter or email the applicant from TAM.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link, then the Interview icon
Procedures	<ol style="list-style-type: none"> <li>a) Scroll down to the <b>Interview Materials</b> section in the bottom right area of the <b>Schedule Interview</b> page select <b>Letter</b> template</li> <li>b) Click the yellow <b>Generate Letter</b> button</li> <li>c) View the generated RTF (<b>rich text format</b>) letter template and modify as desired</li> <li>d) Save resulting letter as a PDF (<b>protected document format</b>) file             <ul style="list-style-type: none"> <li>o Not shown in illustration</li> </ul> </li> <li>e) Click the yellow <b>Upload Letter</b> button</li> <li>f) Select the exported PDF document</li> <li>g) Click the yellow <b>Email Applicant</b> button</li> <li>h) Verify the Interview Letter is attached to the email</li> <li>i) Complete email details</li> <li>j) Click the appropriate button to preview, send or cancel the email with attached letter</li> </ol>

### Illustrations

FIGURE74 TAM 102 INTERVIEW SCHEDULE | INTERVIEW MATERIALS - LETTER

Below is the generated letter as a rich text format (rtf) file. This is a template letter that can be modified as desired.

FIGURE75 TAM 102 INTERVIEW MATERIALS | LETTER – RTF INTERVIEW LETTER



C

21 January 2020

Darrell Applicant Littleberry  
1234 Cowboy Ln.  
Dallas, TX 75001

Dear Littleberry,

An interview has been scheduled for you on the following date(s):

Date	Time	Interviewer(s)	Location
27 January 2020	09:00AM PST	Darrell Consultant Littleberry	3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160

**YOU CAN ADD YOUR TEXT OR MAKE DESIRED MODIFICATIONS!**

If you are unable to keep these appointments or if you have any questions, please contact me at (925)555-1234.

Thank you for taking time to interview with us. Careful consideration will be given to your experience and skills with regard to the position.

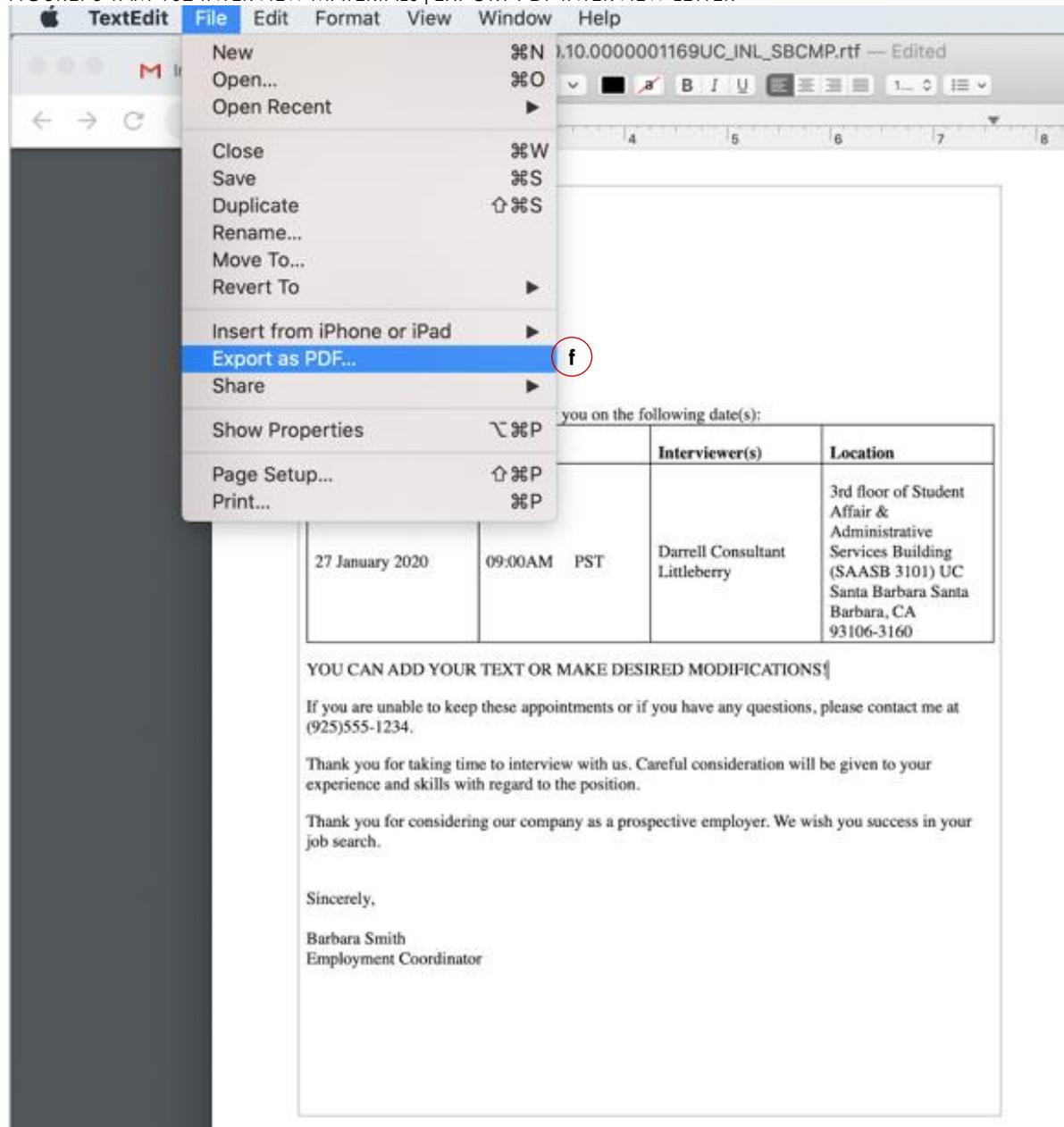
Thank you for considering our company as a prospective employer. We wish you success in your job search.

Sincerely,

Barbara Smith  
Employment Coordinator

The modified letter should be exported as PDF (protected document format) file.

FIGURE76 TAM 102 INTERVIEW MATERIALS | EXPORT PDF INTERVIEW LETTER



Select PDF interview letter document to upload.

FIGURE77 TAM 102 INTERVIEW MATERIALS | LETTER – UPLOAD PDF INTERVIEW LETTER

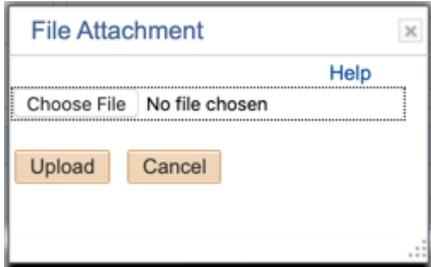


FIGURE78 TAM 102 INTERVIEW MATERIALS | LETTER – EMAIL APPLICANT

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

ORACLE® All Search >> Advanced Search

### Send Correspondence

**Message Type and Method**

\*Contact Method Email ▾  
Letter ▾

**Recipient Information**

To Darrell Applicant Littleberry [i] [x]  
Cc darrell.littleberry@ucsb.edu [i] [x] Find  
Bcc [i] [x] Find  
 Include Interested Parties

**Sender Information**

From Darrell Consultant Littleberry

**Message**

\*Subject [ ]  
\*Access Public ▾  
\*Message [ ] [i] [x]

**Attachments**

File Name	Description	
2020-01-21-14.37.03.0000001... [h]	Interview letter	[trash]

Add Attachment

Preview Send Cancel

i

j

Notes  
Job Aid ID

The upload letter is attached to the email correspondence. The letter can be deleted by click the trash can icon next to the letter in the **Attachments** section at the bottom of the page.  
5.7

## SCHEDULING INTERVIEW PROCESS NOTIFICATIONS

Applicants receive two email notifications when the **Notify Applicant** checkbox is checked on and submitted.

Item	Email Notification	Screenshot
------	--------------------	------------

1 The first is the interview invitation email.

FIGURE79 TAM 102 INTERVIEW SCHEDULE EMAIL NOTIFICATION

Interview Schedule for Job Opening 2874 BLANK AST 1 Inbox x

**darrell.littleberry@ucsb.edu** Tue, Jan 21, 5:48 PM (16 hours ago) ☆ ↶ ⋮  
to me

**Be careful with this message**  
University of California, Santa Barbara Mail could not verify that it actually came from ucsb.edu. Avoid clicking links, downloading attachments, or replying with personal information.

Report spam Looks safe ?

You are scheduled to interview for job opening 2874 BLANK AST 1, with the following schedule:

Interviewer: Darrell Consultant Littleberry  
Date: 01-27-2020 (MM-dd-yyyy)  
Start: 9:00 AM  
End: 10:00 AM PST  
Location: 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160

You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.

2 The second email is the calendar invite email.

FIGURE80 TAM 102 INTERVIEW SCHEDULE CALENDAR INVITATION

Interview Schedule for Job Opening 2874 BLANK AST 1 Inbox x

**darrell.littleberry@ucsb.edu** Tue, Jan 21, 5:48 PM (17 hours ago) ☆ ↶ ⋮  
to me

**Be careful with this message**  
University of California, Santa Barbara Mail could not verify that it actually came from ucsb.edu. Avoid clicking links, downloading attachments, or replying with personal information.

Report spam Looks safe ?

<div style="background-color: #e9ecef; padding: 5px; border: 1px solid #e9ecef;"> <div style="background-color: #17a2b8; color: white; padding: 2px; font-weight: bold;">Jan</div> <div style="font-size: 24pt; font-weight: bold; margin: 5px 0;">27</div> <div style="background-color: #6c757d; color: white; padding: 2px; font-weight: bold;">Mon</div> </div>	<p><b>Interview Schedule for Job Opening 28...</b> <a href="#">View on Google Calendar</a></p> <p>When <b>Mon Jan 27, 2020 9am – 10am (PST)</b></p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> </p> <p style="text-align: center;"><a href="#">More options</a></p>	<p><b>Agenda</b> Mon Jan 27, 2020</p> <p>8am <a href="#">Hold - TAM Testing/Polishing</a></p> <p>9am <b>Interview Schedule for Job Opening 28...</b></p> <p>1pm <a href="#">Maria/Darrell - Maria Ayllon's Zoom M...</a></p> <p>2pm <a href="#">ETS All Hands Quarterly Meeting</a></p>
---	--	---

The attached file has the details of the interview and can be directly imported into Microsoft Outlook Calendar.

The same messages above are sent to interviewers listed in the **Interview Schedule** page.

### NEXT PROCESS STEP

Enter the interview evaluation.

## STEP 5B – ENTERING INTERVIEW EVALUATIONS

As a process requirement, hiring managers must enter at least one interview evaluation in TAM for interviewed applicants.

### Process Parameters

Let's review the process parameters.

<b>Inputs</b>	<b>Process Impact</b>	<b>Result</b>
<p>Interviewed applicant(s)</p>	<p>Hiring managers will be able to enter an interview evaluation for the applicant(s). Multiple evaluations can be entered for each interview conducted for applicant(s).</p>	<p>Opens component to enter interview overall evaluation and status disposition.</p>

Entering an interview evaluation is pretty straight-forward.

