



Microsoft Dynamics 365 Recruitment Project



Microsoft Dynamics 365

Recruiters Team Members

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Omnia Ashraf Mohamed Kamal (Team Leader)

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Nada Mohamed Saeed Mohamed

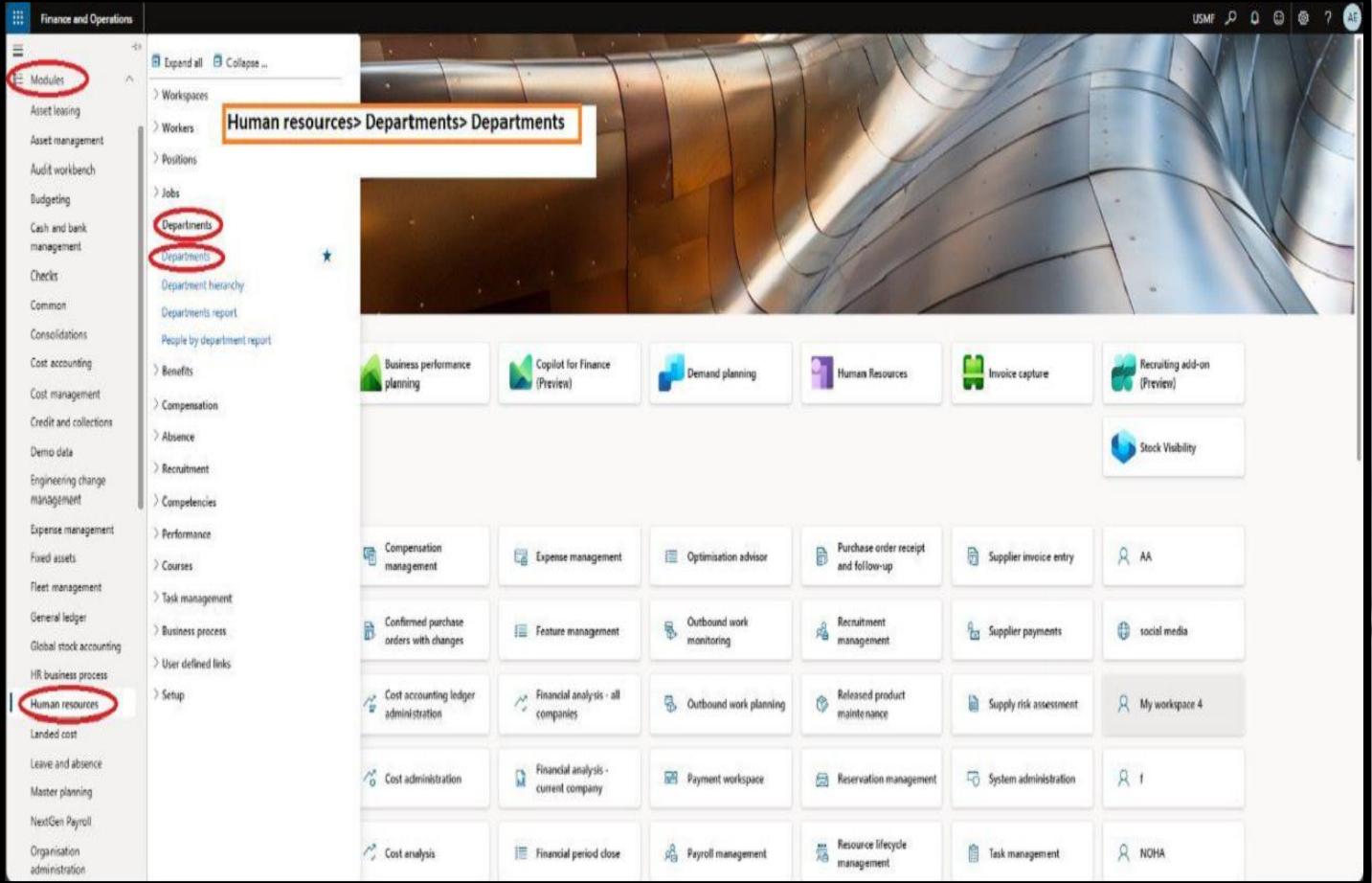
Nedaa Wael Abdelmaksud Abdallah



Constructing Departments, Jobs, Positions

A] New Department:

1. Human Resources Module
2. Departments
3. Departments



The screenshot shows the Microsoft Dynamics 365 interface. On the left, a navigation tree under 'Finance and Operations' is displayed, with 'Modules' expanded. The 'Human resources' node is circled in red. Under 'Jobs', the 'Departments' node is also circled in red. The main content area shows the path 'Human resources > Departments > Departments'. Below this, there is a grid of various modules and features, each with a small icon and a preview label.

Business performance planning	Copilot for Finance (Preview)	Demand planning	Human Resources	Invoice capture	Recruiting add-on (Preview)
Compensation management	Expense management	Optimization advisor	Purchase order receipt and follow-up	Supplier invoice entry	AA
Confirmed purchase orders with changes	Feature management	Outbound work monitoring	Recruitment management	Supplier payments	social media
Cost accounting ledger administration	Financial analysis - all companies	Outbound work planning	Released product maintenance	Supply risk assessment	My workspace 4
Cost administration	Financial analysis - current company	Payment workspace	Reservation management	System administration	f
Cost analysis	Financial period close	Payroll management	Resource lifecycle management	Task management	NOHA



Constructing Departments, Jobs, Positions

A] New Department:

1. New
2. Department Name**
 - [Accounting Department](#)
3. Department Type
 - [Department](#)

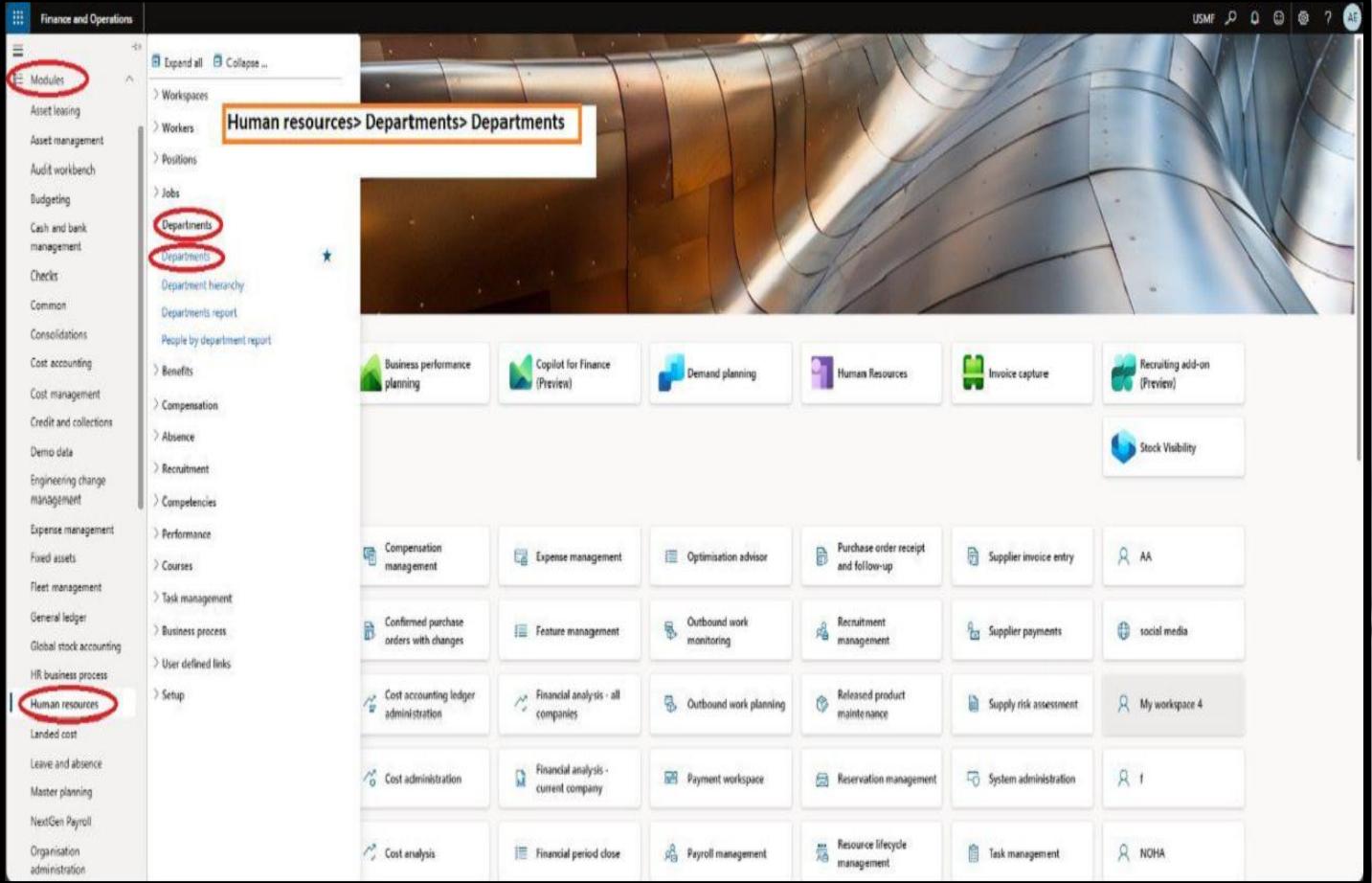
The screenshot shows the Microsoft Dynamics 365 Finance and Operations software interface. The top navigation bar includes 'Finance and Operations', 'Human resources', 'Departments', and 'Departments'. The sub-navigation bar shows 'View in hierarchy', 'Related forms', 'Operating unit', 'Options', and a search icon. On the left, there is a sidebar with icons for Home, Filter, Department, and a list of departments: Accounting Department (selected), Administration AH, Berlin HQ, BS, Business Intelligence & Risk ..., CAI3 Human Resources, and CAI3 MK HCM. The main area is titled 'Operating unit' and shows the details for the selected department: Name (Accounting Department), Department number (000001203), Operating unit type (Department). Below this is the 'General' section with fields for Search name (Accounting Department), Memo (communicates financial updates, policy changes, deadlines, or reminders), In hierarchy (Yes), Manager (empty), and DUNS number (empty). At the bottom left, the breadcrumb path 'Human resources > Departments > Departments' is highlighted with an orange box.



Constructing Departments, Jobs, Positions

B] New Job:

1. Human Resources Module
2. Jobs
3. Jobs



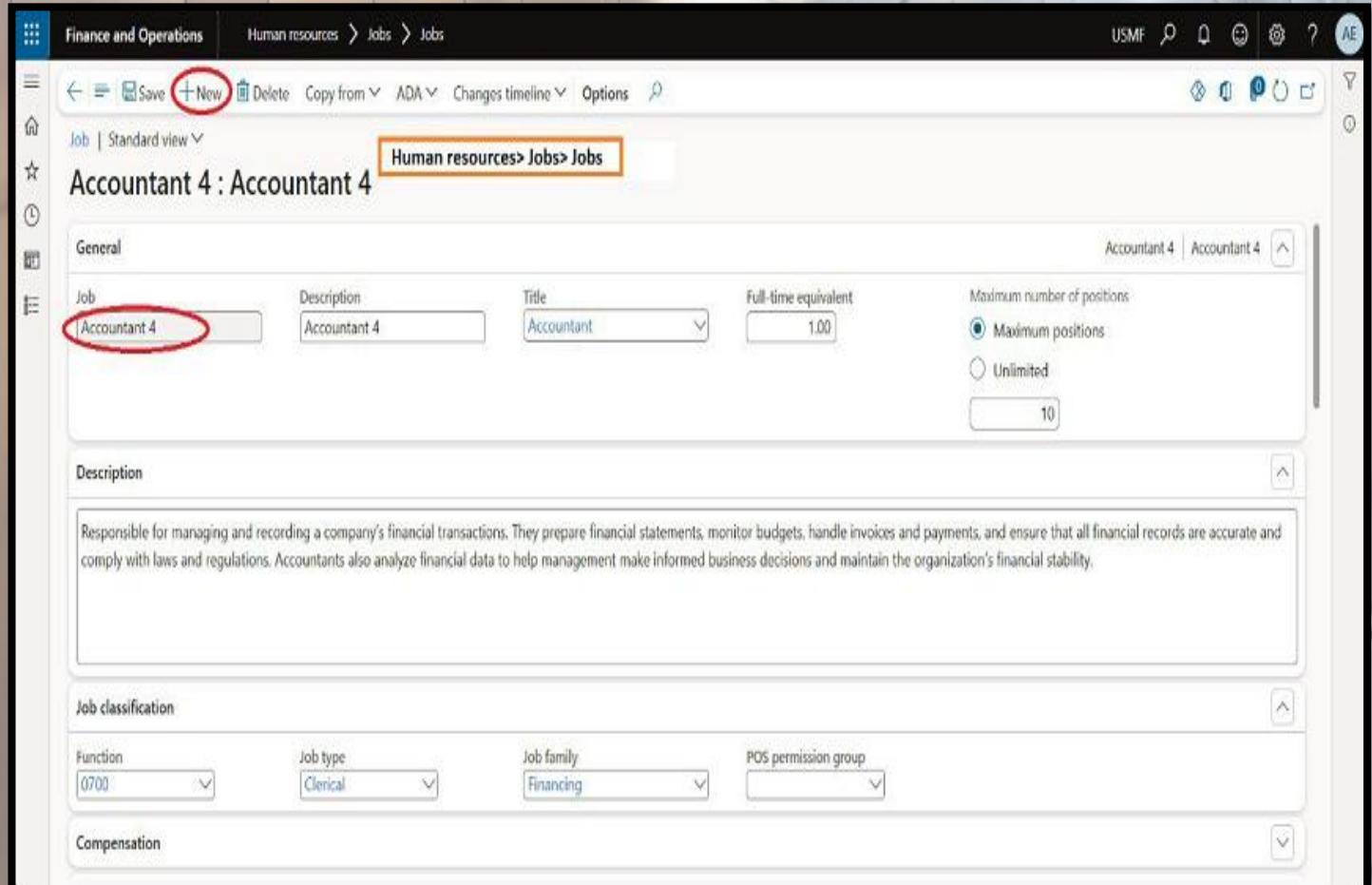
The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The navigation bar at the top includes 'USMF' and various icons. The main menu on the left is titled 'Finance and Operations' and lists several modules: Asset leasing, Asset management, Audit workbench, Budgeting, Cash and bank management, Checks, Common, Consolidations, Cost accounting, Cost management, Credit and collections, Demo data, Engineering change management, Expense management, Fixed assets, Fleet management, General ledger, Global stock accounting, HR business process, Human resources (circled in red), Landed cost, Leave and absence, Master planning, NextGen Payroll, and Organisation administration. The 'Human resources' module is highlighted with a red circle. The breadcrumb navigation path 'Human resources > Departments > Departments' is shown in the center. Below the navigation, there is a grid of various application tiles, including Business performance planning, Copilot for Finance (Preview), Demand planning, Human Resources (highlighted with a red box), Invoice capture, Recruiting add-on (Preview), Stock Visibility, Compensation management, Expense management, Optimisation advisor, Purchase order receipt and follow-up, Supplier invoice entry, AA, Confirmed purchase orders with changes, Feature management, Outbound work monitoring, Recruitment management, Supplier payments, social media, Cost accounting ledger administration, Financial analysis - all companies, Outbound work planning, Released product maintenance, Supply risk assessment, My workspace 4, Cost administration, Financial analysis - current company, Payment workspace, Reservation management, System administration, Cost analysis, Financial period close, Payroll management, Resource lifecycle management, Task management, and NOHA.



