

Lawson Global HR

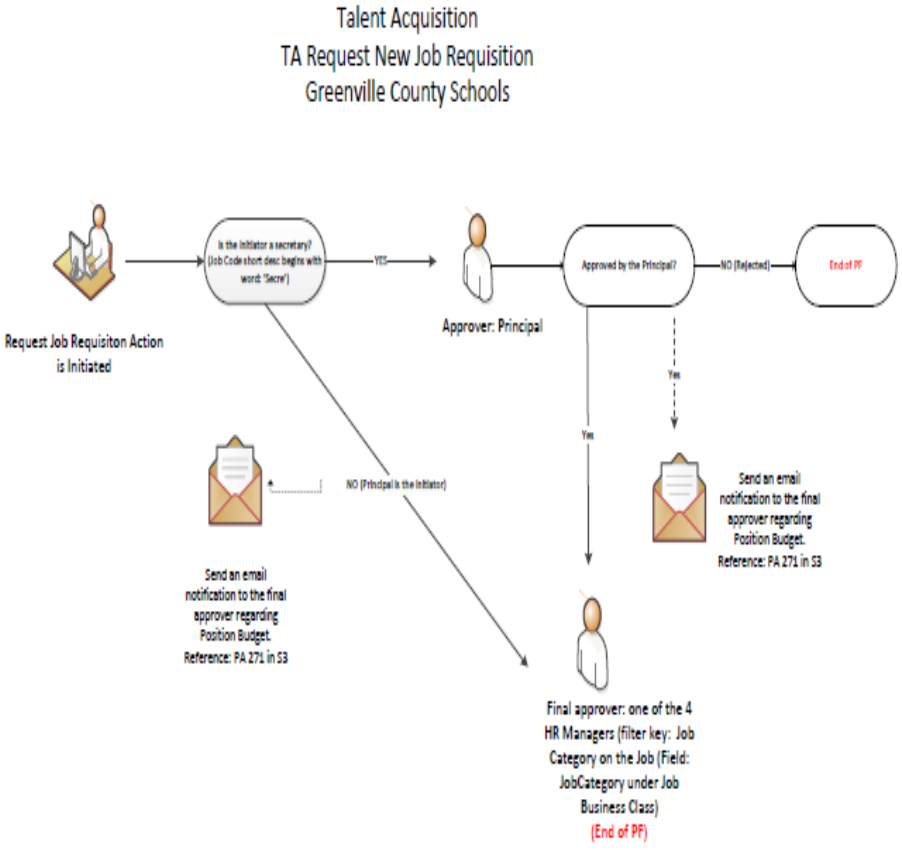
Principal/Secretary User Guide



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Requisition Process Approval Flow

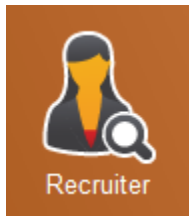


Creating a Position Requisition

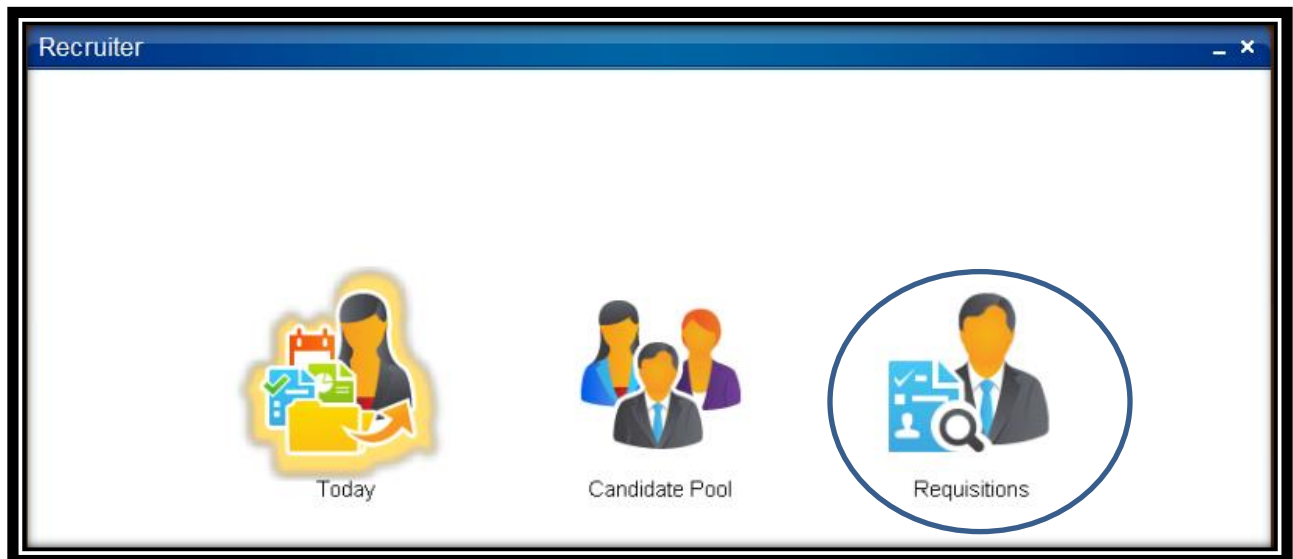
Please note before creating a Position Requisition for a position with a Full Time Equivalent (FTE), the termination form for a resignation or retirement must be submitted to HR Processing or you should have received a baseline with a new or changed allocation.

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.

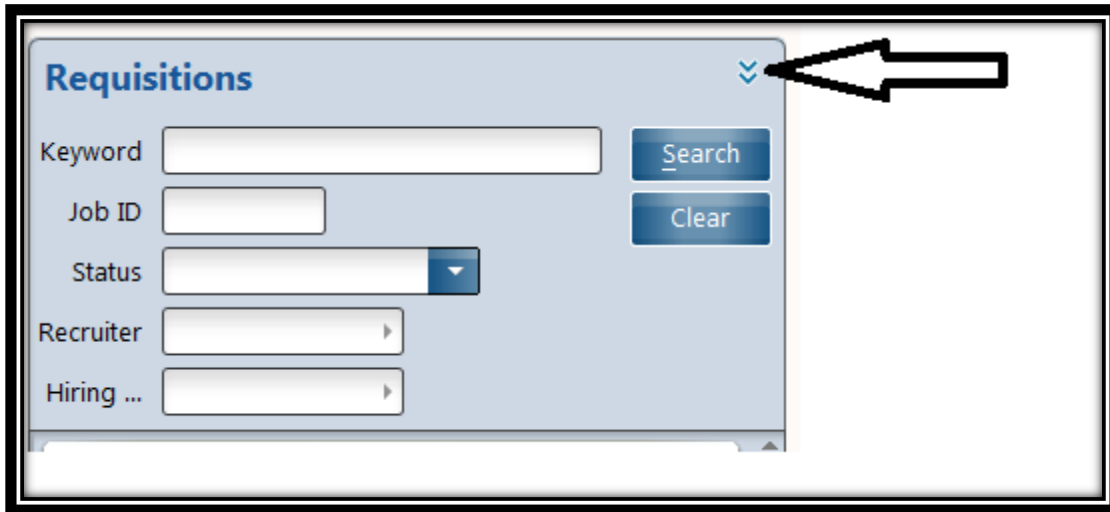
You can access the system by going to the Employee Portal and selecting Lawson Global HR. Your login is now your FULL district email address and your password is the same one you use to access the network and your district email. Once in the system, double click on Recruiter.



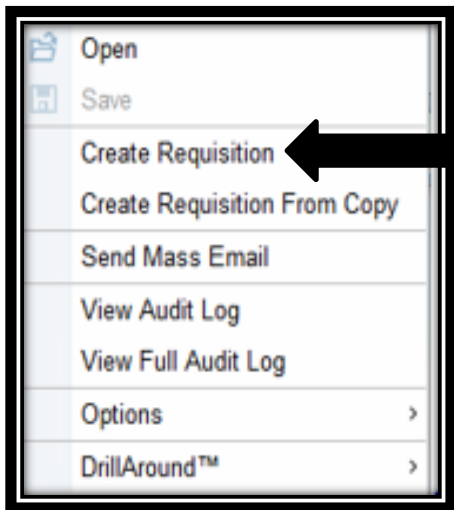
Double click on Requisitions



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



Select Create Requisition.



Complete the required fields as follows:

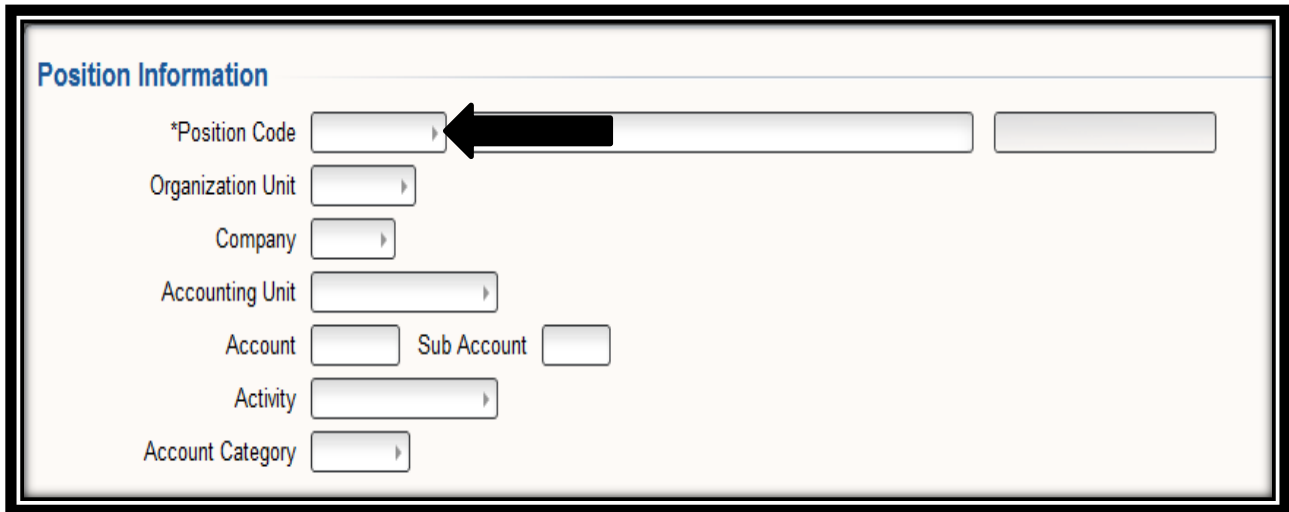
Date Needed: The opening date to begin recruiting for the position. This date does not coincide with the effective date for a Hire or Transfer. Typically you will enter today's date here (remember you can quickly do this by entering a "T" and then press the "Tab" key to auto fill the current day).

Confidential Requisition: Leave blank, flag not used by GCS. We do post requisitions confidentially and those instructions are in the Posting a Requisition section of this user guide.

Priority Requisition: Leave blank. Flag not used by GCS.

The screenshot shows a web browser window titled "*Job Requisition". The browser's address bar and menu bar are visible. Below the browser window, the form content is displayed. At the top of the form, there is a "Status" field, a "Date Needed" field with the value "03/14/2016", an "Open Date" field, and a "Total Days Open" field. Below these are two checkboxes: "Confidential Requisition" and "Priority Requisition". The main section of the form is titled "Position Information" and contains several dropdown menus and checkboxes. The dropdown menus are for "Position Code", "Organization Unit", "Company", "Accounting Unit", "Activity", "Account", "Sub Account", "Location", "Work Type", "Relationship To Organization", "Category", and "Work Schedule". The checkboxes are for "Pool", "GC Ref Req", "Assessment", and "Background". There is also a "Standard Hours" input field.

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



The image shows a screenshot of a web form titled "Position Information". The form contains several input fields, each with a small right-pointing arrow indicating it is a dropdown menu. The fields are: *Position Code, Organization Unit, Company, Accounting Unit, Account, Sub Account, Activity, and Account Category. A large black arrow points to the right-pointing arrow of the *Position Code field.

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.

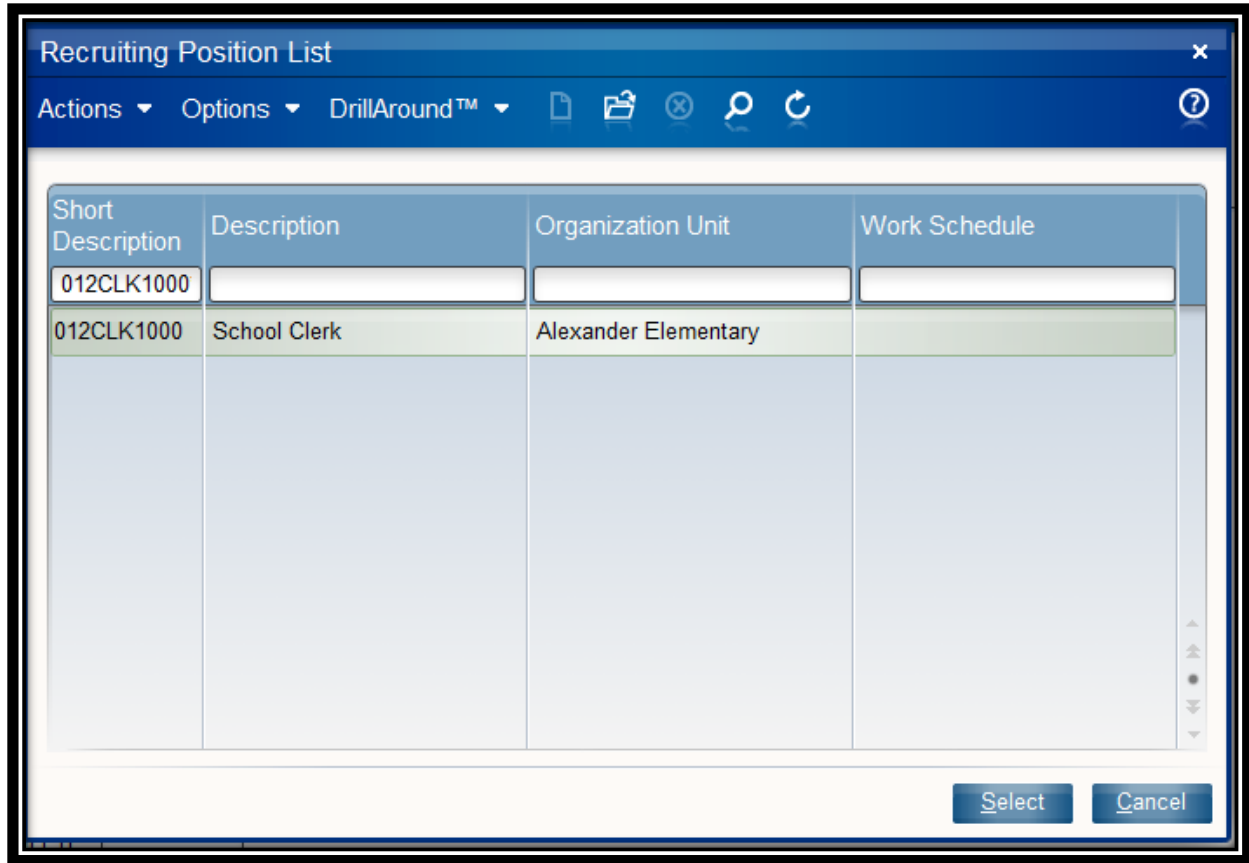
For example: 012 or 012CLK1000

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.

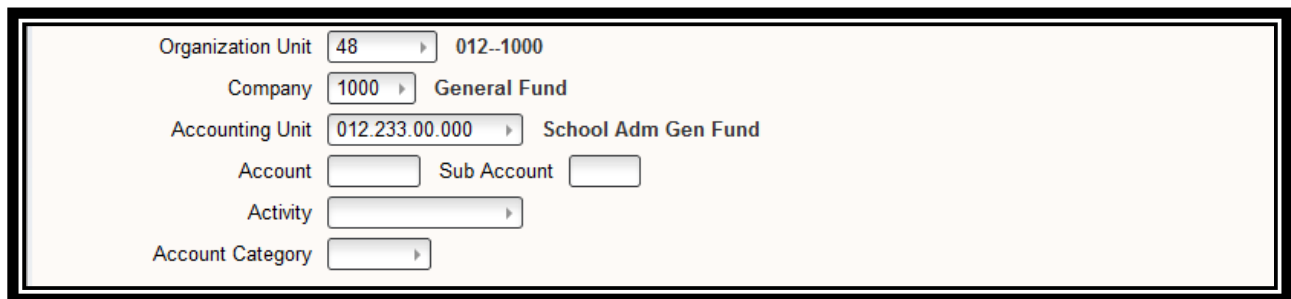
Short Description	Description	Organization Unit	Work Schedule
045			
045A5YRK1000	Aide 5 Year Kindergarten	Augusta Circle Elementary	185 DAY - 9 1/4 month
045ADMIN1000	Admin Assistant	Augusta Circle Elementary	190 DAY - 9 1/2 month
045AEMHS1000	Aide EMH SC	Augusta Circle Elementary	185 DAY - 9 1/4 month
045AFASDIR	Asst Director, After School	After School-Augusta Circ...	8Hr (12 Month) 245D
045AFSCH	After School Caregiver	After School-Augusta Circ...	8Hr (12 Month) 245D
045AIDEI1000	Aide Instructional	Augusta Circle Elementary	185 DAY - 9 1/4 month
045CLK1000	School Clerk	Augusta Circle Elementary	200 DAY - 10 month
045CUST1000	Custodian	Building Services-Augusta...	8Hr (12 Month) 245D
045DAFSCH	Director, After School	After School-Augusta Circ...	8Hr (12 Month) 245D

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.

- **Organization Unit and G/L Account:** These will default from the position code. Do not change any of these fields.



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

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

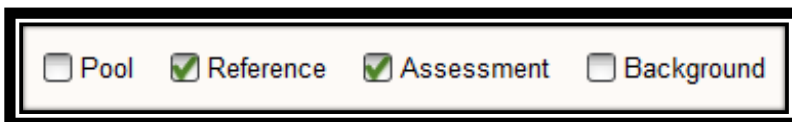
The Reference flag must be checked for TEACHING POSITIONS ONLY. This is to ensure that the automated system will send Confidential Reference Requests via the GCS Candidate Reference System that are required for teacher positions only.

- **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.

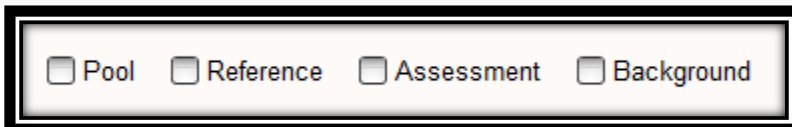
- **Background:** DO NOT EVER CHECK THIS OPTION. Used by Human Resources ONLY.

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



A screenshot of a form with four checkboxes: Pool, Reference, Assessment, and Background. The Reference and Assessment checkboxes are checked, while Pool and Background are unchecked. The entire form is enclosed in a double-line black border.

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



A screenshot of a form with four checkboxes: Pool, Reference, Assessment, and Background. All checkboxes are unchecked. The entire form is enclosed in a double-line black border.

Location: 012

Relationship To Organization: []

Work Schedule: 200 DAY - 10 month

Standard Hours: []

Requested Position FTE: []

Exempt From Overtime: No

Work Type: []

Category: CLASSIFIED

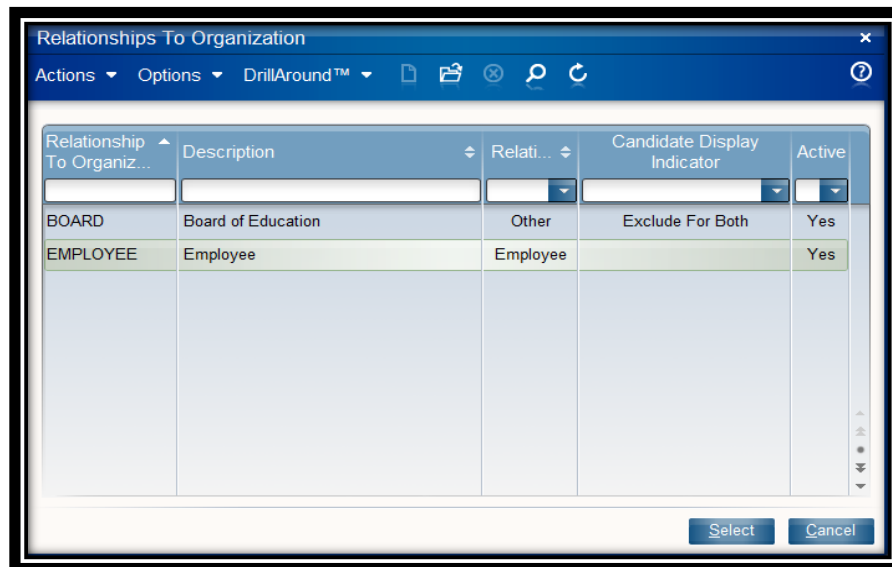
- **Work Type:** Click on the arrow in the field pictured above for a drop down list. Select one of the Work Types by clicking on the Work Type, then click Select. Provided below is a description of each Work Type.

- **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.

Work Type	Description
HOURLY	Hourly
INTERNATIONAL	International
REGULAR	Regular
SUBSTITUTE	Substitute

Select Cancel

- **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. It is critical that you do not change the Category, because it is required for the requisition to route to the correct HR Manager for approval and to list on the posting for the position. Incorrect information in this field will delay the posting. If the Category does not default from the Position Code, please contact the Human Resources Helpline at **355-3117**.

Position Information

*Position Code: 11 | School Clerk | 012CLK1000

Organization Unit: 48 | 012-1000

Company: 1000 | General Fund

Accounting Unit: 012.233.00.000 | School Adm Gen Fund

Account: | Sub Account: | Activity: | Account Category: |

Pool Reference Assessment Background

Location: 012 | Work Type: | Relationship To Organization: | Category: CLASSIFIED

Work Schedule: 200 DAY - 10 month

Standard Hours: | Requested Position FTE: | Exempt From Overtime: No

Opening Information

Of Openings: | # Remaining: | Detailed Reason For Opening: | Budgeted:

Filled: | Reason For Opening: |

Contacts

Direct Manager: 91 | Alexander (ES) Principal

Hiring Manager: | HR Contact: |

- **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.

Standard Hours

Requested Position FTE ←

Exempt From Overtime

- **Exempt From Overtime:** This field will default from the Position Code selected.
- **Opening Information:** Leave these fields blank as shown below.








Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening Budgeted

- **Contacts:** You must enter the following fields for the requisition:
 - Hiring Manager
 - Recruiter
 - Alternate Recruiter

You may enter the employee number into the Hiring Manager, Recruiter or Alternate Recruiter fields, or search for them by clicking on the arrow in the field.

Contacts	
Direct Manager	Dir. Mgr. Emp. #
Hiring Manager	Principal Emp # 
HR Contact	Leave Blank 
Recruiter	Secretary Emp # 
Alternate Recruiter	Principal Emp # 
Approver 1	Leave Blank 
Approver 2	Leave Blank 
Approver 3	Leave Blank 

Direct Manager - Auto-populates - Do not change or delete.

Hiring Manager-Enter the Manager's employee number for the Position, i.e. Principal, Plant Engineer, Supervisor.

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

Alternate Recruiter-This should be the Manager's employee number for the Position, for example, the Principal or Supervisor to allow access to all tabs of the requisition. See more below regarding being an Alternate Recruiter.

Alternate Recruiter Role: Selecting someone other than a Principal for this role will affect the Principal's access to candidates and the requisition. If someone other than the Principal is designated as Alternate Recruiter, the Principal will only be able to view candidates in the New, Screen Out Online, Screen and Hiring Manager Review tabs. Access to perform other functions may be denied. The Alternate Recruiter role may be changed at any time.

You may enter the last name and first name of the employee to search for the employee number. 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.

Name	Em...	Description	Primar...	Primar...	Location	W...
Mouse, Mickey	111220...	Employee				
A-Islam, Bilalah F.	109644	Employee				
Aaron, Anna E.	112390	Employee				
Aartun, Valerie W.	122546	Employee				

- **Comments:**

The Comments field allows you to easily communicate with Human Resources about the circumstances creating a vacancy. For example, a current employee resigned or transferred or an allocation was added to your baseline. Utilize this field to communicate important information and expedite the approval process.

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to fill her position.

The Comments will be available for the Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for requisitions will include all Comments entered.

- **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.

Other Information

Screening Category

Self Identification Configuration

Question Set

External **Internal**











Consent Agreement

Acknowledgment



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

*Job Requisition

Actions Options DrillAround™          

Status Date Needed Open D Total Days Open

Confidential Requisition Priority Requisition

Requisition

Opening Information

Of Openings # Remaining Detailed Reason For Opening

Filled Reason For Opening Budgeted

Contacts

Direct Manager Alexander (ES) Principal

Hiring Manager

HR Contact

Recruiter

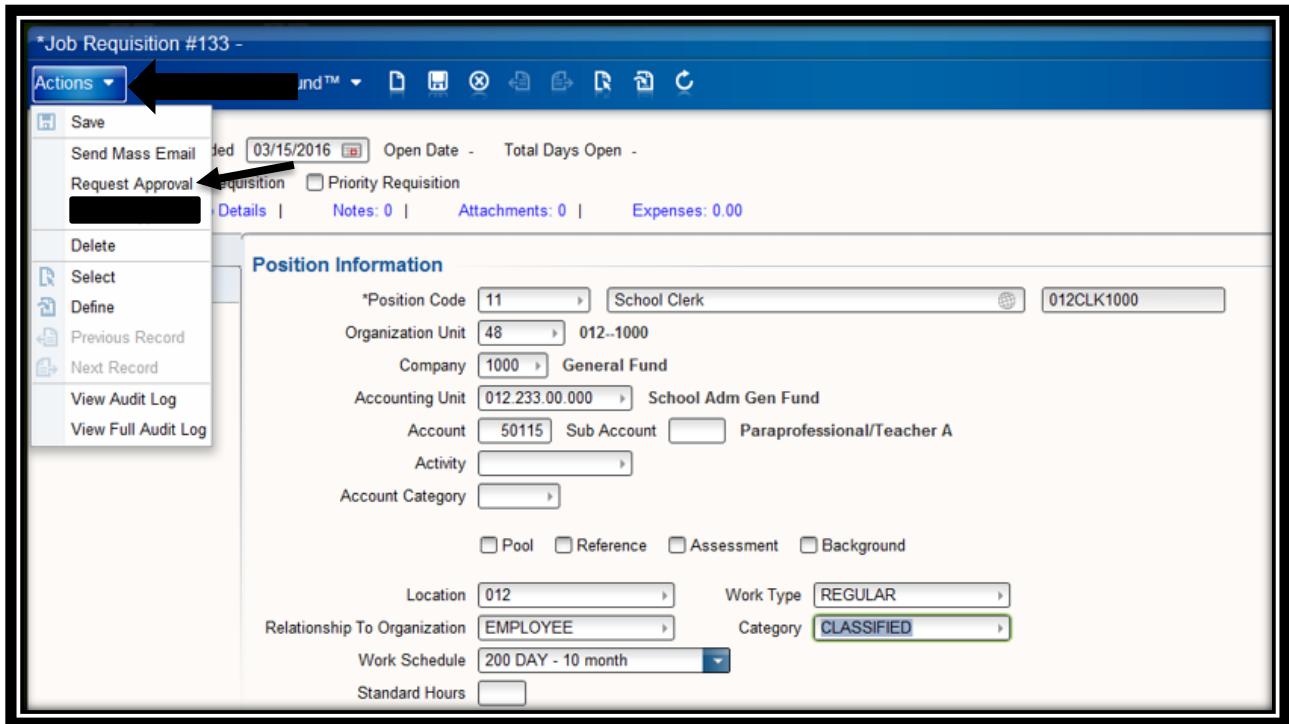
Alternate Recruiter

Approver 1

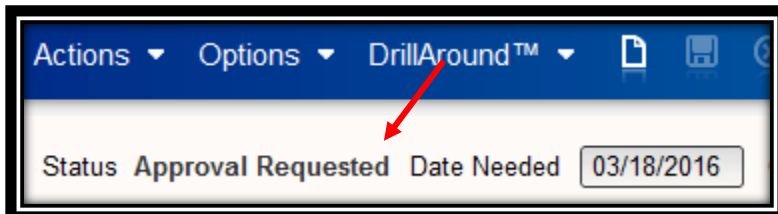
Approver 2

Approver 3

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.

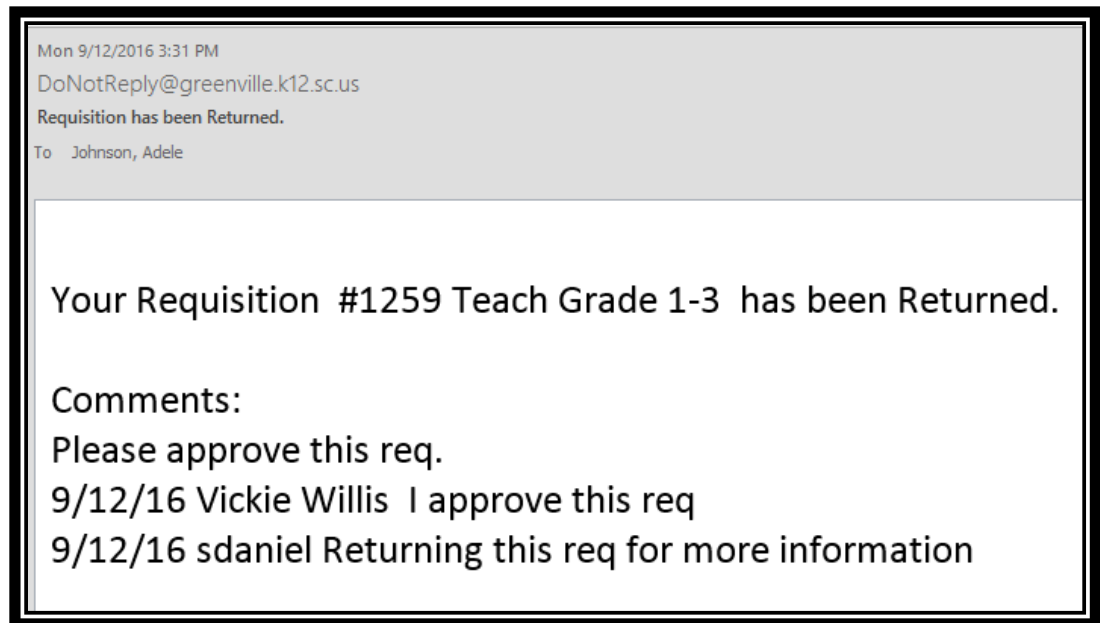


After you Request Approval, the requisition status will change to **Approval Requested**.



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. When you receive the automated e-mail stating the requisition is approved, you may proceed with posting the position. Below is an example of the automated e-mail the initiator will receive when the requisition is approved or returned.










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. If the requisition is returned without approval for any reason, please make note of the comments included in the automated e-mail and know you will need to delete the existing requisition and create a new one.

Requisition Quick Reference Guide

Verify that the fields below are completed on your requisition.

Job Requisition #1432 - Aide, 5 Year Kindergarten

Actions ▾ Options ▾ DrillAround™ ▾       

Status Draft Date Needed Open Date - Total Days Open -

Confidential Requisition Priority Requisition

Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

Requisition

Position Information

*Position Code Aide, 5 Year Kindergarten

Organization Unit 012-1000

Company General Fund

Accounting Unit Kindergart Gen Fund

Account Sub Account Paraprofessional/Teacher A

Activity

Account Category

Pool Reference Assessment Background

Verify Position Code to Baseline

Check Reference & Assessment on Teacher req. & leave all blank for Classified req.

Work Type is Hourly if FTE=0 or Regular if FTE>0

Rel. to Org is always Employee

Location Work Type

Relationship To Organization Category

Work Schedule

Standard Hours

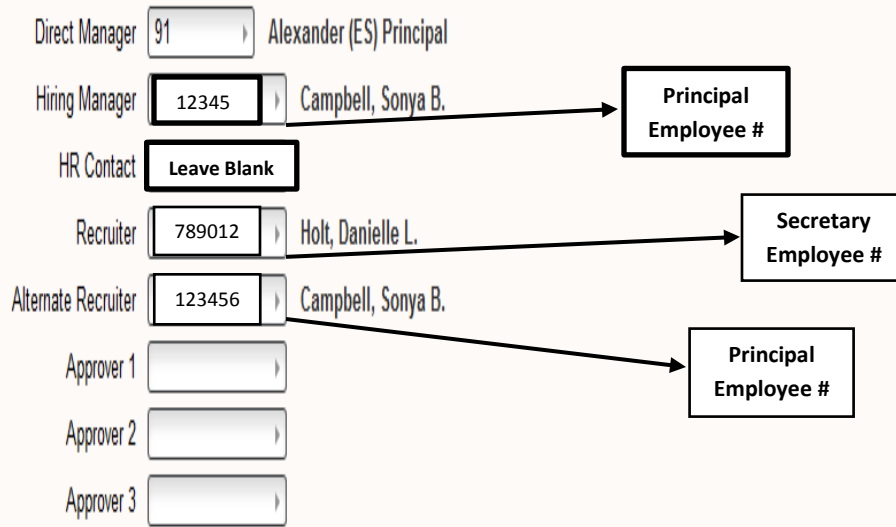
Requested Position FTE

Exempt From Overtime

Category defaults from Position Code; Do NOT leave blank

Enter FTE for baseline positions. Do not enter FTE for hourly positions such as Afterschool, hourly computer lab aides.

