

Lawson Career Management Principal/Secretary User Guide



Infor Rich Client

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Creating a Position Requisition

Double click on Recruiter



Double click on Requisitions

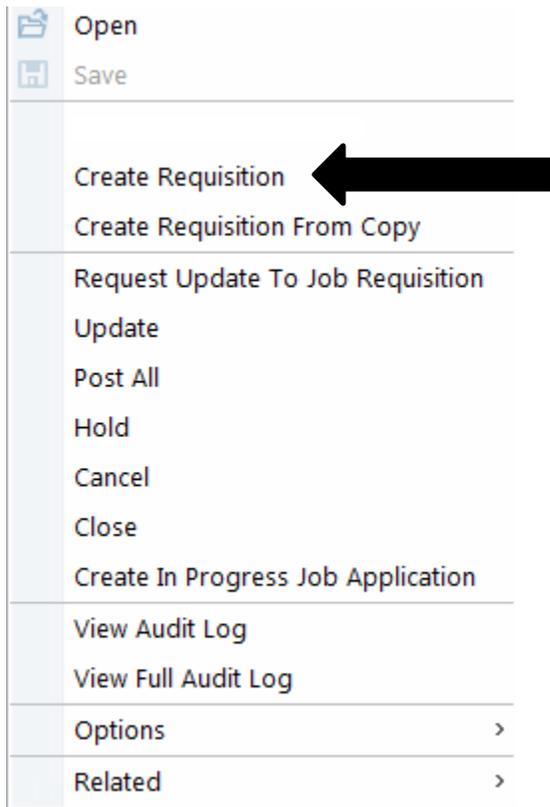


To begin creating a requisition, click on the double down arrow:



The screenshot shows a web form titled "Requisitions". At the top right 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" with a text box and a "Search" button; "Job ID" with a text box and a "Clear" button; "Status" with a dropdown menu; "Recruiter" with a dropdown menu; and "Hiring ..." with a dropdown menu.

Click on Create Requisition.



The screenshot shows a dropdown menu with the following items: "Open", "Save", "Create Requisition", "Create Requisition From Copy", "Request Update To Job Requisition", "Update", "Post All", "Hold", "Cancel", "Close", "Create In Progress Job Application", "View Audit Log", "View Full Audit Log", "Options", and "Related". A large black arrow points to the "Create Requisition" option.

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 New Hire, Transfer, etc. Typically you will enter today's date here (remember you can do this easily by pressing the "T" button and the "Tab" button together to auto fill the current day!).

The screenshot displays a web-based form for a Job Requisition. At the top, there is a blue header bar with the title "Job Requisition" and a menu with options: "Actions", "Options", and "Related". Below the header, there are several fields: "Status" (a dropdown menu), "Date Needed" (a date input field with a calendar icon), "Open Date" (a dropdown menu), and "Total Days Open" (a dropdown menu). There are also two checkboxes: "Confidential Requisition" and "Priority Requisition".

The main section of the form is titled "Position Information" and contains the following fields:

- *Position Code: A dropdown menu.
- Organization Unit: A dropdown menu.
- Cost Center: A dropdown menu.
- Location: A dropdown menu.
- Relationship To Organization: A dropdown menu.
- Work Type: A dropdown menu.
- Requested Position FTE: A text input field.
- *Category: A dropdown menu.
- Work Schedule: A dropdown menu.
- Standard Hours: A text input field.

There are also four checkboxes: "Pool", "GC Ref Req", "Assessment", and "Background".

-Position Information: Click on the search box to pull up all position codes:

Position Information

*Position Code 

Organization Unit

Cost Center Pool

Location *Category

Relationship To Organization Work Schedule

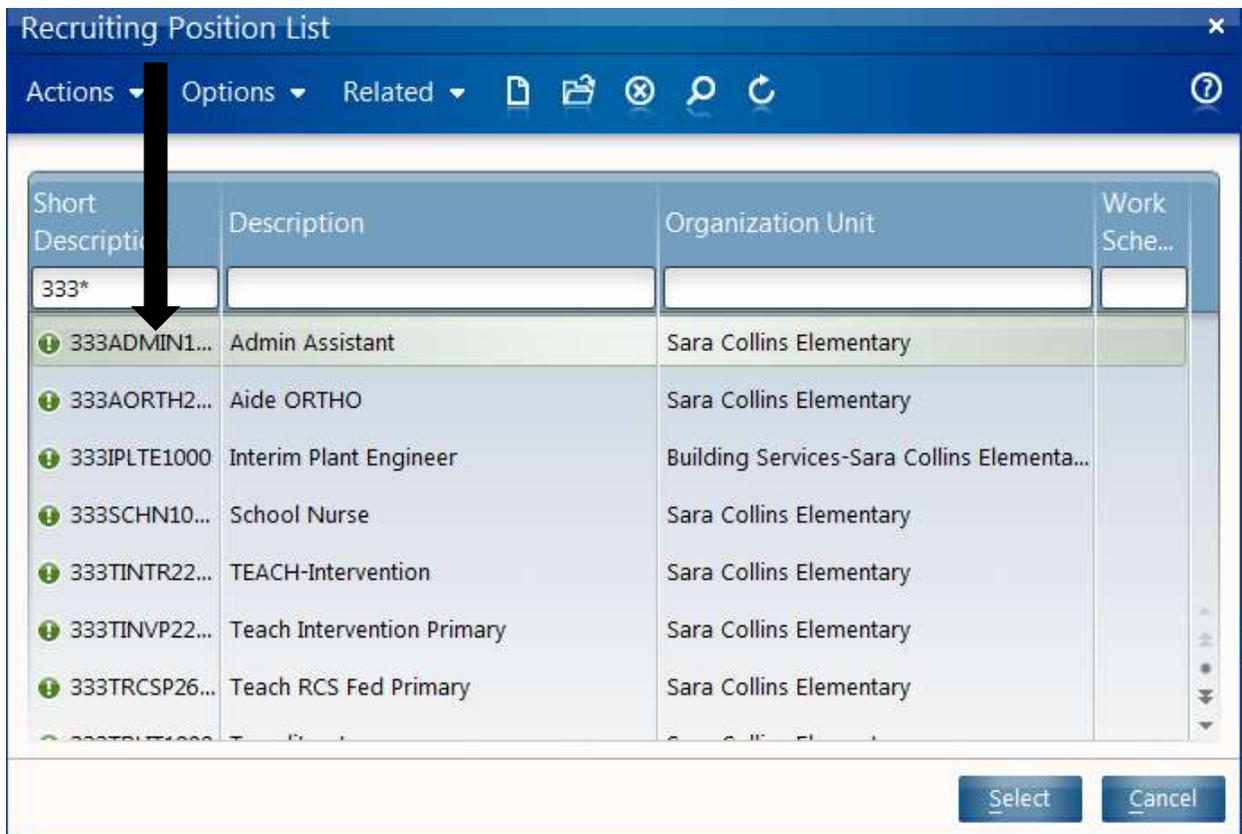
Work Type Standard Hours

Bargaining Unit Union

In order to search for a Position , it is best to enter text in the Short Description field. You can enter the Position Code or Location Code followed by the * and click enter.

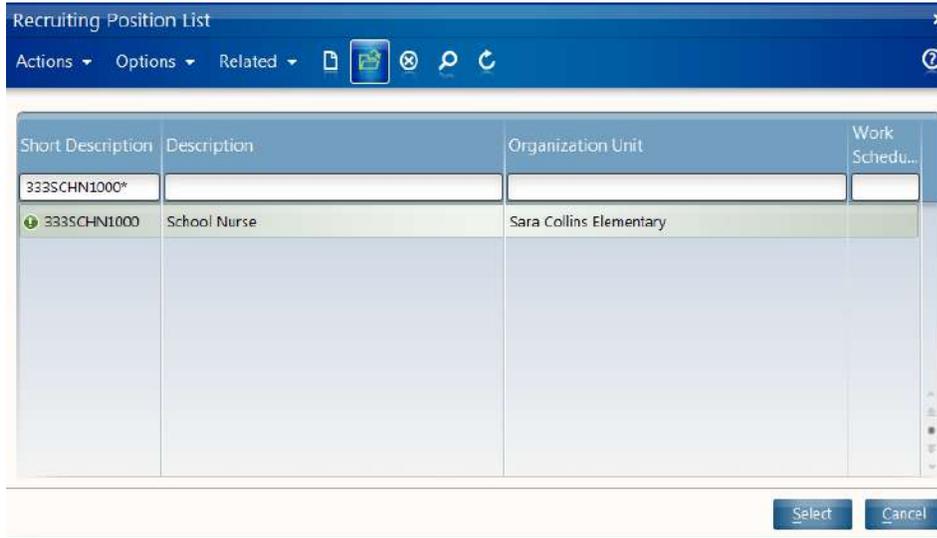
For example: 012AIDE1000* or 012*

This will bring up the position that you entered or it will bring up all positions at the location that you entered.



If you only entered the location, you will need to search for 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.

Below shows searching by the position code and *. Again, you must select this position for your requisition by either double clicking it or by highlighting it and clicking the Select button.



You will now notice certain fields have automatically populated based on the position code you selected. You must now complete several additional fields.

-Cost Center—leave blank

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

-GC Ref Req- **USED FOR TEACHING CATEGORY ONLY**-the GC Ref Req flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send out the Confidential Reference Requests via the GCS Candidate Reference System that are required for teacher positions only.

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

-Background-**USED FOR TEACHING CATEGORY ONLY**- the background flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send out the background authorization email to all teaching candidates that apply to positions in the district.

Pool GC Ref Req Assessment Background

Position Information

*Position Code	1129	School Nurse	012SCHN1000
Organization Unit	3		
Cost Center		<input type="checkbox"/> Pool	<input type="checkbox"/> GC Ref Req
		<input type="checkbox"/> Assessment	<input type="checkbox"/> Background
Location	012	*Category	
Relationship To Organization		Work Schedule	185 Days - 9.25 Months
Work Type		Standard Hours	
Requested Position FTE			

-Category-**YOU MUST** enter a position category in order for the requisition to route to the correct HR Hiring Manager for approval and to list on the posting for the position. If you do not enter a category on the requisition, it will not go through the proper approval process.

**Hourly Positions (includes Teaching, Afterschool, etc.)- the category for all hourly positions should be coded as AFSCH/HRLEM.

Position Category	Description
ADMINISTRATIVE	Administrative
AFSCH/HRLEM	AFTERSCHOOL/HOURLY
AIDE	Aide
BUILDING SERVICES	Building Services
CLERICAL/BOOKKEEP	Clerical/BOOKKEEP
FANS	Food and Nutrition Services
NURSING	Nursing

-Relationship to Organization-Use Board for Board Members only; use Employee for all others

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

-Work Schedule- This should default for the position code that is selected.

Location

*Category

Relationship To Organization

Work Schedule

Work Type

Standard Hours

Requested Position FTE

-Work Type: Corresponds to the FTE for the position. Click on the arrow in the field for a drop down menu of choices. Please note that Hourly positions such as Afterschool Program Workers should have PT PN 0 selected to show Part Time No Benefits and NO FTE.

Location: 333 *Category: NURSING
Relationship To Organization: EMPLOYEE Work Schedule: 185 Days - 9.25 Months
Work Type: [dropdown] Standard Hours: [input]

Work Type	Description
FT NB .75 - 1.0	Full Time No Pay, w/Benefits
FT PB .75 - 1.0	Full Time-Benefits
FT PN .75 - 1.0	Full Time No Benefits
PARENT LEAVE	Parental Leave
PROF LEAVE	Professional Leave
PT NB .1 - .39	Part Time No Pay
PT NB .4 - .74	Part Time No Pay

Requested Position FTE- Enter the actual FTE for the position.

Example- Position 333SCHN1000 is going to be hired for a 1.00 FTE. The Requested Position FTE would be 1.00.

Location: 333 *Category: NURSING
Relationship To Organization: EMPLOYEE Work Schedule: 185 Days - 9.25 Months
Work Type: FT PB .75 - 1.0 Standard Hours: [input]
Requested Position FTE: 1.00

-Opening Information: Optional—You do not have to enter information here.

Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening Budgeted

Contacts

-Contacts: You have to enter the following fields in order for the requisition to follow the correct approval process:

-Hiring Manger

-Recruiter

To search for the Hiring Manager or the recruiter, click on the arrow in the field. You can search by the employee number or the last name, first name.

Contacts

Direct Manager

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

HR Contact

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

Alternate Recruiter **Alternate Recruiter (OPTIONAL)**-This should be used only when an EDP director, AP, AA will need to review applicants that have applied to a specific position.

Approver 1

Approver 2

Approver 3

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

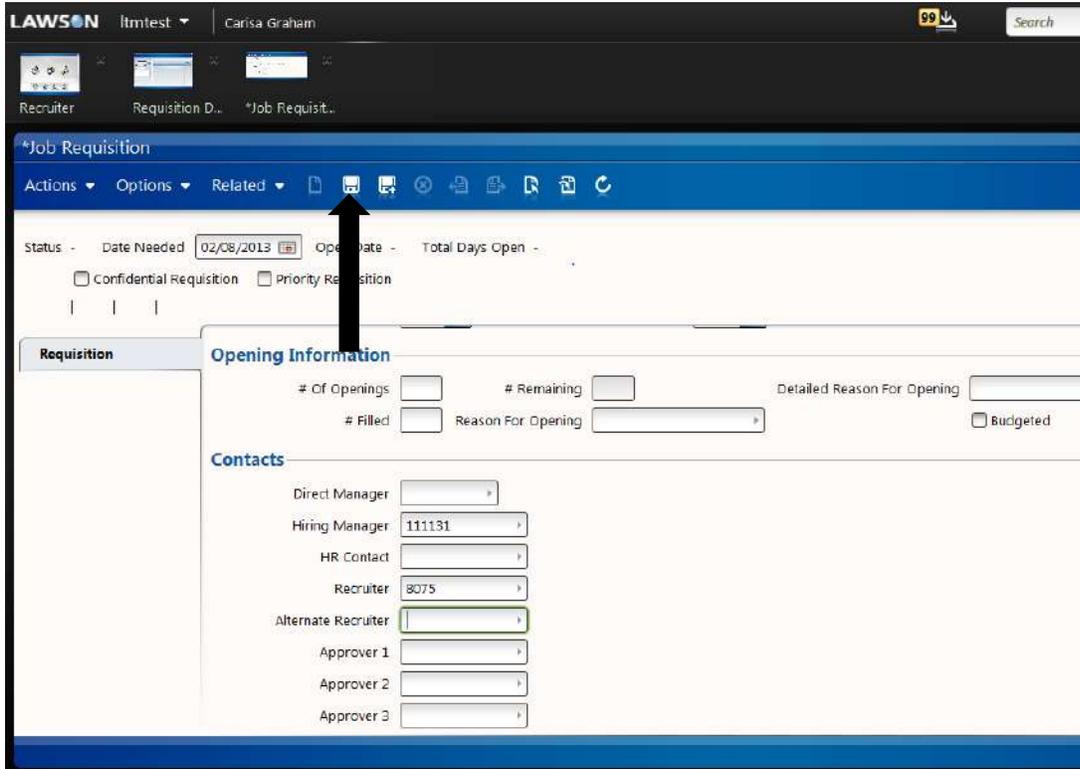
Click on the name of the Hiring Manager or Recruiter needed and either double click to select it, or highlight the name and click the Select button.

The screenshot shows a software window titled "Resources" with a search interface. At the top, there is a menu bar with "Actions", "Options", and "Related". Below the menu bar is a search area with several input fields: "Keyword", "Employment ID", "Last Name", "First Name", "Organization Unit", "Location", "Position", "Employment", "Education", and "Credential". There are "Search" and "Clear" buttons to the right of the input fields. Below the search area is a table with the following columns: "Name", "Em...", "Description", "Primar...", "Primar...", "Location", and "W...". The table contains four rows of data:

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

At the bottom of the window, there are "Select" and "Cancel" buttons.

Once the Hiring Manager and the Recruiter fields have been entered. Click Save (disc icon).



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.



Now you must request approval for the requisition.

Go to Actions:

The screenshot shows the top of a 'Job Requisition' form. The 'Actions' menu is highlighted with a red circle. Below the menu, there are fields for 'Date Needed' (02/08/2013), 'Open Date', and 'Total Days Open'. There are also checkboxes for 'Confidential Requisition' and 'Priority Requisition'. The main form area is divided into sections: 'Requisition', 'Opening Information', and 'Contacts'. The 'Opening Information' section includes fields for '# Of Openings', '# Remaining', 'Detailed Reason For Opening', '# Filled', and 'Reason For Opening'. The 'Contacts' section includes fields for 'Direct Manager', 'Hiring Manager' (111131), and 'HR Contact'.

The screenshot shows a vertical list of actions: 'Save', 'Request Approval', 'Delete', 'Select', 'Define', 'Previous Record', 'Next Record', 'View Audit Log', and 'View Full Audit Log'. The 'Request Approval' option is highlighted with a red arrow pointing to it from the right.

