

Course ID: DPR 321

Course: Departmental HR Recruitment

Ground Rules



Be on time



Attendance



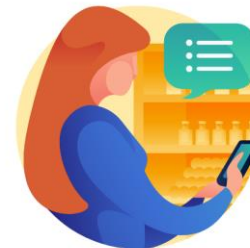
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description

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

Course Overview, Continued

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
Other related Courses	Participants can attend the other related courses to Departmental HR: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 6 Hours and 30 Minutes

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

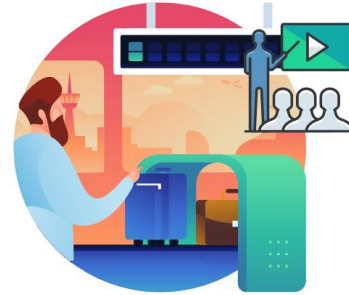
The End-to-End Business Process

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 and 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.

Navigation

MIAMI-DADE COUNTY informs

HOME

Finance / Supply Chain (FSCM) Approvals 4363 Budget Scorecard

Employee Self-Service COMING SOON Manager Self-Service COMING SOON Human Resources (HCM) COMING SOON Learning (ELM) COMING SOON

Analytics (OBIA) COMING SOON Capital COMING SOON Security Request Form COMING SOON About informs



MIAMI-DADE COUNTY informs

HOME Human Resources (HCM)

Recruiting DPR Self-Service Forms and Approval - HR Forms

HR Administration Time and Absence 132 Unprocessed Employees 2736 Exceptions Company Directory

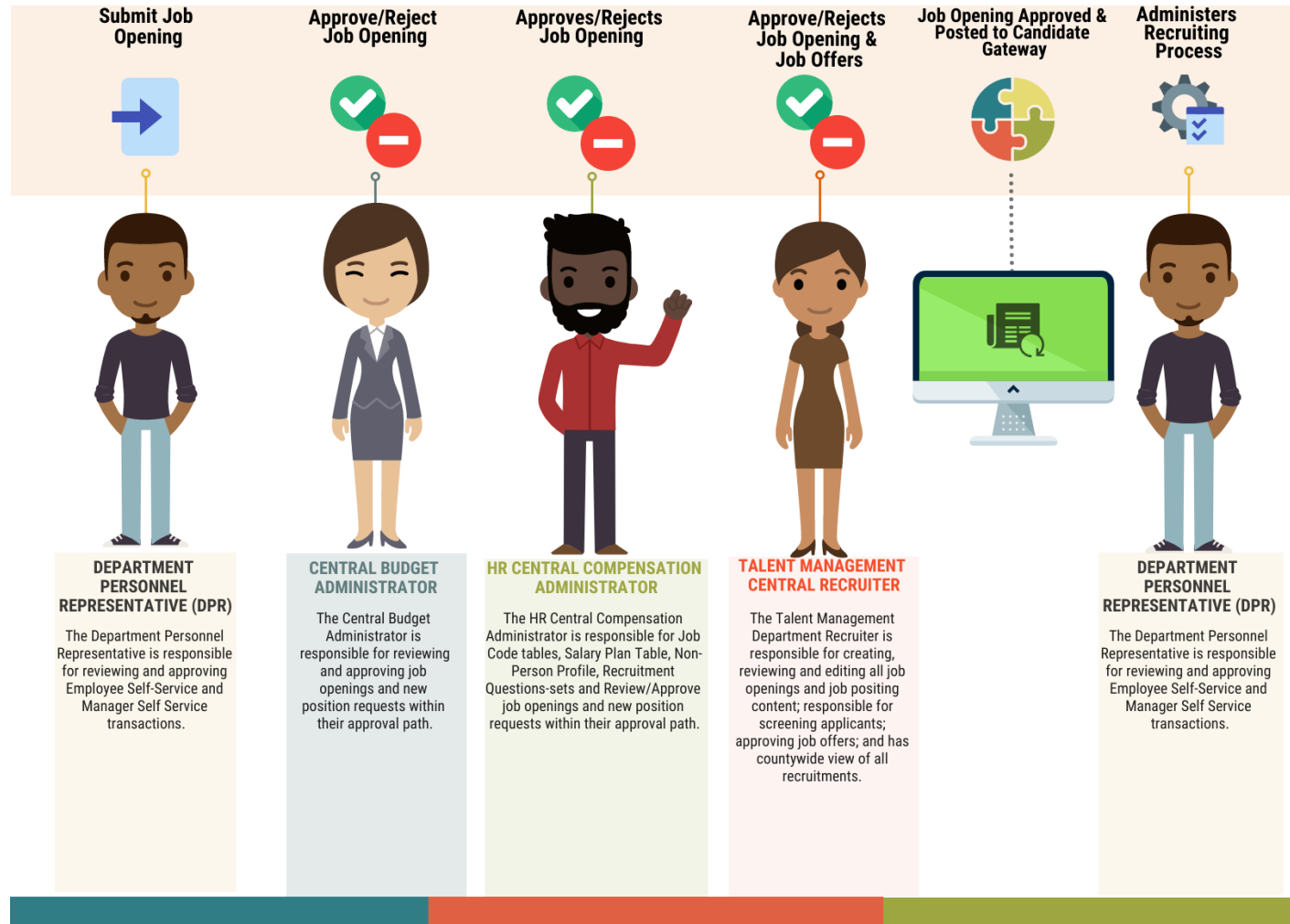
Performance Administration

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

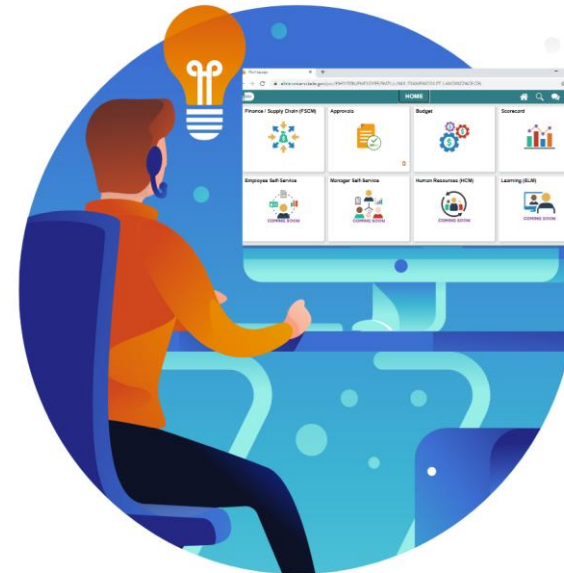


Introduction to Activities and Exercises

- 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.

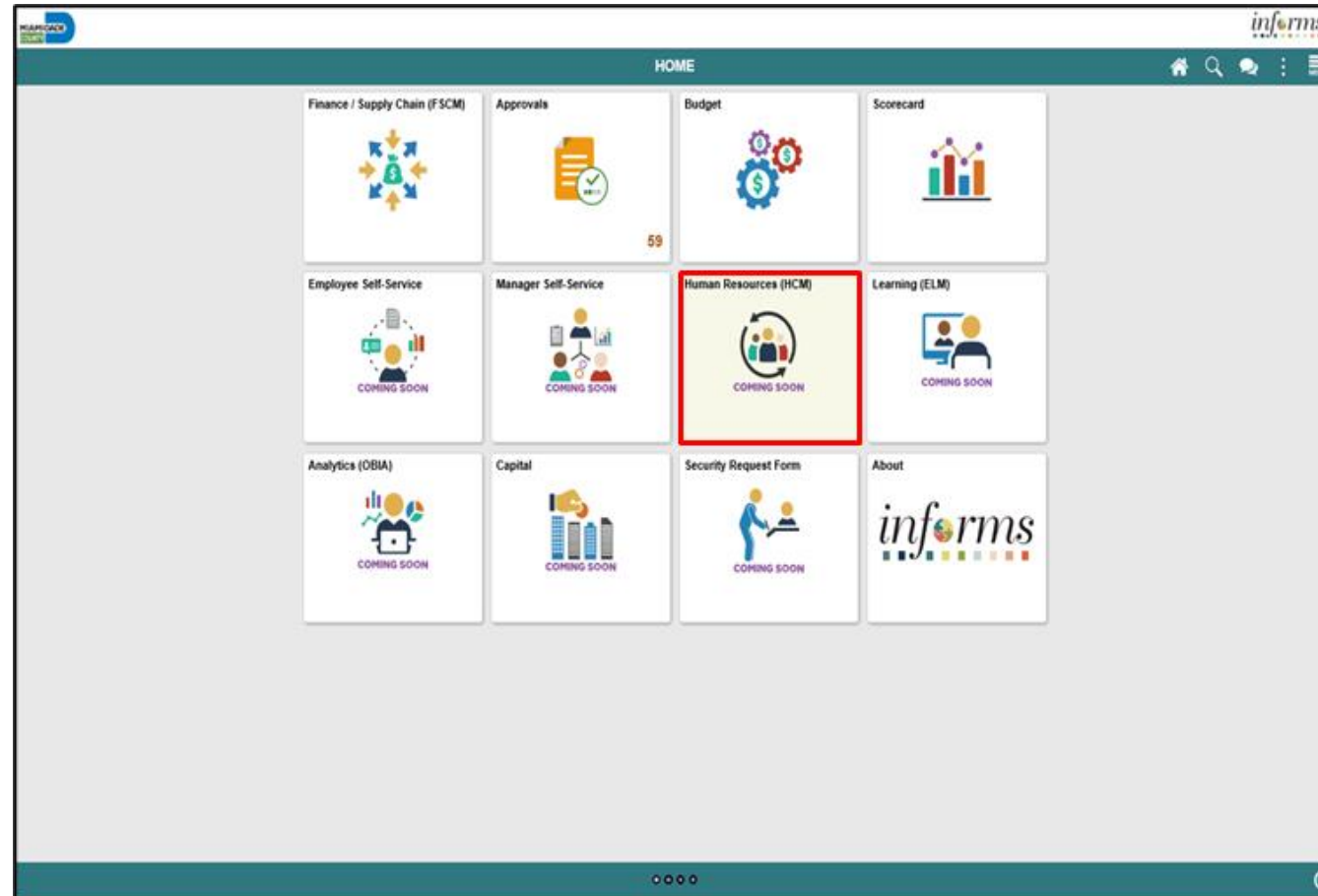
Lesson 1: Create a Job Opening Continued

- 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

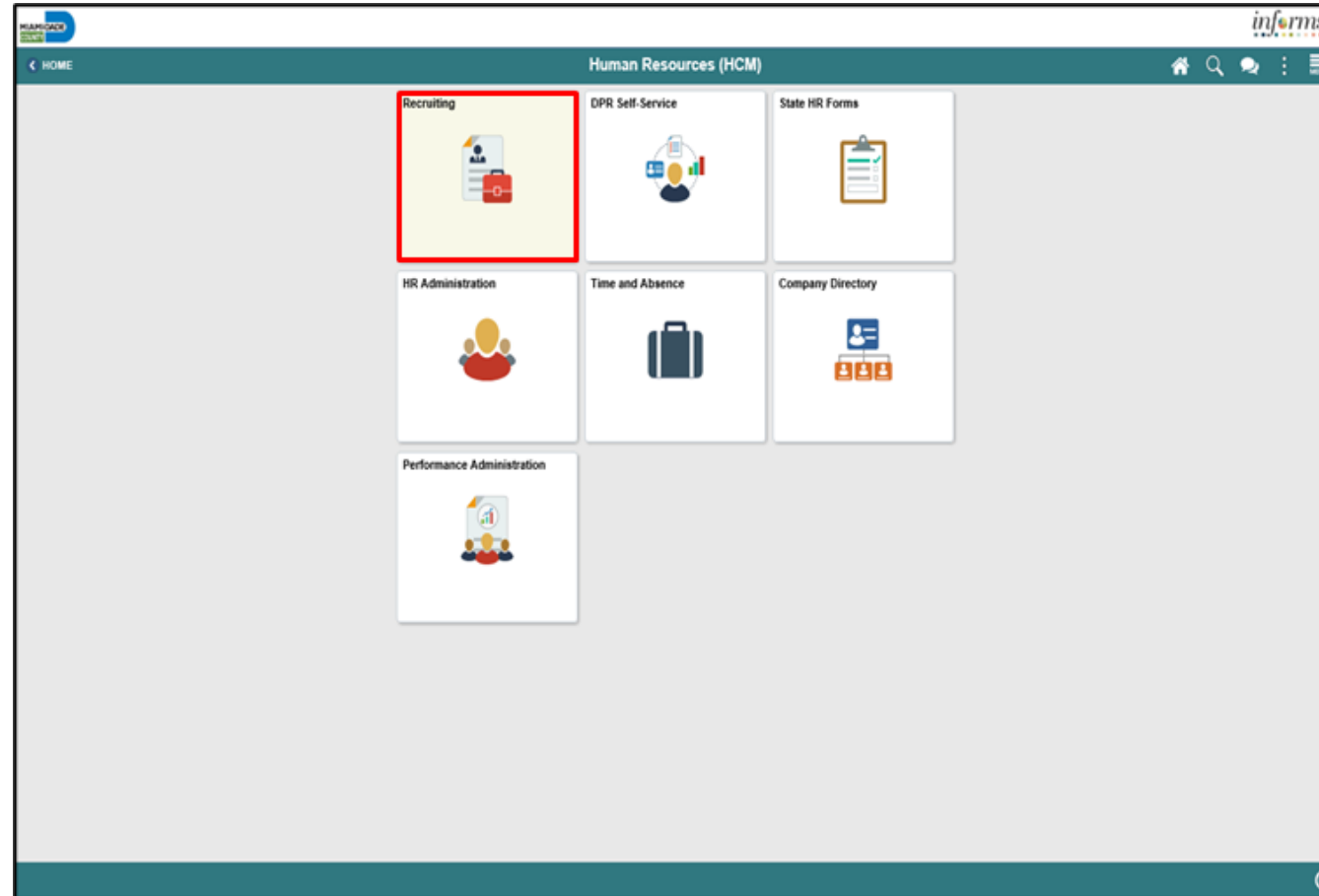
As a DPR, create a job opening.

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



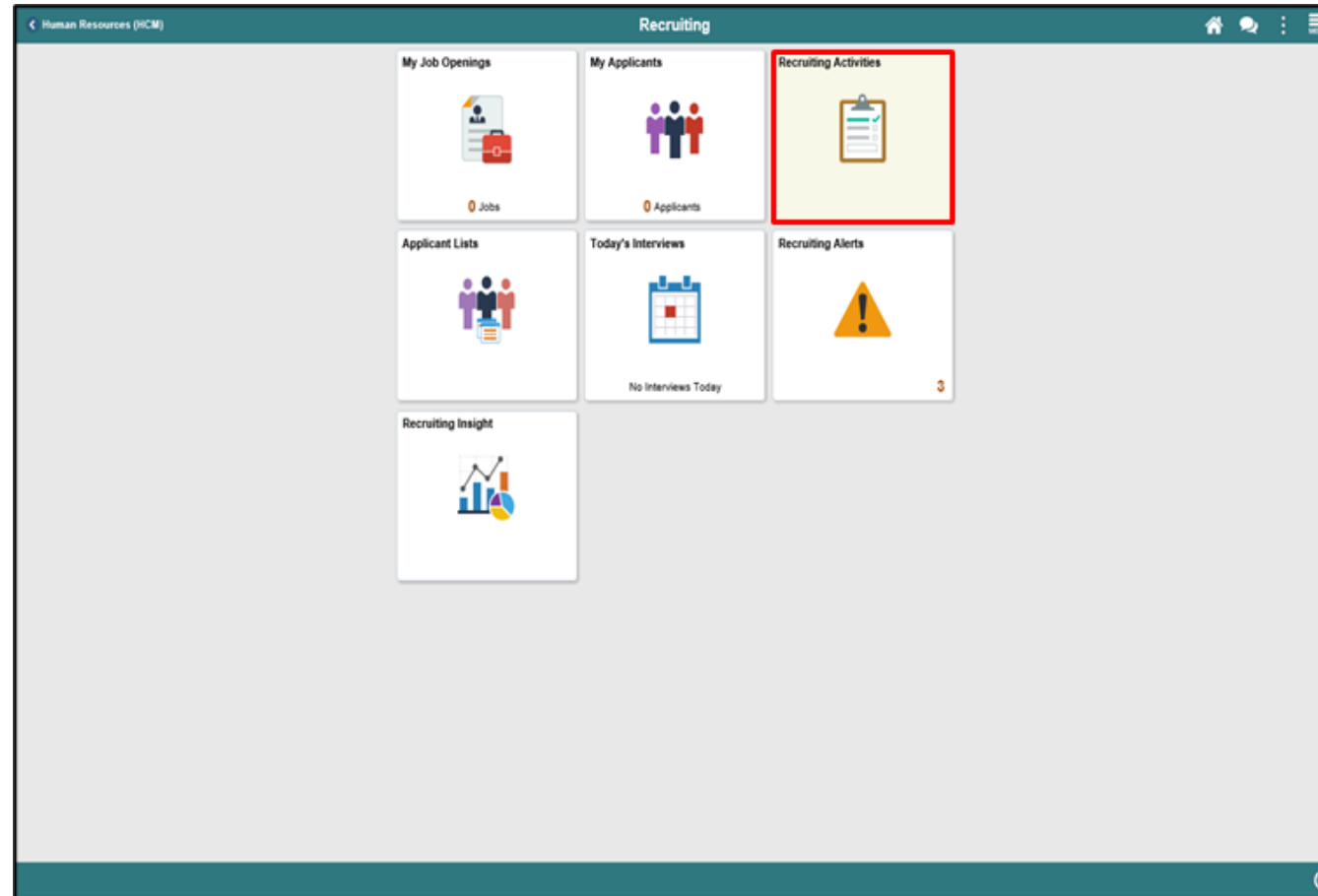
Lesson 1: Create a Job Opening Continued

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.

