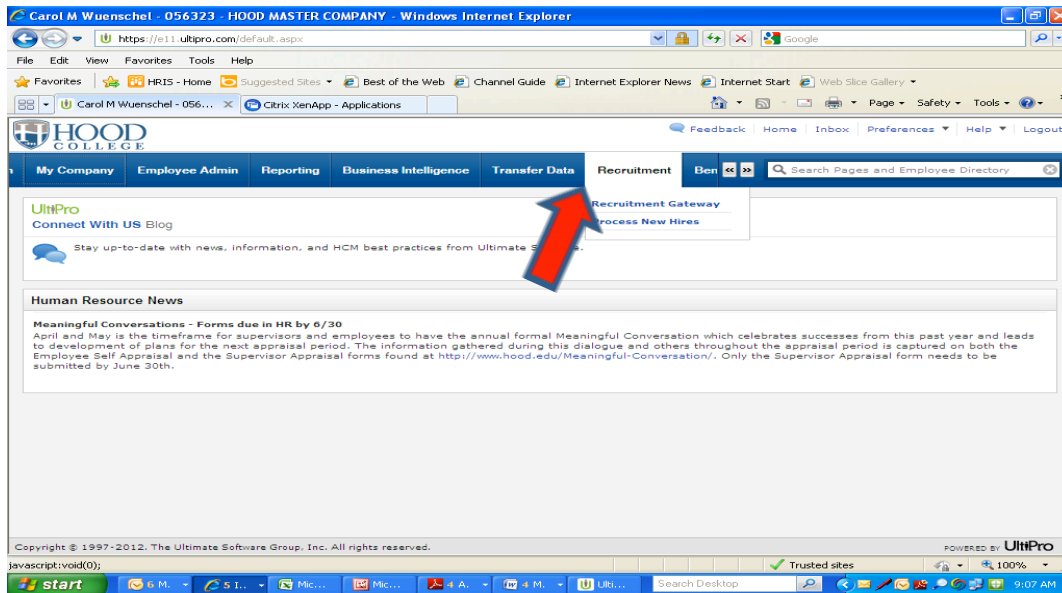


Procedures for Recruitment Module

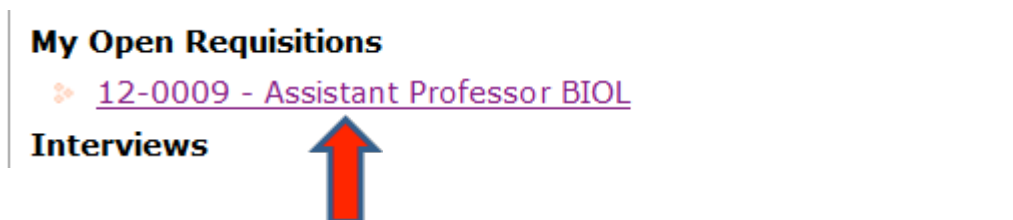
Choose the Recruitment Gateway Option

The Recruitment Module is located on the first page after the login on Ulti-Pro. It is normally located in the upper right hand corner of the blue ribbon options bar.

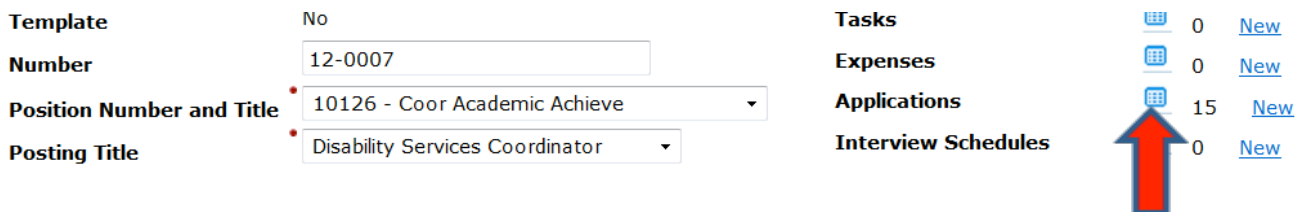


How to view applications and candidate resumes on Recruitment:

1. From the start page click to open the Requisition to see the applications received.



2. Click on the Blue box in front of the "Number" of applications received to bring up the page displayed below



3. From this application list page do the following: (see screen print of application list below)
 - a. Click on Candidate Assessments to view the Online Application candidate completed
 - b. To view documents that a candidate has attached to their record(i.e. resume, cover letter, letters of reference)
 - i. Click on the Candidate Name to open candidate record
 - ii. Click on specific attachment that you would need to view

Open	Select	Date	For Review	Candidate	Current Employee	Requisition	Resume	Candidate Assessment
	<input type="checkbox"/>	4/26/2012	<input type="checkbox"/>	Barry Rohder	No	12-0007 - Disability Services Coordinator		
	<input type="checkbox"/>	4/26/2012	<input type="checkbox"/>	Tina Driggers	No	12-0007 - Disability Services Coordinator		
	<input type="checkbox"/>	4/26/2012	<input type="checkbox"/>	Kristen Callman	No	12-0007 - Disability Services Coordinator		
	<input type="checkbox"/>	4/25/2012	<input type="checkbox"/>	Marie Romaine	Yes	12-0007 - Disability Services Coordinator		