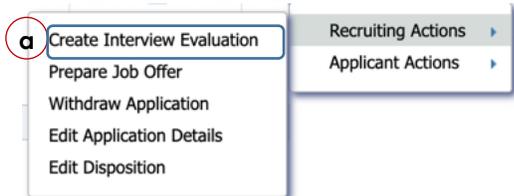
### 1 – CREATING INTERVIEW EVALUATION

Overview	Hiring managers will need to enter an interview evaluation for applicants interviewed.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

From the **Manage Job Opening** component,

- a) Click the **Other Actions** sub-menu and select 'Create Interview Evaluation'

FIGURE81 TAM 102 CREATE INTERVIEW EVALUATION – MENU ITEM



This is the page after selecting the 'Create Interview Evaluation' menu option.

To enter the evaluation:

- b) Enter the information in the **Evaluation** section
- c) Enter information in the **Interview Ratings** section
- d) Enter a **Recommendation** disposition and **Comment** in the **Recommendation** section
- e) Click the yellow **Submit** button when finished or the **Save as Draft** to save data entry prior to submitting the evaluation

FIGURE82 TAM 102 INTERVIEW EVALUATION PAGE

Oracle  
All Search Advanced Search

Interview Evaluation

Submit Save as Draft Return Personalize

Name Darrell Applicant Littleberry  
Applicant ID 70389  
Status 010 Active

Job Posting Title BLANK AST 1  
Job Opening ID 2874  
Job Opening Status 010

**b** Evaluation  
Interview Date 01/27/2020  
Interview Type Phone  
**d** Recommendation  
Overall Rating Good  
Recommendation  
005 Interview  
020 Make Offer  
100 Hold  
110 Reject  
120 Withdraw  
Comment

**c** Interview Ratings  
Find First 1 of 1 Last  
Category Overall Impression  
Interview Rating Good Score 2  
Comment The candidate did a nice job answering questions clearly and concisely by phone.

**e**  
Submit Save as Draft Return Top of Page

Notes

Job Aid ID 5B.1

## 2 – CREATING INTERVIEW EVALUATION FROM INTERVIEW SUMMARY

Overview	Hiring managers may need to enter an additional interview evaluation for applicants with multiple interviews.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

From the **Manage Job Opening** component,

- a) Click the **Interview** icon

FIGURE83 TAM 102 HM WORKBENCH INTERVIEW ICON

Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
External	Applied		01/21/2020										Other Actions

This is the page after selecting the 'Create Interview Evaluation' menu option.

- b) Click the yellow **Create New Evaluation** button in the lower left corner

FIGURE84 TAM 102 INTERVIEW SUMMARY PAGE – CREATE NEW EVALUATION

Oracle HR Interview Summary page showing details for an interview on 01/27/2020. The page includes sections for Interview Summary, Interview Details, Final Recommendation, and Interview Evaluations. The 'Create New Evaluation' button is highlighted with a red circle and the letter 'b'.

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	01/27/2020	9:00AM	10:00AM	PST	3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160		Unconfirmed	005 Interview	

**Interview Details**

Date: 01/27/2020  
 Start Time: 9:00AM PST  
 End Time: 10:00AM PST  
 Location: 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160  
 Submitted: Yes  
 Status: Unconfirmed

**Final Recommendation**

Final Recommendation: 005 Interview  
 Reason:   
 Average Score: 2

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Darrell Consultant Littleberry	Good		005 Interview	2.000	Edit Evaluation

Buttons: Create New Evaluation (circled in red with 'b'), Create New Interview Schedule, Save, Return, Top of Page

### Notes

Alternatively, you can start an interview evaluation by clicking the **Interview** icon from the **Manage Job Opening** component, click the yellow **Create New Evaluation** button (b) in the lower left corner of the **Interview Summary** page

By clicking the **Interview** icon, you can enter a new interview evaluation or edit an existing interview evaluation by clicking the blue **Edit Evaluation** link in the **Interview Evaluations** section.

Job Aid ID [5B.2](#)

### 3 – ENTERING FINAL RECOMMENDATION

**Overview** After completing the final interview evaluation, hiring managers will need to make a final recommendation.

**Navigation** PeopleSoft Menu>Recruiting>Browse Job Openings

**Action** Click the blue **Posting Title** link

**Procedures** See integrated procedures in Illustration section.

**Illustrations**

a) Click the **Interview** icon



b) Selecting '020 Make Offer' in the **Final Recommendation** field in the Final Recommendation section of the Manage Interviews page

c) Click the yellow **Submit** button (not shown in illustration below)

FIGURE85 TAM 102 MANAGE INTERVIEWS – FINAL RECOMMENDATION

Manage Interviews

Applicant Name Darrell Applicant Littleberry  
 Applicant ID 70389  
 Job Posting Title BLANK AST 1  
 Job Code 004724 (BLANK AST 1)

Job Opening ID 2874  
 Job Opening Status 010 Open  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Position Number 40066515 (BLANK AST 1)

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="radio"/>	01/27/2020	9:00AM	10:00AM	PST	3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160	<input checked="" type="checkbox"/>	Unconfirmed	020 Make Offer

Interview Details

Date 01/27/2020  
 Start Time 9:00AM PST  
 End Time 10:00AM PST  
 Location 3rd floor of Student Affair & Administrative Services Building (SAASB 3101) UC Santa Barbara Santa Barbara, CA 93106-3160  
 Submitted Yes  
 Status Unconfirmed

Final Recommendation

Final Recommendation 020 Make Offer  
 Reason  
 Average Score 2

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Darrell Consultant Littleberry	Good		005 Interview	2.000	<a href="#">Edit Evaluation</a>
Darrell Consultant Littleberry	Good		020 Make Offer	2.000	<a href="#">Edit Evaluation</a>

Create New Evaluation

**Notes** The Reason field is not required.

Job Aid ID [5B.3](#)

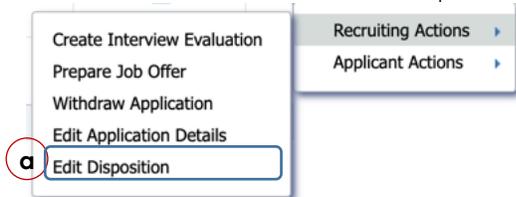
## 4 – SELECTING A CANDIDATE

Overview	The hiring manager will need to change the applicant's <b>Disposition</b> status to 'Offer' to select them as the candidate. Next, the hiring manager will need to notify their central HR recruiter (email) to make the job offer to the selected candidate.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

From the **Manage Job Opening** component on the desired applicant row,

- a) Click the **Other Actions** submenu and select 'Edit Disposition'

FIGURE86 TAM 102 HM WORKBENCH | EDIT DISPOSITION – MENU ITEM



- b) Select the '070 Offer' in the **\*New Disposition** field list
- c) Select an appropriate **Status Reason**
- d) Click the yellow **Save** button

FIGURE87 TAM 102 HM WORKBENCH | EDIT DISPOSITION 'OFFER'



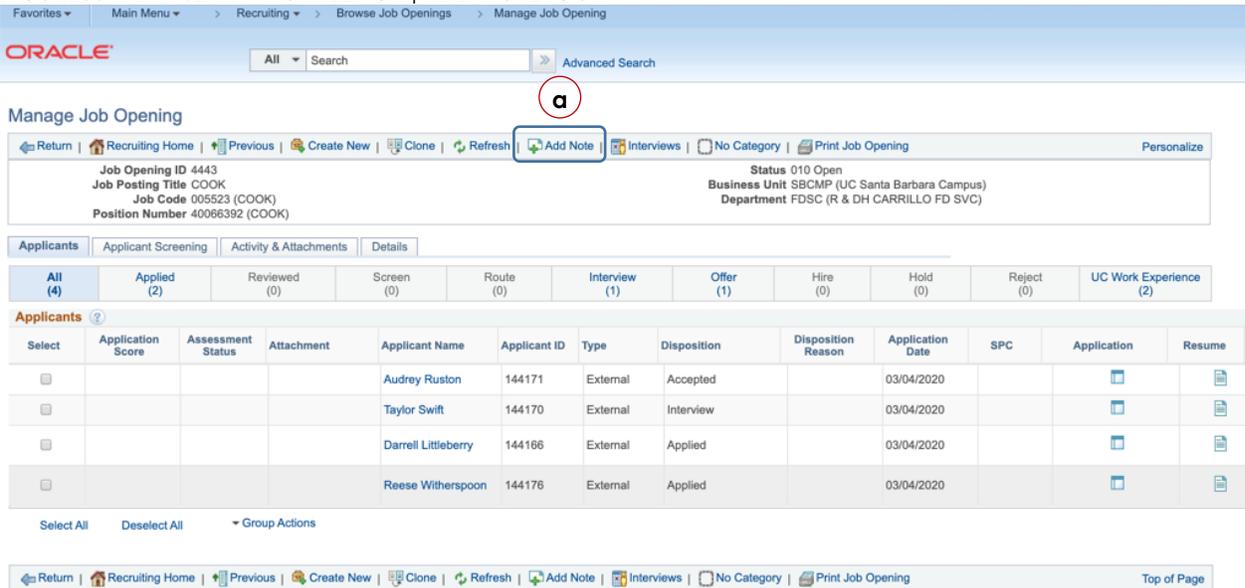
Notes  
Job Aid ID 5B.4

5 – ENTERING JOB OFFER PROPOSAL

Overview	The hiring manager will need to enter the job offer proposal for HR as a <b>Note</b> in the job opening.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

a) Click the **Add Note** icon

FIGURE88 TAM 102 HM WORKBENCH | ADD NOTE ICON



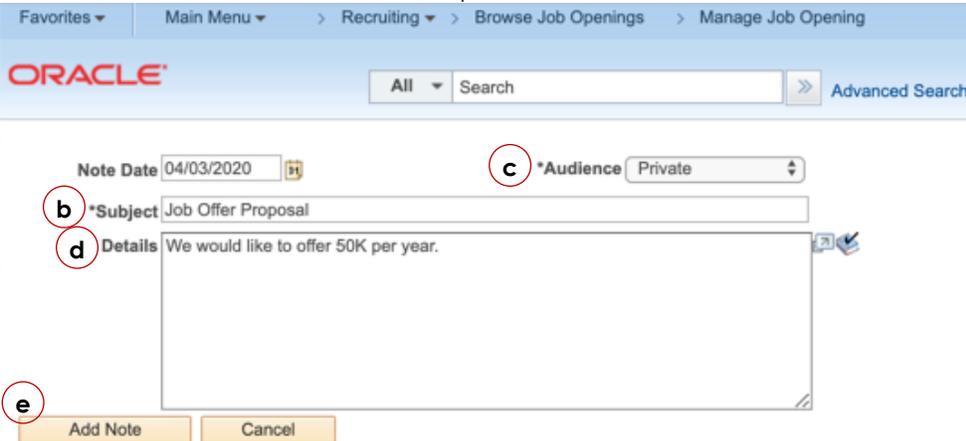
b) Enter the **\*Subject** as 'Job Offer Proposal'

c) Select 'Private' for **\*Audience** field

d) Enter the job offer proposal **Details**

e) Click the yellow **Add Note** button

FIGURE89 TAM 102 INTERVIEW SCHEDULE | NOTES - ADD NOTE PAGE



Review and edit, as needed, entered notes in the **Activity and Attachment** tab.

