

Lawson Global HR

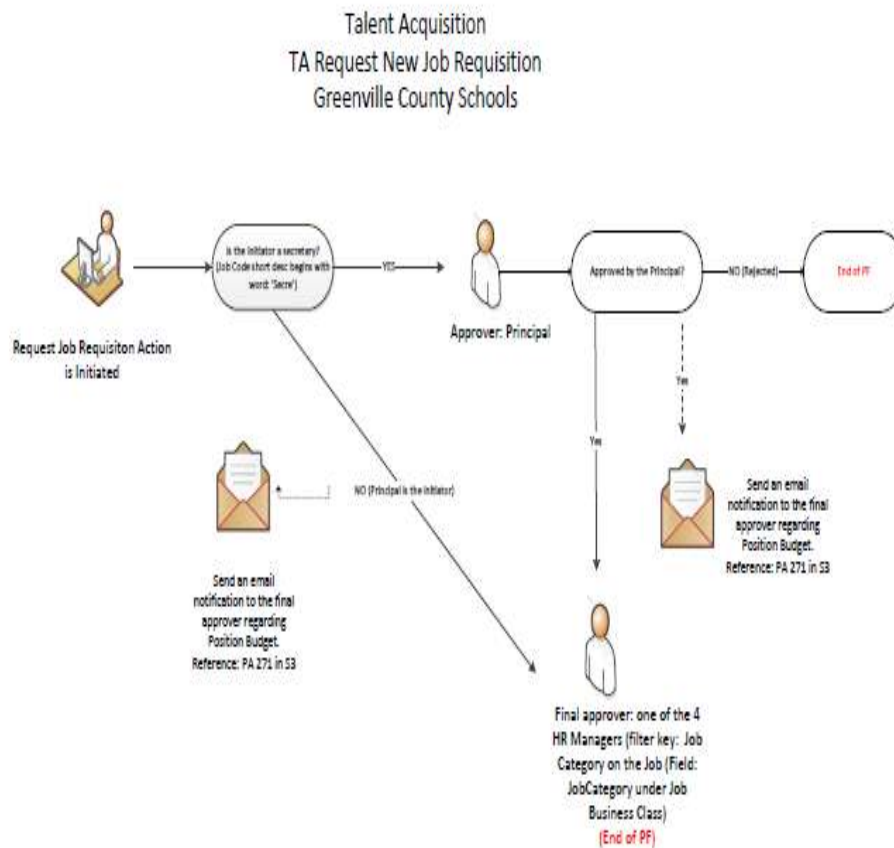
Principal/Secretary User Guide



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Requisition Process Approval Flow

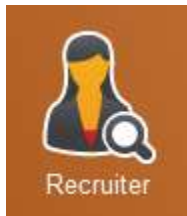


Creating a Position Requisition

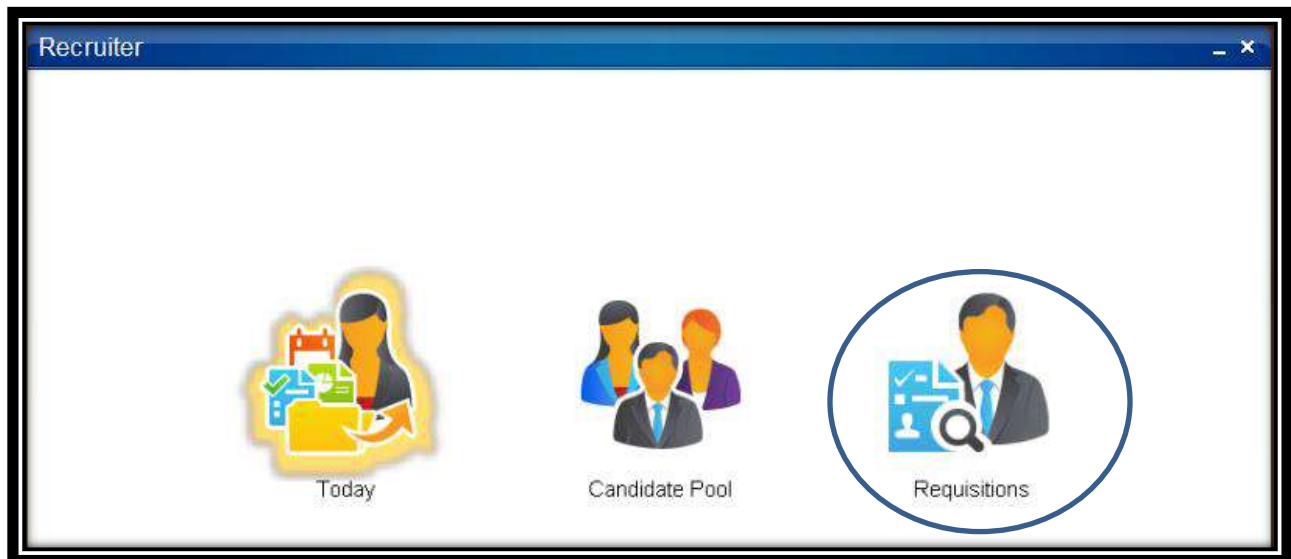
Please note before creating a Position Requisition for a position with a Full Time Equivalent (FTE), the termination form for a resignation or retirement must be submitted to HR Processing or you should have received a baseline with a new or changed allocation.

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

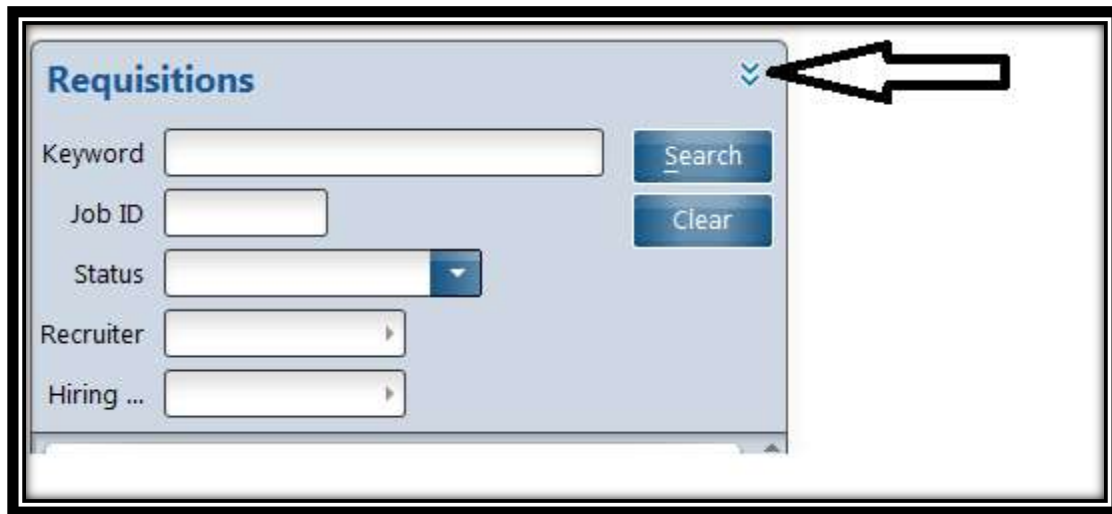
You can access the system by going to the Employee Portal and selecting Lawson Global HR. Your login is now your FULL district email address and your password is the same one you use to access the network and your district email. Once in the system, double click on Recruiter.



Double click on Requisitions

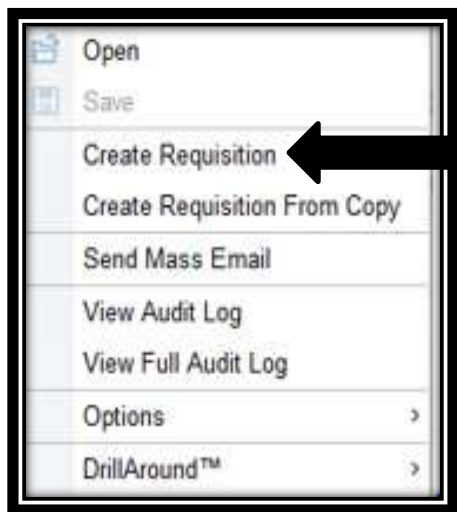


To begin creating a requisition, click on the double down arrow:



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

Select Create Requisition.



Complete the required fields as follows:

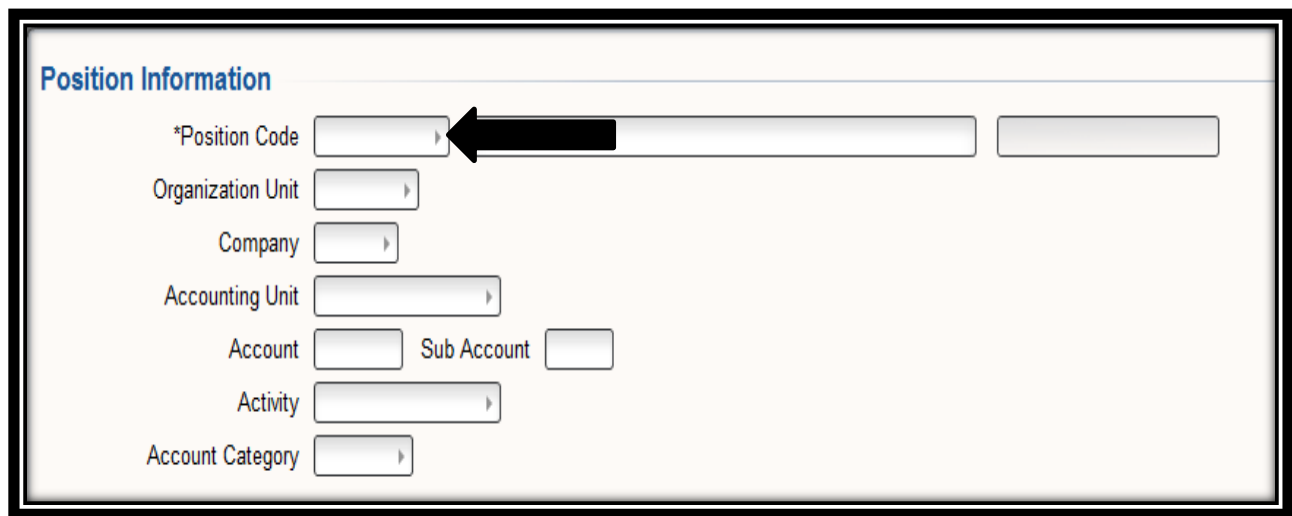
Date Needed: The opening date to begin recruiting for the position. This date does not coincide with the effective date for a Hire or Transfer. Typically you will enter today's date here (remember you can quickly do this by entering a "T" and then press the "Tab" key to auto fill the current day).

Confidential Requisition: Leave blank, flag not used by GCS. We do post requisitions confidentially and those instructions are in the Posting a Requisition section of this user guide.

Priority Requisition: Leave blank. Flag not used by GCS.

The screenshot shows a web-based form titled "Job Requisition" within a "DrillAround" application window. The form is divided into several sections. At the top, there are fields for "Status", "Date Needed" (set to 03/14/2016), "Open Date", and "Total Days Open". Below these are checkboxes for "Confidential Requisition" and "Priority Requisition". The main section is titled "Position Information" and contains numerous fields for job details: "Position Code", "Organization Unit", "Company", "Accounting Unit", "Account", "Sub Account", "Activity", "Account Category", "Location", "Work Type", "Relationship To Organization", "Category", "Work Schedule", and "Standard Hours". There are also checkboxes for "Pool", "GC Ref Req", "Assessment", and "Background". The form is presented in a clean, professional layout with a blue header bar and a white background for the form fields.

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



The screenshot shows a web form titled "Position Information". It contains several fields with dropdown arrows: *Position Code, Organization Unit, Company, Accounting Unit, Account, Sub Account, Activity, and Account Category. A large black arrow points to the dropdown arrow in the *Position Code field.

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

For example: 012 or 012CLK1000

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

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

Recruiting Position List

Actions Options ▾ DrillAround™ ▾ [Icons]

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

Select Cancel

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

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

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

- **Organization Unit and G/L Account:** These will default from the position code. Do not change any of these fields.

Organization Unit 012--1000
 Company General Fund
 Accounting Unit School Adm Gen Fund
 Account Sub Account
 Activity
 Account Category

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

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

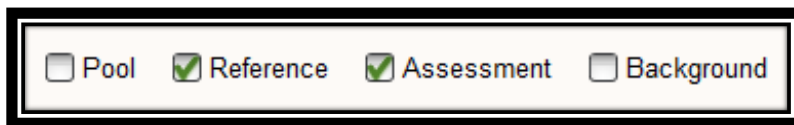
The Reference flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send Confidential Reference Requests via the GCS Candidate Reference System that are required for teacher positions only.

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

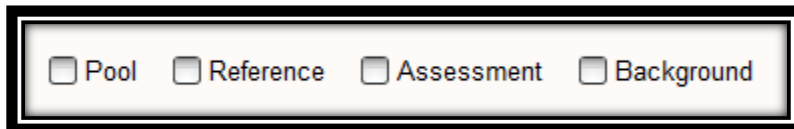
The Assessment flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send the teacher assessment profile (Crown Global) via the GCS Candidate Reference System that is required for teacher positions only.

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

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

A rectangular form with a double border. Inside, there are four checkboxes with labels: 'Pool', 'Reference', 'Assessment', and 'Background'. The 'Reference' and 'Assessment' checkboxes are checked, indicated by a green checkmark icon. The 'Pool' and 'Background' checkboxes are unchecked, indicated by an empty square icon.

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

A rectangular form with a double border. Inside, there are four checkboxes with labels: 'Pool', 'Reference', 'Assessment', and 'Background'. All four checkboxes are unchecked, indicated by an empty square icon.

Location: 012

Relationship To Organization: [dropdown]

Work Schedule: 200 DAY - 10 month

Standard Hours: [text box]

Requested Position FTE: [text box]

Exempt From Overtime: No

Work Type: [dropdown]

Category: CLASSIFIED

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

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUBSTITUTE	Substitute

Select Cancel

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

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

- **Category:** The Category will default from the Position Code selected. It is critical that you do not change the Category, because it is required for the requisition to route to the correct HR Manager for approval and to list on the posting for the position. Incorrect information in this field will delay the posting. If the Category does not default from the Position Code, please contact the Human Resources Helpline at **355-3117**.

Position Information

Position Code: 11 School Clerk 012CLK1000

Organization Unit: 48 012-1000

Company: 1000 General Fund

Accounting Unit: 012 233 00.000 School Adm Gen Fund

Account: Sub Account

Activity

Account Category

☐ Pool ☐ Reference ☐ Assessment ☐ Background

Location: 012 Work Type

Relationship To Organization Category: CLASSIFIED

Work Schedule: 200 DAY - 10 month

Standard Hours

Requested Position FTE

Exempt From Overtime: No

Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening ☐ Budgeted

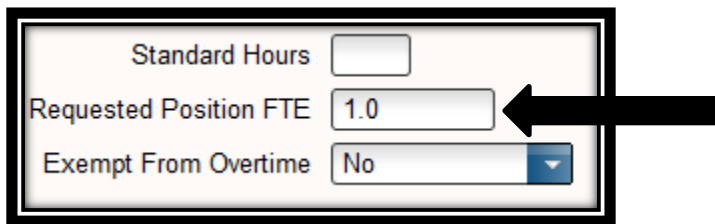
Contacts

Direct Manager: 91 Alexander (ES) Principal

Hiring Manager

HR Contact

- **Work Schedule:** The Work Schedule will default from the Position Code selected. Do not change the Work Schedule and contact the Human Resources Helpline at 355-3117 if the Work Schedule does not default from the Position Code.
- **Standard Hours:** Leave blank. Field not used by GCS.
- **Requested Position FTE:** Enter the Full Time Equivalent for the position. For example, if an employee is full time then enter 1.0.

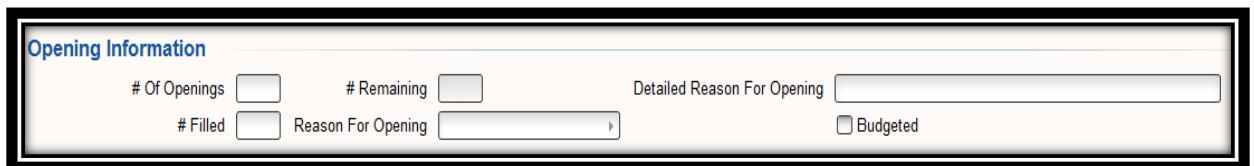


Standard Hours

Requested Position FTE

Exempt From Overtime

- **Exempt From Overtime:** This field will default from the Position Code selected.
- **Opening Information:** Leave these fields blank as shown below.



Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening ☐ Budgeted

- **Contacts:** You must enter the following fields for the requisition:
 - Hiring Manager
 - Recruiter
 - Alternate Recruiter

You may enter the employee number into the Hiring Manager, Recruiter or Alternate Recruiter fields, or search for them by clicking on the arrow in the field.

Contacts	
Direct Manager	Dir. Mgr. Emp. #
Hiring Manager	Principal Emp # ▶
HR Contact	Leave Blank ▶
Recruiter	Secretary Emp # ▶
Alternate Recruiter	Principal Emp # ▶
Approver 1	Leave Blank ▶
Approver 2	Leave Blank ▶
Approver 3	Leave Blank ▶

Direct Manager - Auto-populates - Do not change or delete.

Hiring Manager-Enter the Manager's employee number for the Position, i.e. Principal, Plant Engineer, Supervisor.

Recruiter-For School Locations, this should be the School Secretary's employee number. For Departments, this should be the designated Secretary's employee number of that department.

Alternate Recruiter-This should be the Manager's employee number for the Position, for example, the Principal or Supervisor to allow access to all tabs of the requisition. See more below regarding being an Alternate Recruiter.

Alternate Recruiter Role: Selecting someone other than a Principal for this role will affect the Principal's access to candidates and the requisition. If someone other than the Principal is designated as Alternate Recruiter, the Principal will only be able to view candidates in the New, Screen Out Online, Screen and Hiring Manager Review tabs. Access to perform other functions may be denied. The Alternate Recruiter role may be changed at any time.

You may enter the last name and first name of the employee to search for the employee number. Find the name of the Hiring Manager, Recruiter or Alternate Recruiter needed and either double click to select it, or highlight the name and click the Select button.

- Comments:

The Comments field allows you to easily communicate with Human Resources about the circumstances creating a vacancy. For example, a current employee resigned or transferred or an allocation was added to your baseline. Utilize this field to communicate important information and expedite the approval process.

Please format the Comments in the following manner:

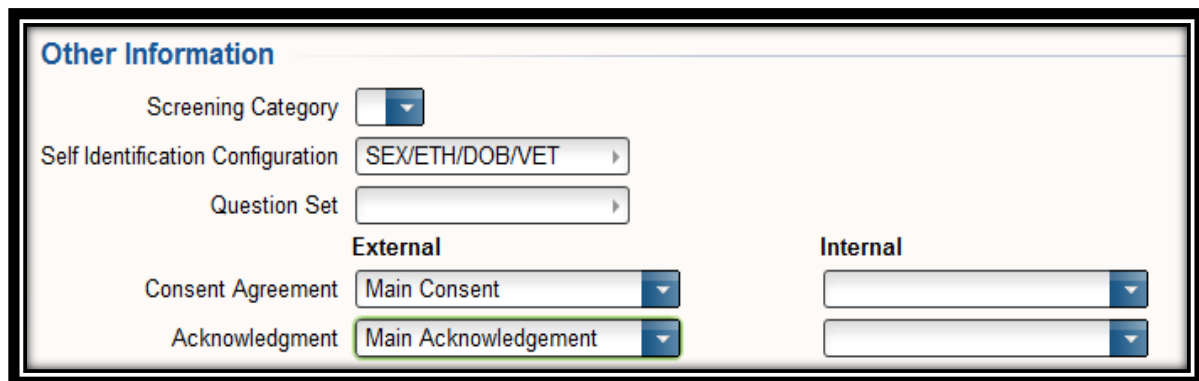
“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to fill her position.

The Comments will be available for the Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for requisitions will include all Comments entered.

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



Other Information

Screening Category

Self Identification Configuration

Question Set

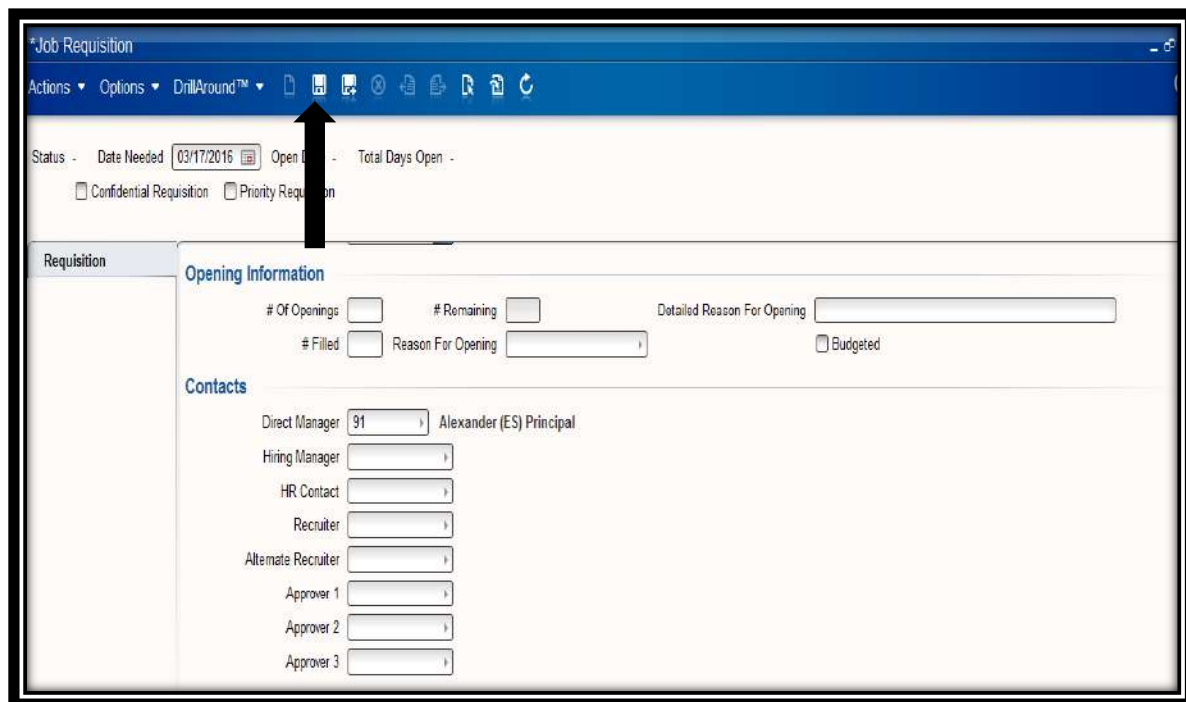
External **Internal**

Consent Agreement





Acknowledgment



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



***Job Requisition**

Actions ▾ Options ▾ DrillAround™    

Status - Date Needed Open Total Days Open: -

☐ Confidential Requisition ☐ Priority Requisition

Requisition

Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening ☐ Budgeted

Contacts

Direct Manager Alexander (ES) Principal

Hiring Manager

HR Contact

Recruiter

Alternate Recruiter

Approver 1

Approver 2

Approver 3

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

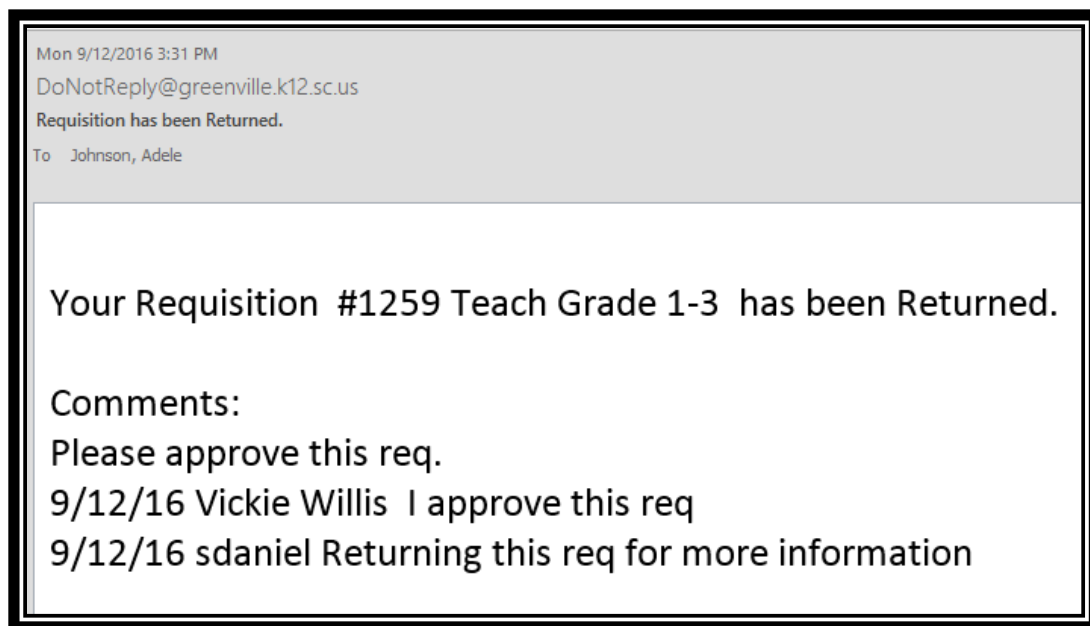
The screenshot shows the 'Job Requisition #133' form. The 'Actions' menu is open, and 'Request Approval' is selected. The form displays various fields for requisition details, including 'Position Code' (11), 'Organization Unit' (48), 'Company' (1000), 'Accounting Unit' (012 233.00.000), 'Account' (50115), 'Location' (012), 'Work Type' (REGULAR), 'Relationship To Organization' (EMPLOYEE), 'Work Schedule' (200 DAY - 10 month), and 'Standard Hours'. The 'Status' is 'Approval Requested'.

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

The screenshot shows the 'Job Requisition #133' form. The 'Status' field is 'Approval Requested' and the 'Date Needed' is '03/18/2016'. The 'Actions' menu is open, and 'Request Approval' is selected.

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

1. If the requisition was created by the secretary, then it will route to the Manager's (Principal/Supervisor) Inbasket for approval. If the Manager(Principal/Supervisor) creates the requisition, then step 2 will be bypassed.
2. Manager (Principal/Supervisor) will approve or return the requisition. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created.
3. If the requisition is approved, then it will route to the HR Manager's Inbasket for approval. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created. If the requisition is approved, the requisition status will change to **Pending** and the initiator will receive an automated message notifying them the requisition was approved. When you receive the automated e-mail stating the requisition is approved, you may proceed with posting the position. Below is an example of the automated e-mail the initiator will receive when the requisition is approved or returned.



Please note it may take 20 or more minutes for a requisition to be routed to the Manager for approval. The approval process is not an immediate action and it is based upon the availability of the Manager and HR Manager. If the requisition is returned without approval for any reason, please make note of the comments included in the automated e-mail and know you will need to delete the existing requisition and create a new one.

Requisition Quick Reference Guide

Verify that the fields below are completed on your requisition.