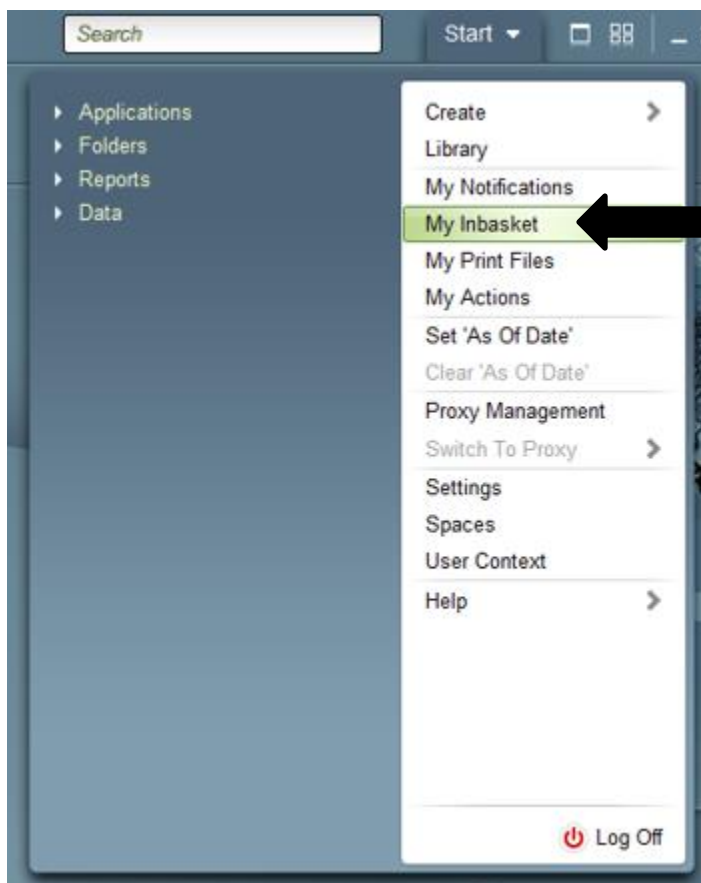
Contacts



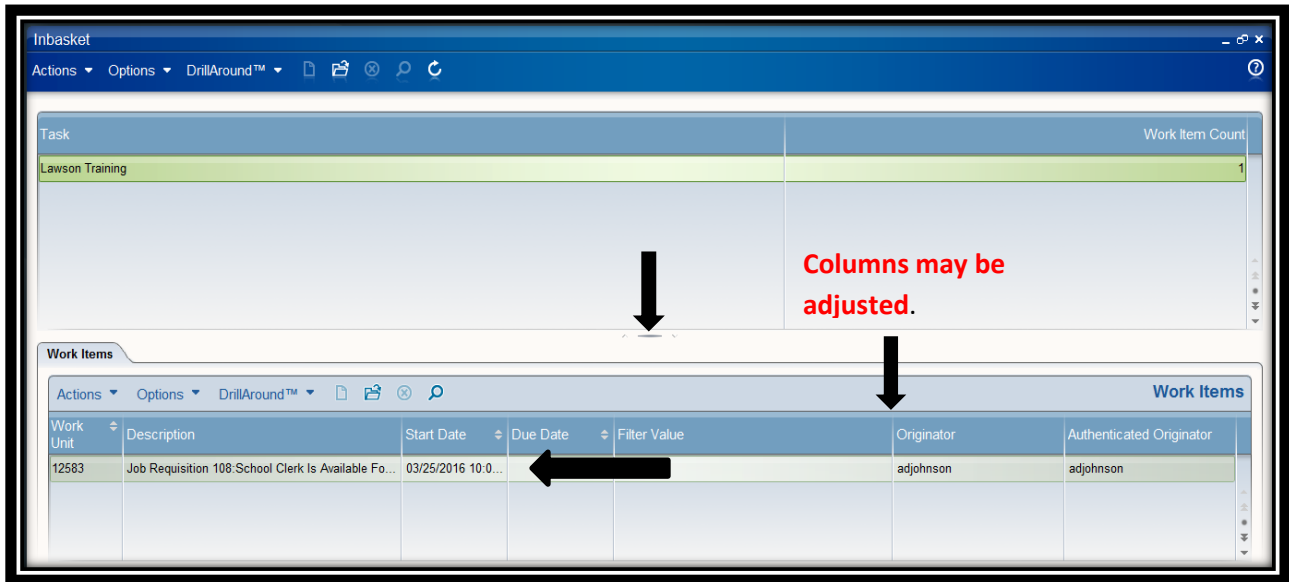
How to Approve a Requisition Request Sent to My Inbasket

Principal/Hiring Manager

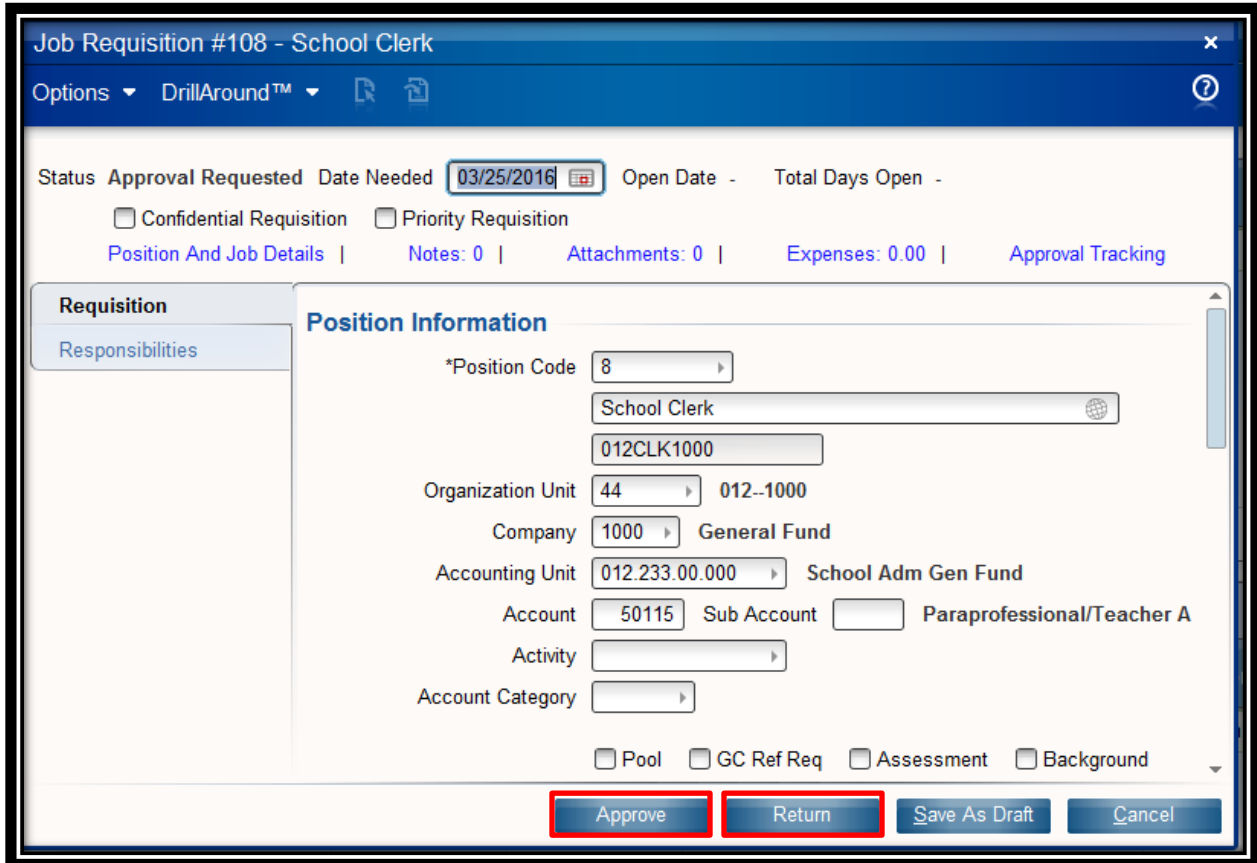
Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



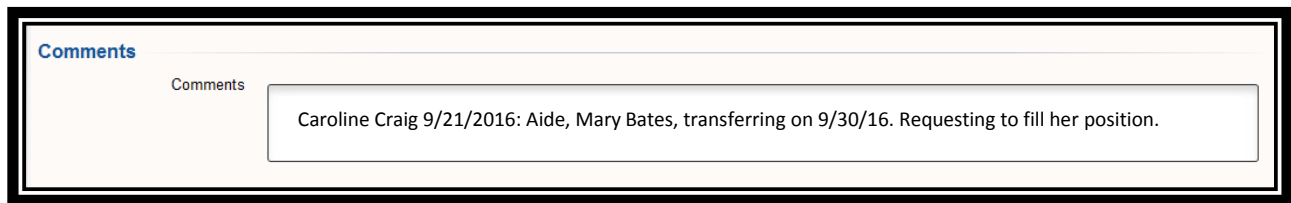
Locate the requisition to be approved in the Work Items list. Double click on the requisition to be approved. The view pictured below may be adjusted by hovering your mouse over the lines indicated by the arrows.



The requisition selected will be displayed.



- Comments:



Comments

Comments

Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Requesting to fill her position.

The Comments field allows you to easily communicate with Human Resources about the circumstances creating a vacancy. For example, a current employee resigned or transferred or an allocation was added to your baseline. Utilize this field to communicate important information and expedite the approval process.

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to fill her position.

The Comments will be available for the Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. When adding comments, do not enter your comments on the same line as other comments. Instead, skip to the next line and add your comments. Do not delete or type over comments entered by others. The automated approval email sent to the initiator for requisitions will include all Comments entered.

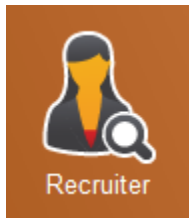
Review the form in its entirety to verify the information on the requisition is accurate. Select the appropriate action “Approve” or “Return”. Selecting **Approve** will forward the requisition to the corresponding HR Manager for approval. Selecting **Return** will forward the requisition back to the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

If the requisition is returned to the initiator for any reason, the existing requisition must be deleted and a new requisition must be created.

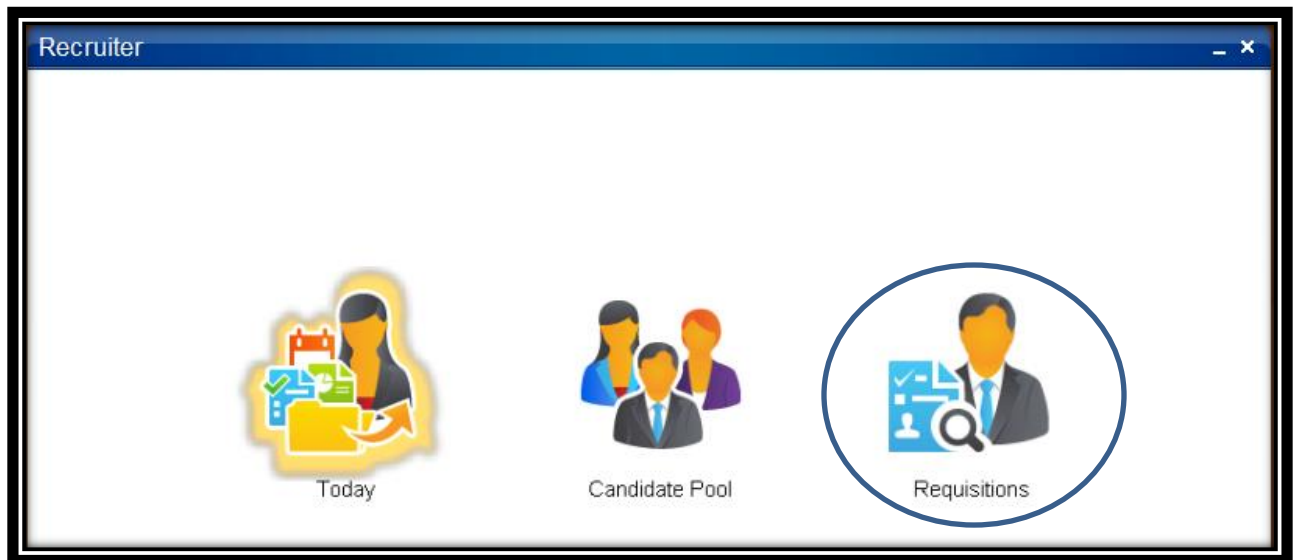
Posting a Requisition

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).

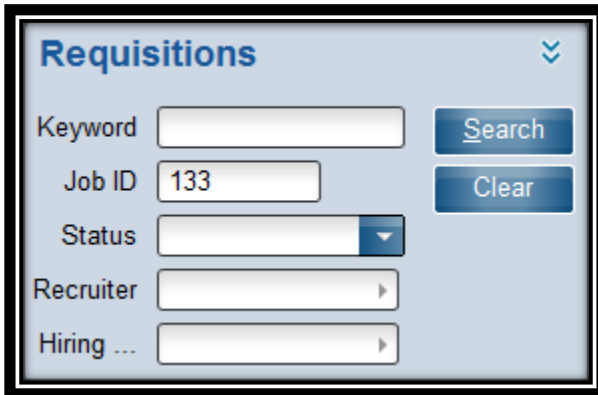
Double click on Recruiter



Double click on Requisitions

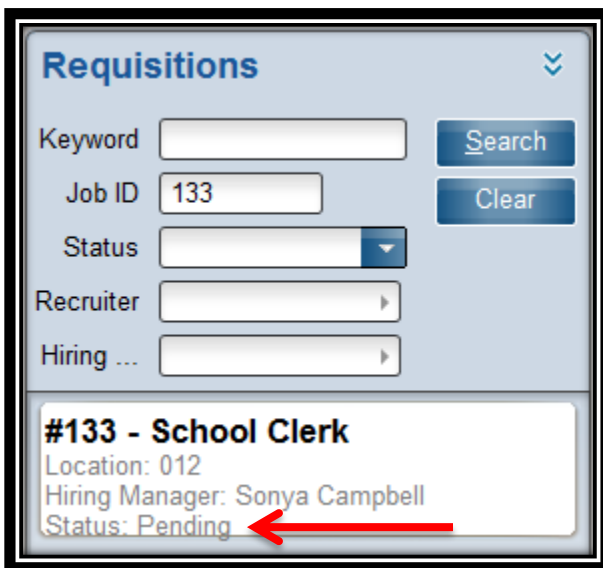


Search for the Requisition by entering the Job ID and click Search.



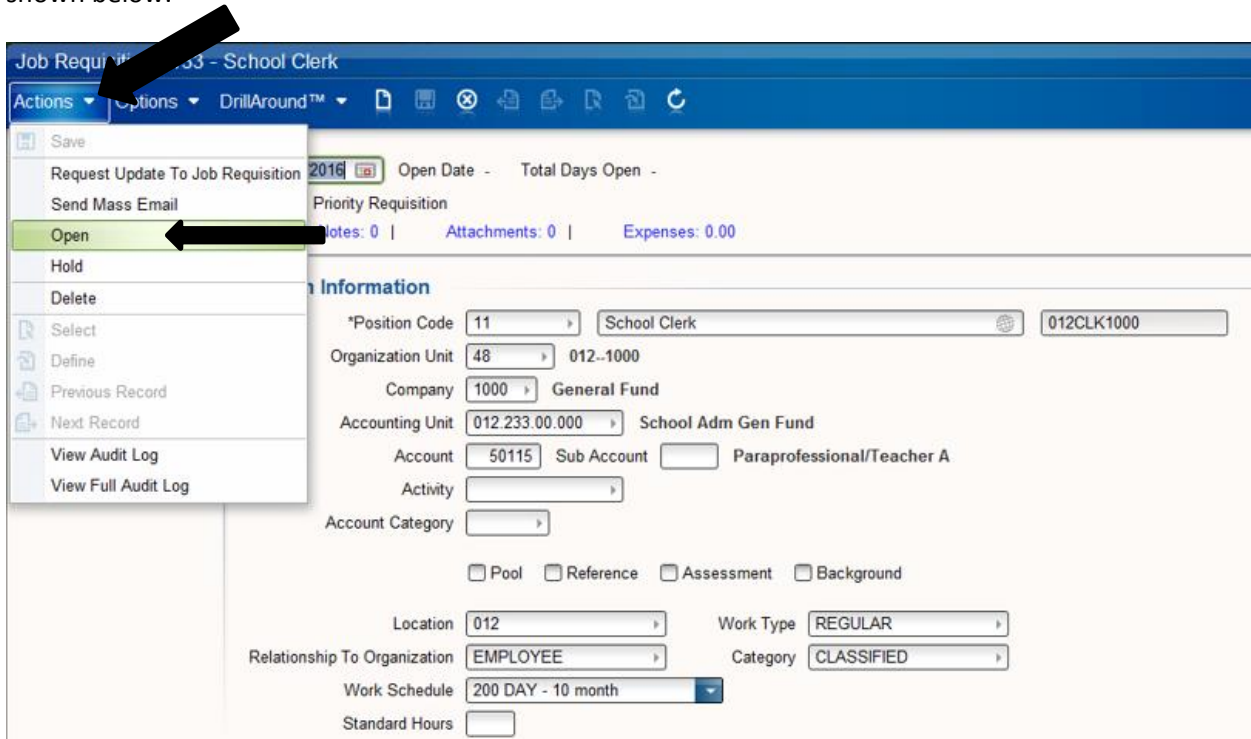
The screenshot shows a search interface titled "Requisitions" with a dropdown arrow in the top right. It contains several input fields: "Keyword" (empty), "Job ID" (containing "133"), "Status" (a dropdown menu), "Recruiter" (a dropdown menu with a right arrow), and "Hiring ..." (a dropdown menu with a right arrow). To the right of the "Keyword" field is a blue "Search" button, and below it is a blue "Clear" button.

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

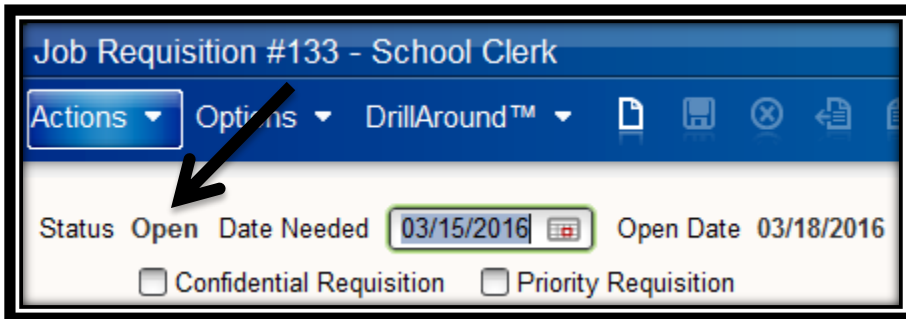


This screenshot shows the same search interface as above, but with search results displayed below the input fields. The results are for Job ID 133: "#133 - School Clerk", "Location: 012", "Hiring Manager: Sonya Campbell", and "Status: Pending". A red arrow points to the word "Pending" in the status field.

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.



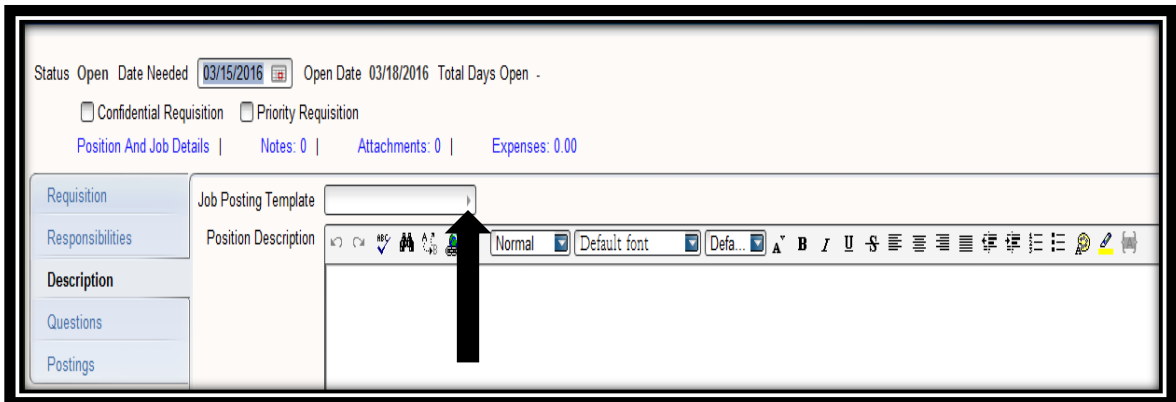
The Status will change to **Open**.



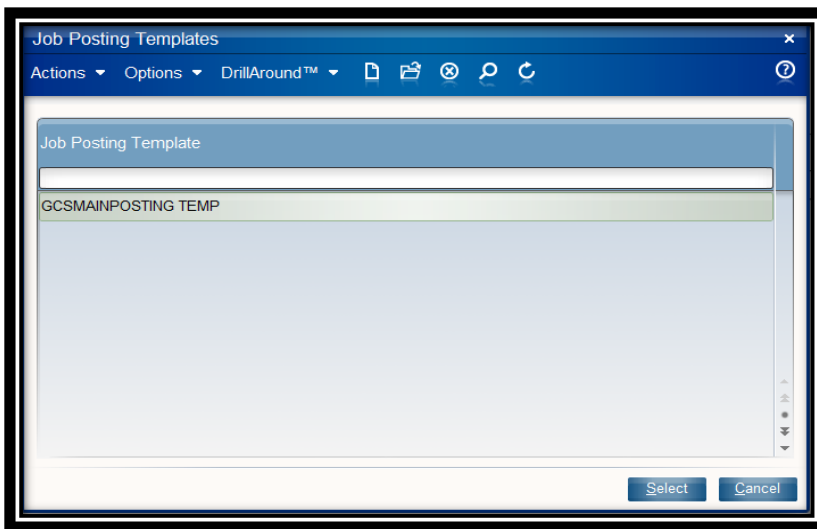
The next steps for the Requisition are completing the Description, Questions, and Postings sections. The Responsibilities section is not used by GCS, so you do NOT need to complete the Responsibilities section.




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

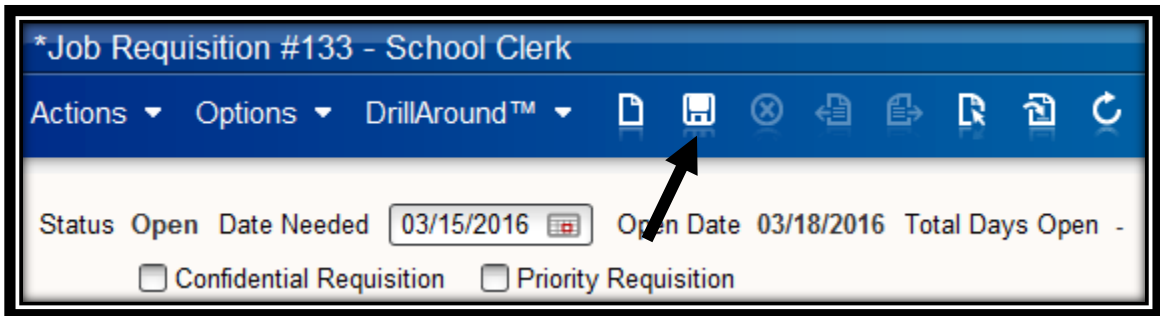


Select the **GCSMAINPOSTING TEMP** template by either double clicking to select, or highlight the name and click the Select button.

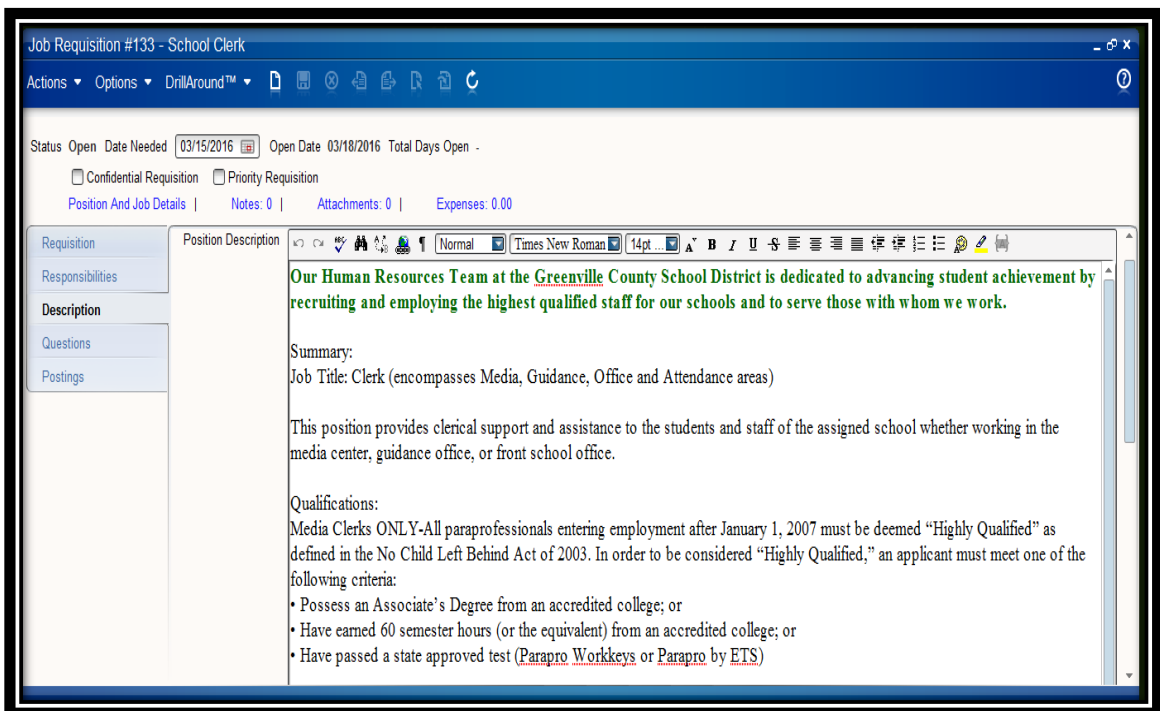




Select the Save icon, , at the top of the screen. If a job description is associated with the position code on this requisition, then it will display after you click the Save icon. If a job description does not attach, then please contact the Human Resources Helpline at 355-3117. Many hourly positions 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.



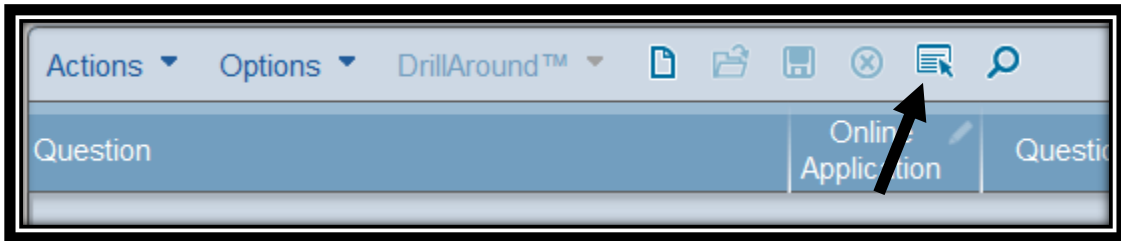
- **Questions:** If you are posting the Internal or External requisition, you MUST attach the questions that pertain to the position you are posting. Please note there are no Question Sets for positions such as Afterschool Caregiver, Hourly Tutor, etc. Select the Questions Tab.



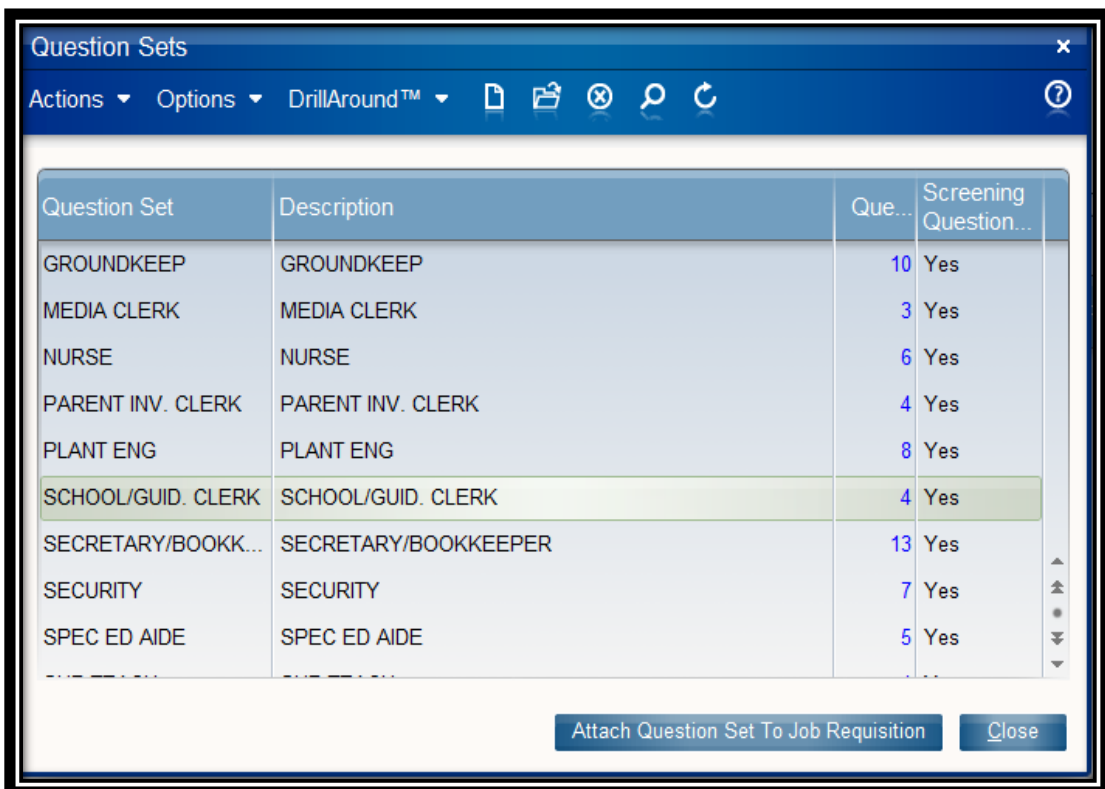
This is an important step in gathering information on the application. Questions are set up in Question Sets and provided below is a list of the current Question Sets.

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. Not all positions have a question set, so it is best to review each set to see which one is most applicable for the position. If you do not see a question set that applies to the specific position, then you may omit this step. Select the **Attach Question Set to Job Requisition** option at the bottom. Select **Close** after attaching the questions. Selecting **Attach Question Set to Job Requisition** more than once will result in questions being attached multiple times.



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.


Enter Required Information For This Action

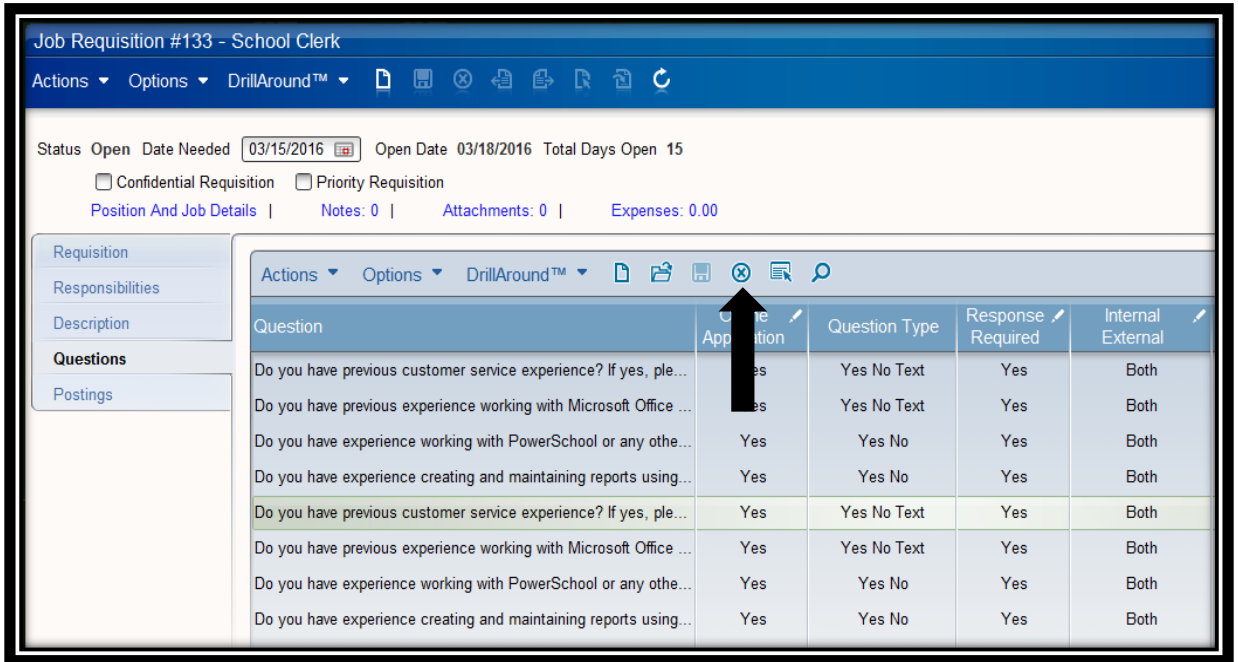
*Effective Date

OK Cancel

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.

