

Application Tracking

HR



Application Tracking – Basic Flow

Requisition

Post

Pick Interview Team

Candidate Filtering

Contact

Interview

Selection

Testing

Hire

Integrate with Payroll

HR



Requisition

The screenshot shows the Daffron HRXP Human Resources application tracking interface. At the top, there's a banner with the Daffron logo and the tagline "The software you want. The service you need." Below the banner, the menu bar includes "Daffron Utilities", "Sign Off [ADMIN]", "Help", and "Email". The main content area is titled "Application Tracking" and displays a table of requisitions. The table columns are: Req No, Super, Status, Title, Elapsed Days, Applicant Count, Deadline, and Interview. The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 5 | KING, JOSEPH M | SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 | should this date be in Req or Candi? |
| 6 | KING, JOSEPH M | IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom left of the application window, there is a button labeled "New Requisition".

NOTE: Only Supervisors create requisitions

Step 1

- Supervisor logs onto Daffron HRXP
- Select App Tracking in Tasks Menu
- Click on 'New Requisition' button to begin

Requisition

Supervisor will complete Edit Requisition screen. Here the Supervisor can specify Job Description, Job Type, number of open positions, etc.

The screenshot shows the 'Edit Requisition' interface. It includes fields for Super, DL list, Date Needed (set to 13 September 2011), and various checkboxes for job type (Full Time, Part Time, Regular, Temporary). A dropdown for Job D is set to 'STOREKEEPER'. There's also a 'Misc' field and a 'No Positions' input field containing '1'. At the bottom are standard save and cancel buttons, along with an 'OK JobD' button.

New Requisition – Supervisor

Edit Job Description will auto-complete based on a default job description selected by Supervisor. Supervisor can make revisions to job description as needed at this screen.

The screenshot shows the 'Edit JobDescription' interface. It includes fields for Job Class (set to 'STOREKEEPER'), unionJob Job (checkbox), Yes No (checkbox), and a Job input field containing 'job'. Below these are sections for 'Ad Internal' (containing 'internal blah blah') and 'Ad External' (containing 'external blah blah'). Under 'Tech Needs', there's a dropdown menu showing 'Laptop' and 'BlackBerry'. Under 'Tests', there's a dropdown menu showing 'Electrical' and 'English comprehension'. At the bottom are standard save and cancel buttons, along with an 'OK JobD' button.

Automatic Status Change

JOBMOD

Status automatically updated to JOBMOD since changes were made to the default Job Description (if no changes, status would update to New). New Requisition is complete and is now turned over to HR for additional processing.

The screenshot shows a web-based application interface for 'Daffron' software. At the top, there's a logo for 'Daffron' with the tagline 'The software you want. The service you need.' To the right of the logo are links for 'Daffron Utilities', 'HR^{XP}: Human Resources', 'Sign Off [donat]', 'Help', and 'Email'. Below the header, a navigation bar includes 'Employee Self Service', 'Info Center', 'Tasks', and 'Help'. The main content area is titled 'Application Tracking' and displays a table of requisitions. The table has columns for 'Req No', 'Super', 'Status', 'Title', 'Elapsed Days', 'Applicant Count', 'Deadline', and 'Interview'. The 'Status' column shows various values like 'NEW', 'OFFERDRUG', and 'JOBMOD'. The 'Deadline' and 'Interview' columns contain notes such as '09-12-2011 should this date be in Req or Candi?' and '09-13-2011 should this date be in Req or Candi?'. A new requisition button is visible at the bottom of the table.

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 5 | KING, JOSEPH M | SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 | should this date be in Req or Candi? |
| 6 | KING, JOSEPH M | IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | JOBMOD | STORESKEEPER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |

New Requisition

Requisition

Job Description Change Review - HR

The screenshot shows the Daffron HR software interface. At the top, there's a navigation bar with the Daffron logo, the tagline "The software you want. The service you need.", and links for Daffron Utilities, Sign Off [ADMIN], Help, and Email.

The main area has two main sections:

- Application Tracking:** A table showing applicant status for various job titles like STORESKEEPER, DISTRICT FOREMAN, and DIRECTOR OF OPERATIONS. The table includes columns for Title, Status, Elapsed Days, Applicant Count, Deadline, and Interview notes.
- Job Description Change Comparison:** A window titled "Job Description Change Comparison" with a yellow border. It contains sections for "External Ad" (with a "Copy Changes" button) and "Edit Requisition" (with fields for Title, Description, Interview Date, and other details). Below it is a "Pick Interview Team" section.

Step 2

- HR Person logs onto Daffron HR
- Select App Tracking in Tasks Menu
- Click anywhere in row of requisition number to see available menu options
- If status is JobDMod, select Job Description Change Comparison to review changes made by Supervisor

Requisition

Job Description Change Review - HR

In the Job Description Change Comparison screen, any changes made by the Supervisor to the default job description will appear highlighted. The HR person can accept these changes by selecting 'Copy Changes'. When finished reviewing, select 'Update'.

The screenshot shows the 'Job Description Change Comparison' screen from the Daffron software. The interface includes a top navigation bar with the Daffron logo, menu items like Employee Self Service, Info Center, Tasks, Reports, Custom, Properties, Help, and user-specific links for Run Off, ADMIN, Help, and Email.

External Ad: This section compares 'Production' and 'Super's Changes'. It lists one change: '1 external' (highlighted in green) and '2 Union' (highlighted in green). A note indicates the diff view was generated by jdifflib. A 'Copy Changes' button is located at the bottom right.

| Production | Super's Changes |
|------------|-----------------------|
| 1 external | 1 external 2 Union |

Internal Ad: This section compares 'Production' and 'Super's Changes'. It lists three changes: '1 internal' (highlighted in green), '2 Union' (highlighted in green), and '3 must have been in current position at least 12 months' (highlighted in green). A note indicates the diff view was generated by jdifflib. A 'Copy Changes' button is located at the bottom right.

| Production | Super's Changes |
|------------|--|
| 1 internal | 1 internal 2 Union 3 must have been in current position at least 12 months |

Tests: This section compares 'Production' and 'Super's Changes' for the 'unionJob' test. It lists one change: 'Electrical English comprehension' (highlighted in green). A note indicates the application is not coded to handle changes in unionJob with data type of boolean. A 'Copy Changes' button is located at the bottom right.

| Production | Super's Changes |
|----------------------------------|----------------------------------|
| Electrical English comprehension | Electrical English comprehension |

Yes/No Questions: This section compares 'Production' and 'Super's Changes' for 'High School Diploma (or GED)', 'College Degree', and 'Electrician certification'. It lists one change: 'High School Diploma (or GED)' (highlighted in green). A note indicates the application is not coded to handle changes in unionJob with data type of boolean. A 'Copy Changes' button is located at the bottom right.

| Production | Super's Changes |
|---|---|
| High School Diploma (or GED) College Degree Electrician certification | High School Diploma (or GED) College Degree Electrician certification |

At the bottom of the screen, there are buttons for 'Update', 'Back', and 'Refresh'.

Automatic Status Change

PREPOSTING

Status automatically updated
to PREPOSTING after HR
review and update of Job
Description changes.

The screenshot shows a computer application window titled "Application Tracking". At the top, there is a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the "Daffron Utilities" link. To the right, it says "HR^{XP}: Human Resources" with a small icon, and links for "Sign Off [ADMIN]", "Help", and "Email". Below the header is a menu bar with "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". The main area is titled "Application Tracking" and contains a table of job requisitions. A message at the top of the table says "JobDescription 20 updated". The table has columns for "Req No", "Super", "Status", "Title", "Elapsed Days", "Applicant Count", "Deadline", and "Interview". The "Status" column shows various values like "NEW", "OFFERDRUG", and "PREPOSTING". The "Deadline" and "Interview" columns contain notes such as "should this date be in Req or Candi?" and specific dates like "09-12-2011" and "10-03-2011". At the bottom of the table, there is a button labeled "New Requisition".

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 5 | KING, JOSEPH M | SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 | should this date be in Req or Candi? |
| 6 | KING, JOSEPH M | IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | PREPOSTING | STORESKEEPER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |

Post

Internal Posting - HR

Daffron The software you want.
The service you need.

