Course ID: DPR 321
Course: Departmental HR Recruitment

Ground Rules

Be on time

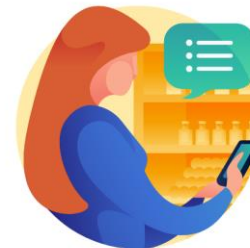Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance

Take breaks as needed

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive review of the Recruitment processes.
	This course consists of the following modules:
	- Module 1: Course Introduction - Module 2: Recruitment - Create a Job Opening - Screen Applicants for Minimum Qualifications and Preferences and Apply Points - Employment Offer and Acceptance - Preparing for Hire - Manage Hire - Transfer an Employee to a New Position (Lateral) - Verify the Employee Transfer - Module 3: Course Summary

MIAMI-DADE COUNTY

Course Overview, Continued

Training Audiences	• Department Personnel Representative • HR Central Administrator Technician • HR Central Position Administrator • HR Central Compensation Administrator
Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation and Online Help • HCM 101 – Human Resources Fundamentals
Other related Courses	Participants can attend the other related courses to Departmental HR: • DPR 301 – Departmental HR - ePerformance Management (Employee Performance Evaluation) • DPR 302 – Departmental HR - Personnel Changes • DPR 303 – Departmental HR - Time Management • DPR 304 – Departmental HR - Updating Team Information
Estimated Duration	• 6 Hours and 30 Minutes

MIAMI-DADE COUNTY

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities, and Exercises

Course Administration and Logistics

To receive credit for completing this course, Users must record your attendance at the beginning <u>and</u> end of clas
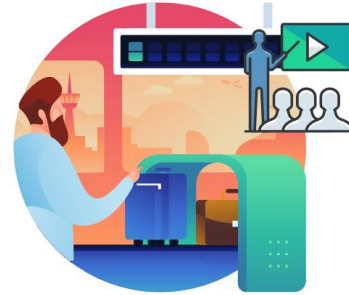
Please turn off your cell phones and refrain from checking email and the Internet while in class

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

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

Roles and Responsibilities

The roles and responsibilities associated with:

Role	Responsibilities
Department Personnel Representative	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service 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 Technician	The HR Central Administrator Technician is responsible for Job Data changes. The HR Central Administrator Technician 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.

MIAMI-DADE COUNTY

Navigation

Purpose and Benefits to Business Process

- Reduce paper processes (Electronic workflows)
- Employee Empowerment (Employee Self Service and Manager Self Service)
- Reduction of processing time
- Recruit to Hire to Paycheck in one system
- Enhanced Reporting
- Job Opening - Defaults from Position
- Default Compensation, Add/Remove Components of Pay and Calculate Adjusted Rate
- Integrated payment and accounting for expense reimbursement
- Consolidated Benefit Billing System – LOA, retirees, and benefit billing all in one system

End-to-End Business Process

RECRUITING
BUSINESS PROCESS

Submit Job Opening	Approve/Reject Job Opening	Approves/Rejects Job Opening	Approve/Rejects Job Opening & Job Offers	Job Opening Approved & Posted to Candidate Gateway	Administers Recruiting Process
DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)	**CENTRAL BUDGET ADMINISTRATOR**	**HR CENTRAL COMPENSATION ADMINISTRATOR**	**TALENT MANAGEMENT CENTRAL RECRUITER**		**DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)**
The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.	The Central Budget Administrator is responsible for reviewing and approving job openings and new position requests within their approval path.	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 and new position requests within their approval path.	The Talent Management Department Recruiter is responsible for creating, reviewing and editing all job openings and job positing content; responsible for screening applicants; approving job offers; and has countywide view of all recruitments.		The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.

Introduction to Activities and Exercises

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

Training
Activities
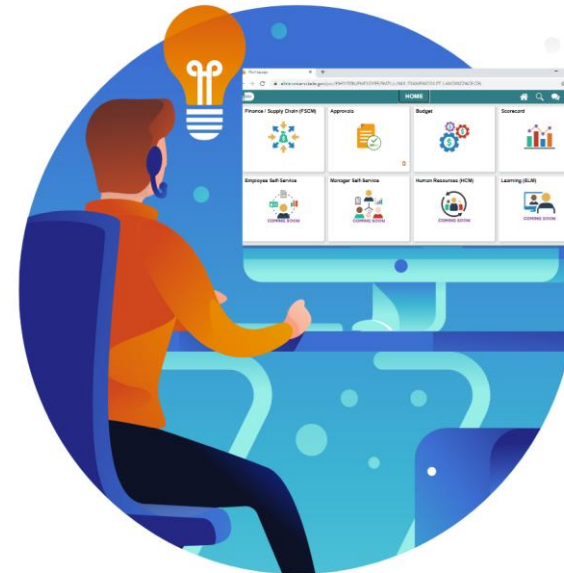
Training
Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities, and 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.

Lesson 1: Create a Job Opening Continued

- 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.
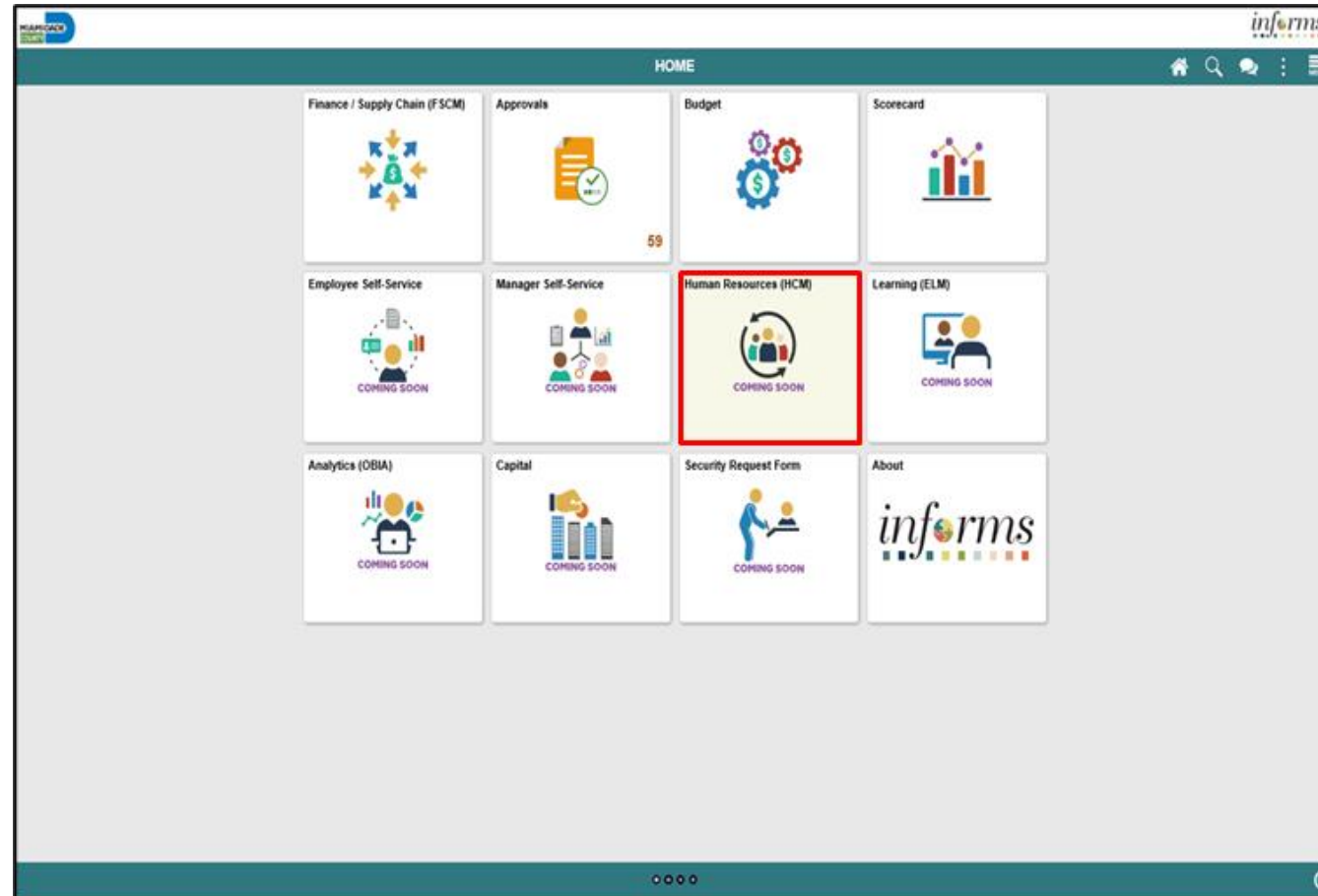
Lesson 1: Create a Job Opening Continued