Question	Online Application	Question Type	Response Required	Internal External	Preferred Answer	Screen Out Que...
Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both		No
Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both		No
Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both		No
Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both		No

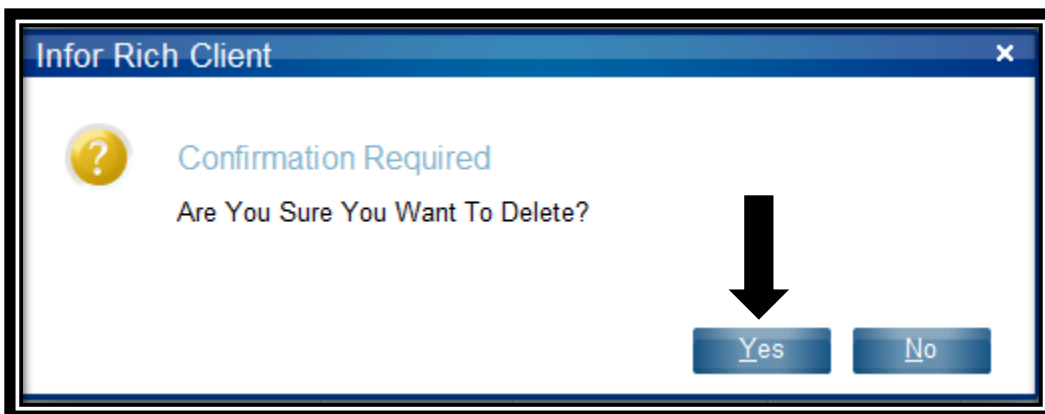
In the following example, the questions were accidentally attached twice. To delete the duplicated questions, highlight the question and click the  icon as shown below for each duplicated question.



The screenshot shows a web application interface for a job requisition. The title is "Job Requisition #133 - School Clerk". Below the title, there are several tabs: "Actions", "Options", and "DrillAround™". The main content area displays a table of questions. The table has columns for "Question", "Application", "Question Type", "Response Required", and "Internal External". A black arrow points to the "Application" column of the first row, which is highlighted in yellow. The "Application" column contains a delete icon (a circle with an 'X') and a pencil icon.

Question	Application	Question Type	Response Required	Internal External
Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both
Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both
Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both
Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both
Do you have previous customer service experience? If yes, ple...	Yes	Yes No Text	Yes	Both
Do you have previous experience working with Microsoft Office ...	Yes	Yes No Text	Yes	Both
Do you have experience working with PowerSchool or any othe...	Yes	Yes No	Yes	Both
Do you have experience creating and maintaining reports using...	Yes	Yes No	Yes	Both

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

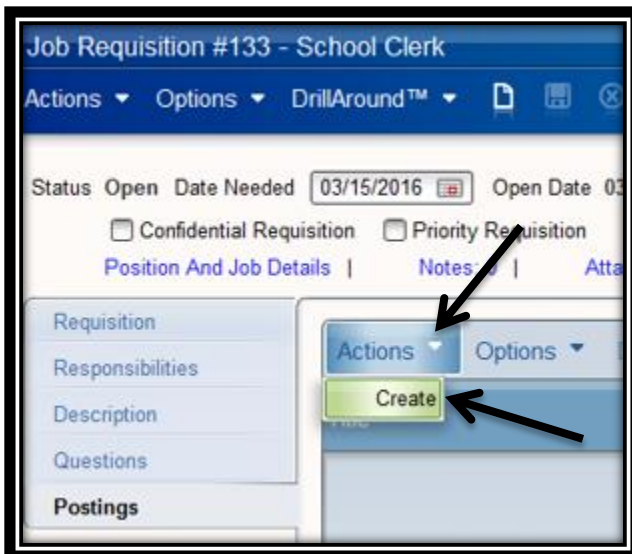


The screenshot shows a confirmation dialog box titled "Infor Rich Client". The dialog box has a yellow question mark icon on the left. The text inside the dialog box reads "Confirmation Required" and "Are You Sure You Want To Delete?". Below the text, there are two buttons: "Yes" and "No". A black arrow points down to the "Yes" button.

- Postings

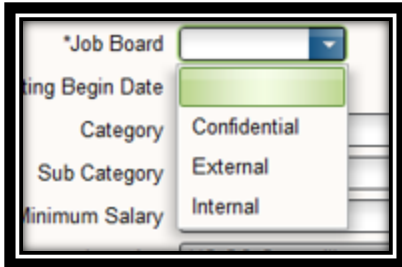


Step 1: Click on the drop down arrow next to **Actions**. Select **Create**.



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.

A screenshot of a web form showing a dropdown menu for 'Job Board'. The menu is open, displaying three options: 'Confidential', 'External', and 'Internal'. The 'Confidential' option is highlighted in green. To the left of the dropdown, the following labels are visible: '*Job Board', 'Posting Begin Date', 'Category', 'Sub Category', and 'Minimum Salary'.

Confidential: Used at the discretion of Human Resources. This type of posting does not allow anyone to submit an application for the position. Provided below are a couple of examples of confidential postings:

Example #1: Two Aide positions are vacated at the same location. One requisition is posted for internal and external applicants. Another requisition is posted confidentially and we will attach and hire the second aide using the confidential requisition.

Example #2: You are hiring for a Secretary. Your specific job will be posted confidentially and we will attach the chosen candidate to the confidential posting from the "Secretary Pool" posted internally and externally.

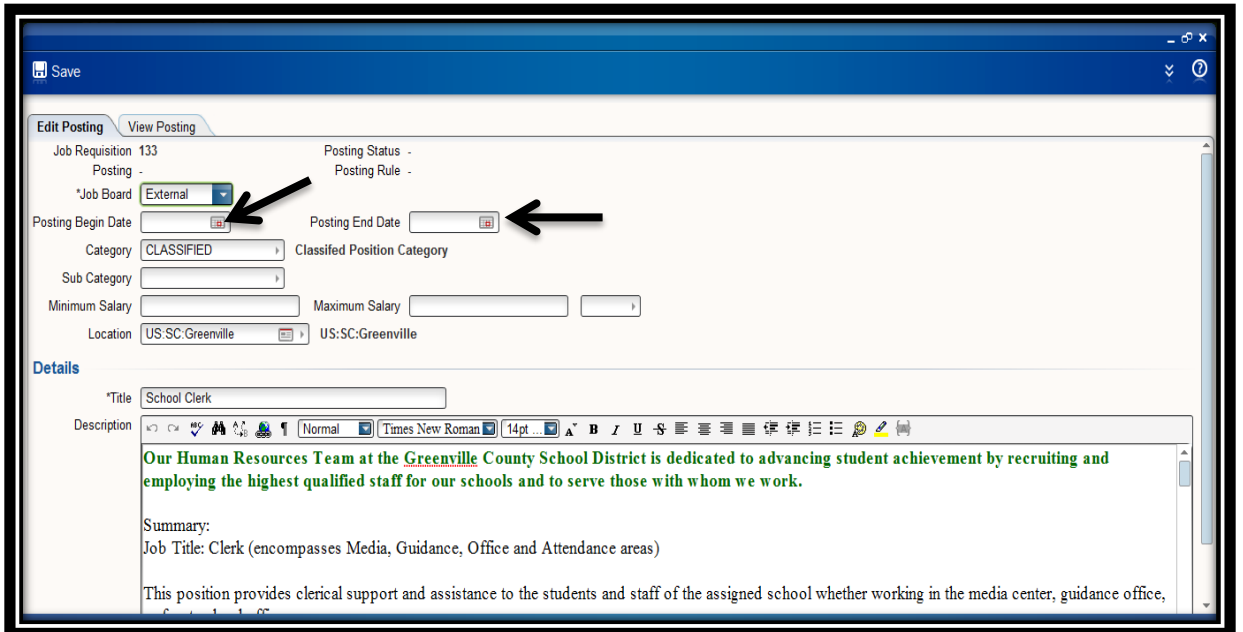
When you reach the point where a candidate needs to be attached to the confidential requisition, please contact the Human Resources Helpline at **355-3117**.

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.

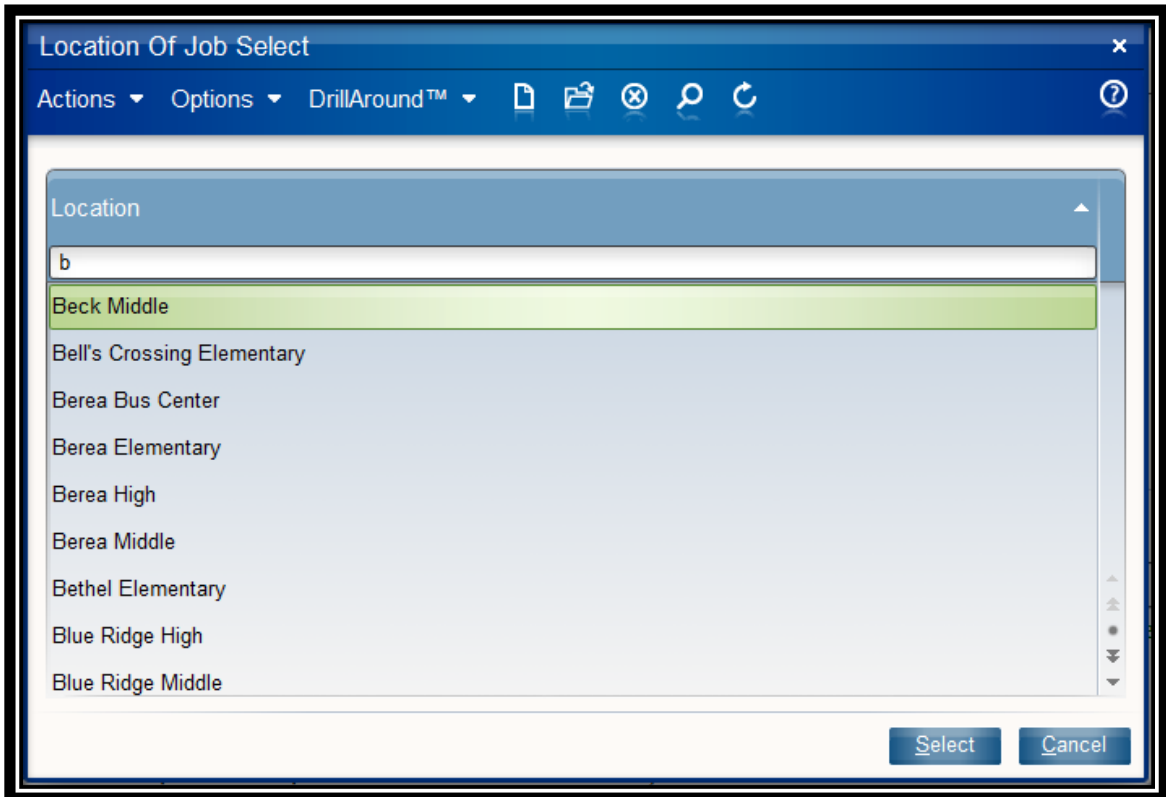
To post a position both External and Internal you must create two separate postings; one for Internal and one for External. If you want to consider both internal (current employees) and external applicants, post the requisition both internal and external.

- **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, please refer to **Extending a Posting End Date or Job Title change** section below for step by step directions. **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.

- Details

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. Locate the Title field shown below and change the title to be more meaningful. With teacher positions, a high school teacher title may default to Teach HS, a middle school teacher title may default to Teach MS, and an elementary school teacher may default to Teach Grade 1-3. For Teaching positions, please change the title to “Teach” followed by the grade, if applicable, and the subject, if applicable. Below are examples by school level.

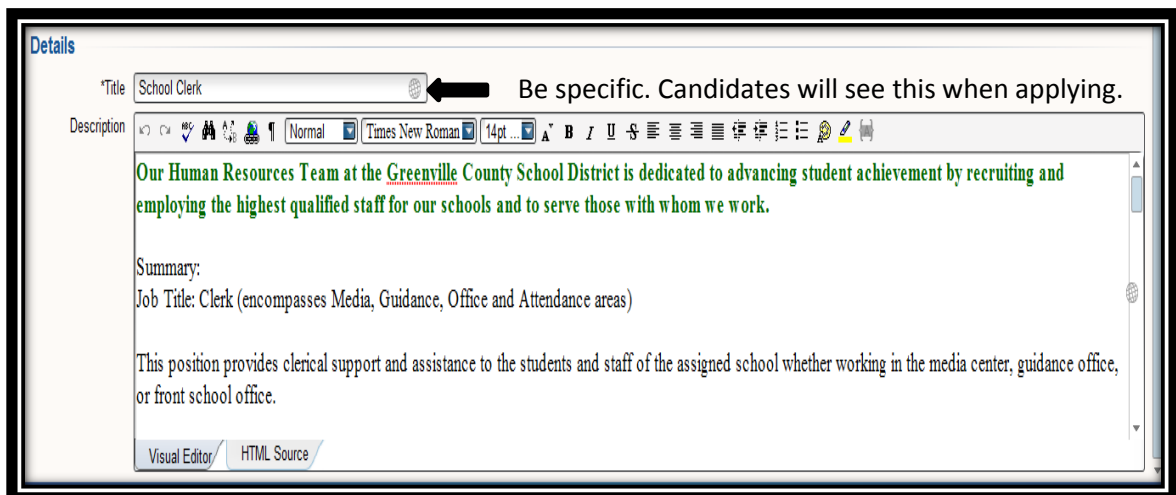
Elementary: Teach 1st Grade
 Teach Art


Middle School: Teach 6th Grade Science

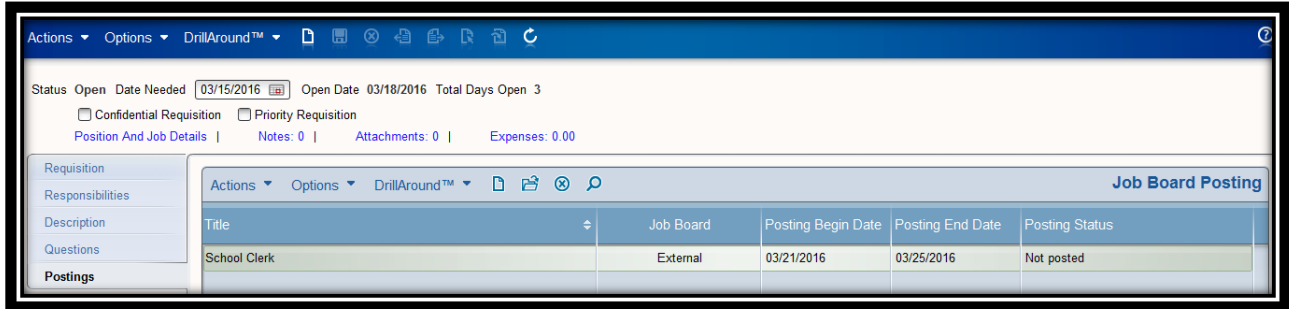
High School: Teach Algebra 1
 Teach Chemistry

If the requisition being posted is not a full time position or for a future school year, please note that information in the Title as well. Below are a few examples for guidance.

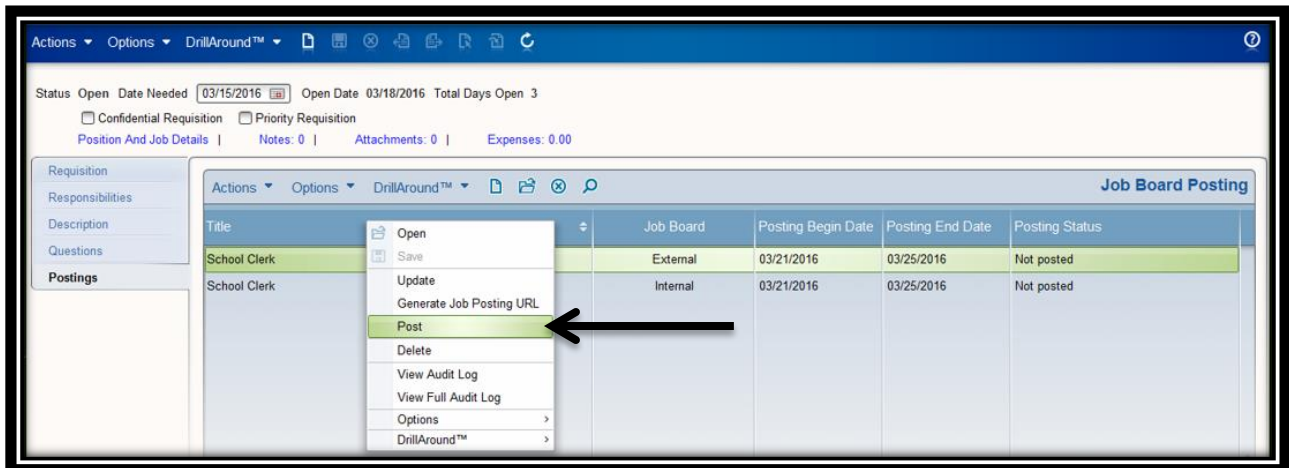
Teach Chemistry – Part Time
Teach 1st Grade (2017-2018 School Year)
Teach Art – Part Time for 2017-2018 School Year



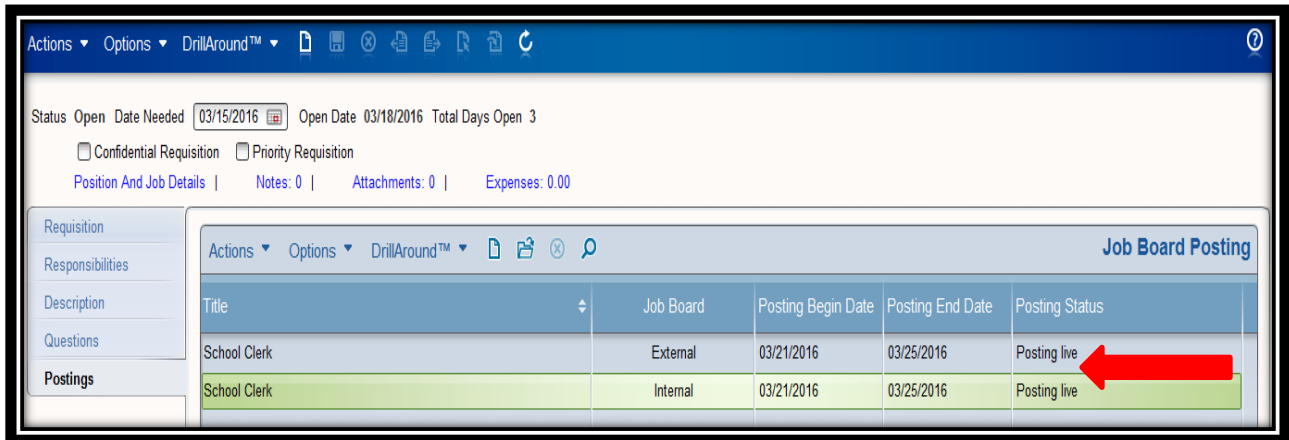
Step 3: Click the Save  icon to save the posting and then select the “X” in the upper right hand corner of the screen to exit. The Job Board Posting will display as shown below with the job posting you added. Remember, if you would like to post the requisition for internal and external candidates, then you will need to create two Job Postings. One job posting is for the internal candidates and one is for external candidates. Return to Step 1 on page 33, 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. Be sure to verify this has occurred, as in the picture below. Otherwise, the job will not be visible online.



After posting a teacher requisition, please e-mail position details to Debra Cucchiara, Recruiter & Teacher Staffing Specialist at dcucchia@greenville.k12.sc.us to post on the Teacher Positions page of the website.

After posting a classified position, please e-mail position details to the HR Processing Center at HRProcessingCenter@greenville.k12.sc.us to post on the Classified Positions page of the website.

- Modifying a Job Board Posting

After the job is posted, you may modify the posting to extend the end date, change the job title or add a location by following the steps described below.

Step 1: From Requisition Dashboard, double click on the requisition that needs to be changed.

Step 2: Select the Postings tab as shown below.

The screenshot shows the 'Position Information' section of a job requisition. A blue arrow points to the 'Postings' tab in the left-hand navigation menu. The main area contains the following fields:

- *Position Code: 93 (dropdown) | Teach RelArt Primary (text)
- Organization Unit: 59 (dropdown) | 020--1000 (text)
- Company: 1000 (dropdown) | General Fund (text)
- Accounting Unit: 020.112.00.012 (dropdown) | Primary1-3 Gen Fund RelateArt (text)
- Account: 50110 (dropdown) | Sub Account: (empty dropdown) | Regular Salaries (text)
- Activity: (empty dropdown)
- Account Category: (empty dropdown)

Step 3: Double click on the first Job Board Posting, for example the Internal job board as shown below.

The screenshot shows the 'Postings' tab selected in the left-hand navigation menu. A table displays the job board postings. A blue arrow points to the first row of the table.

Title	Job Board	Posting Begin Date
Teach RelArt Primary	Internal	05/09/2016
Teach RelArt Primary	External	05/09/2016

Step 4: The Internal job posting will be displayed. Locate the Posting End Date, Location and/or Title field shown below and make the appropriate changes. Then, click the **Save** icon. The application system will display the changes made.

The screenshot shows a web-based form for editing a job posting. At the top, the title is "#633 - Teach RelArt Primary - Internal". Below this is a "Save" button. The form has two tabs: "Edit Posting" (selected) and "View Posting".

Key fields and their values are:

- Job Requisition: 633
- Posting: 1
- *Job Board: Internal (dropdown)
- Posting Begin Date: 05/09/2016 (calendar icon)
- Posting End Date: 05/13/2016 (calendar icon) - **Blue arrow points here.**
- Category: TEACHING (dropdown)
- Teaching Position Category: (dropdown)
- Sub Category: (dropdown)
- Minimum Salary: (input field)
- Maximum Salary: (input field)
- Location: Elem:Rudolph Gordon (dropdown) - **Blue arrow points here.**
- Elementary: (dropdown)

Below the main form is a "Details" section with a text area for the job title and description:

- *Title: Teach 1st-3rd Grade Art - **Blue arrow points here.**
- Description: A rich text editor with a toolbar. The text below the toolbar reads: "Our Human Resources Team at the Greenville County School District is dedicate".

Understanding Requisition Dashboard and Applicant Flow

The requisition dashboard is designed to help you stay organized while reviewing, screening, vetting and hiring candidates.

The screenshot displays the 'Requisition Dashboard' interface. On the left, there is a search and filter section for 'Requisitions' with fields for Keyword, Job ID (41), Status, Recruiter, and Hiring. Below this is a summary for '#41 - Custodian - AJ Whittenberg' with details: Location: 478, Hiring Manager: Trey Tooley, Status: Open.

The main area shows a tabbed interface with the following counts: All: 9, New: 3, Screen Out Online: 0, Screen: 0, Hiring Manager Review: 0, Qualify: 0, Offer: 0, On Board: 0, Hire: 6. The active tab is 'Candidates For Custodian - AJ Whittenberg', which contains a table of applicants.

Name	Applicati...	Rank	App...	Selecti...	Type	Resume/ CV	Rehire?	Bkg	Wkey?	Ref?	Cert?	ASc...
Juanita Ad...			02/09/...	Hire	Exter...	Resume/ CV	NA	Yes	Parapro			
Diana Alva...			05/03/...	Hire	Internal							
Lynn Ande...			07/12/...	Hire	Internal		NA	NA	Hourly	NA	NA	
Preston Ar...			05/25/...	Hire	Exter...	Resume/ CV	NA	Yes	Hourly	NA	NA	
Cynthia Cl...			04/15/...	New	Internal							
Tititlayo ...			04/04/...	New	Internal							
caroline P...			09/27/...	New	Internal							
Tina Smith			02/09/...	Hire	Exter...		No	Yes	Hourly	NA	NA	
Shawnte ...			08/24/...	Hire	Internal							

Understanding the Requisition Dashboard Tabs:

- All**: Includes all applicants for a requisition
- New**: Includes all recent applicants.

Screen Out Online: Applicants on this tab did not answer question(s) with the preferred response. The candidate is automatically moved to the Screen Out Online tab on the requisition.

“Screen out” questions are included in many of these question sets. If a specific question is not answered as preferred for the position, the candidate will automatically be moved to the Screen Out Online tab on the requisition.

To view the results of an applicant’s responses to a question set, double click on the applicant’s name on the requisition dashboard and select the Question Results tab on the left.

Screen: Applicants who were attached to the requisition or moved to this tab by selecting “Move to Screening”.

Hiring Manager Review: The applicants on this tab are being interviewed and vetted by HR. When you determine the applicants to be interviewed, right click on the applicant and select “Send to Hiring Manager”. This important step will automatically notify HR to begin vetting the applicant.

Qualify: The applicants on this tab have completed the HR vetting and are deemed qualified for the new position.

Offer: Tab not used by GCSD

On Board: Tab not used by GCSD

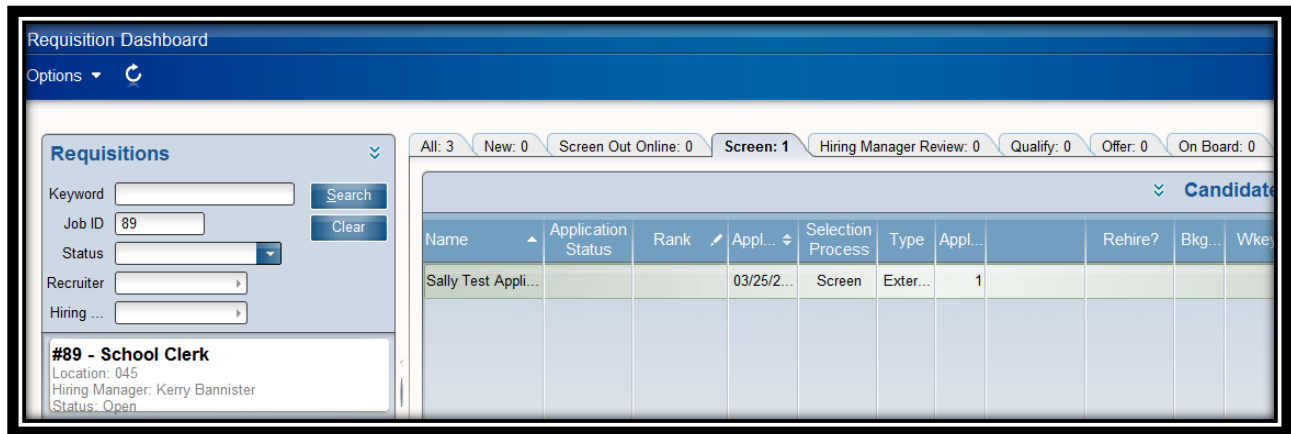
Hire: The applicants on this tab have been selected by the hiring manager to be either hired, rehired or transferred.

Disposition: The applicants were moved to this tab for one of the following reasons:

- The applicant withdrew their application and does not want to be considered for the opening.
- HR moved the applicant to disposition, because they were hired into another position or did not pass the vetting steps.
- The hiring manager or recruiter moved the applicant because another applicant was hired for the opening.

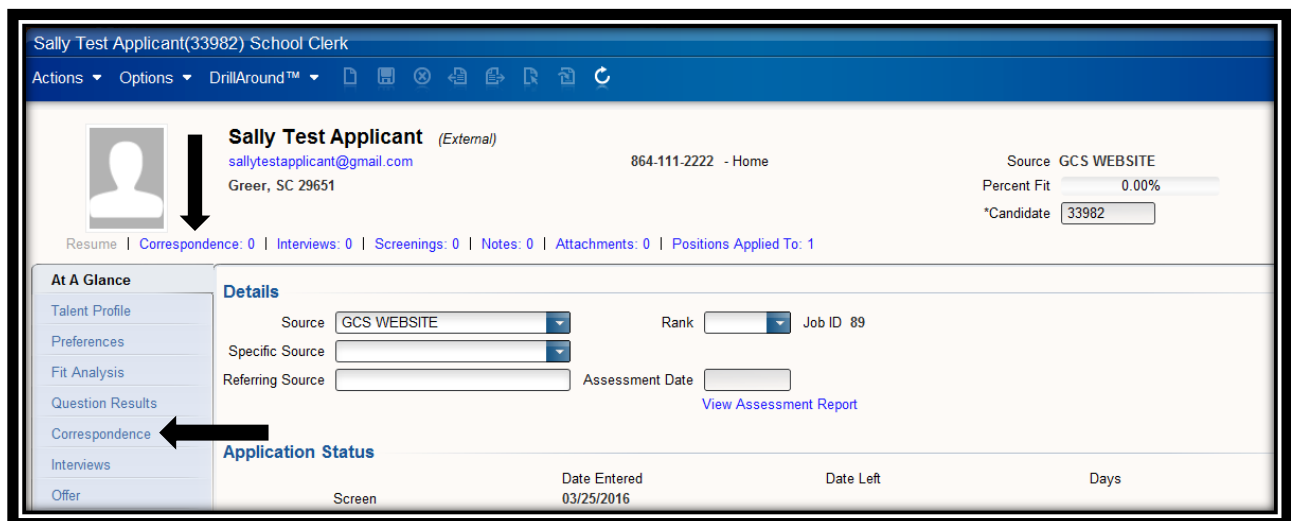
Entering Candidate Correspondence, Notes, and Interview Details

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.

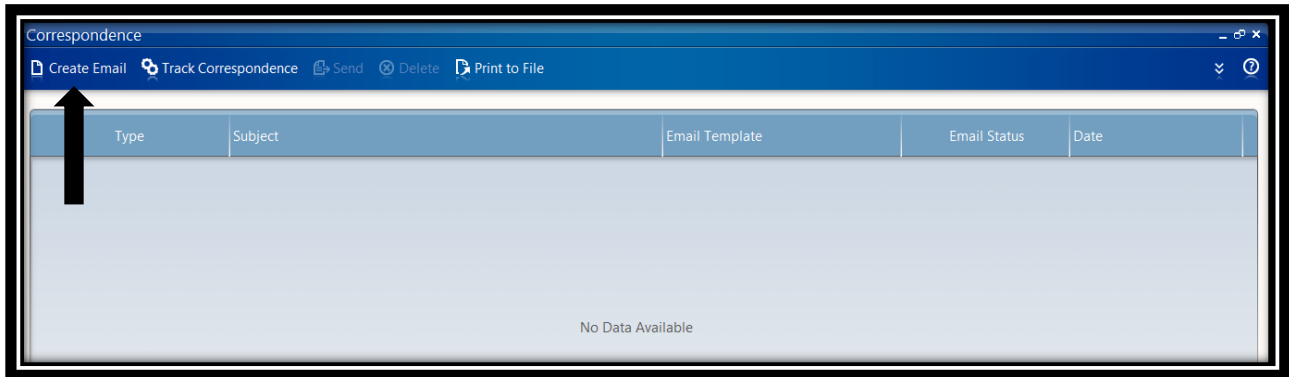


Correspondence:

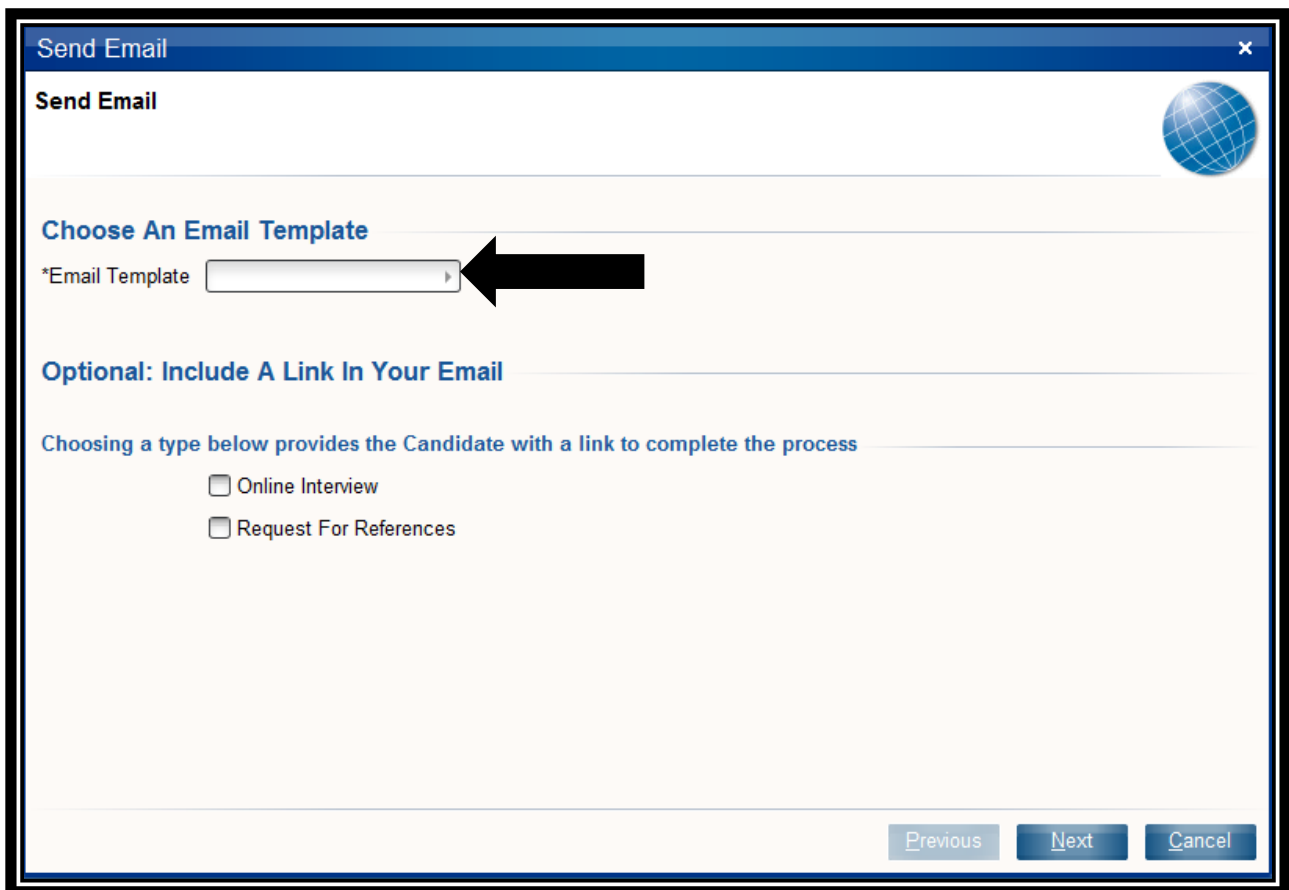
To send an email to an applicant, click on **Correspondence** at the top or on the tab located on the left to begin adding candidate correspondence. Please note: this correspondence is viewable by other hiring managers with positions for which the candidate has applied. Professional correspondence is very important.