Daffron Utilities

HR^{XP}: Human Resources

Sign Off [ADMIN] Help Email

Employee Self Service Info Center Tasks Reports Properties Help

Application Tracking

Add Candidate for STORESKEEPER

| Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|-------------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| WILLIAM G NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| H M NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| H M OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| ROLD B NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| H M SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 | should this date be in Req or Candi? |
| H M IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 | should this date be in Req or Candi? |
| H M OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| H M NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| H M NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| H M PREPOSTING | STORESKEEPER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |

Applicant List for STORESKEEPER

| |
|--------------|
| KING, JOSEPH |
| KING, JOSEPH |
| KING, JOSEPH |
| KING, JOSEPH |

Edit Requisition

Internal Posting

Pick Interview Team

Step 3

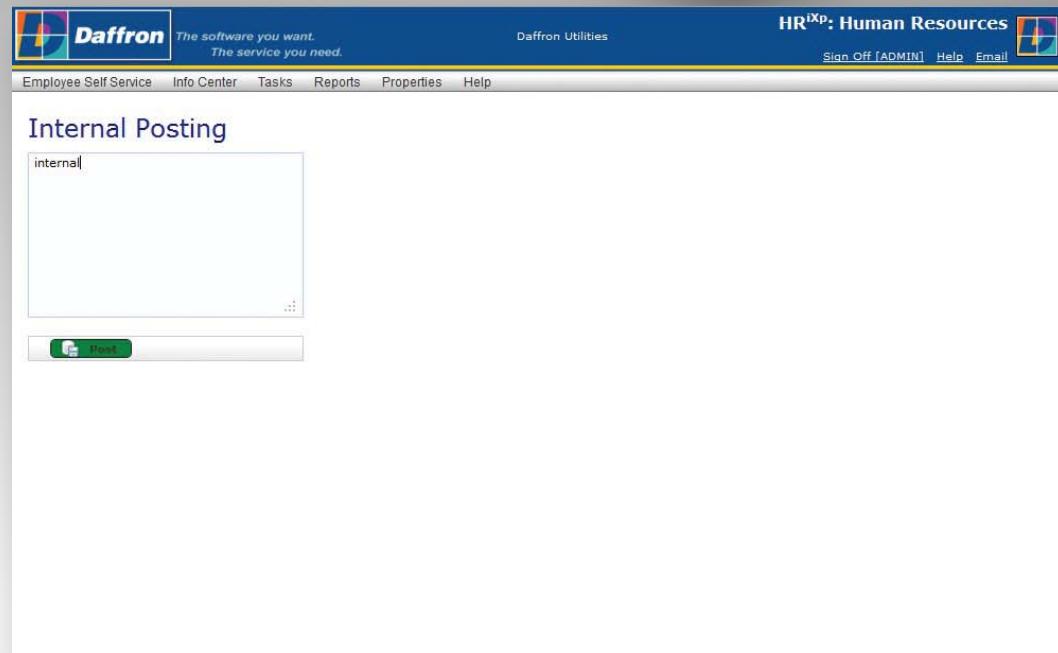
- Create Internal Posting

Post

Internal Posting - HR

HR will enter description of internal job posting.

HR^{XP} will then automatically update internal job posting application with the job description and make available to employees. When ready to post internally, simply select the 'Post' button.



Automatic Status Change

IPOSTED

Status automatically updated
to IPOSTED after HR posts job
internally.

The screenshot shows a computer application window titled "Application Tracking". The window has a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and menu options: Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. To the right of the menu is the text "Daffron Utilities" and the "HR^{XP}: Human Resources" logo. Below the menu is a toolbar with "Sign Off [ADMIN]", "Help", and "Email" buttons. The main content area is titled "Application Tracking" and contains a table of job requisitions. The columns are: Req No, Super, Status, Title, Elapsed Days, Applicant Count, Deadline, and Interview. The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 5 | KING, JOSEPH M | SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 | should this date be in Req or Candi? |
| 6 | KING, JOSEPH M | IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | IPOSTED | STORESKEEPER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition" with a small icon next to it.

Post

External Posting - HR

Daffron The software you want.
The service you need.

Daffron Utilities HR^{XP}: Human Resources

Employee Self Service Info Center Tasks Reports Custom Properties Help

Application Tracking

| Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|----------------|---------------------------------------|--------------|-----------------|------------|------------|
| Pending Review | JOH M NEWHIRE DISPATCHER | 20 | 2 | 09-15-2011 | 09-15-2011 |
| Pending Review | JOH M NEWHIRE DISTRICT FOREMAN | 18 | 3 | 09-17-2011 | 09-17-2011 |
| Pending Review | JOH M NEWHIRE DIRECTOR OF ENGINEERING | 14 | 2 | 09-21-2011 | 09-21-2011 |
| Pending Review | JOH M NEWHIRE STOREKEEPER | 0 | 0 | 10-05-2011 | |
| Pending Review | JOH M NEWHIRE STOREKEEPER | 0 | 0 | 10-05-2011 | |
| Pending Review | JOH M NEWHIRE STOREKEEPER | 22 | 0 | 09-13-2011 | |
| Pending Review | JOH M NEWHIRE DISTRICT FOREMAN | 23 | 2 | 09-13-2011 | |

Add Candidate for STORESKKEEPER

Applicant List for STORESKKEEPER

Candidate Filter: HR

Edit Requisition

External Posting

Post

Pick Interview Team

Step 4

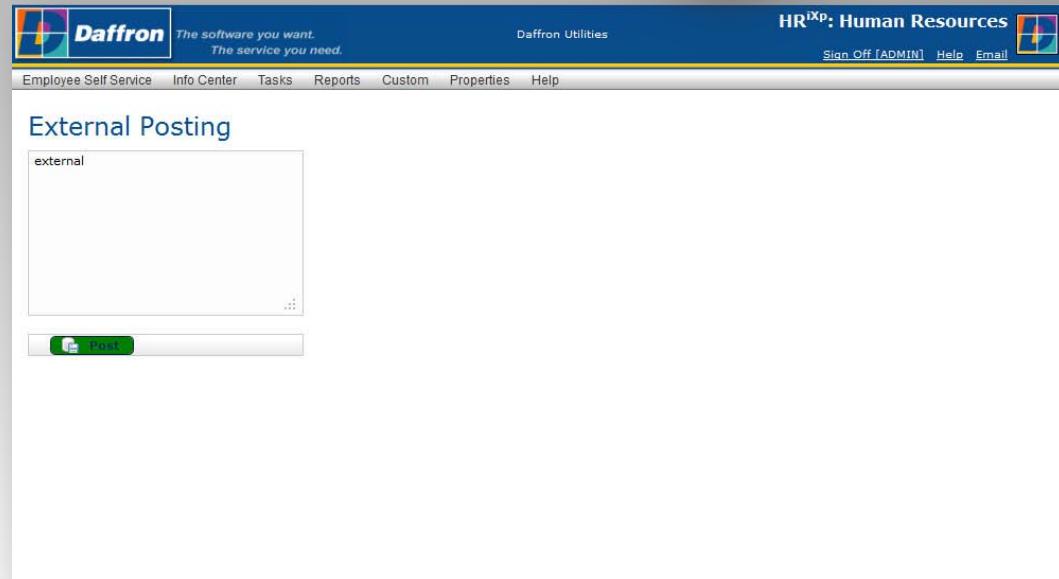
- Create External Posting

Post

External Posting - HR

HR will enter description for external job posting.