Click on Request Approval option. This will follow the approval process that will route to the Manager (Principal/Supervisor) then to the appropriate Human Resources Manager.

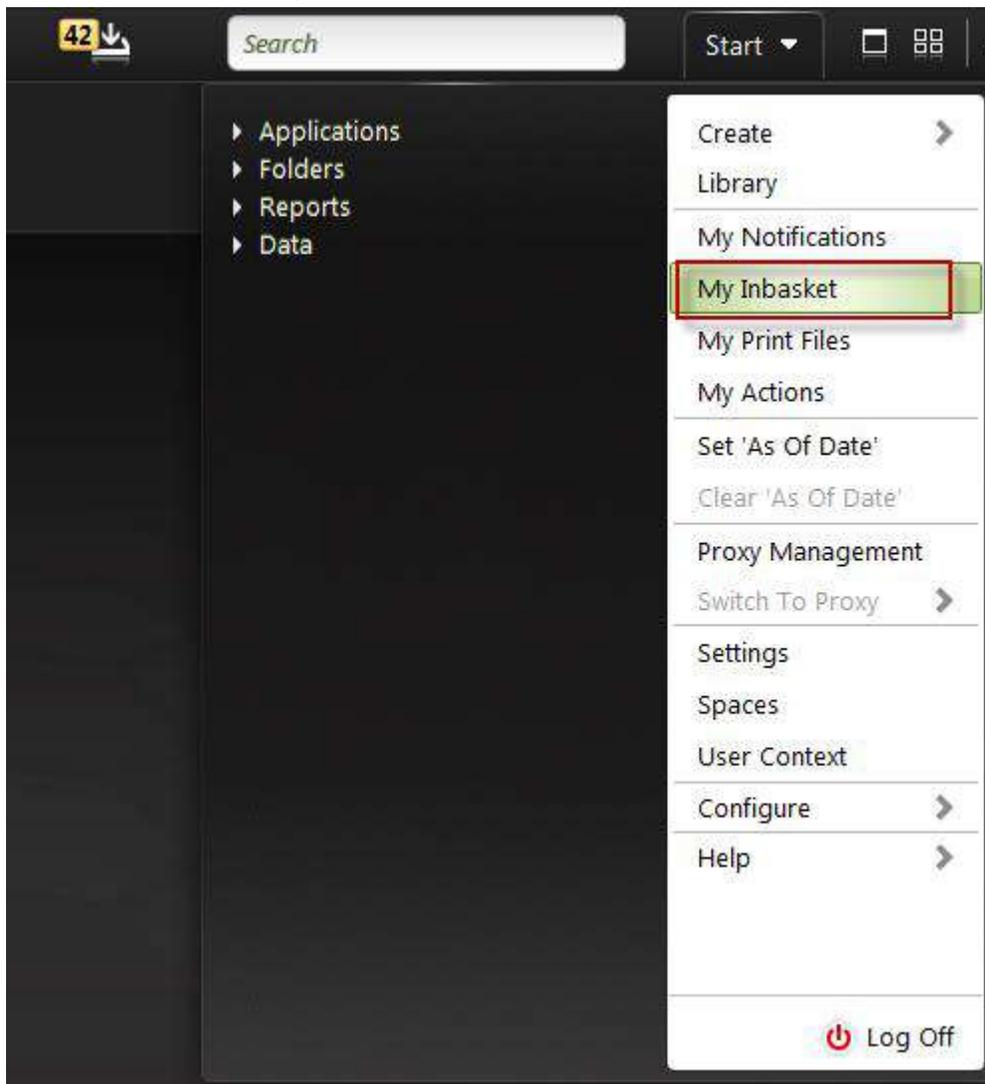
Once you have requested approval, the requisition's status should change to- Approval Requested. You must now wait for the requisition to be reviewed and approved by the appropriate people before you can post it "live" to begin officially recruiting for candidates. Please note-it can take 20 or so minutes for a requisition to get to the first round of approval; this is not an immediate action.

The screenshot shows the 'Job Requisition #228 - School Clerk' form. The 'Status' field is circled in red and has a red arrow pointing to it from the left. The status is 'Approval Requested'. Below the status, there are fields for 'Location' (332), 'Category' (CLERICAL/BOOKKEEP), 'Relationship To Organization' (EMPLOYEE), 'Work Schedule' (200 Days - 10 Months), 'Work Type' (FT PR 75 - 1.0), 'Standard Hours', 'Bargaining Unit', and 'Union'. The 'Opening Information' section is also visible, showing '# Of Openings' (1) and '# Remaining' (1).

How to Approve a Requisition/Hire/Rehire/Transfer Request in Inbasket

Principal/Hiring Manager

Click on Start > Select My Inbasket:



Highlight the desired action request and double click on the record.

The screenshot shows a software interface for HR management. At the top, there is a 'Task' section with 'HR Manager' and 'W. Michael Humbert'. Below this is a 'Work Items' section with a table. The table has columns for Work Unit, Description, Start Date, Due Date, Filter Value, Originator, and Authenticated Originator. The last row (ID 29) is highlighted in green.

Work Unit	Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator
20	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 12:19:37 PM			kallen	kallen
26	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 04:56:17 PM			kallen	kallen
27	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/02/2012 05:09:19 PM			kallen	kallen
28	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/03/2012 08:24:51 AM			kallen	kallen
29	Hire 1000; 25405-H, Scott; 1-Aide 4 Year Kindergarten; 1	10/03/2012 09:13:11 AM			kallen	kallen

The action request form will display. Review the form in its entirety and then select the appropriate action (Approve/Return/Reject).

The screenshot shows a form titled 'RequestToHireScott HFor#1 - Aide 4 Year Kindergarten'. The form contains several input fields: 'Requested By' (Katie Allen), 'Requester Work Phone', 'Requester Email' (sdaniel@greenville.k12.sc.us), 'Effective Date' (10/03/2012), and 'Reason'. Below these are fields for 'Employment ID' and 'Work Assignment Option'. At the bottom, there are buttons for 'Approve', 'Reject', 'Return', 'Save As Draft', and 'Cancel'. The 'Approve', 'Reject', and 'Return' buttons are highlighted with red boxes.

Posting a Requisition

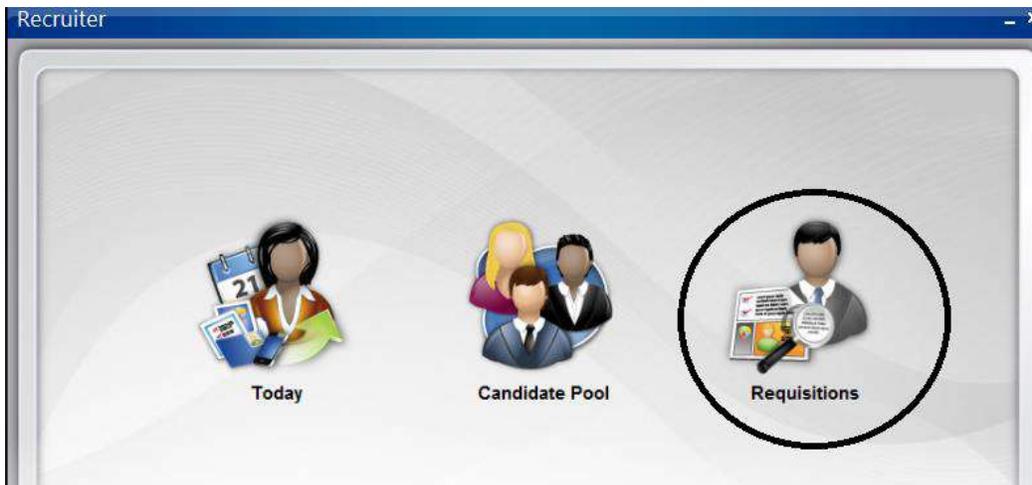
LCM-Posting a Requisition

Once a requisition has gone through the approval process in LCM, the position can then be posted either Internally Only, Externally Only, Confidentially Only, or Internally and Externally.

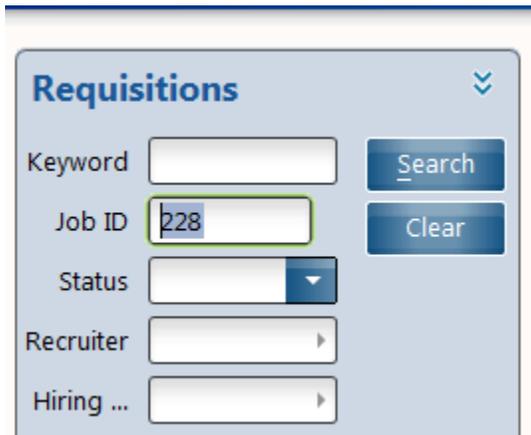
Double click on Recruiter



Double click on Requisitions

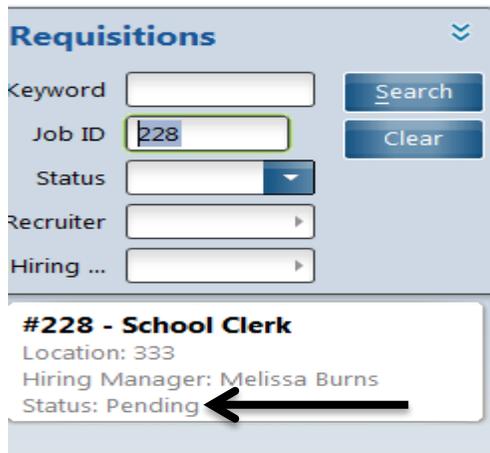


Search for the Requisition by Job ID and click enter or search.



The screenshot shows a search interface titled "Requisitions" with a dropdown arrow in the top right. It contains several input fields: "Keyword" (empty), "Job ID" (containing "228" and highlighted with a green border), "Status" (a dropdown menu), "Recruiter" (a text field with a right-pointing arrow), and "Hiring ..." (a text field with a right-pointing arrow). To the right of the "Keyword" field is a blue "Search" button, and to the right of the "Job ID" field is a blue "Clear" button.

The Status of the Job Requisition after the approval process will be changed to PENDING.



This screenshot shows the same search interface as above, but with search results displayed below the input fields. The results are for "#228 - School Clerk" with details: "Location: 333", "Hiring Manager: Melissa Burns", and "Status: Pending". A black arrow points to the "Status: Pending" text.

Double click on the Requisition to open it.

Before you can post any requisition, the requisition **MUST be in an open status.** If the job requisition is not in an open status, you will not be able to post the requisition.

To change the requisition status to OPEN simply click on the drop down arrow on the Action Tab.

Job Requisition #228 - School Clerk

Actions ▾ Options ▾ Related ▾       

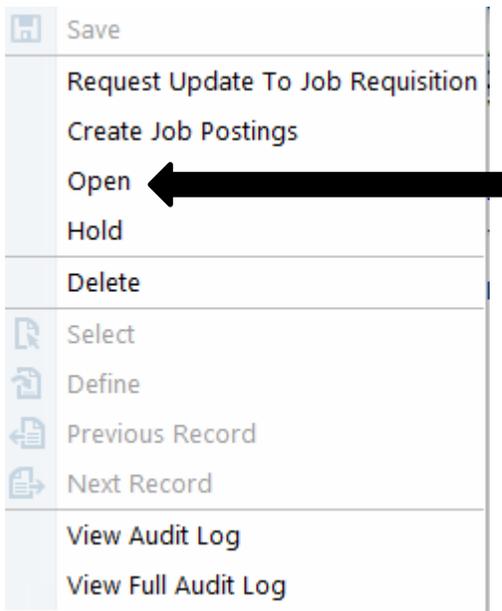
Status **Pending** Date Needed  Open Date - Total Days Open -

Confidential Requisition Priority Requisition

[Position And Job Details](#) | [Notes: 0](#) | [Attachments: 0](#) | [Expenses: 0.00](#)

Requisition **Position Information**

Click on Open from the drop down menu.



Save

Request Update To Job Requisition

Create Job Postings

Open ←

Hold

Delete

Select

Define

Previous Record

Next Record

View Audit Log

View Full Audit Log

The Job Status will now change to Open.

Job Requisition #228 - School Clerk

Actions ▾ Options ▾ Related ▾       

Status **Open** Date Needed  Open Date **02/08/2013** Total Days Open -

Confidential Requisition Priority Requisition

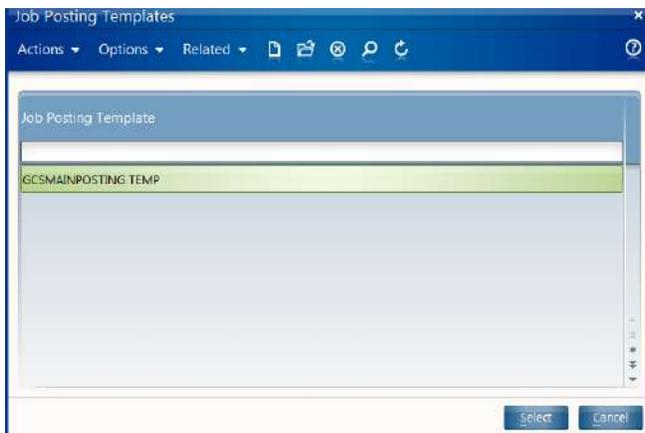
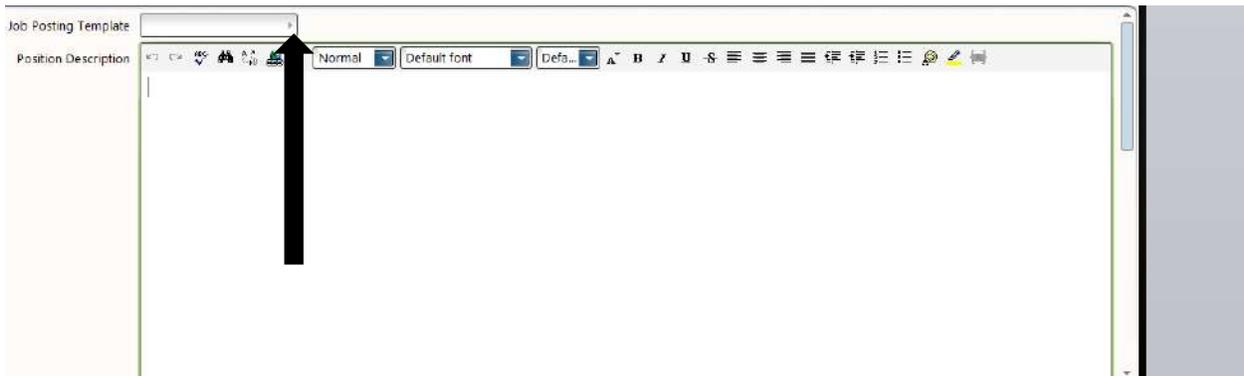
[Position And Job Details](#) | [Notes: 0](#) | [Attachments: 0](#) | [Expenses: 0.00](#)

Next, you will need to complete a few things in the Description, Questions, and Postings sections. You do NOT have to enter anything in the Responsibilities section.

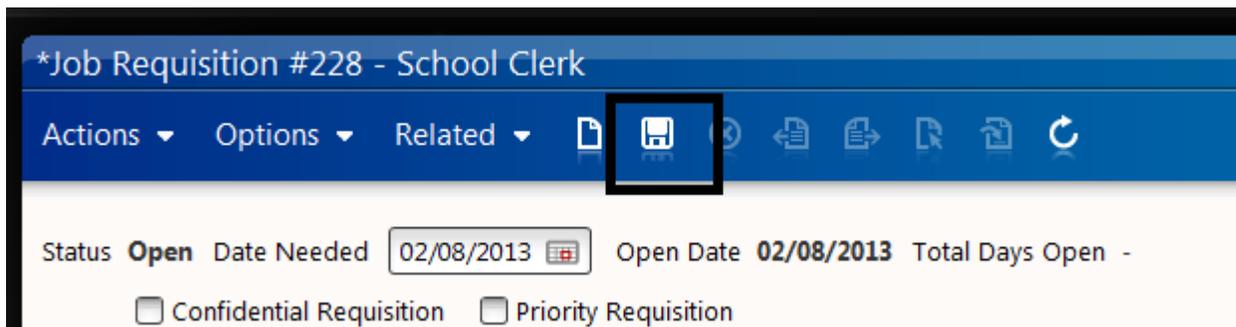


-Description-click on this section.