FIGURE90 TAM 102 HM WORKBENCH | NOTES – JOB OFFER PROPOSAL

The screenshot displays the Oracle HR Workbench interface for managing a job opening. The breadcrumb trail is: Favorites > Main Menu > Recruiting > Browse Job Openings > Manage Job Opening. The page title is 'Manage Job Opening'. The job details are: Job Opening ID 4443, Job Posting Title COOK, Job Code 005523 (COOK), and Position Number 40066392 (COOK). The status is '010 Open', Business Unit is 'SBCMP (UC Santa Barbara Campus)', and Department is 'FDSC (R & DH CARRILLO FD SVC)'. The 'Activity & Attachments' tab is active, showing a table of notes. One note is present: 'Job Offer Proposal' on 04/03/2020 by Darrell Littleberry. The note table has columns for Subject, Note Date, Author, and actions (edit and delete). Below the notes are sections for Searches, Attachments, and Expenses, all showing 'No' items. The bottom navigation bar includes 'Save', 'Return', 'Recruiting Home', 'Previous', 'Create New', 'Clone', 'Add Note', 'Interviews', 'No Category', 'Print Job Opening', and 'Top of Page'.

Notes

**Note:** The hiring manager will need to notify HR of their selected candidate and include their hiring proposal by adding a note to the job opening. HR will make the job offer to the candidate.

**Note:** Items to include in the “details” section of the hiring proposal note include:

1. Salary and justification
2. Start date
3. Any other relevant/additional details the recruiter might need to know
4. Recharge number for HR to submit the background check **OR** indicate that your department has a Universal account and will submit the background check

Job Aid ID 5B.5

INTERVIEW EVALUATION PROCESS NOTIFICATIONS

No email notifications noted for this process.

### NEXT PROCESS STEP

Hiring managers will continue to manage the applicant pool until a candidate is selected.

### OTHER MANAGE JOB OPENING FUNCTIONS

Overview	There are other manage job opening functions that hiring managers may desire to use.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	See integrated procedures in Illustration section.
Illustrations	

### PRINT JOB OPENING

a) Click the **Print Job Opening** icon

FIGURE91 TAM 102 HM WORKBENCH | PRINT JOB OPENING ICON

The screenshot shows the Oracle HR Workbench interface for 'Manage Job Opening'. At the top, there is a navigation bar with 'Print Job Opening' highlighted and circled in red with a circled 'a'. Below this, the job details are displayed, including Job Opening ID 4599, Job Posting Title 'BLANK AST 2 Needed!', Job Code 004723, and Position Number 40066442. The status is '010 Open' and the department is 'HLSF (ENVIRONMENTAL HEALTH & SAFETY)'. A table below shows the 'Applicants' section with one applicant, Darrell Littleberry, who has been reviewed. The table columns include Select, Application Score, Assessment Status, Attachment, Applicant Name, Applicant ID, Type, Disposition, Disposition Reason, Application Date, SPC, Application, and Resume.

b) Click the yellow **Create Report** button

FIGURE92 TAM 102 HM WORKBENCH | PRINT JOB OPENING – CREATE REPORT

The screenshot displays the Oracle HR Workbench interface for creating a report from a job opening. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Recruiting', 'Browse Job Openings', and 'Manage Job Opening'. Below this is the Oracle logo and a search bar with 'All' and 'Advanced Search' options. The main heading is 'Select Job Opening Sections'. Underneath, it shows 'Job Opening 4599' and a note 'BLANK AST 2 Needed!'. A yellow 'Create Report' button is circled in red with the letter 'b'. Below this is a table titled 'Job Opening Print Selection' with a 'Select' column and a 'Section to Print [PAGE.Section]' column. All sections in the table have a checked checkbox. At the bottom, there are links for 'Select All', 'Deselect All', and 'Return to Previous Page', along with another yellow 'Create Report' button.

Select	Section to Print [PAGE.Section]
<input checked="" type="checkbox"/>	JOB DETAILS Job Information
<input checked="" type="checkbox"/>	JOB DETAILS Salary Information
<input checked="" type="checkbox"/>	JOB DETAILS Staffing Information
<input checked="" type="checkbox"/>	QUALIFICATIONS Education and Experience
<input checked="" type="checkbox"/>	SCREENING Screening Options
<input checked="" type="checkbox"/>	SCREENING Screening Question
<input checked="" type="checkbox"/>	HIRING TEAM Hiring Manager Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Interested Party Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Interviewer Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Recruiter Assignments
<input checked="" type="checkbox"/>	JOB POSTINGS Job Postings
<input checked="" type="checkbox"/>	OTHER Notes
<input checked="" type="checkbox"/>	OTHER Applicants
<input checked="" type="checkbox"/>	OTHER.Job History

Below is the job opening report.

FIGURE93 TAM 102 HM WORKBENCH | PRINT JOB OPENING – JOB OPENING REPORT

HRS\_BIP\_JOB.pdf 1 / 5

### Job Opening Report

#### Job Opening Summary

**Job Opening ID** 4599  
**Job Posting Title** BLANK AST 2 Needed!  
**Job Code** 004723(BLANK AST 2)  
**Position Number** 40066442(BLANK AST 2)  
**Status** 010 Open  
**Business Unit** SBCMP(UC Santa Barbara Campus)  
**Department** HLSF(ENVIRONMENTAL HEALTH & SAFETY)

#### Job Information

**Created By** 10070202(Darrell Littleberry)  
**Created** 03/24/2020  
**Opening to Fill** L(Limited Number of Openings)  
**Target Openings** 1  
**Available Openings** 1  
**Establishment ID**  
**Business Unit** SBCMP(UC Santa Barbara Campus)  
**Company** UCS(University of California)  
**Department** HLSF(ENVIRONMENTAL HEALTH & SAFETY)  
**Status Code** 010 (010 Open)

## CLONE JOB OPENING

Hiring managers can clone an existing job opening to use as a starting point for a new job opening. Follow the steps below to clone an existing job opening.

- a) Click the **Clone** feature

FIGURE94 TAM 102 HM WORKBENCH | CLONE ICON

- b) Enter **New Posting Title**
- c) Click the yellow **Clone** button

FIGURE95 TAM 102 HM WORKBENCH | CLONE – NEW JOB OPENING DATA

Below is the message page after clicking the yellow **Clone** button.

FIGURE96 TAM 102 HM WORKBENCH | CLONE – SUCCESSFULLY CLONE MESSAGE

Job Opening ID 4443  
 Posting Title COOK  
 New Posting Title Experienced Cooks Needed!  
 Number of New Job Openings 1  
 New Job Opening Status Draft

Job Opening ID	Posting Title
4675	Experienced Cooks Needed!

## PERSONALIZING JOB CATEGORIES

Hiring managers can personalize categories to classify and group job openings by following the steps below.

- a) Click the **Category** feature

FIGURE97 TAM 102 HM WORKBENCH | CATEGORY ICON

Manage Job Opening

Return | Recruiting Home | Previous | Next | Create New | Clone | Refresh | Add Note | **No Category** | Print Job Opening | Personalize

Job Opening ID 4599  
 Job Posting Title BLANK AST 2 Needed!  
 Job Code 004723 (BLANK AST 2)  
 Position Number 40066442 (BLANK AST 2)

Status 010 Open  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department HLSF (ENVIRONMENTAL HEALTH & SAFETY)

All (1)	Applied (0)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	UC Work Experience (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------	------------------------

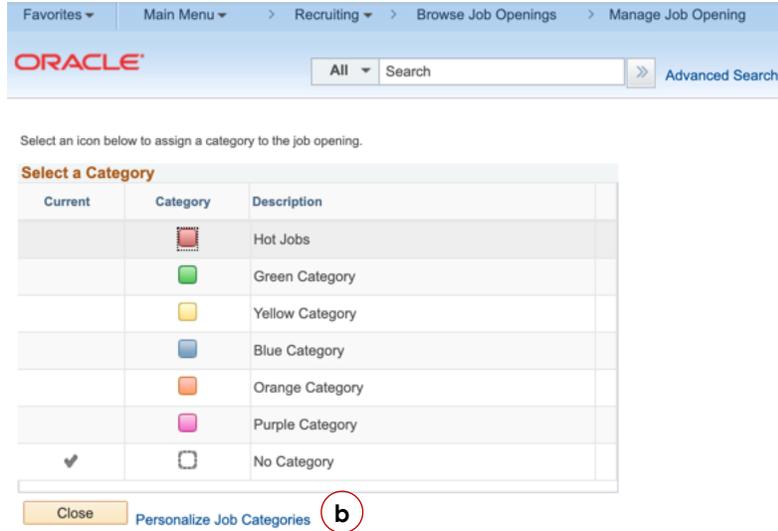
Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
<input type="checkbox"/>				Darrell Littleberry	144166	External	Reviewed		04/15/2020			

Select All | Deselect All | Group Actions

Return | Recruiting Home | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening | Top of Page

b) Click on the **Personalize Job Categories** link

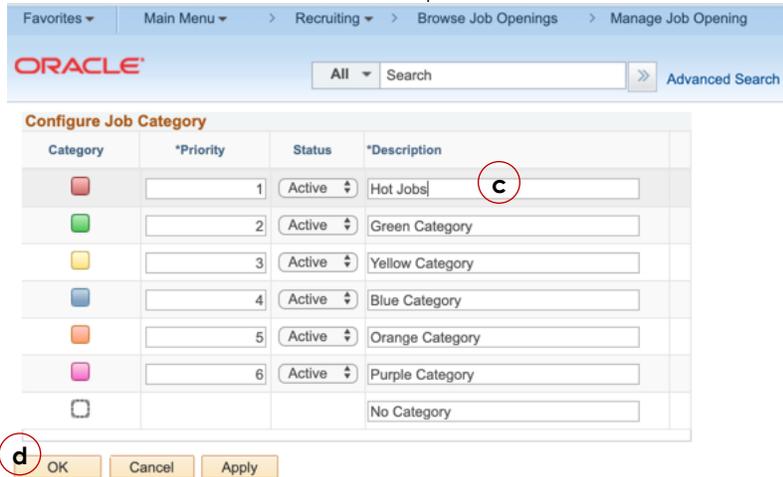
FIGURE98 TAM 102 HM WORKBENCH | CATEGORY – SELECT A CATEGORY



c) Enter your desired **Description** label(s)

d) Click the yellow **OK** button

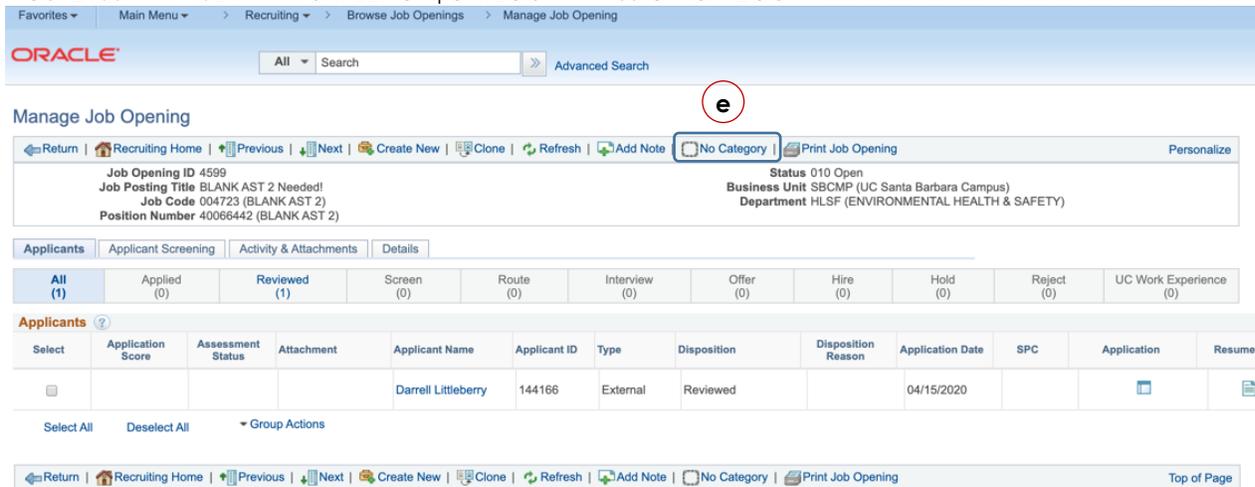
FIGURE99 TAM 102 HM WORKBENCH | CATEGORY – ENTER DESCRIPTION



Now that you've personalize your job category, you can assign the personalized category to job openings by completing the following steps.

