HR Tip Sheet

eRecruit fixes effective June 27, 2014
With general tips and reminders about using the tool

Overview

Changes will be made to the eRecruit system, effective Friday, June 27. The changes will include fixes for several functional issues. This tip sheet provides a summary of each change along with helpful tips and reminders for performing actions and navigating the tool. We believe these changes, along with the resources and support, will address a number of the critical issues from the upgrade and help improve your experience with the system.

While many fixes have been made, not all have been addressed with these changes. We are committed to working with our cross-functional team to develop a plan to address remaining known issues. Watch for more information as we define the plan and timing to resolve the remaining issues.

Fixes

1. **Auto closing of Job Openings —** Job Openings are filled automatically when all applicants are in final disposition status and the number of hired applicants equals the number of positions on the Job Opening. To move a Job Opening into the "110 Filled" Job Status code, simply assign a final disposition status to every applicant. You will be alerted if you do not have the permissions to fill that Job Opening.
     Tip 1: To identify any applicants that remain in non-final disposition status (so that you can fill the Job Opening): select the funnel bar categories on the Job Opening page where numbers display to determine which applicants are not showing in either "Hire" or "Decline," and assign a final disposition status to those applicants. The Job Opening is then automatically assigned the "110 Filled" Job Status Code.
     Tip 2: To see the updated Job Opening status reflected in the My Job Openings or My Applicants areas immediately, click the refresh icon in the upper right of either area.
2. **Default the recruiter's manager on Job Openings —** A recruiter's manager and the recruiter's manager's manager are added by default as recruiters on new Job Openings, which allows those managers to view and edit the Job Opening in the same way recruiters can. This change will not update any Job Openings created before June 27, 2014. Managers will only be added if they have the Recruiter role in Online Recruiting.
3. **Ability to suppress communications for linked applicants —** When linking a job, the new Send Correspondence checkbox in the Link Applicant pop-up box offers the option to suppress communication with the applicant you are linking. The Send Correspondence checkbox — located on the lower right of the Link a Job pop-up box — is checked by default, so to suppress communication with the applicant, just uncheck the checkbox before proceeding with linking. Note that this is the only automatic email you can send to this applicant; if you want to invite them to apply later, you will have to send them an email manually by clicking Other Actions > Applicant Actions > Send Correspondence.
4. **Cloning will work properly for telecommute, short-term assignment, and template ID —** When cloning a Job Opening, all values carry forward into the new Job Opening — including telecommute, short-term assignments, and template IDs.
5. **Non-searchable applicant change —** Non-searchable applicants will not be returned with keyword searches or advanced searches when using Search Applicants, or within the search functions on the Manage Job Opening page.
6. **The MRP is included in job search results —** The Market Reference Point for Job Openings now appears in a column within the job search results table on Jobs (internal candidates only).

If hiring for a Job Opening is occurring in more than one location, the highest salary among these locations is shown. Midpoints over 150K will show as TBD.

7. **The BEQ long answers will be available in OLR –** To see the long answers, from the Manage Job Opening page, click the application icon; on the Manage Applicant page, click the Questionnaire folder and then the Long Answers link. Long answers are read-only for all roles except administrators and recruiting support, and will display in printed applications.

8. **Particular applicant responses to the BEQs trigger auto-declinations.** See the Basic Eligibility Questions & Guidance page on Recruiter Central for details on which knockout applicant answers trigger auto-declination.

9. **Job posting rules have been updated.** The system will allow recruiters to take internal job postings down after they have been posted for five days or 40 applications have been received. External job postings can be taken down at any time and with any number of applications received. (Note: Job postings that are taken down stay posted until the next daily update runs.)

    Following are other job posting rules that go into effect with the June 27 installation:
    - The start date on a new posting must be the current date or up to 90 days out.
    - The start date on an existing posting *can* be in the past and up to 90 days out from the current date.
    - New internal postings are required to be posted for at least five calendar days.
    - As noted above, after an internal posting has reached five calendar days or 40 applicants, it can be taken down.
    - After an internal posting has reached five calendar days or 40 applicants it can be reposted for a minimum of one day and up to 90 days out from the current date.
    - New external and STAR postings can be posted for one to 365 days.
    - The pipe character — "|" — cannot be used in job posting titles.

10. **The My Job Openings area reflects jobs associated with you, except when you have chosen the personalization setting of "All Jobs."** To see *only* jobs associated with you as the recruiter, select "Jobs Assigned to me" (which displays jobs on which you are a recruiter on the Job Opening), "Jobs Associated with me" (jobs on which you are part of the hiring team), or "Jobs Created by me" (jobs where you are the originator). To change the personalization settings for My Job Openings, click the arrow in the upper right of the My Job Openings area, click Personalize, click the Display field to select a different value, and click Save.