Constructing Departments, Jobs, Positions

B] New Job:

1. **Job Name****
 - [Accountant 4](#)
2. **Job Description**
3. **Full-Time Equivalent**
4. **Number of Positions**



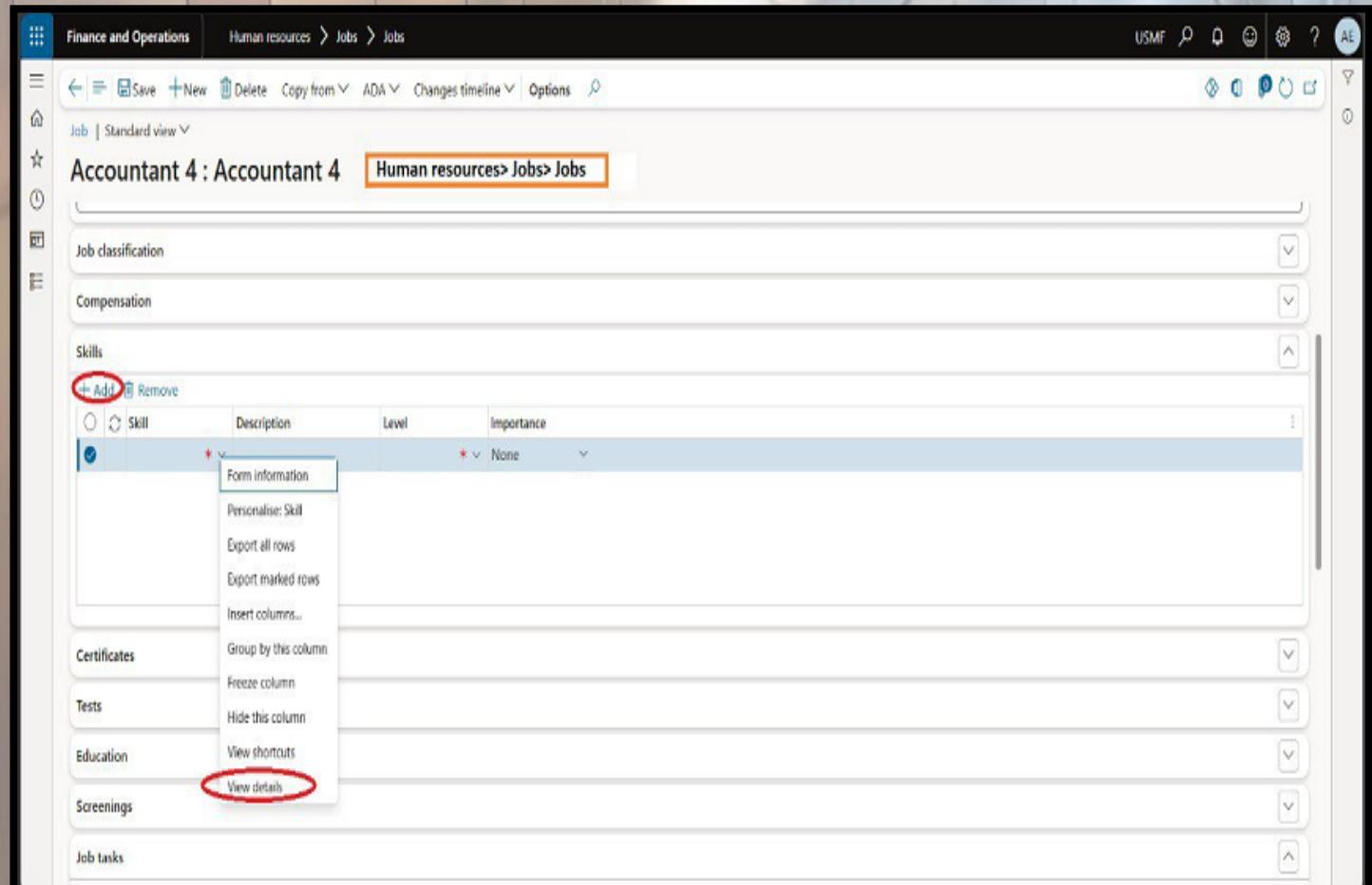
The screenshot shows the 'Jobs' page in Microsoft Dynamics 365 Human Resources. A new job is being created, specifically 'Accountant 4'. The 'New' button is highlighted with a red circle. The job name 'Accountant 4' is entered in the 'Job' field, which is also highlighted with a red circle. The 'Description' field contains 'Accountant 4'. The 'Title' dropdown is set to 'Accountant'. The 'Full-time equivalent' field is set to '1.00'. In the 'Maximum number of positions' section, the 'Maximum positions' radio button is selected, and the value is set to '10'. The 'Description' section provides a detailed job summary: 'Responsible for managing and recording a company's financial transactions. They prepare financial statements, monitor budgets, handle invoices and payments, and ensure that all financial records are accurate and comply with laws and regulations. Accountants also analyze financial data to help management make informed business decisions and maintain the organization's financial stability.' The 'Job classification' section includes fields for 'Function' (0700), 'Job type' (Clerical), 'Job family' (Financing), and 'POS permission group'.



Constructing Departments, Jobs, Positions

B] New Job:

- Adding Skills
- 1. Skill**
- 2. Level**



The screenshot shows the Microsoft Dynamics 365 Human Resources interface for managing jobs. The top navigation bar includes 'Finance and Operations', 'Human resources > Jobs > Jobs'. The main area displays a job titled 'Accountant 4 : Accountant 4'. Below the title, there are sections for 'Job classification' and 'Compensation'. The 'Skills' section contains a table with columns: Skill, Description, Level, and Importance. A new skill is being added, indicated by the '+ Add' button, which is circled in red. A context menu is open over the first row of the skills table, listing options such as 'Form information', 'Personalise Skill', 'Export all rows', 'Export marked rows', 'Insert columns...', 'Group by this column', 'Freeze column', 'Hide this column', 'View shortcuts', and 'View details', with 'View details' also circled in red.



Constructing Departments, Jobs, Positions

B] New Job:

- New Skill
 - Name of Skill**

The screenshot shows the Microsoft Dynamics 365 Human Resources application. The top navigation bar includes 'Finance and Operations', 'Human resources > Jobs > Jobs'. The toolbar has options like 'Save', 'New' (circled in red), 'Delete', 'Options', and a search icon. A filter bar is present. The main area is titled 'Skills' under 'Human resources > Jobs > Jobs'. It lists various skills: 'Math skills' (circled in red), 'MeetingCond', 'MeetingPlan', 'MEngineer', 'MSAccess', 'MSCRM', 'MSDAX', 'MSEExcel', and 'MSPowerPoint'. The 'Math skills' row has columns for 'Skill' (Math skills), 'Description' (Mathematical skills), 'Rating' (Skills), and 'Skill type' (Finance). Below the table is a 'Notes' section containing the text: 'used for calculations, budgeting, and financial analysis.'



Constructing Departments, Jobs, Positions

B] New Job:

- Adding Certificates
 - Certificate Type**
- Adding Education
 - Education**

The screenshot shows the Microsoft Dynamics 365 Human Resources interface for creating a new job. The top navigation bar includes 'Finance and Operations', 'Human resources > Job > Jobs'. The main title is 'Accountant 4 : Accountant 4' under 'Human resources > Jobs > Jobs'. The interface is divided into several sections:

- Skills:** A table with columns 'Skill', 'Description', 'Level', and 'Importance'. It lists skills like Budgeting, Analytical, Math skills, Computer skills, and Time Manage.
- Certificates:** A table with columns 'Certificate type', 'Description', and 'Importance'. It lists certificates such as CPA, CMA, and CA.
- Tests:** A section currently empty.
- Education:** A table with columns 'Education', 'Description', and 'Importance'. It lists education levels like Accounting.

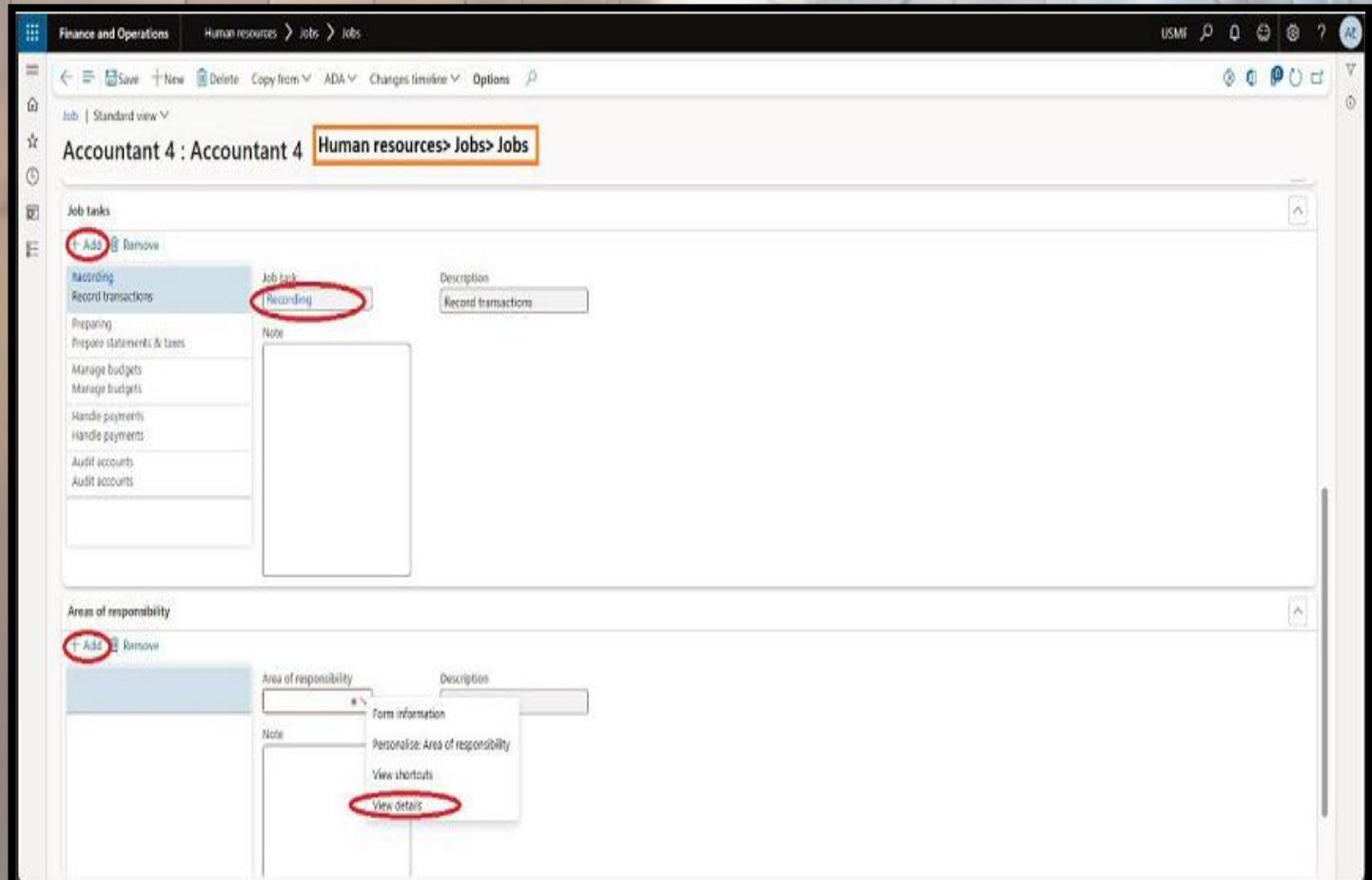
In each of the four tables, there are 'Add' and 'Remove' buttons highlighted with red circles.



Constructing Departments, Jobs, Positions

B] New Job:

- Adding Job Tasks
 - Job Task**
- Adding Areas of Responsibilities
 - Area of responsibility**

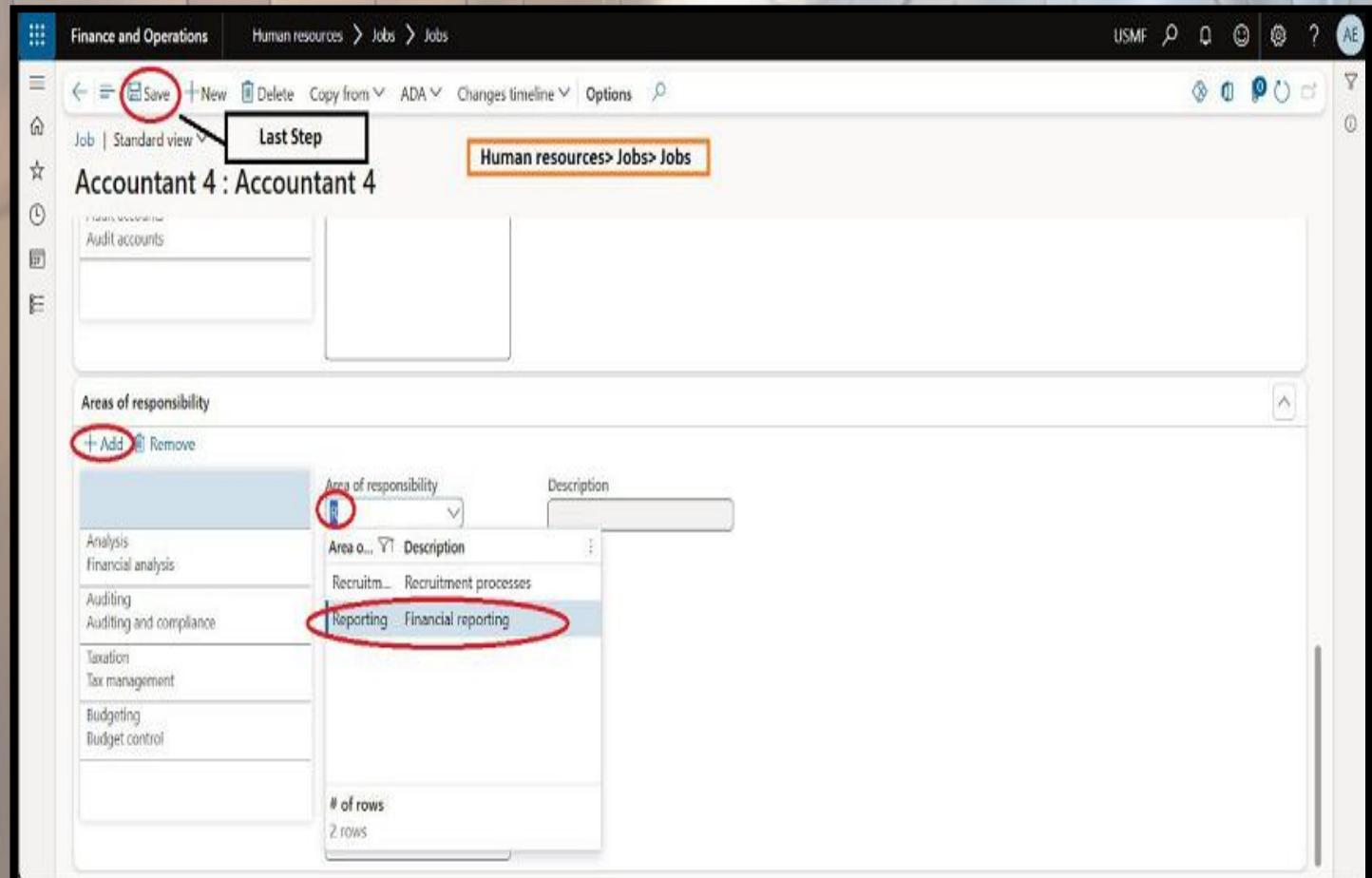




Constructing Departments, Jobs, Positions

B] New Job:

- Adding New Area of Responsibilities
 - Area of responsibility**
 - Description**



The screenshot shows the Microsoft Dynamics 365 Human Resources interface for creating a new job. The job title is "Accountant 4 : Accountant 4". In the "Areas of responsibility" section, there is a list of areas: Analysis, Financial analysis; Auditing, Auditing and compliance; Taxation, Tax management; and Budgeting, Budget control. A new area, "Reporting", has been added with the description "Financial reporting". The "Save" button in the top left of the toolbar is circled in red, indicating the final step of the process.



Constructing Departments, Jobs, Positions

C] New Position:

1. Human Resources Module
2. Positions
3. All Positions

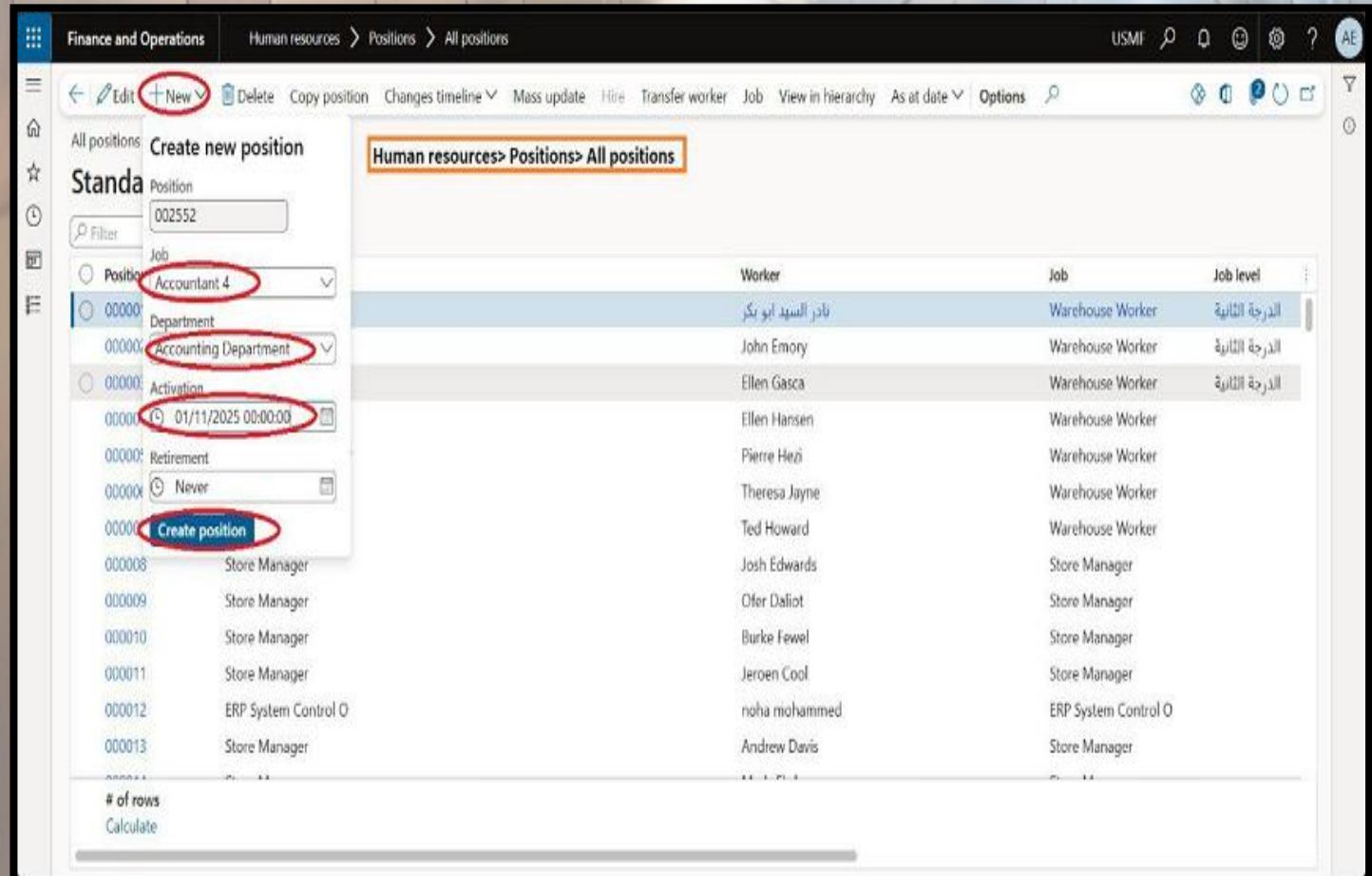
The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar lists various modules, with 'Human resources' circled in red. The main navigation area shows the path: 'Human resources > Positions > All positions'. The interface includes a ribbon bar at the top with icons for USMF, search, and help, and a bottom navigation bar with various application tiles.



