

Course ID: DPR 321

Course: Recruitment

Updated 1-9-2025

Ground Rules



Be on time



Attendance



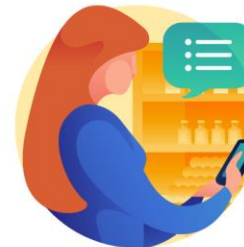
Turn off your cell phones
when in class



Take breaks as needed



Participate actively in
class; refrain from email
and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Recruitment processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Introduction to INFORMS Query• Module 3: Course Summary
Training Audiences	<ul style="list-style-type: none">• Department Personnel Representative• HR Central Administrator Technician• HR Central Position Administrator• HR Central Compensation Administrator
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation and Online Help• HCM 101 – Human Resources Fundamentals
Estimated Duration	<ul style="list-style-type: none">• 4 Hours and 30 Minutes

Course Outline

Content

Module 1: Course Introduction

Module 2: Recruitment

- Lesson 1: Create a Job Opening
 - Lecture 1: Create a Job Opening
- Lesson 2: Candidate Selection
 - Lecture 1: Screen Applicants for Minimum Qualifications and Preferences then Apply Results
 - Lecture 2: Company Identifier

Course Outline Continued

Content

- Lesson 3: Employment Offer and Acceptance
 - Lecture 1: Employment Offer
 - Lecture 2: Update Candidate Status
- Lesson 4: Onboarding Activities
 - Lecture 1: Preparing for Hire
 - Lecture 2: Manage Hire
 - Lecture 3: Transfer an Employee to a New Position (Lateral)
 - Lecture 4: Verify the Employee Transfer

Module 3: Course Summary

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits

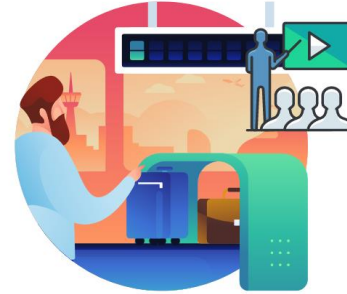
The End-to-End Business Process

Introduction to Activities and Exercises

Course Administration and Logistics



To receive credit for completing this course, Users must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



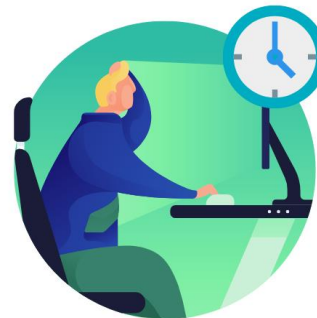
Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

At the conclusion of this course, participants will be able to

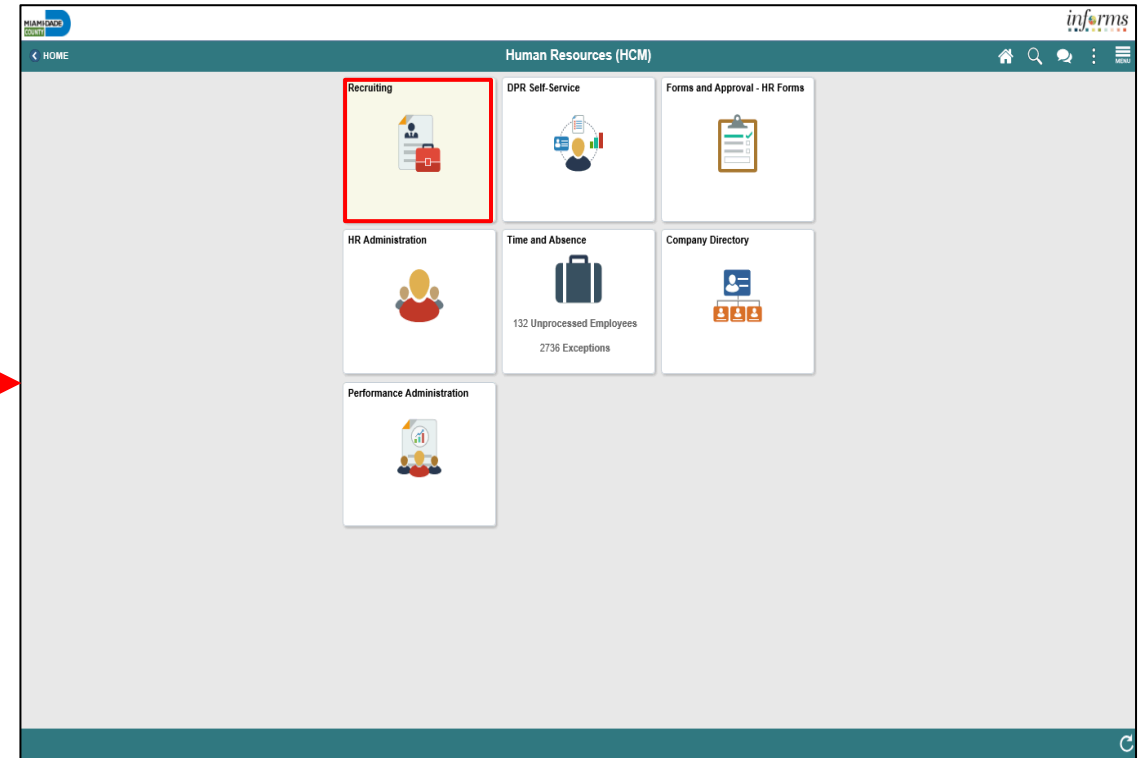
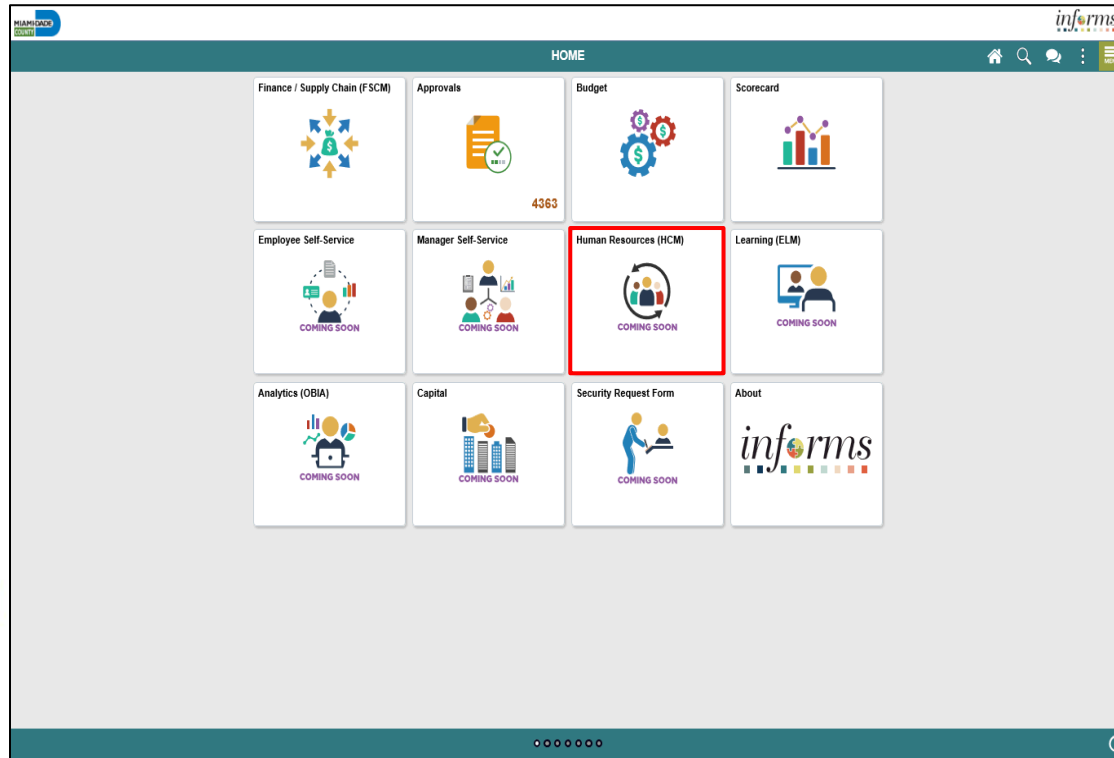
- Create a Job Opening
- Screen Applicants for Minimum Qualifications and Preferences and Apply Points
- Employment Offer
- Prepare for Hire
- Manage Hire
- Transfer an Employee (Lateral)
- Verify the Employee Transfer

Roles and Responsibilities

The roles and responsibilities associated with this course:

Role	Responsibilities
Department Personnel Representative	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Constitutional Office Department Personnel Representative	The Constitutional Office Department Personnel Representative is responsible for reviewing and approving Employee Self-Service (ESS) and Manager Self-Service (MSS) transactions.
HR Central Position Administrator	The HR Central Position Administrator is responsible for creating, reviewing, editing and approving position edits and reporting.
HR Central Administrator Specialist	The HR Central Administrator Specialist is responsible for Job Data changes. The HR Central Administrator Specialist can review and audit Manage Hire transactions.
HR Central Compensation Administrator	The HR Central Compensation Administrator is responsible for Job Code tables, Salary Plan Table, Non-Person Profile, Recruitment Questions-sets and Review/Approve job openings within their approval path.

Navigation



Purpose and Benefits

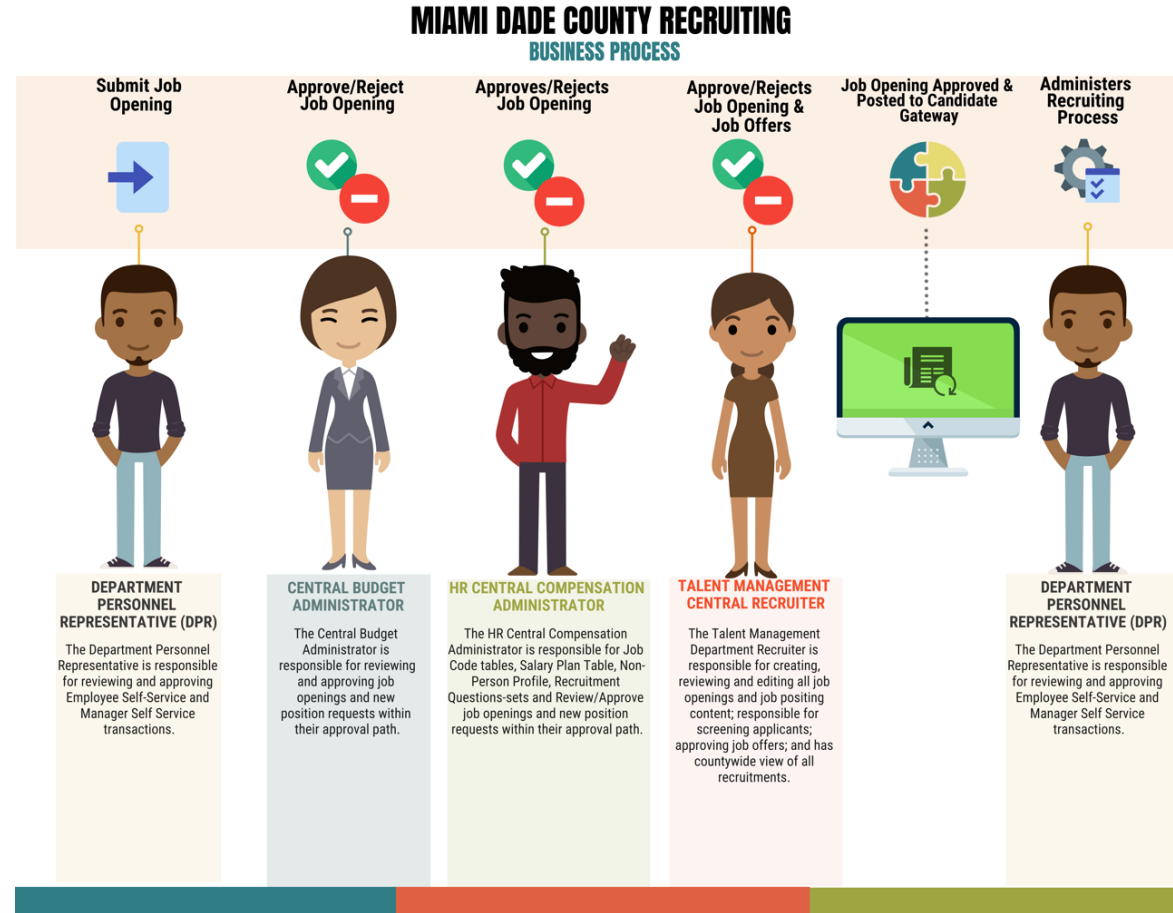
The purpose and benefits of the Recruitment business process include:

- Automation of County business processes
- Job Opening - Defaults from Position details
- Default Compensation, Add/Remove Components of Pay and Calculate Adjusted Rate
- Integrated payment and accounting for expense reimbursement.
- Consolidated Benefit Billing System – Leave Of Absence (LOA), retirees and benefit billing all in one system
- Data persistence – INFORMS data is never deleted, only past-effective dated
- Decreased data redundancy - Perform all recruit to hire activities in a single common system - eliminating manual data re-keying
- Employee empowerment - employee self-service and manager self-service interfaces are intuitive, easy to use and available on demand on multiple devices and platforms
- Enhanced data retrieval - rapid pro forma and ad hoc report development and deployment capabilities

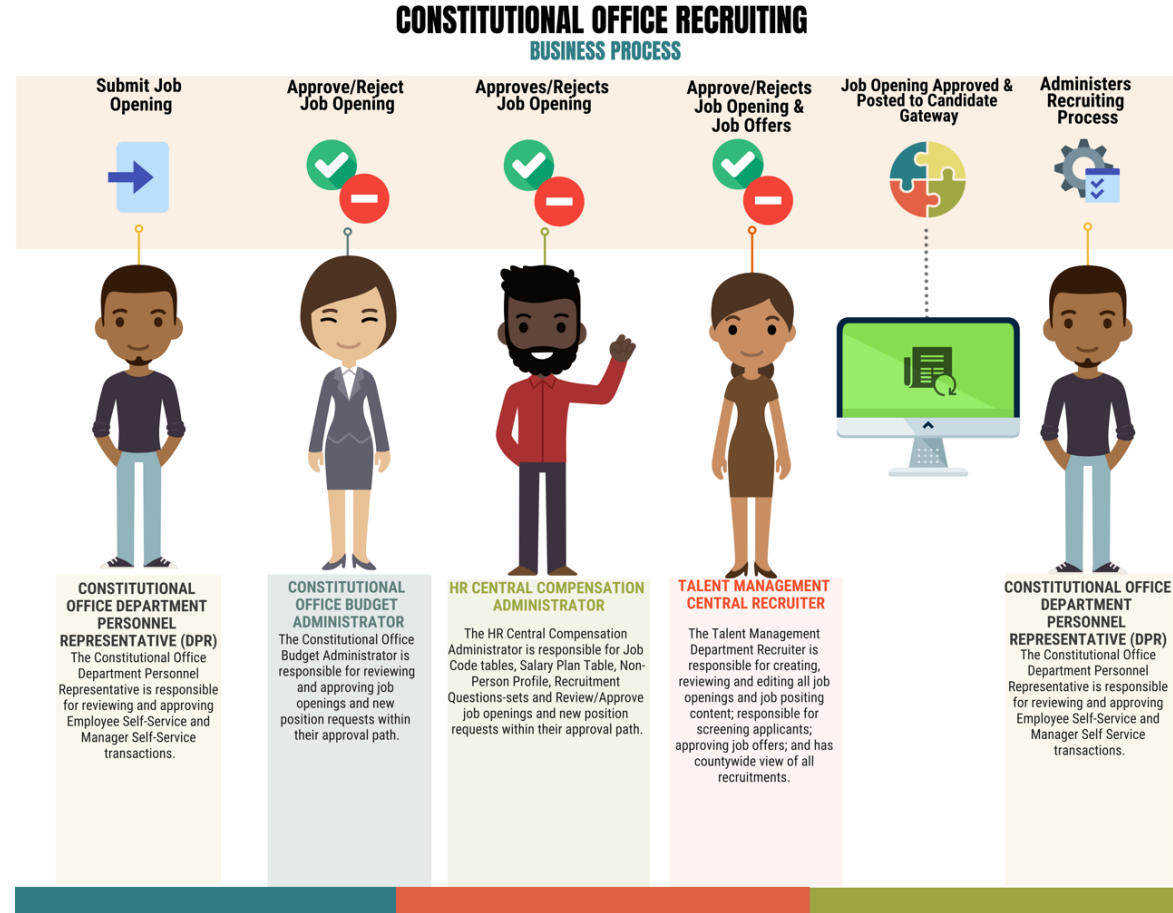
Purpose and Benefits Continued

- Robust technical platform – high on-demand availability with minimum downtime, scalable and extensible, rapid deployment of system upgrades, continuous improvement, iterative development, data security
- Streamlined operations - Automated email notifications, approval routing, consistent business process between Departments, electronic signatures, reduced processing time with online transaction processing, rapid data retrieval via ad hoc query capability, seamless integration between County systems
- Company – A distinct legal or financial entity, such as Miami-Dade County or a Constitutional Office, that operates with its own accounting and financial reporting structure, allowing for separate tracking of revenues, expenses and budgets

End-to-End Business Process



End-to-End Business Process

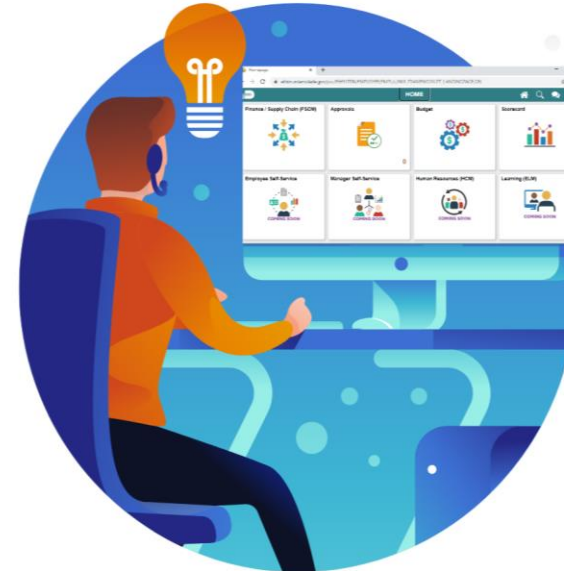


Introduction to Activities and Exercises

You will take part in two types of hands-on learning throughout this course.



Training
Activities



Training
Exercises

Module 2: Recruitment

Module Topics

Module Introduction

Lesson 1: Create a Job Opening

Lesson 2: Candidate Selection

- **Lecture 1:** Screen Applicants for Minimum Qualifications and Preferences and Apply Points

Lesson 3: Employment Offer and Acceptance

Lesson 4: Onboarding Activities

- **Lecture 1:** Preparing for Hire
- **Lecture 2:** Manage Hire
- **Lecture 3:** Transfer and Employee to a New Position (Lateral)
- **Lecture 4:** Verify the Employee Transfer

Lesson 1: Create a Job Opening

At the conclusion of this lesson, you will be able to:

- Create a Job Opening

Lesson 1: Key Terms

Term	Definition
Recruiting Location	The location in which the interview will be performed. When jobs are posted, the recruiting location is visible to applicants.
Job Profile	The set of competencies and responsibilities that apply to workers in the same job, position, or salary grade.
Recruitment Contact	The HR Central Recruitment contact for the open job.
Recruitment Area	The location in which the interview will take place.
Recruiter	The department's representative and contact for the open job.
Relative Open Date	The date in which a job will be visible to applicants in relation to the approval date. The system calculates the posting date and displays it in the Post Date field, which becomes unavailable for entry.
Company	A distinct legal or financial entity, such as Miami-Dade County or a Constitutional Office, that operates with its own accounting and financial reporting structure, allowing for separate tracking of revenues, expenses, and budgets.

