

Lawson Career Management

Principal/Secretary User Guide



Infor Rich Client

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Requisition Process Approval Flow



Creating a Position Requisition

Double click on Recruiter



Double click on Requisitions



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

Requisitions		*
Keyword		Search
Job ID		Clear
Status	-	
Recruiter		
Hiring		

Click on Create Requisition.

ß	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	>
	Related	>

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!).

Job Requisition		
Actions + Options +	Related - D 🖬 🛃 🐵 4월 🗗 🖸 💆	
Status - Date Needed	Dpen Date - Total Days Open -	
Requisition	Position Information *Position Code Organization Unit Cost Center Pool GC Ref Req Assessment Background	
	Location A Category Category Relationship To Organization Work Schedule Work Type Standard Hours Requested Position FTE	

Position Information –				
*Position Code	,<=			
				,
Organization Unit	•			
Cost Center		Þ	Pool	
	L			
Location	•	*Category	•	
Relationship To Organization	4	Work Schedule		
Work Type	Þ	Standard Hours		
Bargaining Unit		Union		

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

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.

Actions	ition List	00		× @
venorio op				Ă
Short Descriptic	Description	Organization Unit	Work Sche	
333*				
333ADMIN1	Admin Assistant	Sara Collins Elementary		
333AORTH2	Aide ORTHO	Sara Collins Elementary		
333IPLTE1000	Interim Plant Engineer	Building Services-Sara Collins Elementa		
333SCHN10	School Nurse	Sara Collins Elementary		
333TINTR22	TEACH-Intervention	Sara Collins Elementary		
333TINVP22	Teach Intervention Primary	Sara Collins Elementary		10 A
333TRCSP26	Teach RCS Fed Primary	Sara Collins Elementary		*
	÷ 0			*

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.

Recruiting Positi	on List			×
Actions - Optic	ns 🕶 Related 👻 🗋	ڻ ۾ 🛛 暂		Q
Short Description	Description		Organization Unit	Work Schedu
3335CHN1000	School Nurse		Sara Collins Elementary	
	1		1	Select Cancel

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.



Position Information	
*Position Code	1129 School Nurse 012SCHN1000
Organization Unit	3
Cost Center	Pool GC Ref Req Assessment Background
Location	012 *Category
Relationship To Organization	Work Schedule 185 Days - 9.25 Months
Work Type	Standard Hours
Requested Position FTE	

-Category-<u>YOU MUST</u> 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.

Actions 👻 Options 👻 Related 👻 🗋 🛛	≅⊗ഉ¢	Q
Position Category	Description	
ADMINISTRATIVE	Administrative	
AFSCH/HRLEM	AFTERSCHOOL/HOURLY	
AIDE	Aide	
BUILDING SERVICES	Building Services	
CLERICAL/BOOKKEEP	Clerical/BOOKKEEP	
ANS	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	012	*Category	
Relationship To Organization		Work Schedule	185 Days - 9.25 Months
. S 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 +
elationship To Organization	EMPLOYEE	Work Schedule	185 Days - 9.25 Months
Work Type	C	Standard Hours	
Work Types			×
Actions 🔻 Options 👻 Related	• 🗅 🖻 🗵	ρç	0
Work Type		Description	
(<u> </u>			
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	
		Parental Leave	
PARENT LEAVE			
PARENT LEAVE PROF LEAVE		Professional Leave	
PARENT LEAVE PROF LEAVE PT NB .139		Professional Leave Part Time No Pay	
PARENT LEAVE PROF LEAVE PT NB .139 PT NB .474		Professional Leave Part Time No Pay 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	
Requested Position FTE	1.00		

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

Opening I	nformation -	 			
	# Of Openings	# Remaining		Detailed Reason For Opening	
	# Filled	Reason For Opening	Þ		🔲 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 HR Contact	Hiring Manager-Enter the Manager on the Position, i.e. Principal, Plant Engineer, Supervisor.
Recruiter	Recruiter-For School Locations, this should be the School
Alternate Recruiter	Secretary. For Departments, this should be the designated Secretary of that department.
Approver 1	
Approver 2	Alternate Respuiter (ORTIONAL) This should be
Approver 3	used only when an EDP director, AP, AA will need to
	review applicants that have applied to a specific position.

******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.

					r		
Keyword						Se	arch
Employment ID		Last Name		First Name		C	lear
Organization Unit		Location		Position			
Employment		Education		Credential]	
				1		- 26	- 1
Name 4	• Em 🕈	Description	Primar 🗢	Primar ≎	Location	÷	W
Mouse, Mickey	111220	Employee					
A-Islam, Bilalah F.	109644	Employee					
Aaron, Anna E.	112390	Employee					