2. Select the **Recruiting** tile.
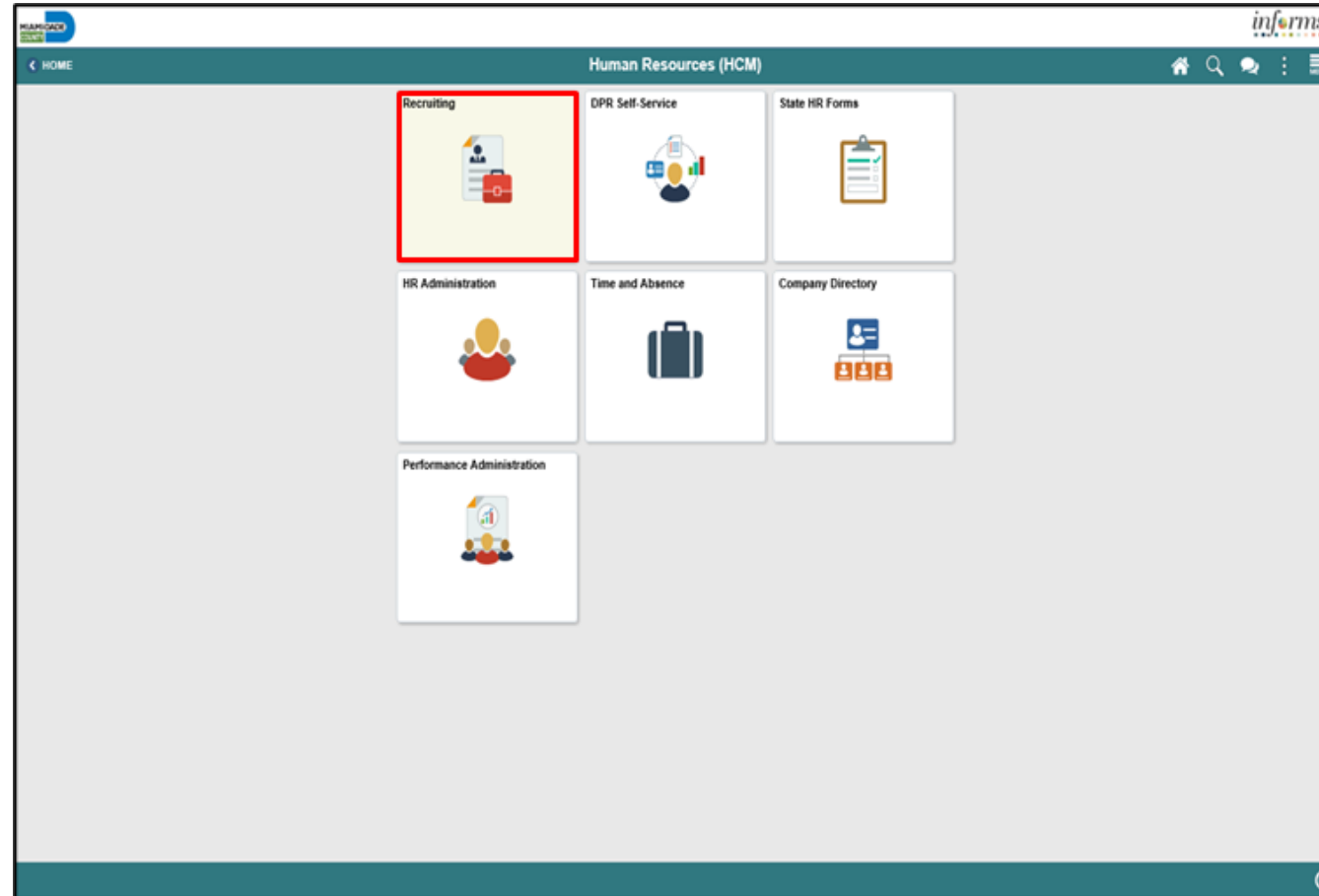
Lesson 1: Create a Job Opening Continued

3. Select the **Recruiting Activities** tile.
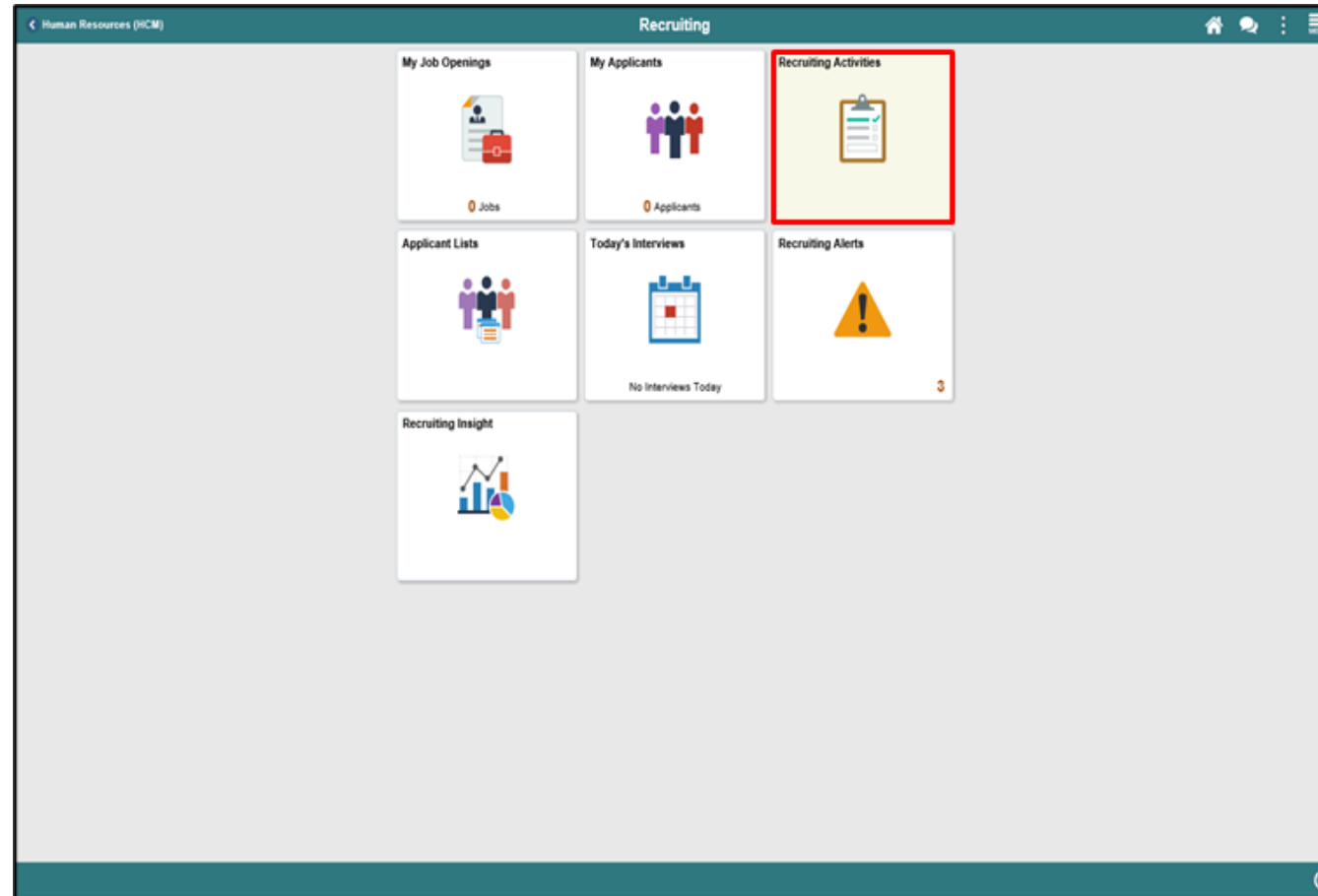
Lesson 1: Create a Job Opening Continued

4. Select the **Create** pane.

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

Lesson 1: Create a Job Opening Continued

6. Input or search for the **Job Code**.

7. Input or search for the **Recruiting Location** number.

8. Select the **Continue** button.

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.
13. Select the **Add Job Posting** button.

Lesson 1: Create a Job Opening Continued

14. Select **JOBS Website www.miamidade.gov** from the **Destination** list.

15. Select the applicable **Posting Type**.

16. Select the applicable **Relative Open Date**.

17. Input the applicable **Remove Date** or input the applicable **Posting Duration** details.

18. Select the **OK** button.

Lesson 1: Create a Job Opening Continued

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

Lesson 1: Demonstrations and Activities
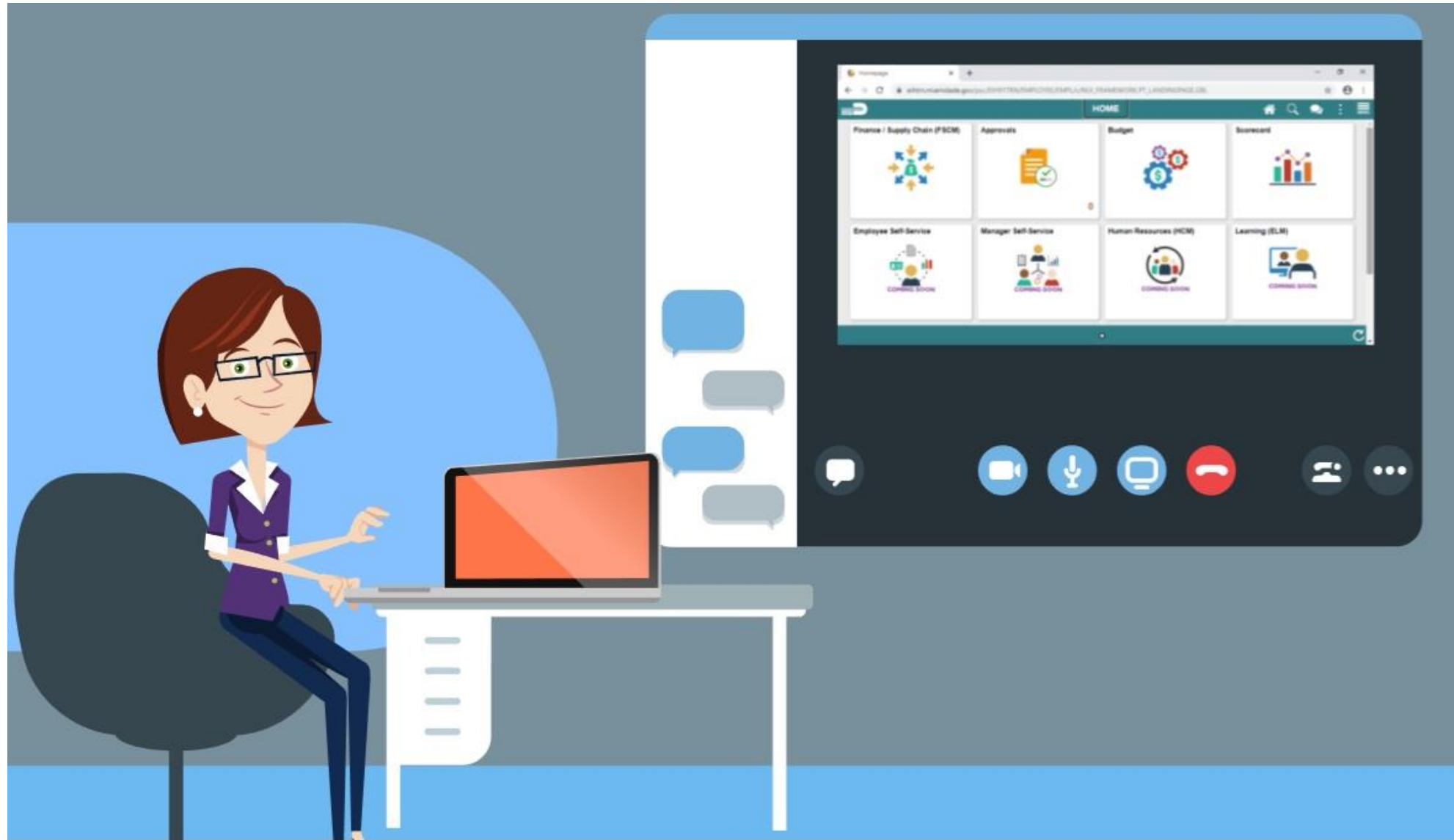
Lesson 1: Lesson Summary

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
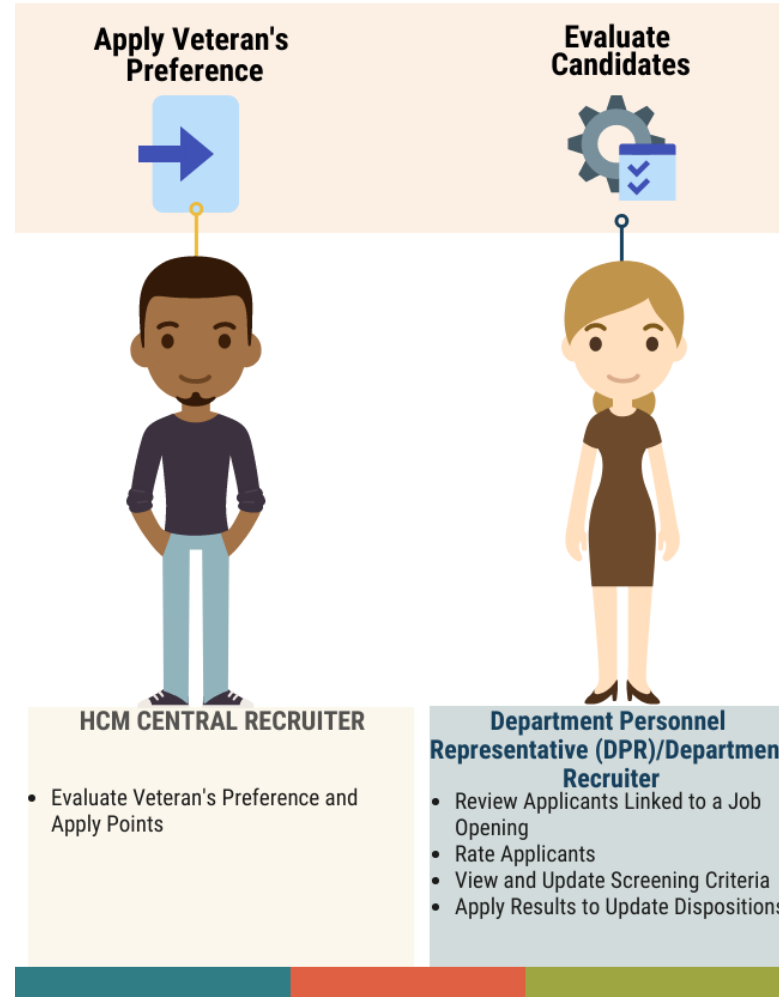
Lesson 2: Key Terms

Term	Definition
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

- 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

As a DPR, create a job offer.

1. Select the **Human Resources (HCM)** tile.
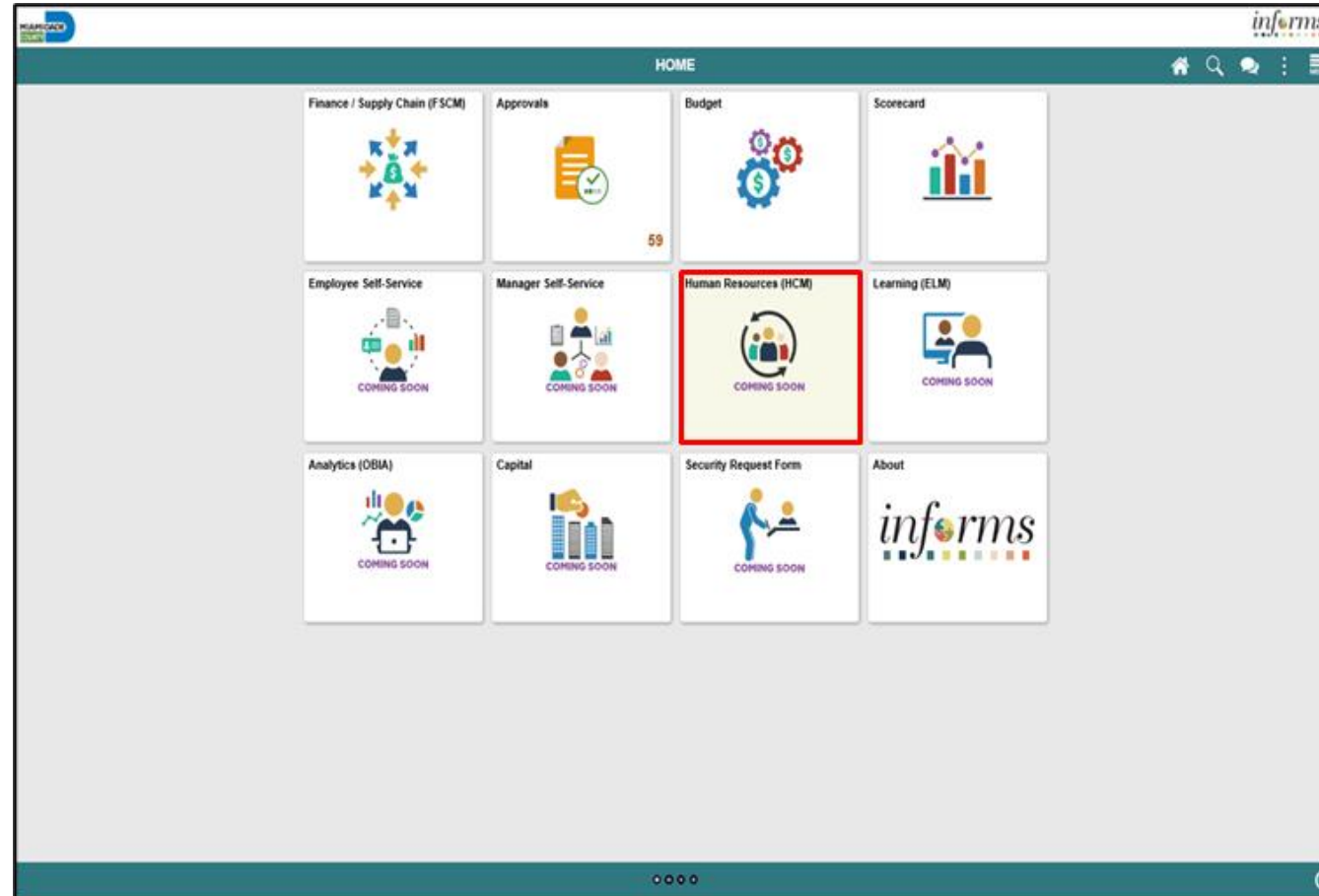
Lesson 2: Candidate Selection Continued

