Economist Recruiting System Documentation

Application Design & Development
November 2013

Contents

About this document

For administrative and confidentiality purposes, there are two* distinct views of the economist recruiting system, a private view, and a section view. This document distinguishes the two views by splitting the page in half. The two halves are to be considered parallel workflows, with arrows indicating where there is overlap.
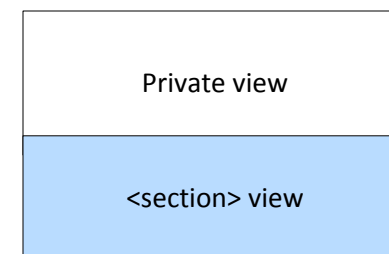
Private view
<section> view

Notes will be found at the bottom of each page, if applicable.

*The two broad views - private and section - are further defined based on user roles. For a complete listing of roles and their associated functionalities, please refer to the Roles Matrix on page 6.

Private view

Upload Documents:
  Vita Packs
  Campus Evaluations
  ASSA Evaluations
  Rules, Guidelines, and Other Information

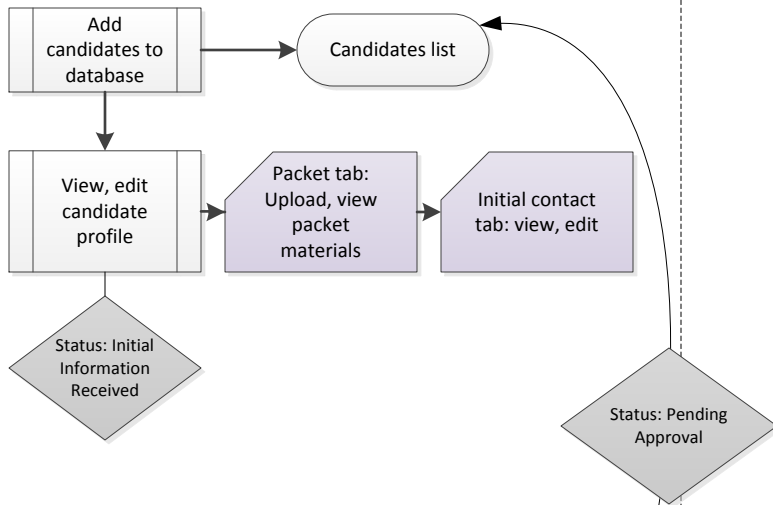View Suggested Candidates

View Reports*

\<section> view

View Documents:
  Vita Packs
  Campus Evaluations
  ASSA Evaluations
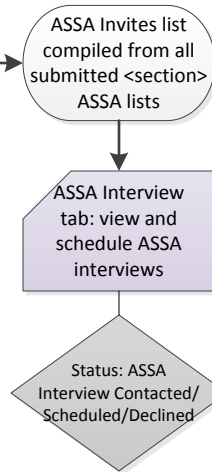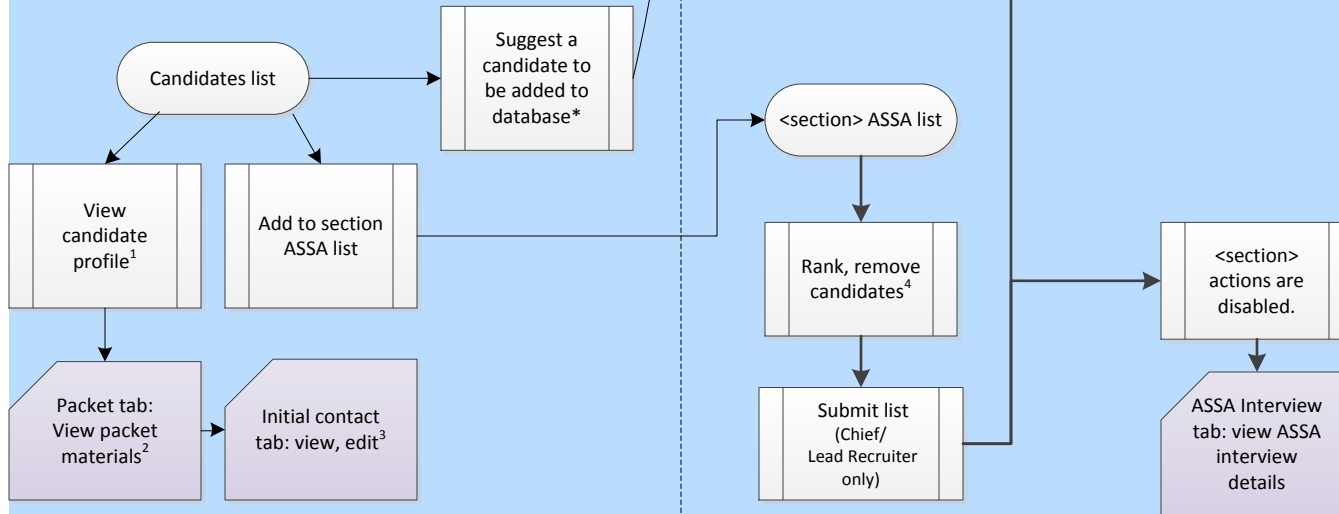 Rules, Guidelines, and Other Information