Recuiter Requisition D. *Job Requisition Actions • Options • Related • • • • • • • • • • • • • • • • • • •	LAWSON Itmtest -	Carisa Graham			99 <u>V</u>	Search
Actions • Options • Related • • • • • • • • • • • • • • • • • • •	e e e e e e e e e e e e e e e e e e e	1 D., *Job Requisit				
Actions	*Job Requisition					
Status - Date Needed 02/08/2013 Open vate - Total Days Open - Confidential Requisition Priority Relisition # Of Opening Information # Of Openings # Remaining Detailed Reason For Opening # Filled Reason For Opening 0 Budgeted Contacts Direct Manager Hiring Manager Hiring Manager Hiring Manager Alternate Recruiter Approver 1 Approver 2 Approver 3	Actions - Options -	Related 👻 🗋 拱 🛃	⊗ 43 65 6 63	¢		
Requisition Copening Information # Of Openings # Remaining Detailed Reason For Opening # Filled Reason For Opening * Budgeted * * Contacts * * Direct Manager * * Hiring Manager * * HR Contact * * Recruiter * * Approver 1 * * Approver 2 * * Approver 3 * *	Status - Date Needed	02/08/2013 🗊 Ope Date - uisition 🗍 Priority Re sition	Total Days Open			
# Of Openings # Remaining Detailed Reason For Opening Budgeted Contacts Direct Manager Hiring Manager 111131 HR Contact Recruiter 8075 Alternate Recruiter Approver 1 Approver 2 Approver 3	Requisition	Opening Information				
# Filled Reason For Opening Budgeted Contacts Direct Manager Hirring Manager Hirring Manager Recruiter 8075 Alternate Recruiter Approver 1 Approver 2 Approver 3	1	# Of Openings	# Remaining (Detailed Reason For Opening	
Contacts Direct Manager Hiring Manager Hiring Manager HR Contact Recruiter B075 Alternate Recruiter Approver 1 Approver 2 Approver 3		# Filled	Reason For Opening	Þ		Budgeted
Direct Manager Hiring Manager Hiring Manager HR Contact Recruiter 8075 Alternate Recruiter Approver 1 Approver 2 Approver 3		Contacts				
Hiring Manager 111131 / HR Contact / Recruiter 8075 / Alternate Recruiter / Approver 1 / Approver 2 / Approver 3 /		Direct Manager	*			
HR Contact () Recruiter B075) Alternate Recruiter () Approver 1) Approver 2) Approver 3)		Hirring Manager	111131			
Recruiter B075) Alternate Recruiter (Approver 1) Approver 2) Approver 3 ;		HR Contact	P .			
Alternate Recruiter		Recruiter	8075			
Approver 1 Approver 2 Approver 3		Alternate Recruiter				
Approver 2 Approver 3 +		Approver 1				
Approver 3		Approver 2	+			
		Approver 3	*			

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.

Page Ville a				
Other Information				
Screening Category				1
Self Identification Configuration	SEX/ETH/DOB/VET			
Question Set	•			
	External	Internal		
Consent Agreement	Main Content			
Acknowledgment	Main Acknowledgement			1

Now you must request approval for the requisition.

Go to Actions:

*Jol	Requisition		
Acti	ons 🔹 Options 👻	Related 🕶 🗋 🖬 🛃 🛞 🔂 🔂 🔂	<u>ඩ</u> උ
Stati	is - Date Needed 02	2/08/2013 📷 Open Date - Total Days Open -	
	🛄 Confidential Requis	ition Priority Requisition	
	1 1 1		
R	equisition	Opening Information	V 62
		# Of Openings # Remai	ining Detailed Reason For Opening
		# Filled Reason For Ope	ning budgeted
		Direct Manager	
		Hiring Manager	
		HR Contact	
	-		
ā.	Save		[
	Request Ap	proval (Click on Request Approval option. This will
			follow the approval process that will route to
_		1	the Manager (Principal/Supervisor) then to
	Delete		the appropriate Human Resources Manager.
R	Select		
3	Define	1	
	Denne		
١,	Previous Re	cord	
₽	Next Recor	d	
	View Audit	Log	
	View Full Au	udit Log	

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.

Requisition #2	28 - School Clerk			
tions - Options	🔹 Related 👻 🗋 🐻	9609	C	
tus Approval Requi	isted Dice No	Tat	tal Days Open —	
C confidencial	Requisition 📋 Phyrity Requisition			
Position And Job	Details Notes 0 Attach	ments: 0 Expenses	0.00	
	1	-	in a second second	(**************************************
Requisition	Location	333	*Category	CLERICAL/BOOKKEEP
Responsibilities	Relationship To Organization	EMPLOYEE	Work Schedule	200 Days - 10 Months
	Work Type	FT PE .75 - 1.0	Standard Hours	
	Bacqueining Mait		Union	
	the queening term			
	Onening Information			
	Opening Information			
	Opening Information # Of Openings	1 # Roma	ining 1	Detailed Reason For Opening

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.

ludsket					
ctions + Option	s• Related • 🖪 🖻 🛞 👂 🗘				
nis.					Work Item Count
HR Manager					21
N. Michael Humbert					
Work Items			1.1.1.1.1		
Actions * Op!	tions 🔹 Related 🍨 🖺 😝 🛞 🔎				Work Items
Waik Unit					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-Alde 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 06:24:51 AM		kallen	kallen
20	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).

RequestToHireScott HFo	or#1 - Aide 4 Year Kindergarten	×
Options - Related -	R 11	Ø
Requested By	Katie Allen	Â
Requester Work Phone		
Requester Email	sdaniel@greenville.k12.sc.us Send Email	
Effective Date	10/03/2012	
Reason		
If this candidate is bei	ing rehired, select an Employment ID or enter a legacy employment number	
Employment ID		
Work Assignment Option		
Name		
Title (Mr Mrs Ms, etc)		
First Name	Scott	
Middle Name		*
	Approve Reject Return Save As Draft	Cancel

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.

Requis	itions	×
Keyword		<u>S</u> earch
Job ID	228	Clear
Status		
Recruiter	Þ	
Hiring	Image: A start of the start	

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

Requis	itions	*		
Keyword		<u>S</u> earch		
Job ID	228	Clear		
Status				
Recruiter	► ►			
Hiring	► ►			
#228 - School Clerk Location: 333 Hiring Manager: Melissa Burns Status: Pending				

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 Perding Date Needed 02/08/2013 Open Date - Total Days Open -						
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
R	Select
2	Define
Ð	Previous Record
Ð	Next Record
	View Audit Log
	View Full Audit Log

The Job Status will now change to Open.

