GREENVILLE COUNTY SCHOOLS

Where Enlightening Strikes!

Lawson Global HR

Principal/Secretary User Guide

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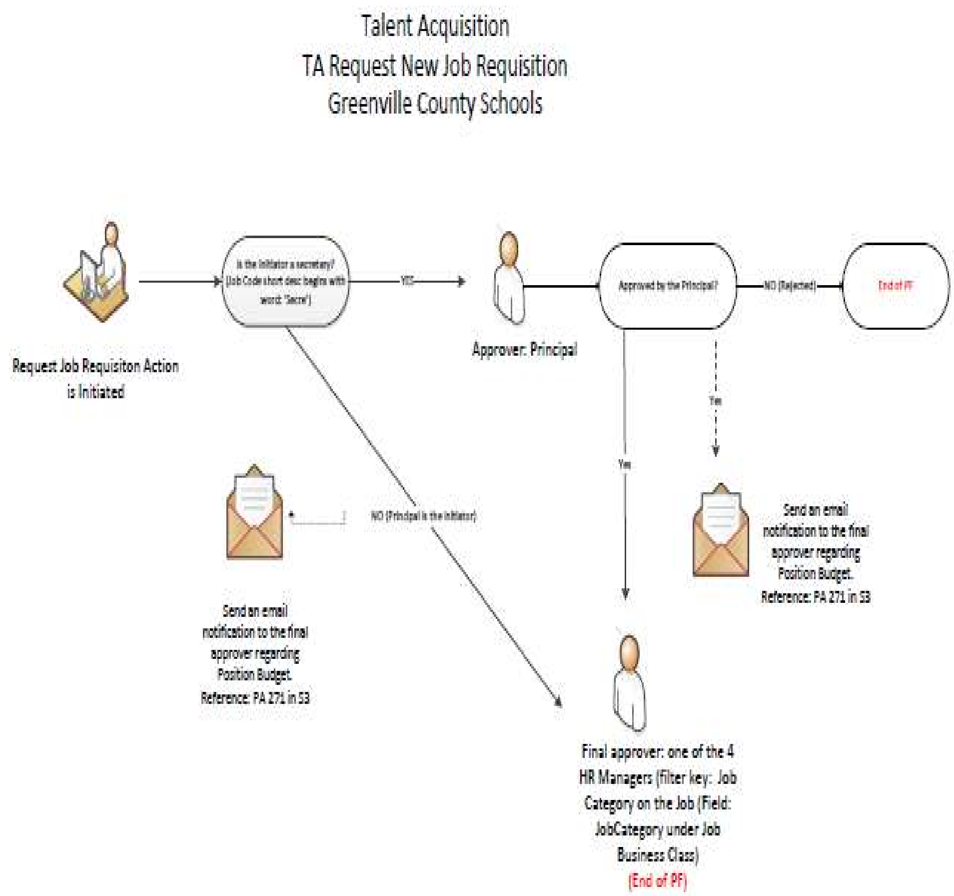
Requisition Process Approval Flow



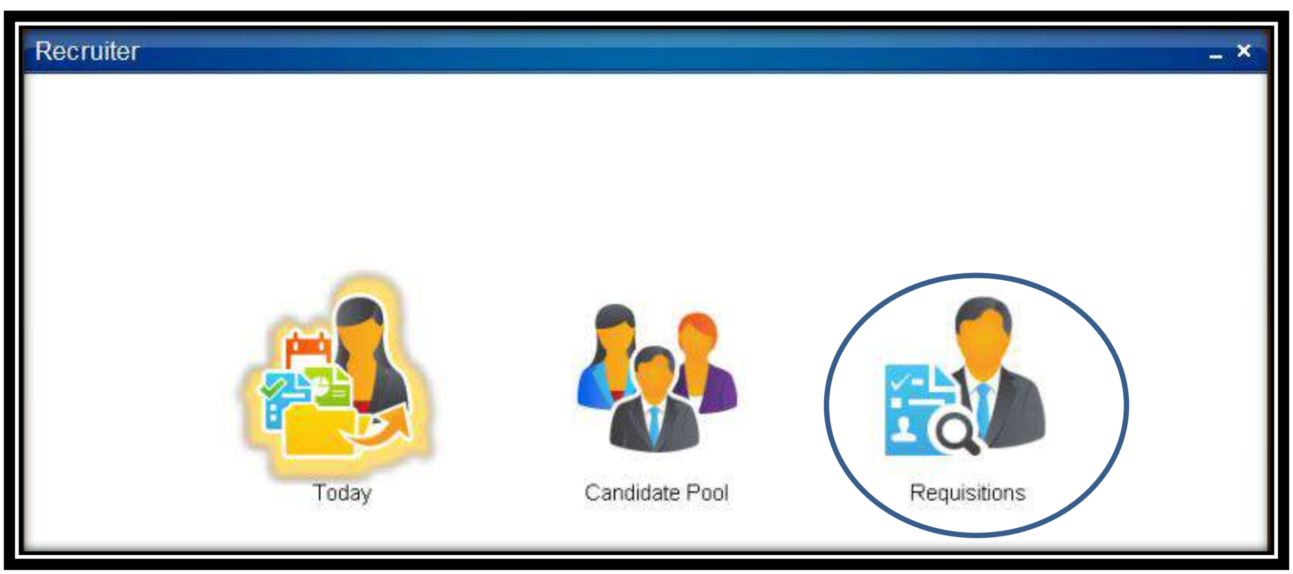
Creating a Position Requisition

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

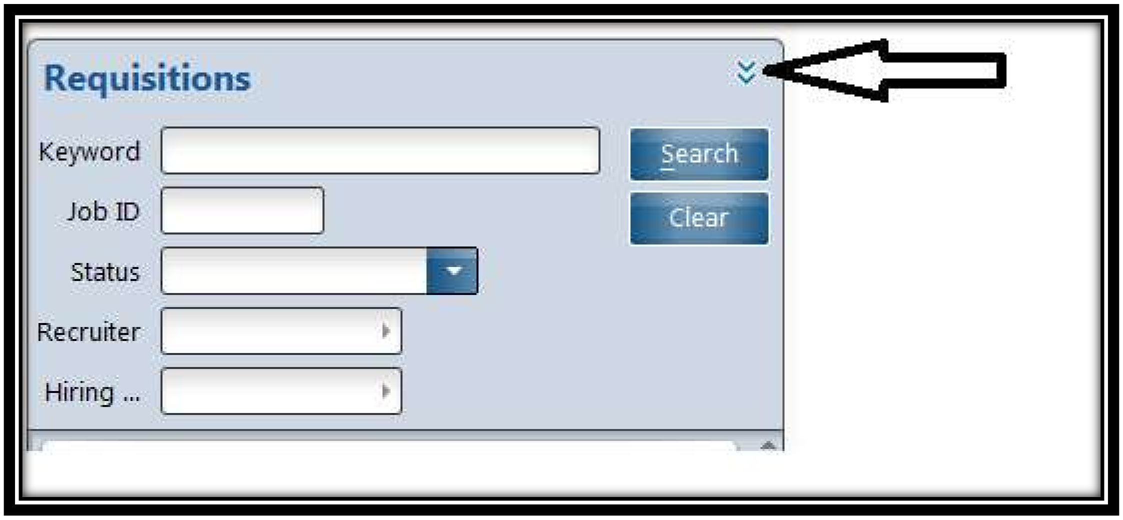
Requisitions created for positions with no FTE or base line such as afterschool and hourly tutor may be re-opened and reused as needed within a single school year.

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

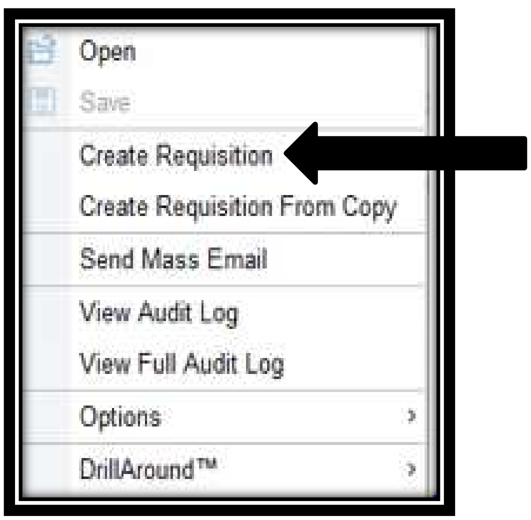
Double click on Requisitions



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



Select Create Requisition.

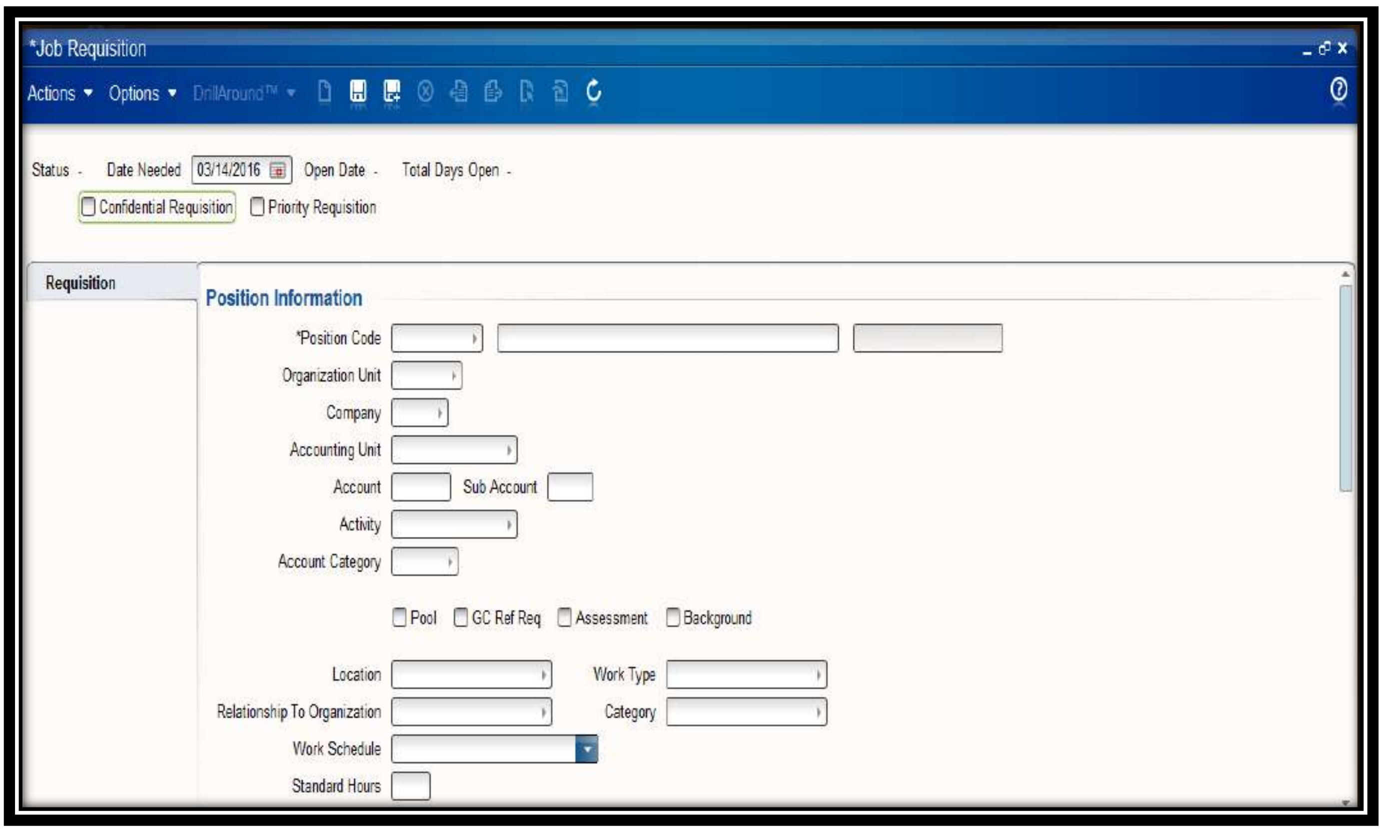


Complete the required fields as follows:

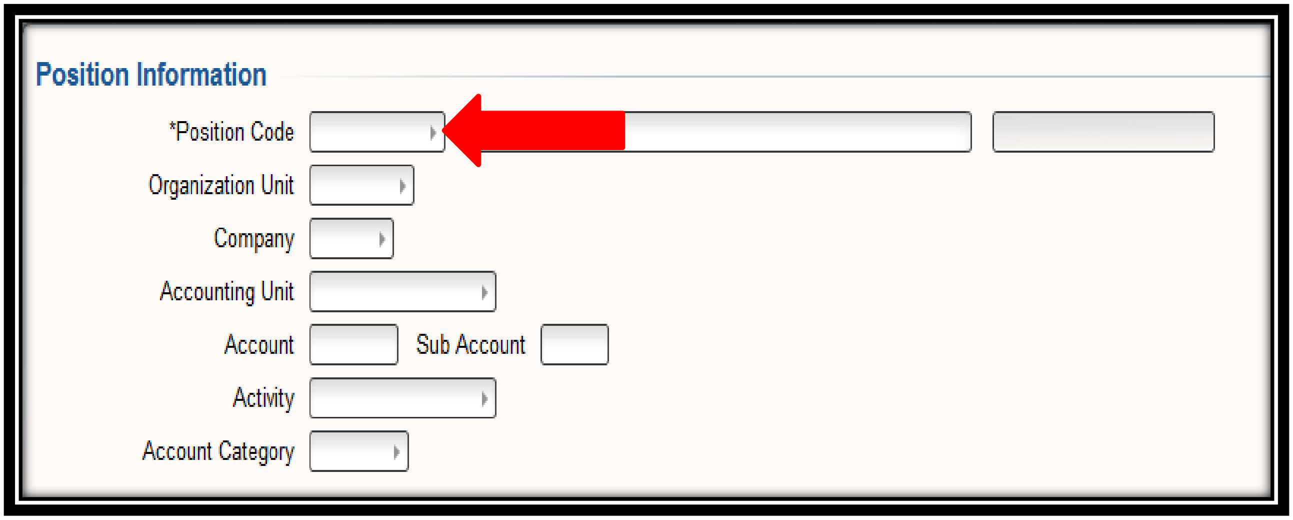
Date Needed: The opening date to begin recruiting for the position. This date does not coincide with the effective date for a Hire or Transfer. Typically you will enter today's date here (remember you can quickly do this by entering a "T" and then press the "Tab" key to auto fill the current day).

Confidential Requisition: Leave blank, flag not used by GCS.

Priority Requisition: Leave blank, flag not used by GCS.



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

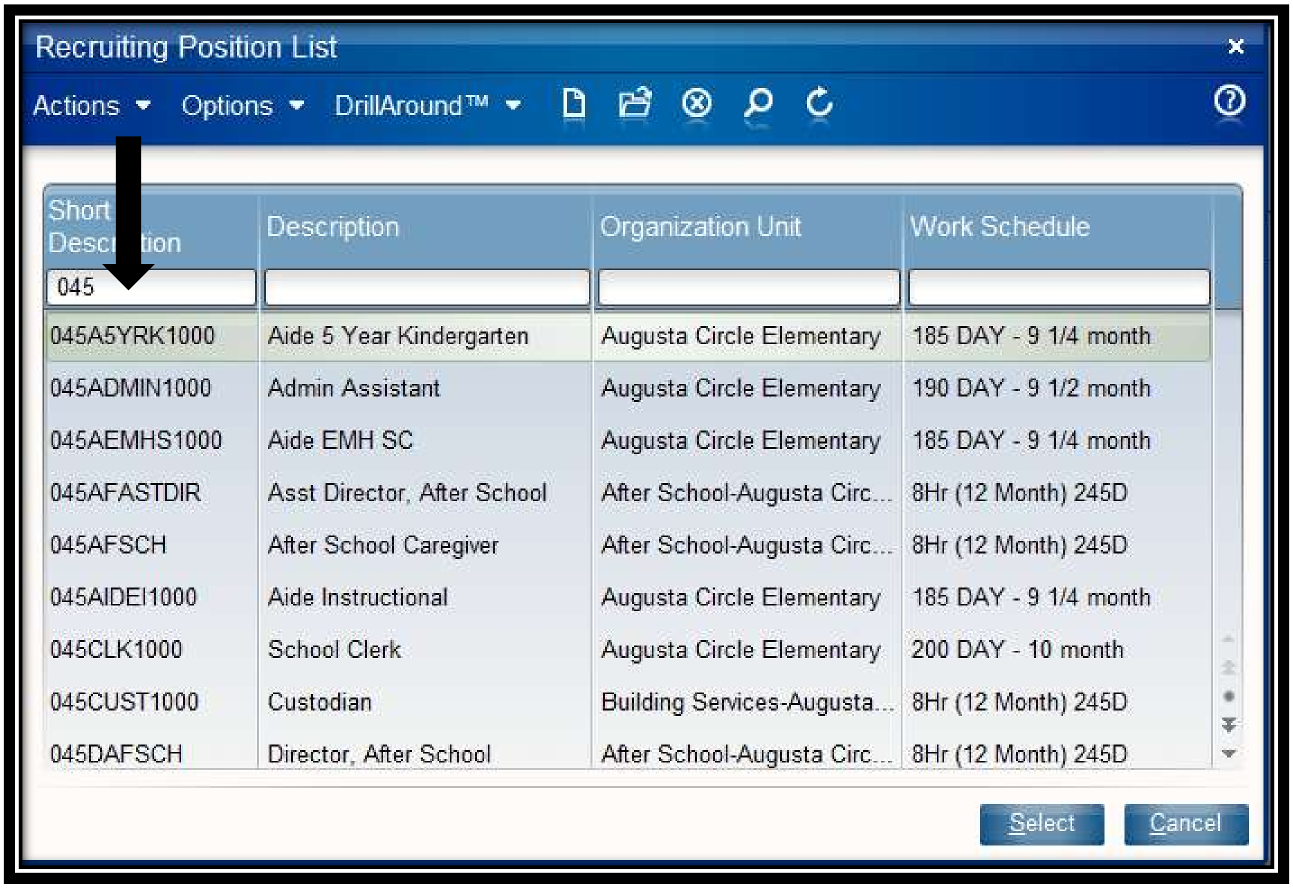


To search for a Position Code, it is best to enter text in the Short Description field. You can enter the Location Code or the Position Code in the Short Description field to search for the Position Code for this requisition.

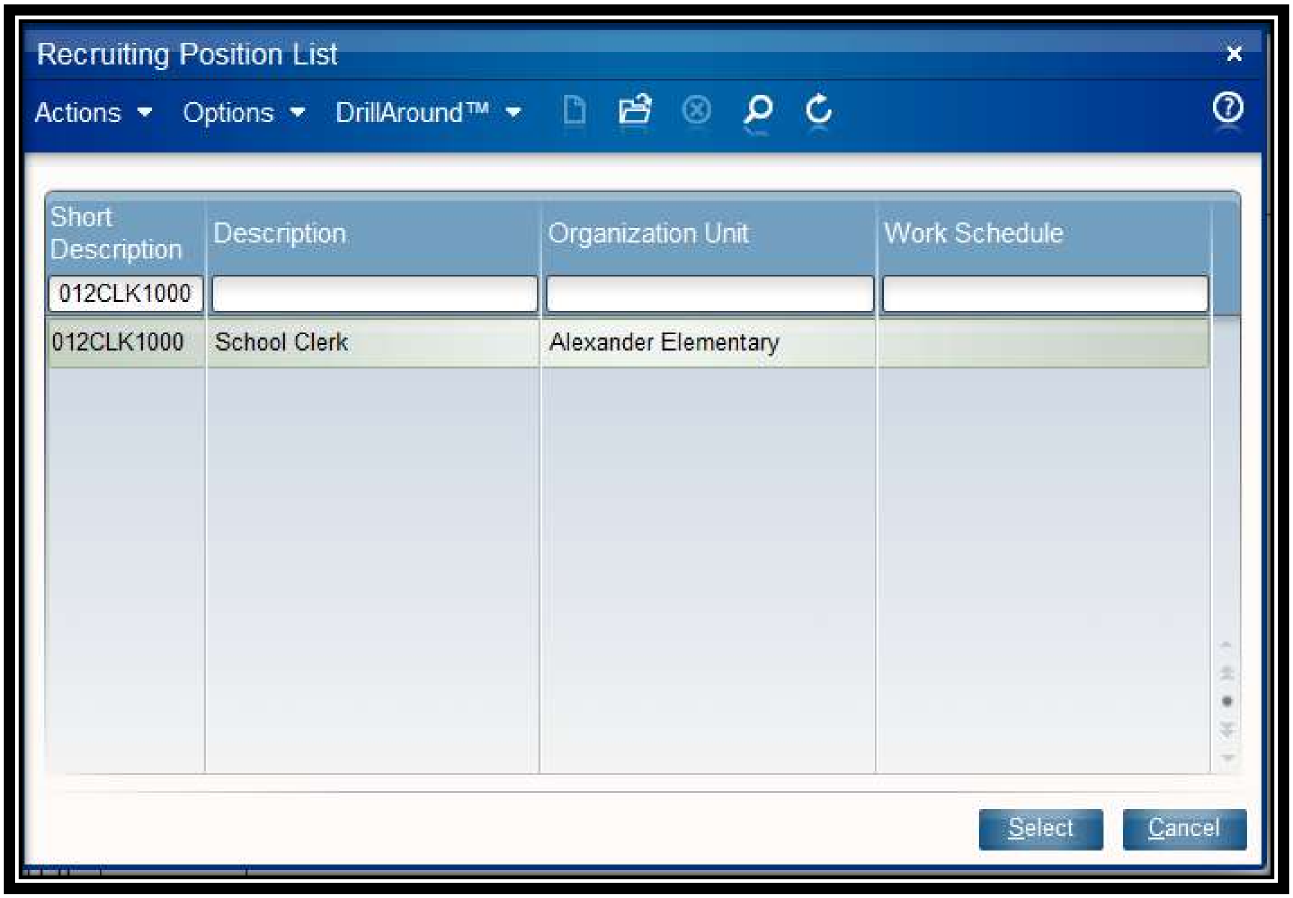
For example: 012 or 012CLK1000

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

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

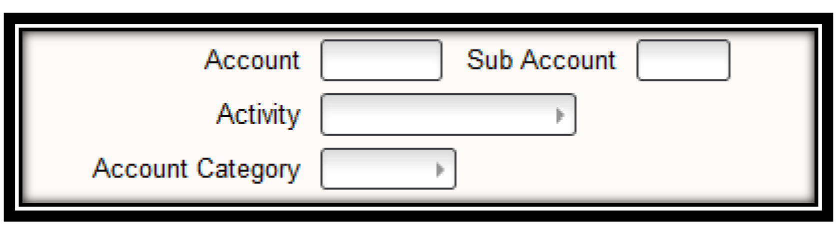


If you searched by the position code, then you must select the position for your requisition by either double clicking it or by highlighting it and clicking the Select button.



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

- **Account, Sub Account, Activity and Account Category:** Leave these fields blank.



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

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

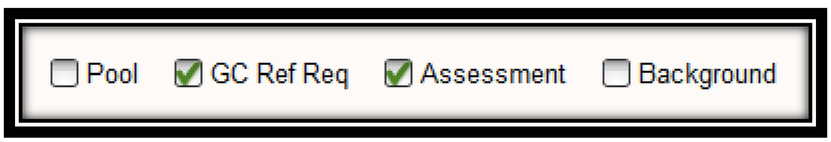
  The Reference flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send Confidential Reference Requests via the GCS Candidate Reference System that are required for teacher positions only.

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

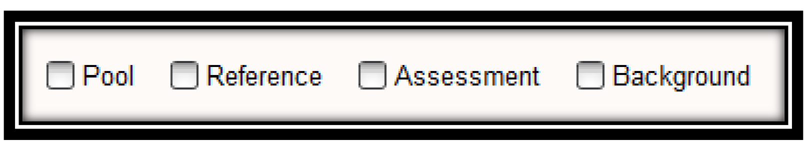
  The Assessment flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send the teacher assessment profile (Crown Global) via the GCS Candidate Reference System that is required for teacher positions only.

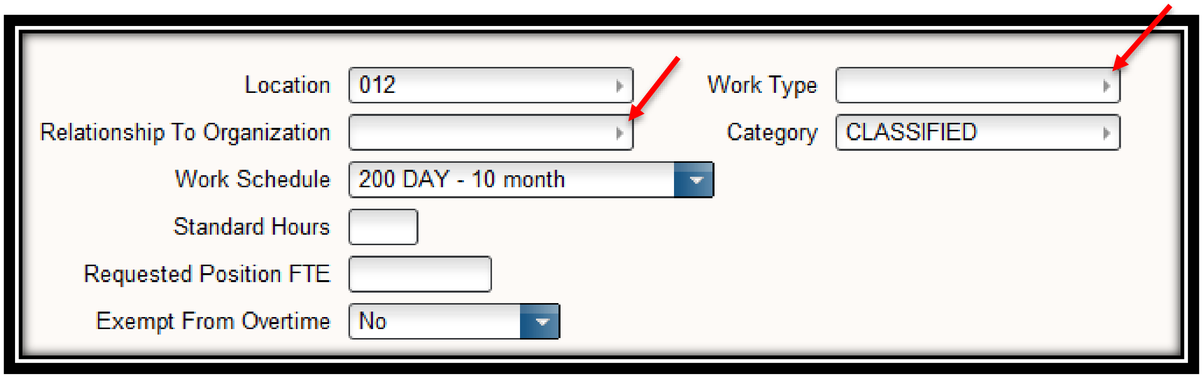
- **Background DO NOT EVER CHECK THIS OPTION.** Used by Human Resources ONLY.

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

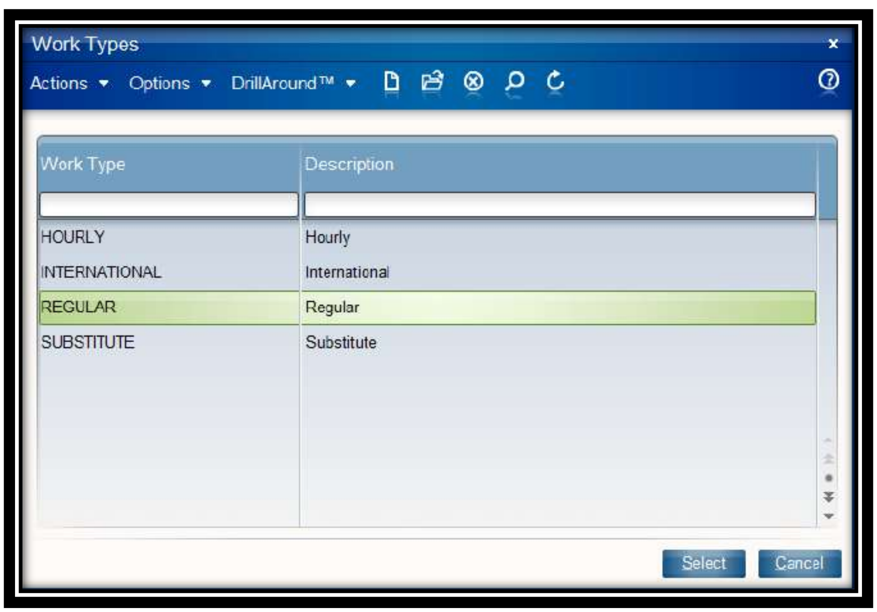


For all other positions these boxes should be left blank as shown below.

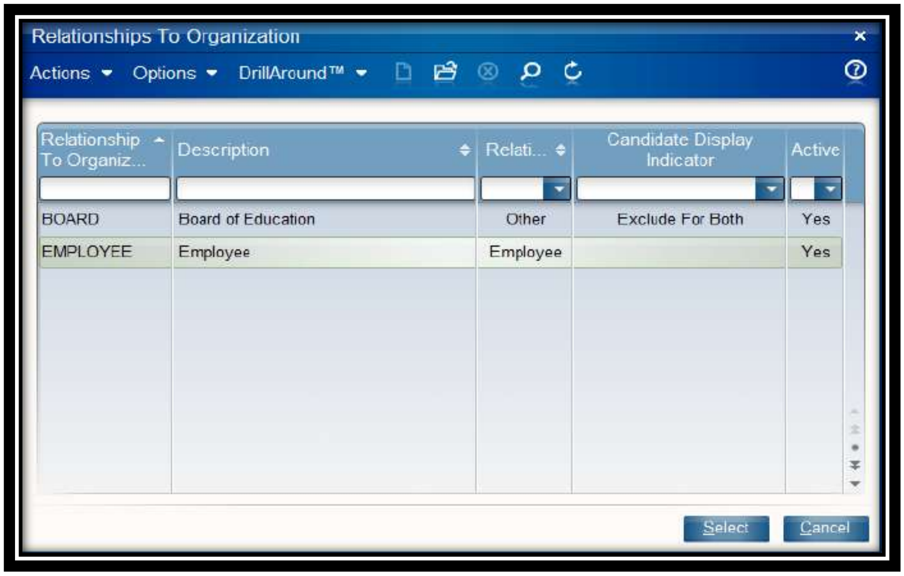




- **Work Type:** Click on the arrow in the field for a drop down list. Select one of the Work Types by clicking on the Work Type, then click Select. Provided below is a description of each Work Type.
  - **Hourly –** Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool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



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

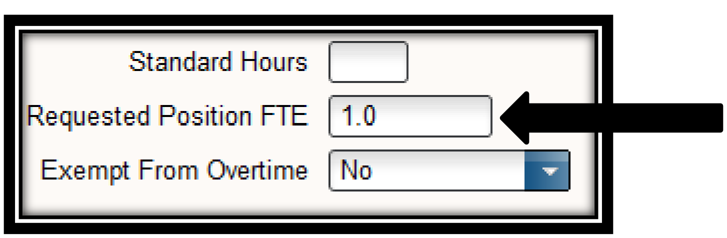


- **Category:** The Category will default from the Position Code selected. Do not change the Category, because it is required for the requisition to route to the correct HR Hiring Manager for approval and to list on the posting for the position. If the Category does not default from the Position Code, please contact the Human Resources Helpline at 355-3117.

- **Work Schedule:** The Work Schedule will default from the Position Code selected. Do not change the Work Schedule and contact the Human Resources Helpline at 355-3117 if the Work Schedule does not default from the Position Code.

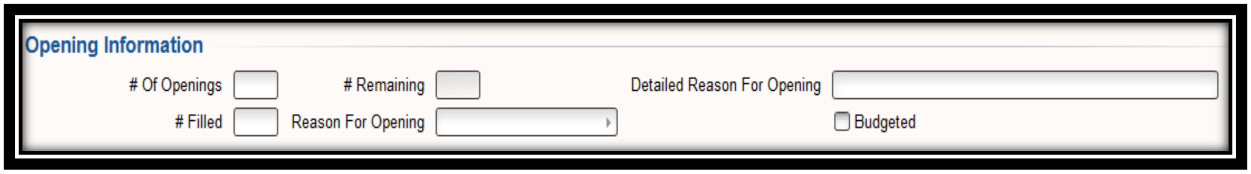
- **Standard Hours:** Leave blank field not used by GCS.

- **Requested Position FTE:** Enter the Full Time Equivalent for the position. For example, if an employee is full time then enter 1.0.



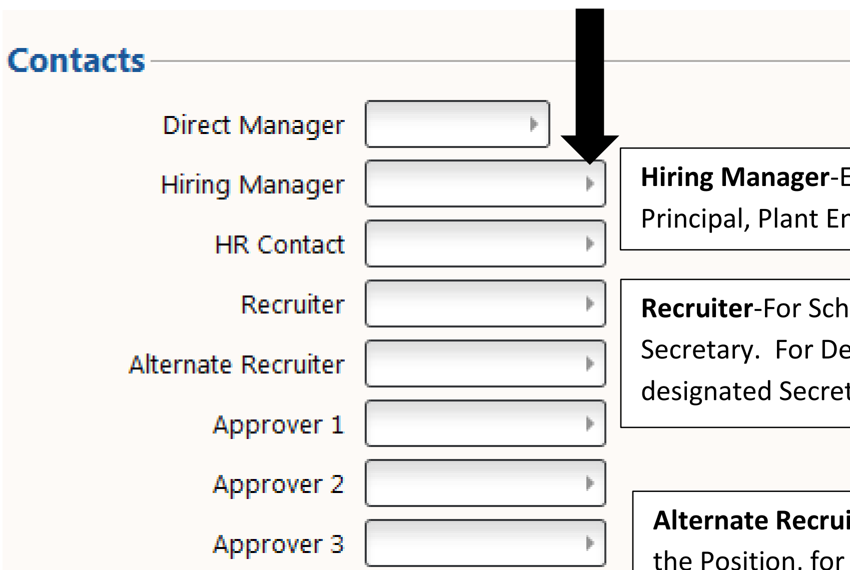
- **Exempt From Overtime:** This field will default from the Position Code selected.

- **Opening Information:** Leave these fields blank as shown below.



- **Contacts:** You must enter the following fields for the requisition to follow the correct approval process:
  - Hiring Manager
  - Recruiter
  - Alternate Recruiter

To search for the Hiring Manager, Recruiter and Alternate Recruiter, click on the arrow in the field. You can search for the employee number by entering the last and first name.



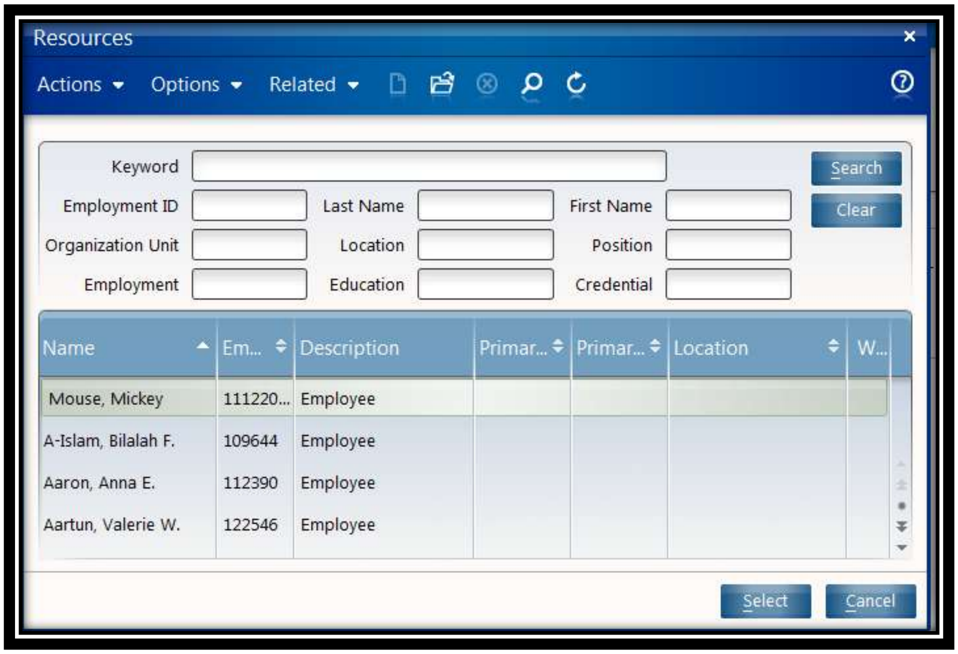
Hiring Manager-Enter the Manager for the Position, i.e. Principal, Plant Engineer, Supervisor.