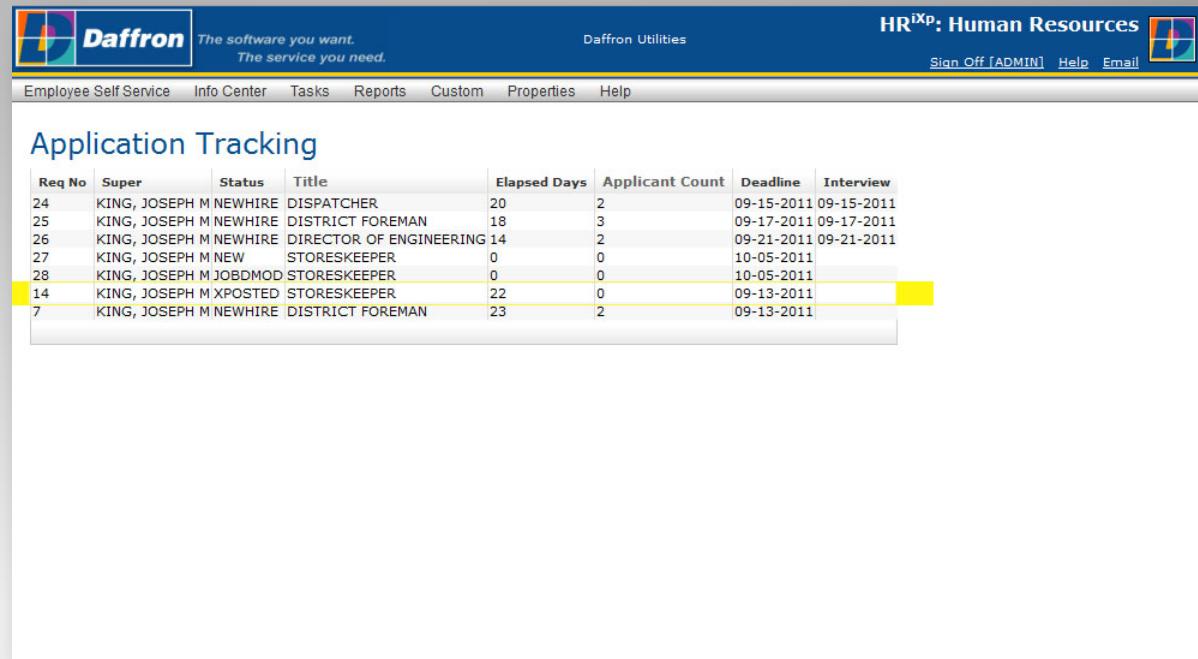
HR  will then automatically send external job posting to specified destination. When ready to post externally, simply select the 'Post' button.



Automatic Status Change

XPOSTED

Status automatically updated
to XPOSTED after HR posts job
internally.



The screenshot shows a software application window titled "Application Tracking". The window has a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and menu items: Employee Self Service, Info Center, Tasks, Reports, Custom, Properties, and Help. To the right of the menu is the text "Daffron Utilities" and the "HR^{XP}: Human Resources" logo. Below the menu is a toolbar with "Sign Off [ADMIN]", "Help", and "Email" buttons. The main content area is a table titled "Application Tracking" with the following data:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|------------------------|-------------------------|-------|--------------|-----------------|------------|------------|
| 24 | KING, JOSEPH M NEWHIRE | DISPATCHER | | 20 | 2 | 09-15-2011 | 09-15-2011 |
| 25 | KING, JOSEPH M NEWHIRE | DISTRICT FOREMAN | | 18 | 3 | 09-17-2011 | 09-17-2011 |
| 26 | KING, JOSEPH M NEWHIRE | DIRECTOR OF ENGINEERING | | 14 | 2 | 09-21-2011 | 09-21-2011 |
| 27 | KING, JOSEPH M NEW | STORESKEEPER | | 0 | 0 | 10-05-2011 | |
| 28 | KING, JOSEPH M JOBDMOD | STORESKEEPER | | 0 | 0 | 10-05-2011 | |
| 14 | KING, JOSEPH M XPOSTED | STORESKEEPER | | 22 | 0 | 09-13-2011 | |
| 7 | KING, JOSEPH M NEWHIRE | DISTRICT FOREMAN | | 23 | 2 | 09-13-2011 | |

Pick Interview Team

The screenshot shows a web-based application interface for 'Daffron Utilities' under 'HR^{XP}: Human Resources'. The main menu includes 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Custom', 'Properties', and 'Help'. A 'Sign Off [ADMIN]' link is also present.

The central area displays 'Application Tracking' data:

| Requisition Number | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------------------|---------------|-------------------------|--------------|-----------------|------------|------------|
| 4 | Open | DIPATCHER | 21 | 2 | 09-15-2011 | 09-15-2011 |
| 5 | Open | DISTRICT FOREMAN | 19 | 3 | 09-17-2011 | 09-17-2011 |
| 6 | Open | DIRECTOR OF ENGINEERING | 15 | 2 | 09-21-2011 | 09-21-2011 |
| 7 | New | STORESKEEPER | 1 | 1 | 10-05-2011 | |
| 8 | New | STORESKEEPER | 1 | 1 | 10-05-2011 | |
| 9 | Superselected | STORESKEEPER | 23 | 1 | 09-13-2011 | |
| 10 | Superselected | DISTRICT FOREMAN | 24 | 2 | 09-13-2011 | |

A sidebar on the left lists 'Candidate PMS' and 'Applicant List for KING, JOSEPH M NEWHIRE'. Below these are 'Edit Requisition' and 'Pick Interview Team' buttons. The 'Pick Interview Team' button is highlighted with a yellow box.

The 'Pick Interview Team' dialog box contains fields for 'Name' (KING, JOSEPH M) and 'Job Class' (Requisition supervisor). It includes a 'Add' button and a note: 'Please add 3 reviewers: one from Human Resources, one from outside the department, and 1 user.' There is also a 'Back' button.

Step 5

- HR can begin selecting members of the Interview Team anytime after the requisition is created.

Pick Interview Team

HR will select members for the Interview Team. In this example we are using 4 Interviewers: the Supervisor, 1 member of HR, 1 member of an outside department and 1 peer.

NOTE: The Supervisor that created the requisition will automatically be selected as a member of the Interview Team.

The screenshot shows a web-based application interface for Daffron. At the top, there is a navigation bar with the Daffron logo and tagline "The software you want. The service you need.", followed by links for "Daffron Utilities", "HR^{XP}: Human Resources" (highlighted in blue), "Sign Off [ADMIN]", "Help", and "Email". Below the navigation bar, the main content area has a title "Pick Interview Team". Underneath the title, there is a table with two columns: "Name" and "Job Class". A single row is visible, showing "KING, JOSEPH M Requesting supervisor" in the Name column and an empty input field in the Job Class column. To the right of the table is a "Add" button. A note below the table reads: "Please add 3 interviewers: one from Human Resources, one from outside the department, and a peer." At the bottom left of the content area is a "Back" button.

Candidate Filtering

Add Candidate - HR

Daffron The software you want.
The service you need.

Daffron Utilities HRiXp: Human Resources

Employee Self Service Info Center Tasks Reports Properties Help Sign Off [ADMIN] Help Email

Application Tracking

| | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|-------------------|------------------------|------------------|--------------|---|---|-----------|
| LLIAM G NEW | STORESKEEPER | 1 | 0 | 09-12-2011 should this date be in Req or Candi? | | |
| H M NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 should this date be in Req or Candi? | | |
| H M OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 should this date be in Req or Candi? | | |
| H M ROLD B NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 should this date be in Req or Candi? | | |
| H M SUPERSIGNHIRE | STORESKEEPER | 0 | 1 | 09-12-2011 should this date be in Req or Candi? | | |
| H M IPOSTED | DISTRICT FOREMAN | 0 | 1 | 09-13-2011 should this date be in Req or Candi? | | |
| H M IPOSTED | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 should this date be in Req or Candi? | |
| H M NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 should this date be in Req or Candi? | | |
| H M NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 should this date be in Req or Candi? | | |
| H M IPOSTED | STORESKEEPER | 0 | 0 | 09-13-2011 should this date be in Req or Candi? | | |

Add Candidate for STORESKEEPER

Applicant List for STORESKEEPER

Candidate Filter: HR

New Requisition

Edit Requisition

External Posting

Pick Interview Team

Step 6

- HR can begin adding Candidates to the open position anytime after the requisition is created.

Candidate Filtering

Add Candidate - HR

As HR receives applications submitted from interested Candidates, they create the Candidate profile in the Add Candidate screen. Candidates who apply online will automatically have a Candidate profile created.