The screenshot displays the 'Recruiting Activities' web application. On the left sidebar, the 'Create' option is highlighted with a red box. Below it, the 'Create Applicant' section is visible, with a red box around the 'Create Job Opening' link. The main content area is titled 'Search Applicants' and contains a search form with the following fields and options:

- Search My Applicants
- First Name:
- Last Name:
- Alternate Character Name:
- Applicant Status:
- Applicant Type:
- Applied Within:
- Applied Between: And
- Job Opening ID:
- Applicant ID:

Buttons for 'Search' and 'Clear' are located at the bottom of the search criteria section.

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.

The screenshot displays the 'Recruiting Activities' interface. On the left is a navigation menu with options like 'Create Applicant', 'Create Job Opening', 'Applicant Lists', 'Interview Calendar', 'Saved Searches', and 'Recruitment Configuration'. The main content area is titled 'Primary Job Opening Information' and contains a 'Recruiting Home' link. Below this is the 'Job Details' section, which is highlighted with a red box. It includes the following fields: 'Job Opening Type' (Standard Requisition), '*Business Unit' (HR), 'Department' (Human Resources), 'Position Number', '*Job Code' (000010), '*Recruiting Location' (267 x), and '*Job Posting Title' (Clerk 1). Below the 'Job Details' is the 'Profile Details' section, which includes a 'Job Profile' table with 'Profile ID' and 'View Profile' columns, and an 'Add Job Profile' button. At the bottom right of the form, a green 'Continue' button is highlighted with a red box.

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.

The screenshot displays the 'Job Opening' page in the Informis system. It features three main sections for assigning roles:

- Recruiters:** A table with columns for Name, Recruiter ID, and Primary. A search field contains 'Sari Kang' with ID '00001720'. The 'Add Recruiter' button is highlighted in red.
- Hiring Managers:** A table with columns for Name, Manager ID, and Primary. A search field contains 'Dionna Chester' with ID '00000028'. The 'Add Hiring Manager' button is highlighted in red.
- Interviewers:** A table with columns for Name, Interviewer ID, and Primary. A search field contains 'Zaiden Potter' with ID '00000011'. The 'Add Interviewer' button is highlighted in red.

At the bottom of the page, the 'Add Job Posting' button is highlighted in red. The footer includes 'Save and Submit', 'Save as Draft', and navigation links for 'Recruiting Home', 'Notification', and 'Start Over'.

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.

The screenshot shows the 'Posting Information' form in the informis system. The form is titled 'Posting Information' and has a 'Job Opening' breadcrumb. The 'Job Postings' section contains a text input for '*Posting Title' with the value 'SECRETARY'. The 'Job Descriptions' section has a dropdown for '*Description Type' set to 'Minimum Qualifications' and a 'Template' dropdown also set to 'Minimum Qualifications'. Below this is a text area for '*Viability' set to 'Internal and External'. The text area contains the following text: '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.' Below the text area are 'Add Posting Description' and 'Delete Posting Description' buttons. The 'Job Posting Destinations' section is a table with columns: '*Destination', '*Posting Type', 'Relative Open Date', 'Post Date', 'Remove Date', and 'Posting Duration (Days)'. The table contains one row: 'JOBS Website www.miamidade.gov', 'Internal Posting', '0 - On Approval Date', '04/27/2022', an empty 'Remove Date' field, and '30' days. Below the table is an 'Add Posting Destination' button. At the bottom of the form are 'OK', 'Cancel', and 'Preview' buttons. The 'OK' button is highlighted with a red box.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
JOBS Website www.miamidade.gov	Internal Posting	0 - On Approval Date	04/27/2022		30

Lesson 1: Create a Job Opening Continued

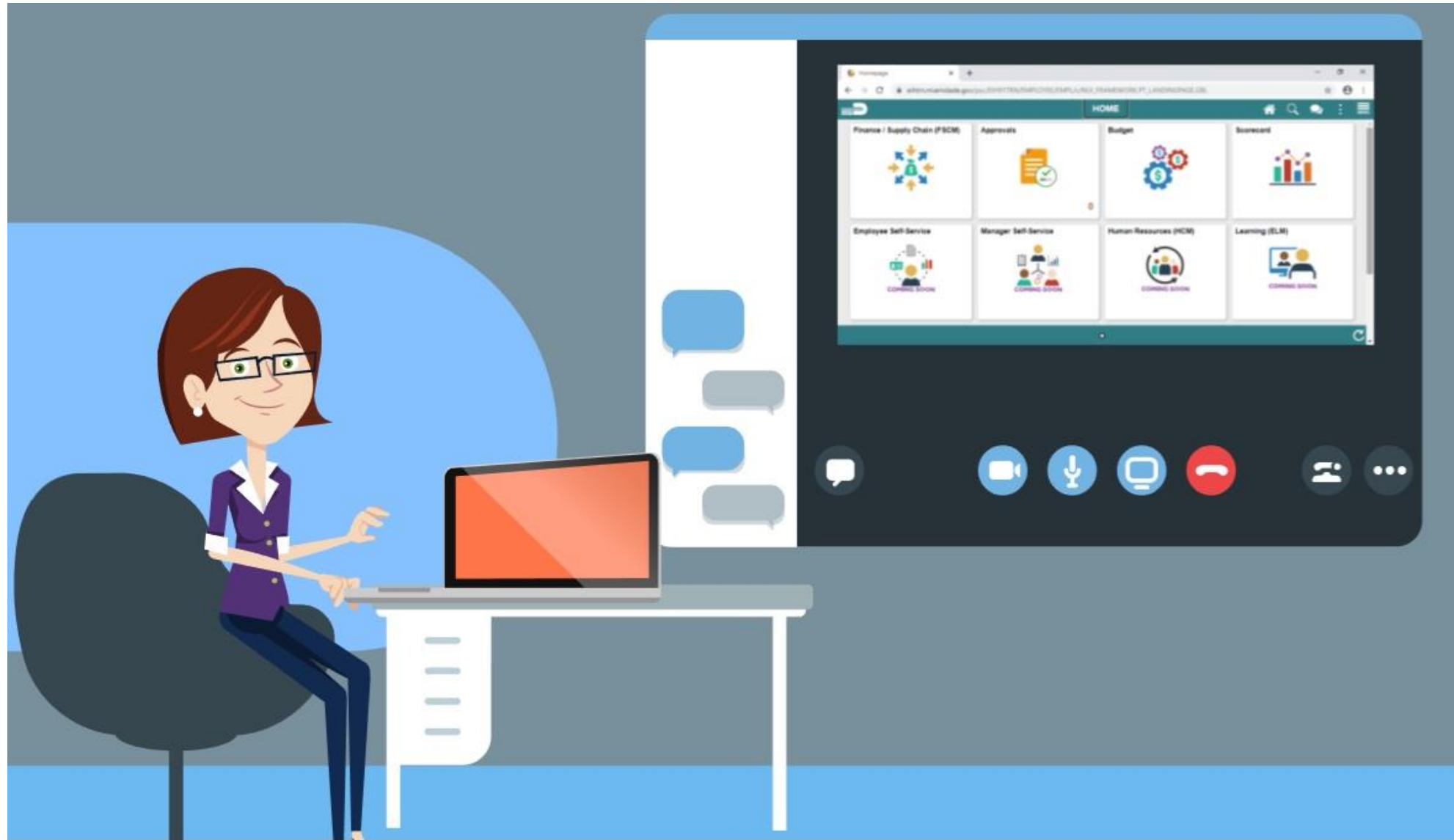
19. Select the **Save and Submit** button.

The screenshot shows the 'Job Opening' form in the Informis system. The form is divided into several sections:

- Recruiters:** A table with columns for Name, Recruiter ID, and Primary. The entry for Sai Kang with Recruiter ID 00001720 is selected as the primary recruiter. Below the table are buttons for 'Add Recruiter' and 'Add Recruiter Team'.
- Hiring Managers:** A table with columns for Name, Manager ID, and Primary. The entry for Donna Chester with Manager ID 00000028 is selected as the primary hiring manager. Below the table are buttons for 'Add Hiring Manager' and 'Add Hiring Manager Team'.
- Interviewers:** A table with columns for Name, Interviewer ID, and Primary. The entry for Zaiden Potter with Interviewer ID 00000011 is selected as the primary interviewer. Below the table are buttons for 'Add Interviewer' and 'Add Interviewer Team'.
- Job Postings:** A table with columns for Postings and Primary Posting Title. The entry for SECRETARY is selected as the primary posting. Below the table is a button for 'Add Job Posting'.

At the bottom of the form, there are two buttons: 'Save and Submit' (highlighted with a red box) and 'Save as Draft'. To the right of these buttons are links for 'Recruiting Home', 'Notification', and 'Start Over'. A 'Top of Page' link is also present in the bottom right corner.

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

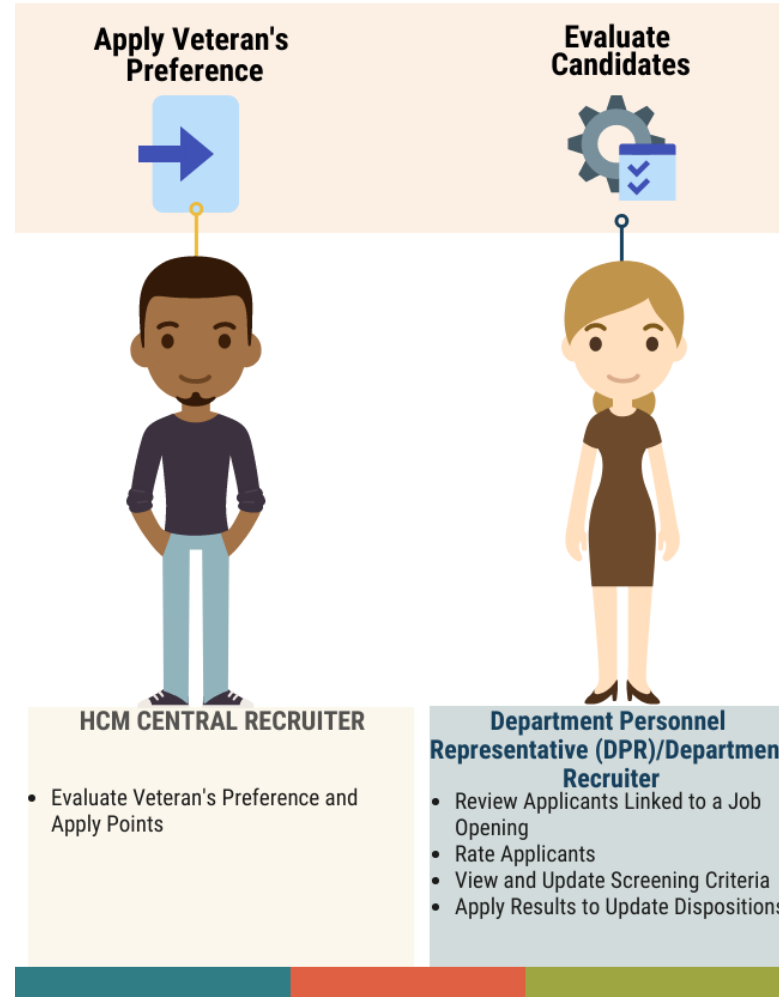
Lesson 2: Candidate Selection

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

APPLICATION ASSESSMENT BUSINESS PROCESS



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.

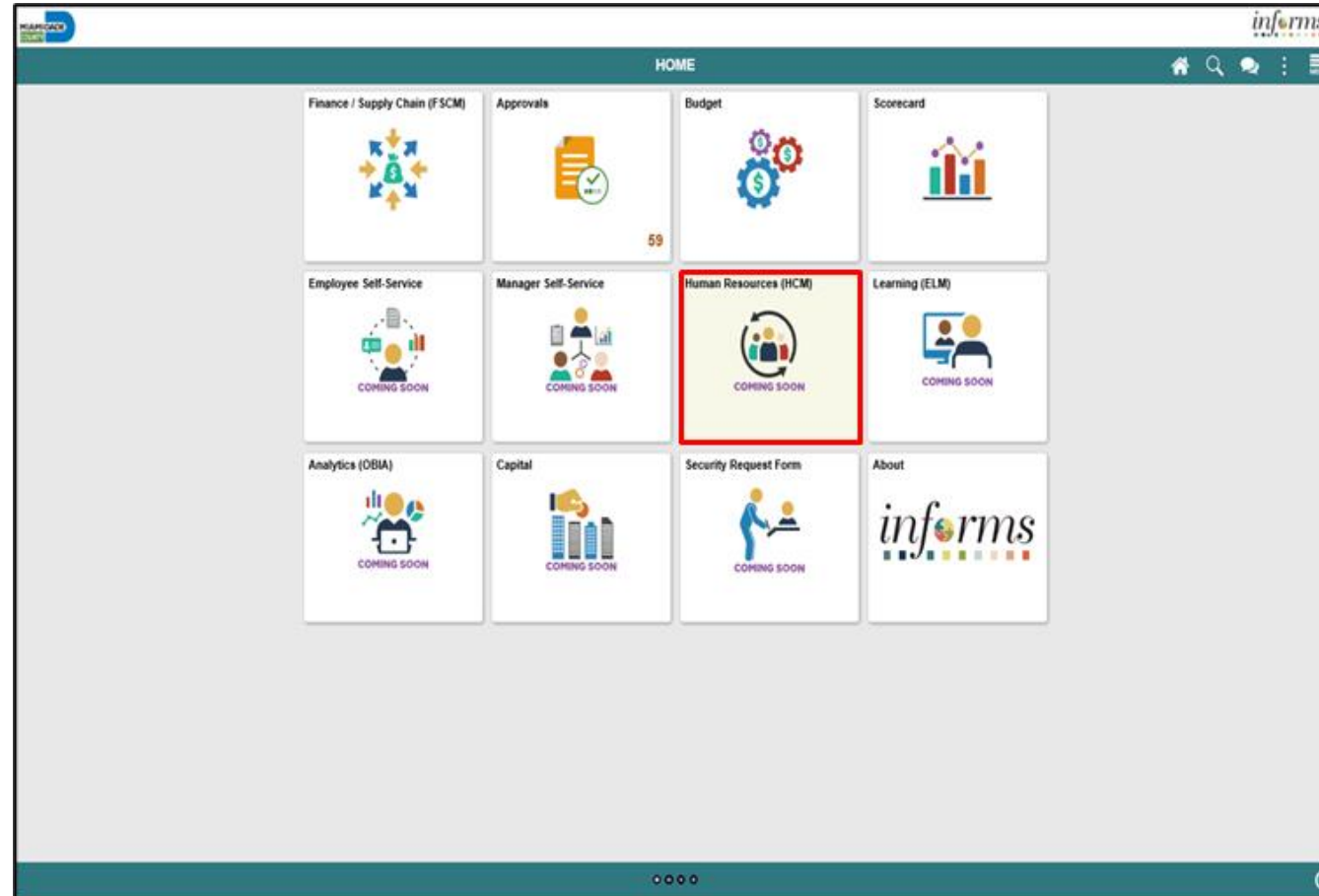
Lesson 2: Candidate Selection Continued

- 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

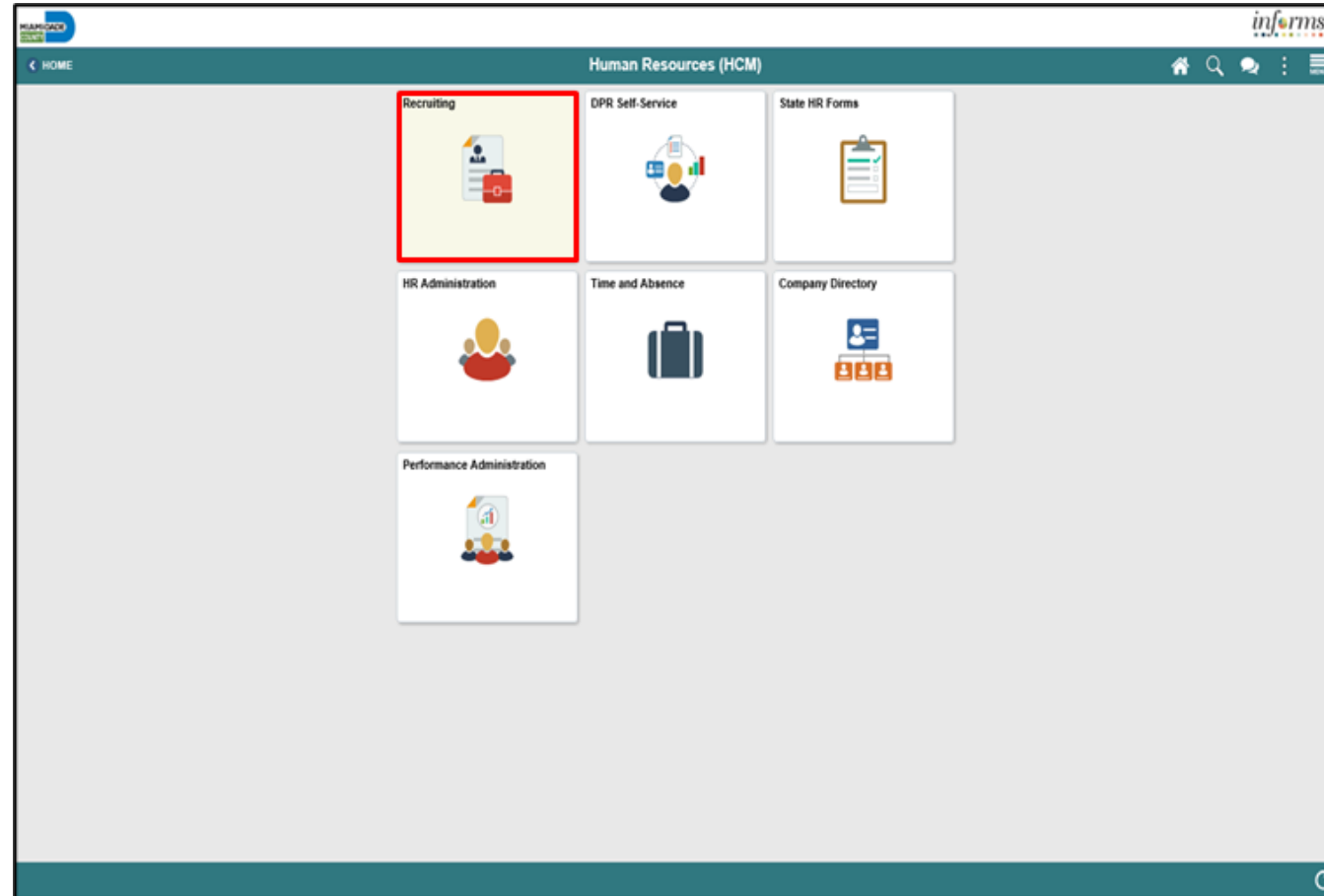
As a DPR, create a job offer.

