

Human Resources

Guide to Recruitment Administration

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Publication Information

Publication Date: June 2008

Document Number: 20080604104635

Table of Contents

Introduction.....	1
Applicants	3
Interviews	9
Recruitment Costs.....	12

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:

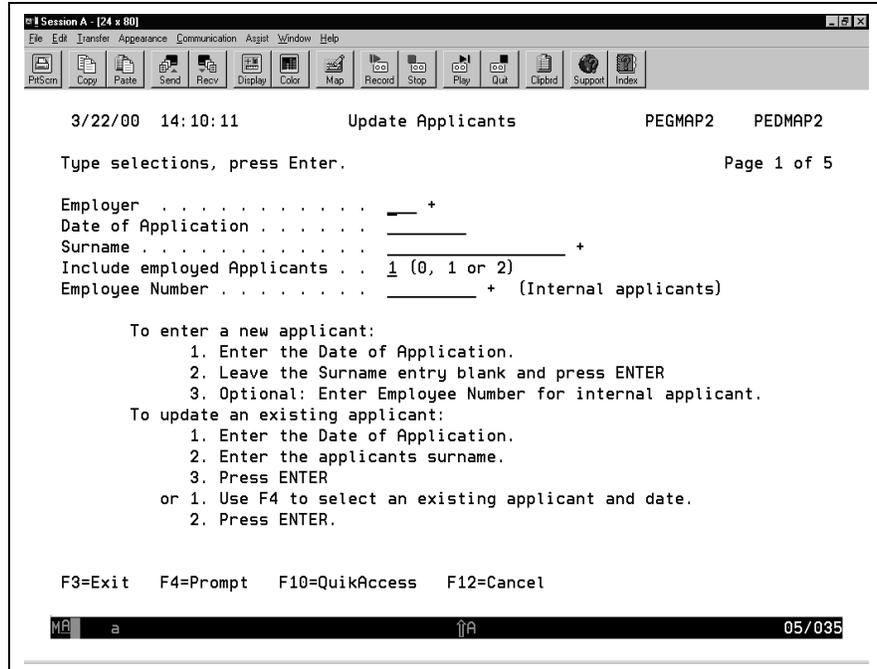
- *Date of Application*
- *Surname*
- *First Name (or Initial)*

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

Screen 1 of 5



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

The screenshot shows a terminal window titled "Session A - [24 x 80]". The menu bar includes File, Edit, Transfer, Appearance, Communication, Assist, Window, and Help. The toolbar contains icons for Print, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipboard, Support, and Index. The main display area shows the following information:

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

At the bottom, there is a status bar with "MR a" on the left, a cursor icon in the center, and "03/054" on the right.

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

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

MR a ↑A 06/022

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

```
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
MR a 07/020
```

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.