The screenshot shows a web-based application interface for 'Daffron Utilities'. At the top, there's a navigation bar with links for 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Properties', and 'Help'. On the right side of the header, it says 'HRiXp: Human Resources' with icons for 'Sign Off', 'ADMIN', 'Help', and 'Email'. Below the header, there are links for 'Home', 'Candidate List', and 'New Candidate'. The main content area is titled 'Add Candidate for STORESKEEPER'. It has input fields for 'Name', 'Email', and 'Phone No'. There are also checkboxes for 'Background Check' and 'High School Diploma (or GED)'. A file upload field for 'Upload Resume' is present with a 'Browse...' button. At the bottom of the form, there are two green 'Save' and 'Cancel' buttons.

Candidate Filtering

Add Candidate - HR

Screenshot of the Daffron HR application tracking interface:

Header: Daffron Utilities, HR^{XP}: Human Resources, Sign Off [ADMIN] Help Email

Main Navigation: Employee Self Service, Info Center, Tasks, Reports, Properties, Help

Section: Application Tracking

Left Sidebar:

- Add Candidate for STORESKKEEPER
- Applicant List for STORESKKEEPER
- Candidate Filter: HR (highlighted with a yellow box)
- Edit Requisition
- External Posting
- Pick Interview Team

Table: Candidate List (Extracted Data)

| Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|-----------|------------------------|--------------|-----------------|------------|--------------------------------------|
| NEW | STORESKKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| IPOSTED | STORESKKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| TESTING | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

Step 7

- Once HR has established a list of Candidates for the open position, they can begin the process of candidate filtering.

Candidate Filtering

Add Candidate - HR

The Candidate Filter screen allows HR to filter candidates by those that best match the job description requirements and those that will be rejected.

Candidates in the Top Candidates list can be further filtered by providing a rank. A 'No Thanks' letter will be auto-generated for candidates moved to the Rejection list.

The screenshot shows the Daffron HR software interface. At the top, there's a navigation bar with the Daffron logo, the tagline "The software you want. The service you need.", and links for "Daffron Utilities", "HR^{XP}: Human Resources", "Sign Off [ADMIN]", "Help", and "Email". Below the navigation bar, the main title is "Candidate Filter: HR". On the left, a table lists candidates with their names and percentage match: John Wayne (100) and Wyatt Earp (0). On the right, under "Top Candidates", there's another table with two entries: John H Holliday and William F Cody, both ranked 99. Below this section is a "Rejected" table with one entry, "Name". At the bottom of the page are "Back" and "Submit" buttons.

| Name | % match |
|------------|---------|
| John Wayne | 100 |
| Wyatt Earp | 0 |

| Rank | Name |
|------|-----------------|
| 99 | John H Holliday |
| 99 | William F Cody |

| Name |
|------|
| |

Back Submit

Automatic Status Change

SUPERSELECT

Status automatically updated to SUPERSELECT after HR sorts and ranks candidates.

Requisition goes back to the Supervisor for review and selection of candidates.

The screenshot shows a software application window titled "Application Tracking". At the top, there is a banner with the Daffron logo and tagline "The software you want. The service you need.", followed by "Daffron Utilities", "HR^{XP}: Human Resources", and links for "Sign Off [ADMIN]", "Help", and "Email". Below the banner is a menu bar with options: Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. The main area is titled "Application Tracking" and displays a table of candidate information. A message at the top of the table says "requisition 10 set to SUPERSELECT". The table has columns: Req No, Super, Status, Title, Elapsed Days, Applicant Count, Deadline, and Interview. The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition".

Candidate Filtering

Approve Candidate - Supervisor

Daffron *The software you want.
The service you need.*

Daffron Utilities HR^{iXP}: Human Resources

Employee Self Service Info Center Tasks Help

Application Tracking

Candidate Filter: Supervisor

| Name | Job Title | Status |
|------------------|-----------|--------|
| KING, JOSEPH M | OFFERDRUG | NEW |
| LANDON, HAROLD B | NEW | |
| KING, JOSEPH M | OFFERDRUG | |
| KING, JOSEPH M | NEW | |
| KING, JOSEPH M | NEW | |
| KING, JOSEPH M | SUPERSELE | |
| KING, JOSEPH M | NEW | |
| KING, JOSEPH M | SUPERSIGN | |

Applicant List for STORESKEEPER

| Title | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|--------------|-----------------|------------|--------------------------------------|
| STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

Pick Interview Team

Step 8

- Supervisor will review and further filter list of candidates gathered by HR

Candidate Filtering

Approve Candidate - Supervisor

The Candidate Filter screen allows the Supervisor to view and revise the pre-filtered candidate list. When complete Supervisor will submit list back to HR for further processing. A 'No Thanks' letter will be auto-generated for candidates moved to the Rejection list.

The screenshot shows a web-based application interface for 'Daffron Utilities'. The top navigation bar includes links for 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Properties', and 'Help'. On the right, there's a sign-off section for 'ADMIN' with links for 'Sign Off', 'Help', and 'Email'. The main title is 'Candidate Filter: HR'. Below it, there are two tables: 'Top Candidates' and 'Rejected'.

Top Candidates

| Name | Rank |
|------------|------|
| John Wayne | 99 |
| Wyatt Earp | 99 |

Rejected

| Name |
|-----------------|
| John H Holliday |
| William F Cody |

At the bottom, there are 'Back' and 'Submit' buttons.

Automatic Status Change

PRECONTACT

Status automatically updated
to PRECONTACT after
Supervisor filters candidates.

Requisition goes back to the
HR for candidate contact.

The screenshot shows a computer interface for 'Application Tracking'. At the top, there's a header bar with the Daffron logo ('The software you want. The service you need.'), 'Daffron Utilities', and 'HR^{XP}: Human Resources' along with links for 'Sign Off [ADMIN]', 'Help', and 'Email'. Below the header is a menu bar with 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Properties', and 'Help'. The main area is titled 'Application Tracking' and displays a table of candidate information. The table has columns for 'Req No', 'Super', 'Status', 'Title', 'Elapsed Days', 'Applicant Count', 'Deadline', and 'Interview'. The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application tracking screen, there is a button labeled 'New Requisition'.

Contact

Contact for Testing - HR

Daffron The software you want.
The service you need.

Daffron Utilities

HRiXP: Human Resources

Sign Off [ADMIN] Help Email

Employee Self Service Info Center Tasks Reports Properties Help

Application Tracking

Applicant List for STORESKEEPER

| Title | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|--------------|-----------------|------------|--------------------------------------|
| STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| RE DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

Selected Candidates: Contact for Testing

| Test | Name | Status | Notes |
|----------|----------------|------------|---------------------------------|
| Test | KIN, JOSEPH M. | PRECONTACT | |
| Test | KIN, JOSEPH M. | NEW | English comprehension score 600 |
| Priority | Name | Phone | Email |
| 1 | PH. M. | 8665564688 | lauran@frontier.com |

New Requisition

1 Y/N All 8665564688.lauran@frontier.com

Edit Requisition

Pick Interview Team

Step 9

- HR will contact candidates to set up pre-interview skills testing

Contact

Testing screen allows for HR to schedule a date/time for either on-site or online testing. Tests are automatically populated from the job description requirements.

Contact for Testing - HR

The screenshot shows a software application window titled "Contact for Testing - HR". At the top, there's a header bar with the Daffron logo ("Daffron The software you want. The service you need."), the "Daffron Utilities" link, and the "HRXP: Human Resources" logo. Below the header are links for "Sign Off [ADMIN]", "Help", and "Email". The main content area is titled "Selected Candidates: Contact for Testing". It displays a table of candidates with columns for Priority, Name, Phone, email, Notes, and Test Date. Two candidates are listed: Wyatt Earp and John H Holliday. The "Test Date" section includes dropdown menus for month (September), year (2011), day (10), and hour (39), followed by a "Schedule" button. Below the table, there are radio buttons for "On-line" and "On-Site". At the bottom left is a "Back" button.

| Priority | Name | Phone | email | Notes | Test Date |
|----------|-----------------|------------|-----------------------------|-------|---|
| 1 | Wyatt Earp | 9995556486 | lawman@frontier.com | | 13 September 2011 : 39 Schedule |
| 2 | John H Holliday | | dentist@americanoldwest.com | | <input type="radio"/> On-line <input type="radio"/> On-Site |

Automatic Status Change

TESTING

Status automatically updated
to TESTING once all candidates
have been scheduled for
testing.