Constructing Departments, Jobs, Positions

C] New Position:

1. Link to Job**
 - [Accountant 4](#)
2. Link to Department
 - [Accounting Department](#)
3. Activation Date



The screenshot shows the 'Create new position' dialog box in the Microsoft Dynamics 365 Human Resources module. The dialog box contains the following fields:

- Position ID: 002552
- Job: Accountant 4
- Department: Accounting Department
- Activation Date: 01/11/2025 00:00:00
- Retirement: Never
- Create position button

The main window displays a list of existing positions, including:

Worker	Job	Job level
نادر السيد ابو نوك	Warehouse Worker	الدرجة الثانية
John Emory	Warehouse Worker	الدرجة الثالثة
Ellen Gasca	Warehouse Worker	الدرجة الثالثة
Ellen Hansen	Warehouse Worker	
Pierre Hezi	Warehouse Worker	
Theresa Jayne	Warehouse Worker	
Ted Howard	Warehouse Worker	
Josh Edwards	Store Manager	
Ofer Daliot	Store Manager	
Burke Fewel	Store Manager	
Jeroen Cool	Store Manager	
noha mohammed	ERP System Control O	
Andrew Davis	Store Manager	



Constructing Departments, Jobs, Positions

C] New Position:

1. Description
 - [Receivable Accountant](#)
2. Job level
3. Position Type
4. Report to Position

The screenshot shows the 'Positions' screen in the Microsoft Dynamics 365 Human Resources module. A new position is being created with the following details:

- Position:** 002552 : Receivable accountant
- Description:** Receivable accountant
- Job level:** Professional
- Department:** Accounting Department
- Position type:** Full-time (circled in red)
- Title:** Accountant
- Full-time equivalent:** 1.00
- Location:** (empty)
- Job family:** Financing
- Recruiting request:** (empty)
- Template ID:** (empty)

Position duration:

- Activation: 01/11/2025
- Retirement: Never

Reports to position:

- + New (circled in red)
- Reports to position: 0000100
- Worker: Phyllis Harris
- Effective: 01/11/2025 (circled in red)
- Expiration: Never

Worker assignment:

- + New
- Worker: (empty)
- Assignment start: (empty)
- Assignment end: (empty)
- Reason code: (empty)



Start Recruitment Project

A] New Project:

1. Human Resources Module
2. Recruitment Projects
3. Recruitment Projects

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar menu is open, showing various modules under 'Finance and Operations'. The 'Human resources' module is highlighted with a yellow circle labeled '1'. Under 'Human resources', the 'Recruitment' section is expanded, with 'Recruitment projects' highlighted with a yellow circle labeled '2'. A third yellow circle labeled '3' highlights the 'Recruitment projects' link again, indicating it is being selected. The main content area displays a grid of cards for different modules like Recruiting add-on (Preview), Stock Visibility, etc.



Start Recruitment Project

A] New Project:

- New

The screenshot shows the SAP ERP Human Resources Recruitment Projects interface. The top navigation bar includes 'Finance and Operations', 'Human resources', 'Recruitment', 'Recruitment projects', and 'Recruitment projects'. The sub-navigation bar shows 'Recruitment projects' again. The main area is titled 'Recruitment projects' and 'Standard view'. A yellow box highlights the '+ New' button in the top left of the toolbar, with a yellow arrow pointing to it labeled 'A'. A red box highlights the breadcrumb path 'Human resources > Recruitment > Recruitment projects > Recruitment projects'. The table below lists various recruitment projects with columns for ID, Description, Recruiter, Project status, Open date, Application deadline, and Close date.

Recruitment proj...	Description	Recruiter	Project status	Open date	Application deadline	Close date
12345	Account Manager	Jodi Christiansen	Started	26/07/2025	31/08/2025	31/12/2154
1641984	S	Pierre Hezi	Started	26/07/2025	31/12/2154	31/12/2154
aaa	aaaa	Benjamin Martin	Scheduled	24/07/2025	31/12/2154	31/12/2154
acc	accountnat	Ted Howard	Started	28/09/2025	09/10/2025	29/10/2025
Consulting	Consultant	Jacob Robinson	Started	01/10/2017	31/12/2154	31/12/2154
hossam	hossam	Ted Howard	Started	25/07/2025	30/07/2025	30/07/2025
Hr	Hr manager	Reina Cabatana	Scheduled	29/07/2025	31/07/2025	22/10/2025
hr project	mang	khalid mohamed alkba	Scheduled	24/07/2025	31/12/2154	31/12/2154
HR Mans	HRRRR Mans	Charlie Carson	Started	26/07/2025	31/07/2025	31/07/2025
HR Test 0	HR Test 0	Jodi Christiansen	Scheduled	26/07/2025	31/12/2154	31/12/2154
HRM	HRM	Charlie Carson	Started	13/08/2025	31/12/2154	31/12/2154
HSE Tech	HSE Tech	Sara Bowman	Started	16/08/2025	20/08/2025	21/08/2025
Machine Op	Machine Operator	Jacob Robinson	Finished	01/08/2015	01/09/2015	01/10/2015
Machine Oper	Machine Operator	Jacob Robinson	Started	05/09/2017	31/12/2154	31/12/2154
Marketing	Marketing	Jodi Christiansen	Started	24/07/2025	31/12/2154	31/12/2154
MarketingExec	Marketing Executive	Jacob Ray	Started	10/12/2017	31/12/2154	31/12/2154
marketingg	market team	Sara Thomas	Scheduled	31/07/2025	31/12/2154	31/12/2154
Msders 04	Graduation Project Test	Charlie Carson	Finished	06/11/2025	31/12/2154	31/12/2154
New project	Testing Recruitment	Reda Adel Ahmed	Started	04/11/2025	31/12/2154	31/12/2154
New Project1	Testing project 1234	Ted Howard	Scheduled	05/11/2025	31/12/2154	31/12/2154
Ops	Operations Manager	Habeba Usama Abdullah	Scheduled	30/07/2025	05/08/2025	06/08/2025
process safety	process safety	Ted Howard	Started	26/07/2025	28/07/2025	31/07/2025
Project Z	Rec Project test	Ricardo Acosta	Started	13/08/2025	22/08/2025	31/08/2025
Rec. Acc. Proj.	Receivable Accountant Re...	Mohammad AbdelSattar ...	Started	10/11/2025	20/11/2025	30/11/2025



Start Recruitment Project

A] New Project:

1. Project Name**

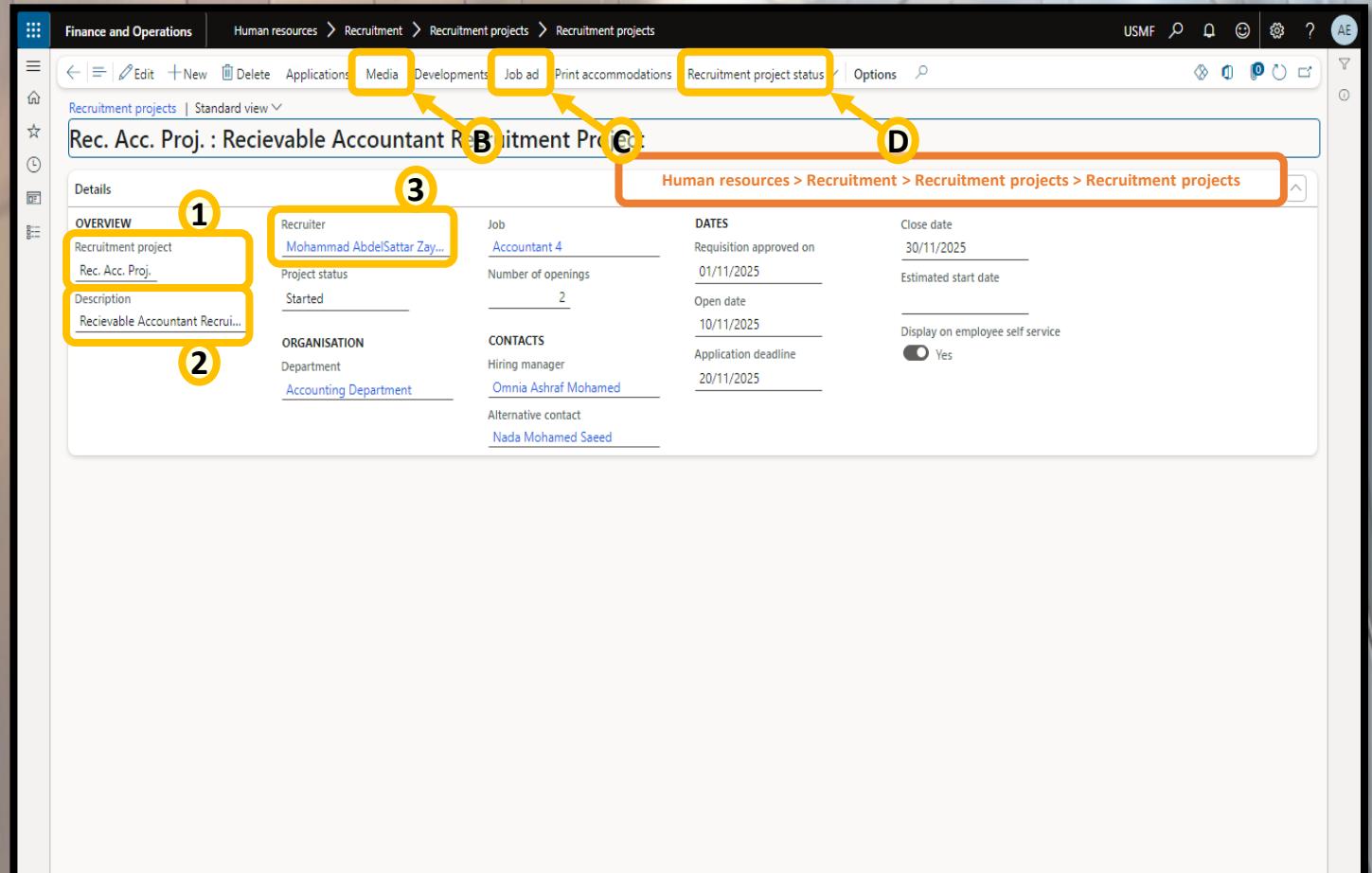
- Rec. Acc. Proj.

2. Project Description**

- Recievable Accountant Recruitment Project

3. Recruiter**

- Turn on “Display on employee self service” after making the Job Ad.



The screenshot shows the Microsoft Dynamics 365 Human Resources interface for managing recruitment projects. The current view is 'Standard view' under 'Recruitment projects'. The 'OVERVIEW' section contains the following details:

- Recruitment project:** Rec. Acc. Proj. (highlighted by box 1)
- Description:** Recievable Accountant Recruit... (highlighted by box 2)
- Recruiter:** Mohammad Abdelsattar Zay... (highlighted by box 3)
- Project status:** Started
- Job:** Accountant 4
- Number of openings:** 2
- ORGANISATION:** Department Accounting Department
- CONTACTS:** Hiring manager Omnia Ashraf Mohamed, Alternative contact Nada Mohamed Saeed
- DATES:**
 - Requisition approved on: 01/11/2025
 - Open date: 10/11/2025
 - Application deadline: 20/11/2025
 - Close date: 30/11/2025
 - Estimated start date: (empty)
- Display on employee self service:** Yes (checkbox checked)

The top navigation bar includes links for 'Edit', 'New', 'Delete', 'Applications', 'Media', 'Developments', 'Job ad', 'Print accommodations', 'Recruitment project status', and 'Options'. The breadcrumb navigation bar at the top right shows the path: Human resources > Recruitment > Recruitment projects > Recruitment projects.



Start Recruitment Project

B] Media:

1. Media** => New
 - [Linked In](#)
2. Description
3. Start Date
4. End Date

The screenshot shows the Microsoft Dynamics 365 Finance and Operations application. The left sidebar lists various modules: Home, Favourites, Calendars, Courses, Departments, Employee self service, Employees, Employees working times, Identification types, Jobs, Pay item groups, Pay items, Setup Pay Periods, Recent, Workspaces, and Modules. The main area is titled 'Project media' under 'Rec. Acc. Proj.: Receivable Accountant Recruitment Project'. It displays a 'Standard view' table with columns: Media, Description, Start date, and End date. A single row is visible: LinkedIn, LinkedIn, 10/11/2025, and 30/11/2025. A yellow circle with the letter 'B' is drawn around the 'Media' column header.

Media	Description	Start date	End date
LinkedIn	LinkedIn	10/11/2025	30/11/2025



Start Recruitment Project

B] New/Editing Media:

1. Media**
2. Description
3. Media Type**

Human resources > Recruitment > Recruitment projects > Recruitment projects

Standard view

Media **B**

Media	Description	Media type
LinkedIn	LinkedIn	Internet

Supplier information

Supplier account

Address

Contact information

Telephone	Mobile phone	Fax	Telex number
01030850535	01030850515		

Extension	Email	Internet address	Language
	nany.m@tgates.net	https://www.linkedin.com/in/...	ar-eg



Start Recruitment Project

C] Job Ad.:

- Writing job Ad.
- Turn on “Display on employee self service” after making the Job Ad.

The screenshot shows the Microsoft Dynamics 365 Human Resources application. The page title is "Rec. Acc. Proj. : Receivable Accountant Recruitment Project | Standard view". The breadcrumb navigation bar at the top right is highlighted with an orange box and contains the path: "Human resources > Recruitment > Recruitment projects > Recruitment projects". The main content area displays a job ad for a "Receivable Accountant Job Vacancy". The ad specifies it's a full-time position at the company office, requires an Accounting Grade, and recommends CPA, CMA, CA certificates. It lists benefits (2 days off, social and medical insurance, competitive salary), skills needed (mathematical, analytical, financial, budgeting, computer, time management), areas of responsibility (financial reporting, budget control, tax management, auditing, financial analysis), tasks to be done (record transactions, prepare statements & taxes, manage budgets, handle payments, audit accounts), and instructions for CVs to be sent via email. A yellow circle with the letter C is overlaid on the breadcrumb path.



Start Recruitment Project

D] Start Recruitment Project:

1. Recruitment Project Status
2. Change status to “Start”

The screenshot shows the SAP S/4HANA Human Resources interface for managing recruitment projects. The current project is "Rec. Acc. Proj. : Receivable Accountant Recruitment Project". A context menu is open at the top right, with the "Recruitment project status" option selected. A submenu is displayed with three options: "Schedule", "Start", and "Finish". The "Start" option is highlighted with a red circle. The main details panel shows the project's overview, organization, contacts, and dates. The status is currently set to "Cancelled".