2. Select the **Recruiting** tile.
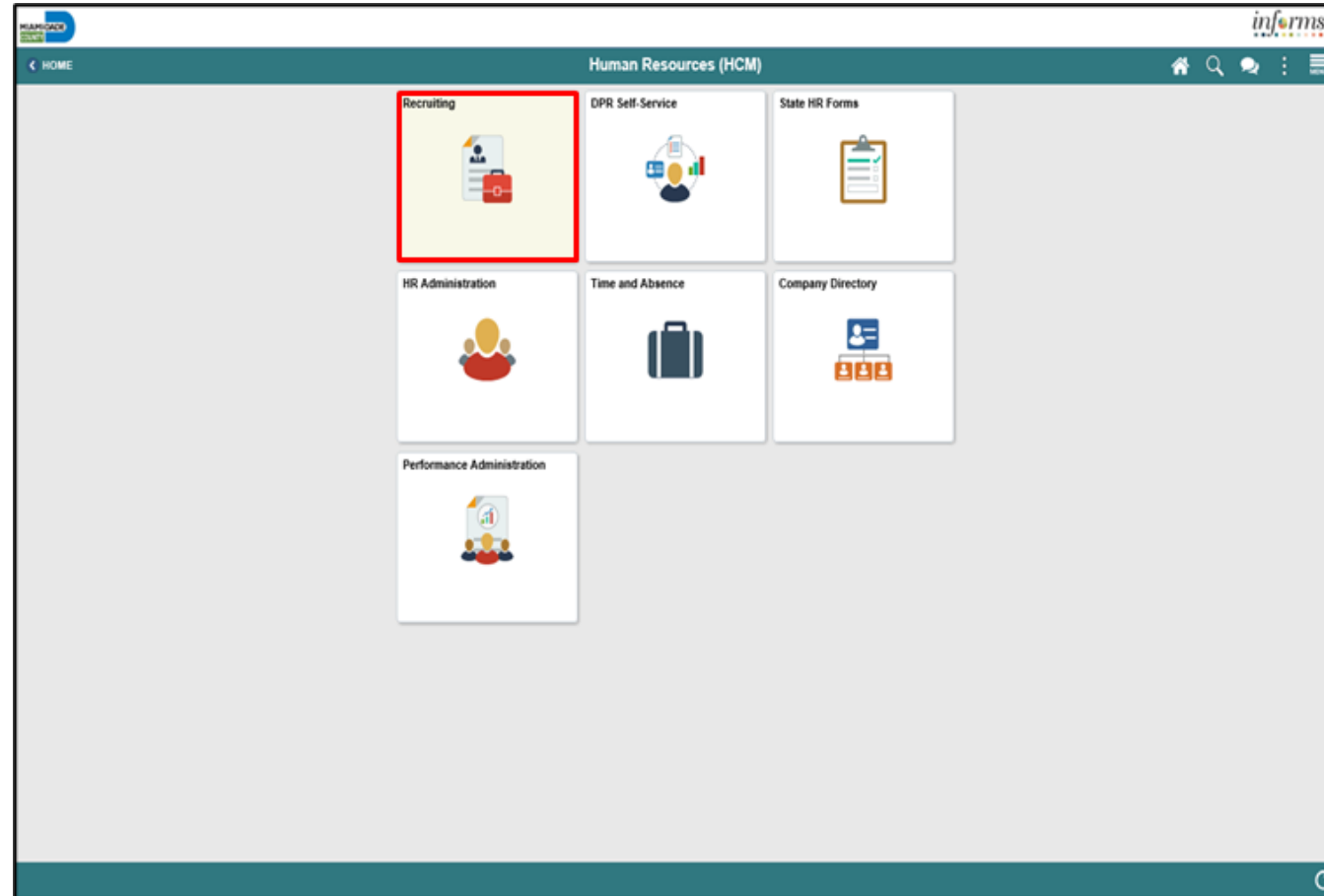
Lesson 2: Candidate Selection Continued

3. Select the **My Job Openings** tile.
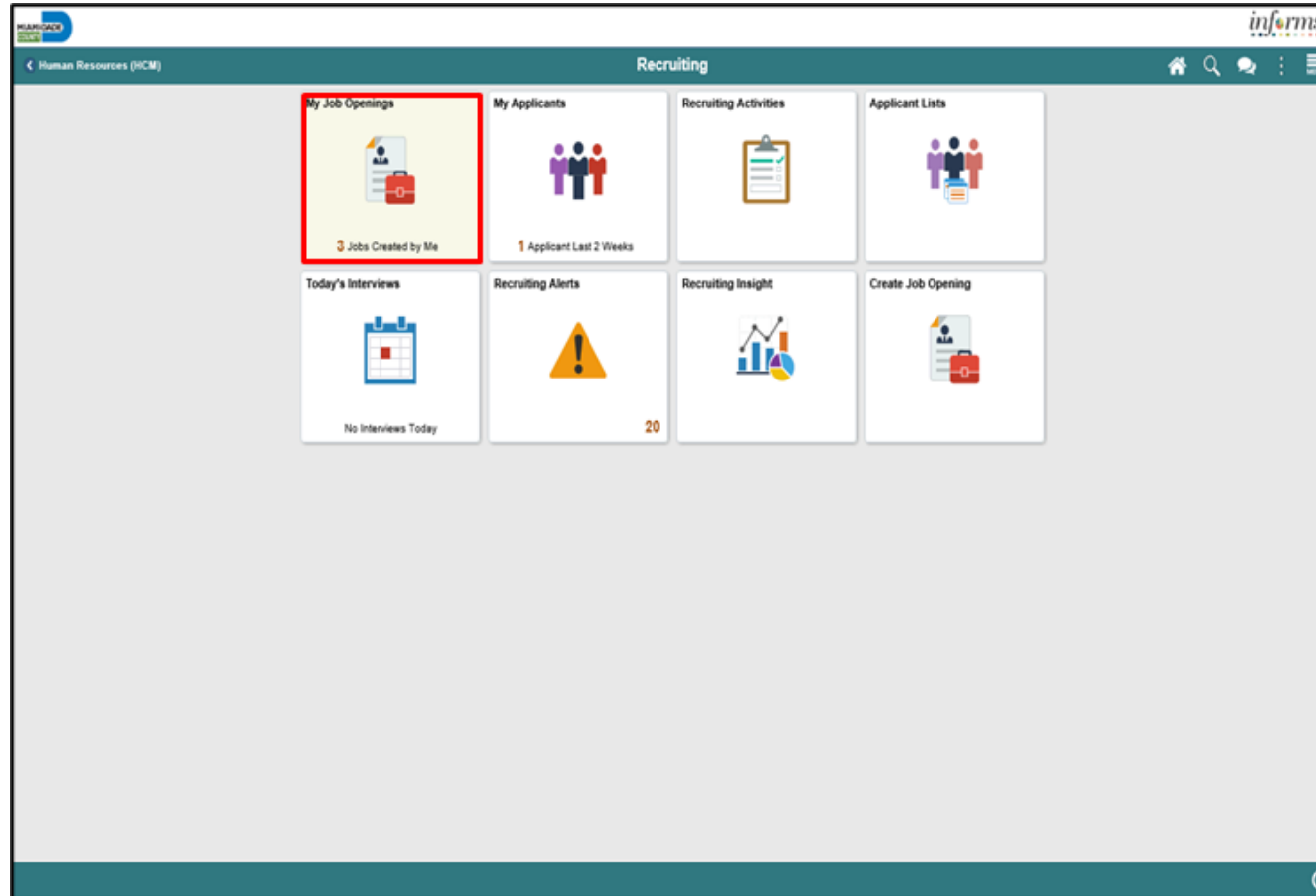
Lesson 2: Candidate Selection Continued

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

Lesson 2: Candidate Selection Continued

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

Lesson 2: Candidate Selection Continued

6. Select **Minimum Qualifications** from the **Run** list.

7. Select the **Go** button.

Lesson 2: Candidate Selection Continued

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

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.

Lesson 2: Candidate Selection Continued

10. Select the **Refresh** button.

11. Select **Preference Screening** from the **Run** list.

12. Select the **Go** button.

Lesson 2: Candidate Selection Continued

13. Select the **Process Monitor** link.

Lesson 2: Candidate Selection Continued

Note: A new window will open. Select the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
14. Select the **Search Job Openings Tab** tab from the browser.

Lesson 2: Candidate Selection Continued

15. Select the **Apply Results** button.

Lesson 2: Candidate Selection Continued

15. Select the **OK** button.

Lesson 2: Activities and Exercises
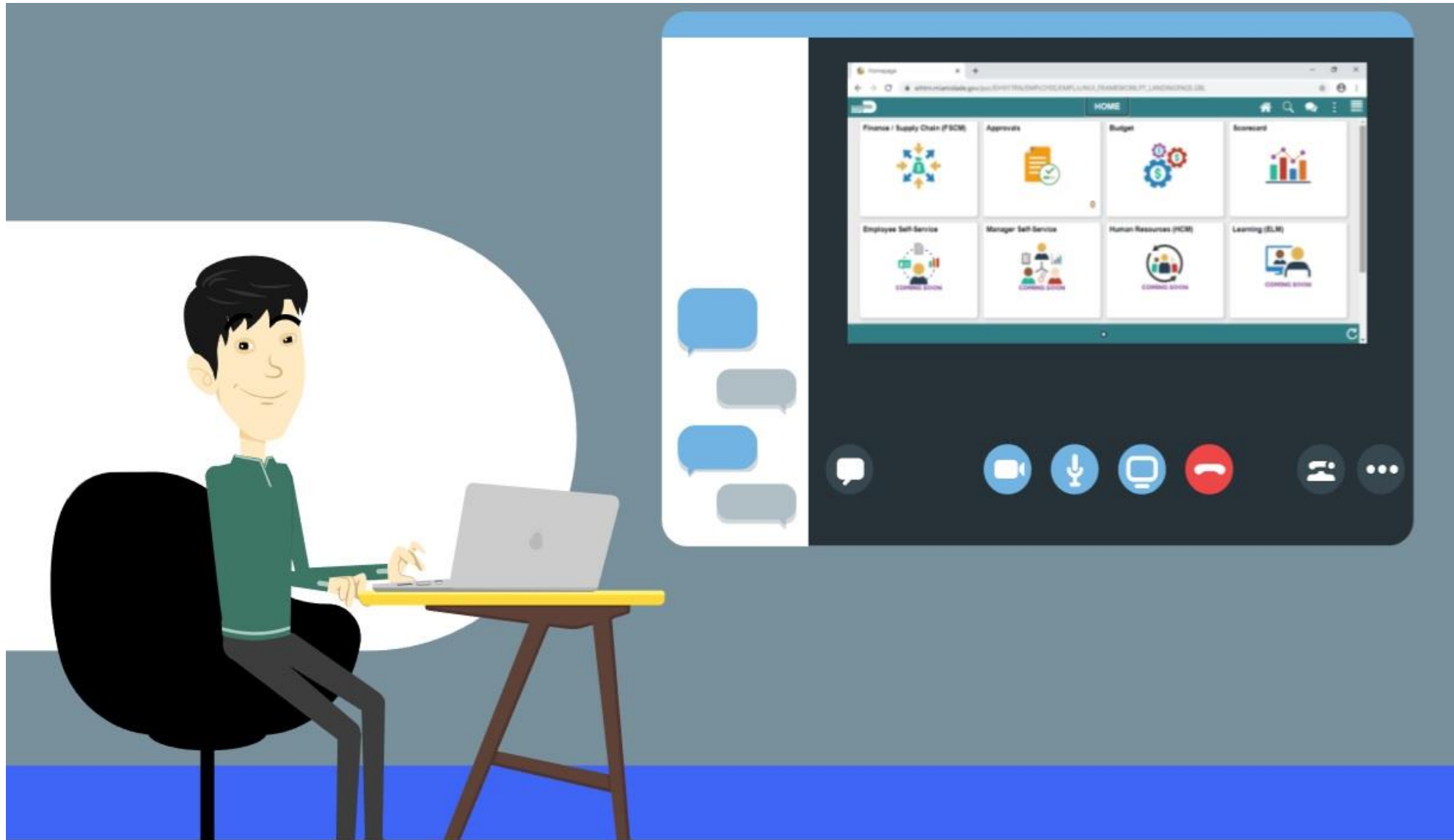
Lesson 2: Lesson Summary

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 an Employment Offer
- Update Candidate Status

Lesson 3: Employment Offer and Acceptance Continued

Employment Offer and Acceptance
BUSINESS PROCESS

Evaluate Candidates

Route Applicants

Department Personnel Representative (DPR)

The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.

Central Recruiting

The Talent Management Central Recruiter is responsible for creating, reviewing and editing all job openings and job posting content; responsible for screening applicants; approving job offers; and has countywide view of all recruitments.

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 Continued

- 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 Continued

As a DPR, create an employment offer.

1. Select the **Human Resources (HCM)** tile.
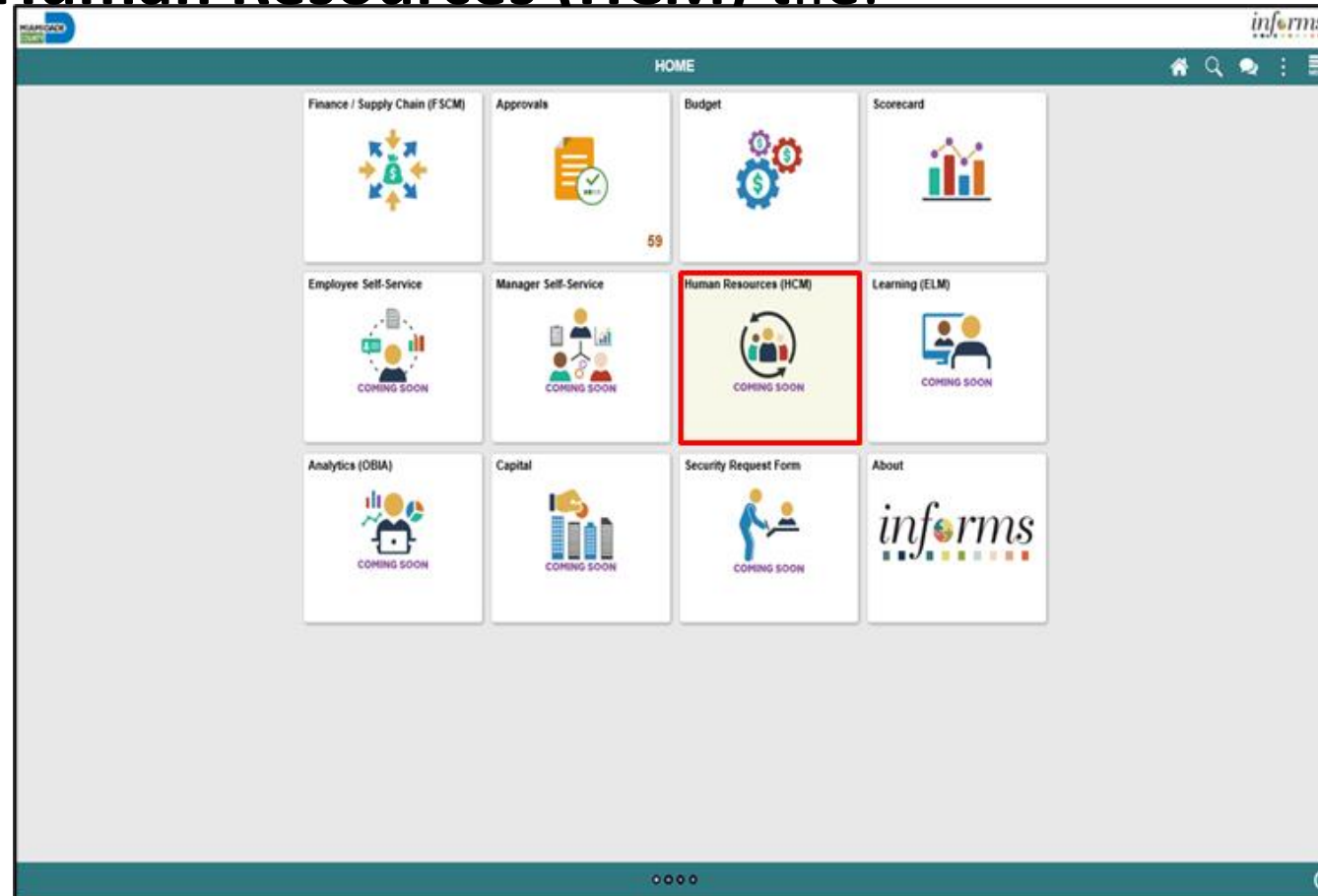
Lesson 3: Employment Offer and Acceptance Continued