View Upcoming Events

Notes:
*Reports are Excel spreadsheets of ASSA Candidates, Post ASSA Candidates, Fly Out List. End-of-season reporting may be found in this section at the end of the recruiting season.

Candidates

ASSA Invites

Before sections submit

After sections submit

ADD

Private view

Private view

Add candidates to database → Candidates list

View, edit candidate profile → Packet tab: Upload, view packet materials → Initial contact tab: view, edit

Status: Initial Information Received

Status: Pending Approval

ASSA Invites list compiled from all submitted <section> ASSA lists

ASSA Interview tab: view and schedule ASSA interviews

Status: ASSA Interview Contacted/ Scheduled/Declined

ASSA Interview Calendar

All candidates with ASSA interviews scheduled

List View:
Filter by Division/ section on interview. Economists may filter to show "only my interviews."

Calendar View:
Month/Week/Day. Hover on candidate name for additional details.

<section> view

Candidates list → Suggest a candidate to be added to database*

Candidates list → View candidate profile[1]

Candidates list → Add to section ASSA list

<section> ASSA list

View candidate profile[1] → Packet tab: View packet materials[2] → Initial contact tab: view, edit[3]

Rank, remove candidates[4]

Submit list (Chief/ Lead Recruiter only)

<section> actions are disabled.