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

Alternate Recruiter-This should be the Manager for the Position, for example, the Principal or Supervisor to allow access to all tabs of the requisition. Currently, we have no ability to add EDP Directors, AP's or AA's on a requisition.

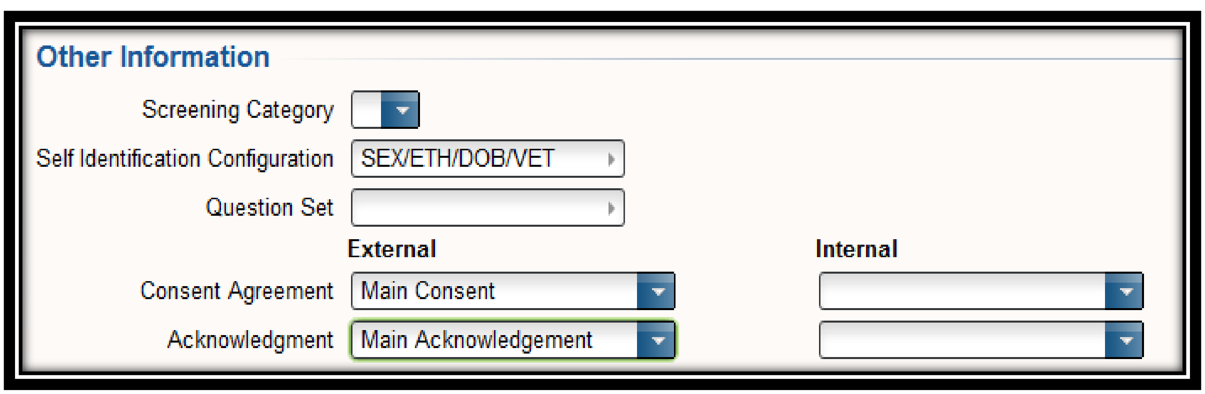
All other fields in the Contacts section can be left blank.

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

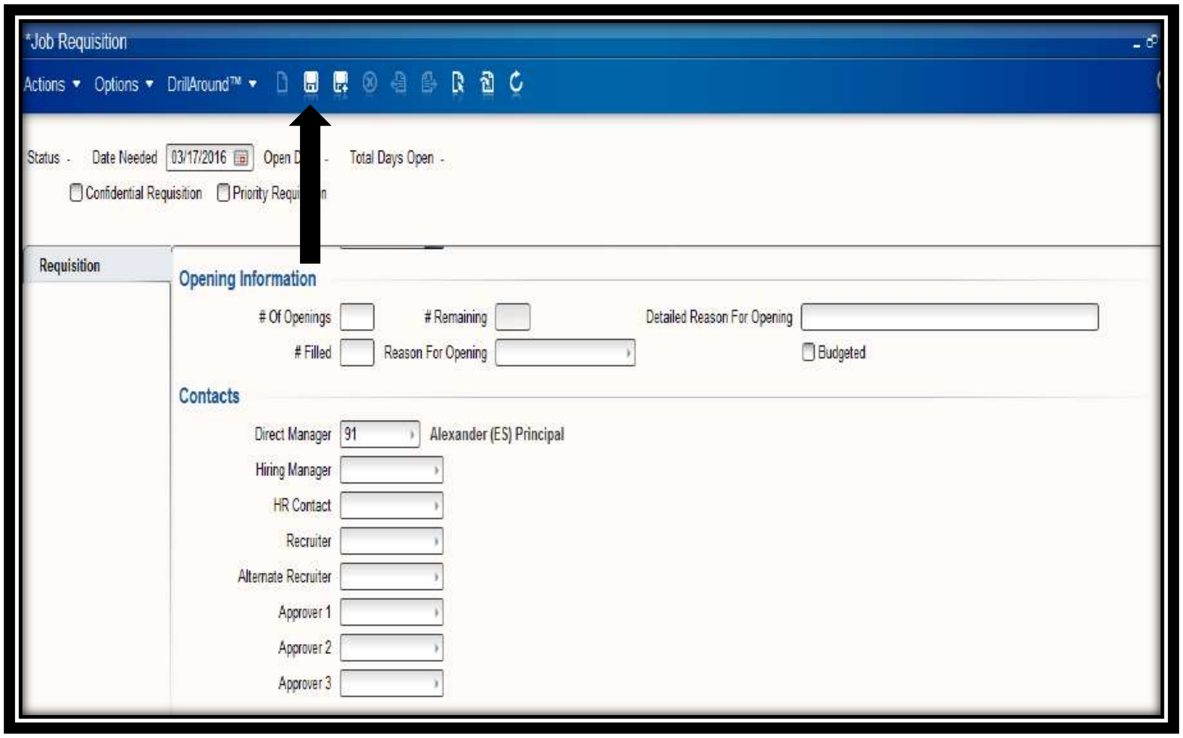


- Other Information:

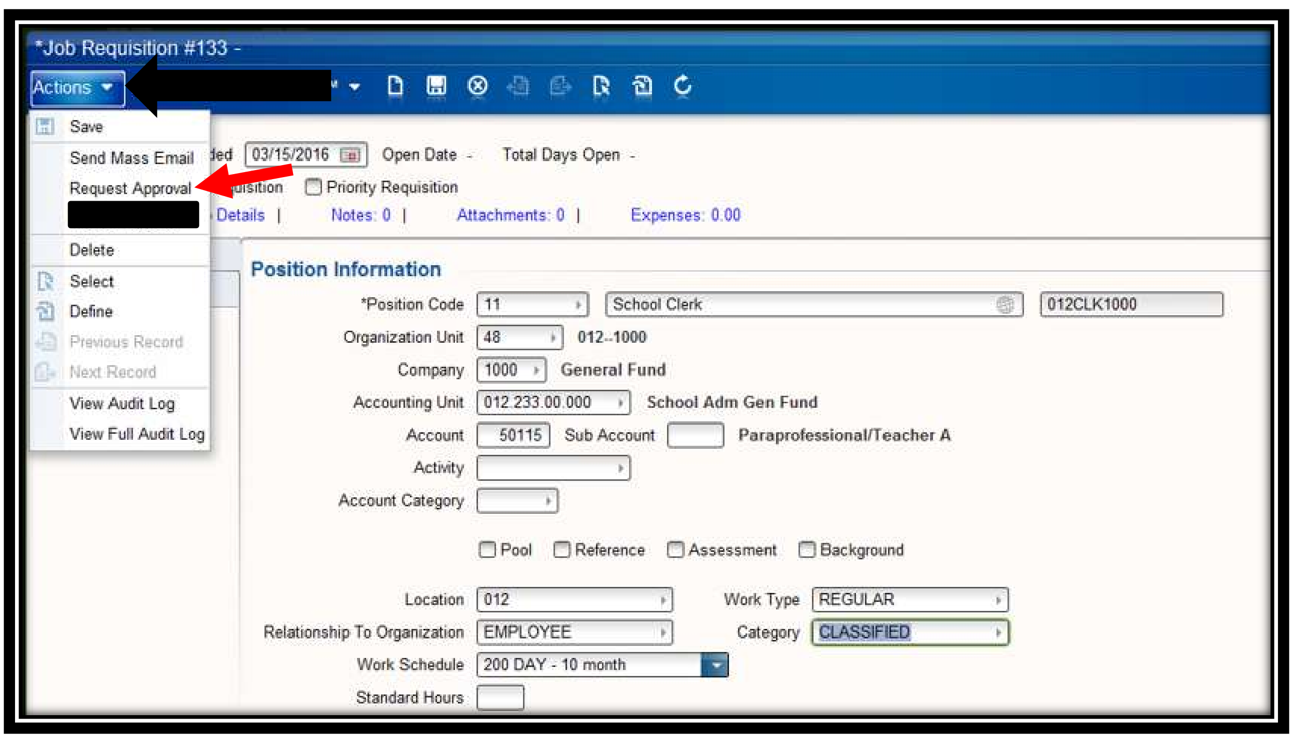
This information will default on the requisition. Do not change or alter this information. The Self Identification Configuration is used for EEOC verification. The Consent and Acknowledgement Agreements are used for background check information on all external applications.



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



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



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

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

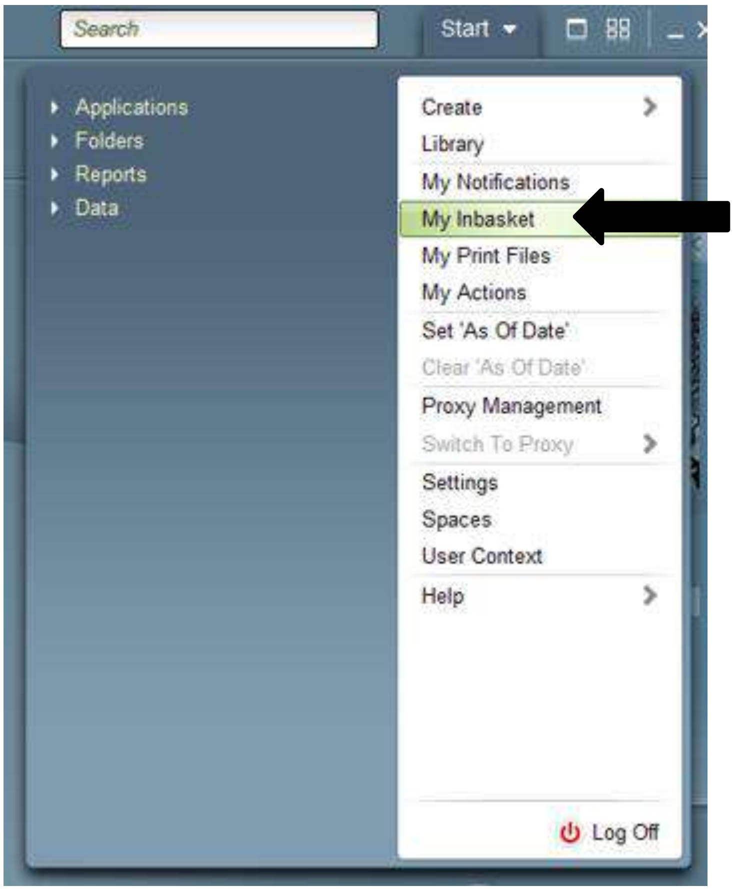
1. If the requisition was created by the secretary, then it will route to the Manager's (Principal/Supervisor) Inbasket for approval. If the Manager(Principal/Supervisor) creates the requisition, then step 2 will be bypassed.
2. Manager (Principal/Supervisor) will approve or return the requisition. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created.
3. If the requisition is approved, then it will route to the HR Manager's Inbasket for approval. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created. If the requisition is approved, the requisition status will change to **Pending** and the initiator will receive an automated message notifying them the requisition was approved.

You must wait for the requisition to be reviewed and approved by the appropriate people before you can post it "live" to begin officially recruiting candidates. Please note it may take 20 or more minutes for a requisition to be routed to the Manager for approval. The approval process is not an immediate action and it is based upon the availability of the Manager and HR Manager.

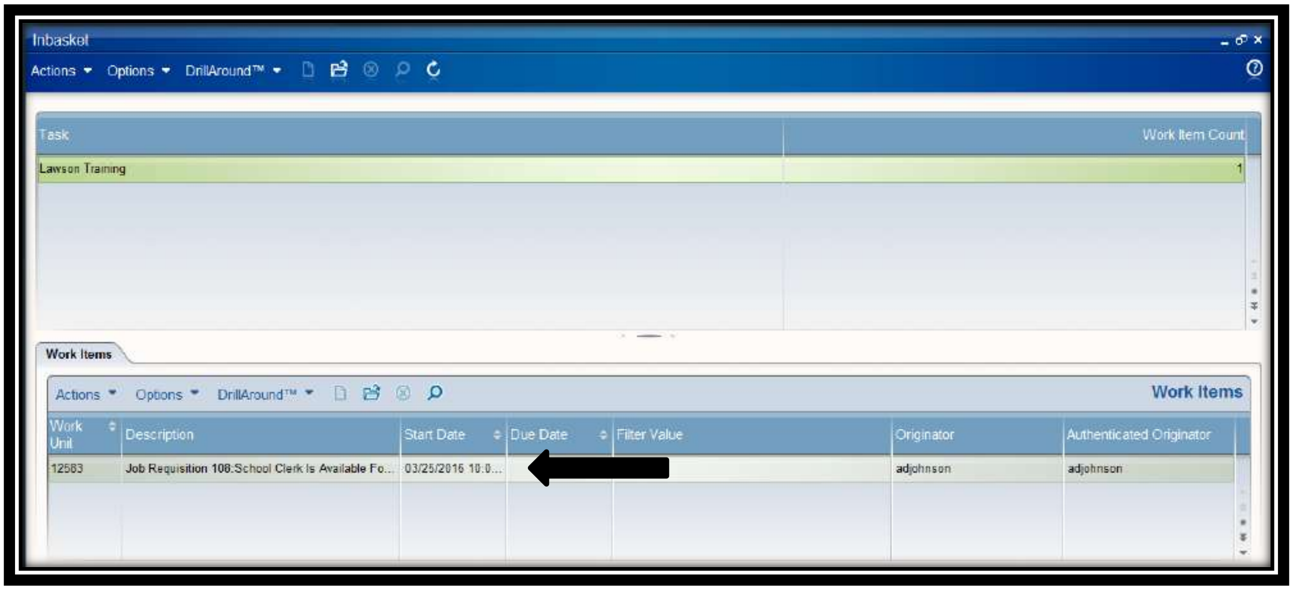
How to Approve a Requisition Request Sent to My Inbasket

Principal/Hiring Manager

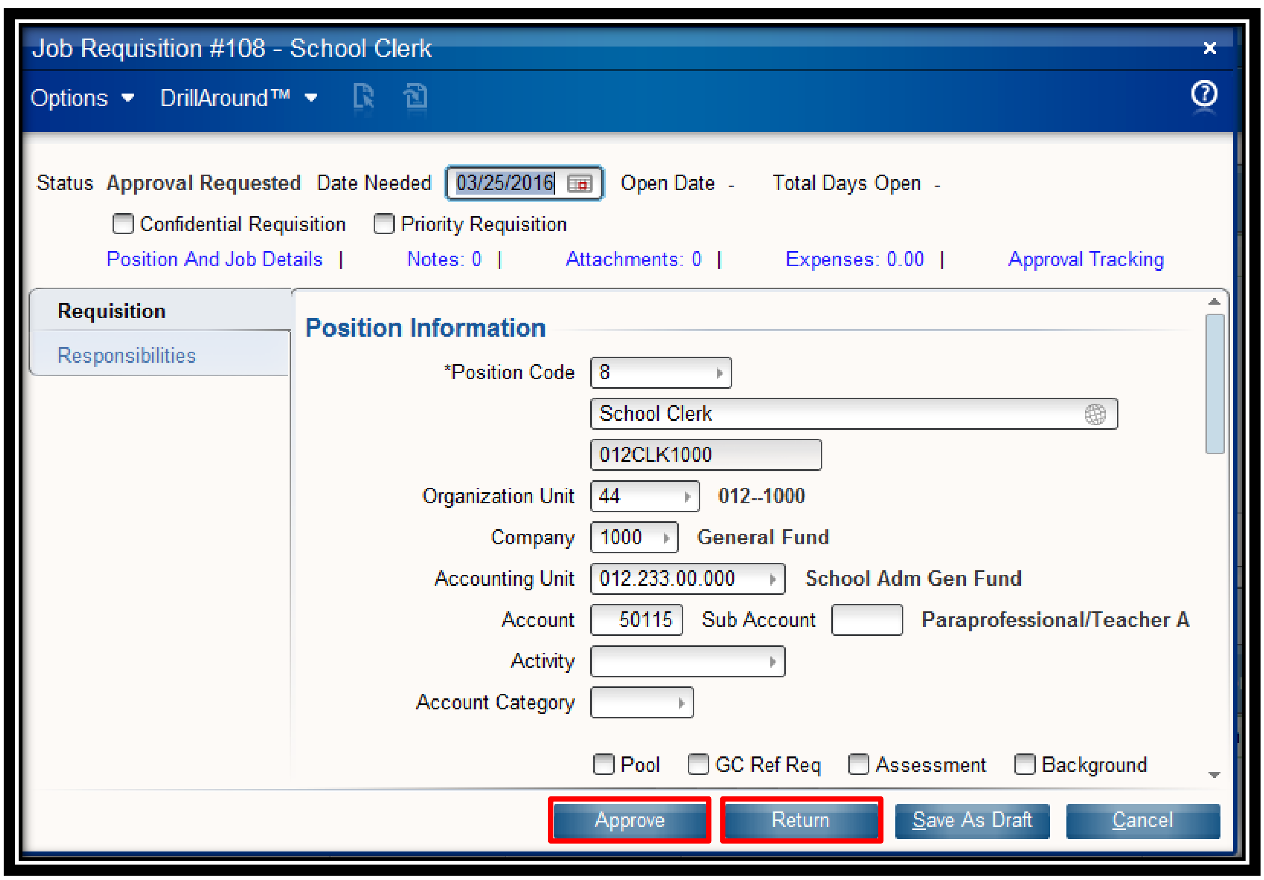
Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



Locate the requisition to be approved in the Work Items list. Double click on the requisition to be approved.



The requisition selected will be displayed.



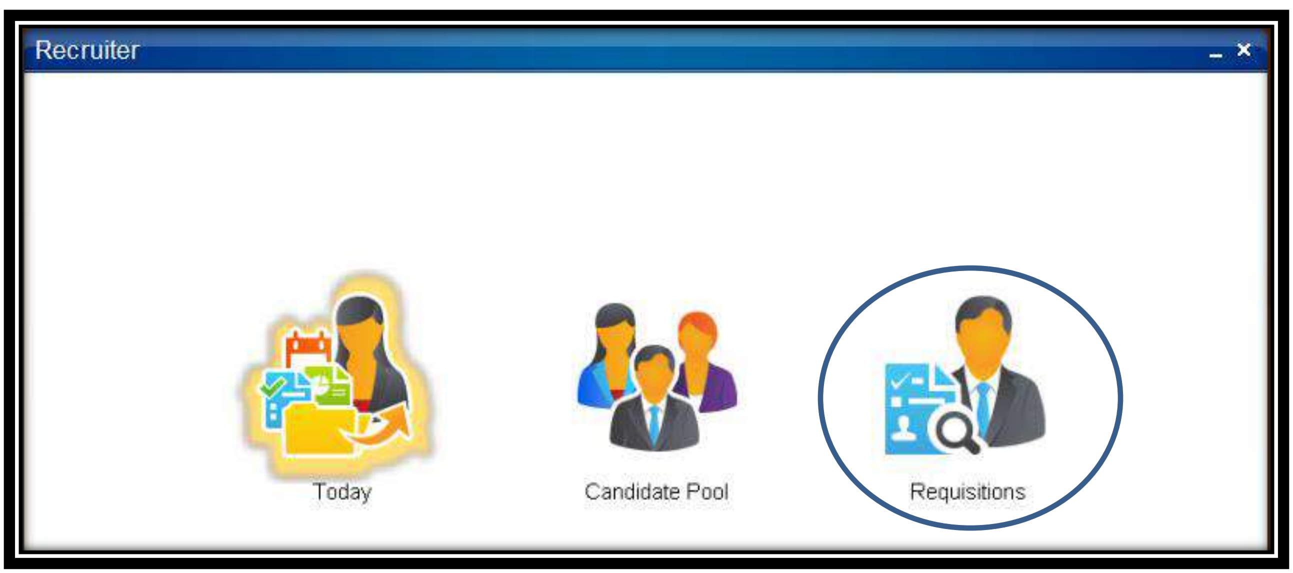
Review the form in its entirety to verify the information on the requisition is accurate. Select the appropriate action **Approve** or **Return**. Selecting **Approve** will forward the requisition to the corresponding HR Manager for approval. Selecting **Return** will forward the requisition back to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

Posting a Requisition

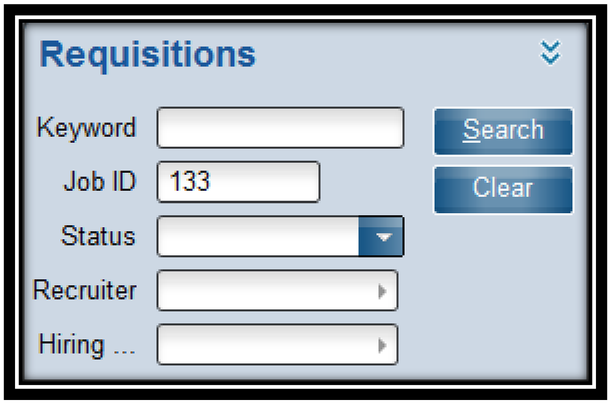
Once a requisition has completed the approval process, the position can be posted Internal Only, External Only, Confidential Only, or Internal and External (requires the creation of two Job Postings).

Double click on Recruiter

Double click on Requisitions

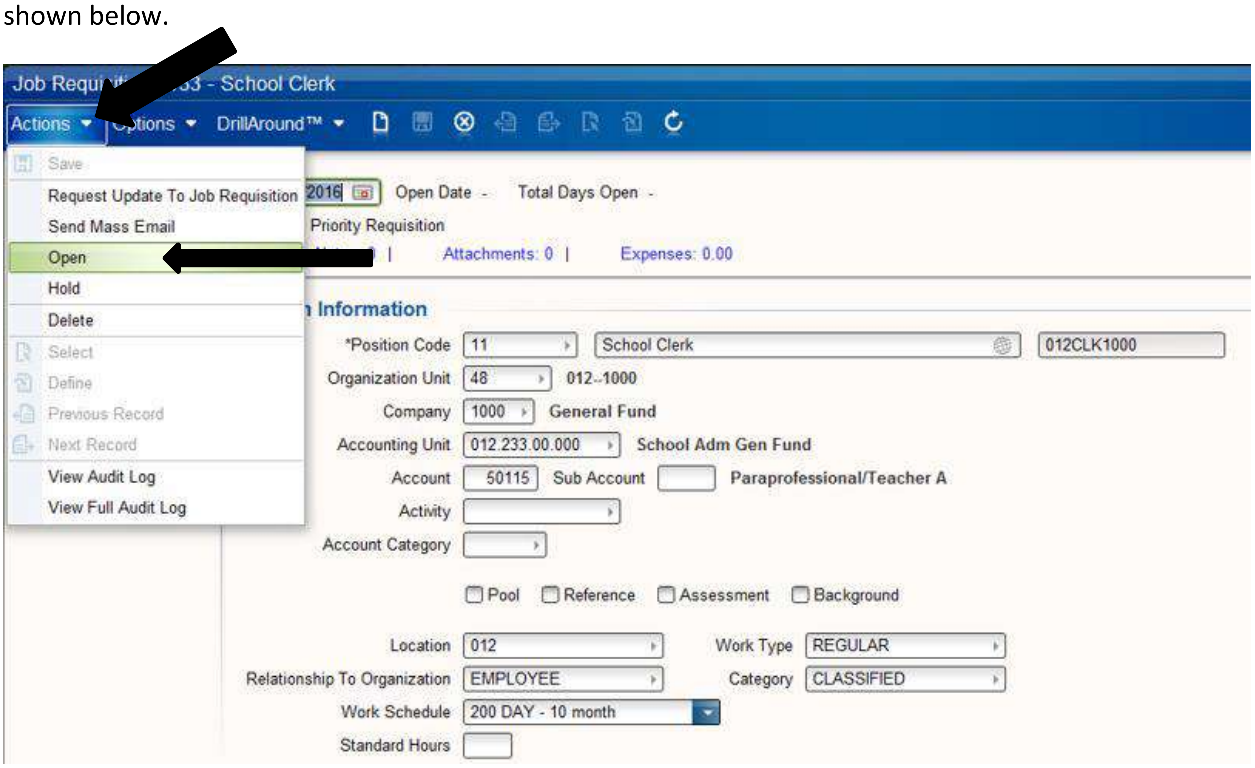


Search for the Requisition by entering the Job ID and click Search.

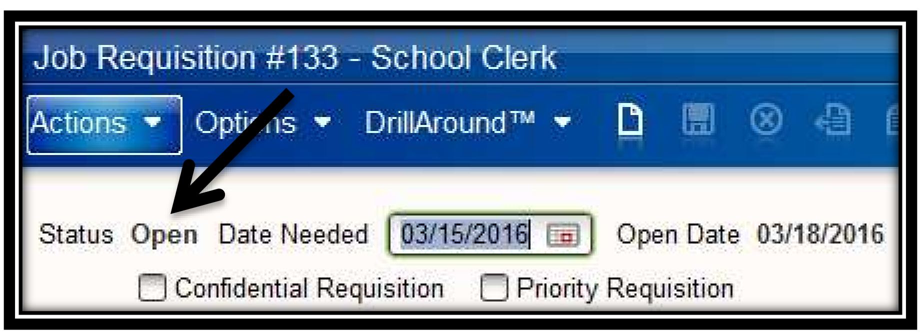


The Status of the Job Requisition will change to **Pending** after being approved. Double click on the Requisition to open it.

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

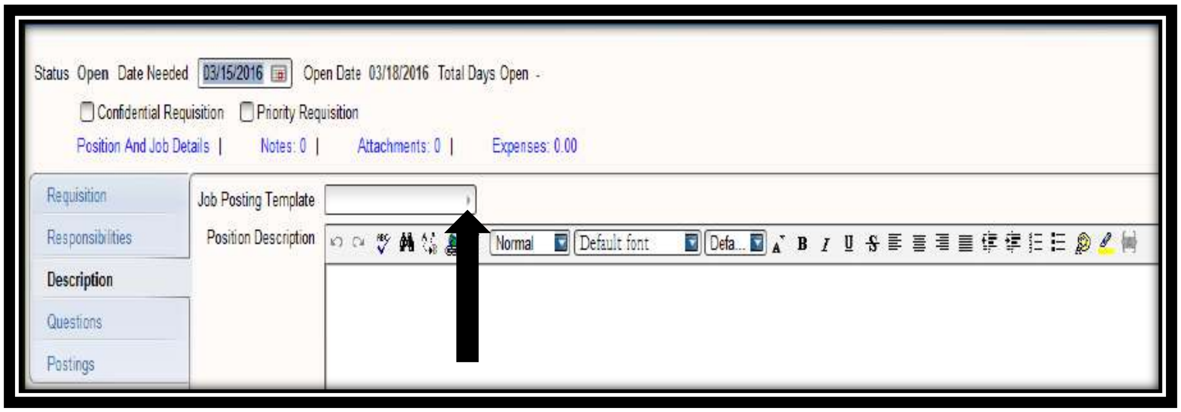


The Status will change to **Open.**

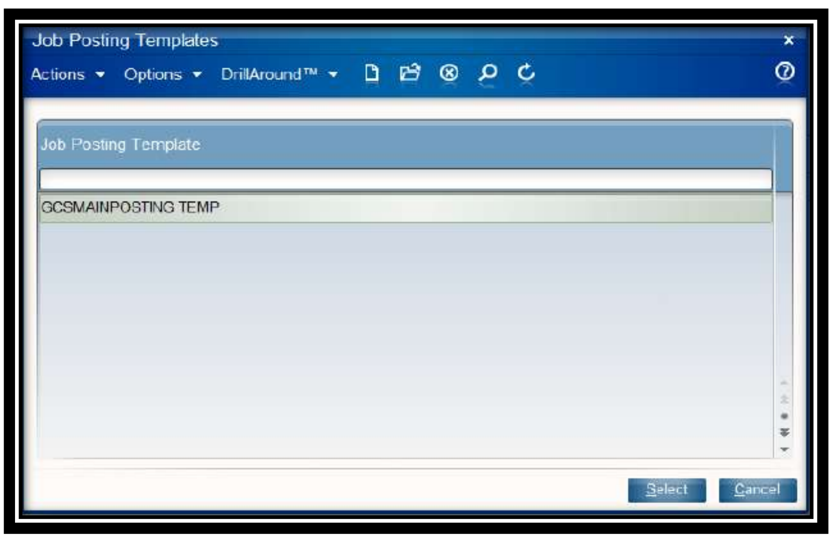


The next steps for the Requisition are completing the Description, Questions, and Postings sections. The Responsibilities section in not used by GCS, so you do NOT need to complete the Responsibilities section.

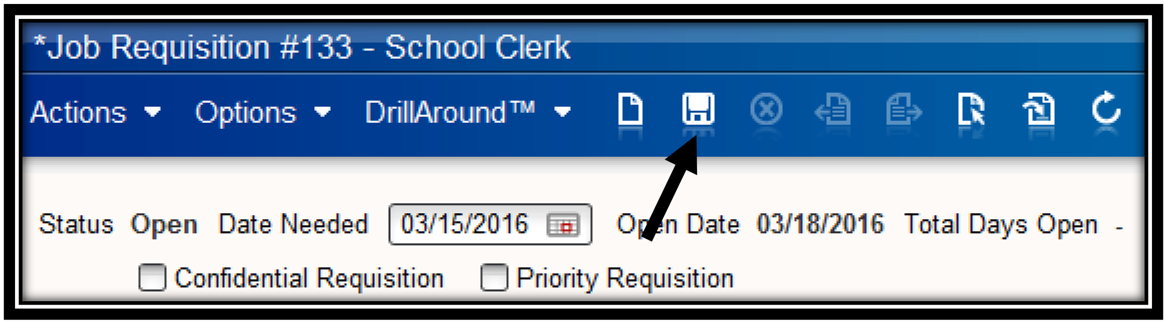
- **Description:** Click on Description section.
  Click on the arrow in the **Job Posting Template** field.



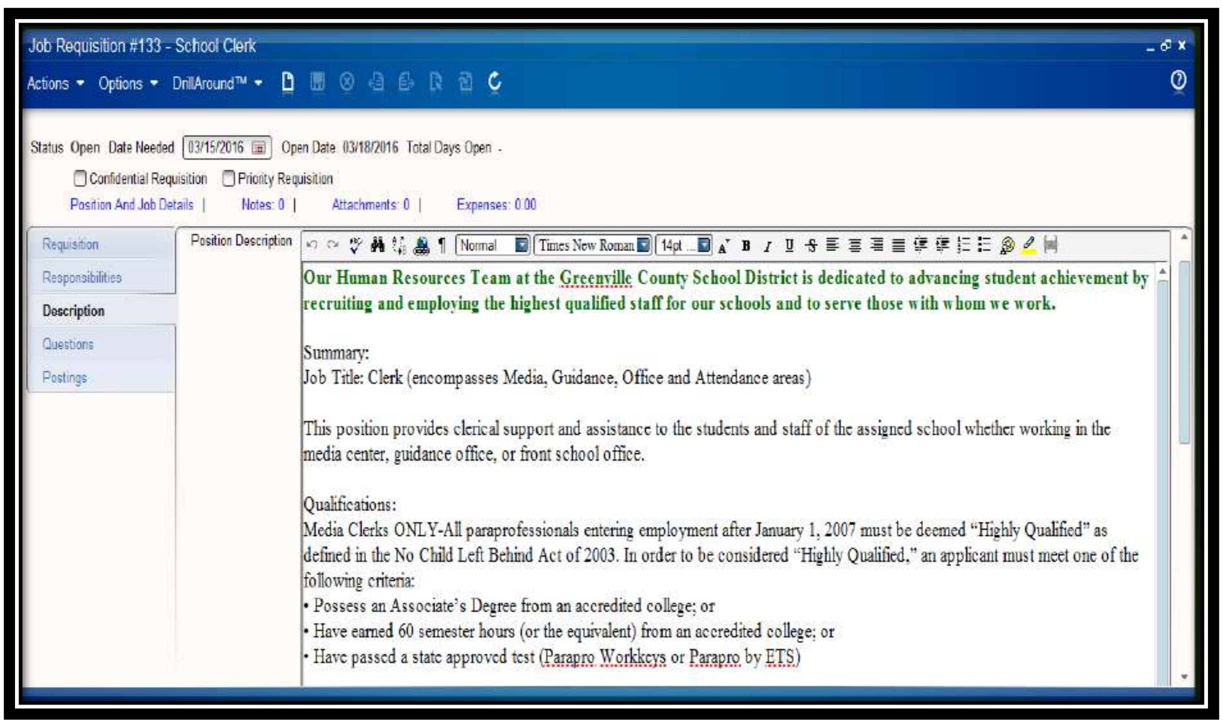
Select the **GCSMAINPOSTING TEMP** template by either double clicking to select, or highlight the name and click the Select button.



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



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



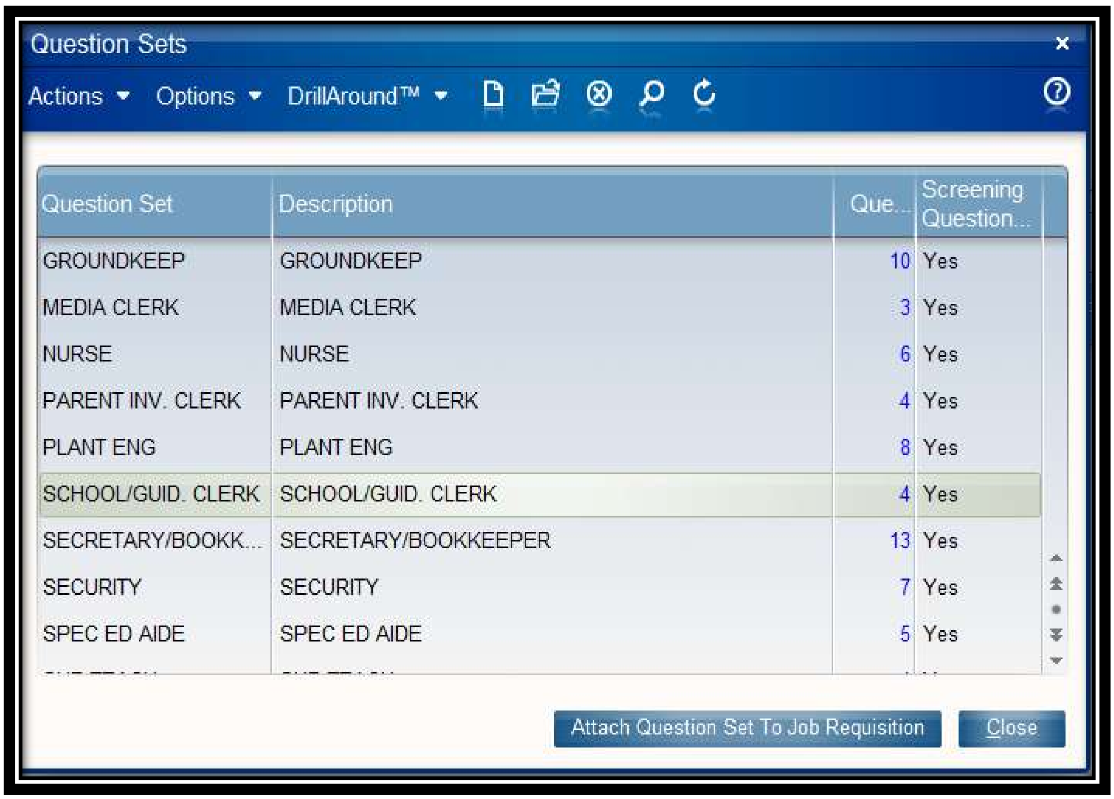
- **Questions:** If you are posting the requisition, you MUST attach the questions that pertain to the position you are posting. Please note there are no Question Sets for positions such as Afterschool Caregiver, Hourly Tutor, etc. Select the Questions Tab.