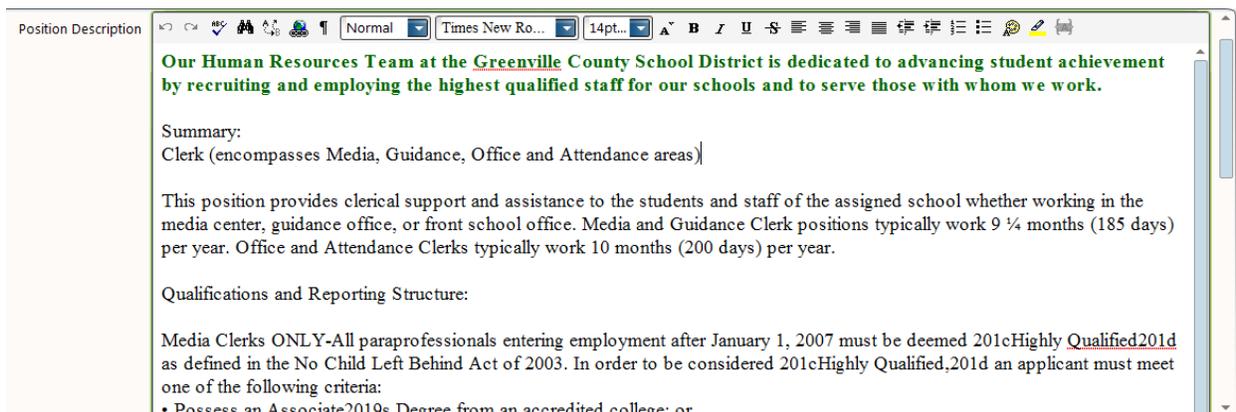
Click on the arrow next to the job posting template (The only option is to display the current default for GCS). Choose the default template and click Select.



Now click Save (disc icon) at the top of the screen. If a basic job description was attached to the profile, it will display after you click Save. If a job description does not attach then please contact HR. Hourly RTI Aides, EDP, etc. will NOT have job descriptions so you may need to type in a brief description depending upon the type of hourly position it is.



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 requisition, you MUST attach the questions that have been approved by HR to the requisition. This is an important step in gathering information on the application. Questions are set up in Categories. **UPDATE: You no longer have to attach the general question set on the requisition. Only attach the questions that pertain to the job that you are posting.**

Question Set	Description
AIDE SET	Question Set For Aides
AP/AA POOL	AP/AA Pool
BLDG SRV SET	Question Set For Building Service Position
FANS OP SET	Question Set For FANS OP Position
NURSE SET	Question Set For Nurse
PLTENG SET	Question Set For Plant Engineer Position
SECRETARY SET	Question Set For Secretaries
SUB-TEACH SET	Question Set For Substitute Teacher
TEACHER SET	Question Set For Teacher
TRANSPORTATION SET	Question Set For Transportation Positions



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



Select the question set for the position that you are posting. If the position you are posting is a 012FANOP1000-Food Service Operator, you will choose the FANS OP SET.

Click on Attach Question Set to Job Requisition

Question Set	Description	Ques...	Screening Questions...
AIDE SET	Question Set For Aides	7	Yes
AP/AA POOL	AP/AA Pool	1	Yes
BLDG SRV SET	Question Set For Building Service Position	9	Yes
FANS OP SET	Question Set For FANS OP Position	7	Yes
GENERAL	General Questions For All Candidates	4	Yes
NURSE SET	Question Set For Nurse	6	Yes
ONLINE QUESTIONS	Questions to ask online	4	No
PLTENG SET	Question Set For Plant Engineer Position	7	Yes

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. Repeat the directions if you need to add multiple question sets.

*Effective Date

OK Cancel

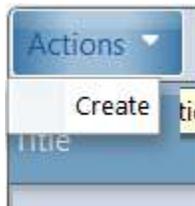
Postings:



Click on the drop down arrow next to Actions.



Click on Create.



Now you must complete a few more fields-Job Board, Posting Begin Date and Posting End Date.

-Job Board- Select one of the following options: Confidential, External, or Internal (see below for details about each option).

Confidential- Will not be displayed on the external or internal candidate sites. This will be used for school postings that are drawing candidates from a pool position.

External- Displays the requisition on the external candidate site. All pool positions will be posted externally. **If you do not want any transfers or internal employees to apply for the position, post the requisition as external only.

Internal- Displays the requisition on the internal candidate site. Specific positions can be only posted internally if advised by the hiring manager. ***If you only want current employees to apply for the position, post the requisition as internal only.

External and Internal- Position will be posted and viewed both internally and externally. **To post a position both externally and internally you will have to 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 the Posting End Date **If you do not select an end date, the posting will remain active indefinitely. Postings must be displayed for a minimum of 3 business days.

Actions ▾ Options ▾ Related ▾ [Icons]

Edit Posting View Posting

Job Requisition **228** Posting Status -
Posting - Posting Rule -

*Job Board Internal

Posting Begin Date [Calendar Icon] ← Posting End Date [Calendar Icon] ←

Category CLERICAL/BOOKKEEP
Sub Category
Minimum Salary Maximum Salary
Location GCSD:SW:Sara Collins

Details

*Title School Clerk

Description [Rich Text Editor]
Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement and employing the highest qualified staff for our schools and to serve those with whom we work.

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

-Category-Will default from the requisition

-Location-Enter the location for the position. **This is critical for applicants to know what location/school has the job opening.**

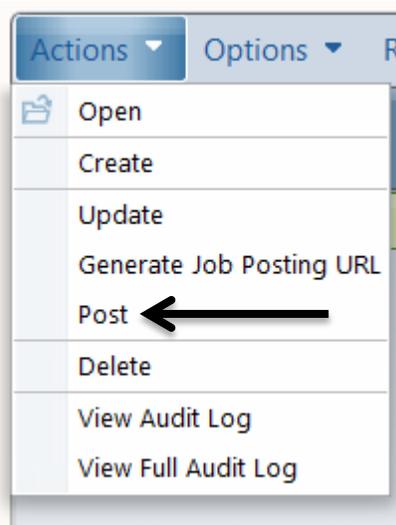
All other fields can be left blank.

Click Save  and then “x” out of this screen. **NOTE-You are NOT done yet!**

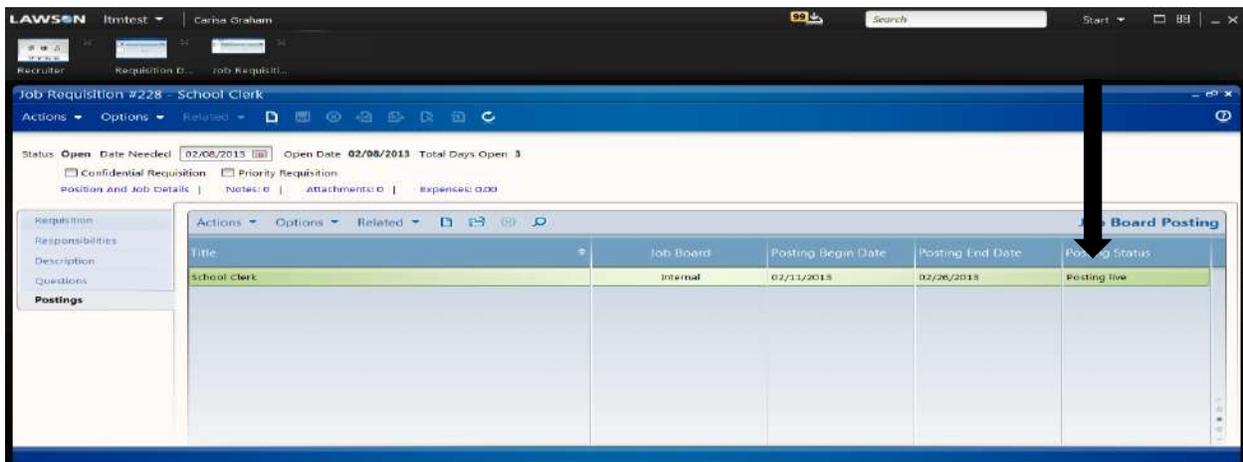
******* Now select the requisition (it will be highlighted green), then go to Actions above the job posting that was selected and select the drop down arrow.

Title	Job Board	Posting Begin Date	Posting End Date	Posting Status
School Clerk	Internal	02/11/2013	02/26/2013	Not posted

Choose the Post option.

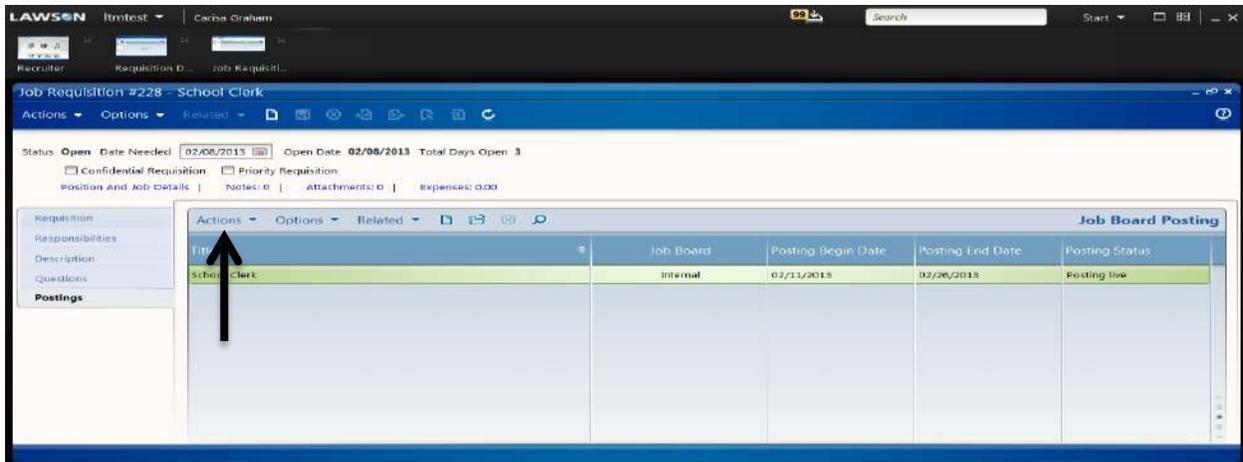


The status of the posting will change to Posting Live.

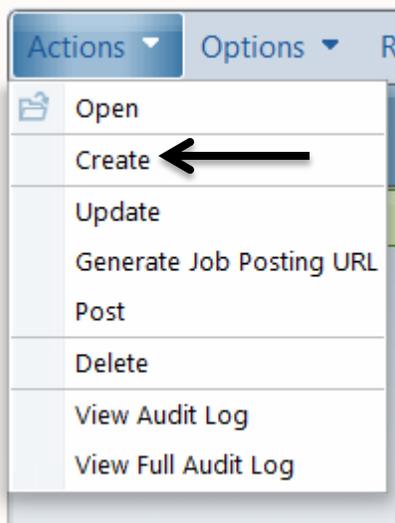


**If you are posting the requisition externally, you will need to follow the same steps to create the external job posting. You will not have to attach the questions again; however, you will have to generate the external job posting. Only follow the steps below if you are posting your requisition 2 ways!

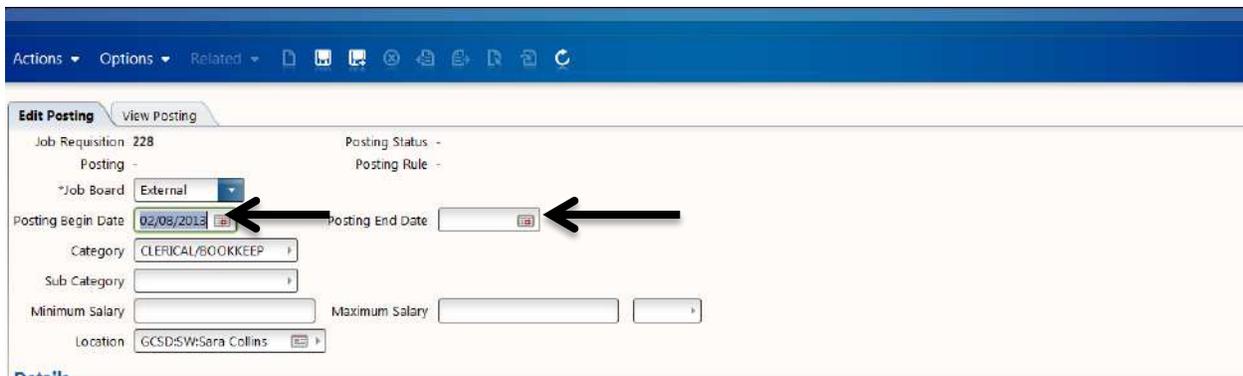
Click on Actions.



Click on Create from the drop down menu.



Select the Job Board and the Posting Begin and Posting End Date. You can post the external requisition with different dates than the internal posting, if you so choose.





Click Save and exit out of the requisition.

You will follow the same steps as above to create the external posting. See the *** above and repeat the steps to change the posting status to Posting Live.

Once the requisition is live, you will see the two postings. Your requisition is now visible to candidates (if you chose to post externally or internally).

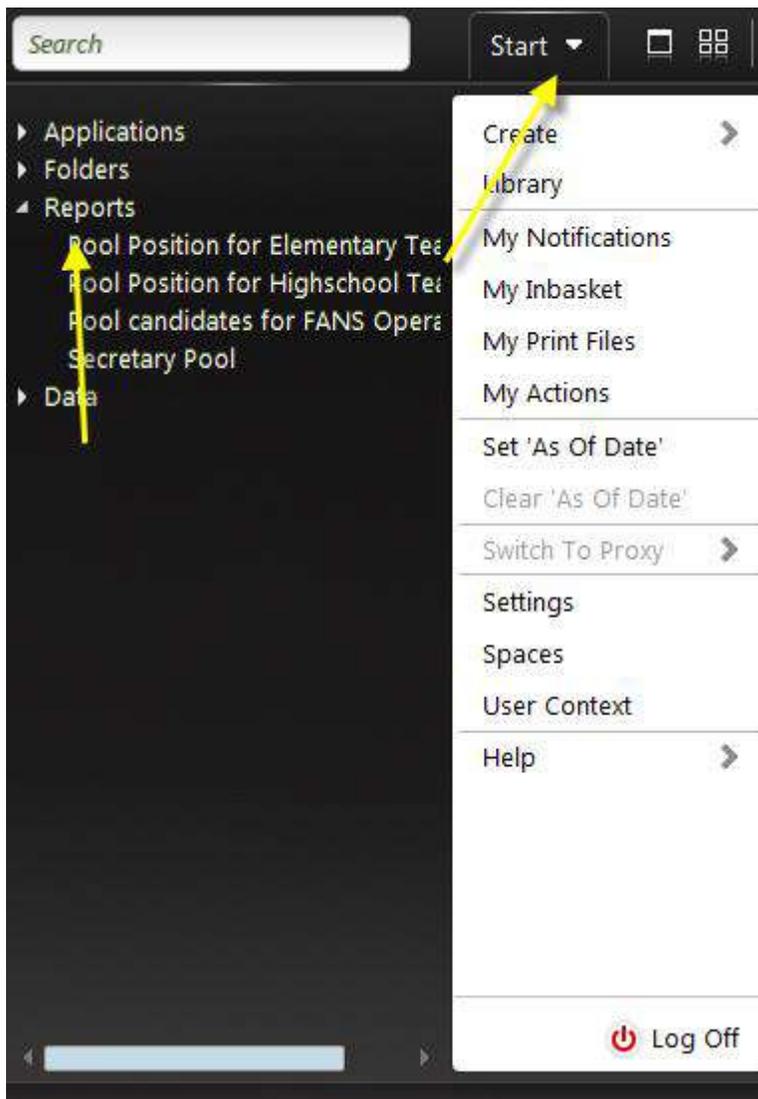
Job Board Posting					
Title	Job Board	Posting Begin Date	Posting End Date	Posting Status	
School Clerk	Internal	02/11/2013	02/26/2013	Posting live	
School Clerk	External	02/11/2013	02/26/2013	Posting live	

Reviewing Qualified Candidate Report

These reports are created by Human Resources. These are the list of qualified candidates for pool positions. When an applicant is moved to the Qualify status, HR has cleared all of their credentials for principals to review.

Start>Reports (click on the ARROW next to the word Reports to access the list of reports!)

Select the report that corresponds to the position that you want to fill:

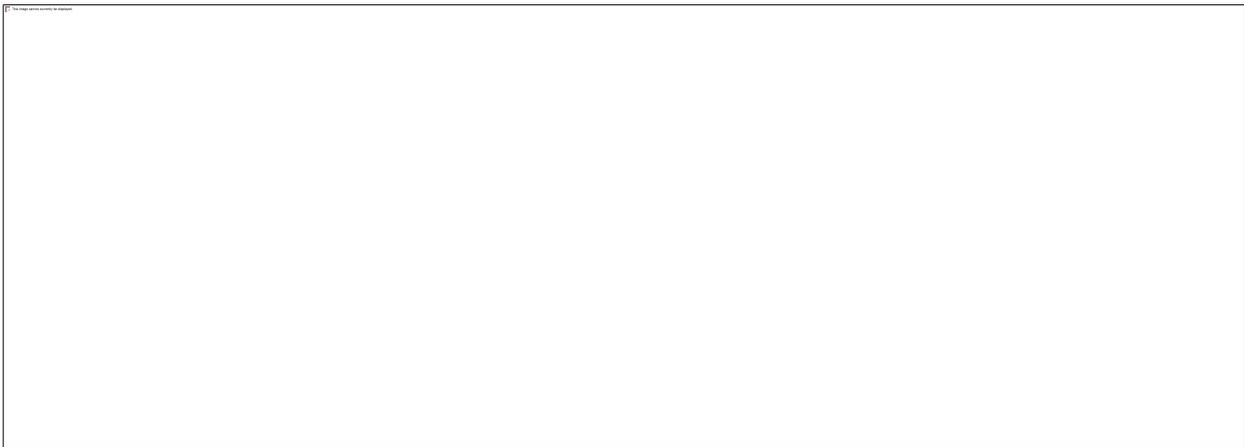


Double click on the desired report and all of the qualified applicants will appear on the report. Follow the instructions (separate document) for searching names in the report using Options from the menu shown below.