Job Requisition #1432 - Aide, 5 Year Kindergarten

Actions ▾ Options ▾ DrillAround™ ▾ [Icons]

Status: Draft Date Needed: [Calendar Icon] Open Date: - Total Days Open: -

☐ Confidential Requisition ☐ Priority Requisition

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

Requisition
Responsibilities

Position Information

*Position Code: 2 Aide, 5 Year Kindergarten 012A5YRK1000

Organization Unit: 48 012-1000

Company: 1000 General Fund

Accounting Unit: 012.111.00.000 Kindergart Gen Fund

Account: 50115 Sub Account: Paraprofessional/Teacher A

Activity: [Dropdown]

Account Category: [Dropdown]

☐ Pool ☐ Reference ☐ Assessment ☐ Background

Verify Position Code to Baseline

Check Reference & Assessment on Teacher req. & leave all blank for Classified req.

Work Type is Hourly if FTE=0 or Regular if FTE>0

Rel. to Org is always Employee

Location: 012 Work Type: [Dropdown]

Relationship To Organization: EMPLOYEE Category: CLASSIFIED

Work Schedule: 185 DAY - 9 1/4 month

Standard Hours: [Field]

Requested Position FTE: 1.0

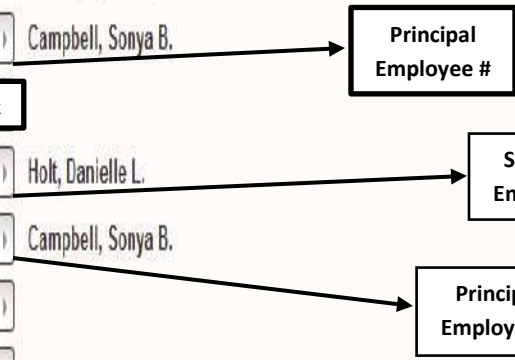
Exempt From Overtime: No

Enter FTE for baseline positions. Do not enter FTE for hourly positions such as Afterschool, hourly computer lab aides.

Category defaults from Position Code; Do NOT leave blank

Contacts

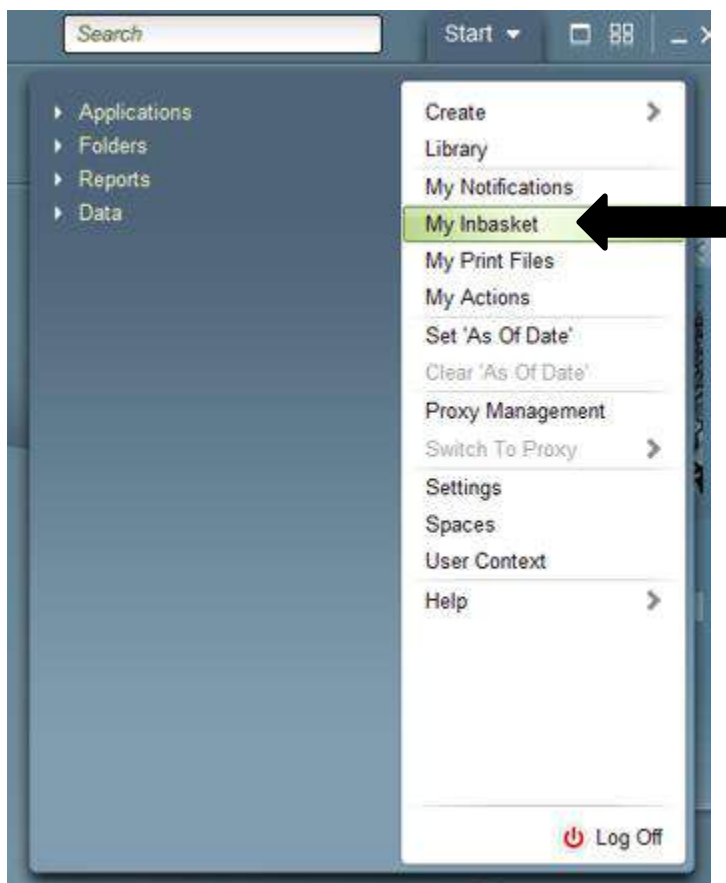
Direct Manager	<input type="text" value="91"/>	Alexander (ES) Principal	
Hiring Manager	<input type="text" value="12345"/>	Campbell, Sonya B.	<input type="text" value="Principal Employee #"/>
HR Contact	<input type="text" value="Leave Blank"/>		
Recruiter	<input type="text" value="789012"/>	Holt, Danielle L.	<input type="text" value="Secretary Employee #"/>
Alternate Recruiter	<input type="text" value="123456"/>	Campbell, Sonya B.	<input type="text" value="Principal Employee #"/>
Approver 1	<input type="text"/>		
Approver 2	<input type="text"/>		
Approver 3	<input type="text"/>		



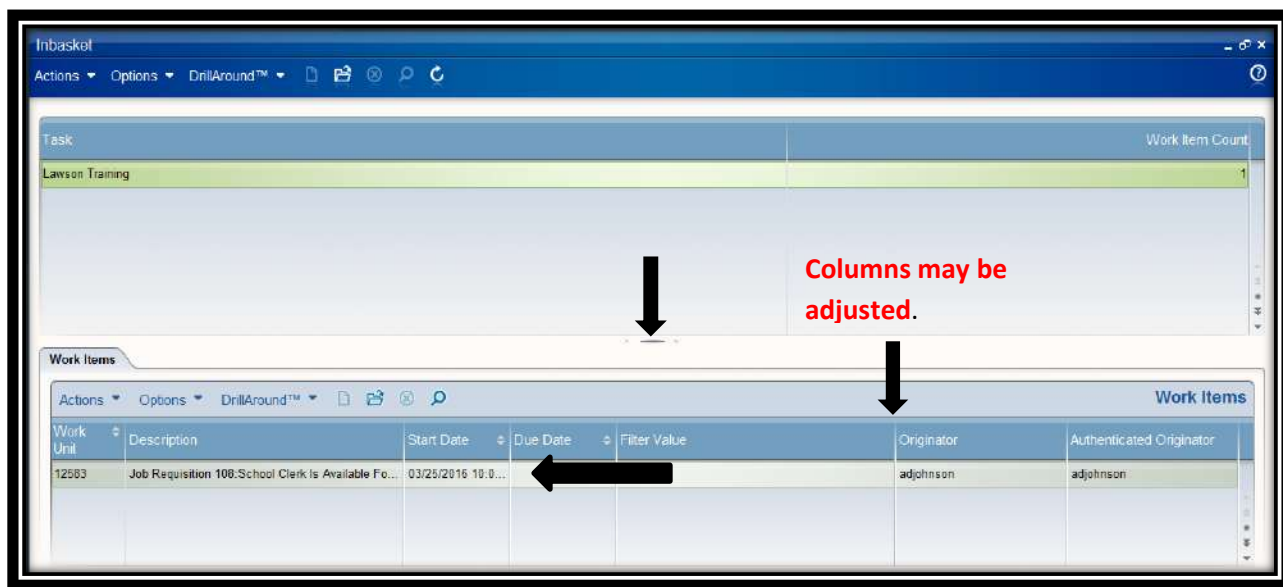
How to Approve a Requisition Request Sent to My Inbasket

Principal/Hiring Manager

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



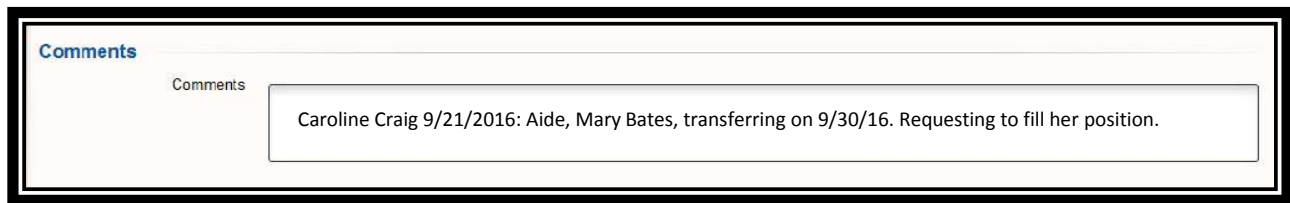
Locate the requisition to be approved in the Work Items list. Double click on the requisition to be approved. The view pictured below may be adjusted by hovering your mouse over the lines indicated by the arrows.



The requisition selected will be displayed.

The screenshot shows the 'Job Requisition #108 - School Clerk' form. The form has a header with 'Options' and 'DrillAround™'. Below the header, there's a 'Status' section with 'Approval Requested' and 'Date Needed' set to '03/25/2016'. There are also checkboxes for 'Confidential Requisition' and 'Priority Requisition'. The 'Position And Job Details' section is active, showing fields for 'Position Code' (8), 'School Clerk', '012CLK1000', 'Organization Unit' (44), 'Company' (1000), 'Accounting Unit' (012.233.00.000), 'Account' (50115), 'Sub Account', 'Activity', and 'Account Category'. At the bottom, there are buttons for 'Approve', 'Return', 'Save As Draft', and 'Cancel'. The 'Approve' and 'Return' buttons are highlighted with red boxes.

- Comments:

A screenshot of a web form's 'Comments' section. The section has a light orange header with the word 'Comments' in blue. Below the header, the word 'Comments' appears again in a smaller font. A text box contains the following text: 'Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Requesting to fill her position.'

The Comments field allows you to easily communicate with Human Resources about the circumstances creating a vacancy. For example, a current employee resigned or transferred or an allocation was added to your baseline. Utilize this field to communicate important information and expedite the approval process.

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to fill her position.

The Comments will be available for the Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. When adding comments, do not enter your comments on the same line as other comments. Instead, skip to the next line and add your comments. Do not delete or type over comments entered by others. The automated approval email sent to the initiator for requisitions will include all Comments entered.

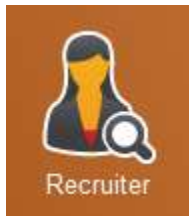
Review the form in its entirety to verify the information on the requisition is accurate. Select the appropriate action “Approve” or “Return”. Selecting **Approve** will forward the requisition to the corresponding HR Manager for approval. Selecting **Return** will forward the requisition back to the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

If the requisition is returned to the initiator for any reason, the existing requisition must be deleted and a new requisition must be created.

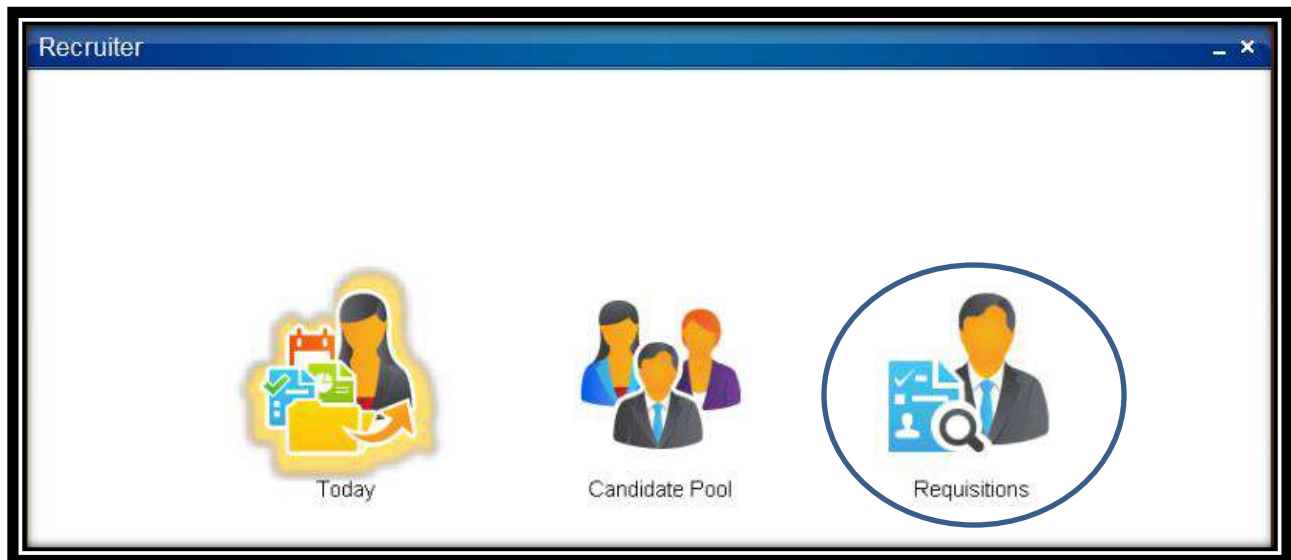
Posting a Requisition

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

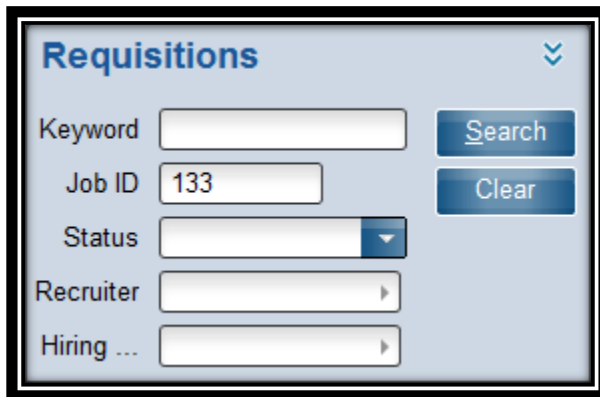
Double click on Recruiter



Double click on Requisitions



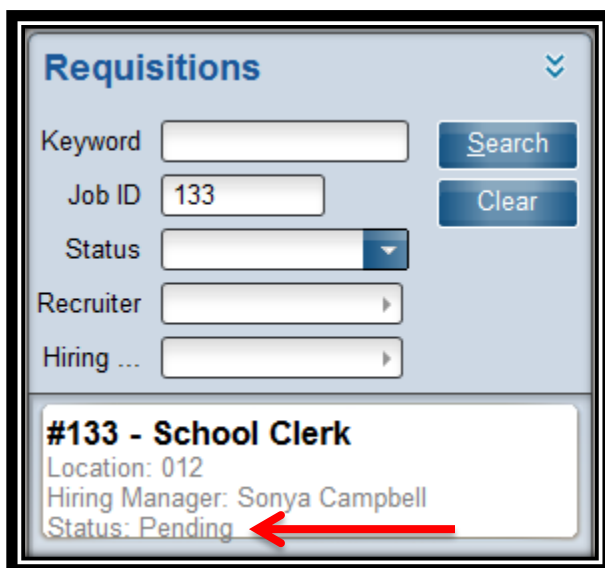
Search for the Requisition by entering the Job ID and click Search.



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

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

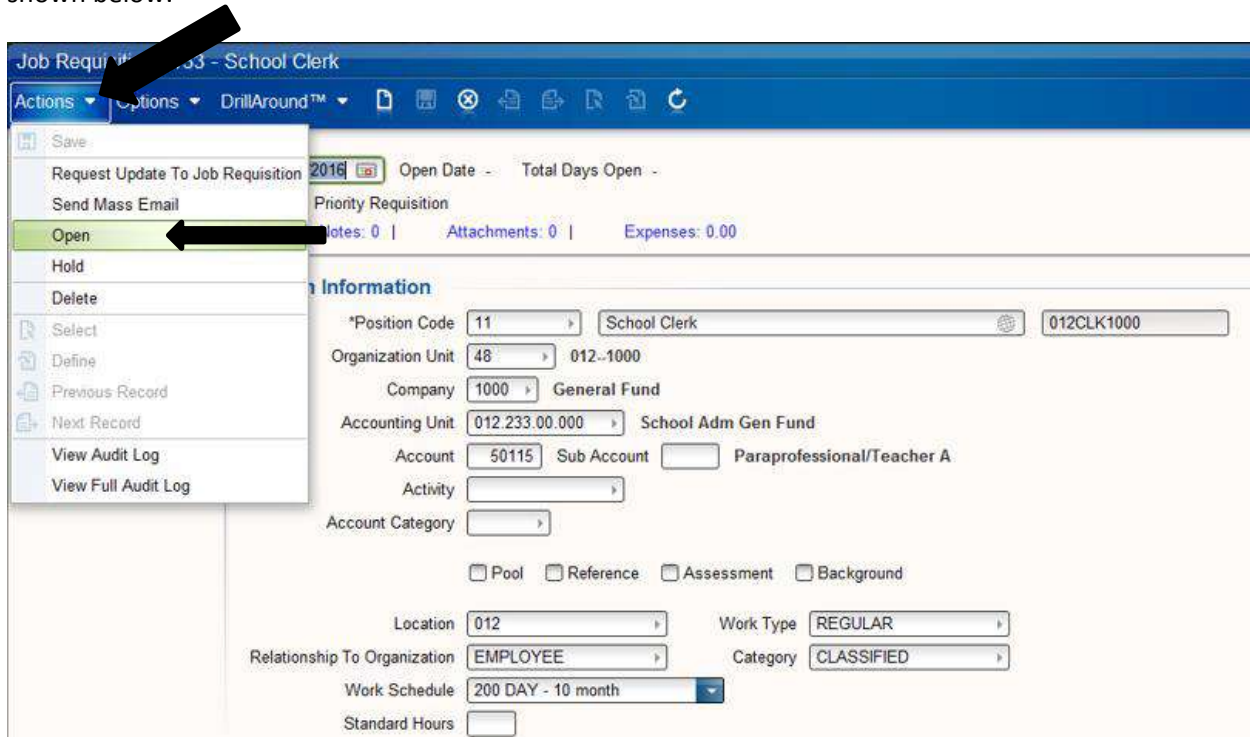
The Status of the Job Requisition will change to **Pending** after being approved. Double click on the Requisition to open it.



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

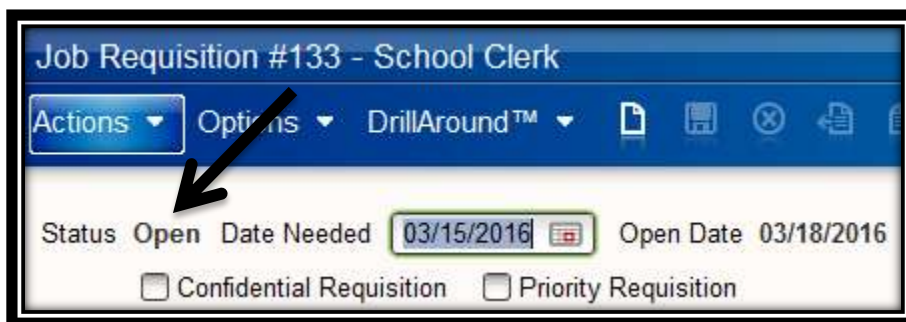
Keyword	<input type="text"/>	<input type="button" value="Search"/>
Job ID	<input type="text" value="133"/>	<input type="button" value="Clear"/>
Status	<input type="text"/>	
Recruiter	<input type="text"/>	
Hiring ...	<input type="text"/>	
#133 - School Clerk Location: 012 Hiring Manager: Sonya Campbell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

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



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

The Status will change to **Open**.

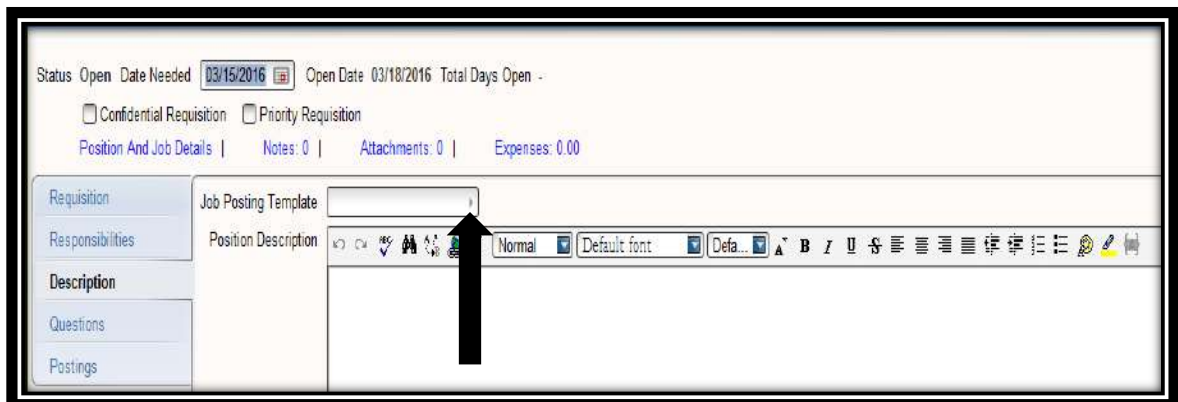


The screenshot shows the 'Job Requisition #133 - School Clerk' form. The 'Status' field is set to 'Open'. The 'Date Needed' field is set to '03/15/2016' and the 'Open Date' is set to '03/18/2016'. The 'Confidential Requisition' and 'Priority Requisition' checkboxes are unchecked.

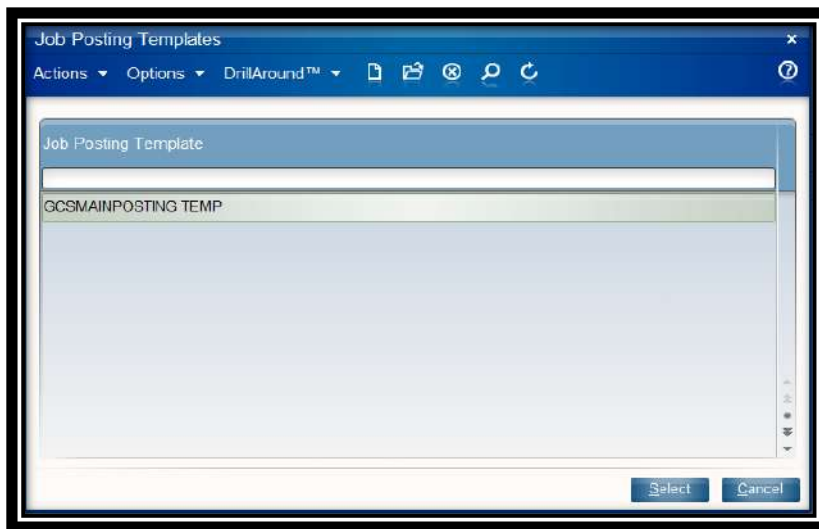
The next steps for the Requisition are completing the Description, Questions, and Postings sections. The Responsibilities section is not used by GCS, so you do NOT need to complete the Responsibilities section.




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

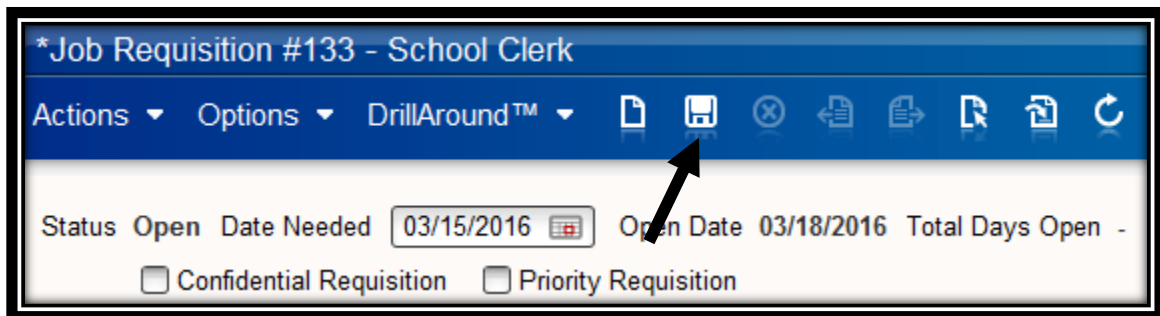


Select the **GCSMAINPOSTING TEMP** template by either double clicking to select, or highlight the name and click the Select button.

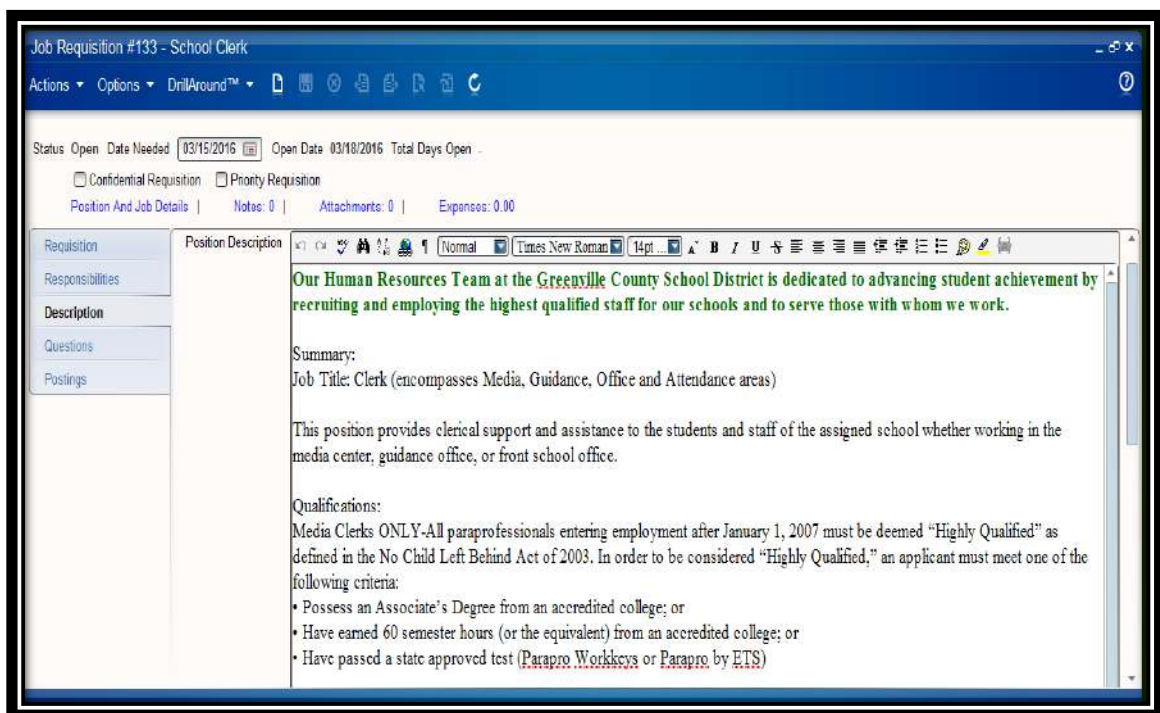




Select the Save icon, , at the top of the screen. If a job description is associated with the position code on this requisition, then it will display after you click the Save icon. If a job description does not attach, then please contact the Human Resources Helpline at 355-3117. Many hourly positions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



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



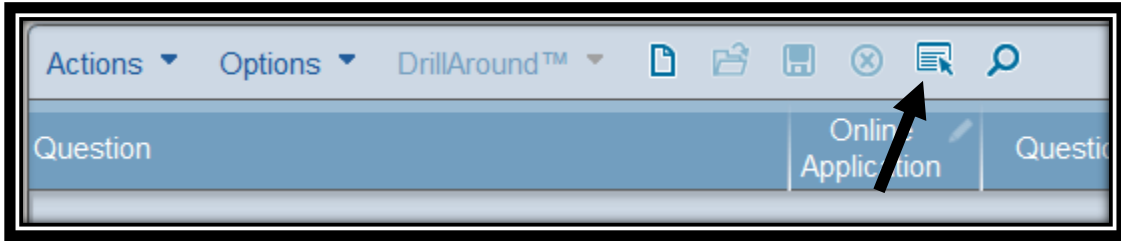
- **Questions:** If you are posting the Internal or External requisition, you MUST attach the questions that pertain to the position you are posting. Please note there are no Question Sets for positions such as Afterschool Caregiver, Hourly Tutor, etc. Select the Questions Tab.