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

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

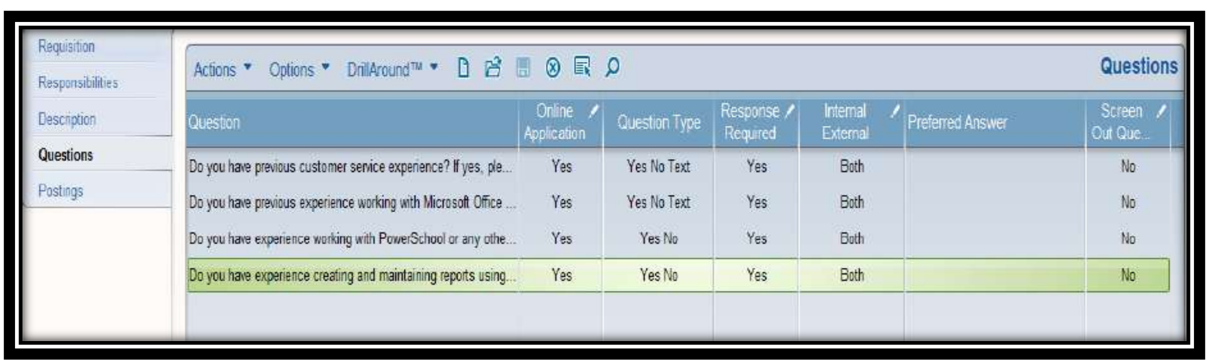
Click on the arrow with the sheet icon to see the defined Questions sets.

Select the question set for the position that you are posting. For example, if the position you are posting is 012CLK1000, Clerk, you will choose the School/Guidance Clerk question set. Select the **Attach Question Set to Job Requisition** option at the bottom.

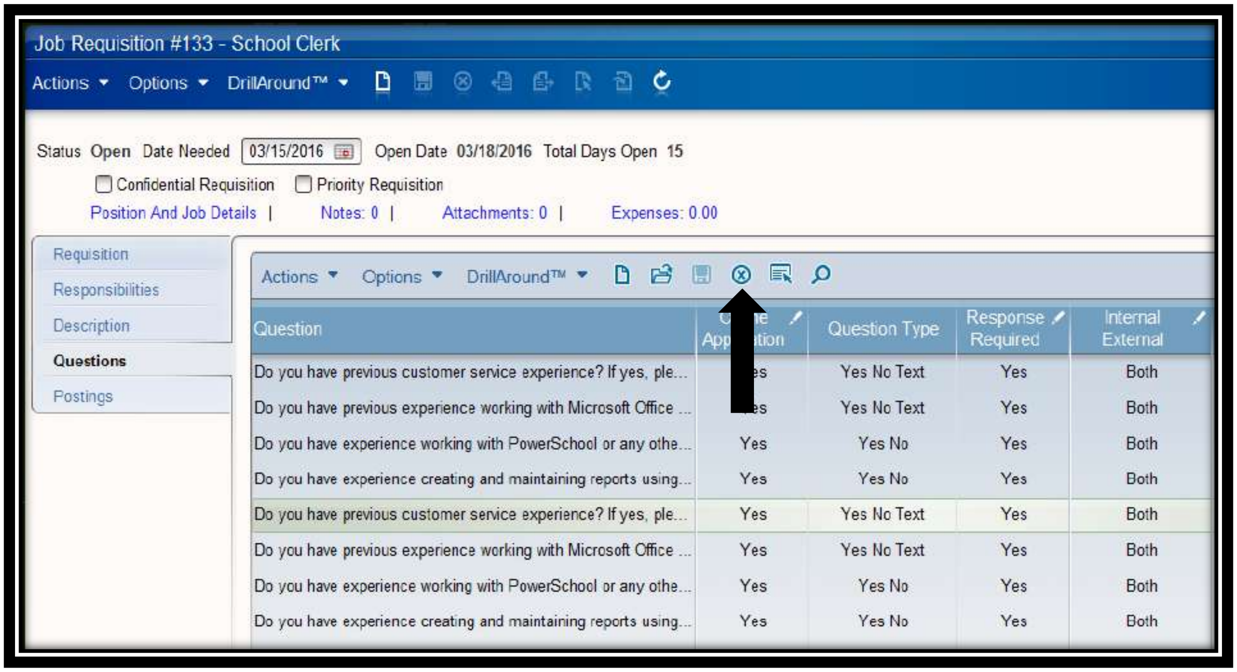


Once you attach the question set, you will be asked to enter the effective date. This is the effective date for the question set. The question set effective date should be the same as the requisition date. Click OK when you have completed this screen.

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



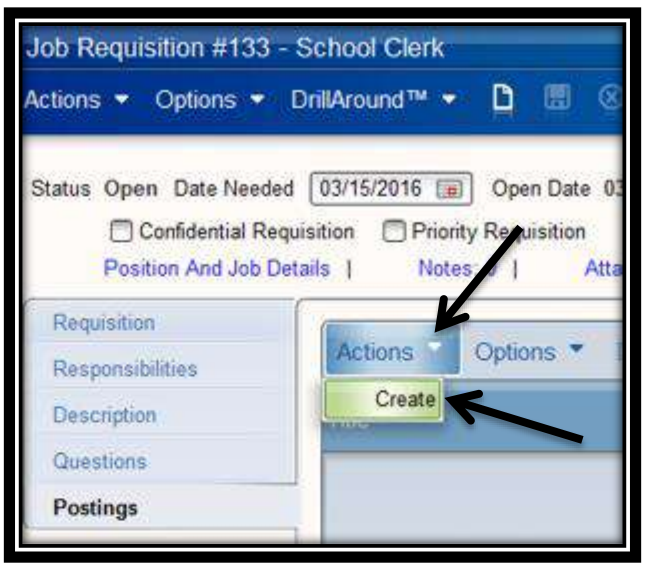
In the following example, the questions were accidentally attached twice. To delete the duplicated questions, highlight the question and click the  icon as shown below for each duplicated question.



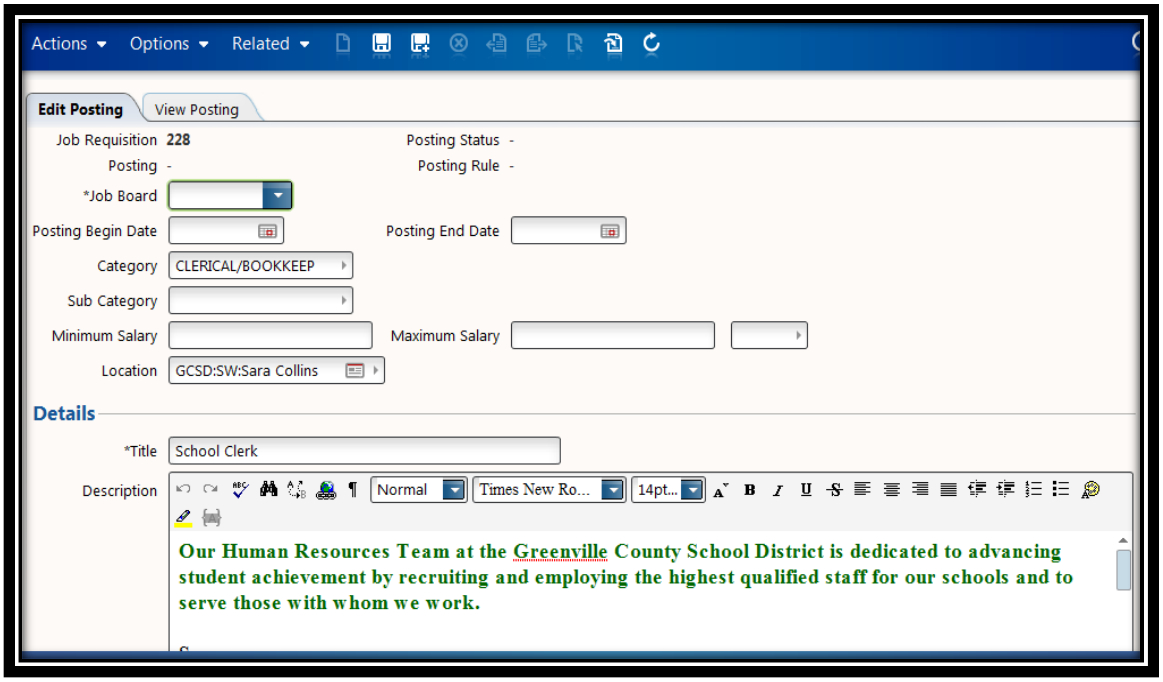
A confirmation prompt will be displayed asking, "Are You Sure You Want to Delete?" Click **Yes** to delete the question.

- Postings

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



For the posting, you will need to complete the **Job Board**, **Posting Begin Date**, and **Posting End Date** fields.



Step 2:

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

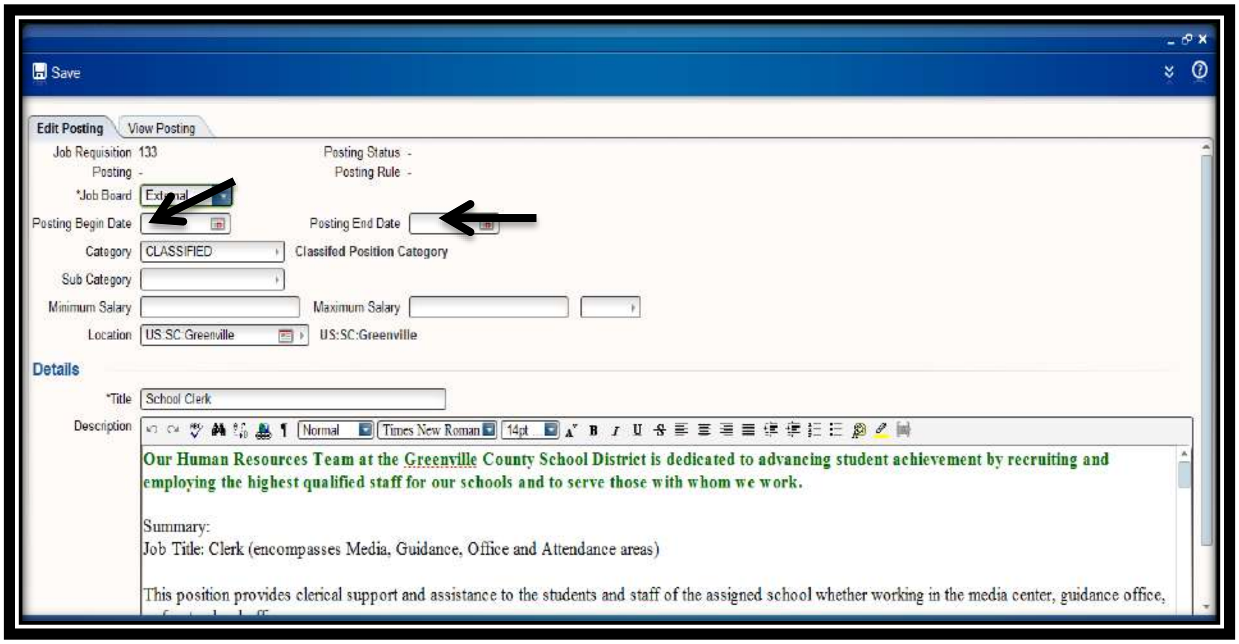
Confidential: Used at the discretion of Human Resources. This type of posting does not allow anyone to submit an application for the position.

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

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

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

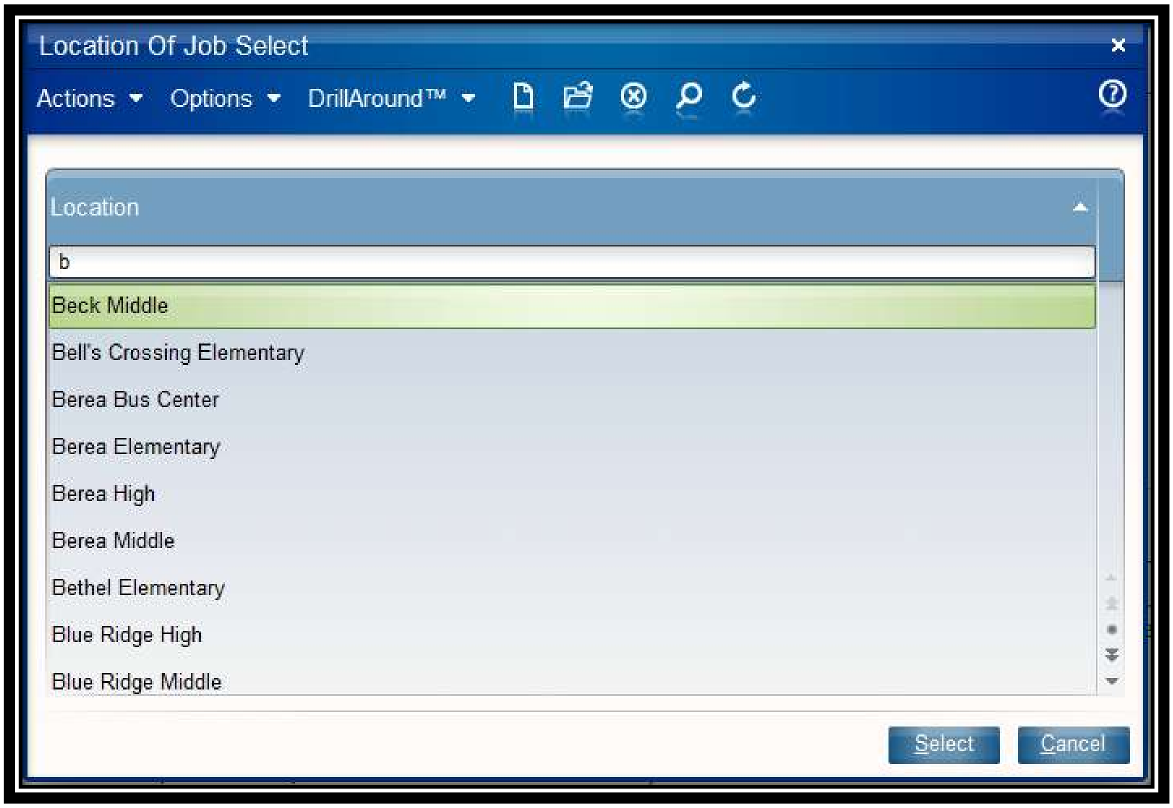
Posting Begin Date and Posting End Date: The **Posting Begin Date** is the date the job should be available for candidates to apply. The **Posting End Date** is the last day the posting will be available for candidates to apply. A Posting End Date should always be entered for a requisition and it may be extended at any time. To extend the Posting End Date, access the Postings tab on the requisition and double click on the Job Board Posting (internal, external, or confidential), change the Posting End Date and click Save. **Postings must be displayed for a minimum of 3 business days.** If this requisition is posting for both internal and external candidates, the Posting Begin and End Dates can be different on the internal and external job posting.



- **Category**: Will default from the requisition

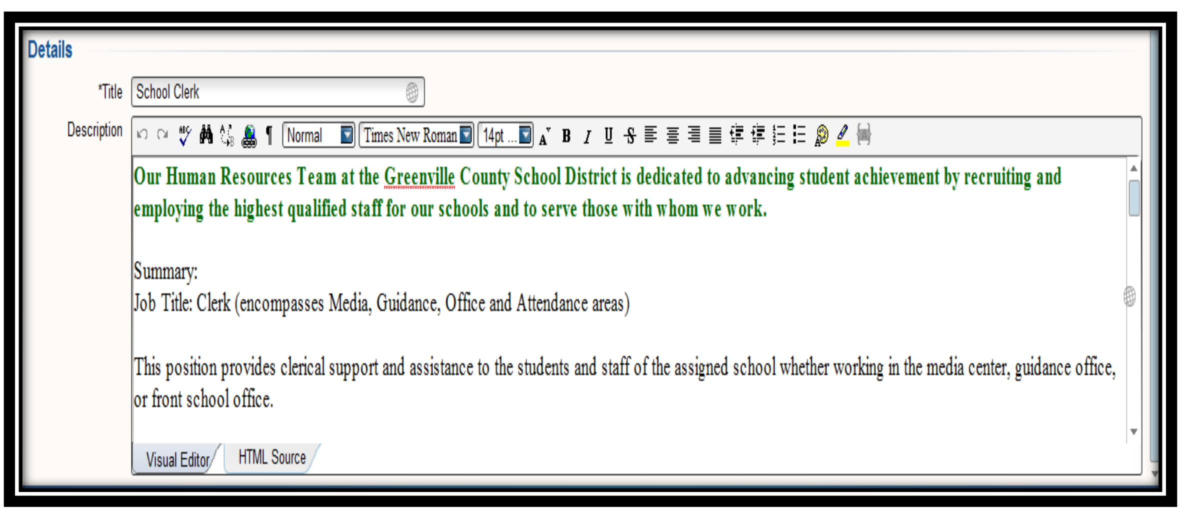
- **Sub Category, Minimum Salary and Maximum Salary:** Leave these fields blank

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

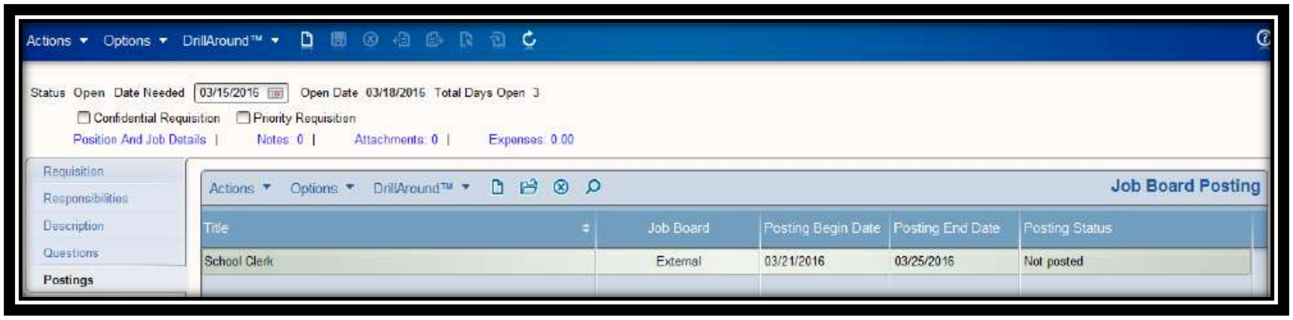


To search for your location, enter all or a portion of your location description in the location field at the top of the list and press enter. To select the location, double click on the location or highlight the location and click Select.

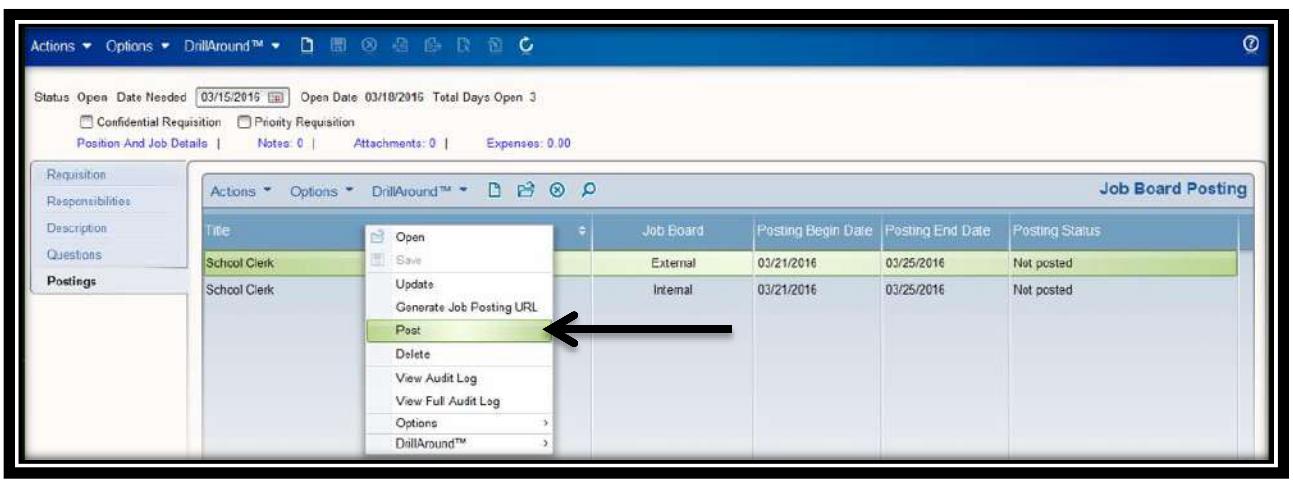
In the **Details** section, verify the **Title** of the position and **Job Description** are completed and accurate, because this is the information the applicant will see when reviewing the position.



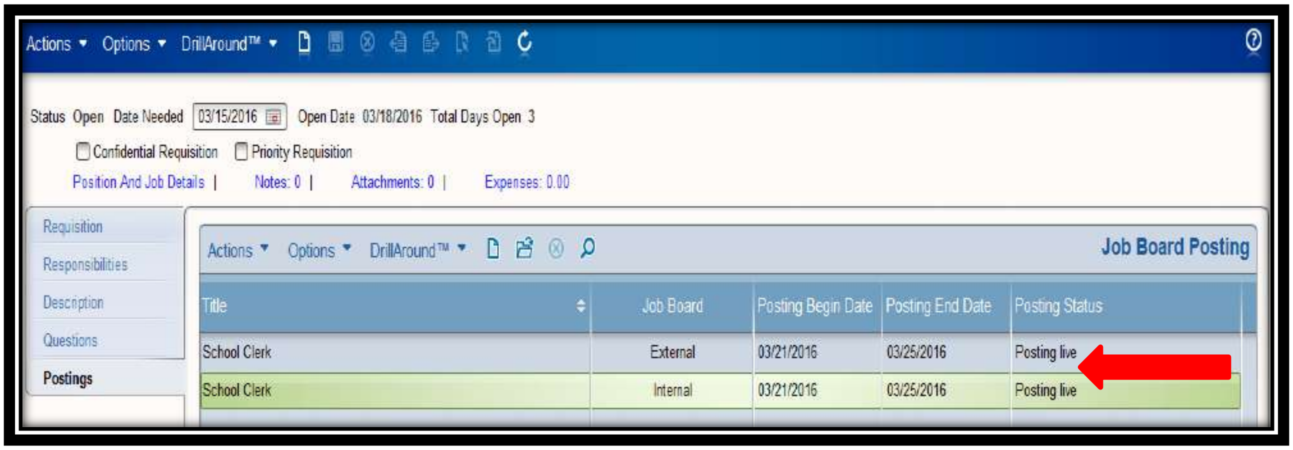
Step 3: Click the Save, , icon to save the posting and then select the "X" in the upper right hand corner of the screen to exit. The Job Board Posting will display as shown below with the job posting you added. Remember, if you would like to post the requisition for internal and external candidates, then you will need to create two Job Postings. One job posting for the internal candidates and one for external candidates. Return to Step 1 on page 29, if you would like to create another job posting.



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



The status of the Job Board Posting will change to Posting Live as shown below. Your requisition is now visible to candidates to submit an application.

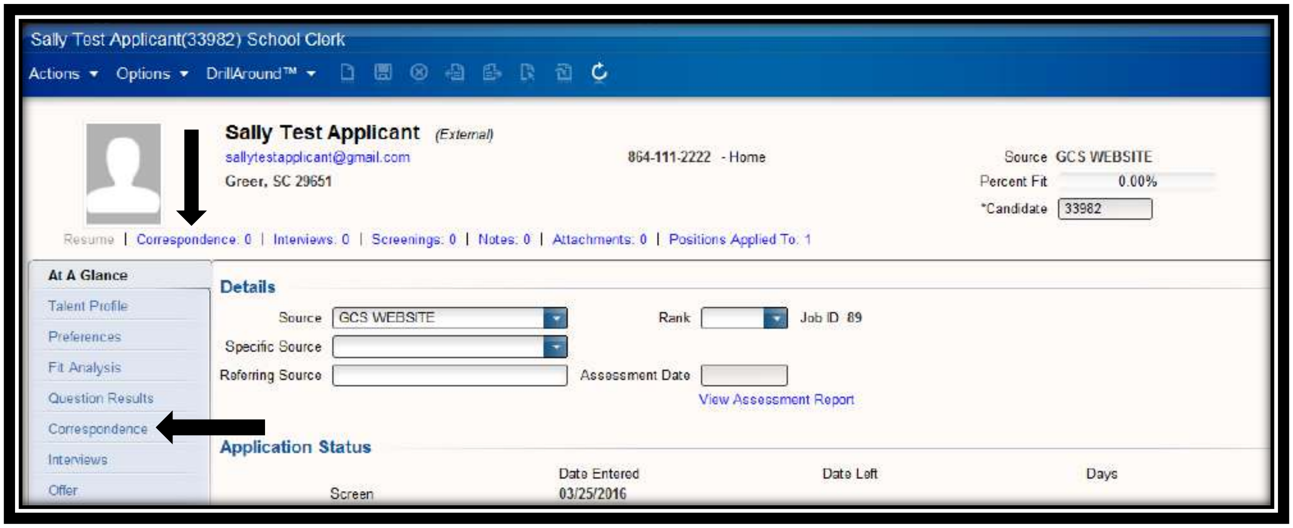


Entering Candidate Correspondence, Notes, and Interview Details

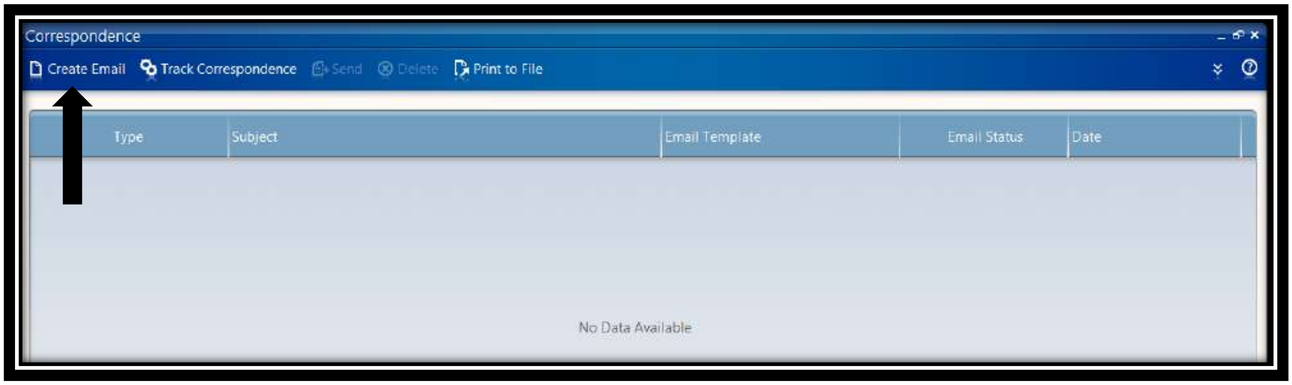
Select the **Recruiter** icon and the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you should see the candidates who have applied or been attached to this requisition listed to the right. Find the candidate you want to correspond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

Correspondence:

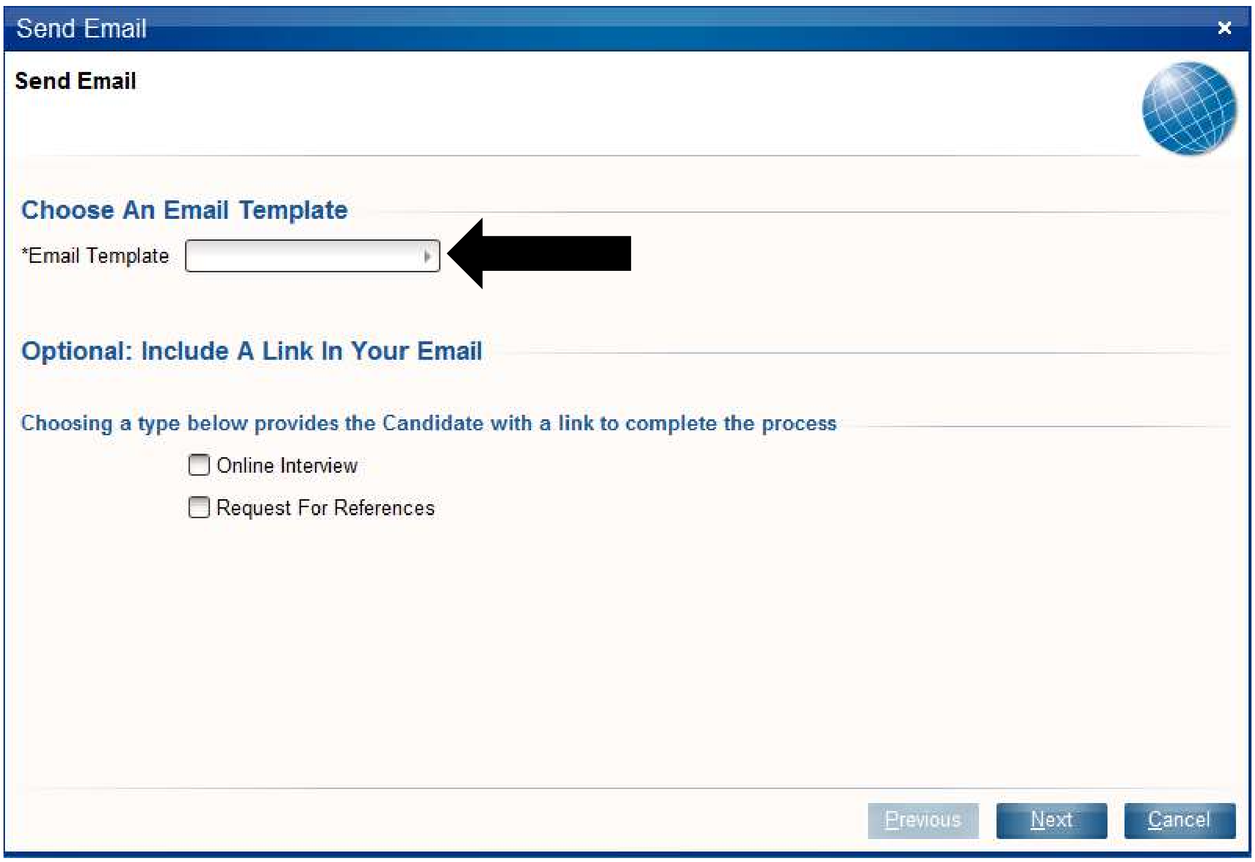
To send an email to an applicant, click on **Correspondence** at the top or on the tab located on the left to begin adding candidate correspondence.



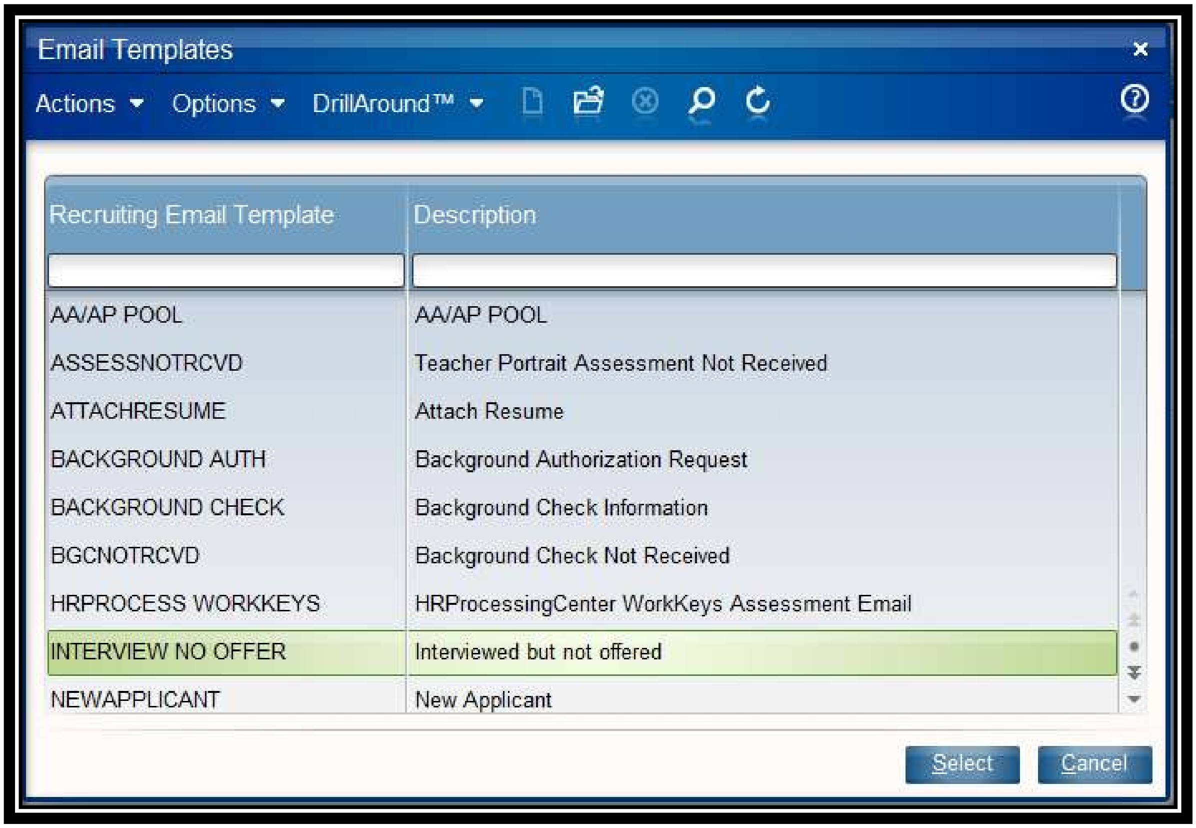
Then select **Create Email** to begin drafting an email to the candidate.