2. Select the **Recruiting** tile.
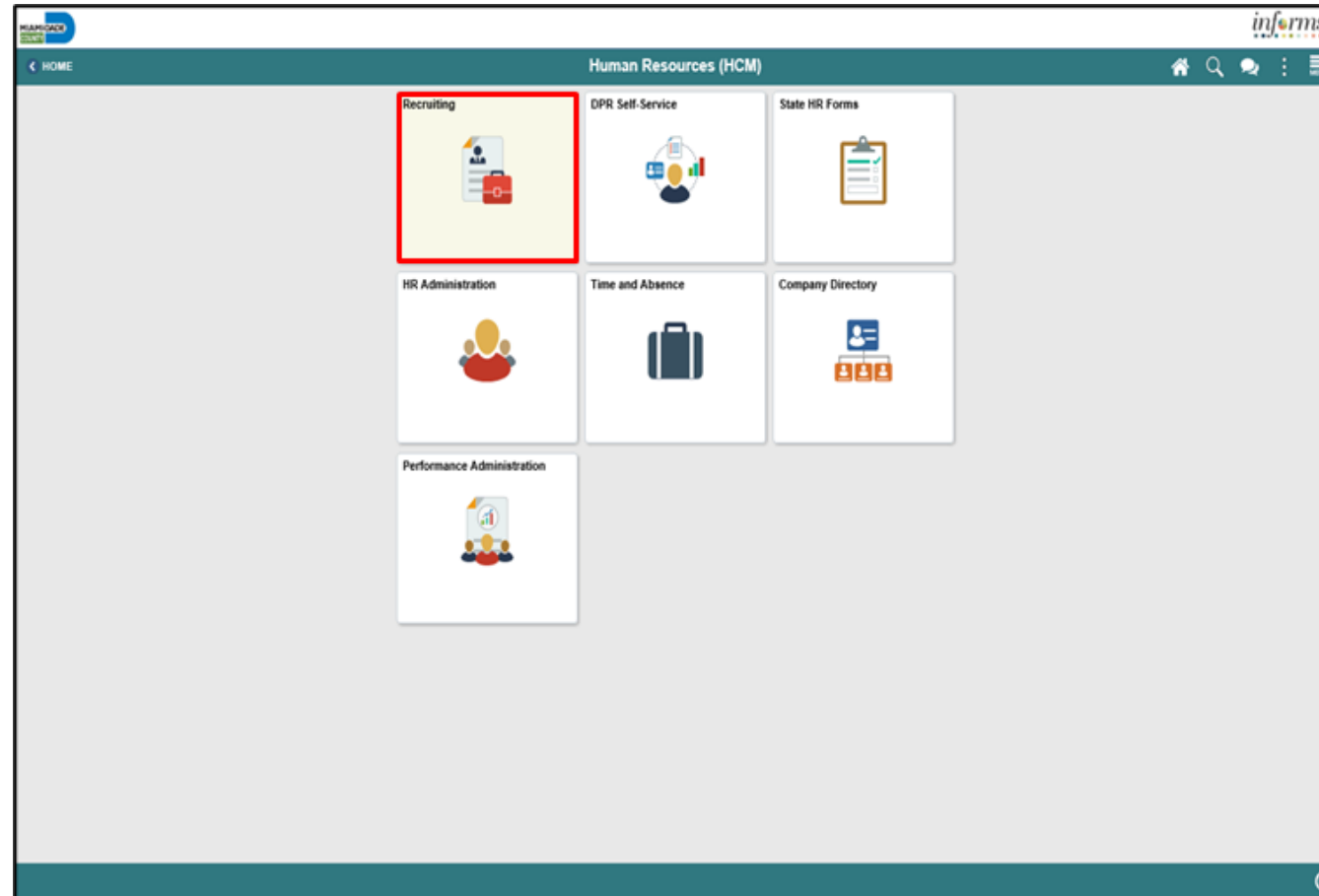
Lesson 3: Employment Offer and Acceptance Continued

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

Lesson 3: Employment Offer and Acceptance Continued

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

Lesson 3: Employment Offer and Acceptance Continued

5. Select the applicant's name.

Lesson 3: Employment Offer and Acceptance Continued

6. Select the **Prepare Job Offer** menu.

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. Scroll down.

Lesson 3: Employment Offer and Acceptance Continued

12. Input appliable details in the **Comments** field.
13. Scroll Up.

Lesson 3: Employment Offer and Acceptance Continued

14. Select the **Submit for Approval** link.

Lesson 3: Employment Offer and Acceptance Continued

15. Select the **OK** button.

Lesson 3: Activities and Exercises
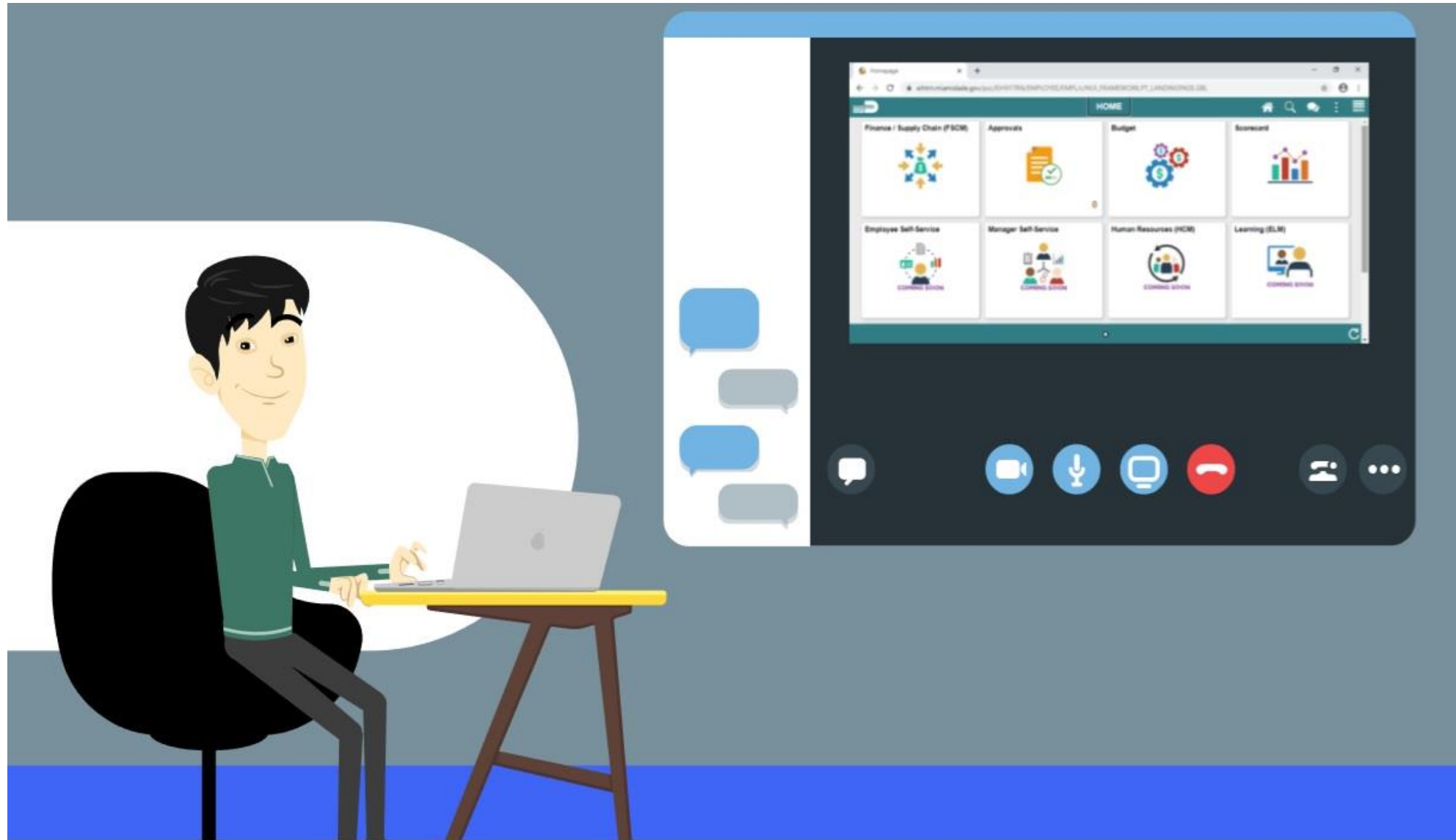
Lesson 3: Lesson Summary

Having completed the Create Job Opening 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.

- 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.

MIAMI-DADE COUNTY

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.
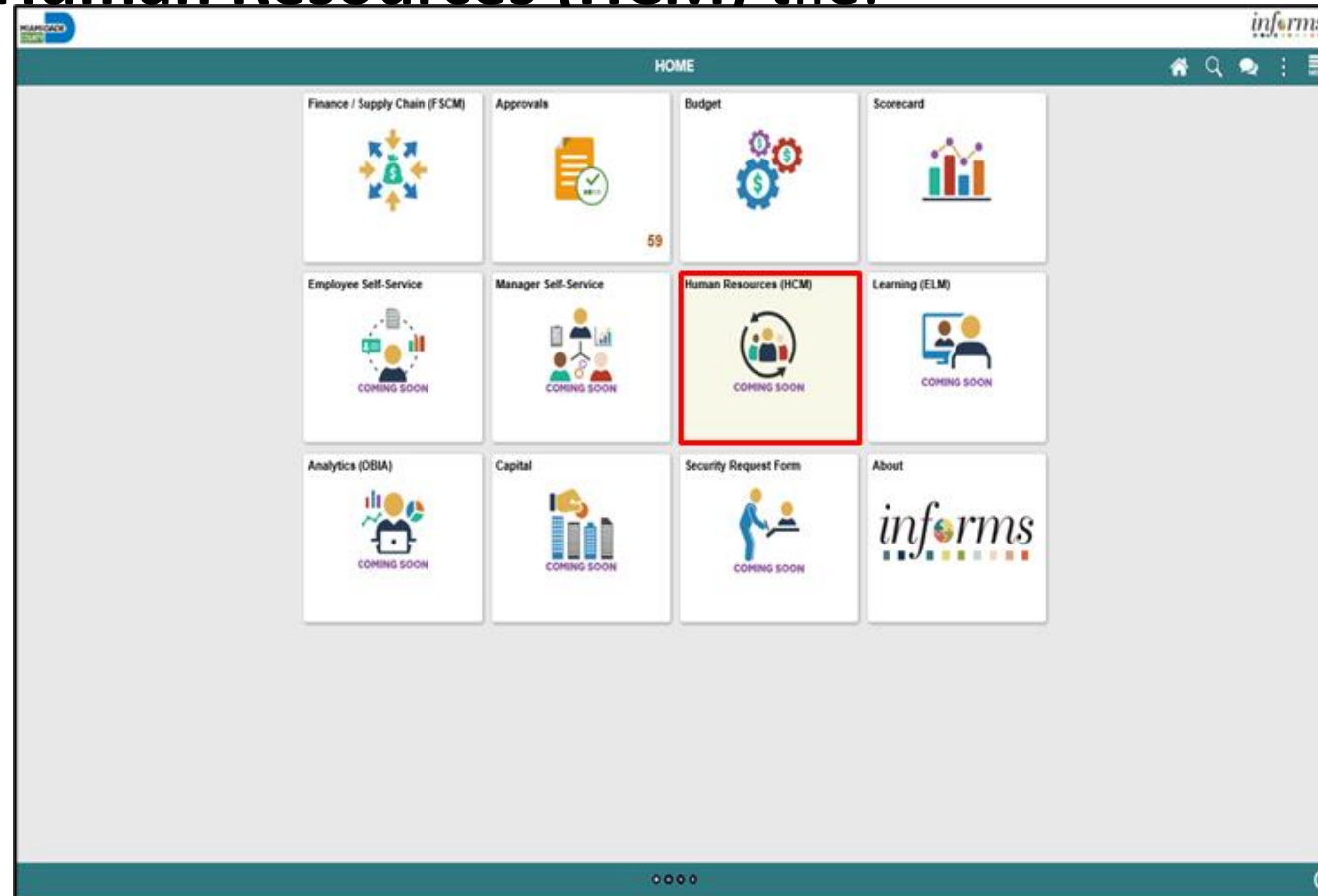
Lecture 1: Prepare for Hire Continued