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



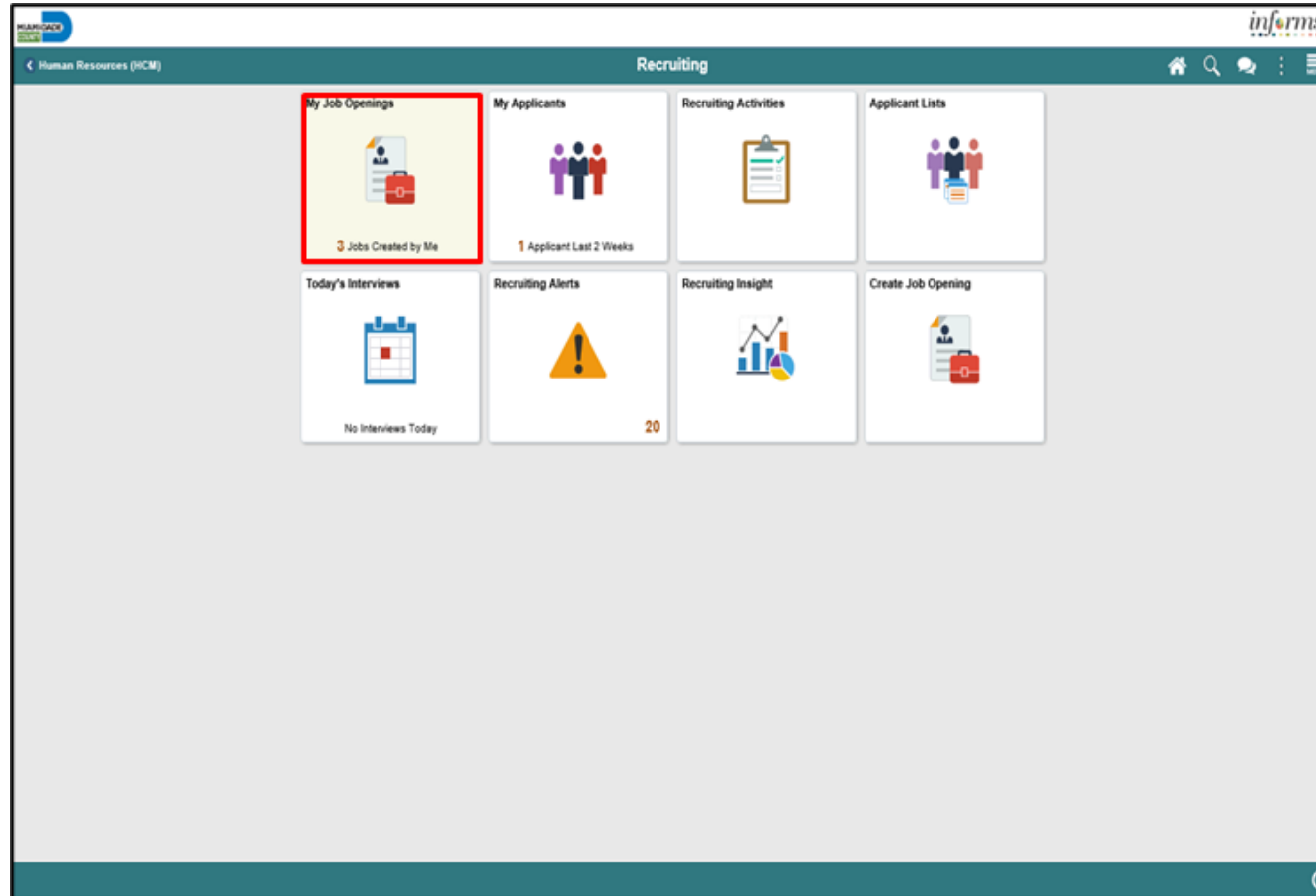
Lesson 2: Candidate Selection Continued

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.

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' options. Below the search bar, a table lists three job openings. The first row is for 'ADMINISTRATIVE SECRETARY' (Job ID 994771) at 'Douglas Road', with 102 days open, 1 no action taken, and 1 applicant. A red box highlights the right arrow button in the 'Applicants' column for this row. The second row is for 'SECRETARY' (Job ID 994763) at 'Miami Beach', with 109 days open, 0 no action taken, and 0 applicants. The third row is for 'Police Officer - Tested Position Story DAG' (Job ID 994614) at 'Southwest', with 458 days open, 0 no action taken, and 0 applicants. The sidebar on the right contains 'Related Information' with an 'Add Analytics' button, and three sections: 'Job Opening Aging', 'Jobs Opened/Closed', and 'Time to Fill Jobs', each with a circular progress indicator.

Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants
<input type="checkbox"/> ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	1	1 >
<input type="checkbox"/> SECRETARY 994763	Miami Beach		109	0	0 >
<input type="checkbox"/> 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

Job Opening ID 994771
Job Posting Title ADMINISTRATIVE SECRETARY
Job Code 000094 (Administrative Secretary)
Position Number 00007845 (ADMINISTRATIVE SECRETARY)

Status 010 Open
Business Unit PD (Police)
Department PD01040100 (POLICE LEGAL - COUNSEL)

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

All (1)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (0)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Med
<input type="checkbox"/>	Aileen Soliven	600383	External	Draft								
<input type="checkbox"/>	Angel Negron	600386	Employee	Accepted								
<input type="checkbox"/>	Kenneth Drucker	600377	Employee	Draft								
<input type="checkbox"/>	Kenneth Drucker	600377	Employee	Draft								
<input type="checkbox"/>	Paul Guevara	600256	Employee	Draft								

Select All Deselect All Group Actions

Lesson 2: Candidate Selection Continued

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

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Add Note, and Print Job Opening. The main header displays 'Manage Job Opening' and 'Status 010 Open'. Below this, job details are shown: Job Opening ID 994763, Job Posting Title SECRETARY, Job Code 000031 (Secretary), and Position Number 59000756 (SECRETARY). The Business Unit is PR (Parks, Recreation & Open Spcs) and the Department is PR31020300 (OPERATIONS). A tabbed interface includes 'Applicants', 'Applicant Search', 'Applicant Screening' (active), 'Activity & Attachments', and 'Details'. Under 'Applicant Screening', there is a 'Run' dropdown menu with 'Minimum Qualifications' selected, and a 'Go' button. A 'Process Monitor' link is also visible. Below this, a table titled 'Screening Levels' is shown with columns for Screen Level Name, Last Run Date, Submitted By, and Results Applied. The table lists 'Minimum Qualifications' and 'Preference Screening'. At the bottom, there are more navigation links and a 'Top of Page' link.

Lesson 2: Candidate Selection Continued

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

Manage Job Opening

Job Opening ID 994763
Job Posting Title SECRETARY
Job Code 000031 (Secretary)
Position Number 59000756 (SECRETARY)

Status 010 Open
Business Unit PR (Parks, Recreation & Open Spcs)
Department PR31020300 (OPERATIONS)

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

Screening Levels

Run: Minimum Qualifications [Go] [Success Message]

Job Opening / Jobs

Screen Level Name	Last Run Date	Submitted By	Results Applied
Minimum Qualifications			
Preference Screening			

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.

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 12:36:21PM 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 10:40:14AM 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 **Refresh** button.

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

12. Select the **Go** button.

The screenshot displays the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Add Note, and Print Job Opening. The job details section shows: 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), and Department PR00000000 (PARKS, REC & OPEN SPACES). Below this, there are tabs for Applicants, Applicant Search, Applicant Screening (active), Activity & Attachments, and Details. A 'Run' dropdown menu is set to 'Preference Screening', and a 'Go' button is highlighted with a red box. The 'Process Monitor' button is also highlighted with a red box. The 'Screening Levels' table is shown below:

Screen Level Name	Last Run Date	Submitted By	Results Applied
Minimum Qualifications	12/09/21 12:45PM	Dena Kelly	No
Preference Screening			

Lesson 2: Candidate Selection Continued

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

The screenshot displays the 'Manage Job Opening' interface. At the top, there is a navigation bar with 'Manage Job Opening' and a search icon. Below this, the job details are shown: Job Opening ID 994734, Job Posting Title PARK SERVICE AIDE, Job Code 007202 (Park Service Aide), and Position Number 59000746 (PARK SERVICE AIDE). The status is '010 Open', Business Unit is 'PR (Parks, Recreation & Open Spcs)', and Department is 'PR00000000 (PARKS, REC & OPEN SPACES)'. There are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. The 'Applicant Screening' tab is active, showing 'Screening Levels' and 'Screening Results'. A 'Run' dropdown menu is set to 'Select...', and a 'Go' button is present. A red box highlights the 'Process Monitor' link. Below this, the 'Job Opening / Jobs' section shows the job details again. The 'Screening Levels' table is as follows:

Screen Level Name	Last Run Date	Submitted By	Results Applied
Minimum Qualifications	12/09/21 12:45PM	Dena Kelly	No
Preference Screening			

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** from the browser.

The screenshot shows the 'Process Monitor' application interface. The browser address bar displays the URL: <https://informtest.miamidade.gov/psp/EIHR1TST/EMPLOYEE/HRMS/c/PROCESSMONITOR.PP>. The 'Search Job Openings' tab is active. The 'View Process Request For' section includes fields for User ID (T0140677), Type, Last, 50 Days, and a highlighted 'Refresh' button. Below this is a 'Process List' table with the following data:

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 12:36:21PM 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 10:40:14AM 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

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

The screenshot displays the 'Screening Criteria' page in the Informis system. At the top, there are navigation links and a 'Saving Page' indicator. Below this, job details are shown: 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), and Department PR00000000 (PARKS, REC & OPEN SPACES). A tabbed interface includes 'Applicants', 'Applicant Search', 'Applicant Screening' (selected), 'Activity & Attachments', and 'Details'. Under 'Applicant Screening', there is a 'Run' dropdown menu set to 'Select...', a 'Go' button, and a 'Process Monitor' link. The 'Apply Results' button is highlighted with a red border. Below this is a 'Screening Levels' section with a table containing one row of data. At the bottom, there is an 'Applicants' section with a table showing one applicant, Jennifer Lopez, with a score of 0% and a status of '030 Eligible'. The 'Apply Results' button is highlighted with a red box.

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

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		

Lesson 2: Candidate Selection Continued

15. Select the **OK** button.

The screenshot displays the 'Manage Job Opening' interface for Job Opening ID 994734. A confirmation dialog box is open, asking 'Apply screening results? (15177,64)'. 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 box.

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)

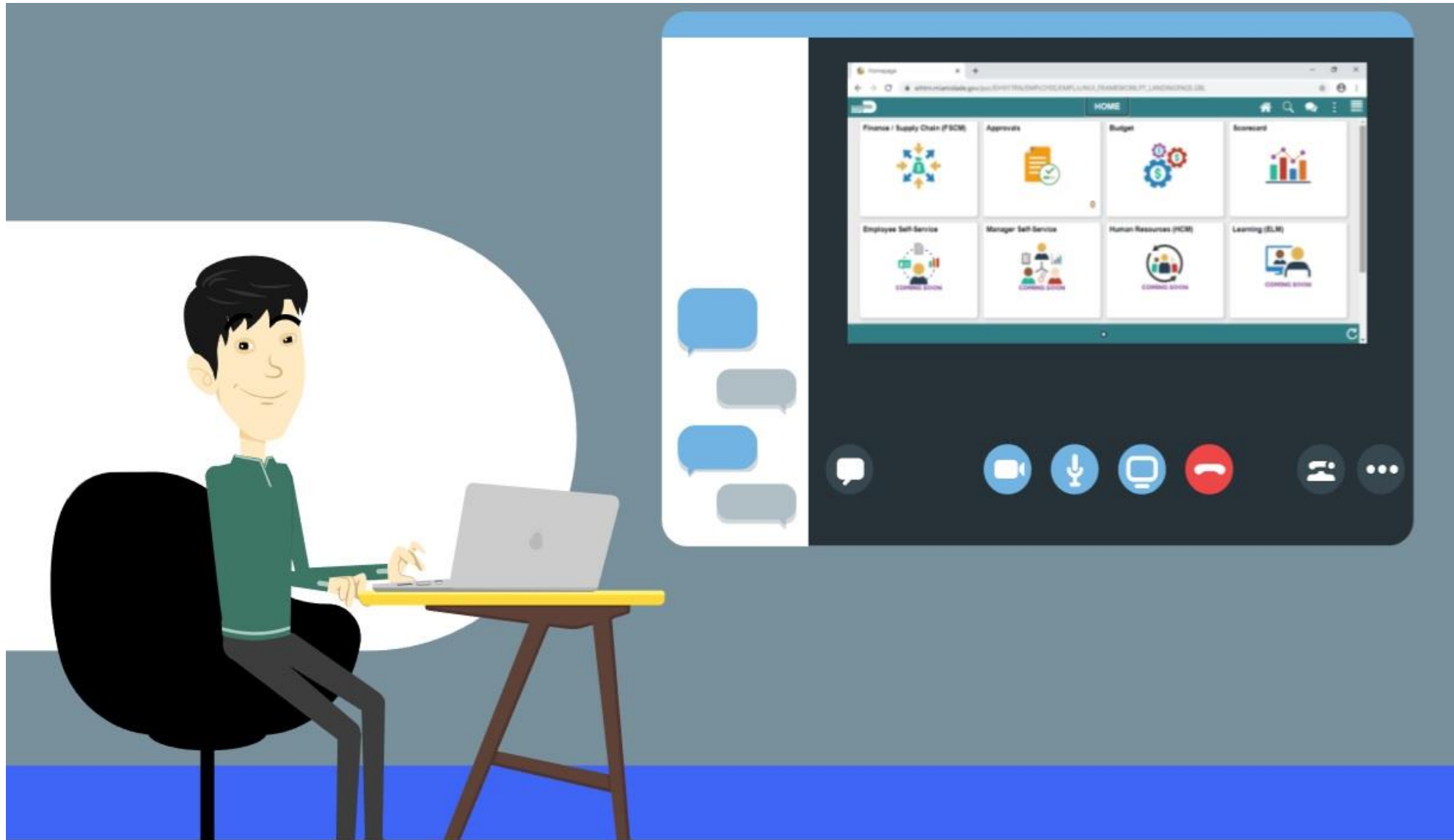
Screening Levels

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		

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

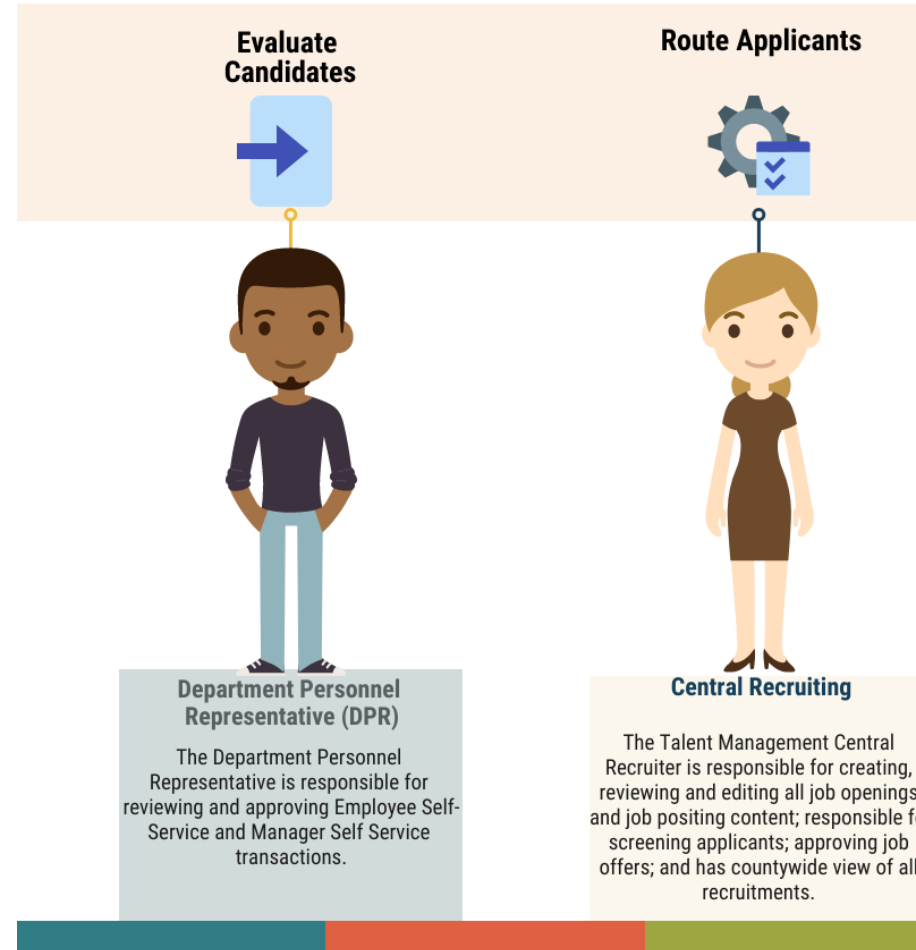
Lesson 3: Employment Offer and Acceptance