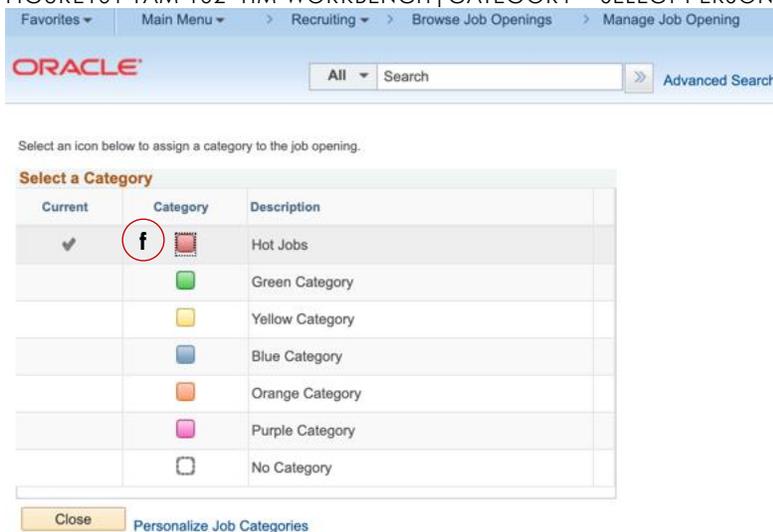
e) Click on the **Category** feature

FIGURE100 TAM 102 HM WORKBENCH | CATEGORY – ASSIGN CATEGORY



f) Click on the desired job **Category**

FIGURE101 TAM 102 HM WORKBENCH | CATEGORY – SELECT PERSONAL CATEGORY



Below is the selected job category applied to the job opening.

FIGURE102 TAM 102 HM WORKBENCH | CATEGORY – PERSONAL CATEGORY SELECTED

**Manage Job Opening**

Job Opening ID 4443  
 Job Posting Title COOK  
 Job Code 005523 (COOK)  
 Position Number 40066392 (COOK)

Status 110 Filled/Closed  
 Business Unit SBCMP (UC Santa Barbara Campus)  
 Department FDSC (R & DH CARRILLO FD SVC)

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experience (1)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------	------------------------

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Res
<input type="checkbox"/>				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020			
<input type="checkbox"/>				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020			
<input type="checkbox"/>				Taylor Swift	144170	External	Reject		03/04/2020			
<input type="checkbox"/>				Audrey Ruston	144171	External	Hired		03/04/2020			

Notes  
 Job Aid ID 11.1

### PROCESS NOTIFICATIONS

Item 1  
 Email Notification  
 The applicant is notified via email when they apply for a job opening.

Screenshot

FIGURE103 TAM 102 SUCCESSFULLY SUBMITTED JOB OPENING EMAIL

Your online application has been successfully submitted Inbox x

**test@ucoptest.edu**  
 to me

11:11 AM (0 minutes ago)

Dear Darrell Applicant Littleberry,

Thank you for expressing an interest for the following position(s):

2874-BLANK AST 1

We will carefully review your application to determine if you are a qualified candidate. If your application passes our initial evaluation, we will contact you.

To visit our careers site use the following link to sign in to your account:

[https://tucs3careerspub.universityofcalifornia.edu/psp/ucsb/EMPLOYEE/HRMS/c/HRMS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_SCHJOB&Action=U&FOCUS=Applicant&SiteId=31](https://tucs3careerspub.universityofcalifornia.edu/psp/ucsb/EMPLOYEE/HRMS/c/HRMS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=31)

Thank you

This email was automatically generated. Please do not respond.

Reply Forward

NEXT PROCESS STEP

Select candidate or continue recruitment effort.

COURSE 103 – HIRING IN TAM

STEP 9 - SUBMIT BACKGROUND CHECK (FROM TAM)

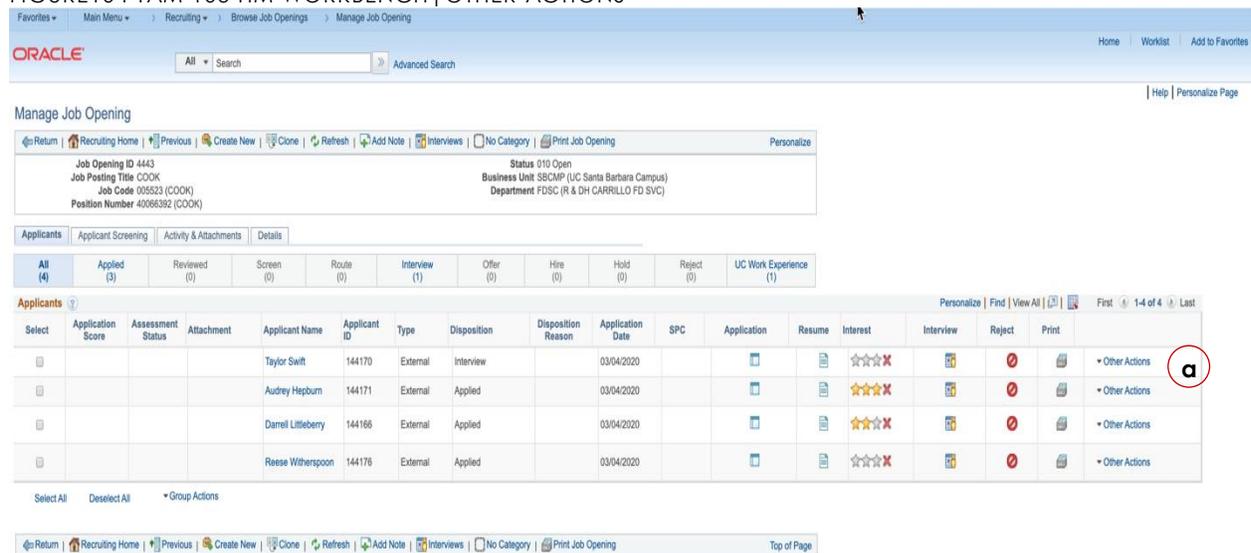
After the job offer has been made by HR and accepted by the candidate, a background checks may be needed. If required, hiring managers with a Universal ([background check vendor](#)) account provisioned or the Human Resource Employment team (by request for all other hiring managers) will initiate this request in TAM.

1 - SUBMITTING A BACKGROUND CHECK REQUEST FROM TAM

Overview	For hiring manager will need to select the candidate from the applicant pool.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	
Illustrations	

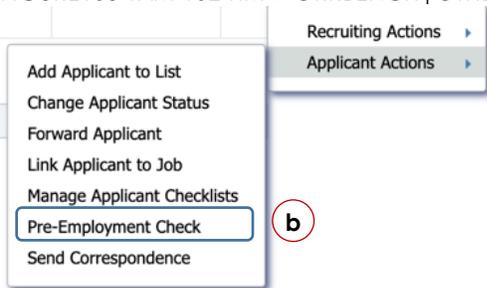
From the **Manage Job Opening** component,  
 a) Click **Other Actions** submenu

FIGURE104 TAM 103 HM WORKBENCH | OTHER ACTIONS



b) Click 'Pre-Employment Check'

FIGURE105 TAM 102 HM WORKBENCH | OTHER ACTIONS – PRE-EMPLOYMENT CHECK



- c) Select Universal provider in the **Background Screening Provider** field list
- d) Click the yellow **Request New Inquiry** button to submit request to open the Universal portal

FIGURE106 TAM 102 OTHER ACTIONS | PRE-EMPLOYMENT CHECK – PRE-EMPLOYMENT CHECK PAGE

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

ORACLE  Search

### Pre-Employment Check

**Applicant**

<b>Name</b> Audrey Hepburn	<b>Preferred Contact</b> Email
<b>Applicant ID</b> 144171	<b>Phone</b> 805/893-5781
<b>Applicant Type</b> External Applicant	<b>Email</b> melinda.crawford88@gmail.com
<b>Status</b> 010 Active	<b>Address</b> Evergreen Cemetery Hollywood, CA 90101

(c) Background Screening Provider: UBS UCSB STAGING 117151 (d)

**Screening Inquiries** Personalize | Find |  |  First 1 of 1 Last

Provider	Request ID	Request Date	Status	Adjudication Status
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed

[Return to Previous Page](#)

Notes  
Job Aid ID 9.1

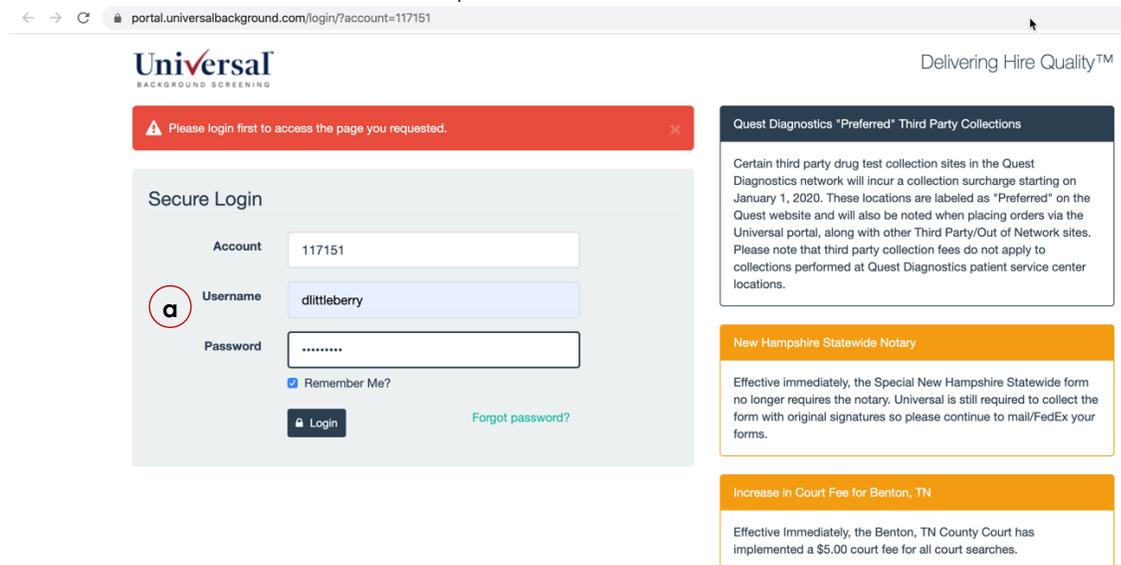
## 2 - COMPLETING THE BACKGROUND CHECK VIA THE UNIVERSAL PORTAL

Overview	The hiring manager will need to complete the background check submission in the Universal portal
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	
Illustrations	

Once the yellow **Request New Inquiry** button is clicked, the Universal portal will open in a new web browser window.

a) Log into the Universal portal

FIGURE107 TAM 103 UNIVERSAL PORTAL | SECURE LOGIN PAGE



b) Select the **Background Check Package**

FIGURE108 TAM 103 UNIVERSAL PORTAL | NEW BACKGROUND CHECK PAGE

Note: The **Position/Job** and **Billing ID #1/#2** will not pull over from TAM to Universal. Hiring managers will need to enter desired field values.