2. Select the **Recruiting** tile.
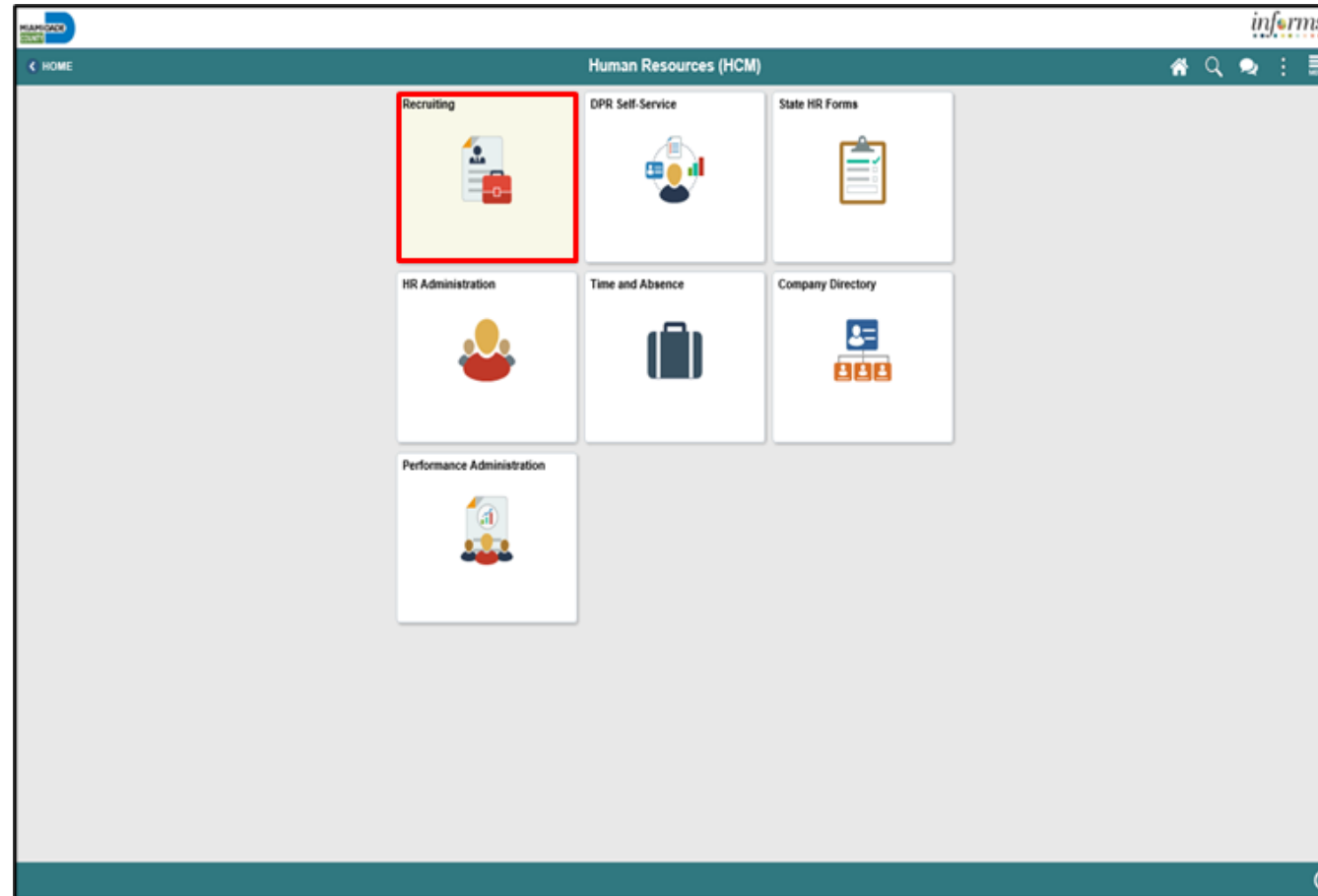
Lecture 1: Prepare for Hire Continued

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

Lecture 1: Prepare for Hire Continued

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

Lecture 1: Prepare for Hire Continued

5. Select the applicant's name.

Lecture 1: Prepare for Hire Continued

5. Select the applicant's name.

Lecture 1: Prepare for Hire Continued

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

Lecture 1: Prepare for Hire Continued

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

Lecture 1: Prepare for Hire Continued

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

Lecture 1: Prepare for Hire Continued

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

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.

Lecture 1: Prepare for Hire Continued

13. Select the **Edit** button.

Lecture 1: Prepare for Hire Continued

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

15. Select the **OK** button.

Lecture 1: Prepare for Hire Continued

16. Select the **Save** button.

Lecture 1: Activities and Exercises
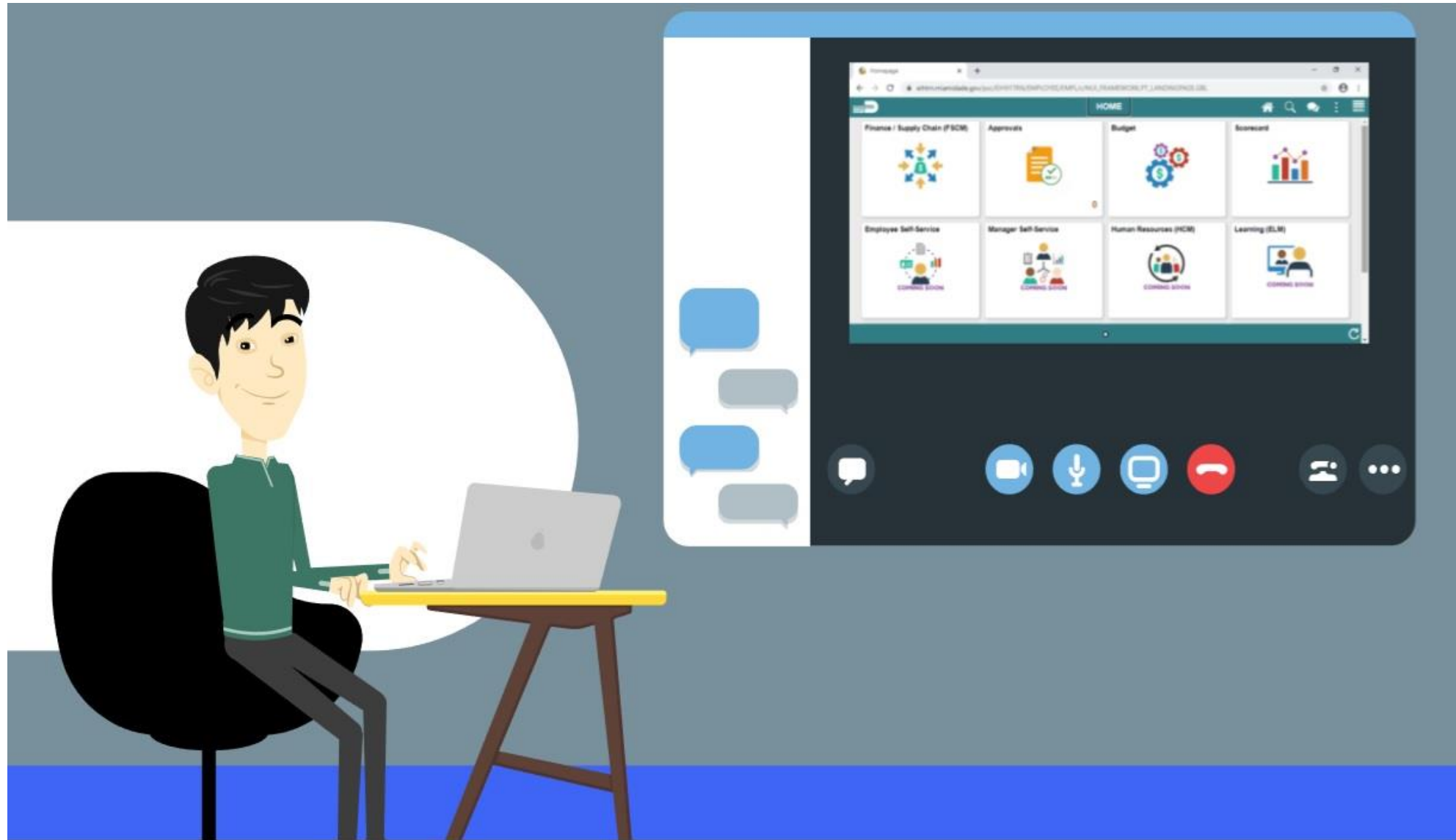
Lecture 2: Manage Hire

MANAGE HIRE
BUSINESS PROCESS

Complete Manage Hire Process

Employee Record is Created Job Data is Updated

Review and Audit the Manage Hire Transaction

DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)

The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.

HR CENTRAL ADMINISTRATOR TECHNICIAN

The HR Central Administrator Technician is responsible for Job Data changes. The HR Central Administrator Technician will review and audit Manage Hire transactions.

Lecture 2: Manage Hire Continued

As a DPR, prepare an employee for hire.