ASSA Interview tab: view ASSA interview details

Notes:
*See Suggest a Candidate process
[1] Notes fields are hidden from section view
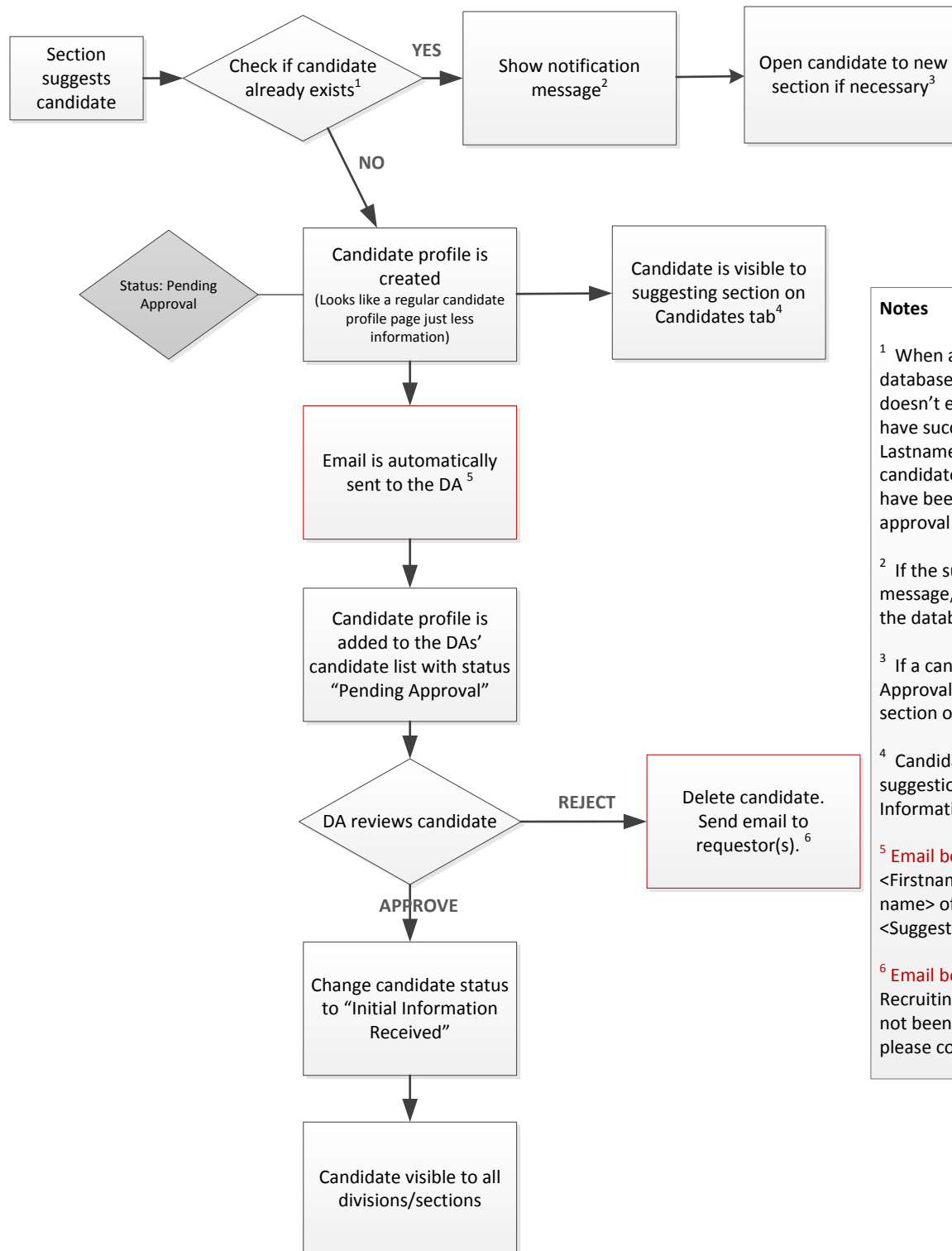[2] Letters of Recommendation available to Chief, Lead Recruiter only
[3] Initial contact tab editable by Chief, Lead Recruiter, Campus Recruiter. Initial contact notes available to Chief, Lead Recruiter, Campus Recruiter.
[4] Rankers may edit "My Ranking" and only remove candidates they added. Chief, Lead Recruiter may edit "Section Ranking" and remove any candidate from list.

Suggest a Candidate

Section suggests candidate → **Check if candidate already exists[1]**

YES → **Show notification message[2]** → **Open candidate to new section if necessary[3]**

NO ↓

Status: Pending Approval → **Candidate profile is created** (Looks like a regular candidate profile page just less information) → **Candidate is visible to suggesting section on Candidates tab[4]**

↓

Email is automatically sent to the DA [5]

↓

Candidate profile is added to the DAs' candidate list with status "Pending Approval"

↓

DA reviews candidate

REJECT → **Delete candidate. Send email to requestor(s). [6]**

APPROVE ↓

Change candidate status to "Initial Information Received"

↓

Candidate visible to all divisions/sections

Notes

[1] When a user submits a request the system checks the database to see if that candidate exists. If the candidate doesn't exist the user receives a confirmation message, "You have successfully submitted your request. <Firstname Lastname> has been added to the queue of suggested candidates pending final review. The division administrators have been notified and will review the record before giving approval and making the candidate profile public."