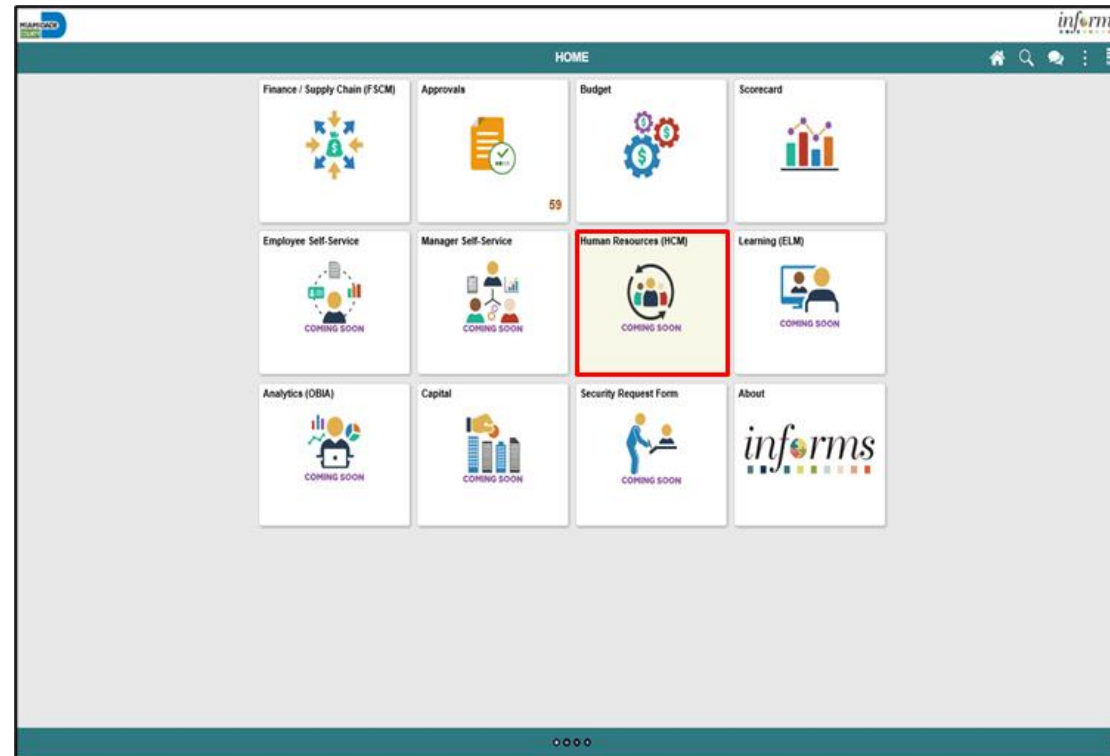
Lesson 1: Create a Job Opening

- Job Opening - Defaults from Position / Non-Person profiles
- Departments can attach the question sets specific to the job opening in the advertisement (with compensation approval).
- Departments can work with Central HR for enhanced screening.
- Additional applicant statuses for enhanced applicant tracking

Lesson 1: Create a Job Opening Continued

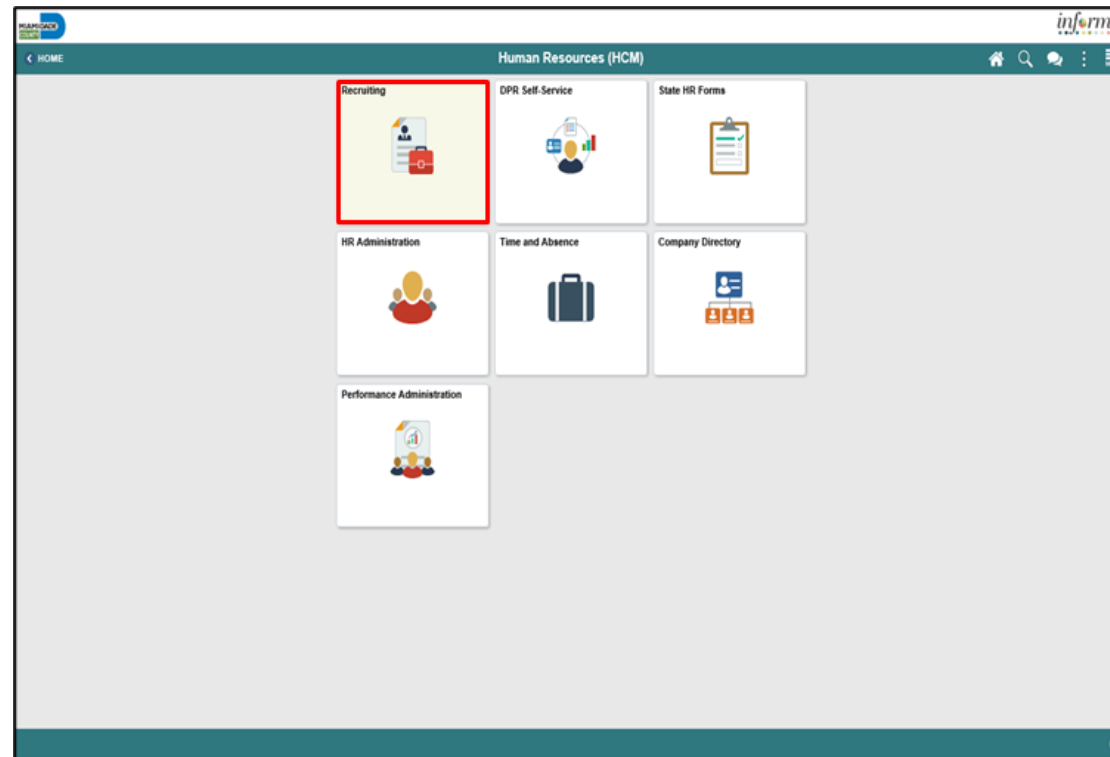
As a DPR, create a job opening.

1. Select the **Human Resources (HCM)** tile.



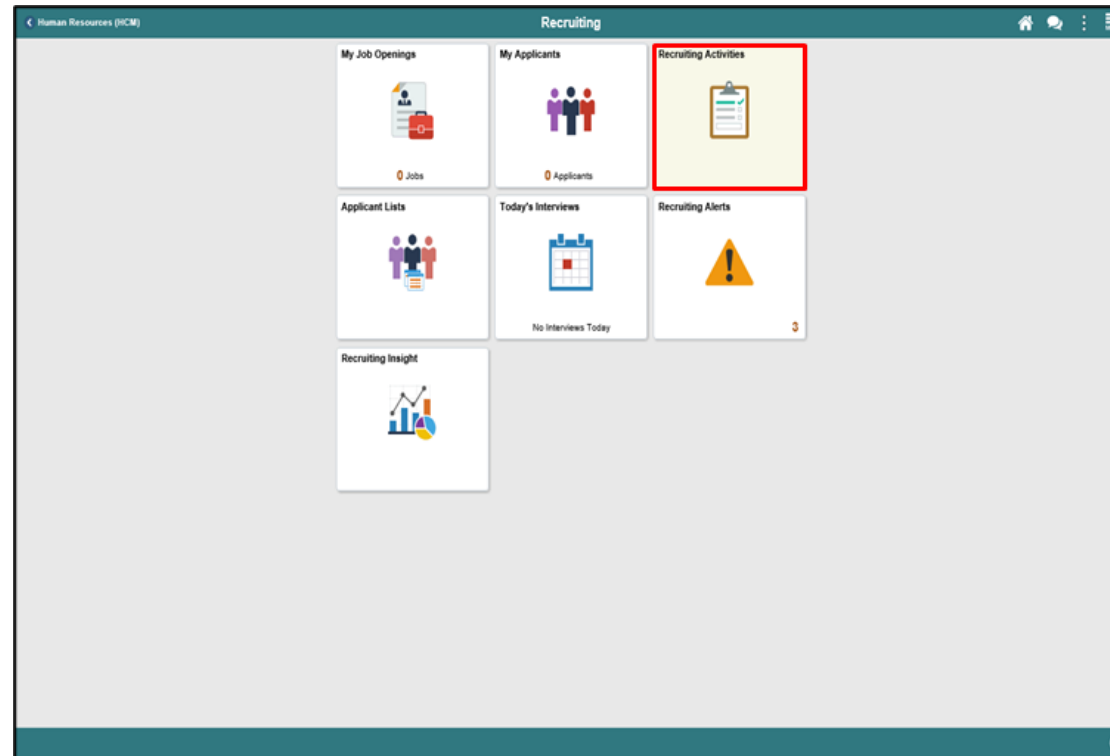
Lesson 1: Create a Job Opening Continued

2. Select the **Recruiting** tile.



Lesson 1: Create a Job Opening Continued

3. Select the **Recruiting Activities** tile.



Lesson 1: Create a Job Opening Continued

4. Select the **Create** pane.
5. Select the **Create Job Opening** pane.

The screenshot displays the 'Recruiting Activities' interface. On the left sidebar, the 'Create' pane is highlighted with a red box, and the 'Create Job Opening' option is also highlighted. The main content area is titled 'Primary Job Opening Information' and contains two sections: 'Job Details' and 'Profile Details'. The 'Job Details' section includes fields for 'Job Opening Type' (Standard Requisition), '*Business Unit' (FN), 'Department', 'Position Number', '*Job Code', '*Recruiting Location', and '*Job Posting Title'. The 'Profile Details' section includes a 'Job Profile' section with a 'Profile ID' field and a 'View Profile' button. A green 'Continue' button is located at the bottom right of the form.

Recruiting Activities

Primary Job Opening Information

Job Details

Job Opening Type: Standard Requisition

*Business Unit: FN Finance

Department: [Search]

Position Number: [Search]

*Job Code: [Search]

*Recruiting Location: [Search]

*Job Posting Title: [Text Field]

Profile Details

Job Profile

Profile ID: [Search] View Profile

Continue

Lesson 1: Create a Job Opening Continued

6. Input or search for the **Position Number**.
7. Input or search for the **Recruiting Location** number.
8. Select the **Continue** button.

The screenshot shows the 'Recruiting Activities' interface. On the left is a sidebar with a search bar, a '+ Create' button, and a 'Create Job Opening' button (highlighted in green). Below these are links for 'Applicant Lists', 'Interview Calendar', and 'Saved Searches'. The main content area is titled 'Primary Job Opening Information' and contains two sections: 'Job Details' and 'Profile Details'. The 'Job Details' section has a dropdown for 'Job Opening Type' (set to 'Standard Requisition'), a '*Business Unit' dropdown (set to 'FN'), and input fields for 'Department', 'Position Number', '*Job Code', '*Recruiting Location', and '*Job Posting Title'. A red rectangle highlights the 'Department', 'Position Number', and '*Job Code' fields. The 'Profile Details' section has a 'Job Profile' dropdown and a 'Profile ID' input field. Below the 'Profile ID' field are two 'View Profile' buttons. A red rectangle highlights the 'Continue' button at the bottom right of the form.

Recruiting Activities

Recruiting

Search

+ Create

Create Job Opening

Applicant Lists

Interview Calendar

Saved Searches

Primary Job Opening Information

Job Details ?

Job Opening Type Standard Requisition

*Business Unit FN Finance

Department

Position Number

*Job Code

*Recruiting Location

*Job Posting Title

Profile Details ?

Job Profile ?

Profile ID

View Profile

View Profile

Continue

Lesson 1: Create a Job Opening Continued

9. Input or search for the **Recruiter** details.
10. Input or search for the **Hiring Manager** details.
11. Input or search for the **Interviewer** details.
12. Select the **Add Job Posting** button.

Recruiters

Name	Recruiter ID	Primary	
Sari Kang	00001720	<input checked="" type="checkbox"/>	

Add Recruiter **Add Recruiter Team**

Hiring Managers

Name	Manager ID	Primary	
Dionna Chester	00000028	<input checked="" type="checkbox"/>	

Add Hiring Manager **Add Hiring Manager Team**

Interviewers

Name	Interviewer ID	
Zaiden Potter	00000011	

Add Interviewer **Add Interviewer Team**

Job Postings

No job postings exist for this job opening.

Add Job Posting

Save and Submit **Save as Draft** | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

Lesson 1: Create a Job Opening Continued

13. Select the applicable **Destination** from the list.
14. Select the applicable **Posting Type**.
15. Select the applicable **Relative Open Date**.
16. Input the applicable **Remove Date** or input the applicable **Posting Duration** details.
17. Select the **OK** button.

Posting Information

Job Postings

*Posting Title: SECRETARY

Job Descriptions

*Description Type: Minimum Qualifications
*Visibility: Internal and External
Template: Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required.
Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

Add Posting Description Delete Posting Description

Job Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
JOBS Website www.miamidade.gov	Internal Posting	On Approval Date	04/27/2022		30

Add Posting Destination

OK Cancel Preview

Lesson 1: Create a Job Opening

Continued

18. Select the **Save and Submit** button.

The screenshot shows the 'Job Opening' form in the informis system. The form is divided into several sections: Recruiters, Hiring Managers, Interviewers, and Job Postings. Each section has a table with columns for Name, ID, and Primary status. Below each table are buttons to 'Add' the respective entity or team. At the bottom of the form, there is a 'Save and Submit' button, which is highlighted with a red box. Other buttons include 'Save as Draft', 'Recruiting Home', 'Notification', 'Start Over', and 'Top of Page'.

Name	Recruiter ID	Primary	
Sari Kang	00001720	<input checked="" type="checkbox"/>	

Add Recruiter **Add Recruiter Team**

Hiring Managers

Name	Manager ID	Primary	
Dionna Chester	00000028	<input checked="" type="checkbox"/>	

Add Hiring Manager **Add Hiring Manager Team**

Interviewers

Name	Interviewer ID	
Zaiden Potter	00000011	

Add Interviewer **Add Interviewer Team**

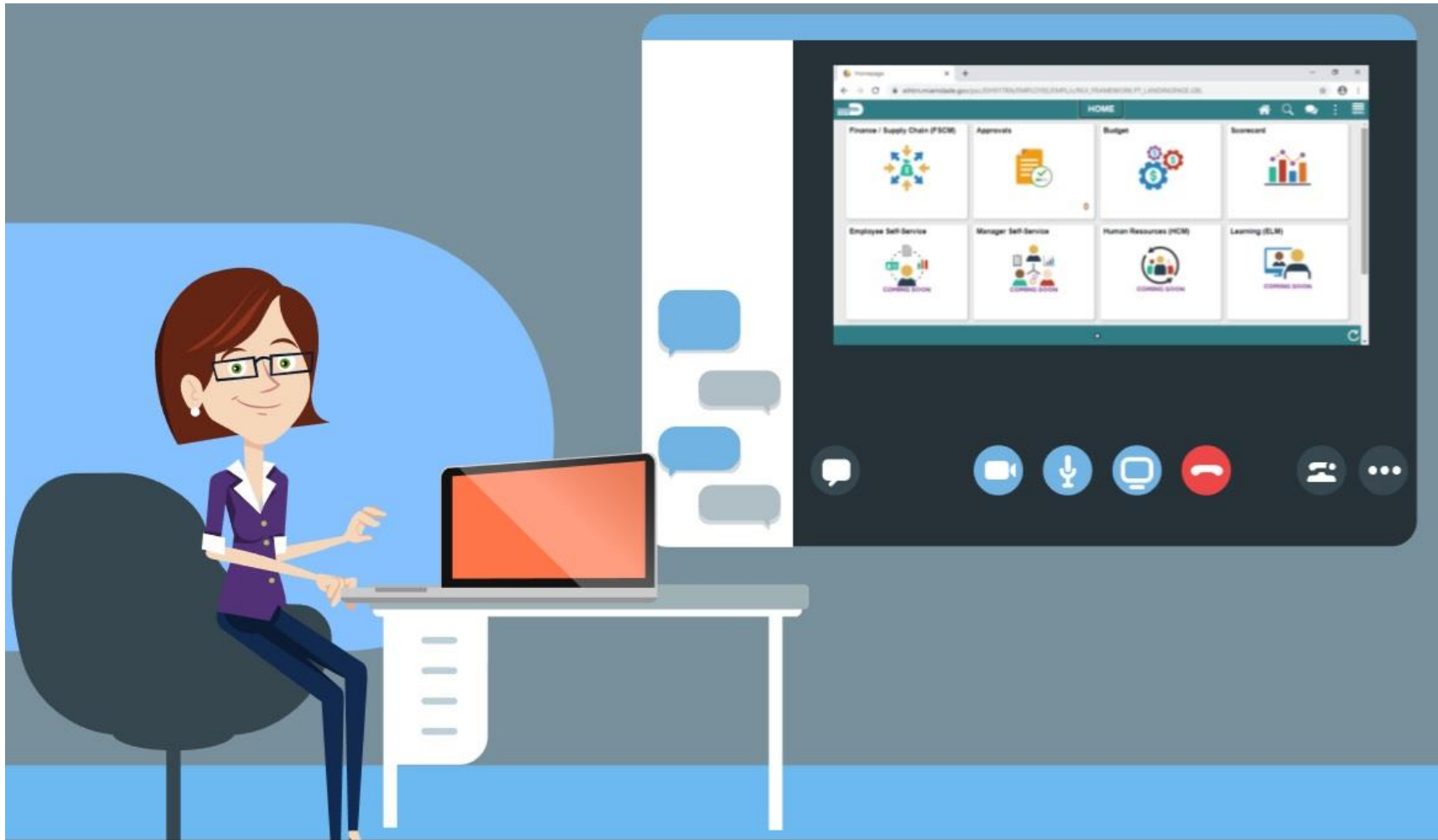
Job Postings

Postings	Primary Posting Title	
SECRETARY	<input checked="" type="checkbox"/>	

Add Job Posting

Save and Submit **Save as Draft** | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

Lesson 1: Activities and Exercises



Lesson 1: Lesson Summary

Having completed the Create Job Opening lesson, users should be able to:

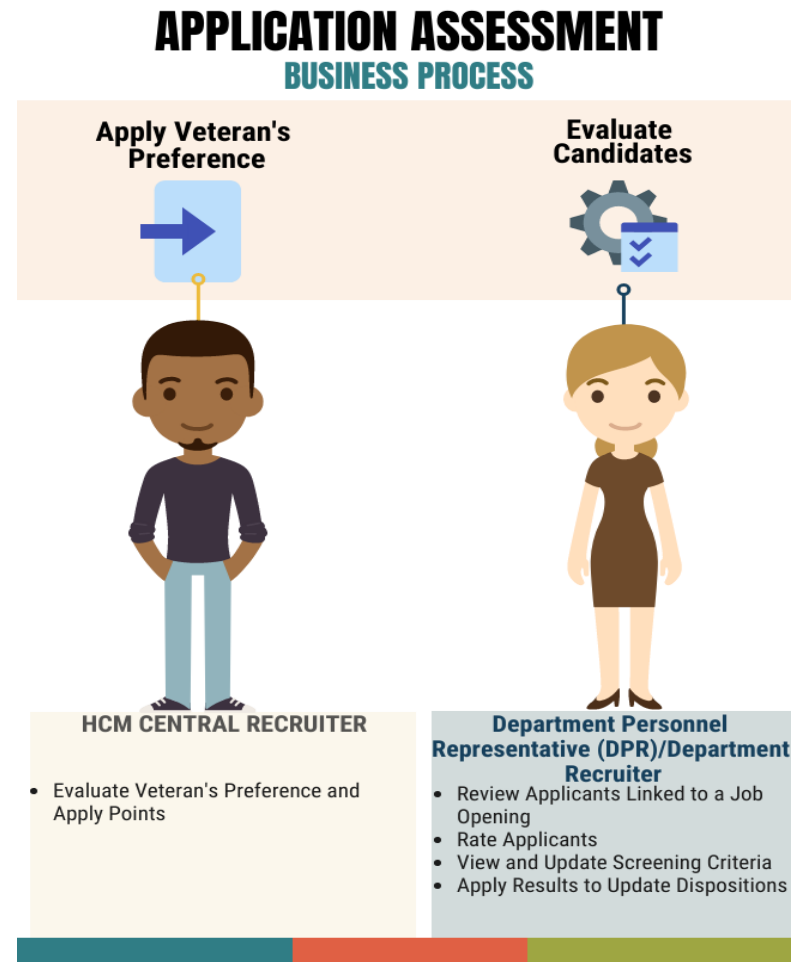
- Create a Job Opening

Lesson 2: Candidate Selection

At the conclusion of this lesson, you will be able to:

- Screen Applicants for Minimum Qualifications and Preferences then Apply Results

Lesson 2: Candidate Selection Continued



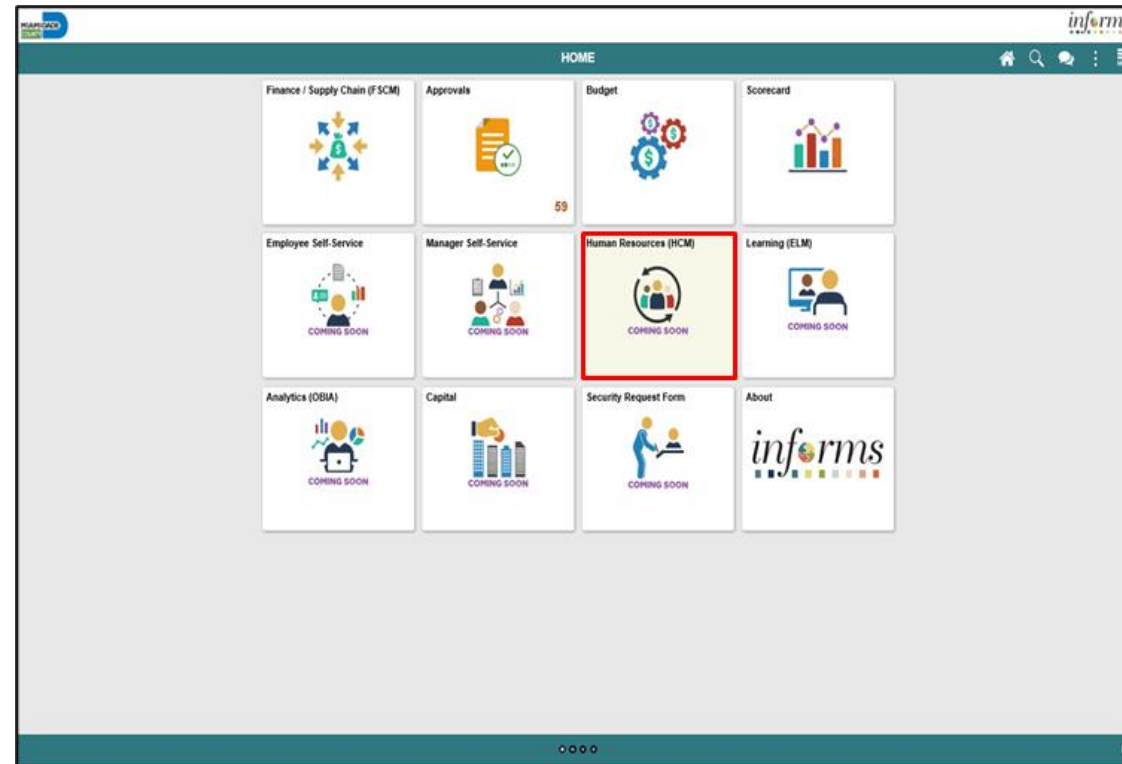
Lesson 2: Key Terms

Term	Definition
Company Identifier	An identifier associated with each Employee that determines which Company (i.e. Miami Dade County or a Constitutional Office) that they are employed by. This company identifier will allow Constitutional Office employees to be distinguished from Miami Dade County employees.
Veteran's Preference Points	Veteran's Preference Points are awarded based on the documentation provided by the candidate to HR Central Recruitment.