1. Navigate to **NavBar**.
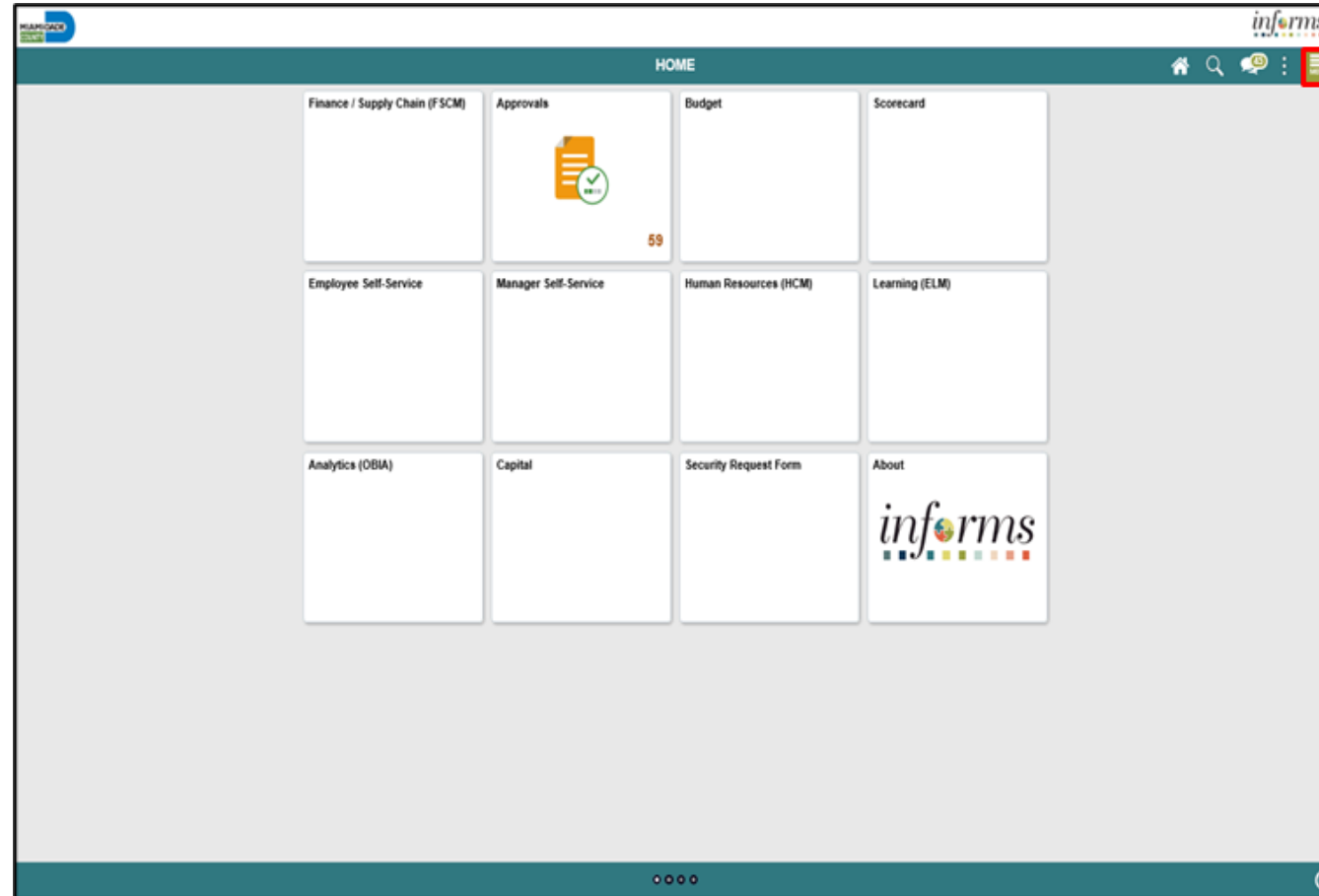
Lecture 2: Manage Hire Continued

2. Select the **Navigator** button.
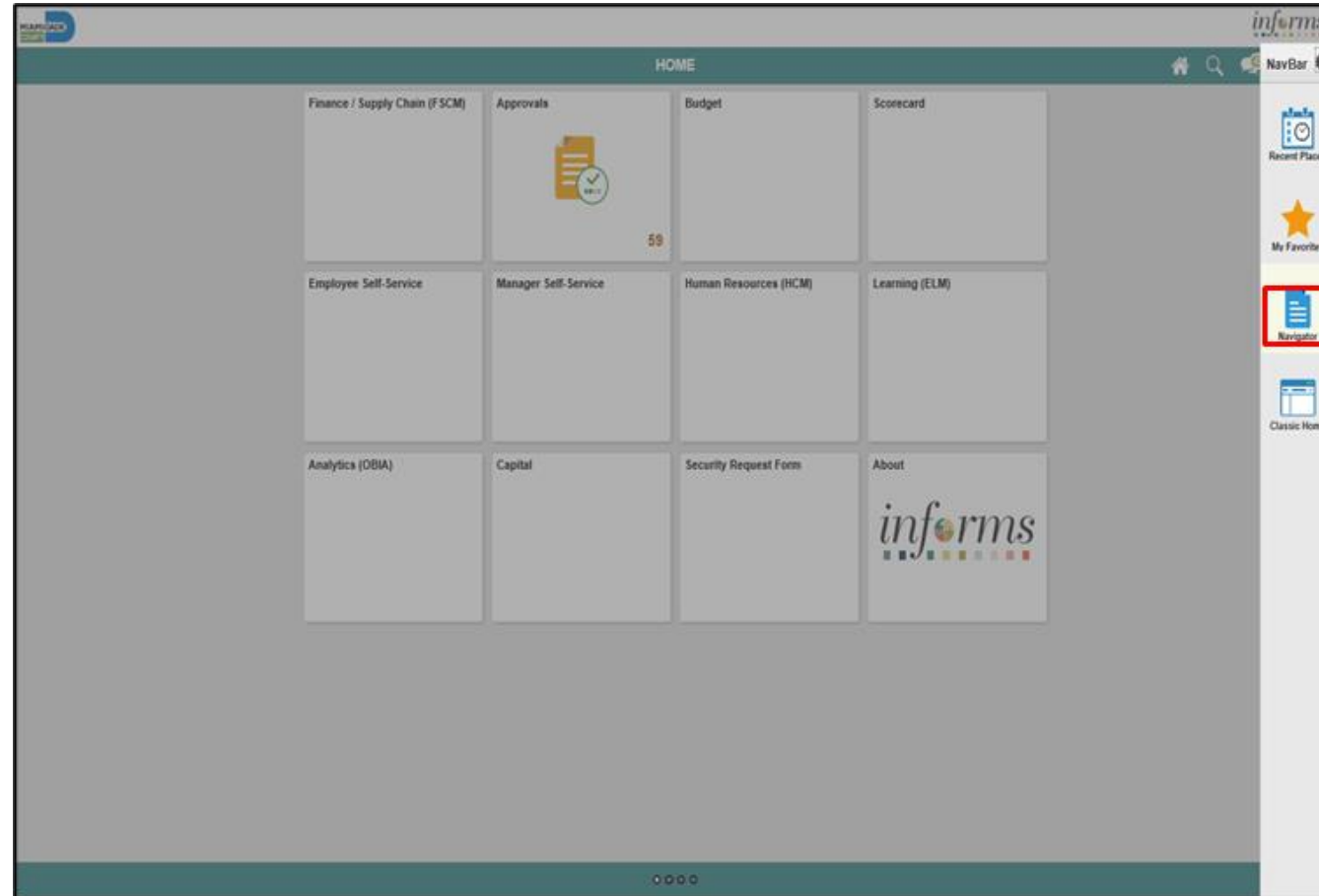
Lecture 2: Manage Hire Continued

3. Select the **Workforce Administration** menu.
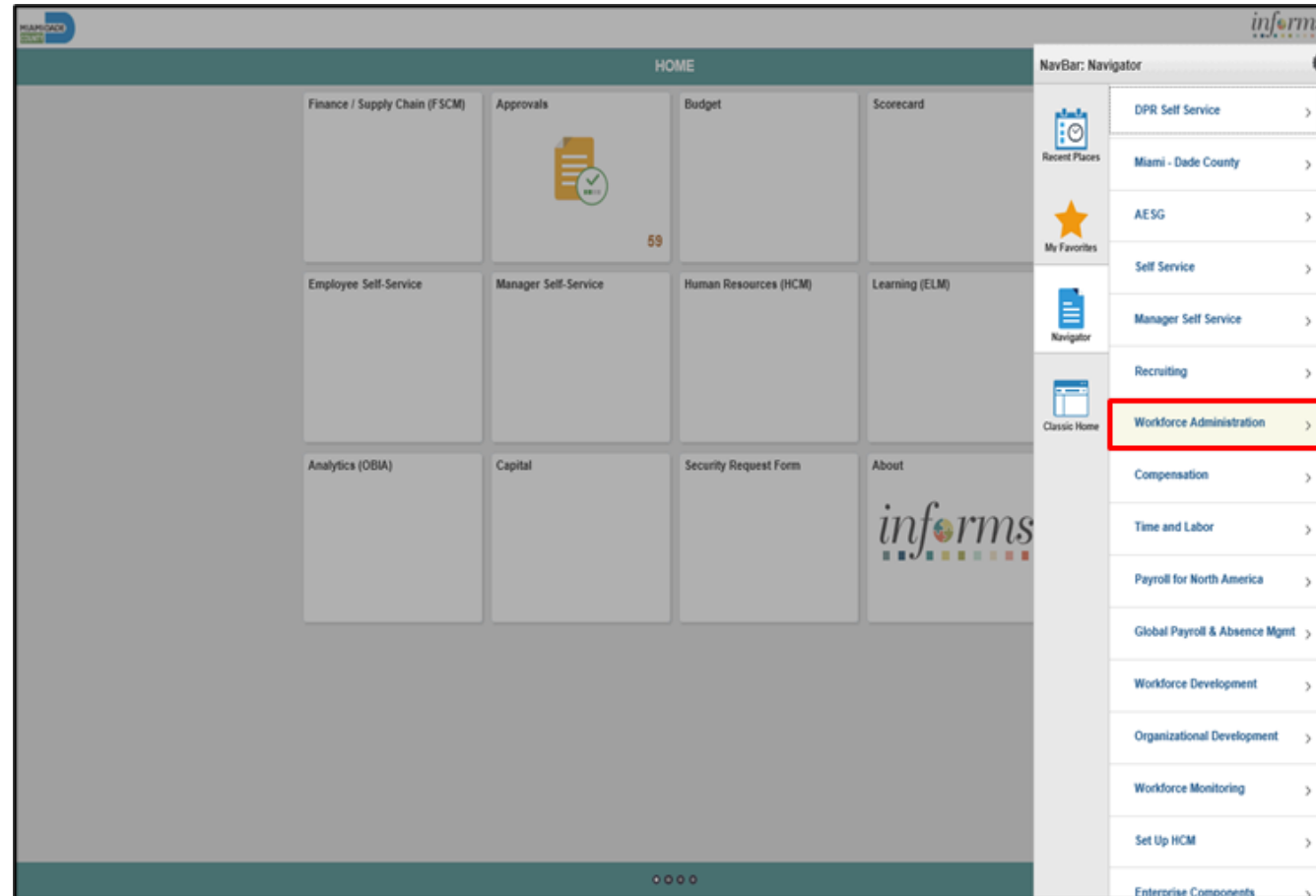
Lecture 2: Manage Hire Continued

4. Select the **Personal Information** menu.
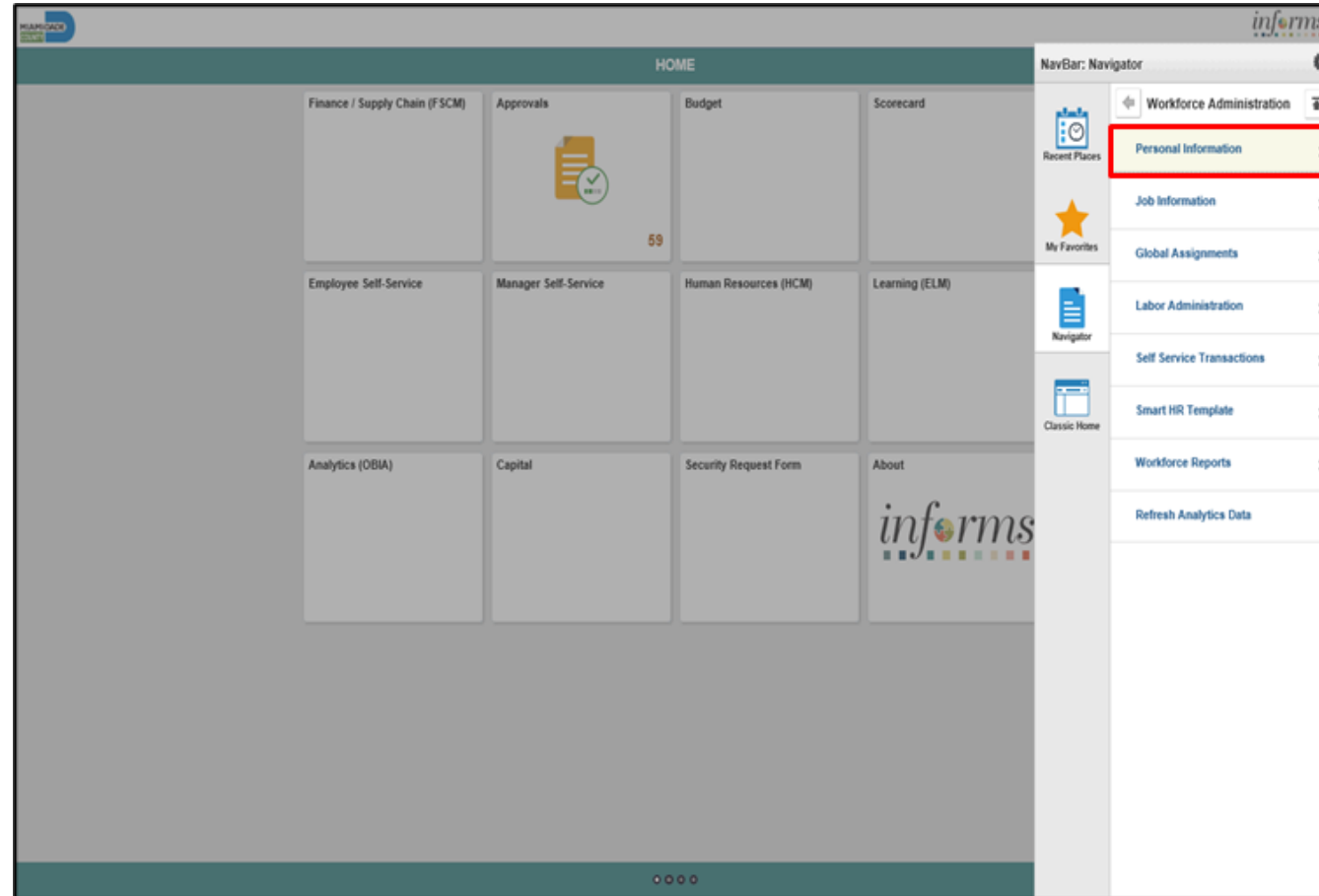
Lecture 2: Manage Hire Continued

5. Select the **Manage Hires** menu.
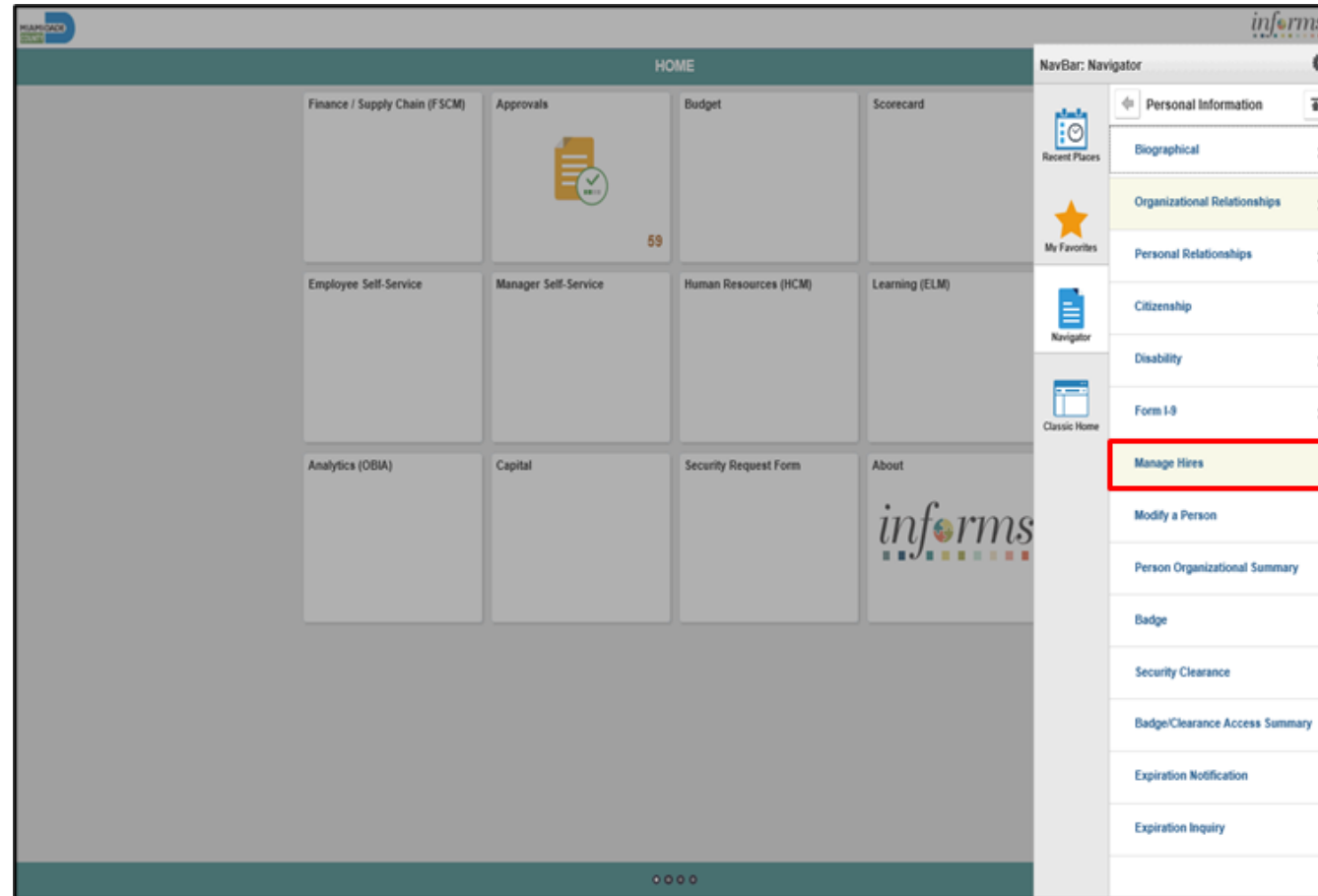
Lecture 2: Manage Hire Continued

6. Select the **Refresh** button.

Lecture 2: Manage Hire Continued

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

Lecture 2: Manage Hire Continued

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

Lecture 2: Manage Hire Continued

9. Select the **OK** button.

Lecture 2: Manage Hire Continued

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

Lecture 2: Manage Hire Continued

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

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

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.

Lecture 2: Manage Hire Continued

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

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.