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



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



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

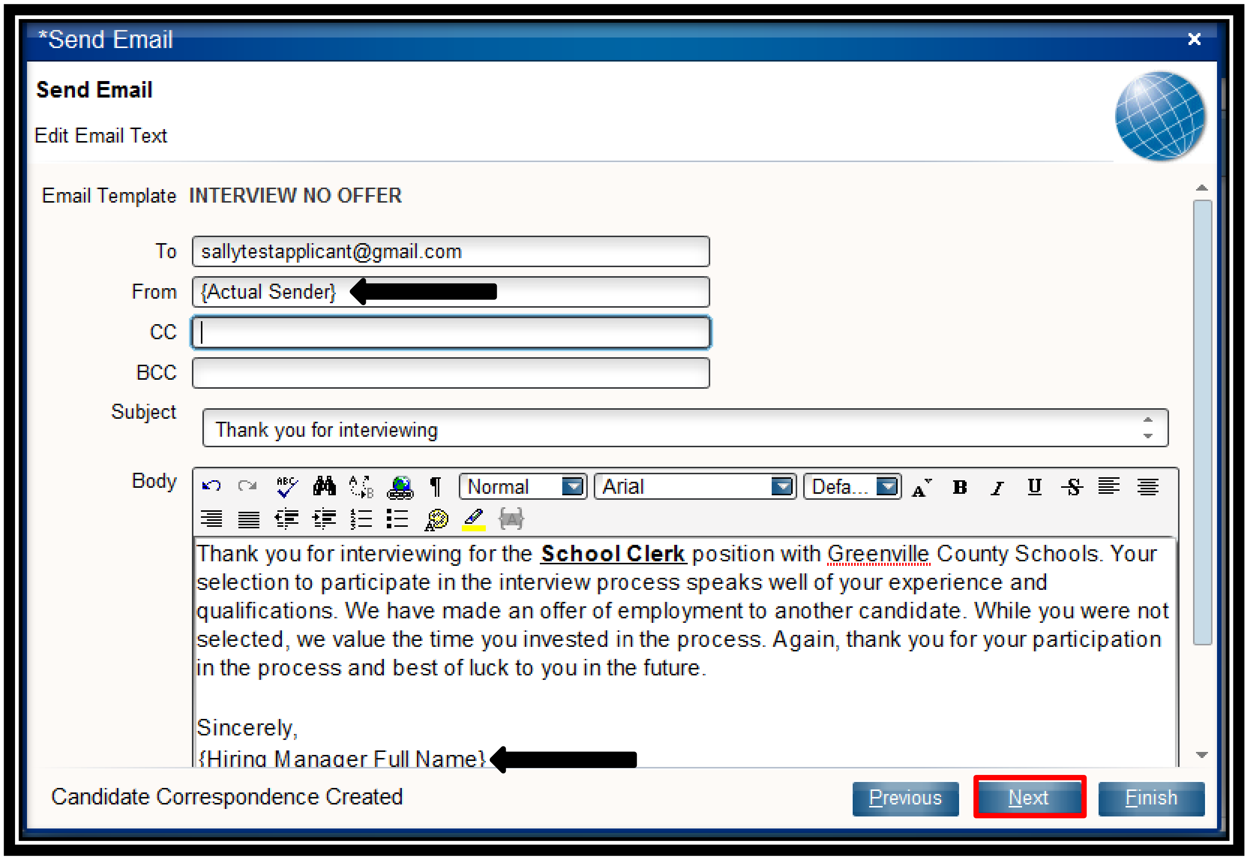
Recruiting Email Template	Description
APPLICATIONCOMP	Application Complete
ATTACHRESUME	Request Resume be Attached
INTERVIEW NO OFFER	Interviewed but not offered
NOT BEING CONSIDERED	Not Being Considered
POSITION FILLED	Position Filled

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

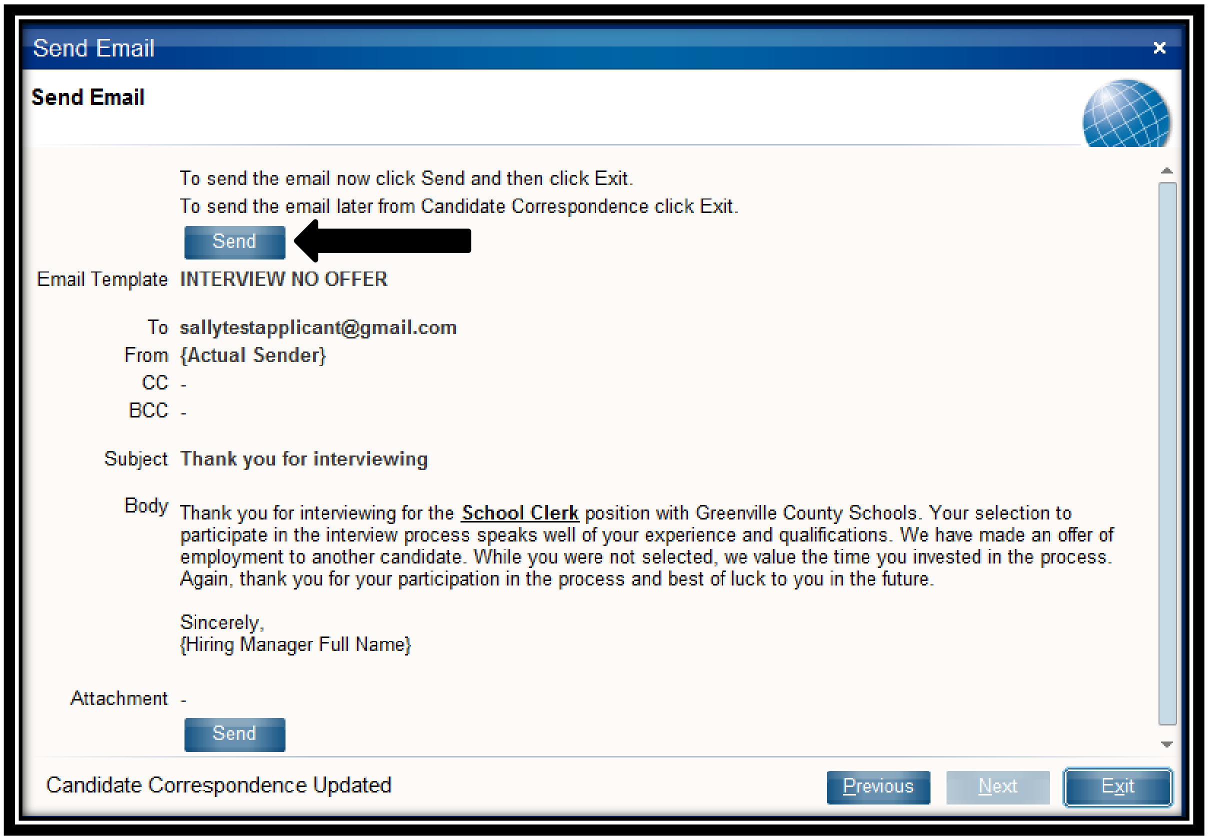
The Send Email screen will display populated with the information from the email template. Notice the following items will default into the email.

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

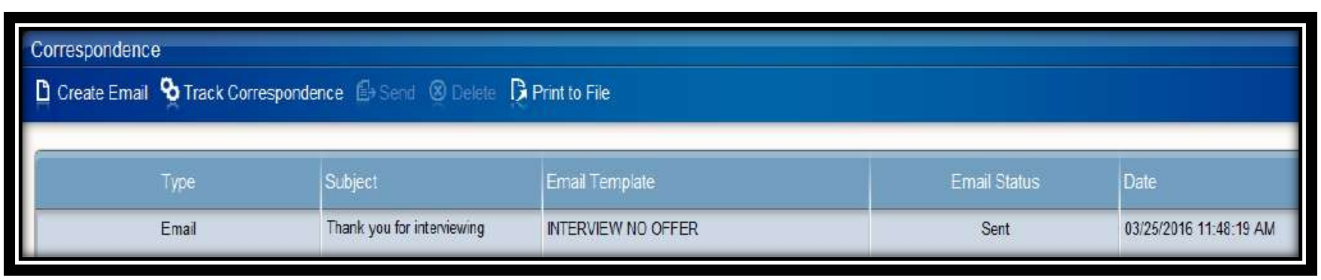
Change the email as required to customize it to your needs. Once done, click **Next**.



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

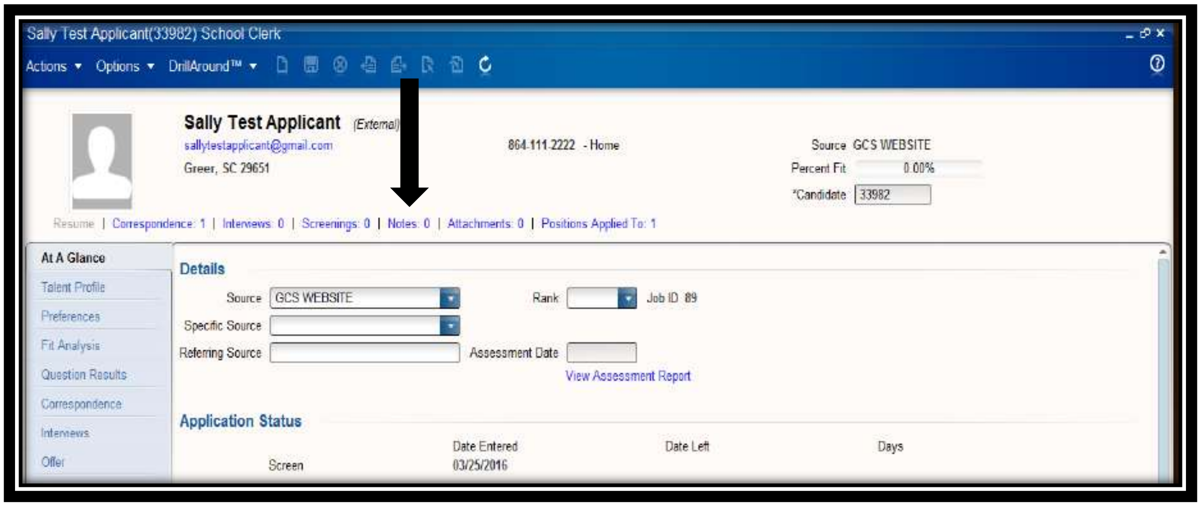


A **Send Completed** message will display at the bottom of the screen indicating the email was sent. Click **Exit**. The email you sent should be displayed in Correspondence as shown below. Click the "x" to exit this screen and return to the candidate application.



Notes:

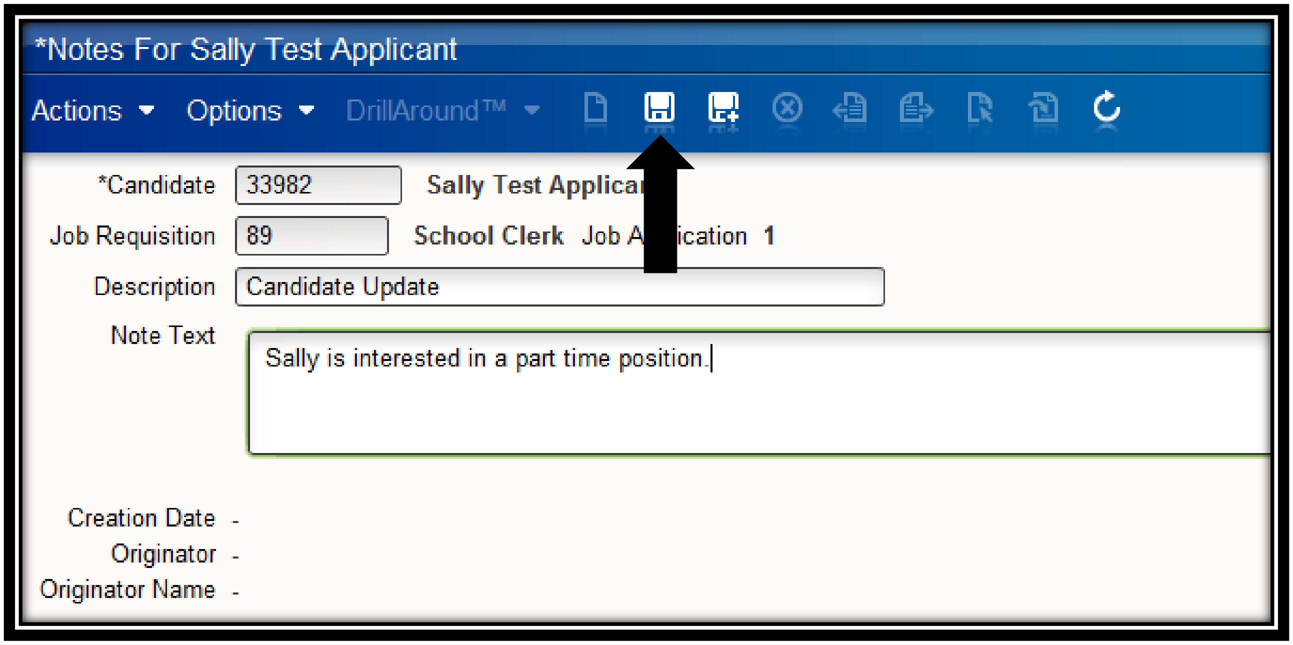
To add notes to an applicant's application, click on **Notes** located at the top of the display.



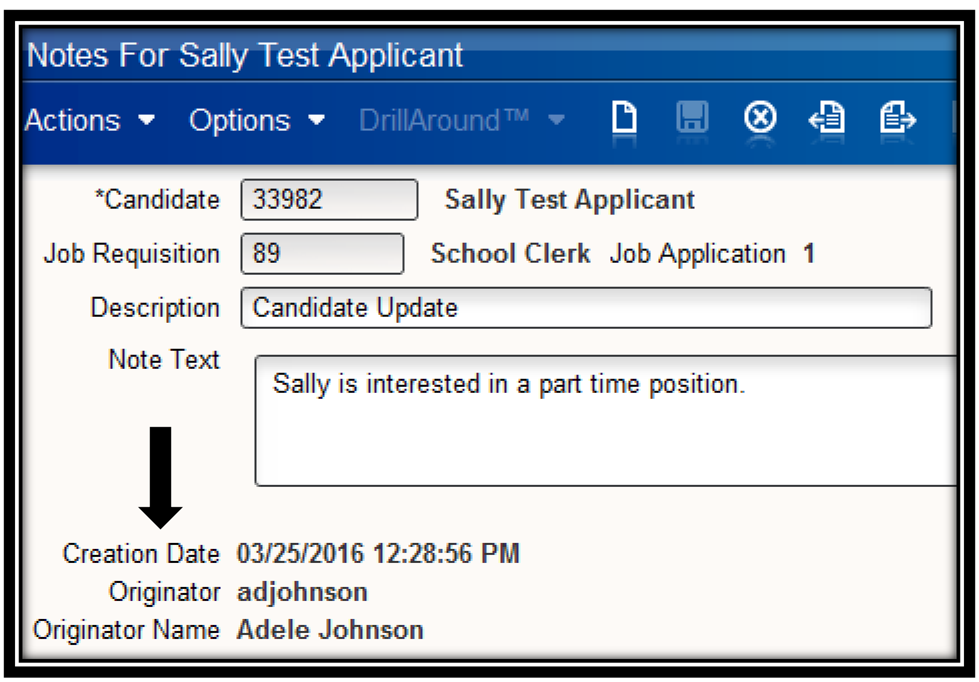
Click on the double down arrows located in the top right section of the screen and select **Create**.

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

Enter the note in the **Note Text** section. Click the Save, , icon when finished. The Notes section should not be used for Interview notes, because there is a specific section for entering interview details and notes that is described on page 43 of this manual.



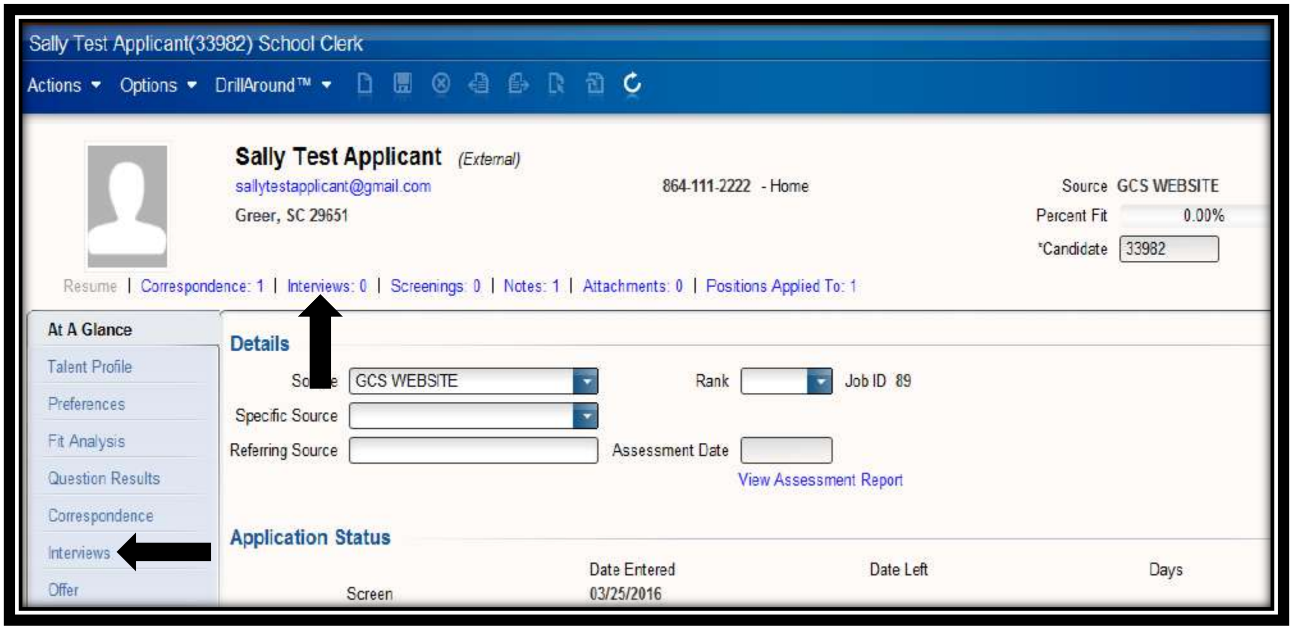
The Creation Date, Originator, and Originator Name should automatically fill after you select Save.



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

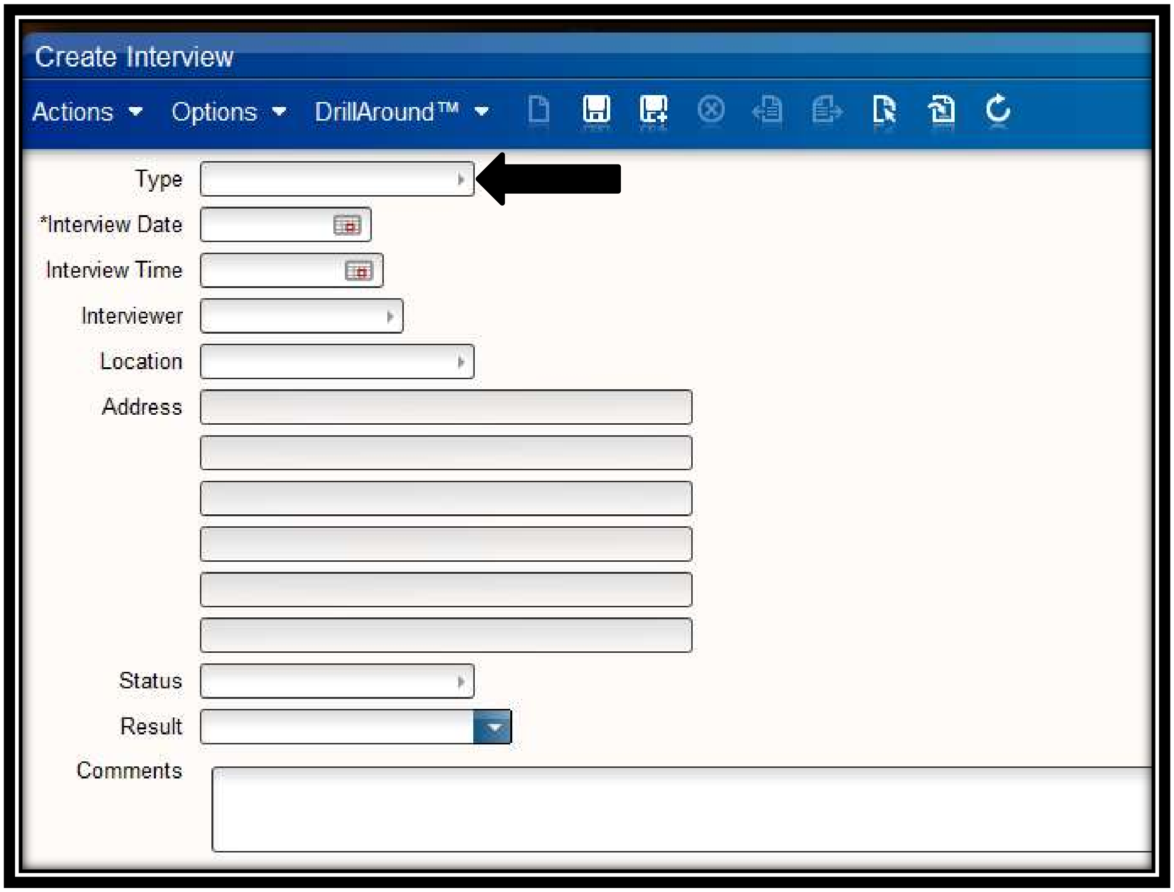
Interview Details:

Interview Details must be entered on the requisition each applicant being interviewed. To enter interview information, click **Interviews** located at the top of the screen or on the tab located on the left.

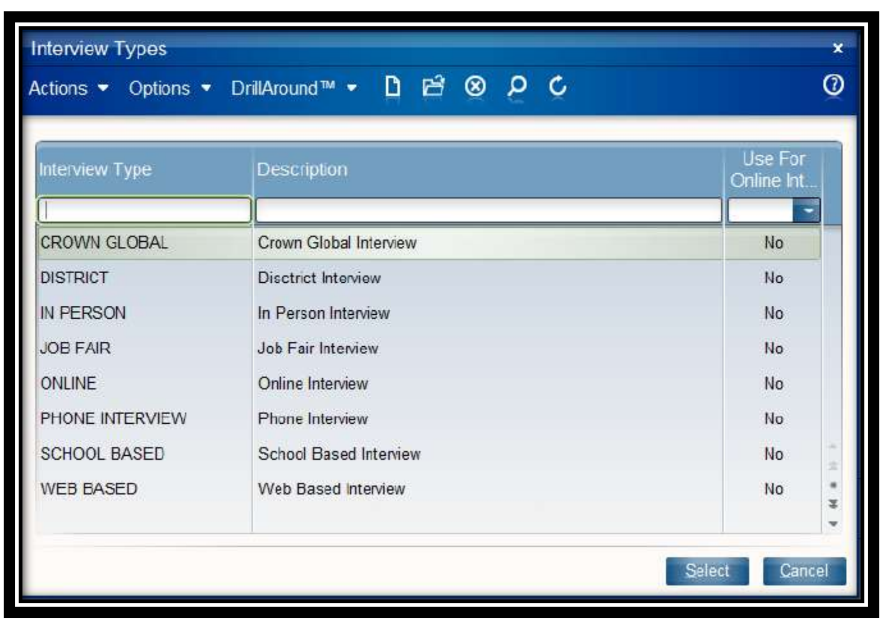


Click the double down arrow in the top right corner of the screen and select **Create** to create an interview record.

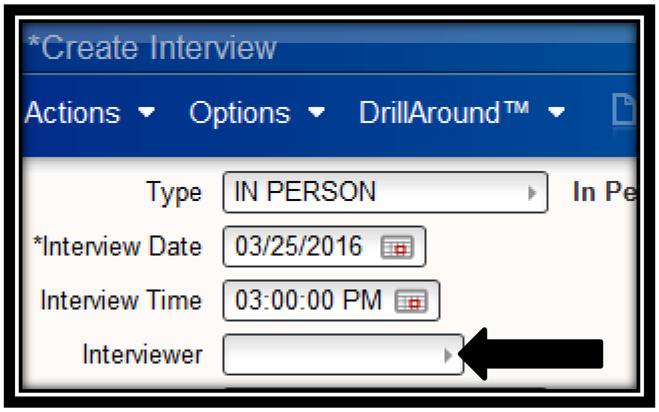
Click on the arrow in the Type field.



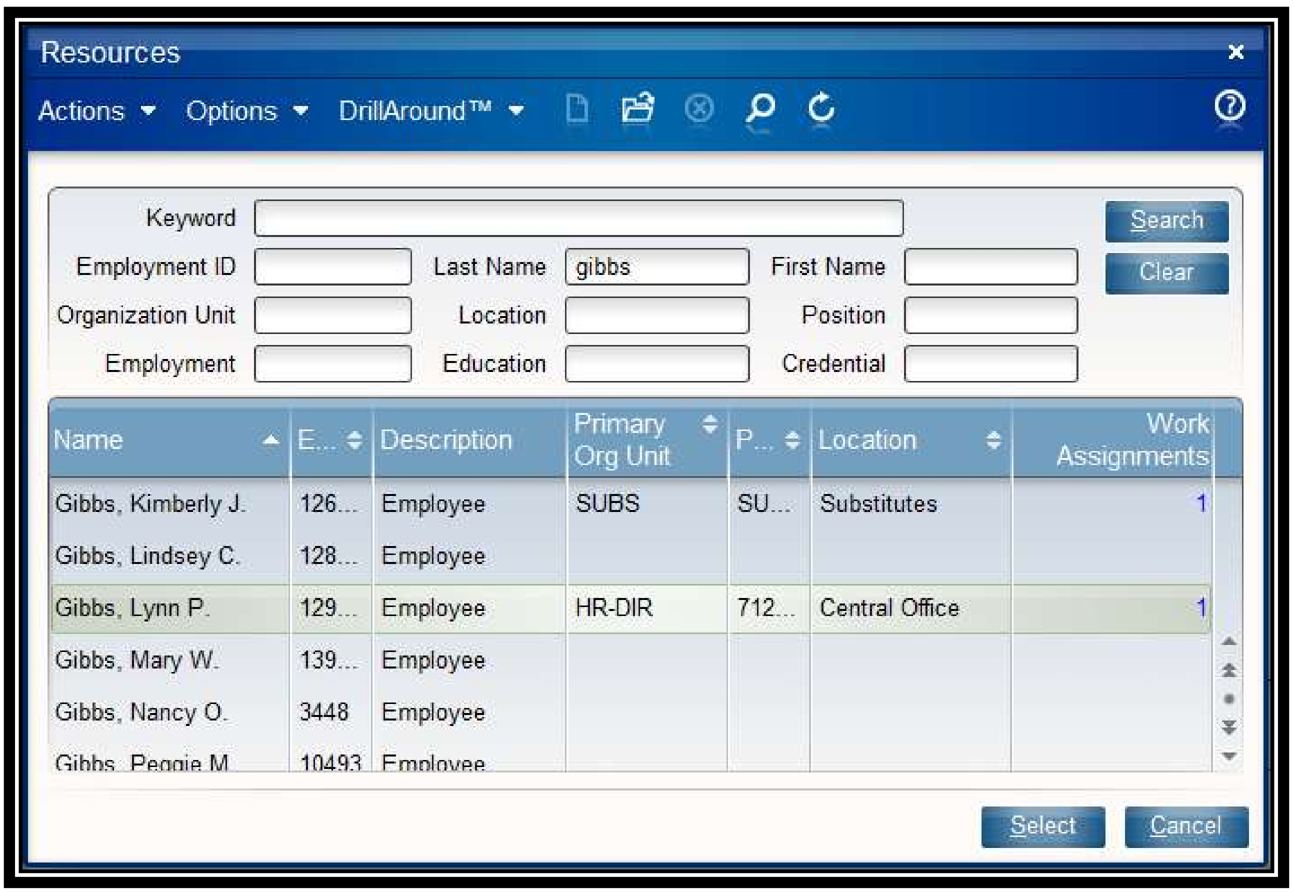
Select a Type by double clicking or highlight and click Select.



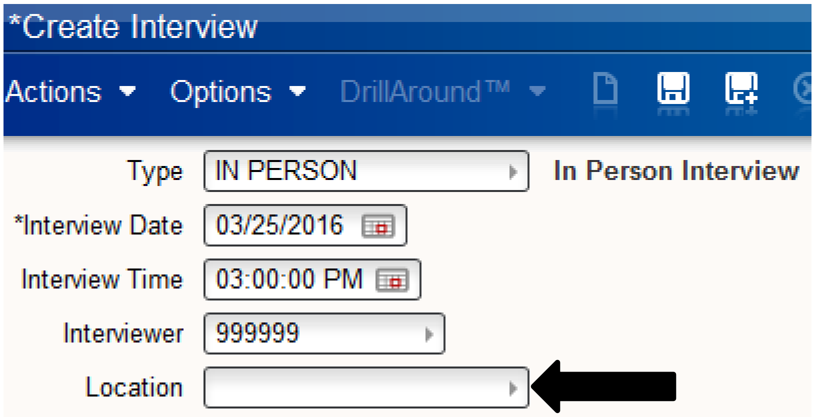
Enter an **Interview Date** and **Interview Time**. Click on the arrow in the **Interviewer** field to select an Interviewer.



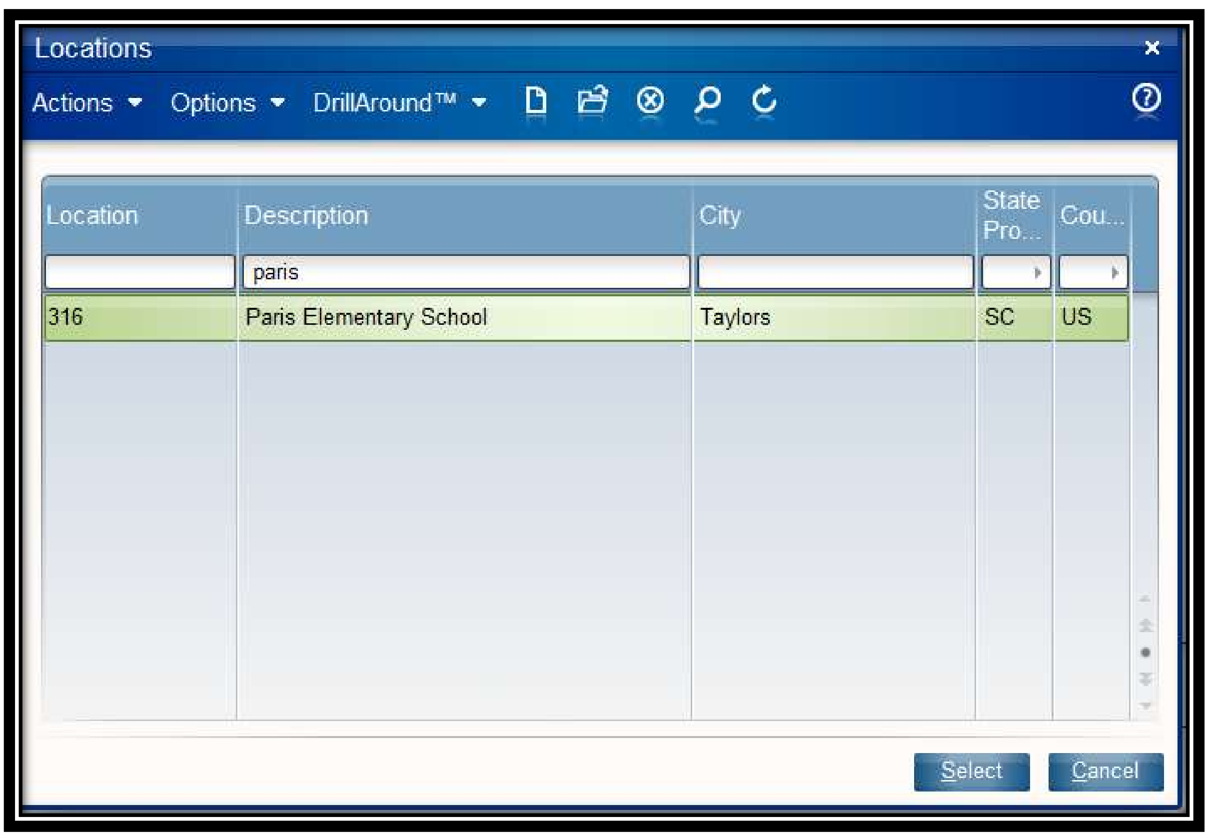
Search for the **Interviewer** by entering the Last Name and/or First Name. Select the **Interviewer** by double clicking or highlight and click **Select**.



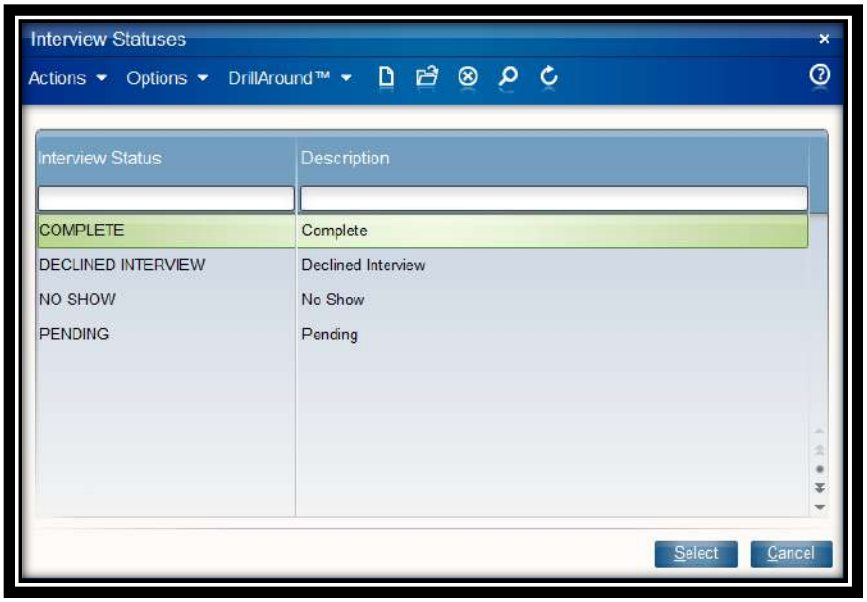
Click on the arrow in the **Location** field to select the Location as shown below.



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

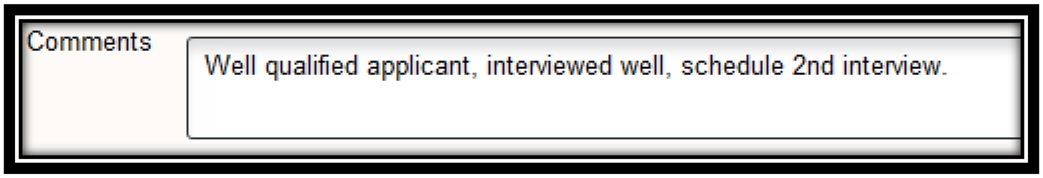


Click on the arrow in the **Status** field and select a Status by double clicking or highlight and click **Select**.

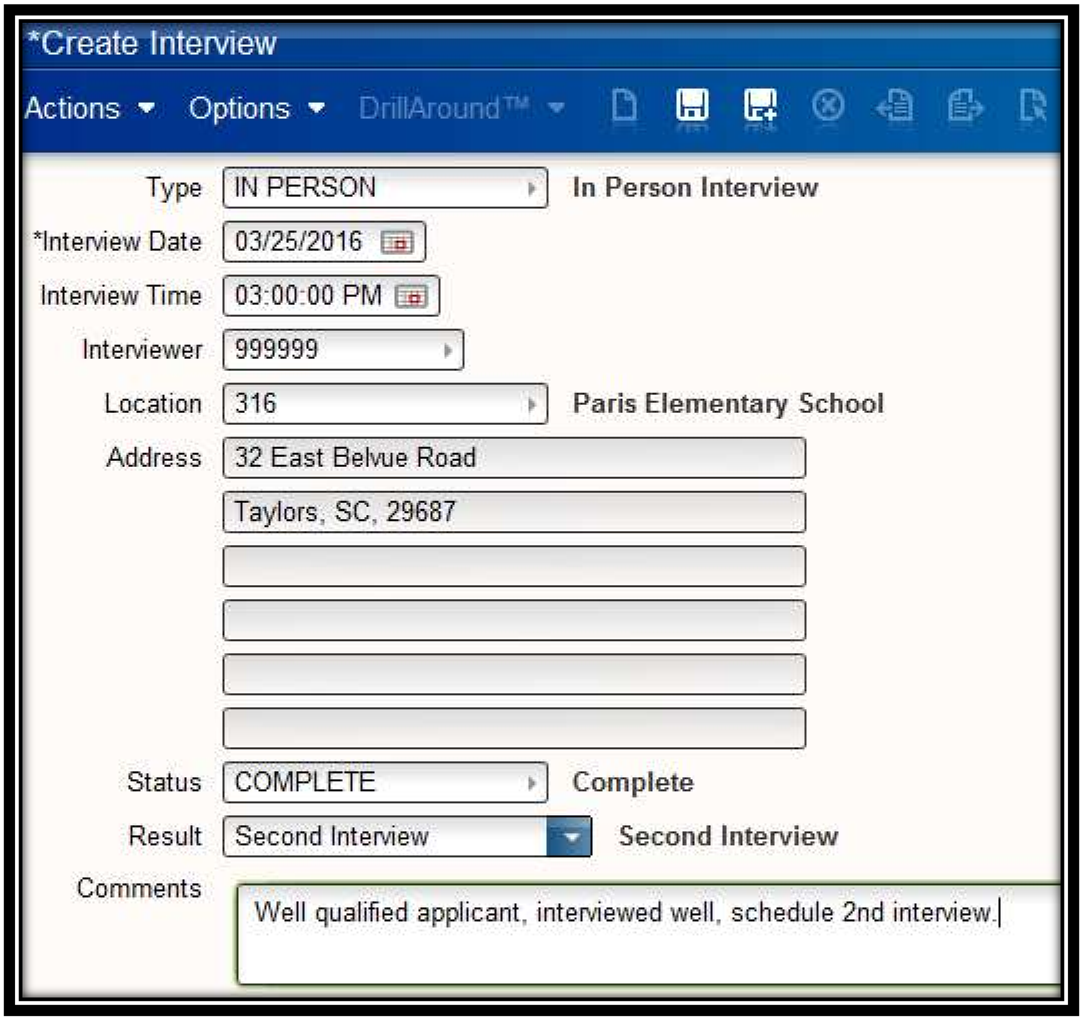


Click on the arrow in the **Result** field and select a Result by a single click on your selection.