Lesson 2: Candidate Selection Continued

As a DPR, create a job offer.

1. Select the **Human Resources (HCM)** tile.

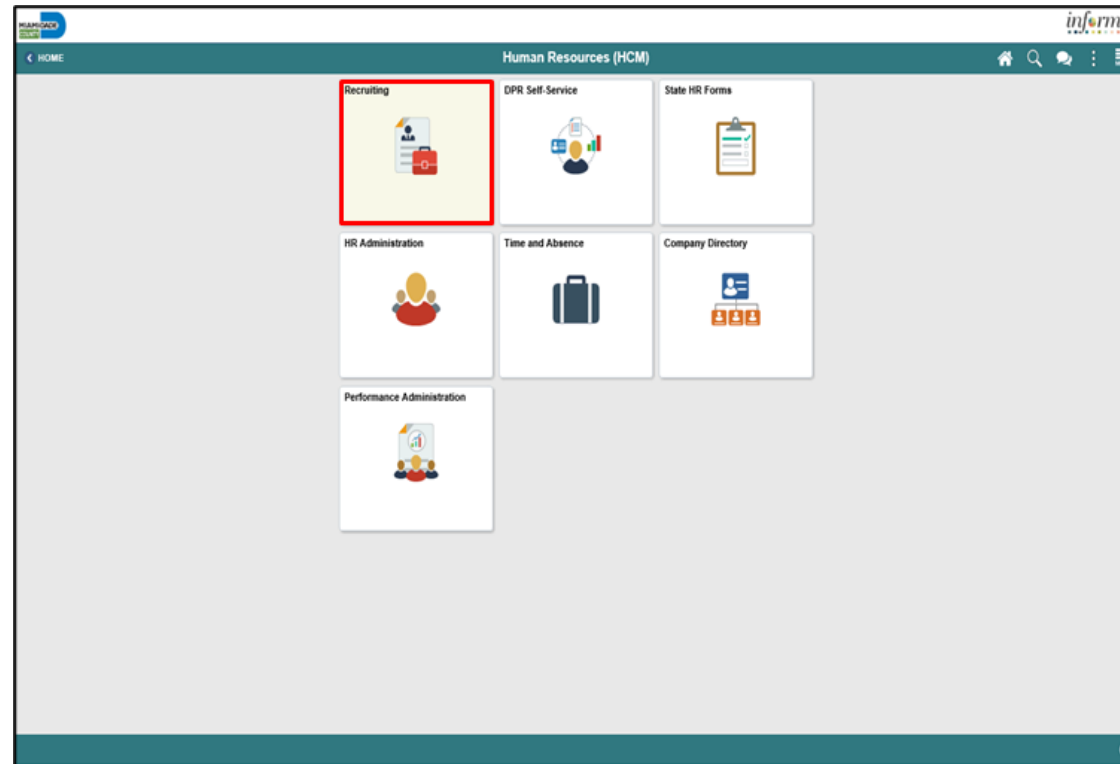


Lesson 2: Candidate Selection Continued

- Once the job opening has closed the HCM Central Recruiter will review applicants and apply Veteran's Preference points to applicants that are claiming preference.
- The department recruiter will start the screening process to develop an eligible candidate pool for interview consideration.
- Once the minimum qualifications screening process has been completed, results will be applied in the system.

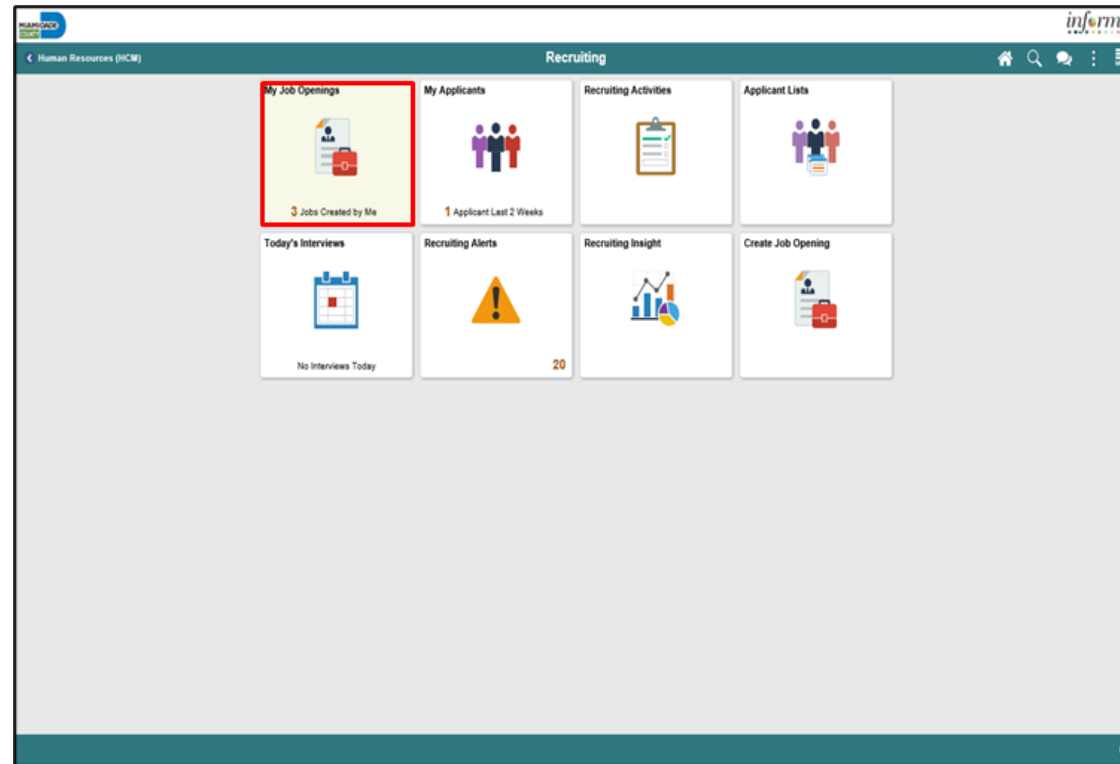
Lesson 2: Candidate Selection Continued

2. Select the **Recruiting** tile.



Lesson 2: Candidate Selection Continued

3. Select the **My Job Openings** tile.



Lesson 2: Candidate Selection Continued

4. Select the **View Job Opening** button.

The screenshot displays the 'My Job Openings' interface. At the top, there's a search bar labeled 'Search My Job Openings' with a 'Clear Search' link and a 'Personalize Filters' link. Below this is a table titled 'My Job Openings' with 3 results found for 'Jobs Created by Me'. The table has columns: Job Title/Job ID, Recruiting Location, Hiring Manager, Days Open, No Action Taken, and Applicants. A red box highlights the 'View Job Opening' button (represented by a right arrow) for the 'ADMINISTRATIVE SECRETARY' job.

Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants
ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	1	1
SECRETARY 994763	Miami Beach		109	0	0
Police Officer - Tested Position Story DAG 994614	Southwest	Aldo Rosello	458	0	0

Lesson 2: Candidate Selection Continued

5. Select the **Applicant Screening** tab.

Manage Job Opening

[Return](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#)

Job Opening ID 89205
Job Posting Title Finance Collection Specialist
Job Code 000308 (Finance Collection Specialist)
Position Number 00021192 (FINANCE COLLECTION SPECIALIST)

Status 010 Open
Business Unit FN (Finance)
Department FN06100100 (CREDIT & COLLECTIONS)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

Lesson 2: Candidate Selection Continued

6. Select **Minimum Qualifications** from the **Run** list.
7. Select the **Go** button.

Manage Job Opening

[Return](#) | [Search Job Openings](#) | [Create New](#) | [Add Note](#) | [Print Job Opening](#)

Job Opening ID 89205
Job Posting Title Finance Collection Specialist
Job Code 000308 (Finance Collection Specialist)
Position Number 00021192 (FINANCE COLLECTION SPECIALIST)

Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

[Screening Levels](#) | [Screening Results](#)

Run | Select... | **Go** | [Process Monitor](#)

Lesson 2: Candidate Selection Continued

8. Select the **Process Monitor** link.

The screenshot shows a web application titled "Manage Job Opening". At the top, there is a navigation bar with links: "Return", "Search Job Openings", "Create New", "Add Note", and "Print Job Opening". Below this, the job details are listed: "Job Opening ID 89205", "Job Posting Title Finance Collection Specialist", "Job Code 000308 (Finance Collection Specialist)", and "Position Number 00021192 (FINANCE COLLECTION SPECIALIST)". A tabbed interface follows, with tabs for "Applicants", "Applicant Search", "Applicant Screening" (which is active and highlighted in green), "Activity & Attachments", and "Details". Under the "Applicant Screening" tab, there are two sub-tabs: "Screening Levels" and "Screening Results". The "Screening Levels" sub-tab is active. It contains a "Run" section with a dropdown menu set to "Minimum Qualifications" and a "Go" button. To the right of the "Go" button, the "Process Monitor" link is highlighted with a red rectangular box. The link is accompanied by a circular refresh icon.

Lesson 2: Candidate Selection Continued

Note: A new window will open. Select the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.

9. Select the **Search Job Openings Tab** tab from the browser.

The screenshot shows a web application interface for managing process instances. At the top, there are tabs for "Process List" and "Server List". Below the tabs, there is a section titled "View Process Request For" with various filters: "User ID" (T0140677), "Type" (dropdown), "Last" (dropdown), "Days" (50), and a "Refresh" button highlighted with a red box. There are also fields for "Server", "Name", "Instance From", "Instance To", "Run Status", "Distribution Status", and a "Save On Refresh" checkbox. Below the filters is a "Process List" table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 10 rows of data, all with "Run Status" as "Success" and "Distribution Status" as "Posted".

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	383137		Application Engine	HRS_JO_SCR	T0140677	12/09/2021 12:38:21PM EST	Success	Posted	Details
<input type="checkbox"/>	383095		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:41:29AM EST	Success	Posted	Details
<input type="checkbox"/>	383094		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:41:29AM EST	Success	Posted	Details
<input type="checkbox"/>	383093		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:40:55AM EST	Success	Posted	Details
<input type="checkbox"/>	383092		Application Engine	MD_HR0053	T0140677	12/09/2021 10:40:49AM EST	Success	Posted	Details
<input type="checkbox"/>	383091		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:40:24AM EST	Success	Posted	Details
<input type="checkbox"/>	383090		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:40:24AM EST	Success	Posted	Details
<input type="checkbox"/>	383089		Application Engine	MD_HR0053	T0140677	12/09/2021 10:38:14AM EST	Success	Posted	Details
<input type="checkbox"/>	383088		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:38:50AM EST	Success	Posted	Details
<input type="checkbox"/>	383087		Application Engine	MD_HR0053	T0140677	12/09/2021 10:38:49AM EST	Success	Posted	Details
<input type="checkbox"/>	383086		Application Engine	TL_AUTO_ENRL	T0140677	12/09/2021 10:38:34AM EST	Success	Posted	Details

Lesson 2: Candidate Selection Continued

10. Select the **Apply Results** button.

The screenshot shows the Informis Screening Criteria application. The top navigation bar includes links for Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Add Note, and Print Job Opening. The main content area displays job opening details for ID 994734, titled PARK SERVICE AIDE, with job code 007202 and position number 59000746. The status is 010 Open, and the department is PR00000000 (PARKS, REC & OPEN SPACES). The 'Applicant Screening' tab is active, showing a 'Run' dropdown set to 'Select...' and a 'Go' button. The 'Apply Results' button is highlighted with a red rectangle. Below this, the 'Screening Levels' table shows one level: '1-Minimum Qualifications' for job code 007202, with 1 applicant screened, 1 passed, 0 failed, and 1 unapplied result. The 'Applicants' table below shows one applicant, Jennifer Lopez, with a score of 0% and a disposition of '030 Eligible'. The bottom of the screen includes a 'Top of Page' link.

Screening Criteria

Job Opening ID 994734
Job Posting Title PARK SERVICE AIDE
Job Code 007202 (Park Service Aide)
Position Number 59000746 (PARK SERVICE AIDE)

Status 010 Open
Business Unit PR (Parks, Recreation & Open Spcs)
Department PR00000000 (PARKS, REC & OPEN SPACES)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

Screening Levels | Screening Results

Run Select... Go Process Monitor

Apply Results

Screening Levels

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By
*	007202	Park Service Aide		1-Minimum Qualifications	12/09/21 12:45PM	1	1	0	1	Dena Kelly

Applicants

Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
<input type="checkbox"/>	0%	0.0	Jennifer Lopez	600326	030 Eligible	Passed	No	12/09/2021	External Applicant		

Select All Deselect All Route Merge

Top of Page

Lesson 2: Candidate Selection Continued

11. Select the **OK** button.

The screenshot shows the 'Manage Job Opening' interface. A confirmation dialog box is displayed in the center, asking 'Apply screening results? (18177, 64)'. The dialog text states: 'Screening results will be applied to all screened applicants. This will update the Job Opening disposition for each screened applicant and they will not be included in any subsequent screening processes. If screened applicants need to be included in subsequent screening, choose Apply after all levels have been run. Select OK to continue or Cancel to abort.' The 'OK' button is highlighted with a red rectangle.

Job Opening Details:

- Job Opening ID: 094734
- Job Posting Title: PARK SERVICE AIDE
- Job Code: 007202 (Park Service Aide)
- Position Number: 59000746 (PARK SERVICE AIDE)
- Status: 010 Open
- Business Unit: PR (Parks, Recreation & Open Spcs)
- Department: PR00000000 (PARKS, REC & OPEN SPACES)

Screening Levels Table:

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By
*	007202	Park Service Aide		1-Minimum Qualifications	12/09/21 12:45PM	1	1	0	1	Dena Kelly

Applicants Table:



Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
<input type="checkbox"/>	0%	0.0	Jennifer Lopez	609326	030 Eligible	Passed	No	12/09/2021	External Applicant		

Lesson 2: Candidate Selection Continued

The Company Identifier will allow Constitutional Office (CO) employees to be distinguished from Miami-Dade County (MDC) employees. It will associate the Company (i.e. Miami-Dade County or Constitutional Office) that each Employee is employed by with an identifier.

On the **Applicants** tab, DPRs will be able to see the **Company Identifier**. Applicants will be identified under both the **Company** and **Business Unit** tab. Employees under the MDC company will be distinguished by their business unit.

Lesson 2: Candidate Selection Continued

Applicants						
Applicant Search						
Applicant Screening						
Activity & Attachments						
Details						
All (73)						
Applied (0)						
Reviewed (0)						
Screen (0)						
Route (0)						
Applicants ?						
 						
Select	Applicant Name	Applicant ID	Type	Company	Business Unit	Disposition
<input type="checkbox"/>		941447	Employee	CL	CL	Reject
<input type="checkbox"/>		938001	Employee	CL	CL	Reject
<input type="checkbox"/>		942053	External	MDC	PA	Reject
<input type="checkbox"/>		968252	Employee	TC	TC	Reject
<input type="checkbox"/>		901433	Employee	CL	CL	Reject

Lesson 2: Activities and Exercises



Lesson 2: Lesson Summary

Having completed the Create Job Opening lesson, users should be able to:

- Create a Job Offer

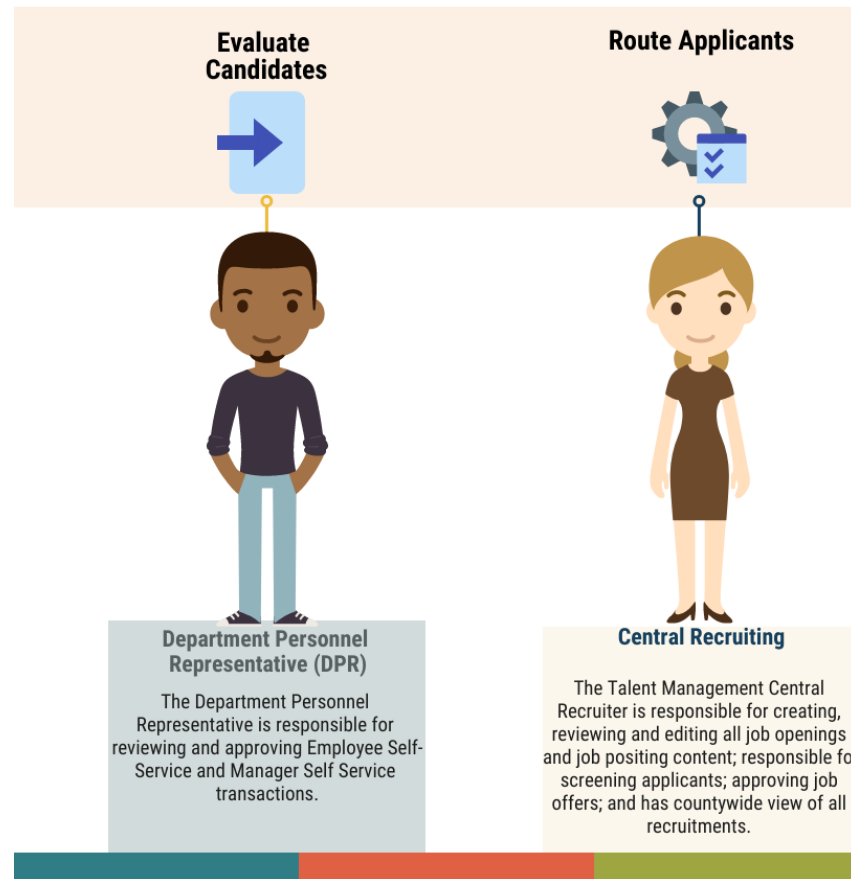
Lesson 3: Employment Offer and Acceptance

At the conclusion of this lesson, you will be able to:

- Create a Job Offer

Lesson 3: Employment Offer and Acceptance Continued

Employment Offer and Acceptance BUSINESS PROCESS



Lesson 3: Key Terms

Term	Definition
Base Salary	The amount of money an employee regularly earns before any additions or deductions are applied to their earnings
Candidate Status	The status of the candidate during the pre-employment process. The candidate status identifies the various steps of department specific pre-employment activities.

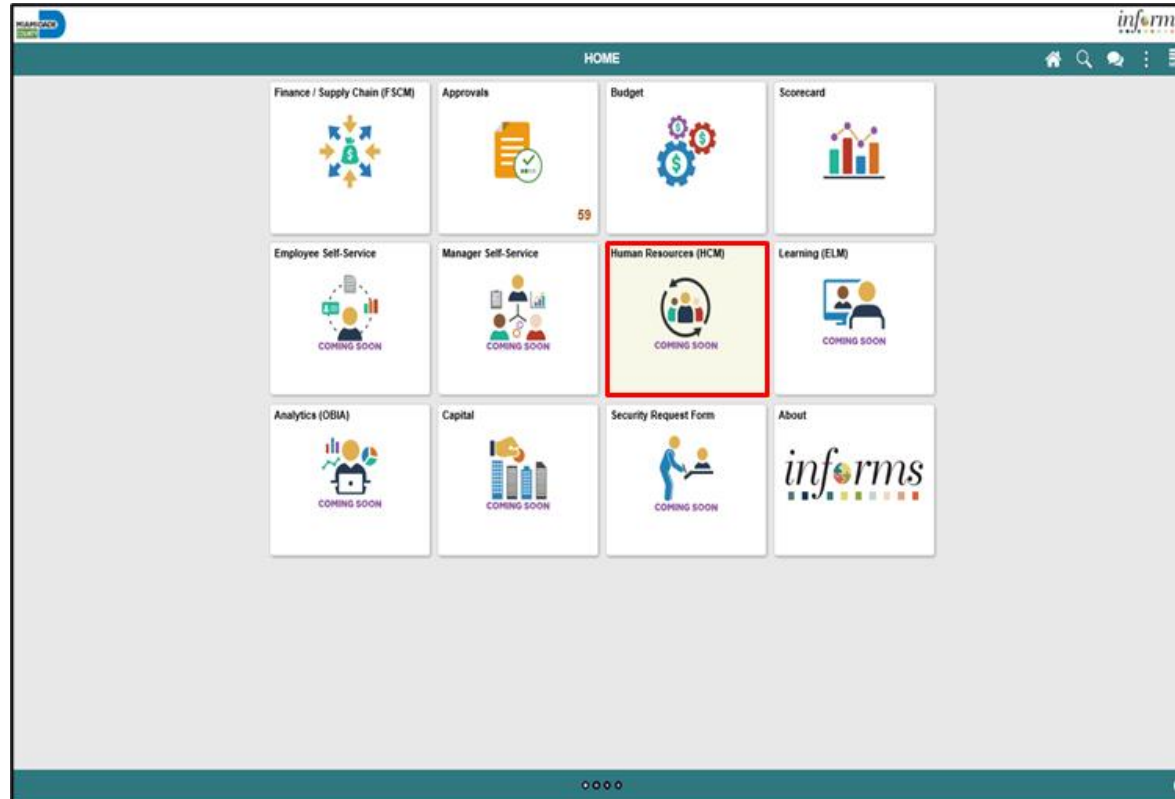
Lesson 3: Employment Offer and Acceptance

- This is where an employment record instance is created in INFORMS. The employment record is central to the employee and serves as the foundation to other modules within the system including pay, leave, benefits and retirement.
- Applicant and job information is automatically transferred to the manage hire template to reduce manual entry.
- Applicant statuses are updated for enhanced applicant tracking.