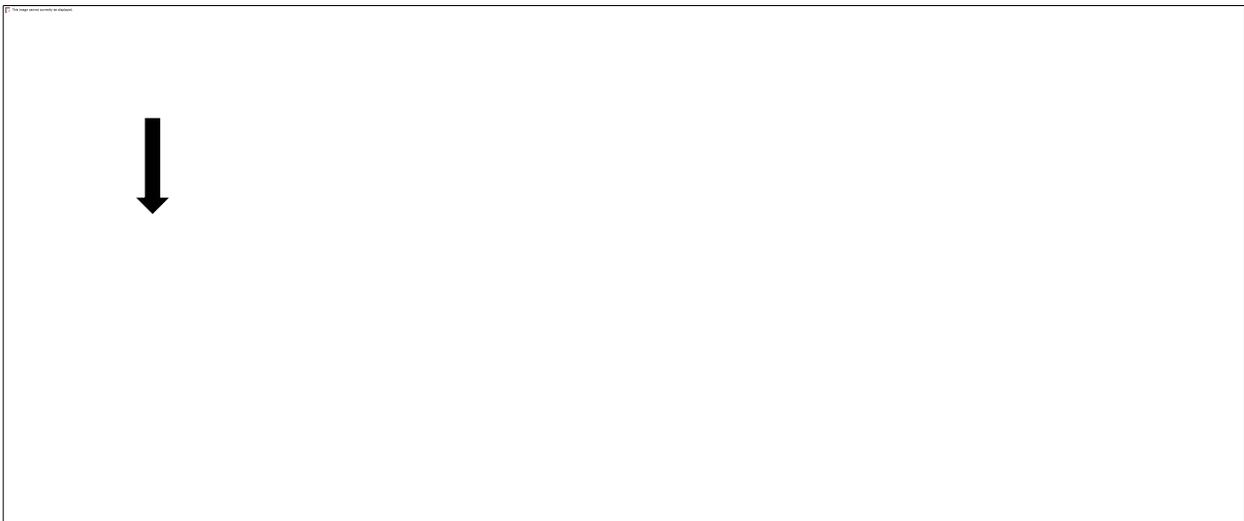
Name	Percent Fit	Rank	Applicati...	Selection Process	Type	Source
Kyle Geeves	0.00%		10/22/2012	Qualify	External	Greenville County Schools
Katlyn Shaw	0.00%		10/22/2012	Qualify	External	Greenville County Schools
Jim Hughes	0.00%		10/22/2012	Qualify	External	Greenville County Schools
Angie Show	0.00%		10/22/2012	Qualify	External	Greenville County Schools Website 2
Suzanne Gervon	0.00%		10/22/2012	Qualify	External	Greenville County Schools Website 1
Anne Parent	0.00%		10/22/2012	Qualify	External	Greenville County Schools Website 1
Nancy Tessier	0.00%		10/22/2012	Qualify	External	Greenville County Schools Website 1
Kim Lee	0.00%		10/25/2012	Qualify	External	Greenville County Schools Website 1

Entering Candidate Correspondence, Notes, and Interview Details

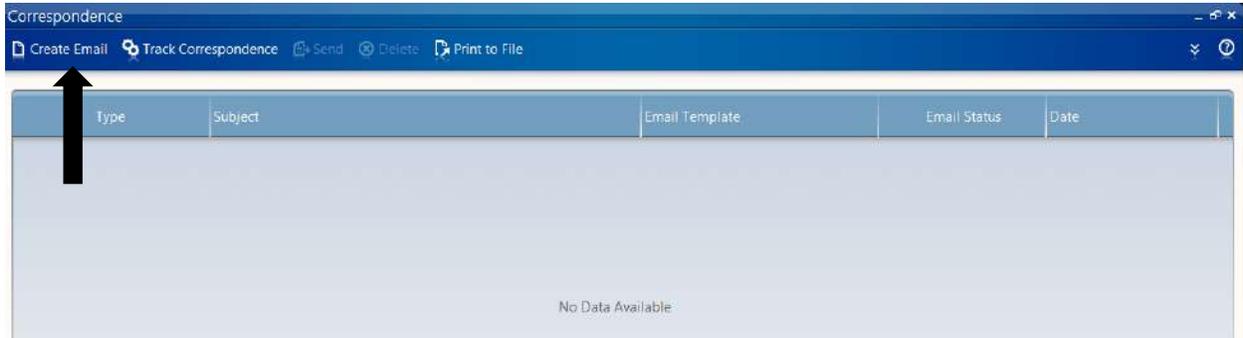
Go into Recruiter>Requisition. Type in the Job ID for the Requisition you want to work with and hit enter. Click on the Requisition and you should see all of the candidates who have been attached to this requisition listed to the right. Once you have found the candidate that you want to send correspondence to or make notes on you should double click on their name from the list to open their profile.



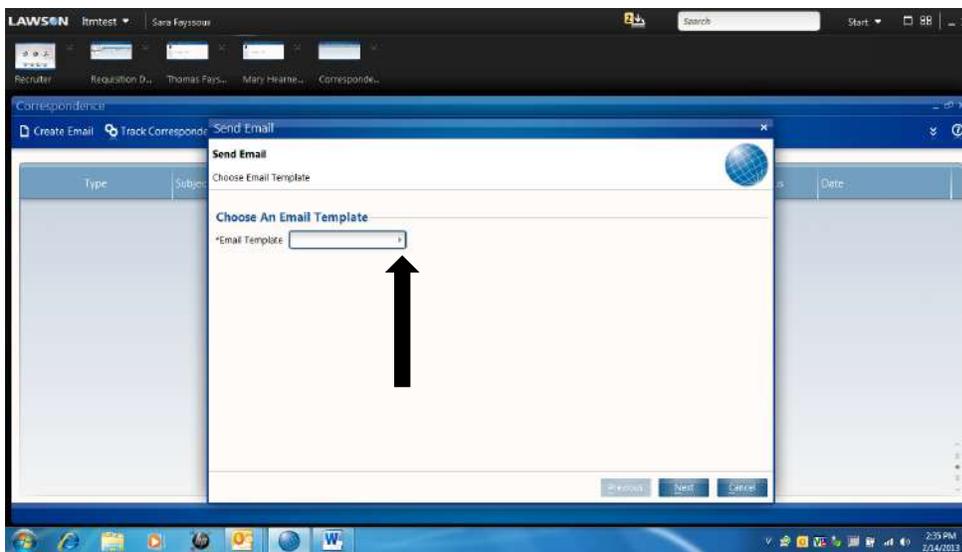
Click on Correspondence to begin adding candidate correspondence.



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

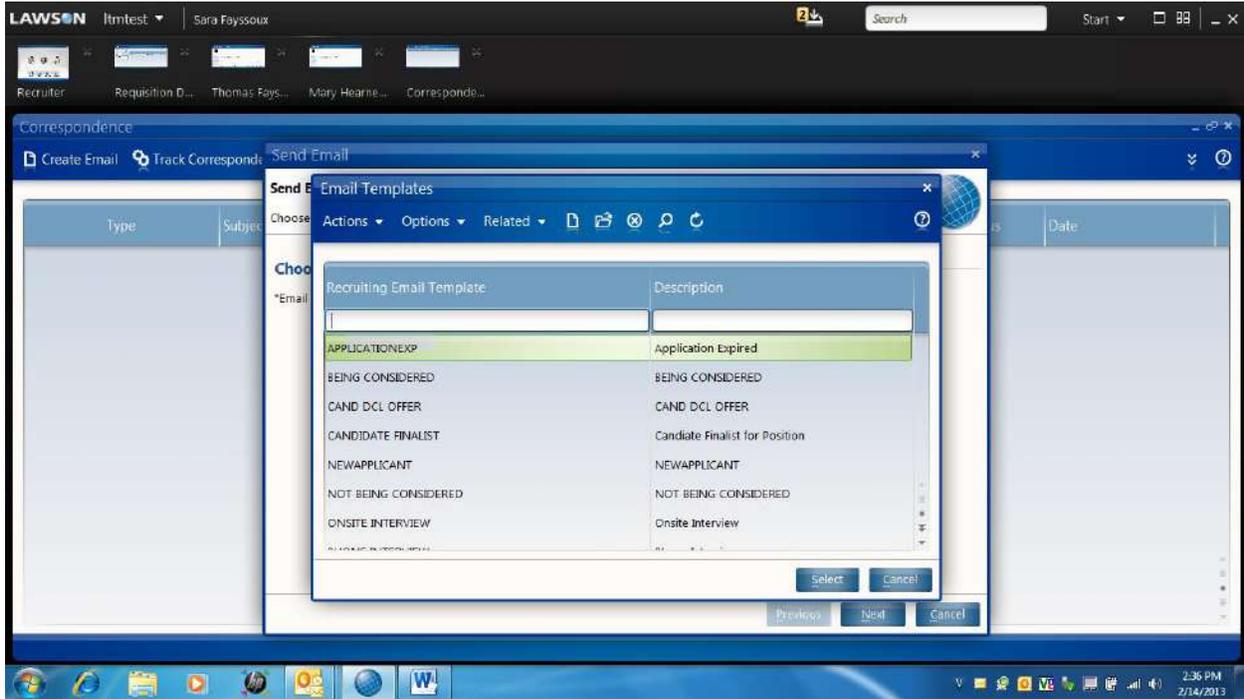


From this screen, you will select an email template to use. Click on the arrow in the Email Template field to view your options.

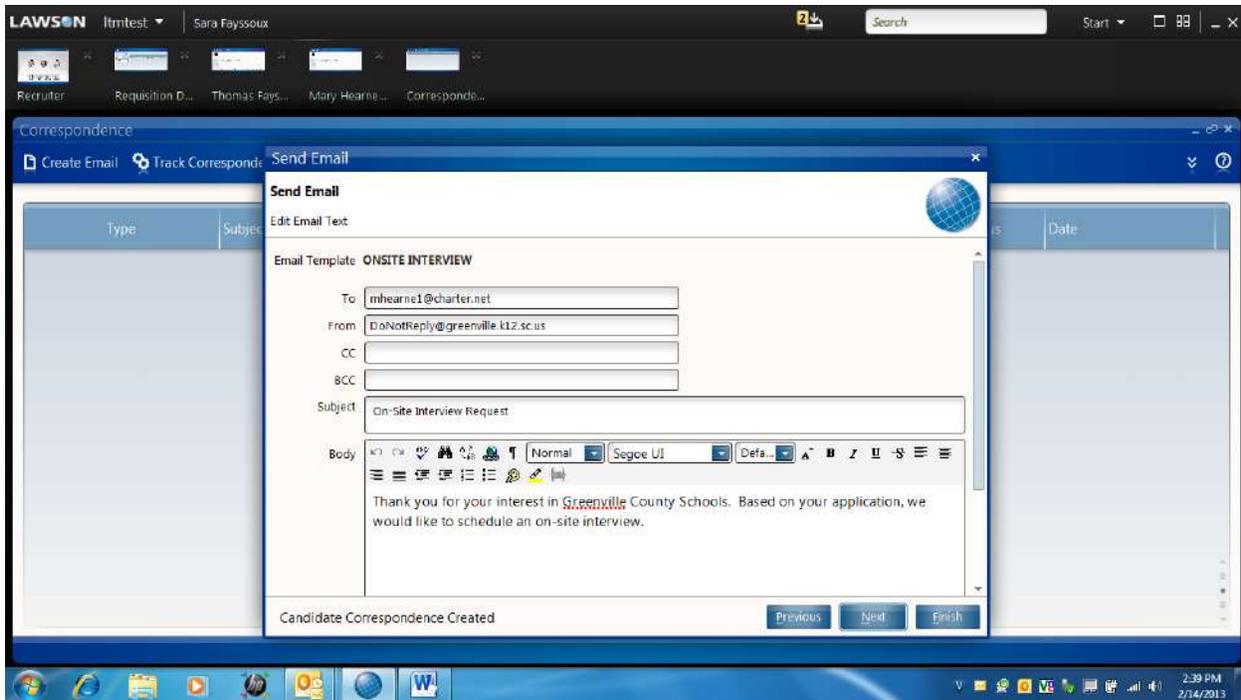


Below is a partial listing of email templates. Choose the one needed and click Select. You will then return to the screen regarding email templates. Click Next to continue.

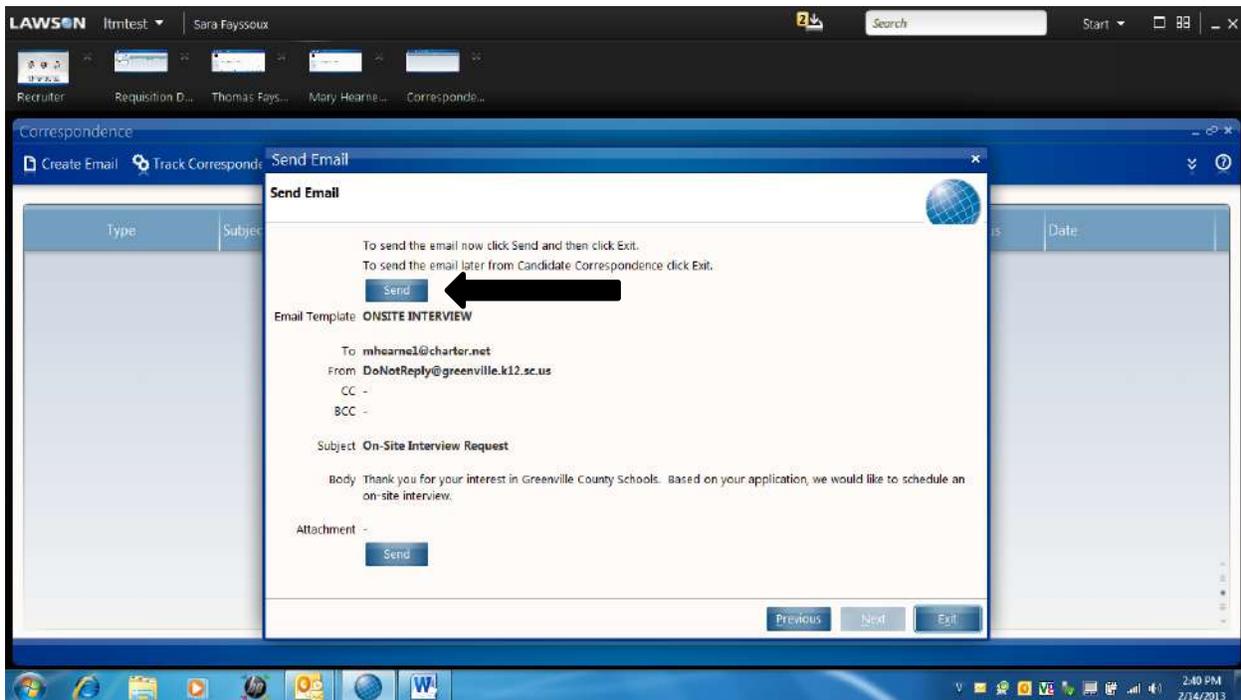
*Please note: you can edit the email to customize it as necessary.



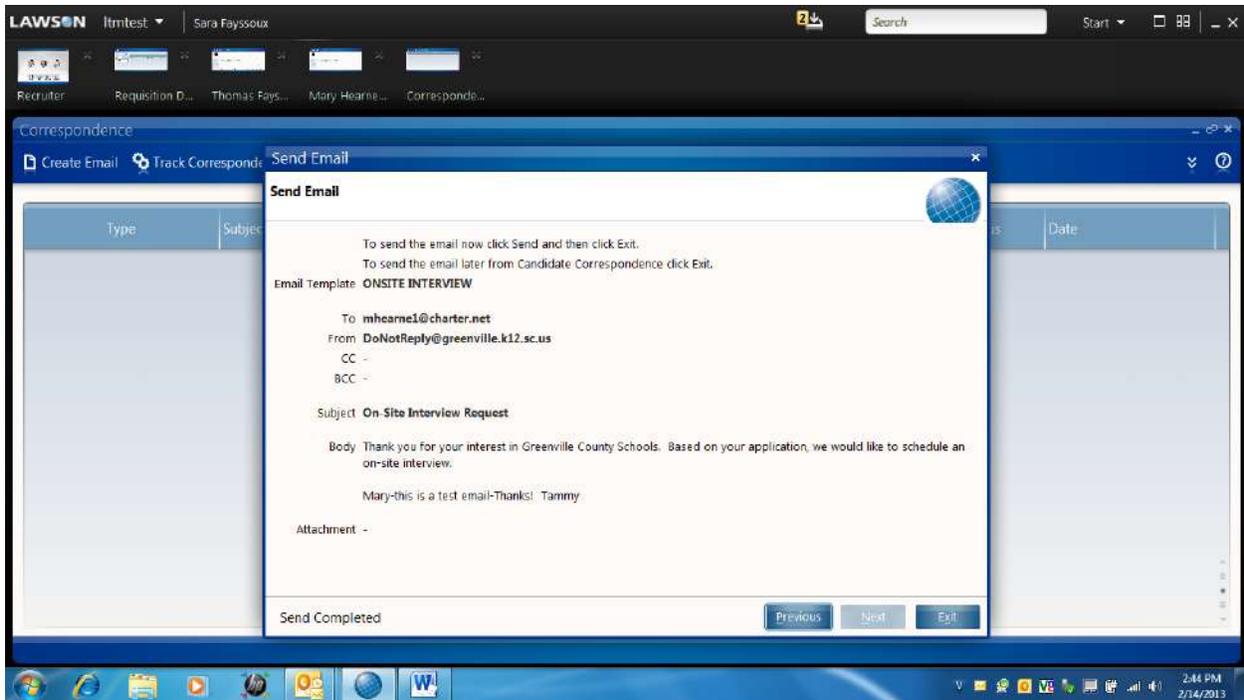
The Email screen will pop up at this time. Complete as necessary, making any changes needed to the body of the email to customize it to your needs. Once done, click Next.