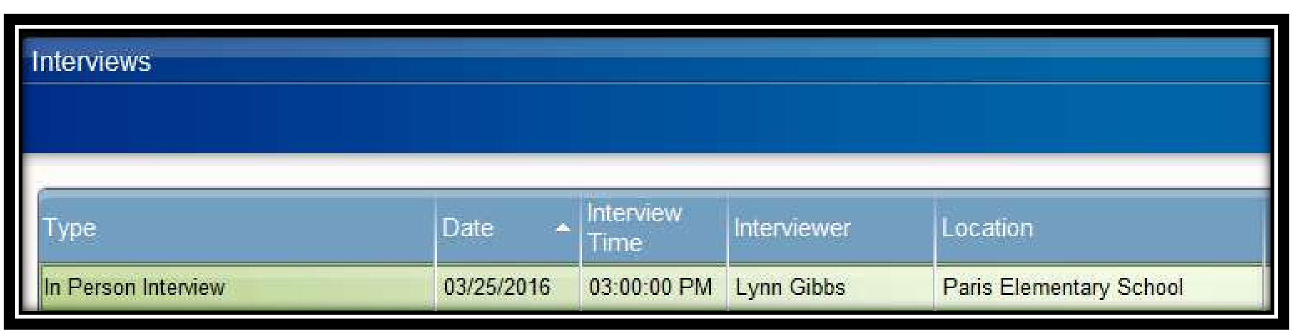
Enter Comments as needed.



Click the Save, , icon when the Create Interview is completed.



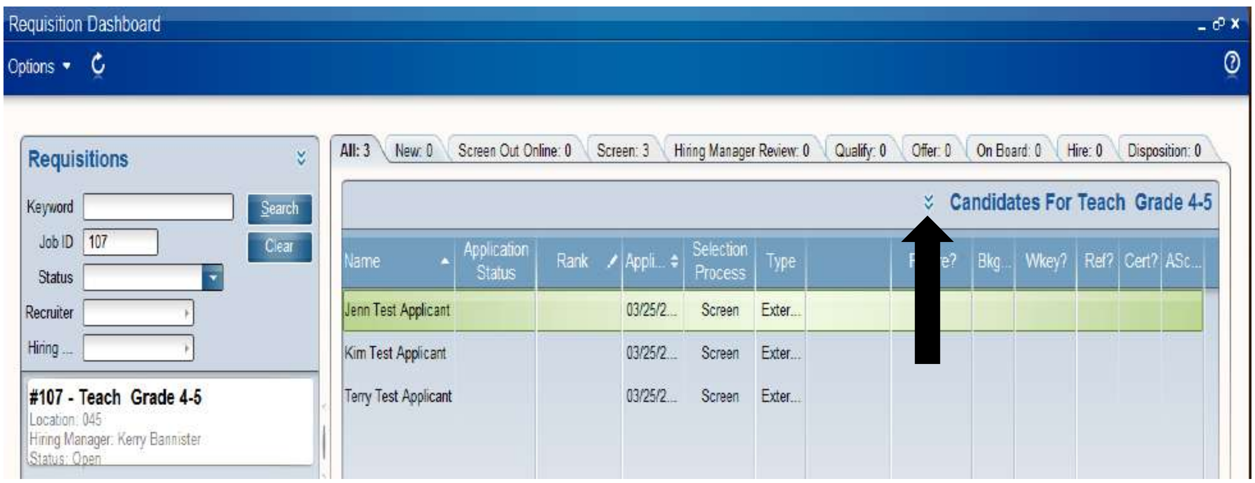
A **Job App Interview Created** message will display at the bottom of the screen indicating the interview was created. Click the "x" to exit this screen and return to the Interviews display. The Interview created will be shown in the list.



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

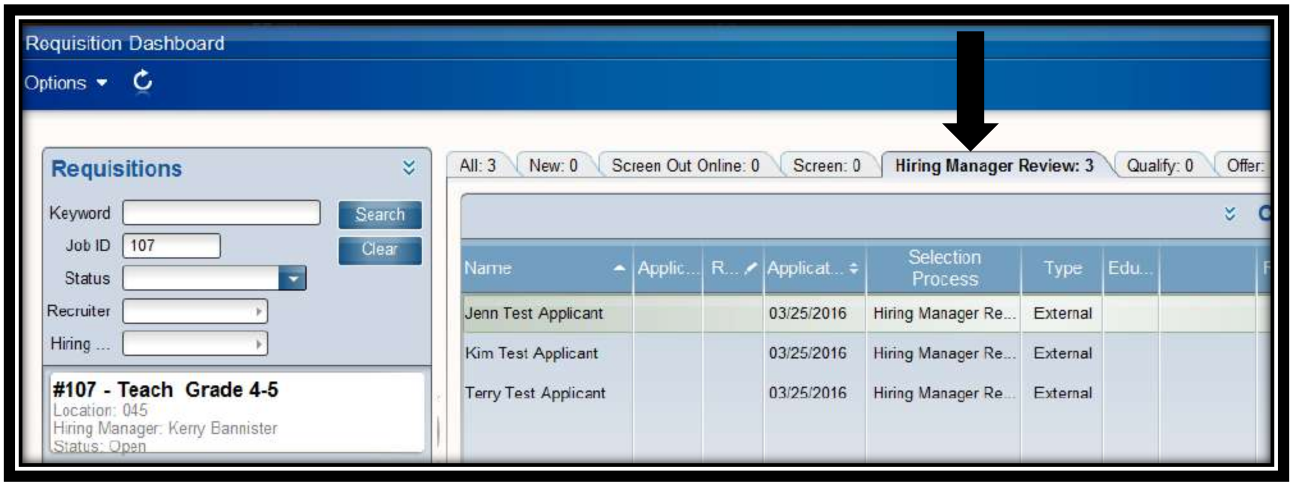
How to Move Candidates to Hiring Manager Review for Vetting

Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition listed to the right. To initiate the vetting process for your top candidates, please move them to the Hiring Manager Review tab. Highlight the applicant to be moved and select the double down arrows in the top right corner.



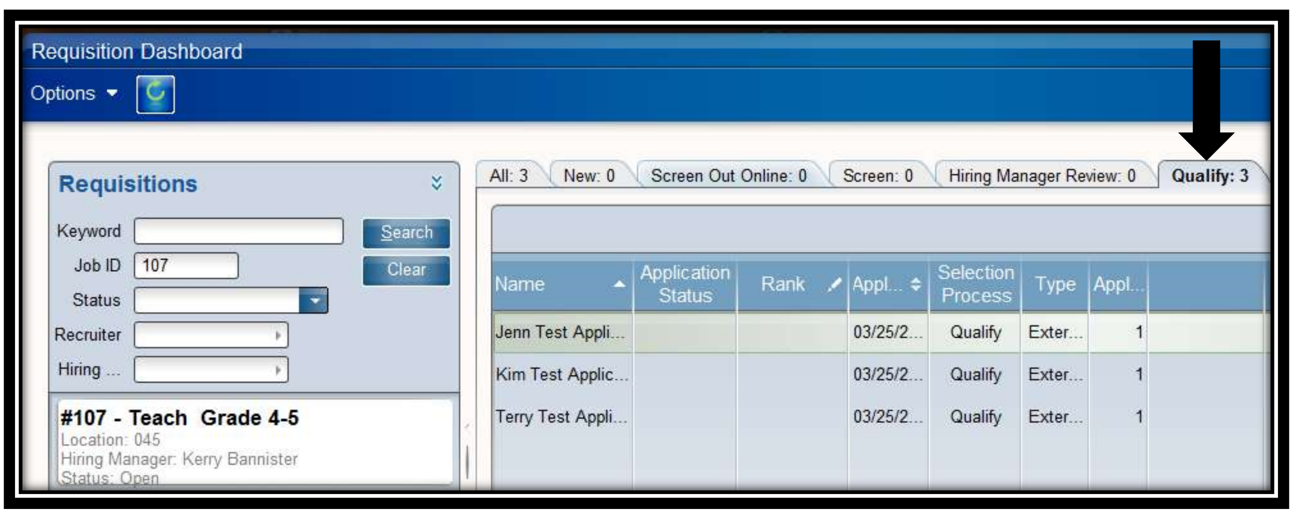
Select **Send to Hiring Manager**

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



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

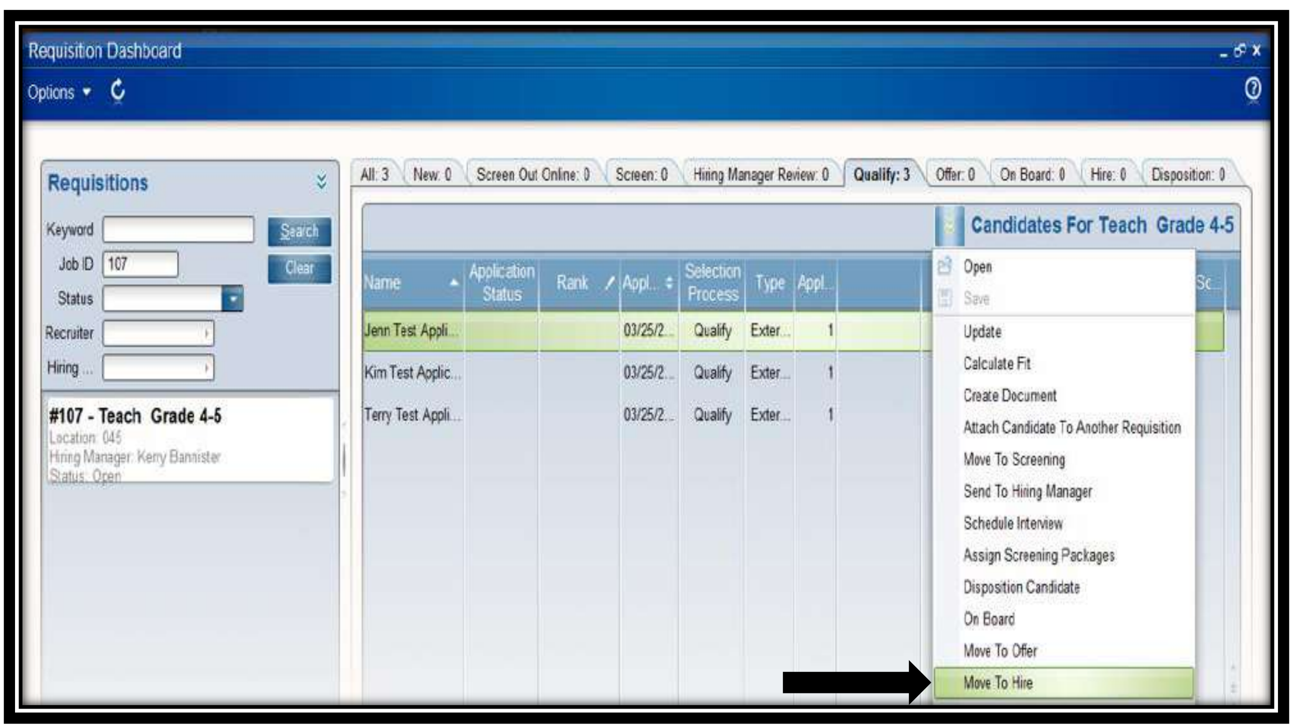
When HR Processing completes the vetting process, the applicant is moved to the Qualify tab, which signifies the vetting is complete for the applicant and they are eligible to be hired, rehired or transferred to the position. To view the candidates sent to Qualify, click on the **Qualify** tab.



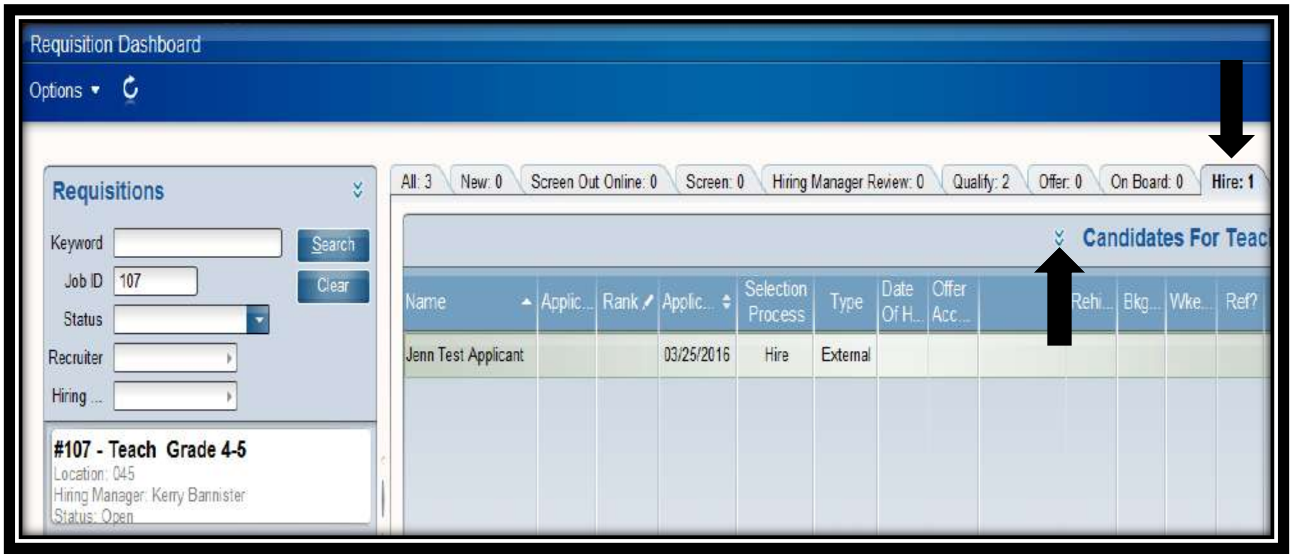
Recommendation for Hire

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

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

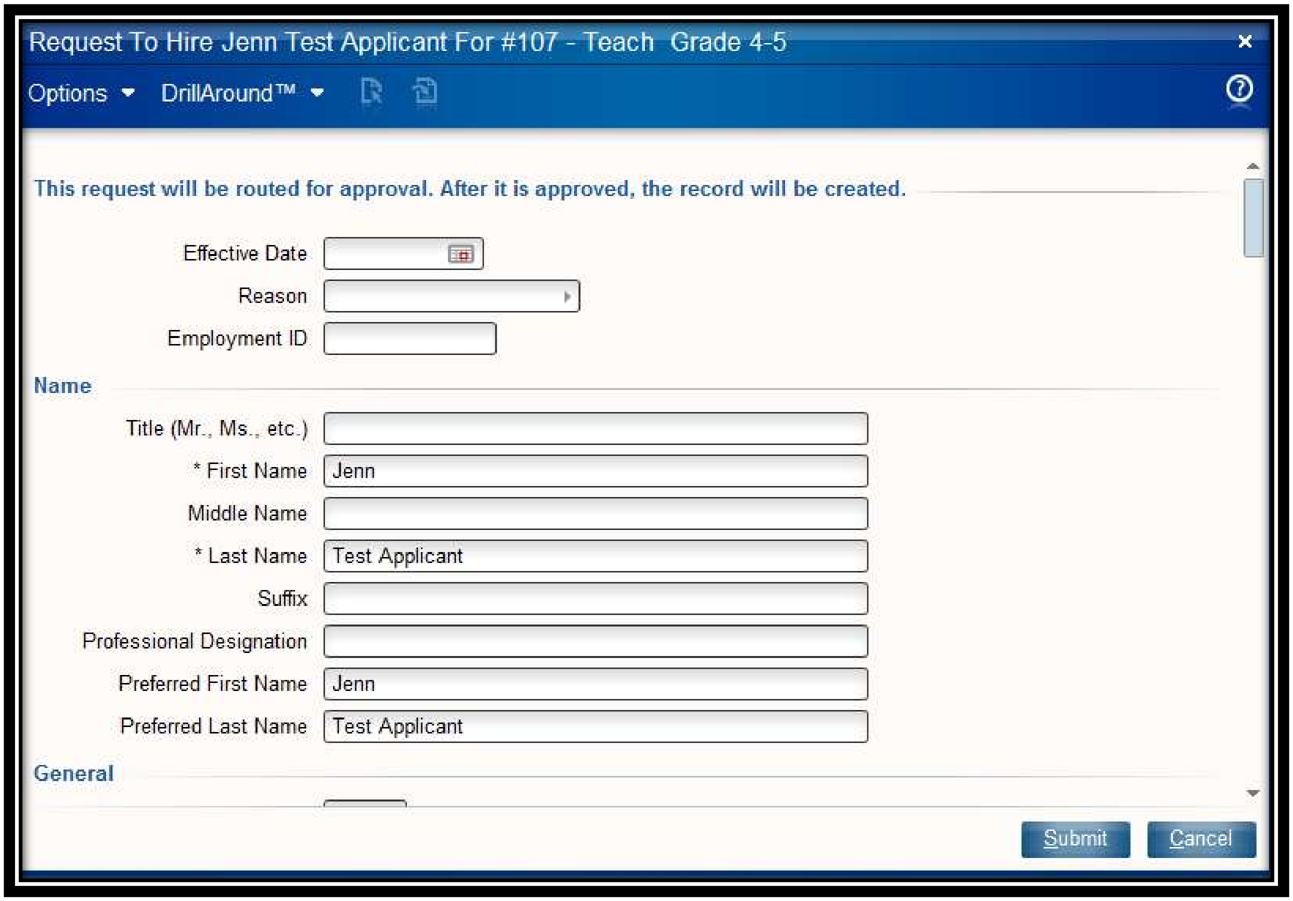


Select the **Hire** tab as shown below to view the applicant moved to hire. Highlight the applicant being hired and select the double down arrows as shown below.



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

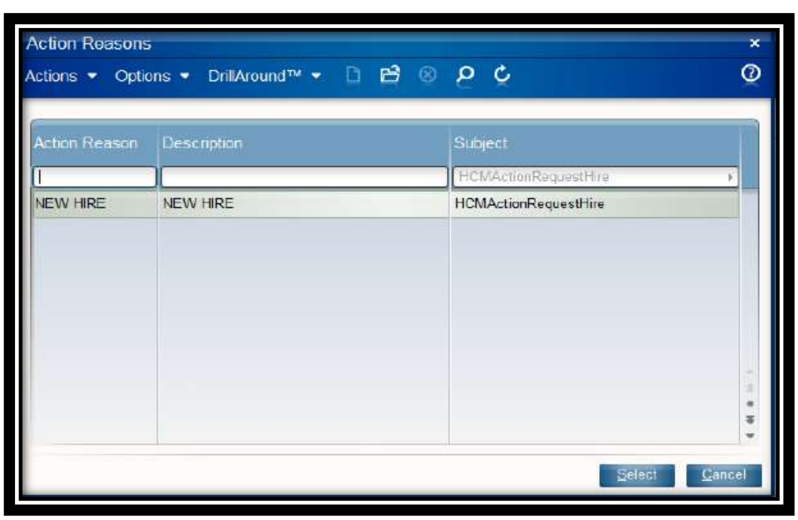
The Request to Hire form will be displayed as shown below.



Completed the form as described below:

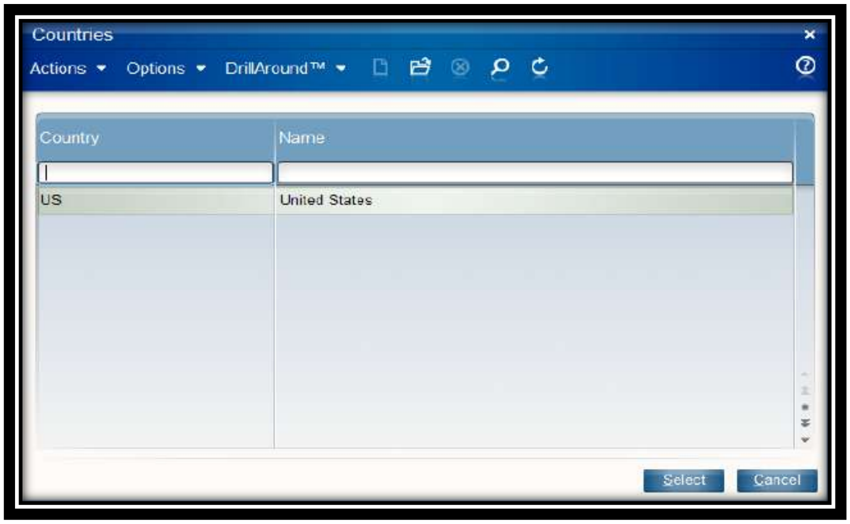
Effective Date: The date the employee will begin employment.

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



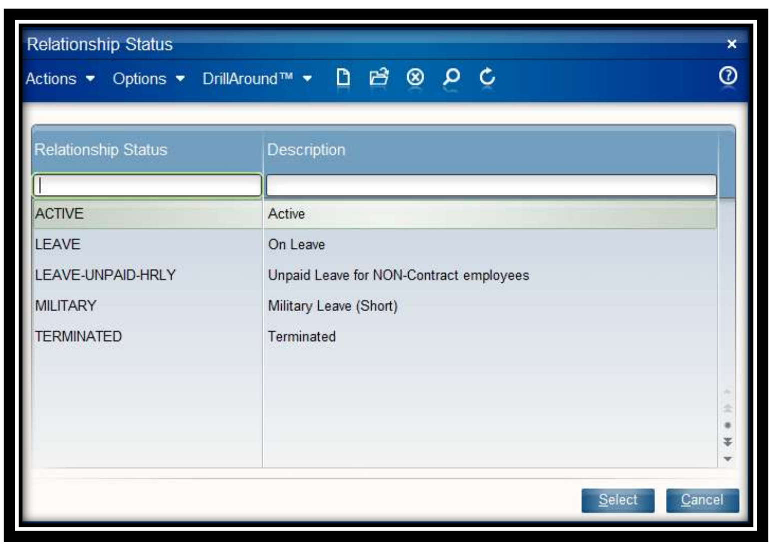
Name Section: This section should be populated from the online application.

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



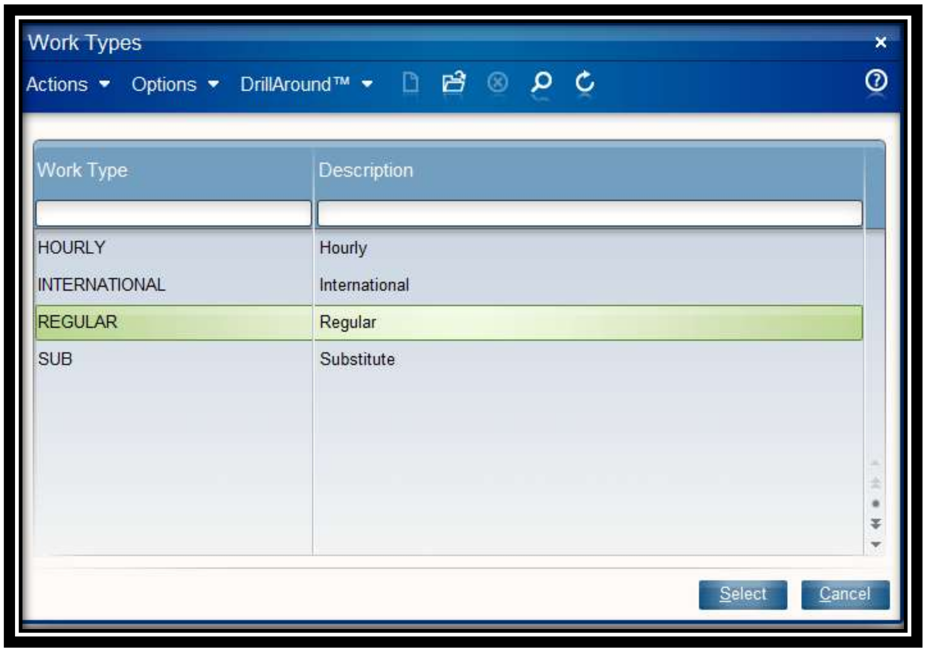
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

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



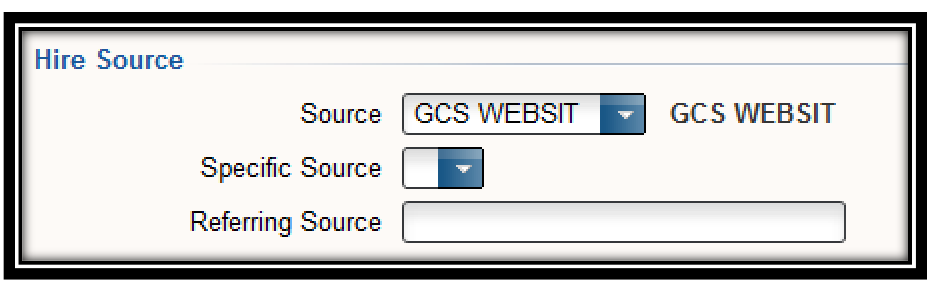
Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

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

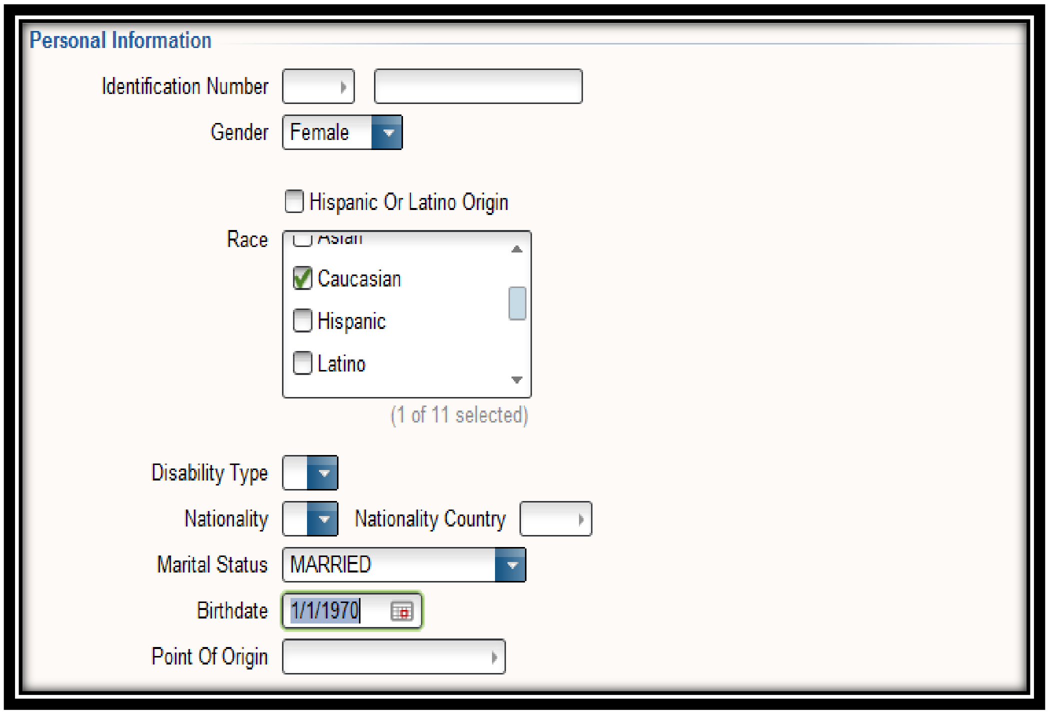


Legacy Employment Number: Leave blank not used by GCS

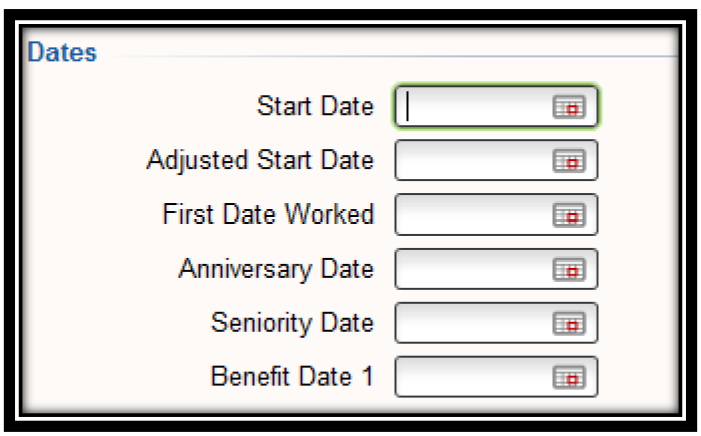
Hire Source Section: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



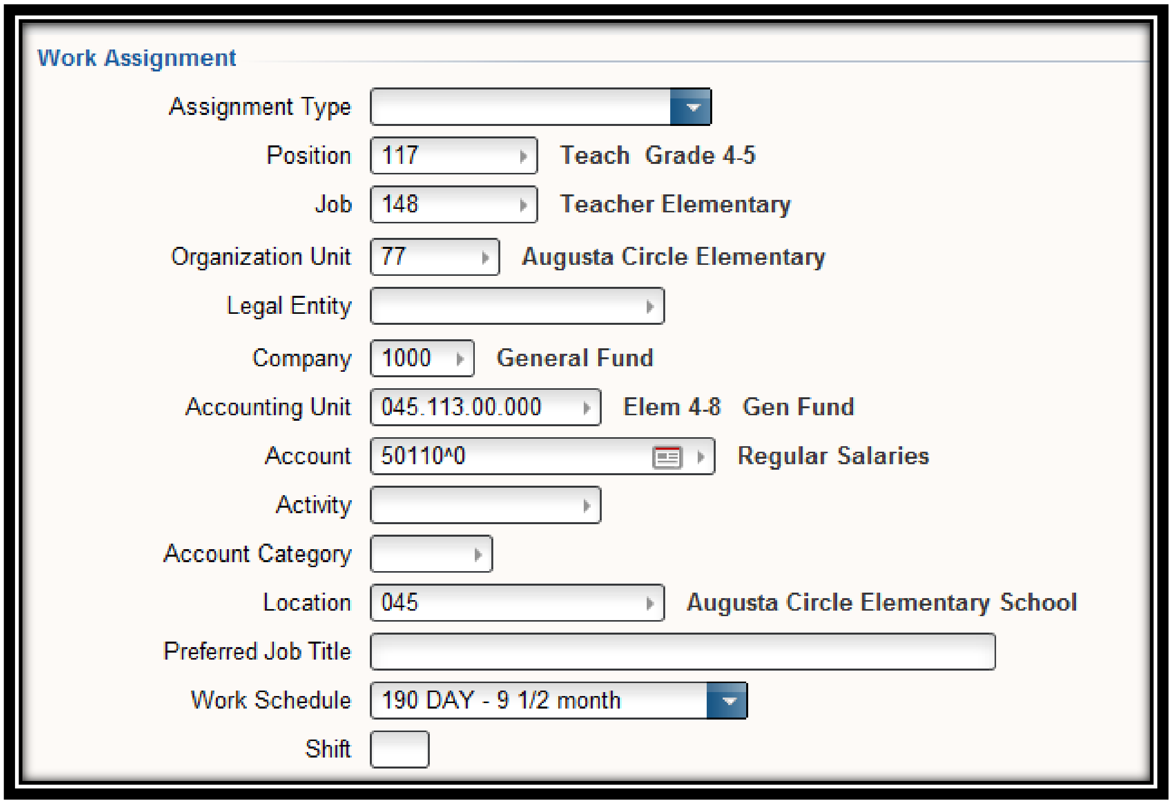
Personal Information: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



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



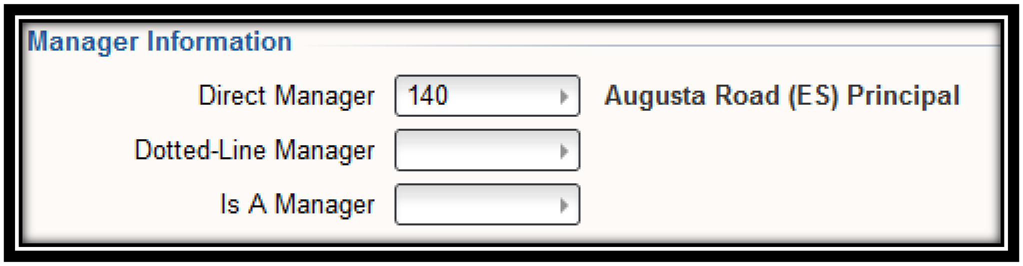
Work Assignment: The majority of the fields in this section will default based upon the position code on the requisition. The Assignment Type is the only field that must be selected in the Work Assignment section.



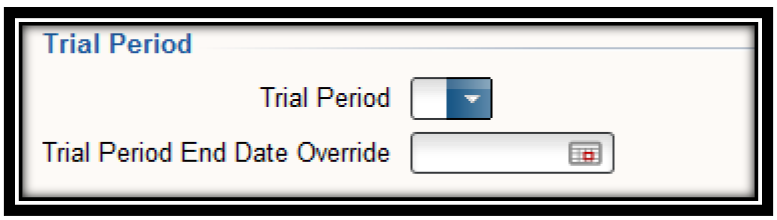
Assignment Type: Click on the arrow in the Assignment Type field and select one of the following options:

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

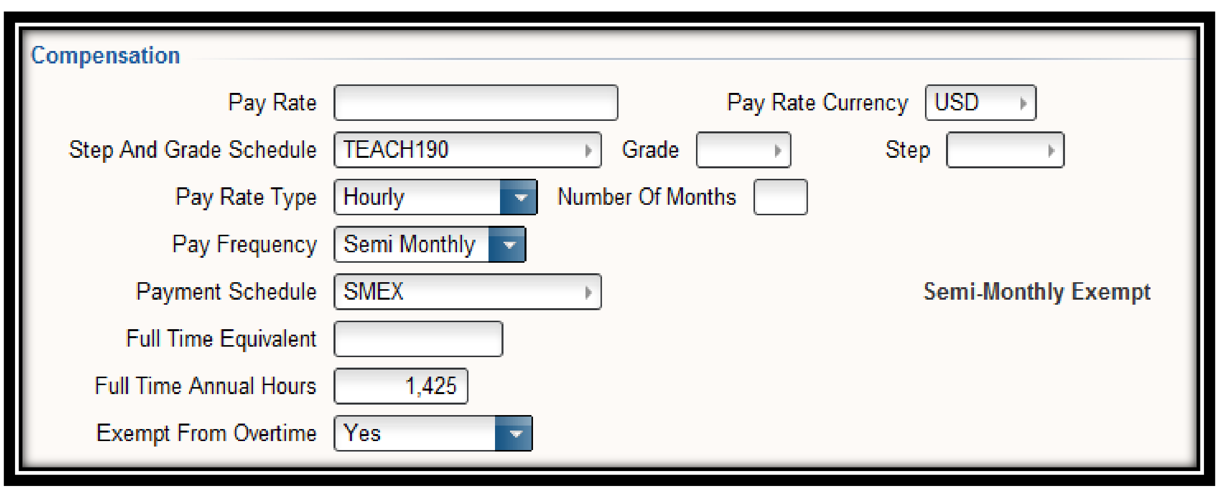
Manager Information: The Manager Information will default from the position code on the requisition.