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



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

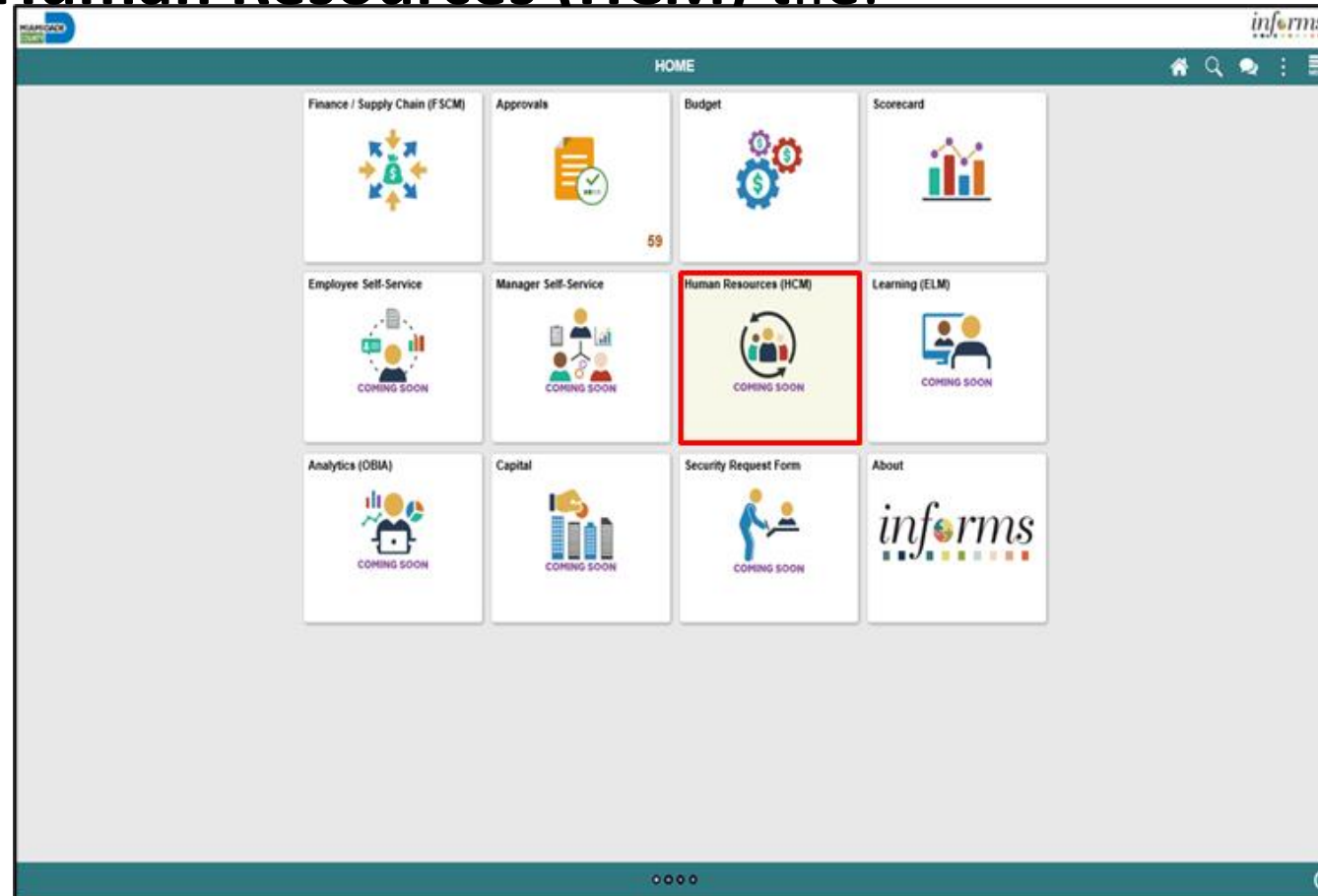
- This is where an employment record instance is created in INFORMS. The employment record is central to the employee and serves as the foundation to other modules within the system including pay, leave, benefits, and retirement.
- Applicant and job information is automatically transferred to the manage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

Lesson 3: Employment Offer and Acceptance

Continued

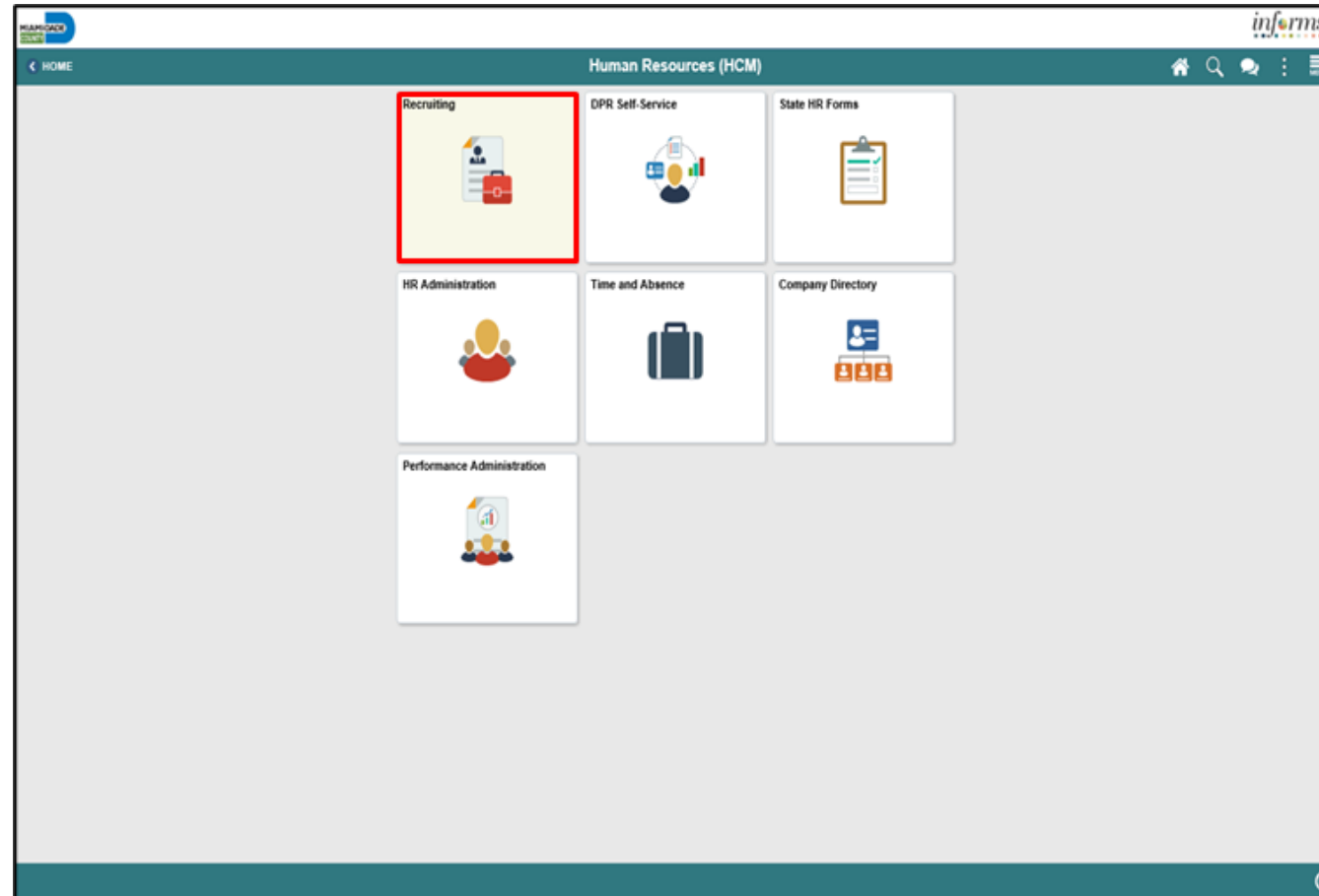
As a DPR, create an employment offer.

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



Lesson 3: Employment Offer and Acceptance Continued

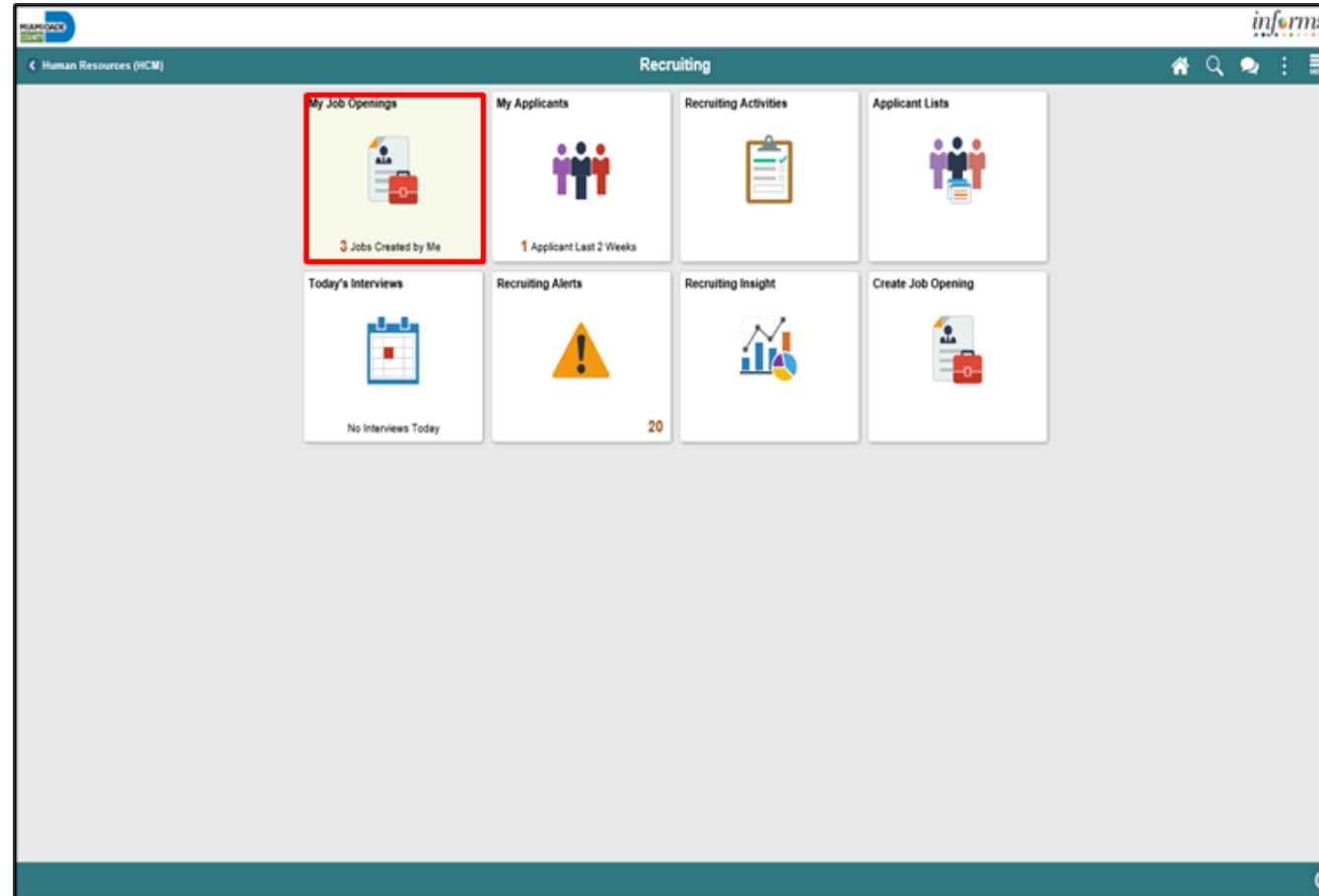
2. Select the **Recruiting** tile.



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.

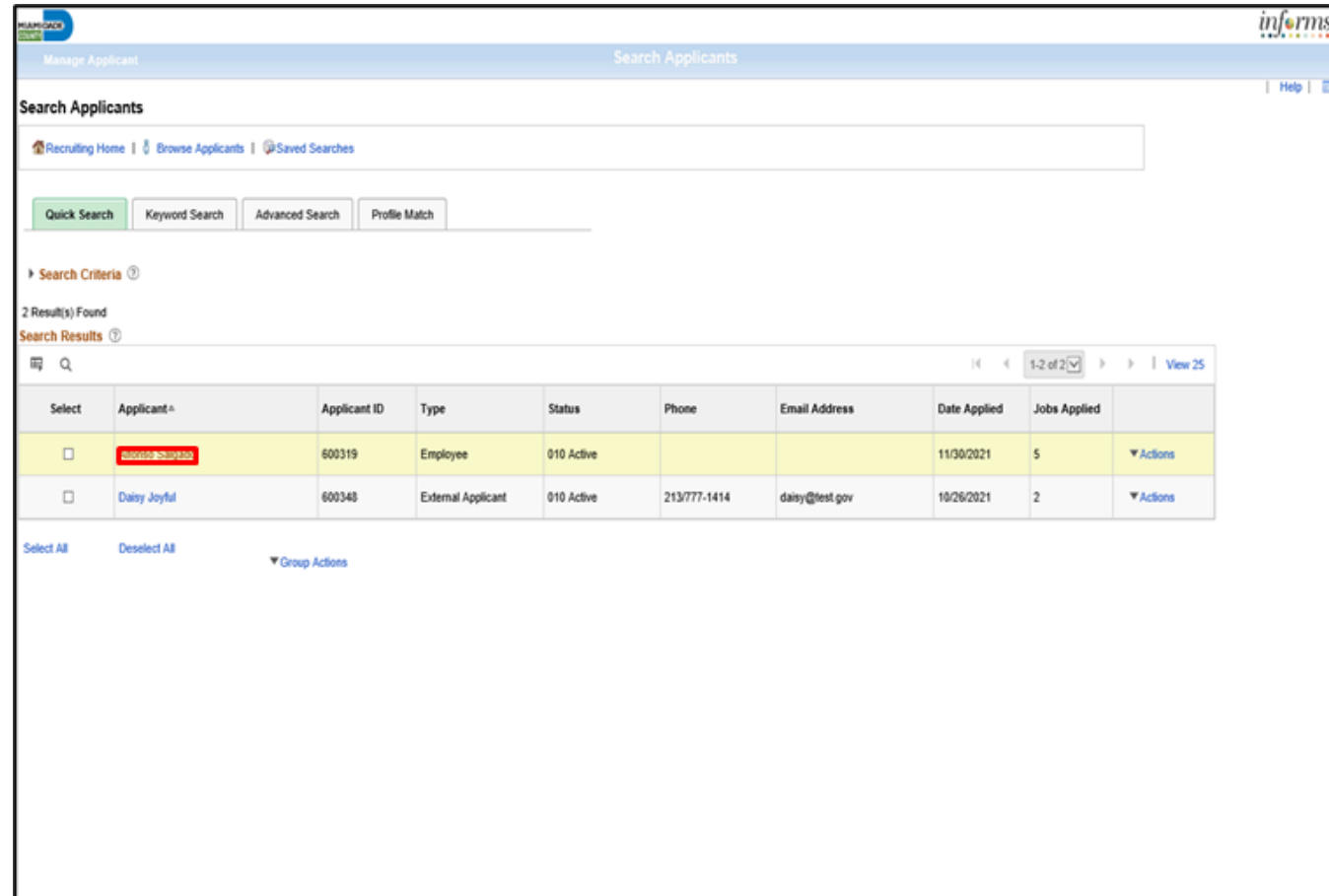
The screenshot displays the 'My Job Openings' interface. At the top, there is a search bar labeled 'Search My Job Openings' with 'Clear Search' and 'Personalize Filters' options. Below the search bar, a table lists three job openings. The first row is highlighted, and a red box is drawn around the rightmost button in that row, which is the 'View Job Opening' button. The table columns are: Job Title/Job ID, Recruiting Location, Hiring Manager, Days Open, No Action Taken, and Applicants. The sidebar on the right contains sections for 'Job Opening Aging', 'Jobs Opened/Closed', and 'Time to Fill Jobs', each with a circular progress indicator.