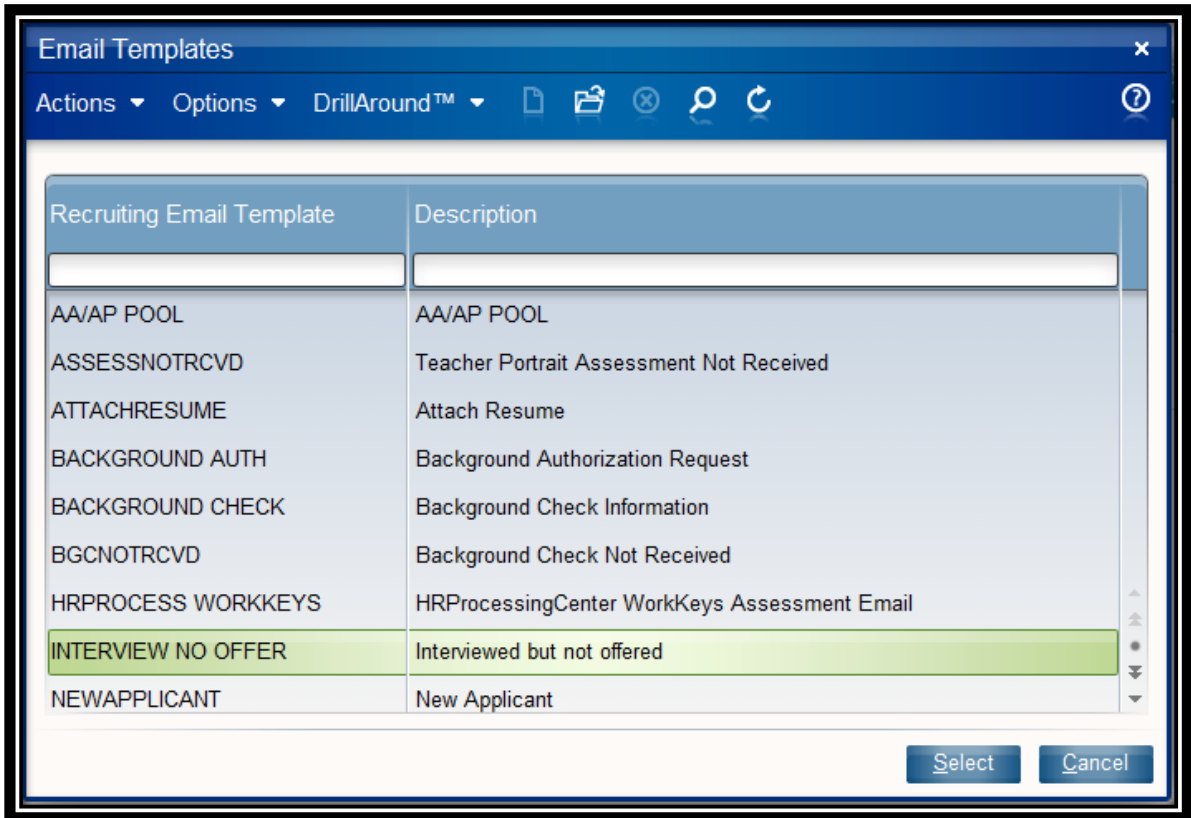
Then select **Create Email** to begin drafting an email to the candidate.



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.

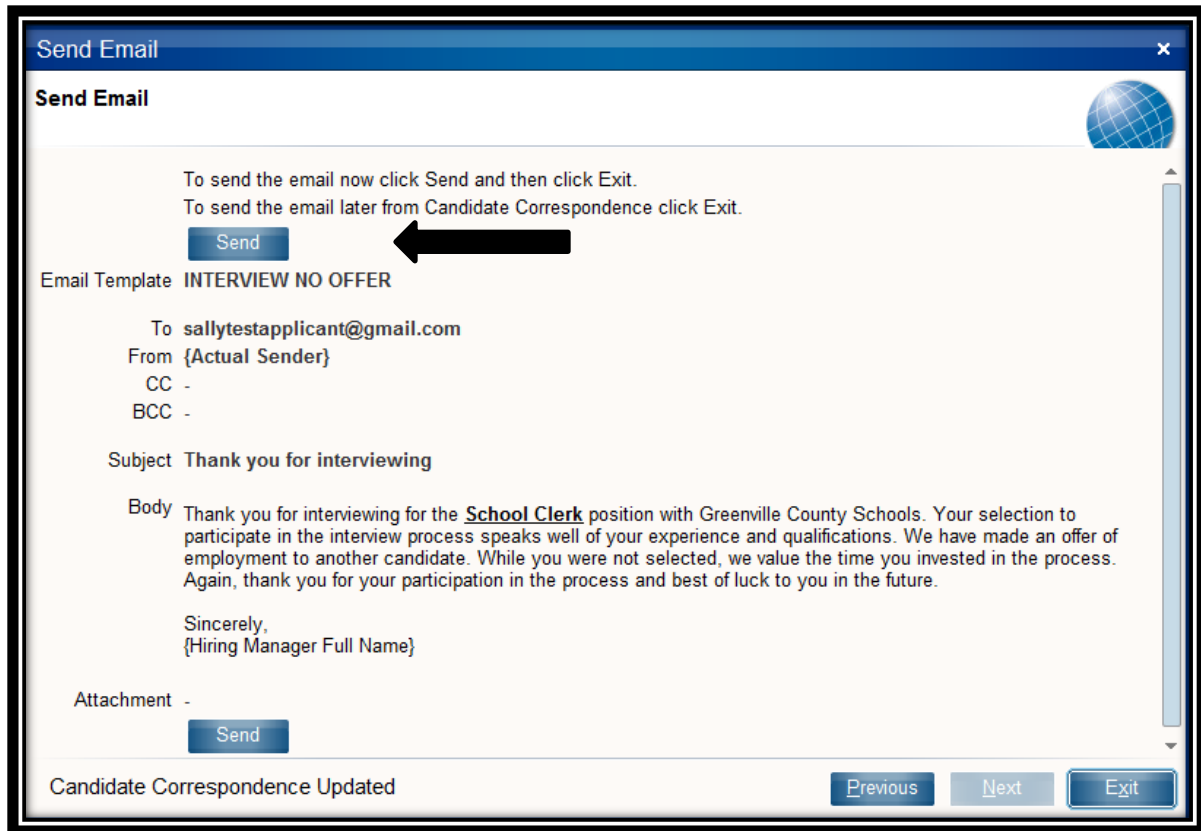
The Send Email screen will display populated with the information from the email template. Notice the following items will default into the email.

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.

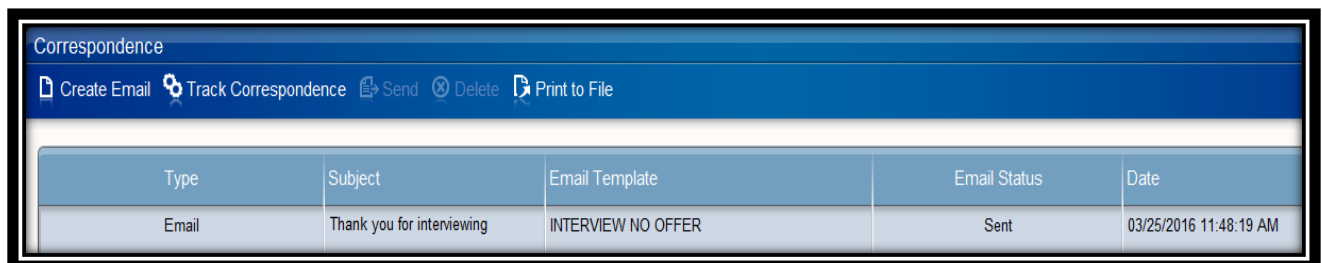
Change the email as required to customize it to your needs. Once done, click **Next**.

The screenshot shows a web-based 'Send Email' interface. At the top, the title is '*Send Email'. Below the title, there's a 'Send Email' section with a globe icon. Underneath, it says 'Edit Email Text'. The 'Email Template' is 'INTERVIEW NO OFFER'. The 'To' field is populated with 'sallytestapplicant@gmail.com'. The 'From' field is '{Actual Sender}' with a black arrow pointing to it. The 'CC' and 'BCC' fields are empty. The 'Subject' field is 'Thank you for interviewing'. The 'Body' field contains a rich text editor with a toolbar and the following text: 'Thank you for interviewing for the **School Clerk** position with Greenville County Schools. Your selection to participate in the interview process speaks well of your experience and qualifications. We have made an offer of employment to another candidate. While you were not selected, we value the time you invested in the process. Again, thank you for your participation in the process and best of luck to you in the future.' Below the body, it says 'Sincerely, {Hiring Manager Full Name}' with a black arrow pointing to it. At the bottom, there's a status bar that says 'Candidate Correspondence Created' and three buttons: 'Previous', 'Next', and 'Finish'. The 'Finish' button is highlighted with a red border.

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.

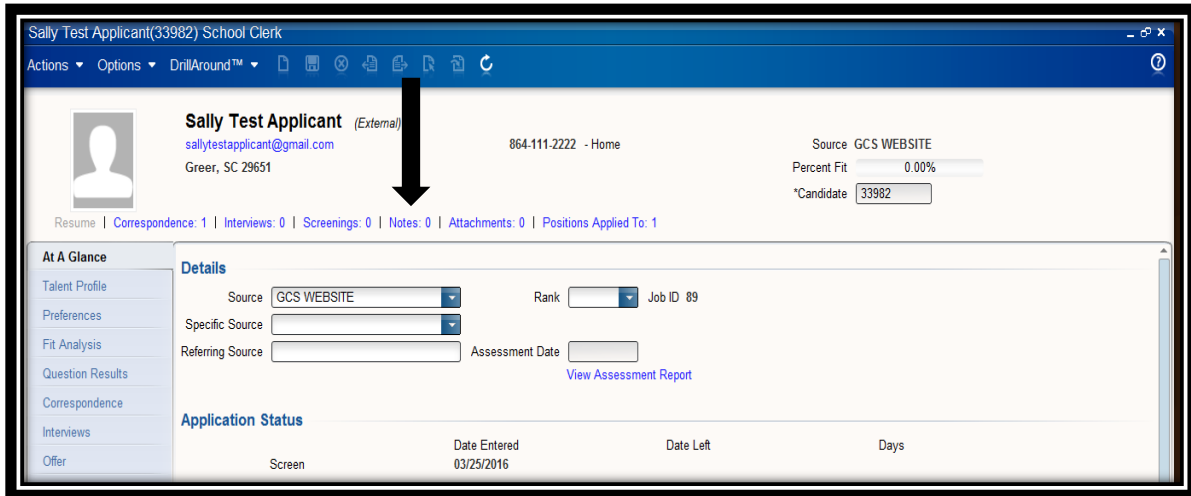


A **Send Completed** message will display at the bottom of the screen indicating the email was sent. Click **Exit**. The email you sent should be displayed in Correspondence as shown below. Click the “x” to exit this screen and return to the candidate application.



Notes:

To add notes to an applicant's application, click on **Notes** located at the top of the display. Please note: Notes are viewable by other hiring managers with positions for which the candidate has applied. Professional correspondence is very important.



Sally Test Applicant (33982) School Clerk

Actions ▾ Options ▾ DrillAround™

Sally Test Applicant (External)
sallytestapplicant@gmail.com
Greer, SC 29651

864-111-2222 - Home

Source: GCS WEBSITE
Percent Fit: 0.00%
*Candidate: 33982

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 0 | **Notes: 0** | Attachments: 0 | Positions Applied To: 1

At A Glance

- Talent Profile
- Preferences
- Fit Analysis
- Question Results
- Correspondence
- Interviews
- Offer

Details

Source: GCS WEBSITE Rank: Job ID: 89
Specific Source:
Referring Source: Assessment Date: [View Assessment Report](#)

Application Status

Screen	Date Entered	Date Left	Days
	03/25/2016		

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




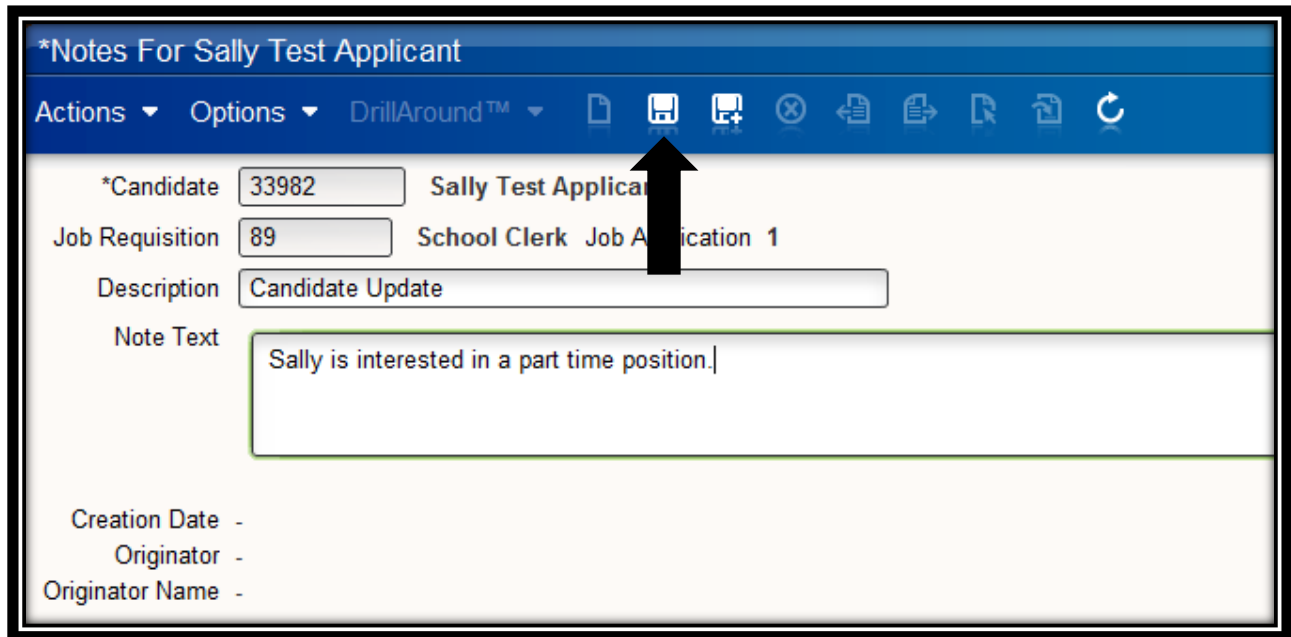
Notes

Description	Note Text	Job Appl.	Job Requisition	Creation Date	Originator	Originator Name
[Empty Row]						

Buttons: Create, Options, DrillAround™

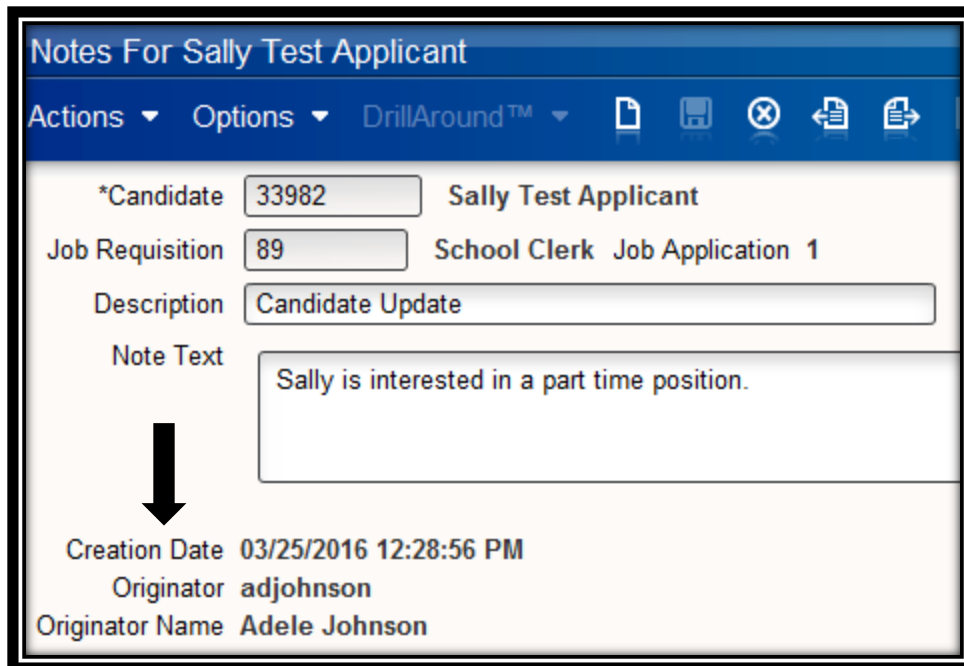
Enter a **Description** that clearly identifies the purpose of the Note.

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 in the next section entitled **Interview Details**.



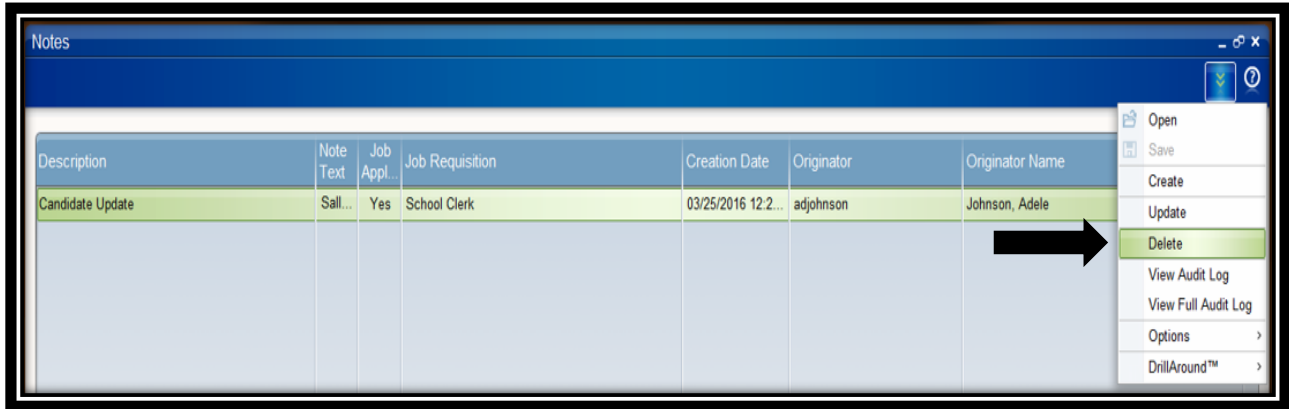
The screenshot shows a web form titled "*Notes For Sally Test Applicant". The form includes a toolbar with icons for Actions, Options, DrillAround™, and a Save icon (a floppy disk). Below the toolbar, there are input fields for *Candidate (33982), Job Requisition (89), and Description (Candidate Update). The Note Text field contains the text "Sally is interested in a part time position." At the bottom, there are labels for Creation Date, Originator, and Originator Name, all followed by dashes, indicating they are not yet filled. A black arrow points to the Save icon in the toolbar.

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



The screenshot shows the same web form as above, but now the Save icon in the toolbar is highlighted with a blue glow. A black arrow points from the Save icon down to the bottom of the form, where the labels for Creation Date, Originator, and Originator Name are now filled with data: Creation Date 03/25/2016 12:28:56 PM, Originator adjohnson, and Originator Name Adele Johnson.

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 for each applicant being interviewed. This information is only viewable by those who have access to the specific requisition. It is not viewable by other hiring managers with positions for which the candidate has applied. To enter interview information, click **Interviews** located at the top of the screen or on the tab located on the left.

Sally Test Applicant(33982) School Clerk

Actions ▾ Options ▾ DrillAround™

Sally Test Applicant (External)
sallytestapplicant@gmail.com 864-111-2222 - Home
Greer, SC 29651 Source GCS WEBSITE
Percent Fit 0.00%
*Candidate 33982

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 1 | Attachments: 0 | Positions Applied To: 1

At A Glance

- Talent Profile
- Preferences
- Fit Analysis
- Question Results
- Correspondence
- Interviews**
- Offer

Details

Source GCS WEBSITE Rank Job ID 89
Specific Source
Referring Source Assessment Date
[View Assessment Report](#)

Application Status

Screen	Date Entered	Date Left	Days
	03/25/2016		

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

Interviews

Type	Date	Interv...	Interviewer	Location	Status	Result
------	------	-----------	-------------	----------	--------	--------

Create
Options >
DrillAround™ >

Click on the arrow in the Type field.

The screenshot shows a software window titled "Create Interview". At the top, there is a blue header bar with the title and a menu bar containing "Actions", "Options", and "DrillAround™". Below the header, the form contains several fields: "Type" (a dropdown menu with a black arrow pointing to its arrow), "*Interview Date" (a date picker), "Interview Time" (a time picker), "Interviewer" (a dropdown menu), "Location" (a dropdown menu), "Address" (a multi-line text area), "Status" (a dropdown menu), "Result" (a dropdown menu), and "Comments" (a large text area).

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

The screenshot shows a dialog box titled "Interview Types". It features a table with the following data:

Interview Type	Description	Use For Online Int...
CROWN GLOBAL	Crown Global Interview	No
DISTRICT	District Interview	No
IN PERSON	In Person Interview	No
JOB FAIR	Job Fair Interview	No
ONLINE	Online Interview	No
PHONE INTERVIEW	Phone Interview	No
SCHOOL BASED	School Based Interview	No
WEB BASED	Web Based Interview	No

At the bottom of the dialog box, there are "Select" and "Cancel" buttons.

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

*Create Interview

Actions ▾ Options ▾ DrillAround™ ▾

Type In Pe

*Interview Date

Interview Time

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**.

Resources

Actions ▾ Options ▾ DrillAround™ ▾

Keyword

Search

Clear

Employment ID Last Name First Name

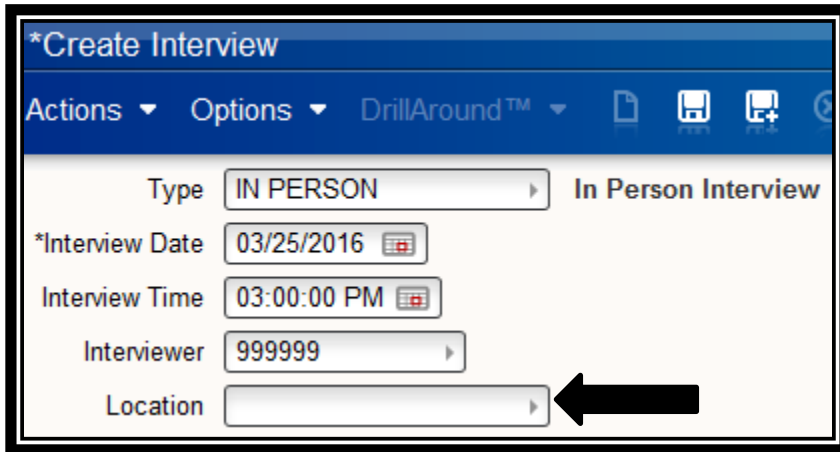
Organization Unit Location Position

Employment Education Credential

Name	E...	Description	Primary Org Unit	P...	Location	Work Assignments
Gibbs, Kimberly J.	126...	Employee	SUBS	SU...	Substitutes	1
Gibbs, Lindsey C.	128...	Employee				
Gibbs, Lynn P.	129...	Employee	HR-DIR	712...	Central Office	1
Gibbs, Mary W.	139...	Employee				
Gibbs, Nancy O.	3448	Employee				
Gibbs, Peanie M.	10493	Employee				

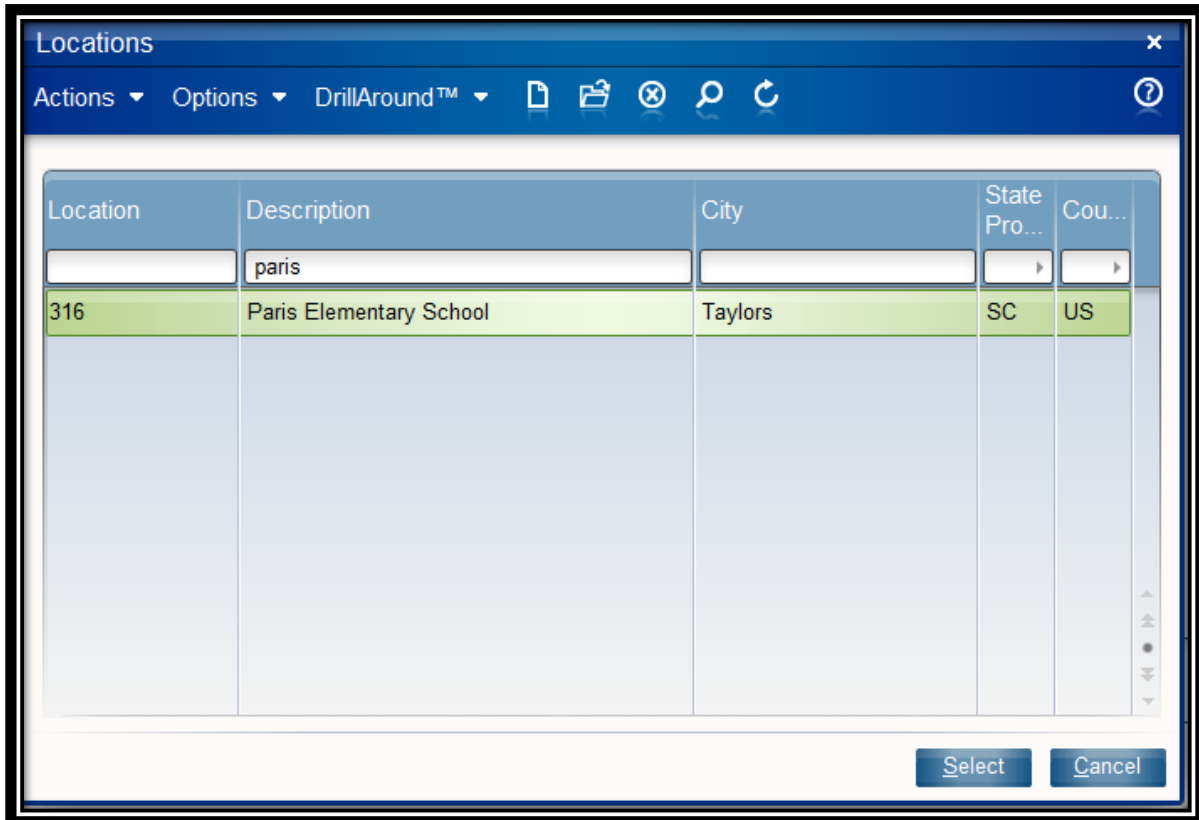
Select Cancel

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



The screenshot shows a software window titled '*Create Interview'. It contains several input fields: 'Type' is set to 'IN PERSON' with a dropdown arrow; 'Interview Date' is '03/25/2016'; 'Interview Time' is '03:00:00 PM'; 'Interviewer' is '999999'; and 'Location' is an empty dropdown menu. A black arrow points to the dropdown arrow of the 'Location' field.

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**.

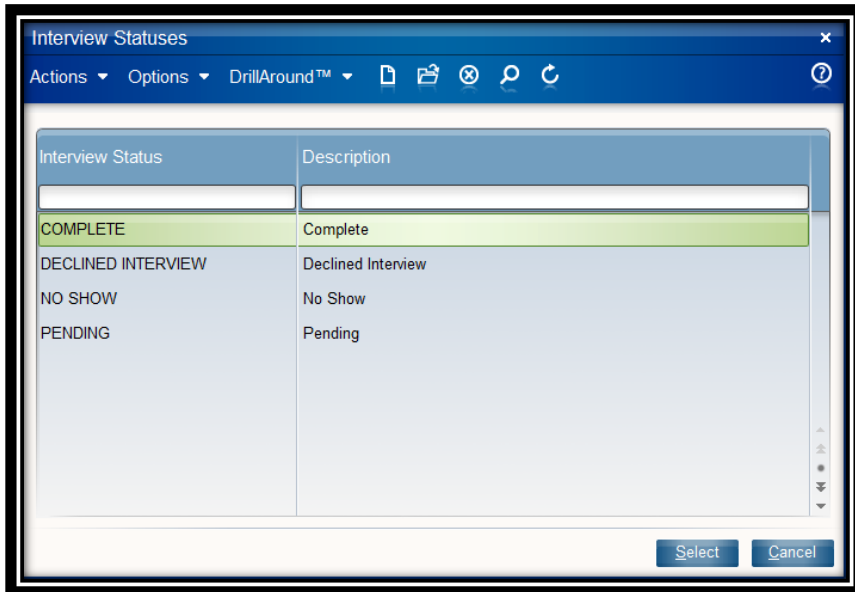


The screenshot shows a 'Locations' search window. It features a search bar with 'paris' entered. Below the search bar is a table with the following data:

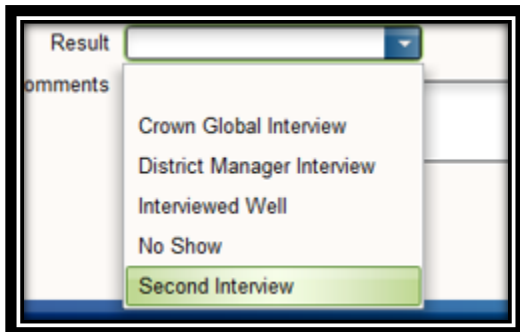
Location	Description	City	State Pro...	Cou...
	paris			
316	Paris Elementary School	Taylors	SC	US

At the bottom of the window are 'Select' and 'Cancel' buttons.

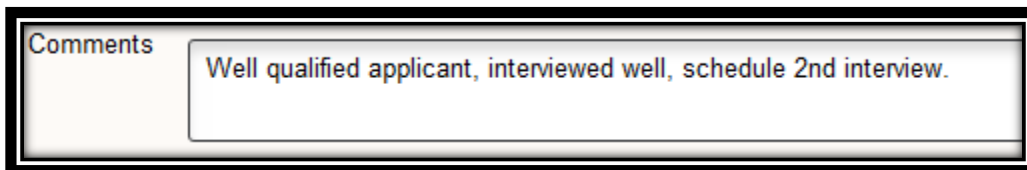
Click on the arrow in the **Status** field and select a Status by double clicking or highlight and click **Select**.