Job Requ	isition #228 - S	School Clerk							
Actions •	Options 👻 F	Related 👻 🗋		● ●	R D	Č			
Status Ope	n Date Needed	02/08/2013 🗊	Open Date Requisition	02/08/2013	Total Day	s Open -			
Posi	tion And Job Detail	ls Notes: 0	Attach	ments: 0	Expenses	: 0.00			
<u> </u>			_						

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.

Requisition	
Responsibilities	
Description	
Questions	
Postings	

-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.

osting Template						_	10 4030 1044	 			1		
tion Description	ка си 🖧 🎙	• 26 🏭 🗍	Normal 🗾 D	efault font	Defa.	. 🔛 🐧 В	1 1 -8	 ≡ 1	tF)Ξ 1:	= 🔊 🚄	情		
												+	
Posting Temp	plates					×						Ŧ	
Posting Temp	olates ns - Related	- D P4	θ D C			× Ø						Ŧ	
Posting Temp	olates ∙s → Relateo	- 0 8	© ₽ ¢			× Ø						*	
Posting Temp ons ▼ Option	olates ns - Related	- D 8	စ္ခင့			×						*	
Posting Temp Ins - Option Posting Templa	olates ns ▼ Related	- D 8	ଛ ହ ୯			× Ø						*	
Posting Temp ons - Option Posting Templa	olates ns 👻 Related	- D ස්	© 2 ¢			Ø						*	
Posting Temp Ins - Option Posting Templa	olates ns ▼ Related ate	- 1 ජ	⊗ 2 ୯			Ø						Ŧ	
Posting Temp ns - Option Posting Templa MAINPOSTING TH	olates ns → Relateo ate IMP	- D 2	© 2 ©			× Ø						¥	
Posting Temp - Option Posting Templa VALNPOSTING TE	olates ns → Relateo ate IMP	- D 2	⊗ ୂ ଦୁ ତୁ			× @						*	
Posting Temp ins - Option Posting Templa MAINPOSTING TH	olates → Related ate	- D 2	© 2 ¢			× @						*	
Posting Temp ons - Option Posting Templa	olates •s Relater •te	- D 29	<u>ଭ</u> ହ ହ ହ			× @						*	
Posting Temp ons Option Posting Templa MAINPOSTING TO	olates •s → Relateo ste	- D 2	<u>⊗</u> ହ ¢			× @						*	
Posting Temp ons - Option Posting Templa	olates •s ▼ Relateo ate	- D 2	⊗ ହ ¢			× 0						*	
Posting Temp ons - Option Posting Templa	olates •s ▼ Relateo •te	- D 2	⊗ ହ ¢			× ②							

Select Cancel

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.

*Job Requisition #228 - School Clerk	
Actions - Options - Related - 🗋 🔚 👂 🖨 🖨 🦄 💆	
Status Open Date Needed 02/08/2013 Open Date 02/08/2013 Total Days Open -	

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

osition Description	🗠 🖓 🚧 😘 😹 🎙 Normal 💟 Times New Ro 💟 14pt 💟 🗚 🖪 🗾 🖞 - S 🚔 🚍 🧮 🐺 💱 🗮 😥 🖉
	Our Human Resources Team at the <u>Greenville</u> 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:
	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. Media and Guidance Clerk positions typically work 9 ¼ months (185 days) per year.
	Qualifications and Reporting Structure:
	Media Clerks ONLY-All paraprofessionals entering employment after January 1, 2007 must be deemed 201cHighly <u>Qualified201d</u> as defined in the No Child Left Behind Act of 2003. In order to be considered 201cHighly Qualified,201d an applicant must meet one of the following criteria:
	Possess an Associate2019s Degree from an accredited college; or

-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

Requisition	
Responsibilities	
Description	
Questions	
Postings	

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

Actions 🝷	Options 🔻	Related 💌	D	ß	×			
Question					C Ap	Online plicati	Question Type	Re: Rei

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.

Enter Require	d Information	n For This Act	ion ×
*Effective Date			
		<u>O</u> K	Cancel

Postings:

Requisition	
Responsibilities	
Description	
Questions	
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
External
Internal

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 - Optio	ons 🗕 Related 🚽 🗋 🔛 🔛 🕲 🖨 🖆 💽 🗃 💆
Edit Posting Vi	ew Posting
Job Requisition	228 Posting Status -
Posting	Posting Rule -
*Job Board	Internal
Posting Begin Date	Posting End Date
Category	
Sub Category	•
Minimum Salary	Maximum Salary
Location	GCSD:SW:Sara Collins 📰 🕨
Details	
*Title	School Clerk
Description	🗠 🗠 💖 👫 🖧 🏔 ¶ Normal 💽 Times New Ro 💽 14pt 🔽 🖌 B 🛛 🖳 🗧 🚍 🦉 彈 扫 扫 🔊 🖉
	Our Human Resources Team at the <u>Greenville</u> County School District is dedicated to advancing student acl 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.

H

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.

Actions - Collow Related - D 🖻 🛞 🔎 Job Board Posting								
Title +	Job Board	Posting Begin Date	Posting End Date					
School Clerk	Internal	02/11/2013	02/26/2013	Not posted				

Choose the Post option.

Ac	tions 🔻 Options 🝷 I						
ß	Open						
	Create						
	Update						
	Generate Job Posting URL						
	Post 🗲 🗕						
	Delete						
	View Audit Log						
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-							

The status of the posting will change to Posting Live.