Screen 5 of 5

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

MA a ↑A 06/023

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

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

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

MA a 05/022
```

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

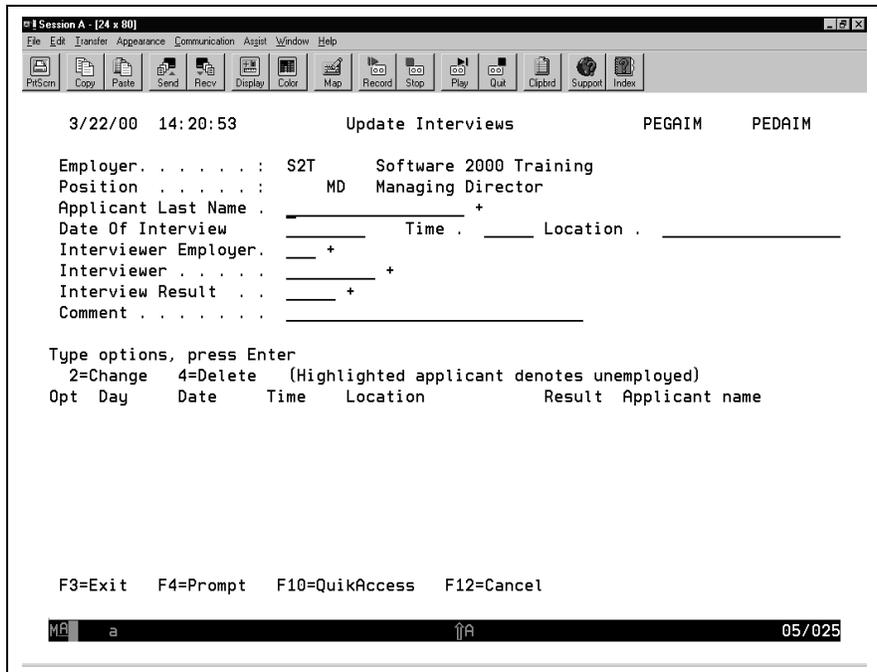
Employer

Position

Applicant Type

Press to continue.

Screen 2 of 2



Key Information

Use 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 **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 **Enter** to update, and then press **F3** to exit and save.

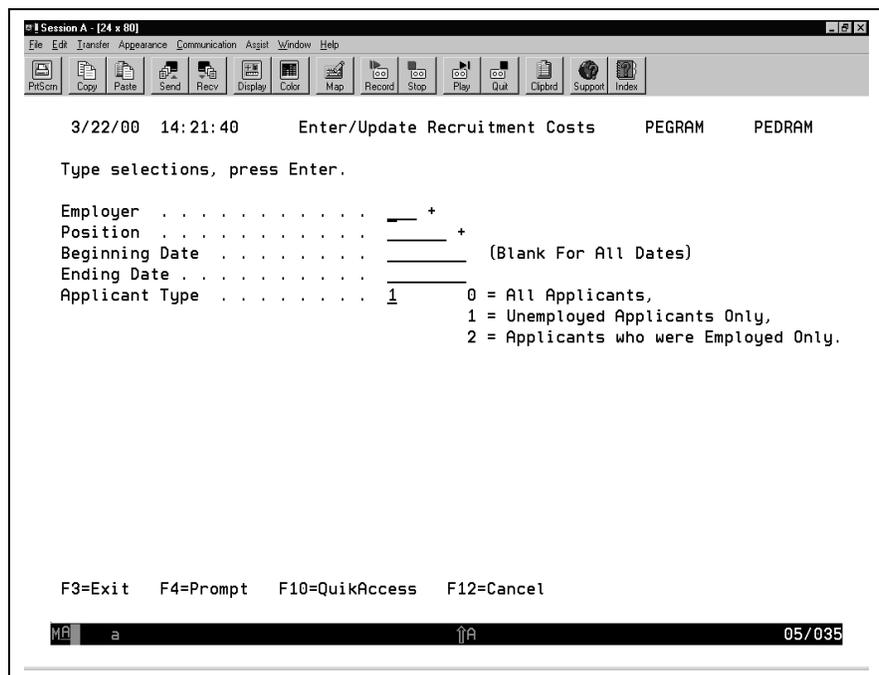
Recruitment Costs

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



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

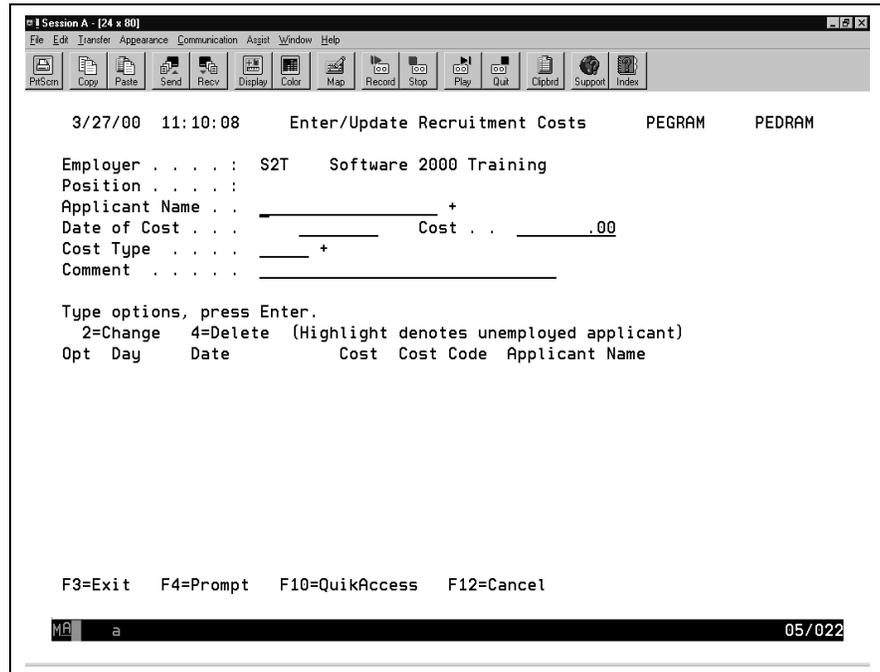
Required Fields

Employer

Applicant Type

Press to continue.

Screen 2 of 2



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 to update, and then press to exit and save.