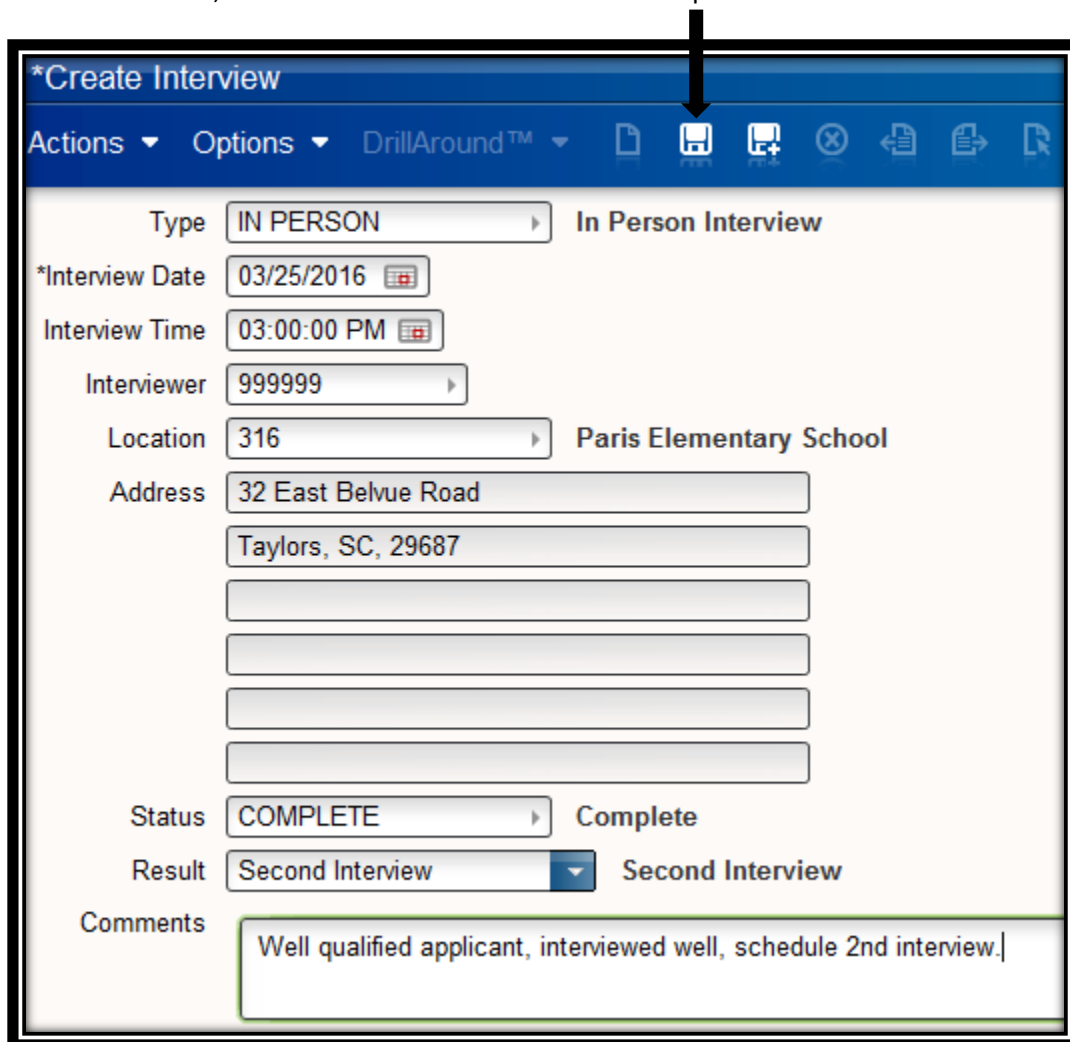
Click on the arrow in the **Result** field and select a Result by a single click on your selection.



Enter Comments as needed.



Click the Save  icon when the Create Interview is completed.



*Create Interview

Actions ▾ Options ▾ DrillAround™ ▾

Type In Person Interview

*Interview Date

Interview Time

Interviewer

Location Paris Elementary School

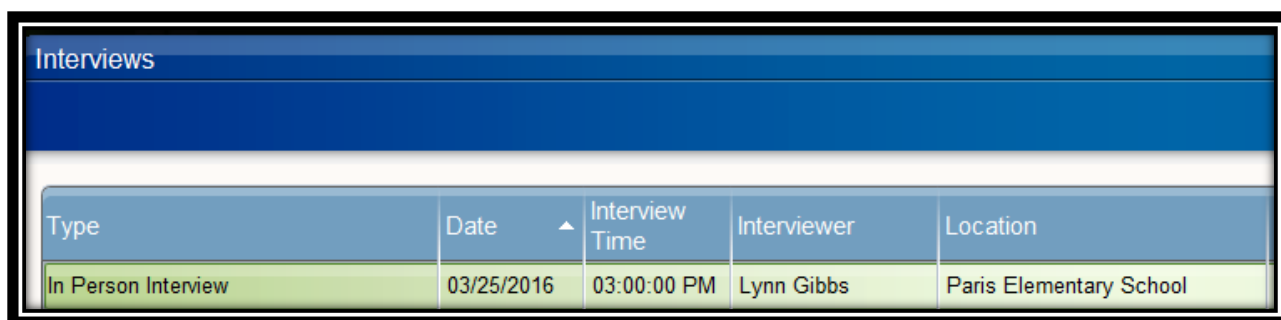
Address

Status Complete

Result Second Interview

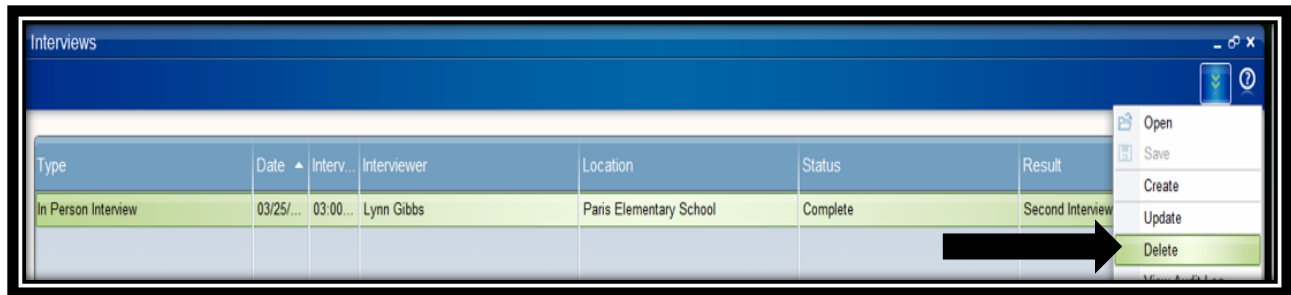
Comments

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.



Type	Date	Interview Time	Interviewer	Location
In Person Interview	03/25/2016	03:00:00 PM	Lynn Gibbs	Paris Elementary School

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.

Prior to conducting candidate interviews, it is critical that you move the applicants being interviewed to the Hiring Manager Review tab. Moving applicants to the Hiring Manager Review tab before interviews will give HR time to vet the applicants during the interview process. This step will prevent unnecessary delays in the hire, rehire or transfer process.

For each applicant being interviewed, highlight the applicant and select the double down arrows in the top right corner.

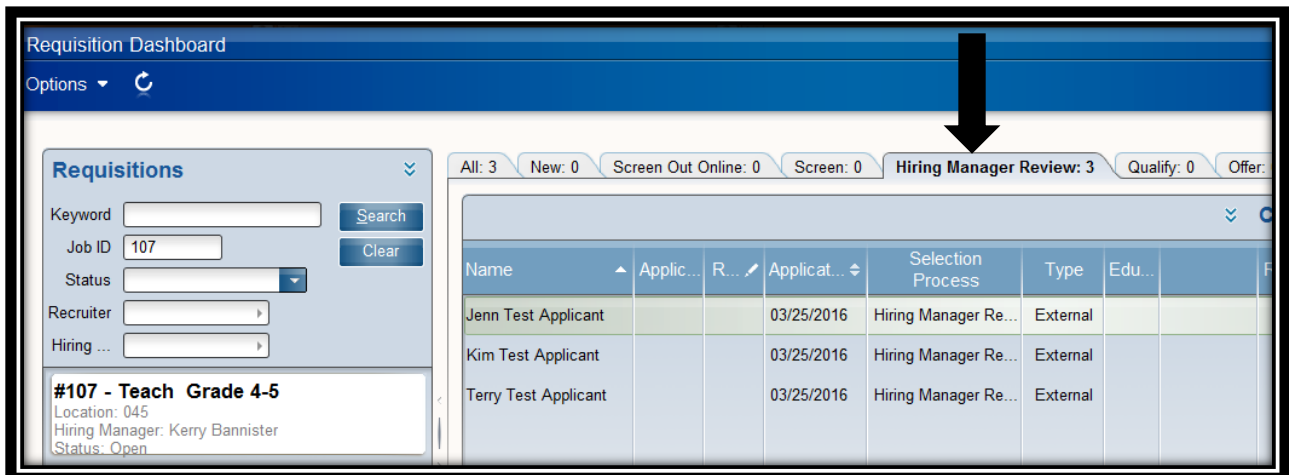
The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a 'Requisitions' sidebar with search fields for Keyword, Job ID (107), Status, Recruiter, and Hiring. The main area displays a table of candidates for the requisition '#107 - Teach Grade 4-5'. The table has columns for Name, Application Status, Rank, Appli..., Selection Process, Type, and several other fields. The first row, 'Jenn Test Applicant', is highlighted in green. A black arrow points to the double down arrow icon in the top right corner of this row.

Name	Application Status	Rank	Appli...	Selection Process	Type
Jenn Test Applicant			03/25/2...	Screen	Exter...						
Kim Test Applicant			03/25/2...	Screen	Exter...						
Terry Test Applicant			03/25/2...	Screen	Exter...						

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.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for 'Requisitions' including fields for Keyword, Job ID (107), Status, Recruiter, and Hiring. Below these filters, details for '#107 - Teach Grade 4-5' are shown, including Location: 045, Hiring Manager: Kerry Bannister, and Status: Open. On the right, a tabbed interface shows counts for various stages: All: 3, New: 0, Screen Out Online: 0, Screen: 0, Hiring Manager Review: 0, and Qualify: 3. The 'Qualify' tab is active, displaying a table with the following data:

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Jenn Test Appli...			03/25/2...	Qualify	Exter...	1
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

Hiring an Applicant

Prior to proceeding with hiring an applicant, verify steps 1 & 2 are completed.

1. Applicant was moved to the **Hiring Manager Review** tab by selecting **Send to Hiring Manager**, as described in **How to Move Top Candidates to Hiring Manager Review**.
2. Applicant was moved to the **Qualify** tab by the Human Resources department.

How to determine whether the applicant is considered a Hire, Rehire or Transfer:

Name	Application Status	Rank	Applic...	Selection Process	Type	Appl...	Rehire?
Kristin Abernathy			09/28/2016	Qualify	External	2 Resume/ CV	NA
Rodney Acker			09/29/2016	Qualify	External	2 Resume/ CV	NA
Lee Adams			09/27/2016	Qualify	External	6 Resume/ CV	Yes

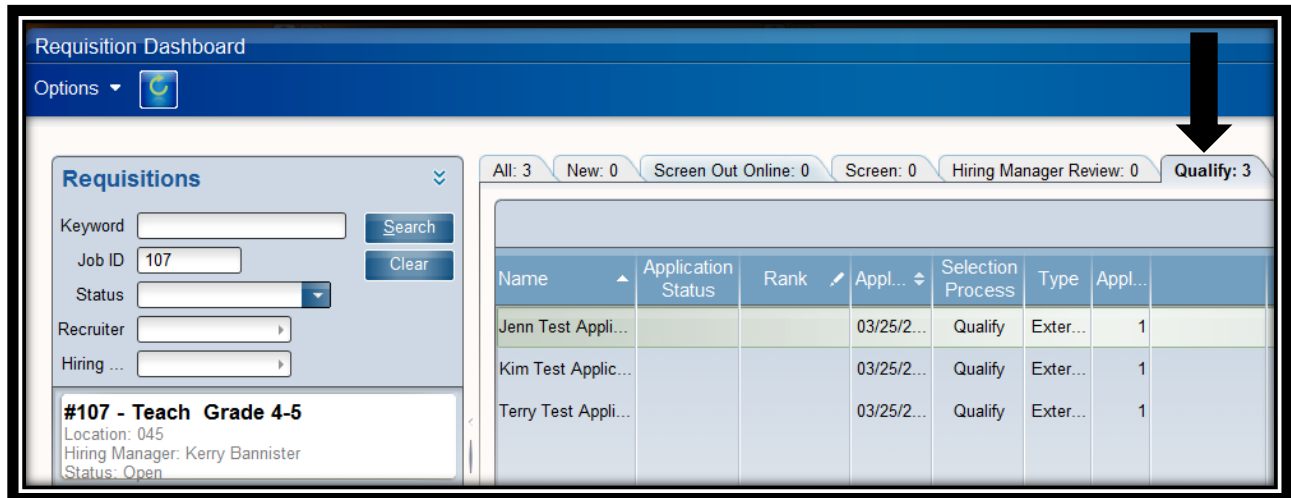
Use the **Type** column to determine if the applicant is External or Internal. If the candidate applied as an **External** applicant, then the hire actions are either Hire or Rehire. Prior to hiring, determine was the applicant ever employed by Greenville County Schools? You may use the **Rehire?** column to determine whether the applicant was a previous employee.

- If the **Rehire?** column is “NA”, then the applicant never worked with Greenville County Schools. To hire the applicant, please refer to the **Recommendation for Hire** section in this user guide.
- If the **Rehire?** column is “Yes”, then the applicant was a previous employee. To rehire the applicant, please refer to the **Recommendation for Rehire** section in this user guide.

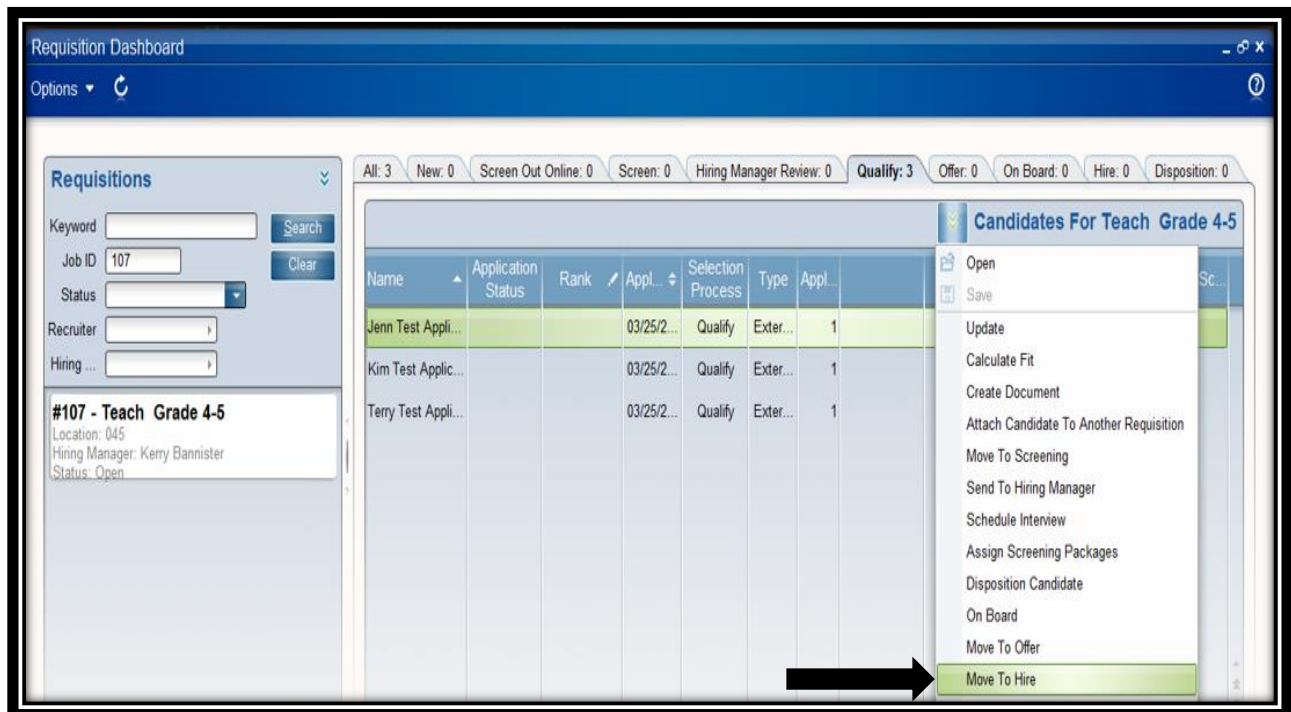
If the candidate applied as an **Internal** applicant, please refer to the **Recommendation for Transfer** section in the user guide.

Recommendation for Hire

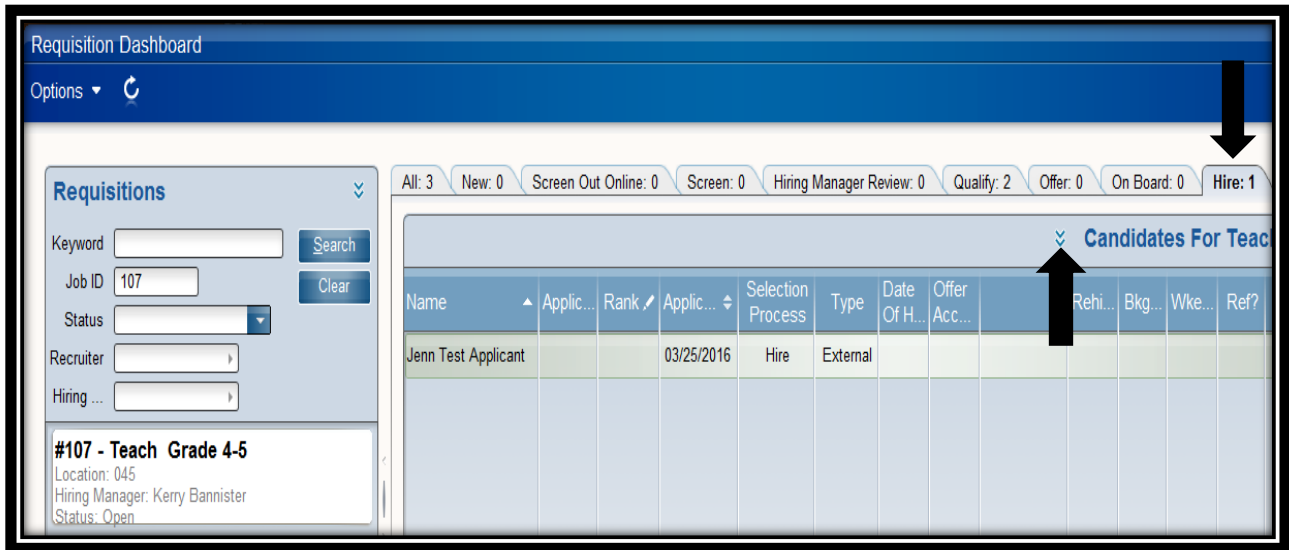
The Hire action is used for external candidates never employed by the district. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates who applied to this requisition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



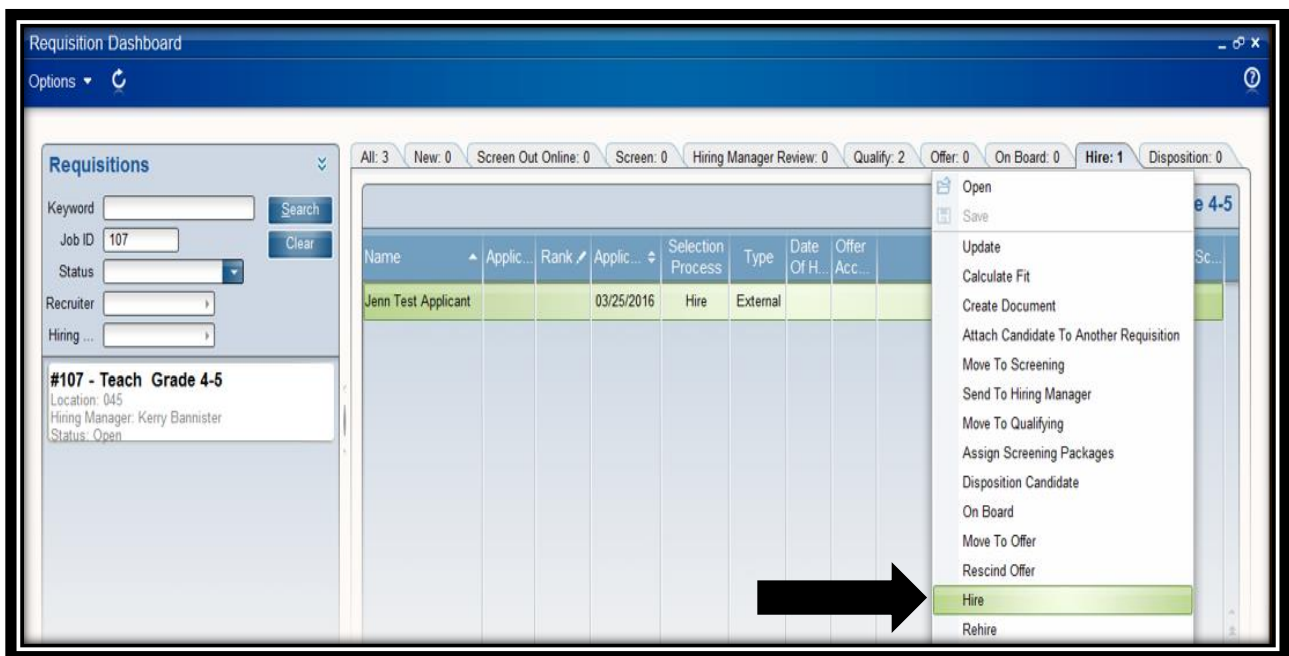
To initiate hiring the selected candidate, please move them to the hire tab. Highlight the applicant to be hired and select the double down arrows in the top right corner. Select **Move to Hire**.



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 (see Recommendation for Rehire section in the user guide for instructions).



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

Options DrillAround™

This request will be routed for approval. After it is approved, the record will be created.

Effective Date

Reason

Name

Title (Mr., Ms., etc.)

* First Name

Middle Name

* Last Name

Suffix

Professional Designation

Preferred First Name

Preferred Last Name

General

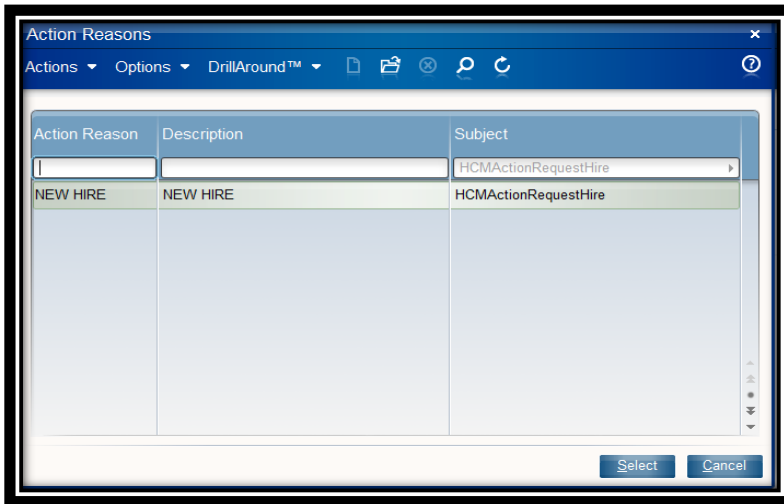
Home Country United States

Submit Cancel

Complete the form as described below:

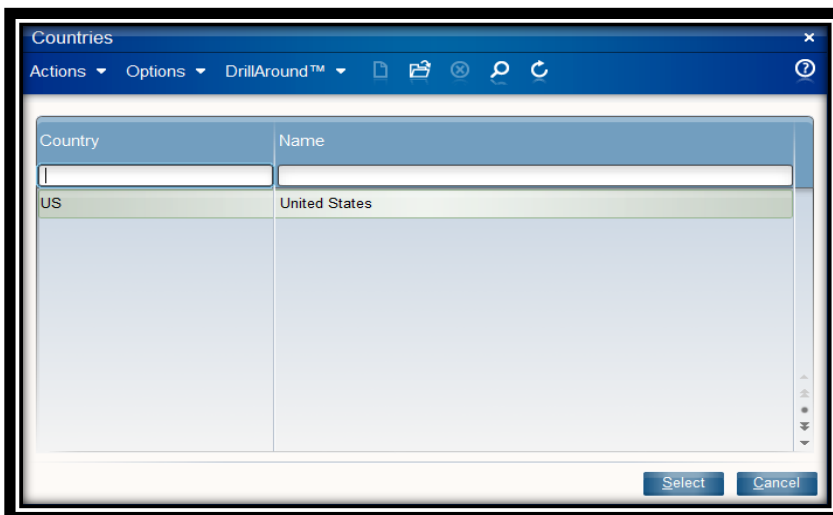
Effective Date: The date the employee will begin employment. Please be aware that new hire orientation sessions occur on Tuesdays and Thursdays. It is critical that this effective date allows adequate time for the hiring process to be completed.

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



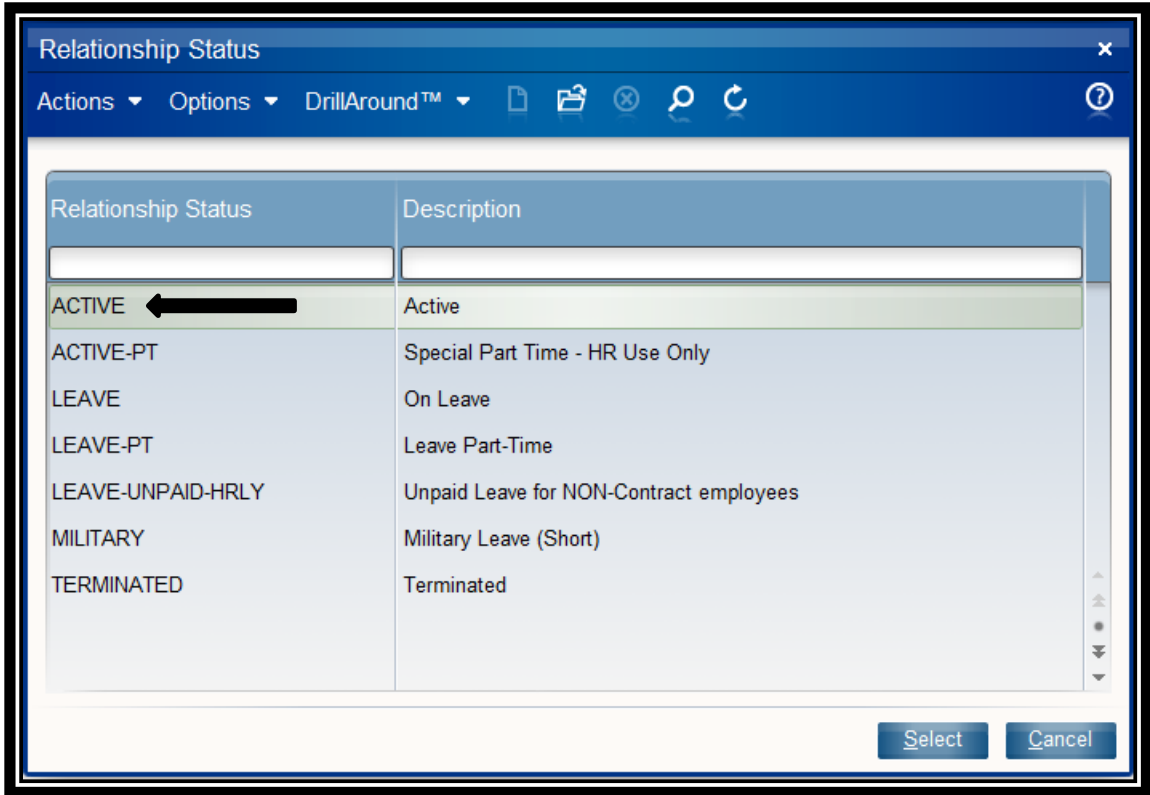
Name Section: This section should be populated from the online application.

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



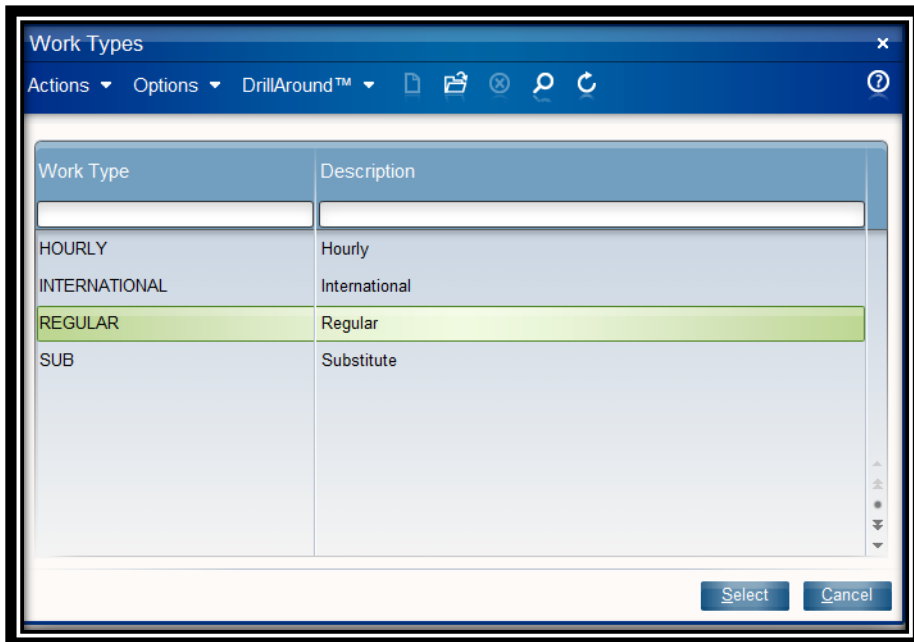
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not select the status "ACTIVE-PT", because this status is for HR Use Only.



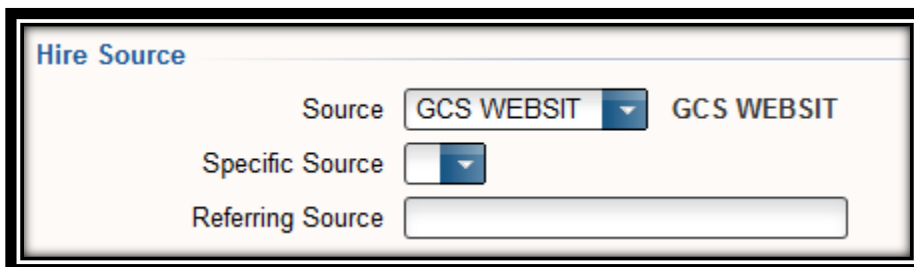
Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

- **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.

The screenshot shows a form titled "Personal Information" with the following fields and options:

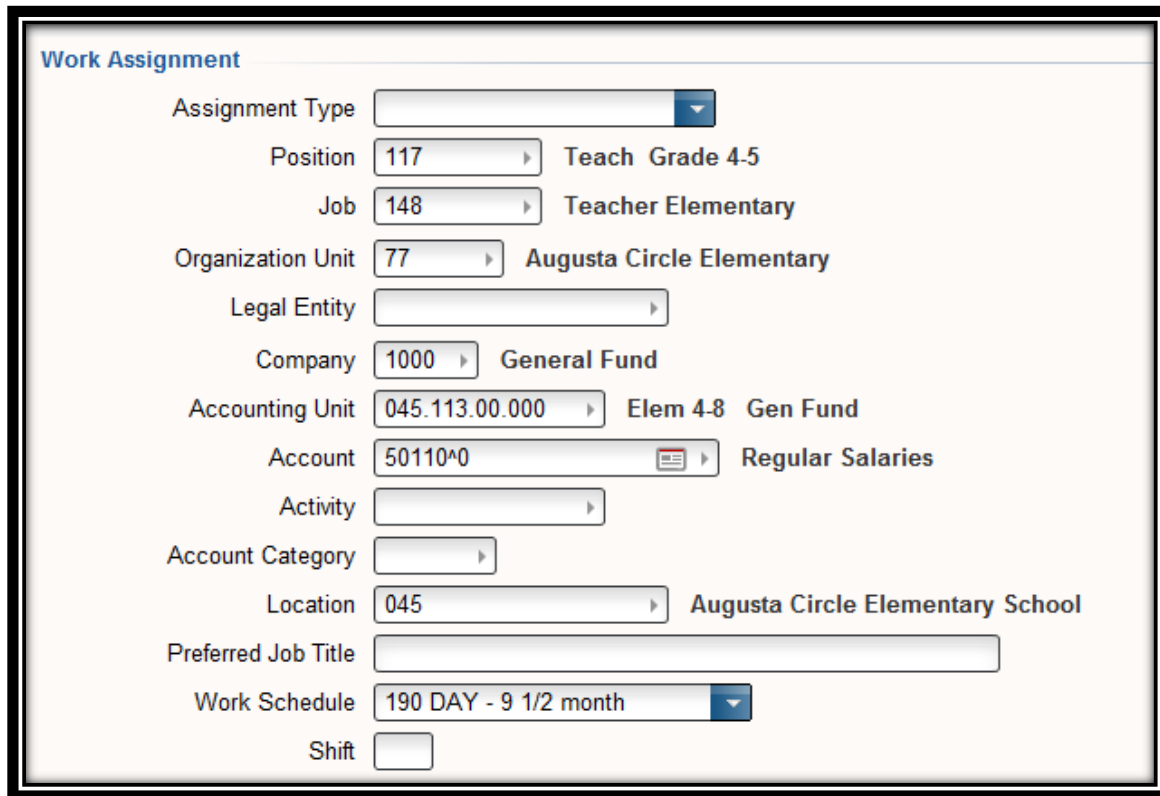
- Identification Number: Two empty text input fields.
- Gender: A dropdown menu with "Female" selected.
- Hispanic Or Latino Origin: An unchecked checkbox.
- Race: A list box with "Caucasian" selected (indicated by a green checkmark) and other options "Hispanic" and "Latino". Below the list box, it says "(1 of 11 selected)".
- Disability Type: A dropdown menu.
- Nationality: A dropdown menu.
- Nationality Country: A text input field.
- Marital Status: A dropdown menu with "MARRIED" selected.
- Birthdate: A date input field with "1/1/1970" entered and a calendar icon.
- Point Of Origin: A text input field.