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*** A	H 11					
Recruiter Requisition						
Job Requisition #228	- School Clerk					- e ×
Actions - Options -	Retured - 🖪 🖽 🞯 🖓 🗗 🖓 🖨 🤤					Ø
Status Open Date Needer	I 022/08/2013 Important Control (Control (Contro) (Contro) (Control (Control (Control (Contro) (Control (Contro)				J > Board Po	osting
Responsibilities	Title				Post og Status	
Questions	School Clerk	internal	02/11/2015	02/26/2013	Posting live	
Postings						
						1
						-

**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.

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	At Press					
Recruiter Requisit						
Job Requisition #228	8 - School Clerk					- es x
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Responsibilities	T.u.					
Questions	Sithai Clerk	Internal	02/11/2015	02/26/2013	Posting live	
Postings						

Click on Create from the drop down menu.

Ac	tions 👘	Options 🝷 🛛 F					
ß	Open						
	Create	—					
	Update						
	Generate Job Posting URL						
	Post						
	Delete						
	View Audit Log						
	View Full	Audit Log					

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.

Actions 👻 Optic	ons 🕶 Related 👻 🗋 🕻		n a ¢		
Edit Posting Vi	iew Posting				
Job Requisition	228	Posting Status -			
Posting	÷	Posting Rule -			
*Job Board	External				
Posting Begin Date	02/08/2013	Posting End Date			
Category	CLERICAL/BOOKKEEP				
Sub Category	E E				
Minimum Salary		Maximum Salary			
Location	GCSD:SW:Sara Collins 🛛 💷)]			
Datalla					



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).

Actions 🔹 Options 👻 Related 👻 🗋 🖻 🛞 🔎 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!)

Search 品 Start 💌 Applications > Create Folders Library Reports My Notifications Pool Position for Elementary Tea ool Position for Highschool Tea My Inbasket ool candidates for FANS Opera My Print Files Secretary Pool My Actions Data Set 'As Of Date' Clear 'As Of Date' Switch To Proxy Σ Settings Spaces User Context Help > U Log Off

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.

Pool Position for Elementary Teache	ſ					_ d ×
						0 💽
Name	Percent Fit 🗢	Rank 🕜 Applicati 🗧	Selection Process	Туре	Source	Open Save Attach Candidate To Another Requisition
Kyle Geeves	0.00%	10/22/2012	Qualify	External	Greenville County School's	View Audit Log
Katlyn Shaw	0.00%	10/22/2012	Qualify	External	Greenville County Schools	View Full Audit Log Options >
Jim Hughes	0.00%	10/22/2012	Qualify	External	Greenville County School's	Related
Angle Show	0,00%	10/22/2012	Qualify	External	Greenville County School's V	lebsite 2
Suzanne Gervais	0.00%	10/22/2012	Qualify	External	Greemile County School's V	lebsite 1
Anne Parent	0.00%	10/22/2012	Qualify	External	Greenville County School's V	lebste 1
Nancy Tessier	0,00%	10/22/2012	Qualify	External	Greenville County School's V	iebsite I
Kim Lee	0.00%	10/25/2012	Qualify	External	Greenville County School's V	rebsite 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.





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

Correspondence								
Create	Email 🧕 Track Con	respondence 🔄 Send 🛞 Delete 🔀 Print to File			× Ø			
_					L			
	Туре	Subject	Email Template	Email Status	Date			
-								
		No Data Av	ailable					
		10.000	undure.					

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

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992 B			
Recruiter Requisition D., Thomas			
Correspondence			Disp. K.
Create Email 💁 Track Correspond	_{de} Send Email	×	* Ø
Type Subje	Send Email Choose Email Template		Date
	Choose An Email Template		
		Record Sect Groet	
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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.

LAWSON Itmtest 🔹 🛛 Sara Fayssoux	2 La Search	h	Start 👻	□ 88 _ ×
805 × 200 × 100 ×				
Recruiter Requisition D., Thomas Fays	Mary Hearne Corresponde			
Correspondence		_		- © ×
Create Email Sen	d Email	×		× 0
Sen	d Email			
Type Subjec	Email Text	- CON 15		
Ema	il Template ONSITE INTERVIEW	<u>^</u>		
	To mhearne1@charter.net			
	From DoNotReply@greenville.k12.sc.us			
	33			
	BCC			
	Subject On-Site Interview Request			
	Body 🗠 🖓 🥙 🎲 🎎 🖞 Normal 💽 Segoe UI 🛛 💽 Defa 💽 🗚 B Z 🗉 -5	} ≡ ≡		
	Thank you for your interest in <u>Streenville</u> County Schools. Based on your application would like to schedule an on-site interview.	, we		
Ca	ndidate Correspondence Created Previous Next	Errish		-
		V 🖬 🕯	2 👩 🚾 🗽 🛲 🗑 🖃	40 2.39 PM

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.

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BYAL Recruiter Requisition D., Thomas	Fays Mary Hearne Corresponde		
Gorrespondence			_0
B Crasta Email Strack Correction	- Send Fmail	×	× 0
	Send Email		, y
Type Subji	To send the email now click Send and then click Exit. To send the email later from Candidate Correspondence click Exit. Send Email Template ONSITE INTERVIEW To mhearnel@charter.net From DoNotReply@greenville.k12.sc.us CC - BCC -		Date
	Subject On-Site Interview Request Body Thank you for your interest in Greenville County Schools. Based on your app on-site interview. Attachment -	slication, we would like to schedule an	
		Previous Next Exit	
9 (A 📋 O 🔅	۵ 😟 🖉	v 🖬 🧟 (0 💯 🗽 📰 💣 🐗 🐠 2/34/201

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

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892 -	· · · ·			
Recruiter Requisiti	on D Thomas F	ys Mary Hearne Corresponde		
Correspondence				- cº ×
🗅 Create Email 🛛 💁 T	rack Corresponde	Send Email ×		* Ø
		Send Email		
Туре	Subjec	To send the email now click Send and then click Exit. To send the email later from Candidate Correspondence click Exit. Email Template ONSTE INTERVIEW To mheameL@charter.net from DoNotReply@greenville.k12.sc.us CC - BCC - Subject On-Site Interview Request Body Thank you for your interest in Greenville County Schools. Based on your application, we would like to schedule an on-site interview. Mary-this is a test email-Thanks! Tammy Attachment -	is Date	
		Send Completed Previous Nett Exit		*
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You should now see the correspondence you just sent, listed below. Click the "x" to exit this screen and return to the candidate profile.