The image shows a sidebar menu with five tabs. The tabs are labeled: Requisition, Responsibilities, Description, Questions, and Postings. The 'Questions' tab is highlighted with a darker blue background and a white border, indicating it is the selected option.

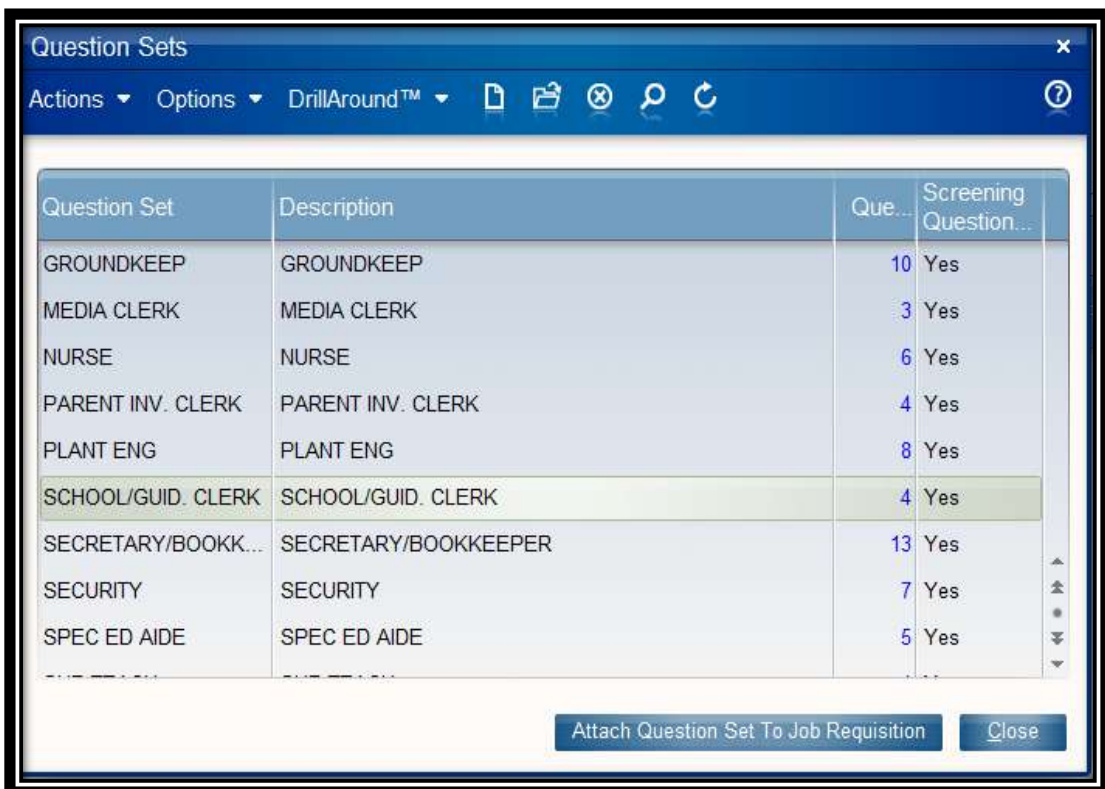
This is an important step in gathering information on the application. Questions are set up in Question Sets and provided below is a list of the current Question Sets.

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

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



Select the question set for the position that you are posting. For example, if the position you are posting is 012CLK1000, Clerk, you will choose the School/Guidance Clerk question set. Not all positions have a question set, so it is best to review each set to see which one is most applicable for the position. If you do not see a question set that applies to the specific position, then you may omit this step. Select the **Attach Question Set to Job Requisition** option at the bottom. Select **Close** after attaching the questions. Selecting **Attach Question Set to Job Requisition** more than once will result in questions being attached multiple times.



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


Enter Required Information For This Action

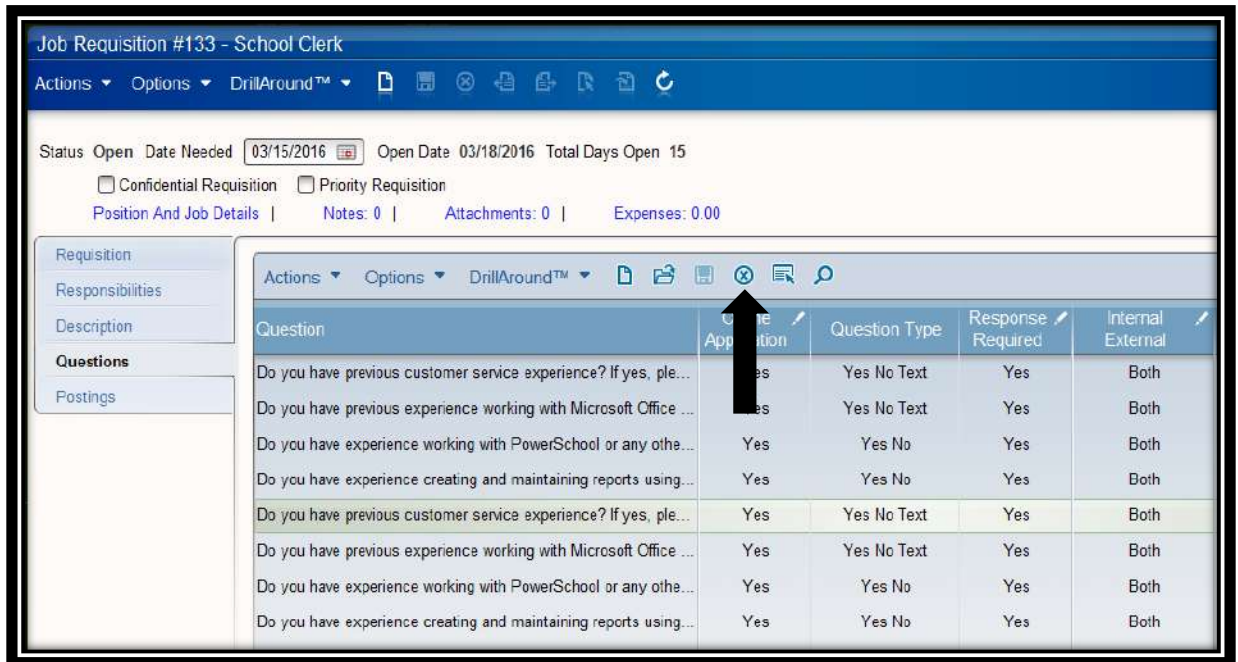
*Effective Date

OK Cancel

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

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

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



Job Requisition #133 - School Clerk

Actions ▾ Options ▾ DrillAround™ ▾

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

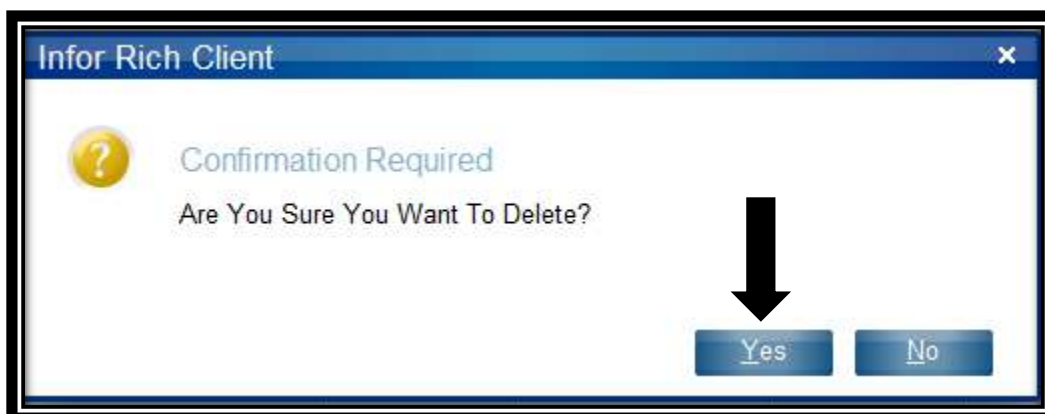
☐ Confidential Requisition ☐ Priority Requisition

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

Requisition
Responsibilities
Description
Questions
Postings

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

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



Infor Rich Client

Confirmation Required

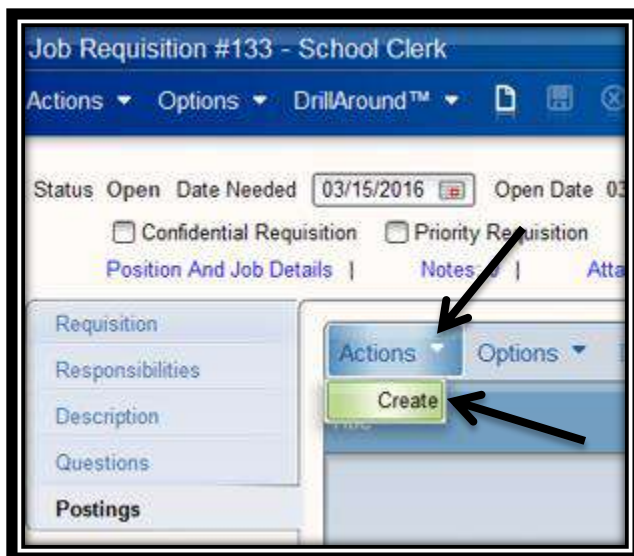
Are You Sure You Want To Delete?

Yes No

- **Postings**



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



Step 2:

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

A screenshot of a web form for job posting. The form includes fields for "Posting Begin Date", "Category", "Sub Category", and "Minimum Salary". The "Category" dropdown menu is open, showing three options: "Confidential", "External", and "Internal". The "Confidential" option is highlighted with a green background.

Confidential: Used at the discretion of Human Resources. This type of posting does not allow anyone to submit an application for the position. Provided below are a couple of examples of confidential postings:

Example #1: Two Aide positions are vacated at the same location. One requisition is posted for internal and external applicants. Another requisition is posted confidentially and we will attach and hire the second aide using the confidential requisition.

Example #2: You are hiring for a Secretary. Your specific job will be posted confidentially and we will attach the chosen candidate to the confidential posting from the "Secretary Pool" posted internally and externally.

When you reach the point where a candidate needs to be attached to the confidential requisition, please contact the Human Resources Helpline at **355-3117**.

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

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

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

- **Posting Begin Date and Posting End Date:** The **Posting Begin Date** is the date the job should be available for candidates to apply. The **Posting End Date** is the last day the posting will be available for candidates to apply. A Posting End Date should always be entered for a requisition and it may be extended at any time. To extend the Posting End Date, please refer to **Extending a Posting End Date or Job Title change** section below for step by step directions. **Postings must be displayed for a minimum of 3 business days.** If this requisition is posting for both internal and external candidates, the Posting Begin and End Dates can be different on the internal and external job posting.

The screenshot shows a web application window titled 'Save' with tabs for 'Edit Posting' and 'View Posting'. The 'Edit Posting' tab is active. The form contains the following fields and values:

- Job Requisition: 133
- Posting Status: -
- Posting Rule: -
- Job Board: External (dropdown menu)
- Posting Begin Date: [empty field]
- Posting End Date: [empty field]
- Category: CLASSIFIED (dropdown menu)
- Classified Position Category: [empty field]
- Sub Category: [empty field]
- Minimum Salary: [empty field]
- Maximum Salary: [empty field]
- Location: US SC Greenville (dropdown menu)

Below the main form is a 'Details' section with a 'Title' field containing 'School Clerk' and a 'Description' field containing the following text:

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

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

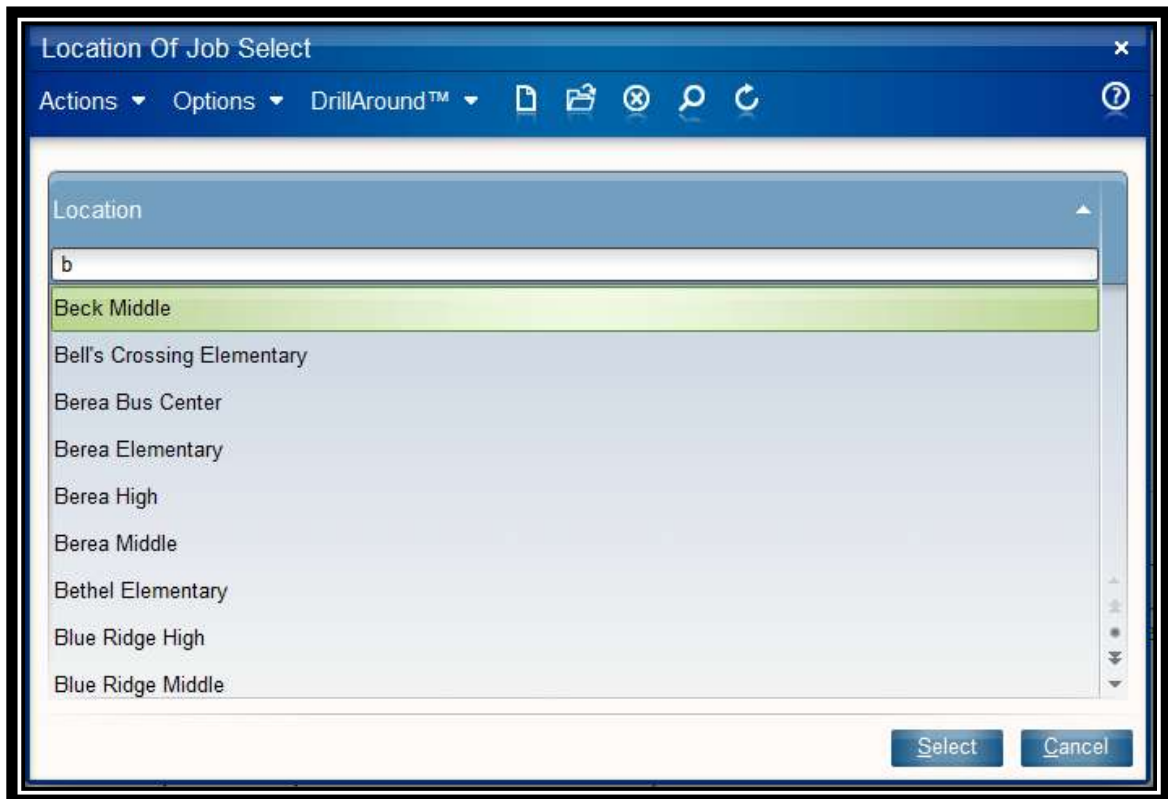
This position provides clerical support and assistance to the students and staff of the assigned school whether working in the media center, guidance office,

- **Category:** Will default from the requisition
- **Sub Category, Minimum Salary and Maximum Salary:** Leave these fields blank

- **Location:** Select the location for the position. **This is critical for applicants to know what location/school has the job opening.** Click on the arrow in the Location field for a list of locations.



A screenshot of a web form field labeled "Location". The field contains the text "US:SC:Greenville" and a small dropdown arrow icon. A black arrow points to the dropdown icon. The entire field is enclosed in a black rectangular border.



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

- Details

In the **Details** section, verify the **Title** of the position and **Job Description** are completed and accurate, because this is the information the applicant will see when reviewing the position. Locate the Title field shown below and change the title to be more meaningful. With teacher positions, a high school teacher title may default to Teach HS, a middle school teacher title may default to Teach MS, and an elementary school teacher may default to Teach Grade 1-3. For Teaching positions, please change the title to “Teach” followed by the grade, if applicable, and the subject, if applicable. Below are examples by school level.

Elementary: Teach 1st Grade
 Teach Art

Middle School: Teach 6th Grade Science

High School: Teach Algebra 1
 Teach Chemistry

If the requisition being posted is not a full time position or for a future school year, please note that information in the Title as well. Below are a few examples for guidance.

Teach Chemistry – Part Time
Teach 1st Grade (2017-2018 School Year)
Teach Art – Part Time for 2017-2018 School Year

Details


*Title: School Clerk **Be specific. Candidates will see this when applying.**

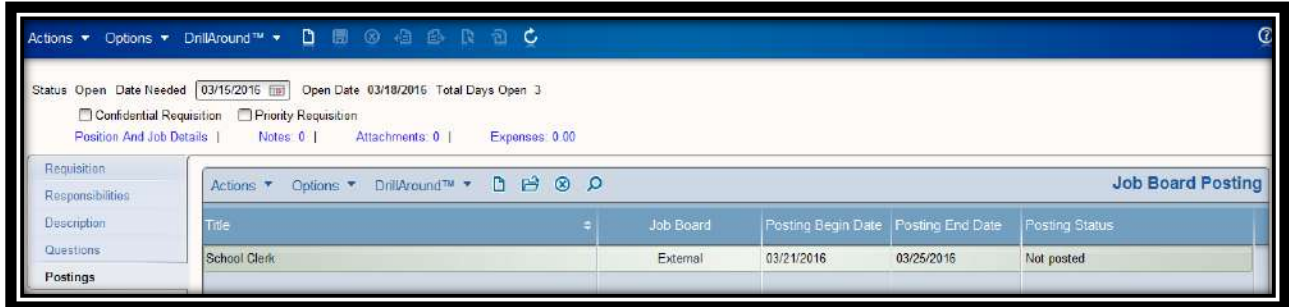
Description: **Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement by recruiting and employing the highest qualified staff for our schools and to serve those with whom we work.**

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

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

Visual Editor / HTML Source

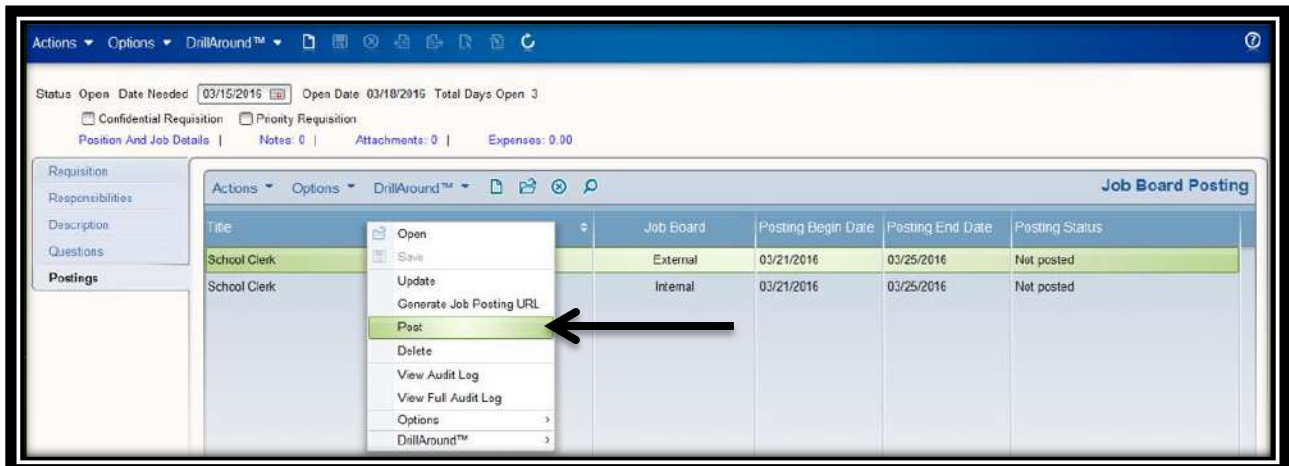
Step 3: Click the Save  icon to save the posting and then select the “X” in the upper right hand corner of the screen to exit. The Job Board Posting will display as shown below with the job posting you added. Remember, if you would like to post the requisition for internal and external candidates, then you will need to create two Job Postings. One job posting is for the internal candidates and one is for external candidates. Return to Step 1 on page 33, if you would like to create another job posting.



The screenshot shows the 'Job Board Posting' screen. At the top, there are tabs for 'Requisition', 'Responsibilities', 'Description', 'Questions', and 'Postings'. The 'Postings' tab is selected. Below the tabs, there is a table with the following data:

Title	Job Board	Posting Begin Date	Posting End Date	Posting Status
School Clerk	External	03/21/2016	03/25/2016	Not posted

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



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

Title	Job Board	Posting Begin Date	Posting End Date	Posting Status
School Clerk	External	03/21/2016	03/25/2016	Not posted
School Clerk	Internal	03/21/2016	03/25/2016	Not posted

The status of the Job Board Posting will change to Posting Live as shown below. Your requisition is now visible to candidates to submit an application. Be sure to verify this has occurred, as in the picture below. Otherwise, the job will not be visible online.

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

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

A red arrow points to the 'Posting live' status of the Internal position.

After posting a teacher requisition, please e-mail position details to Debra Cucchiara, Recruiter & Teacher Staffing Specialist at dcucchia@greenville.k12.sc.us to post on the Teacher Positions page of the website.

After posting a classified position, please e-mail position details to the HR Processing Center at HRProcessingCenter@greenville.k12.sc.us to post on the Classified Positions page of the website.

- Modifying a Job Board Posting

After the job is posted, you may modify the posting to extend the end date, change the job title or add a location by following the steps described below.

Step 1: From Requisition Dashboard, double click on the requisition that needs to be changed.

Step 2: Select the Postings tab as shown below.

Job Requisition #633 - Teach RelArt Primary

Actions ▾ Options ▾ DrillAround™ ▾

Status: Open Date Needed: 05/09/2016 Open Date: 05/09/2016 Total Days Open: 2

☐ Confidential Requisition ☐ Priority Requisition

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

Requisition

Responsibilities

Description

Questions

Postings

Position Information

*Position Code: 93 Teach RelArt Primary

Organization Unit: 59 020--1000

Company: 1000 General Fund

Accounting Unit: 020.112.00.012 Primary1-3 Gen Fund RelateArt

Account: 50110 Sub Account: Regular Salaries

Activity:

Account Category:

Step 3: Double click on the first Job Board Posting, for example the Internal job board as shown below.

Job Requisition #633 - Teach RelArt Primary

Actions ▾ Options ▾ DrillAround™ ▾

Status: Open Date Needed: 05/09/2016 Open Date: 05/09/2016 Total Days Open: 2

☐ Confidential Requisition ☐ Priority Requisition

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

Requisition

Responsibilities

Description

Questions

Postings

Title	Job Board	Posting Begin Date
Teach RelArt Primary	Internal	05/09/2016
Teach RelArt Primary	External	05/09/2016

Step 4: The Internal job posting will be displayed. Locate the Posting End Date, Location and/or Title field shown below and make the appropriate changes. Then, click the **Save** icon. The application system will display the changes made.

***#633 - Teach RelArt Primary - Internal**

Save

Edit Posting **View Posting**

Job Requisition 633 Posting Status Posting live
Posting 1 Posting Rule -

*Job Board Internal

Posting Begin Date 05/09/2016 Posting End Date 05/13/2016

Category TEACHING Teaching Position Category

Sub Category

Minimum Salary Maximum Salary

Location Elem:Rudolph Gordon Elementary

Details

*Title Teach 1st-3rd Grade Art

Description

Our Human Resources Team at the Greenville County School District is dedicate

Understanding Requisition Dashboard and Applicant Flow

The requisition dashboard is designed to help you stay organized while reviewing, screening, vetting and hiring candidates.

The screenshot displays the 'Requisition Dashboard' interface. On the left, there is a sidebar with search filters for Keyword, Job ID (41), Status, Recruiter, and Hiring. Below these filters, a box identifies the requisition as '#41 - Custodian - AJ Whittenberg' with location 478, hiring manager Trey Tooley, and status Open. The main area shows a tabbed interface with 'All: 9' selected, and a sub-tab 'Candidates For Custodian - AJ Whittenberg'. A table lists candidates with columns for Name, Application, Rank, App., Select, Type, Rehire?, Bkg, Wkey?, Ref?, Cert?, and AS.

Name	Applicat	Rank	App.	Select	Type	Rehire?	Bkg	Wkey?	Ref?	Cert?	ASc
Juanita Ad...			02/09/...	Hire	Exter...	Resume/ CV	NA	Yes	Parapro		
Diana Alva...			06/03/...	Hire	Internal						
Lynn Ande...			07/12/...	Hire	Internal		NA	NA	Hourly	NA	NA
Preston Ar...			05/25/...	Hire	Exter...	Resume/ CV	NA	Yes	Hourly	NA	NA
Cynthia Cl...			04/15/...	New	Internal						
Titilayo ...			04/04/...	New	Internal						
caroline P...			09/27/...	New	Internal						
Tina Smith			02/09/...	Hire	Exter...		No	Yes	Hourly	NA	NA
Shawnte ...			08/24/...	Hire	Internal						

Understanding the Requisition Dashboard Tabs:

- All:** Includes all applicants for a requisition
- New:** Includes all recent applicants.

Screen Out Online: Applicants on this tab did not answer question(s) with the preferred response. The candidate is automatically moved to the Screen Out Online tab on the requisition.

“Screen out” questions are included in many of these question sets. If a specific question is not answered as preferred for the position, the candidate will automatically be moved to the Screen Out Online tab on the requisition.

To view the results of an applicant’s responses to a question set, double click on the applicant’s name on the requisition dashboard and select the Question Results tab on the left.

Screen: Applicants who were attached to the requisition or moved to this tab by selecting “Move to Screening”.

Hiring Manager Review: The applicants on this tab are being interviewed and vetted by HR. When you determine the applicants to be interviewed, right click on the applicant and select “Send to Hiring Manager”. This important step will automatically notify HR to begin vetting the applicant.

Qualify: The applicants on this tab have completed the HR vetting and are deemed qualified for the new position.

Offer: Tab not used by GCSD

On Board: Tab not used by GCSD

Hire: The applicants on this tab have been selected by the hiring manager to be either hired, rehired or transferred.

Disposition: The applicants were moved to this tab for one of the following reasons:

- The applicant withdrew their application and does not want to be considered for the opening.
- HR moved the applicant to disposition, because they were hired into another position or did not pass the vetting steps.
- The hiring manager or recruiter moved the applicant because another applicant was hired for the opening.

Entering Candidate Correspondence, Notes, and Interview Details

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

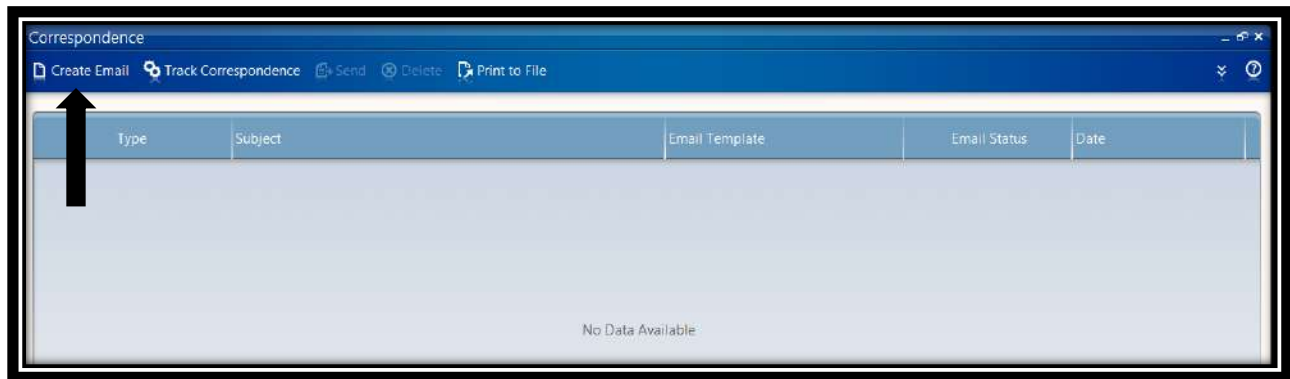
The screenshot shows the 'Requisition Dashboard' interface. On the left, there's a 'Requisitions' sidebar with search filters for Keyword, Job ID (89), Status, Recruiter, and Hiring. Below these filters, details for '#89 - School Clerk' are shown, including Location: 045, Hiring Manager: Kerry Bannister, and Status: Open. The main area displays a table of candidates. The first candidate is 'Sally Test Appl...' with Application Status, Rank, Appl. date (03/25/2016), Selection Process (Screen), Type (Exter...), and Appl. count (1). The table has columns for Name, Application Status, Rank, Appl., Selection Process, Type, Appl., Rehire?, Bkg., and Wke.