This is the lower half of the background check page.

- c) Select if you want to be copied on the e-Form invitation to the candidate (in mid-lower left side of page)
- d) Check on the **Certification** checkbox (scroll toward bottom of page)
- e) Click the black **Send Invitation** button to send the invitation
- f) Ensure you get the message that your invitation was successfully sent

FIGURE109 TAM 103 UNIVERSAL PORTAL | E-FORMS INVITATION

The screenshot displays the 'E-FORMS INVITATION' page. On the left, the 'Integration Applicant ID' is shown as '1265cf23-d6c3-48f6-9c81-519e1c9da7c5'. Below this, a checkbox labeled 'Add me as a cc to the e-Forms Invitation (darrell.littleberry@ucsb.edu)' is checked and circled with a red 'c'. A green notification bar at the top states 'No prior invitations were found for this e-mail address'. The 'MVR' field is empty. The main section is titled 'Finalize & Submit Background Check via e-Forms Invitation'. It features a dropdown menu for 'FCRA Purpose' set to 'Employment Screening'. Below this, the 'Certification' checkbox is checked and circled with a red 'd'. The certification text reads: 'By checking this box and clicking the Send Invitation button below, I hereby request that a link to a background screening ordering system ("e-Forms Invitation") be sent to the subject's (consumer) email address provided. I certify that: 1) the disclosure and authorization forms contained therein have been reviewed by my company and legal counsel and they satisfy all Fair Credit Reporting Act and other legal requirements, including a clear and conspicuous disclosure in a document that consists solely of the disclosure; 2) my order should not be processed before this written disclosure has been made to the consumer and his or her authorization obtained in writing; 3) the report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation, and its use will comply with all applicable laws; and 4) I understand my obligations, have complied with, and will comply with all applicable laws pertaining to Consumer Reports and/or Investigative Consumer Reports as defined in the Fair Credit Reporting Act as amended (including but not limited to adverse action requirements); and (5) if the subject is a resident of a country other than the United States, I assume responsibility and agree to comply with any applicable data protection laws, including but not limited to, the General Data Protection Regulations ("GDPR") as established by the European Union. I further certify that if an income level has been indicated for an Employment Screening purpose, that the individual may be employed at an annual salary which equals, or which may reasonably be expected to equal (or exceed), the indicated amount.' At the bottom of this section, the 'Send Invitation' button is circled with a red 'e', along with 'Save Draft' and 'Cancel' buttons. The footer contains the copyright notice '© 2013-2020 Universal Background Screening, Inc. All Rights Reserved. Build 0006.9.0' and a 'Back to top' link.

Below is the Success message displayed after the black Send Invitation button is clicked.

FIGURE110 TAM 103 UNIVRSAL PORTAL | SUCCESSFUL INVITATION MESSAGE

This account is operating in Demonstration Mode

Home New Reports Recently Viewed Help Order Lookup Darrell Littleberry (STAGING) (117151/dlittleberry)

Success! An Invitation was sent to Audrey Hepburn (mscra@ucsb.edu)

© 2013-2020 Universal Background Screening, Inc. All Rights Reserved. Build 0006.9.0

[Back to top](#)

Notes

Job Aid ID 9.2

### 3 - REVIEWING BACKGROUND STATUS IN TAM

Overview

Once the background check has been submitted, hiring managers will want to monitor their requests in TAM.

Navigation

PeopleSoft Menu>Recruiting>Browse Job Openings

Action

Click the blue **Posting Title** link

Procedures

If you've just submitted the background check follow all steps below, otherwise, follow the navigation to the **Browse Job Openings** page and start at procedure d below.

Illustrations

- a) Return to TAM by clicking the appropriate browser window



- b) Click the **Return to Previous Page** link
- c) If you get the **Pre-employment Check** page, you'll need to click the **Browse Job Openings** navigation link



**Please leave this window open.**

[Return to Previous Page](#) **b**



**Preemployment Check**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Applicant ID =

Search Clear Basic Search Save Search Criteria

No matching values were found.

# UC Santa Barbara HR Employment

## d) Click on the blue link **Posting Title**

Oracle HR System - Browse Job Openings

Search job openings

010 Open | Clear All Filters

6 matches found.

**Job Openings**

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
4560	BLANKAST 1		UCSB Campus	UNIVERSITY CENTER BOOKSTORE	UC Santa Barbara Campus	0	010 Open	0	0
4542	DIRECTOR		UCSB Campus	SPANISH & PORTUGUESE	UC Santa Barbara Campus	2	010 Open	0	0
4541	FAC MGR 2		UCSB Campus	FACILITIES MANAGEMENT	UC Santa Barbara Campus	2	010 Open	0	0
4495	BLANKAST 1		UCSB Campus	ARTS AND LECTURES OFFICE	UC Santa Barbara Campus	8	010 Open	0	0
4492	Analog and Digital Electronics...		UCSB Campus	ELECTRICAL & COMPUTER ENGINEER	UC Santa Barbara Campus	8	010 Open	2	2
4443	COOK		UCSB Campus	R & DH CARRILLO FD SVC	UC Santa Barbara Campus	13	010 Open	3	4

**Filter by**

- My Associations**
  - Hiring Manager (6)
  - Primary Hiring Manager (6)
  - Created by Me (3)
- Department**
  - ARTS AND LECTURES OFFICE (1)
  - ELECTRICAL & COMPUTER ENG. (1)
  - FACILITIES MANAGEMENT (1)
  - R & DH CARRILLO FD SVC (1)
  - SPANISH & PORTUGUESE (1)
  - More...
- Hiring Manager**
  - Darrell Littleberry (6)
- Recruiter**
  - Katherine Abad (3)
  - Katharine Martin (1)
  - Melinda Crawford (1)
  - Yesenia Limon (1)
- Job Family**
  - General Administration (2)
  - General Services (2)
  - No Value (1)
  - Skilled Crafts and Trades (1)
- Recruiting Location**
  - UCSB Campus (6)
- Status**
  - 010 Open (6)
- Created in**
  - 2020 (6)

## e) From **Manage Job Opening**, select **Other Actions** submenu

Oracle HR System - Manage Job Opening

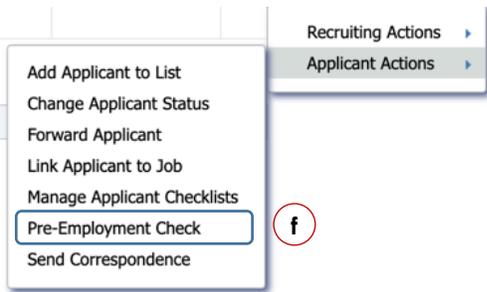
Job Opening ID 4443  
Job Posting Title COOK  
Position Number 40969392 (COOK)

Status 010 Open  
Business Unit SBCMP (UC Santa Barbara Campus)  
Department FDSG (R & DH CARRILLO FD SVC)

Applicants (4)

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>				Taylor Swift	144170	External	Interview		03/04/2020				☆☆☆☆X				Other Actions
<input type="checkbox"/>				Audrey Hepburn	144171	External	Applied		03/04/2020				☆☆☆☆X				Other Actions
<input type="checkbox"/>				Darrell Littleberry	144196	External	Applied		03/04/2020				☆☆☆☆X				Other Actions
<input type="checkbox"/>				Reese Witherspoon	144176	External	Applied		03/04/2020				☆☆☆☆X				Other Actions

## f) Select the 'Pre-Employment Check' menu item



g) View the **Status** in the **Screening Inquiries** grid.

When the **Status** is 'Complete', the background check is finished and Universal returns key applicant fields:

- o legal name
- o address
- o date of birth
- o social security number

are updated in TAM.

Favorites > Main Menu > Recruiting > Browse Job Openings > Manage Job Opening

ORACLE All Search Advanced Search

### Pre-Employment Check

**Applicant**

<b>Name</b> Audrey Hepburn	<b>Preferred Contact</b> Email
<b>Applicant ID</b> 144171	<b>Phone</b> 805/893-5781
<b>Applicant Type</b> External Applicant	<b>Email</b> melinda.crawford88@gmail.com
<b>Status</b> 010 Active	<b>Address</b> Evergreen Cemetery Hollywood, CA 90101

Background Screening Provider [Dropdown] [Request New Inquiry](#)

**Screening Inquiries** Personalize Find First 1-5 of 5 Last

Provider	Request ID	Request Date	Status	Adjudication Status
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed
UBS UCSB STAGING 117151	No Response	03/11/2020	Request Initiated	Not Displayed
UBS UCSB STAGING 117151	No Response	03/12/2020	Request Initiated	Not Displayed
UBS UCSB STAGING 117151	No Response	03/12/2020	<b>Request Initiated</b>	Not Displayed

[Return to Previous Page](#) (g)

Notes  
Job Aid ID

Except for the legal name, the applicant data fields returned to TAM from Universal will not be viewable by hiring managers.  
9.3

## STEP 10 – PREPARE FOR HIRE

Prepare for Hire is the component in TAM used to request hire of selected candidate.

### 1 - STARTING THE PREPARE FOR HIRE REQUEST

Overview	Once the candidate accepts the job offer from HR and any required background checks have been completed, the hiring manager will need to get the hiring process started.
Navigation	PeopleSoft Menu>Recruiting>Browse Job Openings
Action	Click the blue <b>Posting Title</b> link
Procedures	
Illustrations	

a) Click the blue **Posting Title** link

The screenshot shows the Oracle PeopleSoft Recruiting interface. At the top, there is a navigation bar with 'Main Menu', 'Recruiting', and 'Browse Job Openings'. Below this is a search bar with 'All' and 'Advanced Search' options. The main content area is titled 'Browse Job Openings' and includes a search box and a 'Personalize' link. A filter bar shows '010 Open' and 'Clear All Filters'. On the left, there is a 'Filter by' section with categories like 'My Association', 'Department', 'Hiring Manager', 'Recruiter', and 'Job Family'. The main table displays 6 matches found for 'Job Openings'. The table has columns for Job ID, Posting Title, Category, Recruiting Location, Department, Business Unit, Days Open, Status, No Action Taken, and Total Applicants. The row for Job ID 4443, titled 'COOK', is circled in red with a lowercase 'a' next to it.

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
4560	BLANK AST 1	<input type="checkbox"/>	UCSB Campus	UNIVERSITY CENTER BOOKSTORE	UC Santa Barbara Campus	1	010 Open	0	0
4542	DIRECTOR	<input type="checkbox"/>	UCSB Campus	SPANISH & PORTUGUESE	UC Santa Barbara Campus	3	010 Open	0	0
4541	FAC MGR 2	<input type="checkbox"/>	UCSB Campus	FACILITIES MANAGEMENT	UC Santa Barbara Campus	3	010 Open	0	0
4495	BLANK AST 1	<input type="checkbox"/>	UCSB Campus	ARTS AND LECTURES OFFICE	UC Santa Barbara Campus	9	010 Open	0	0
4492	Analog and Digital Electronics...	<input type="checkbox"/>	UCSB Campus	ELECTRICAL & COMPUTER ENGINEER	UC Santa Barbara Campus	9	010 Open	2	2
4443	COOK <b>a</b>	<input type="checkbox"/>	UCSB Campus	R & DH CARRILLO FD SVC	UC Santa Barbara Campus	14	010 Open	3	4

- b) Click the **Other Actions** submenu
- c) Select 'Prepare for Hire'

FIGURE111 TAM 103 HM WORKBENCH | OTHER ACTIONS – PREPARE FOR HIRE

The screenshot shows the Oracle HR Workbench interface for managing a job opening. At the top, there's a navigation bar with 'Recruiting' and 'Manage Job Opening' selected. Below this, the 'Manage Job Opening' section displays details for Job Opening ID 4443, Job Posting Title COOK, Job Code 005523 (COOK), and Position Number 40066392 (COOK). The status is '010 Open'.