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Recruiter Requisiti	on D Thomas Fays Mary Hearne Correspon	fe.,		
Correspondence				_ ~ ×
Create Email 9	rack Correspondence E Send 10 Delete 151	nnt to File:		\$ Ø
Туре	Subject	Email Template	Email Status	Date
Email	On-Site Interview Request	ONSITE INTERVIEW	Sent	02/14/2013 02:42:11 PM
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You can also click on the Correspondence tab from the side menu bar to access the screens we just reviewed.

Mary Hearne(29471) So	chool Clerk				_ e ^o :
Actions 👻 Options 👻	Related - 🗋 🔠 🎯	-8 B B C C C			C
	Mary Hearne (Extern mhearne1@charter.net	ai) 864.561.3888 - Mobile	Source Gra	enville County School's Websi	te
	Greenville, SC 29609		Percent Ht	0.00%	
Resume Corresponde	ence: 0 Interviews: 0 Scree	nings: 0 Notes: 0 Attachments: 0 Positions Applied To: 2			
At A Glance	Create Email 8 Tr	ack Correspondence 🗈 Send 🛞 Delete 🕞 Print to File			* Correspondence
Talent Profile					
Preferences	rype	Subject	Email Template	Email Status	Date
Fit Analysis					
Question Results		No Data Avai	ilable		
Correspondence					
Interviews					

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

AWSON Itmtest	▼ Sara Fayssoux			2 Search	Start 👻 🗆 🖽 📔 🗕
ecruiter Requisi	tion D Thomas Fays Mary Hearne				
Mary Hearne(29471) School Clerk				- જ
Actions 👻 Options	🔹 Related 🔹 🗋 👹 🎯 🖨 🗐	R 🖻 🦕			0
	Mary Hearne (External) mhearne1@charter.net Greenville, SC 29609	864-561-3888 - Mobile	ied To: 2	Source Greenville County School's V Percent Fit 0.00%	Vebsite
At A Glance	Details	cores o T and menta o T realities App			
Talent Profile	Source Greenville County Scho	ol's W Rank Job	ID 228		
Preferences	Specific Source				
Fit Analysis	Referring Source				
Question Results	Application Status				
Correspondence		Date Entered	Date Left	Days	
Interviews	Screen	02/13/2013	02/14/2013	1	
Offer	Hire	02/14/2013			
On Board	Fit Analysis				
	8				
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You will need to click on the double down arrows (top right of the screen) to access your options.

Notes						- ⋴ × ২ ወ
Description	Note Text	job Applica.,	Creation Date	Originator	One Ne	or
	No Data Available					

Choose Create from the drop down menu options.

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Recruiter	Requisition	D Mary Hearne						
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Descriptio			Nate		Applica Creation Date	Originator		Related 3
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				No Data Available			•	
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@ (🗾 🗿 🖪 🧿 .	1 🛯 🖌 🖉 🖉 🚽	2.35 PM

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.

LAWSON Itmtest - Debra Cucchiara	Search	Start 👻 🗖 🖽 🗌 _ 🗙
Recruiter Requisition D., Mary Hearne, Notes Notes For M.,		
Notes For Mary Hearne		- @ ×
Actions • Options • Related • 🗅 🖬 🖳 😔 🕼 🗟 🖒		Ø
*Candidate 29471 Mary Hearne		
Description		
Note Text		
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Originator Name -		
		2.45 PM
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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.

LAWSON Itr	ntest 🔻	Sara Fayssoux		24	Search		Start 🝷	□ 88 _ ×
89.5		* [<mark>11]</mark> * [11] * [a real					
Recruiter	Requisition	D.,. Thomas Fays Mary Hearne Notes	Notes For M					
Notes For Mar	y Hearne							- cº ×
Actions - Op	tions 🝷	Related - 🗋 💹 🧕 🖨 🗗	11 C					0
*Candidate	29471	Mary Hearne						
Job Requisition	228	School Clerk Job Application 1						
Description	Candidate	Update						
	She will b	e traveling out of the country for the month of M	arca					
Creation Date	02/14/201	8 03:40:37 PM						
Originator Name	Sara Fayss	eux						
	21 - 22	n 73						
Candidate Note C	reated							200 Million Coll.
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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.

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Notes					= c ^o ×
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Description	Note Text	Job Applica	Creation Date	Originator	Original Name
Candidate Update	She will be traveling out of the country for the month of March.	1	02/14/2013 03:40:37 PM	sfayssoux	Fayssoux
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You can click on Interviews to enter Interview details and notes.

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Recruiter Requisi	tion D Thomas Fays Mary Hearne				
Mary Hearne(29471) School Clerk				_ @ ×
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At A Glance				४ Intervi	iews
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Interviews					_ 5° X
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		No Data Avai	ilable		

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.

וא לפת Itm	iprod 🔻	Tammy Fay	ssoux					<u>99</u>	Searc	h	Start 🔻	🗆 🎟 _ ×
		14 1 <u>9 -</u>						a -	×	*		
Candidate P	Inbasket	Maria	a Duran	Positio	ns Ap	Maria	a Duran	. Intervi	ews	Create Intervi		
Create Inter	view											_ 6 ⁰ ×
Actions 👻 O	ptions 👻	Related 👻	D 📙		⊗ 41		Rā	n c				Q
Type *Interview Date Interview Time Interviewer Location Address			•									
Status Result Comments			•								 	

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.