[2] If the suggested candidate does exist, the user receives a message, "Error: The candidate you are suggesting is already in the database."

[3] If a candidate already exists but has status "Pending Approval," the candidate will be made visible to the suggesting section on the Candidates tab.

[4] Candidate is not visible to all sections until a DA approves the suggestion by changing the candidate's status to "Initial Information Received."

[5] Email body: A new Economist Recruiting candidate <Firstname Lastname> has been suggested by <suggestor's name> of <DIV_SEC>
<Suggestor's Notes>

[6] Email body: There was a problem with your Economist Recruiting candidate suggestion -- <Firstname Lastname> has not been added to the database. If you have any questions, please contact your division administrator.
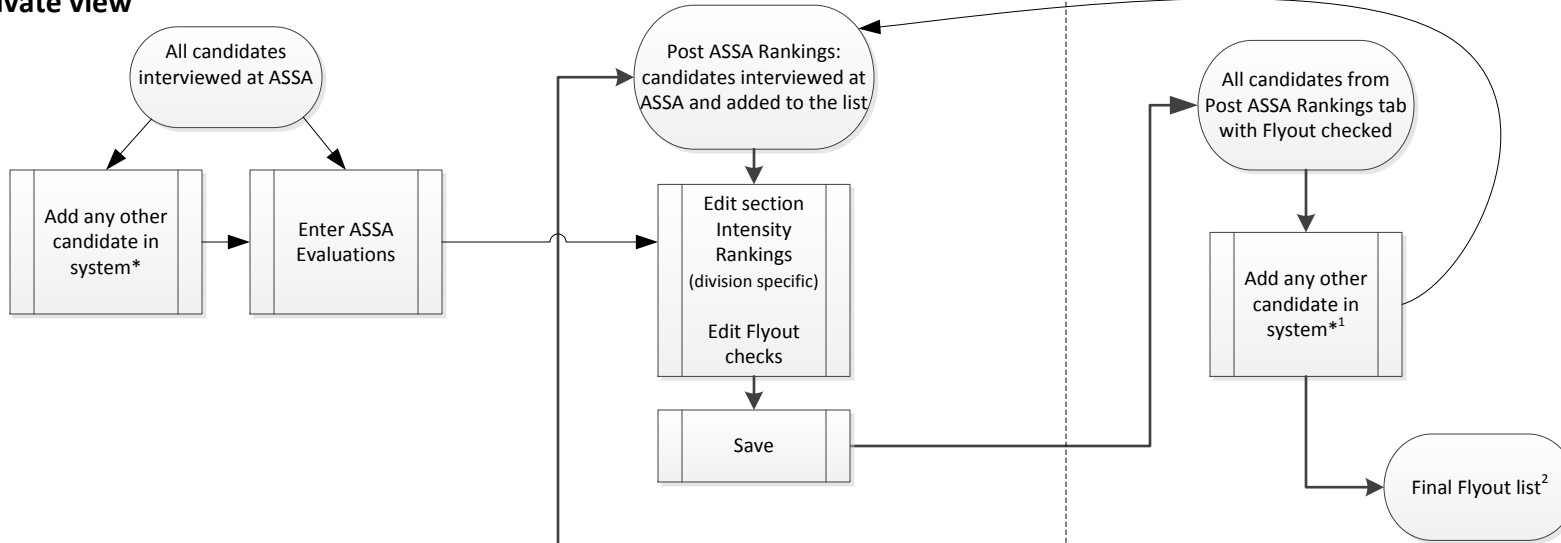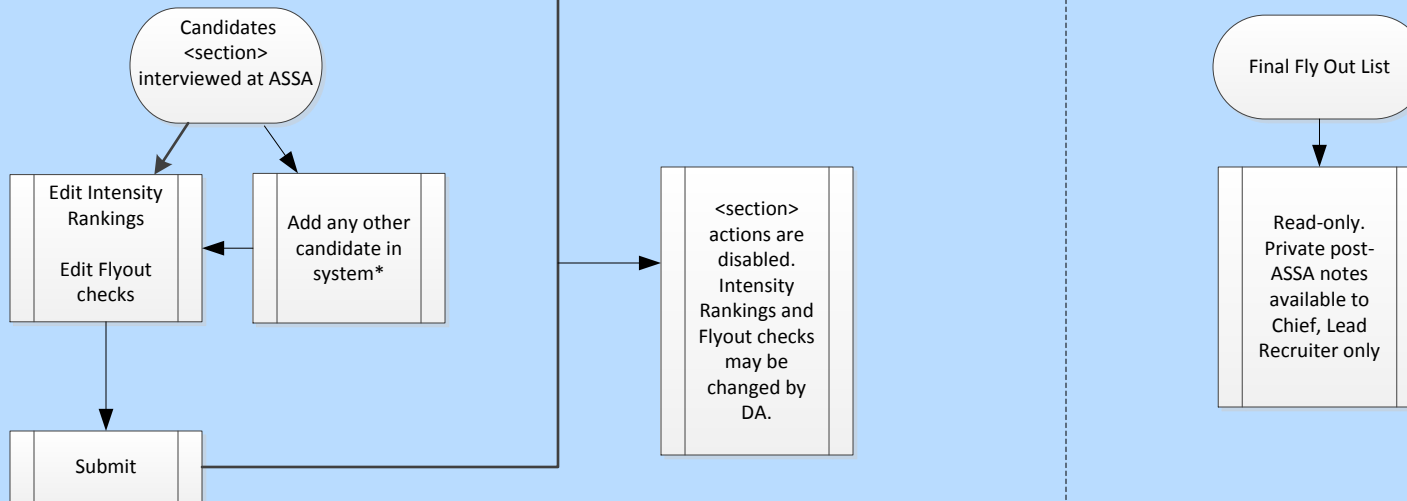
Before sections submit   After sections submit