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 3: Employment Offer and Acceptance

Continued

5. Select the applicant's name.



The screenshot displays the 'Search Applicants' interface. At the top, there are navigation links for 'Recruiting Home', 'Browse Applicants', and 'Saved Searches'. Below this, there are search filters: 'Quick Search' (selected), 'Keyword Search', 'Advanced Search', and 'Profile Match'. The search criteria section shows '2 Result(s) Found'. The search results are displayed in a table with the following columns: Select, Applicant, Applicant ID, Type, Status, Phone, Email Address, Date Applied, Jobs Applied, and Actions. The first row is highlighted in yellow and shows an applicant with ID 600319, Type 'Employee', Status '010 Active', Date Applied '11/30/2021', and Jobs Applied '5'. The second row shows an applicant named 'Daisy Joyful' with ID 600348, Type 'External Applicant', Status '010 Active', Phone '213/777-1414', Email Address 'daisy@test.gov', Date Applied '10/26/2021', and Jobs Applied '2'. Below the table, there are links for 'Select All', 'Deselect All', and 'Group Actions'.

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	XXXXXXXXXX	600319	Employee	010 Active			11/30/2021	5	▼ Actions
<input type="checkbox"/>	Daisy Joyful	600348	External Applicant	010 Active	213/777-1414	daisy@test.gov	10/26/2021	2	▼ Actions

Lesson 3: Employment Offer and Acceptance

Continued

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

The screenshot displays the 'Manage Applicant' interface for Alfonso Salgado. The applicant's details include Name, Applicant ID (600319), Applicant Type (Employee), Status (010 Active), Preferred Contact (Phone, Email), and Address (1st Avenue APT 001 Miami, FL 33132). Below the details are tabs for Applicant Activity, Notes, Applicant Data, and Interested Parties. The 'Applicant Activity' section shows a table with columns for Select, Job Opening, Job Opening ID, Disposition, Application, Resume, Mark Reviewed, Route, Interview, Reject, and Print. A context menu is open over the table, listing actions such as 'Create Interview Evaluation', 'Create Salary Package Model', 'Prepare Job Offer' (highlighted in red), 'Withdraw Application', 'Edit Application Details', and 'Edit Disposition'. The 'Recruiting Actions' and 'Applicant Actions' dropdowns are also visible.

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	HR SERVICES CLERK - VETPREF	994640	110 Reject								Other Actions
<input type="checkbox"/>	Administrative Officer 3 - Profile	994635	020 Applied								Other Actions
<input type="checkbox"/>	No Job Opening Selected		020 Applied								Other Actions
<input type="checkbox"/>	No Job Opening Selected		020 Applied								Other Actions
<input type="checkbox"/>	No Job Opening Selected		020 Applied								Other Actions
<input type="checkbox"/>	No Job Opening Selected		005 Draft								Other Actions
<input type="checkbox"/>	No Job Opening Selected		020 Applied								Other Actions
<input type="checkbox"/>	No Job Opening Selected		020 Applied								Other Actions
<input type="checkbox"/>	Administrative Officer 3 - Profile	994635	020 Applied								Other Actions
<input type="checkbox"/>	PARK SERVICE AIDE	994729	020 Applied								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. Scroll down.

The screenshot displays the 'Prepare Job Offer' interface. At the top, it shows 'Posting Title: PARK SERVICE AIDE', 'Job Opening Status: 010 Open', 'Job Title: Park Service Aide', and 'Applicant Name: Alfonso Salgado'. The 'Offer Details' section includes fields for 'Job Opening', 'Position Number', 'Job Code', 'Hiring Manager' (Frank Duarte), 'Recruiter', 'Status', 'Reason', and 'Created By'. The 'Job Offer Components' table has a 'Base Salary' component selected, with an empty 'Offer Amount' field. The 'Offer Letter' section has a 'Date Printed' field and buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'. The 'Offer Attachments' section shows 'No attachments have been added to this offer.' and buttons for 'Add Applicant Attachment' and 'Add Organizational Attachment'.

Lesson 3: Employment Offer and Acceptance

Continued

12. Input applicable details in the **Comments** field.

13. Scroll Up.

Manage Applicant

Job Opening: 994729
Position Number: 59000746
Job Code: 007202
Hiring Manager: 00000350
Recruiter:
Status: 006 Pending Approval
Reason:
Created By: Dena Kelly

Prepare Job Offer

Business Unit: PR
Offer Date: 12/08/2021
Start Date: 12/08/2021
Offer Expiration Date: 12/18/2021
Applicant Type: Employee
Preferred Contact: Notify Applicant

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	65000	Cash	USD	Annual

Offer Letter

Letter:
Date Printed:
Buttons: Generate Letter, Upload Letter, Email Applicant

Offer Attachments

No attachments have been added to this offer.
Buttons: Add Applicant Attachment, Add Organizational Attachment

Comments

1 of 1 | View All

Added By
Last Updated By
Add Another Comment

Return | Recruiting Home | Top of Page

Lesson 3: Employment Offer and Acceptance

Continued

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

The screenshot displays the 'Prepare Job Offer' interface in the 'informs' system. The page is titled 'Prepare Job Offer' and includes navigation links for 'Return' and 'Recruiting Home'. The job details are as follows:

- Posting Title: PARK SERVICE AIDE
- Job Opening Status: 010 Open
- Job Title: Park Service Aide
- Applicant Name: Alfonso Salgado
- Job Opening ID: 994729
- Business Unit: Parks, Recreation & Open Spcs
- Position Number: 59000746 (PARK SERVICE AIDE)
- Applicant ID: 600319

The 'Offer Details' section contains the following information:

- Job Opening: 994729 PARK SERVICE AIDE
- Position Number: 59000746 PARK SERVICE AIDE
- Job Code: 007202 Park Service Aide
- Hiring Manager: 00000350 Frank Duarte
- Recruiter: [Search]
- Status: 006 Pending Approval
- Reason: [Dropdown]
- Created By: Dena Kelly
- Business Unit: PR
- Offer Date: 12/08/2021
- Start Date: 12/08/2021
- *Offer Expiration Date: 12/18/2021
- Applicant Type: Employee
- Preferred Contact: Notify Applicant

On the right side, there is a 'Save as Draft' button and a 'Submit for Approval' button highlighted in red. Other options include Post, Unpost, Add Revised Offer, Delete Offer, and Edit Offer.

The 'Job Offer Components' section includes a table with the following data:

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	65000	Cash	USD	Annual

Below the table is an 'Add Offer Component' button. A 'Recommended Salary Range' link is also present.

The 'Offer Letter' section has a 'Letter' dropdown, a 'Date Printed' field, and buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'.

The 'Offer Attachments' section shows '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' section with a search bar and a 'View All' link, and a text area for 'Add comments as needed.'

Lesson 3: Employment Offer and Acceptance

Continued

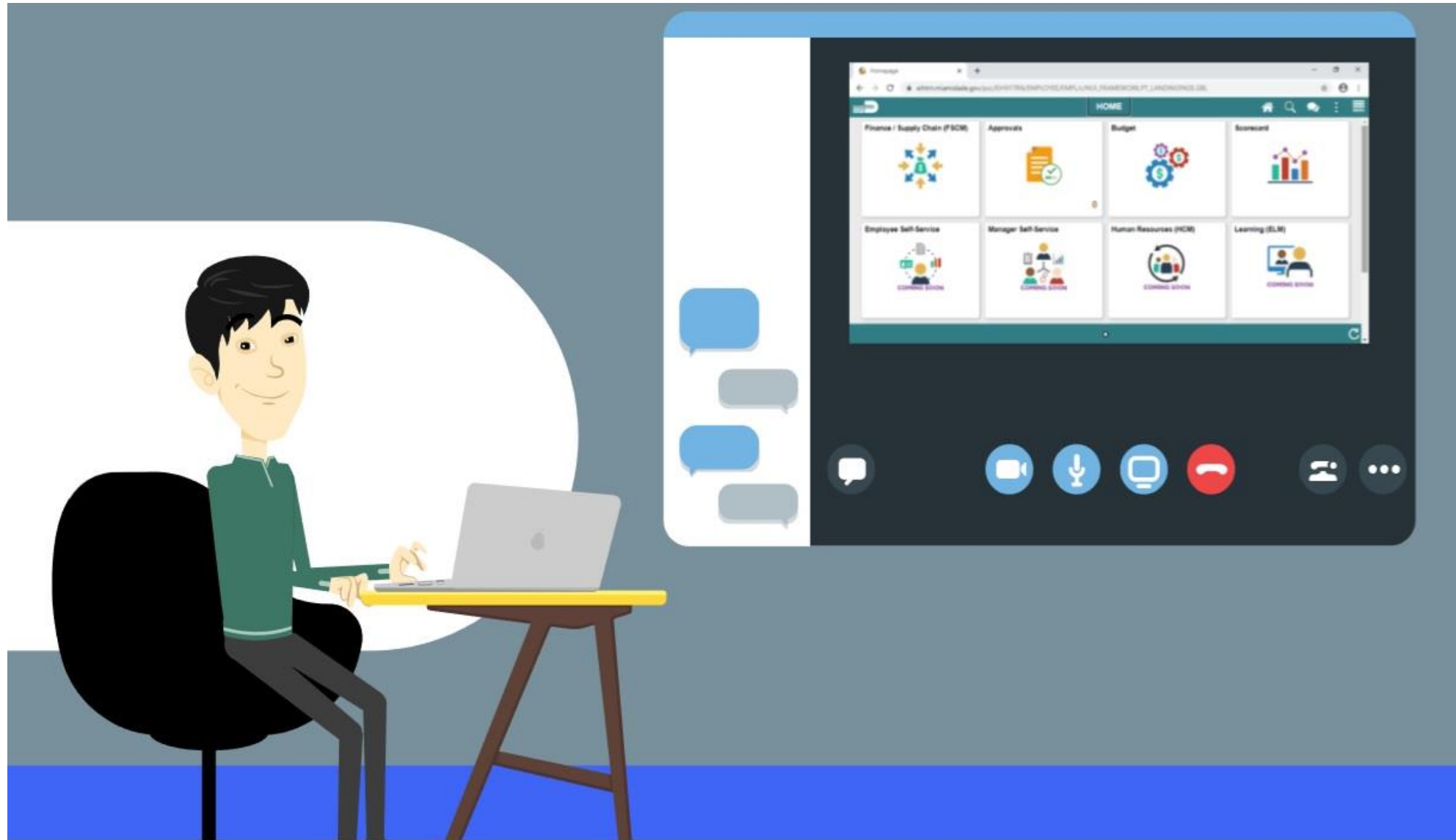
15. Select the **OK** button.

The screenshot shows the 'Prepare Job Offer' interface in the 'informatics' system. A central modal dialog box is displayed with the message: "You have successfully submitted Alfonso Salgado's job offer. (0,0)". The 'OK' button in this dialog is highlighted with a red rectangle. The background interface includes the following elements:

- Posting Information:** Posting Title: PARK SERVICE AIDE, Job Opening Status: 010 Open, Job Title: Park Service Aide, Applicant Name: Alfonso Salgado, Job Opening ID: 994729, Business Unit: Parks, Recreation & Open Spcs, Position Number: 59000746 (PARK SERVICE AIDE), Applicant ID: 600319.
- Offer Details:** Job Opening: 994729, PARK SERVICE AIDE; Position Number: 59000746, PARK SERVICE AIDE; Job Code: 007202, Park Service Aide; Hiring Manager: 00000350, Frank Duarte; Recruiter: Status: 006 Pending Approval, Reason: Created By: Dena Kelly.
- Job Offer Components Table:**

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	25000.00	Cash	USD	Annual
- Offer Letter:** Buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'.
- Offer Attachments:** Buttons for 'Add Applicant Attachment' and 'Add Organizational Attachment'.
- Comments:** A section for adding comments with a search and pagination interface.

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.

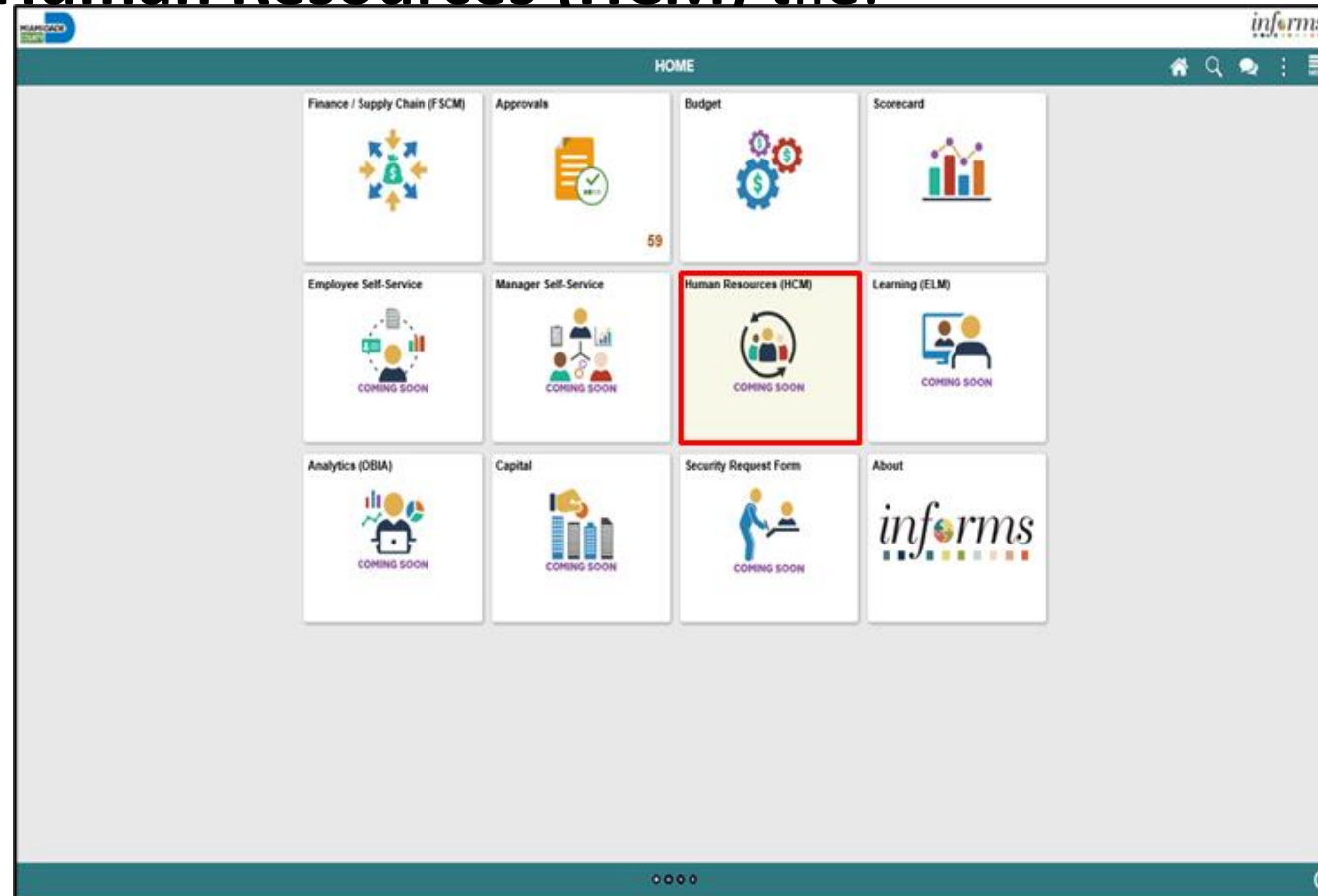
Lesson 4: Key Terms

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

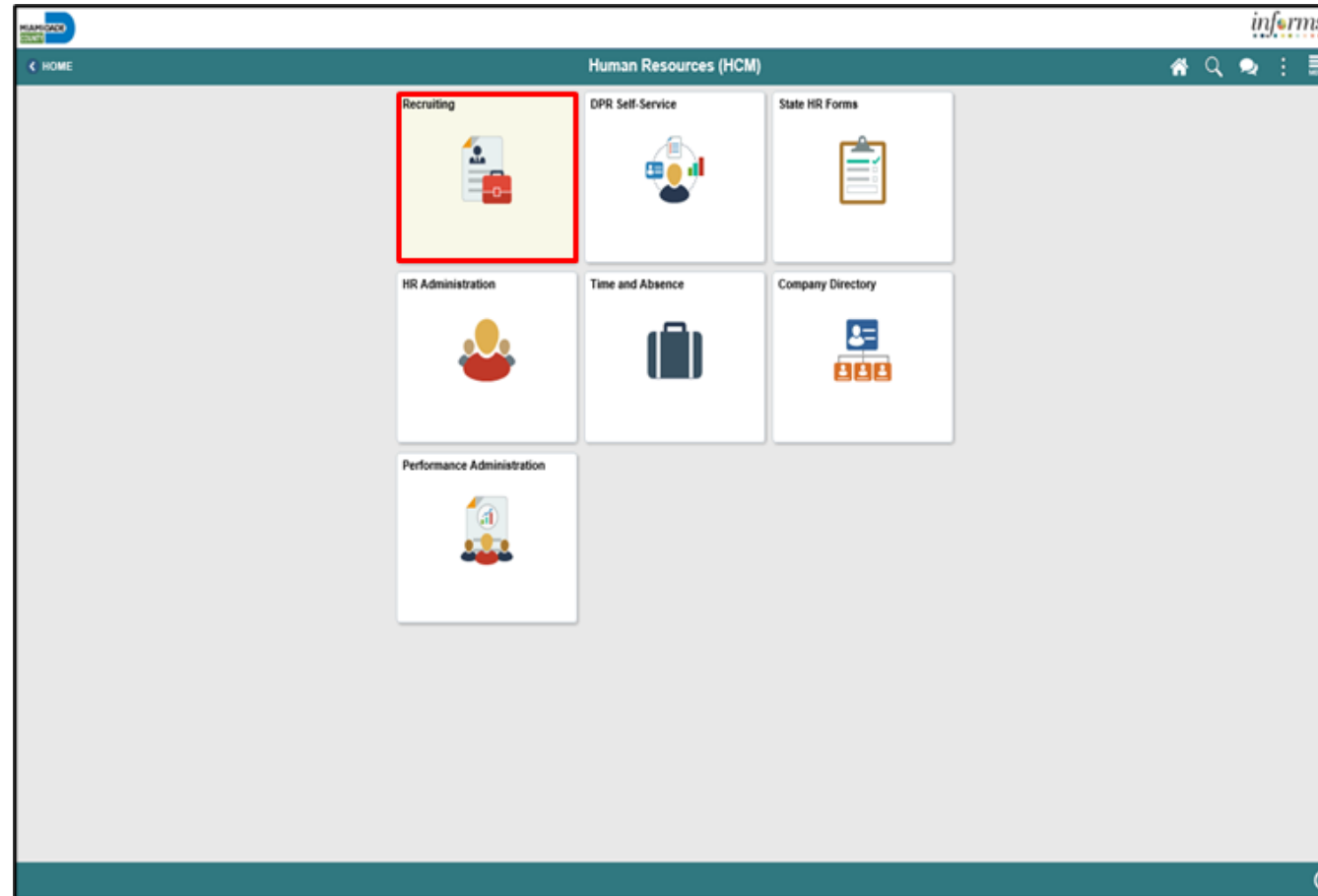
As a DPR, prepare an employee for hire.