LAWSON Itmtest • Sara	a Fayssoux		24	Search	Start 👻 🗖 🔠 💷 🗙
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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.

Pool Position for Elementary Teache						_ # ×
						0
Name	Percent Fit 🗢	Rank 🧭 Applicati ÷	Selection Process	Type	Source	Open Save Attach Candidate To Another Regulation
Kyle Geeves	0,00%	10/22/2012	Qualify	External	Greenville County Schools	View Audit Log
Katlyn Shaw	0.00%	10/22/2012	Qualify	External	Greenville County Schools	View Full Audit Log Options
Jim Hughes	0.00%	10/22/2012	Qualify	External	Greenville County School's	Related
Angle Show	0,00%	10/22/2012	Quality	External	Greenville County School's W	ebsite 2
Suzanne Gervais	0,00%	10/22/2012	Qualify	External	Greenville County School's W	ebste 1
Anne Parent	0.00%	10/22/2012	Quelify	External	Greemile County School's W	ebste 1
Nancy Tessier	0.00%	10/22/2012	Qualify	External	Greenville County School's W	ebsite I
Kim Lee	0,00%	10/25/2012	Qualify	External	Greenville County School's W	ebsite 1

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 Candid	ate To Another	Requisition	×
Options 👻 Re	lated 🚽 🖪 🖻	3	Q
Select A Requise *Job Requisition *Job Posting *Source Specific Source Referring Source Notify The Ca	ition And Posting	g To Notify The Candidate About This Po	sition
From Subject Message	sdaniel@greenville Here is a job you n	e.k12.sc.us might be interested in.	
			<u>O</u> K <u>C</u> ancel

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.

ob Red	quisition			,
Actions	 Options Related D 	B (8	e ç	0
	Keyword		Budgeted	Search
Empl	oyment Type 🛛 🕨 Work Typ	pe 🗌	Open Date	Clear
	Category Stat	us	Closed Date 🔳	
Reason	For Opening			
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.

ob Board Posting									*
Actions 👻 Options	r → Re	lated	• D B ⊗ 2	Ğ					0
HR Organization	Job Requi	Job Post	Title	¢	Job Board	Postin	Postin	Post	
	228 🕨				-				
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	1 1 1
									* *
						<u>S</u> e	lect	Cance	l

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.

Current Employee	l
Employee Transfer	l
S3 Source Code	ł
Greenville County School's Website	t
3rd Party Internet Website	ļ
Job Fairs/Universities and Colleges	

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

*Attach Candio	late To Another Requisition	×
Options 👻 Re	lated 👻 📴	0
Specific Source Referring Source		•
Notify The Ca	ndidate	
	Would You Like To Notify The Candidate About This Position	
From Subject Message	sdaniel@greenville.k12.sc.us Here is a job you might be interested in.	
	<u>O</u> K <u>C</u> anc	el

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.

Requisition Dashboard				_				
Options + Ç								
Requisitions ×	Overview All 2 New: 0 Screen Out	Online: 0 Screen; 1	Hiring Manager Review	r: 0 Qualify	: 0 (Offer: 0) (On Board: 0	Hire: 1 Disposition: 0	andidates F
Job ID Clear	Name	Percent Fit 🗢	Bank /	Appl., * S	election Process	Туре	Source	App
Recruiter ·	Betty Ford	0.00%		10/29/2	Screen	External	Greenville County School's Website	2
#86 - Director, Instructional Tech. Location: MT AND/RSM Hiring Natauger: Seam Dariel Stame: Appressil Requested #58 - Director, After School Location: OD Hiring Manager: Seam Dariel Status: Approval Requested								
#39 - Teach RCS Primary Locition: 030 Hiriting Manager: Anna Aarton Status: Approval Respected								
#32 - Aide 4 Year Kindergarten Locition: 012 Hiting Münager: Valerie Aartun Status: Pending								
#19 - Teach 4 Year Kindergarten Loatober 012 Hirting Wanager: Bilalsh A-Islam States: Open								

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

Requisition Dashboard										-0
Options 🗸 💆										C
Requisitions	Overview All: 2 New: 0 Sor	een Out Online: 0 Screen:	1 (H	iring Manager	Review: 0 Qu	alify: 0 Offer: 0 C	on Boardt O	Hire: 1 Disposition: 0		
Keyword	search								0	andidates For
Job ID	Clear							Source	13 Op	en. Ve
Recruter	Betty Ford	0.00%			10/29/2	Screen	External	Greenville Courty Schools	Ma Vie Vie	ark As Applied av Audit Log av Full Audit Log
#86 - Director, Instructional Tech. Locature MT ADDREAM Hring Menages Sustan Daniel Status: Approval Respective #58 - Director, After School Lincialion Dir Hring Menages Sustan Daniel Salura: Approval Respective									Op Re	xions >
#39 - Teach RCS Primary Lootion:020 Hiring Nenager: Anna Aaron Status: Approval Requested #32 - Aide 4 Year Kindergarten Lootion: 023 Hiring Nenager: Valerie Aarlun dataus: Pending										
#19 - Teach 4 Year Kindergarten Location 012 Hirrig Munager: Bällah A-Islam Status: Open										