Private view | **Private view**

<section> view | <section> view

All candidates interviewed at ASSA

Add any other candidate in system*

Enter ASSA Evaluations

Post ASSA Rankings: candidates interviewed at ASSA and added to the list

Edit section Intensity Rankings (division specific)

Edit Flyout checks

Save

All candidates from Post ASSA Rankings tab with Flyout checked

Add any other candidate in system*[1]

Final Flyout list[2]

Candidates <section> interviewed at ASSA

Edit Intensity Rankings

Edit Flyout checks

Add any other candidate in system*

<section> actions are disabled. Intensity Rankings and Flyout checks may be changed by DA.

Submit

Final Fly Out List

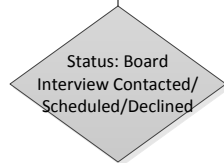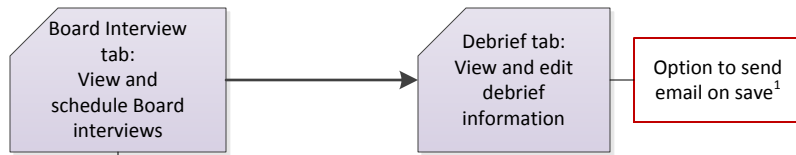Read-only. Private post-ASSA notes available to Chief, Lead Recruiter only

Notes:
*excludes candidates with status Pending Approval
[1]Candidates added to the Flyout list will also be added to the Post ASSA Rankings tab, with Flyout checked.
[2]To remove candidates from the Flyout list, DA must uncheck Flyout on Post ASSA Rankings page.