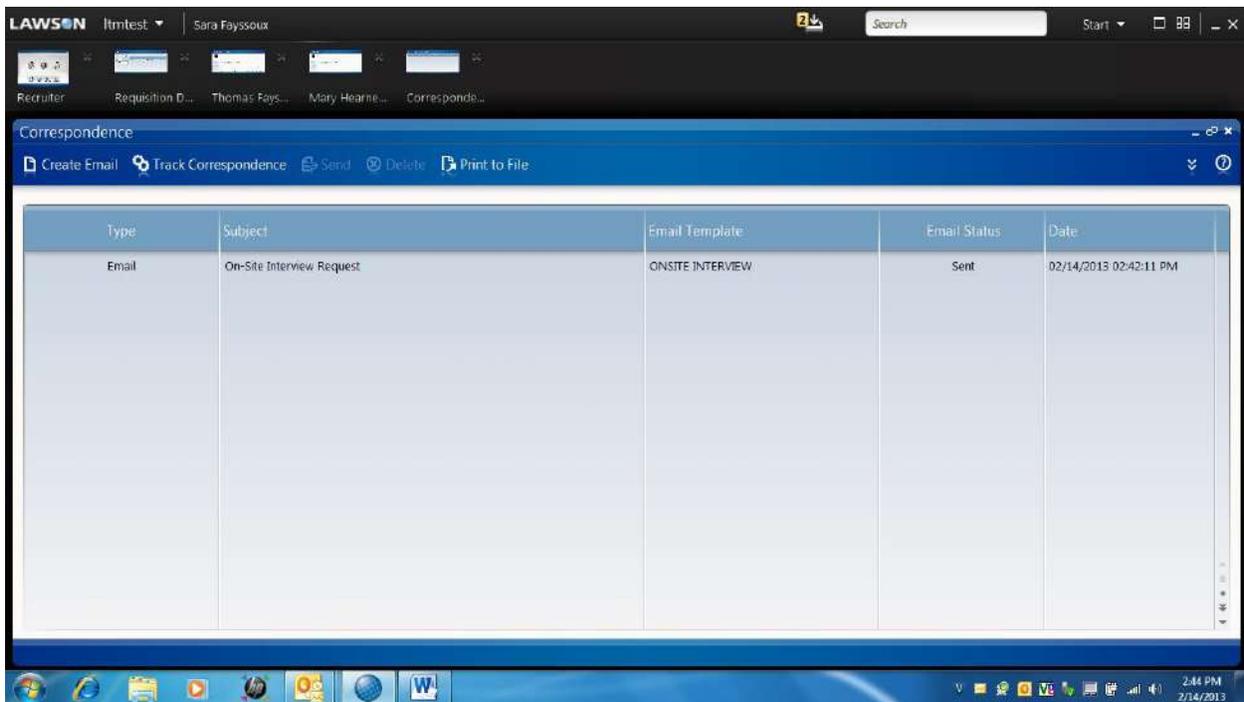
You will now see this screen. You can click Previous to go back and edit your email message further or you can click Send once you have reviewed the summary on the screen.



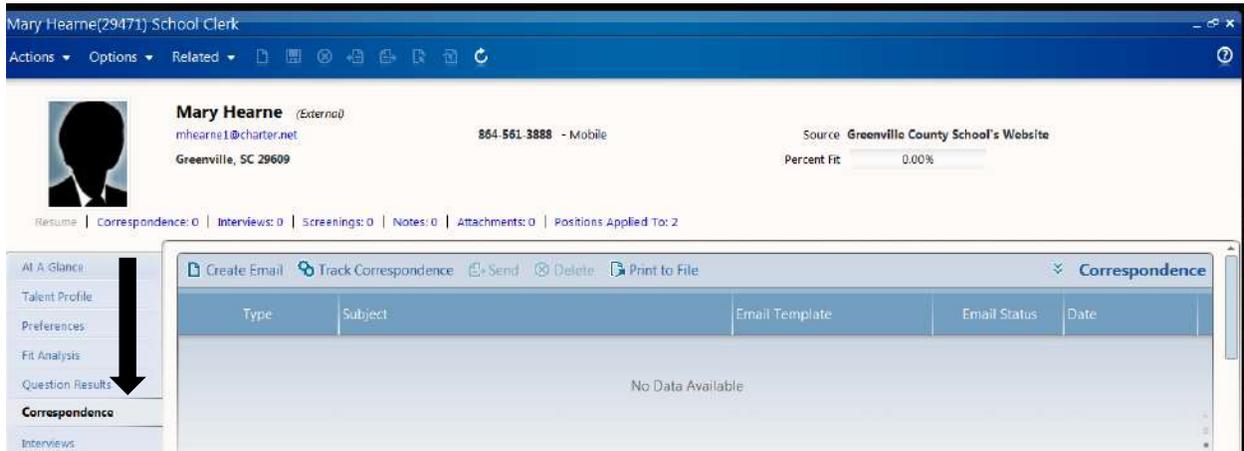
You will see a message at the bottom of the screen that says Send Completed. Click Exit.



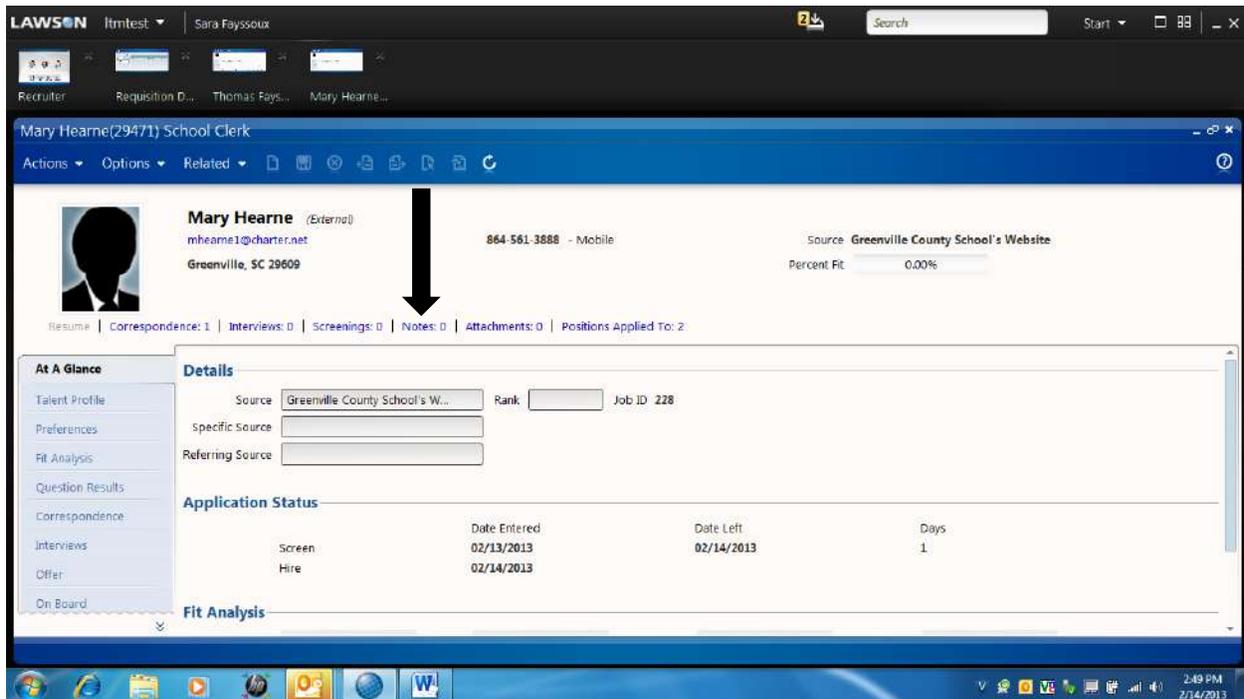
You should now see the correspondence you just sent, listed below. Click the “x” to exit this screen and return to the candidate profile.



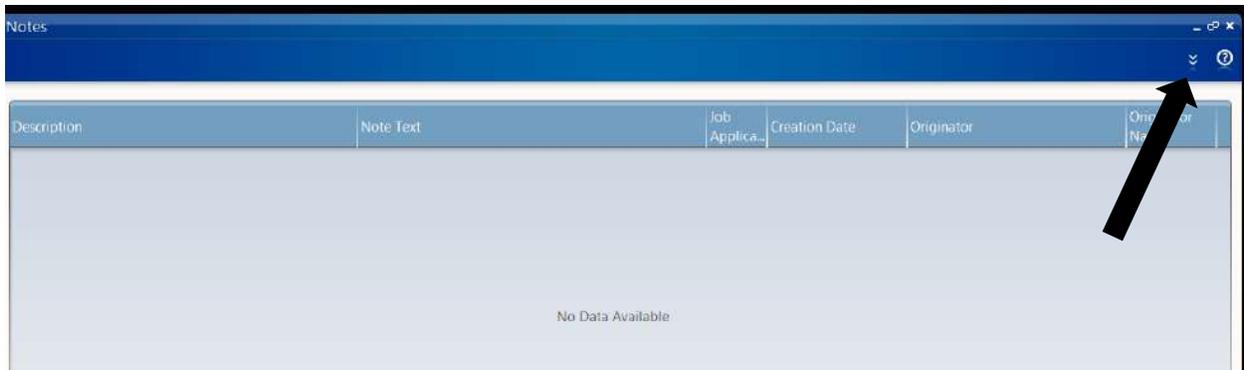
You can also click on the Correspondence tab from the side menu bar to access the screens we just reviewed.



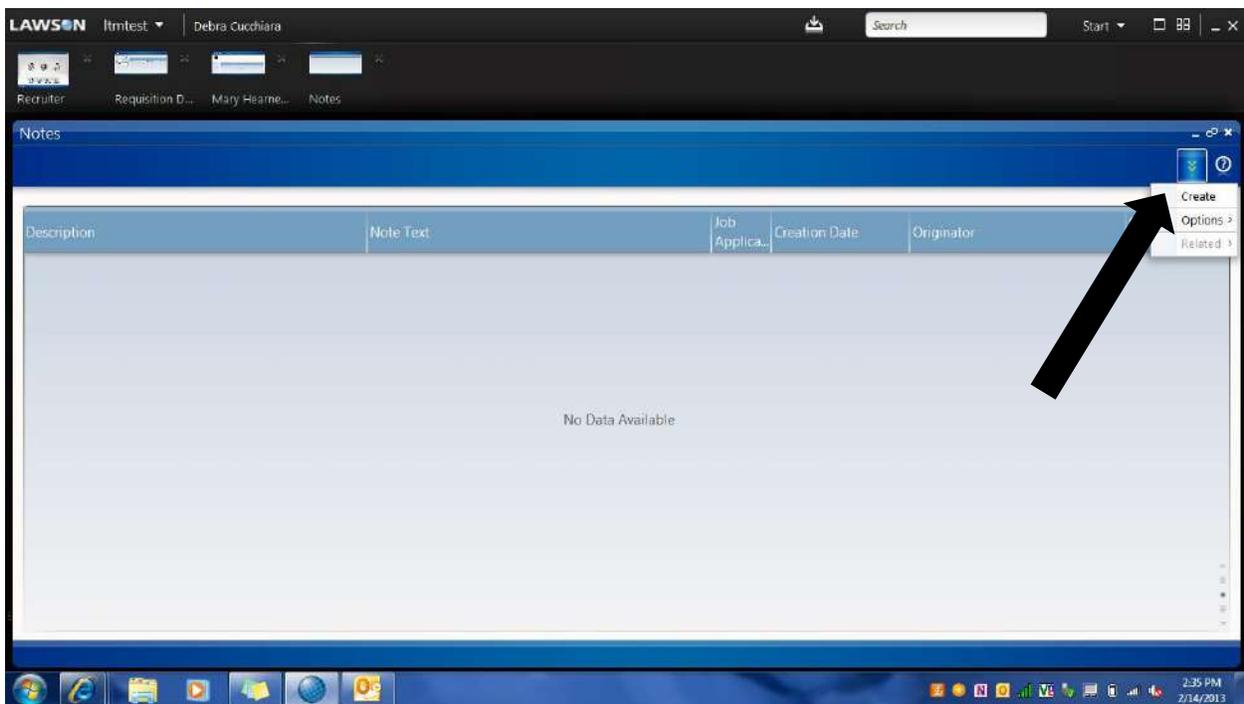
To add notes to a candidate's profile click on the Notes section.



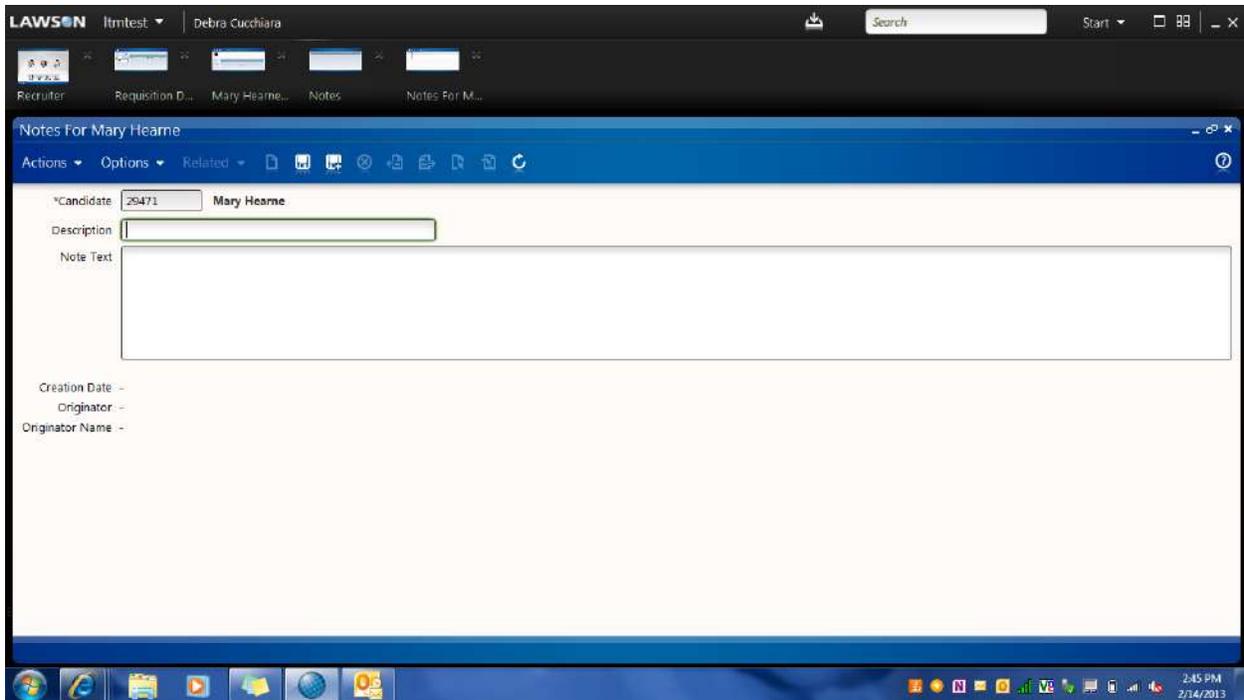
You will need to click on the double down arrows (top right of the screen) to access your options.



