Overview
This business process guide demonstrates how to review the electronically routed job applications for Staff and MPP recruitment via PeopleSoft. HR will no longer send a hard copy of the job applications to the search committee/hiring team.

Once the Human Resources (HR) office start receiving online job applications via PeopleSoft/MyCSUEB (from internal and external applicants), HR screens them and electronically routes these job applications to the individuals in the search committee/hiring team. An automatic email notification is sent to the search committee/hiring team every time HR electronically routes job applications. All employees on the search committee/hiring team will have access to view the job applications. However, the search committee/hiring team may designate one of the team members to thoroughly screen the job applications before routing them to the other members of the team. This decision on how to internally manage routed job applications is made by the search committee/hiring team.

After reviewing the routed job applications via PeopleSoft, please continue with your normal business process with HR for your Staff and/or MPP recruitment. The routed applications will only be available to the search committee/hiring team until the selected applicant has been hired.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
View Job Applicants
This section demonstrates how to view electronically routed job applicants. You will receive an email indicating that job applicants are ready for your review.

A sample email notification displays.

Note: If you are placed on the hiring team before the qualified applicants are routed, email(s) will be sent to you stating applicants have been routed to you and are ready for your review.

1. Click the hyperlink in the email message

The PeopleSoft login page displays.

2. Enter your NetID and Password

3. Click Sign In

The Main Menu displays.
Navigate to East Bay HR > eRecruit > Manage Recruitments

The Manage Recruitments page displays.

Note: If you are part of multiple Staff and/or MPP recruitment search committee/hiring team, they all will display. If you do not see any recruitment, it either means that job applicants are not yet routed or your name is not placed on the hiring team in PeopleSoft. Contact the person in your office who is coordinating the recruitment to see if the required hiring team information has been sent to HR.

4. Click the recruitment number hyperlink

The Manage Recruitments page displays a list of applicants (see below for field descriptions).

Note: If you do not see any applicants, they have not yet been routed by HR.
Field Descriptions:

- **Recruitment Summary/Attachments link:** This hyperlink is not used by CSUEB.
- **Applicant:** Displays the applicants' name.
- **ID:** Displays the Applicant ID.
- **Disposition:** Displays a status for the applicant. Routed or Interview are the values that display on this page.
- **Application Date:** Displays the date the applicant applied for this job.
- **9.3:** The applicant is in a bargaining unit that qualifies them for 9.3 consideration. Contact your HR Manager if you have any questions.
- **References:** Click this icon to see the references submitted by the applicant.
View Job Applications (PDF report)
This section demonstrates how to view electronically routed job applications. You will receive an email indicating that job applicants are ready for your review. The View Applications process collates all of the applicants’ application data in one PDF report, including any attachments. This process can be run for any number of applicants. Please check with your search committee/hiring team coordinator to see how the internal process is being managed for your recruitment. Instead of running the PDF report, you can also navigate through the pages to view individual applicant data which is shown in the next section. This section demonstrates how to run the View Application process to generate the PDF report of selected applicants.

After you receive the email notification, log in to PeopleSoft using the link in the email as shown in the previous section.

Navigate to East Bay HR > eRecruit > Manage Recruitments

The Manage Recruitments page displays.

1. Click the recruitment number hyperlink

The Manage Recruitments page displays a list of applicants.

2. Click the Select All hyperlink or select the check box next to the name of the applicant you wish to include in your PDF report

Note: This example uses the Select All option.
3. Use the drop-down menu to select View Applications

4. Click the Go button

The report Administration page displays.

Note: The process may take up to an hour to complete depending on the number of applicants selected and the number and size of the documents they have attached to their application.

5. Wait at least 15 seconds, and then click the Refresh button

6. Continue waiting and then clicking the Refresh button until Status changes to Posted

The Posted Status displays.

7. Click the View Applications hyperlink

Note: You need Adobe Reader installed on your computer to view this PDF report.
The PDF application displays.

Note: This PDF report can be printed and/or saved on your computer for later review or electronic distribution. As with all other aspects of a recruitment process, please maintain strict confidentiality with this report and follow all the other confidentiality protocols. If this report is saved or distributed electronically, it should be destroyed after the intended use. Contact your HR Manager if you have any questions.
View Applicant Information via Web Pages (no PDF report)
This section demonstrates how to view applicant information via PeopleSoft web pages (without using the PDF report). The recommended method of viewing applicant data is using the View Applications process (PDF report) explained in the previous section.

Navigate to East Bay HR > eRecruit > Manage Recruitments

The Manage Recruitments page displays.

1. Click the recruitment number hyperlink

The Manage Recruitments page displays a list of applicants.

2. Click the name of the applicant whose application data you wish to view
The View Application Details page displays.

3. Review the different sections of the application and the attachments (see below for field descriptions)

4. Click the Contact Information hyperlink
Field Descriptions:

- **Resume Text**: Displays the applicant's attached resume. Click the file name hyperlink to view the resume.

- **Attachments**: Displays other attachments that the applicant included in the application. Click the file name hyperlink to view the attachments.

- **Source ID, SubSource ID and Specific Referral Source**: This is not used by CSUEB.

- **Work Experience**: If work experience has been added, an **Employment History** hyperlink displays for viewing work history.

- **Education Level**: The highest education level displays.

- **Secondary Education**: A **Secondary Education** hyperlink displays if the applicant added this data.

- **Licenses and Certificates**: A hyperlink displays if the applicant added this data.

- **Languages**: Displays the languages added by the applicant.

- **Test Results**: A hyperlink displays if the applicant added this data.

The Applicant Contact Info page displays.

5. Review the contact information for the applicant

6. Click the **Return** button to go back to the previous page
The View Application Details page displays.

7. Click the **Return to Previous Page** hyperlink to go back to the Manage Recruitments page that shows the list of all applicants.

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**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk).

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### View Application Details

- **Applicant Name:** Twink Mistry
- **Applicant ID:** 34022

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**Resume Text**
- **Resume Title:** Dummy_Resume.doc
- **Language Code:** English