Below the job details is a table with columns for 'Applicants', 'Applied', 'Reviewed', 'Screen', 'Route', 'Interview', 'Offer', 'Hire', 'Hold', 'Reject', and 'UC Work Experience'. The 'Applicants' column shows 4 total applicants, with 2 applied, 0 reviewed, 0 screened, 0 routes, 1 interview, 1 offer, 0 hires, 0 holds, 0 rejections, and 2 UC work experiences.

The main table lists four applicants: Audrey Ruston (Accepted), Taylor Swift (Interview), Darnell Littleberry (Applied), and Reese Witherspoon (Applied). A context menu is open over the 'Prepare for Hire' option for the first applicant, with 'Prepare for Hire' circled in red (labeled 'c'). Another 'Other Actions' menu is also circled in red (labeled 'b').

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>				Audrey Ruston	144171	External	Accepted		03/04/2020				☆☆☆☆				Other Actions
<input type="checkbox"/>				Taylor Swift	144170	External	Interview		03/04/2020								Other Actions
<input type="checkbox"/>				Darnell Littleberry	144166	External	Applied		03/04/2020								Other Actions
<input type="checkbox"/>				Reese Witherspoon	144176	External	Applied		03/04/2020								Other Actions

## 2 - COMPLETING PREPARE FOR HIRE DATA ENTRY

- d) Complete hire data entry

FIGURE112 TAM 103 PREPARE FOR HIRE COMPONENT

# UC Santa Barbara HR Employment

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

ORACLE

All ▾ Search > Advanced Search

Prepare For Hire | Earnings Dist/Addl Pay

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

---

Applicant ID 144171      Transaction ID

Applicant Name Audrey Ruston

Current Disposition 071 Offer Accepted      [View Applicant Details](#)

Disposition Date 03/13/2020

Applicant Type External - New

Application Date 03/04/2020

---

Job Opening ID 4443      COOK

Job Opening Type Continuous Job Opening

Business Unit UC Santa Barbara Campus

Department R & DH CARRILLO FD SVC

Position Number 40066392      COOK      Classified/Unclassified PSS Ind

Job Code 005523      COOK

Employee Class Staff: Career

SSN XXX-XX-5555

Date of Birth 05/04/1929

---

Probation Code

Probation End Date

Trial Employment End Date

ERIT/Phased Retirement End Dt

Location Use End Date      Location Use End Date Desc

PY Career Duration

---

Oath Sign Date

Patent Acknowledgement Sign Dt

Modified Patent Acknow Sign Dt

Review Type

Next Review Date

Tracker Profile ID       Remote I-9 Section 2

---

\*Type of Hire

\*Action Reason

\*Start Date 03/30/2020

Employee ID

Employee ID Verified No      [Verify Employee ID](#)

External System      External System ID

Hire Comments

---

**Attachments**

No Attachments have been added to this Job Opening.

Add Attachment

Submit Request To UCPC      Cancel      Print Pre Hire Audit Report

d

- e) Complete **probation code section, probation end date and start date** these fields prompt ePerformance.

The screenshot shows the Oracle HR system interface for managing job openings. The breadcrumb trail is: Favorites > Main Menu > Recruiting WorkCenter > Browse Job Openings > Browse Applicants > Manage Job Opening. The Oracle logo is visible in the top left. The search bar contains 'All' and 'Search'. The job details are as follows:

- Department: DEAN-SCHOOL OF ENV SCI & MGMT
- Position Number: 40793200
- Job Code: 007359
- Employee Class: Staff: Career
- Classified/Unclassified: PSS
- Ind: Ind

The Probation Code dropdown menu is open, showing the following options:

- None
- Probation Complete, Other Job
- Probation Completed
- Within Prob, Ext-Chg of Spvrs
- Within Prob, Ext-Dept Head
- Within Prob, Ext-Job Transfer
- Within Prob, Ext-LOA
- Within Prob, Ext-Lack of Train
- Within Prob, Ext-Sig Chg in City
- Within Probation

Other fields include SSN, Date of Birth, Probation End Date, Trial Employment End Date, ERIT/Phased Retirement End Date, Location Use End Date, PY Career Duration, Oath Sign Date, Patent Acknowledgement Sign Dt, Modified Patent Acknow Sign Dt, Review Type, Next Review Date, Tracker Profile ID, \*Type of Hire, \*Action Reason, and \*Start Date (05/19/2021). A checkbox for 'Remote I-9 Section 2' is also present.

### 3 - LAUNCHING SEARCH MATCH

- f) Click the **Verify Employee ID** link to launch search match

Below are the two initial **Types of Hire** or Actions to process a hire. Once search match is complete, the values in the list will reflect appropriate choices based on your search match actions.

FIGURE113 TAM 103 PREPARE FOR HIRE | VERIFY EMPLOYEE ID LINK

\*Type of Hire: Add Contingent Worker  
 \*Action Reason: Hire  
 \*Start Date: 04/01/2020  
 Employee ID: [ ]  
 Employee ID Verified: No  
 External System: [ ] External System ID: [ ]  
 Hire Comments: [ ]  
 Attachments: No Attachments have been added to this Job Opening.  
 Add Attachment  
 Submit Request To UCPC Cancel Print Pre Hire Audit Report

#### 4 - REVIEWING PERSON ORG SUMMARY

g) Click the **Person Organizational Summary** link on the **Additional Information** tab.

FIGURE114 TAM 103 PREPARE FOR HIRE | SEARCH RESULTS – PERSON ORG SUMMARY LINK

ORACLE All Search Advanced Search

Search Results

**WARNING:** Potential duplicates were found - this person may already exist in the database. Refer to the given list for possible matches to the person you are adding. After you select the return button on the page, you'll be asked whether you want to continue adding this new person, or cancel this operation.

Match Criteria  
 Search Results Summary

Search Results Personalize Find View All First 1 of 1 Last

Results	Additional Information	Empl ID	
1	Carry ID	10291290	Person Organizational Summary

Return

The **Person Organizational Summary** component opens in a new web browser window.

FIGURE115 TAM 103 SEARCH RESULTS | PERSON ORG SUMMARY LINK – PERSON ORG SUMMARY PAGE

Person Organizational Summary  
**Rita Bright** Person ID 10291290  
 Benefit Eligibility Hours  
 Limited Hours Career  
 Floater Hours Career

Employment Instances

ORG Instance	HR Status	Active	Last Hire
0	Active		01/01/2020

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
0	SBCMP	40275430	ENST	ENVIRONMENTAL STUDIES DEPT	001632	LECT-AY-1/9	03/31/2020	0.330000	Academic: Faculty	IX	E	BAC	S	None	

### 5 - SELECTING TYPE OF HIRE AND ACTION REASON

h) Select the **Type of Hire** and **Action Reason**

FIGURE116 TAM 103 PREPARE FOR HIRE | TYPE OF HIRE AND ACTION REASON

9 \*Type of Hire: Hire

\*Action Reason: ✓

\*Start Date

Employee

Employee ID Verification

External System ID

Hire Comments

Attachments

No Attachments have been added to this request.

Add Attachment

Submit Request To UCPC

External System ID: \_\_\_\_\_

Pre Hire Audit Report

### 6 - ENTERING COMPENSATION DATA

i) Click the **Earns Dist/Addl Pay** tab and enter compensation data

FIGURE117 TAM 103 PREPARE FOR HIRE | EARNS DIST/ADDL PAY

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

ORACLE® All ▾ Search [ ] >> Advanced Search

Prepare For Hire | **Earns Dist/Add Pay**

**Employee Information**

**Job - Salary Plan**

Salary Administration Plan UCSX Salary Grade 133  
Step [ ]

**Job Compensation - Pay Components** Personalize | Find | View All | [ ] [ ] First 1 of 1 Last

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1 UCHRLY [ ]	17.000000	H	Manual [ ] [ ]

**Job Earnings Distribution Type**

Earnings Distribution Type None Aggregate Comp Rate [ ]

**Job Earnings Distribution** Personalize | Find | View All | [ ] [ ] First 1 of 1 Last

Earnings Code	Compensation Rate	Percent of Distribution
1		[ ] [ ]

**Job Compensation - Payroll Currency and Frequency**

Compensation Frequency H [ ]

**Additional Pay** Personalize | Find | View All | [ ] [ ] First 1 of 1 Last

Effective Date	*Earnings Code	Reason for Additional Pay	Earnings End Date	Add'l Pay Amount	Hourly Rate	Goal Amount
1 [ ]	[ ] [ ]	[ ]	[ ] [ ]	[ ]	[ ]	[ ] [ ]

Submit Request To UCPC Cancel Print Pre Hire Audit Report

h

7 - ENTERING PREPARE FOR HIRE COMMENTS

j) Click the **Prepare for Hire** tab and enter **Hire Comments**

FIGURE118 TAM 103 PREPARE FOR HIRE | HIRE COMMENTS

\*Type of Hire Hire ▾

\*Action Reason Hire - No Prior UC Affiliation ▾

\*Start Date 03/30/2020 [ ]

Employee ID

Employee ID Verified Yes Verify Employee ID

External System [ ] External System ID [ ]

**i** Hire Comments Our due diligence has determined that Audrey is a new hire with no prior UC affiliation. [ ] [ ]

**Attachments**

No Attachments have been added to this Job Opening.

Add Attachment

Submit Request To UCPC Cancel Print Pre Hire Audit Report

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## 8 - GENERATING THE PREHIRE AUDIT REPORT

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k) Optionally click the yellow **Print Pre Hire Audit Report** button

FIGURE119 TAM 103 PREPARE FOR HIRE | PRINT PRE HIRE AUDIT REPORT

The screenshot displays a web form for preparing a hire. At the top, there are three dropdown menus: '\*Type of Hire' set to 'Hire', '\*Action Reason' set to 'Hire - No Prior UC Affiliation', and '\*Start Date' set to '03/30/2020'. Below these is the 'Employee ID' section, which includes a 'Verify Employee ID' link and a search icon. There are also input fields for 'External System' and 'External System ID'. The 'Hire Comments' field contains the text: 'Our due diligence has determined that Audrey is a new hire with no prior UC affiliation.' Below the form is an 'Attachments' section with the message 'No Attachments have been added to this Job Opening.' and an 'Add Attachment' button. At the bottom, there are three buttons: 'Submit Request To UCPC', 'Cancel', and 'Print Pre Hire Audit Report', which is circled in red.

Below is the first page of the **Pre Hire Data Audit** report.

- **Note:** The **Type of Hire** and **Action Reason** fields are not included in the **Pre Hire Data Audit** report.