**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).

		Common Carlana C.		- Reviews A Quality	0.00000	to Depicts O	Dimerition 0	
Requisitions	S OVERVIEW AUL 2 INERCO	C Screen Out Online O	Hinny Manage	r Review, p. (. Quain)	o Couero Co	In Boardto CHDELT	Disposition: 0	
syword	Search							Candida
Di dot	Clear Name			Anni al s			Saure	Open
Status	the second se	ASSESSORY.	Statistics -		and the second second second		Conserves.	Save
ecruiter	Eetty Ford	0.00%		10/29/2		T - 111	alls '	Update
iting 🕴					Iviove	To Hire		Disposition
#95 - Director Instructional Task								Move To H
Location MT ANDERSN							-	View Audit
Hiring Manager: Secar Daniel Status: Approach Requested								View Full A
								Options
#58 - Director, After School								Related
Hiring Manager: Susan Daniel								
Status: Approval Requested	N							
739 - Teach RCS Primary								
Location; 020 Hiring Manager: Anna Aaron								
Status: Approval Requested								
#32 - Aide 4 Year Kindergarten								
Location: 012								
Hiring Manager: Valerie Aartun Statiss Pending								
and Treach & Very Windowenter								
#19 - Teach 4 Year Kindergarten Location: 012								
Hiring Manager: Bilalah A-Islam								

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



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

RequestToHireAvery Gra	ace OglesbyFor#228 - School Clerk ×
Options 👻 Related 👻	R 1 Q
This request will be routed f	or approval; after it is approved this record will be created
Effective Date	
Reason	GC Reason Code
If_this_candidate_is_be	eing_rehired,_select_an_Employment_ID_or_enter_a_legacy_en
Employment ID	le la
Work Assignment Option	
Assignment Type	
Name	
Title (Mr Mrs Ms, etc)	
	<u>S</u> ubmit <u>C</u> ancel

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- 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-

Y
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 <u>never</u> be included.

Name		
Title (Mr Mrs Ms, etc)		
First Name	Avery Grace	
Middle Name		
Last Name	Oglesby	
Suffix		
Professional Designation		
Preferred First Name	Avery Grace	
Preferred Last Name	Oglesby	

General:

*RequestToHireAvery G	race OglesbyFor#228 - School Clerk	×
Options - Related -	R 12	Ø
Preterred Last Name	Oglesby	
General		
Home Country		
Relationship To Organization	EMPLOYEE +	<u>1</u>
	Employee	
Relationship Status	,	
Work Type	FT PB .75 - 1.0	
	Full Time-Benefits	
	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** <u>ACTIVE</u>. Click on the Active Status and choose enter or select.

Relationship Status		×
Actions 🗸 Options 🗸 Related 👻 🗋	B ⊗ P Ç	0
Relationship Status	Description	
ACTIVE	Active	
ACTIVE-FACES	Active	
EXTENDED LEAVE	Extended Leave	
LEAVE	Leave	
MILITARY EXT LEAVE	Military Extended Leave	
MILITARY LEAVE	Military Leave	4 4
PARENT LEAVE INTERM	Parental Leave Intermittent	*
SIDEKTILLENIP.	a 1.14	*

Hire Source:

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

Hire Source	Greenville Specific Source Referring Source
Personal Information:	
Personal Information	
Identification Number	123639854
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:

Position	4022 School Clerk
	333CLK1000
dol	41 Clerk
	CLERK
Organization Unit	631 Sara Collins Elementary
	333
Legal Entity	
• ****	222

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	• •]
Pay Information		

Pay Information:

Pay Information	
Pay Rate	
Pay Rate Type	
Pay Frequency	· · · · · · · · · · · · · · · · · · ·
Full Time Equivalent	
Full Time Annual Hours	
GCGradeSubject	
GCFTE	

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	US United States
Street Address	32 Rock Garden Lane
Address Line 2	
Address Line 3	
Address Line 4	
City	Greenville
State / Province	SC 🕨
Post Code	29609
County / District	Greenville

Contact Information:

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

Contact Information		
Contact Email Address	mhearne1@charter.net	

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 He	arneFor#228 - School (Elerk	
Options - Related -	R 11		(
Alternate Email Address	[
	Preferred Email Contact		
	🗍 Used As Work Email		
Attachments			
Type Of Attachment	- F	File	Browse 🝷
Type Of Attachment		File	Browse
Type Of Attachment	(File	Browse 🝷
Comment			

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



n. If you click on the **submitted** icon, the action will not be submitted

and you will have to perform the $\operatorname{Hire}/\operatorname{Re-hire}$ 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.



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."

Oversiew All, 1 New: 0	Screen Out Online: 0 Screen: 1 . H						
Overniew Alli 1 New: 0	Screen Out Online: 0 Screen: 1 H						()
17	Concerning and a second program in a second state of the second st	iring Manager Review: O	Qualify: 0 Offer: 0	On Board: 0 His	ve: 0 Disposition: 0		
						Candida	ites F
Name					Source	Open Save	
Ann King	0.00%	10	29/2 Screen	Internal	S3 Sours Code	Mark As App	fed
						View Full Aud	sg fit Lop
						Options	
					//	Related	_
	Name Ann King	Name Percent Fit 4 Ann King 0.00%	Natrie Percent Fit + Rank / Ap Ann King 0.00% 30	Natme Percent Fit Rank Appl. Selection Proceedings Ann King 0.00% 10/28/2 Screen	Name Percent Fit Rank, Appl. Selection Process Type Am King 0.00% 30/29/2. Screen Internal	Natme Percent Fit. ¢ Rank. / Appl., ¢ Selection Process Trype / Source Ann King 0,00% 10/20/2. Screen Internal 33 Source Code	Name Percent Fit. 4 Rank, Appl. 4 Selection Process Type Source Gan Ann King 0,00% 30/29/2. Screen Internal 33 Source Code Mark As App Vers Fall Aud Options Related