Lesson 3: Employment Offer and Acceptance

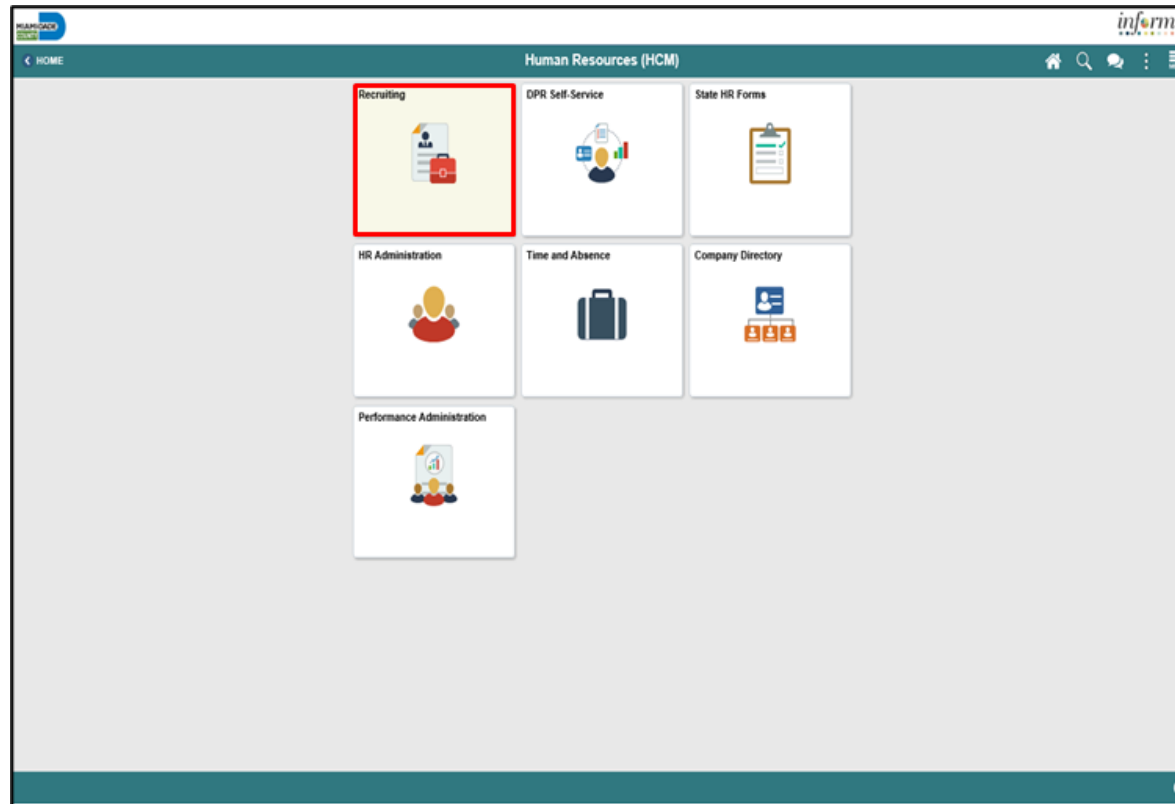
As a DPR, create an employment offer.

1. Select the **Human Resources (HCM)** tile.



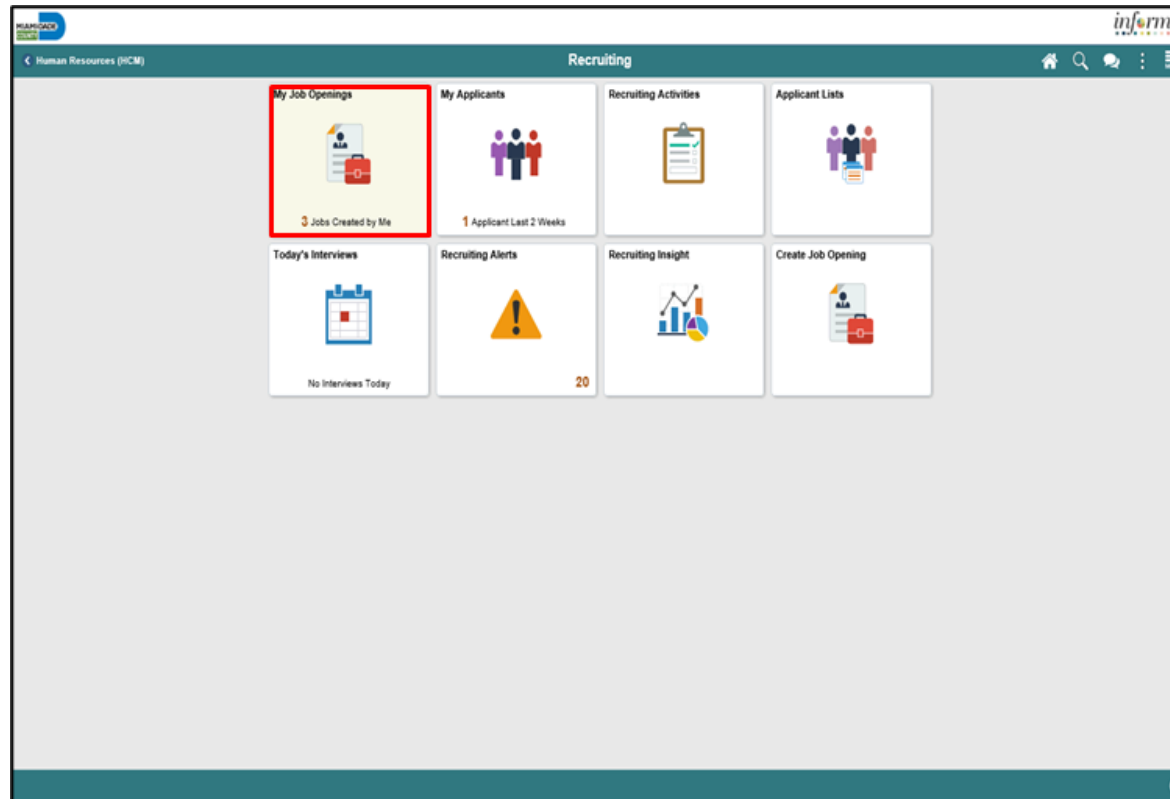
Lesson 3: Employment Offer and Acceptance

2. Select the **Recruiting** tile.



Lesson 3: Employment Offer and Acceptance

3. Select the **My Job Openings** tile.



Lesson 3: Employment Offer and Acceptance

4. Select the **View Job Opening** button.

The screenshot displays the 'My Job Openings' page in the 'informs' system. The page includes a search bar, a table of job openings, and a sidebar with related information. The table has the following data:

Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants
ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	1	1
SECRETARY 994763	Miami Beach		109	0	0
Police Officer - Tested Position Story DAG 994614	Southwest	Aldo Rosello	458	0	0

The 'Applicants' column for the first row contains a right arrow button, which is highlighted with a red box. The sidebar on the right includes sections for 'Job Opening Aging', 'Jobs Opened/Closed', and 'Time to Fill Jobs', each with a circular progress indicator.

Lesson 3: Employment Offer and Acceptance

5. Select the applicant's name.

Manage Job Opening

[Return](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) Personalize

Job Opening ID 89205
Job Posting Title Finance Collection Specialist
Job Code 000308 (Finance Collection Specialist)
Position Number 00021192 (FINANCE COLLECTION SPECIALIST)

Status 010 Open
Business Unit FN (Finance)
Department FN06100100 (CREDIT & COLLECTIONS)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (210)	Applied (5)	Reviewed (0)	Screen (202)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (3)
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Applicants ⓘ

🔍

Select	Applicant Name	Applicant ID	Type	Company	Business Unit	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	Elizabeth Madera	955451	Employee	MDC	ID	Eligible							

Lesson 3: Employment Offer and Acceptance

6. Select the **Other Actions** link. Select **Prepare Job Offer** from drop-down menu.

The screenshot displays a web application for managing job openings. At the top, there are navigation links: 'Create New', 'Refresh', 'Add Note', and 'Print Job Opening', along with a 'Personalize' button. Below this, job details are shown: Job ID 89205, Title Finance Collection Specialist, Code 000308 (Finance Collection Specialist), Number 00021192 (FINANCE COLLECTION SPECIALIST), Status 010 Open, Business Unit FN (Finance), and Department FN06100100 (CREDIT & COLLECTIONS). A tabbed interface shows 'Applicant Screening' as the active tab. Below the tabs is a summary bar with counts for various stages: Applied (5), Reviewed (0), Screen (202), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (3). A table of applicants is shown below, with columns for Name, Applicant ID, Type, Company, Business Unit, Disposition, Application, Resume, Mark Reviewed, Route, Interview, Reject, Print, Med Test, Veterans' Preference, and Other Actions. The first row shows an applicant with ID 955451, Type Employee, Company MDC, Business Unit ID, Disposition Eligible, and a red box highlighting the 'Other Actions' link in the bottom right corner.

Name	Applicant ID	Type	Company	Business Unit	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Med Test	Veterans' Preference	Other Actions
era	955451	Employee	MDC	ID	Eligible										▼ Other Actions

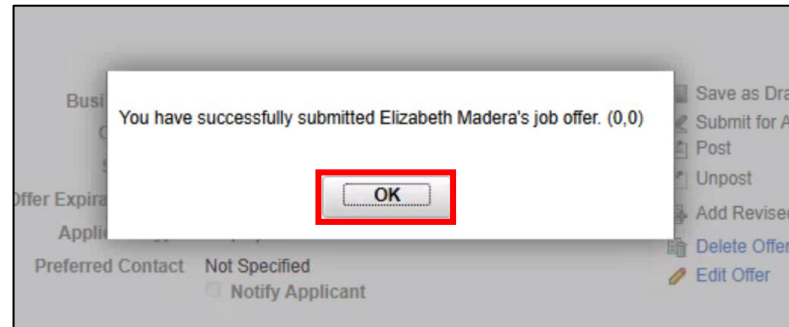
Lesson 3: Employment Offer and Acceptance Continued

7. Input or search for the **Hiring Manager**.
8. Input the **Start Date**.
9. Select **Base Salary** from the **Component** list.
10. Input the **Offer Amount**.
11. Input applicable details in the **Comments** field.
12. Select the **Submit for Approval** link.

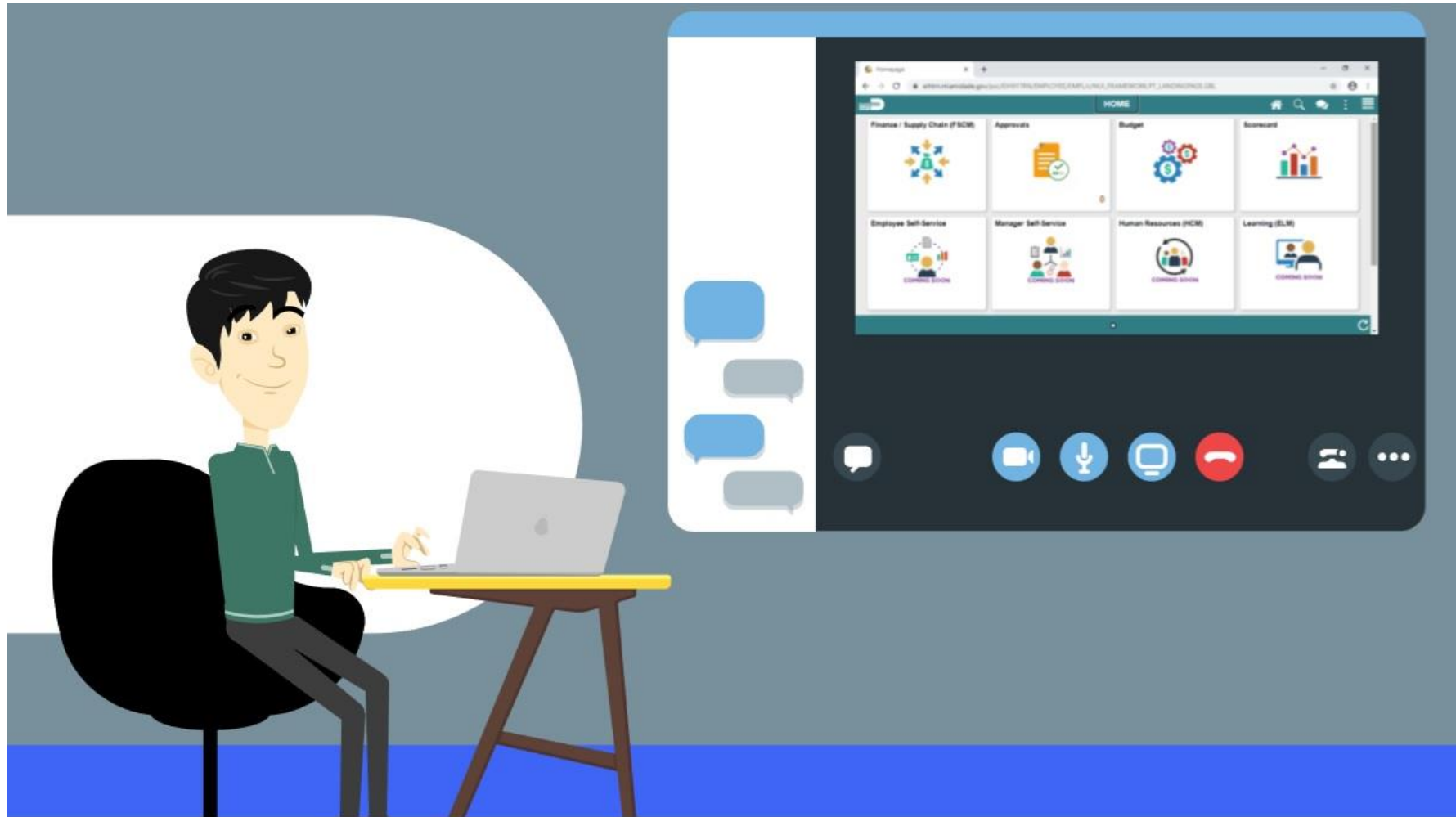
The screenshot shows the 'Prepare Job Offer' interface. At the top, it displays job details: Posting Title (Finance Collection Specialist), Job Opening ID (89205), Business Unit (Finance), Job Opening Status (010 Open), Job Title (Finance Collection Specialist), Applicant Name (Elizabeth Madera), Position Number (00021192), and Applicant ID (955451). Below this is the 'Offer Details' section with fields for Job Opening (89205), Position Number (00021192), Job Code (000300), Hiring Manager (searched for Finance Collection Specialist), Recruiter (00201781, Gabriel Hernandez Jr), Status (006 Pending Approval), Reason, and Created By (Gabriel Hernandez Jr). To the right, there are fields for Business Unit (FN), Offer Date (12/16/2024), Start Date (12/16/2024), Offer Expiration Date (12/26/2024), Applicant Type (Employee), Preferred Contact (Not Specified), and a checkbox for Notify Applicant. A 'Submit for Approval' link is highlighted in a red box. Below the Offer Details is the 'Job Offer Components' table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency. The table is currently empty, and an 'Add Offer Component' button is below it. To the right of the components table is the 'Offer Letter' section with a dropdown for Letter, a Date Printed field, and buttons for Generate Letter, Upload Letter, and Email Applicant. Below the Offer Letter is the 'Offer Attachments' section with a message 'No attachments have been added to this offer.' and buttons for Add Applicant Attachment and Add Organizational Attachment. At the bottom, there is a 'Comments' field with a text area and a 'Recommended Salary Range' link. The 'Comments' field and the 'Submit for Approval' link are highlighted with red boxes.

Lesson 3: Employment Offer and Acceptance

13. Select the **OK** button.



Lesson 3: Activities and Exercises



Lesson 3: Lesson Summary

Having completed the Employment Offer and Acceptance lesson, users should be able to:

- Offer Job Employment

Lesson 4: Onboarding Activities

At the conclusion of this lesson, you will be able to:

- Prepare for Hire
- Manage Hire
- Transfer an Employee to a New Position (Lateral)
- Verify the Employee Transfer

Lesson 4: Onboarding Activities Continued

- The DPR role completes the Manage Hire process.
- Data elements default from Position Data.
- Components of pay will be included as part of the Manage Hire process replacing the Personnel Change Document.
- Waivers and interim hires will need documentation completed beforehand and attached to the job opening.

Lesson 4: Onboarding Activities Continued

- This process is used to generate an Employee ID and manage the employee throughout his/her career.
- Any documentation provided during the application process, such as degrees and certifications, is transferred over to the employee profile.
- Central Human Resources will review and audit all manage hire activity on a daily basis.

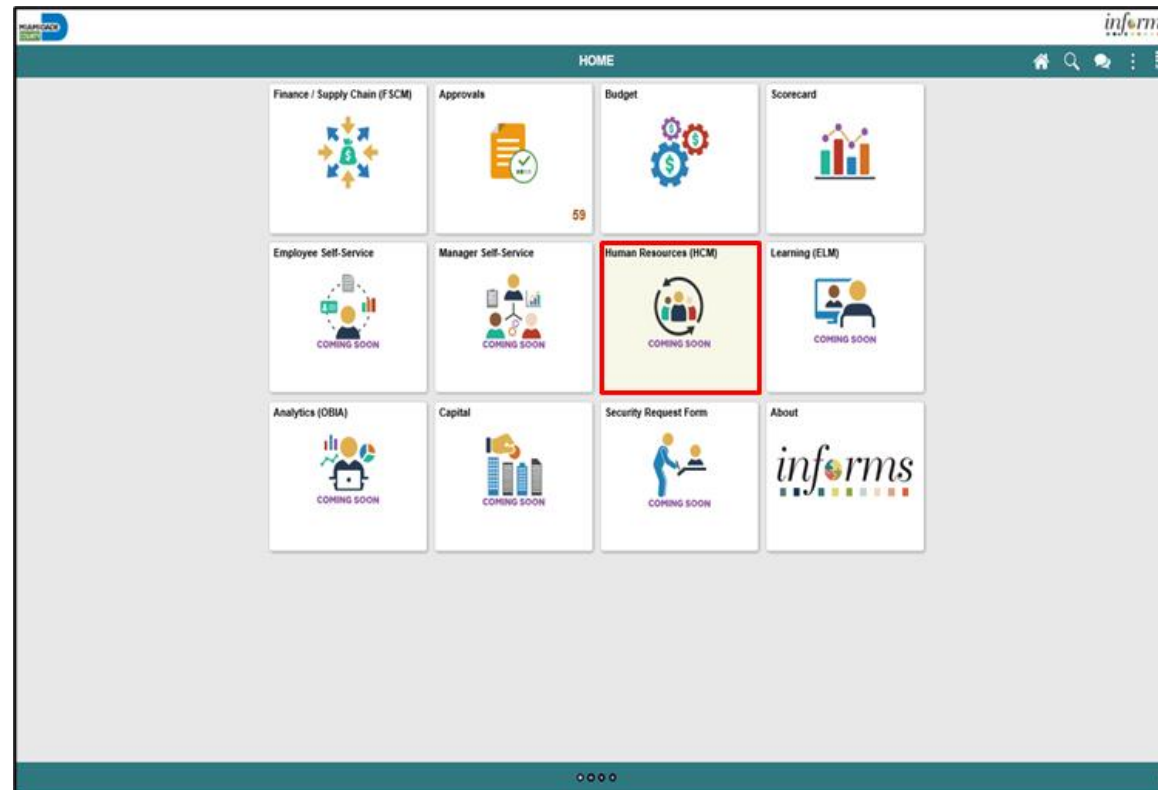
Lesson 4: Key Terms

Term	Definition
Employee Profile	The central location of an individual's attributes. The profile tracks employees' skills, competencies, and accomplishments. It can be utilized in career planning, for identifying training needs, for performance management and in the recruitment process for checking minimum job requirements.
Time Reporter Type	Determines the information of an employee must provide for work hours on the timesheet, Punched or Elapsed.
Time Reporting Template	Determines fields used for time entry. There is an Elapsed Time Reporting Template and a Punch Time Reporting Template.
Workgroup	Grouping of employees that share common Time and Labor attributes and rules.
Taskgroup	A taskgroup identifies the valid, default time reporting templates, task template, and task profile(s) for employees with the same task reporting requirements. Each employee must be associated with one taskgroup.