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



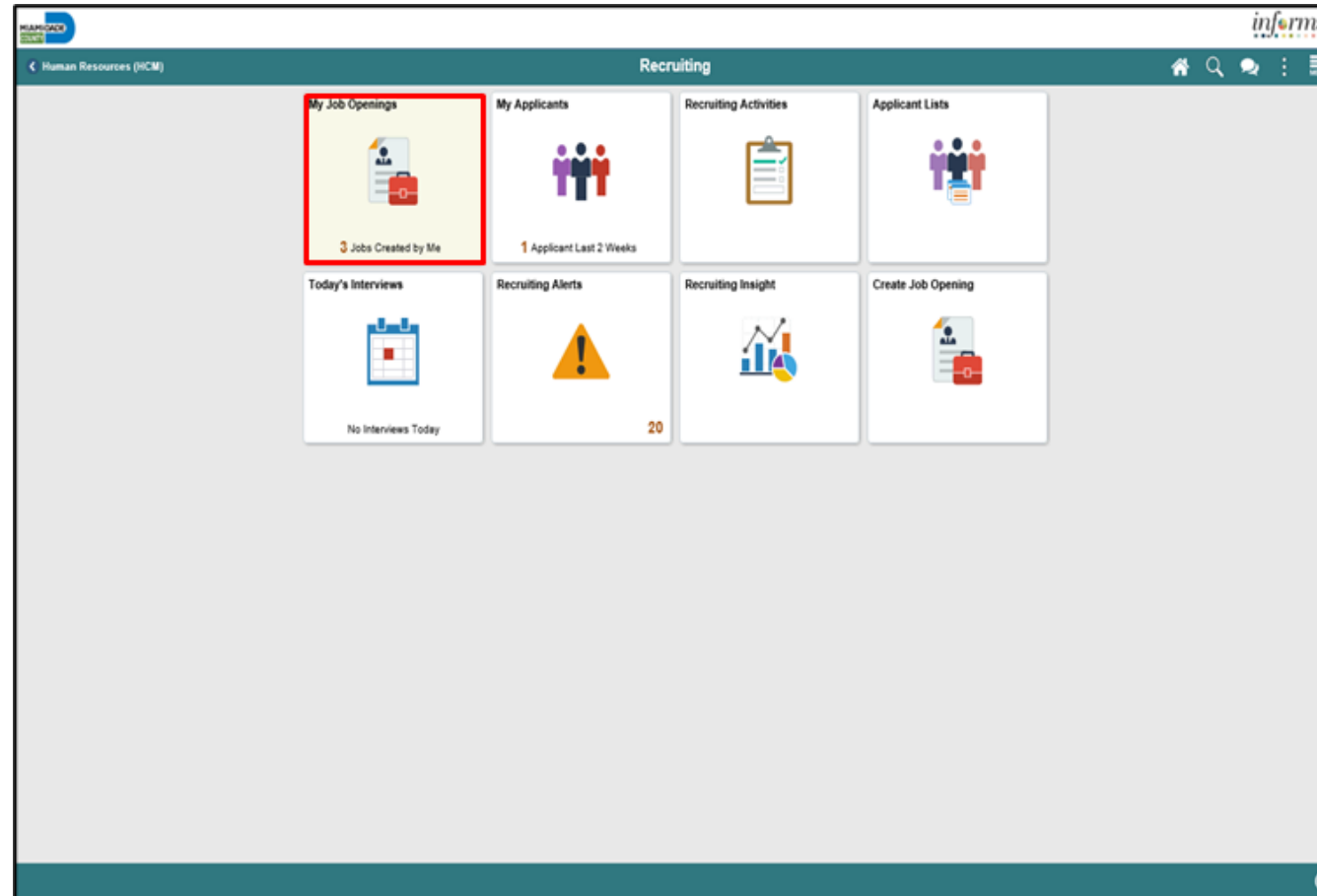
Lecture 1: Prepare for Hire Continued

2. Select the **Recruiting** tile.



Lecture 1: Prepare for Hire Continued

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



Lecture 1: Prepare for Hire Continued

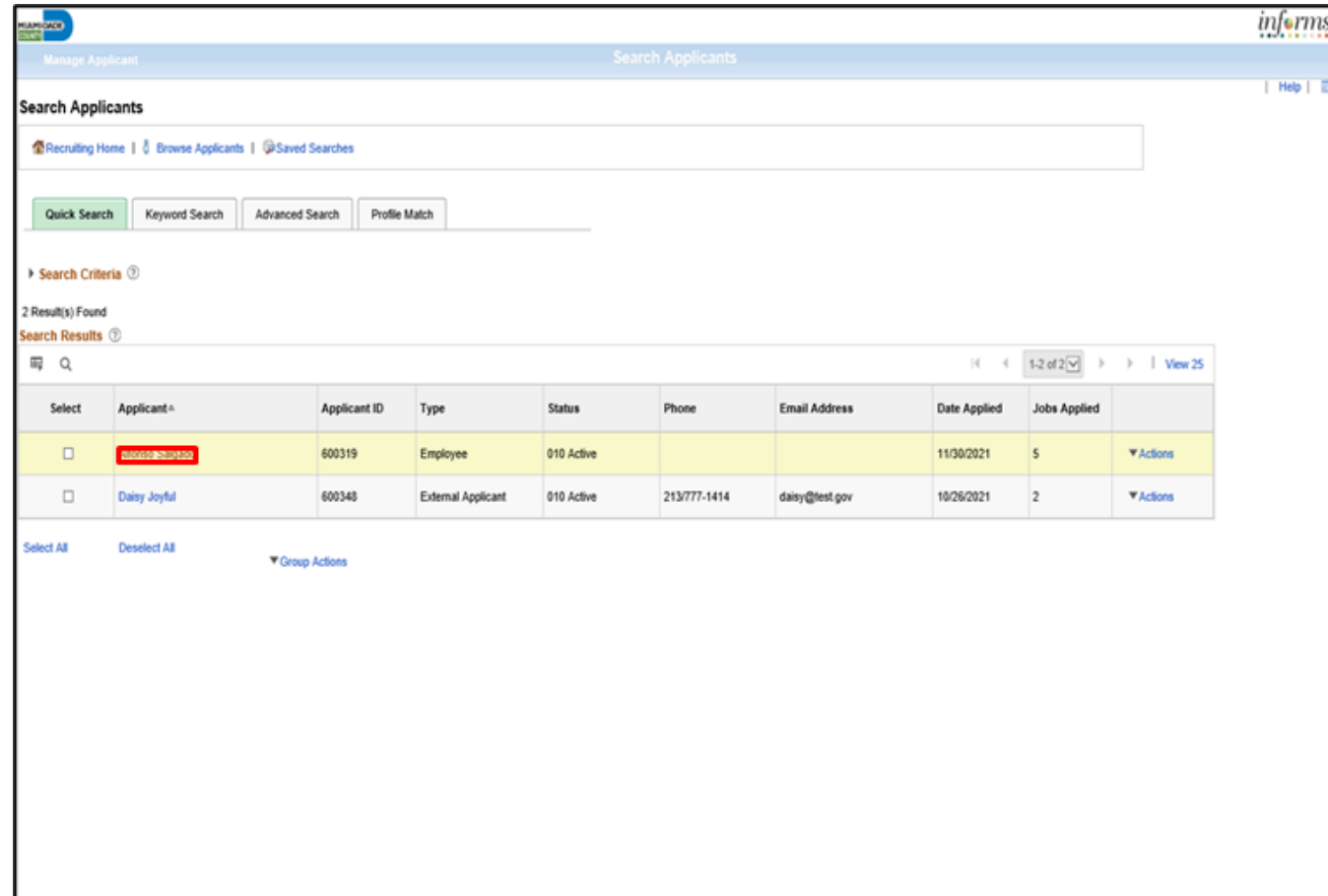
4. Select the **View Job Opening** button.

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' options. Below the search bar, a table lists three job openings. The first row is highlighted, and a red box is drawn around the rightmost button in that row, which is the 'View Job Opening' button. The table columns are: Job Title/Job ID, Recruiting Location, Hiring Manager, Days Open, No Action Taken, and Applicants. The sidebar on the right contains sections for 'Job Opening Aging', 'Jobs Opened/Closed', and 'Time to Fill Jobs', each with a circular progress indicator.

Job Title/Job ID	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Applicants	
<input type="checkbox"/> ADMINISTRATIVE SECRETARY 994771	Douglas Road		102	1	1	<input type="button" value="View Job Opening"/>
<input type="checkbox"/> SECRETARY 994763	Miami Beach		109	0	0	<input type="button" value="View Job Opening"/>
<input type="checkbox"/> Police Officer - Tested Position Story DAG 994614	Southwest	Aldo Rosello	458	0	0	<input type="button" value="View Job Opening"/>

Lecture 1: Prepare for Hire Continued

5. Select the applicant's name.



The screenshot displays the 'Search Applicants' interface. At the top, there are navigation links for 'Recruiting Home', 'Browse Applicants', and 'Saved Searches'. Below this, there are search filters: 'Quick Search' (highlighted), 'Keyword Search', 'Advanced Search', and 'Profile Match'. The 'Search Criteria' section is collapsed. The search results show '2 Result(s) Found'. The results are displayed in a table with the following columns: Select, Applicant, Applicant ID, Type, Status, Phone, Email Address, Date Applied, Jobs Applied, and Actions. The first row is highlighted in yellow and shows an applicant with ID 600319, Type 'Employee', Status '010 Active', Date Applied '11/30/2021', and Jobs Applied '5'. The second row shows an applicant named 'Daisy Joyful' with ID 600348, Type 'External Applicant', Status '010 Active', Phone '213/777-1414', Email Address 'daisy@test.gov', Date Applied '10/26/2021', and Jobs Applied '2'. Below the table, there are links for 'Select All', 'Deselect All', and 'Group Actions'.

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	XXXXXXXXXX	600319	Employee	010 Active			11/30/2021	5	▼ Actions
<input type="checkbox"/>	Daisy Joyful	600348	External Applicant	010 Active	213/777-1414	daisy@test.gov	10/26/2021	2	▼ Actions

Lecture 1: Prepare for Hire Continued

5. Select the applicant's name.

The screenshot displays the 'Search Applicants' interface. At the top, there are navigation links for 'Recruiting Home', 'Browse Applicants', and 'Saved Searches'. Below this, there are search filters: 'Quick Search' (selected), 'Keyword Search', 'Advanced Search', and 'Profile Match'. The search results section shows '2 Result(s) Found' and a table of results. The table has columns for 'Select', 'Applicant', 'Applicant ID', 'Type', 'Status', 'Phone', 'Email Address', 'Date Applied', and 'Jobs Applied'. The first row is highlighted in yellow and contains the name 'Daisy Joyful' (partially obscured by a red box), ID '600319', Type 'Employee', Status '010 Active', and '5' jobs applied. The second row contains 'Daisy Joyful', ID '600348', Type 'External Applicant', Status '010 Active', Phone '213/777-1414', Email 'daisy@test.gov', and '2' jobs applied. Below the table are links for 'Select All', 'Deselect All', and 'Group Actions'.

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	
<input type="checkbox"/>	Daisy Joyful	600319	Employee	010 Active			11/30/2021	5	▼ Actions
<input type="checkbox"/>	Daisy Joyful	600348	External Applicant	010 Active	213/777-1414	daisy@test.gov	10/26/2021	2	▼ Actions

Lecture 1: Prepare for Hire Continued

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

Manage Applicant

Name: Angel Negron
Applicant ID: 600306
Applicant Type: Employee
Status: 010 Active

Preferred Contact: Not Specified
Phone:
Email:
Address: 1st Avenue APT 001 Miami, FL 33132

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

Current Status | Interview Schedule/Evaluation | Expenses | History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
<input type="checkbox"/>	ADMINISTRATIVE SECRETARY	994771	071 Offer Accepted								▼ Other Actions

Select All | Deselect All | ▼ Group Actions

Lecture 1: Prepare for Hire Continued

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

The screenshot displays the 'Manage Applicant' interface for an applicant named Angel Negrón. The interface includes a navigation bar with 'Manage Job Opening' and 'Manage Applicant' tabs, and a top right corner with the 'informs' logo and a 'Help' link. Below the navigation bar, there are several tabs: 'Applicant Activity', 'Notes', 'Applicant Data', and 'Interested Parties'. The 'Applicant Data' tab is currently selected, and within it, the 'Eligibility & Identity' sub-tab is active. The main content area is divided into several sections: 'Applicant' (with fields for *Applicant Type: Employee, Employee ID: 00002097, and Preferred Contact: Not Specified), 'Applicant Status' (with fields for *Status Code: Active, Status Reason, Status Date: 01/06/2022, and Registered Online: No), 'Name' (with fields for Name Format: English, Name Prefix, *First Name: Angel, Middle Name: L, *Last Name: Negrón, and Name Suffix), 'Email Addresses' (with a message 'No Email Addresses have been added for this applicant.' and an 'Add Email Address' button), and 'Phone Numbers' (with a message 'No Phone Numbers have been added for this applicant.' and an 'Add Phone Number' button). At the bottom, the 'Address' section shows the Country set to 'United States'.

Lecture 1: Prepare for Hire Continued

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

The screenshot displays the 'Manage Applicant' interface for Dolly Matthews. The 'National Identification' section contains a table with one entry:

*Country	*National ID Type	Description	National ID		
USA	SSN5	Last 5 Digits of SS#	77896		

Below the table, the 'Add National Identification' button is highlighted with a red border. Other sections visible include 'Personal Information' (Date of Birth: 04/23/1989, Gender: Female, Marital Status: Unknown) and 'Citizenship' (No Citizenship has been added for this applicant).

Lecture 1: Prepare for Hire Continued

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

The screenshot displays the 'Manage Applicant' interface for Dolly Matthews. The 'National Identification' section contains a table with one entry:

*Country	*National ID Type	Description	National ID		
USA	SSN5	Last 5 Digits of SS#	77896		

Below the table, the 'Add National Identification' button is highlighted with a red box. Other sections visible include 'Personal Information' (Date of Birth: 04/23/1989, Gender: Female, Marital Status: Unknown) and 'Citizenship' (No Citizenship has been added for this applicant).

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 Dolly Mathews (Applicant ID: 600204). A modal dialog 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 is highlighted with a red box. Below the dialog, the main form shows a table for National Identification with columns for Country, National ID Type, and Description. The current entry is USA, SSN5, Last 5 Digits of SS#. Below the table is an 'Add National Identification' button. Further down, the 'Citizenship' section shows 'No Citizenship has been added for this applicant.' and an 'Add Citizenship' button. The 'Visa Permit' section is partially visible at the bottom.

Lecture 1: Prepare for Hire Continued

13. Select the **Edit** button.

The screenshot displays the 'Manage Applicant' page for Dolly Matthews. The page includes a navigation bar with 'Manage Job Opening' and 'Manage Applicant' tabs, and a toolbar with various actions like 'Save', 'Return', 'Recruiting Home', 'Search Applicants', 'Next', 'Create Applicant', 'Add Note', 'Add to List', 'Add Application', 'Change Status', and 'Personalize'. The applicant's details are as follows:

- 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

The 'Personal Information' section contains the following fields:

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

The 'National Identification' section features a table with the following data:

*Country	*National ID Type	Description	National ID		
USA	SSN5	Last 5 Digits of SS#	77896		
USA	PR	Social Security Number	555-55-5555		

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.