Lecture 2: Manage Hire Continued

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

21. Select the **Compensation** tab.

Lecture 2: Manage Hire Continued

23. If applicable, select the **Plus Sign** to add a row for additional pay components.

24. Input the additional pay component details.

25. Select the **Calculate Compensation** button.

26. Select the **Employment Data** link.

Lecture 2: Manage Hire Continued

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

Lecture 2: Manage Hire Continued

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

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

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

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

32. Select the **OK** button.

Lecture 2: Manage Hire Continued

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

Lecture 2: Manage Hire Continued

34. Input the applicable **Retirement Kind**.

35. Select the **OK** button.

Lecture 2: Activities and Exercises
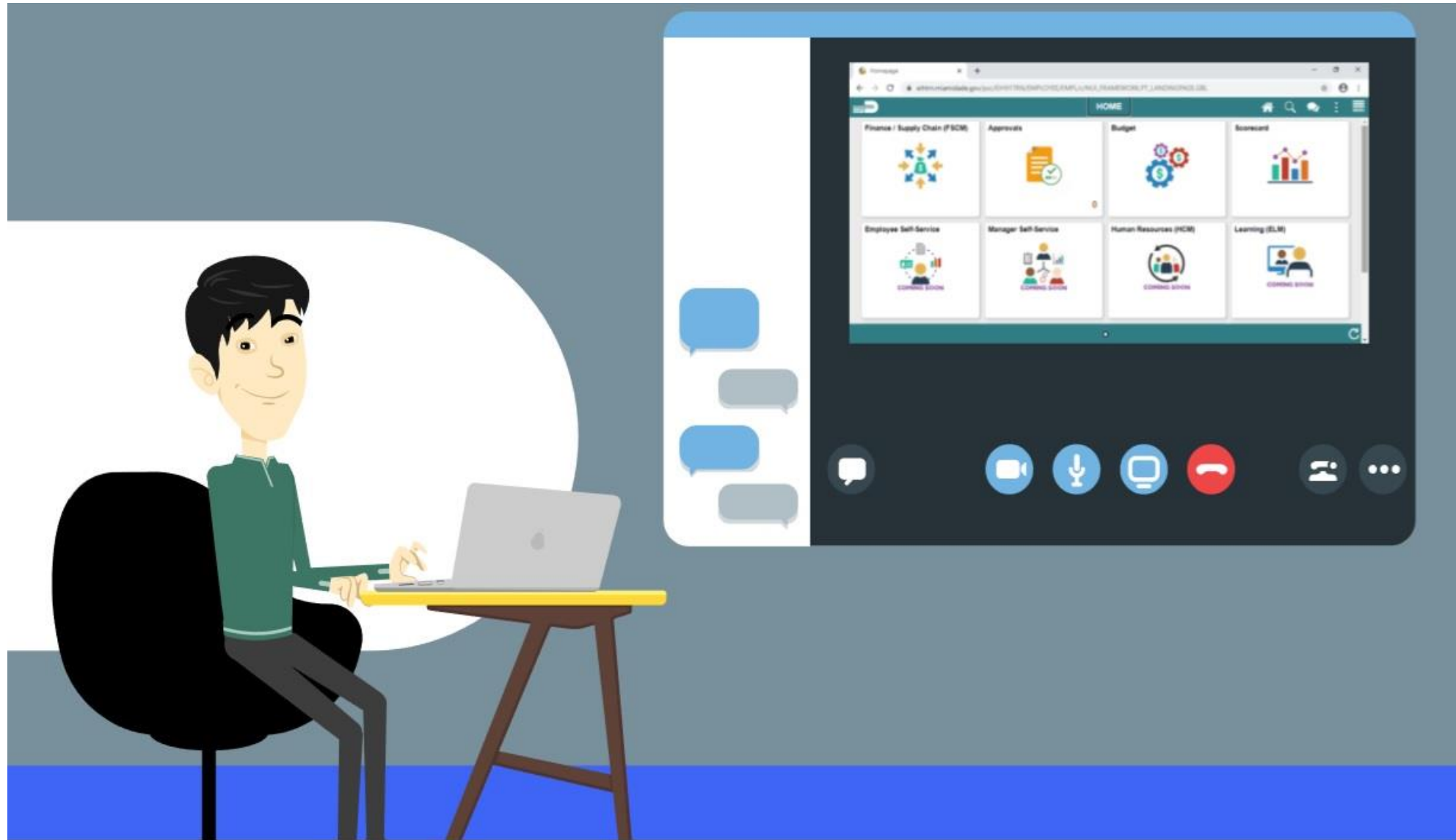
Lecture 3: Transfer an Employee to a New Position (Lateral)

- 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.

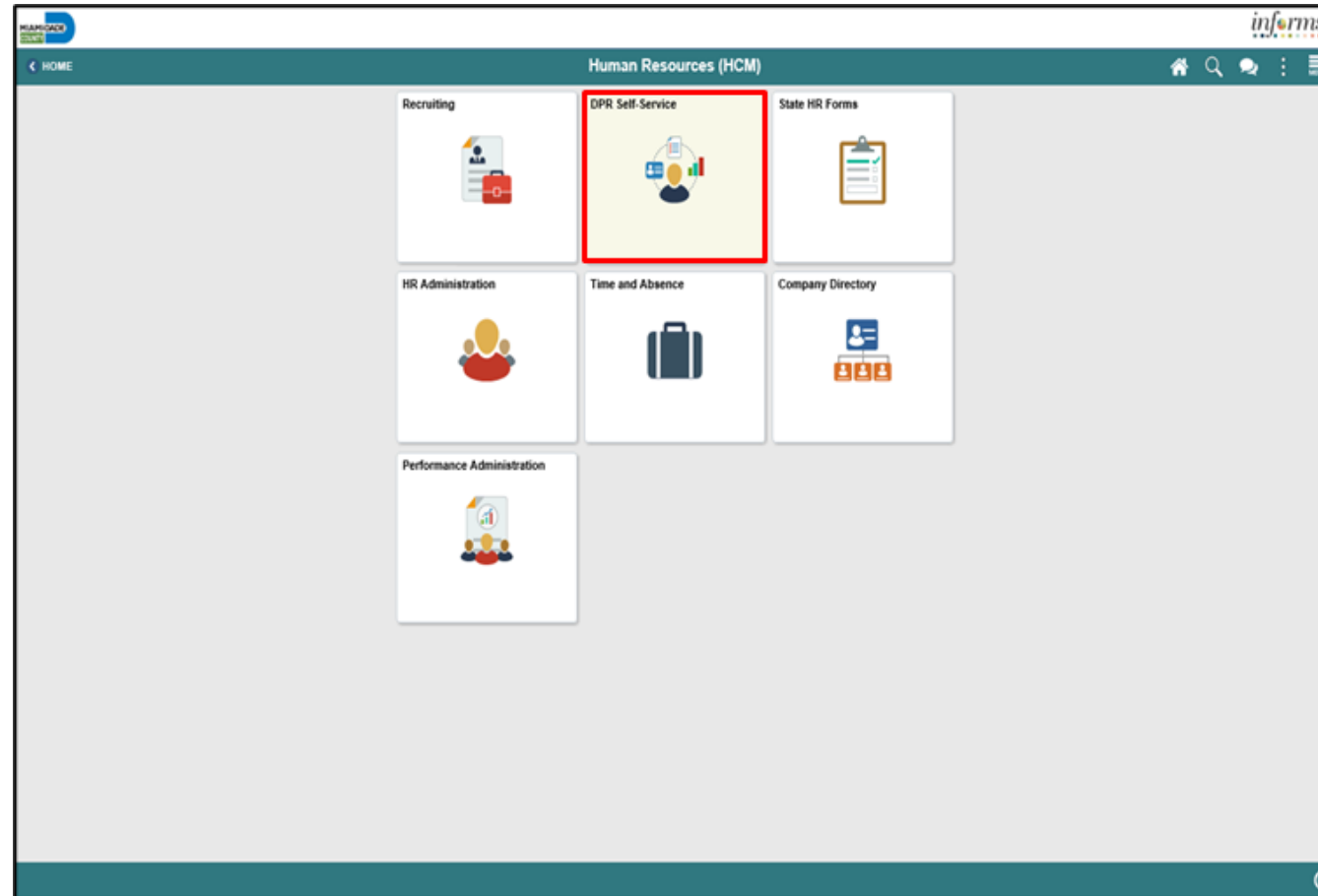# Lecture 3: Transfer an Employee to a New Position (Lateral)

As a DPR, prepare an employee for hire.

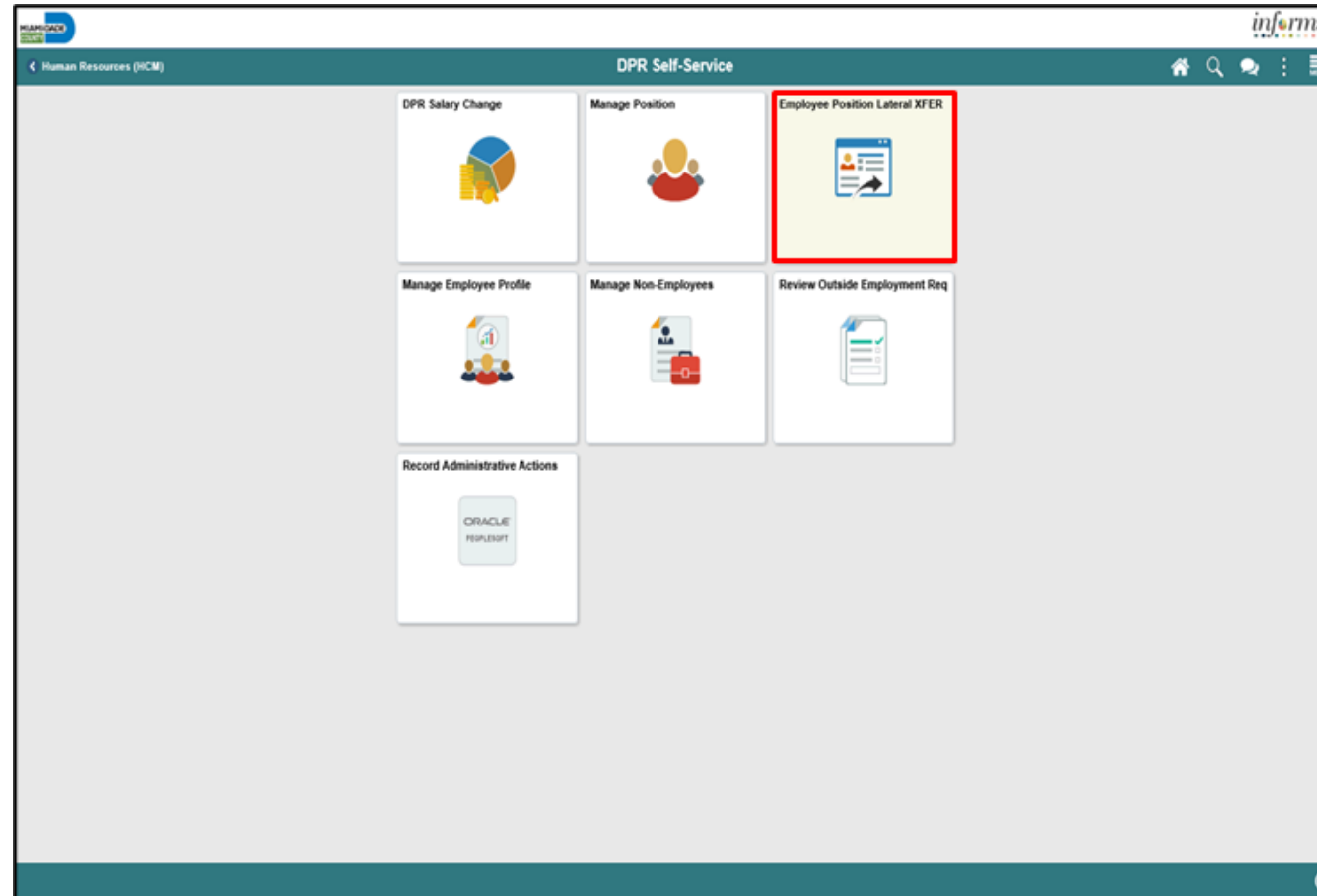1. Select the **Human Resources (HCM)** tile.
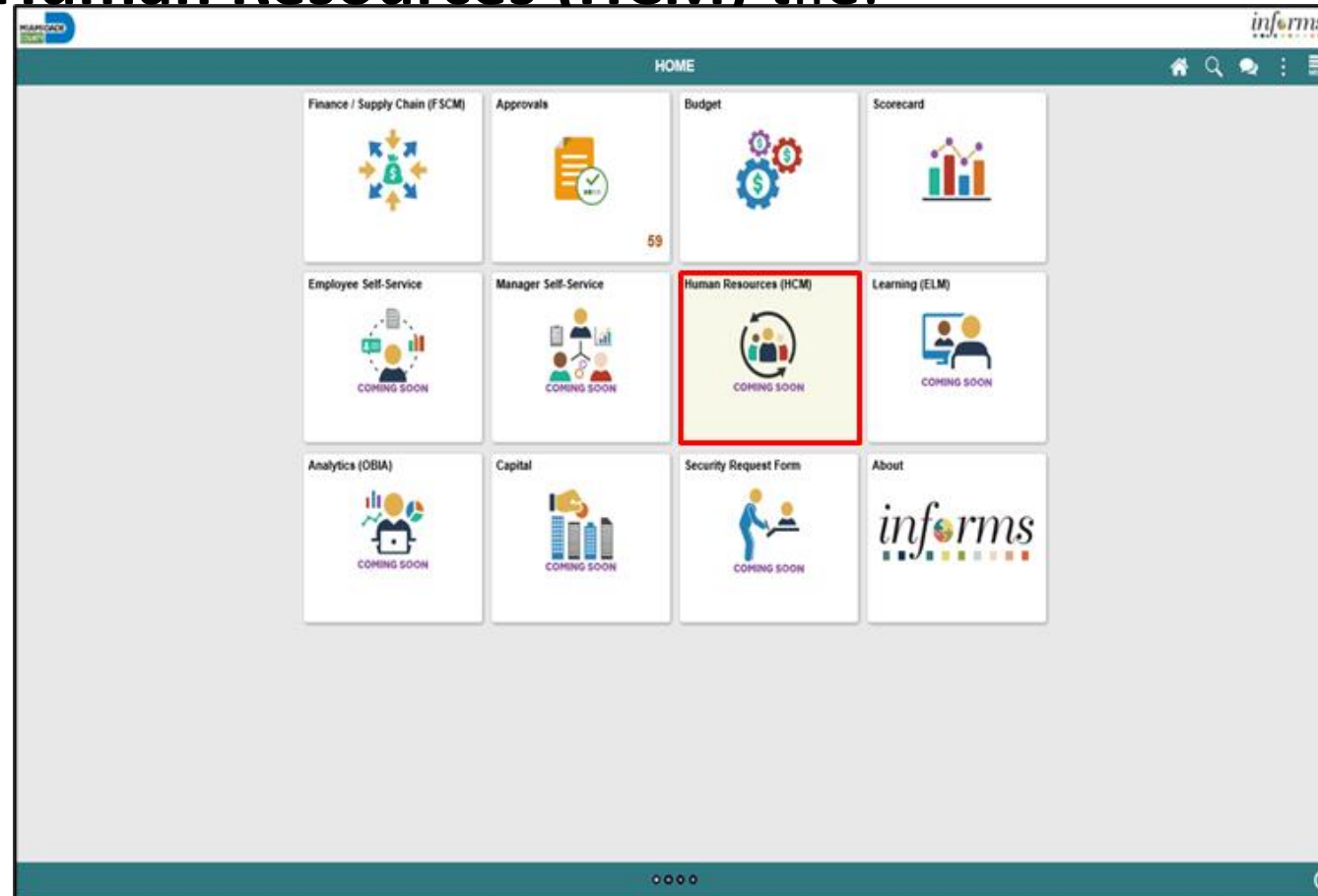
Lecture 3: Transfer an Employee to a New Position (Lateral)

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.