Lecture 1: Prepare for Hire

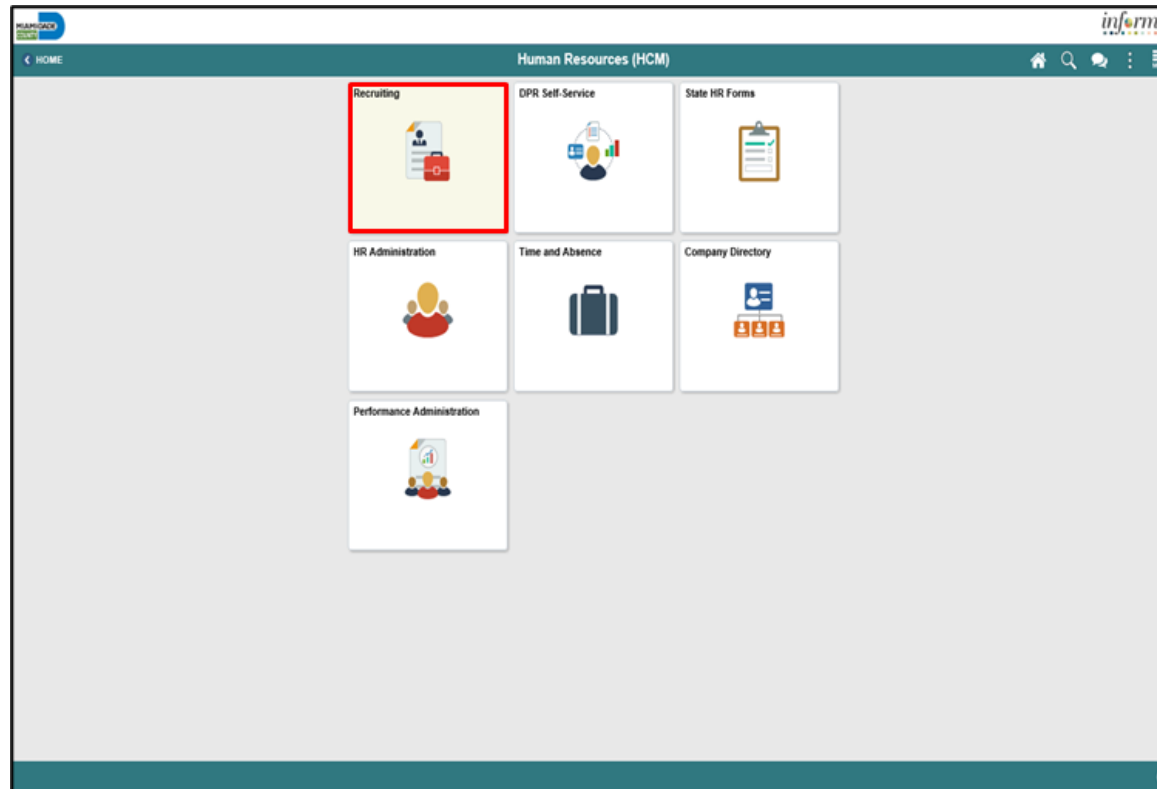
As a DPR, prepare an employee for hire.

1. Select the **Human Resources (HCM)** tile.



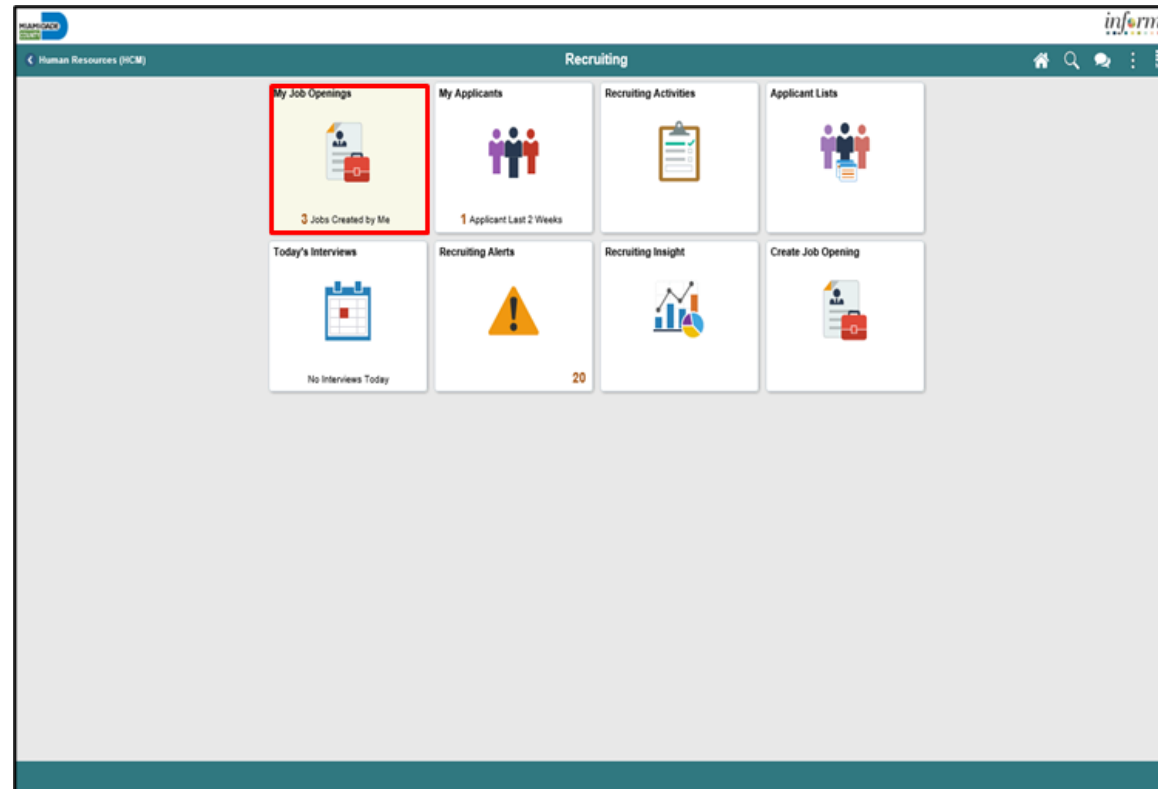
Lecture 1: Prepare for Hire Continued

2. Select the **Recruiting** tile.



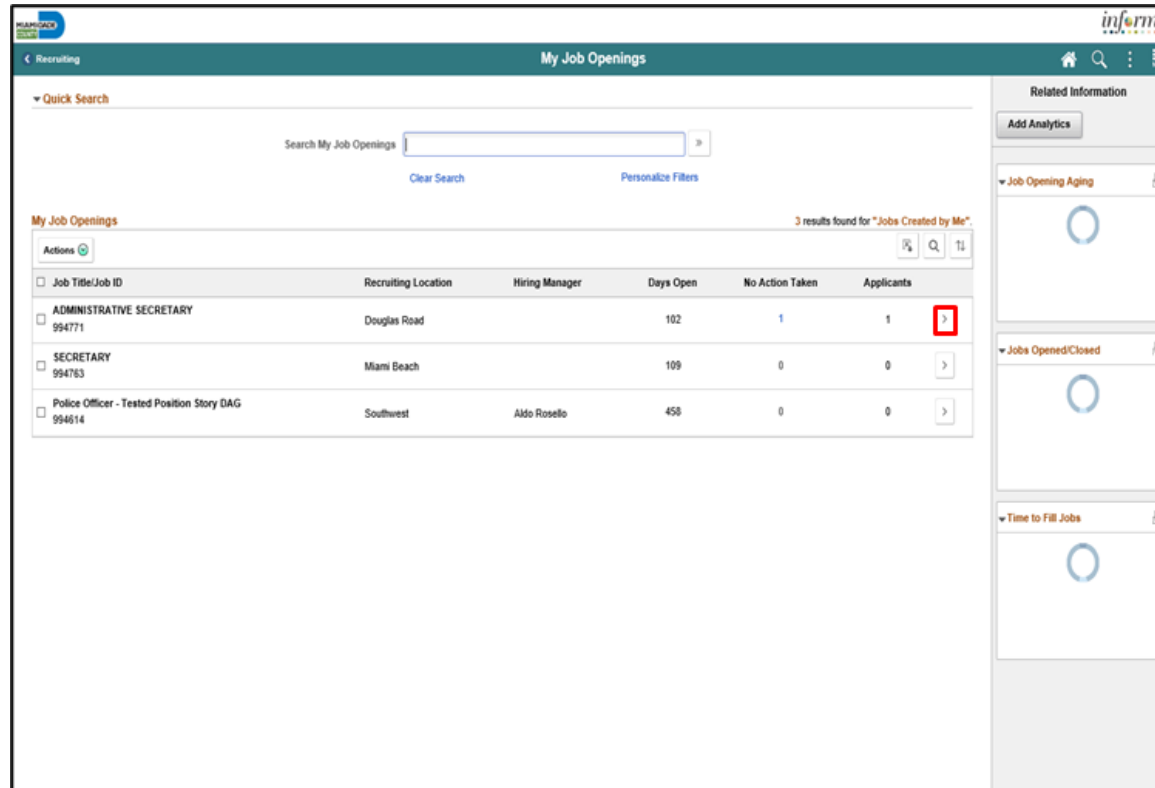
Lecture 1: Prepare for Hire Continued

3. Select the **My Job Openings** tile.



Lecture 1: Prepare for Hire Continued

4. Select the **View Job Opening** button.



The screenshot displays the 'My Job Openings' interface. At the top, there is a search bar labeled 'Search My Job Openings' with 'Clear Search' and 'Personalize Filters' links. Below the search bar, a table lists job openings. The table has columns: Job Title/Job ID, Recruiting Location, Hiring Manager, Days Open, No Action Taken, and Applicants. The first row is highlighted, and a red box is drawn around the 'View Job Opening' button in the 'Applicants' column.

Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants
ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	1	1
SECRETARY 994783	Miami Beach		109	0	0
Police Officer - Tested Position Story DAG 994614	Southwest	Aldo Rosello	458	0	0

Lecture 1: Prepare for Hire Continued

5. Select the applicant's name.

Manage Job Opening

[Return](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) [Personalize](#)

Job Opening ID 89205
Job Posting Title Finance Collection Specialist
Job Code 000308 (Finance Collection Specialist)
Position Number 00021192 (FINANCE COLLECTION SPECIALIST)

Status 010 Open
Business Unit FN (Finance)
Department FN06100100 (CREDIT & COLLECTIONS)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

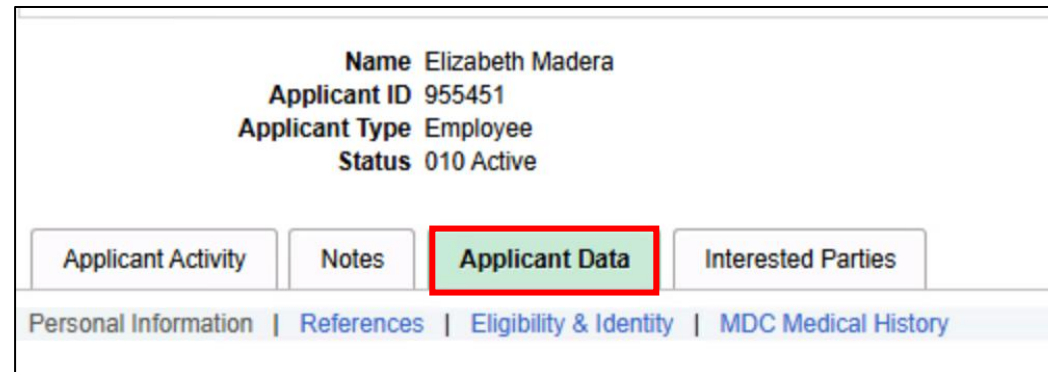
All (210)	Applied (5)	Reviewed (0)	Screen (202)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (3)
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Applicants ?

Select	Applicant Name	Applicant ID	Type ^	Company	Business Unit	Disposition ^	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	Elizabeth Madera	955451	Employee	MDC	ID	Eligible							

Lecture 1: Prepare for Hire Continued

6. Select the **Applicant Data** tab.



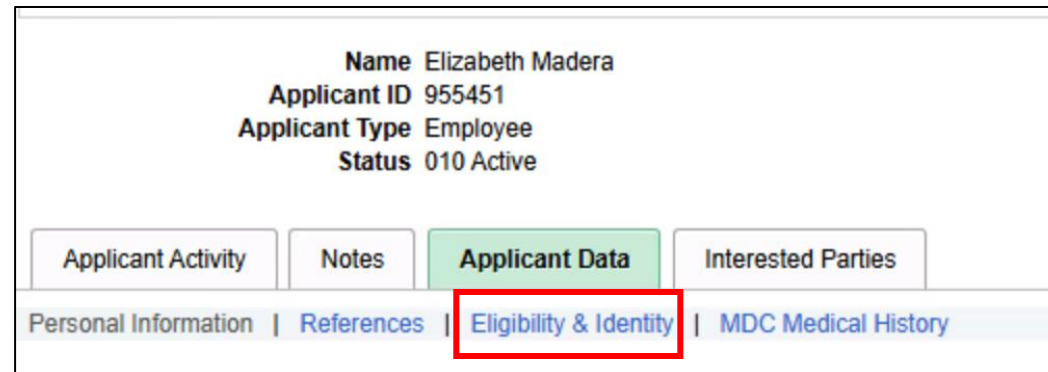
The screenshot shows a web interface for an applicant profile. At the top, the following information is displayed:

- Name: Elizabeth Madera
- Applicant ID: 955451
- Applicant Type: Employee
- Status: 010 Active

Below this information is a row of four tabs: "Applicant Activity", "Notes", "Applicant Data", and "Interested Parties". The "Applicant Data" tab is highlighted with a red border. Below the tabs is a horizontal menu with four links: "Personal Information", "References", "Eligibility & Identity", and "MDC Medical History".

Lecture 1: Prepare for Hire Continued

7. Select the **Eligibility & Identity** link.



Name Elizabeth Madera
Applicant ID 955451
Applicant Type Employee
Status 010 Active

Applicant Activity	Notes	Applicant Data	Interested Parties
Personal Information	References	Eligibility & Identity	MDC Medical History

Lecture 1: Prepare for Hire Continued

8. Select the **Add National Identification** button.

The screenshot displays the 'Manage Applicant' interface in the 'informs' system. The top navigation bar includes links for 'Manage Job Opening', 'Manage Applicant', and a 'Personalize' button. The main content area shows applicant details for Dolly Matthews, including her name, applicant ID (600204), type (External Applicant), and status (010 Active). It also lists contact information: Phone (111/111-1111), Email (julia.zuckerman@miamidade.gov), and Address (8525 Hills Ave Miami, FL 33129). Below this, there are tabs for 'Applicant Activity', 'Notes', 'Applicant Data', and 'Interested Parties'. The 'Applicant Data' tab is active, showing sub-sections for 'Personal Information', 'References', 'Eligibility & Identity', and 'MDC Medical History'. The 'Personal Information' section contains fields for Date of Birth (04/23/1989), Marital Status (Unknown), and Gender (Female). The 'National Identification' section features a table with columns for Country, National ID Type, Description, and National ID. A row is present for USA, SSNS, Last 5 Digits of SS#, and 77896. Below the table, the 'Add National Identification' button is highlighted with a red box. The 'Citizenship' section shows a message 'No Citizenship has been added for this applicant.' and an 'Add Citizenship' button. The 'Visa Permit' section is partially visible at the bottom.

*Country	*National ID Type	Description	National ID
USA	SSNS	Last 5 Digits of SS#	77896

Add National Identification

Citizenship

No Citizenship has been added for this applicant.

Add Citizenship

Visa Permit

Lecture 1: Prepare for Hire Continued

9. Input or search for the **Country**.
10. Input or search for the **National ID Type**.
11. Input the **National ID**.
12. Select the **OK** button.

The screenshot displays the 'Manage Applicant' interface for an applicant named Dolly Matthews. A modal window titled 'National Identification' is open, containing the following fields:

- *Country: USA
- *National ID Type: PR
- National ID: 555-55-5555
- National ID Expiry Date: (empty)
- ☒ Primary ID

The 'OK' button at the bottom left of the modal is highlighted with a red box. The background application shows tabs for 'Applicant Activity', 'Notes', 'Applicant Data', and 'Interested Parties', with 'Applicant Data' currently selected. Below the modal, there is a table for 'National Identification' with columns for Country, National ID Type, and Description. The table contains one entry: USA, SSH5, Last 5 Digits of SS#. Below the table is an 'Add National Identification' button. Further down, there is a 'Citizenship' section with a message 'No Citizenship has been added for this applicant.' and an 'Add Citizenship' button. At the very bottom, a 'Visa Permit' section is partially visible.

Lecture 1: Prepare for Hire Continued

13. Select the **Edit** button.

The screenshot shows the 'Manage Applicant' interface for an applicant named Dolly Matthews. The interface includes a top navigation bar with a 'Manage Job Opening' link and a 'Manage Applicant' title. Below the title is a 'Save' button and a series of navigation links: 'Return', 'Recruiting Home', 'Search Applicants', 'Next', 'Create Applicant', 'Add Note', 'Add to List', 'Add Application', 'Change Status', and '>>'. A 'Personalize' link is also present. The applicant's details are displayed, including Name, Applicant ID, Applicant Type, Status, Preferred Contact, Phone, Email, and Address. Below this is a tabbed interface with 'Applicant Activity', 'Notes', 'Applicant Data', and 'Interested Parties'. The 'Applicant Data' tab is active, showing 'Personal Information' and 'National Identification' sections. The 'Personal Information' section includes fields for Date of Birth, Gender, Marital Status, and a dropdown for Country. The 'National Identification' section is a table with columns for Country, National ID Type, Description, National ID, and action buttons. The table contains two rows: one for SSNS (Last 5 Digits of SS#) and one for PR (Social Security Number). Below the table is an 'Add National Identification' button. The 'Citizenship' section shows a message 'No Citizenship has been added for this applicant.' and an 'Add Citizenship' button.

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Next | Create Applicant | Add Note | Add to List | Add Application | Change Status | >> | Personalize

Name: Dolly Matthews
Applicant ID: 600284
Applicant Type: External Applicant
Status: 010 Active

Preferred Contact: Not Specified
Phone: 111/111-1111
Email: julia.zuckerman@miamidade.gov
Address: 8525 Hills Ave Miami, FL 33129

Applicant Activity | Notes | **Applicant Data** | Interested Parties

Personal Information | References | Eligibility & Identity | MDC Medical History

Personal Information

Date of Birth: 04/23/1989 | *Marital Status: Unknown | *Gender: Female

USA

National Identification

*Country	*National ID Type	Description	National ID		
USA	SSNS	Last 5 Digits of SS#	77896		
USA	PR	Social Security Number	555-55-5555		

Add National Identification

Citizenship

No Citizenship has been added for this applicant.

Add Citizenship

Lecture 1: Prepare for Hire Continued

14. Unselect the **Primary** checkbox from the original **National ID**.

15. Select the **OK** button.

The screenshot displays the 'Manage Applicant' web interface. A modal dialog titled 'National Identification' is open, showing the following fields:

- *Country: USA
- *National ID Type: SSN5
- National ID: 77896
- National ID Expiry Date: (empty)
- ☒ Primary

The 'Primary' checkbox is highlighted with a red box. The background interface shows the applicant's personal information and a table of national identifications.

*Country	*National ID Type	Description
USA	SSN5	Last 5 Digits of SS#
USA	PR	Social Security Number

Lecture 1: Prepare for Hire Continued

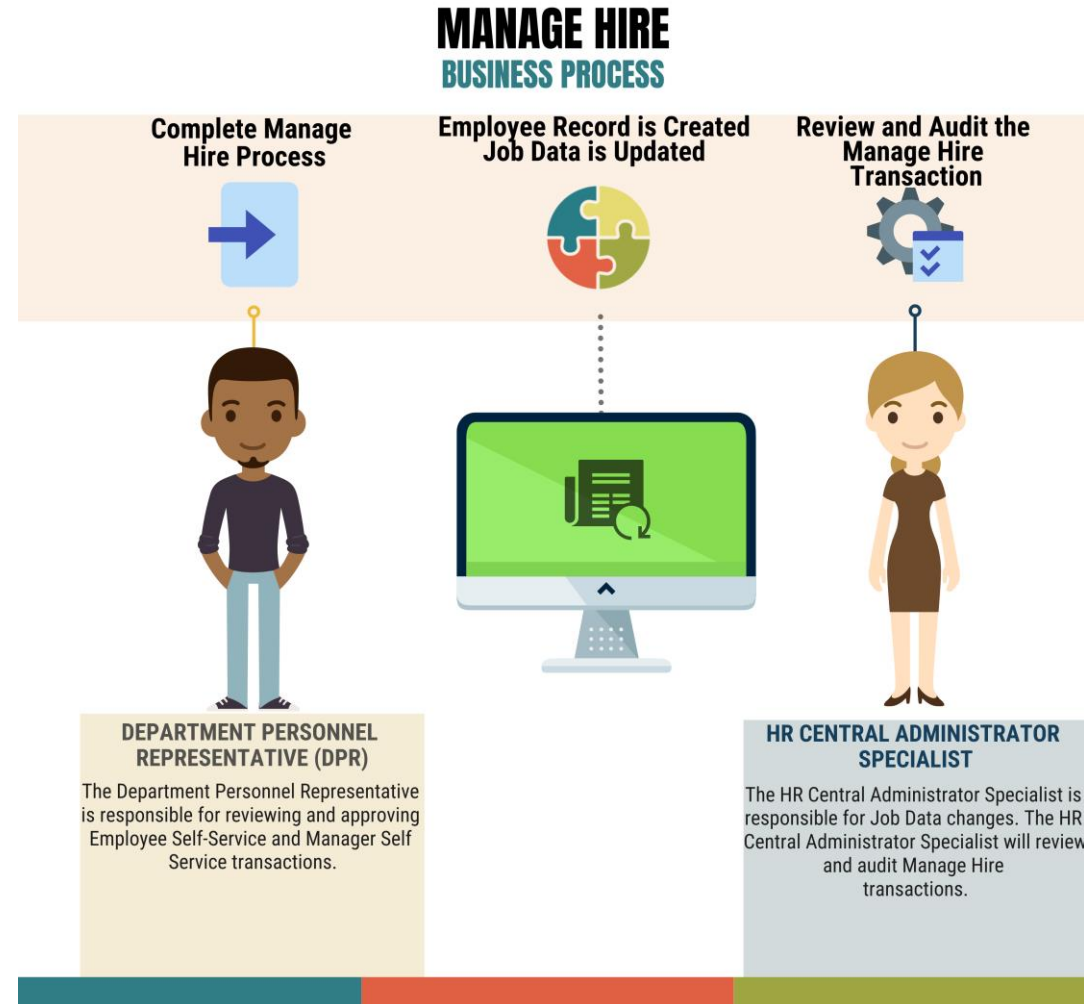
16. Select the **Save** button.