OVERVIEW		Recruiter	Job	DATES	Close date
Recruitment project	Rec. Acc. Proj.	Mohammad AbdelSattar Zayed	Accountant 4	Requisition approved on 01/11/2025	30/11/2025
Description	Cancelled		Number of openings 2	Open date 10/11/2025	Estimated start date
ORGANISATION		CONTACTS		Application deadline 20/11/2025	Display on employee self service <input checked="" type="checkbox"/> Yes
Department	Accounting Department	Hiring manager Omnia Ashraf Mohamed	Alternative contact Nada Mohamed Saeed		

Human Resources < Recruitment < Recruitment project



Applicants / Applications

A] Applicants:

1. Human Resources Module
2. Recruitment
3. Applicants
4. Applicants

The screenshot shows a software application's navigation sidebar and main content area. The sidebar on the left lists various modules: Common, Consolidations, Cost accounting, Cost management, Credit and collections, Demo data, Engineering change management, Expense management, Fixed assets, Fleet management, General ledger, Global stock accounting, HR business process, Human resources (which is highlighted with a blue selection bar), Landed cost, Leave and absence, Master planning, NextGen Payroll, Organisation administration, Payroll, Pricing management, Procurement and sourcing, and Project management. The main content area on the right shows a hierarchical list under 'Recruitment' and 'Applicants'. Under 'Recruitment', there are links for 'Recruitment projects', 'Applications', and 'Communication'. Under 'Applications', there are links for 'Applicant interviews', 'Applicant status report', 'Applicant curriculum vitae report', 'Skill analysis', 'Accommodation list', and 'Mass hire projects'. A red oval highlights the 'Recruitment' node, another red oval highlights the 'Applicants' node, and a third red oval highlights the 'Applicants' link under 'Recruitment'. A tooltip at the bottom right indicates the current path: 'Human Resources < Recruitment < Applicants'.

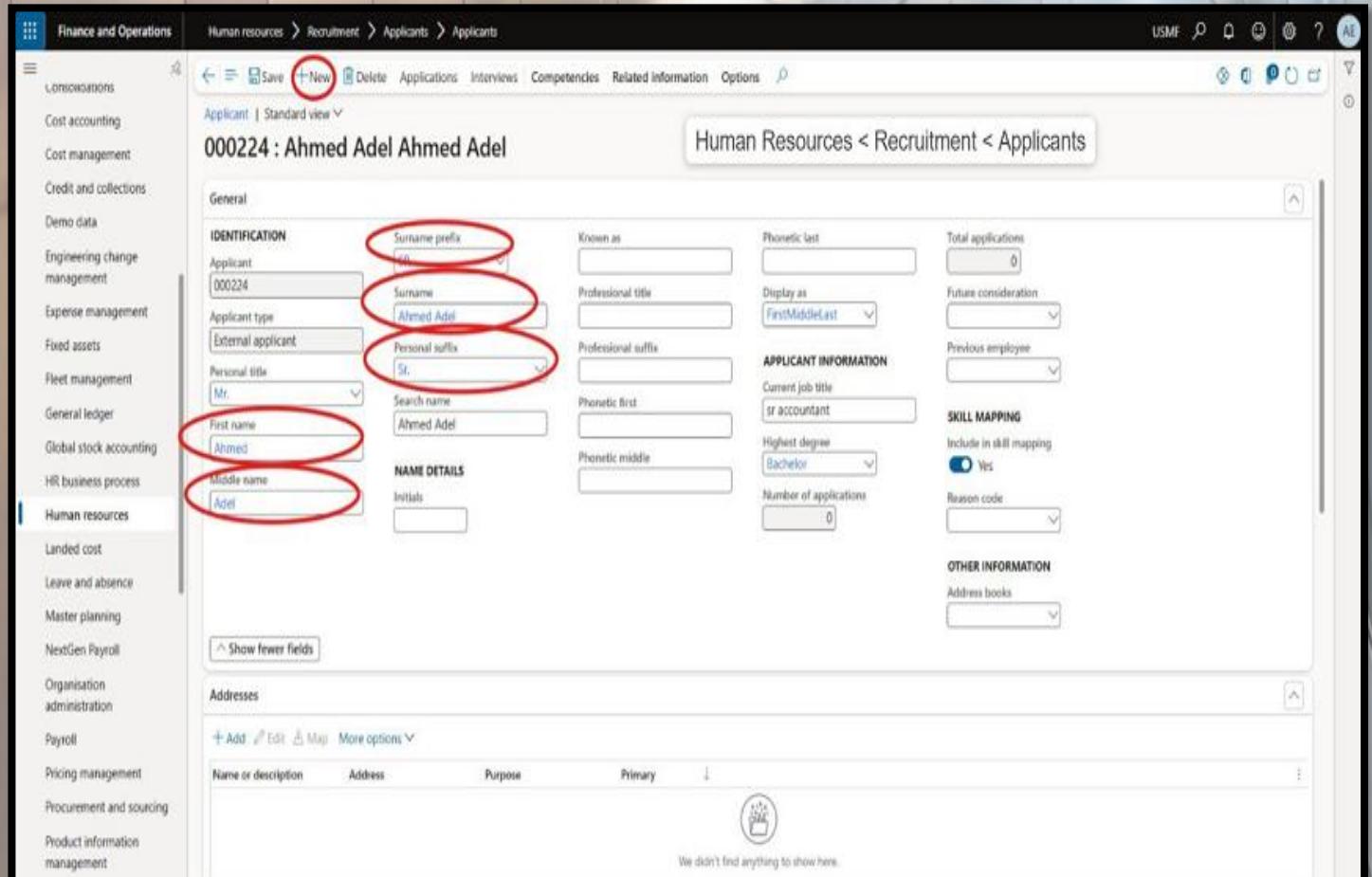


Applicants / Applications

A] Applicants (Applicant1):

- [Ahmed Adel](#)

1. Name**
2. Prefix
3. Skill Mapping



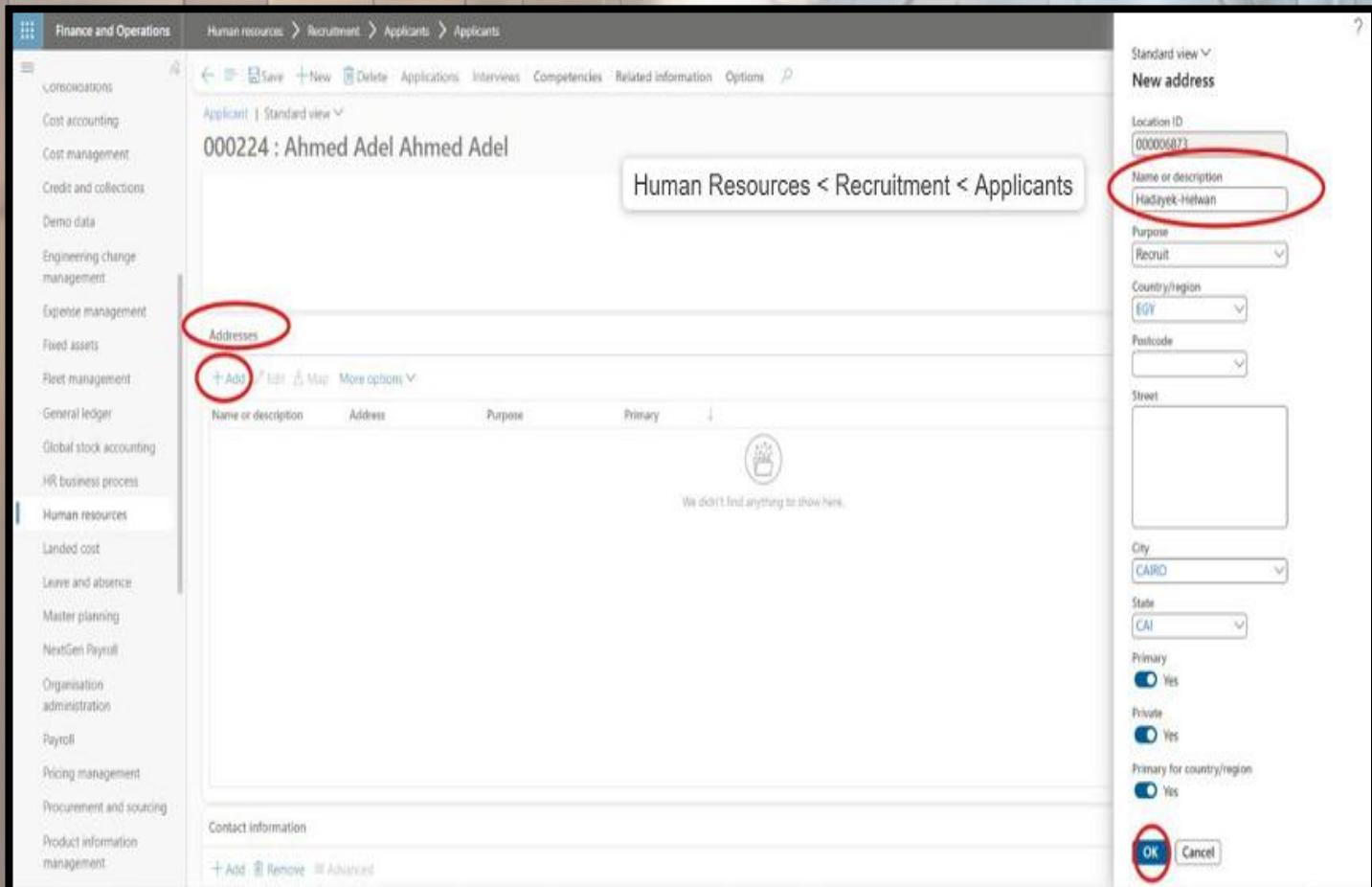
The screenshot shows the SAP Fiori interface for managing applicants. The top navigation bar includes 'Human resources > Recruitment > Applicants > Applicants'. The main area displays the details for applicant '000224 : Ahmed Adel Ahmed Adel'. The 'General' tab is selected. Key fields highlighted with red circles are: 'Surname prefix' (St.), 'Surname' (Ahmed Adel), 'Personal suffix' (St.), 'First name' (Ahmed), and 'Middle name' (Adel). The 'APPLICANT INFORMATION' section shows 'Current job title' as 'Sr accountant' and 'Highest degree' as 'Bachelor'. The 'SKILL MAPPING' section has a 'Yes' toggle switch. The 'OTHER INFORMATION' section lists 'Address books'. The left sidebar shows various SAP modules like Finance and Operations, Human Resources, and Payroll.



Applicants / Applications

A] Applicants ([Applicant1](#)):

- [Ahmed Adel](#)
1. Adding Address
 2. Address Name or Description**



The screenshot shows the SAP ERP HCM application interface for managing applicants. The left sidebar lists various modules under 'Finance and Operations' and 'Human resources'. The main area displays the details for applicant '000224 : Ahmed Adel Ahmed Adel'. A modal window titled 'New address' is open on the right, showing fields for 'Name or description' (set to 'Hadayek-Hilwan'), 'Purpose' (set to 'Recruit'), 'Country/region' (set to 'EGY'), and 'Street' (empty). The 'OK' button at the bottom right of the modal is highlighted with a red circle.



Applicants / Applications

A] Applicants ([Applicant1](#)):

- [Ahmed Adel](#)

1. Adding Contact Information
2. Adding Personal Information

The screenshot shows the SAP Fiori interface for managing applicants. The left sidebar lists various SAP modules under 'Finance and Operations'. The main area displays the details for applicant '000224 : Ahmed Adel Ahmed Adel'. The 'Contact information' section is shown with a red circle around the '+ Add' button. The 'Personal information' section is also circled in red. The contact information table contains one entry: '01000245666' (Phone). The personal information section includes fields for gender (Male), marital status (Single), citizenship, native language (Arabic), and military service.

Description	Type	Contact number/address	Extension	Primary	Private
01000245666	Phone			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PERSONAL DETAILS		Gender	COUNTRY/REGION	MILITARY SERVICE	MORE INFORMATION
Birth date	06/11/1995	Male	Citizenship country/region	Veteran status	Identification numbers
Ethnic origin		Applicant's marital status			Screening:
		Single			
			Native language		
			Arabic		



Applicants / Applications

A] Applicants ([Applicant1](#)):

- [Ahmed Adel](#)
- Adding Competencies:

1. Skills
2. Professional experience
3. Education
4. Tests
5. Certificates
6. Courses
7. Project experience
8. Positions of trust

The screenshot shows the SAP ERP HCM application form for an applicant. The top navigation bar includes 'Human resources > Recruitment > Applicants > Applicants'. The tabs at the top are 'Competencies' (which is circled in red), 'Applications', 'Interviews', 'Related information', and 'Options'. The main form has several sections: 'IDENTIFICATION' (Applicant: 000224, Applicant type: External applicant), 'NAME DETAILS' (First name: Ahmed, Middle name: Adel, Surname: Ahmed Adel), 'APPLICANT INFORMATION' (Current job title: Sr accountant, Highest degree: Bachelor), and 'SKILL MAPPING' (Include in skill mapping: Yes). On the left, a sidebar lists various HR modules: Commissions, Cost accounting, Cost management, Credit and collections, Demo data, Engineering change management, Expense management, Fixed assets, Fleet management, General ledger, Global stock accounting, HR business process, Human resources, Landed cost, Leave and absence, Master planning, NextGen Payroll, Organisation administration, Payroll, Pricing management, Procurement and sourcing, Product information management.

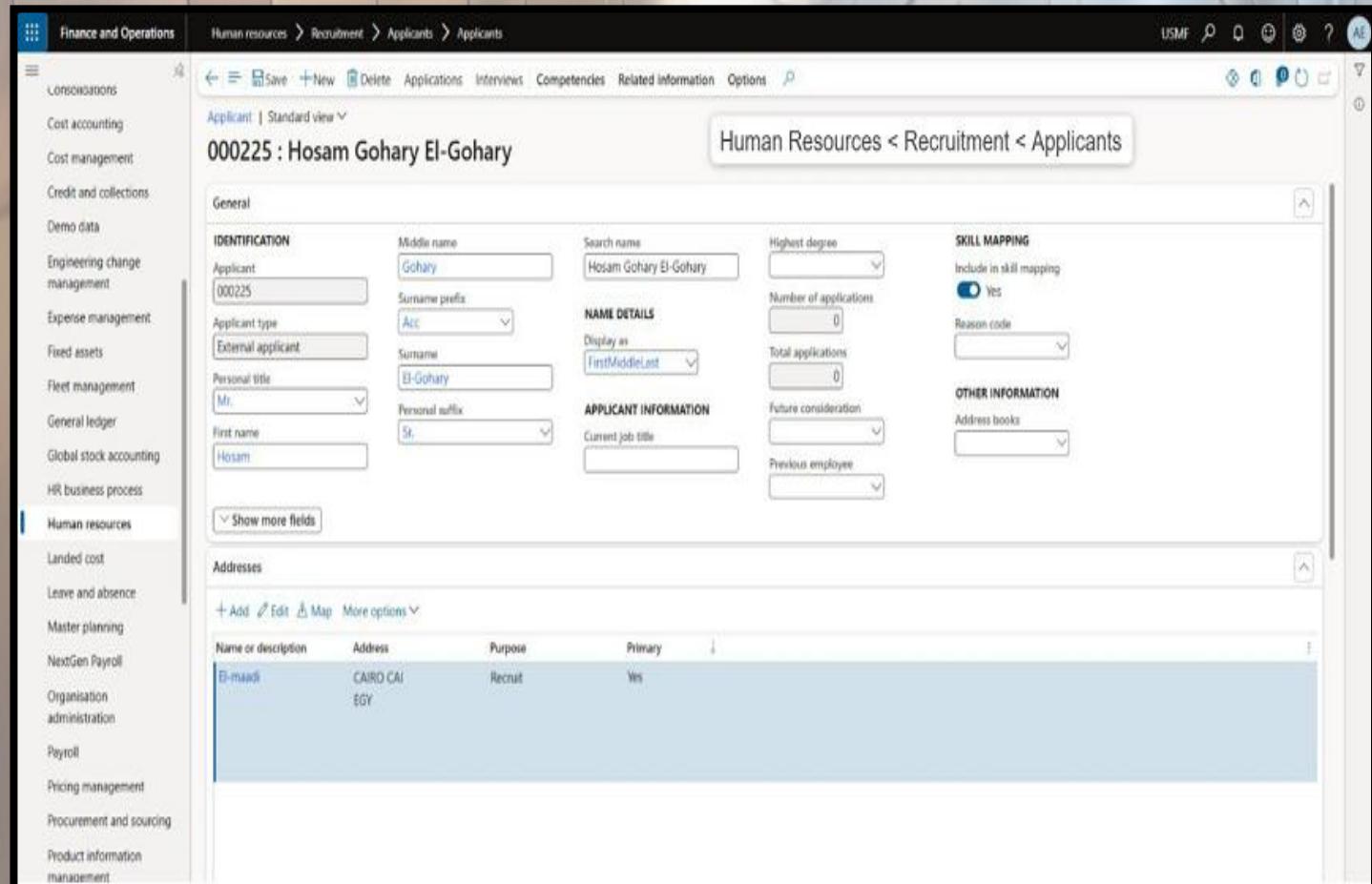


Applicants / Applications

A] Applicants ([Applicant2](#)):

- [Hosam Gohary](#)

1. Name**
2. Prefix
3. Skill Mapping
4. Address



Human resources > Recruitment > Applicants > Applicants

000225 : Hosam Gohary El-Gohary

General

IDENTIFICATION	Middle name Gohary	Search name Hosam Gohary El-Gohary	Highest degree	SKILL MAPPING
Applicant 000225	Surname prefix Acc	Display as FirstMiddleLast	Number of applications 0	Include in skill mapping <input checked="" type="checkbox"/> Yes
Applicant type External applicant	Surname El-Gohary	Personal suffix St.	Total applications 0	Reason code
Personal title Mr.	First name Hosam	APPLICANT INFORMATION	Future consideration	OTHER INFORMATION
Personal suffix St.	Current job title	Previous employee	Address books	