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

5. Select the applicable employee.

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

6. Input or search for the **Effective Date**.

8. Input or search for the **Position Number** the employee is transferring to.

9. Select the **Save** button.
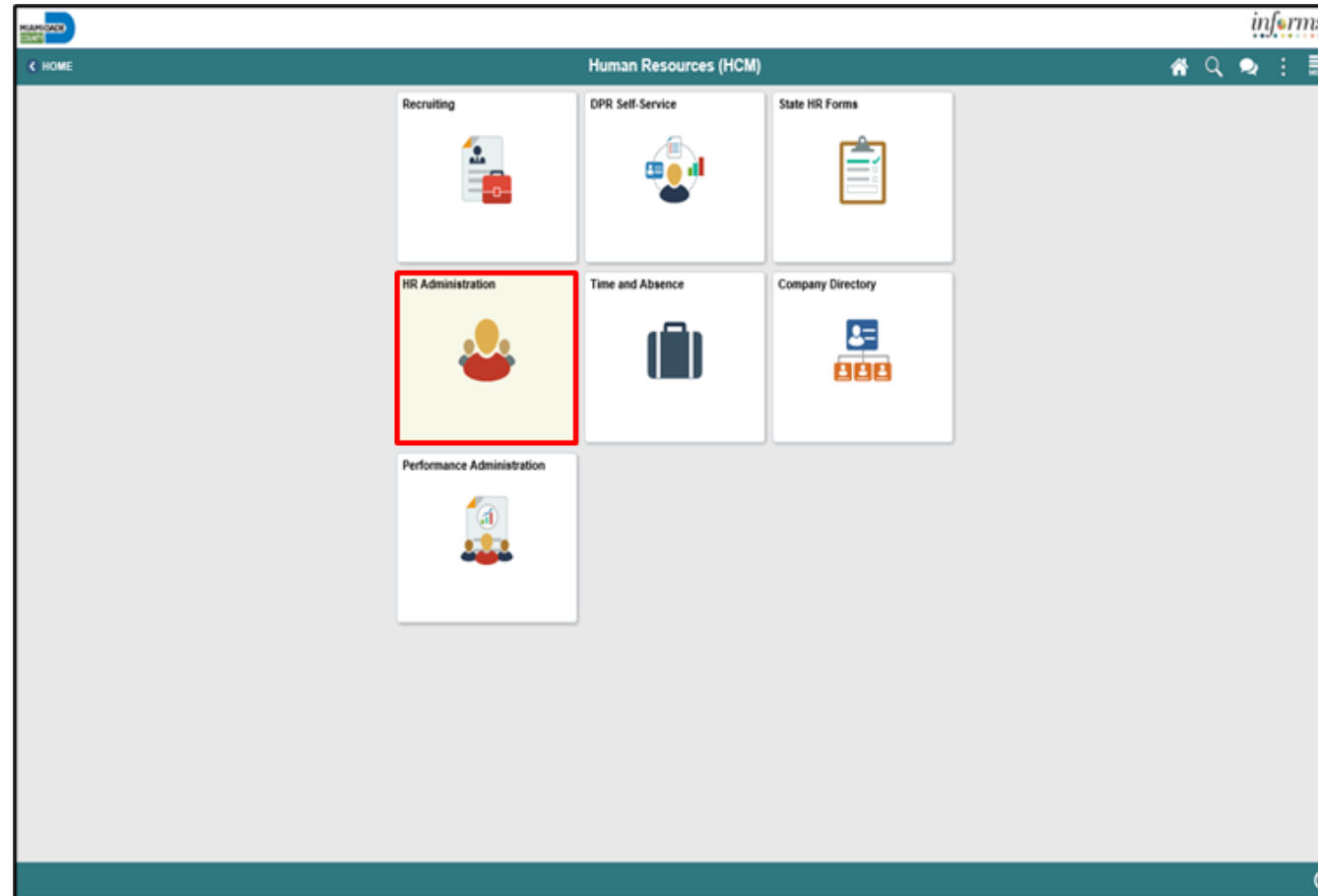
Lecture 4: Verify Employee Transfer

As a DPR, prepare an employee for hire.
1. Select the **Human Resources (HCM)** tile.
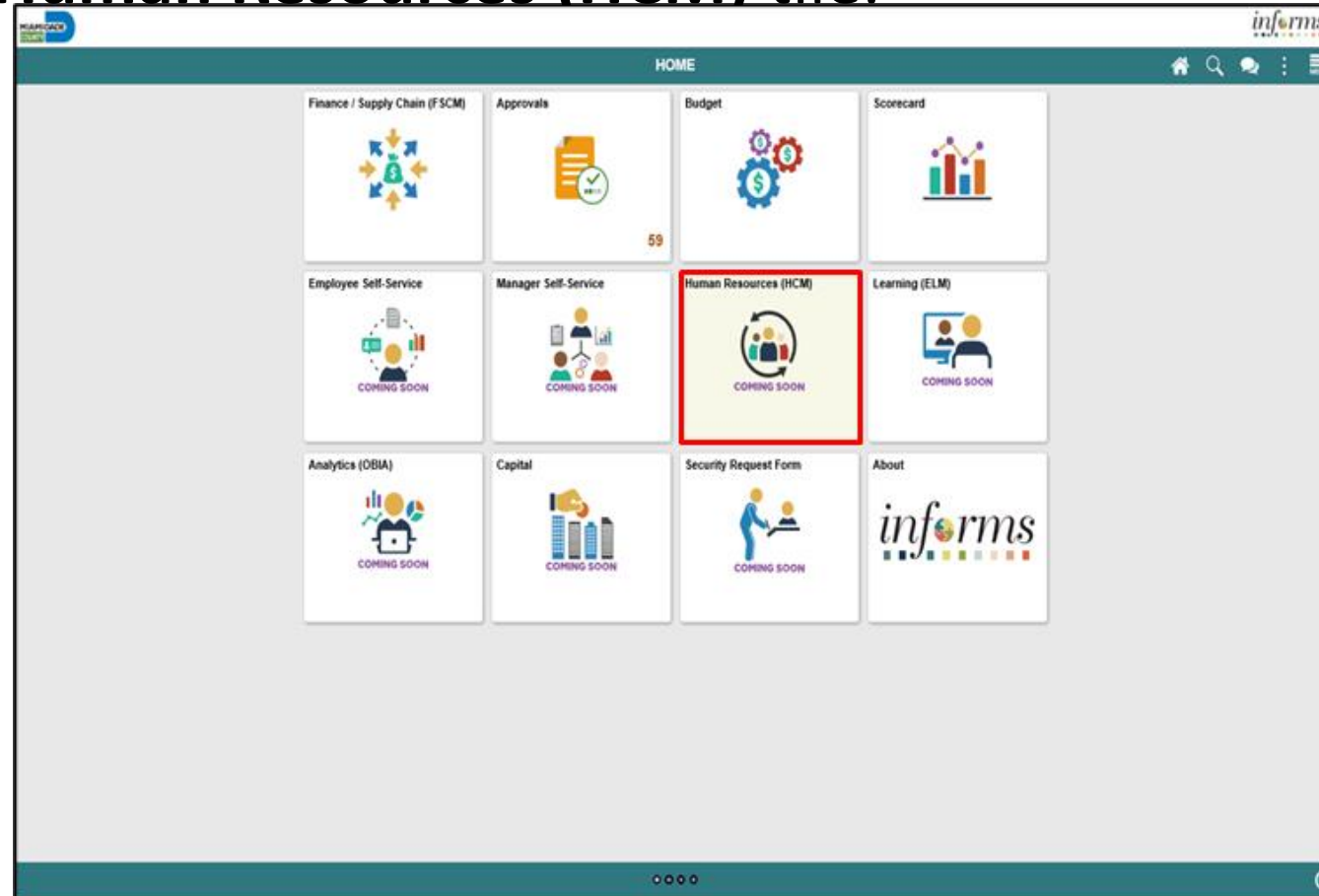
Lecture 4: Verify Employee Transfer

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

Lecture 4: Verify Employee Transfer

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

Lecture 4: Verify Employee Transfer

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

Lecture 4: Verify Employee Transfer

The history of the employee is captured on each page.

Lecture 3: Activities and Exercises
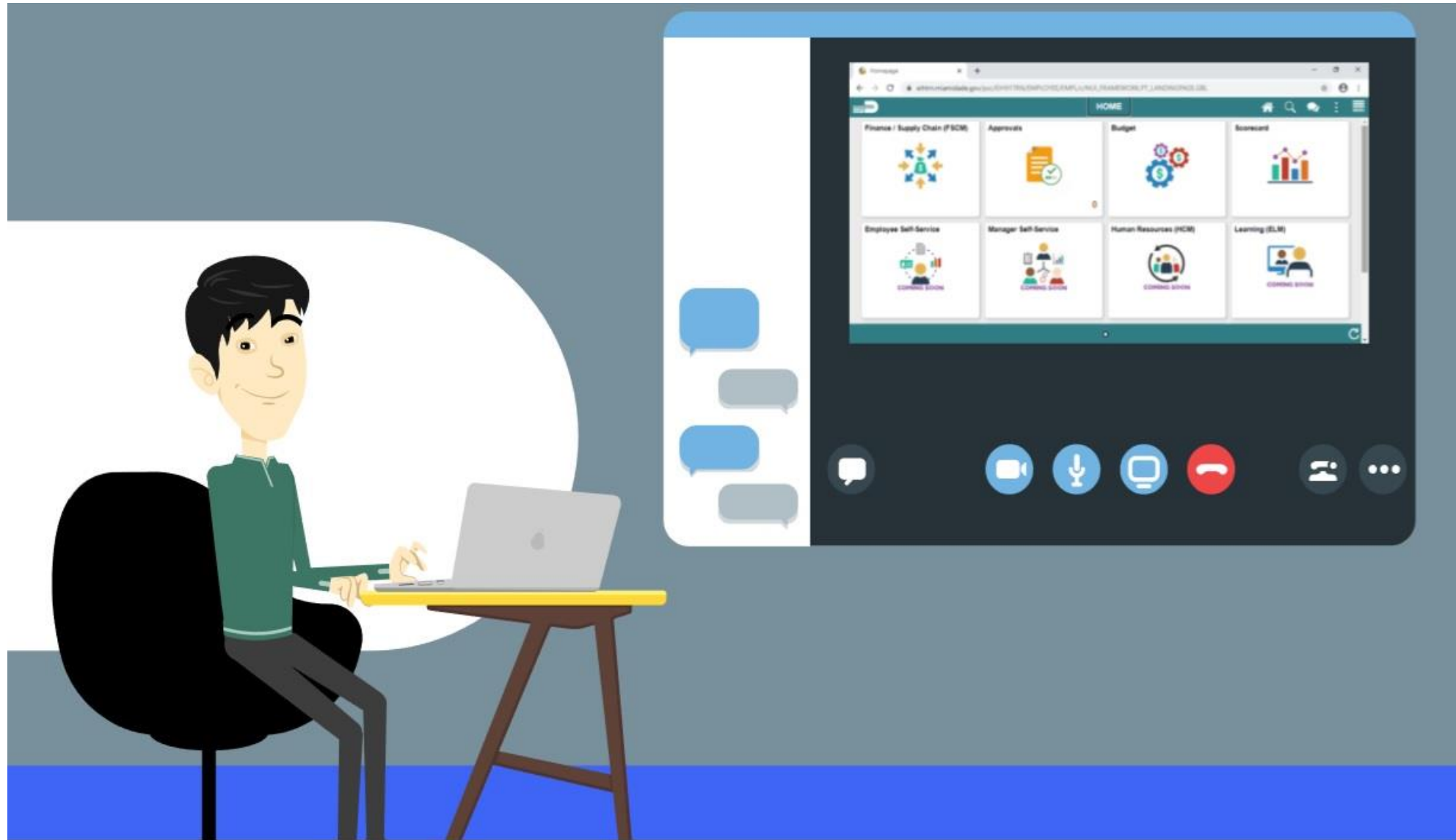
Lesson 4: Lesson Summary

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. You now understand:

- Create a Job Opening Opening

- Screen Candidates

- Employment Offer and Acceptance

- Onboarding Activities

  - Prepare for Hire

  - Manage Hire

For more information on INFORMS, please visit www.miamidade.gov/informs

Additional Training and Job Aids

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

- User Productivity Kits (Available on the INFORMS Training Webpage):

  - Create a Job Opening

  - Screen Applicants for Minimum Qualifications and Preferences then Apply Results

  - Create a Job Offer

  - Update Candidate Status

  - Prepare for Hire

  - Manage a Hire

Congratulations on successfully completing the Recruitment course!

DPR 321 – DEPARTMENTAL HR RECRUITMENT