The screenshot displays the 'Manage Applicant' interface. At the top, there's a navigation bar with 'Manage Job Opening' and 'Manage Applicant' tabs. Below this, a dropdown menu shows 'USA'. The main content area is divided into several sections:

- National Identification:** A table with columns for *Country, *National ID Type, Description, and National ID. It contains two entries: one for SSNS (Last 5 Digits of SS#) with value 77896, and one for PR (Social Security Number) with value 555-55-5555. Below the table is an 'Add National Identification' button.
- Citizenship:** A text box stating 'No Citizenship has been added for this applicant.' with an 'Add Citizenship' button below it.
- Visa Permit:** A text box stating 'No Visa Permit has been added for this applicant.' with an 'Add Visa Permit' button below it.
- Bank Account:** A text box stating 'No Bank Account has been added for this applicant.' with an 'Add Bank Account' button below it.
- Applicant Disability, Accommodation Request, and Accommodation Option:** These sections are currently collapsed.

At the bottom of the form, there is a 'Save' button highlighted with a red rectangle. To the right of the 'Save' button is a navigation bar with links: Return, Recruiting Home, Search Applicants, Next, Create Applicant, Add Note, Add to List, Add Application, Change Status, and a 'Top of Page' link.

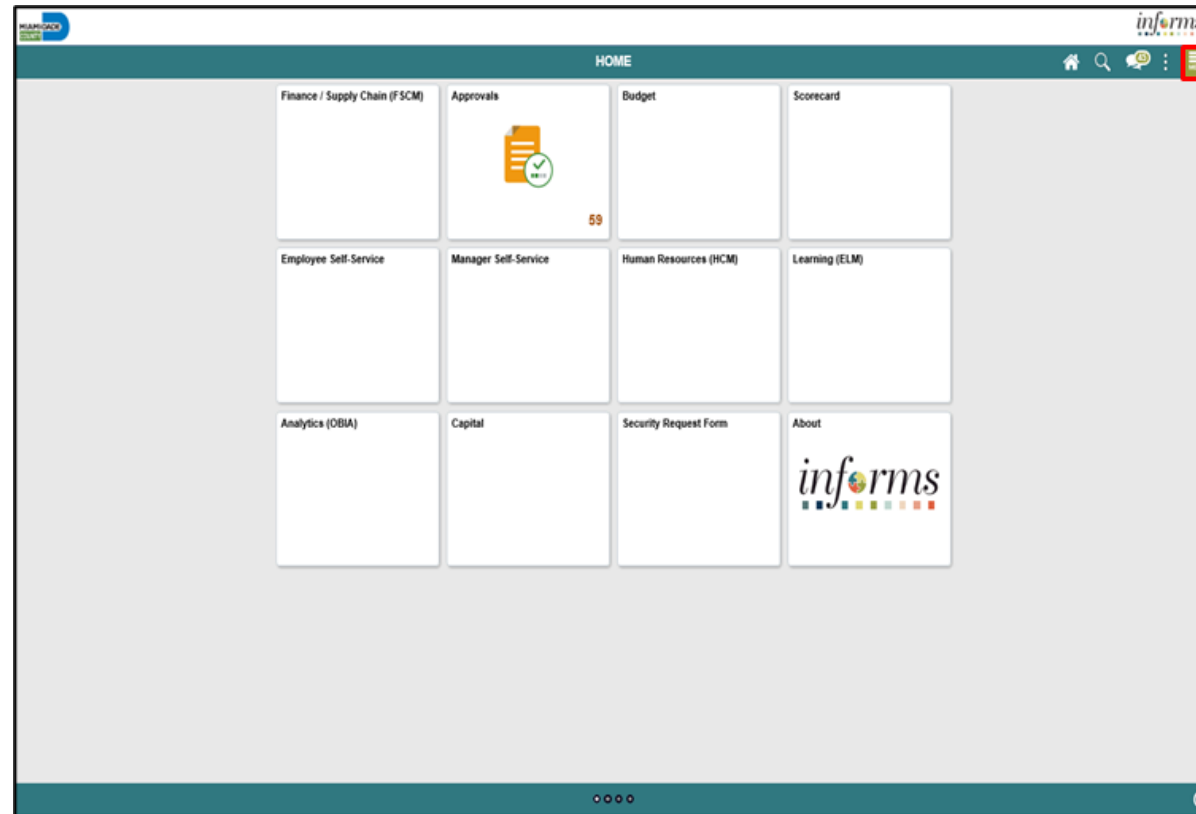
Lecture 2: Manage Hire



Lecture 2: Manage Hire Continued

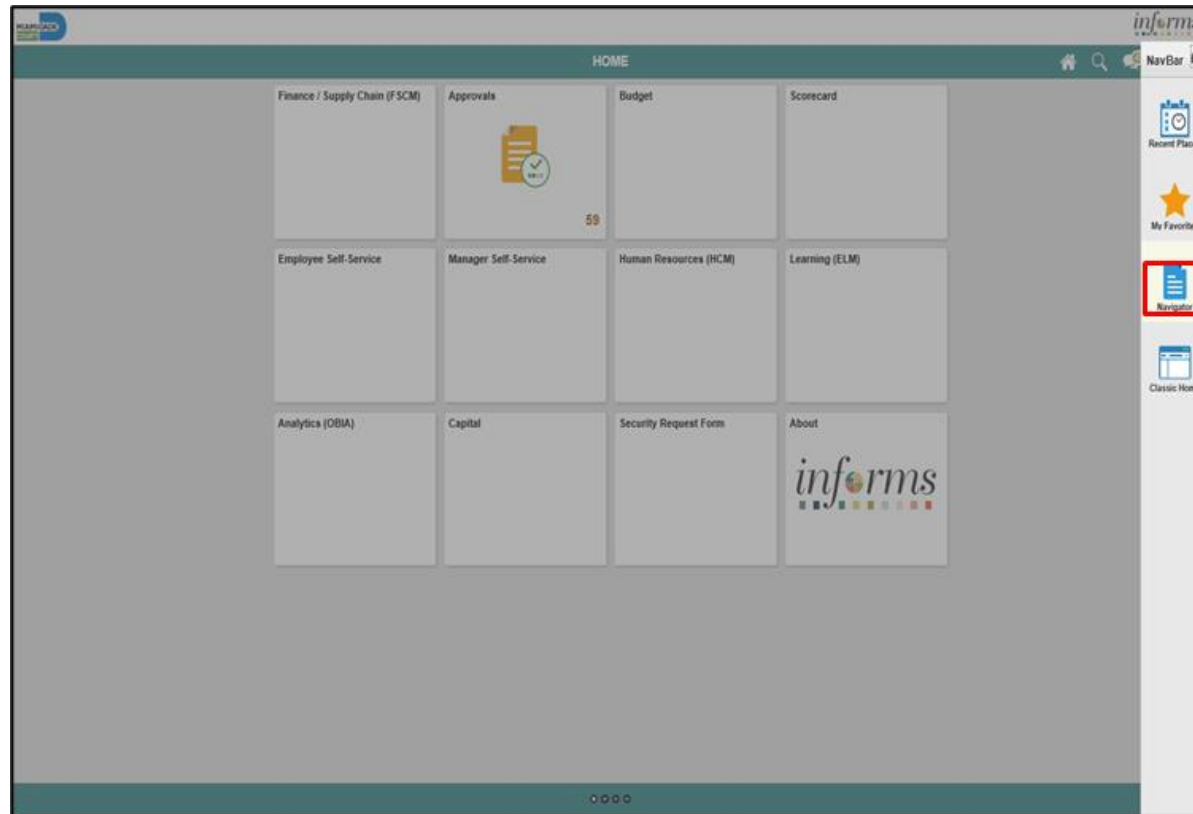
As a DPR, prepare an employee for hire.

1. Navigate to **NavBar**.



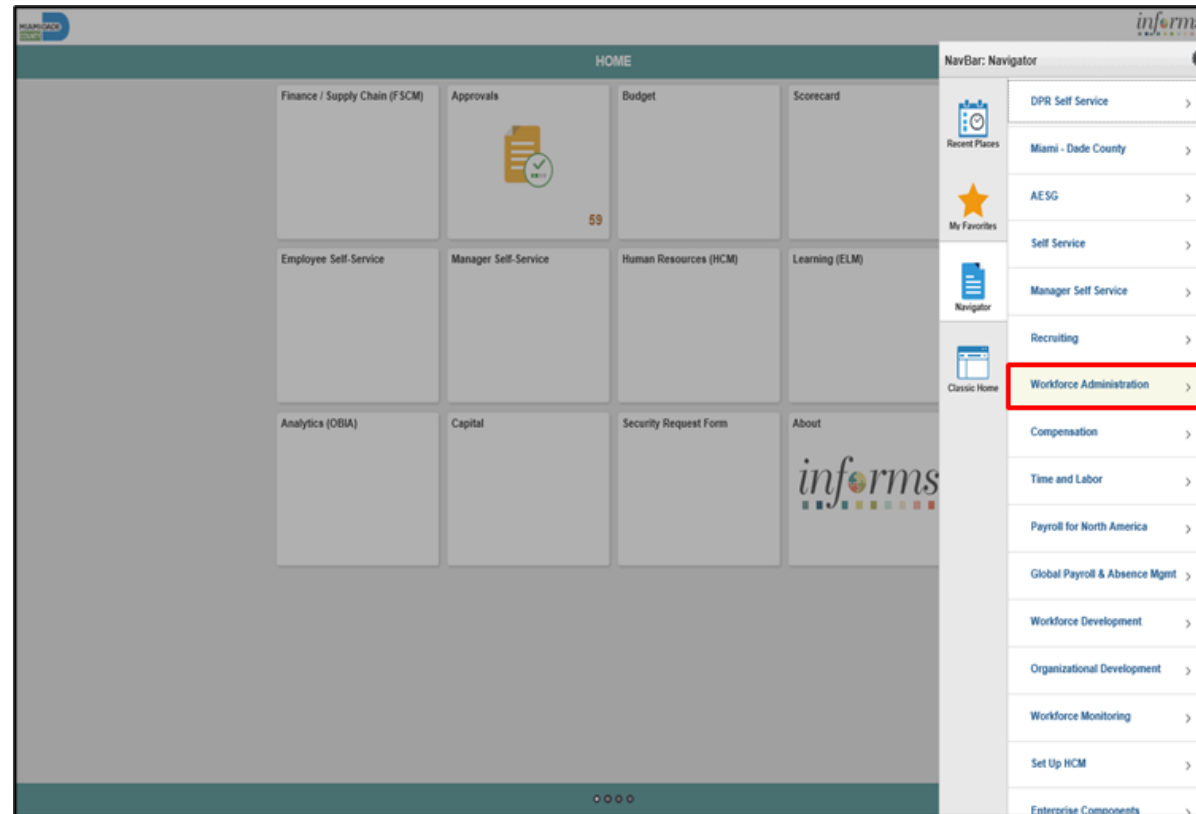
Lecture 2: Manage Hire Continued

2. Select the **Navigator** button.



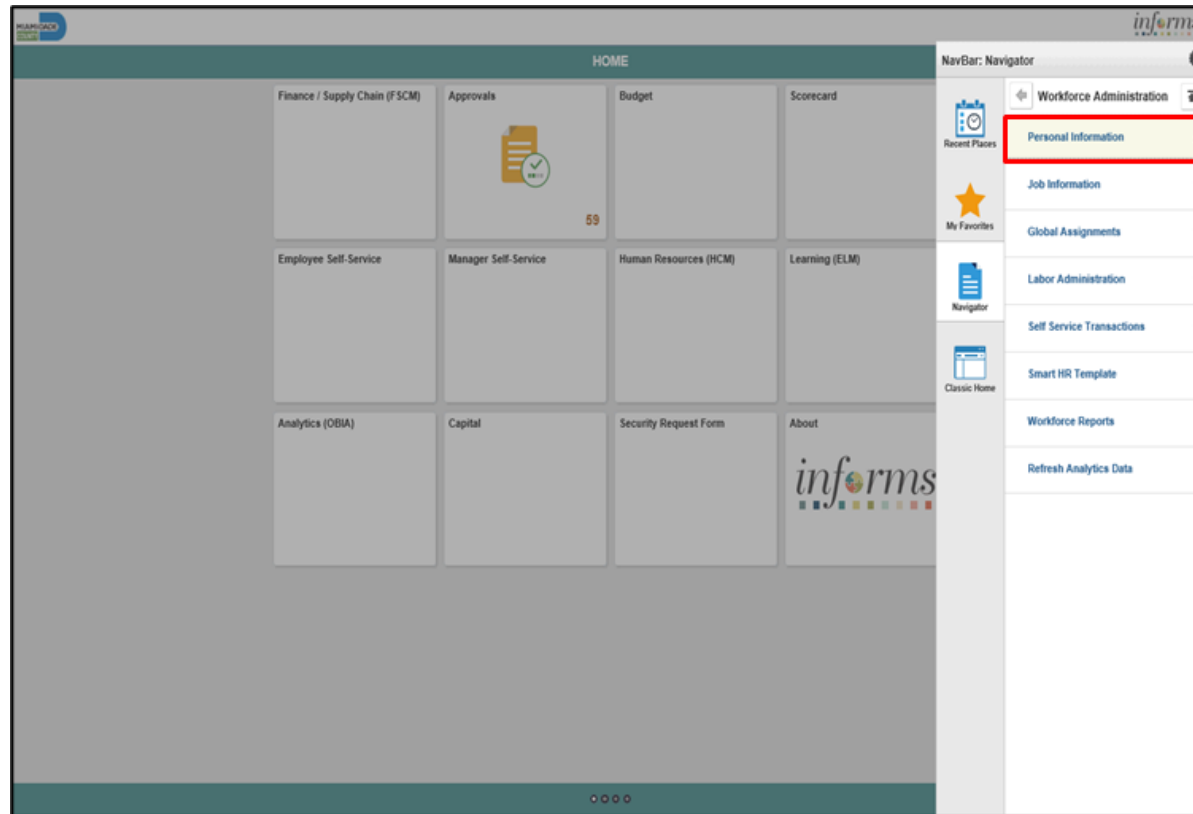
Lecture 2: Manage Hire Continued

3. Select the **Workforce Administration** menu.



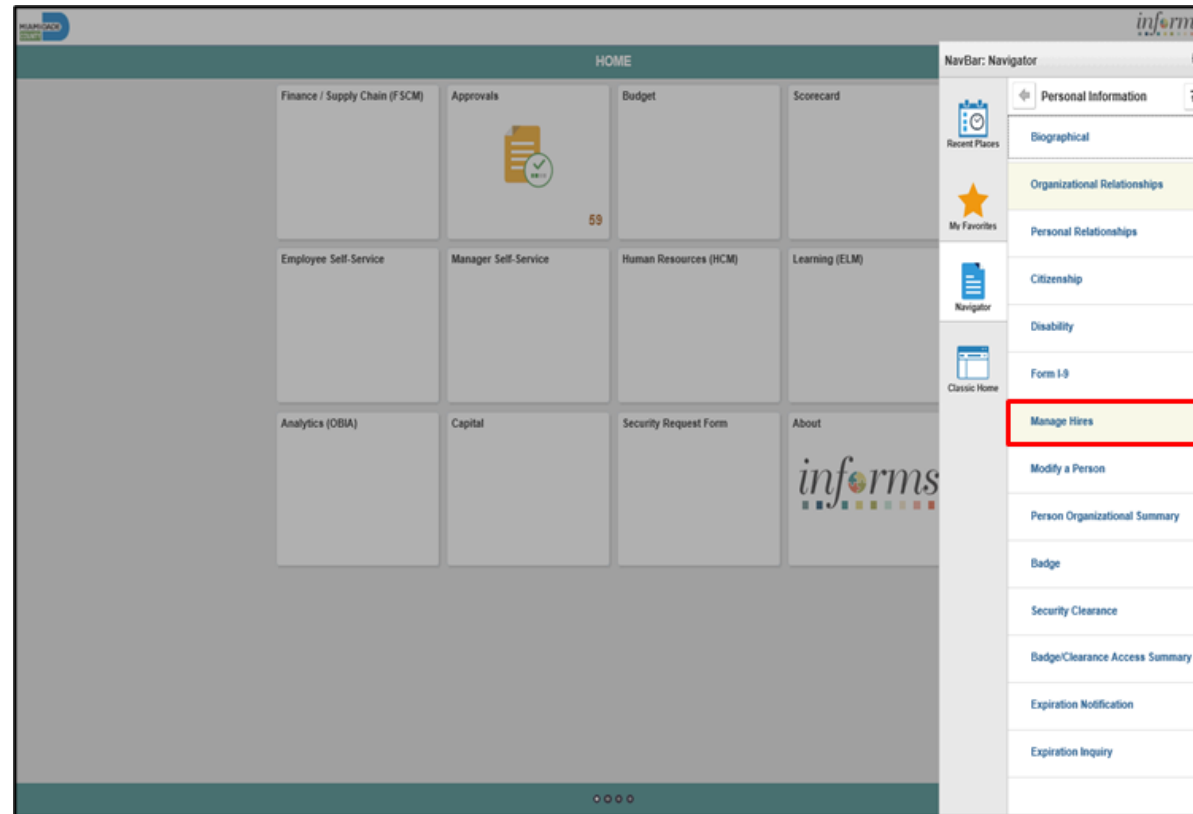
Lecture 2: Manage Hire Continued

4. Select the **Personal Information** menu.



Lecture 2: Manage Hire Continued

5. Select the **Manage Hires** menu.



Lecture 2: Manage Hire Continued

6. Select the **Refresh** button.

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where

*Equals **Refresh**

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>			Name			Smart HR Transactions	

[Select All](#) [Deselect All](#)

Cancel Selected Transactions

Lecture 2: Manage Hire Continued

7. Select the **Applicant Name** link.

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where

*Equals

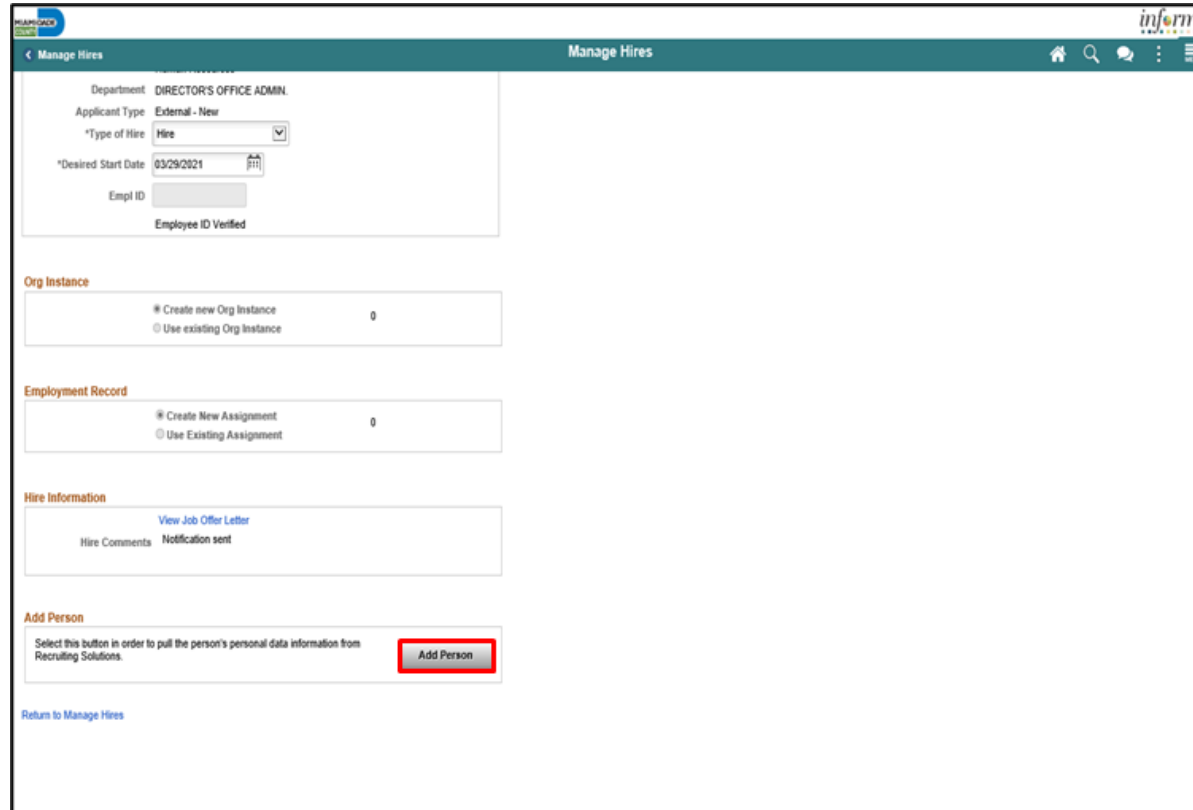
Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	06/02/2020	Error	Jimmy Doe	00010006	Add Contingent Worker	Smart HR Transactions	Harry Holley
<input type="checkbox"/>	10/16/2020	Action Required	Smart HR Transactions	00350893	Hire	Smart HR Transactions	
<input type="checkbox"/>	08/19/2020	Action Required	Tape Turner	00350643	Hire	Smart HR Transactions	Mayra Beltran
<input type="checkbox"/>	11/03/2020	Error	Bob House	NEW	Add Contingent Worker	Smart HR Transactions	Maria Trujillo
<input type="checkbox"/>	11/19/2020	Error	Bob House	NEW	Add Contingent Worker	Smart HR Transactions	Simoe Dorleans
<input type="checkbox"/>	11/24/2020	Error	SMART Hire	NEW	Add Contingent Worker	Smart HR Transactions	Simoe Dorleans
<input type="checkbox"/>	12/03/2020	Error	Smart CWR	NEW	Add Contingent Worker	Smart HR Transactions	Natacha Jeanbaptiste
<input type="checkbox"/>	03/26/2021	Error	Dolly Jones	NEW	Hire	Smart HR Transactions	Holden Hayes
<input type="checkbox"/>	07/01/2021	Action Required	Nancy Senior	NEW	Hire	Smart HR Transactions	Ricky Bobby

[Select All](#) [Deselect All](#)

Lecture 2: Manage Hire Continued

8. Select the **Add Person** button.



The screenshot displays the 'Manage Hires' web application interface. The header shows the 'Manage Hires' title and the 'informatics' logo. The main form area contains several sections:

- Department:** DIRECTOR'S OFFICE ADMIN.
- Applicant Type:** External - New
- *Type of Hire:** Hire (dropdown menu)
- *Desired Start Date:** 03/29/2021 (calendar icon)
- Empl ID:** (text input field)
- Employee ID Verified:** (checkbox)

Below these fields are three sections with radio button options:

- Org Instance:**
 - ☒ Create new Org Instance
 - ☐ Use existing Org Instance
- Employment Record:**
 - ☒ Create New Assignment
 - ☐ Use Existing Assignment
- Hire Information:**
 - [View Job Offer Letter](#)
 - Hire Comments: Notification sent

At the bottom, there is an **Add Person** section with a description: 'Select this button in order to pull the person's personal data information from Recruiting Solutions.' The **Add Person** button is highlighted with a red rectangle.