Correspondence:

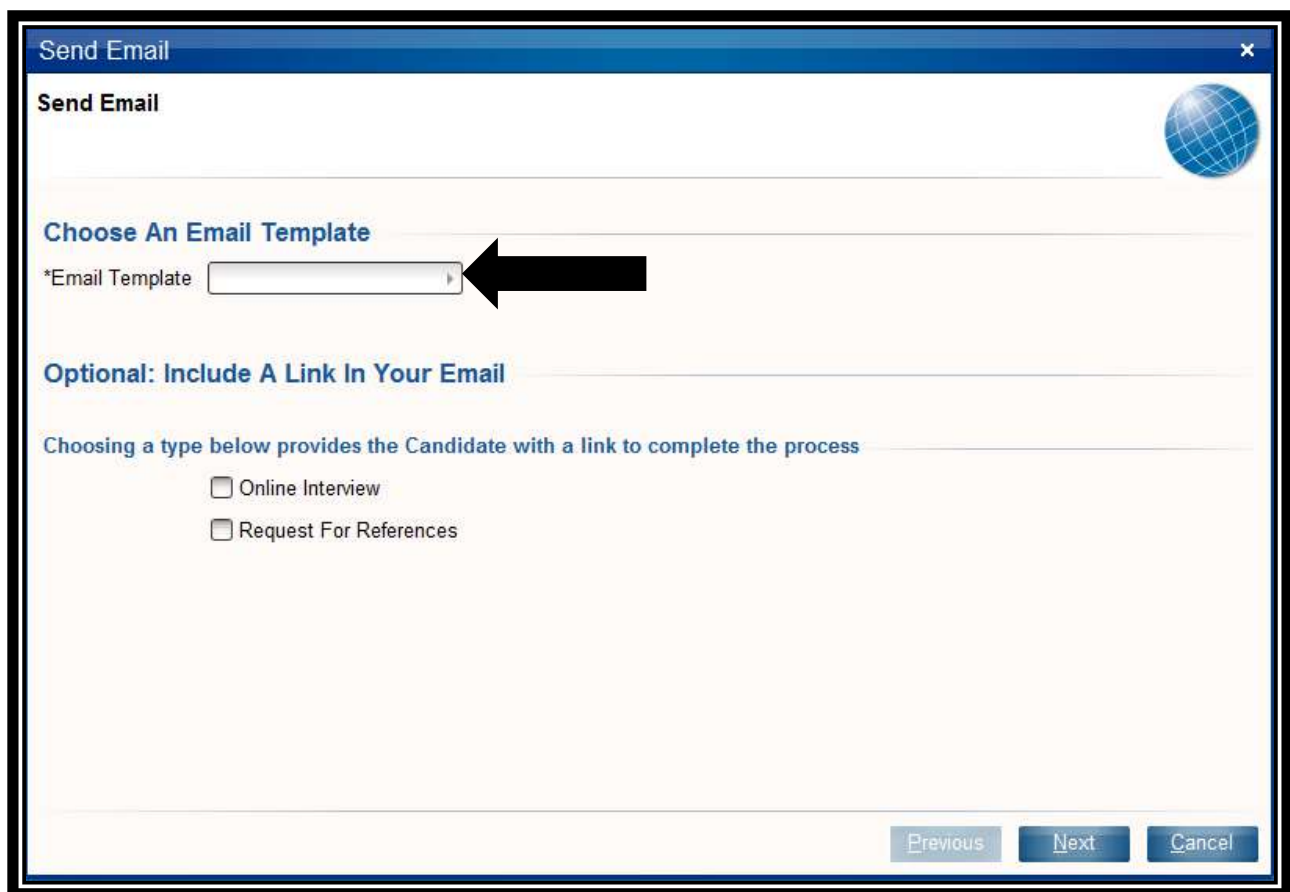
To send an email to an applicant, click on **Correspondence** at the top or on the tab located on the left to begin adding candidate correspondence. Please note: this correspondence is viewable by other hiring managers with positions for which the candidate has applied. Professional correspondence is very important.

The screenshot shows the candidate profile for 'Sally Test Applicant (33982) School Clerk'. The top bar includes 'Actions', 'Options', and 'DrillAround™'. The profile details show a placeholder for a photo, the candidate's name 'Sally Test Applicant (External)', email 'sallytestapplicant@gmail.com', phone '854-111-2222 - Home', and address 'Greer, SC 29651'. The source is 'GCS WEBSITE', Percent Fit is '0.00%', and the candidate ID is '33982'. Below this, there's a navigation bar with 'Resume', 'Correspondence: 0', 'Interviews: 0', 'Screenings: 0', 'Notes: 0', 'Attachments: 0', and 'Positions Applied To: 1'. The 'Correspondence' tab is selected, showing a sidebar with 'At A Glance' (Talent Profile, Preferences, Fit Analysis, Question Results, Correspondence, Interviews, Offer) and a main area with 'Details' (Source: GCS WEBSITE, Rank, Job ID: 89, Specific Source, Referring Source, Assessment Date, View Assessment Report) and 'Application Status' (Screen, Date Entered: 03/25/2016, Date Left, Days).

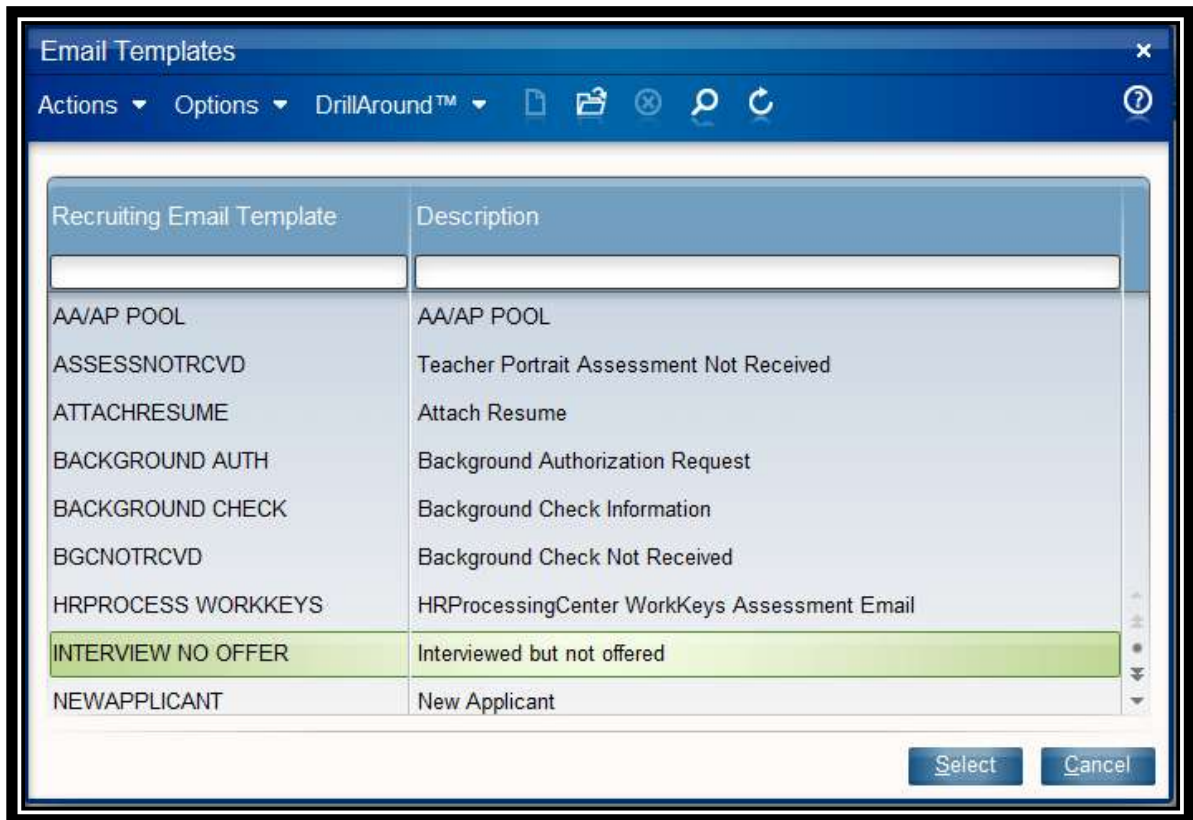
Then select **Create Email** to begin drafting an email to the candidate.



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



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



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

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

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

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

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

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

The screenshot shows a software window titled '*Send Email'. Inside, there's a section 'Send Email' with a sub-label 'Edit Email Text'. Below this, it says 'Email Template INTERVIEW NO OFFER'. The form fields are as follows:

- To:** sallytestapplicant@gmail.com
- From:** {Actual Sender} (with a black arrow pointing to the text)
- CC:** (empty field)
- BCC:** (empty field)
- Subject:** Thank you for interviewing
- Body:** A text area containing a message: 'Thank you for interviewing for the School Clerk position with Greenville County Schools. Your selection to participate in the interview process speaks well of your experience and qualifications. We have made an offer of employment to another candidate. While you were not selected, we value the time you invested in the process. Again, thank you for your participation in the process and best of luck to you in the future.' Below this is 'Sincerely, {Hiring Manager Full Name}' (with a black arrow pointing to the text).

At the bottom, it says 'Candidate Correspondence Created'. There are three buttons: 'Previous', 'Next', and 'Finish' (which is highlighted with a red box).

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

Send Email

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

Send

Email Template INTERVIEW NO OFFER

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

Subject Thank you for interviewing

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

Sincerely,
{Hiring Manager Full Name}

Attachment -

Send

Candidate Correspondence Updated

Previous **Next** **Exit**

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

Correspondence

Create Email Track Correspondence Send Delete Print to File

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

Notes:


To add notes to an applicant's application, click on **Notes** located at the top of the display. Please note: Notes are viewable by other hiring managers with positions for which the candidate has applied. Professional correspondence is very important.

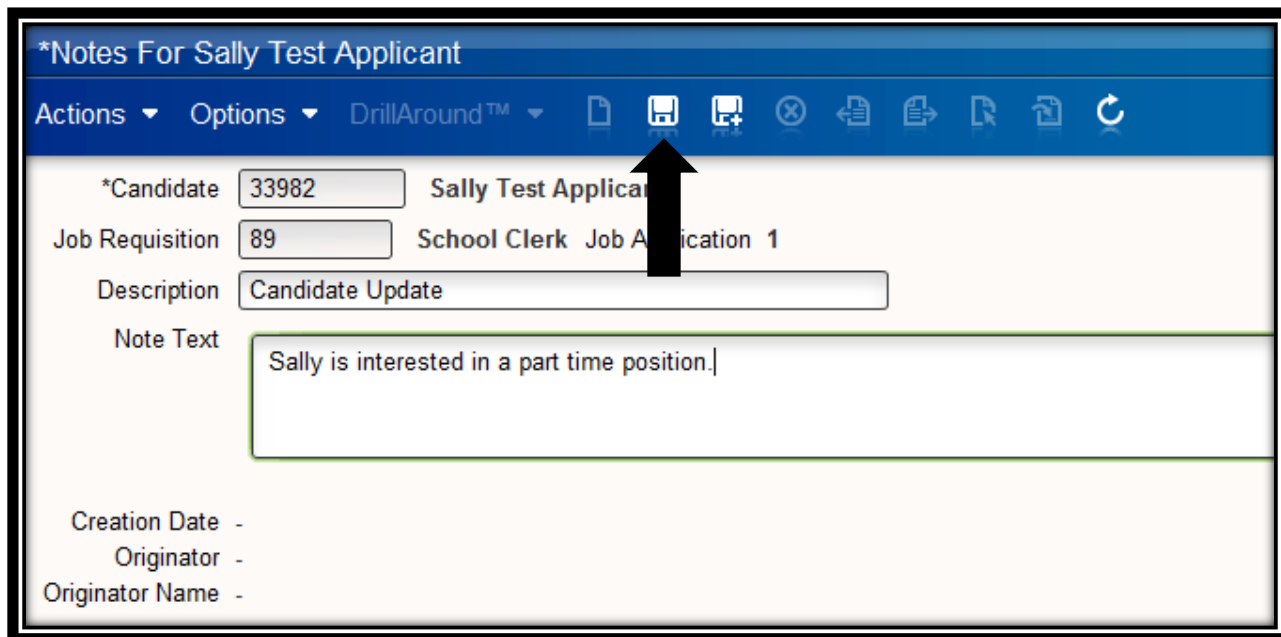
The screenshot shows the applicant profile for Sally Test Applicant (33982) School Clerk. The top navigation bar includes links for Actions, Options, DrillAround™, and a set of icons. A black arrow points to the 'Notes' link in the top navigation bar. The profile information includes a placeholder for a photo, the name Sally Test Applicant (External), email sallytestapplicant@gmail.com, address Greer, SC 29651, phone number 864.111.2222 - Home, and source GCS WEBSITE. The Percent Fit is 0.00% and the Candidate ID is 33982. The left sidebar shows a list of links: At A Glance, Talent Profile, Preferences, Fit Analysis, Question Results, Correspondence, Interviews, and Offer. The main content area has tabs for Details and Application Status. The Details tab is active, showing fields for Source (GCS WEBSITE), Rank, Job ID (89), Specific Source, Referring Source, and Assessment Date. There is a link to View Assessment Report. The Application Status tab shows a table with columns: Screen, Date Entered (03/25/2016), Date Left, and Days.

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







The screenshot shows the Notes section. The top navigation bar includes a link for Notes. A black arrow points to the 'Create' button in the top right corner. The main content area shows a table with columns: Description, Note Text, Job Appl., Job Requisition, Creation Date, Originator, and Originator Name. The 'Create' button is highlighted in green.

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

Enter the note in the **Note Text** section. Click the Save , icon when finished. The Notes section should not be used for Interview notes, because there is a specific section for entering interview details and notes that is described in the next section entitled **Interview Details**.



*Notes For Sally Test Applicant

Actions ▾ Options ▾ DrillAround™ ▾      

*Candidate Sally Test Applicant

Job Requisition School Clerk Job Application 1

Description

Note Text

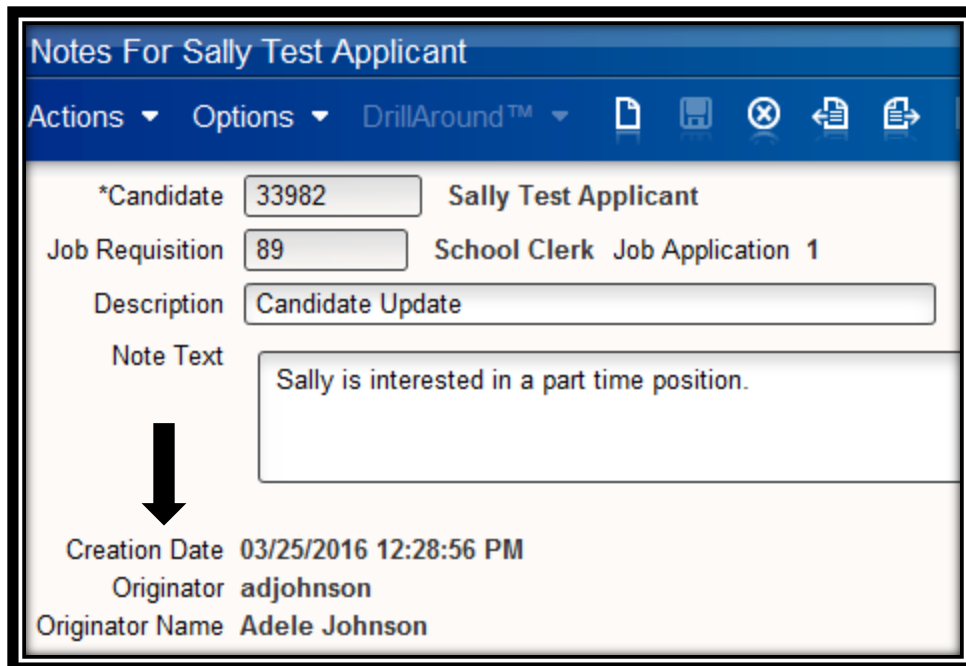
Sally is interested in a part time position.

Creation Date -






Originator -

Originator Name -

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



Notes For Sally Test Applicant

Actions ▾ Options ▾ DrillAround™ ▾     

*Candidate Sally Test Applicant

Job Requisition School Clerk Job Application 1

Description

Note Text

Sally is interested in a part time position.

Creation Date 03/25/2016 12:28:56 PM

Originator adjohnson

Originator Name Adele Johnson

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



Interview Details:

Interview Details must be entered on the requisition for each applicant being interviewed. This information is only viewable by those who have access to the specific requisition. It is not viewable by other hiring managers with positions for which the candidate has applied. To enter interview information, click **Interviews** located at the top of the screen or on the tab located on the left.

Sally Test Applicant(33982) School Clerk

Actions ▾ Options ▾ DrillAround™

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

864-111-2222 - Home

Source GCS WEBSITE
Percent Fit 0.00%
*Candidate 33982

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

At A Glance

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

Details

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

Application Status

Screen	Date Entered	Date Left	Days
	03/25/2016		

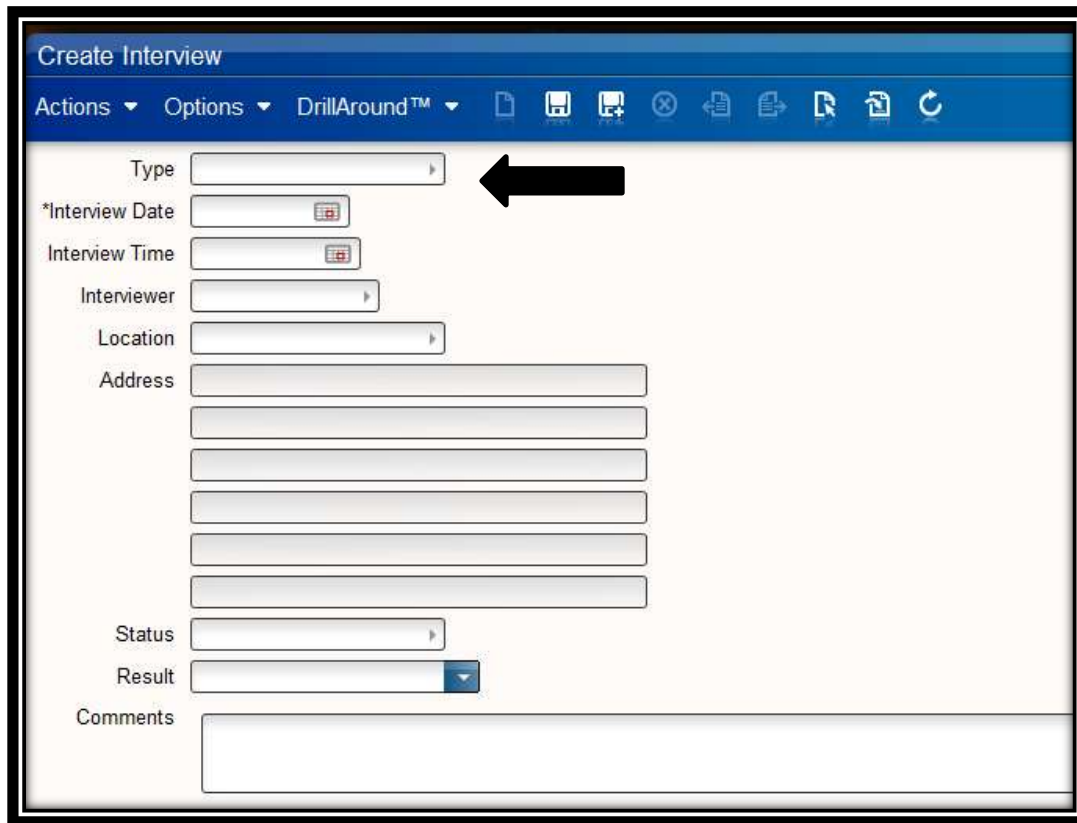
Click the double down arrow in the top right corner of the screen and select **Create** to create an interview record.

Interviews

Create
Options
DrillAround™

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


Click on the arrow in the Type field.




Create Interview

Actions ▾ Options ▾ DrillAround™ ▾

Type ▾

*Interview Date 

Interview Time 

Interviewer ▾

Location ▾

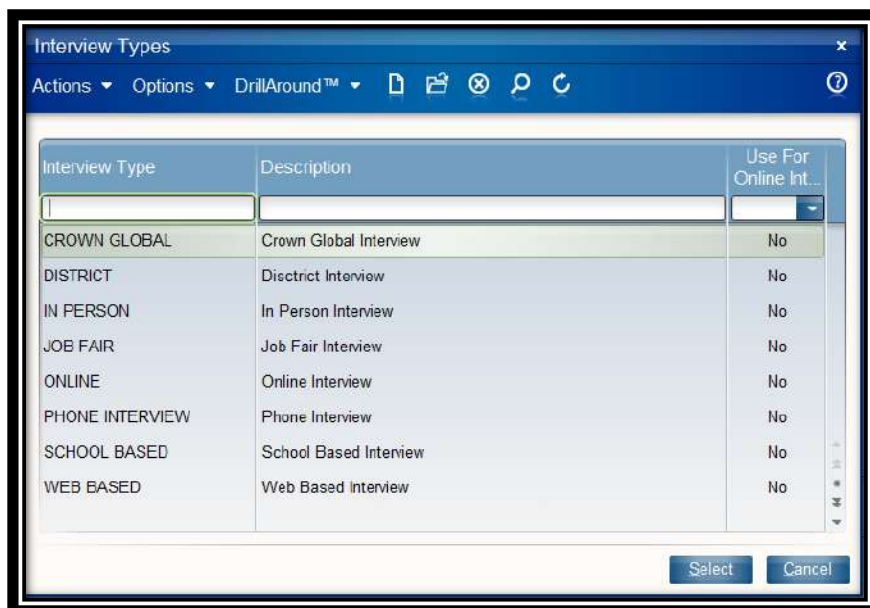
Address

Status ▾

Result ▾

Comments

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



Interview Types

Actions ▾ Options ▾ DrillAround™ ▾

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

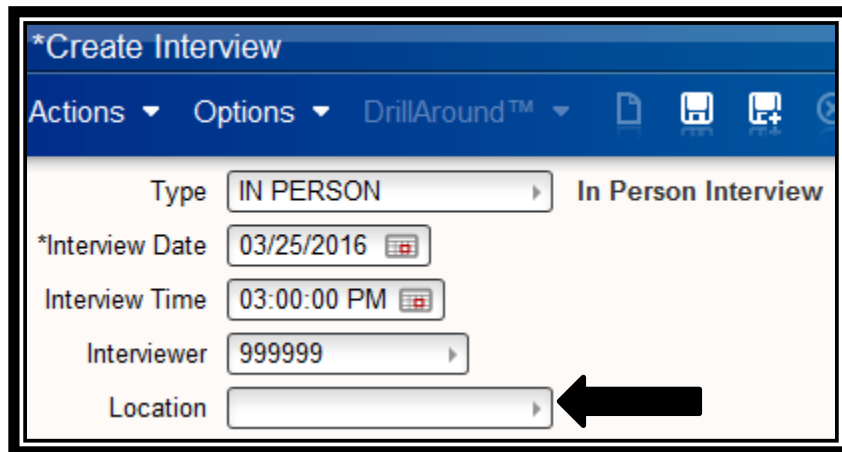
Select Cancel

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

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

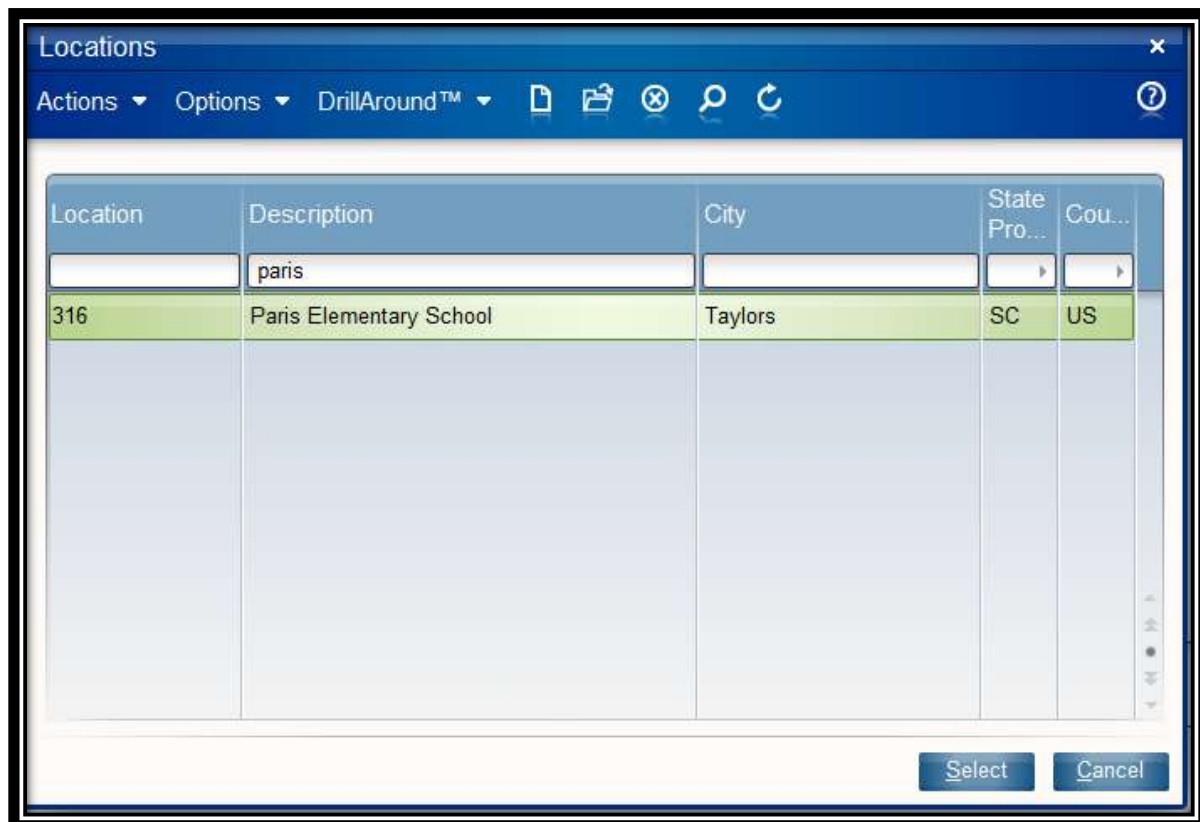
Name	E...	Description	Primary Org Unit	P...	Location	Work Assignments
Gibbs, Kimberly J.	126...	Employee	SUBS	SU...	Substitutes	1
Gibbs, Lindsey C.	128...	Employee				
Gibbs, Lynn P.	129...	Employee	HR-DIR	712...	Central Office	1
Gibbs, Mary W.	139...	Employee				
Gibbs, Nancy O.	3448	Employee				
Gibbs,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

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



The screenshot shows a software window titled '*Create Interview'. It has a menu bar with 'Actions', 'Options', and 'DrillAround™'. Below the menu bar, there are several fields: 'Type' is set to 'IN PERSON' with a dropdown arrow; 'In Person Interview' is displayed next to it. '*Interview Date' is '03/25/2016' with a calendar icon; 'Interview Time' is '03:00:00 PM' with a clock icon; 'Interviewer' is '999999' with a dropdown arrow; and 'Location' is an empty dropdown menu with a right-pointing arrow. A large black arrow points to the 'Location' dropdown arrow.