Private view

Board Interview tab:
View and schedule Board interviews

Debrief tab:
View and edit debrief information

Option to send email on save[1]

Status: Board Interview Contacted/ Scheduled/Declined

Board Interview Calendar

All candidates with Board interviews scheduled

List View:
Filter by Division/ section on Interview Filter by Room

Calendar View:
Month/Week/Day Hover on candidate name for additional details

<section> view

Board Interview tab:
View and schedule Board interviews[2]

Debrief tab:
View debrief information[3]

Private view

Candidates to which offers have been extended

View table of candidates

Offers tab:
View and edit offer details

Status History tab:
View status history

Status: Offer Extended/ Accepted/ Declined

Status: Section Accepted

Status: Start Date Scheduled

Candidate Off the Market/ Candidate Not Interested/ Board Not Interested*

<section> view

Candidates to which offers have been extended by <section>

View table of candidates

Offers tab:
View, edit offer details[4]

Notes:
[1] Debrief emails are sent to section chiefs that interviewed the candidate at the Board, as well as DA's and Recruiting Officers from those sections' division.
[2] Only chief and lead recruiters can schedule Board interviews
[3] Debrief information available to section chiefs and lead recruiters that interviewed the candidate at the Board.
[4] Offer information viewable, editable to section chiefs and lead recruiters that interviewed the candidate at the Board. Also available to chiefs and lead recruiters whose section was added to the offer. Grade offered, base salary, annual bonus and offer notes are hidden from the section view.
*Candidate Off the Market, Candidate Not Interested, Board Not Interested may be relevant statuses at any point in the recruiting process.

The roles tab lists users with a defined role in Economist Recruiting. While all Board economists have basic access to their section's view of the application, only users that have been explicitly granted a role will display on the roles tab. **Please refer to the Roles Matrix on the next page for a complete listing of roles and associated permissions.**

Note about Officers:
All officers requiring access to the application must be granted the Line Officer role. The family of officer job titles is not included in the check which allows all Board economists automatic access to their section's basic view of the application. Organizational charts do not play into the permissions architecture, so from the perspective of the economist recruiting system, there is no difference between an officer and a line officer. Officers do not see section-specific pages. Instead, users with the Line Officer role are allowed read-only access to the private view of the system.

Note about Inactive users:
To revoke a user's access, set their role to Inactive. Inactive users are not shown on the roles tab, except in Edit mode. Inactive users are also not shown in the dropdown of names available for selection in the Add User modal, because this dropdown includes Board employees that have not previously been granted a role in the system. To re-instate an Inactive user's access, click Edit Roles, select a different role for the user, and save.

Division Administrators and Recruiting Officers are responsible for adding users and assigning/editing roles. Users that do not have access to the system are shown the following message:

Please contact your division administrator to request access to the Economist Recruiting system.
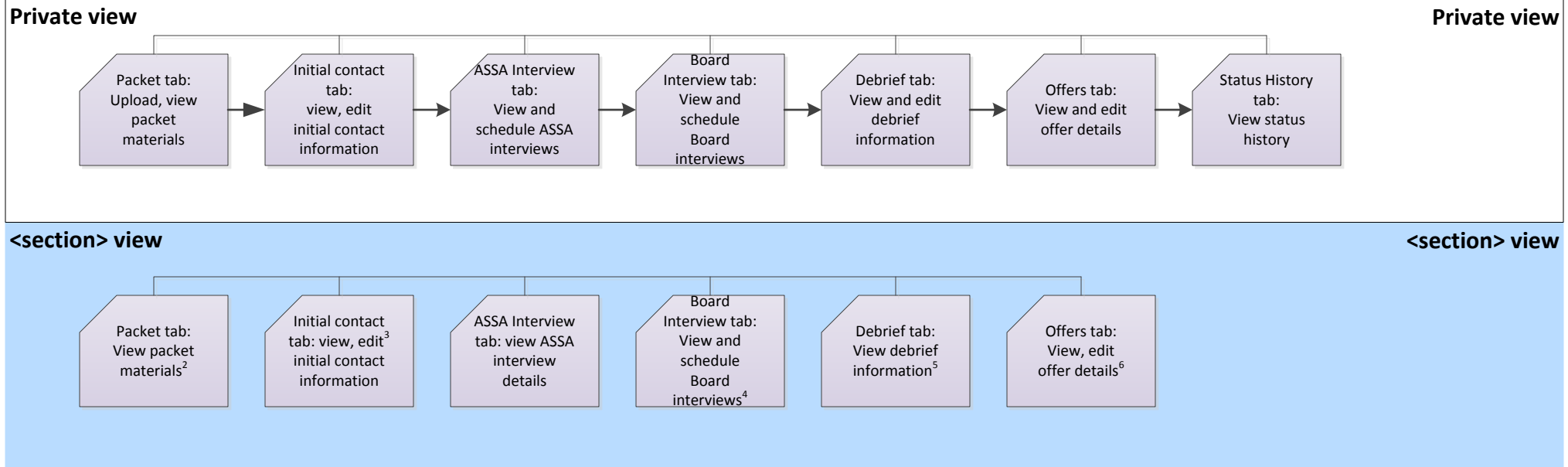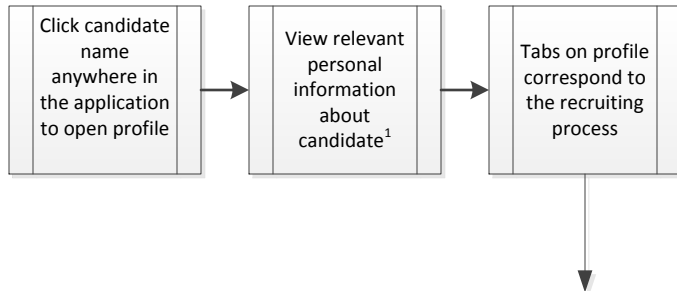
Roles Matrix