Show more fields

Addresses

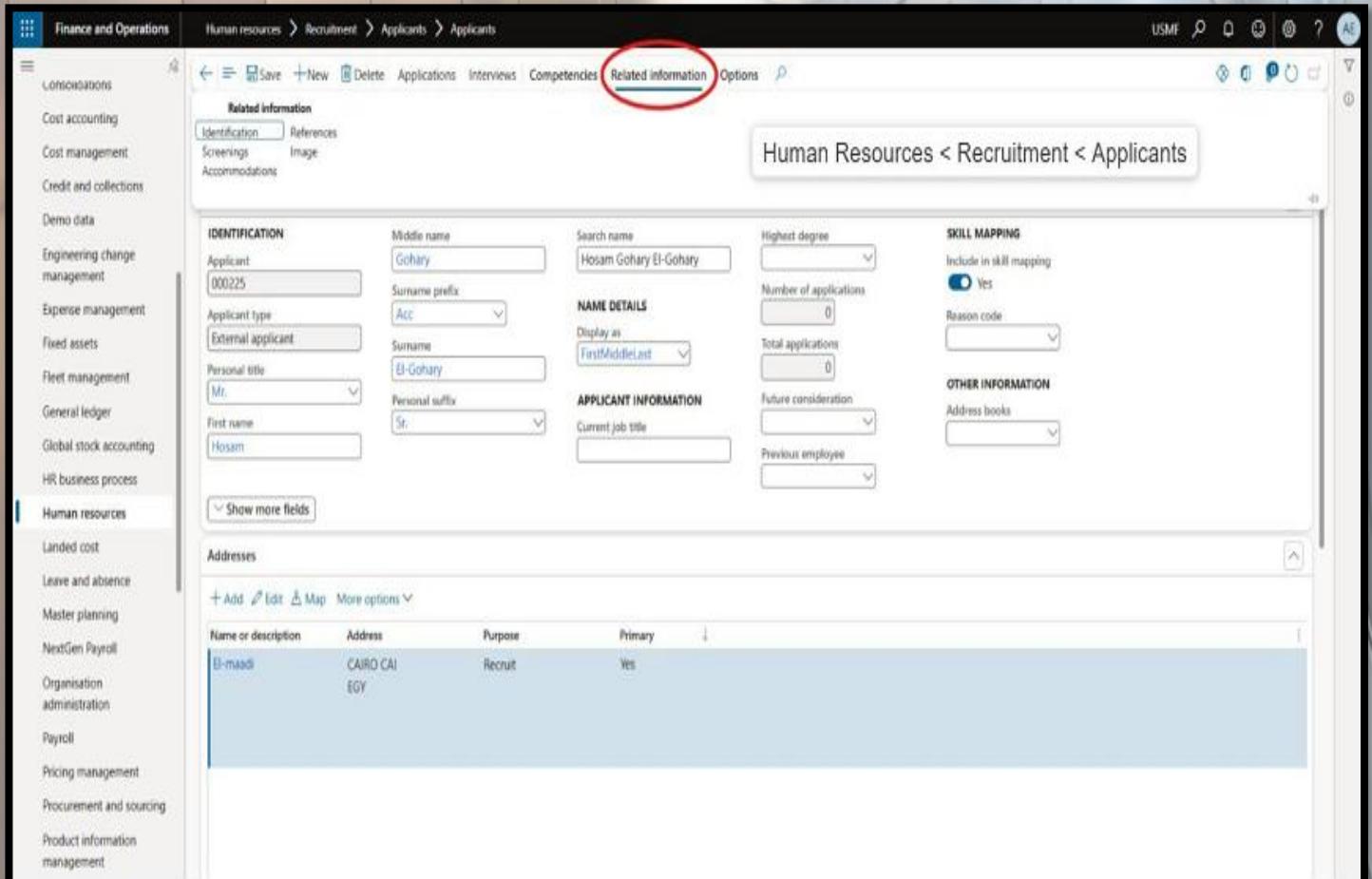
Name or description	Address	Purpose	Primary
El-madi	CAIRO CAI EGY	Recruit	Yes



Applicants / Applications

A] Applicants ([Applicant2](#)):

- [Hosam Gohary](#)
- Related Information:
 1. Identification
 2. Screenings
 3. Accommodations
 4. References
 5. Image



The screenshot shows the SAP ERP Human Resources module for recruitment. The top navigation bar includes 'Human resources > Recruitment > Applicants > Applicants'. The 'Related information' tab is highlighted with a red circle. The main form contains fields for identification (Applicant ID: 000225, Middle name: Gohary, Surname prefix: Acc, Surname: El-Gohary), name details (Display as: FirstMiddleLast), applicant information (Current job title: empty), skill mapping (Include in skill mapping: Yes), and other information (Address books: empty). A sidebar lists various HR modules like Commissions, Cost accounting, and Payroll. Below the main form is a table for addresses, showing one entry: Name or description: El-madi, Address: CAIRO CAI EGY, Purpose: Recruit, Primary: Yes.

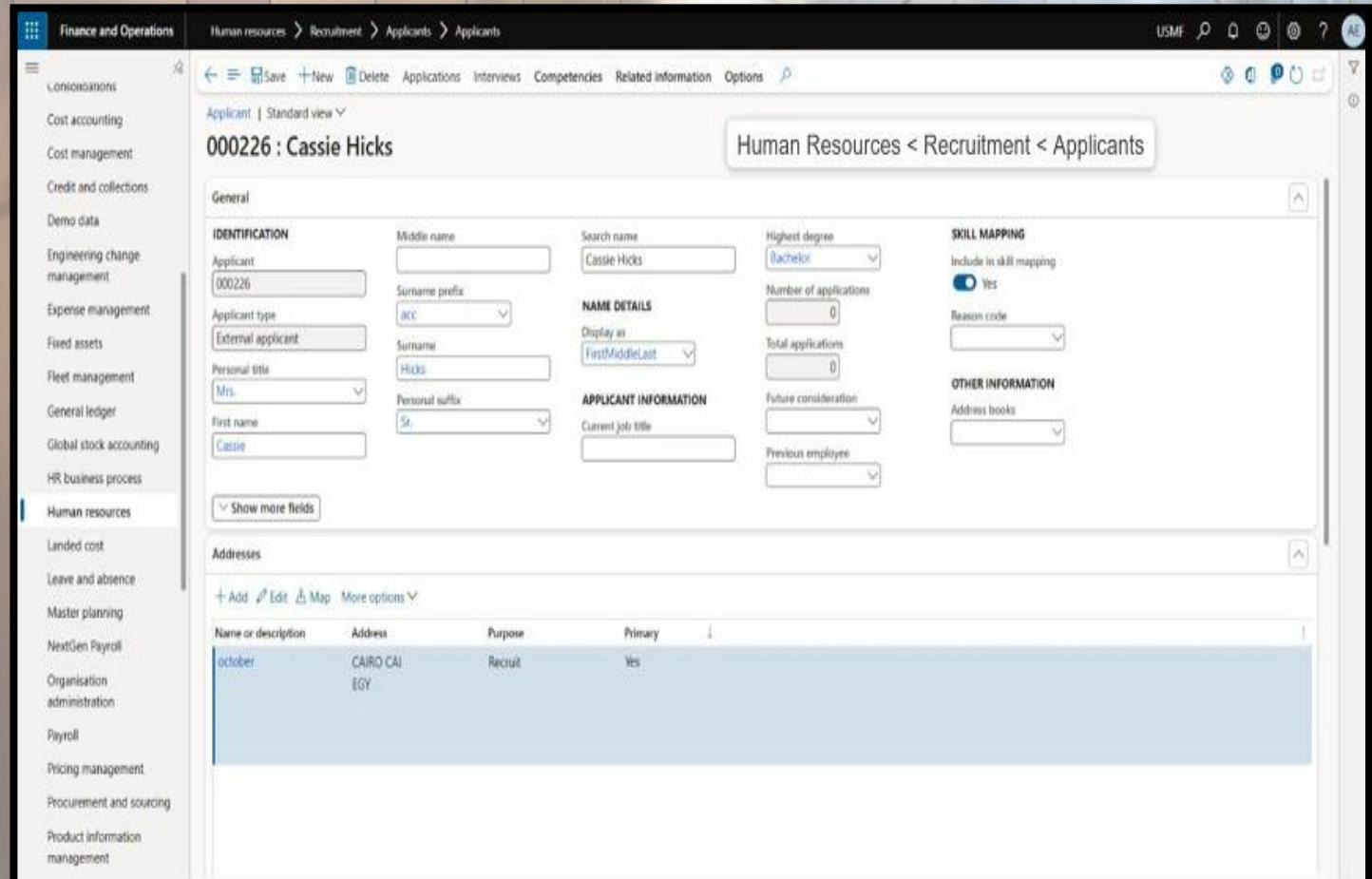


Applicants / Applications

A] Applicants ([Applicant3](#)):

- [Cassie Hicks](#)

1. Name**
2. Prefix
3. Skill Mapping
4. Address



000226 : Cassie Hicks

Human Resources < Recruitment < Applicants

Name or description	Address	Purpose	Primary
october	CAIRO CAI EGY	Recruit	Yes



Applicants / Applications

A] Applicants:

- All Applicants

Name	Applicant	Applicant type	Highest degree
Cassie Hicks	000226	External applicant	Bachelor
Hesam Gohary El-Gohary	000225	External applicant	Bachelor
Ahmed Adel Ahmed Adel	000224	External applicant	Bachelor
Adel	000223	External applicant	
A B C	000167	External applicant	
abdelmaksoud mohamed	000093	External applicant	Bachelor
Adam Carter	000050	Employee	
ahmed mohamed ali	000183	External applicant	
Ahmed Mahmoud	000058	Employee	Bachelor
ahmed MAHMOUD SAYED	000163	External applicant	Bachelor
Aidan Delaney	000001	External applicant	High School
Andrew Sullivan	000013	External applicant	Associate
Bill Malone	000027	Employee	Bachelor
Ijanne Kim	000002	External applicant	High School
Brain Teutsch	000004	External applicant	Associate
David Strome	000009	Employee	Bachelor
Diane Gimp	000018	External applicant	Master
Don Roessler	000006	External applicant	Bachelor
Eva Cores	000005	External applicant	Associate



Applicants / Applications

B] Applications:

1. Human Resources Module
2. Recruitment
3. Applications
4. Applications

The screenshot shows the SAP ERP interface for the Human Resources module. The navigation path is: Finance and Operations > Human resources > Recruitment > Applications > Applications. The left sidebar lists various HR modules, and the main content area displays application details. Two specific items in the sidebar are circled in red: 'Recruitment' and 'Applications'. The application details shown include:

Section	Details
Date of receipt	21/11/2025
Reason code	(dropdown menu)
Expire date	19/02/2026
Travel cost	0.00
Lodging cost	0.00
Other cost	0.00
RATING	Rating: Not selected
EMPLOYMENT	Start date and time: (dropdown menu)
Contact	(dropdown menu)



Applicants / Applications

B] Applications:

1. Recruitment Project
2. Applicant Name**

The screenshot shows the Oracle HCM application form. The left sidebar lists various modules under 'Finance and Operations' and 'Human resources'. The main screen displays an application record for '00138 : Ahmed Adel Ahmed Adel'. The 'Identification' section includes fields for 'Application' (00138), 'Recruitment project' (Rec. Acc. Proj.), 'Name' (Ahmed Adel Ahmed Adel), 'Source' (Created source: Manual), and 'Status' (Cancelled). The 'Costs' section shows travel cost at 0.00. The 'Employment' section shows start date and time as 01/12/2026 00:00:00. The 'Attachments' section has an 'Upload' button.



Applicants / Applications

B] Applications:

- Update Application Status (Applicant1):