[Return to Manage Hires](#)

Lecture 2: Manage Hire Continued

9. Select the **OK** button.

The screenshot shows the 'Manage Hires' web application interface. The top navigation bar includes the 'informs' logo and a search icon. The main content area is titled 'Manage Hires Detail'. It contains several form fields for personal information: Date of Birth (09/22/1980), Birth Country (USA), Birth State, Birth Location, and a checkbox for 'Waive Data Protection'. Below this is a 'Biographical History' section with a search bar and a list of records. The first record shows: *Effective Date (03/29/2021), *Gender (Male), *Highest Education Level (Bachelors Level Degree), *Marital Status (Married), Language Code (English), and Alternate ID. At the bottom, there is a 'National ID' section with a table showing the user's National ID (Social Security Number: 555-55-5555) and a checkbox for 'Full-Time Student'. The 'OK' button is highlighted with a red box, and the 'Cancel' and 'Apply' buttons are also visible. A 'Refresh' button is located at the bottom right.

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	555-55-5555	<input checked="" type="checkbox"/>

Lecture 2: Manage Hire Continued

10. Select the **Add Job** button.

The screenshot displays the 'Manage Hires' interface. At the top, there's a header with 'Manage Hires Detail' and 'Manage Hires'. Below this, the 'Empl ID' is 00350896, and 'Employee ID Verified' is shown. The 'Org Instance' section has radio buttons for 'Create new Org Instance' (selected) and 'Use existing Org Instance'. The 'Employment Record' section has radio buttons for 'Create New Assignment' (selected) and 'Use Existing Assignment'. The 'Hire Information' section includes a 'View Job Offer Letter' link and 'Hire Comments' and 'Notification sent' fields. The 'View / Edit Person' section has a 'View / Edit Person' link. The 'Add Job' section has a description and a red 'Add Job' button. At the bottom, there's a 'Return to Manage Hires' link.

Lecture 2: Manage Hire Continued

11. Select **First Job** from the **Reason** list.

12. Select the **Job Information** tab.

The screenshot shows the 'Manage Hires' interface for an employee named Garth Brooks. The 'Job Information' tab is active. The 'Reason' dropdown menu is open, showing 'First Job' as the selected option. The job details include Position Number 00021616, Position Title HR FINANCE SPECIALIST, Position Entry Date 03/29/2021, Regulatory Region USA, Company MDC, Business Unit HR, Department HR02010000, Department Entry Date 03/29/2021, Location ID00000140, Establishment ID MDC, and Last Start Date 03/29/2021. The bottom navigation bar includes tabs for Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and Creditable Adjusted Dates.

Lecture 2: Manage Hire Continued

13. Select **Probation** from the **Empl Class** list.
14. Select the applicable option from the **Protected Class** list.
15. Select the **Job Labor** tab.

The screenshot displays the 'Manage Hires' interface for an employee named Garth Brooks (Empl ID: 00350896). The 'Job Labor' tab is active. Key details include an effective date of 03/29/2021, job code 000446, and job title 'Hr Finance Specialist'. The 'Empl Class' is set to 'Probation', and the '*Protected Class' is set to 'Protected Fire/Police/HR'. The interface also shows supervisor information (Ingrid Martinez) and standard hours (80.00).

Lecture 2: Manage Hire Continued

16. Review the **Job Labor** details then select the **Payroll** tab.

The screenshot displays the 'Manage Hires' web application interface. At the top, there's a header with the 'informs' logo and navigation links. Below the header, a tabbed interface shows 'Work Location', 'Job Information', 'Job Labor', 'Payroll' (highlighted with a red box), 'Salary Plan', and 'Compensation'. The main content area is titled 'Manage Hires Detail' and shows employee information for 'Garth Brooks' with 'Empl ID 00350096' and 'Empl Record 0'. A 'Labor Information' section is visible, containing a table with columns for 'Effective Date', 'HR Status', 'Payroll Status', 'Bargaining Unit', 'Labor Agreement', 'Employee Category', 'Employee Subcategory', 'Employee Subcategory 2', 'Union Code', 'Union Seniority Date', 'Works Council ID', 'Labor Facility ID', 'Entry Date', and 'Reason'. The table shows 'Effective Date' as '03/29/2021', 'HR Status' as 'Active', 'Payroll Status' as 'Active', and 'Union Code' as 'L' under the 'Non Bargaining' category. A 'Go To Row' button is present. At the bottom, there's a section for 'Assigned Seniority Dates'.

Lecture 2: Manage Hire Continued

- 17. Input or search for the **Employee Type**.
- 18. Input or search for the **Eligibility Group**.
- 19. Select the **Salary Plan** tab.

The screenshot displays the 'Manage Hires' interface for an employee named Garth Brooks (Empl ID: 00350896). The 'Salary Plan' tab is active. The 'Payroll Information' section shows the effective date as 03/29/2021 and the HR status as Active. The 'Payroll for North America' section includes fields for Pay Group (MDC), Employee Type (E), Exception Hourly (MDCALL), Holiday Schedule (MDCALL), Tax Location Code (MDC), and Combination Code. The 'Absence Management System' section shows the Pay Group (MDC) and the Eligibility Group (L-JB).

Lecture 2: Manage Hire Continued

20. Select the **Step** option, if applicable.

21. Select the **Compensation** tab.

The screenshot displays the 'Manage Hires' interface for an employee named Garth Brooks (Empl ID: 00350096, Empl Record: 0). The 'Compensation' tab is selected and highlighted with a red box. The 'Salary Plan Details' section shows an effective date of 03/29/2021, HR Status Active, Payroll Status Active, and a 'Go To Row' button. The 'Salary Admin Plan' section shows a 'STEP' selection, a 'Grade' of 291, and a 'Step' entry date of 03/29/2021. The 'Step' entry date is also highlighted with a red box. The bottom of the screen shows navigation tabs for Job Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation, along with OK, Cancel, Apply, and Refresh buttons.

Lecture 2: Manage Hire Continued

22. If applicable, select the **Plus Sign** to add a row for additional pay components.
23. Input the additional pay component details.
24. Select the **Calculate Compensation** button.
25. Select the **Employment Data** link.

The screenshot displays the 'Manage Hires' interface. At the top, there's a header with 'Manage Hires Detail' and 'Manage Hires'. Below this, there are sections for 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason' (First Job), and 'Current' status. The 'Compensation Rate' is set to 1,576.18 USD, and the '*Frequency' is B (Biweekly). There are expandable sections for 'Comparative Information', 'Pay Rates', and 'Default Pay Components'. The 'Pay Components' section is expanded, showing a table with columns: *Rate Code, Seq, Comp Rate, Currency, Frequency, Points, Percent, and Rate Code Group. The table has two rows: Row 1 (MDEKLY, Seq 0, Comp Rate 1,576.180000, USD, B) and Row 2 (PRMPAY, Seq 0, Comp Rate 70.000000, USD, B). The 'Calculate Compensation' button is highlighted. At the bottom, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Creditable Adjusted Dates'. The 'Employment Data' tab is selected. There are also 'OK', 'Cancel', 'Apply', and 'Refresh' buttons.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 MDEKLY	0	1,576.180000	USD	B			
2 PRMPAY	0	70.000000	USD	B			

Lecture 2: Manage Hire Continued

26. Select the **Time Reporter Data** link.

The screenshot displays the 'Manage Hires' web application interface. The top navigation bar includes the 'Manage Hires' title and the 'informs' logo. The main content area is divided into two sections: 'Employment Information' and 'Organizational Assignment Data'.

Employment Information:

- Employee: Garth Brooks
- Empl ID: 00350896
- Empl Record: 0
- Organizational Instance: 0
- Original Start Date: 03/29/2021
- First Start Date: 03/29/2021
- Termination Date: (blank)
- Org Instance Service Date: 03/29/2021
- Years: 1, Months: 0, Days: 0

Organizational Assignment Data:

- Instance Record: 0
- Last Assignment Start Date: 03/29/2021
- First Assignment Start: 03/29/2021
- Assignment End Date: (blank)
- Home/Host Classification: Home
- Company Seniority Date: 03/29/2021
- Benefits Service Date: 03/29/2021
- Seniority Pay Calc Date: 03/29/2021
- Tuition Class End Date: (blank)
- Professional Experience Date: (blank)
- Business Title: HR FINANCE SPECIALIST
- Position Phone: (blank)
- Years: 1, Months: 0, Days: 0

The interface also includes a 'Time Reporter Data' link in the bottom right corner of the 'Organizational Assignment Data' section.

Lecture 2: Manage Hire Continued

27. Input the **Payable Time Start Date**.

28. Input or search for the **Elapsed Time Template**.

29. Input or search for the **Workgroup**.

30. Input or search for the **Taskgroup**.

31. Select the **OK** button.

The screenshot displays the 'Manage Hires Detail' application interface. The main window shows employee information for Garth Brooks (Empl ID: 00350896). A modal titled 'Time and Labor Data' is open, showing the following fields:

- Payable Time Start Date:** 03/29/2022 (highlighted with a red box).
- Time Reporter Data:**
 - *Effective Date: 03/29/2022
 - *Status: Active
 - *Time Reporter Type: Elapsed Time Reporter
 - Elapsed Time Template:** MOCELAPSEC (highlighted with a red box), with a search result 'Miami Dade Common Elapsed Tmpl'.
 - Punch Time Template: (empty)
 - Time Period ID: (empty)
 - *Workgroup: LJB (highlighted with a red box), with a search result 'Non-Bargaining - Job Basis'.
 - *Taskgroup: PSNONCAT x (highlighted with a red box), with a search result 'Commitment Accounting'.
 - Task Profile ID: (empty)
 - TCD Group: (empty)
 - Restriction Profile ID: (empty)
 - Rule Element 1: (empty)
 - Assignment: (empty)
 - Admin Functions: (empty)
 - Rule Element 4: (empty)
 - OCL Jobcode: (empty)
 - Time Zone: EST (Eastern Time (US))
- Payroll:** ☒ Send Time to Payroll
- Commitment Accounting:** ☒ For Taskgroup, ☐ For Department

At the bottom of the modal, there are three buttons: **OK** (highlighted with a red box), **Cancel**, and **Refresh**.

Lecture 2: Manage Hire Continued

32. Select the **Benefits Program Participation** link.

The screenshot displays the 'Manage Hires' web application interface. The top navigation bar includes the 'Manage Hires' title and the 'informs' logo. The main content area is titled 'Manage Hires Detail' and shows the 'Employment Information' tab selected. The employee's name is 'Garth Brooks' with an 'Empl ID' of '00350896'. Below this, the 'Organizational Instance' section shows 'Organizational Instance Rcd' as '0' and 'Original Start Date' as '03/29/2021'. The 'Organizational Assignment Data' section shows 'Last Assignment Start Date' as '03/29/2021' and 'First Assignment Start' as '03/29/2021'. The 'Benefits Service Date' is '03/29/2021'. The 'Business Title' is 'HR FINANCE SPECIALIST'. At the bottom, a navigation bar contains links for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation' (highlighted in red), and 'Creditable Adjusted Dates'.

Organizational Instance Rcd	Original Start Date	Override
0	03/29/2021	<input type="checkbox"/>

Last Start Date	First Start Date	Years	Months	Days
		1	0	0

Termination Date	Override	Years	Months	Days
	<input type="checkbox"/>	1	0	0

Org Instance Service Date	Override	Years	Months	Days
03/29/2021	<input type="checkbox"/>	1	0	0

Last Assignment Start Date	First Assignment Start	Years	Months	Days
03/29/2021	03/29/2021	1	0	0

Assignment End Date	Override	Years	Months	Days
	<input type="checkbox"/>	1	0	0

Home/Host Classification	Override	Years	Months	Days
Home	<input type="checkbox"/>	1	0	0

Company Seniority Date	Override	Years	Months	Days
03/29/2021	<input type="checkbox"/>	1	0	0

Benefits Service Date	Override	Years	Months	Days
03/29/2021	<input type="checkbox"/>	1	0	0

Seniority Pay Calc Date	Override	Years	Months	Days
03/29/2021	<input type="checkbox"/>	1	0	0

Tuition Class End Date	Professional Experience Date	Last Verification Date

Business Title: HR FINANCE SPECIALIST

Position Phone:

USA

Job Data | Employment Data | Earnings Distribution | **Benefits Program Participation** | Creditable Adjusted Dates

Lecture 2: Manage Hire Continued

33. Input the applicable **Retirement Kind**.

34. Select the **OK** button.

The screenshot displays the 'Manage Hires' interface within the 'informs' system. The page title is 'Manage Hires Detail'. Key fields include:

- Benefit Record Number: 0
- Effective Date: 03/29/2021
- HR Status: Active
- Payroll Status: Active
- *Benefits System: Benefits Administration
- USD
- ACA Eligibility Details
- Current Benefits Employee Status: Active
- Retirement Kind: HA (highlighted with a red box)
- Executive Benefits: (empty field)
- Benefit Program: RG3

Below these fields is the 'Benefit Program Participation Details' section, which includes:

- *Effective Date: 03/29/2021
- Currency Code: USD
- *Benefit Program: RG3
- BU CKLM >(1/1/19) FGH (1/1/20)

At the bottom of the form, there are navigation tabs: Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and Creditable Adjusted Dates. The 'OK' button is highlighted with a red box, along with 'Cancel' and 'Apply' buttons. A 'Refresh' button is located on the right side of the bottom bar.

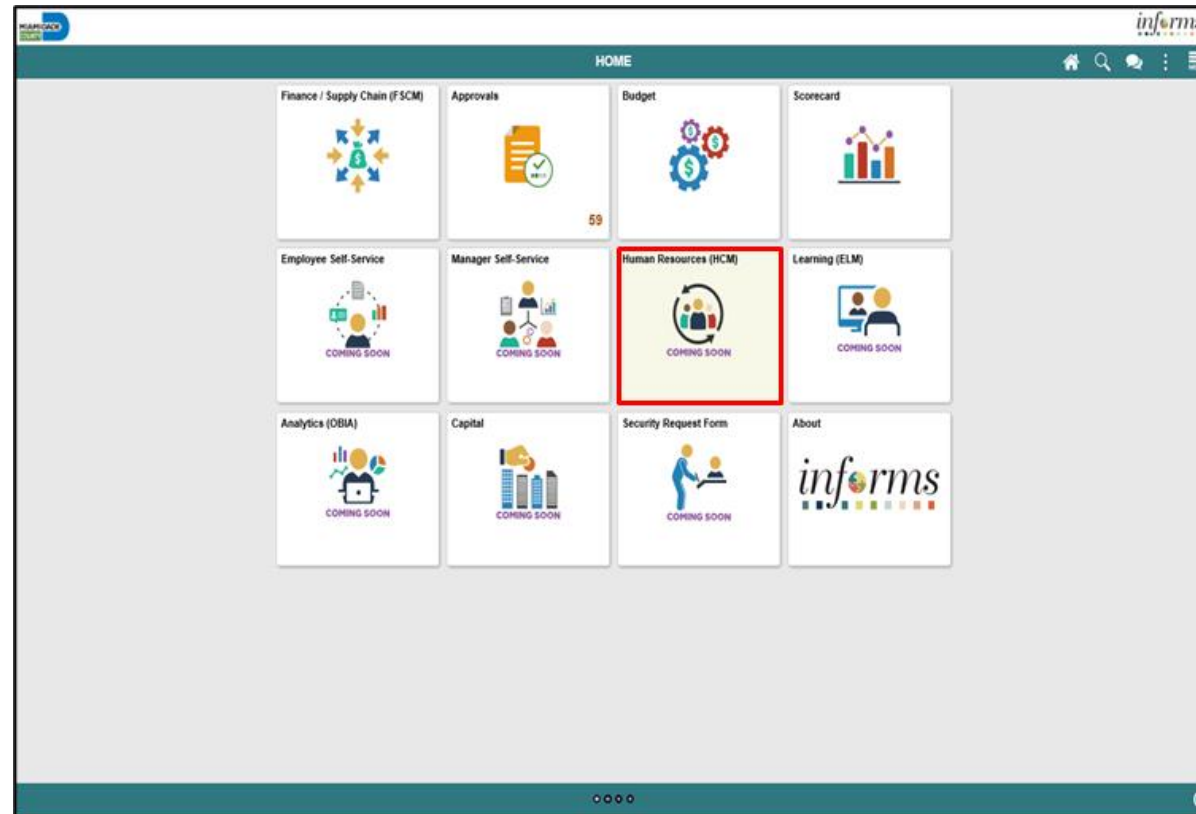
Lecture 3: Transfer an Employee to a New Position (Lateral)

- Transfer Employee to a different Position Number (Lateral) – will allow a transfer of the employee within the same Department and Job Code to a different Position Number.

Lecture 3: Transfer an Employee to a New Position (Lateral)

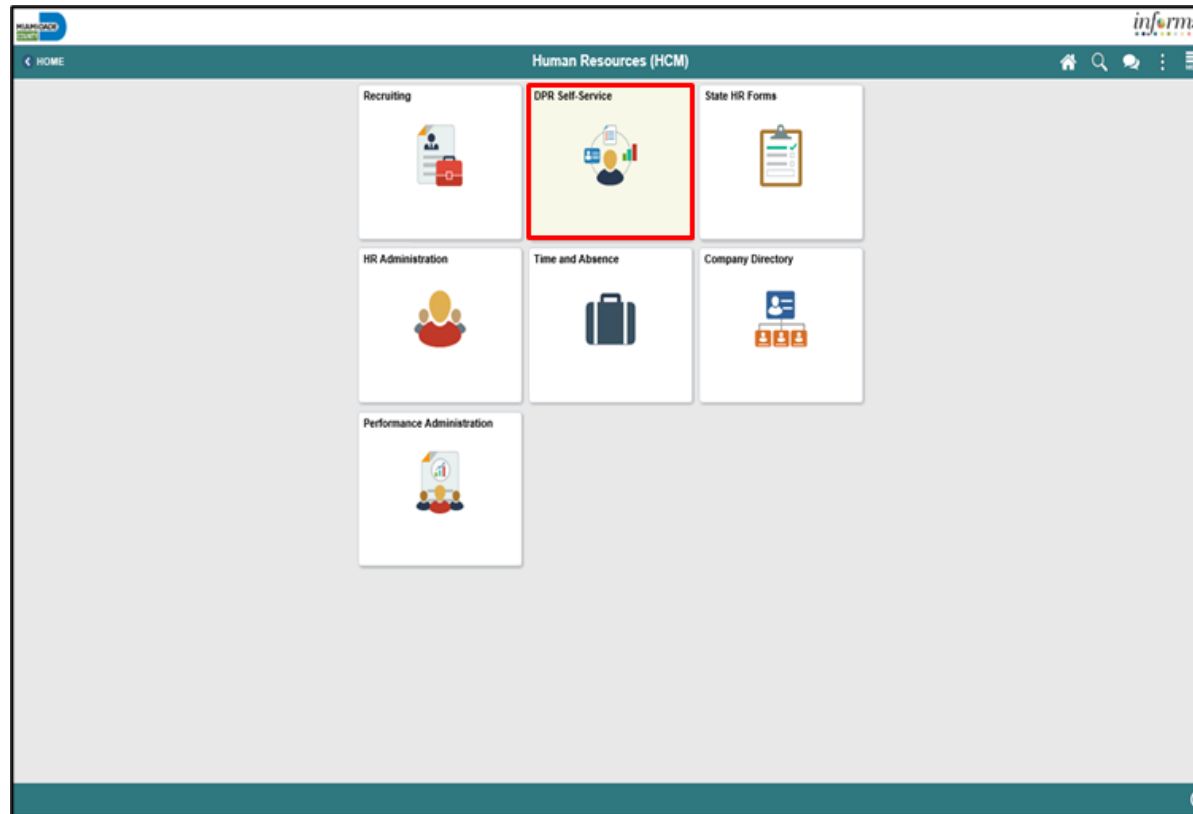
As a DPR, prepare an employee for hire.