The screenshot shows a software application window titled "Application Tracking". The window has a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the "Daffron Utilities" link. On the right side of the header, there is a "HR iXP: Human Resources" section with "Sign Off [ADMIN]", "Help", and "Email" links. Below the header is a menu bar with links to "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help".

The main content area displays a table titled "Application Tracking" with the following data:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | TESTING | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition" with a small icon next to it.

Contact

Test Score Results - HR

The screenshot shows a web-based application interface for 'Daffron Utilities' under 'HR^{XP}: Human Resources'. The main title bar includes the Daffron logo, the tagline 'The software you want. The service you need.', and navigation links for Employee Self Service, Info Center, Tasks, Reports, Properties, and Help.

The central content area displays an 'Application Tracking' grid. The columns are labeled: Title, Status, Elapsed Days, Applicant Count, Deadline, and Interview. The grid lists various job titles and their corresponding details:

| Title | Status | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|-----------|--------------|-----------------|------------|--------------------------------------|
| STORESKEEPER | NEW | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | NEW | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | OFFERDRUG | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | OFFERDRUG | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | OFFERDRUG | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | OFFERDRUG | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | OFFERDRUG | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKEEPER | TESTING | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | TESTING | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| RE DISPATCHER | SUPERSIGN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

A yellow box highlights the 'Test Score Results Maintenance' section on the left side of the screen, which includes dropdown menus for 'Status' (Select One...), 'Test Percentage', and 'Standard Tests' (Select One...). Below this is an 'Edit Requisition' form with fields for 'Title', 'Status', 'Category', 'Type', 'Location', 'Job Type', 'Job ID', and 'Job No.'.

At the bottom left, there is a 'Pick Interview Team' section with a dropdown menu for 'Team' (Select One...) and a note about selecting a team for the interview.

Step 10

- HR will update requisition with candidates' test scores

Contact

Test Score Results Maintenance allows for HR to insert each Candidate's test results for later comparison.

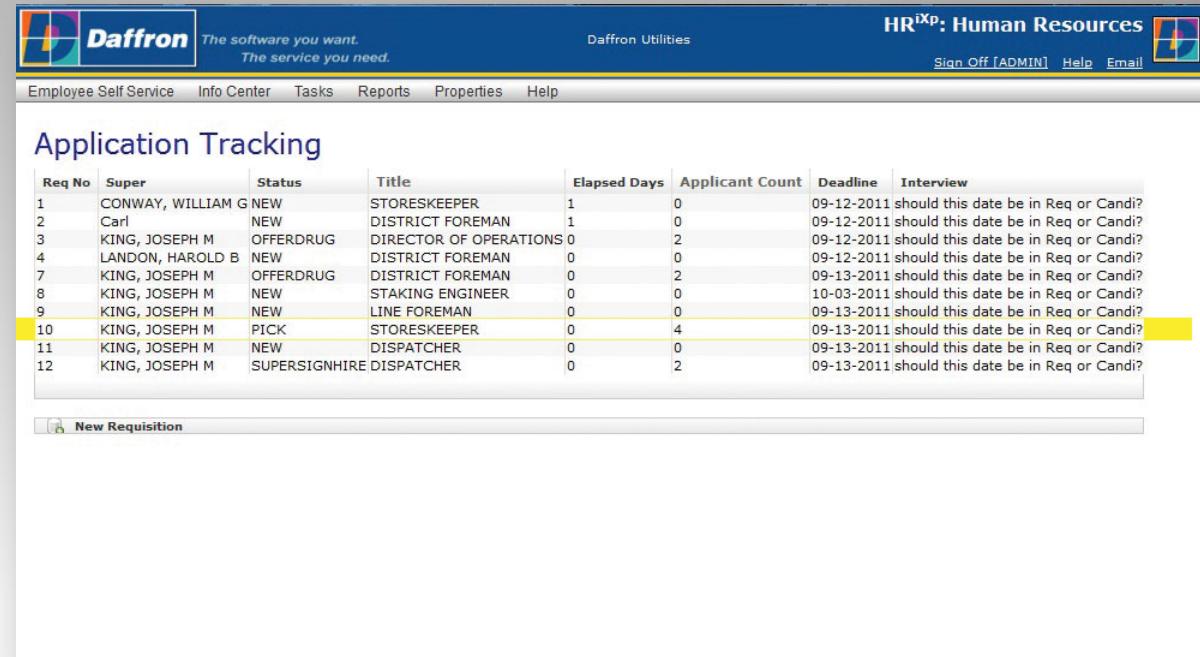
Test Score Results - HR

The screenshot shows a web-based application for managing test scores. At the top, there is a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and links for "Daffron Utilities", "Sign Off [ADMIN]", "Help", and "Email". Below the header, a navigation menu includes "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". A link to "Requisition List" is also present. The main content area is titled "Test Score Results Maintenance" and "STORESKEEPER". It displays a dropdown menu for "Wyatt Earp" under "Test Percentage" and a dropdown menu for "Select One..." under "Standard Tests". The "Behavioral Tests" section contains columns for "Behavior", "Score", and "Note". Under "Behavior", a dropdown menu is open, showing options: "Compassion" (selected), "Select a behavior", "Compassion", and "Honesty". The "Score" field is a dropdown menu with the placeholder "Select a score...". At the bottom left is a "Back" button.

Automatic Status Change

PICK

Status automatically updated
to PICK once all candidates'
test results have been entered.



The screenshot shows a computer application window titled "Application Tracking". The window has a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the text "Daffron Utilities". On the right side of the header is the "HR^{iXP}: Human Resources" logo and links for "Sign Off [ADMIN]", "Help", and "Email". Below the header is a menu bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". The main content area is a table titled "Application Tracking" with the following columns: "Req No", "Super", "Status", "Title", "Elapsed Days", "Applicant Count", "Deadline", and "Interview". There are 12 rows of data in the table:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | PICK | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition".

Contact

Test Results Review - Supervisor

The screenshot shows the Daffron HRXP Human Resources software interface. At the top, there's a banner with the Daffron logo and tagline "The software you want. The service you need." The main menu includes Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. The title bar says "HRXP: Human Resources". Below the menu, there's a sign-off section for ADMIN, Help, and Email.

The main content area is titled "Application Tracking". It displays a table of candidates for a "STORESKEEPER" position. The columns are Title, Elapsed Days, Applicant Count, Deadline, and Interview. The table data is as follows:

| Title | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|--------------|-----------------|------------|--------------------------------------|
| STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| RE DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

On the left side of the main window, there are three open tabs: "Applicant Test Comparison" (highlighted with a yellow box), "Applicant List for STORESKEEPER", and "Edit Requisition". Below these tabs is a "Pick Interview Team" section.

Step 11

- Supervisor to review each Candidate's test scores and further filter Candidate list.

Contact

Test Results Review - Supervisor

The Applicant Test Comparison screen provides a comparison view of each candidate's test scores. The Supervisor will then decide whether to have HR contact the applicant for an interview or move the applicant to the Rejection list. A 'No Thanks' letter will be auto-generated for candidates moved to the Rejection list.

The screenshot shows a web-based application interface for Daffron HRiXp. At the top, there is a navigation bar with the Daffron logo, the tagline "The software you want. The service you need.", and links for "Daffron Utilities", "Sign Off [ADMIN]", "Help", and "Email". Below the navigation bar is a menu bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". The main content area has a title "Requisition List" and a sub-section titled "Applicant Test Comparison STORESKKEEPER". This section displays two rows of data:

| Test | Global Ave | Wyatt Earp | John H Holliday |
|---|------------|------------|-----------------|
| Standard English comprehension 87 | 78 | 91 | |
| Behavioral Compassion Honesty | 3 | 2 | |

Below the table, there are four radio buttons for selection: "Interview" (selected for Global Ave), "Reject" (selected for Wyatt Earp), "Interview" (selected for John H Holliday), and "Reject" (selected for STORESKKEEPER). A "Back" button is located at the bottom left of the comparison section.

Automatic Status Change

SINTD

Status automatically updated to SINTD once Supervisor has compared the candidate's test scores and submitted their decision to 'Interview' or 'Reject' for all candidates.