Legend:
- 🟩 Private View
- 🟦 Section View
- ⬜ No access
- ⬛ N/A: no edit function
- `<section>` indicates the user's section

		Division Admin		Recruiting Officer		Officer		Section Chief		Lead Recruiter		Ranker		Campus Recruiter		Economist	
		View	Edit	View	Edit	View	Edit	View	Edit	View	Edit	View	Edit	View	Edit	View	Edit
Application	Home	🟩	🟩	🟩	🟩	🟩	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜
	Candidate List	🟩	🟩	🟩	🟩	🟩	🟩	🟦	Suggest a Candidate	🟦	Suggest a Candidate	🟦	Suggest a Candidate	🟦	Suggest a Candidate	🟦	Suggest a Candidate
	ASSA Invite List	🟩	🟩	🟩	🟩	🟩	⬜	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	Add to section list	🟦 `<section>`	Add to section list
	Calendar: ASSA Interview	🟩	⬛	🟩	⬛	🟩	⬛	🟦	⬛	🟦	⬛	🟦	⬛	🟦	⬛	🟦	⬛
	Post ASSA Rankings	🟩	🟩	🟩	🟩	🟩	⬜	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜
	Fly-Out List	🟩	🟩	🟩	🟩	🟩	⬜	🟦	⬜	🟦	⬜	except post-ASSA notes	⬜	except post-ASSA notes	⬜	except post-ASSA notes	⬜
	Calendar: Board Interview	🟩	⬛	🟩	⬛	🟩	⬛	🟦	⬛	🟦	⬛	🟦	⬛	🟦	⬛	🟦	⬛
	Offers	🟩	⬛	🟩	⬛	🟩	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜
	Roles	🟩	🟩	🟩	🟩	🟩	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜
Candidate Profile	Candidate Profile	🟩	🟩	🟩	🟩	🟩	⬜	except notes	⬜	except notes	⬜	except notes	⬜	except notes	⬜	except notes	⬜
	Packet	🟩	🟩	🟩	🟩	🟩	⬜	🟦	⬜	🟦	⬜	except letters of rec.	⬜	except letters of rec.	⬜	except letters of rec.	⬜
	Initial Contact	🟩	🟩	🟩	🟩	🟩	🟩	🟦	🟦	🟦	🟦	except private fields	⬜	🟦	🟦	except private fields	⬜
	ASSA Interview	🟩	🟩	🟩	🟩	🟩	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜
	Board Interview	🟩	🟩	🟩	🟩	🟩	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜	🟦	⬜
	Debrief	🟩	🟩	🟩	🟩	🟩	⬜	🟦 `<section>`	⬜	🟦 `<section>`	⬜	⬜	⬜	⬜	⬜	⬜	⬜
	Offers	🟩	🟩	🟩	🟩	🟩	⬜	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	🟦 `<section>`	⬜	⬜	⬜	⬜	⬜	⬜
	Status History	🟩	⬛	🟩	⬛	🟩	⬛	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜	⬜