- Ahmed Adel

1. Received

2. Confirmed

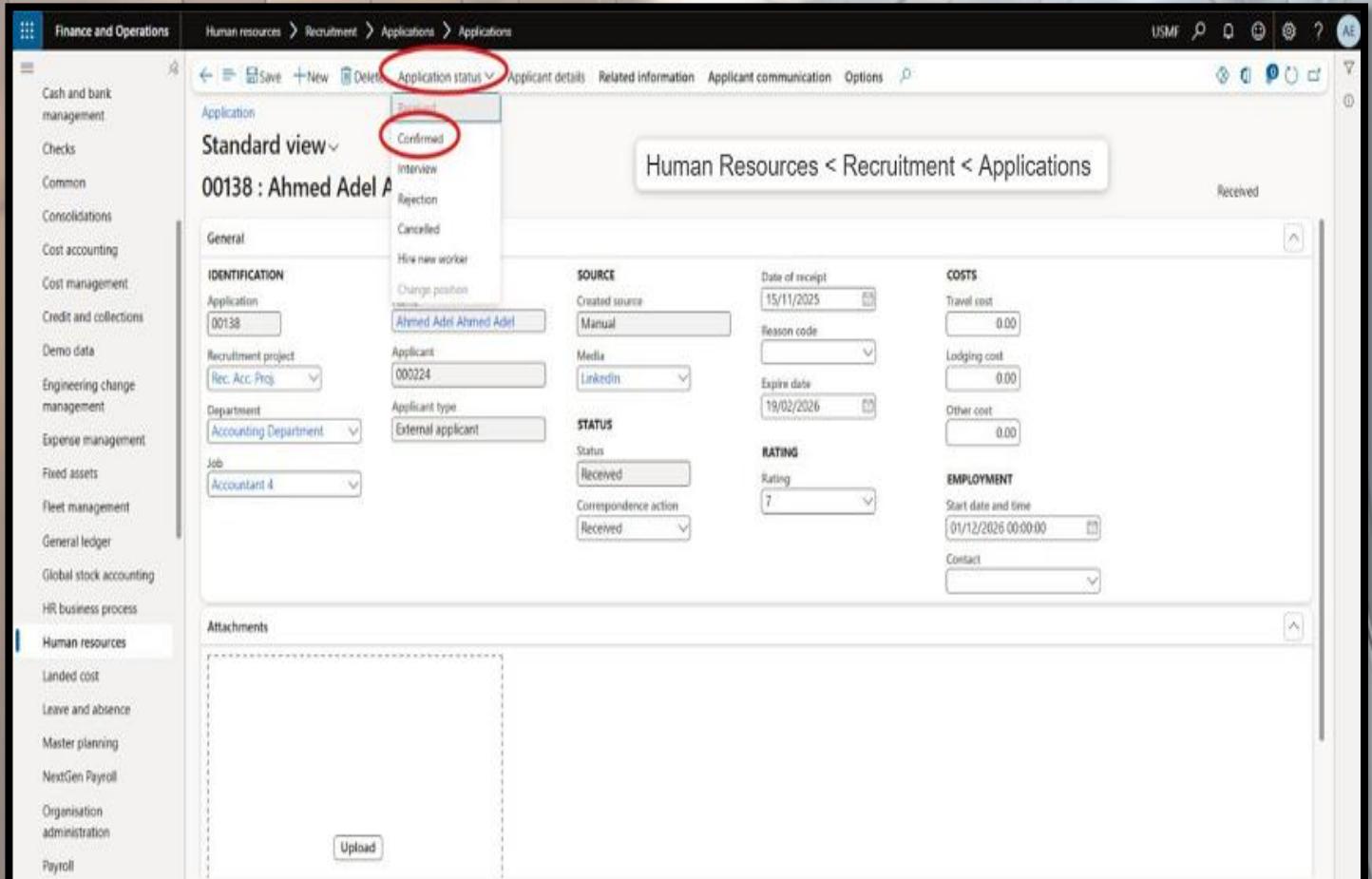
3. Interview

4. Rejection

5. Cancelled

6. Hire New Worker

7. Change Position



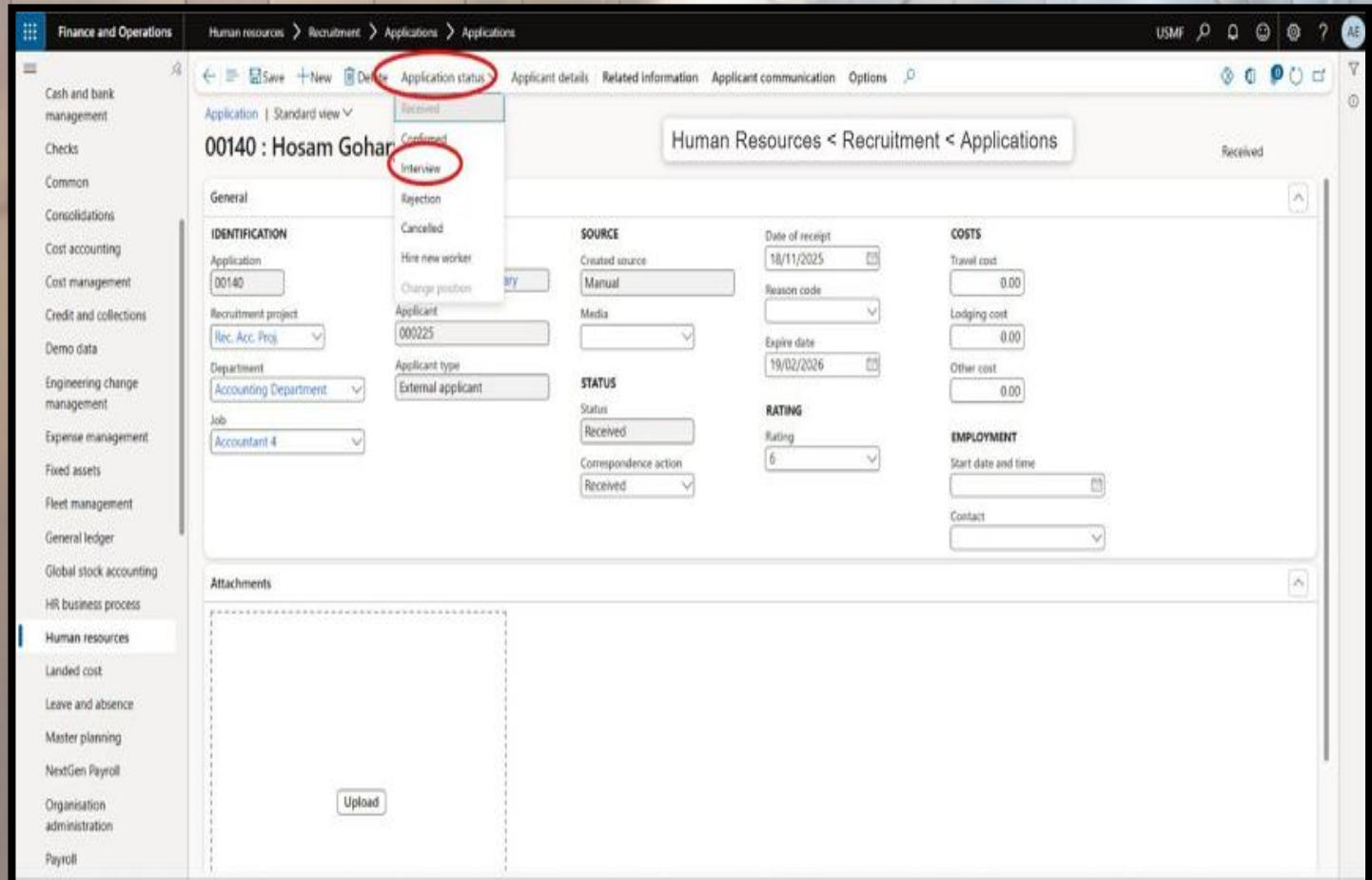
The screenshot shows the SAP ERP Human Resources > Recruitment > Applications > Applications screen. The application status dropdown is open, showing options: Standard view, Received, Confirmed, Interview, Rejection, and Cancelled. The 'Confirmed' option is highlighted and circled in red. The main application details for applicant 00138: Ahmed Adel A are displayed, including identification, source, costs, rating, employment, and attachments.



Applicants / Applications

B] Applications:

- Update Application Status (Applicant2):
- Hosam Gohary
 1. Received
 2. Confirmed
 3. Interview
 4. Rejection
 5. Cancelled
 6. Hire New Worker
 7. Change Position



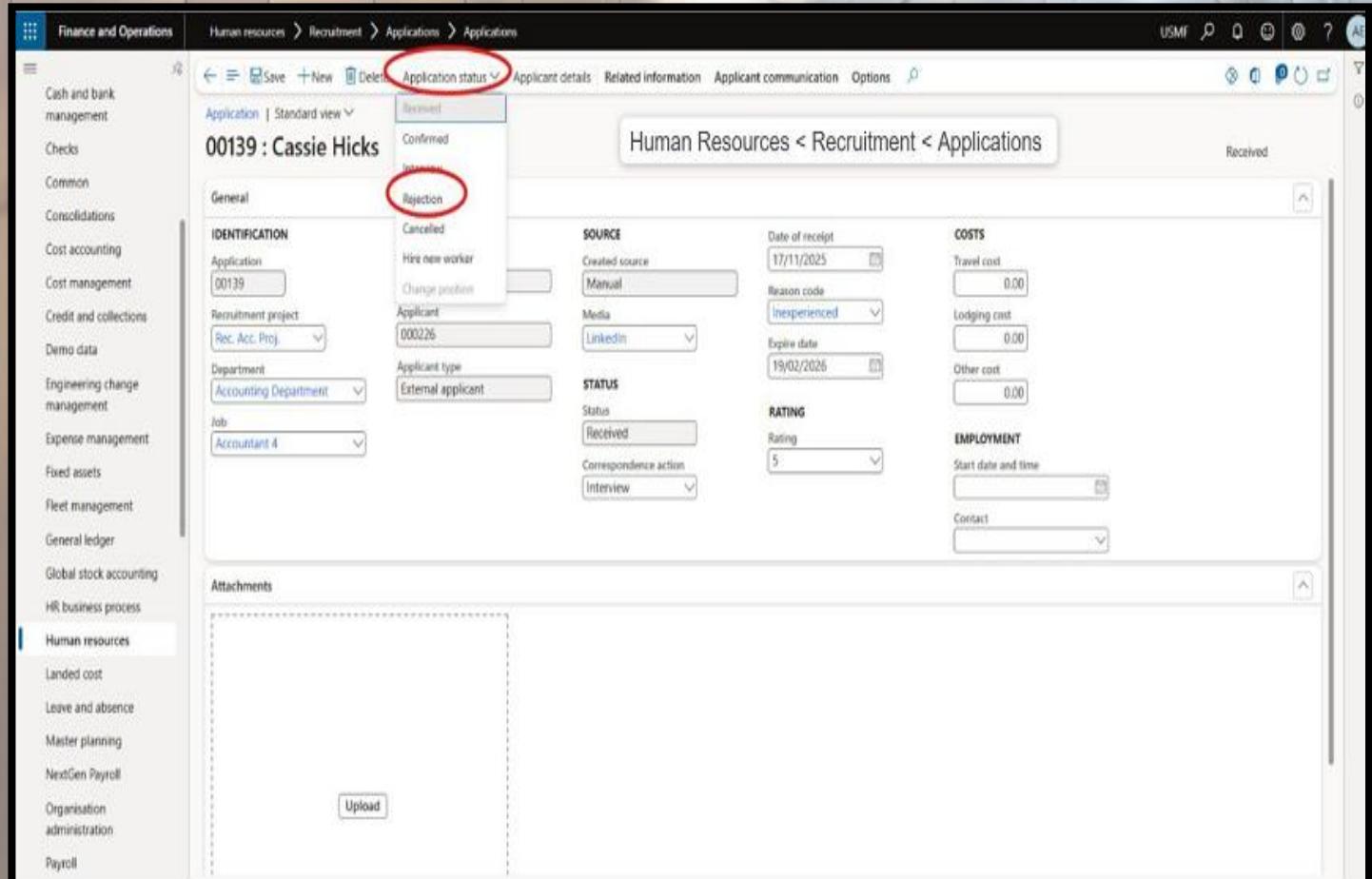
The screenshot shows the SAP ERP Human Resources application status update screen. The top navigation bar includes 'Human resources > Recruitment > Applications > Applications'. The main area displays an application for '00140 : Hosam Gohary'. The 'Application status' dropdown is open, showing 'Received' (highlighted with a red circle), 'Confirmed' (highlighted with a red circle), and 'Interview' (highlighted with a red circle). Other tabs in the status dropdown include 'Rejected', 'Cancelled', 'Hire new worker', 'Change position', 'Department', 'Job', 'Source', 'Status', 'Rating', and 'Employment'. The right side of the screen contains detailed fields for the application, such as 'Date of receipt' (18/11/2025), 'Reason code' (empty), 'Expire date' (19/02/2026), 'Costs' (Travel cost: 0.00, Lodging cost: 0.00, Other cost: 0.00), 'Rating' (6), and 'Employment' (Start date and time: empty, Contact: empty). The left sidebar lists various SAP modules under 'Finance and Operations' and 'Human resources'.



Applicants / Applications

B] Applications:

- Updated Application Status (Applicant3):
 - Cassie Hicks
 1. Received
 2. Confirmed
 3. Interview
 4. Rejection
 5. Cancelled
 6. Hire New Worker
 7. Change Position



The screenshot shows the 'Applications' screen in Microsoft Dynamics 365 Human Resources. The 'Application status' dropdown menu is open, displaying several options: Received, Confirmed, Interview, Rejection, Cancelled, and Change position. The 'Rejection' option is highlighted with a red circle. The main form displays details for an application record for 'Cassie Hicks' with application number '00139'. The application was received on '17/11/2025' and is categorized as 'Inexperienced' with an 'Expire date' of '19/02/2026'. The cost section shows travel cost at 0.00. The employment section includes fields for start date and time and contact information.



Applicants / Applications

B] Applications:

- All Applications

The screenshot shows the Microsoft Dynamics 365 Human Resources application list screen. The left sidebar lists various modules under 'Finance and Operations' and 'Human resources'. The main area displays a table of applications with columns: Application ID, Name, Applicant type, Date of receipt, Status, Correspondence ac..., and Recruitment project. One row in the table is highlighted with a blue background. A red oval surrounds the entire application table.

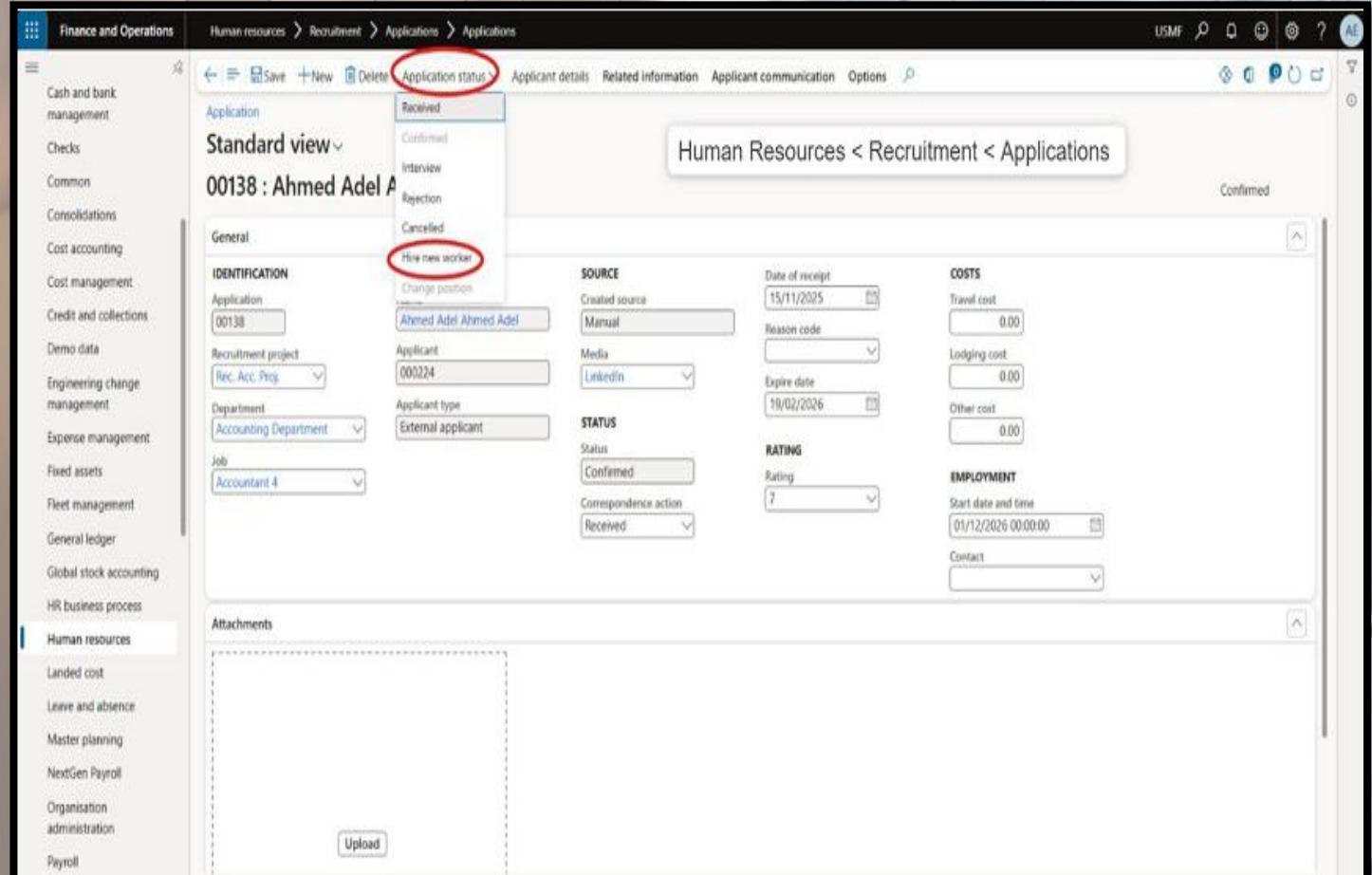
Application	Name	Applicant type	Date of receipt	Status	Correspondence ac...	Recruitment project
00139	Cassie Hicks	External applicant	17/11/2025	Rejection	Interview	Rec. Acc. Proj.
00140	Hosam Gohary El-Gohary	External applicant	18/11/2025	Interview	Received	Rec. Acc. Proj.
00141	Ahmed Adel Ahmed Adel	External applicant	15/11/2025	Confirmed	Received	Rec. Acc. Proj.
00130	Mohamed	External applicant	04/11/2025	Received	Received	New project
00126	WAAIS Employee Four Eslam Elsayed WAAIS Employee Four Eslam Elsayed	External applicant	31/10/2025	Confirmed	Employed	WAAIS 04
00123	A B C	External applicant	28/09/2025	Received	Received	acc
00119	علي مصطفى سليمان	Employee	16/08/2025	Employed	Received	HSE Tech
00118	نادر السيد أبو بكر	Employee	16/08/2025	Employed	Received	HSE Tech
00117	Lars Gusti	Employee	09/08/2025	Confirmed	Received	Consulting
00116	Julia Funderburk	Employee	16/08/2025	Employed	Received	HSE Tech
00115	أحمد محمد علي	External applicant	13/08/2025	Confirmed	Received	العابات
00113	أحمد طه سيد	External applicant	13/08/2025	Confirmed	Received	الحرفة
00109	abdelmaksoud mohamed	External applicant	13/08/2025	Rejection	Received	00000018
00108	Lars Gusti	Employee	13/08/2025	Received	Received	HRM
00107	Roda Mohamed Ahmed	Employee	13/08/2025	Employed	Received	HRM
00106	Bill Malone	Employee	13/08/2025	Received	Received	HRM
00105	شلبي ب سولطان	External applicant	30/07/2025	Confirmed	Employed	00000018
00104	Andrew Sullivan	External applicant	30/07/2025	Received	Received	Consulting
00097	حسن حسنين حسنين	External applicant	26/07/2025	Employed	Received	00000018
00096	كريم جعدي الهاشمي	External applicant	26/07/2025	Confirmed	Received	الهاشمي
00095	samy samir amir	External applicant	26/07/2025	Received	Interview	researcher
00094	abdelmaksoud mohamed	External applicant	26/07/2025	Received	Received	process safety
00093	Bjarme Ris	External applicant	26/07/2025	Rejection	Received	00000018
00092	حسن حسنين حسنين	External applicant	26/07/2025	Confirmed	Received	12345



Hiring

A] From Applications:

- Hire New Worker



The screenshot shows the SAP ERP HCM Application Management interface. The application status dropdown menu is open, and the 'Hire new worker' option is highlighted with a red circle. The main form displays details for application 00138, which is associated with recruitment project Rec_Acc_Proj, department Accounting Department, and job Accountant 4. The applicant is Ahmed Adel Ahmed Adel (ID 000224). The application is in a Received status, confirmed, and linked to LinkedIn. The costs section shows travel cost at 0.00, lodging cost at 0.00, and other cost at 0.00. The employment section shows the start date and time as 01/12/2026 00:00:00.



Hiring

A] From Applications:

1. New Personnel Number**
2. Assign Position

The screenshot shows the Microsoft Dynamics 365 Human Resources application interface. On the left, a navigation bar lists various modules under 'Finance and Operations' and 'Human resources'. The main area displays an 'Application' record for '00138 : Ahmed Adel Ahmed Adel'. The 'General' section includes fields for Identification (Application: 00138, Recruitment project: Rec.ACC.Pros.), Applicant (Name: Ahmed Adel Ahmed Adel, ID: 000224), Source (Created source: Manual, Merit: Lebanon), Status (Status: Confirmed), and Correspondence action (Received). To the right, the 'Hire new worker' form is open. It includes sections for 'Name' (First name: Ahmed, Middle name: Adel, Surname: Ahmed Adel), 'Details' (Legal entity: USMF, National ID: 654585565656, Employment category: Level 6, Personel number: 111000, Employment start date: 01/12/2026 00:00:00, Employment type: Full Time, Worker type: Employee, Employment end date: 31/12/2027 23:59:59, Termination reason: , Last data worked: 31/12/2027 23:59:59), 'Position details' (Position: 002552, Position title: Accountant, Assignment start: 01/12/2026 00:00:00, Assignment end: 31/12/2027 23:59:59, Make primary: Yes), and 'Onboarding checklists' (AVAILABLE: Checklist, US Only, Executives, SELECTED: Checklist, Executives). At the bottom right, the 'Hire' button is highlighted with a red circle.