The screenshot shows a web-based application interface for 'Daffron HRiXp: Human Resources'. The top navigation bar includes links for 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Properties', and 'Help'. On the right side of the header, there are links for 'Sign Off [ADMIN]', 'Help', and 'Email'. The main title 'Application Tracking' is displayed above a table. A message at the top of the table says 'requisition 10 set to SINTD'. The table has columns for 'Req No', 'Super', 'Status', 'Title', 'Elapsed Days', 'Applicant Count', 'Deadline', and 'Interview'. The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SINTD | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the table, there is a link labeled 'New Requisition'.

Interview

Schedule Interview - HR

Daffron The software you want.
The service you need.

Daffron Utilities

HR^{XP}: Human Resources

Sign Off [ADMIN] Help Email

Employee Self Service Info Center Tasks Reports Properties Help

Application Tracking

Applicant List for STORESKEEPER

| Title | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|--------------|-----------------|------------|--------------------------------------|
| STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| RE DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

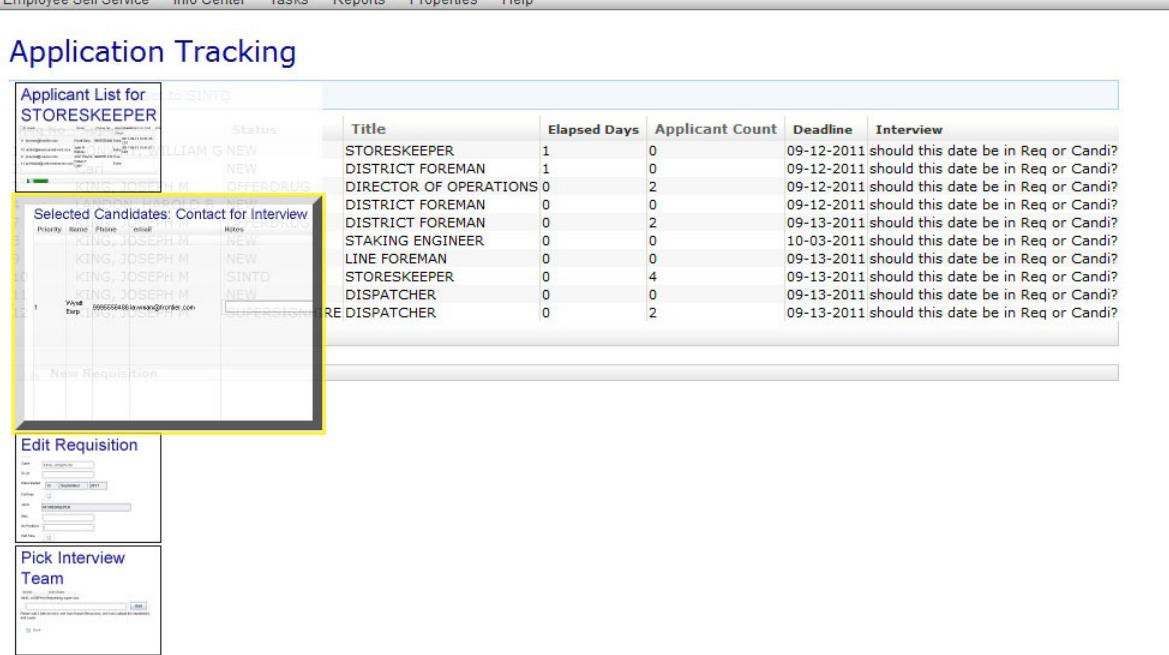
Selected Candidates: Contact for Interview

| Priority | Name | Phone | Email | Status |
|----------|-----------------|----------------|----------------------|-------------|
| 1 | KING, JOSEPH M. | (555) 555-1234 | JOSEPH.M@Daffron.com | NEW |
| 1 | KING, JOSEPH M. | (555) 555-1234 | JOSEPH.M@Daffron.com | SINTD |
| 1 | KING, JOSEPH M. | (555) 555-1234 | JOSEPH.M@Daffron.com | NEW |
| 1 | KING, JOSEPH M. | (555) 555-1234 | JOSEPH.M@Daffron.com | SUPERVISION |

New Requisition

Edit Requisition

Pick Interview Team



Step 12

- HR will contact remaining candidate(s) to schedule interview

Interview

Schedule Interview - HR

The Contact for Interview screen allows the HR person to view and schedule interview time for the remaining candidates. This screen also allows for the entry of Notes for each candidate.

The screenshot shows a software application window titled "Selected Candidates: Contact for Interview". At the top, there is a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the title "Daffron Utilities". To the right of the title are links for "Sign Off [ADMIN]", "Help", and "Email". Below the header is a menu bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help".

The main content area displays a table of selected candidates:

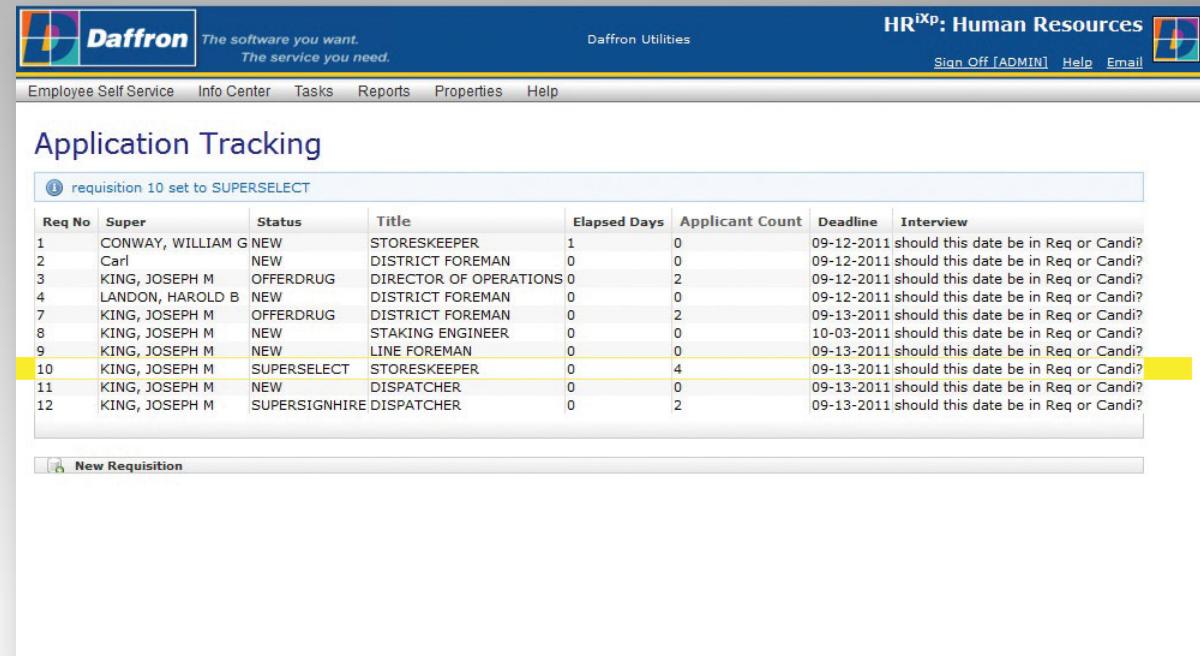
| Priority | Name | Phone | Email | Notes | Interview Date/Time |
|----------|-----------------|------------|-----------------------------|-------|--|
| 1 | Wyatt Earp | 9995556486 | lawman@frontier.com | | <input type="button" value="13"/> September <input type="button" value="2011"/> : <input type="button" value="11"/> : <input type="button" value="21"/> Schedule |
| 2 | John H Holliday | | dentist@americanoldwest.com | | <input type="button" value="13"/> September <input type="button" value="2011"/> : <input type="button" value="11"/> : <input type="button" value="21"/> Schedule |

At the bottom left of the content area is a "Back" button.

Automatic Status Change

INTERVIEW

Status automatically updated
to INTERVIEW after all
candidates have been
contacted and interview
date/time has been scheduled.



The screenshot shows a computer application window titled "Application Tracking". At the top, there is a navigation bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". On the right side of the header, there is a logo for "HR^{XP}: Human Resources" and links for "Sign Off [ADMIN]", "Help", and "Email".