Lecture 1: Prepare for Hire Continued

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

15. Select the **OK** button.

The screenshot shows the 'Manage Applicant' interface for Dolly Mathews. A 'National Identification' dialog box is open, allowing the user to manage the applicant's national ID. The dialog box contains the following fields and options:

- *Country: USA
- *National ID Type: SSN5 (Last 5 Digits of SS#)
- National ID: 77896
- National ID Expiry Date: (empty)
- Primary (highlighted with a red box)
- Buttons: OK, Cancel

The background interface shows the applicant's personal information and a table of national IDs. The table has the following data:

*Country	*National ID Type	Description	National ID	Actions
USA	SSN5	Last 5 Digits of SS#	77896	[Edit] [Delete]
USA	PR	Social Security Number	555-55-5555	[Edit] [Delete]

Lecture 1: Prepare for Hire Continued

16. Select the **Save** button.

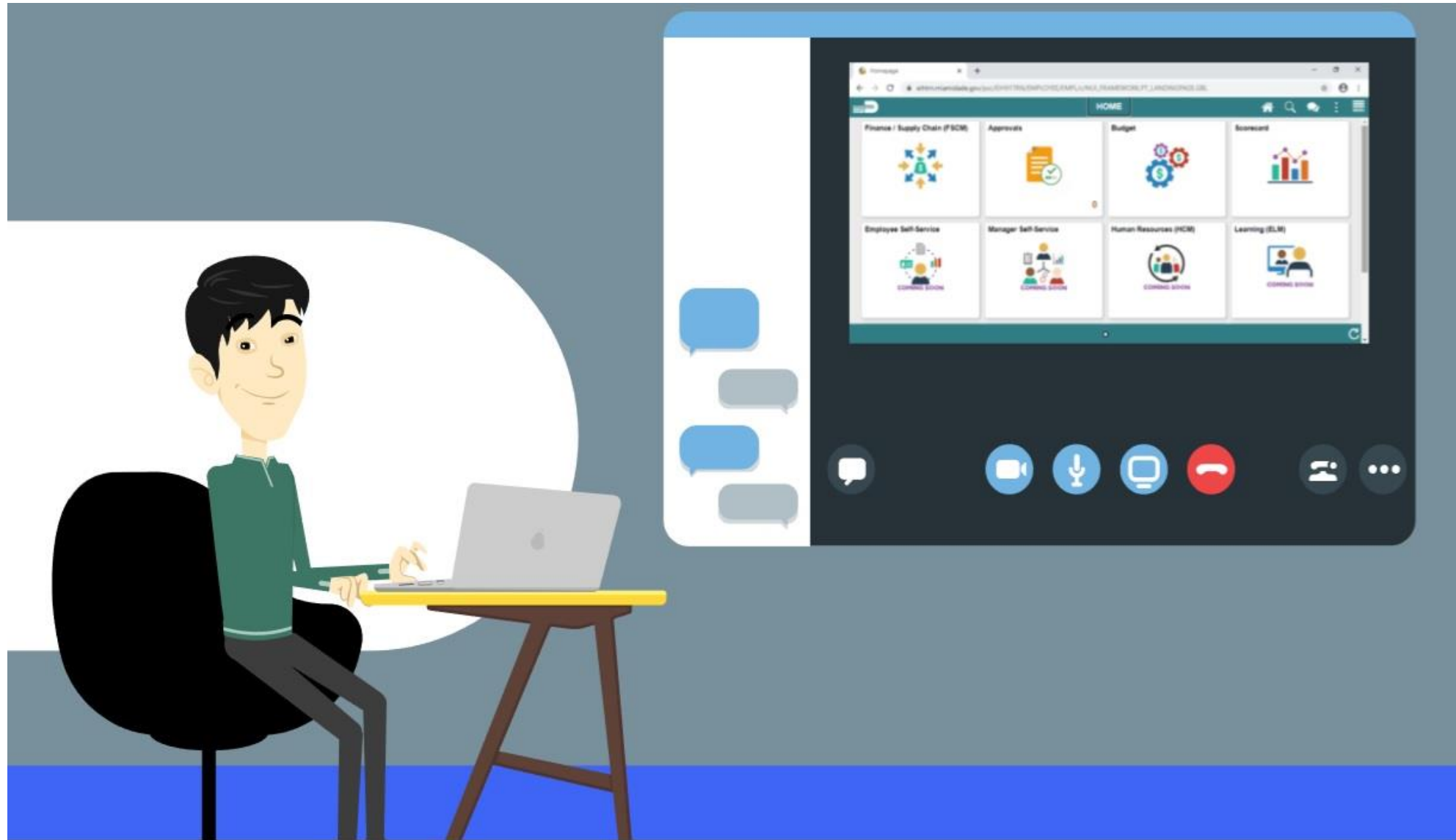
The screenshot displays the 'Manage Applicant' page in the 'informs' system. The page is titled 'Manage Applicant' and includes a navigation bar with a home icon, search icon, and menu icon. Below the navigation bar, there is a dropdown menu for 'USA'. The main content area is divided into several sections, each with a table or form and an 'Add' button:

- National Identification:** A table with columns for *Country, *National ID Type, Description, and National ID. It contains two entries: one for 'Last 5 Digits of SS#' with National ID '77896', and one for 'Social Security Number' with National ID '555-55-5555'. Below the table is an 'Add National Identification' button.
- Citizenship:** A text box containing the message 'No Citizenship has been added for this applicant.' Below it is an 'Add Citizenship' button.
- Visa Permit:** A text box containing the message 'No Visa Permit has been added for this applicant.' Below it is an 'Add Visa Permit' button.
- Bank Account:** A text box containing the message 'No Bank Account has been added for this applicant.' Below it is an 'Add Bank Account' button.

At the bottom of the page, there are three expandable sections: 'Applicant Disability', 'Accommodation Request', and 'Accommodation Option'. A 'Save' button is highlighted with a red box. The footer contains navigation links: Return, Recruiting Home, Search Applicants, Next, Create Applicant, Add Note, Add to List, Add Application, Change Status, and Top of Page.

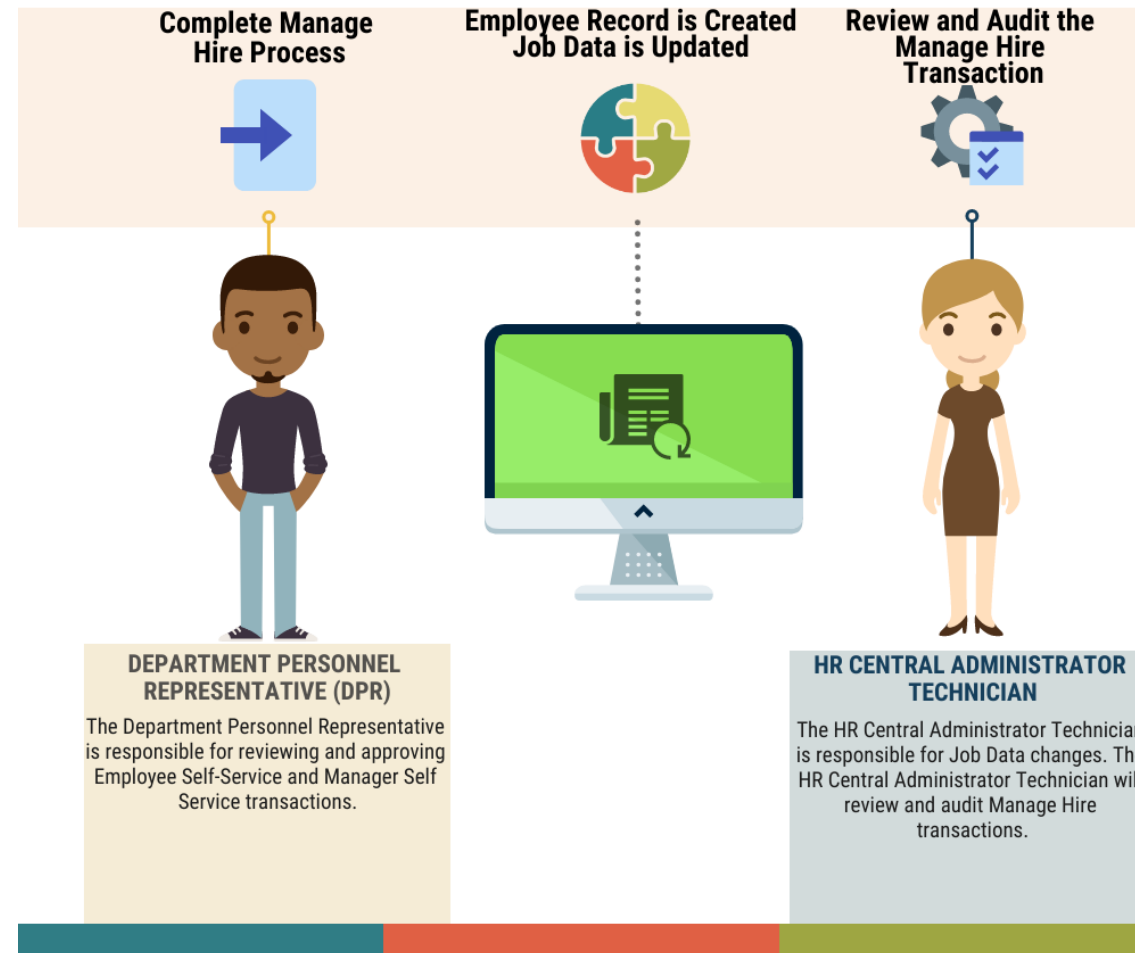
*Country	*National ID Type	Description	National ID		
USA	SSN5	Last 5 Digits of SS#	77896		
USA	PR	Social Security Number	555-55-5555		

Lecture 1: Activities and Exercises



Lecture 2: Manage Hire

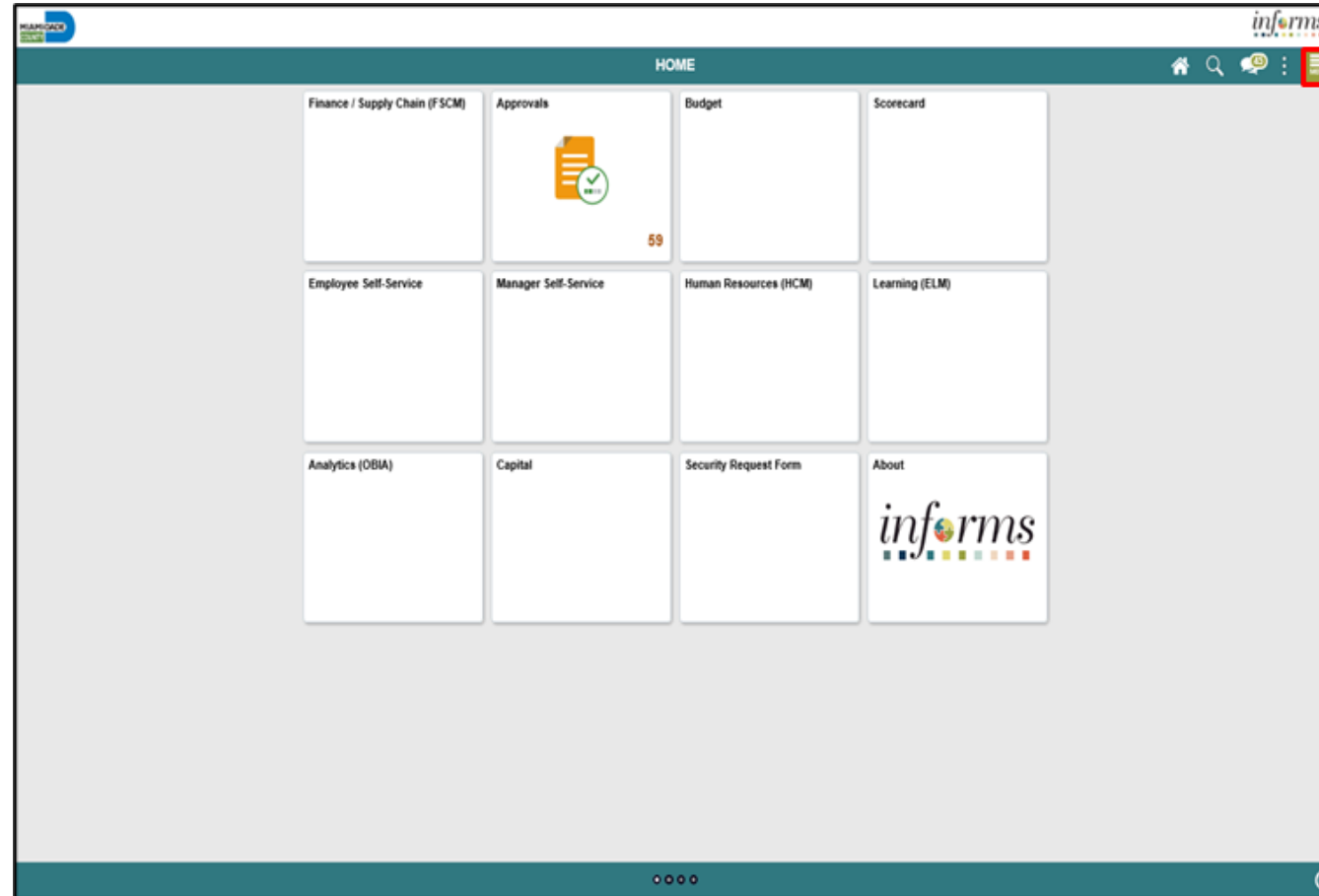
MANAGE HIRE BUSINESS PROCESS



Lecture 2: Manage Hire Continued

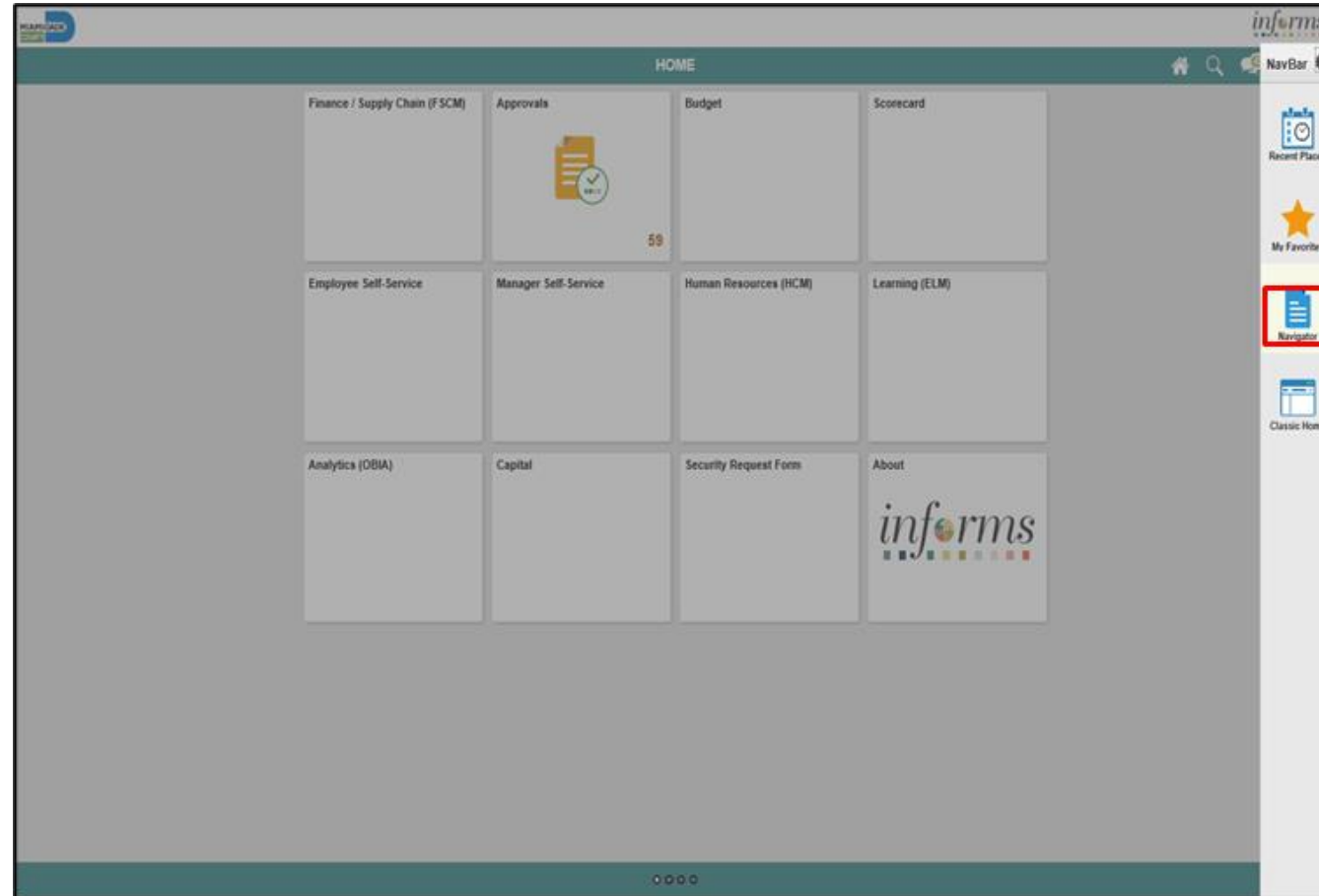
As a DPR, prepare an employee for hire.