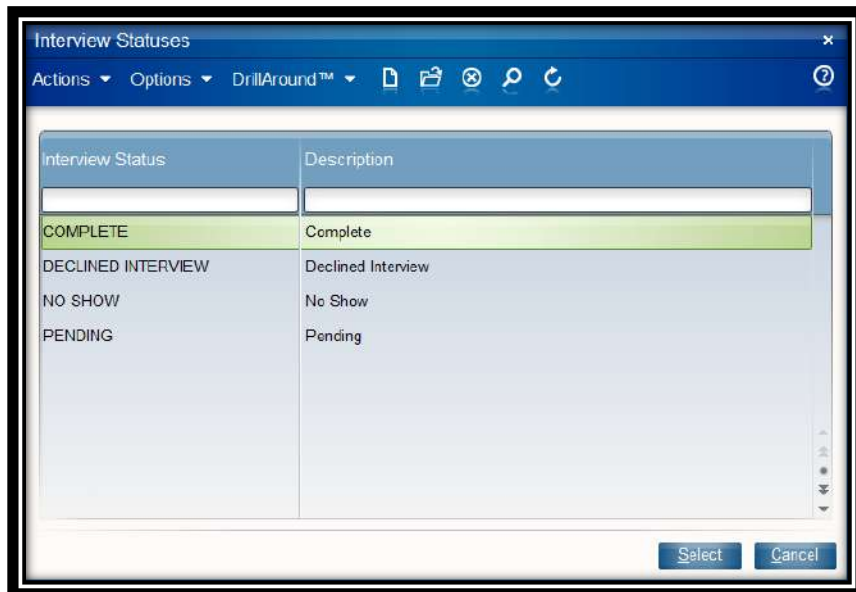
To find the **Location**, use the description field and enter all or a portion of the description. Select the Location by double clicking or highlight and click **Select**.



The screenshot shows a software window titled 'Locations'. It has a menu bar with 'Actions', 'Options', and 'DrillAround™'. Below the menu bar, there is a search bar with 'paris' entered. Below the search bar is a table with the following columns: 'Location', 'Description', 'City', 'State Pro...', and 'Cou...'. The table has one row highlighted in green: '316', 'Paris Elementary School', 'Taylors', 'SC', and 'US'. At the bottom right of the window are 'Select' and 'Cancel' buttons.

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

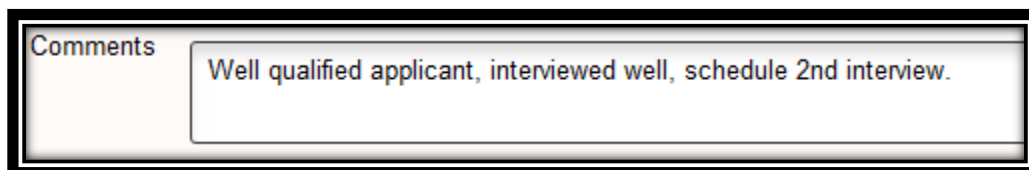
Click on the arrow in the **Status** field and select a Status by double clicking or highlight and click **Select**.




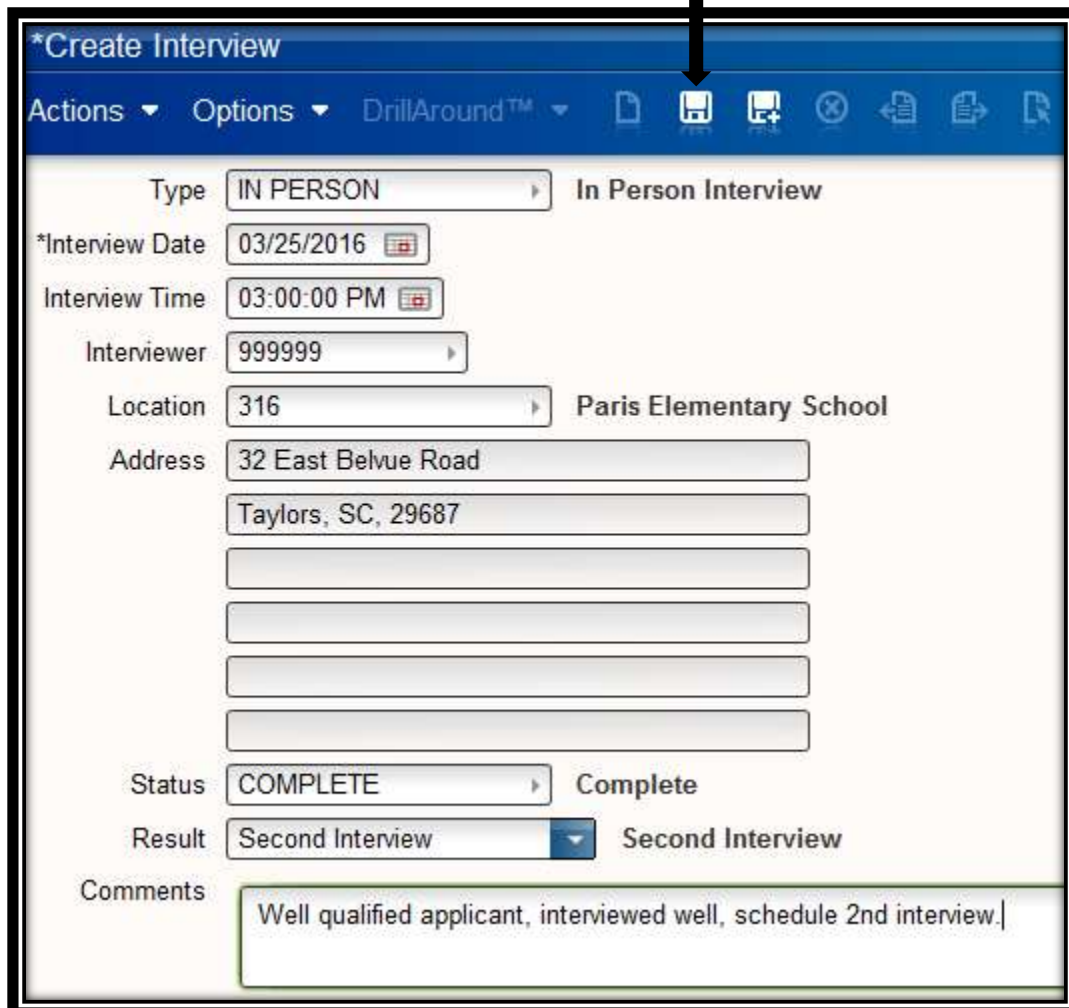
Click on the arrow in the **Result** field and select a Result by a single click on your selection.



Enter Comments as needed.



Click the Save  icon when the Create Interview is completed.



***Create Interview**

Actions ▾ Options ▾ DrillAround™ ▾

Type In Person Interview

*Interview Date

Interview Time

Interviewer

Location Paris Elementary School

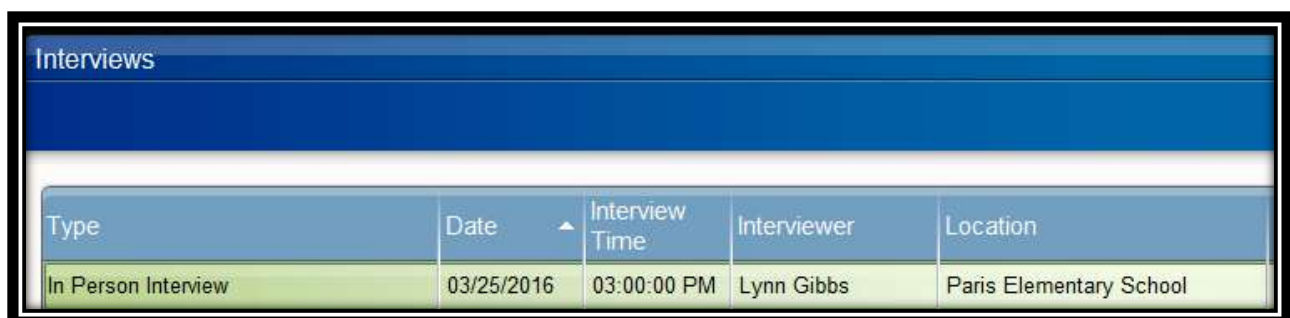
Address

Status Complete

Result Second Interview

Comments

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



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

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



How to Move Candidates to Hiring Manager Review for Vetting

Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right.

Prior to conducting candidate interviews, it is critical that you move the applicants being interviewed to the Hiring Manager Review tab. Moving applicants to the Hiring Manager Review tab before interviews will give HR time to vet the applicants during the interview process. This step will prevent unnecessary delays in the hire, rehire or transfer process.

For each applicant being interviewed, highlight the applicant and select the double down arrows in the top right corner.

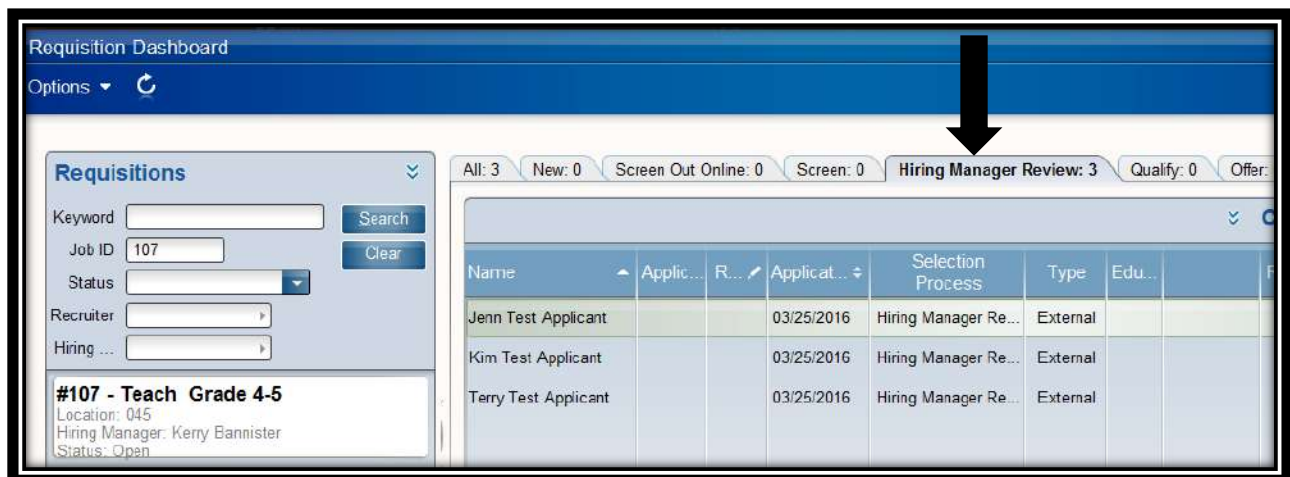
The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a 'Requisitions' sidebar with search fields for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main area displays a table of candidates for 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appli..., Selection Process, Type, and a double down arrow icon in the top right corner. A black arrow points to this icon. The table lists three candidates: Jenn Test Applicant, Kim Test Applicant, and Terry Test Applicant. Above the table, there are tabs for various stages: All: 3, New: 0, Screen Out Online: 0, Screen: 3, Hiring Manager Review: 0, Qualify: 0, Offer: 0, On Board: 0, Hire: 0, and Disposition: 0.

Name	Application Status	Rank	Appli...	Selection Process	Type		Bkg...	Wkey?	Ref?	Cert?	ASc...
Jenn Test Applicant			03/25/2...	Screen	Exter...						
Kim Test Applicant			03/25/2...	Screen	Exter...						
Terry Test Applicant			03/25/2...	Screen	Exter...						

Select **Send to Hiring Manager**.



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



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

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

The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a 'Requisitions' sidebar with search filters: Keyword, Job ID (107), Status, Recruiter, and Hiring Manager. Below these filters, it shows details for '#107 - Teach Grade 4-5', including Location: 045, Hiring Manager: Kerry Bannister, and Status: Open. On the right, there are tabs for 'All: 3', 'New: 0', 'Screen Out Online: 0', 'Screen: 0', 'Hiring Manager Review: 0', and 'Qualify: 3'. A black arrow points to the 'Qualify: 3' tab. Below the tabs is a table with the following columns: Name, Application Status, Rank, Appl... (with a dropdown arrow), Selection Process, Type, and Appl... (with a dropdown arrow). The table contains three rows of test applicants, all with a 'Qualify' selection process and an 'Exter...' type.

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

Hiring an Applicant

Prior to proceeding with hiring an applicant, verify steps 1 & 2 are completed.

1. Applicant was moved to the **Hiring Manager Review** tab by selecting **Send to Hiring Manager**, as described in **How to Move Top Candidates to Hiring Manager Review**.
2. Applicant was moved to the **Qualify** tab by the Human Resources department.

How to determine whether the applicant is considered a Hire, Rehire or Transfer:

All: 371

New: 48

Screen Out Online: 0

Screen: 3

Hiring Manager Review: 42

Qualify: 259

Offer: 0

Name	Application Status	Rank	Applic...	Selection Process	Type	Appl...		Rehire?
Kristin Abernathy			09/28/2016	Qualify	External	2	Resume/ CV	NA
Rodney Acker			09/29/2016	Qualify	External	2	Resume/ CV	NA
Lee Adams			09/27/2016	Qualify	External	6	Resume/ CV	Yes

Use the **Type** column to determine if the applicant is External or Internal. If the candidate applied as an **External** applicant, then the hire actions are either Hire or Rehire. Prior to hiring, determine was the applicant ever employed by Greenville County Schools? You may use the **Rehire?** column to determine whether the applicant was a previous employee.

- If the **Rehire?** column is "NA", then the applicant never worked with Greenville County Schools. To hire the applicant, please refer to the **Recommendation for Hire** section in this user guide.
- If the **Rehire?** column is "Yes", then the applicant was a previous employee. To rehire the applicant, please refer to the **Recommendation for Rehire** section in this user guide.

If the candidate applied as an **Internal** applicant, please refer to the **Recommendation for Transfer** section in the user guide.

Recommendation for Hire

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

The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Keyword, Job ID (107), Status, Recruiter, and Hiring Manager. The main table lists candidates for Job ID 107, 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appl... (Application Date), Selection Process, Type, and Appl... (Application Count). Three candidates are listed: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli..., all with a 'Qualify' selection process and 1 application each.

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

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

The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar is the same as in the previous image. The main table lists the same three candidates. A context menu is open over the first candidate, 'Jenn Test Appli...', showing various actions. The 'Move to Hire' option is highlighted at the bottom of the menu. A black arrow points to this option.

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

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

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

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search

Job ID Clear

Status ▾

Recruiter

Hiring

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

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

▾ Candidates For Teaching

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

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

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search

Job ID Clear

Status ▾

Recruiter

Hiring

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

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

▾

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

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

The screenshot shows a web-based form titled "Request to Hire" within the "DrillAround™" application. The form has a blue header bar with "Options", "DrillAround™", and a help icon. A message at the top states: "This request will be routed for approval. After it is approved, the record will be created." The form is divided into sections: "Effective Date" and "Reason" at the top; a "Name" section with fields for Title, First Name (filled with "Stephani"), Middle Name, Last Name (filled with "Albrecht"), Suffix, Professional Designation, Preferred First Name (filled with "Stephani"), and Preferred Last Name (filled with "Albrecht"); and a "General" section with a "Home Country" dropdown (filled with "US" and "United States" displayed). At the bottom right are "Submit" and "Cancel" buttons.

Options DrillAround™

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

Effective Date

Reason

Name

Title (Mr., Ms., etc.)

* First Name

Middle Name

* Last Name

Suffix

Professional Designation

Preferred First Name

Preferred Last Name

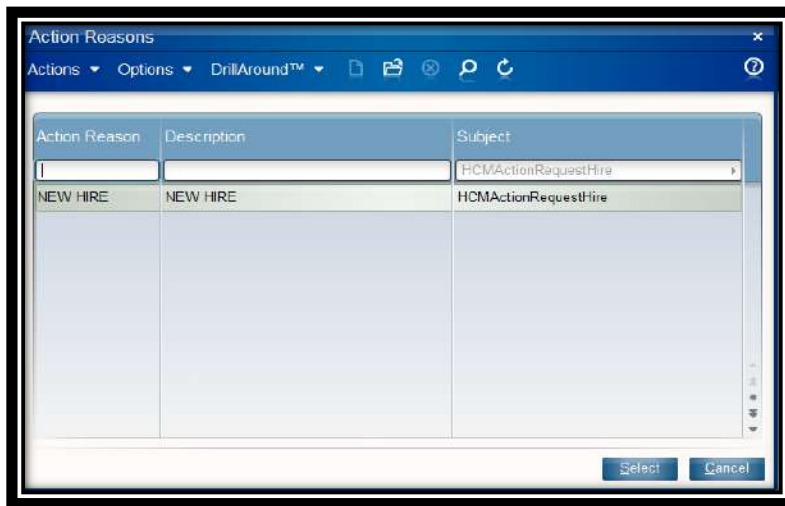
General

Home Country United States

Complete the form as described below:

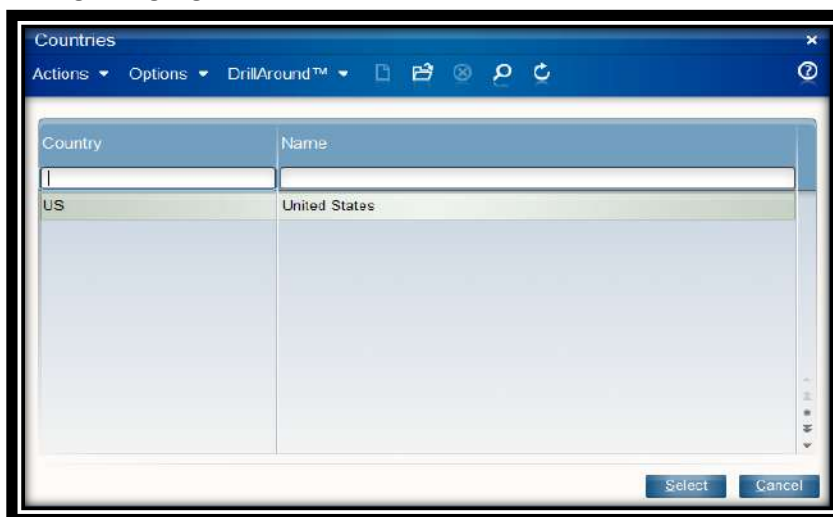
Effective Date: The date the employee will begin employment. Please be aware that new hire orientation sessions occur on Tuesdays and Thursdays. It is critical that this effective date allows adequate time for the hiring process to be completed.

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



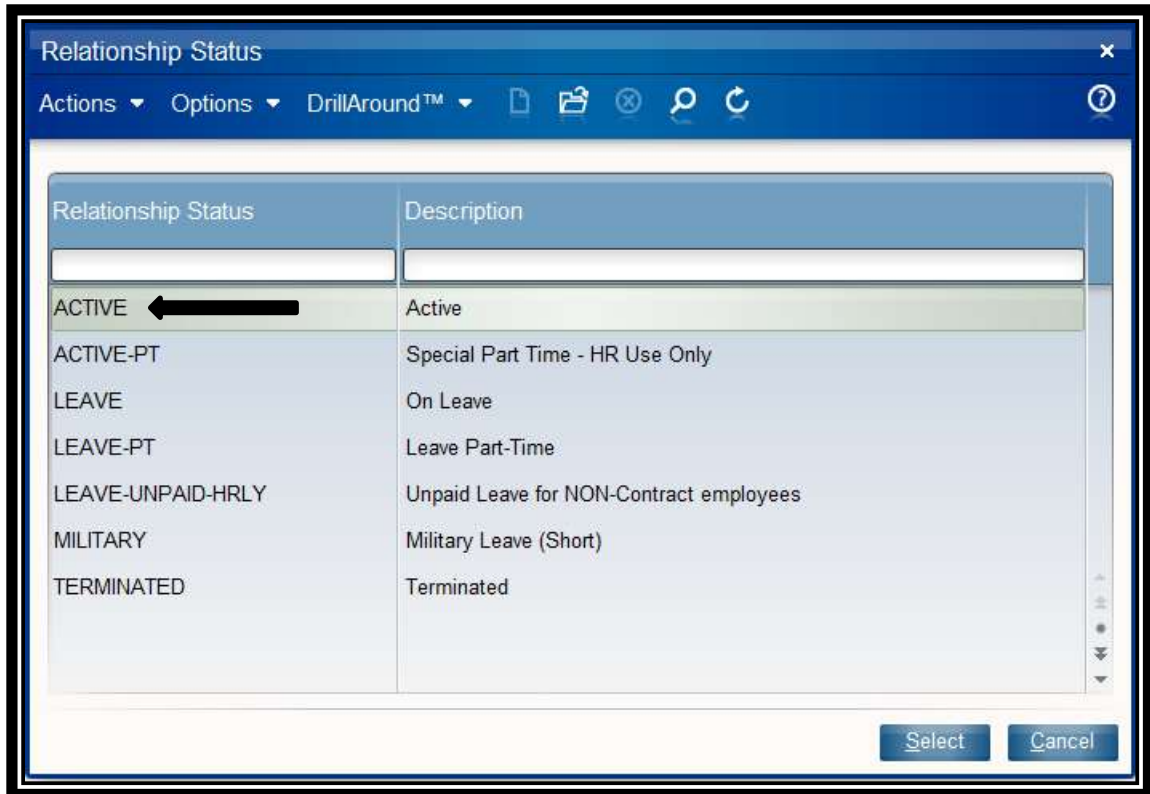
Name Section: This section should be populated from the online application.

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



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

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not select the status “ACTIVE-PT”, because this status is for HR Use Only.



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

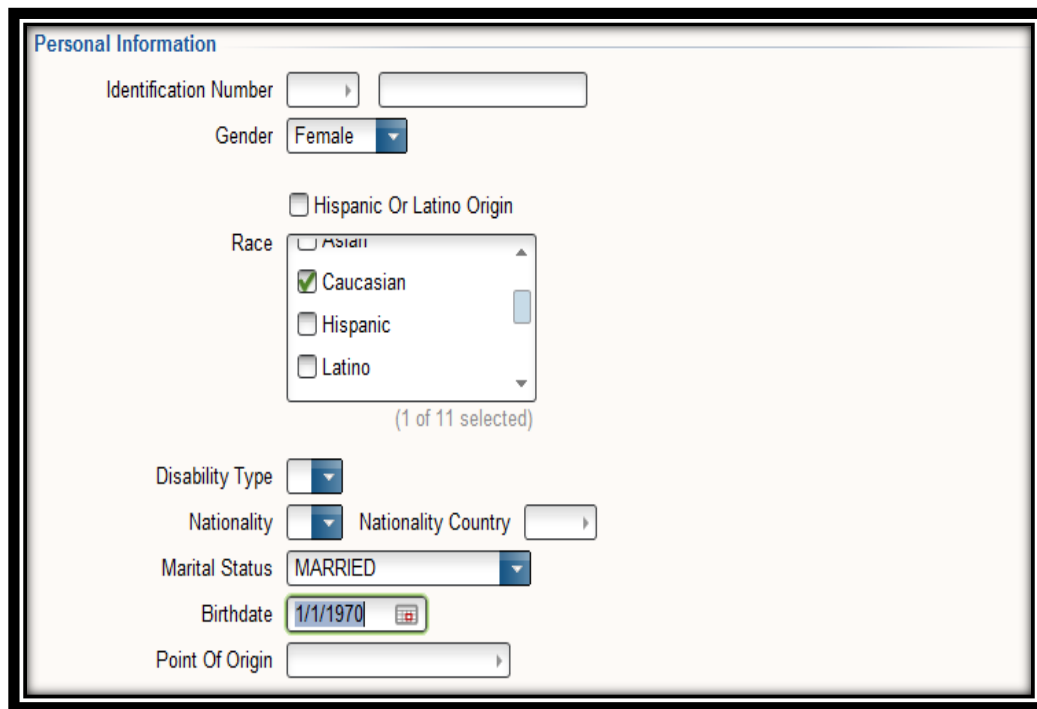
- **Hourly** – Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
- **International** – Used when hiring international teachers.
- **Regular** – Positions with a Full Time Equivalent (FTE) greater than zero including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

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

Legacy Employment Number: Leave blank not used by GCS

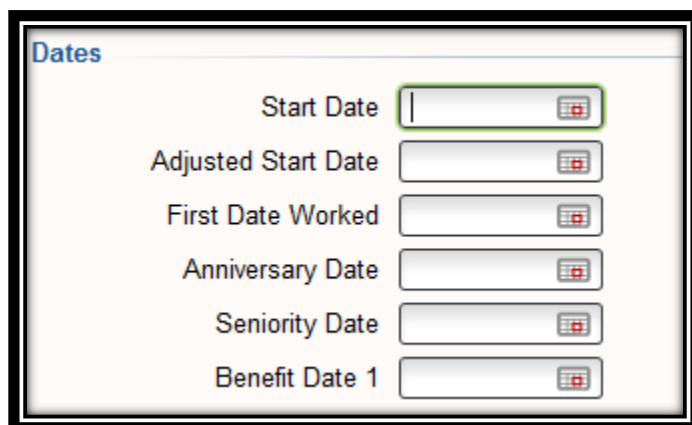
Hire Source Section: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.