The main content area displays a table of requisitions:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom left of the application window, there is a button labeled "New Requisition".

Selection

Select Candidate(s) for Additional Screening- HR

The screenshot shows the Daffron HR application tracking system. At the top, there's a navigation bar with links for Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. The main title is "HR^{XP}: Human Resources". Below the title, there are links for Sign Off [ADMIN], Help, and Email. A logo for "Daffron" is on the left, with the tagline "The software you want. The service you need."

The main content area is titled "Application Tracking". On the left, there's a sidebar with a yellow border containing a list of applicants for a "STORESKKEEPER" position. The list includes names like William G, Joseph M, Harold B, and King Joseph M, along with their status (NEW or OFFERDRUG). Below this is a section titled "Post interview for requisition 10. STORESKKEEPER" with fields for Priority, Name, Background, Phone, and Email.

The right side of the screen displays a table with columns: Title, Elapsed Days, Applicant Count, Deadline, and Interview. The data in the table is as follows:

| Title | Elapsed Days | Applicant Count | Deadline | Interview |
|------------------------|--------------|-----------------|------------|--------------------------------------|
| STORESKKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| STORESKKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| RE DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

Step 13

- HR will initiate Background Check(s)

Selection

After the candidates have been interviewed and the list of qualified candidates has narrowed even more, HR can initiate background check(s) for the remaining candidate(s).

Initiate Background Check - HR

The screenshot shows a software application window titled "Post Interview for requisition 10: STORESKKEEPER". The window has a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the "Daffron Utilities" link. On the right side of the header are links for "Sign Off [ADMIN]", "Help", and "Email". Below the header is a menu bar with "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". The main content area displays a table with two rows of candidate information:

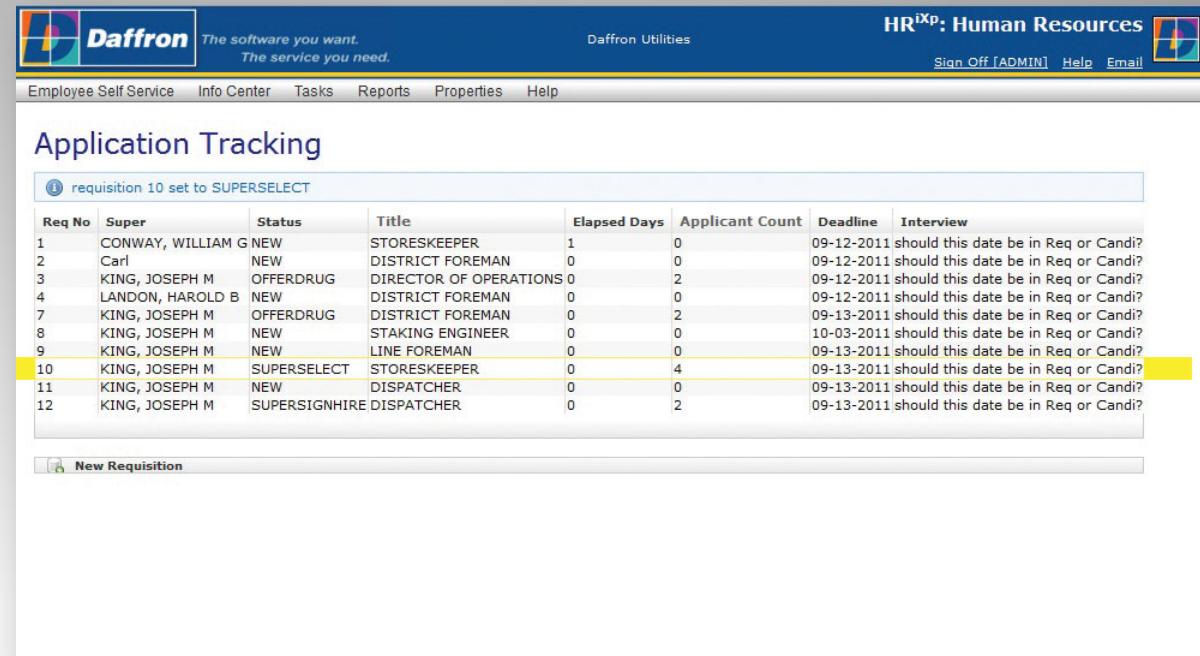
| Priority | Name | Background Check | Phone | Note | Drug Test | Start Date |
|----------|-----------------|---|------------|------|-----------|------------|
| 1 | Wyatt Earp | <input checked="" type="checkbox"/> Initiated | 9995556486 | | | start date |
| 2 | John H Holliday | <input type="checkbox"/> Initiated | | | | start date |

At the bottom left of the content area is a "Back" button.

Automatic Status Change

BCKGRDCHK

Status automatically updated
to BCKGRDCHK after initiation
of background check(s).



The screenshot shows a computer application window titled "Application Tracking". At the top, there is a navigation bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help". On the right side of the header, it says "HR^{XP}: Human Resources" and includes links for "Sign Off [ADMIN]", "Help", and "Email". The main content area is a table titled "requisition 10 set to SUPERSELECT". The table has columns for "Req No", "Super", "Status", "Title", "Elapsed Days", "Applicant Count", "Deadline", and "Interview". The data in the table is as follows:

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition".

Selection

Background Check - HR

The screenshot shows a software interface for 'Daffron Utilities' under 'HRiXp: Human Resources'. The main title is 'Post Interview for requisition 10: STORESKEEPER'. A table lists two candidates:

| Priority | Name | Background Check | Phone | Note | Drug Test | Start Date |
|----------|-----------------|--|------------|------|------------|------------|
| 1 | Wyatt Earp | <input type="radio"/> Passed <input checked="" type="radio"/> Failed | 9995556486 | | start date | start date |
| 2 | John H Holliday | <input checked="" type="radio"/> Passed <input type="radio"/> Failed | | | | |

At the bottom left is a 'Back' button.

Step 14

- HR to update Candidate's profile with Pass or Fail result from Background Check(s)

Automatic Status Change

OFFERDRUG

Status automatically updated
to OFFERDRUG once
background check results have
been received and entered for
the remaining candidate(s).

Daffron Utilities

HR^{iXP}: Human Resources

Sign Off [ADMIN] Help Email

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | OFFERDRUG | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

New Requisition

Testing

Initiate Drug Screen - HR

The screenshot shows a software application window titled "Post Interview for requisition 10: STORESKEEPER". The window has a blue header bar with the Daffron logo and the text "The software you want. The service you need." Below the header is a navigation menu with links: Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. The main content area displays a table with two rows of data. The columns are labeled: Priority, Name, Background Check, Phone, Note, Drug Test, and Start Date. The first row shows a Priority of 1, Name Wyatt Earp, Background Check Failed, Phone 9995556486, and a note field. The "Drug Test" column contains two checkboxes: one for "Initiated" and one for "start date". The second row shows a Priority of 2, Name John H Holliday, Background Check Passed, and a note field. The "Drug Test" column for this row also contains two checkboxes: one for "Initiated" and one for "start date". At the bottom left of the main area is a "Back" button.

| Priority | Name | Background Check | Phone | Note | Drug Test | Start Date |
|----------|-----------------|------------------|------------|------|---|------------|
| 1 | Wyatt Earp | Failed | 9995556486 | | <input type="checkbox"/> Initiated <input type="checkbox"/> start date | |
| 2 | John H Holliday | Passed | | | <input checked="" type="checkbox"/> Initiated <input checked="" type="checkbox"/> start date | |

Step 15

- HR will initiate drug screen with remaining candidate(s)

Testing

Drug Screen Results - HR

HR will go back in to Post Interview and updated the candidate(s)'s profile with their Drug Screen results.

The screenshot shows a software application window titled "Post Interview for requisition 10: STORESKEEPER". The interface includes a header with the Daffron logo, navigation links (Employee Self Service, Info Center, Tasks, Reports, Properties, Help), and user information (Sign Off [ADMIN], Help, Email). Below the header is a table with columns: Priority, Name, Background Check, Phone, Note, Drug Test, and Start Date. Two rows of data are listed:

| Priority | Name | Background Check | Phone | Note | Drug Test | Start Date |
|----------|-----------------|------------------|------------|------|---|---|
| 1 | Wyatt Earp | Failed | 9995556486 | | <input type="checkbox"/> Initiated | start date |
| 2 | John H Holliday | Passed | | | <input checked="" type="radio"/> Passed | <input type="radio"/> Failed start date |

At the bottom left is a "Back" button.

