Human Resources

Guide to Recruitment Administration

INFINIUM
SOFTWARE

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Introduction

Overview

The Recruitment Administration module within Infinium HR will allow you to track information regarding applicants including:

- Interviews Attended

- Basic Personal Details

- Skills and Qualifications

- Associated Recruitment Costs

This module also interfaces with the *Enter New Employee* function within the system, allowing a successful applicant's details held within recruitment administration to be automatically pulled up via the *Enter New Employee* function, thus saving duplication of data input.

There are 15 employer Code Types and values which can be accessed within this module. These are not required, however, some may be relevant to your organisation. Below is a table containing the employer code types which can be used.

Description	Code
Applicant Source	**HIR**
Action Code	**ACT**
County	**CNT**
Ethnic ID	**ETH**
Work Restrictions	**WRE**
Disability Code	**DIS**
Relocatability Code	**RLO**
Citizen Of	**CTR** (Country)

Description	Code
Visa Type	**VIA**
Visa Country	**CTR**
Test	**TST**
Skill	**SKL**
Task	**TSK**
Interview Result	**INV**
Cost Type	**CST**

Applicants

Overview

There are four screens of data which can be utilised within this function covering the following areas:

- Personal Details

- Citizenship Information

- Positions Applied For

- Qualifications and Skills

This function serves two purposes: to enter new applicants onto the database and to update existing applicant data.

There are only three required fields within this function, allowing the record to be built up over a period of time, as and when information is received about the applicant. The required fields are:

- *Date of Application*

- *Surname*

- *First Name (or Initial)*

These fields are found on the screen where the applicants' personal details are entered. Positions applied for and Qualifications are optional entries when entering or updating an applicants records.

Menu Selection

System:　　　　Infinium Human Resources
Menu Level 1:　Applicants
Menu Level 2:　Applicant Data
Menu Level 3:　Update Applicant Records

```
Session A - [24 x 80]
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

 PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index


      3/22/00  14:10:11              Update Applicants          PEGMAP2    PEDMAP2

      Type selections, press Enter.                             Page 1 of 5

      Employer  . . . . . . . . . . .  __ +
      Date of Application . . . . . .  _____
      Surname . . . . . . . . . . . .  _____ +
      Include employed Applicants . .  1 (0, 1 or 2)
      Employee Number . . . . . . . .  _____ +  (Internal applicants)

            To enter a new applicant:
                  1. Enter the Date of Application.
                  2. Leave the Surname entry blank and press ENTER
                  3. Optional: Enter Employee Number for internal applicant.
            To update an existing applicant:
                  1. Enter the Date of Application.
                  2. Enter the applicants surname.
                  3. Press ENTER
               or 1. Use F4 to select an existing applicant and date.
                  2. Press ENTER.


      F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel

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```

Key Information

There are two methods associated with entering new and updating existing applicants records, these are:

- New Applicants are entered onto the system by *Date of Application*.

- Existing applicant records are accessed by applicant name. F4 can be used to review current applicants.

When displaying possible applicants for reviewing or updating, use the *Include employee Applicants* field:

- **0** = all applicants, including those who have been employed.

- **1** = unemployed applicants only.

- **2** = applicants that have been employed only.

Required Fields

Date of Application

Surname/Employee Number

Press Enter to continue.

Screen 2 of 5

```
Session A - [24 x 80]
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clpbrd  Support  Index

    3/22/00  14:11:46            Update Applicants         PEGMAP2    PEDMAP2
                                                                    Page 2 of 5
         Date Applied :  10/06/1996        Source  . . . .  ADV2  +
         Action Code  .  LET1  +           Interviewer . .  _____  +
         Surname  . . .  Underwood_____  First Name  . .  Mary_____
         Middle Name  .  _____  Initials  . . .  M._____
         Name Title . .  Mrs_             Known as  . . .  _____
         Address  . . .  11 Meadow Court Road_____  _____
         (Line 2) . . .  _____
         Town/City  . .  Cookham_____  County         BERKS +
         Country  . . .  UK_              Postal . . . .  _____
         Home Tel. No .  _____
         Date of Birth.  _____          Sex . . . . . . . . .  _
         NI Number       _____  Ethnic ID . . . . . .  _  +
         Marital Stat .  _  +             Work Restrictions . .  _____  +
         Disabl. Code .  _____  +          Disability Number . .  _____
         Phys. Exam . .  ___              Relocatability Code .  _____  +
         Prof. Lic. . .  _____
         Employed?  . .  _                Auth to Contact?  . .  _
         Employer . . .  _____
         Relatives Employed by Company.  _____
         Friends Employed by Company  .  _____
         F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel    F22=Delete

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```

Key Information

Type in relevant personal details. If the applicant is hired, all this information can be transferred automatically into the new employee record, rather than rekeying.

The *Source* field is a promptable field that records where the applicant was located from, for example, a newspaper advertisement, employee referral or employment agency.