Trial Period: Leave blank not used by GCS.

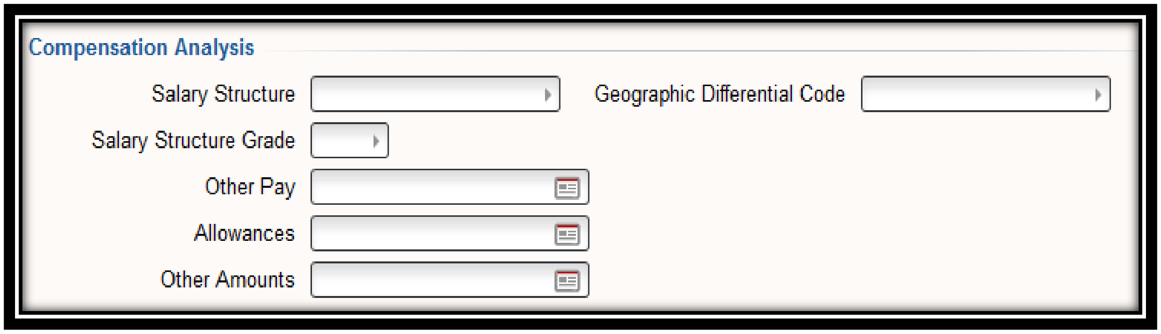


Compensation: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Compensation section.

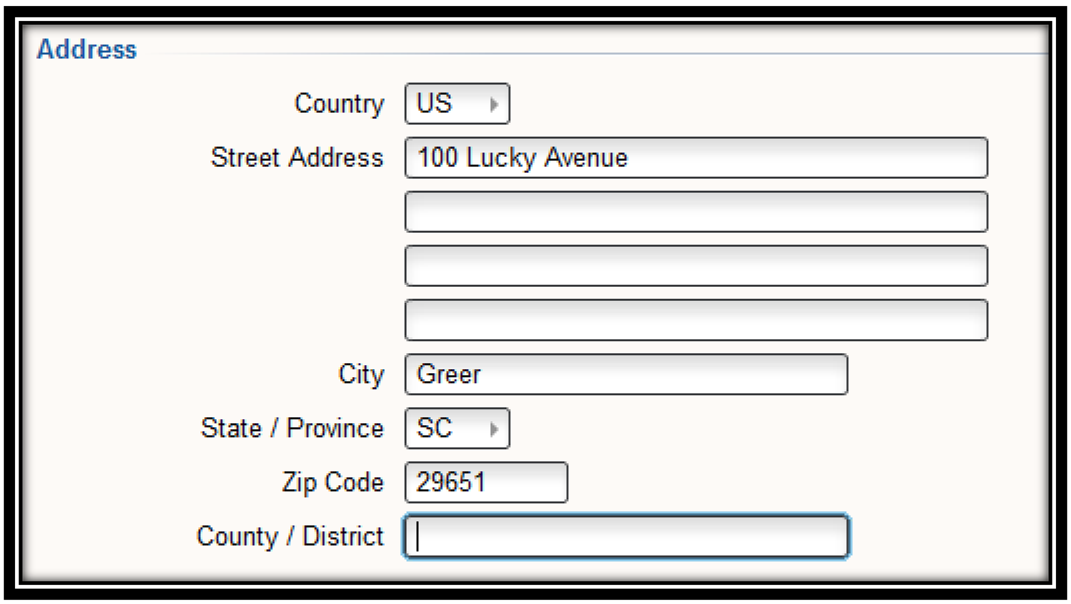


Full Time Equivalent: Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form.

Compensation Analysis: Leave blank not used by GCS.



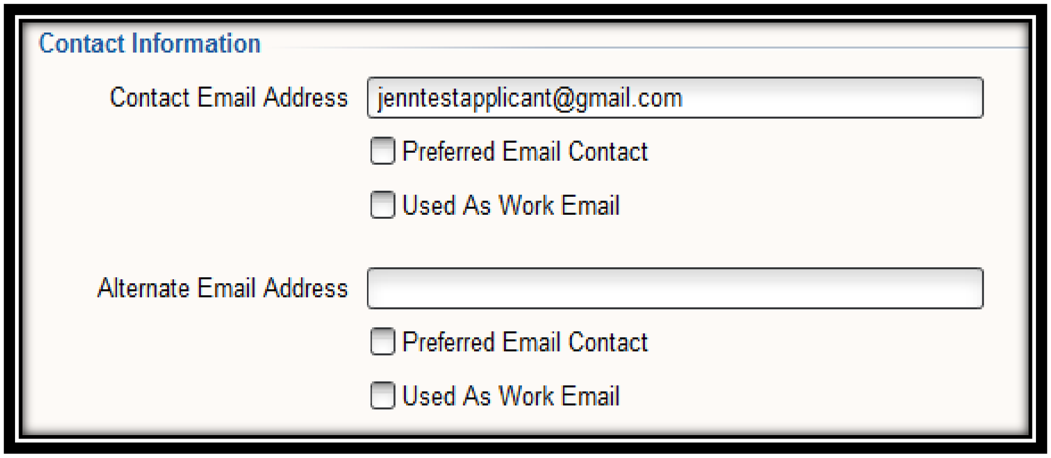
Address: If the candidate entered address information on their application, then it will default into the hire process. If the candidate did not enter the information, then enter the address as shown below.



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

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

Contact Information:

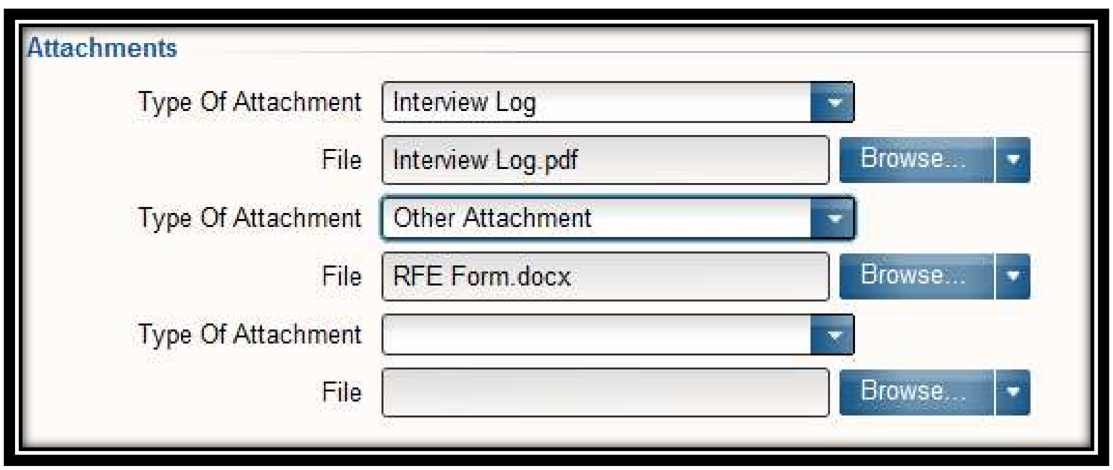


Contact Email Address: The email address should default as entered on the application and leave it as the default.

Alternate Email Address: Not required leave blank.

Attachments: Please attach the following items in this section:

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



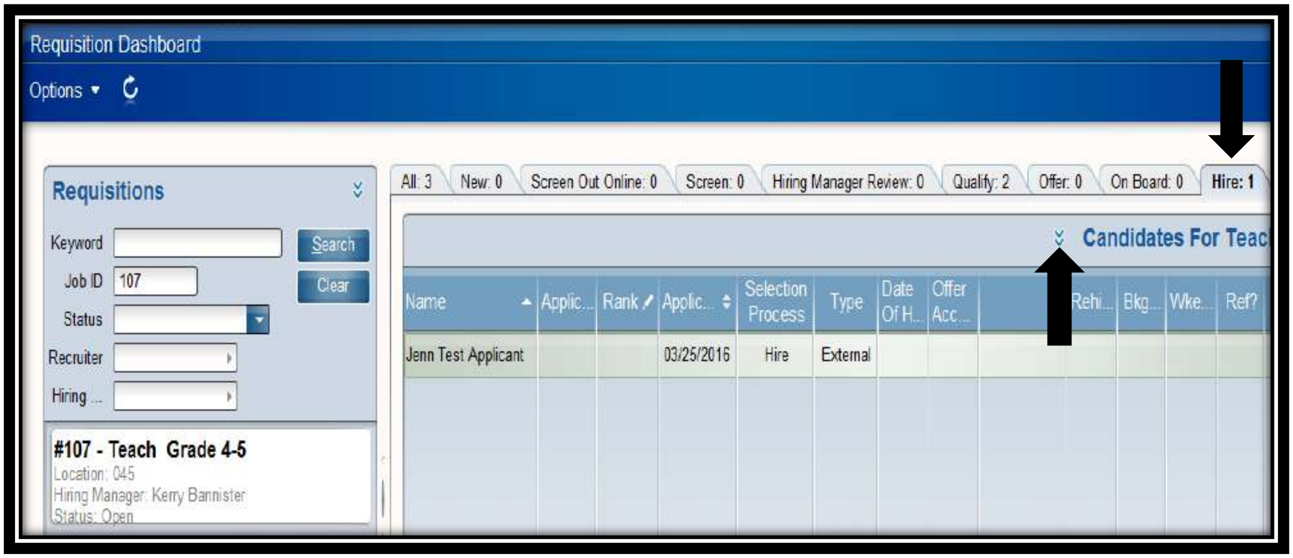
When all information is entered, select **Submit** to start the approval process for the Hire.

Recommendation for Rehire

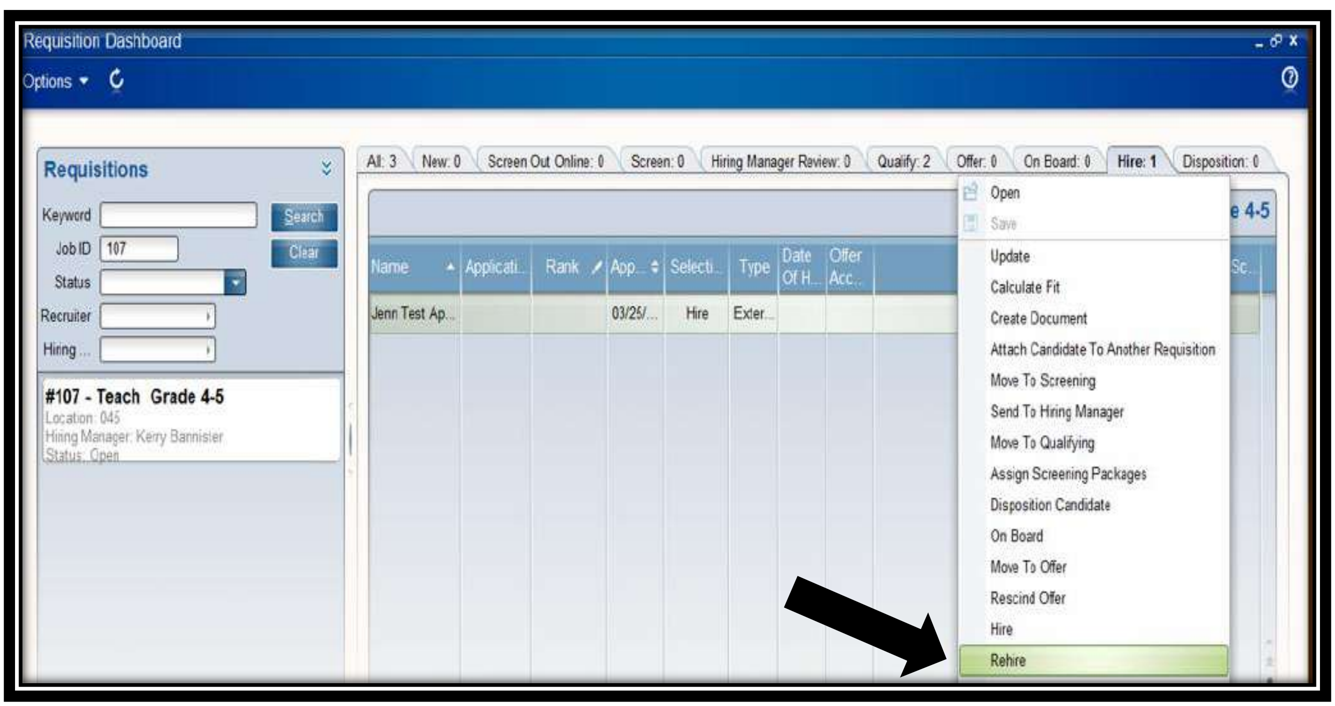
The Rehire action is used to hire external applicants that were previously employed with Greenville County Schools. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates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

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

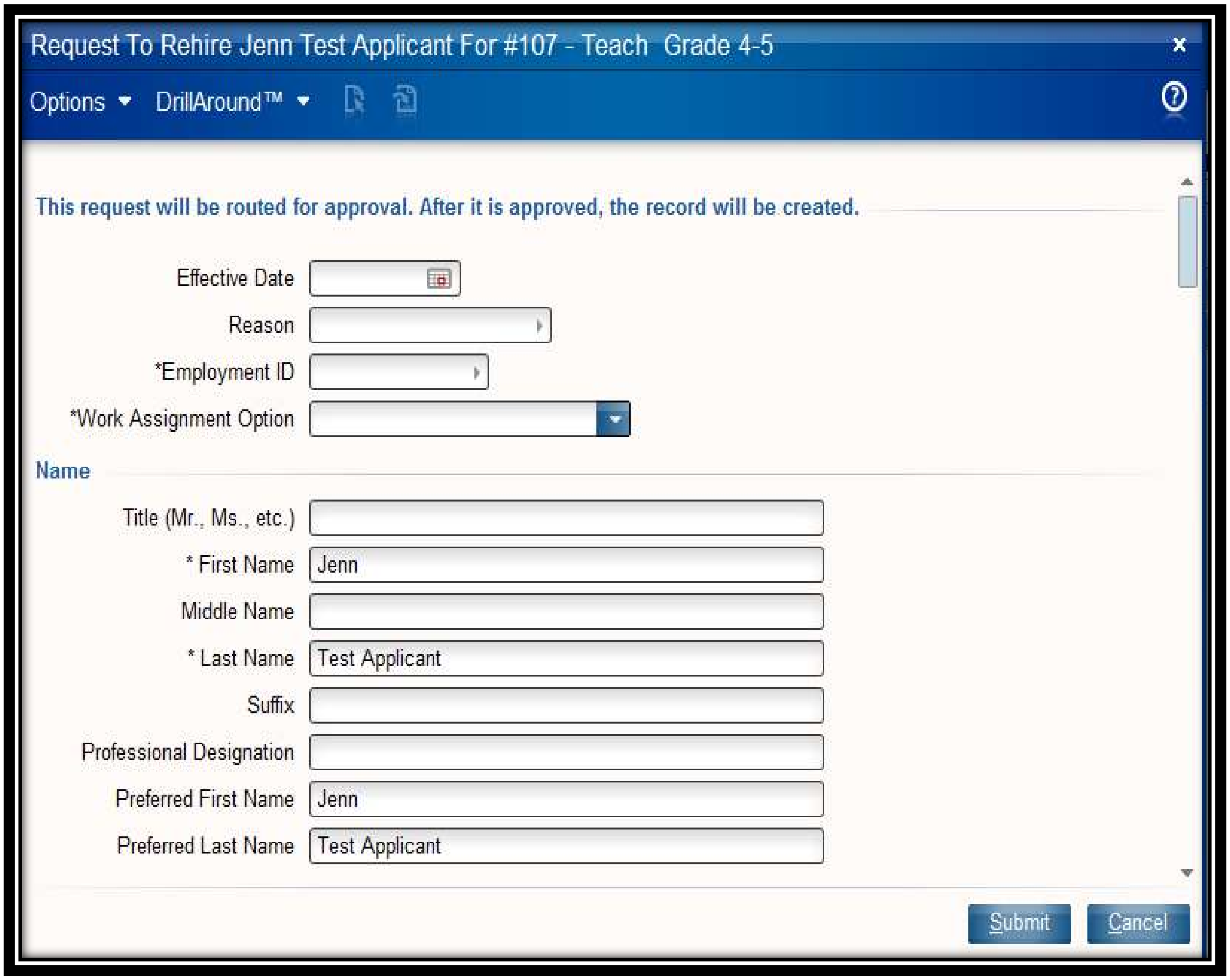
Select the **Hire** tab as shown below to view the applicant moved to hire. Highlight the applicant being rehired and select the double down arrows as shown below.



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



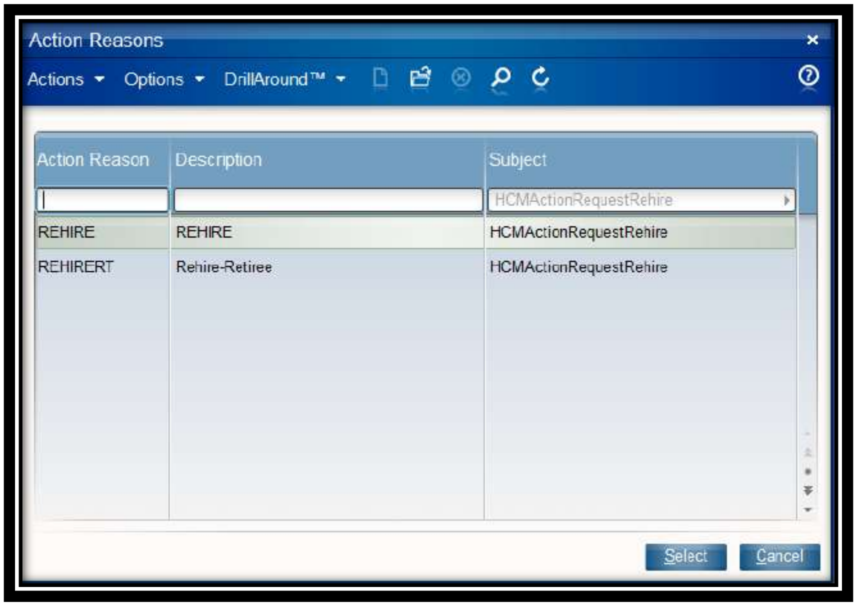
The Request to Rehire form will be displayed as shown below.



Completed the form as described below:

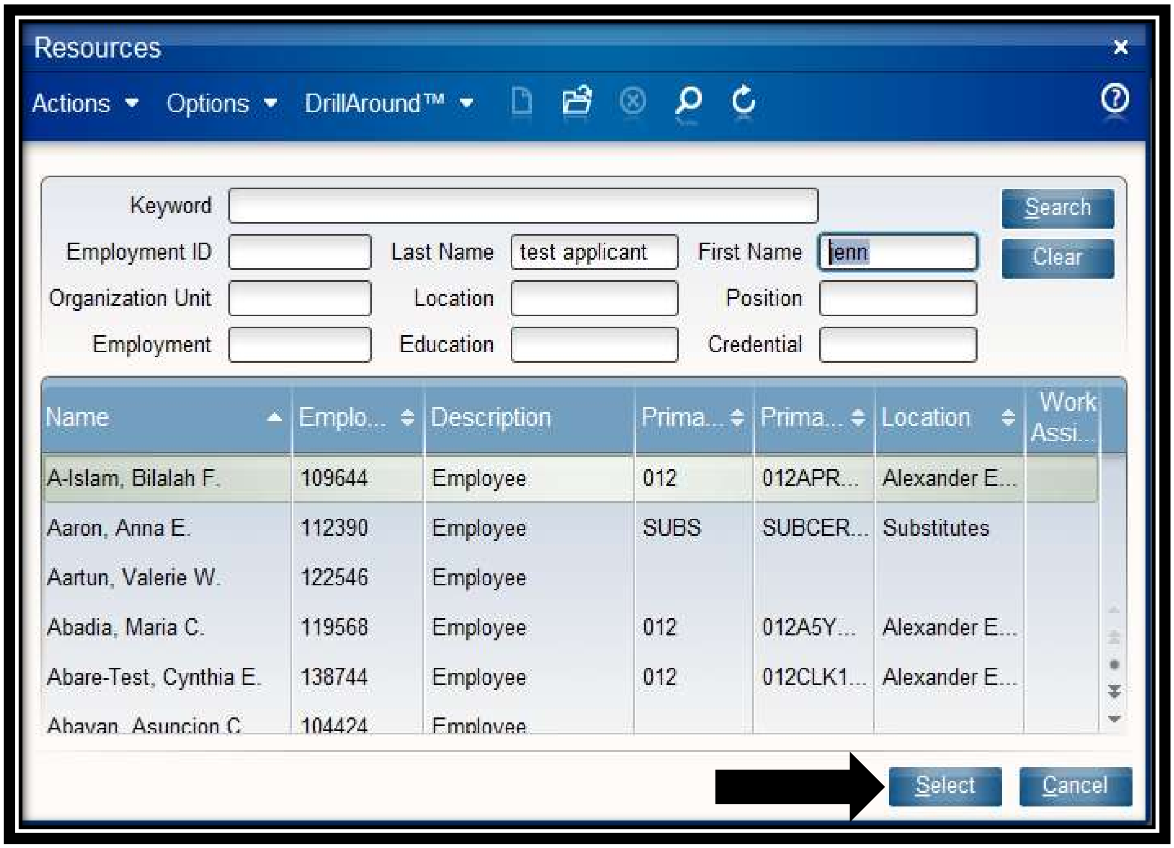
Effective Date: The date the employee will begin employment.

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

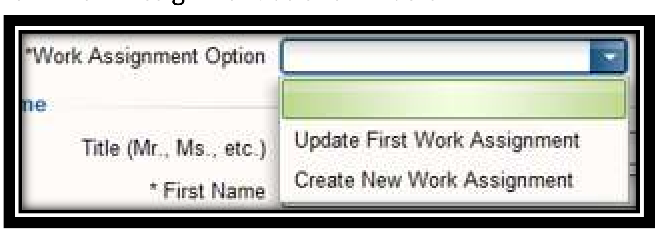


Employment ID: Click on the arrow in the Employment ID field to search by first name and/or last name to locate the Employee ID.

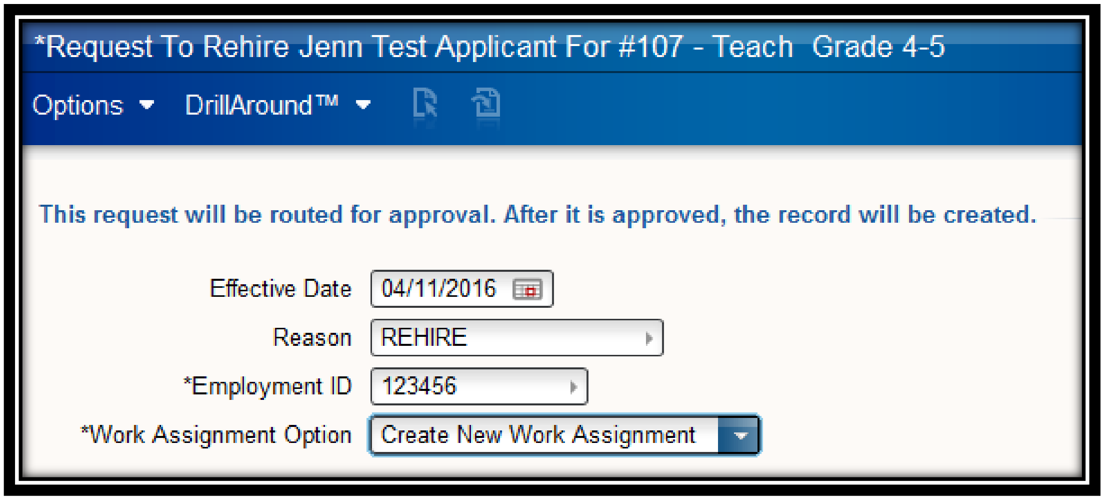
The Resources search function will be displayed as shown here. Enter the candidates Last Name and/or First Name to search for their Employee ID. Highlight the candidate and click on Select. The Employee ID number will populate into the rehire form.



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

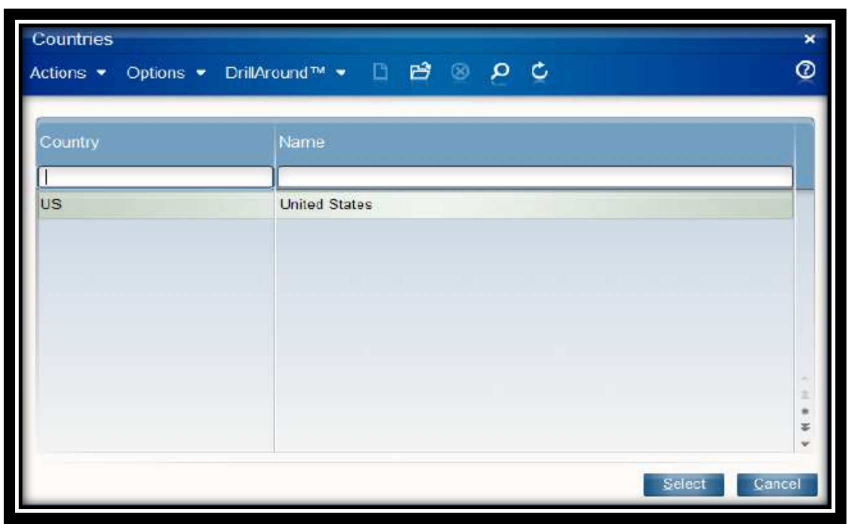


The top portion of the Request to Rehire form will look similar to the sample below.



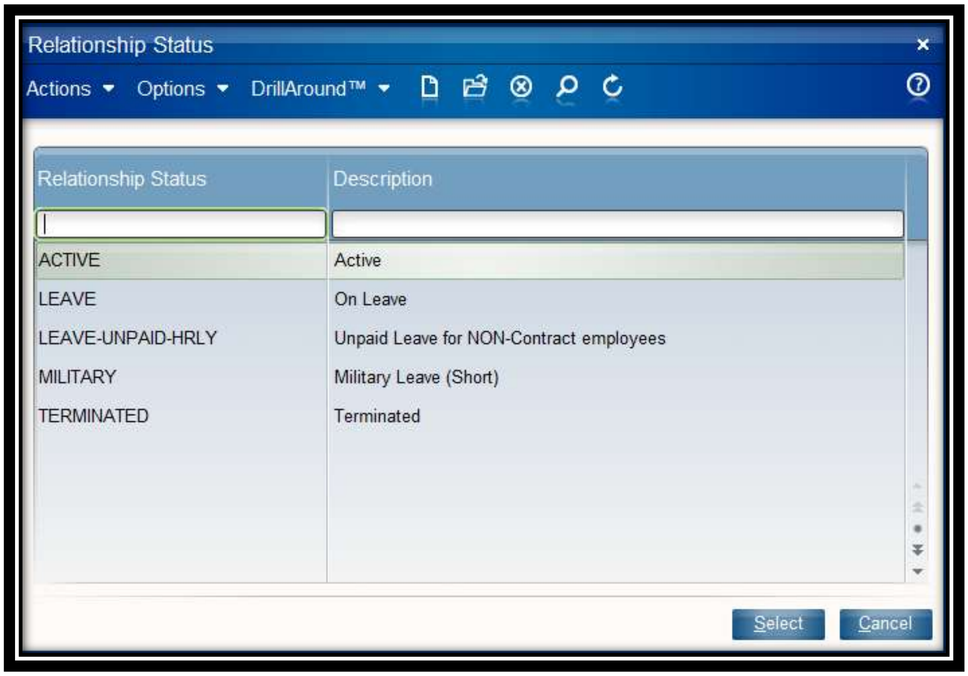
Name Section: This section should be populated from the online application.

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



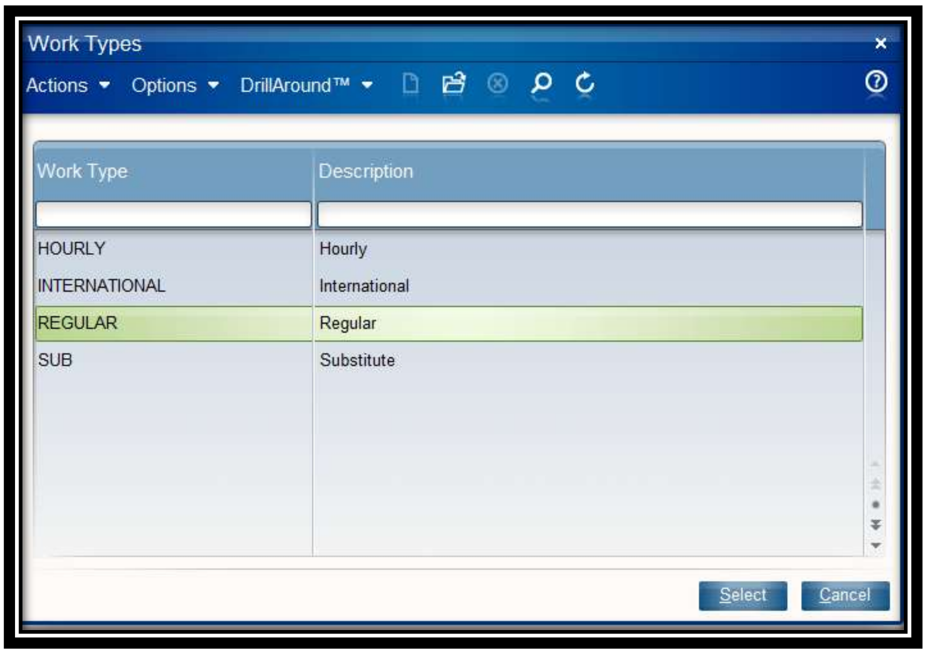
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

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

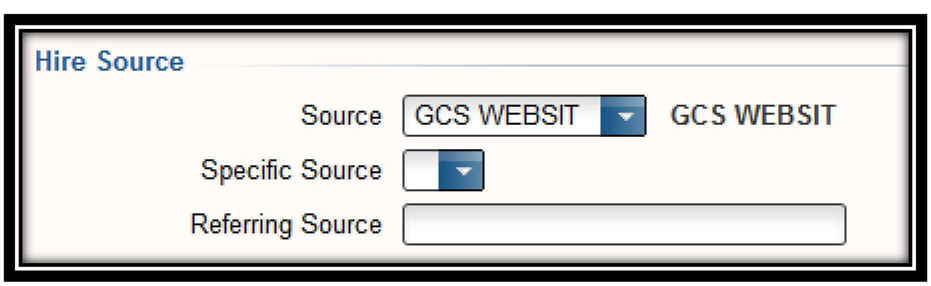


Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

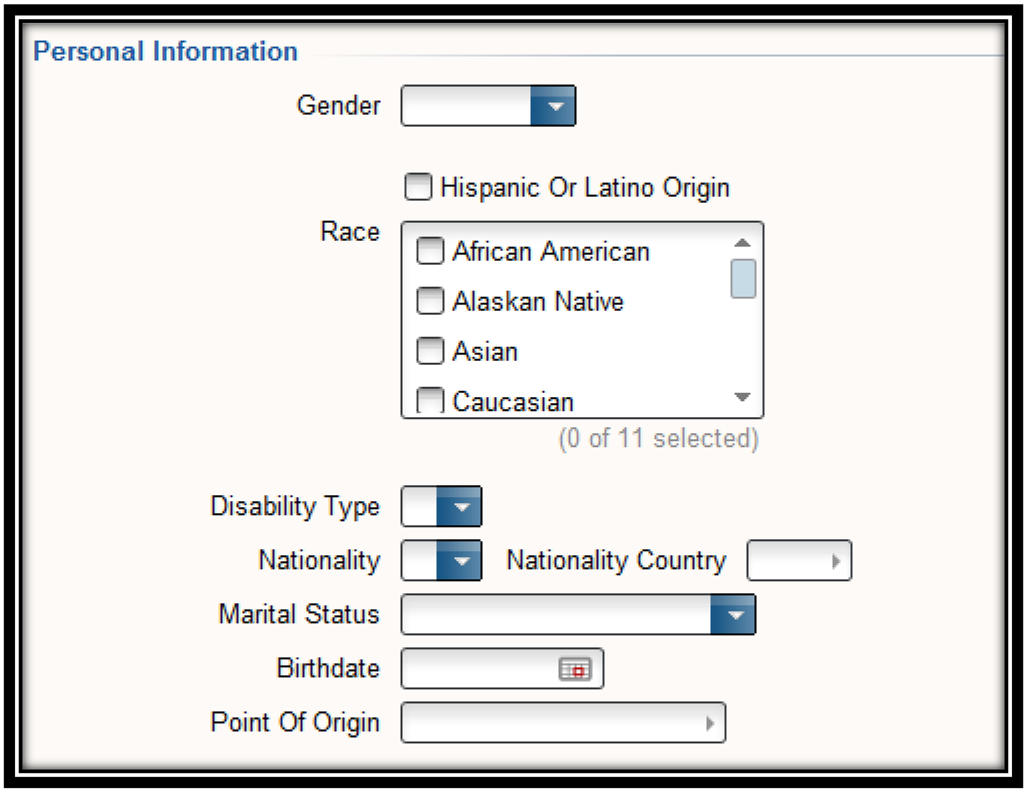
- **Hourly –** Positions with a Full Time Equivalent (FTE) equal to zero and no benefits such as Afterschool Caregivers, Adjunct Coaches, Hourly Tutors, etc.
- **International –** Used when hiring international teachers.
- **Regular –** Positions with a Full Time Equivalent (FTE) greater than zero including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



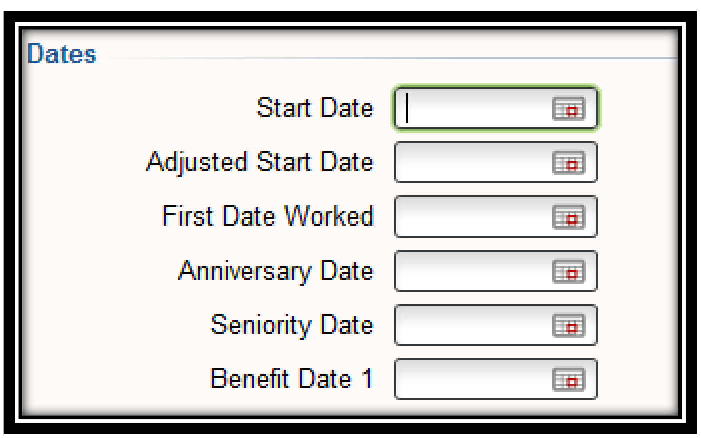
Hire Source Section: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



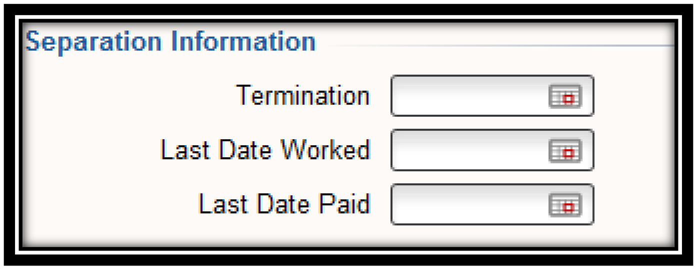
Personal Information: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



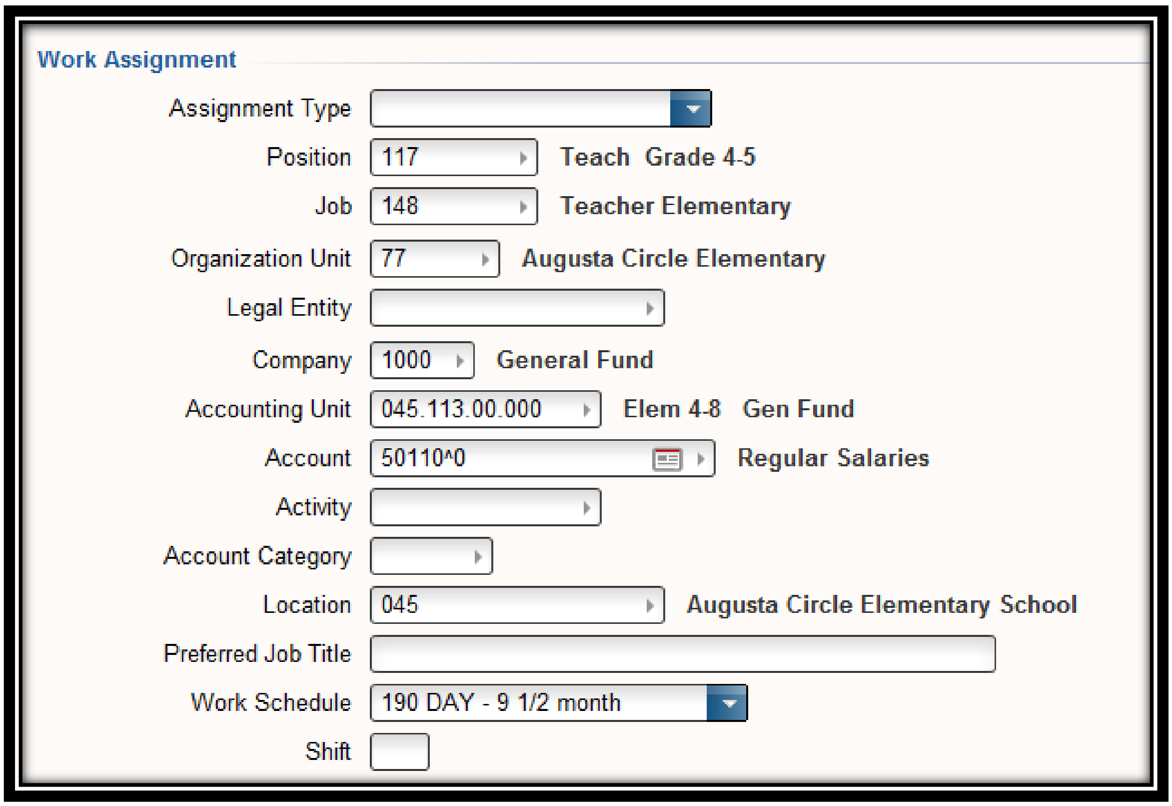
Dates: These will be completed by the Human Resources department, please do not enter information in the date fields.