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



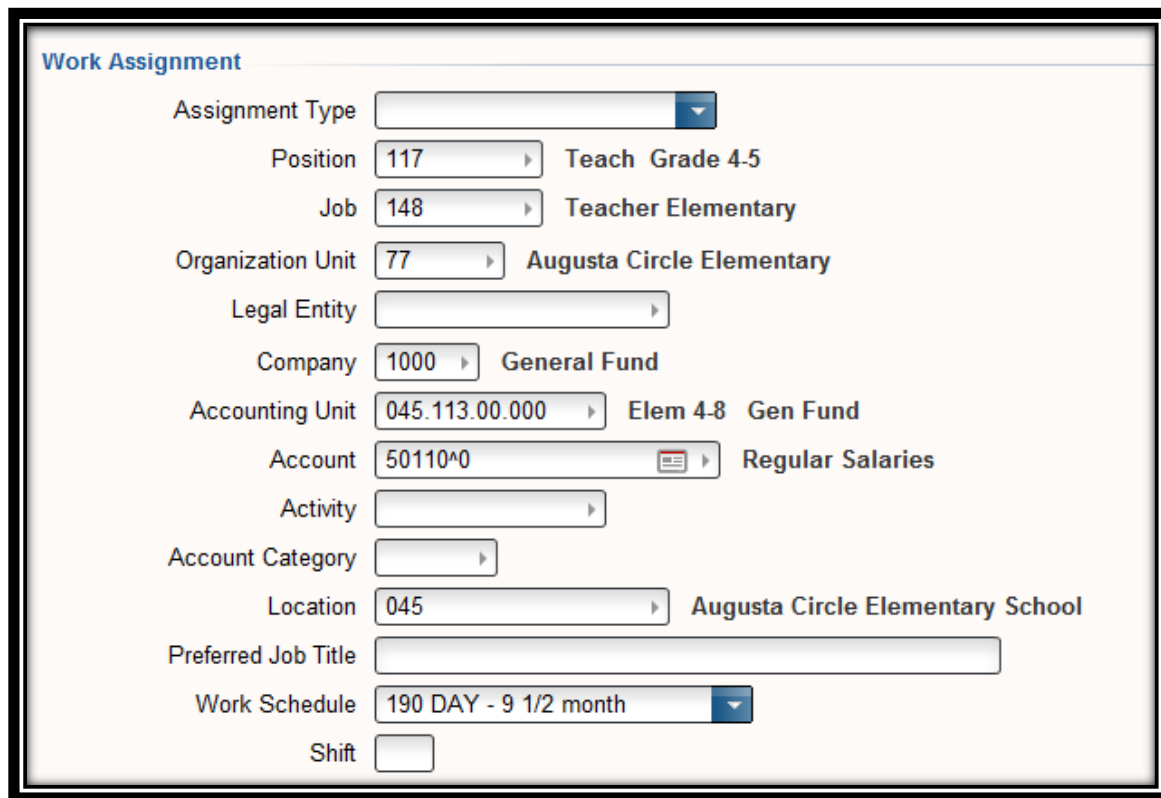
The screenshot shows a web form titled "Personal Information". It contains several fields: "Identification Number" (a text box with a right arrow), "Gender" (a dropdown menu showing "Female"), "Hispanic Or Latino Origin" (a checkbox), "Race" (a dropdown menu with "Caucasian" selected, and a note "(1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

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



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

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



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

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

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

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



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

- Base Assignment
- Supplemental Assignment

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information - doing so will cause the hire action to fail.

Manager Information	
Direct Manager	140 ▶ Augusta Road (ES) Principal
Dotted-Line Manager	▶
Is A Manager	▶

Trial Period: Leave blank not used by GCS.

Trial Period	
Trial Period	▶
Trial Period End Date Override	▶

Compensation: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form. This will inform HR of the details on the other position.

The screenshot shows the 'Compensation' section of a form. It contains the following fields and values:

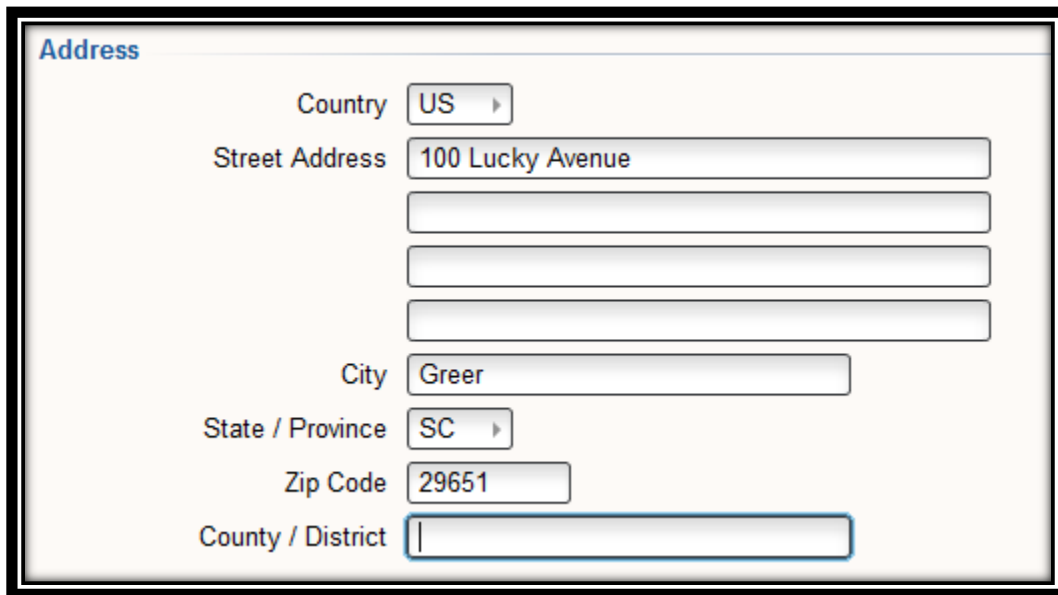
- Pay Rate: [Empty text box]
- Pay Rate Currency: [USD] (dropdown menu)
- Step And Grade Schedule: [TEACH190] (dropdown menu)
- Grade: [Empty text box]
- Step: [Empty text box]
- Pay Rate Type: [Hourly] (dropdown menu)
- Number Of Months: [Empty text box]
- Pay Frequency: [Semi Monthly] (dropdown menu)
- Payment Schedule: [SMEX] (dropdown menu)
- Semi-Monthly Exempt: [Label]
- Full Time Equivalent: [Empty text box]
- Full Time Annual Hours: [1,425] (text box)
- Exempt From Overtime: [Yes] (dropdown menu)

Compensation Analysis: Leave blank. Not used by GCS.

The screenshot shows the 'Compensation Analysis' section of a form. It contains the following fields and values:

- Salary Structure: [Empty text box]
- Geographic Differential Code: [Empty text box]
- Salary Structure Grade: [Empty text box]
- Other Pay: [Empty text box]
- Allowances: [Empty text box]
- Other Amounts: [Empty text box]

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



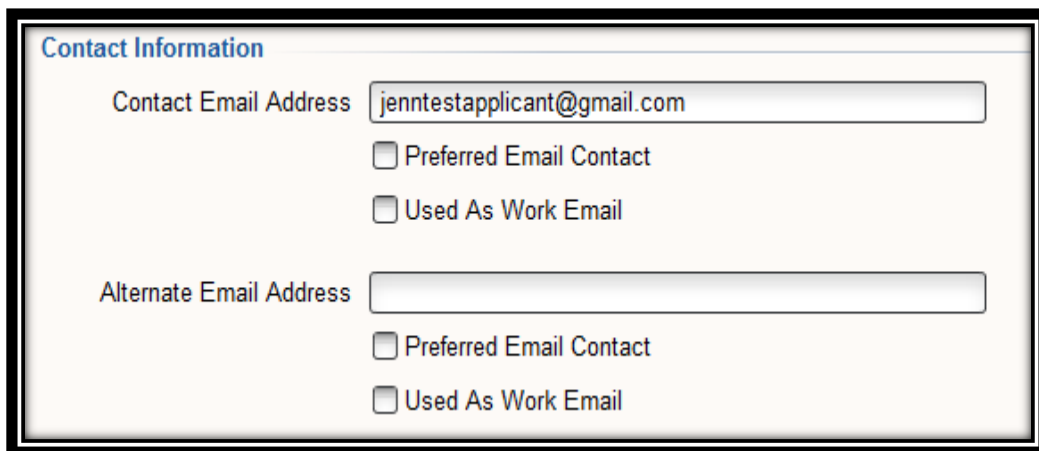
The screenshot shows a form titled "Address" with the following fields and values:

- Country: US (dropdown menu)
- Street Address: 100 Lucky Avenue (text input)
- City: Greer (text input)
- State / Province: SC (dropdown menu)
- Zip Code: 29651 (text input)
- County / District: (empty text input)

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

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

Contact Information:



The screenshot shows a form titled "Contact Information" with the following fields and options:

- Contact Email Address: jenntestapplicant@gmail.com (text input)
- ☐ Preferred Email Contact
- ☐ Used As Work Email
- Alternate Email Address: (empty text input)
- ☐ Preferred Email Contact
- ☐ Used As Work Email

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

Alternate Email Address: Not required. Leave blank.

GCSD: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCSD" with the following fields:

- 20 Week No Contribution (dropdown menu)
- Attended Retirement Banquet (checkbox)
- Bus Driver Experience (text input)
- GCContractType (dropdown menu)
- Contract Stip 1 (dropdown menu)
- Contract Stip 2 (dropdown menu)
- Contract Stip 3 (dropdown menu)
- Elig for rehire (checkbox)
- Maintenance Codes (dropdown menu)
- NBCT (dropdown menu)
- Para Professional HQ (dropdown menu)
- Retiree still working (checkbox)
- SC teacher experience (text input)
- SF Class Code (dropdown menu)
- TB Test (checkbox)
- TERI Begin (calendar icon)
- TERI End (calendar icon)
- Teacher Subject (dropdown menu)

Attachments: Please attach the following items in this section:

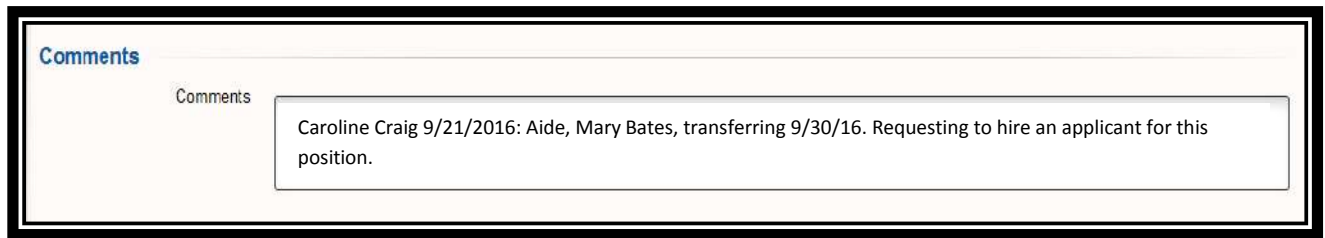
1. If the employee being hired will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach the Interview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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section of the form with the following structure:

Type Of Attachment	File	Browse...
Other Attachment	RFE Form.docx	Browse...
Principal/Mgr Phone Reference	Phone reference.docx	Browse...
Interview Log	Interview Log.pdf	Browse...

Comments: When submitting a Hire for an applicant from a requisition, you have access to a Comments field. Please use the Comments field on this action to communicate important information to Human Resources and expedite the approval process.

A screenshot of a software interface showing a 'Comments' section. The section has a title 'Comments' in blue text. Below the title, there is a text area with a light gray border. Inside the text area, the following text is entered: 'Caroline Craig 9/21/2016: Aide, Mary Bates, transferring 9/30/16. Requesting to hire an applicant for this position.'

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to hire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for hires will include all Comments entered.

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

Recommendation for Rehire

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



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

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

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



The screenshot shows the 'Requisition Dashboard' with the 'Move to Hire' action selected from a dropdown menu. The dashboard includes a search bar on the left and a table of candidates on the right. The table has columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The table lists three candidates: Jenn Test Appli..., Kim Test Applic..., and Terry Test Appli... The 'Move to Hire' option is highlighted in the dropdown menu, and a black arrow points to it.

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

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

The screenshot shows the 'Requisition Dashboard' with the 'Hire: 1' tab selected. The table lists applicants, with 'Jenn Test Applicant' highlighted. The 'Rehi...' column header has a double down arrow icon, which is pointed to by a black arrow.

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

The screenshot shows the 'Requisition Dashboard' with the 'Hire: 1' tab selected. A dropdown menu is open for the 'Jenn Test Applicant' row, showing various actions. The 'Rehire' option is highlighted at the bottom of the menu, indicated by a black arrow.

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

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

Request To Rehire Jenn Test Applicant For #107 - Teach Grade 4-5

Options ▾ DrillAround™ ▾ ?

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

Effective Date

Reason

*Employment ID

*Work Assignment Option

Name

Title (Mr., Ms., etc.)

* First Name

Middle Name

* Last Name

Suffix

Professional Designation

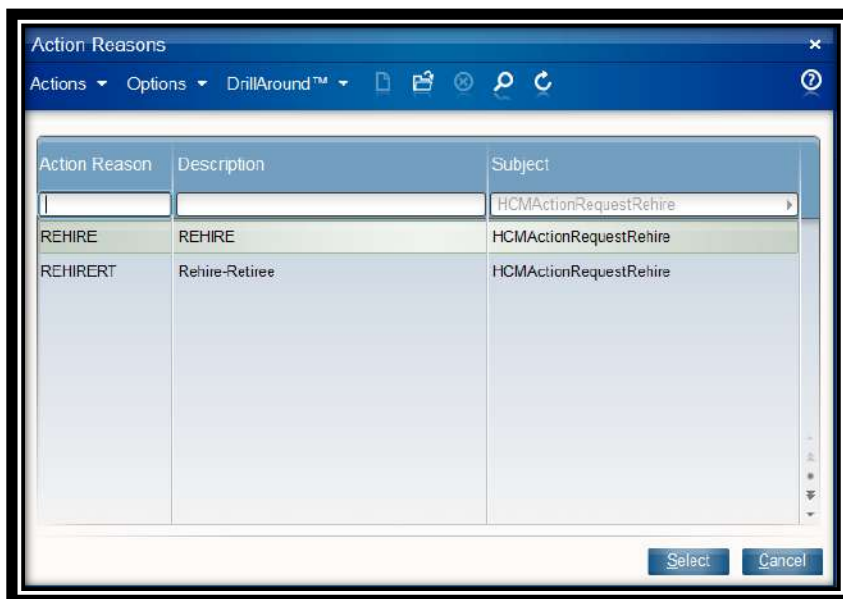
Preferred First Name

Preferred Last Name

Complete the form as described below:

Effective Date: The date the employee will begin employment. Please be aware that new hire orientation sessions occur on Tuesdays and Thursdays. It is critical that this effective date allows adequate time for the rehire process to be completed.

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



Employment ID: Enter the Greenville County School employee number or click on the arrow in the Employment ID field to search by first name and/or last name to locate the Employee ID. If you need assistance finding the Greenville County School employee number, please contact the Human Resources help line at 355-3117.

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

Effective Date

Reason

*Employment ID

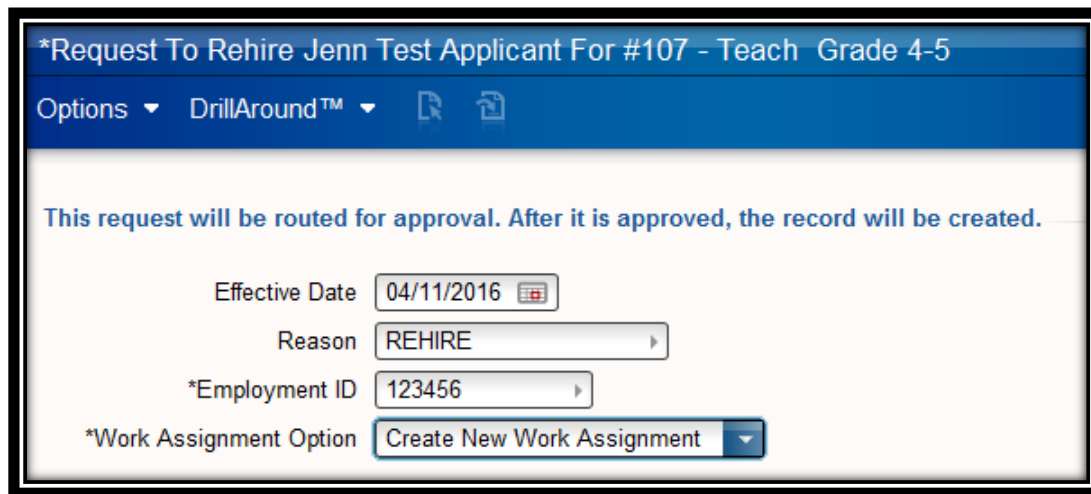
*Work Assignment Option

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

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

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

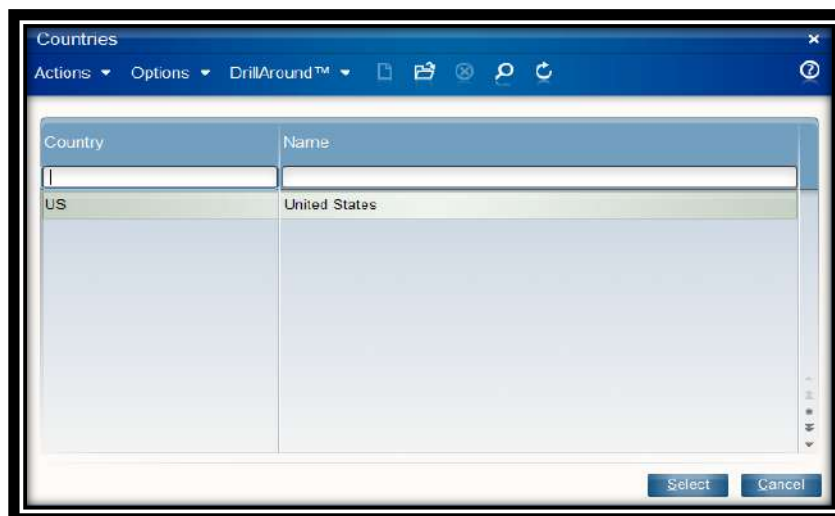
The top portion of the Request to Rehire form will look similar to the sample below.



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

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

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

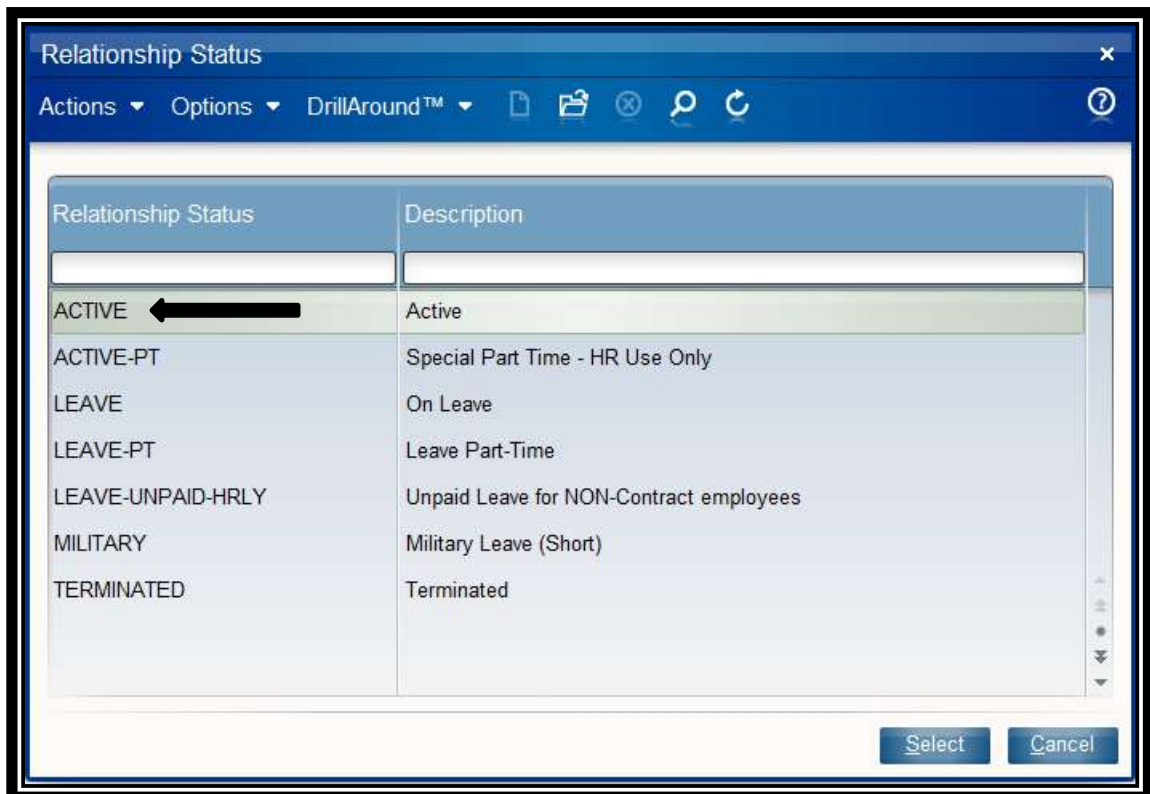


The screenshot shows a "Countries" dialog box with a table of countries. The table has two columns: "Country" and "Name". The first row shows "US" in the "Country" column and "United States" in the "Name" column. The "US" row is highlighted. At the bottom right of the dialog box, there are "Select" and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

Country	Name
US	United States

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

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not use the status "ACTIVE-PT", because this relationship status is for HR Use Only.



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

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

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

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

Hire Source

Source: GCS WEBSIT

Specific Source:

Referring Source:

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

The screenshot shows a form titled "Personal Information" with the following fields:

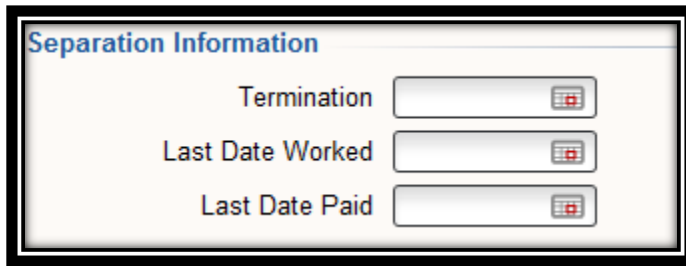
- Gender:** A dropdown menu.
- Hispanic Or Latino Origin:** A checkbox.
- Race:** A list box containing four options: African American, Alaskan Native, Asian, and Caucasian. Below the list box, it says "(0 of 11 selected)".
- Disability Type:** A dropdown menu.
- Nationality:** A dropdown menu.
- Nationality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

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

The screenshot shows a form titled "Dates" with the following fields:

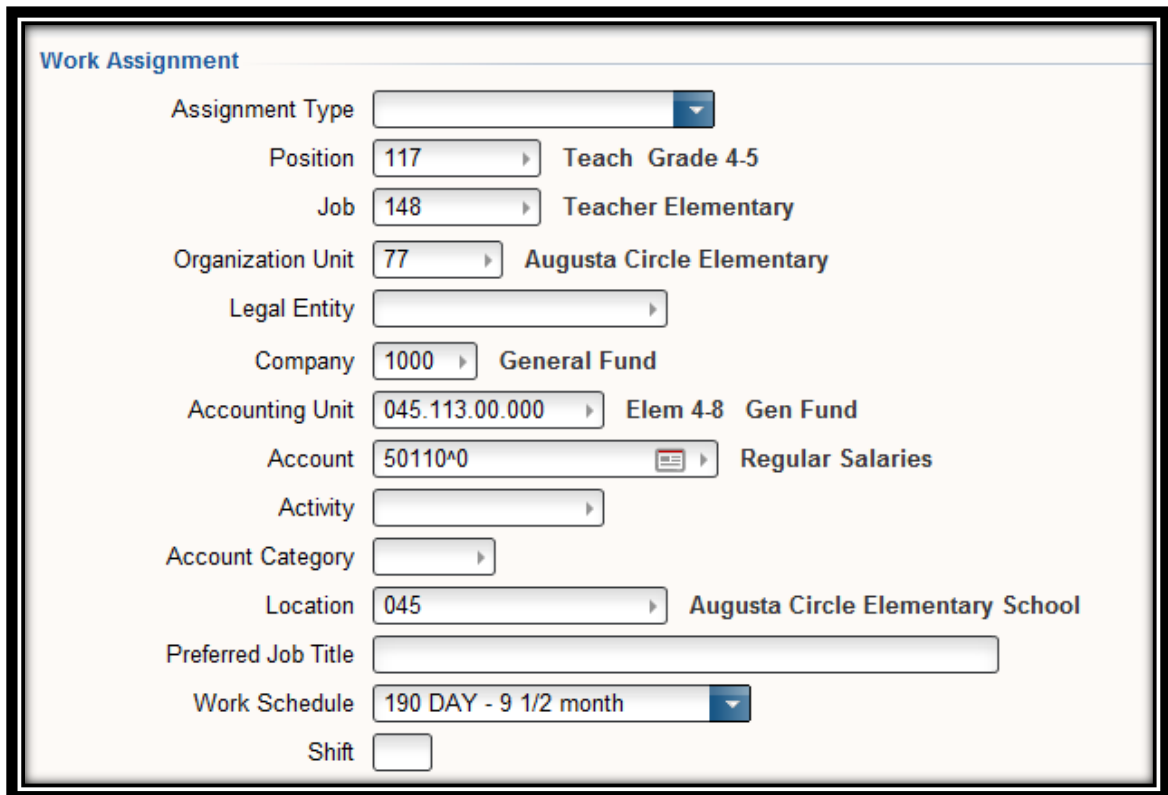
- Start Date:** A date picker field.
- Adjusted Start Date:** A date picker field.
- First Date Worked:** A date picker field.
- Anniversary Date:** A date picker field.
- Seniority Date:** A date picker field.
- Benefit Date 1:** A date picker field.

Separation Information: Leave blank. Not used by GCS.



The screenshot shows a form titled "Separation Information" with three fields: "Termination", "Last Date Worked", and "Last Date Paid". Each field has a text input box and a calendar icon to its right.

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



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

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

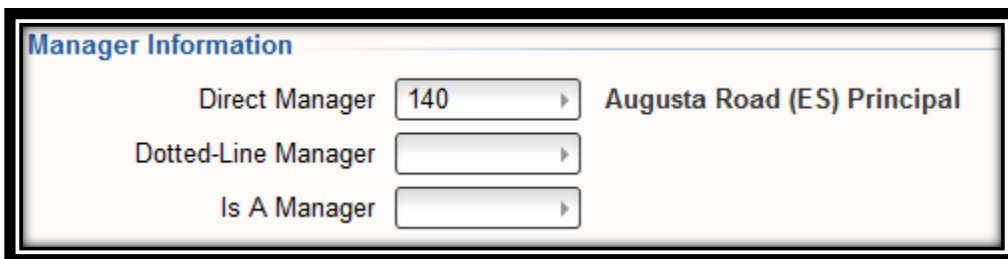
Assignment Type: Click on the arrow in the Assignment Type field and select one of the following options:

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



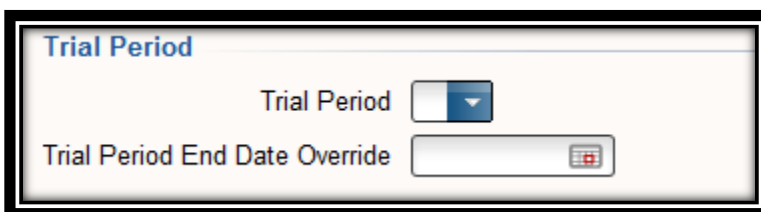
The screenshot shows a form titled "Work Assignment". It contains several fields: "Assignment Type", "Position", "Job", and "Organization Unit". The "Assignment Type" field is a dropdown menu that is currently open, showing two options: "Base Assignment" and "Supplemental Assignment". The "Position" field is highlighted in green. The "Job" field is labeled "Base Assignment" and the "Organization Unit" field is labeled "Supplemental Assignment".

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information – because it will cause the rehire approval process to fail.



The screenshot shows a form titled "Manager Information". It contains three fields: "Direct Manager", "Dotted-Line Manager", and "Is A Manager". The "Direct Manager" field is a dropdown menu with the value "140" and a text label "Augusta Road (ES) Principal" to its right. The "Dotted-Line Manager" field is a dropdown menu. The "Is A Manager" field is a dropdown menu.