Hiring

B] From Position:

1. Human Resources Module
2. Positions
3. All Positions

The screenshot shows the Microsoft Dynamics 365 interface for the Human Resources module. The left sidebar lists various business units, and the main navigation path is 'Human resources > Positions > All positions'. A secondary navigation bar at the top right includes 'Under worker', 'Job', 'View in hierarchy', 'As at date', 'Options', and a search icon. The main content area displays a grid of position records with columns for 'Available for assignment', 'Template ID', 'Job family', 'Financing', 'Recruiting request', 'Expiration', and 'Reason code'. One record is selected, showing '00' in the 'Job family' field and 'Never' in the 'Expiration' field. The 'All positions' link in the sidebar is circled in red.



Hiring

B] From Position:

- Choose the Position

The screenshot shows the Microsoft Dynamics 365 Human Resources interface. The left sidebar is titled 'Finance and Operations' and includes categories like management, Checks, Common, Consolidations, Cost accounting, Cost management, Credit and collections, Demo data, Engineering change management, Expense management, Fixed assets, Fleet management, General ledger, Global stock accounting, HR business process, and Human resources. The 'Human resources' category is currently selected. The main area is titled 'Human resources > Positions > All positions' and shows a 'Standard view' grid. The grid has columns for Position (ID), Description, Worker, Job, Job level, Department, Reports to position, Job family, and Recruiting. One row is highlighted with a red circle: '002552 Receivable accountant'. Other rows include '002551 DCEO ONL3_ERP8_G1', '002553 IT Engineer B ONL3_ERP8_G1', '002554 IT Technician A ONL3_ERP8_G1', '002556 Accountant', '002557 G3 Accountant', '002558 G3 HR Payroll', and '002559 G3 IT Manager'. The 'Reports to position' column shows various department names like 'DCEO ONL3_ERP8_G1 Com...', 'Accounting Department', 'IT ONL3_ERP8_G1', etc.

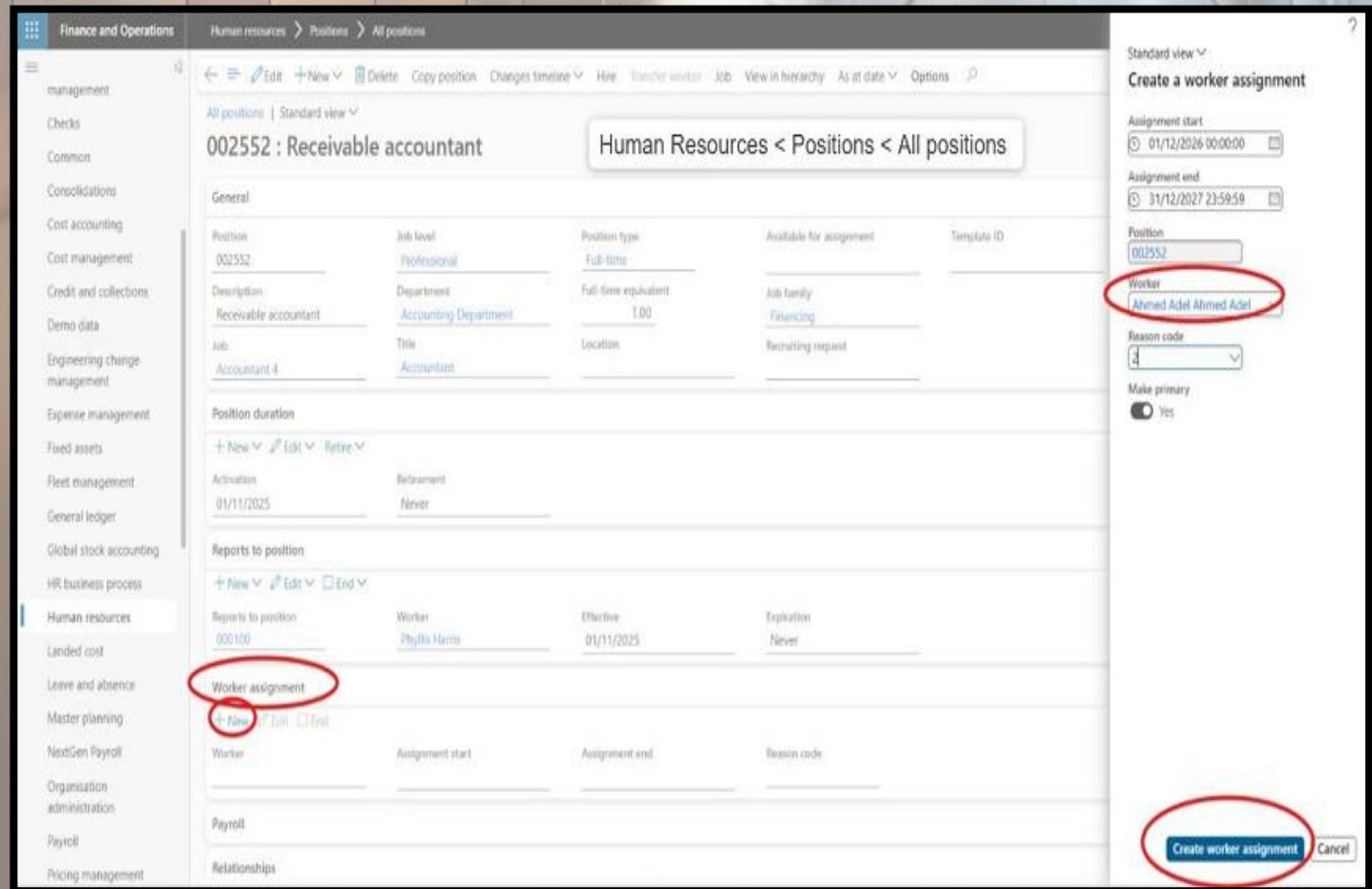
Position	Description	Worker	Job	Job level	Department	Reports to position	Job family	Recruiting
002551	DCEO ONL3_ERP8_G1	د.إلهان البشبيسي	DCEO ONL3_ERP8_G1		DCEO ONL3_ERP8_G1 Com..		High Management	
002552	Receivable accountant		Accountant 4	Professional	Accounting Department	000100	Financing	
002553	IT Engineer B ONL3_ERP8_G1	Lina Fares Mondy	IT Engineer B ONL3_ERP8_G1		IT ONL3_ERP8_G1		IT Sys. ELG1	
002554	IT Technician A ONL3_ERP8_G1		IT Technician A ONL3_ERP8_G1		IT ONL3_ERP8_G1	002551	IT Sys. ELG1	
002556	Accountant		Accountant		Accounting Basma			
002557	G3 Accountant	G3 Maiar Adel	Accountant		Accounting Department			
002558	G3 HR Payroll	G3 Amer Momo	CAI3 HR Payroll		Berlin HQ			
002559	G3 IT Manager	G3 Sahar Mostafa	IT Manager		IT			



Hiring

B] From Position:

- Applicant1: Ahmed Adel
1. New Worker Assignment
 2. Assignment Start
 3. Assignment End
 4. Choose worker
 5. Create Worker Assignment



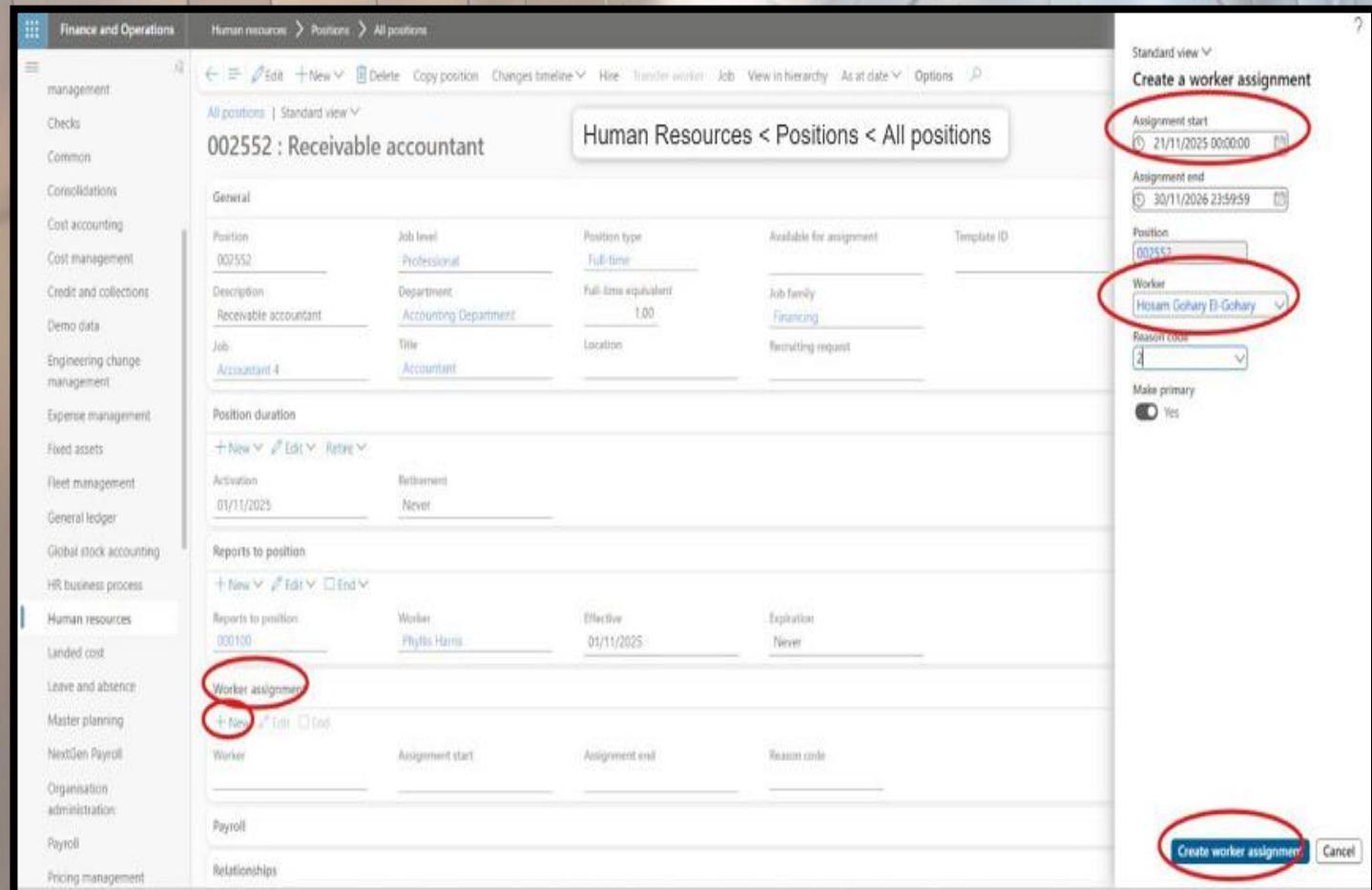
The screenshot shows the 'Create a worker assignment' dialog box overlaid on the 'All positions' list page. The main list page displays a position for 'Receivable accountant' (ID 002552) with details like job level (Professional), position type (Full-time), and department (Accounting Department). The dialog box on the right contains fields for assignment start (01/12/2026), assignment end (31/12/2027 23:59:59), position (002552), worker (Ahmed Adel Ahmed Adel), reason code (4), and make primary (Yes). The 'Worker assignment' section at the bottom has a 'Create worker assignment' button highlighted with a red oval.



Hiring

B] From Position:

- Applicant2: Hosam Gohary
1. New Worker Assignment
 2. Assignment Start
 3. Assignment End
 4. Choose worker
 5. Create Worker Assignment



The screenshot shows the 'Human resources > Positions > All positions' screen. A new worker assignment is being created for position 002552, 'Receivable accountant'. The 'Assignment start' date is set to 21/11/2025 00:00:00, and the 'Assignment end' date is set to 30/11/2026 23:59:59. The 'Worker' dropdown is set to 'Hosam Gohary El-Gohary'. The 'Create worker assignment' button at the bottom right is highlighted with a red oval.



Hiring

B] From Position:

- Applicant Added as Worker

Screenshot of Microsoft Dynamics 365 Finance and Operations software showing the 'Positions' screen under 'Human resources'.

The page title is 'Human resources > Positions > All positions'. The main card displays the position details for '002552 : Receivable accountant'.

General section:

Position 002552	Job level Professional	Position type Full-time	Available for assignment	Template ID 002552 Receivable account
Description Receivable accountant	Department Accounting Department	Full-time equivalent 1.00	Job family Financing	
Job Accountant 4	Title Accountant	Location	Recruiting request	

Position duration section:

+ New	Edit	Retire
Activation 01/11/2025	Retirement Never	

Reports to position section:

+ New	Edit	End	
Reports to position 000100	Worker Phyllis Harris	Effective 01/11/2025	Expiration Never

Worker assignment section:

+ New	Edit	End	
Worker Hosam Ghairy El-Gohary	Assignment start 21/11/2025	Assignment end 30/11/2026	Reason code 2

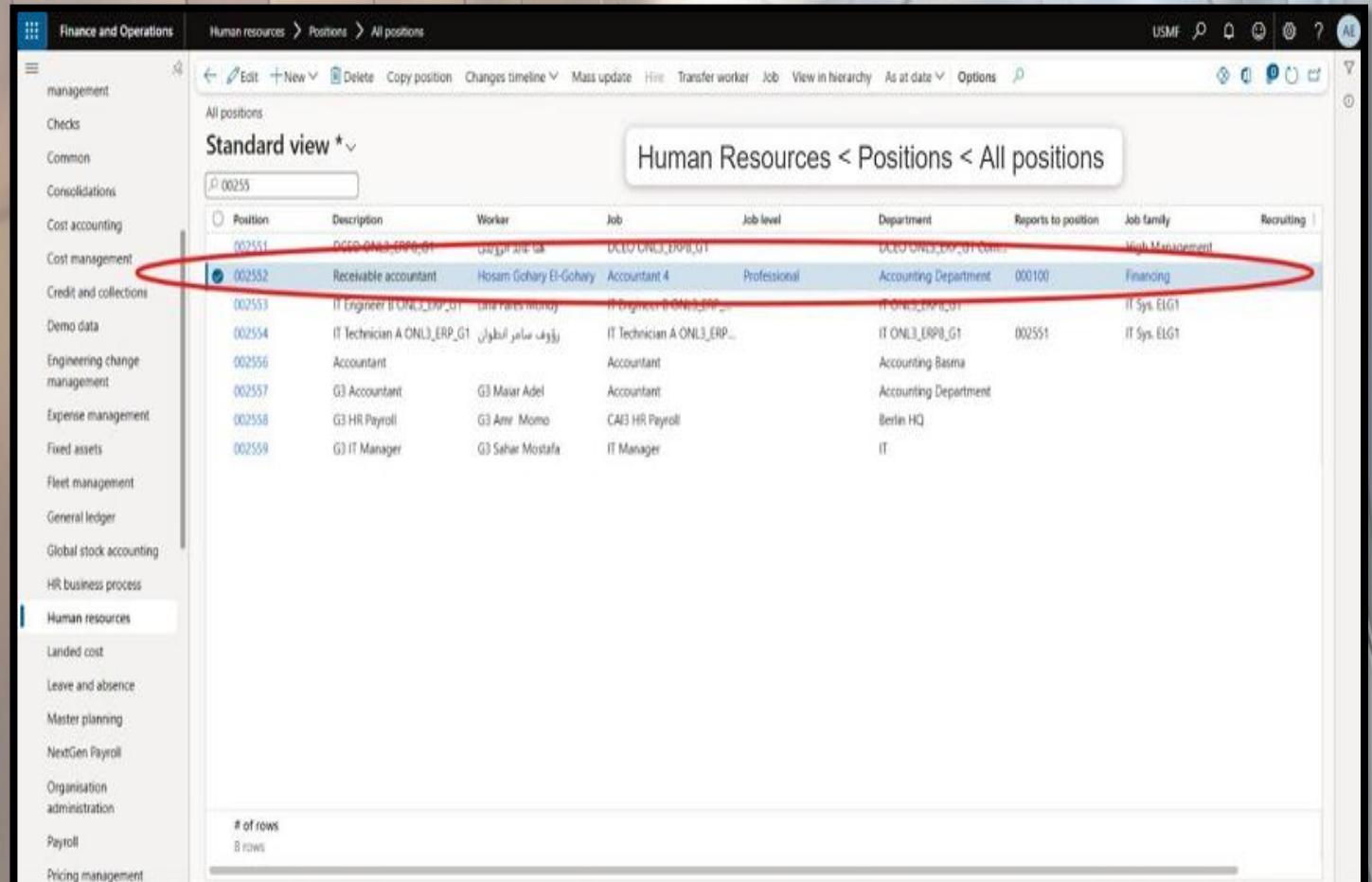
Payroll and **Relationships** sections are also present but mostly empty.