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

The screenshot shows a form titled "Dates" with the following fields:

- Start Date: A date input field with a calendar icon.
- Adjusted Start Date: A date input field with a calendar icon.
- First Date Worked: A date input field with a calendar icon.
- Anniversary Date: A date input field with a calendar icon.
- Seniority Date: A date input field with a calendar icon.
- Benefit Date 1: A date input field with a calendar icon.

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.

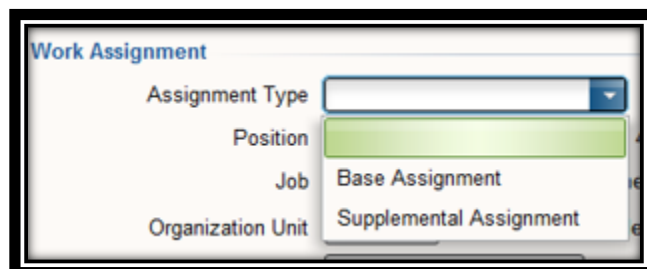


The screenshot shows a 'Work Assignment' form with the following fields and values:

- Assignment Type: [Dropdown arrow]
- Position: 117 Teach Grade 4-5
- Job: 148 Teacher Elementary
- Organization Unit: 77 Augusta Circle Elementary
- Legal Entity: [Empty]
- Company: 1000 General Fund
- Accounting Unit: 045.113.00.000 Elem 4-8 Gen Fund
- Account: 50110*0 Regular Salaries
- Activity: [Empty]
- Account Category: [Empty]
- Location: 045 Augusta Circle Elementary School
- Preferred Job Title: [Empty]
- Work Schedule: 190 DAY - 9 1/2 month
- Shift: [Empty]

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.




This close-up shows the 'Assignment Type' dropdown menu with two options: 'Base Assignment' and 'Supplemental Assignment'. The 'Base Assignment' option is currently selected and highlighted in green.

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information - doing so will cause the hire action to fail.

Manager Information	
Direct Manager	140 ▶ Augusta Road (ES) Principal
Dotted-Line Manager	▶
Is A Manager	▶

Trial Period: Leave blank not used by GCS.

Trial Period	
Trial Period	▶
Trial Period End Date Override	▶ 

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. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

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. This will inform HR of the details on the other position.

Compensation

Pay Rate Pay Rate Currency

Step And Grade Schedule Grade Step

Pay Rate Type Number Of Months

Pay Frequency

Payment Schedule **Semi-Monthly Exempt**

Full Time Equivalent

Full Time Annual Hours

Exempt From Overtime

Compensation Analysis: Leave blank. Not used by GCS.

Compensation Analysis

Salary Structure Geographic Differential Code

Salary Structure Grade

Other Pay

Allowances

Other Amounts

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.

The screenshot shows a form titled "Address" with the following fields and values:

- Country: US (dropdown menu)
- Street Address: 100 Lucky Avenue (text input)
- City: Greer (text input)
- State / Province: SC (dropdown menu)
- Zip Code: 29651 (text input)
- County / District: (empty text input)

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:

The screenshot shows a form titled "Contact Information" with the following fields and options:

- Contact Email Address: jenntestapplicant@gmail.com (text input)
- Preferred Email Contact
- Used As Work Email
- Alternate Email Address: (empty text input)
- Preferred Email Contact
- Used As Work Email

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.

GCS D: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCS D" with the following fields:

- 20 Week No Contribution (dropdown)
- Attended Retirement Banquet (dropdown)
- Bus Driver Experience (text input)
- GCContractType (dropdown)
- Contract Stip 1 (dropdown)
- Contract Stip 2 (dropdown)
- Contract Stip 3 (dropdown)
- Elig for rehire (dropdown)
- Maintenance Codes (dropdown)
- NBCT (dropdown)
- Para Professional HQ (dropdown)
- Retiree still working (dropdown)
- SC teacher experience (text input)
- SF Class Code (dropdown)
- TB Test (dropdown)
- TERI Begin (calendar icon)
- TERI End (calendar icon)
- Teacher Subject (dropdown)

Attachments: Please attach the following items in this section:

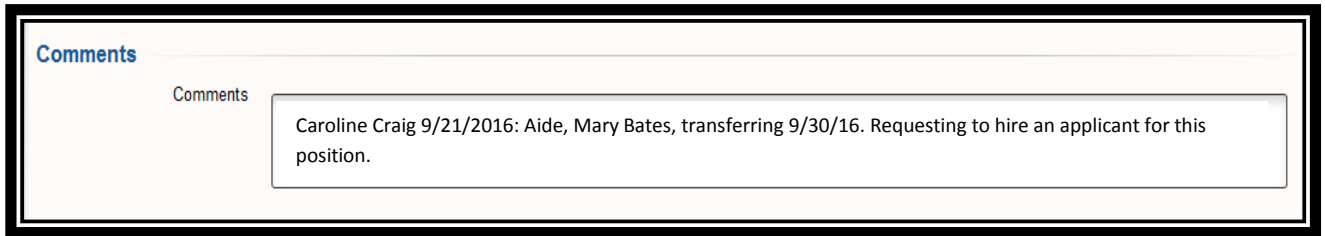
1. If the employee being hired will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach the Interview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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section with the following data:

Type Of Attachment	File	Action
Other Attachment	RFE Form.docx	Browse...
Principal/Mgr Phone Reference	Phone reference.docx	Browse...
Interview Log	Interview Log.pdf	Browse...

Comments: When submitting a Hire for an applicant from a requisition, you have access to a Comments field. Please use the Comments field on this action to communicate important information to Human Resources and expedite the approval process.



The screenshot shows a web-based interface for entering comments. At the top left, the word "Comments" is written in blue. Below it, the label "Comments" appears in a smaller font. To the right of the label is a large, empty rectangular text box. Inside this box, the following text is entered: "Caroline Craig 9/21/2016: Aide, Mary Bates, transferring 9/30/16. Requesting to hire an applicant for this position."

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

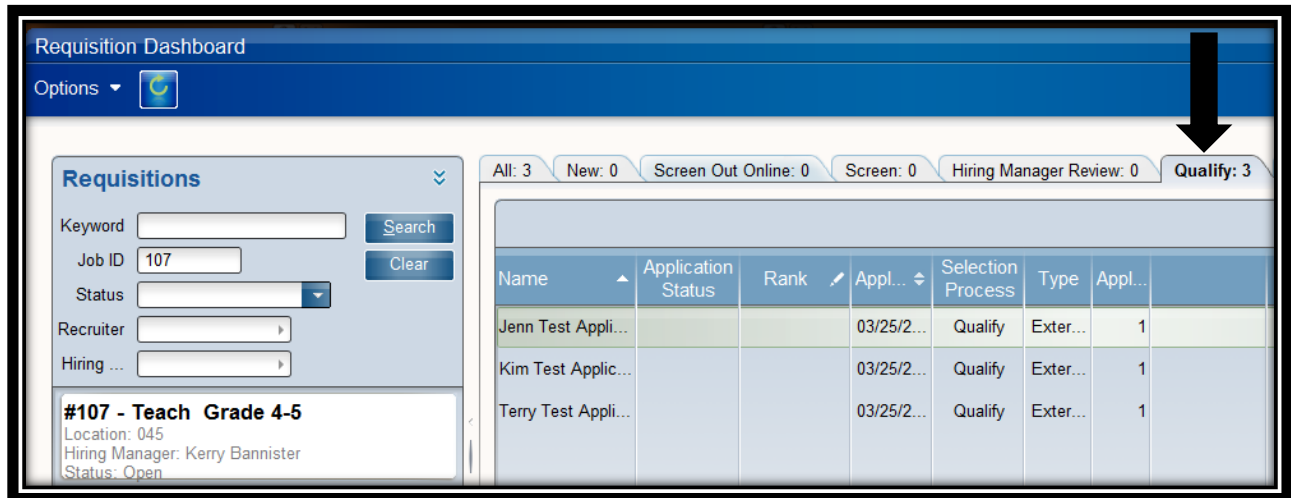
Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to hire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for hires will include all Comments entered.

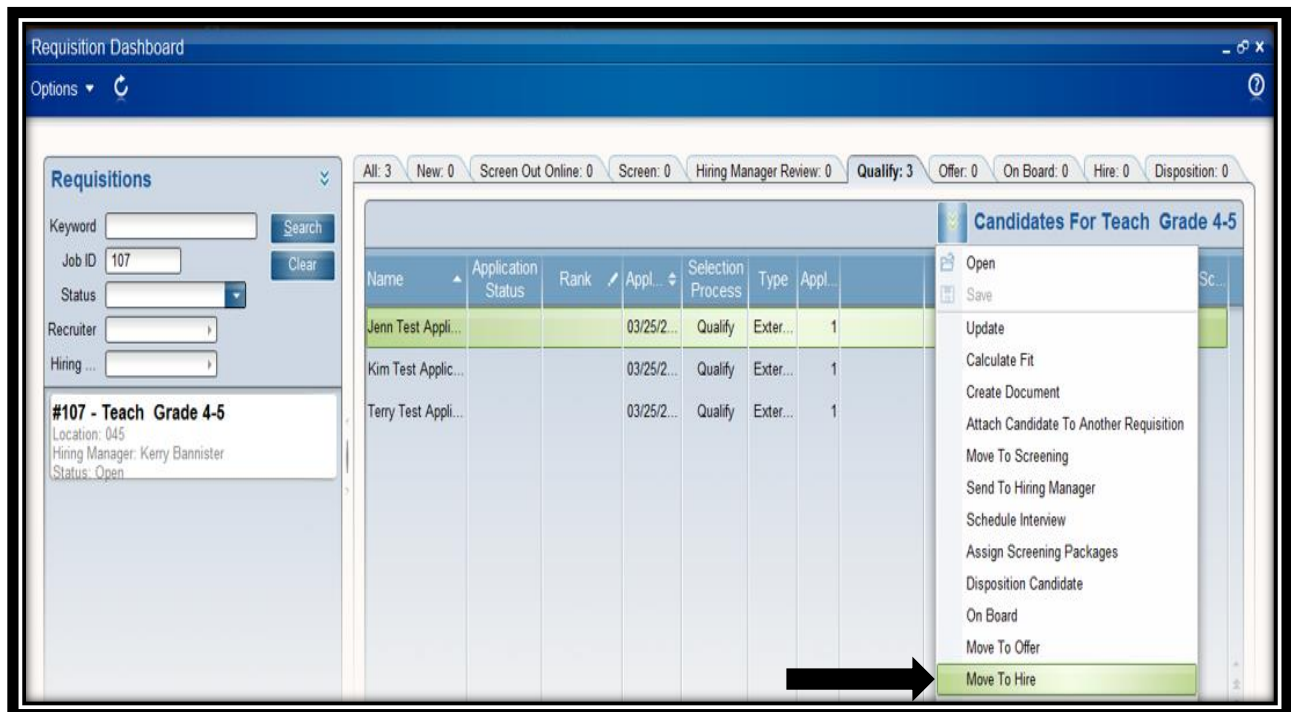
When all information is entered, select **Submit** to start the approval process for the Rehire.

Recommendation for Rehire

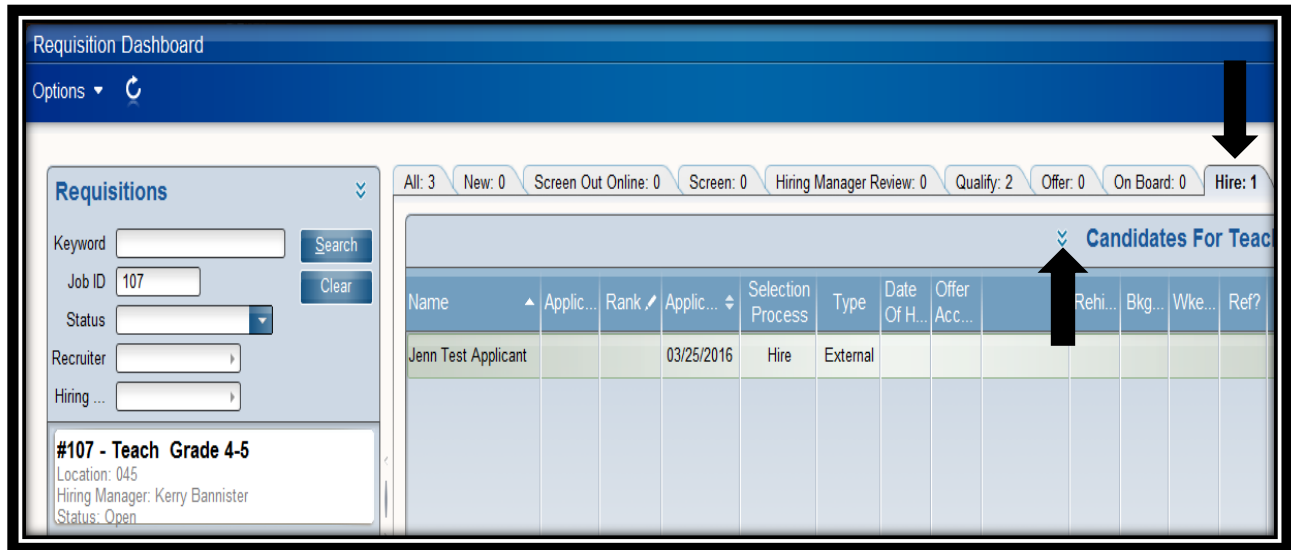
The Rehire action is used to hire external applicants that were previously employed with Greenville County Schools. Select the **Recruiter** icon and then the **Requisitions** icon. Enter the requisition number in the **Job ID** field and press enter. Click on the Requisition and you will see the candidates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



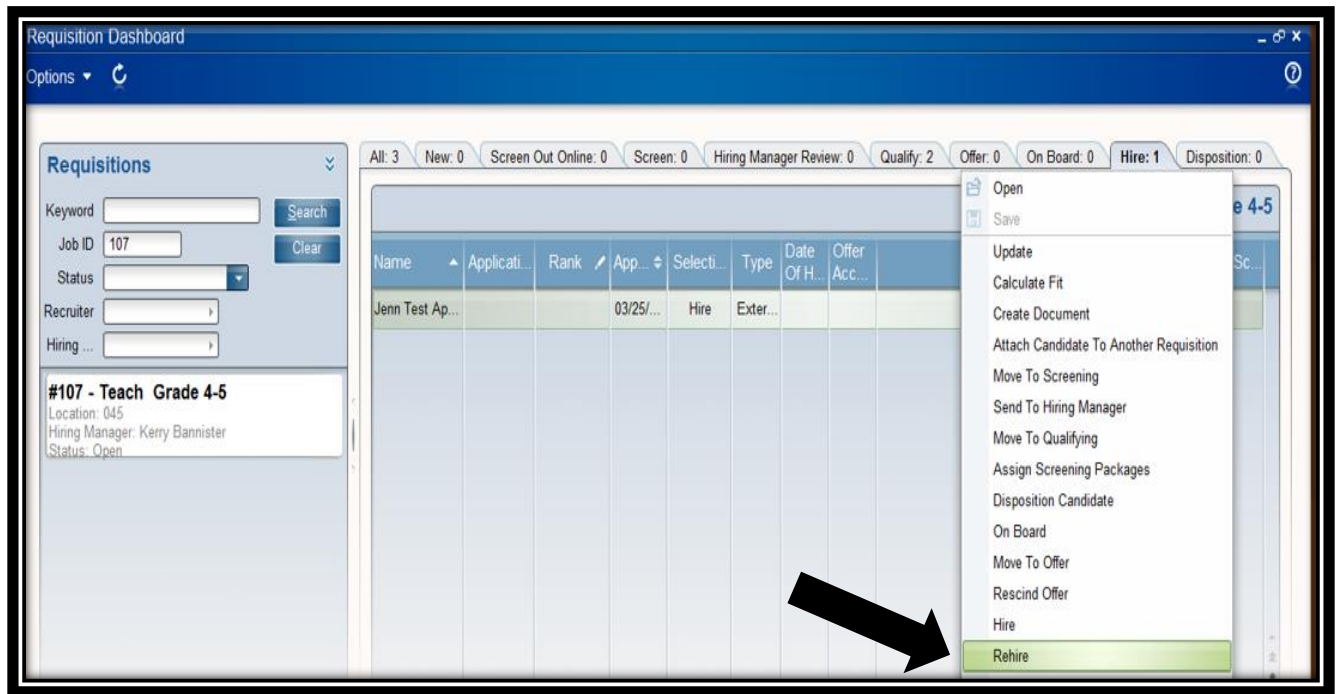
To initiate a Rehire for an applicant, move them to the hire tab. Highlight the applicant to be rehired and select the double down arrows in the top right corner. Select **Move to Hire**.



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 (see Recommendation for Hire section in the user guide for instructions).



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

Request To Rehire Jenn Test Applicant For #107 - Teach Grade 4-5

Options ▾ DrillAround™ ▾

This request will be routed for approval. After it is approved, the record will be created.

Effective Date

Reason

*Employment ID

*Work Assignment Option

Name

Title (Mr., Ms., etc.)

* First Name

Middle Name

* Last Name

Suffix

Professional Designation

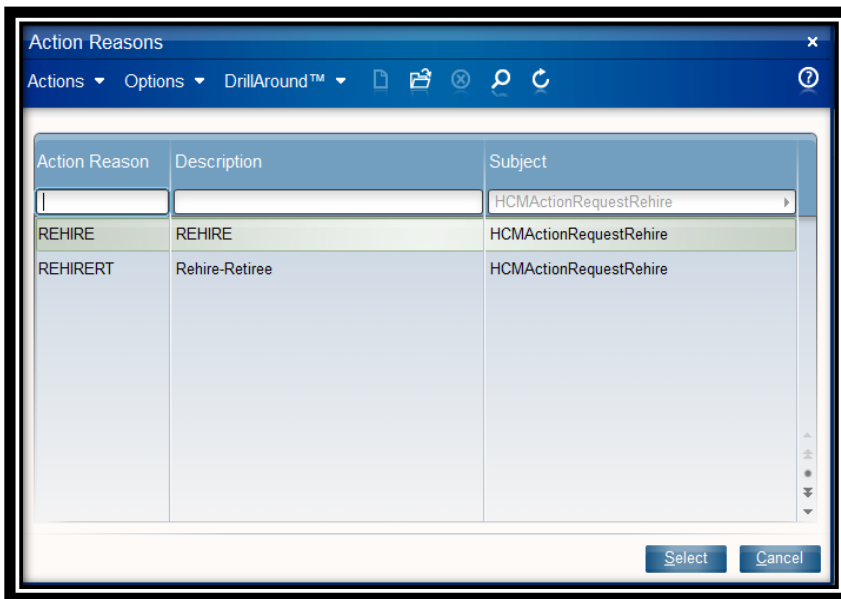
Preferred First Name

Preferred Last Name

Complete the form as described below:

Effective Date: The date the employee will begin employment. Please be aware that new hire orientation sessions occur on Tuesdays and Thursdays. It is critical that this effective date allows adequate time for the rehire process to be completed.

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



Employment ID: Enter the Greenville County School employee number or click on the arrow in the Employment ID field to search by first name and/or last name to locate the Employee ID. If you need assistance finding the Greenville County School employee number, please contact the Human Resources help line at 355-3117.

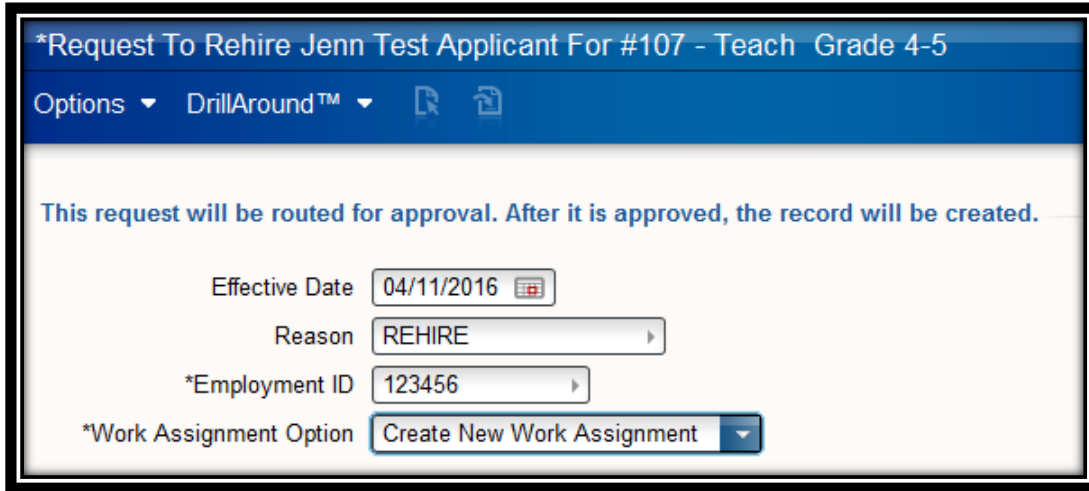


If you click on the employee ID search, then the Resources search function will be displayed as shown here. Enter the candidates Last Name and/or First Name to search for their Employee ID. Highlight the candidate and click on Select. The Employee ID number will populate into the rehire form.

Name	Empl...	Description	Prima...	Prima...	Location	Work Assi...
A-Islam, Bilalah F.	109644	Employee	012	012APR...	Alexander E...	
Aaron, Anna E.	112390	Employee	SUBS	SUBCER...	Substitutes	
Aartun, Valerie W.	122546	Employee				
Abadia, Maria C.	119568	Employee	012	012A5Y...	Alexander E...	
Abare-Test, Cynthia E.	138744	Employee	012	012CLK1...	Alexander E...	
Ahavan Asuncion C.	104424	Employee				

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.



*Request To Rehire Jenn Test Applicant For #107 - Teach Grade 4-5

Options ▾ DrillAround™ ▾

This request will be routed for approval. After it is approved, the record will be created.

Effective Date 04/11/2016

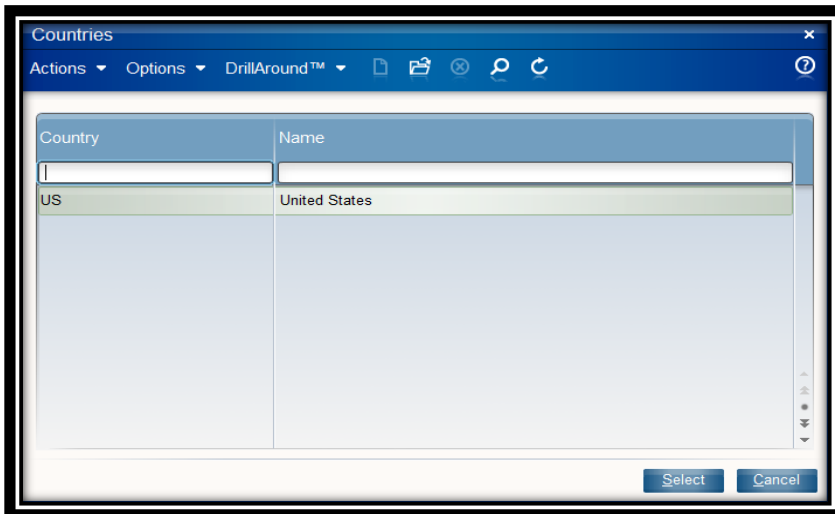
Reason REHIRE

*Employment ID 123456

*Work Assignment Option Create New Work Assignment

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.



Countries

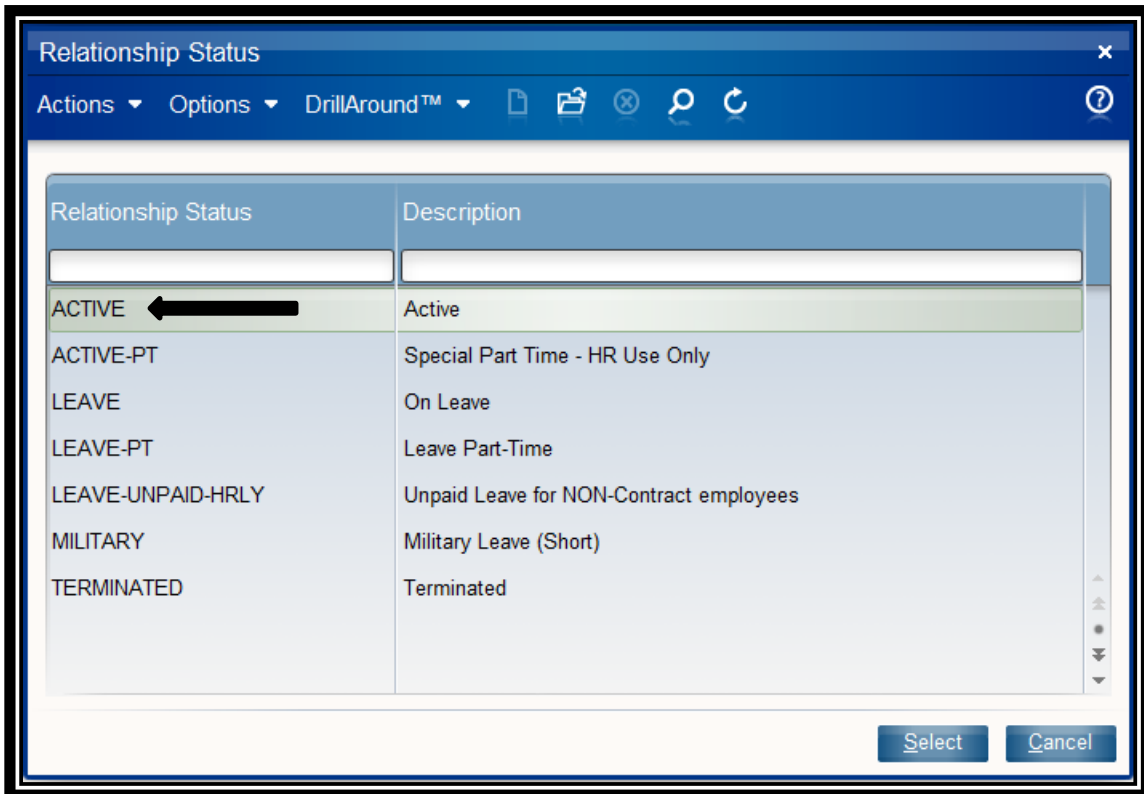
Actions ▾ Options ▾ DrillAround™ ▾

Country	Name
US	United States

Select Cancel

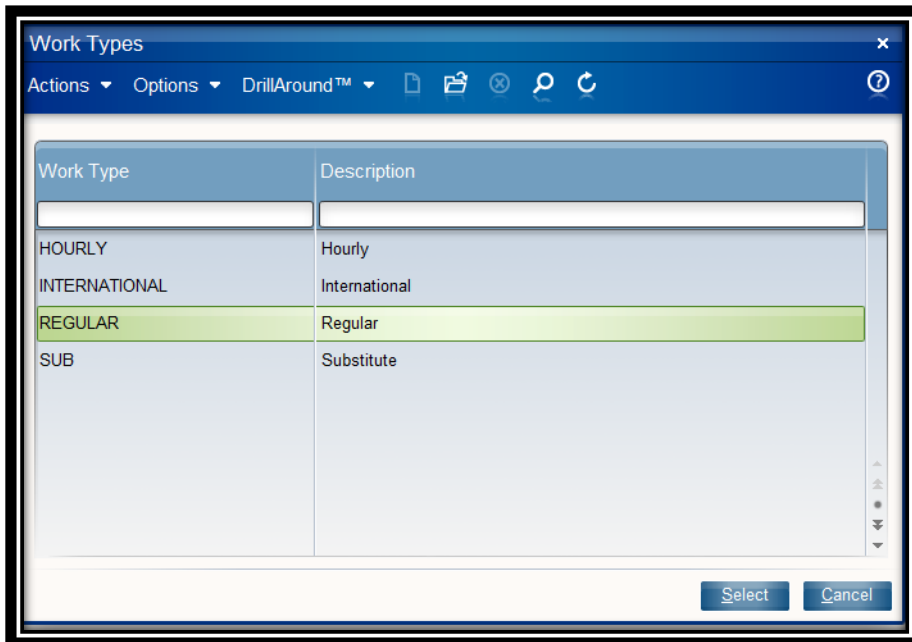
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not use the status “ACTIVE-PT”, because this relationship status is for HR Use Only.

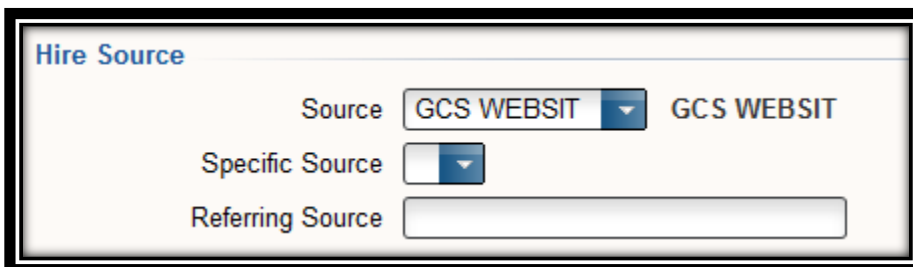


Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

- **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.

The screenshot shows a form titled "Personal Information" with the following fields and options:

- Gender: A dropdown menu.
- Hispanic Or Latino Origin: A checkbox.
- Race: A list box containing four options: African American, Alaskan Native, Asian, and Caucasian. Below the list box, it says "(0 of 11 selected)".
- Disability Type: A dropdown menu.
- Nationality: A dropdown menu.
- Nationality Country: A dropdown menu.
- Marital Status: A dropdown menu.
- Birthdate: A date field with a calendar icon.
- Point Of Origin: A dropdown menu.

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

The screenshot shows a form titled "Dates" with the following fields:

- Start Date: A date field with a calendar icon.
- Adjusted Start Date: A date field with a calendar icon.
- First Date Worked: A date field with a calendar icon.
- Anniversary Date: A date field with a calendar icon.
- Seniority Date: A date field with a calendar icon.
- Benefit Date 1: A date field with a calendar icon.

Separation Information: Leave blank. Not used by GCS.

Separation Information

Termination

Last Date Worked

Last Date Paid

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.

Work Assignment

Assignment Type

Position 117 Teach Grade 4-5

Job 148 Teacher Elementary

Organization Unit 77 Augusta Circle Elementary

Legal Entity

Company 1000 General Fund

Accounting Unit 045.113.00.000 Elem 4-8 Gen Fund

Account 50110^0 Regular Salaries

Activity

Account Category

Location 045 Augusta Circle Elementary School

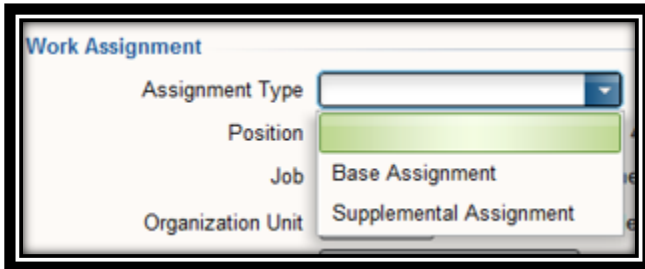
Preferred Job Title

Work Schedule 190 DAY - 9 1/2 month

Shift

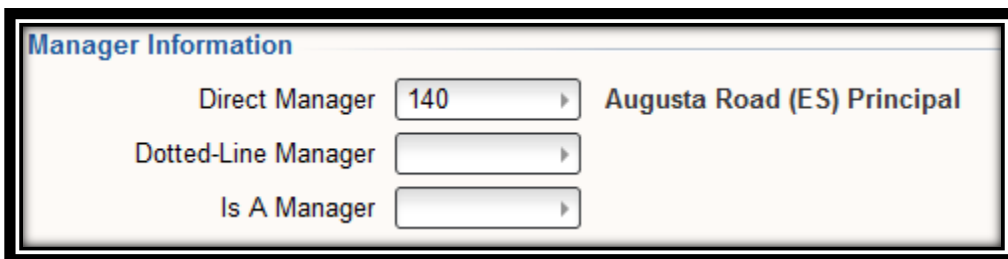
Assignment Type: Click on the arrow in the Assignment Type field and select one of the following options:

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.



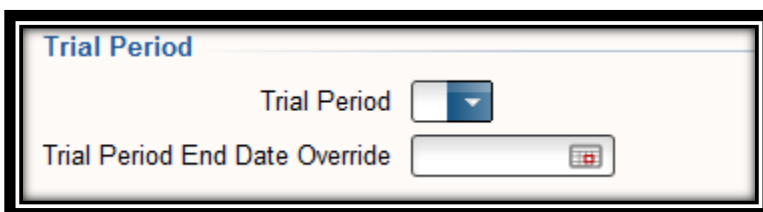
The screenshot shows a form titled "Work Assignment". It contains several fields: "Assignment Type" with a dropdown arrow, "Position" with a green highlighted dropdown menu, "Job" with the text "Base Assignment", and "Organization Unit" with the text "Supplemental Assignment".