1. Select the **Human Resources (HCM)** tile.



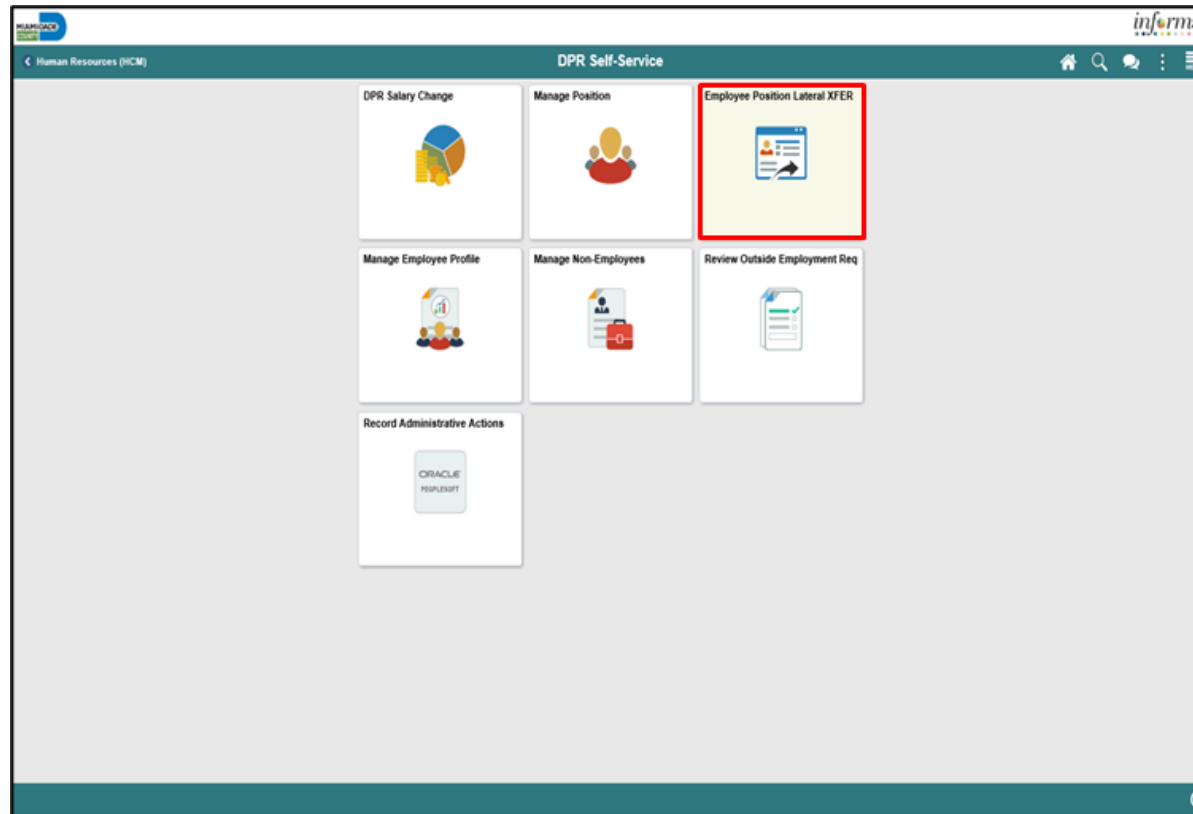
Lecture 3: Transfer an Employee to a New Position (Lateral)

2. Select the **DPR Self-Service** tile.



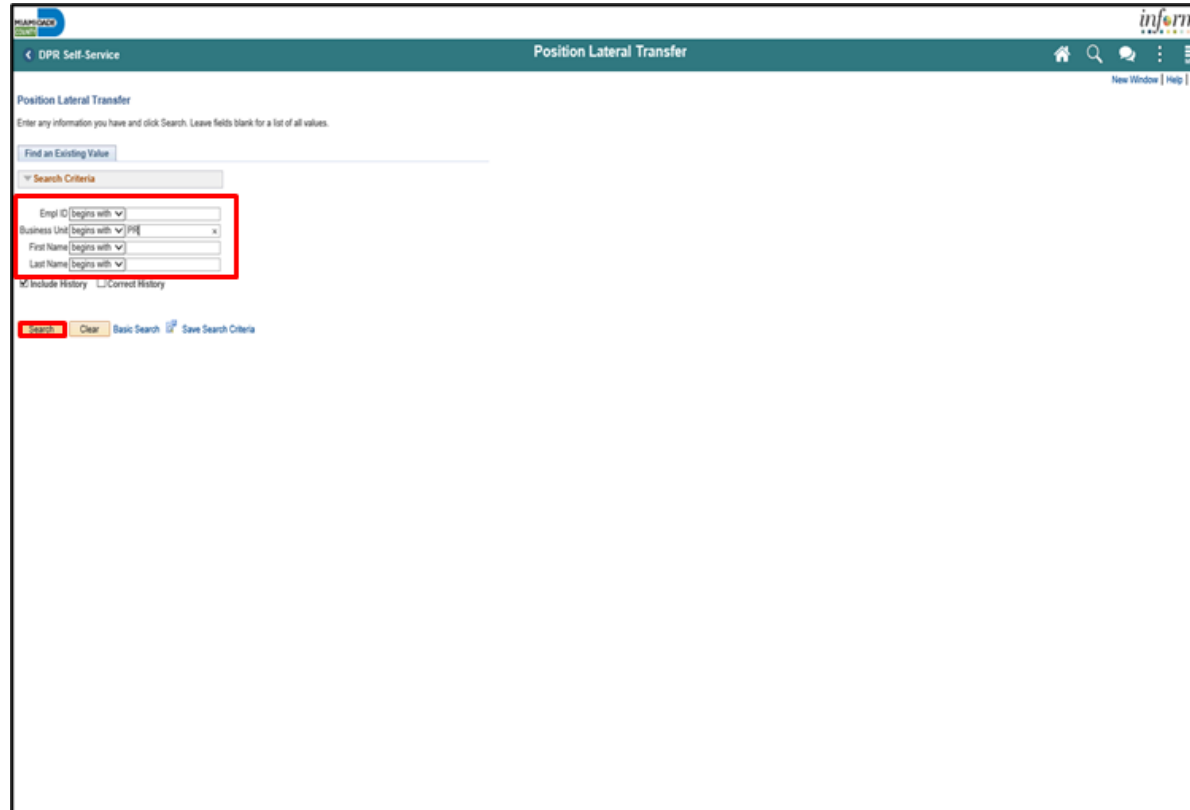
Lecture 3: Transfer an Employee to a New Position (Lateral)

3. Select the **Employee Position Lateral XFER** tile.



Lecture 3: Transfer an Employee to a New Position (Lateral)

4. Input applicable search parameters then select the **Search** button.



The screenshot shows a web application interface for 'Position Lateral Transfer'. The header includes 'DPR Self-Service' and 'Position Lateral Transfer'. Below the header, there is a section titled 'Position Lateral Transfer' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. Below this, a 'Search Criteria' section is highlighted with a red box. It contains four input fields: 'Empl ID (begins with)', 'Business Unit (begins with) PIR', 'First Name (begins with)', and 'Last Name (begins with)'. Below these fields, there are checkboxes for 'Include History' and 'Correct History'. At the bottom of the form, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Lecture 3: Transfer an Employee to a New Position (Lateral)

5. Select the applicable employee.

The screenshot displays the 'Position Lateral Transfer' interface within the 'DPR Self-Service' portal. The page includes a search bar with a 'Find an Existing Value' button. Below this, the 'Search Criteria' section contains dropdown menus for 'Empl ID begins with', 'Business Unit begins with', 'First Name begins with', and 'Last Name begins with'. There are also checkboxes for 'Include History' and 'Correct History'. A 'Search' button is located below the criteria. The 'Search Results' section indicates that only the first 300 results can be displayed. A table lists the results with columns for 'Empl ID', 'Business Unit', and 'Name'. The first result, '000000172 PR George Sedon', is highlighted in red.

Empl ID	Business Unit	Name
000000172 PR		George Sedon
00001398 PR		Mulchan Kallawan
00001853 PR		Roberto Zubeta
00001893 PR		Luisa Gomez
00002785 PR		Cesar Llave
00003429 PR		Carlos Aguilar
00003431 PR		Donald Thompson
00003562 PR		Charlotte Thompson
00003758 PR		Silvia Gonzalez
00003898 PR		Ana Robles
00003970 PR		Sharon Wong
00004098 PR		Athena Batistakis
00004772 PR		Thomas Morgan
00004870 PR		Gaspar Vento
00004998 PR		Orlando Rivers
00005204 PR		Julio Mesa
00005285 PR		Ana Lang
00005538 PR		Cirenia Andino
00005984 PR		Jill Rochfort
00006253 PR		Victor Fernandez-Cuenca
00006427 PR		Rodell Collins
00006618 PR		Rosewell Badger Jr
00006708 PR		Victor Jenkins
00006940 PR		Ruben Martin
00007419 PR		Elis Godfrey
00007679 PR		Susan Walker
00008079 PR		Wahid Michael

Lecture 3: Transfer an Employee to a New Position (Lateral)

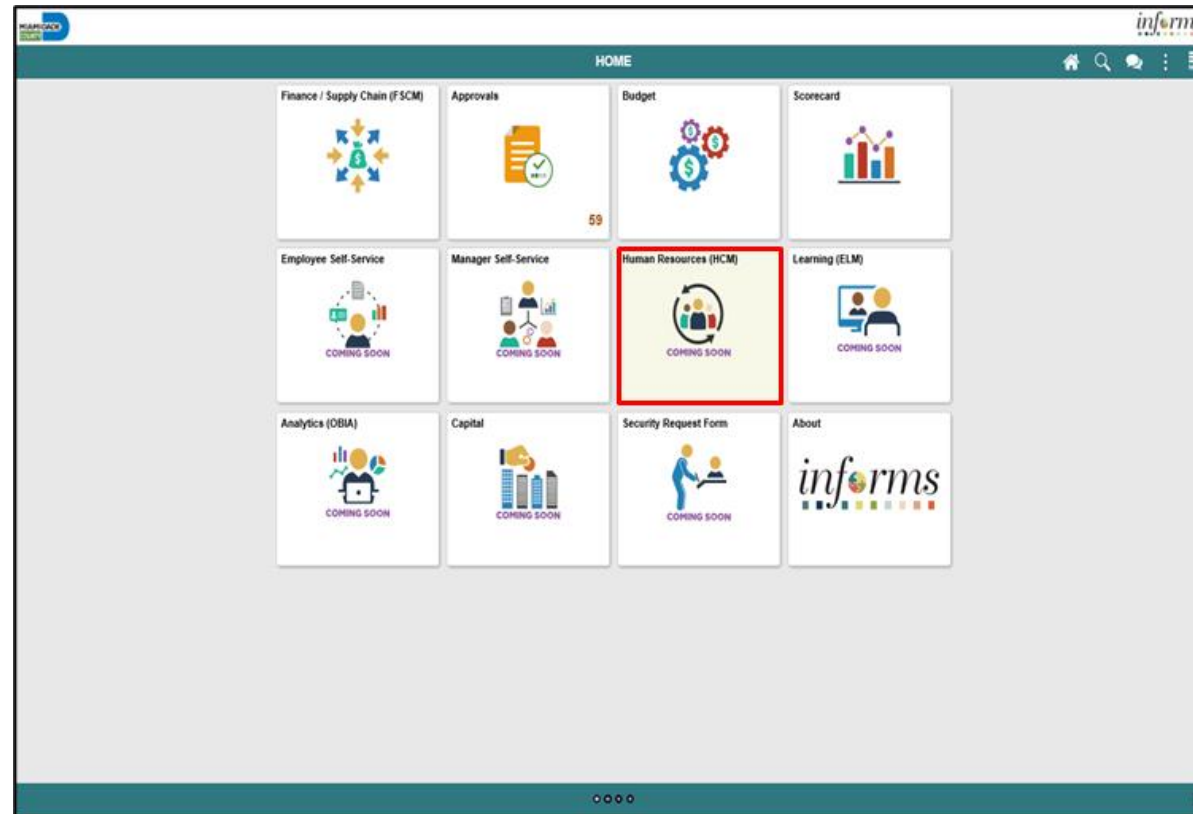
6. Input or search for the **Effective Date**.
7. Input or search for the **Position Number** the employee is transferring to.
8. Select the **Save** button.

The screenshot shows the 'Employee Position Lateral XFER' web application. The header includes the 'DPR Self-Service' logo and the 'informatics' logo. The main content area displays employee information: Empl ID: 00000172, Name: Jimmy Torres, Business Unit: PR Parks, Recreation & Open Spcs, Department: PR27010000 ADMINISTRATION, Position Number: 0010047 MAINTENANCE TECHNICIAN, and Latest Effective Date: 12/08/2020. Below this, the 'Employee Position Data' section has a 'Find' button and a list of 1 item. The first item shows 'Effective Date: 03/29/2022', 'Seq: 0', and 'Position Number: 0010047 MAINTENANCE TECHNICIAN'. A red box highlights the 'Position Number' field. At the bottom, there is a 'Save' button and several other navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Lecture 4: Verify Employee Transfer

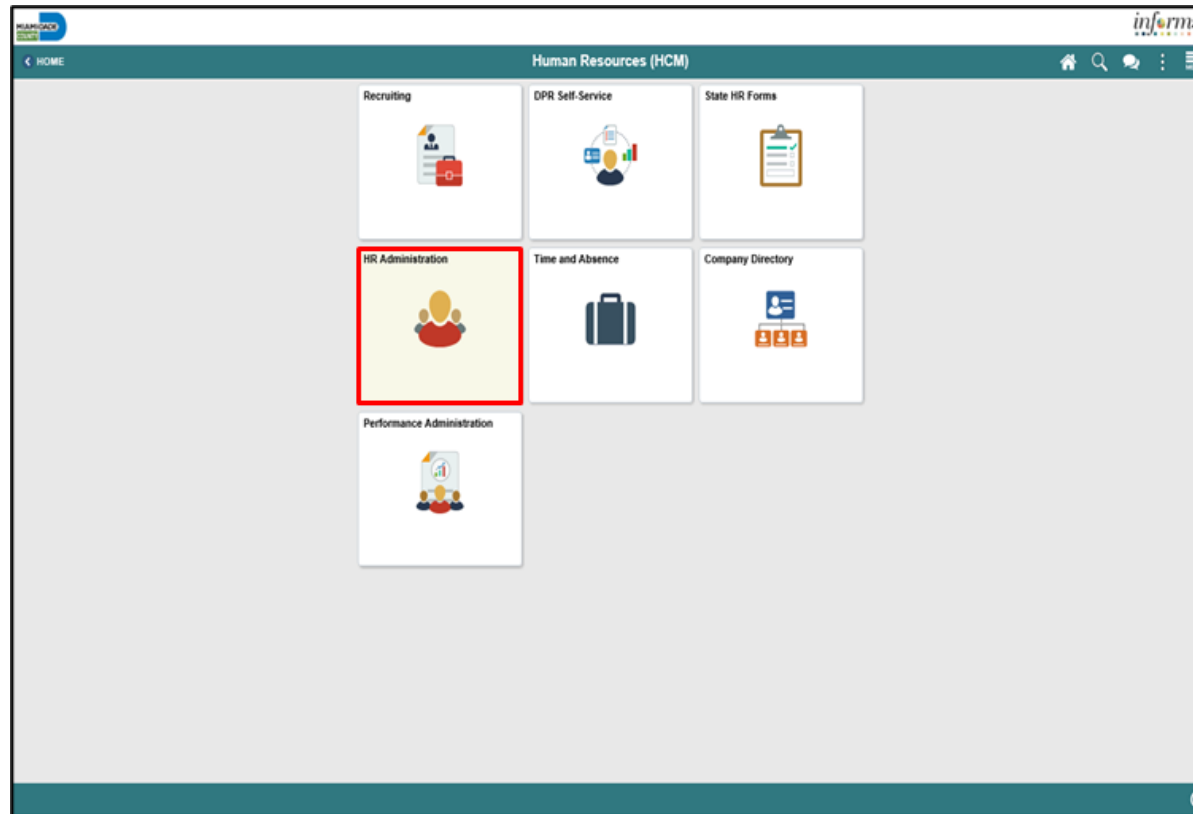
As a DPR, prepare an employee for hire.

1. Select the **Human Resources (HCM)** tile.



Lecture 4: Verify Employee Transfer

2. Select the **HR Administration** tile.



Lecture 4: Verify Employee Transfer

3. Select the **Search** button.
4. Select the **Empl ID**.

The screenshot shows the 'Job Data' search interface in the HR Administration system. The left sidebar contains navigation links for Job Information, Workforce Job Summary, Manage Employee Profile, Headcount, Labor Administration, and HR Configuration. The main area is titled 'Job Data' and includes a search bar with 'Find an Existing Value' and 'Keyword Search' buttons. Below the search bar, there are search criteria fields for Empl ID, Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, and Middle Name, each with a dropdown menu and a text input field. The 'Search' button is highlighted with a red box. Below the search criteria, there are checkboxes for 'Include History' and 'Case Sensitive'. The search results are displayed in a table with columns: Empl ID, Empl Record, Name, First Name, Last Name, Second Last Name, Alternate Character Name, and Middle Name. The first row of the table is highlighted in red.

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
00000000	0	Jimmy Torres	Jimmy	Torres	(blank)	(blank)	(blank)
00134172	0	Jennifer Nelson	Jennifer	Nelson	(blank)	(blank)	L
00172675	0	Gisel Prado	Gisel	Prado	(blank)	(blank)	(blank)
00172938	0	Miguel Claro	Miguel	Claro	(blank)	(blank)	(blank)
00172941	0	Ivan Hernandez	Ivan	Hernandez	(blank)	(blank)	J

Lecture 4: Verify Employee Transfer

5. Select the **Include History** button.

The screenshot displays the 'HR Administration' interface for 'Human Resources (HCM)'. The left sidebar contains navigation links: Job Information, Job Data, Workforce Job Summary, Manage Employee Profile, Headcount, Labor Administration, and HR Configuration. The main content area is titled 'Work Location' and shows details for 'Jimmy Torres' (Empl ID: 00000172). The 'Work Location Details' section includes fields for Effective Date (03/29/2022), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Position Number (00010947), Position Entry Date (03/02/1992), Regulatory Region (USA), Company (MDC), Business Unit (PR), Department (PR27010000), Location (DSD030000), and Establishment ID (MDC). The 'Action' dropdown is set to 'Transfer'. At the bottom, the 'Include History' button is highlighted with a red box.

Field	Value
Effective Date	03/29/2022
Effective Sequence	0
HR Status	Active
Payroll Status	Active
Position Number	00010947
Position Entry Date	03/02/1992
Regulatory Region	USA
Company	MDC
Business Unit	PR
Department	PR27010000
Location	DSD030000
Establishment ID	MDC

Lecture 4: Verify Employee Transfer

The history of the employee is captured on each page.

The screenshot displays the 'HR Administration' interface for 'Human Resources (HCM)'. The left sidebar contains navigation links: Job Information, Job Data, Workforce Job Summary, Manage Employee Profile, Headcount, Labor Administration, and HR Configuration. The main content area is titled 'Work Location' and shows details for Employee 'Jimmy Torres' (Empl ID: 00000172). The 'Work Location Details' section includes a table with the following data:

Field	Value
*Effective Date	03/29/2022
Effective Sequence	0
HR Status	Active
Payroll Status	Active
Position Number	00010947
Position Entry Date	03/02/1992
Regulatory Region	USA
Company	MDC
Business Unit	PR
Department	PR27010000
Department Entry Date	03/02/1992
Location	DSD030000
Establishment ID	MDC
Job Title	MAINTENANCE TECHNICIAN
United States	
Miami Dade County	
Parks, Recreation & Open Spcs	
ADMINISTRATION	
Hickman Building - PR	
Miami Dade County	
Date Created	03/29/2022
Last Start Date	03/02/1992
Expected Job End Date	

At the bottom of the interface, there are tabs for Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and Creditable Adjusted Dates. A 'Save' button is located at the bottom left, and a 'Return to Search' button is at the bottom right.

Lesson 4: Activities and Exercises



Lesson 4: Lesson Summary

Having completed the Create Job Opening lesson, users should be able to:

- Manage Onboarding Activities
- Prepare for Hire
- Manage Hire
- Lateral Transfers

Course Content Summary

Congratulations on completing the Recruitment course. You now understand:

- Create a Job Opening
- Screen Candidates
- Employment Offer and Acceptance
- Onboarding Activities
- Prepare for Hire
- Manage Hire

For more information on INFORMS, please visit [Miamiade.gov/informs](https://miamidade.gov/informs)

Additional Training and Job Aids

Other training materials, related to this topic, include:

- DPR 301 – ePerformance Management (Employee Performance Evaluation)
- DPR 302 – Personnel Changes
- DPR 303 – Time Management
- DPR 304 – Updating Team Information

You also have the following resources available to you:

- Job Aids
 - Create a Job Opening Job Aid
 - Create a Job Opening with a Subcategory Job Aid
 - Manage Hire Job Aid

For additional information, be sure to visit: www.miamidade.gov/informs



CONGRATULATIONS

Congratulations on successfully completing the Recruitment course!
DPR 321 – RECRUITMENT