Hiring

B] From Position:

- Applicant Added as Worker



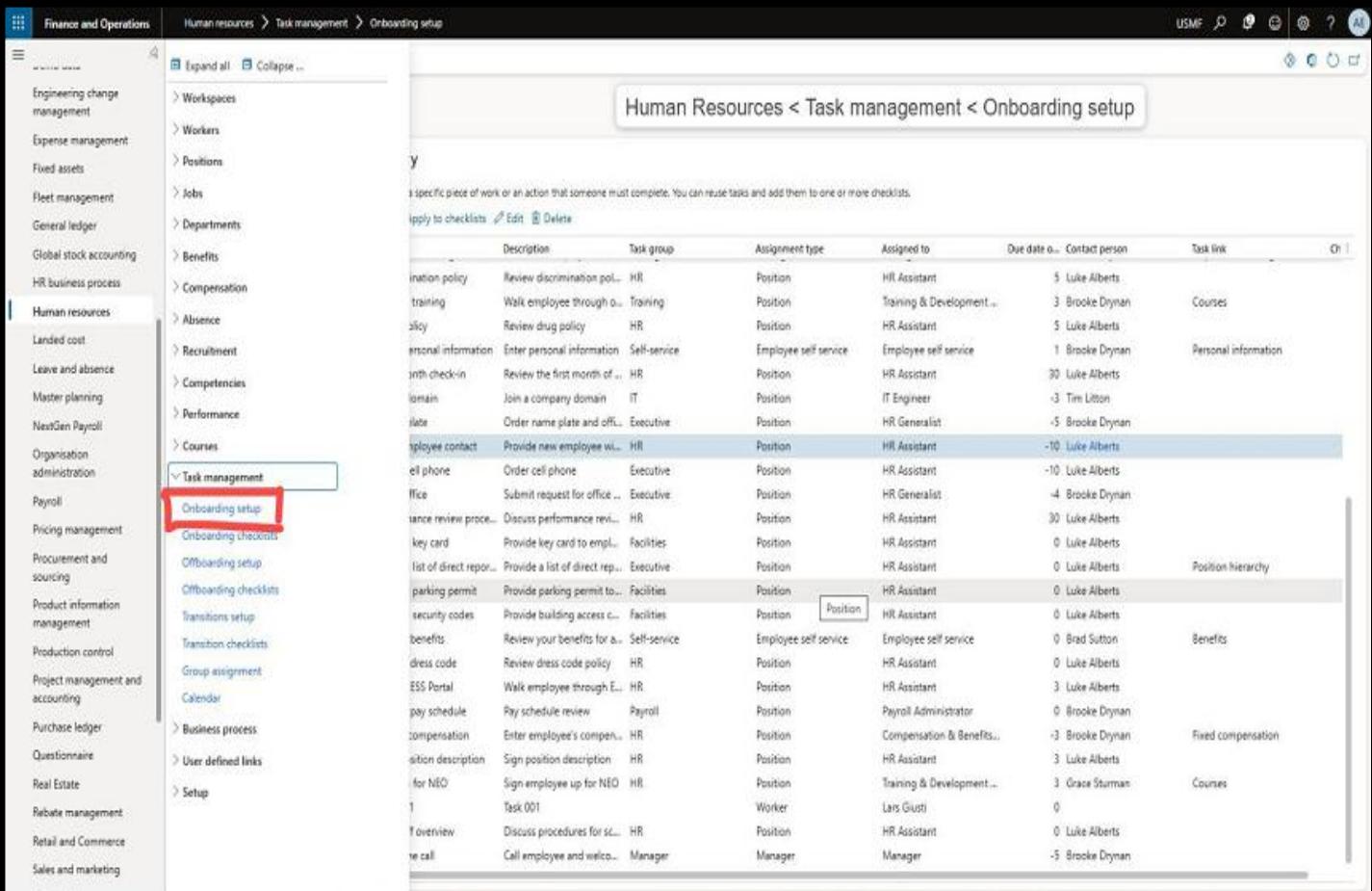
Position	Description	Worker	Job	Job level	Department	Reports to position	Job family	Recruiting
002551	CEO-ONL3_ERP0_G1	G3 El-Gohary	DCEO_0NLL_ERP0_G1	CEO	CEO ONL3_ERP0_G1		High Management	
002552	Receivable accountant	Hosam Gohary El-Gohary	Accountant 4	Professional	Accounting Department	000100	Financing	
002553	IT Engineer B ONL2_ERP0_G1	Amr Tarek Momy	IT_Engineer_B_0NLL_ERP...	IT_Engineer_B_0NLL_ERP...	IT ONL2_ERP0_G1		IT Sys. ELG1	
002554	IT Technician A ONL3_ERP_G1	مروج سامر الطهوان	IT_Technician_A_0NLL_ERP...	IT_Technician_A_0NLL_ERP...	IT ONL3_ERP0_G1	002551	IT Sys. ELG1	
002556	Accountant		Accountant	Accountant	Accounting Basma			
002557	G3 Accountant	G3 Maan Adel	Accountant	Accountant	Accounting Department			
002558	G3 HR Payroll	G3 Amr Momo	CAE3 HR Payroll	CAE3 HR Payroll	Berlin HQ			
002559	G3 IT Manager	G3 Sahir Mostafa	IT Manager	IT Manager	IT			



Task Management

Task Management:

1. Human Resources Module
2. Task Management
3. Onboarding Setup



The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar lists various modules under 'Finance and Operations' and 'Human resources'. Under 'Human resources', the 'Task management' section is expanded, showing 'Onboarding setup' as a sub-item, which is highlighted with a red box. The main content area displays a table titled 'Onboarding setup' with columns for 'Description', 'Task group', 'Assignment type', 'Assigned to', 'Due date on...', 'Contact person', 'Task link', and 'On...'. The table lists several tasks such as 'Employee contact', 'Mobile phone', 'Office', etc., each with specific details like 'Position' or 'Self-service'.

Description	Task group	Assignment type	Assigned to	Due date on...	Contact person	Task link	On...
Employee contact	Review discrimination pol... HR	Position	HR Assistant	5	Luke Alberts		
Mobile phone	Walk employee through o... Training	Position	Training & Development...	3	Brooke Drynan	Courses	
Office	Review drug policy	Position	HR Assistant	5	Luke Alberts		
Onboarding checklist	Enter personal information	Self-service	Employee self service	1	Brooke Drynan	Personal information	
Onboarding check-in	Review the first month of ... HR	Position	HR Assistant	30	Luke Alberts		
Join a company domain	Join a company domain	IT	IT Engineer	-3	Tim Litton		
Order name plate and off...	Order name plate and off...	Executive	HR Generalist	-5	Brooke Drynan		
Employee contact	Provide new employee w...	HR	HR Assistant	-10	Luke Alberts		
Mobile phone	Order cell phone	Executive	HR Assistant	-10	Luke Alberts		
Office	Submit request for offic...	Executive	HR Generalist	-4	Brooke Drynan		
Onboarding process	Discuss performance rev...	HR	HR Assistant	30	Luke Alberts		
Key card	Provide key card to emp...	Facilities	HR Assistant	0	Luke Alberts		
List of direct reports	Provide a list of direct rep...	Executive	HR Assistant	0	Luke Alberts		Position hierarchy
Parking permit	Provide parking permit to...	Facilities	HR Assistant	0	Luke Alberts		
Security codes	Provide building access c...	Facilities	HR Assistant	0	Luke Alberts		
Benefits	Review your benefits for a...	Self-service	Employee self service	0	Brad Sutton	Benefits	
Dress code	Review dress code policy	HR	HR Assistant	0	Luke Alberts		
ESS Portal	Walk employee through E...	HR	HR Assistant	3	Luke Alberts		
Pay schedule	Pay schedule review	Payroll	Payroll Administrator	0	Brooke Drynan		
Compensation	Enter employee's compens...	HR	Compensation & Benefits...	-3	Brooke Drynan	Fixed compensation	
Position description	Sign position description	HR	HR Assistant	3	Luke Alberts		
for NEO	Sign employee up for NEO	HR	Training & Development...	3	Grace Sturman	Courses	
Task 001		Worker	Lars Giusti	0			
Overview	Discuss procedures for sc...	HR	HR Assistant	0	Luke Alberts		
Re-call	Call employee and welcome...	Manager	Manager	-5	Brooke Drynan		



Task Management

Task Library:

- New

The screenshot shows the Microsoft Dynamics 365 Human Resources Task Management interface. The left navigation bar lists various business units under Finance and Operations, with Human resources selected. The main area displays the 'Onboarding setup' task library. A red box highlights the 'Task library' tab in the top navigation. Another red box highlights the '+ New' button in the top right of the task list. The task list table includes columns for Task, Description, Task group, Assignment type, Assigned to, Due date, Contact person, Task link, and Order. Tasks listed include 'Activate welcome', 'Assign executive sponsor', 'Assign role access', 'Background check', 'Benefits followup', 'Benefits session', 'Business cards', 'Clean office', 'Code of Ethics policy', 'Complete I-9', 'Complete W-4', 'Computer setup', 'Confirm offer', 'Confirm start date and time', 'Connect to a printer', 'Create welcome guide', 'Discrimination policy', 'Discuss training', 'Drug policy', 'Enter personal information', 'First month check-in', 'Join a domain', 'Name plate', 'New employee contact', and 'Order cell phone'. Each task has a status indicator (e.g., IF), a due date, and assigned personnel.

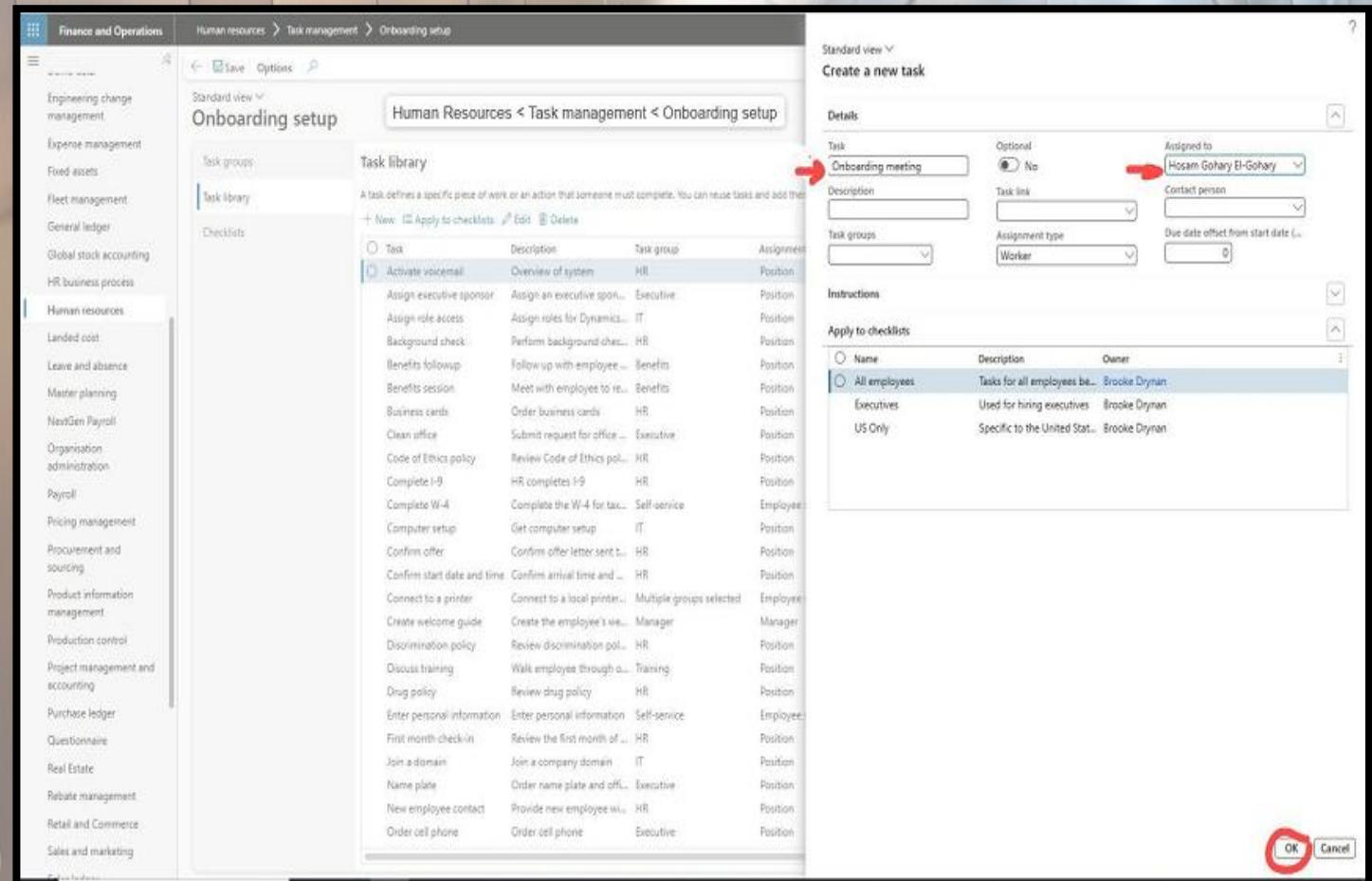
Task	Description	Task group	Assignment type	Assigned to	Due date	Contact person	Task link	Order
Activate welcome	Overview of system	HR	Position	HR Assistant	-3	Luke Alberts		
Assign executive sponsor	Assign an executive sponsor	Executive	Position	HR Assistant	-3	Brooke Drynan		
Assign role access	Assign roles for Dynamics...	IT	Position	IT Manager	-3	Brooke Drynan	Users	
Background check	Perform background check...	HR	Position	HR Assistant	-11	Luke Alberts		
Benefits followup	Follow up with employee ...	Benefits	Position	Compensation & Benefits...	-3	Luke Alberts		
Benefits session	Meet with employee to re...	Benefits	Position	Compensation & Benefits...	0	Brooke Drynan		
Business cards	Order business cards	HR	Position	HR Generalist	-5	Brooke Drynan		
Clean office	Submit request for office...	Executive	Position	HR Generalist	-2	Brooke Drynan		
Code of Ethics policy	Review Code of Ethics pol...	HR	Position	HR Assistant	3	Luke Alberts		
Complete I-9	HR completes I-9	HR	Position	HR Assistant	0	Luke Alberts	I-9	
Complete W-4	Complete the W-4 for tax...	Self-service	Employee self service	Employee self service	0	Mia Vanclooster		
Computer setup	Get computer setup	IT	Position	IT Engineer	-3	Tim Litton		
Confirm offer	Confirm offer letter sent t...	HR	Position	HR Assistant	-10	Luke Alberts		
Confirm start date and time	Confirm arrival time and ...	HR	Position	HR Assistant	-3	Luke Alberts		
Connect to a printer	Connect to a local printer...	Multiple groups selected	Employee self service	Employee self service	-2	Tim Litton		
Create welcome guide	Create the employee's we...	Manager	Manager	Manager	-5	Brooke Drynan	https://onboarding.hcm.d...	
Discrimination policy	Review discrimination pol...	HR	Position	HR Assistant	3	Luke Alberts		
Discuss training	Walk employee through ...	Training	Position	Training & Development...	3	Brooke Drynan	Courses	
Drug policy	Review drug policy	HR	Position	HR Assistant	5	Luke Alberts		
Enter personal information	Enter personal information	Self-service	Employee self service	Employee self service	1	Brooke Drynan	Personal information	
First month check-in	Review the first month of ...	HR	Position	HR Assistant	30	Luke Alberts		
Join a domain	Join a company domain	IT	Position	IT Engineer	-3	Tim Litton		
Name plate	Order name plate and off...	Executive	Position	HR Generalist	-5	Brooke Drynan		
New employee contact	Provide new employee wi...	HR	Position	HR Assistant	-10	Luke Alberts		
Order cell phone	Order cell phone	Executive	Position	HR Assistant	-10	Luke Alberts		



Task Management

Task Library:

- Task**
- Worker



The screenshot shows the Microsoft Dynamics 365 Human Resources Task Management interface. The left sidebar lists various business units under Finance and Operations. The main area displays the 'Onboarding setup' task library, which contains a list of tasks such as 'Activate welcome email', 'Assign executive sponsor', and 'Complete I-9'. A new task creation dialog is open on the right, titled 'Create a new task'. The dialog includes fields for 'Task' (set to 'Onboarding meeting'), 'Optional' (radio button selected), 'Assigned to' (set to 'Hosam Gohary El-Gohary'), 'Description', 'Task link', 'Task groups', 'Assignment type' (set to 'Worker'), 'Due date offset from start date' (set to 0), and 'Instructions'. Below these, the 'Apply to checklists' section shows three items: 'All employees' (selected), 'Executives', and 'US Only'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.



Microsoft Dynamics 365

Recruitment Project

Recruiters Team Members

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Thank You for your attention