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:

equisition Dashboard					_ @ X
ptions + C					
Requisitions	2 Orenview All: 1 New: 0 So	reen Out Online: 0 Screen: 0 Hiring Ma	nager Review: 0 Quality: 0 C	ffer: 0 On Board: 0 Hire: 1 Disposition	10
Køyword	Search				Candidates For
Job ID Status	Name			s Type Source	D.5 🖻 Open H. 🕂 Com
Recruiter	Ann King	0.00%	10/29/2 Hire	Internal S3 Source ode	Transfer
Hiring 👂					View Full Audit Log
#86 - Director, Instructional Tech. Location: KAT ANDERISM Hitring Manager: Sauan Daniel Statia: Approval Requested				/	Options 3 Related 3
#58 - Director, After School Location: 012 Hirrig Manager: Suran Dame! Status: Approvel Requested					_
#39 - Teach RCS Primary Location: 020 Hiring Manager: Anna Aaron Status: Approval Requested					
#32 - Alde 4 Year Kindergarten Location: 012 Himig Manoger: Valerie Aartun Status: Pending					
#19 - Teach 4 Year Kindergarten Location: 012 Hring Maranger: Bilabh A-blam Status: Open					

Populate the Request to Transfer action request form.

Request To Transfer Do	ina Cothran For #240 - Clerk Student Sup	port ×
Options - Related -	R 1	0
This request will be routed f	r approval; after it is approved this record will be (updated
Effective Date		
Reason	GC Transfer Reason Coc	le 📃 🔽
Employment ID	1124	
*Work Assignment Option		
General		
Home Country	•	
Relationship To Organization	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. <u>Please</u> 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 Do	onna Cothran For #240 - Clerk Student Support	×
Options - Related -	R 1	0
This request will be routed for Effective Date Reason	02/28/2013 GC Transfer Reason Code INTER XFER	*
Employment ID *Work Assignment Option	1124 Update Work Assignment	
General Home Country Relationship To Organization Relationship Status Work Type	Update Work Assignment Create New Work Assignment yyee FT PB .75 - 1.0 Full Time-Benefits Working Remotely	

General:

*Request To Transfer Cl	harlotte Thornton For #232 - School Clerk	×
Options • Related •		v.
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	7
	Working Remotely	
Work Assignment		
Position	4402 School Clerk	
	385CLK1000	
Job	41 Description Clerk	
	CLERK	
Organization Unit	640 Lakeview Middle (MS)	
	385	
	2upr	nit <u>C</u> ancel

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

Relationship Status		×
Actions 👻 Options 👻 Related 👻 🗋	ස <u>ම</u> ව ර	Q
Relationship Status	Description	
L ACTIVE	Active	
ACTIVE-FACES	Active	
EXTENDED LEAVE	Extended Leave	
LEAVE	Leave	
	Military Extended Leave	-
PARENT LEAVE INTERM	Parental Leave Intermittent	*
	- +++	*

Work Assignment

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

Position	4022 School Clerk
	333CLK1000
Job	41 Clerk
	CLERK
Organization Unit	631 Sara Collins Elementary
	333
Legal Entity	•
· constant	222

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	Þ	
Dotted-Line Manager	Þ	
Assignment Is Manager	Þ	
Pay Information		

Pay Information:

Enter as noted below...

Pay Information	
Pay Rate	
Pay Rate Type	· ·
Pay Frequency	· ·
Full Time Equivalent	
Full Time Annual Hours	
GCGradeSubject	▼
GCFTE	

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 Ch	narlotte Thornton For	#232 - School Clerk	*
Options - Related -	Ra		Ø
Pay Nate Type Pay Frequency *Full Time Equivalent Full Time Annual Hours	Semi Monthly		
Attachments Type Of Attachment Type Of Attachment Type Of Attachment		File File File	Browse Browse Browse
Comments			
	<u></u>		<u>S</u> ubmit <u>C</u> ancel

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

on the	<u>S</u> ubmit	icon. If you click on the	<u>C</u> ancel	icon, the action will not be submitted
and you	u will have to perfo	orm the transfer steps aga	in for the act	ion.

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	All: 0 New: 0 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Qualify: 0 Offer: 0
Keyword Search	
Job ID 195 Clear	Selection
Status	Name Applica Rank Process Type Source Bac Elig Ref
Recruiter	
Hiring	
#195 - Teach 5 Year Kindergarten Location: 292 Hiring Manager: Jackie Earle	
Status: Open	No Data Available

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

Requisitions Keyword	Se	earch	en Out
Job ID 195 Status Recruiter	C	lear Name A	pplica.
#195 - Teach 5 Year Kinder Location: 292 Hiring Manager: Jackie Earle Status: Open	8	Open Save Request Update To Job Requisition Update Fill Requisition Hold Cancel Close	
		View Audit Log View Full Audit Log Options	>
	0	Related	>

3. Select Close.

Requisiti	ons	*	All: 0 New: 0
Keyword Job ID 1 Status Recruiter Hiring	95	Search Clear	Name
#195 - Te Location: 29 Hiring Man Status: Ope	ach 5 Year Kir 92 ager: Jackie Earl	 Open Save Request Update Fill Requisition Hold Cancel 	ate To Job Requisition
		Close	
10 - C		Create In Prog	gress Job Application
		View Audit Lo View Full Audi	g t Log
		Options	
		Related	

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:

	6		Search
Job ID	195		Clear
Status		-	
Recruiter		•	
Hiring		Þ	
#195 - Location Hiring N	Teach 5 Ye 1: 292 Manager: Jack Closed	ear Kinder kie Earle	garten
Status: 0			
Hiring N	1anager: Jacl Closed	kie Earle	

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.