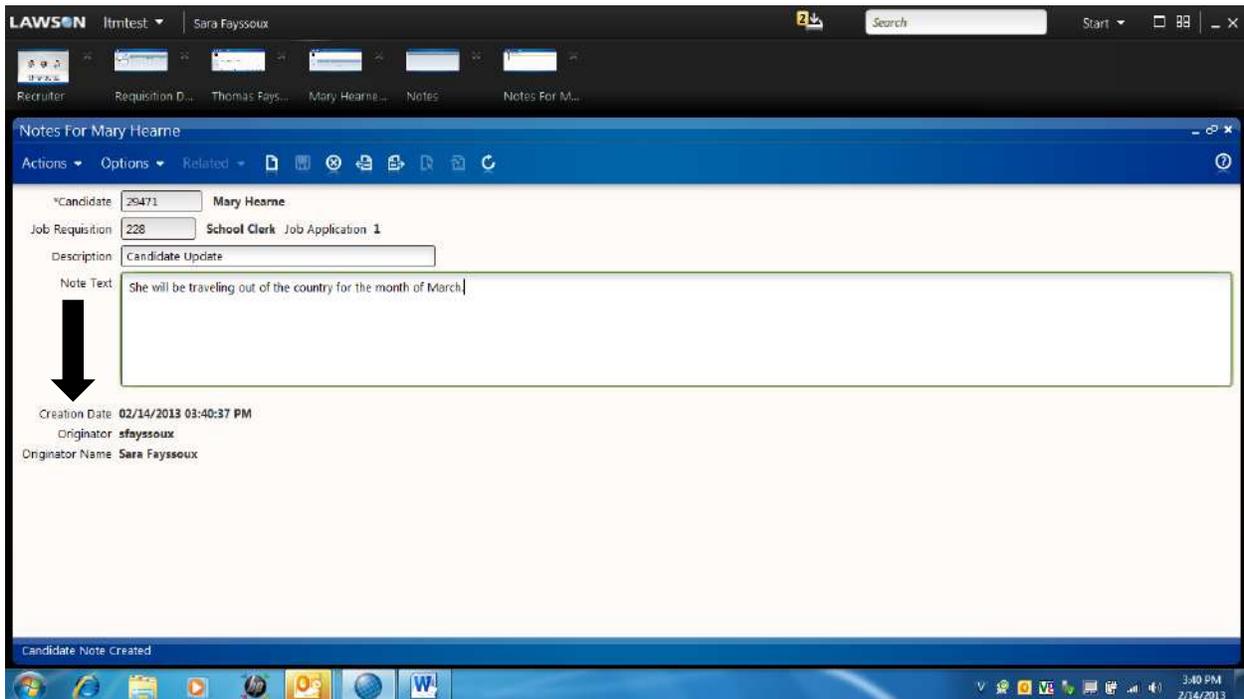
Choose Create from the drop down menu options.



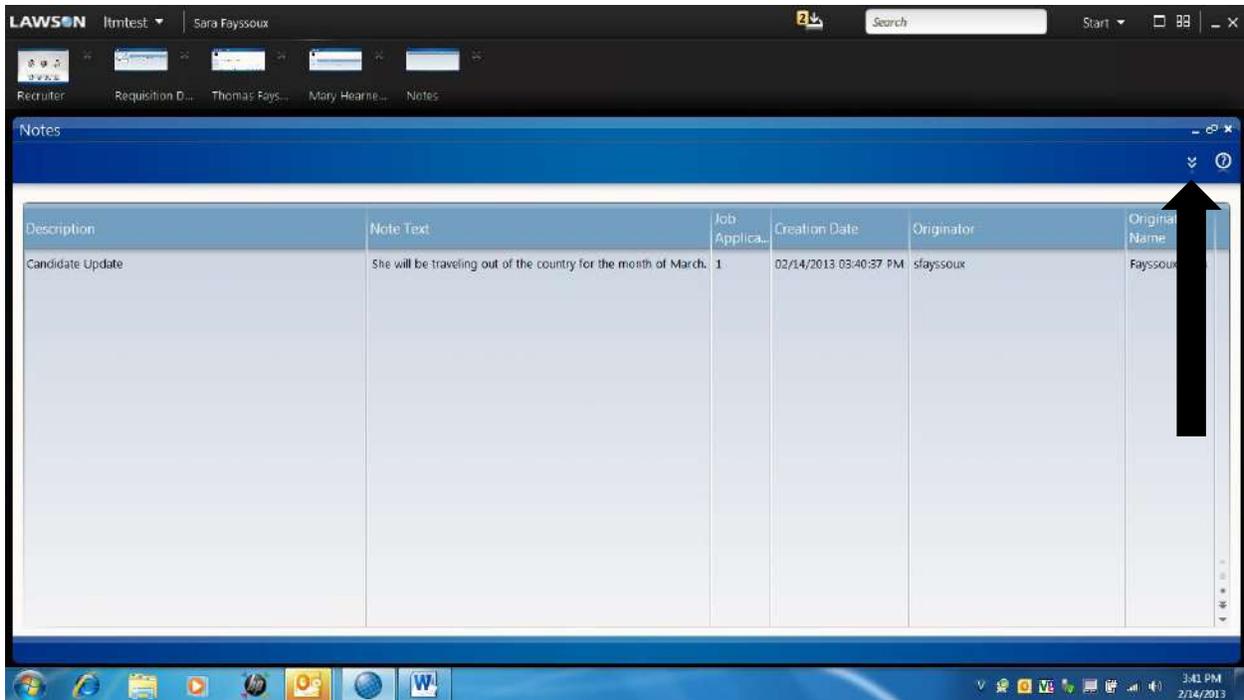
Type in a Description that clearly identifies the purpose for the Note (i.e. Candidate Update, etc.). Then type your notes in the Note Text section. Click Save (disc icon) when done. Please note: this Notes section should be used for things OTHER THAN Interview notes as there is a specific section for entering details about Interviews and interview notes.



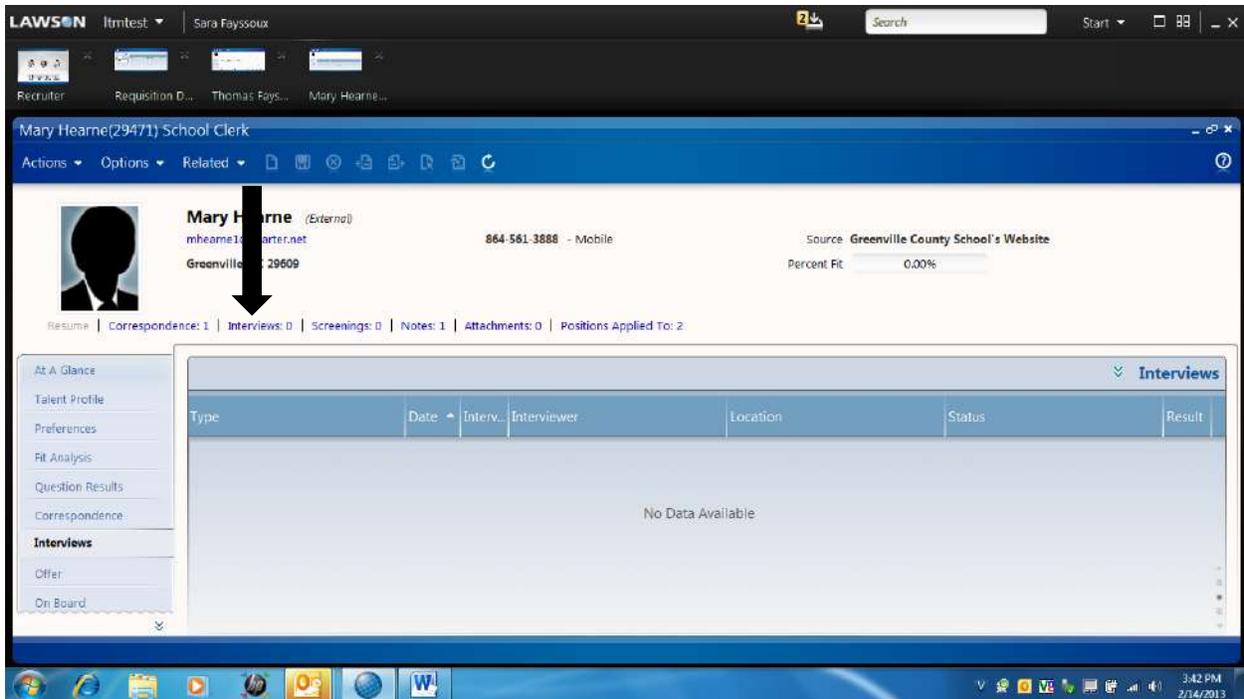
You should see the Creation Date, Originator, and Originator Name fill in once you have saved it. Then click the “x” to exit out of the screen.



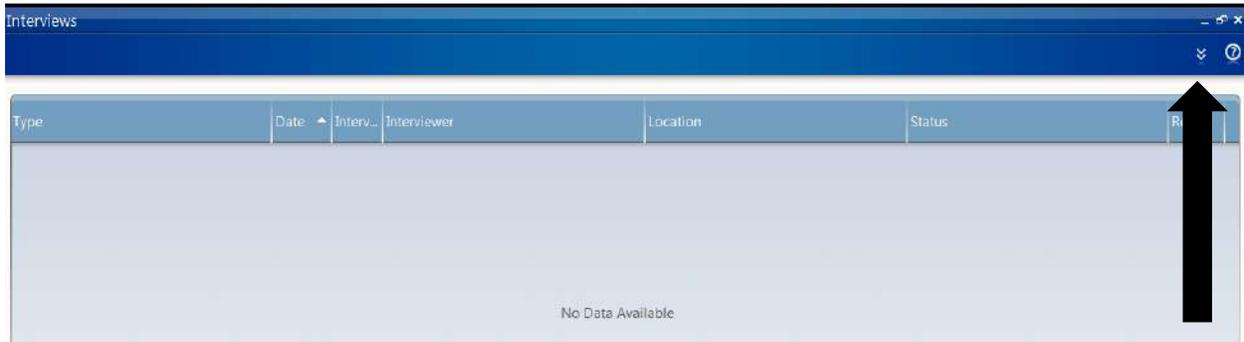
You will return to this screen and see your notes added to the list below. If you need to delete this correspondence, highlight it and then click on the double down arrow at the top right corner and select Delete. Click the “x” to get out of the Notes screen.



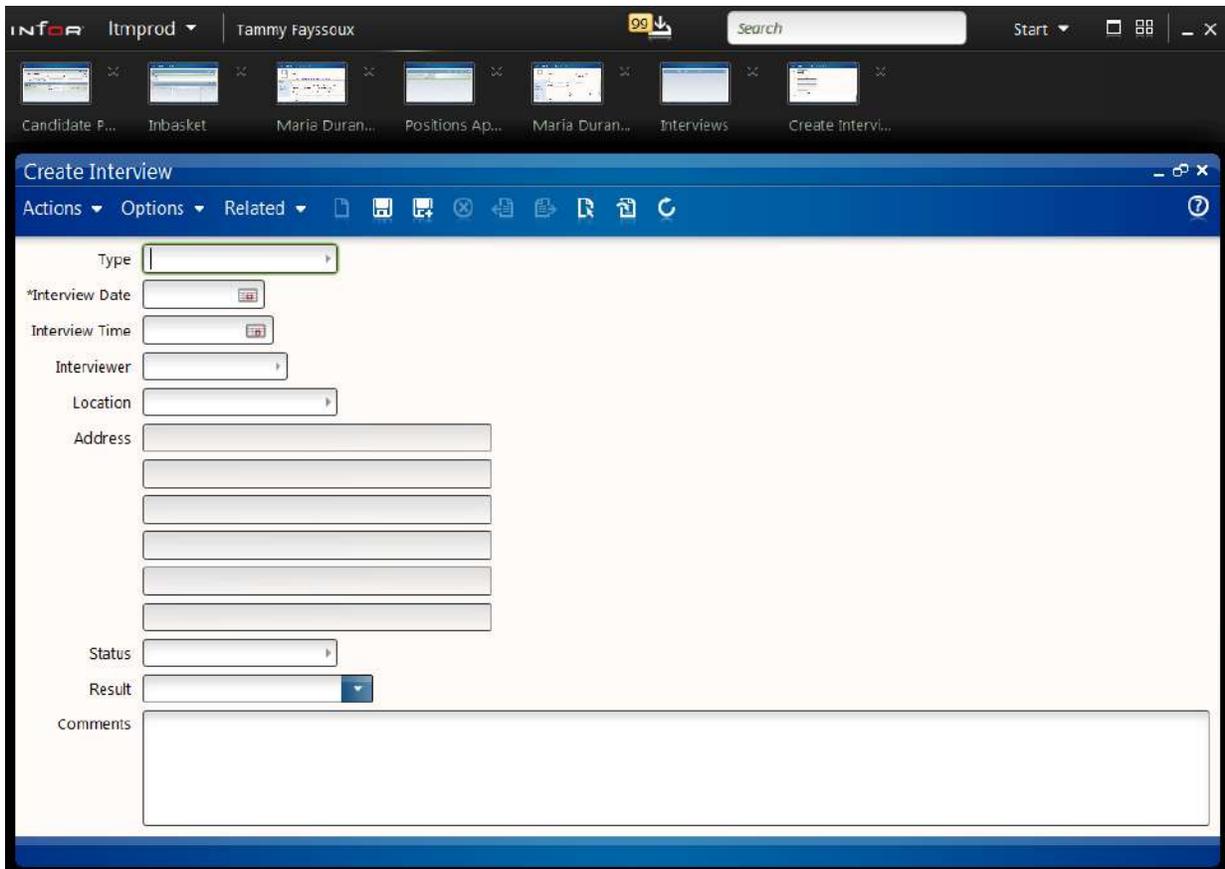
You can click on Interviews to enter Interview details and notes.



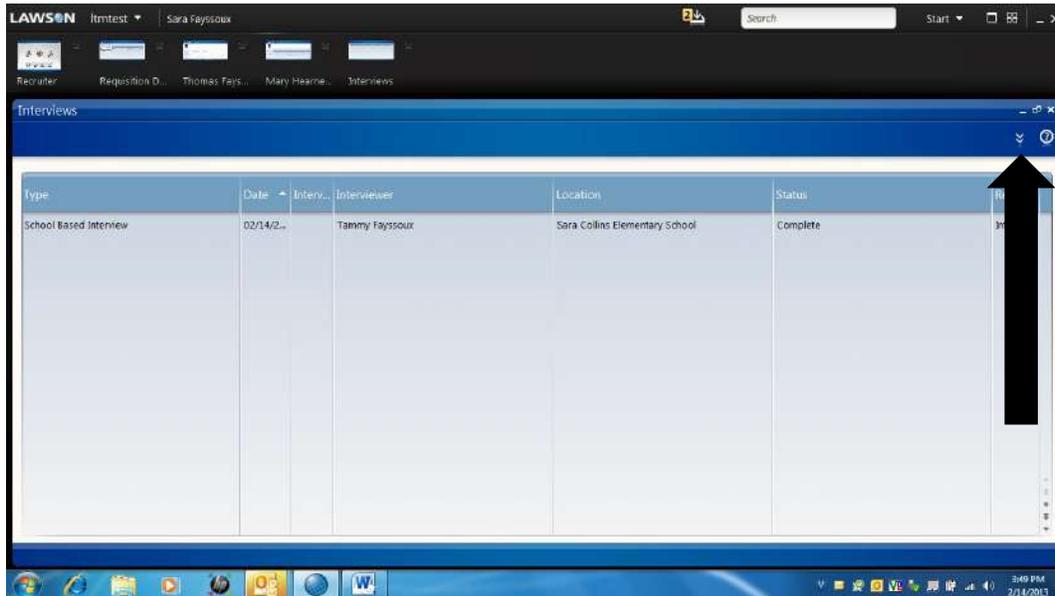
Click the double down arrow in the right hand corner to get the option to create an interview record.



Complete the fields Type, Interview Date, Interviewer, Location, Status, Result and Comments as needed. Drop down options are available for most of these fields by clicking the arrow in the field. Click Save (disc icon) when done. Then click the “x” to get out of the screen.



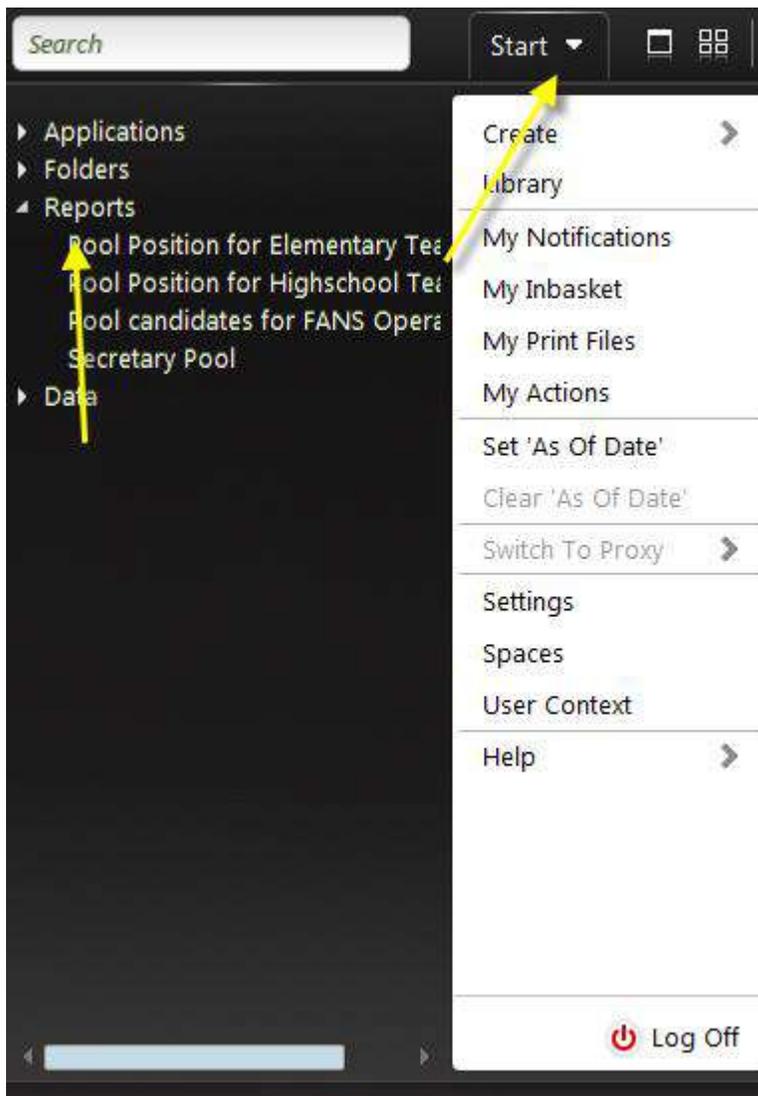
If you need to delete any interview entries, highlight it and then click on the double down arrow at the top right corner and select Delete. Click the “x” to get out of this screen.