Trial Period: Leave blank. Not used by GCS.



The screenshot shows a form titled "Trial Period". It contains two fields: "Trial Period" and "Trial Period End Date Override". The "Trial Period" field is a dropdown menu. The "Trial Period End Date Override" field is a text input field with a calendar icon to its right.

Compensation: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form. This will inform HR of the details on the other position.

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

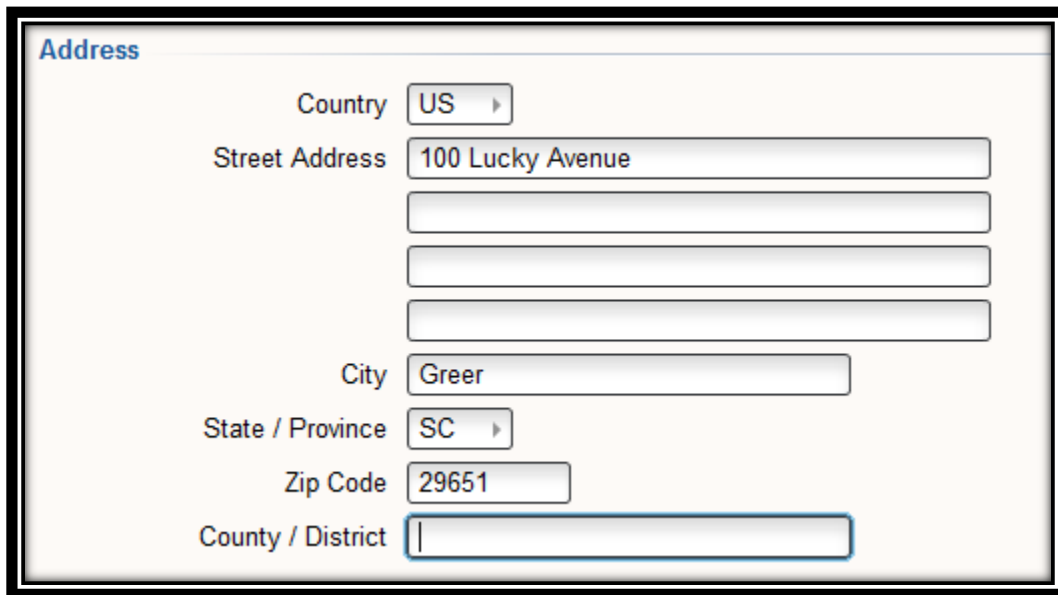
- Pay Rate: [Empty text box]
- Pay Rate Currency: [USD (dropdown)]
- Step And Grade Schedule: [TEACH190 (dropdown)]
- Grade: [Empty text box]
- Step: [Empty text box]
- Pay Rate Type: [Hourly (dropdown)]
- Number Of Months: [Empty text box]
- Pay Frequency: [Semi Monthly (dropdown)]
- Payment Schedule: [SMEX (dropdown)]
- Semi-Monthly Exempt: [Label]
- Full Time Equivalent: [Empty text box]
- Full Time Annual Hours: [1,425 (text box)]
- Exempt From Overtime: [Yes (dropdown)]

Compensation Analysis: Leave blank. Not used by GCS.

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

- Salary Structure: [Empty text box]
- Geographic Differential Code: [Empty text box]
- Salary Structure Grade: [Empty text box]
- Other Amounts: [Empty text box with a small icon]

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



The image shows a screenshot of a web form titled "Address" in blue text. The form contains several input fields with labels to their left. The "Country" field is a dropdown menu showing "US" with a right-pointing arrow. The "Street Address" field is a text box containing "100 Lucky Avenue", with two additional empty text boxes stacked below it. The "City" field is a text box containing "Greer". The "State / Province" field is a dropdown menu showing "SC" with a right-pointing arrow. The "Zip Code" field is a text box containing "29651". The "County / District" field is a text box that is currently empty. The entire form is enclosed in a black rectangular border.

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

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

GCSD: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCSD" with the following fields:

- 20 Week No Contribution: [Dropdown menu]
- Attended Retirement Banquet: [Dropdown menu]
- Bus Driver Experience: [Text input]
- GCContractType: [Dropdown menu]
- Contract Stip 1: [Dropdown menu]
- Contract Stip 2: [Dropdown menu]
- Contract Stip 3: [Dropdown menu]
- Elig for rehire: [Dropdown menu]
- Maintenance Codes: [Dropdown menu]
- NBCT: [Dropdown menu]
- Para Professional HQ: [Dropdown menu]
- Retiree still working: [Dropdown menu]
- SC teacher experience: [Text input]
- SF Class Code: [Dropdown menu]
- TB Test: [Dropdown menu]
- TERI Begin: [Text input with calendar icon]
- TERI End: [Text input with calendar icon]
- Teacher Subject: [Dropdown menu]

Attachments: Please attach the following items in this section:

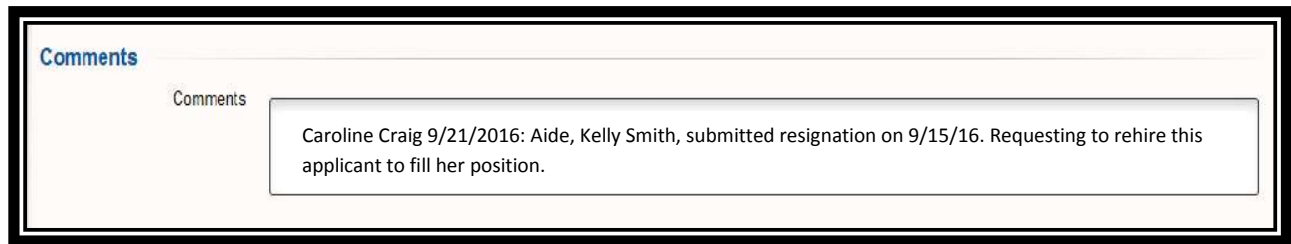
1. If the employee being rehired will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach the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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section with the following information:

Type Of Attachment	File	Browse...
Other Attachment	RFE Form.docx	[Browse...]
Principal/Mgr Phone Reference	Phone reference.docx	[Browse...]
Interview Log	Interview Log.pdf	[Browse...]

Comments: When submitting a Rehire for an applicant from a requisition, you have access to a Comments field as well. Please use the Comments field on these actions to communicate important information to Human Resources and expedite the approval process.

A screenshot of a web application's 'Comments' section. The section has a light beige background and a dark border. At the top left, the word 'Comments' is written in blue. Below it, on the left, is a label 'Comments' in a small, grey font. To the right of this label is a large, light grey rectangular text box with a thin black border. Inside this text box, the following text is entered: 'Caroline Craig 9/21/2016: Aide, Kelly Smith, submitted resignation on 9/15/16. Requesting to rehire this applicant to fill her position.'

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to rehire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for rehires will include all Comments entered.

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

Recommendation for Transfer

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

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

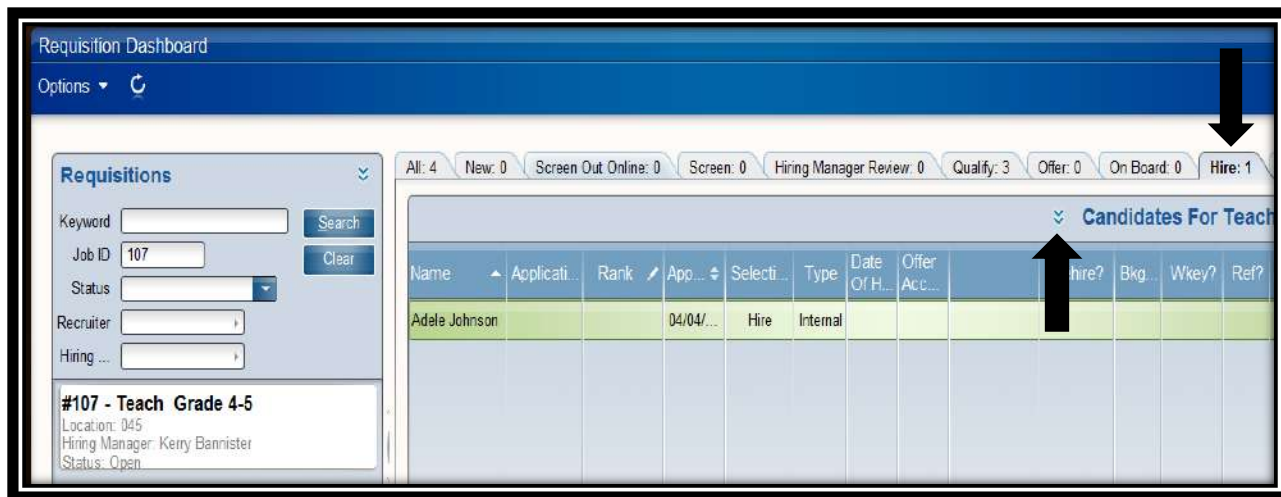
Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Adele Johnson			04/04/2...	Qualify	Internal	3
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

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

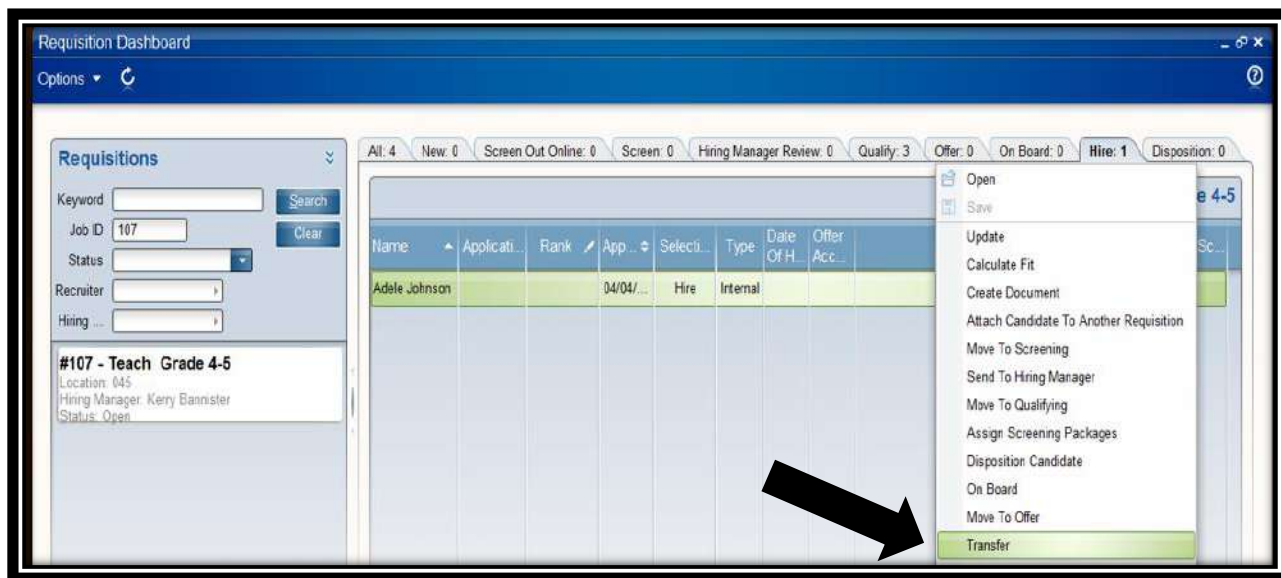
The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The dashboard includes a search bar on the left and a table of candidates on the right. The table has columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The table lists three candidates: Adele Johnson, Kim Test Applic..., and Terry Test Appli... The 'Move to Hire' option is highlighted in the context menu, and a black arrow points to it.

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

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



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



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

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

Options ▾ DrillAround™ ▾

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

Effective Date

Reason

Employment ID

Work Assignment System Admin Applicant Track

General

Home Country

Relationship To Organization Employee

Relationship Status

Work Type Regular

☐ Working Remotely

Adjusted Start Date

Hire Source

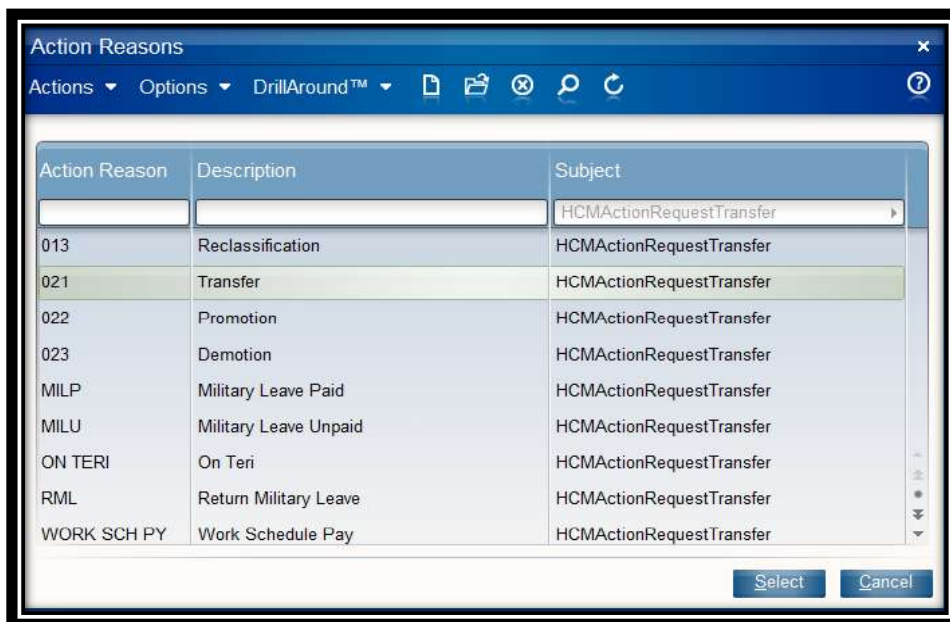
Source

Specific Source

Completed the form as described below:

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

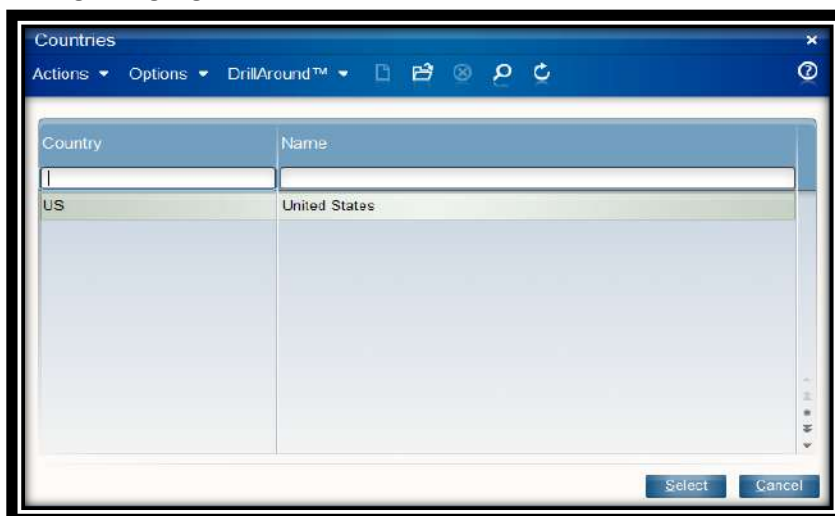
Reason: Click on the arrow in the Reason field and select **TRANSFER** by double clicking or highlight and click Select.



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

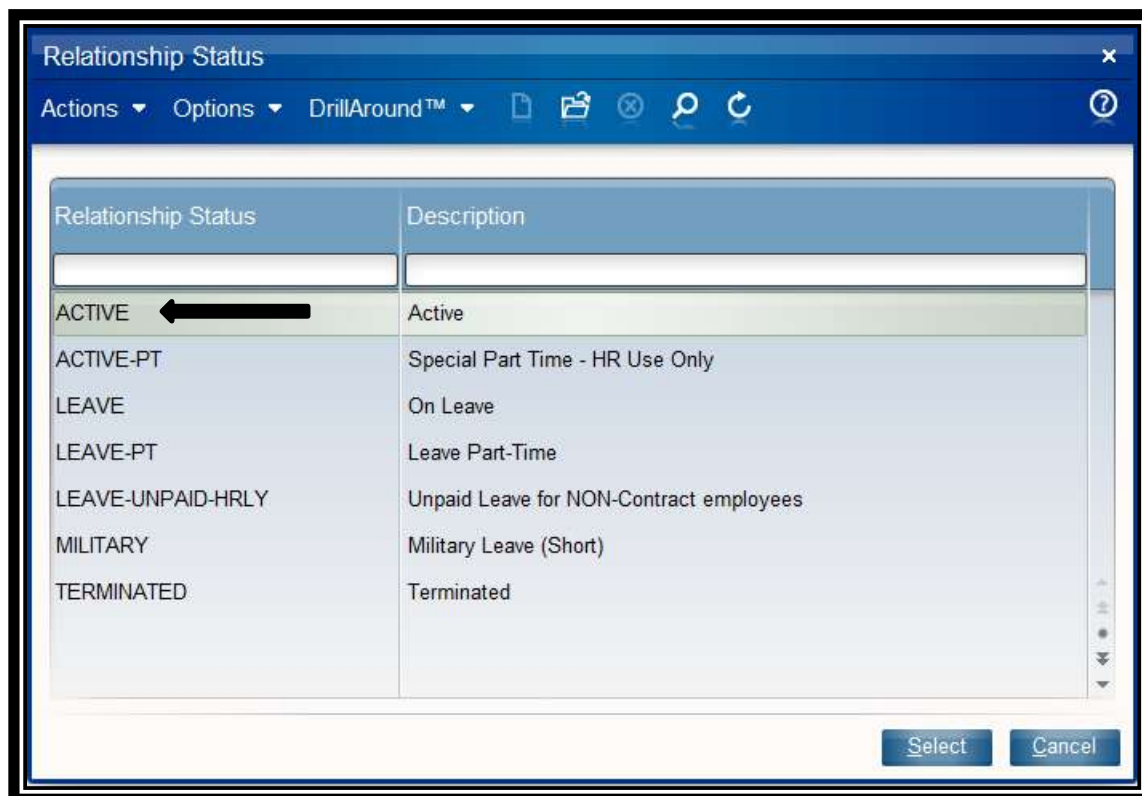
Work Assignment: Leave the Work Assignment with the default information provided.

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



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

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not select the status “ACTIVE-PT”, because this relationship status is for HR Use Only.



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

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

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUB	Substitute

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

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

Hire Source

Source: GCS WEBSIT

Specific Source: [dropdown]

Referring Source: [text field]

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

The image shows a screenshot of a web form titled "Personal Information". The form contains several fields:

- Gender:** A dropdown menu with "Female" selected.
- Hispanic Or Latino Origin:** An unchecked checkbox.
- Race:** A list box with four options: "African American", "Alaskan Native", "Asian", and "Caucasian". "Caucasian" is selected, indicated by a green checkmark. Below the list box, it says "(1 of 11 selected)".
- Disability Type:** A dropdown menu.
- Nationality:** A dropdown menu.
- Nationality Country:** A text input field with a right-pointing arrow.
- Marital Status:** A dropdown menu.
- Birthdate:** A text input field with a calendar icon.
- Point Of Origin:** A text input field with a right-pointing arrow.

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

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

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

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

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

The screenshot shows the 'Work Assignment' form with the 'Assignment Type' dropdown menu open. The menu has two options: 'Base Assignment' and 'Supplemental Assignment'. The 'Position' field is also visible, showing '117'.

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information because it will cause the transfer approval to fail.

Manager Information	
Direct Manager	140 ▶ Augusta Road (ES) Principal
Dotted-Line Manager	▶
Is A Manager	▶

Trial Period: Leave blank. Not used by GCS.

Trial Period	
Trial Period	▶
Trial Period End Date Override	▶

Pay Information: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form. This will inform HR of the details on the other position.

Pay Information

Pay Rate	<input type="text"/>	Pay Rate Currency	<input type="text" value="USD"/>
Step And Grade Schedule	<input type="text" value="TEACH190"/>	Grade	<input type="text"/>
		Description	<input type="text"/>
Step	<input type="text"/>	Description	<input type="text"/>
Payment Schedule	<input type="text" value="SMEX"/>		
Pay Rate Type	<input type="text" value="Hourly"/>	Number Of Months	<input type="text"/>
Pay Frequency	<input type="text" value="Semi Monthly"/>		
Full Time Equivalent	<input type="text"/>		
Full Time Annual Hours	<input type="text" value="1,425"/>		
Exempt From Overtime	<input type="text" value="Yes"/>		

Compensation Analysis: Leave blank. Not used by GCS.

Compensation Analysis

Salary Structure	<input type="text"/>	<input type="text"/>
Geographic Differential	<input type="text"/>	<input type="text"/>
Salary Structure Grade	<input type="text"/>	Grade Description <input type="text"/>

GCSD: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCSD" with the following fields:

- 20 Week No Contribution: [Dropdown]
- Attended Retirement Banquet: [Dropdown]
- Bus Driver Experience: [Text]
- GCContractType: [Dropdown]
- Contract Stip 1: [Dropdown]
- Contract Stip 2: [Dropdown]
- Contract Stip 3: [Dropdown]
- Elig for rehire: [Dropdown]
- Maintenance Codes: [Dropdown]
- NBCT: [Dropdown]
- Para Professional HQ: [Dropdown]
- Retiree still working: [Dropdown]
- SC teacher experience: [Text]
- SF Class Code: [Dropdown]
- TB Test: [Dropdown]
- TERI Begin: [Text]
- TERI End: [Text]
- Teacher Subject: [Dropdown]

Attachments: Please attach the following items in this section:

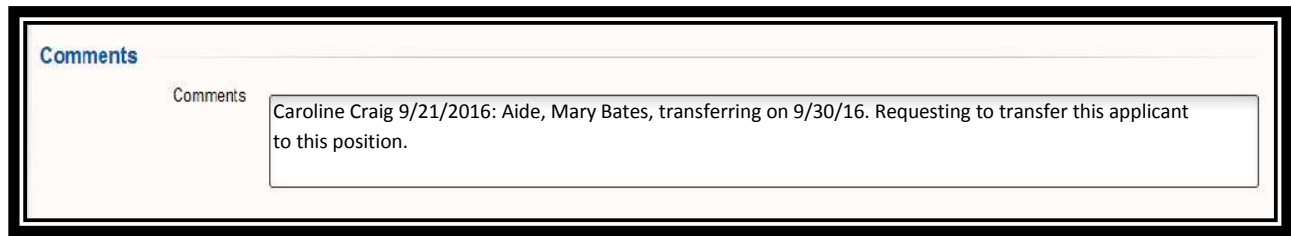
1. If the employee being transferred will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section with the following data:

Type Of Attachment	File	Action
Other Attachment	RFE Form.docx	Browse...
Principal/Mgr Phone Reference	Phone reference.docx	Browse...
Interview Log	Interview Log.pdf	Browse...

Comments: When submitting a Transfer for an applicant from a requisition, you have access to a Comments field as well. Please use the Comments field on these actions to communicate important information to Human Resources to expedite the approval process.



The screenshot shows a web interface with a section titled "Comments". Below the title is a text input area. Inside this area, the following text is entered: "Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Requesting to transfer this applicant to this position."

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Transferring this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for transfers will include all Comments entered.

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

Hire, Rehire, Transfer Quick Reference Guide

Verify that the fields below are completed on your hire, rehire or transfer form.

General

Home Country United States

Relationship To Organization Employee

Relationship Status Active

Work Type Regular

☐ Working Remotely

Legacy Employment Number

Work Type is Hourly if FTE=0 or Regular if FTE>0

Rel. to Org is always Employee

Status should be Active

Work Assignment

Assignment Type

Position School Nurse

Job Nurse

Organization Unit Cherrydale Elementary

Legal Entity

User Level

Company Aid To District

Accounting Unit Health Svc Aid to Dist Nursing

Account Clerical Sal-Nurses

Activity

Account Category

Location Cherrydale Elementary School

Preferred Job Title

Work Schedule

Shift

Assignment Type=Base Assignment if FTE>0 or Supplemental Assignment if FTE=0

Compensation

Pay Rate	<input type="text"/>	Pay Rate Currency	<input type="text" value="USD"/>
Step And Grade Schedule	<input type="text" value="SPPTAN185"/>	Grade	<input type="text"/>
Pay Rate Type	<input type="text" value="Hourly"/>	Number Of Months	<input type="text"/>
Pay Frequency	<input type="text" value="Semi Monthly"/>		
Payment Schedule	<input type="text" value="SMSN"/>		
Full Time Equivalent	<input type="text" value="1.0"/>		
Full Time Annual Hours	<input type="text" value="1,388.0"/>		
Exempt From Overtime	<input type="text" value="No"/>		

Enter FTE for baseline positions. Do not enter FTE for hourly positions such as Afterschool, hourly computer lab aides.

Monthly Salary Non-Exempt

Attachments

Type Of Attachment	<input type="text" value="Interview Log"/>	File	<input type="text"/>	<input type="button" value="Browse..."/>
Type Of Attachment	<input type="text" value="Principal/Mgr Phone Reference"/>	File	<input type="text"/>	<input type="button" value="Browse..."/>
Type Of Attachment	<input type="text" value="Other Attachment"/>	File	<input type="text"/>	<input type="button" value="Browse..."/>

Attach Phone Reference for Teacher Hiring

Attach Interview Log for ALL Hiring

Attach Paper RFE if employee will have split positions

Comments

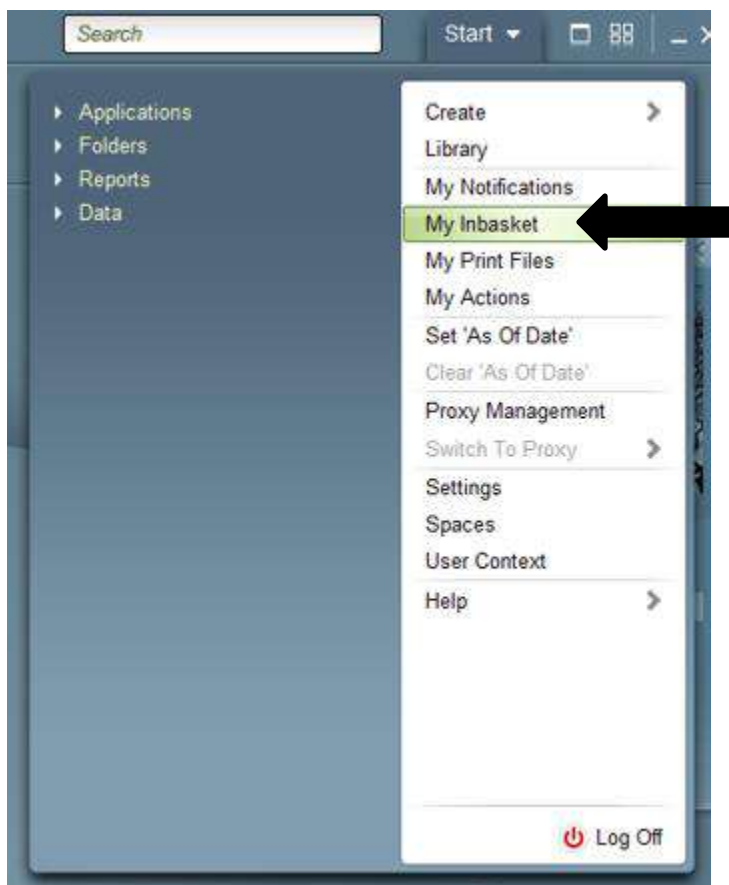
Enter any comments here that will clarify this hire/rehire/transfer, for example, employee being hired is split between 2 positions and RFE attached.