Or at the main Recruitment page, see the image below:

Or you can go to Requisitions which will open up the Search Requisitions function. See below

The screenshot shows a web browser window with the address bar displaying <https://e11.ultiopro.com/default.aspx#>. The browser's address bar and tabs show the user is logged in as Carol M Wuenschel. The page header includes the HOOD COLLEGE logo and navigation links: Feedback, Home, Inbox, Preferences, Help, and Logout. Below the header is a navigation bar with tabs: Team, My Company, Employee Admin, Reporting, Business Intelligence, Transfer Data, Recruitment, and a search bar labeled 'Search Pages and Employee Directory'. The main content area is titled 'Recruitment Gateway' and 'Process New Hires'. It features the UltiPro logo and a navigation menu with links: Requisitions, Candidates, Interviews, Offers, Tools, Create, Search, Approval, and Applications. The 'Search for Requisitions' form includes fields for Number, City, State, Posting Title, Internal Title, Job Family, Contact, Contact Type, Organization, and Template. There are also checkboxes for 'Starts With', 'Include Child Organizations', and radio buttons for 'Yes', 'No', and 'Both'. The form has 'Submit', 'Reset', and 'More Options' buttons. The footer of the page includes copyright information: 'Copyright © 1997-2012. The Ultimate Software Group, Inc. All rights reserved.' and 'POWERED BY UltiPro'.

Other Actions

[New Requisition](#) [Browse all Requisitions](#) [New Search](#) [My Saved Reports](#)



That will bring up all the open requisitions and applications that have been

The screenshot shows the Ultipro Recruitment Gateway interface. The top navigation bar includes links for Team, My Company, Employee Admin, Reporting, Business Intelligence, Transfer Data, and Recruitment. The main content area is titled "Browse all Requisitions" and displays a table of requisitions. A red arrow points to the number "20" in the "Applications" column for the requisition titled "Disability Services Coordinator".

Open	Select	Number	Posting Title	Applications	Part Time	Location	City	State	Filled	Cancelled	On Hold	Da
<input type="checkbox"/>	<input type="checkbox"/>	12-0010	Assistant Professor EDUC	8	No	OP-ONICA PRALL	Frederick	MD	No	No	No	4/
<input type="checkbox"/>	<input type="checkbox"/>	12-0009	Assistant Professor BIOL	8	No	HO-HODSON SCIENCE TECHNOLOGY	Frederick	MD	No	No	No	4/
<input type="checkbox"/>	<input type="checkbox"/>	12-0008	Graduate Research Assist BIOL	0	No	HO-HODSON SCIENCE TECHNOLOGY	Frederick	MD	No	No	No	4/
<input type="checkbox"/>	<input type="checkbox"/>	12-0007	Disability Services Coordinator	20	No	RO-ROSENSTOCK HALL	Frederick	MD	No	No	No	4/
<input type="checkbox"/>	<input type="checkbox"/>	12-0006	General Chemistry Coordinator	0	No	HO-HODSON SCIENCE TECHNOLOGY	Frederick	MD	No	No	No	4/
<input type="checkbox"/>	<input type="checkbox"/>	12-0004	Administrative Assistant	0	No	AH-ALUMNAE HOUSE	Frederick	MD	Yes	No	No	3/

attached to it.

When you click on the number and it will bring up all the open applications

The screenshot shows the Ultipro Recruitment Gateway interface with the "Applications Search Results" for the "Disability Services Coordinator" requisition. The table lists the following applications:

Open	Select	Date	For Review	Candidate	Current Employee	Requisition	Resume	Candidate Assessments	Application Assessments	Rollup Percent	St
<input type="checkbox"/>	<input type="checkbox"/>	5/2/2012	<input type="checkbox"/>	TERESA MENA	No	12-0007 - Disability Services Coordinator				0	
<input type="checkbox"/>	<input type="checkbox"/>	5/1/2012	<input type="checkbox"/>	Jeannette Blackwood	No	12-0007 - Disability Services Coordinator				0	
<input type="checkbox"/>	<input type="checkbox"/>	4/30/2012	<input type="checkbox"/>	Molly Carick	No	12-0007 - Disability Services Coordinator				0	
<input type="checkbox"/>	<input type="checkbox"/>	4/28/2012	<input type="checkbox"/>	Erik Bandzak	No	12-0007 - Disability Services Coordinator				0	
<input type="checkbox"/>	<input type="checkbox"/>	4/28/2012	<input type="checkbox"/>	Julie Ferguson	No	12-0007 - Disability Services Coordinator				0	
<input type="checkbox"/>	<input type="checkbox"/>	4/26/2012	<input type="checkbox"/>	Barry Rohder	No	12-0007 - Disability Services Coordinator				0	