F22 can be used to delete the application.

Required Fields

Surname

First Name

Press Enter to continue.

Screen 3 of 5

```
Session A - [24 x 80]
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clpbrd  Support  Index

    3/22/00  14:12:15            Update Applicants         PEGMAP2    PEDMAP2
                                                                    Page 3 of 5
    Date Applied . . :  10/06/1996
    Surname  . . . . :  Underwood          First Name . . . :  Mary

    Citizen of . . . .  UK  +              Place of Birth . .  _____
    Visa Type  . . . .  _____ +            Visa Expiry Date .  _____
    Visa Country . . .  ___ +              Visa Number  . . .  _____
    References . . . .  _____
                        _____
                        _____
                        _____
                        _____
                        _____
    Circulate CV . . .  _____
    Comments . . . . .  _____

    Rejection letter sent?  . . 0      Date of letter . . . . . _____
    Interview letter sent?  . . 0      Date of letter . . . . . _____
    Offer letter sent?  . . . . 0      Date of letter . . . . . _____
    Accepted position?  . . . . 0      Date accepted  . . . . . _____

    F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F13=References  F22=Delete

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```

Key Information

Citizenship information facilitates the recording of relevant details. This information is of particular interest if the applicant is not a citizen of your country.

Free-format fields are available to record information of references to be taken and details of where the applicant's CV should be circulated.

A response to the application can be recorded, for example, rejection letter or letter of offer.

Required Fields

None

Press F3 to exit and continue.

Screen 4 of 5

```
Session A - [24 x 80]
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

 PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

      3/22/00  14:12:51              Update Applicants           PEGMAP2    PEDMAP2
                                                                       Page 4 of 5

      Date Applied . . :  10/06/1996
      Surname  . . . . :  Underwood           First Name . . :  Mary
      Positions Applied For
      Position . . . .  _____ +    Date Applied . . .  10061996  Test . . .  ___ +
      Desired Salary .  _____.00  Preference . . . .  01

      Type options, press Enter.
        2=Change    4=Delete
      Opt  Position                              Date        Salary  Test?  Pref
        _    CSAD02 Customer Serv Administrator   10061996       .00            01




      F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel

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```

Key Information

All applicants can be attached to a position, that is, the position(s) the applicant has applied for. The position attached here must exist within the organisational structure within the employer, that is, must have been set up via Position Control Functions.

You can enter positions applied for in the top portion of the screen. Entered details are then displayed in the bottom portion of the screen. These can be changed by selecting with **2**, or deleted by selecting with **4**.

A preference code enables multiple applications for various positions to be prioritised.

A preferred salary can be entered against each position applied for.

Required Fields

Position

Press F3 to exit and continue.

```
 Session A - [24 x 80]                                                    _ □ ×
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐
│PrtScn││Copy││Paste││Send││Recv││Display││Color││Map││Record││Stop││Play││Quit││Clipbrd││Support││Index│

    3/22/00  14:16:02           Update Applicants        PEGMAP2   PEDMAP2
                                                              Page 5 of 5
    Date Applied  . . :  10/06/1996
    Surname . . . . . :  Underwood          First Name . . :  Mary
    Applicant Qualifications and Skills
    Year  . . . . . . .  ____     Establishment . _____
    Qualification . . .  _____ +  Type  . . . . .  _____
    Subject . . . . . .  _____
    Skills  . . . . . .  _____ +
    Date Started  . . .  _____   Subsidiary  . .  _____
    Date Completed  . .  _____                    _____

    Type options, press Enter.
      2=Change   4=Delete
    Opt  Year  Qualification    Subject          Establishment      Skill




    F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F13=Interviews

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```

Key Information

Qualifications and skills can be used to record details of applicants'
academic achievements and relevant skills acquired.

If applicant skills are entered, the *Display Applicant Skills* option can be
used to perform skills matching exercises against applicant details.

You can enter qualifications in the top portion of the screen. Entered
details are then displayed in the bottom portion of the screen. These can
be changed by selecting with **2**, or deleted by selecting with **4**.

You can press F13 to immediately transfer through to recording or
booking interviews.

Required Fields

Year

Skills

Tasks

Press F3 to exit and save.

Interviews

Overview

This function provides an input screen for the recording and updating of applicant interviews. Interviews can also be booked in advance, giving a list of scheduled appointments for the interviewer.

Menu Selection

System: Infinium Human Resources
Menu Level 1: Recruitment Administration
Menu Level 2: Interviews
Menu Level 3: Update Applicant Interviews

Screen 1 of 2


```
    3/22/00  14:20:00            Update Interviews            PEGAIM      PEDAIM

   Type selections, press Enter.