Use Comments to assist HR with Approval

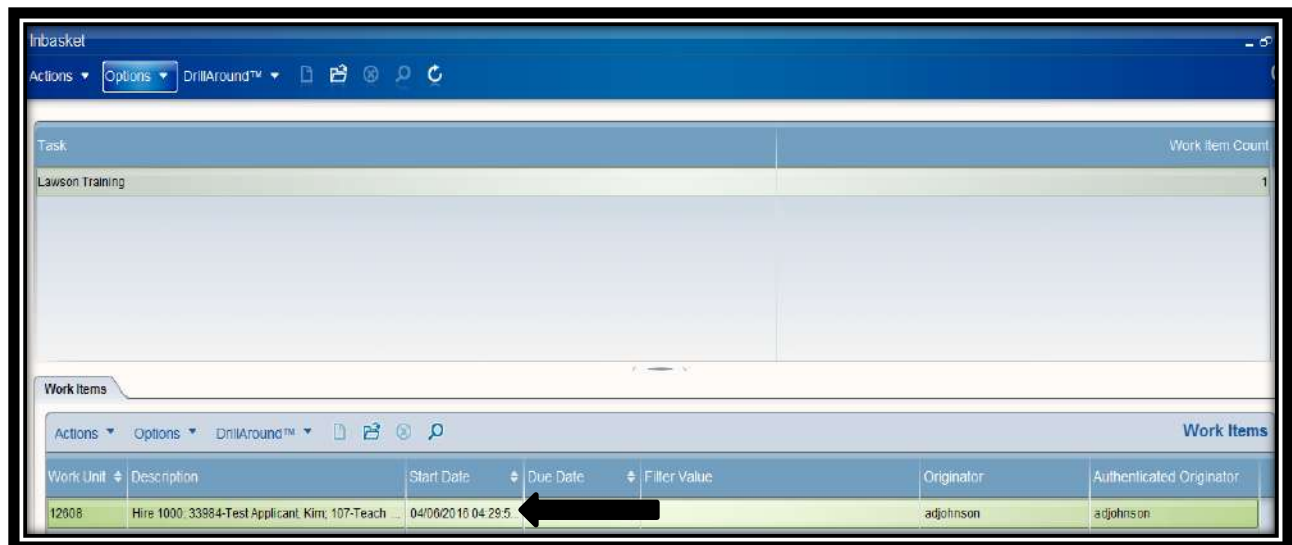
How to Approve a Hire/Rehire/Transfer Request Sent to My Inbasket

Principal/Hiring Manager

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



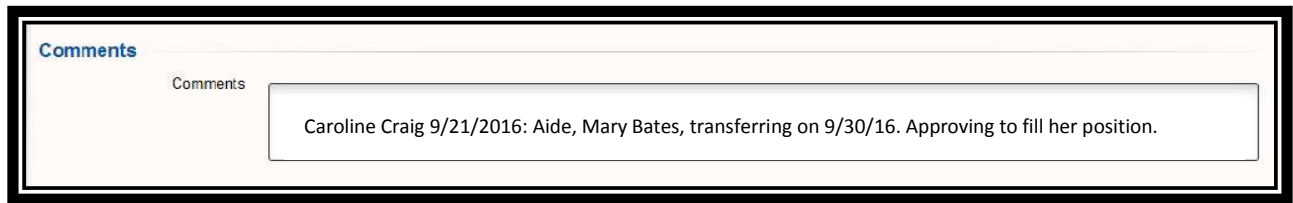
Locate the Hire, Rehire or Transfer to be approved in the Work Items list. Double click on the Hire, Rehire or Transfer action to be approved.



The Hire, Rehire or Transfer requiring approval will display.

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

Comments: When approving a Hire/Rehire/Transfer, you have access to Comments. Please use the Comments field on these actions to communicate important information to Human Resources to expedite the approval process.

A screenshot of a web form's 'Comments' section. The section has a light pink background and a black border. At the top left, the word 'Comments' is written in blue. Below it, the word 'Comments' appears again in a smaller, grey font. To the right of this text is a large, empty rectangular text box with a thin grey border. Below the text box, there is a sample comment in a smaller font: 'Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Approving to fill her position.'

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to hire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. You may enter additional comments. When adding Comments, do not enter your comments on the same line as other comments instead skip to the next line and add your comments. Do not delete or type over comments entered by others. The automated approval email sent to the initiator for requisitions, hires, rehires and transfers will include all Comments entered.

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

How to Close Out a Requisition

After receiving an e-mail similar to the picture below, you may close the requisition.

Do not execute this action until you have received a hiring confirmation e-mail similar to the one shown below:



To close a requisition, the following steps need to be executed:

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

Select the Recruiter icon, then the Requisitions icon.

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

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

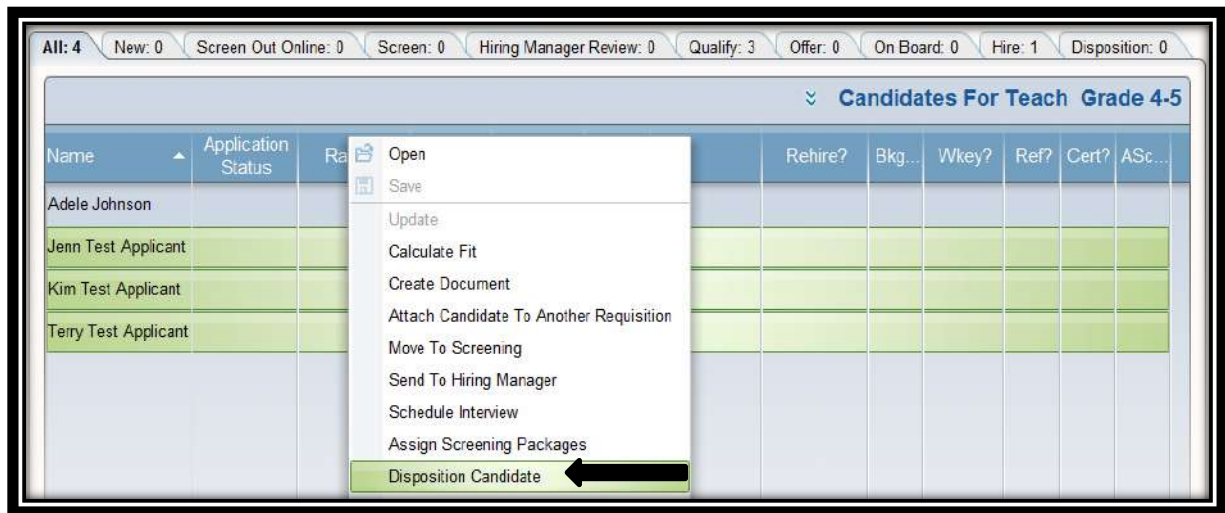
1. Move Applicants Not Selected to the Disposition Tab.

Select the **All** tab to display all applicants for this requisition. Highlight the applicants NOT hired like the example below. Skip those applicants who already show as "Disposition" in the Selection Process column. To highlight multiple applicants, press the CTRL key and then click on each applicant.

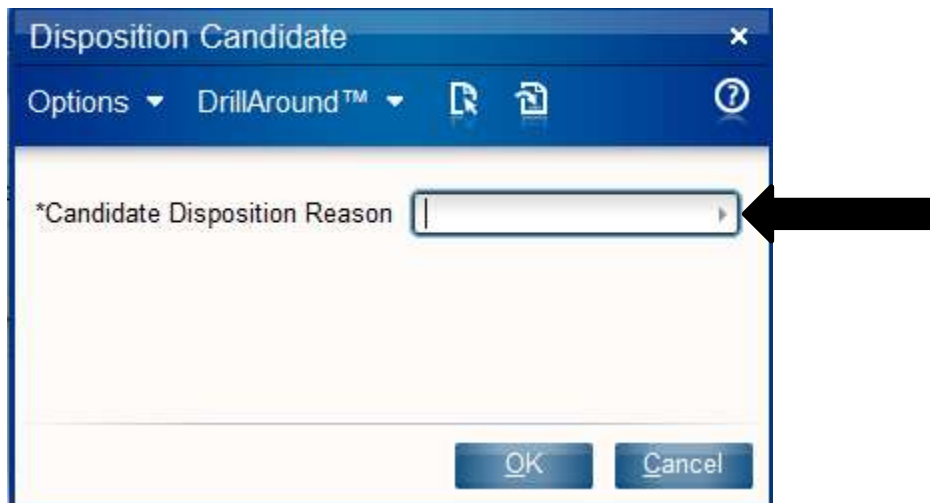
The screenshot shows the 'Requisition Dashboard' interface with the 'All' tab selected. The table displays candidates for 'Teach Grade 4-5'. The table has columns: Name, Application Status, Rank, Appli..., Selection Process, Type, Rehire?, Bkg..., Wkey?, Ref?, Cert?, and ASce... The table contains four rows of data. An arrow points to the 'All' tab, and another arrow points to the 'Selection Process' column.

Name	Application Status	Rank	Appli...	Selection Process	Type	Rehire?	Bkg...	Wkey?	Ref?	Cert?	ASce...
Adele Johnson			04/04/2...	Hire	Internal						
Jonn Test Applicant			03/25/2...	Qualify	Exter...						
Kim Test Applicant			03/25/2...	Qualify	Exter...						
Terry Test Applicant			03/25/2...	Qualify	Exter...						

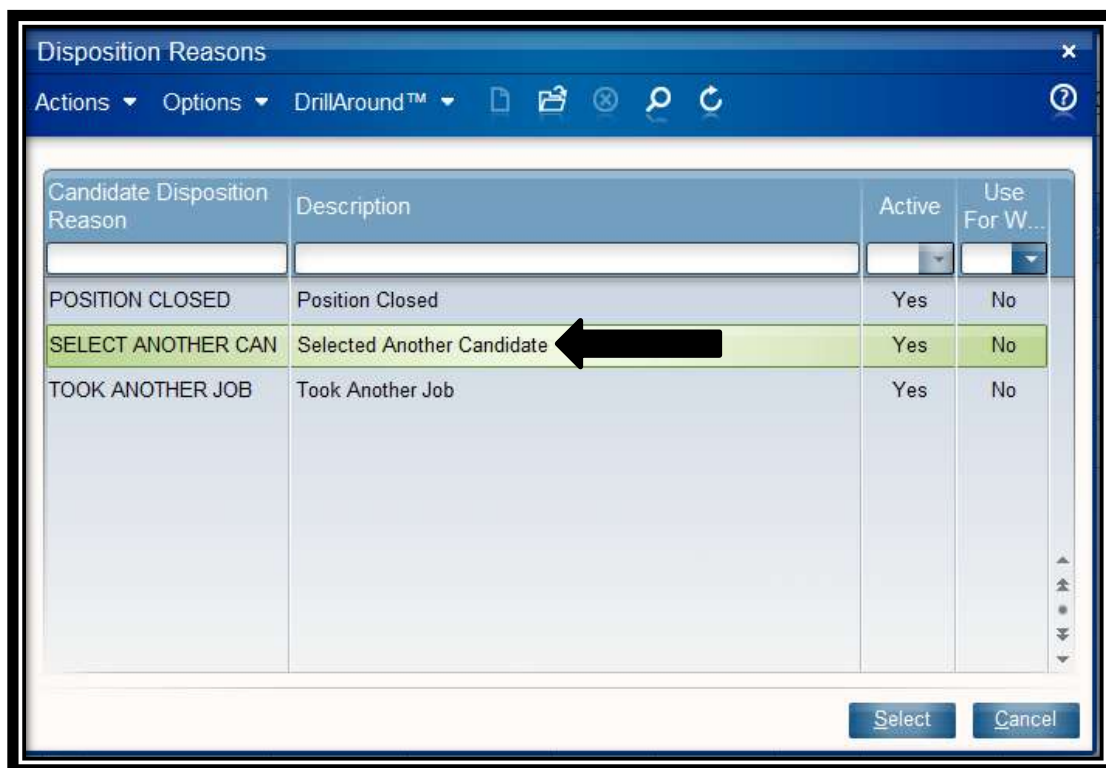
When the applicants NOT hired are highlighted, right click and select **Disposition Candidate**.



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



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



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

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

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

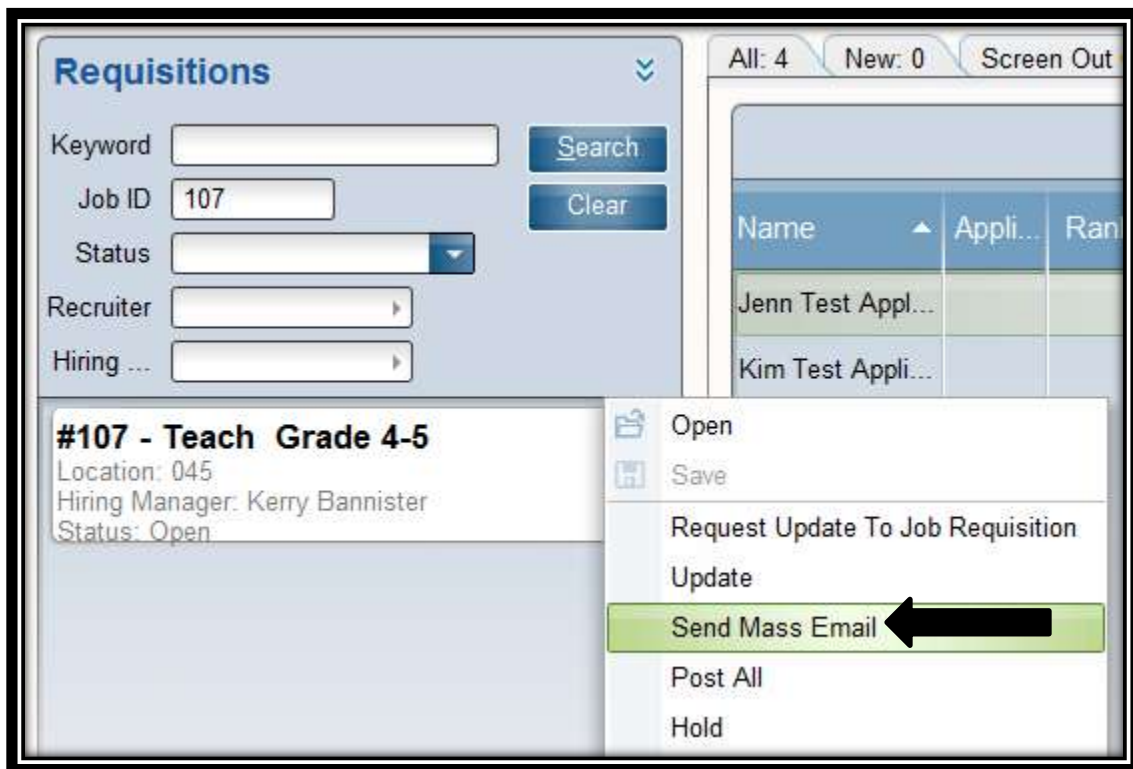


The image shows a screenshot of a software interface with a 'Disposition' tab selected. The tab bar at the top shows counts for various stages: All: 4, New: 0, Screen Out Online: 0, Screen: 0, Hiring Manager Review: 0, Qualify: 0, Offer: 0, On Board: 0, Hire: 1, Disposition: 3. Below the tab bar, there is a section titled 'Candidates For Teach Grade 4-5' containing a table of applicants.

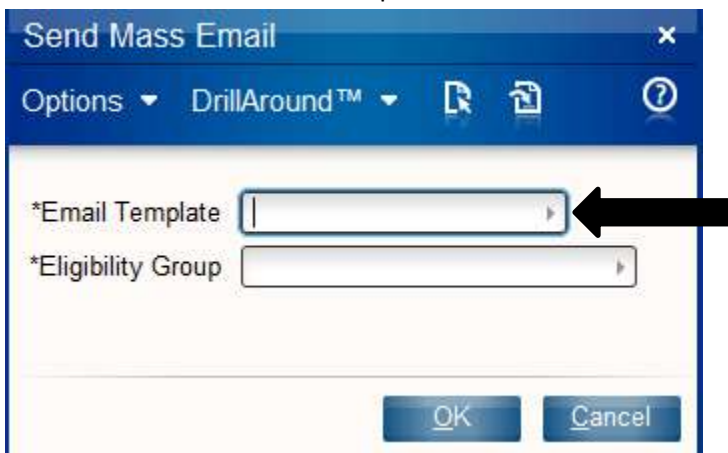
Name	Appli...	Rank	Applicati...	Selection Process	Type	Disposition Reason	Reh...	Bkg...	Wk...	Ref?	Cert?	ASc...
Jenn Test Appl...			03/25/2016	Disposition	External	SELECT ANOT...						
Kim Test Appli...			03/25/2016	Disposition	External	SELECT ANOT...						
Terry Test App...			03/25/2016	Disposition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

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

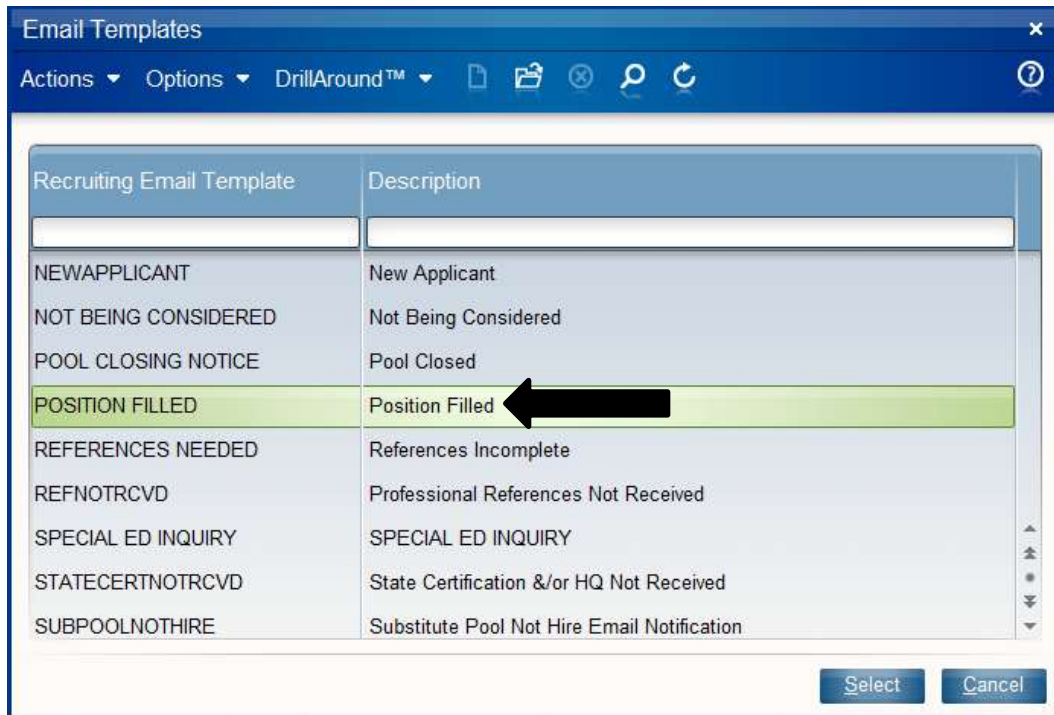
Right click on the requisition as shown below and select **Send Mass Email**.



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



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



Below is a picture of the **POSITION FILLED** e-mail template. Notice information is automatically populated into the e-mail template. The To e-mail address will automatically populate with the applicant's e-mail address. The From e-mail address will automatically populate with the sender's e-mail address.

The screenshot shows an email composition window with the following fields:

- To:** A text box containing a placeholder email address.
- From:** A text box containing the email address `adjohnson@greenville.k12.sc.us`.
- CC:** An empty text box.
- BCC:** An empty text box.
- Subject:** A text box containing the text "Thank You For Your Interest In Greenville County Schools".
- Body:** A rich text editor area containing the following text:
Dear Melissa,

Thank you for your interest in Greenville County Schools. Unfortunately, the Substitute Pool position, Job ID #1809, at location Central Office has been filled. Please continue to visit our website at www.greenville.k12.sc.us to view additional job opportunities. Thank you again for applying with our district.

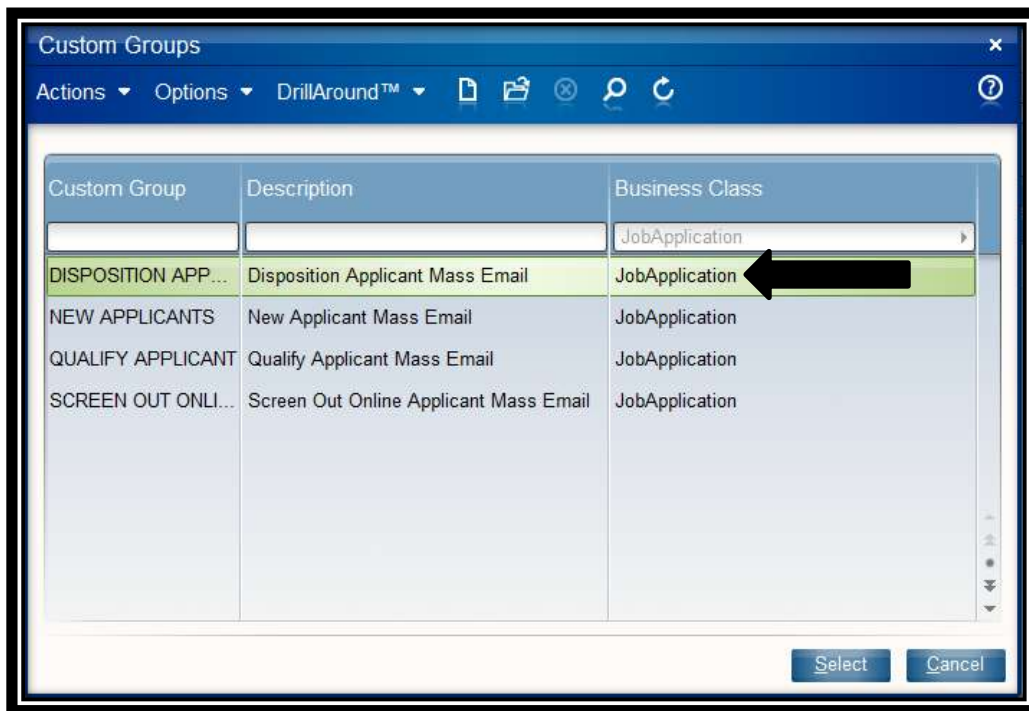
Sincerely,
Sara S. Fayssoux

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

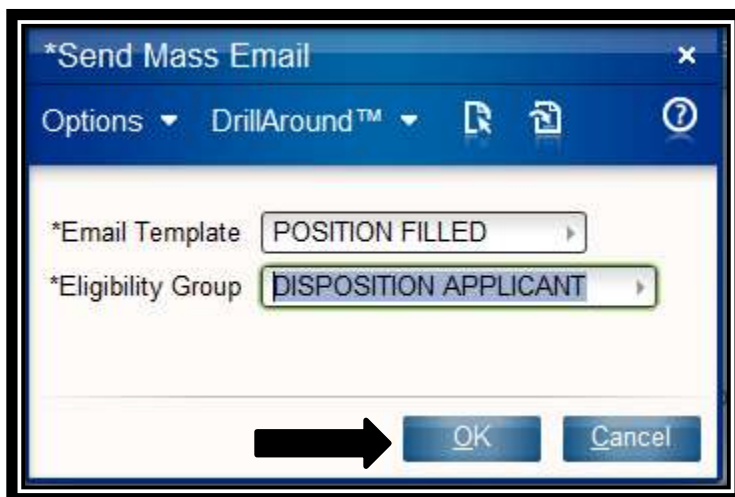
The screenshot shows a dialog box titled "*Send Mass Email" with the following elements:

- Options:** A dropdown menu.
- DrillAround™:** A dropdown menu.
- *Email Template:** A dropdown menu currently showing "POSITION FILLED".
- *Eligibility Group:** A dropdown menu with a small arrow on the right side, which is pointed to by a large black arrow.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

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



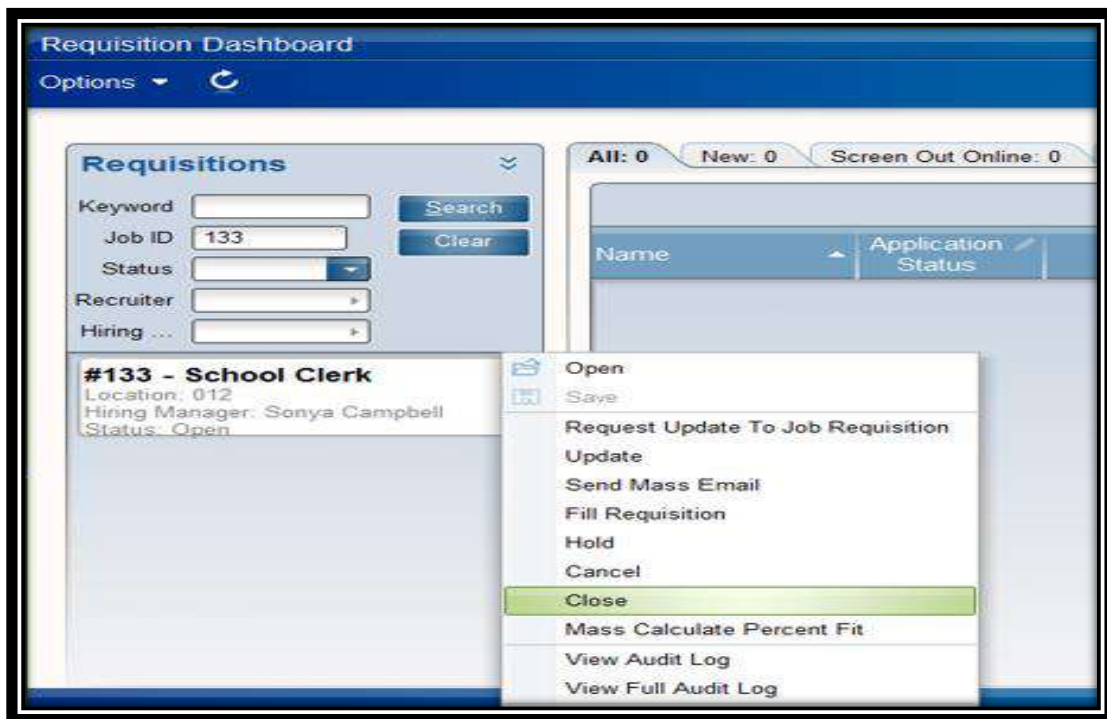
Please check the Email Template and Eligibility Group selected for accuracy. It is very critical that you choose the **POSITION FILLED e-mail template** and **DISPOSITION APPLICANT eligibility group**, in order to avoid sending the wrong e-mail to candidates who were not chosen. Failing to do so will result in sending incorrect information to the wrong group of candidates. When **OK** is selected, a **POSITION FILLED** email will be sent to each applicant in the Disposition Tab.



You will receive a **Send Mass Email Completed** message in the lower, left hand corner of your screen.

3. Close the Requisition.

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



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



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