FIGURE120 TAM 103 PREPARE FOR HIRE | PREP HIRE DATA AUDIT REPORT

Audrey\_Ruston\_144171.pdf 1 / 5

### Pre Hire Data Audit Report

**Personal Data**

Employee Information	
<b>Primary Name - English</b>	
First Name: Audrey	Middle Name: Kathleen
Last Name: Ruston	Name Suffix:
<b>Birth Information</b>	
Date of Birth: 05/04/1929	
<b>Person Education Level</b>	
Highest Education Level: I-Master's Level Degree	
<b>Person National ID United States</b>	
National ID Type: PR	National ID: XXX-XX-5555
<b>Person Alternate Employee ID</b>	
UC Location Match ID:	
<b>Person Address 01 - United States</b>	
Address Type: HOME	Address Line 1: Evergreen Cemetery
Address Line 2:	City: Hollywood
State: CA	Postal: 90101
Country: USA	
<b>UC Oath Date</b>	
Oath Signature Date:	
<b>Person Phone Number</b>	
Phone Type	Phone Number
CELL	303/956-6881
HOME	805/893-5781
<b>Person Email Address</b>	
Email Type	Email Address

## 9 - SUBMIT HIRE REQUEST TO UCPC

I) Click the yellow **Submit Request to UCPC** button to submit hire request to UCPC

FIGURE121 TAM 103 PREPARE FOR HIRE | SUBMIT REQUEST TO UCPC

\*Type of Hire

\*Action Reason

\*Start Date

Employee ID

Employee ID Verified  Yes [Verify Employee ID](#)

External System

Hire Comments

**Attachments**

No Attachments have been added to this Job Opening.

This message (with Transaction ID) below appears after clicking the yellow **Submit Request to UCPC** button.

FIGURE122 TAM 103 PREPARE FOR HIRE | SUBMIT REQUEST TO UCPC – TRANSACTION ID MESSAGE  
**Message**

You have successfully submitted this request. The Transaction ID is 1487. (0,0)



### 10 - FINAL DISPOSITION OF APPLICANT POOL

- a) Click the **Reject** button for each respective applicant or check on the checkbox for desired applicants and click the **Group Actions** sub-menu and select 'Reject Applicant'

FIGURE123 TAM 103 GROUP ACTIONS LINK | FINAL DISPOSITIN TO REJECT APPLICANTS

The screenshot shows the Oracle HR system interface for managing a job opening. The job opening details are as follows:

Job Opening ID 4443	Status 010 Open
Job Posting Title COOK	Business Unit SBCMP (UC Santa Barbara Campus)
Job Code 005523 (COOK)	Department FDSC (R & DH CARRILLO FD SVC)
Position Number 40066392 (COOK)	

The 'Applicants' section shows a table with the following data:

Select	Applicant Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020				☆☆☆☆				Other Actions
<input type="checkbox"/>				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020				☆☆☆☆				Other Actions
<input type="checkbox"/>				Audrey Ruston	144171	External	Ready		03/04/2020				☆☆☆☆				Other Actions
<input checked="" type="checkbox"/>				Taylor Swift	144170	External	Interview		03/04/2020				☆☆☆☆				Other Actions

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

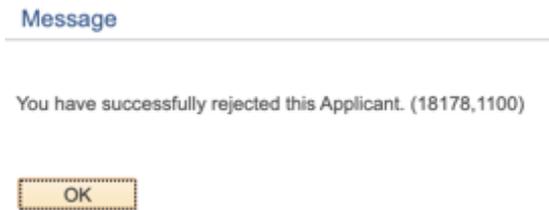
- Recruiting Actions
- Applicant Actions
- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Reject Applicant** (highlighted with a red circle and letter 'a')
- Print Applications
- View Applications

- b) Select the **Reason** (optional: for reporting purposes)
- c) Click the yellow **Reject** or **Reject and Correspond** button
  - i. **Reject** will simply change the **Disposition** to 'Reject'
  - ii. **Reject and Correspond** will change the **Disposition** to 'Reject' and allow the hiring manager to send an email correspondence to the selected applicant(s).

FIGURE124 TAM 103 GROUP ACTIONS LINK | APPLICANT TO REJECT

The message to the below is received after clicking the yellow **Reject** button.

FIGURE125 TAM 103 GROUP ACTIONS LINK | REJECT APPLICANTS – SUCCESSFULLY REJECTED MESSAGE



Below, the selected applicants have been rejected.

FIGURE126 TAM 103 HM WORKBENCH | REJECTED APPLICANTS

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
<input type="checkbox"/>				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020			
<input type="checkbox"/>				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020			
<input type="checkbox"/>				Taylor Swift	144170	External	Reject		03/04/2020			
<input type="checkbox"/>				Audrey Ruston	144171	External	Ready		03/04/2020			

As well, if you've placed any runner up candidates 'On Hold', then you need to reject them to end their application process.

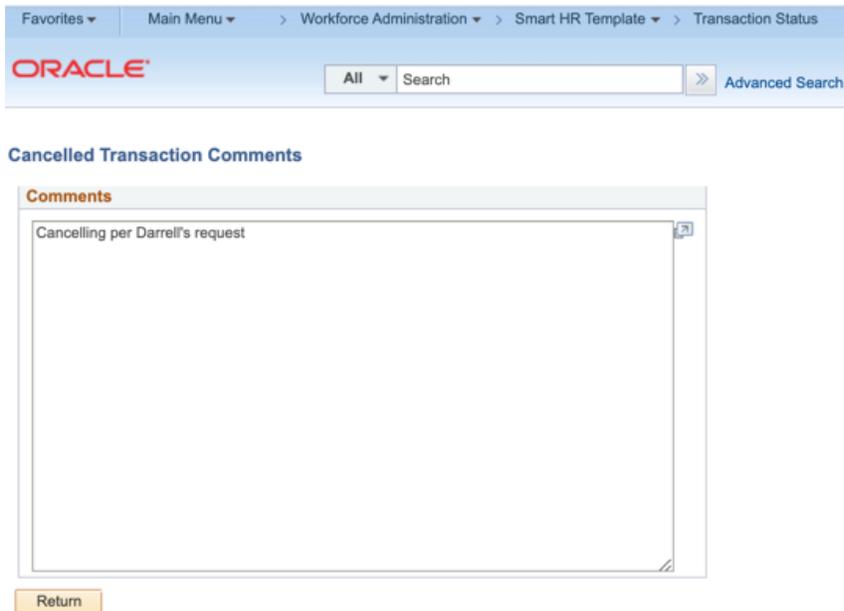
- a) Navigate to the Transaction Status page
- b) Enter 'SBCMP' in **Business Unit**
- c) Select 'RecruitingHire/Rehire/Transfer' in **Transaction Type**
- d) Enter dates in **Start Date From** and **To** date fields (corresponds to Effective hire or start date)
- e) Click the yellow **Refresh** button
- f) Click the **View Comments** link to view UCPC comments

FIGURE 127 TAM 103 TRANSACTION STATUS PAGE | PREPARE FOR HIRE REQUEST

The screenshot shows the Oracle Transaction Status page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Workforce Administration > Smart HR Template > Transaction Status. Below this is the Oracle logo and a search bar with a dropdown set to 'All' and an 'Advanced Search' button. The main heading is 'Transaction Status'. Below the heading, a message states: 'The following transactions are pending, canceled or have been processed by Human Resources.' There are several filter fields: 'HR Review Status' (set to 'All'), 'Business Unit' (set to 'SBCMP'), 'Transaction Type' (set to 'RecruitingHire/Rehire/Transfer'), and 'Transaction Status' (set to 'All'). There are also date pickers for 'Start Date From' (03/24/2020) and 'To' (04/13/2020). Below these are buttons for 'Refresh', 'Clear', and 'Download'. A table displays transaction data with columns: Select, Template, Effective Date, Transaction Status, Person ID, Empl Record, Action, Business Unit, First Name, Last Name, and Reason for Cancellation. The table contains one row with the following data: [checkbox], RECRUITING, 03/30/2020, Cancel, [empty], [empty], Hire, SBCMP, Audrey, Ruston, and a 'View Comments' link. Below the table are buttons for 'Select All', 'Deselect All', and 'Delete Selected Transactions'. At the bottom, there is a 'Go To' section with a link to 'Smart HR Transactions'.

Below is the page shown after clicking the blue **View Comments** link.

FIGURE 128 TAM 103 TRANSACTION STATUS | PREPARE FOR HIRE REQUEST – VIEW COMMENTS



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## 12 - RESUBMITTING PREPARE FOR HIRE REQUEST

---

If the **Prepare for Hire** request is canceled by UCPC, the **Prepare for Hire** component will be greyed out and not editable. You will need to follow these steps to resubmit the request.

- 1) The hiring manager will need to set the **Disposition** back to 'Ready for Hire'.
- 2) Contact your HR recruiter who will need to withdraw the candidate from the hire process so you can restart the Prepare for Hire request.

Only after the candidate is withdrawn from the hire request by HR will the hiring manager be able to start the Prepare for Hire request.

The illustration below shows the re-entered Prepare for Hire request after completing the aforementioned steps.

# UC Santa Barbara HR Employment

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

**ORACLE** All ▾ Search [ ] >> Advanced Search

---

**Prepare For Hire** | Earns Dist/Add Pay

**Applicant ID** 144171 **Transaction ID**

**Applicant Name** Audrey Ruston

**Current Disposition** 120 Withdrawn [View Applicant Details](#)

**Disposition Date** 04/03/2020

**Applicant Type** External - New

**Application Date** 03/04/2020

---

**Job Opening ID** 4443   **COOK**

**Job Opening Type** Continuous Job Opening

**Business Unit** UC Santa Barbara Campus

**Department** R & DH CARRILLO FD SVC

**Position Number** 40066392   **COOK** **Classified/Unclassified** PSS Ind

**Job Code** 005523   **COOK**

**Employee Class** Staff: Career

**SSN** XXX-XX-7292

**Date of Birth** 05/04/1929

---

**Probation Code**

**Probation End Date**

**Trial Employment End Date**

**ERIT/Phased Retirement End Dt**

**Location Use End Date**   **Location Use End Date Desc**

**PY Career Duration**

---

**Oath Sign Date**

**Patent Acknowledgement Sign Dt**

**Modified Patent Acknow Sign Dt**

**Review Type**

**Next Review Date**

**Tracker Profile ID**   Remote I-9 Section 2

---

**\*Type of Hire** Hire

**\*Action Reason** Hire - No Prior UC Affiliation

**\*Start Date** 03/30/2020

**Employee ID**

**Employee ID Verified** Yes [Verify Employee ID](#)

**External System**   **External System ID**

**Hire Comments** I'm resubmitting Audrey for true processing as a new hire.

---

**Attachments**

No Attachments have been added to this Job Opening.

Enter the compensation information on the **Earns Dist/Addl Pay** tab.

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Browse Job Openings > Manage Job Opening

**ORACLE** All ▾ Search  >> Advanced Search

Prepare For Hire **Earns Dist/Addl Pay**

**Employee Information**

**Job - Salary Plan**

Salary Administration Plan UCSX Salary Grade 133  
Step

**Job Compensation - Pay Components** Personalize | Find | View All | First 1 of 1 Last

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1 UCANNL <input type="text"/>	50000.000000 <input type="text"/>	A	Manual <input type="text"/>

**Job Earnings Distribution Type**

Earnings Distribution Type None  Aggregate Comp Rate

**Job Earnings Distribution** Personalize | Find | View All | First 1 of 1 Last

Earnings Code	Compensation Rate	Percent of Distribution
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

**Job Compensation - Payroll Currency and Frequency**

Compensation Frequency H

**Additional Pay** Personalize | Find | View All | First 1 of 1 Last

Effective Date	*Earnings Code	Reason for Additional Pay	Earnings End Date	Add'l Pay Amount	Hourly Rate	Goal Amount
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Request To UCPC Cancel Print Pre Hire Audit Report

### 13 - VETTING THE PREPARE FOR HIRE REQUEST

Monitoring the **Prepare for Hire** request.