How to Attach a Vetted Candidate to Location Requisition

Logon to LCM > click on Start > Expand Reports by clicking on the arrow next to the word Reports.

These reports are actually created by 'HR recruiters'. These are the list of qualified candidates for pool positions.



Double click on the desired report. Highlight the desired candidate and double click on their name to open their candidate profile and review their qualifications, experience, education, etc. Once you have determined which candidates you would like to consider for your opening, select the candidate name and highlight it (to select multiple candidates at one time hold the control key and highlight all of the names you want to attach to your requisition). Then click on the double arrow action (top right corner) and select: Attach Candidate to Another Requisition.

Name	Percent Fit	Rank	Application Date	Selection Process	Type	Source
Kyle Geeves	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Katlyn Shaw	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Jim Hughes	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Angie Show	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Suzanne Gervan	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Anne Parent	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Nancy Tessier	0.00%		10/22/2012	Qualify	External	Greenville County School's Website
Kim Lee	0.00%		10/25/2012	Qualify	External	Greenville County School's Website

Populate the form accordingly. First, you must fill in the Job Requisition field. Click on the arrow in the Job Requisition field to get the search menu.

Attach Candidate To Another Requisition

Options ▾ Related ▾

Select A Requisition And Posting

*Job Requisition

*Job Posting

*Source

Specific Source

Referring Source

Notify The Candidate

Would You Like To Notify The Candidate About This Position

From

Subject

Message

OK Cancel

You can search by status for all open requisitions at your location or scroll through the list of requisitions to find the one to which you want to attach a candidate. Once you find the requisition, highlight it and either double click on it or hit Select.

The 'Job Requisition' window includes a search section with the following fields:

- Keyword:
- Budgeted:
- Search:
- Employment Type:
- Work Type:
- Open Date:
- Clear:
- Category:
- Status:
- Closed Date:
- Reason For Opening:

Below the search filters is a table of requisitions:

Req #	Title	Loc...	Hiring Manager	Appli...
244	Teach Grade 1-3	GCS...	Reid, Kim M.	
243	Admin Assistant	GCS...	Johnstone, David M.	
242	Aide (One on One)	GCS...	Watson, Reena R.	
241	Bus Driver-Area 4	US:S...	Yoder, Brenda M.	

Next, you must fill in the Job Posting field. If you have posted the requisition both externally and internally, then you will have to attach external candidates to the externally posted requisition and internal candidates to the internally posted requisition. If you only posted the requisition one way (i.e. internal only) you would just attach the candidate to that one requisition. Highlight the job board posting you want to work with and either double click on it or click the Select button.

The 'Job Board Posting' window displays a table with the following columns:

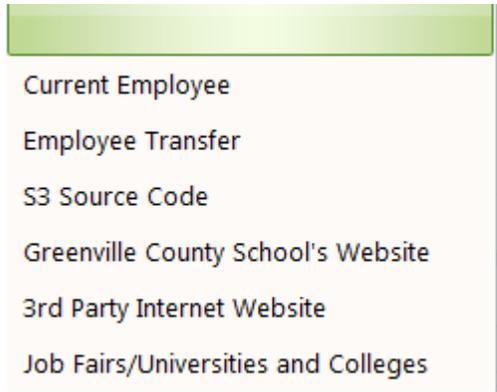
- HR Organization
- Job Requi...
- Job Post...
- Title
- Job Board
- Postin...
- Postin...
- Post...

The table contains the following data:

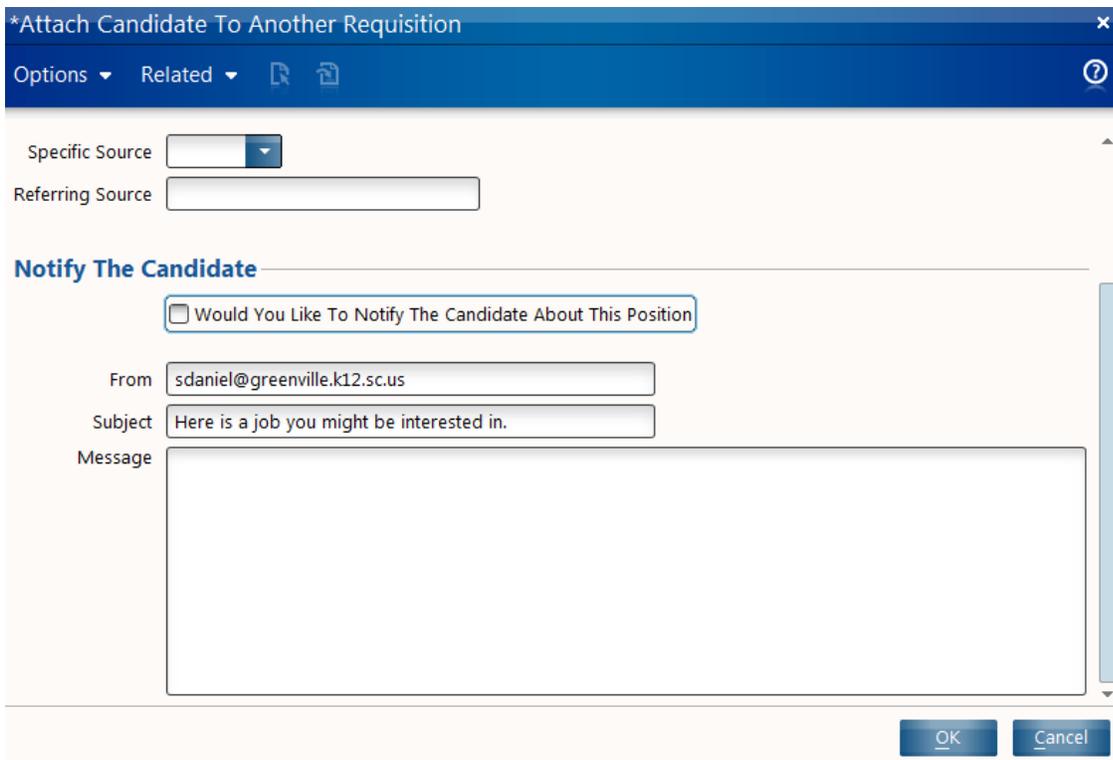
HR Organization	Job Requi...	Job Post...	Title	Job Board	Postin...	Postin...	Post...
Greenville County Sc...	228	1	School Clerk	Internal	02/11/...	02/26/...	Post...
Greenville County Sc...	228	2	School Clerk	External	02/11/...	02/26/...	Post...

At the bottom of the window are two buttons: and .

Finally, the Source field needs to be completed. Click on the arrow in this field and choose the applicable source from the options given. If you are not sure about an external candidate, you can select Greenville County School's Website as the source.



You can leave the Specific Source and Referring Source fields blank. Now **UNCHECK** the Notify the Candidate About This Position box and click OK at the bottom.



Recommendation for Hire/Rehire

****REMINDER: Hire action is only available for External Employees/Candidates****

Go to Recruiter > Requisitions > Highlight the desired job requisition.

****If you attached a candidate from a pool report, you will begin with the screen tab (as shown below).**

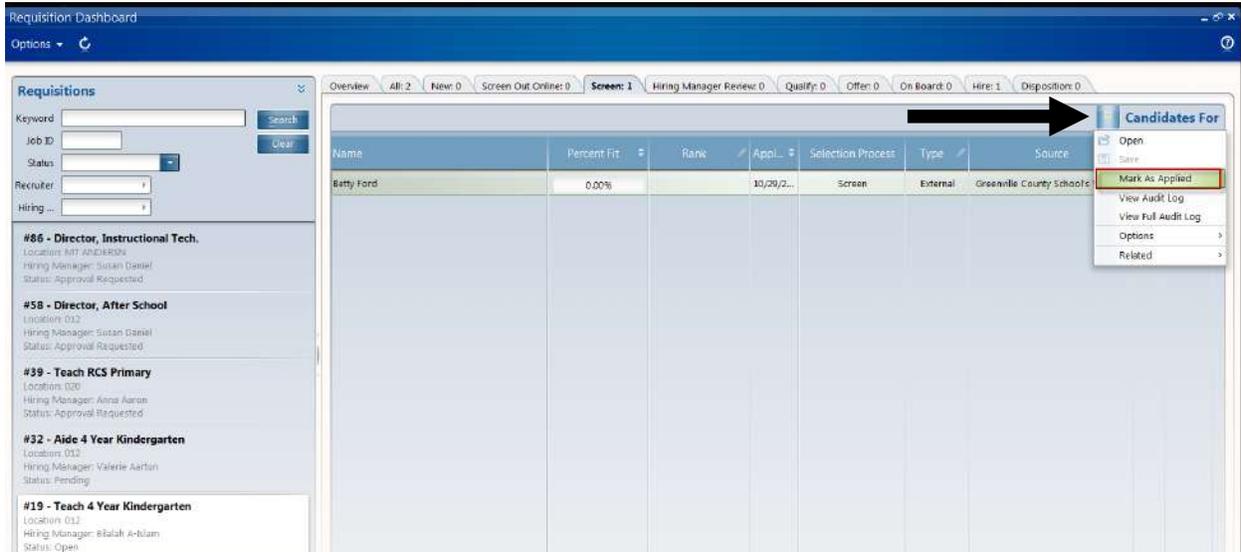
****If you are hiring an applicant that applied directly to your specific requisition, you can move directly to the hire process from the New or Qualify tab on the requisition. You will still follow the same steps for the Hire/Re-hire process.**

The screenshot displays the 'Requisition Dashboard' interface. On the left, there is a sidebar with search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are details for several requisitions, including #86 - Director, Instructional Tech., #58 - Director, After School, #39 - Teach RCS Primary, #32 - Aide 4 Year Kindergarten, and #19 - Teach 4 Year Kindergarten. The #19 requisition is highlighted with a red box. The main area shows a table of candidates with columns for Name, Percent Fit, Rank, Appl., Selection Process, Type, Source, and App... The table contains one entry for Betty Ford, with a Percent Fit of 0.00%, Rank of 10/29/2..., Selection Process of Screen, Type of External, and Source of Greenville County School's Website. The 'Screen: 1' tab is highlighted with a red box in the top navigation bar.

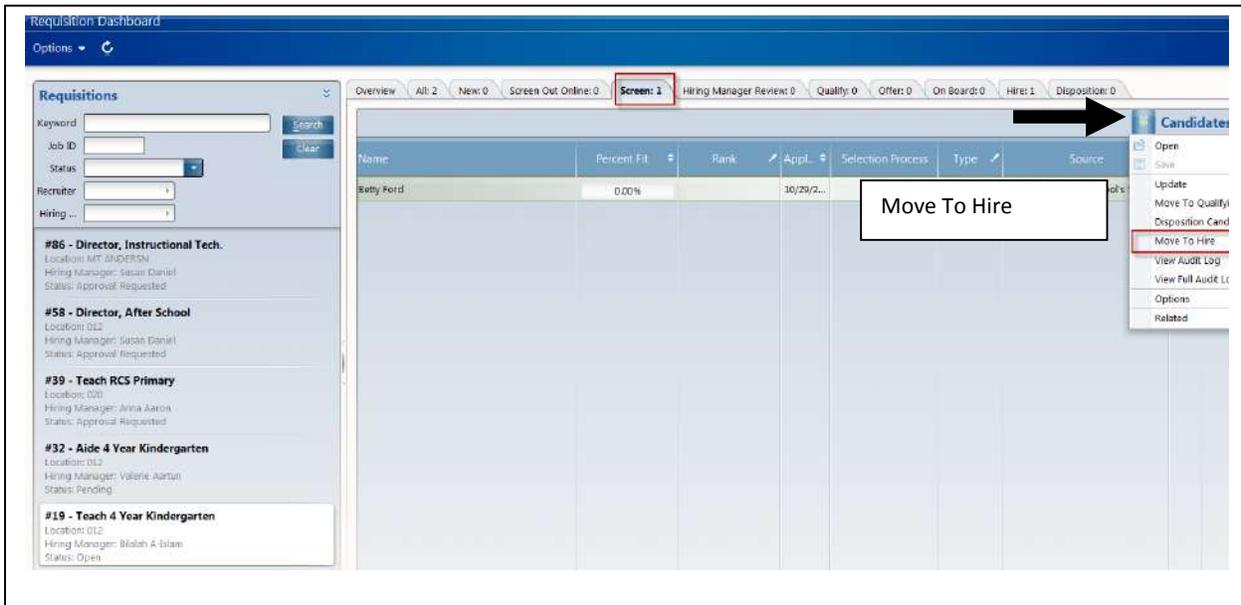
Name	Percent Fit	Rank	Appl.	Selection Process	Type	Source	App...
Betty Ford	0.00%	10/29/2...		Screen	External	Greenville County School's Website	2

Highlight the candidate of choice. Click on the double arrow action and select: Mark as Applied.

****This step is only used when the applicant was attached from a pool.**



Click on the double arrow action again and this time, select Move To Hire (Used for pool applicants attached to your requisitions as well as applicants who applied directly to your specific requisition).



Click on the HIRE Tab, Highlight the applicant name, click on the double down arrow, select Hire.

The screenshot shows a 'Requisition Dashboard' with a navigation bar at the top containing tabs: Overview, All: 2, New: 0, Screen Out Online: 0, Screen: 0, Hiring Manager Review: 0, Quality: 0, Offer: 0, On Board: 0, Hire: 2 (highlighted with a red box), and Disposition: 0. Below the navigation bar is a table with columns: Name, Percent Fit, Rank, Appl., Selection Process, Type, Source, and a dropdown menu. The table lists two applicants: Ann King and Betty Ford, both with a Percent Fit of 0.00% and a Selection Process of Hire. An arrow points from the 'Hire' tab in the navigation bar to the dropdown menu for Betty Ford, where the 'HIRE' option is highlighted. To the right of the screenshot, a separate box contains the word 'HIRE'.

Name	Percent Fit	Rank	Appl.	Selection Process	Type	Source	Dropdown
Ann King	0.00%		10/29/2...	Hire	Internal		Dropdown
Betty Ford	0.00%		10/29/2...	Hire	External	Greenville County Schools web...	Dropdown (HIRE highlighted)

HIRE

Populate the Hire action request form. **If the candidate is being rehired, populate the Employment ID field.**

RequestToHireAvery Grace OglesbyFor#228 - School Clerk

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be created

Effective Date

Reason GC Reason Code

If this candidate is being rehired, select an Employment ID or enter a legacy en

Employment ID

Work Assignment Option

Assignment Type

Name

Title (Mr Mrs Ms, etc)

Submit Cancel

Effective Date- The date that the Action is being entered (usually today's date).

Reason: Skip

GC Reason Code-

- New Hire
- Re- Hire
- Inter- Trans
- Intra- Trans
- Pos- Add

New Hire- Enter **New Hire** if the candidate has never been employed with the district.

Re-Hire-Enter **Re-Hire** if the candidate has been employed with the district and is coming back.

If this candidate is being rehired, select an Employment ID or enter a legacy en

Employment ID

Work Assignment Option

Assignment Type

Name

Employment ID- If the candidate was previously employed with GCS, enter their former employee ID number. If candidate is a New Hire-leave the field blank.

Work Assignment Option-

Update First Work Assignment

Create New Work Assignment

New Hire—If the candidate is a New Hire/Re-hire- Create New Work Assignment

Assignment Type-Skip

Name:

This will default to the candidate’s information. ****Please note-** a title should never be included.

Name

Title (Mr Mrs Ms, etc)

First Name

Middle Name

Last Name

Suffix

Professional Designation

Preferred First Name

Preferred Last Name

General:

*RequestToHireAvery Grace OglesbyFor#228 - School Clerk

Options ▾ Related ▾ [Icons] [?]