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information – because it will cause the rehire approval process to fail.



The screenshot shows a form titled "Manager Information". It contains three fields: "Direct Manager" with the value "140" and the text "Augusta Road (ES) Principal", "Dotted-Line Manager" with an empty dropdown arrow, and "Is A Manager" with an empty dropdown arrow.

Trial Period: Leave blank. Not used by GCS.



The screenshot shows a form titled "Trial Period". It contains two fields: "Trial Period" with a dropdown arrow, and "Trial Period End Date Override" with a date picker icon.

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. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

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. This will inform HR of the details on the other position.

The screenshot shows a form titled "Compensation" with the following fields and values:

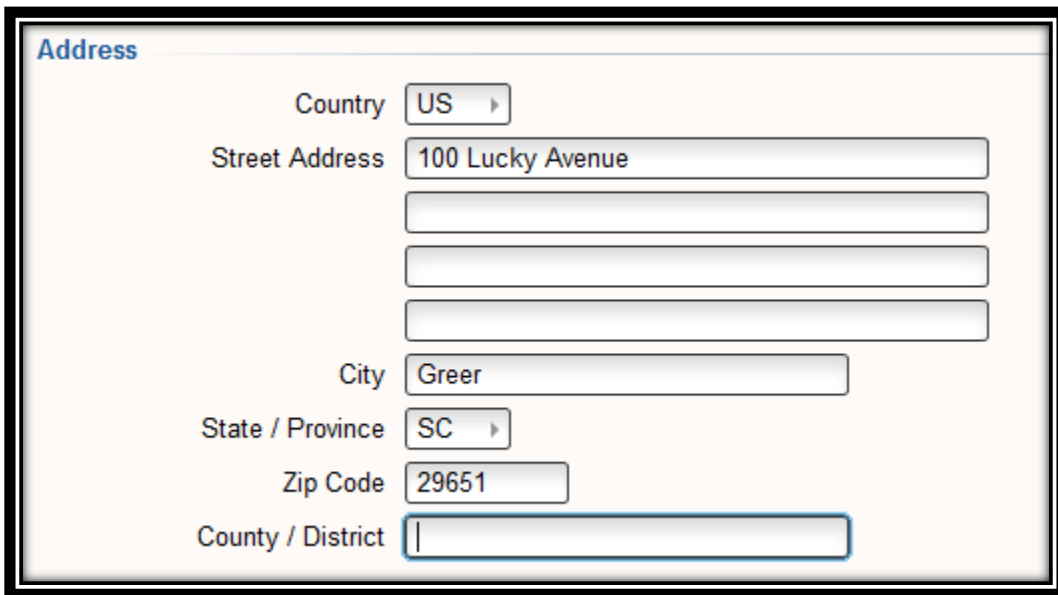
- Pay Rate: [Empty]
- Pay Rate Currency: USD
- Step And Grade Schedule: TEACH190
- Grade: [Empty]
- Step: [Empty]
- Pay Rate Type: Hourly
- Number Of Months: [Empty]
- Pay Frequency: Semi Monthly
- Payment Schedule: SMEX
- Semi-Monthly Exempt: [Checked]
- Full Time Equivalent: [Empty]
- Full Time Annual Hours: 1,425
- Exempt From Overtime: Yes

Compensation Analysis: Leave blank. Not used by GCS.

The screenshot shows a form titled "Compensation Analysis" with the following fields:

- Salary Structure: [Empty]
- Geographic Differential Code: [Empty]
- Salary Structure Grade: [Empty]
- Other Amounts: [Empty]

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.



The image shows a screenshot of a web form titled "Address". The form contains the following fields and values:

- Country: US (dropdown menu)
- Street Address: 100 Lucky Avenue (text input)
- City: Greer (text input)
- State / Province: SC (dropdown menu)
- Zip Code: 29651 (text input)
- County / District: (empty text input)

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.

GCSD: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCSD" with the following fields:

- 20 Week No Contribution (dropdown)
- Attended Retirement Banquet (dropdown)
- Bus Driver Experience (text input)
- GCContractType (dropdown)
- Contract Stip 1 (dropdown)
- Contract Stip 2 (dropdown)
- Contract Stip 3 (dropdown)
- Elig for rehire (dropdown)
- Maintenance Codes (dropdown)
- NBCT (dropdown)
- Para Professional HQ (dropdown)
- Retiree still working (dropdown)
- SC teacher experience (text input)
- SF Class Code (dropdown)
- TB Test (dropdown)
- TERI Begin (calendar icon)
- TERI End (calendar icon)
- Teacher Subject (dropdown)

Attachments: Please attach the following items in this section:

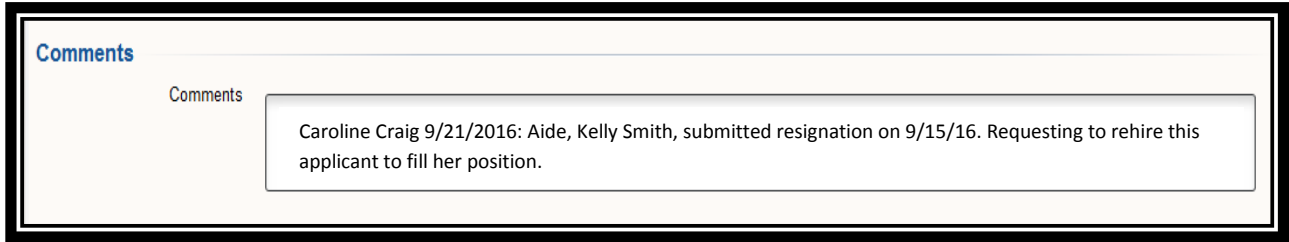
1. If the employee being rehired will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach the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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section with the following data:

Type Of Attachment	File	Action
Other Attachment	RFE Form.docx	Browse...
Principal/Mgr Phone Reference	Phone reference.docx	Browse...
Interview Log	Interview Log.pdf	Browse...

Comments: When submitting a Rehire for an applicant from a requisition, you have access to a Comments field as well. Please use the Comments field on these actions to communicate important information to Human Resources and expedite the approval process.



The screenshot shows a web interface for entering comments. On the left, there is a blue header labeled 'Comments'. Below it, the word 'Comments' is written in a smaller font. To the right of this text is a large, light-colored rectangular text area with a thin border. Inside this area, the following text is entered: 'Caroline Craig 9/21/2016: Aide, Kelly Smith, submitted resignation on 9/15/16. Requesting to rehire this applicant to fill her position.'

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to rehire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for rehires will include all Comments entered.

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.

The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Requisitions, including fields for Keyword, Job ID (107), Status, Recruiter, and Hiring. Below these filters, details for '#107 - Teach Grade 4-5' are shown, including Location: 045, Hiring Manager: Kerry Bannister, and Status: Open. The main table displays a list of candidates with columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The 'Qualify' tab is highlighted, and a black arrow points to the 'Qualify: 3' tab in the top right corner.

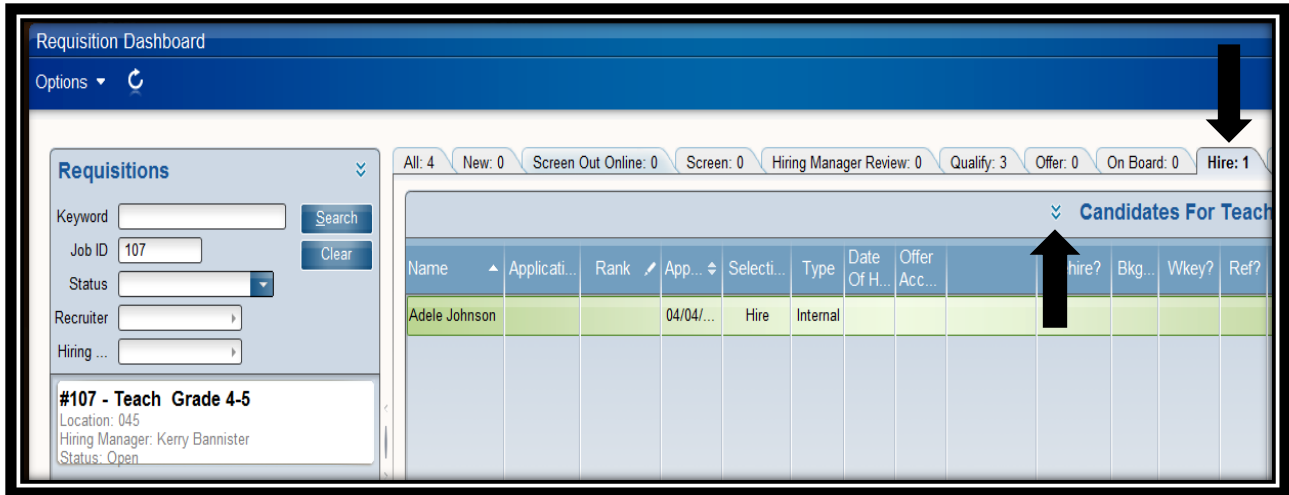
Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Adele Johnson			04/04/2...	Qualify	Internal	3
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

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**.

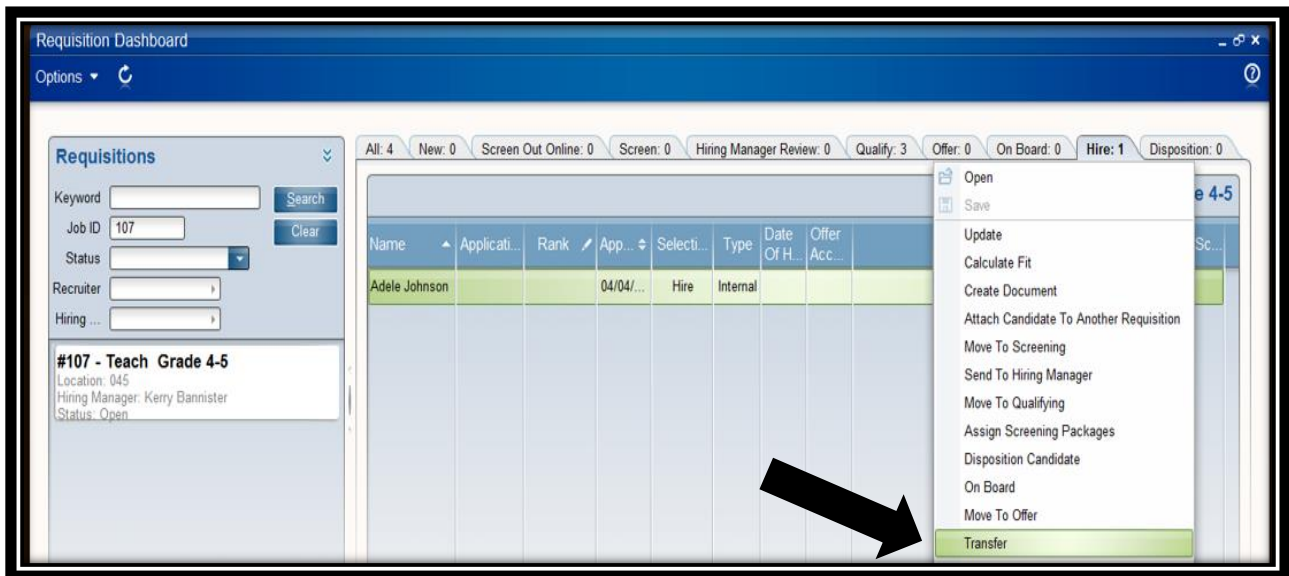
The screenshot shows the 'Requisition Dashboard' with the 'Qualify' tab selected. The left sidebar contains search filters for Requisitions, including fields for Keyword, Job ID (107), Status, Recruiter, and Hiring. Below these filters, details for '#107 - Teach Grade 4-5' are shown, including Location: 045, Hiring Manager: Kerry Bannister, and Status: Open. The main table displays a list of candidates with columns for Name, Application Status, Rank, Appl..., Selection Process, Type, and Appl... The 'Qualify' tab is highlighted, and a black arrow points to the 'Move to Hire' option in the dropdown menu.

Name	Application Status	Rank	Appl...	Selection Process	Type	Appl...
Adele Johnson			04/04/2...	Qualify	Internal	3
Kim Test Applic...			03/25/2...	Qualify	Exter...	1
Terry Test Appli...			03/25/2...	Qualify	Exter...	1

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 to Transfer form will be displayed as shown below.

Request To Transfer Adele Johnson For #107 - Teach Grade 4-5

Options ▾ DrillAround™ ▾

This request will be routed for approval. After it is approved, the record will be created.

Effective Date

Reason

Employment ID

Work Assignment 1 ▾ System Admin Applicant Track

General

Home Country

Relationship To Organization EMPLOYEE ▾ Employee

Relationship Status

Work Type REGULAR ▾ Regular

Working Remotely

Adjusted Start Date 03/18/2013

Hire Source

Source CURRENT EM ▾

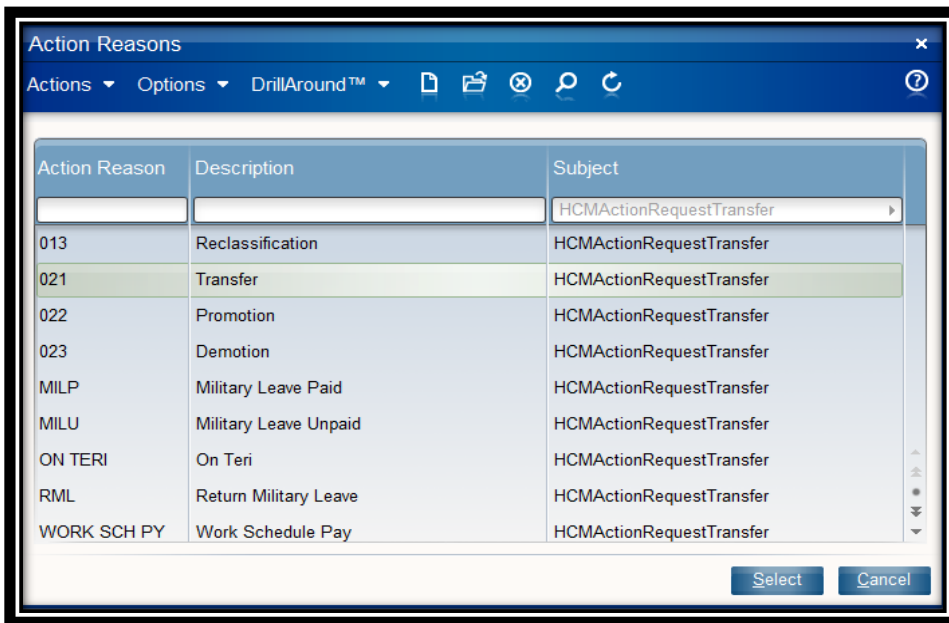
Specific Source

Submit Cancel

Completed the form as described below:

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

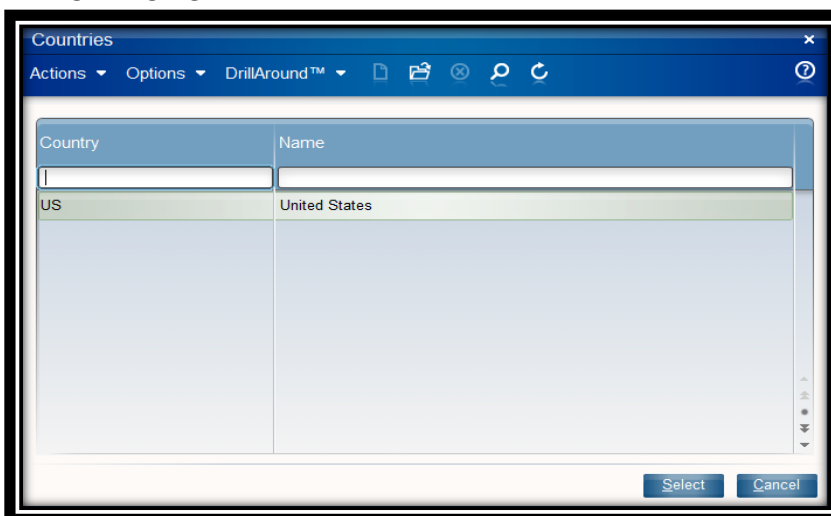
Reason: Click on the arrow in the Reason field and select **TRANSFER** by double clicking or highlight and click Select.



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.

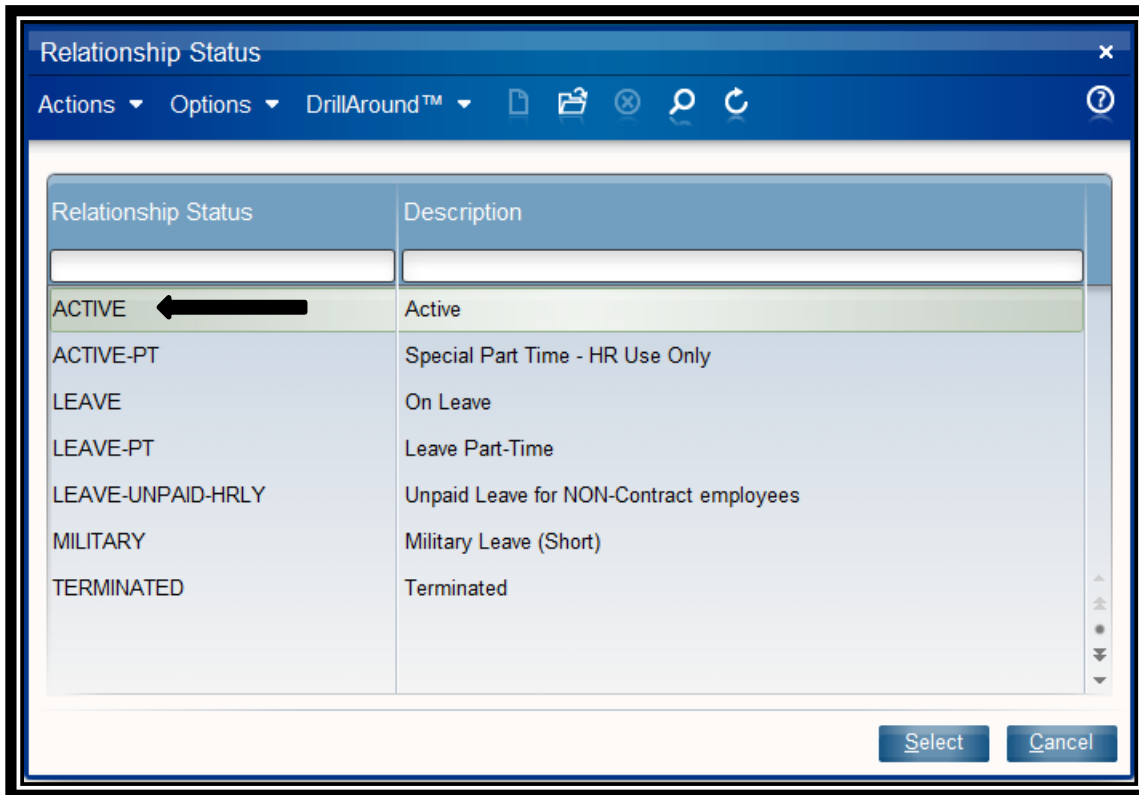
Work Assignment: Leave the Work Assignment with the default information provided.

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



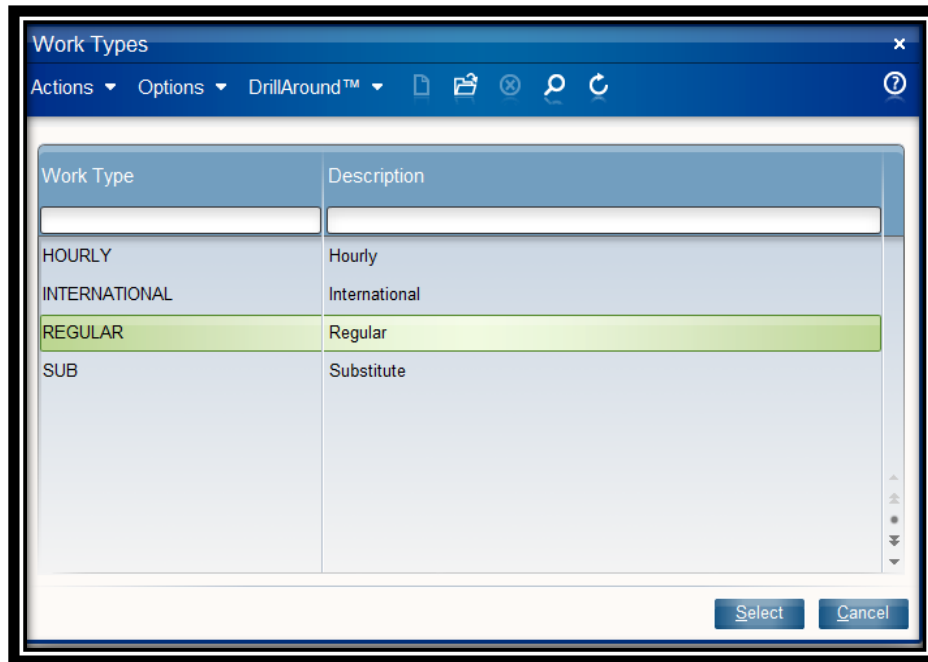
Relationship to Organization: This should default to **EMPLOYEE**. If not, click on the arrow in the Relationship to Organization field and select **EMPLOYEE** by double clicking or highlight and click Select.

Relationship Status: Click on the arrow in the Relationship Status field and select **ACTIVE** by double clicking or highlight and click Select. Do not select the status "ACTIVE-PT", because this relationship status is for HR Use Only.



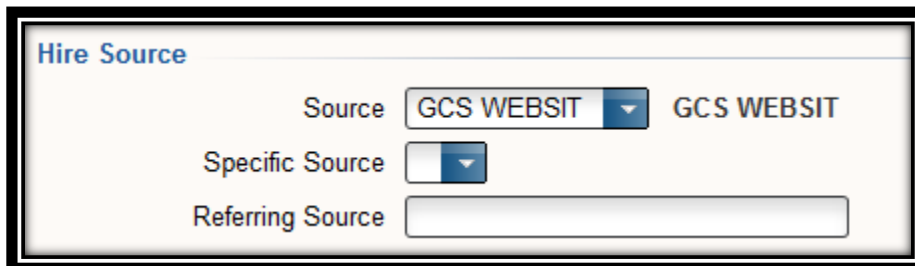
Work Type: This field should default from the requisition, please do not change the default. Below is a description of each Work Type.

- **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.

The image shows a screenshot of a web form titled "Personal Information". The form contains the following fields and options:

- Gender:** A dropdown menu with "Female" selected.
- Hispanic Or Latino Origin:** An unchecked checkbox.
- Race:** A multi-select list with four options: "African American", "Alaskan Native", "Asian", and "Caucasian". The "Caucasian" option is checked. Below the list, it says "(1 of 11 selected)".
- Disability Type:** A dropdown menu.
- Nationality:** A dropdown menu.
- Nationality Country:** A text input field with a right-pointing arrow.
- Marital Status:** A dropdown menu.
- Birthdate:** A date picker field with a calendar icon.
- Point Of Origin:** A text input field with a right-pointing arrow.

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.

The screenshot shows a 'Work Assignment' form with the following fields and values:

- Assignment Type: Base Assignment
- Position: 117 (Teach Grade 4-5)
- Job: 148 (Description: Teacher Elementary)
- Organization Unit: 77 (Augusta Circle Elementary)
- Legal Entity: (empty)
- Company: 1000 (General Fund)
- Accounting Unit: 045.113.00.000 (Elem 4-8 Gen Fund)
- Account: 50110*0 (Regular Salaries)
- Activity: (empty)
- Account Category: (empty)
- Location: 045 (Augusta Circle Elementary School)
- Preferred Job Title: (empty)
- Work Schedule: 190 DAY - 9 1/2 month
- Shift: (empty)

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.

This close-up shows the 'Assignment Type' dropdown menu with two options: 'Base Assignment' and 'Supplemental Assignment'. The 'Base Assignment' option is currently selected and highlighted in green.

Manager Information: The Manager Information will default from the position code on the requisition. Do not change or delete this information because it will cause the transfer approval to fail.

Manager Information	
Direct Manager	140 ▶ Augusta Road (ES) Principal
Dotted-Line Manager	▶
Is A Manager	▶

Trial Period: Leave blank. Not used by GCS.

Trial Period	
Trial Period	▶
Trial Period End Date Override	▶ 

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. Entry for this section is based upon the type of position. Below are details on how this section should be completed.

For **non-FTE positions** (i.e. After School caregiver, Local funds positions, or Hourly tutor), only the pay rate must be indicated. The Step and Grade Schedule, Grade, Step and Full Time Equivalent fields must be left blank.

For **FTE positions** (i.e. Aides, Clerks, or Teachers), only the Full Time Equivalent must be indicated. The pay rate field must be left blank. The appropriate Human Resources manager will verify the Step and Grade Schedule and Grade and assign the Step.

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. This will inform HR of the details on the other position.

The screenshot shows a form titled "Pay Information" with the following fields and values:

- Pay Rate: [Empty]
- Pay Rate Currency: USD
- Step And Grade Schedule: TEACH190
- Grade: [Empty]
- Description: [Empty]
- Step: [Empty]
- Description: [Empty]
- Payment Schedule: SMEX
- Pay Rate Type: Hourly
- Number Of Months: [Empty]
- Pay Frequency: Semi Monthly
- Full Time Equivalent: [Empty]
- Full Time Annual Hours: 1,425
- Exempt From Overtime: Yes

Compensation Analysis: Leave blank. Not used by GCS.

The screenshot shows a form titled "Compensation Analysis" with the following fields and values:

- Salary Structure: [Empty]
- Geographic Differential: [Empty]
- Salary Structure Grade: [Empty]
- Grade Description: [Empty]

GCSD: If hiring for a teacher position, **Teacher Subject** must be completed. For all other positions, leave this section blank.

The screenshot shows a form titled "GCSD" with the following fields:

- 20 Week No Contribution (dropdown)
- Attended Retirement Banquet (dropdown)
- Bus Driver Experience (text input)
- GCContractType (dropdown)
- Contract Stip 1 (dropdown)
- Contract Stip 2 (dropdown)
- Contract Stip 3 (dropdown)
- Elig for rehire (dropdown)
- Maintenance Codes (dropdown)
- NBCT (dropdown)
- Para Professional HQ (dropdown)
- Retiree still working (dropdown)
- SC teacher experience (text input)
- SF Class Code (dropdown)
- TB Test (dropdown)
- TERI Begin (calendar icon)
- TERI End (calendar icon)
- Teacher Subject (dropdown)

Attachments: Please attach the following items in this section:

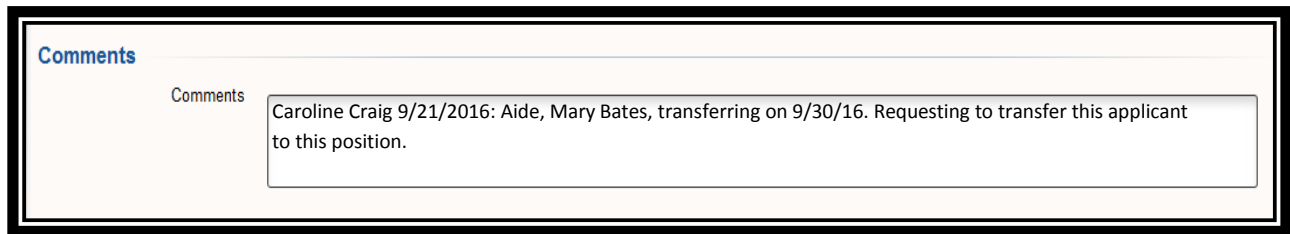
1. If the employee being transferred will have multiple positions with FTE's, please attach the Recommendation for Hire Form in the Attachments section for additional position(s).
2. Attach the Principal/Phone Reference form for teacher positions. For other positions, this form is optional.
3. Attach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

Click on "Browse" when accessing these attachments, to access the file on your computer.

The screenshot shows the "Attachments" section with the following data:

Type Of Attachment	File	Action
Other Attachment	RFE Form.docx	Browse...
Principal/Mgr Phone Reference	Phone reference.docx	Browse...
Interview Log	Interview Log.pdf	Browse...

Comments: When submitting a Transfer for an applicant from a requisition, you have access to a Comments field as well. Please use the Comments field on these actions to communicate important information to Human Resources to expedite the approval process.



The screenshot shows a web interface with a section titled "Comments". Below the title is a text input field containing the following text: "Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Requesting to transfer this applicant to this position."

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Transferring this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. The approvers may enter additional comments. The automated approval email sent to the initiator for transfers will include all Comments entered.

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

Hire, Rehire, Transfer Quick Reference Guide

Verify that the fields below are completed on your hire, rehire or transfer form.

General

Home Country United States

Relationship To Organization Employee

Relationship Status Active

Work Type is Hourly if FTE=0 or Regular if FTE>0 → Work Type Regular

Working Remotely

Legacy Employment Number

Rel. to Org is always Employee

Status should be Active

Work Assignment

Assignment Type Assignment Type=Base Assignment if FTE>0 or Supplemental Assignment if FTE=0

Position School Nurse

Job Nurse

Organization Unit Cherrydale Elementary

Legal Entity

User Level

Company Aid To District

Accounting Unit Health Svc Aid to Dist Nursing

Account Clerical Sal-Nurses

Activity

Account Category

Location Cherrydale Elementary School

Preferred Job Title

Work Schedule

Shift

Compensation

Pay Rate Pay Rate Currency

Step And Grade Schedule Grade Step

Pay Rate Type Number Of Months

Pay Frequency

Payment Schedule

Full Time Equivalent **Enter FTE for baseline positions. Do not enter FTE for hourly positions such as Afterschool, hourly computer lab aides.**

Full Time Annual Hours

Exempt From Overtime

Monthly Salary Non-Exempt

Attachments

Type Of Attachment **Attach Interview Log for ALL Hiring**

Type Of Attachment File

Type Of Attachment File

Attach Paper RFE if employee will have split positions

Attach Phone Reference for Teacher Hiring

Comments

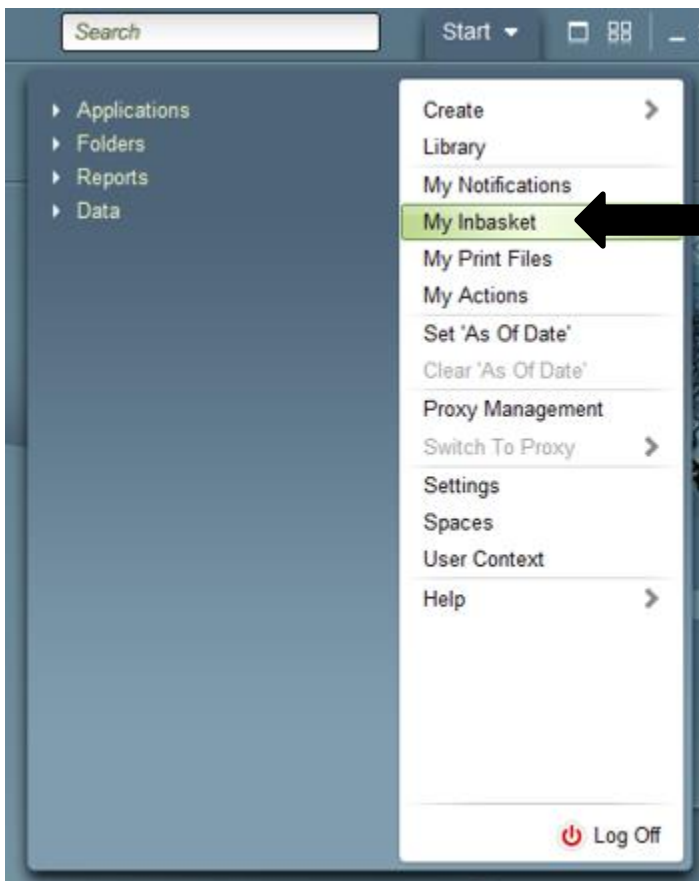
Use Comments to assist HR with Approval

Enter any comments here that will clarify this hire/rehire/transfer, for example, employee being hired is split between 2 positions and RFE attached.