Favorites ▾ Main Menu ▾ Workforce Administration ▾ Smart HR Template ▾ Transaction Status

ORACLE® All Search [ ] Advanced Search

### Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status: All Business Unit: SBCMP  
 Transaction Type: RecruitingHire/Rehire/Transfer Empl ID: [ ]  
 Transaction Status: All First Name: [ ]  
 Start Date From: 03/24/2020 To: 04/13/2020 Last Name: [ ]

Refresh Clear Download

Select	Template	Effective Date	Transaction Status	Person ID	Empl Record	Action	Business Unit	First Name	Last Name
<input type="checkbox"/>	RECRUITING	03/30/2020	Requested			Hire	SBCMP	Audrey	Ruston

Select All Deselect All  
 Delete Selected Transactions

Go To Smart HR Transactions

After Audrey Ruston is hired, the **Manage Job Opening** component now shows that she is hired, and the status of the Job Opening is 'Filled/Closed'.

FIGURE 129 TAM 103 HM WORKBENCH | HIRED DISPOSITIONED CANDIDATE

Favorites ▾ Main Menu ▾ Recruiting ▾ Browse Job Openings ▾ Manage Job Opening

ORACLE® All Search [ ] Advanced Search Home Worklist Add to Favorites

### Manage Job Opening

Return Recruiting Home Previous Next Create New Clone Refresh Add Note Interviews No Category Print Job Opening Personalize

Job Opening ID 4443 Status 110 Filled/Closed  
 Job Posting Title COOK Business Unit SBCMP (UC Santa Barbara Campus)  
 Job Code 005523 (COOK) Department FDSC (R & DH CARRILLO FD SVC)  
 Position Number 40066392 (COOK)

Applicants Applicant Screening Activity & Attachments Details

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Hold (0)	Reject (3)	UC Work Experience (1)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------	------------------------

Select	Application Score	Assessment Status	Attachment	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Print	Other Actions
<input type="checkbox"/>				Darrell Littleberry	144166	External	Reject	Candidate pool identified	03/04/2020				☆☆☆☆		Other Actions
<input type="checkbox"/>				Reese Witherspoon	144176	External	Reject	Candidate pool identified	03/04/2020				☆☆☆☆		Other Actions
<input type="checkbox"/>				Taylor Swift	144170	External	Reject		03/04/2020				☆☆☆☆		Other Actions
<input type="checkbox"/>				Audrey Ruston	144171	External	Hired		03/04/2020				☆☆☆☆		Other Actions

Select All Deselect All Group Actions

Return Recruiting Home Previous Next Create New Clone Refresh Add Note Interviews No Category Print Job Opening Top of Page

The **Transaction Status** page now shows that Audrey Ruston has a **Transaction Status** of 'Hired/Added'.

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Smart HR Template ▾ > Transaction Status

---

**ORACLE** All ▾ Search [ ] >> Advanced Search

---

### Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status: All ▾ Business Unit: SBCMP 🔍  
 Transaction Type: RecruitingHire/Rehire/Transfer ▾ Empl ID: [ ]  
 Transaction Status: All ▾ First Name: [ ]  
 Start Date From: 03/28/2020 📅 To: 04/17/2020 📅 Last Name: [ ]

Transaction Status ?										Personalize   Find   View All   📄 📅		First	1 of 1	Last
Select	Template	Effective Date	Transaction Status	Person ID	Empl Record	Action	Business Unit	First Name	Last Name					
<input type="checkbox"/>	RECRUITING	03/30/2020	Hired/Added	10421075	0	Hire	SBCMP	Audrey	Ruston					

Go To [Smart HR Transactions](#)

Now, hiring managers will be able to verify job record information in the **Job Data** component. This is Audrey's job record in the **Job Data** component.

FIGURE 130 TAM 103 JOB DATA | VERIFY JOB RECORD DATA

The screenshot displays the Oracle HR system interface for the 'Job Data' component. At the top, there are navigation menus for 'Favorites', 'Main Menu', 'Workforce Administration', 'Job Information', and 'Job Data'. Below this is the Oracle logo and a search bar. The main content area is divided into several sections:

- Employee Information:** Audrey Ruston, Employee, Empl ID 10421075, Empl Record 0.
- Work Location:** Effective Date 03/30/2020, Effective Sequence 0, HR Status Active, Payroll Status Active.
- Job Record:** Action Hire, Reason Hire - No Prior UC Affiliation, Job Indicator Primary Job.
- Position Information:** Position Number 40066392, Position Title COOK, Position Entry Date 03/30/2020.
- Organizational Details:** Regulatory Region USA, Company UCS, Business Unit SBCMP, Department FDSC, Location ELLIS-6829, Establishment ID UCSB, Date Created 04/07/2020.

At the bottom of the page, there are several utility buttons: Save, Return to Search, Notify, Refresh, Update/Display, and Include History. The breadcrumb trail at the bottom reads: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data.

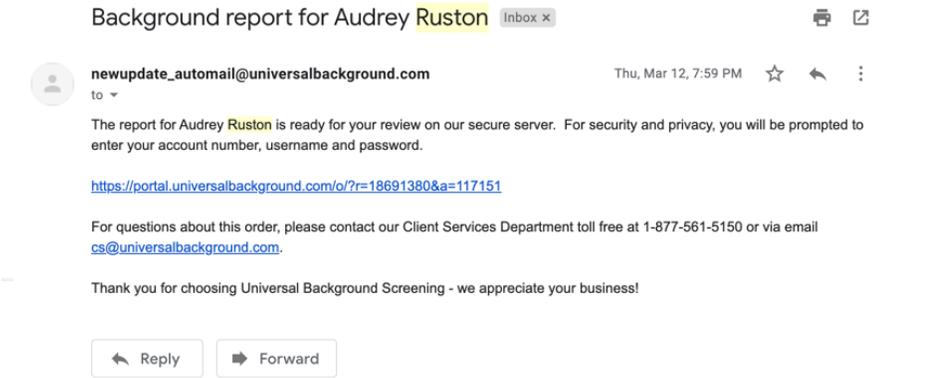
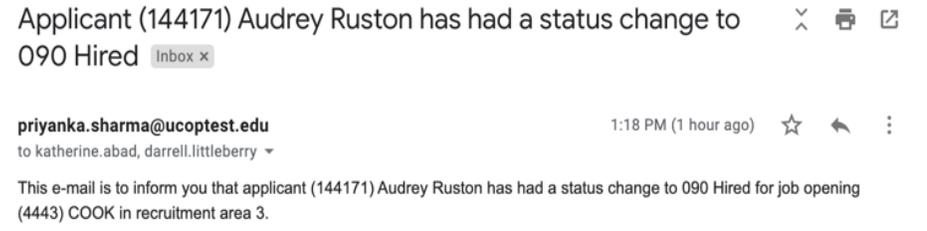
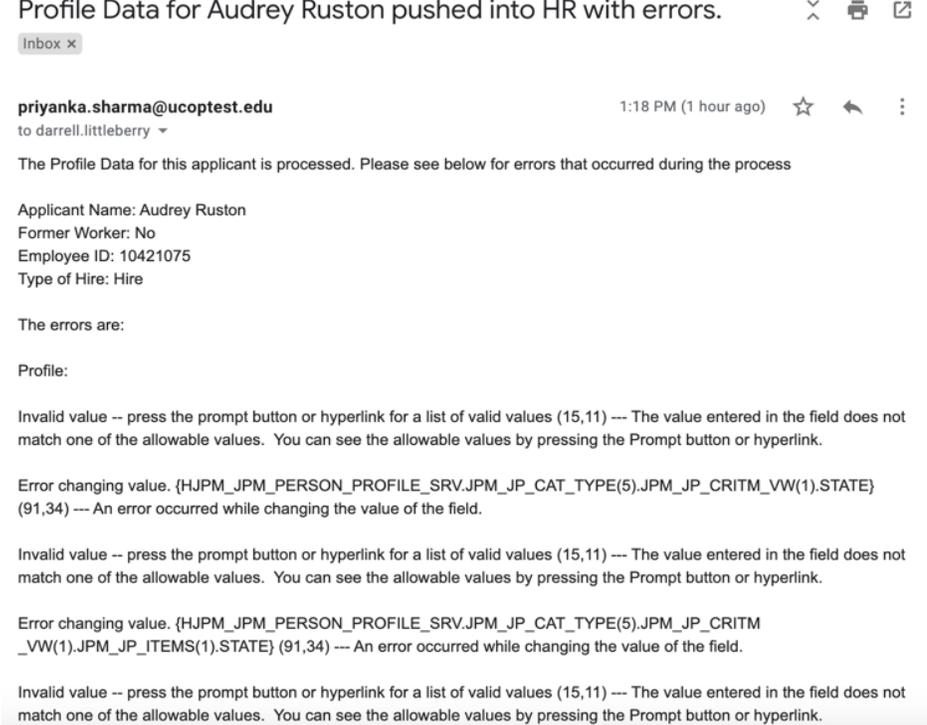
Notes

There are many job record elements to verify including FTE and compensation data.

Job Aid ID

10.1

## HIRE PROCESS NOTIFICATIONS

Item	Email Notification	Screenshot
1	Background report notification	<p>FIGURE131 TAM 103 BACKGROUND REPORT EMAIL</p> 
2	Hire confirmation email to recruiter and hiring manager.	<p>FIGURE132 TAM 103 CANDIDATE HIRED EMAIL</p> 
3	HR error email sent only to hiring manager. There are instructions at the end of the email (not shown in screenshot)	<p>FIGURE133 TAM 103 CANDIDATE HIRE ERRORS EMAIL</p> 

## NEXT PROCESS STEP

Ensure the applicant pool for the job opening has been fully dispositioned and make sure the job opening status is 'Filled/Closed'.

## GLOSSARY

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Term	Definition
<b>Candidate Gateway (CG)</b>	The web portal where applicants will be able to view and apply for jobs
<b>Component</b>	A collection of related UCPATH pages usually arranged in tab format
<b>Disposition</b>	To give a status to an item
<b>External applicant</b>	Any non UCSB person who applies for a job through the external CG
<b>External CG</b>	The web portal for non-UCSB employees to apply for job via the world wide web.
<b>Hiring team</b>	The selected HR Recruiter(s), department Hiring Manager(s), Interviewer(s) and Interested Parties who are included for job opening access
<b>HM</b>	Department hiring manager
<b>Interested parties</b>	UCSB employees/contingent workers who are given employee access to the job opening to appropriately deemed purposes.
<b>Internal applicant</b>	Any UCSB employee/contingent worker who applies for a job through the internal CG
<b>Internal CG</b>	The web portal for UCSB employees to apply for jobs via UCPATH self-service.
<b>Interviewers</b>	UCSB employees/contingent workers who are identified as potential resources to interview applicants
<b>Job opening</b>	TAM transaction containing campus and job posting information
<b>Page</b>	A single UCPATH webpage or tab
<b>UCPC</b>	UCPATH Center
<b>Universal</b>	Universal is the name of the third party background check vendor

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