Separation Information: Leave blank not used by GCS.



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

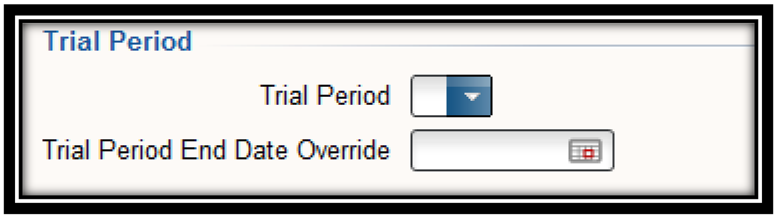


Assignment Type: Click on the arrow in the Assignment Type field and select one of the following options:

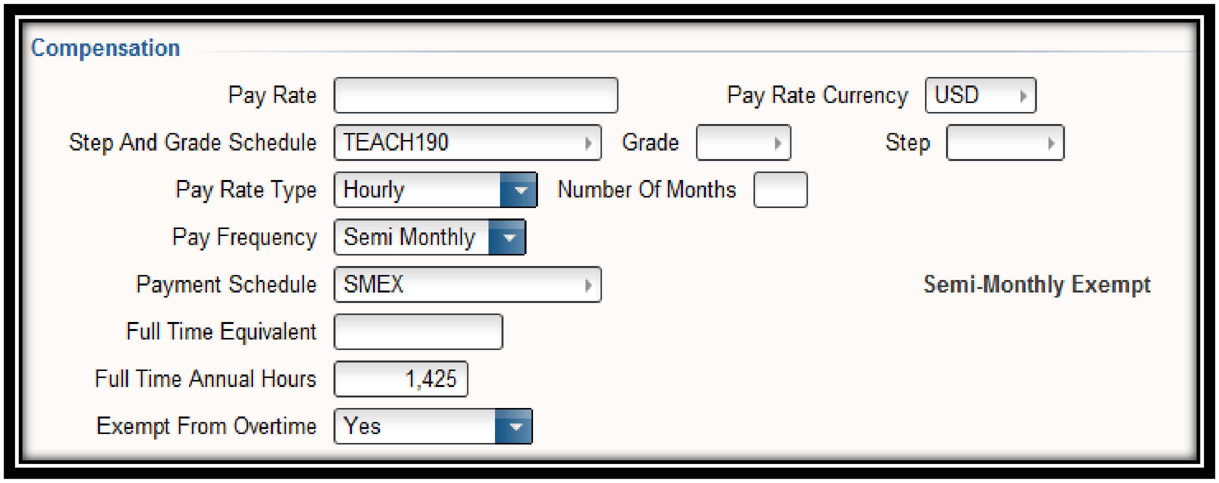
1. Base Assignment – Select if the position is a budgeted FTE position.
2. Supplemental Assignment – If the position is not a budgeted FTE position. For example, afterschool, substitute and hourly tutor.

Manager Information: The Manager Information will default from the position code on the requisition.

Trial Period: Leave blank not used by GCS.

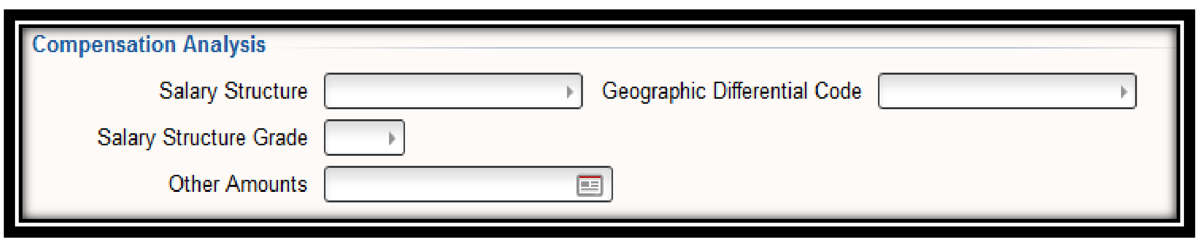


Compensation: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Compensation section.

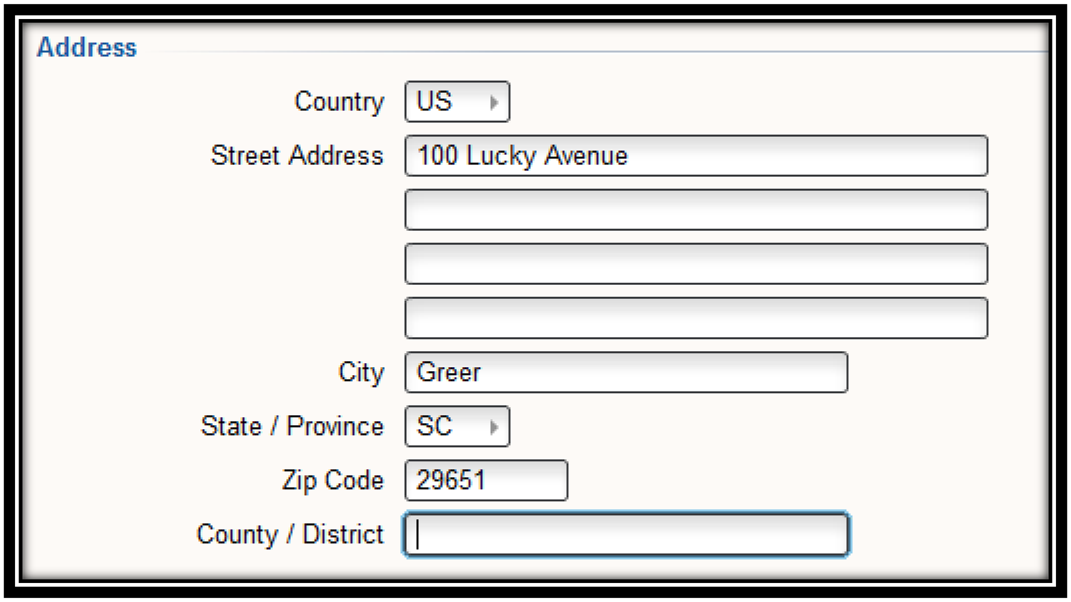


Full Time Equivalent: Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Rehire form.

Compensation Analysis: Leave blank not used by GCS.



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

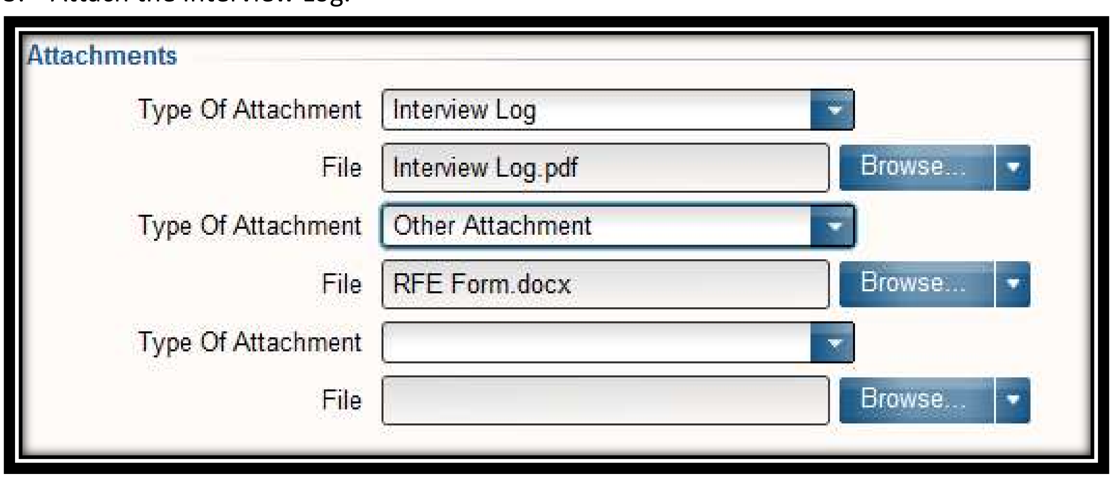


Country: Click on the arrow in the Country field and select **US** for **United States**.

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

Attachments: Please attach the following items in this section:

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



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

Recommendation for Transfer

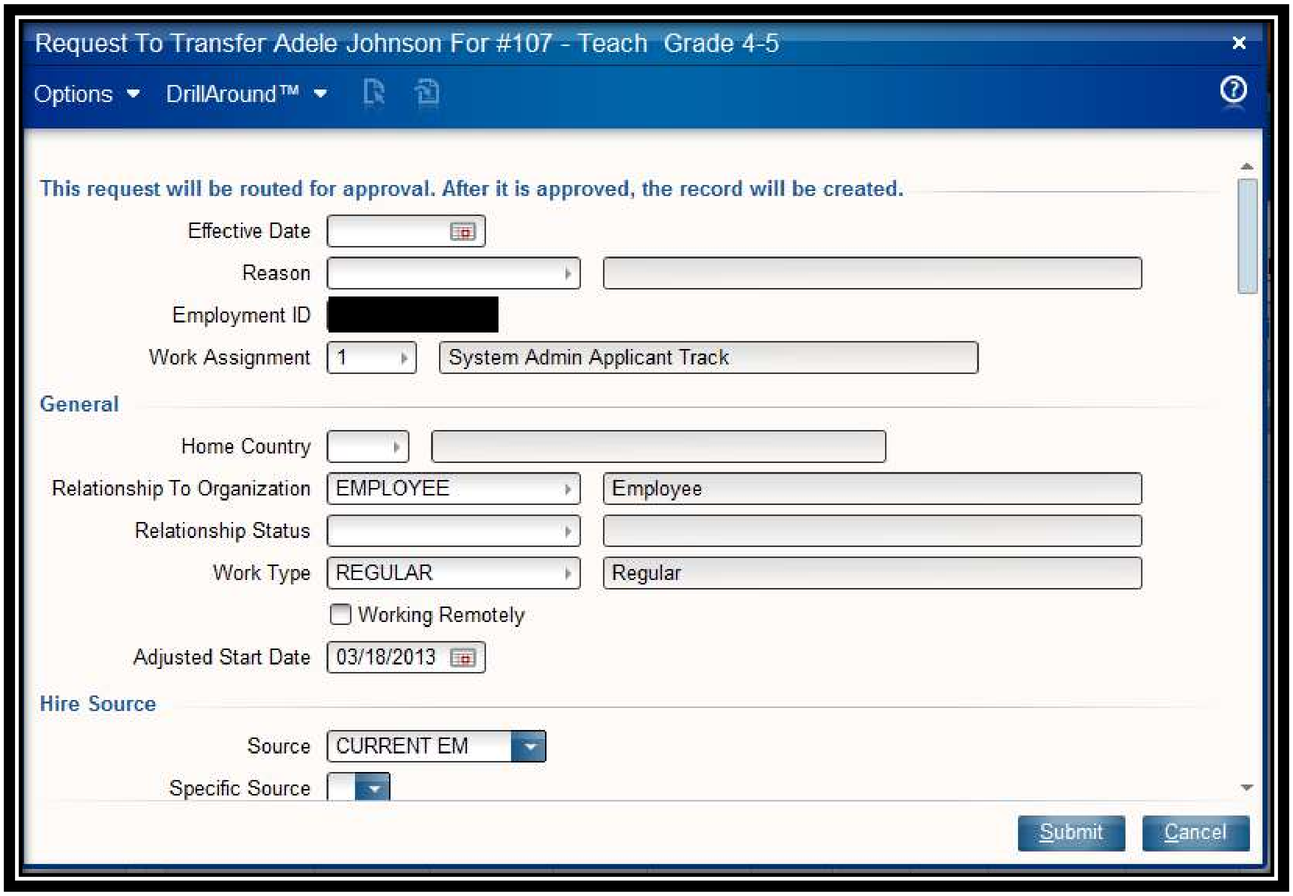
The Transfer action is used for candidates already employed with the district, however, they are moving to a different position. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will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

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

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

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

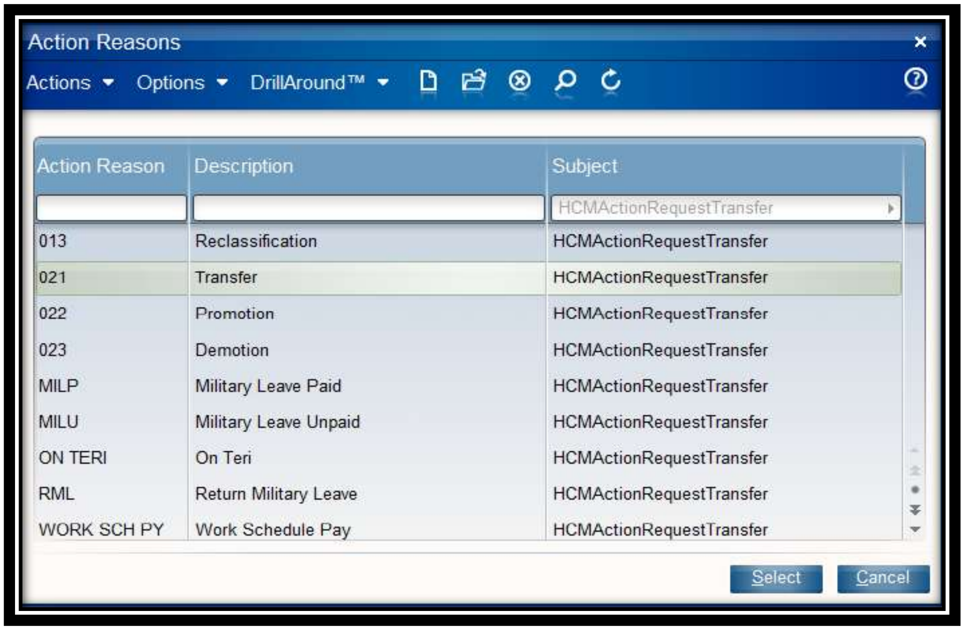
The Request t Transfer form will be displayed as shown below.



Completed the form as described below:

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

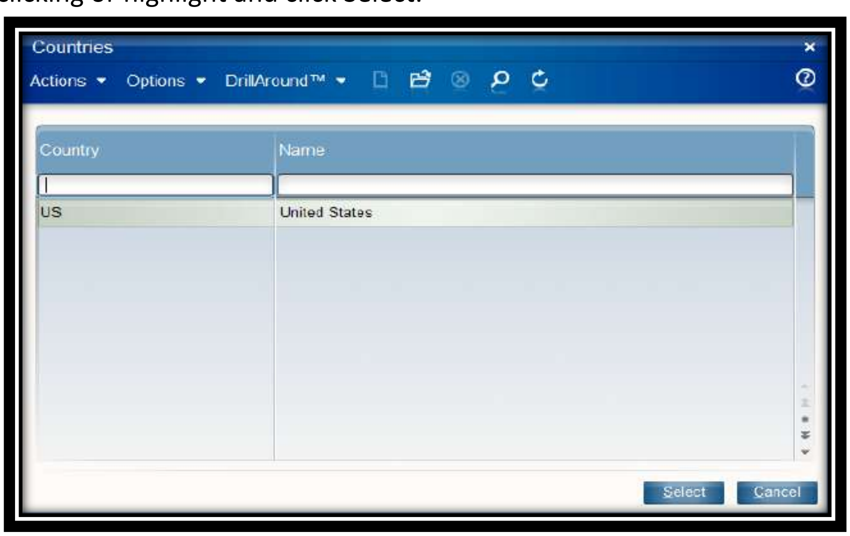
Reason: Click on the arrow in the Reason field and select **TRANSFER** by double clicking or highlight and click Select.



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

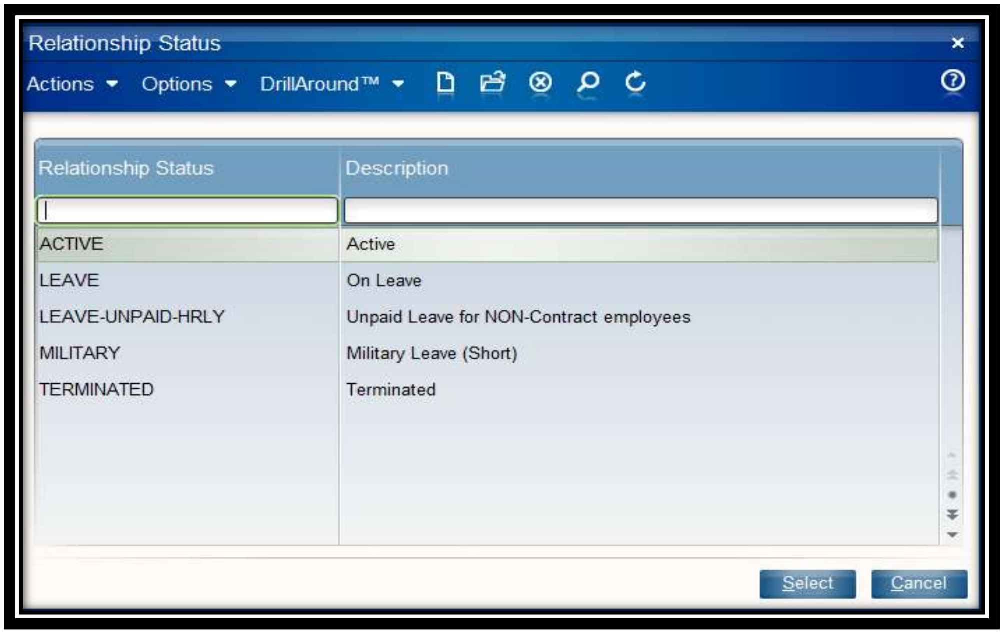
Work Assignment: Leave the Work Assignment with the default information provided.

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



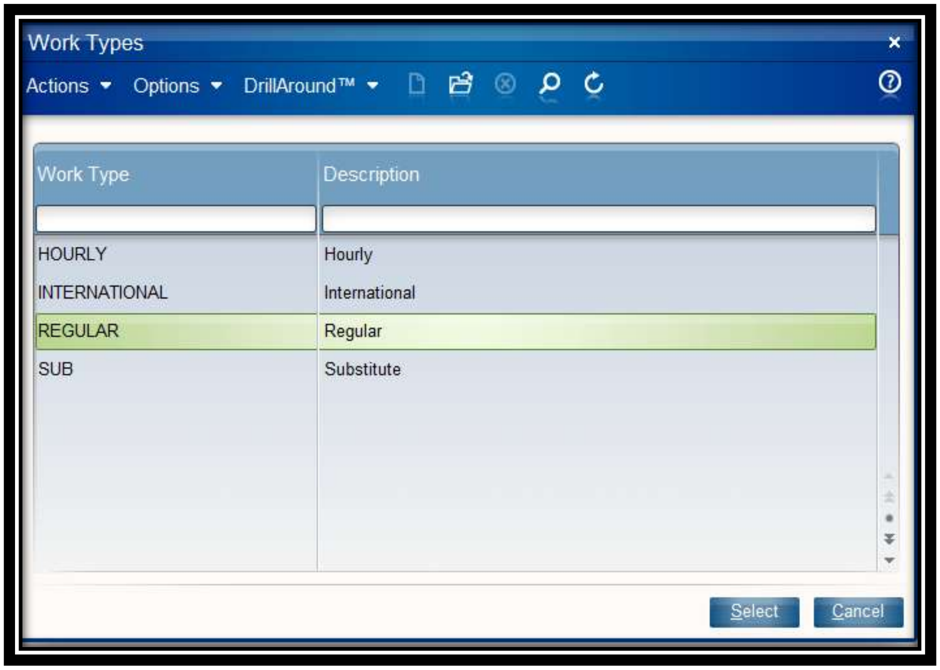
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

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



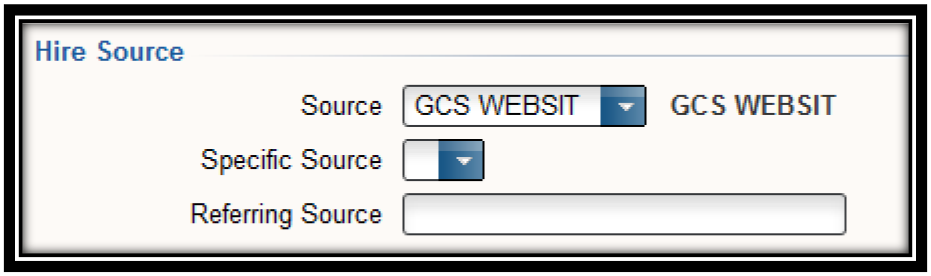
Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

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

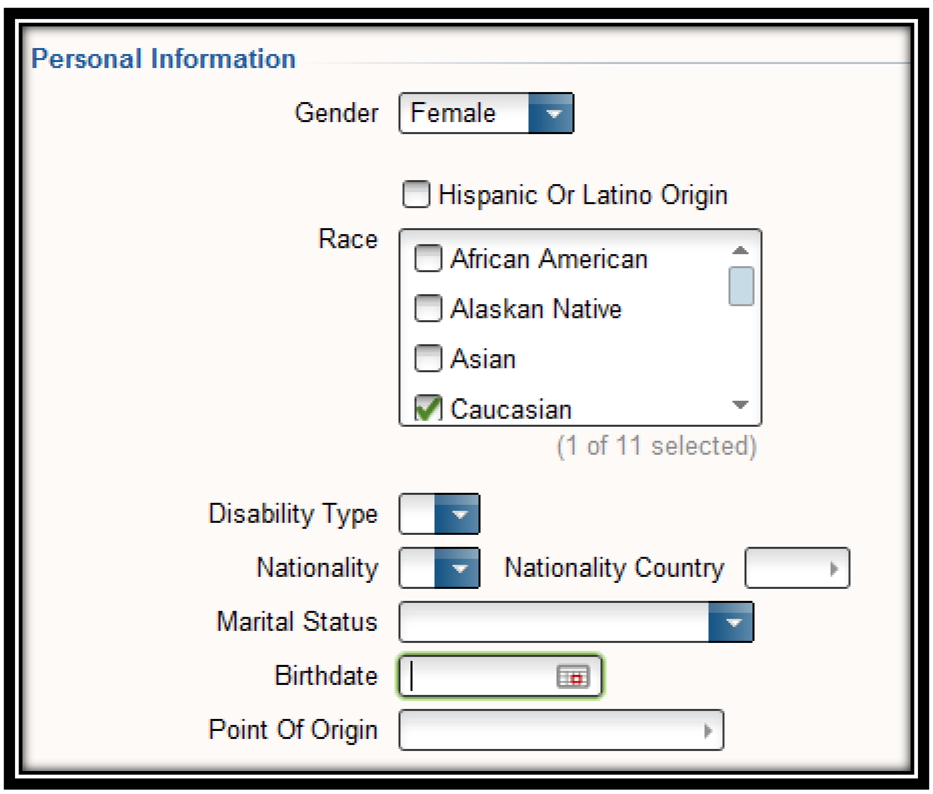


Adjusted Start Date: This date will be completed by the Human Resources department, please skip this field.

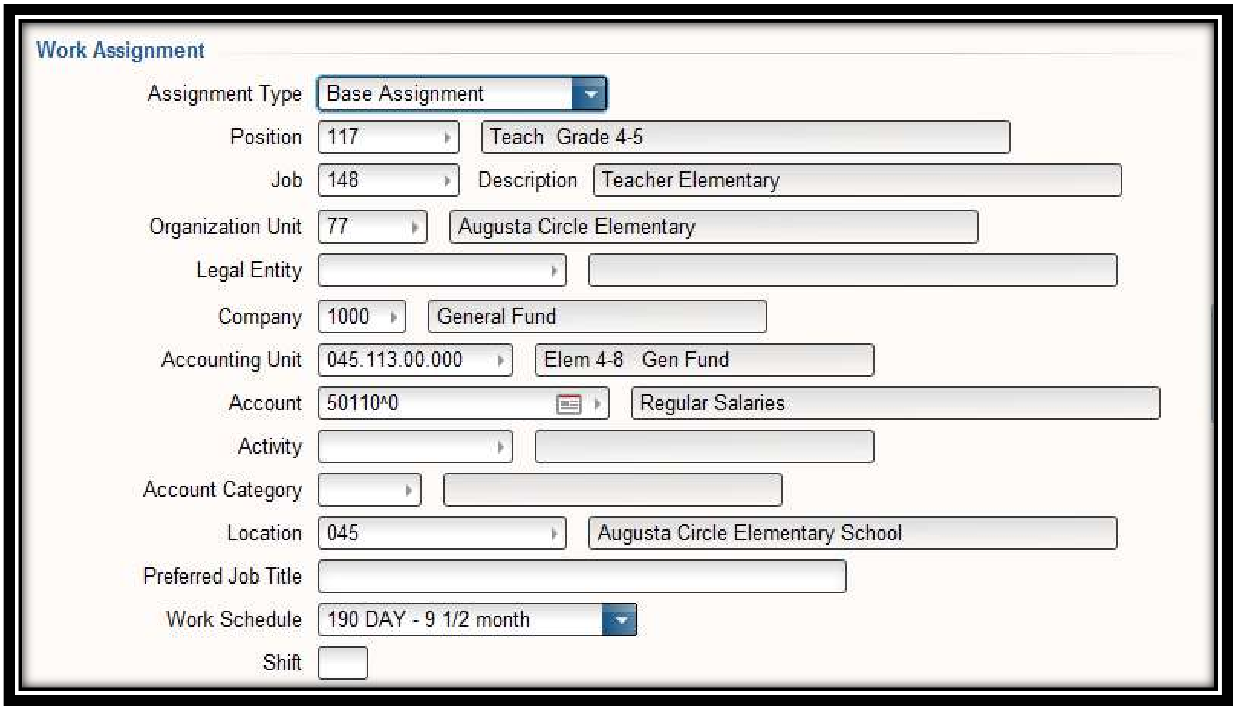
Hire Source Section: These fields should default from the online application, if the applicant entered the information. If the applicant did not enter the information on the application, it does not need to be entered.



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



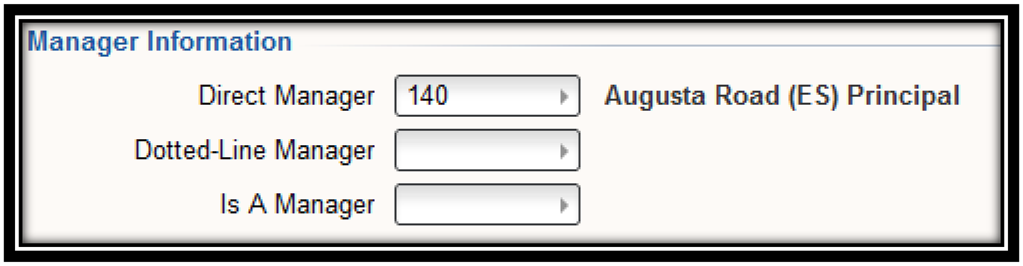
Work Assignment: The majority of the fields in this section will default based upon the position code on the requisition. The Assignment Type is the only field that must be selected in the Work Assignment section.



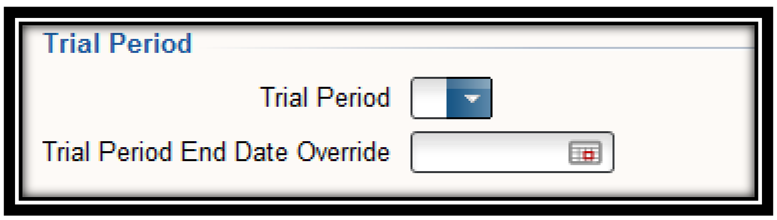
Assignment Type: Click on the arrow in the Assignment Type field and select one of the following options:

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

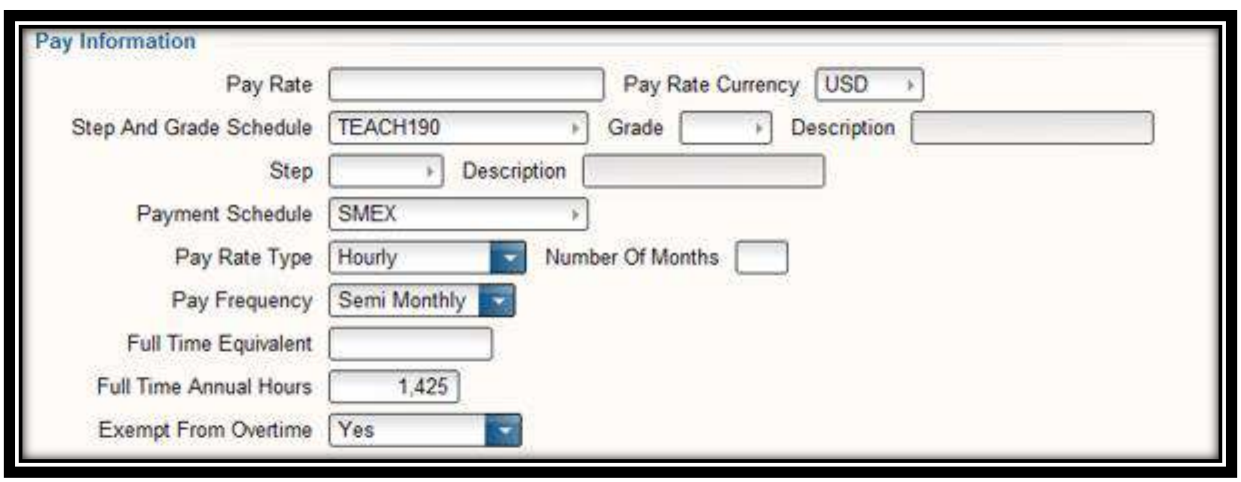
Manager Information: The Manager Information will default from the position code on the requisition.



Trial Period: Leave blank not used by GCS.

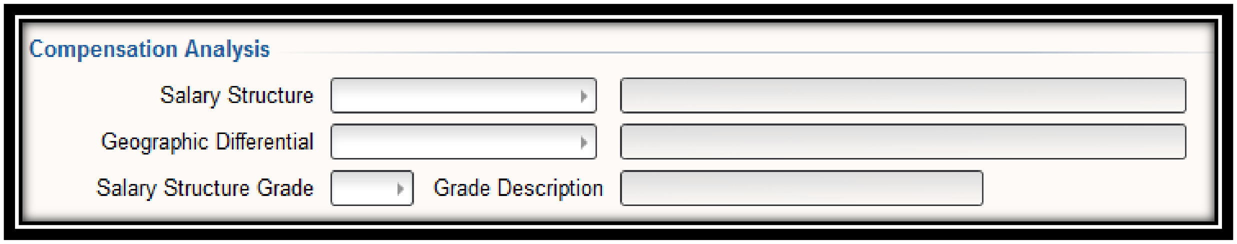


Pay Information: The majority of the fields in this section will default based upon the position code on the requisition. Do not enter or change any information that defaults from the position code. The appropriate Human Resources manager will assign the Step and Grade Schedule, Grade and Step. The **Full Time Equivalent** is the only field that must be selected in the Pay Information section.



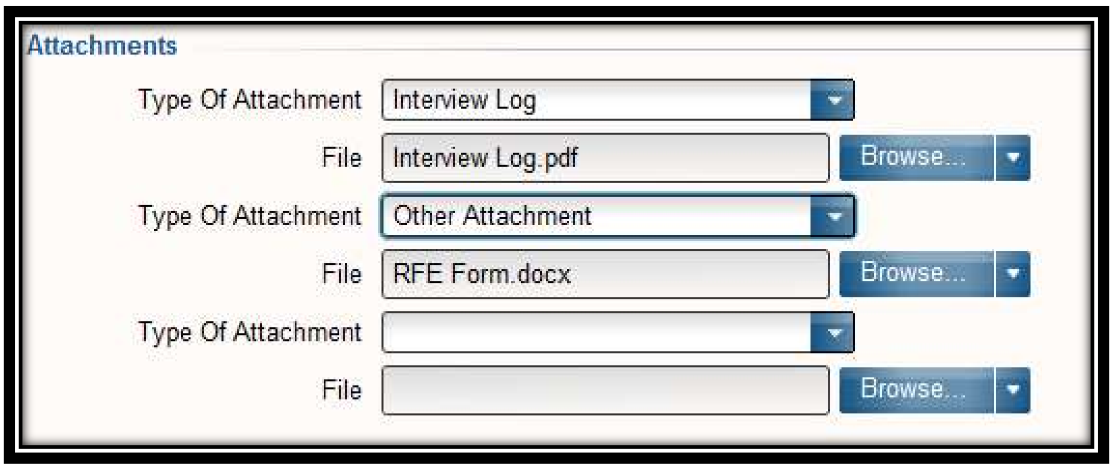
Full Time Equivalent: Enter the full time equivalent for the candidate being hired. If you are hiring a candidate that will be split between multiple positions, please attach the RFE with the additional position splits in the attachment section of the Hire form.