Tips and reminders

1. **Please note the following when linking applicants to Job Openings:**
    - You must be associated with a Job Opening to be able to link an applicant to that Job Opening.
    - Linking an applicant to a Job Opening only triggers an email informing the applicant that they have been linked to a job. **The applicant must still apply for the job on their own**. (Note: If the recruiter opts to uncheck the Send Correspondence checkbox when linking the applicant, that notification email is not sent out.) Only after the applicant applies will a new line display with their disposition status set to "010 Applied (20)" for that Job Opening (as long as they were not auto-declined due to knockout BEQ answers).

2. **When canceling a Job Opening, send correspondence to all affected applicants *before* canceling the Job Opening.** After you cancel the Job Opening, the applicant list for it will not be available — and correspondence is not sent automatically to applicants when a Job Opening is canceled.
    - ➢ To send an email to multiple applicants at one time:
        - From the Manage Job Opening page, click the checkboxes next to the applicants' names, click **Group Actions > Applicant Actions > Send Correspondence**, then select **22.Requisition Canceled** from the Letter drop-down menu and fill in the rest of the fields.
    - ➢ To send an email to an individual applicant:

- Follow the directions for multiple applicants above, except click **Other Actions (> Applicant Actions > Send Correspondence)** instead of **Group Actions**.

  Note: Canceling the Job Opening automatically assigns all applicants into the "120 Withdrawn" Job Code Status.

3. **To clone a filled Job Opening — one in the "110 Filled" Job Code Status — you must have been associated with that Job Opening.** To clone a filled Job Opening:
   i. On the Search Job Openings page, select **Filled** from the Status field, then enter any other relevant information and click **Search**.
   ii. In the search results, click the title of the Job Opening you want to clone. This defaults you to the Details tab.
   iii. Click the **Applicants** folder and click **Clone** in the ribbon menu.

4. **Use Group Actions to perform the same action on multiple applicants at one time.** Start from the Manage Job Opening page by clicking the checkboxes next to applicants' names under the Select column. Click Group Actions at the bottom of the page. From there you can select various Recruiting Actions and Applicant actions.

   For example, to disposition groups of applicants into the same disposition status:
   i. Click the Select checkboxes next to applicants' names.
   ii. Click **Group Actions > Recruiting Actions > Edit Disposition**.
   iii. On the Edit Disposition pop-up box:
      a. From the Disposition Type drop-down menu, select either **Transitional Disposition** or **Final Disposition**. (The menu items below will not populate until you select a disposition type.)
      b. From the New Disposition drop-down menu, click the applicable disposition — and select from the Status Reason drop-down menu as well if you selected Final Disposition above. (Note: If you selected Transitional Disposition, the Status Reason does not apply and that drop-down menu stays blank.)
      c. Click **Save** to register the new dispositions in the tool.

   For details on using Group Actions for other tasks, see the Online Recruiting User Guide (click section "1.2.3.2.2.2 Other Actions and Group Actions" in the Table of Contents).

5. **Categories in the funnel bar — e.g., Applied, Route, Decline — have the following disposition status codes associated with them:**

6. **To navigate from OLR to Find a Job, open a new session (rather than a new tab).** To open a new session, click **File > New Session** on your browser. The reason this is necessary: The OLR tool does not permit more than one session to be open at the same time in any one browser window.

7. **To download and save Excel documents, click the grid icon.** From either the My Job Openings or My Applicants area — or any area that displays the grid icon — click that icon in the line just above the column headings. This gathers all of the data from the area into an Excel document that you can print and save.

8. **Tips for accessing and searching the [Online Recruiting User Guide](#):** You can access the guide anytime from every page of the Online Recruiting tool (except the dashboard) by clicking the Help link on the ribbon menu just beneath page titles. If you do not see it on the ribbon menu, click the double arrow — **>>** — at the far right of the menu row and click the Help link.

   The following are a few tips to help you maximize your navigation and search of the guide:
   - Items in the Table of Contents link to their respective sections in the guide. The easiest way to find what you're looking for is to **scan the Table of Contents at the top of the guide** and click the section number/title. You can also:
     - Click the left-side bookmarks to reach sections directly.
     - Press the Ctrl key + F to search the guide by keyword. (Click the small arrows to scroll through matches after you enter a keyword or keywords.)
   - If you find that the guide freezes up on you when trying to search by keyword, you may want to **save it to your desktop** by clicking the disk icon at the far upper left. This will solve the issue and keep the guide always at hand.
   - To make the guide easier to read, **expand the size of the viewable page** by clicking the "+" icon in the menu bar at the top or by clicking the % drop-down arrow next to it to select a higher percentage.

Resources

- **Online Recruiting User Guide** — it's available on the [eRecruit Upgrade](#) page on Recruiter Central as well as from the Help link in the tool. See the Tips and Reminders section of this tip sheet for suggestions on navigating the guide.

- **Demo walkthrough of the tool, FAQs, and status updates** — also available on the [eRecruit Upgrade](#) page.

- If you encounter an issue in the tool after the installation, contact the HR Service Center at 1-877-HR WELLS (1-877-479-3557), option 2.