Preferred Last Name | Oglesby

General

Home Country [Dropdown] [Text Box]

Relationship To Organization | EMPLOYEE [Dropdown]

Employee [Text Box]

Relationship Status [Dropdown]

Work Type | FT PB .75 - 1.0 [Dropdown]

Full Time-Benefits [Text Box]

Working Remotely

Hire Source

Relationship Status-All of the relationship statuses will show from Lawson if you click on the arrow for the drop down. **The only relationship status that you should choose is ACTIVE**. Click on the Active Status and choose enter or select.

Relationship Status

Actions ▾ Options ▾ Related ▾ [Icons] [?]

Relationship Status	Description
ACTIVE	Active
ACTIVE-FACES	Active
EXTENDED LEAVE	Extended Leave
LEAVE	Leave
MILITARY EXT LEAVE	Military Extended Leave
MILITARY LEAVE	Military Leave
PARENT LEAVE INTERM	Parental Leave Intermittent

Hire Source:

Hire Source will default from the requisition when the candidate was attached to the requisition for hire.

Hire Source

Source Specific Source Referring Source

Personal Information:

Personal Information

Identification Number

Gender

Ethnicity

Disability Type

Nationality Nationality Country

Veteran Code

Religion

Marital Status

Birthdate

Identification Number: Defaults from the Identification field from the application if available.

Gender- Defaults if available.

Ethnicity-Defaults if available.

Disability Type- Skip

Nationality- Skip

Veteran Code- Defaults if available.

Religion- Skip

Marital Status-Skip

Birthdate-Skip

Dates:

Start Date- Enter the Tentative Start Date for the Applicant. **Please note: this should coincide with an orientation date. All New/Re-hires must attend an orientation prior to being able to start work.

Dates

Start Date

Work Assignment:

Work Assignment information will default from the requisition:

Work Assignment

Position School Clerk

Job Clerk

Organization Unit Sara Collins Elementary

Legal Entity

Location

Manager Information:

This will be blank. You will not have to enter anything in this area for the manager. All of the manager information comes from the position once the interface transfers the requisition from LTM to Lawson.

Manager Information

Direct Manager

Dotted-Line Manager

Assignment Is Manager

Pav Information

Pay Information:

Pay Information

Pay Rate	<input type="text"/>
Pay Rate Type	<input type="text" value="Hourly"/>
Pay Frequency	<input type="text" value="Semi Monthly"/>
Full Time Equivalent	<input type="text"/>
Full Time Annual Hours	<input type="text"/>
GCGradeSubject	<input type="text"/>
GCFTE	<input type="text"/>

Pay Rate- For hourly/afterschool positions; enter the pay rate for the applicant being hired.

Pay Rate Type: Hourly

Pay Frequency: Semi Monthly

Full Time Equivalent- Enter the FTE for the candidate that is being hired/re-hired.

Full Time Annual Hours-Skip

GCGradeSubject-For teaching positions, enter the Grade/Subject for the applicant being hired.

GCFTE- Enter the FTE (should match the Full Time Equivalent) field for the applicant being hired.

Address:

This is the candidate address. Defaults from the requisition.

Address

Country	<input type="text" value="US"/>	<input type="text" value="United States"/>
Street Address	<input type="text" value="32 Rock Garden Lane"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City	<input type="text" value="Greenville"/>	
State / Province	<input type="text" value="SC"/>	
Post Code	<input type="text" value="29609"/>	
County / District	<input type="text" value="Greenville"/>	

Contact Information:

This will display the candidate contact email from the application. Skip this section.

Contact Information

Contact Email Address

Attachments:

If the candidate has attachments that you would like to submit, they can be attached in this section. If not, Skip this section.

RequestToHireMary HearneFor#228 - School Clerk

Options ▾ Related ▾  

Alternate Email Address

Preferred Email Contact

Used As Work Email

Attachments

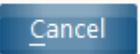
Type Of Attachment File

Type Of Attachment File

Type Of Attachment File

Comment

Once you have completed the Hire action and you are ready to submit the action for approval, click on

the  icon. If you click on the  icon, the action will not be submitted and you will have to perform the Hire/Re-hire steps again for the action.

Recommendation for Transfer

Please note: The transfer action is only available for Internal Employees/Candidates

Go to Recruiter > Requisitions > Highlight the desired job requisition.

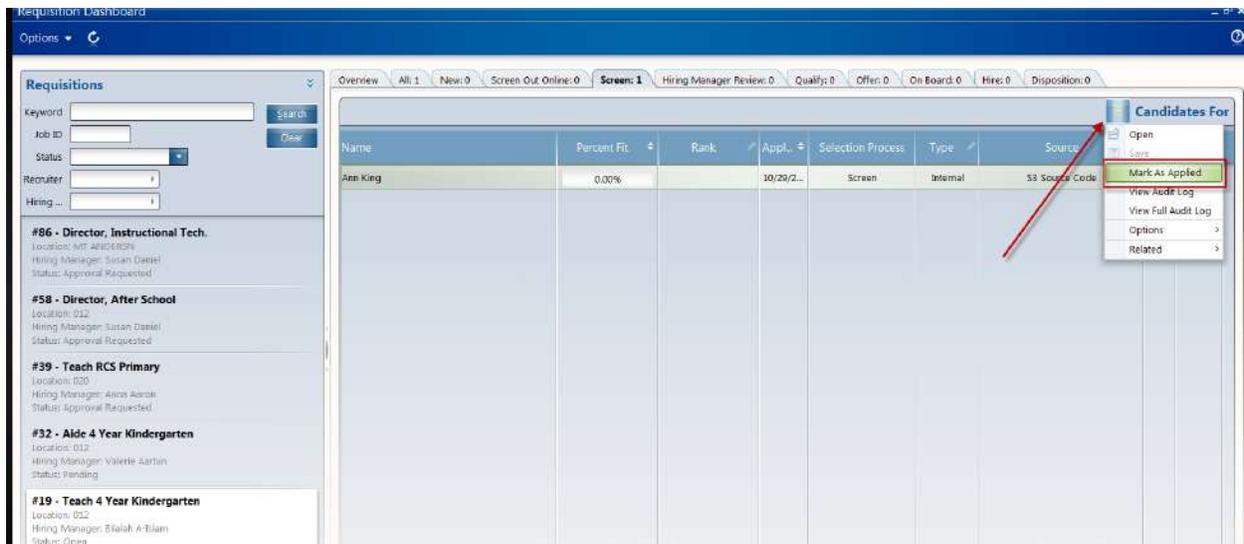
**If you attached a candidate from a pool report, you will begin with the screen tab (as shown below).

**If you are transferring an employee that applied directly to your specific requisition, you can move directly to the transfer process from the New or Qualify tab on the requisition. You will still follow the same steps for the transfer process.

The screenshot displays the 'Requisition Dashboard' interface. On the left, there is a sidebar with search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are several requisition listings, each with a title, location, hiring manager, and status. The requisition '#19 - Teach 4 Year Kindergarten' is highlighted with a red box. The main area shows a table with tabs for 'Overview', 'All: 1', 'New: 0', 'Screen Out Online: 0', 'Screen: 1', 'Hiring Manager Review: 0', 'Qualify: 0', 'Offer: 0', 'On Board: 0', 'Hire: 0', and 'Disposition: 0'. The 'Screen: 1' tab is selected and highlighted with a red box. The table below has columns for Name, Percent Fit, Rank, Appl., Selection Process, Type, Source, and App... The first row shows a candidate named 'Ann King' with a 0.00% fit, rank of 10/29/2..., selection process of 'Screen', and type of 'Internal'.

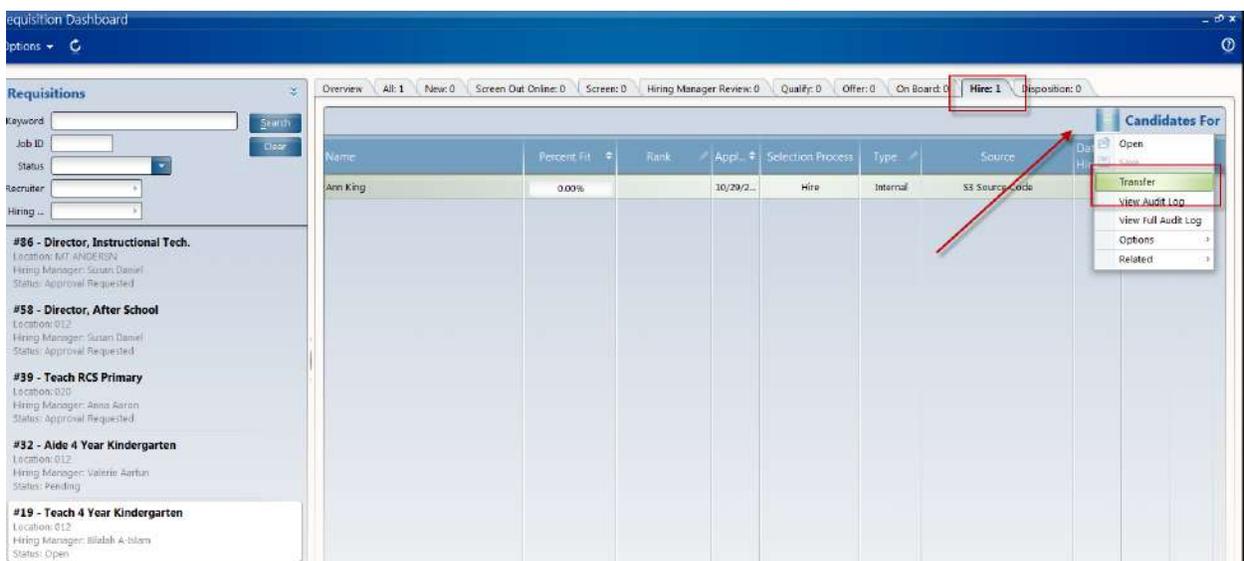
Name	Percent Fit	Rank	Appl.	Selection Process	Type	Source	App...
Ann King	0.00%		10/29/2...	Screen	Internal	S3 Source Code	1

If you moved the applicant from a pool position and attached the applicant to your own requisition, click on the double arrow action and select: Mark as Applied. If the applicant applied directly to the requisition (and not a pool) then you DO NOT have to do this step-you will NOT have the option of “Move to Applied.”



Click on the double arrow action again and this time, select Move To Hire:

Click on Hire Tab. Please note your screen may only show the first 5 or so tabs so you may need to click the double arrows up near the last visible tab to expand your view to include the Hire Tab. Click on the double arrow action, highlight the employee that you are going to transfer (employee should be highlighted in Green) and select Transfer:



Populate the Request to Transfer action request form.

Request To Transfer Donna Cothran For #240 - Clerk Student Support

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason GC Transfer Reason Code

Employment ID 1124

*Work Assignment Option

General

Home Country

Relationship To Organization EMPLOYEE Employee

Relationship Status

Work Type FT PB .75 - 1.0 Full Time-Benefits

Working Remotely

Work Assignment

Effective Date- Enter the date you want the employee to start working in their new position. **Please note: you will need to allow at least 4 business days for HR to approve and process this request.**

Reason: Skip

GC Reason Code-

- New Hire
- Re- Hire
- Inter- Trans
- Intra- Trans
- Pos- Add

Inter- Trans- Transfer Positions Outside of Location (New Location)

Intra-Trans- Transfer Position Inside of Location (Same Location, different position)

Work Assignment Option-

For transfers, select Update Work Assignment

*Request To Transfer Donna Cothran For #240 - Clerk Student Support

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date 02/28/2013

Reason GC Transfer Reason Code INTER XFER

Employment ID 1124

*Work Assignment Option Update Work Assignment

General

Home Country Update Work Assignment

Relationship To Organization Create New Work Assignment

Relationship Status

Work Type FT PB .75 - 1.0 Full Time-Benefits

Working Remotely

General:

*Request To Transfer Charlotte Thornton For #232 - School Clerk

Options ▾ Related ▾

General

Home Country

Relationship To Organization EMPLOYEE Employee

Relationship Status ACTIVE Active

Work Type FT NB .75 - 1.0 Full Time No Pay, w/Benefits

Working Remotely

Work Assignment

Position 4402 School Clerk

385CLK1000

Job 41 Description Clerk

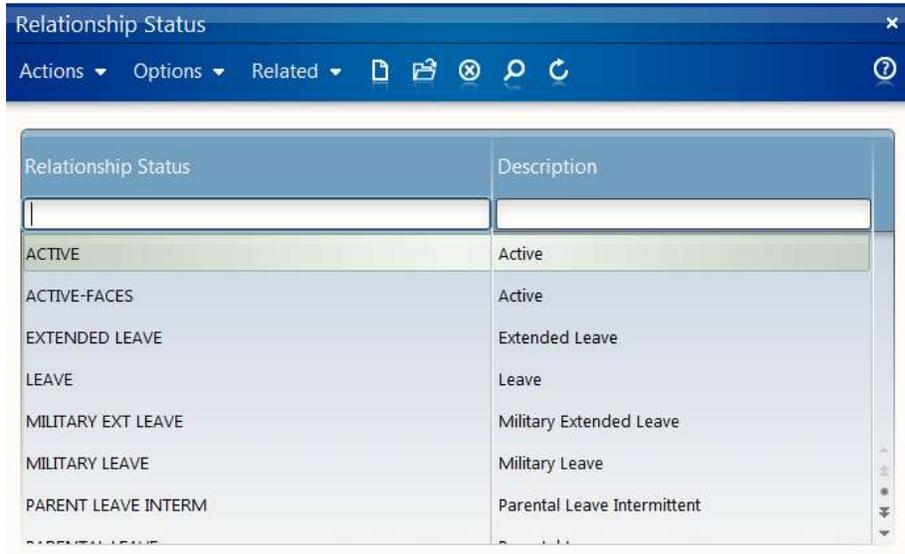
CLERK

Organization Unit 640 Lakeview Middle (MS)

385

Submit Cancel

The only relationship status that you should choose is **ACTIVE** from the search menu. Click on the Active Status and click enter or select.



Work Assignment

Will default from the requisition. Any fields not populated should remain blank.

Work Assignment

Position

Job

Organization Unit

Legal Entity

Location

Manager Information:

This will be blank. You will not have to enter anything in this area for the manager. All of the manager information comes from the position once the interface transfers the requisition from LTM to Lawson.

Manager Information

Direct Manager	<input type="text"/>	<input type="text"/>
Dotted-Line Manager	<input type="text"/>	<input type="text"/>
Assignment Is Manager	<input type="text"/>	<input type="text"/>

Pay Information

Pay Information:

Enter as noted below...

Pay Information

Pay Rate	<input type="text"/>
Pay Rate Type	<input type="text"/>
Pay Frequency	<input type="text"/>
Full Time Equivalent	<input type="text"/>
Full Time Annual Hours	<input type="text"/>
GCGradeSubject	<input type="text"/>
GCFTE	<input type="text"/>

Pay Rate- For hourly/afterschool positions; enter the pay rate for the applicant being hired.

Pay Rate Type: Hourly

Pay Frequency: Semi Monthly

Full Time Equivalent- Enter the FTE for the candidate that is being hired/re-hired.

Full Time Annual Hours-Skip

GCGradeSubject-For teaching positions, enter the Grade/Subject for the applicant being hired.

GCFTE- Enter the FTE (should match the Full Time Equivalent field) for the applicant being hired.

Attachments:

If the candidate has attachments that you would like to submit, they can be attached in this section. If not, skip this section.

*Request To Transfer Charlotte Thornton For #232 - School Clerk

Options ▾ Related ▾

Pay Rate Type: hourly

Pay Frequency: Semi Monthly

*Full Time Equivalent: 1.0

Full Time Annual Hours:

Attachments

Type Of Attachment: File: Browse...

Type Of Attachment: File: Browse...

Type Of Attachment: File: Browse...

Comments:

Submit Cancel

Once you have completed the Transfer action and you are ready to submit the action for approval, click

on the  icon. If you click on the  icon, the action will not be submitted and you will have to perform the transfer steps again for the action.

How to Close Out a Requisition

Once a position has been filled in Lawson Career Management, the requisition should be closed by the Hiring Manager/Secretary/HR Administrator at the location.

Go to Recruiter > Requisition

1. Pull up the Requisition by entering the number in Job ID:

Requisition Dashboard

Options

Requisitions

Keyword

Job ID

Status

Recruiter

Hiring ...

#195 - Teach 5 Year Kindergarten
Location: 292
Hiring Manager: Jackie Earle
Status: Open

All: 0 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 0 Offer: 0

Name	Applica...	Rank	Selection Process	Type	Source	Bac...	Elig...	Ref...
No Data Available								

2. Right click on the requisition. You will see the menu shown below.



3. 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 in Lawson Career Management. The status will change to closed:

Requisitions

Keyword

Job ID

Status

Recruiter

Hiring ...

#195 - Teach 5 Year Kindergarten
Location: 292
Hiring Manager: Jackie Earle
Status: Closed

Once a requisition is closed in Lawson Career Management, you will still be able to submit the hire/transfer/rehire action if this has not been completed.