Recap: Candidate Profile

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Click candidate │      │ View relevant   │      │ Tabs on profile │
│ name            │ ───> │ personal        │ ───> │ correspond to   │
│ anywhere in     │      │ information     │      │ the recruiting  │
│ the application │      │ about           │      │ process         │
│ to open profile │      │ candidate[1]    │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```

Private view   Private view

| Packet tab: Upload, view packet materials | Initial contact tab: view, edit initial contact information | ASSA Interview tab: View and schedule ASSA interviews | Board Interview tab: View and schedule Board interviews | Debrief tab: View and edit debrief information | Offers tab: View and edit offer details | Status History tab: View status history |

<section> view   <section> view

| Packet tab: View packet materials[2] | Initial contact tab: view, edit[3] initial contact information | ASSA Interview tab: view ASSA interview details | Board Interview tab: View and schedule Board interviews[4] | Debrief tab: View debrief information[5] | Offers tab: View, edit offer details[6] |

Notes

[1] Notes on candidate profile are available to private view only. Comments entered by economists on candidate profile are available to members of their section (IF, OFS viewable by entire division), their recruiting officers, and their division administrators.

[2] Letters of recommendation available only to section chiefs and lead recruiters

[3] Campus recruiters, chiefs and lead recruiters may edit initial contact tab. Notes available to campus recruiters, chiefs and lead recruiters only.

[4] Only chief and lead recruiters can schedule Board interviews.

[5] Debrief information available to section chiefs and lead recruiters that interviewed the candidate at the Board

[6] Offer information viewable, editable to section chiefs and lead recruiters that interviewed the candidate at the Board. Also available to chiefs and lead recruiters whose section was added to the offer. Grade offered, base salary, annual bonus and offer notes are hidden from the section view.

Application Notes

Link

https://fweb.rsma.frb.gov/add/economist_recruiting_2013/cgi-bin/economist_recruiting.pl
In the left-most column of Research and Statistics homepage, click the link for Recruiting, then Economist Recruiting.

Access

All Board economists automatically have basic access to their section's view of the economist recruiting application. Roles determine the level of access and functionality available to the user. DA's and Recruiting Officers may assign a role to users that are particularly involved in the recruiting process. Please refer to the roles information for more details.

Support

For technical inquiries, send an email to RS.ADD.Recruiting@frb.gov. The Contact Us link in the application footer will open a new email message to this address.

To optimize your user experience, ADD recommends you use Firefox. Please note that ADD does not support IE7 - If you choose to use Internet Explorer, please check your browser settings:

- Click the Page dropdown in the top-right corner
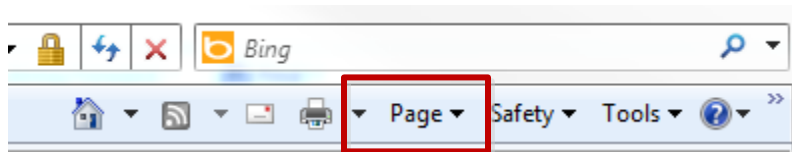
- Click Compatibility View Settings in the drop-down
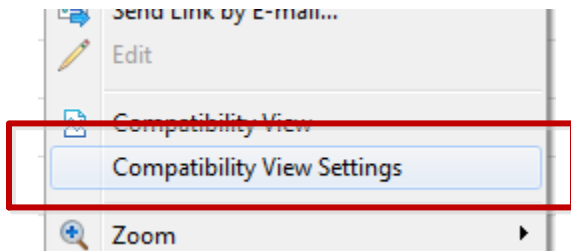
- Make sure Display intranet sites in Compatibility View is *unchecked*