   Employer . . . . .  ___  +
   Position . . . . .  _____  +
   Beginning Date . .  _____  (Blank For All Dates)
   Ending Date  . . .  _____
   Applicant Type . .  1    0 = All Applicants
                            1 = Unemployed applicants only
                            2 = Applicants who were employed only




   F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel
```

Key Information

The selections made on the display will determine what scheduled interviews will be shown on the next screen along with an option to enter additional interviews for the position.

All interviews are linked to the position that the applicant is being interviewed for. Select a position that the interview is associated with.

The interviews shown can be narrowed down by dates and applicant type.

0 = all applicants, including those who have been employed

1 = unemployed applicants only

2 = applicants that have been employed only

Required Fields

Employer

Position

Applicant Type

Press Enter to continue.

Screen 2 of 2

```
Session A - [24 x 80]                                                    _ 8 X
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
 [PrtScrn] [Copy] [Paste] [Send] [Recv] [Display] [Color]   [Map] [Record] [Stop]   [Play] [Quit]  [Clipbrd] [Support] [Index]

     3/22/00  14:20:53           Update Interviews          PEGAIM     PEDAIM

     Employer. . . . . . :  S2T     Software 2000 Training
     Position  . . . . . :      MD   Managing Director
     Applicant Last Name .  _____ +
     Date Of Interview      _____    Time .  _____ Location .  _____
     Interviewer Employer.  ___ +
     Interviewer . . . . .  _____ +
     Interview Result  . .  _____ +
     Comment . . . . . . .  _____

   Type options, press Enter
     2=Change   4=Delete   (Highlighted applicant denotes unemployed)
   Opt  Day     Date     Time    Location            Result  Applicant name




     F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
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```

Key Information

Use F4 to prompt for applicants that have already been entered via the Applicant Data function.

The *Time* is entered in hh.mm format with 24 hour clock.

The date of the interview is validated and the day of the week is automatically system generated.

The location field is free format allowing off-site interview venues to be recorded.

The interviewer can be selected using $\boxed{\text{F4}}$ to view all current employees. This information can be updated with additional interviews and results as required.

You can enter interviews in the top portion of the screen. Entered details are then displayed in the bottom portion of the screen. These can be changed by selecting with **2**, or deleted by selecting with **4**.

Required Fields

Applicant Last Name

Date of Interview

Time

Press $\boxed{\text{Enter}}$ to update, and then press $\boxed{\text{F3}}$ to exit and save.

Recruitment Costs

Overview

This function provides an input screen for the recording and updating of recruitment costs. All costs are entered by position, applicant name, date cost incurred and type of cost.

Menu Selection

System: Infinium Human Resources
Menu Level 1: Recruitment Administration
Menu Level 2: Recruitment Costs
Menu Level 3: Update Recruitment Costs

```
 Session A - [24 x 80]                                                      _ 8 X
 File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

 [PrtScrn][Copy][Paste][Send][Recv][Display][Color][Map][Record][Stop][Play][Quit][Clipbrd][Support][Index]


     3/22/00  14:21:40       Enter/Update Recruitment Costs     PEGRAM      PEDRAM


     Type selections, press Enter.


     Employer  . . . . . . . . . . .  ___ +
     Position  . . . . . . . . . . .  _____ +
     Beginning Date  . . . . . . . .  _____    (Blank For All Dates)
     Ending Date . . . . . . . . . .  _____
     Applicant Type  . . . . . . . .  1        0 = All Applicants,
                                               1 = Unemployed Applicants Only,
                                               2 = Applicants who were Employed Only.








     F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel

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```

Key Information

The selections made on the display will determine which costs will be shown on the next screen along with an option to enter additional costs.

The costs shown can be narrowed down by dates and applicant type.

0 = all applicants, including those who have been employed

1 = unemployed applicants only

2 = applicants that have been employed only

Required Fields   *Employer*

Applicant Type

Press Enter to continue.

Screen 2 of 2

```
□ Session A - [24 x 80]                                                    _ □ ×
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐
│  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │ │  │
PrtScrn Copy Paste Send Recv Display Color  Map  Record Stop  Play  Quit Clipbrd Support Index

     3/27/00  11:10:08     Enter/Update Recruitment Costs      PEGRAM      PEDRAM

     Employer . . . . :  S2T    Software 2000 Training
     Position . . . . :
     Applicant Name . .  _____  +
     Date of Cost . . .    _____      Cost . .  _____.00
     Cost Type  . . . .   _____  +
     Comment  . . . . .  _____

     Type options, press Enter.
       2=Change   4=Delete  (Highlight denotes unemployed applicant)
     Opt  Day     Date          Cost  Cost Code  Applicant Name




     F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel

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```

Key Information   The type of costs are defined using employer codes and can be as detailed as required.

The date cost incurred which is entered will be validated and the day of the week will be system generated.

You can enter costs in the top portion of the screen. Entered details are then displayed in the bottom portion of the screen. These can be changed by selecting with **2**, or deleted by selecting with **4**.

Required Fields   *Date of Cost*

Cost Type

Press $\boxed{\text{Enter}}$ to update, and then press $\boxed{\text{F3}}$ to exit and save.