Automatic Status Change

SUPERSIGNHIRE

Status automatically updated
to SUPERSIGNHIRE after
background check and drug
screens results have been
entered for the remaining
candidate(s).

The screenshot shows a software application window titled "Application Tracking". At the top, there is a header bar with the Daffron logo, the tagline "The software you want. The service you need.", and the "Daffron Utilities" link. To the right of the utilities link is the "HR^{XP}: Human Resources" logo and links for "Sign Off [ADMIN]", "Help", and "Email". Below the header is a menu bar with links for "Employee Self Service", "Info Center", "Tasks", "Reports", "Properties", and "Help".

The main content area is titled "Application Tracking" and displays a table of requisitions. The table has columns for "Req No", "Super", "Status", "Title", "Elapsed Days", "Applicant Count", "Deadline", and "Interview". The table contains 12 rows of data. Row 10 is highlighted with a yellow background, indicating it is the current or selected record.

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom of the application window, there is a button labeled "New Requisition".

Hire

Approve Hire – Supervisor

The screenshot shows the Daffron HRiXP Human Resources application interface. At the top, there's a banner with the Daffron logo and tagline "The software you want. The service you need." The main menu includes Employee Self Service, Info Center, Tasks, Reports, Properties, and Help. The title bar also displays "Daffron Utilities" and "HRiXP: Human Resources".

The main content area is titled "Application Tracking". On the left, there's a sidebar with "Applicant List for STORESKEEPER" and an "Edit Requisition" form. The main table lists applicants with columns for Status, Title, Elapsed Days, Applicant Count, Deadline, and Interview.

| Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| NEW | DISTRICT FOREMAN | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| SUPERSIGNHIRE | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

At the bottom left, a yellow box highlights the "Personnel Action Form" section. It contains a text area for "comment:", a checkbox for "I, supervisor, approve this/these application(s) for employment.", and two buttons: "Approve" and "Cancel".

Step 16

- Supervisor to approve the employment offer for the remaining candidate(s).

Hire

Approve Hire - Supervisor

The Personnel Action Form allows for the Supervisor to provide comments and approval for the hiring of the candidate(s).

The screenshot shows a web-based application for personnel management. At the top, there's a header bar with the Daffron logo and tagline "The software you want. The service you need.", followed by "Daffron Utilities", "HRiXp: Human Resources", and links for "Sign Off [donat]", "Help", and "Email". Below the header is a navigation menu with links for "Employee Self Service", "Info Center", "Tasks", and "Help". The main content area is titled "Personnel Action Form". It contains a text input field labeled "comment:" with a placeholder for text entry. Below this is a checkbox labeled "I, supervisor, approve this/these application(s) for employment" with a checked status. At the bottom of the form is a green button with a checkmark icon and the word "Approve".

Automatic Status Change

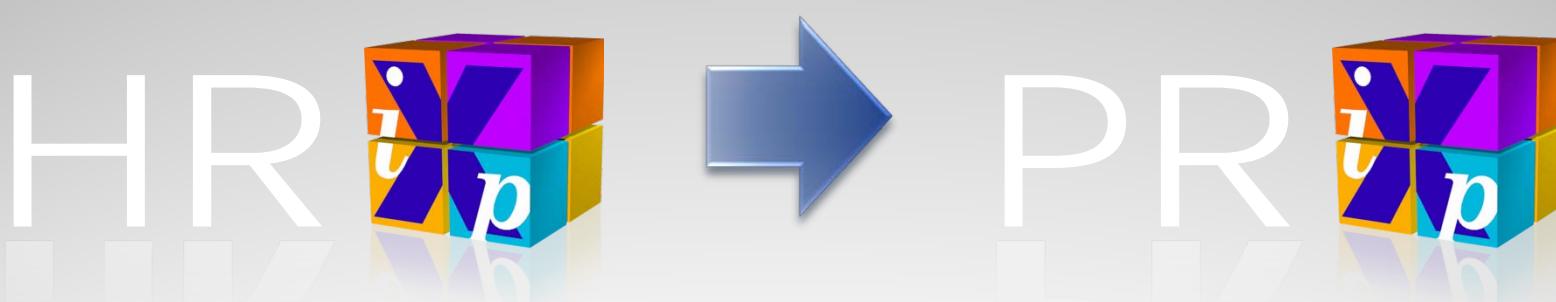
NEWHIRE

Status automatically updated to NEWHIRE after Supervisor approved decision to extend employment offer and candidate accepts offer.

The screenshot shows a computer interface for 'Daffron' software, specifically the 'Application Tracking' module. The top navigation bar includes links for 'Employee Self Service', 'Info Center', 'Tasks', 'Reports', 'Properties', and 'Help'. On the right side of the header, there are links for 'Sign Off [ADMIN]', 'Help', and 'Email', along with the 'HR^{XP}: Human Resources' logo. The main content area is titled 'Application Tracking' and displays a table of requisitions. The table has columns for 'Req No', 'Super', 'Status', 'Title', 'Elapsed Days', 'Applicant Count', 'Deadline', and 'Interview'. The 'Status' column for Requisition 10 is highlighted in yellow and shows 'SUPERSELECT'. The 'Deadline' column for Requisition 10 contains the text 'should this date be in Req or Candi?'. The table lists 12 rows of data, with Requisitions 10 through 12 being highlighted in yellow. At the bottom of the table, there is a link labeled 'New Requisition'.

| Req No | Super | Status | Title | Elapsed Days | Applicant Count | Deadline | Interview |
|--------|-------------------|---------------|------------------------|--------------|-----------------|------------|--------------------------------------|
| 1 | CONWAY, WILLIAM G | NEW | STORESKEEPER | 1 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 2 | Carl | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 3 | KING, JOSEPH M | OFFERDRUG | DIRECTOR OF OPERATIONS | 0 | 2 | 09-12-2011 | should this date be in Req or Candi? |
| 4 | LANDON, HAROLD B | NEW | DISTRICT FOREMAN | 0 | 0 | 09-12-2011 | should this date be in Req or Candi? |
| 7 | KING, JOSEPH M | OFFERDRUG | DISTRICT FOREMAN | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |
| 8 | KING, JOSEPH M | NEW | STAKING ENGINEER | 0 | 0 | 10-03-2011 | should this date be in Req or Candi? |
| 9 | KING, JOSEPH M | NEW | LINE FOREMAN | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 10 | KING, JOSEPH M | SUPERSELECT | STORESKEEPER | 0 | 4 | 09-13-2011 | should this date be in Req or Candi? |
| 11 | KING, JOSEPH M | NEW | DISPATCHER | 0 | 0 | 09-13-2011 | should this date be in Req or Candi? |
| 12 | KING, JOSEPH M | SUPERSIGNHIRE | DISPATCHER | 0 | 2 | 09-13-2011 | should this date be in Req or Candi? |

Integrate with Payroll



Status Flow Summary

| | |
|---------------|--|
| NEW / JOBDMOD | New Requisition created by Supervisor |
| PREPOSTING | HR has reviewed and accepted requisition |
| IPOSTED | HR has posted position internally |
| XPOSTED | HR has posted position externally |
| HRSELECT | HR reviews and filters candidate list |
| SUPERSELECT | Supervisor reviews and filters candidate list |
| PRECONTACT | HR contacts candidates for pre-screen testing |
| TESTING | Candidates have been contacted and scheduled for testing |
| PICK | Supervisor to review candidates' test scores and further filter list |
| SINTD | HR to schedule interview(s) with remaining candidate(s) |
| INTERVIEW | Candidate interview(s) have been scheduled |
| BCKGRDCHK | Candidate(s) background check(s) have been initiated |
| OFFERDRUG | Candidate(s) has been offered drug screening |
| SUPERSIGNHIRE | Supervisor approves hiring of candidate(s) |
| NEWHIRE | Candidate has been hired; Candidate information pushed to PR |