Compensation Analysis: Leave blank not used by GCS.



Attachments: Please attach the following items in this section:

4. If the employee will have multiple positions with FTE's, please attach the Recommendation for Hire Form in this Attachments section for additional position(s).
5. Attach the Principal/Phone Reference form.
6. Attach the Interview Log.

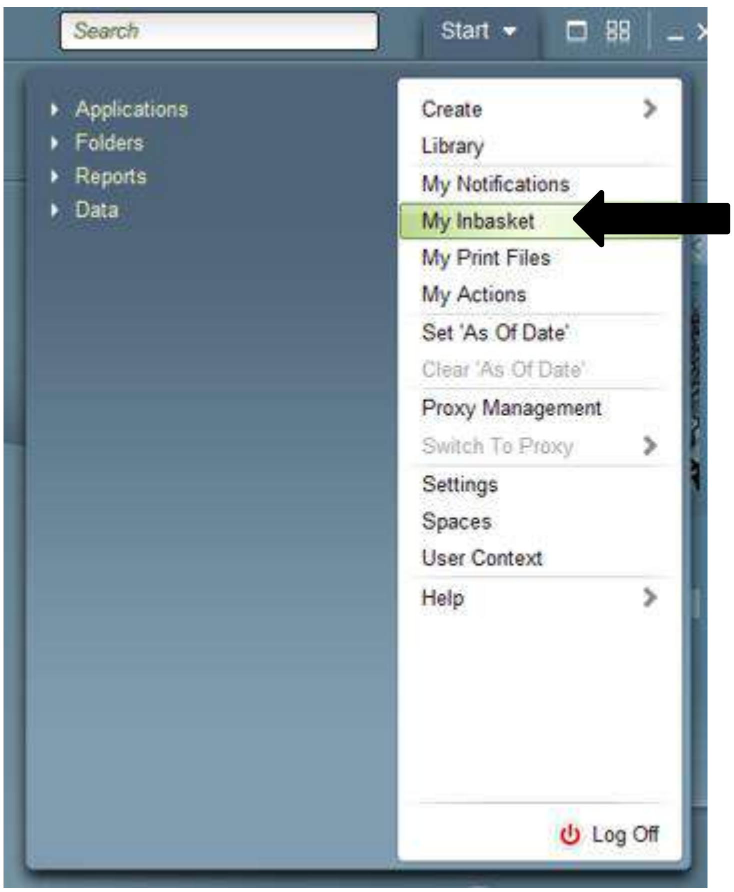


When all information is entered, select **Submit** to start the approval process for the Transfer.

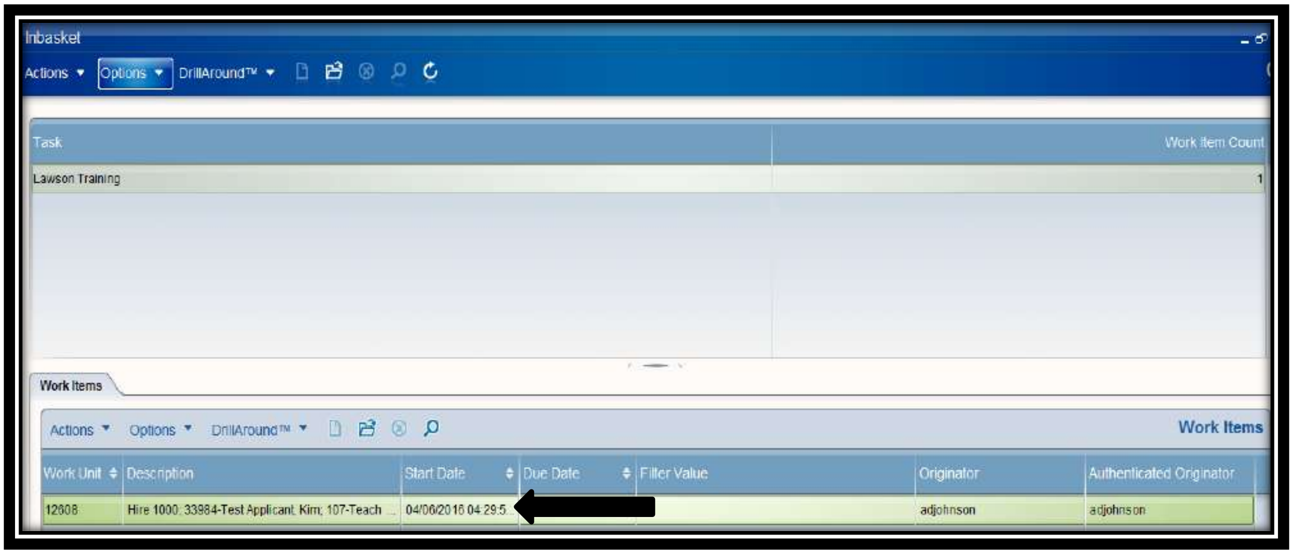
How to Approve a Hire/Rehire/Transfer Request Sent to My Inbasket

Principal/Hiring Manager

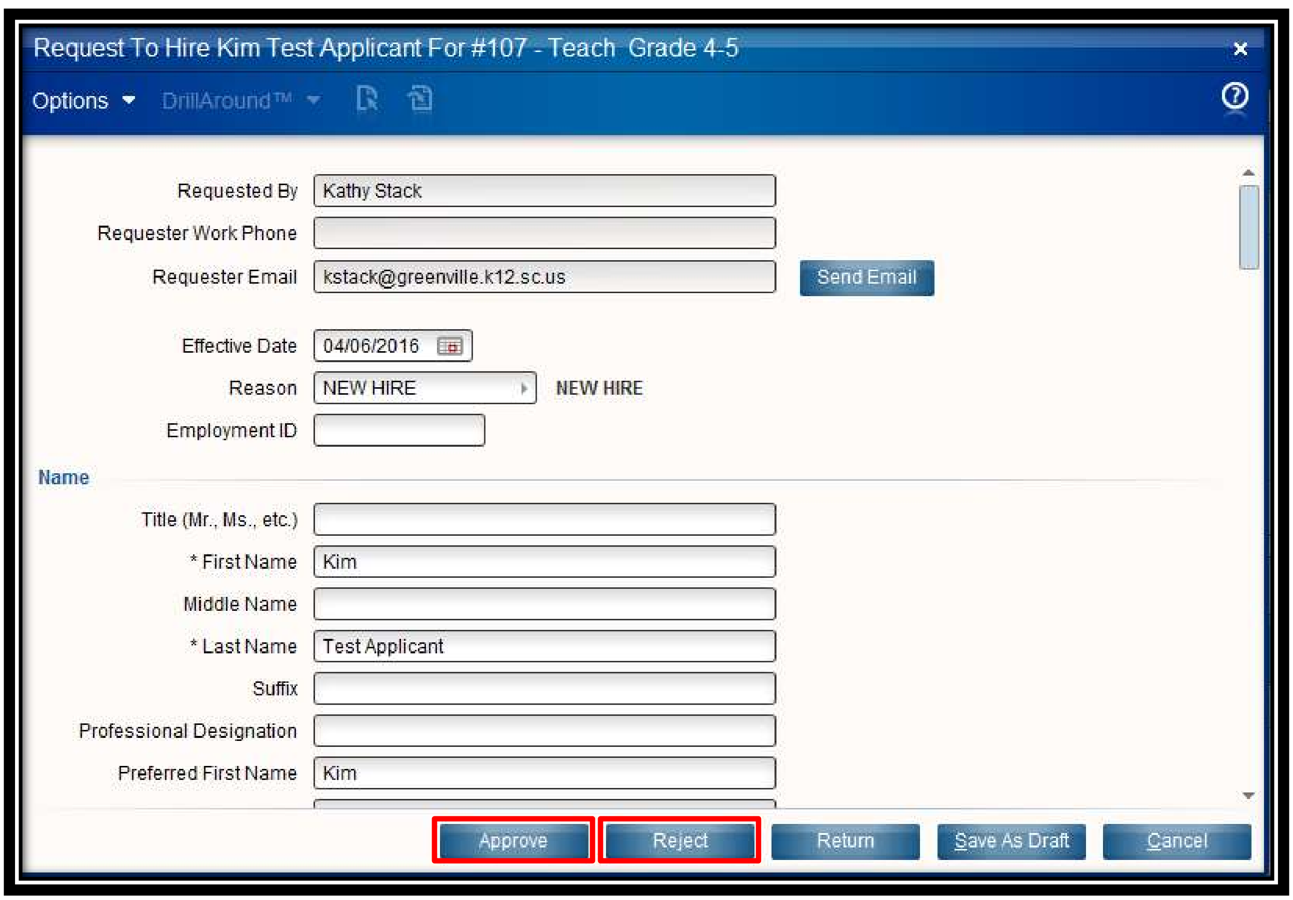
Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



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



The Hire, Rehire or Transfer requiring approval will display.



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

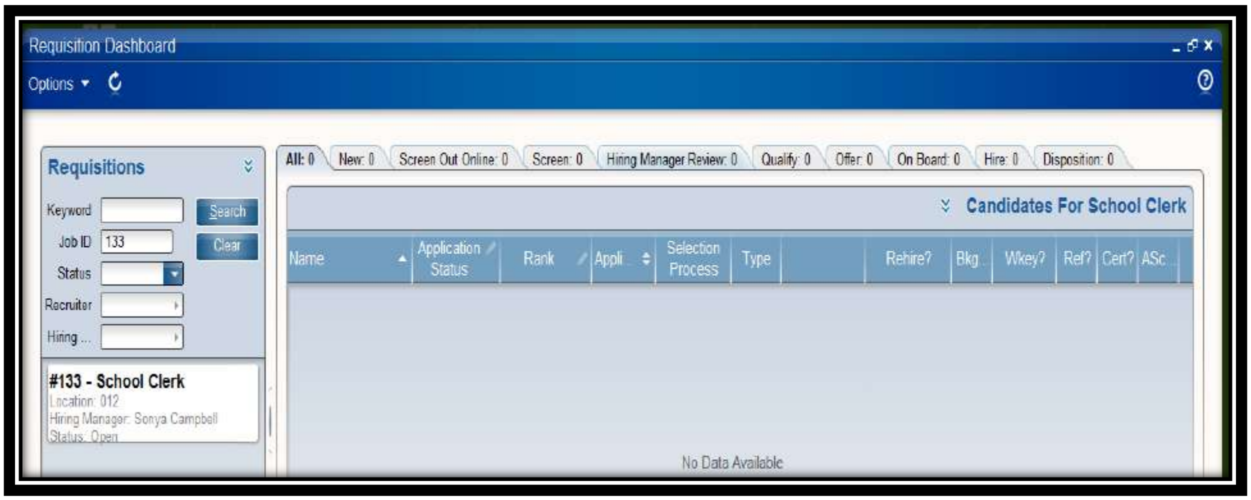
How to Close Out a Requisition

When a position requisition is filled, the following steps need to be executed:

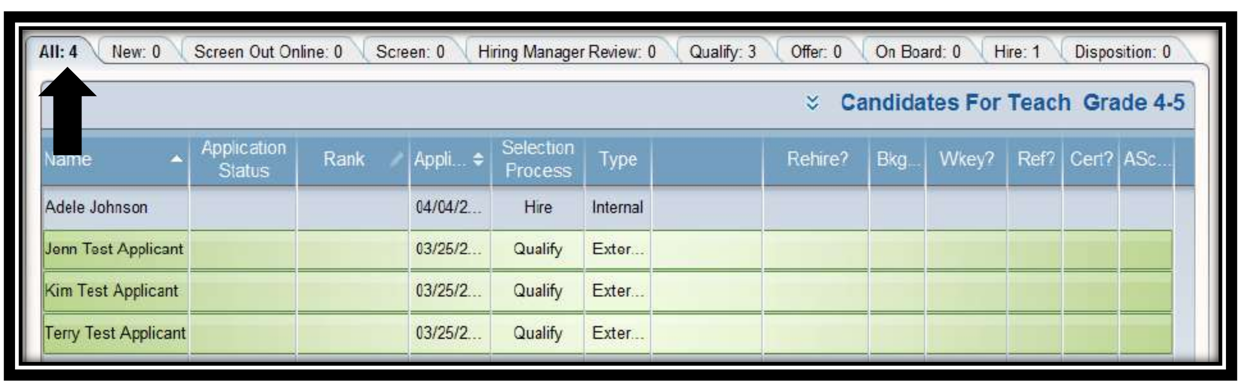
1. **Move Applicants Not selected to the Disposition Tab.**
2. **Send a Mass Email** to the applicants not selected to inform them the position is filled.
3. **Close the Requisition**.

Select the Recruiter icon, then the Requisitions icon.

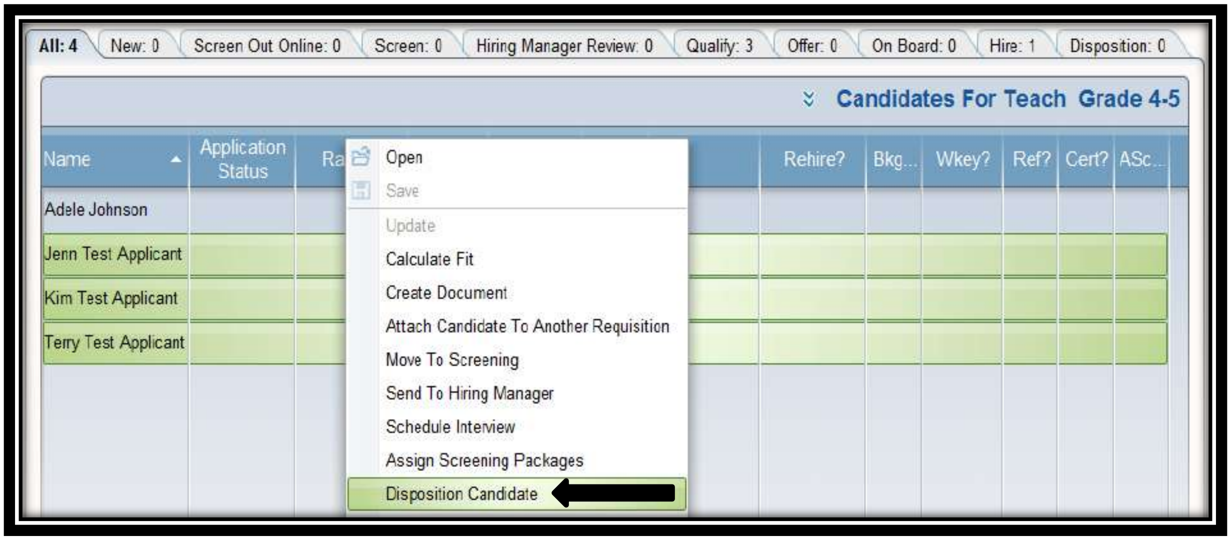
Enter the requisition number in the **Job ID** field and press enter.



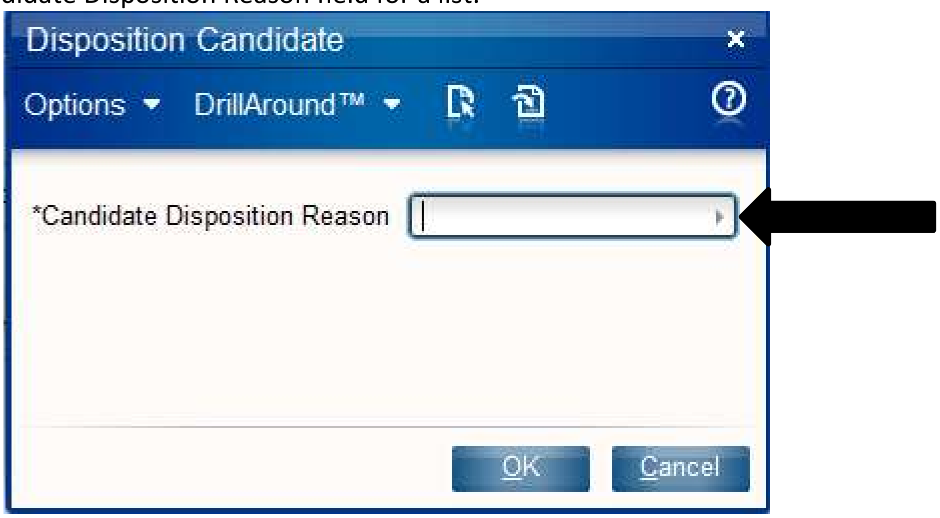
1. **Move Applicants Not Selected to the Disposition Tab.**
   Select the **All** tab to display all applicants for this requisition. Highlight the applicants NOT hired like the example below. To highlight multiple applicants, press the CTRL key and then click on each applicant.



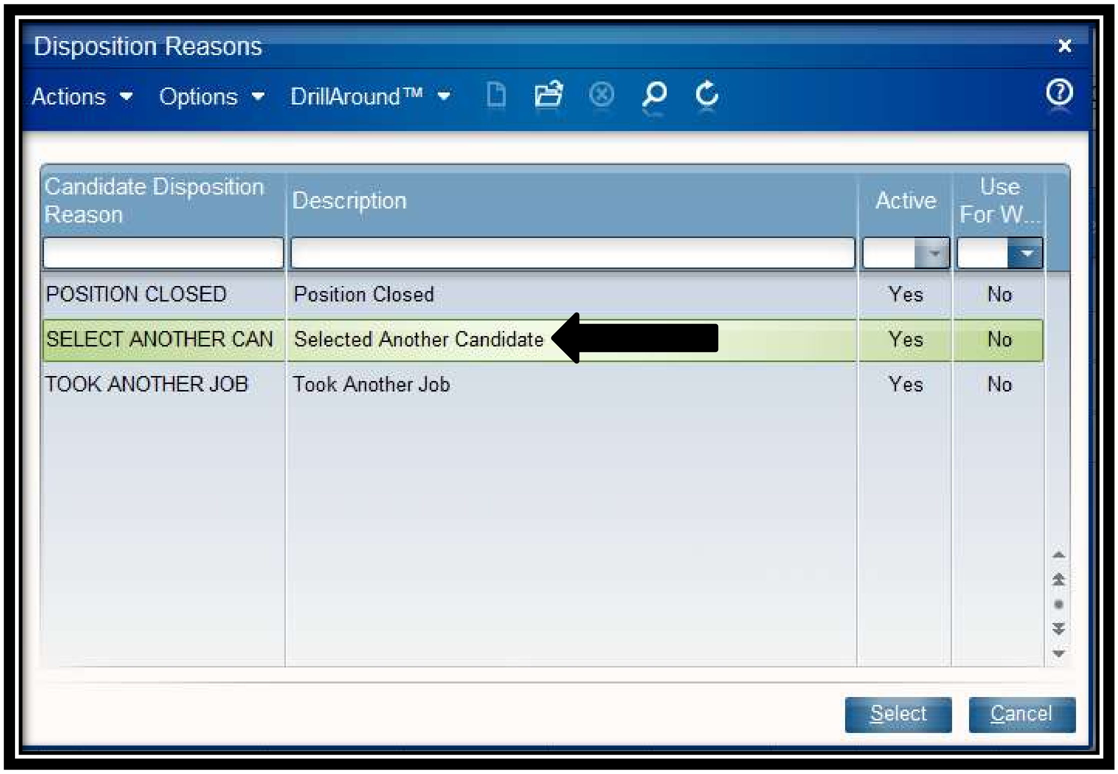
When the applicants NOT hired are highlighted, right click and select **Disposition Candidate**.



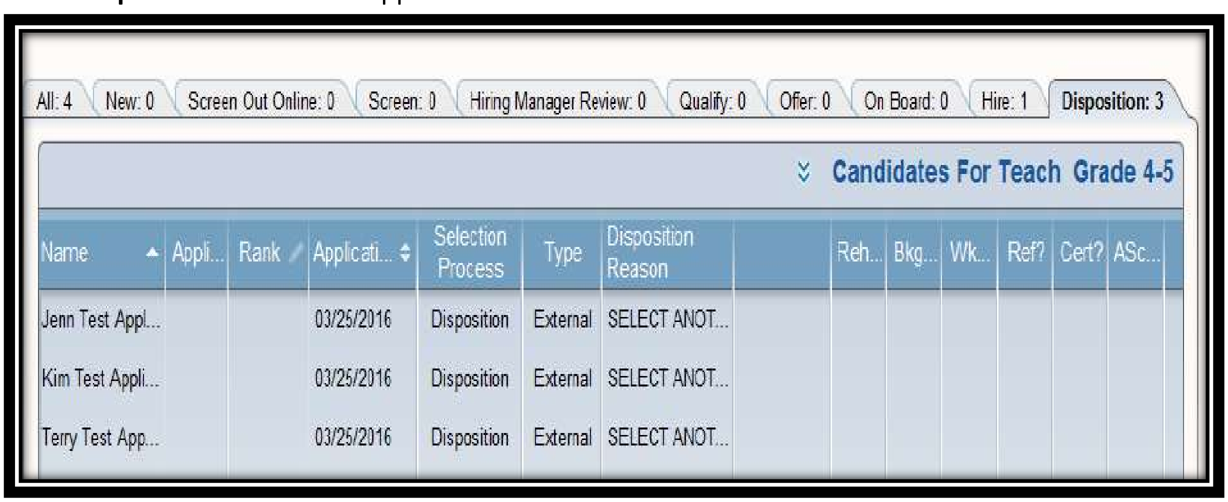
The following prompt will display requesting entry of a Disposition Reason. Click on the arrow in the Candidate Disposition Reason field for a list.



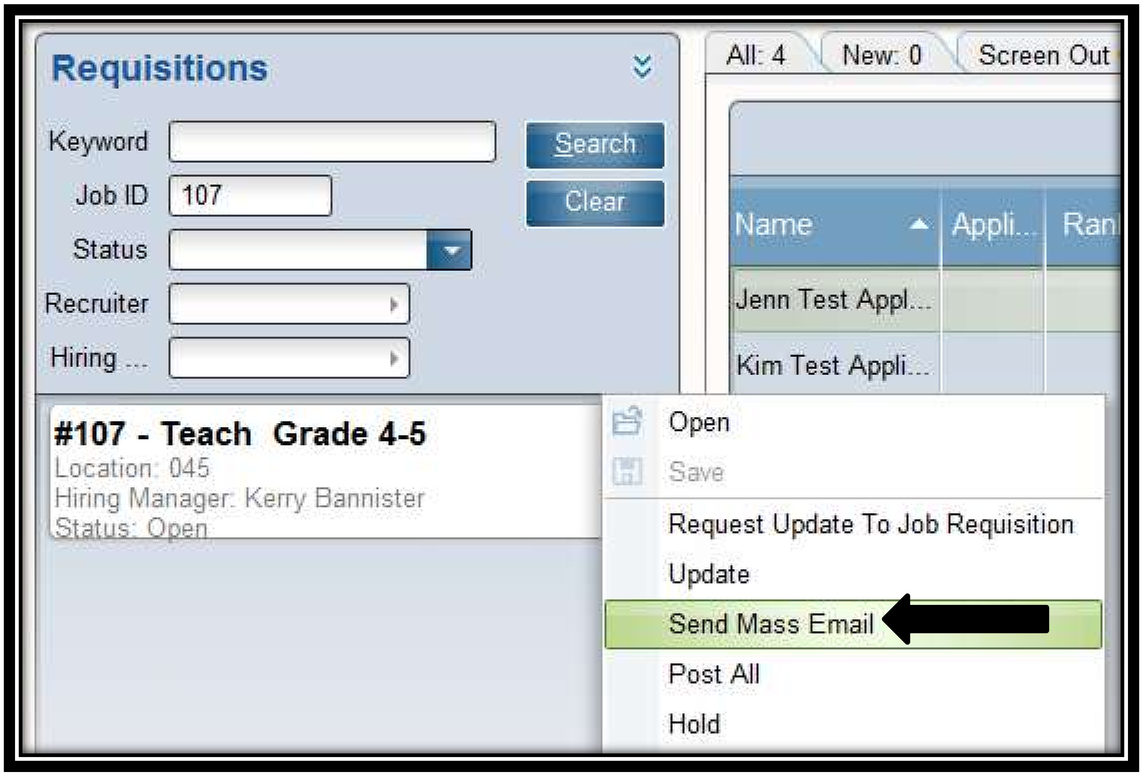
Highlight the **SELECT ANOTHER CANDIDATE** disposition reason and click Select. The disposition reason will be filled, select **OK**.



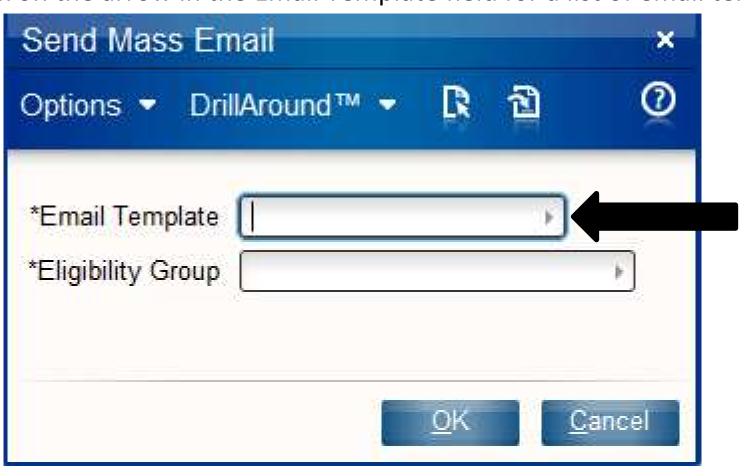
Select the **Disposition** tab and the applicants are moved as shown below.



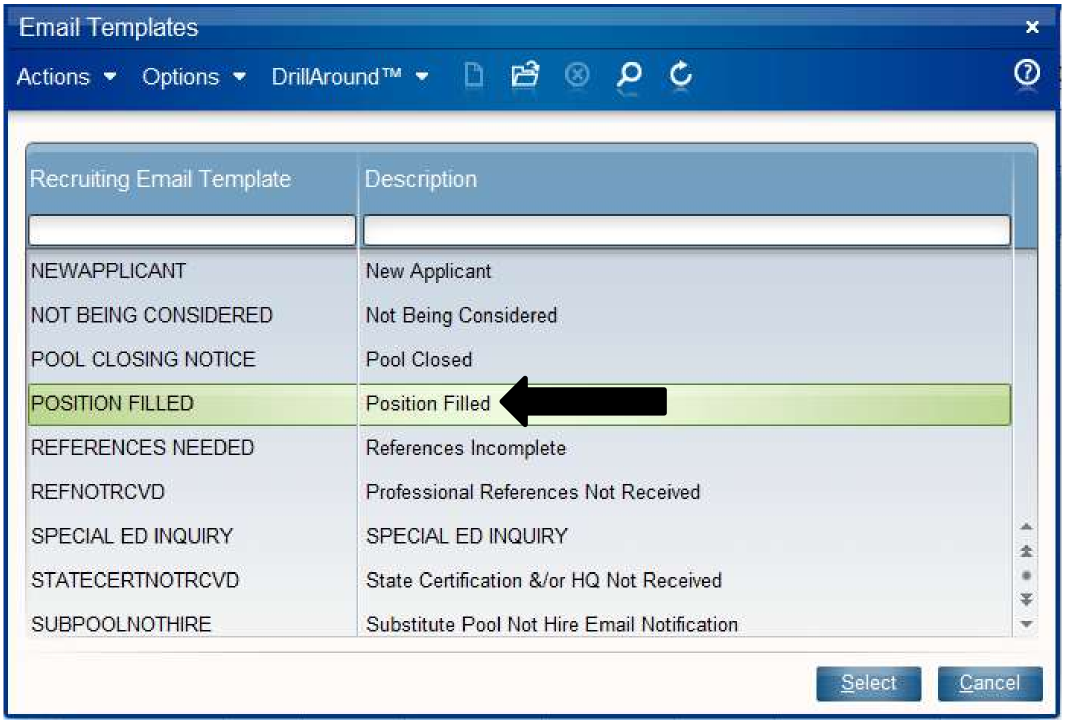
2. **Send Mass Email to Applicants Not Selected to Inform them the Position is Filled.**
Right click on the requisition as shown below and select **Send Mass Email**.



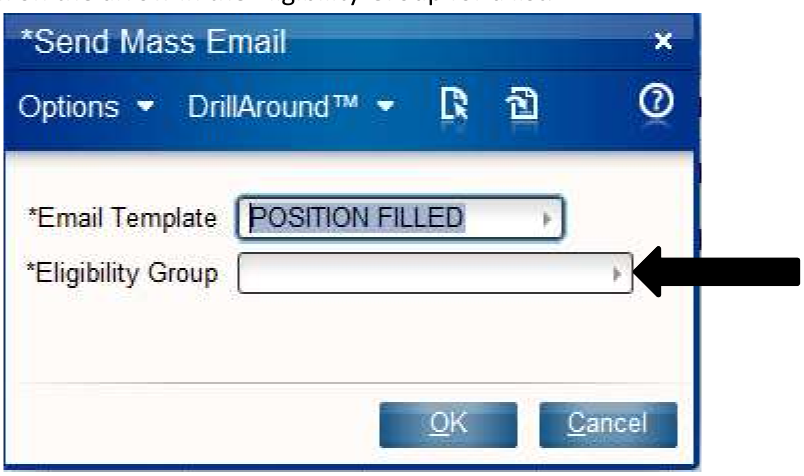
Click on the arrow in the Email Template field for a list of email templates.



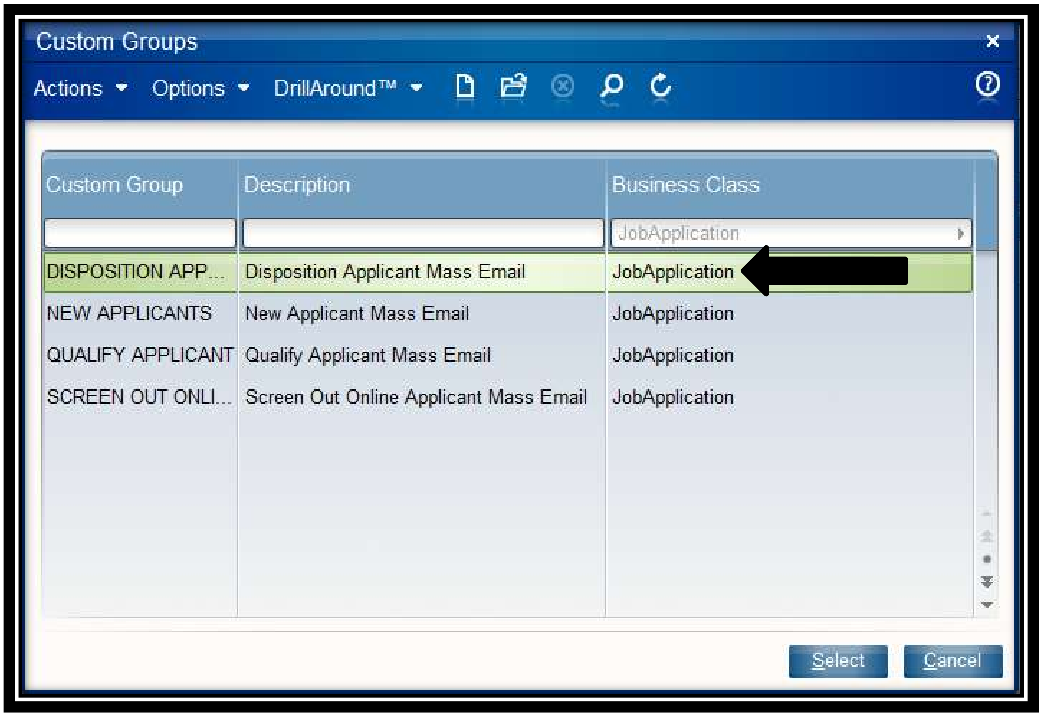
Highlight the **POSITION FILLED** email template and click **Select**.



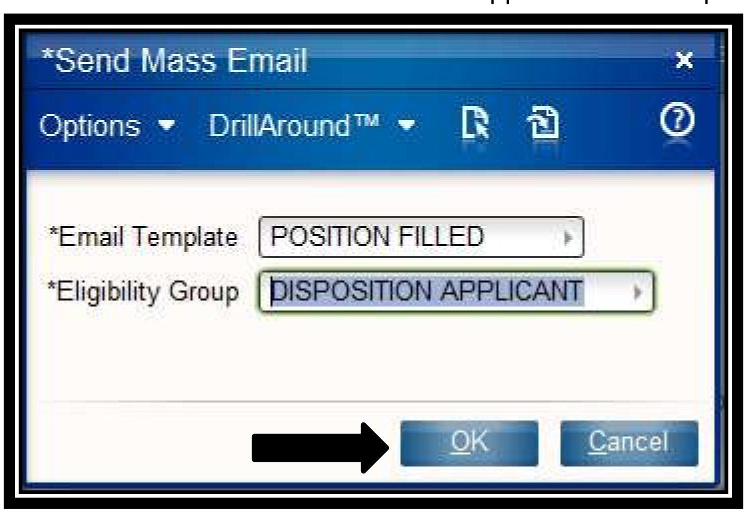
Click on the arrow in the Eligibility Group for a list.



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



Please check the Email Template and Eligibility Group selected for accuracy. When **OK** is selected, a **POSITION FILLED** email will be sent to each applicant in the Disposition Tab.

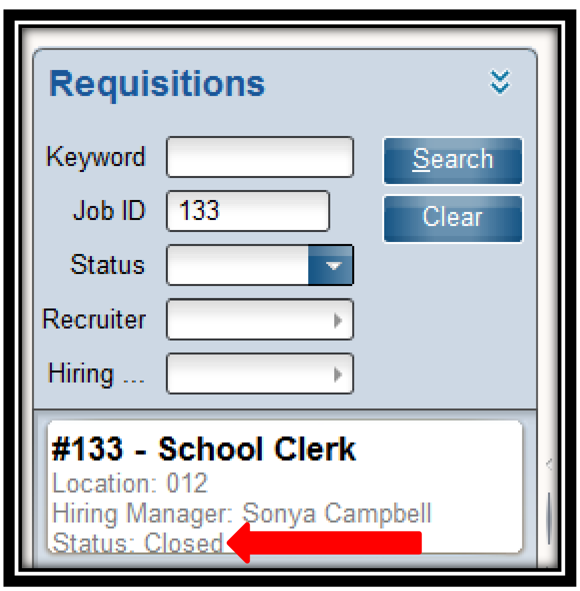


You will receive a Send Mass Email Completed message in the lower, left hand corner of your screen. The emails created will be added to the Correspondence section for each applicant.

3. Close the Requisition.

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

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



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