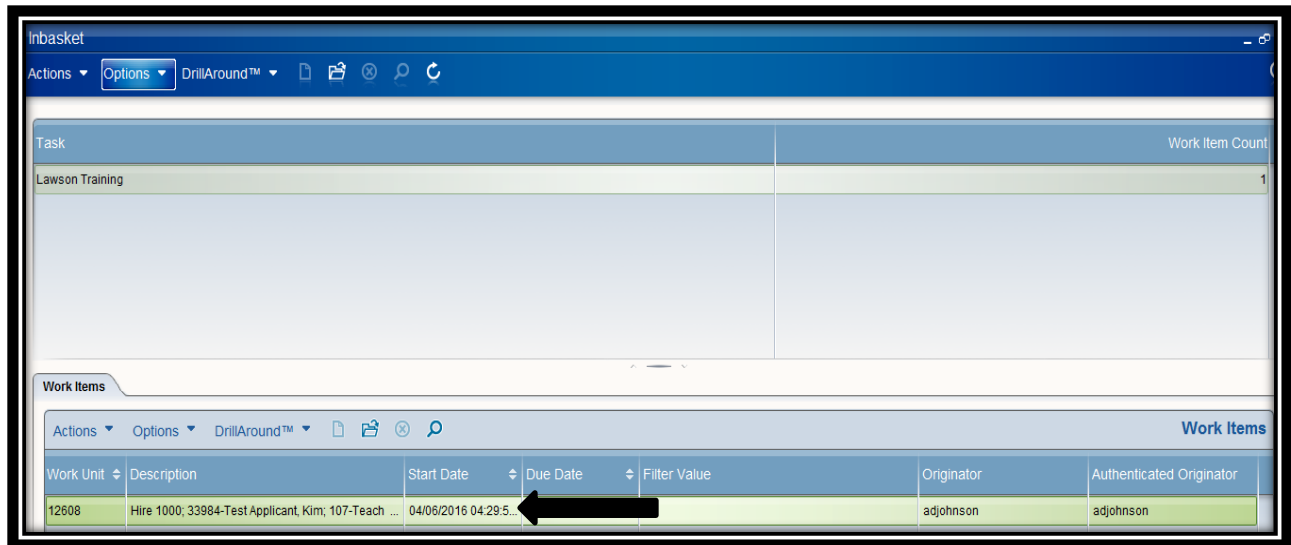
How to Approve a Hire/Rehire/Transfer Request Sent to My Inbasket

Principal/Hiring Manager

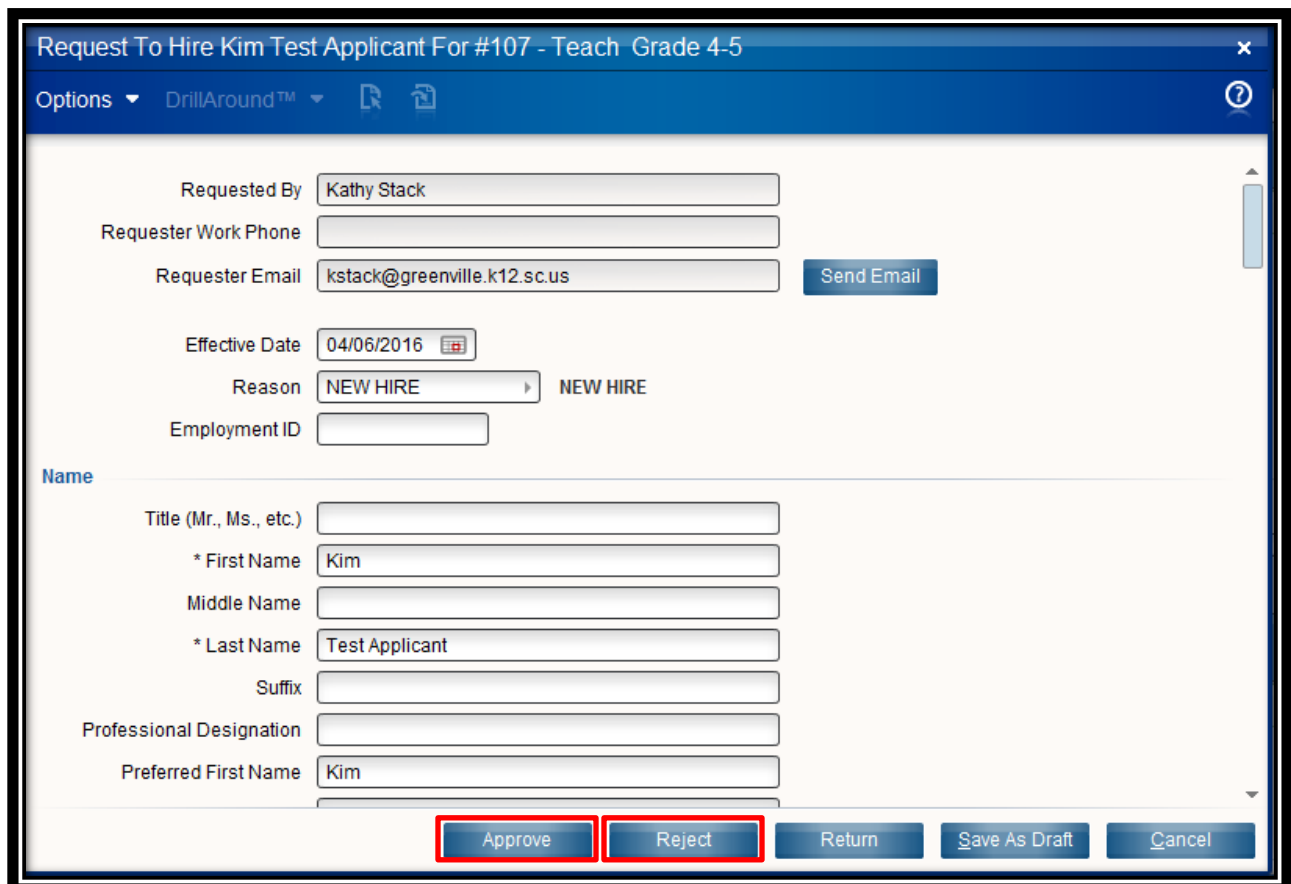
Click on **Start** located in the top right corner. Select **My Inbasket** as shown below:



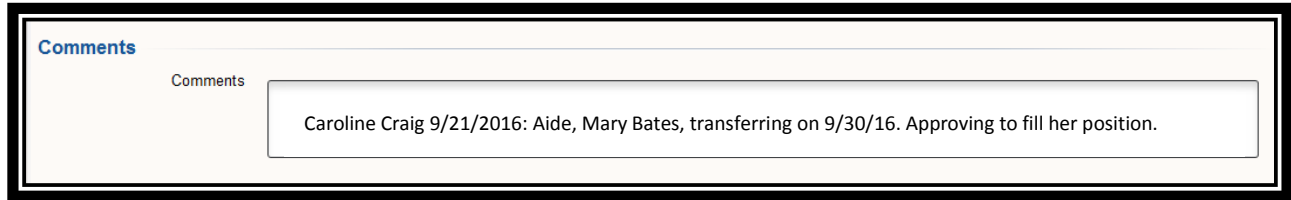
Locate the Hire, Rehire or Transfer to be approved in the Work Items list. Double click on the Hire, Rehire or Transfer action to be approved.



The Hire, Rehire or Transfer requiring approval will display.



Comments: When approving a Hire/Rehire/Transfer, you have access to Comments. Please use the Comments field on these actions to communicate important information to Human Resources to expedite the approval process.



The screenshot shows a web-based form with a section titled "Comments". Below the title is a text input area containing the following text: "Caroline Craig 9/21/2016: Aide, Mary Bates, transferring on 9/30/16. Approving to fill her position."

Please format the Comments in the following manner:

“Your Name” followed by “Current Date:” followed by “Comment Text”

For example:

Adele Johnson 9/21/2016: School clerk, Sally Jones, submitted resignation on 9/15/16. Requesting to hire this applicant to fill her position.

The Comments are available for the Recruiter, Hiring Manager, HR Manager and other approvers to view and edit during the approval process. You may enter additional comments. When adding Comments, do not enter your comments on the same line as other comments instead skip to the next line and add your comments. Do not delete or type over comments entered by others. The automated approval email sent to the initiator for requisitions, hires, rehires and transfers will include all Comments entered.

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

After receiving an e-mail similar to the picture below, you may close the requisition.

Do not execute this action until you have received a hiring confirmation e-mail similar to the one shown below:

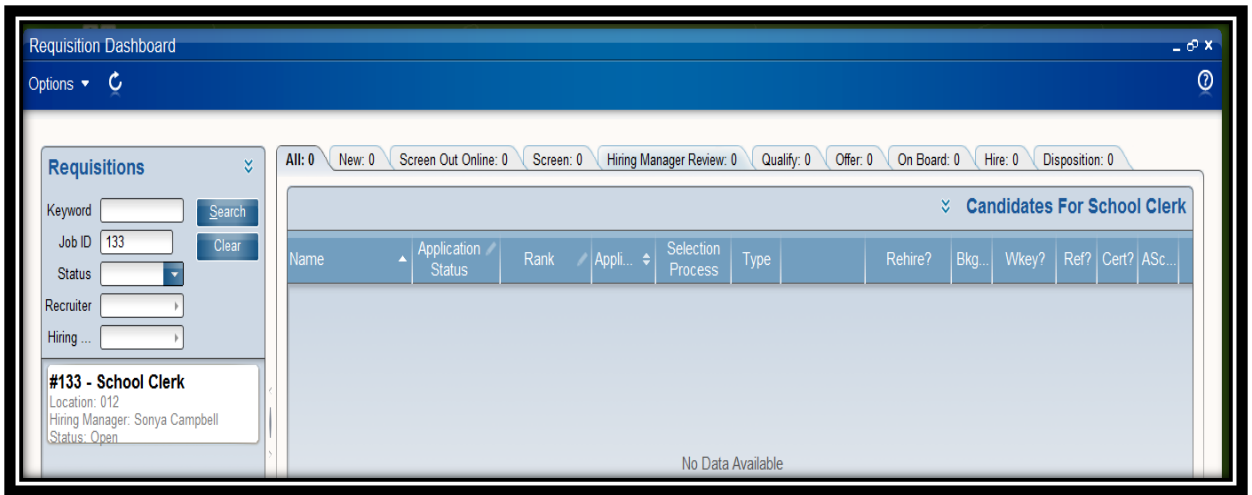


To close a requisition, the following steps need to be executed:

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.**

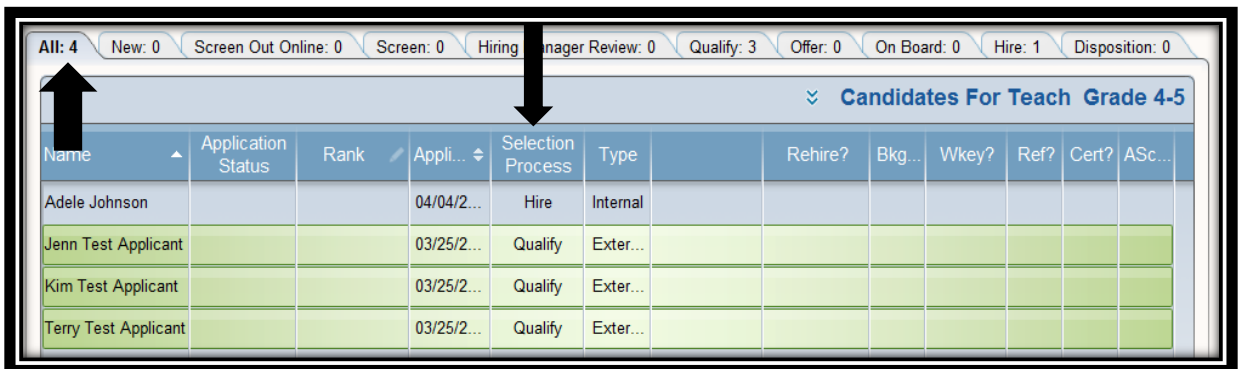
Select the Recruiter icon, then the Requisitions icon.

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

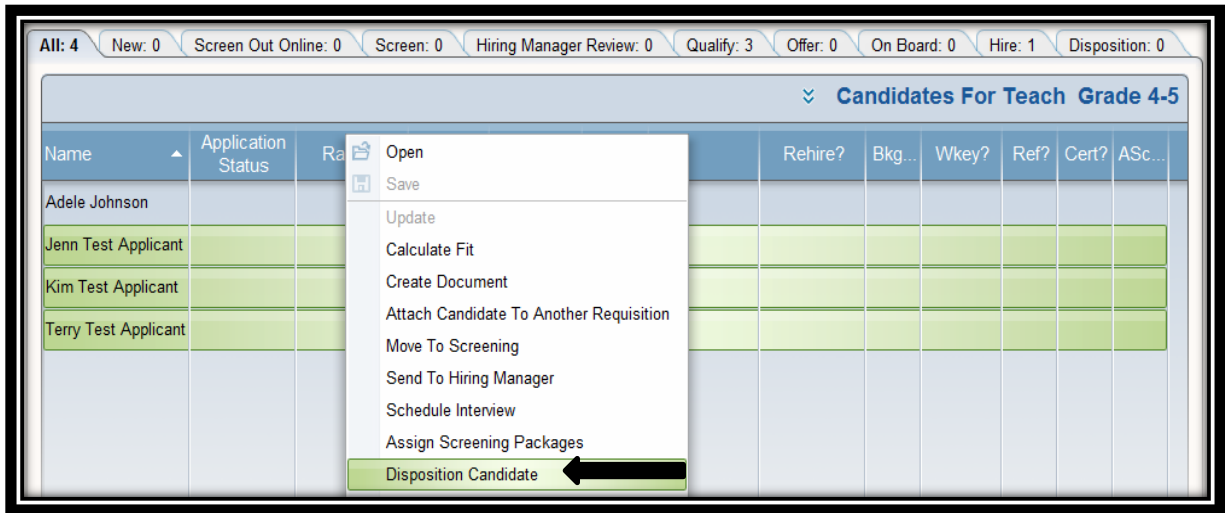


1. Move Applicants Not Selected to the Disposition Tab.

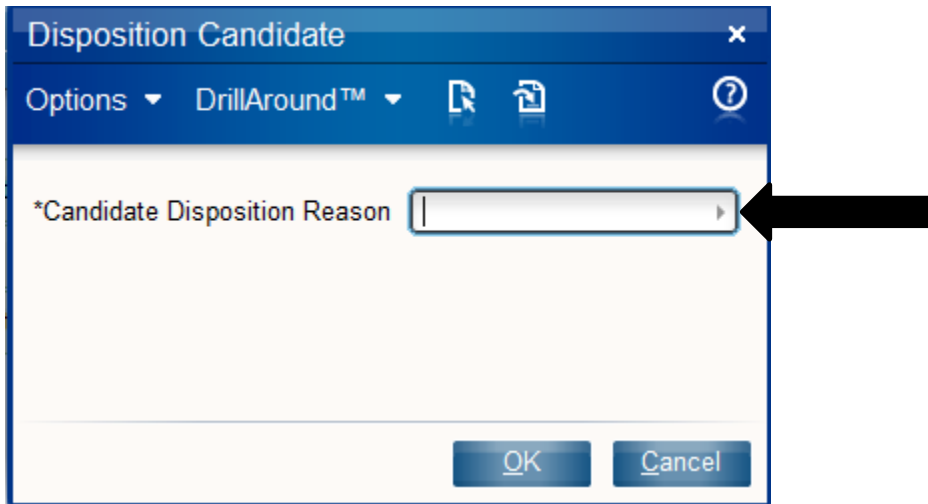
Select the **All** tab to display all applicants for this requisition. Highlight the applicants NOT hired like the example below. Skip those applicants who already show as “Disposition” in the Selection Process column. To highlight multiple applicants, press the CTRL key and then click on each applicant.



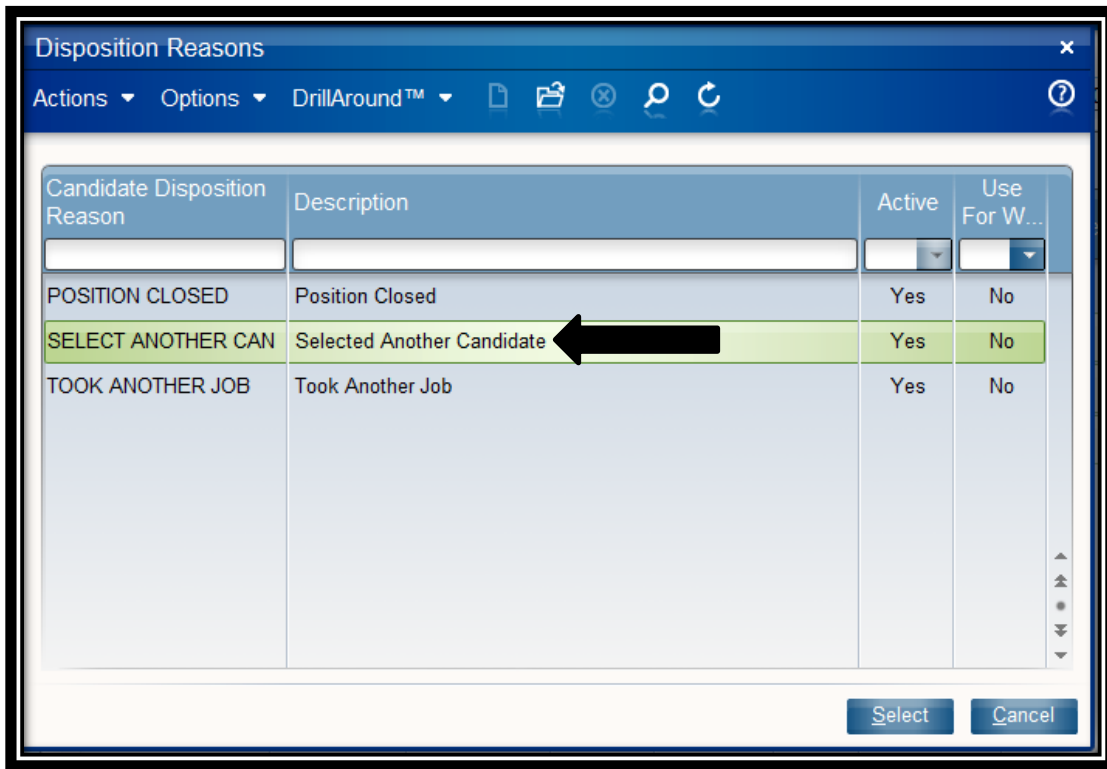
When the applicants NOT hired are highlighted, right click and select **Disposition Candidate**.



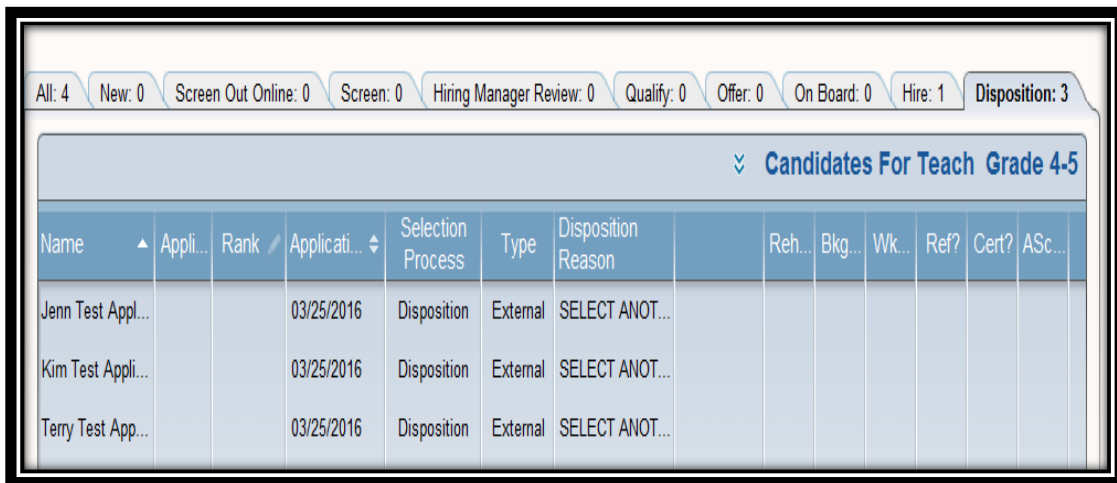
The following prompt will display requesting entry of a Disposition Reason. Click on the arrow in the Candidate Disposition Reason field for a list.



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

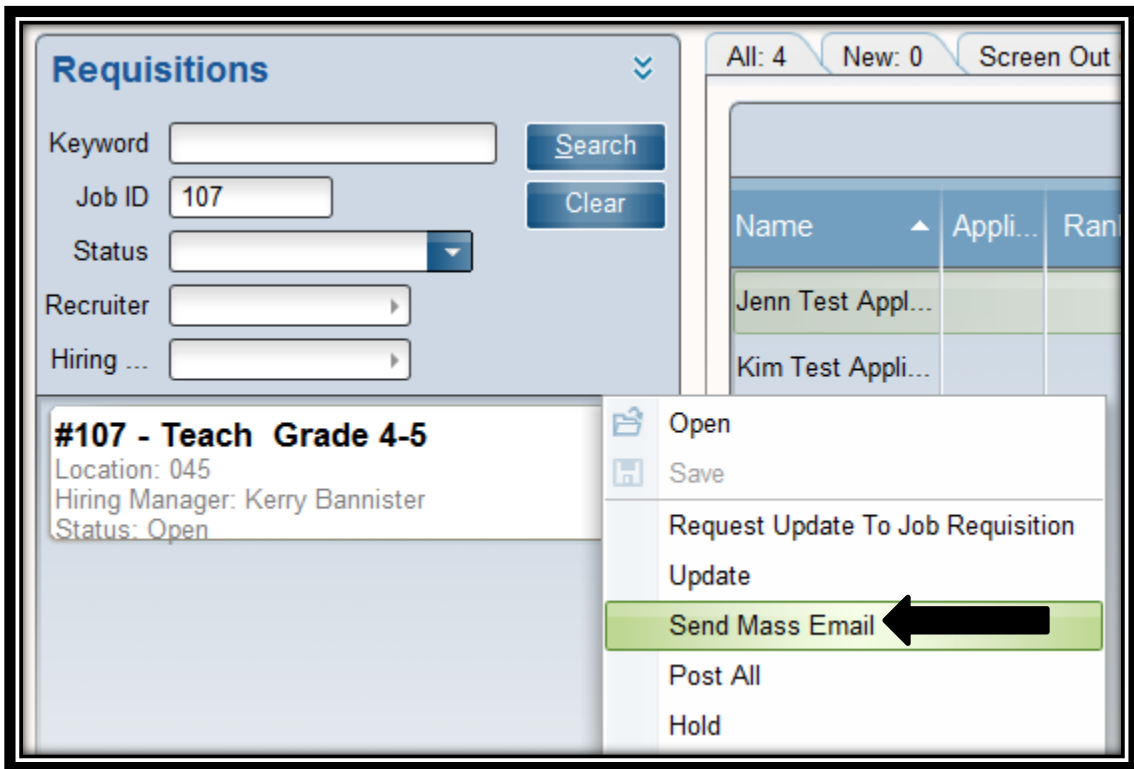


Select the **Disposition** tab and the applicants are moved as shown below.

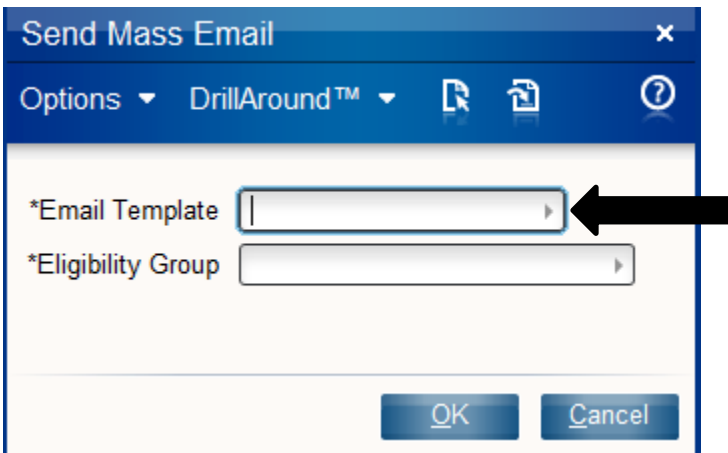


2. **Send Mass Email to Applicants Not Selected to inform them the Position is Filled.**

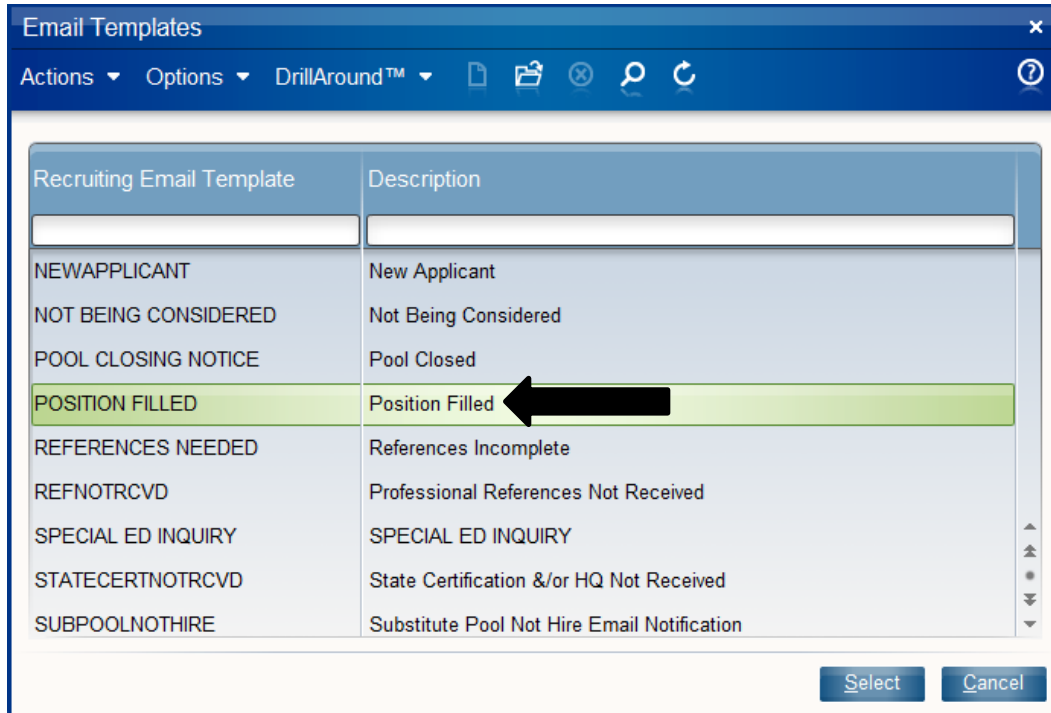
Right click on the requisition as shown below and select **Send Mass Email**.



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



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



Below is a picture of the **POSITION FILLED** e-mail template. Notice information is automatically populated into the e-mail template. The To e-mail address will automatically populate with the applicant's e-mail address. The From e-mail address will automatically populate with the sender's e-mail address.

To: [Empty]

From: adjohnson@greenville.k12.sc.us

CC: [Empty]

BCC: [Empty]

Subject: Thank You For Your Interest In Greenville County Schools

Body: Dear Melissa,
Thank you for your interest in Greenville County Schools. Unfortunately, the Substitute Pool position, Job ID #1809, at location Central Office has been filled. Please continue to visit our website at www.greenville.k12.sc.us to view additional job opportunities. Thank you again for applying with our district.
Sincerely,
Sara S. Fayssoux

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

*Send Mass Email

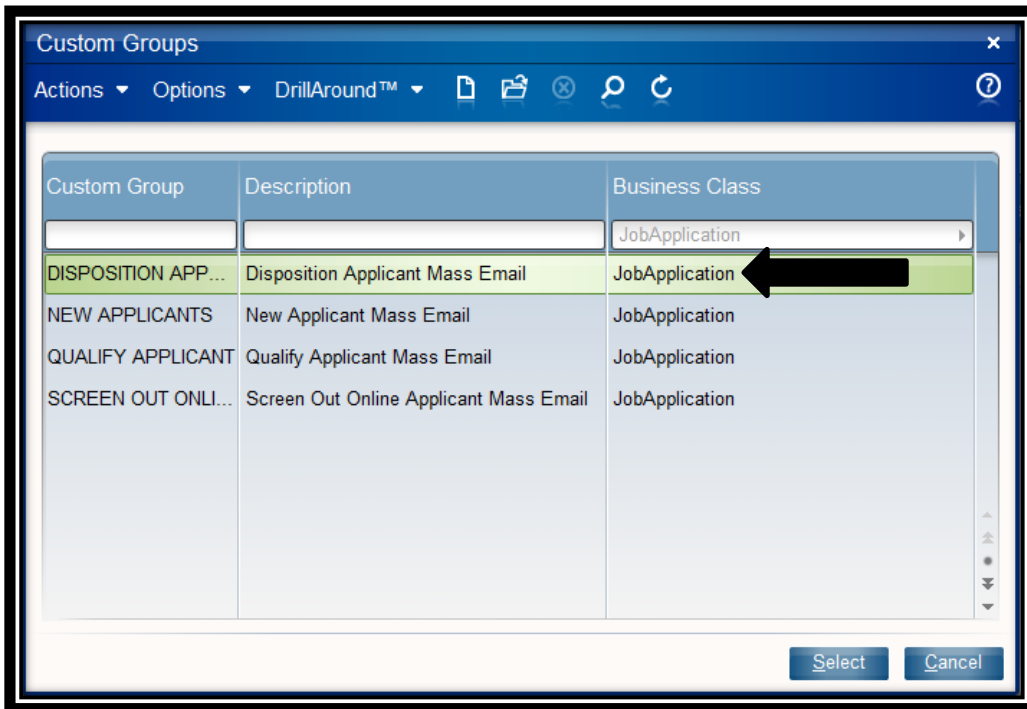
Options ▾ DrillAround™ ▾ [Icons]

*Email Template POSITION FILLED ▾

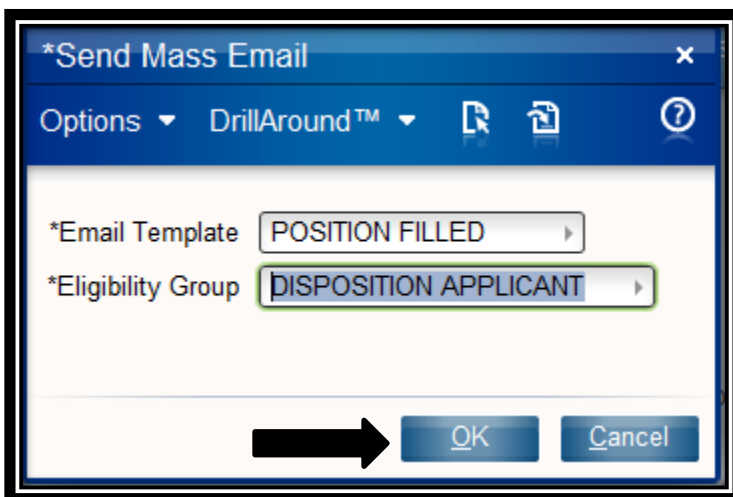
*Eligibility Group [Empty] ▾

OK Cancel

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



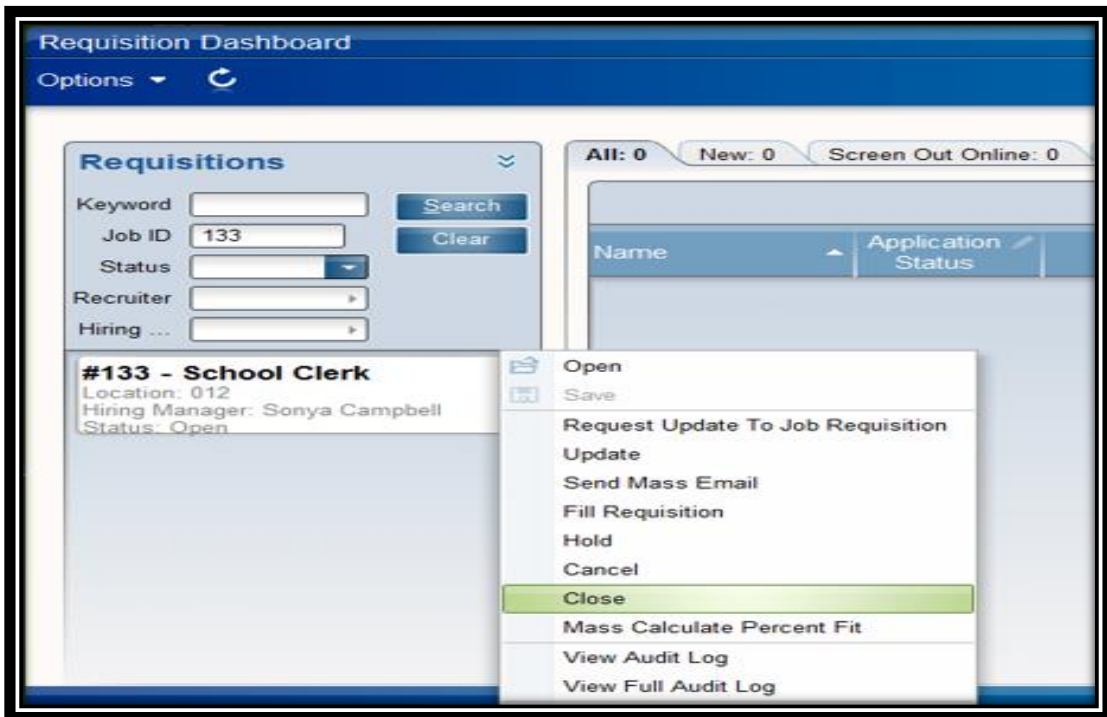
Please check the Email Template and Eligibility Group selected for accuracy. It is very critical that you choose the **POSITION FILLED e-mail template** and **DISPOSITION APPLICANT eligibility group**, in order to avoid sending the wrong e-mail to candidates who were not chosen. Failing to do so will result in sending incorrect information to the wrong group of candidates. 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.

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.