Talent Acquisition Manager Recruitment Process

Legend

AS-IS or TO-BE	ROLE	DATA ENTRY TYPE
As-Is	Internal	Preconfigured Data Entry or Upload
To-Be	Applicants	Manual Data Entry or Upload

Job Setup

- Screening Criteria
- Determine Recruiting Roles and Security
- Setting Up Additional Recruiting Definitions
- Setting Up Flexible Processes
- Classification
- Position Management
- Have Access to Existing PD
- Create Job Openings
- Recruitment Template
- Done in PeopleSoft Rather Than Seamless Docs
- Requirements of Position Automatically Updated in Posting
- Resume Template
- Job Opening Template
- Job Posting Template
- Screening Template
- Interview Evaluation Template
- Flexible Template Group
- Job Creation Process
- Recruiting Process
- Flexible Templates

Applications

- Recruiters Manually Enter Applicant Data
- Applicants Use Candidate Gateway to Submit an Application
- Applicant Data Automatically Entered
- Applicants Apply for Jobs
- Applicants Search for Jobs
- Applicants Send Their Resumes to an Email Address
- Resumes processed through Third-Party Resume Reader or through Open Integration Framework
- Applicants Can Edit Their Resumes

Posting Destinations

- Posting Data is Sent Electronically
- Information Only

Recruitment Source Types

- Company (Sites)
- Vendor (Third-Party)
- Marketing (Advertising)
- Employee (Employee Referrals)

Referral Sources

- Information Only
- Feeds Employee Referral Program

Manage Job Openings

- Saved Compliance and Automated Searches
- Profile Match
- Advanced Search
- Keyword Search
- Quick Search
- Screening Results
- Screening Levels
- Sections as Configured on the Job Opening Template
- Applicants Tab
- Applicant Search Tab
- Applicant Screening Tab
- Activity and Attachments Tab
- Details Tab

Manage Applicants

- Applicant Activity Tab
  - Current Status Section
  - Interview Schedule / Evaluation Section
  - Expenses Section
  - History Section
- Notes Tab
- Applicant Data Tab
  - Personal Information Section
  - References Section
  - Eligibility and Identity Section
- Interested Parties Tab
- "Pizza Tracker" and Notifications to Applicants
- Competency Matching Using Person Profiles and Non-Person Profiles

- Search for Applicants
- Talent Pool and Proactive Recruitment

Manage Applications

- Screen Applicants
  - Review Results
  - Apply Results
  - Automatic Rejection Email to Candidates Who Score Under 70
- Route Applicants
  - Hold
  - Reject
  - Withdrawn
  - Withdrawn Application
- Interview Applicants
  - Add Information About Interviews
  - Manage Interviews and Make Recommendations
  - Outlook Integration so Applicants Can Choose Times
- Prepare Job Offers
  - Approve Job Offers
  - Make Job Offers
  - Applicant Accepts or Rejects
  - All Onboarding Happens in Portal
- Recruiting Sends Applicant Data to HR System
- Send Hire Request
- HR System Hires Applicant
- HR System Sends Post Hire Request
- Recruiting System Updates Applicant and Job Statuses
- HR System Updates Employee Record
- Hired