1. Navigate to **NavBar**.



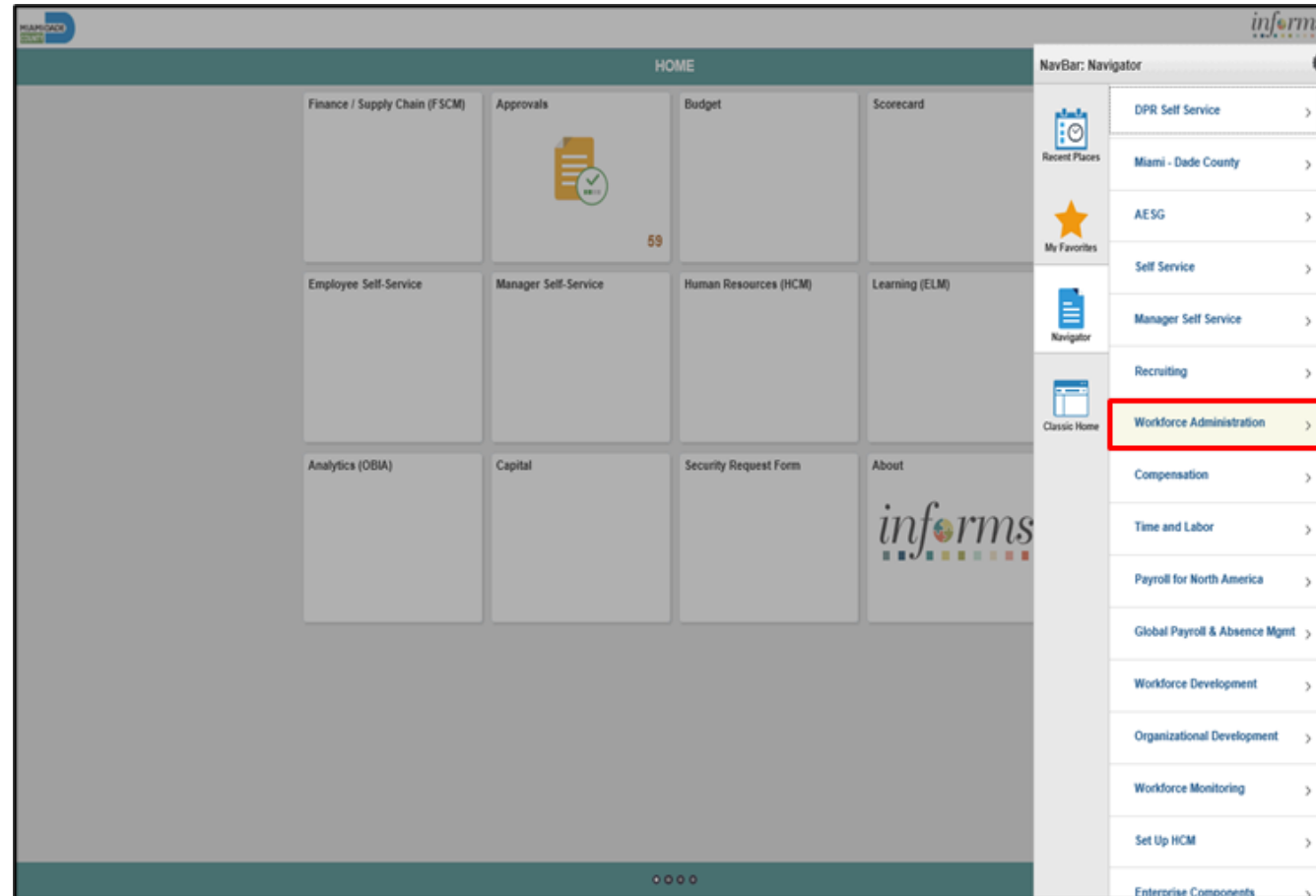
Lecture 2: Manage Hire Continued

2. Select the **Navigator** button.



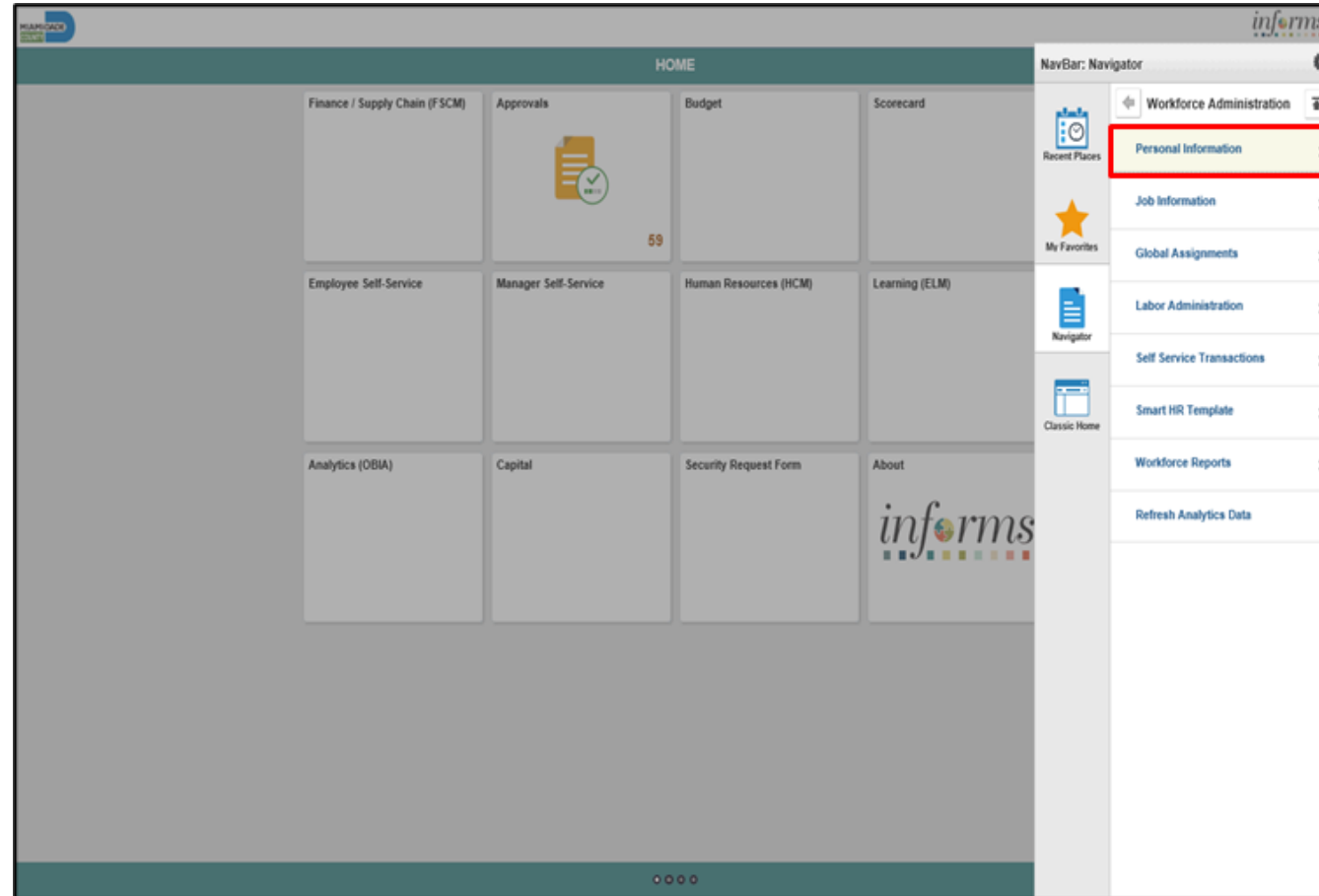
Lecture 2: Manage Hire Continued

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



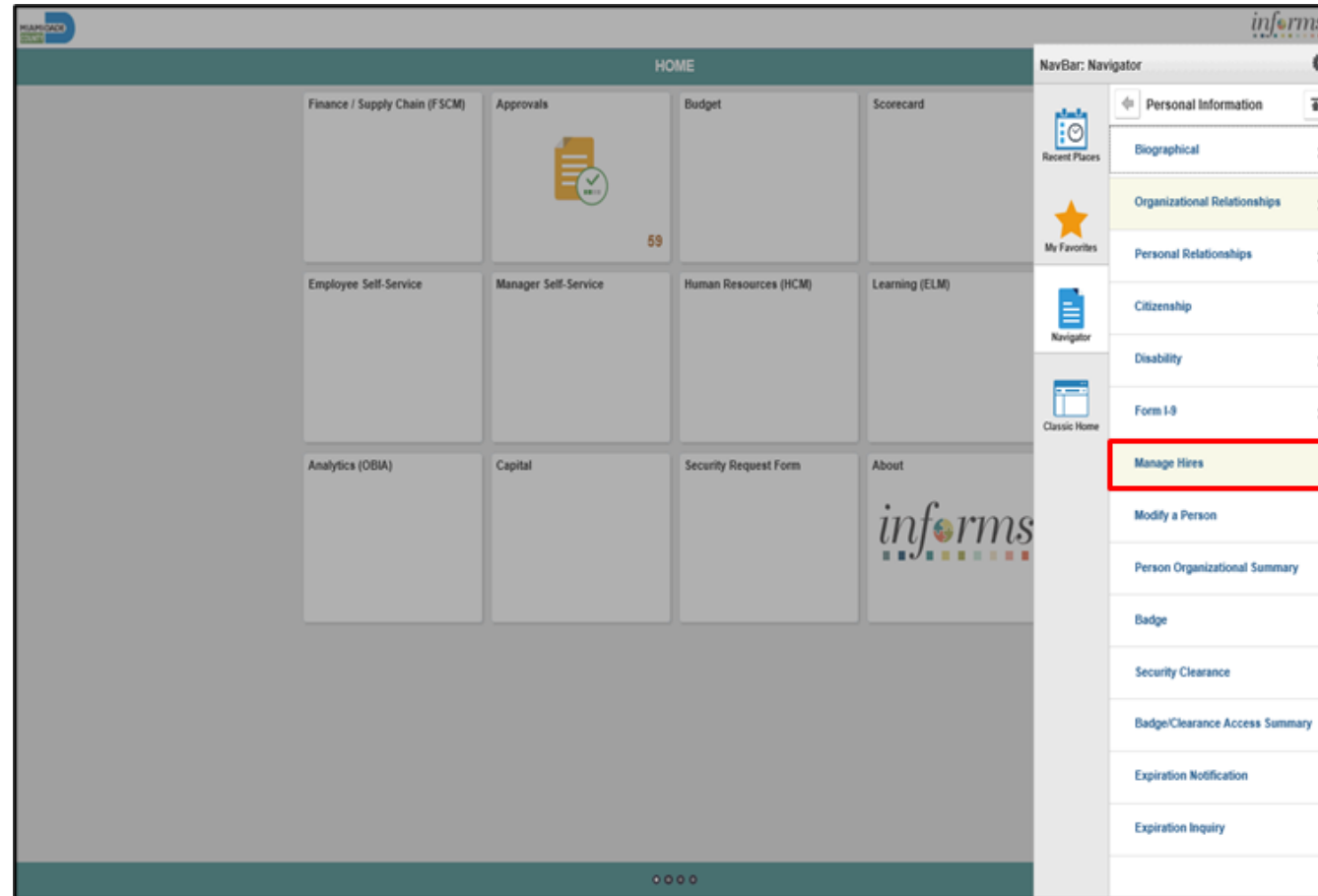
Lecture 2: Manage Hire Continued

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 Source

*Equals Smart HR Transactions

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.

The screenshot displays the 'Manage Hires' interface. At the top, there is a navigation bar with 'HOME' and 'Manage Hires' labels. Below this, a message states: 'The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.' A filter section allows users to select transactions by source and equals, with a 'Refresh' button. The main data is presented in a table with the following columns: Select, Start Date, Status, Name, Person ID, Type of Hire, Source, and Submitted By. The row for 'Nancy Senior' is highlighted in yellow, and the name is underlined in blue. Below the table, there are 'Select All' and 'Deselect All' links, and a 'Cancel Selected Transactions' button.

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	Nancy Senior	00350893	Hire	Smart HR Transactions	
<input type="checkbox"/>	08/19/2020	Action Required	Tope Turner	00350643	Hire	Smart HR Transactions	Maysa 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	Simoze Dofleams
<input type="checkbox"/>	11/24/2020	Error	SMART Hire	NEW	Add Contingent Worker	Smart HR Transactions	Simoze Dofleams
<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

Lecture 2: Manage Hire Continued

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

The screenshot displays the 'Manage Hires' interface with the following fields and 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)
- Org Instance:** Create new Org Instance (0) / Use existing Org Instance
- Employment Record:** Create New Assignment (0) / Use Existing Assignment
- Hire Information:** [View Job Offer Letter](#), Hire Comments: Notification sent
- Add Person:** Select this button in order to pull the person's personal data information from Recruiting Solutions. **Add Person** (button highlighted with a red rectangle)
- [Return to Manage Hires](#)

Lecture 2: Manage Hire Continued

9. Select the **OK** button.

Manage Hires Detail

Date of Birth: 09/22/1980 | Years: 41 | Months: 6

Birth Country: USA | United States

Birth State: [Search]

Birth Location: [Search] Waive Data Protection

Biographical History | 1 of 1 | View All

*Effective Date: 03/29/2021

*Gender: Male

*Highest Education Level: Bachelors Level Degree

*Marital Status: Married | As of: 03/29/2021

Language Code: English

Alternate ID: [Search]

Full-Time Student

National ID | 1-1 of 1 | View All

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

OK | Cancel | Apply

Refresh

Biographical Details | Contact Information | Regional | Organizational Relationships

Lecture 2: Manage Hire Continued

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

The screenshot displays the 'Manage Hires' interface. At the top, there is a header with the 'MIAMI-DADE COUNTY' logo and the 'informs' logo. The main content area is titled 'Manage Hires Detail' and shows the following sections:

- Employee ID Verified:** Empl ID 00350096
- Org Instance:** Radio buttons for 'Create new Org Instance' (selected) and 'Use existing Org Instance'. A value of '0' is displayed.
- Employment Record:** Radio buttons for 'Create New Assignment' (selected) and 'Use Existing Assignment'. A value of '0' is displayed.
- Hire Information:** A 'View Job Offer Letter' link and 'Hire Comments' with the text 'Notification sent'.
- View / Edit Person:** A 'View / Edit Person' link and a note: 'Select the View/Edit Person hyperlink to view or manually updated Personal Information.'
- Add Job:** A section with the text: 'Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.' and a red-bordered 'Add Job' button.

At the bottom left, there is 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 selected. The 'Reason' dropdown menu is open, showing 'First Job' as the selected option. The interface displays the following details:

*Effective Date	03/29/2021	Go To Row	+ -
HR Status	Active	*Action	Hire
Payroll Status	Active	Reason	First Job
Position Number	00021616	HR FINANCE SPECIALIST	Current
Position Entry Date	03/29/2021	Position Management Record	
Regulatory Region	USA	United States	
Company	MDC	Miami Dade County	
Business Unit	HR	Human Resources	
Department	HR02010000	DIRECTOR'S OFFICE ADMIN.	
Department Entry Date	03/29/2021		
Location	ID00000140	111 NW 1ST ST	
Establishment ID	MDC	Miami Dade County	Date Created 03/29/2022
Last Start Date	03/29/2021		

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 shows the 'Manage Hires' interface for employee Garth Brooks (Empl ID: 00350896). The 'Job Labor' tab is selected. The 'Empl Class' dropdown is set to 'Probation' and the '*Protected Class' dropdown is set to 'Protected Fire/Police/PR'. Other visible details include: Effective Date: 03/29/2021, HR Status: Active, Payroll Status: Active, Job Code: 000446, Job Title: Hr Finance Specialist, Entry Date: 03/29/2021, Supervisor Level: Reports To: 00016105, Regular/Temporary: Regular, Full/Part: Full-Time, Regular Shift: Not Applicable, Classified Ind: Classified, Standard Hours: 80.00, FTE: 1.000000, Work Period: B, Biweekly, and a checked box for 'Adds to FTE Actual Count?'. The 'Contract Number' field is empty.

Lecture 2: Manage Hire Continued

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

The screenshot displays the 'Manage Hires' interface for employee Garth Brooks (Empl ID: 00350096). The 'Payroll' tab is highlighted with a red box. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below the tabs, the employee's name and ID are shown. The 'Labor Information' section contains a table with the following data:

Effective Date	Action
03/29/2021	Hire

Additional details include HR Status: Active, Payroll Status: Active, Reason: First Job, and Union Code: L (Non Bargaining). The interface also features a 'Go To Row' button and a 'Current' indicator.

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 shows the 'Manage Hires Detail' page for employee Garth Brooks (Empl ID: 00350896). The 'Salary Plan' tab is selected. The 'Payroll Information' section shows an effective date of 03/29/2021 and active HR and payroll statuses. The 'Payroll for North America' section includes a dropdown for 'Payroll System' (Payroll for North America) and 'Absence System' (Absence Management). The 'Employee Type' field is set to 'E'. The 'Absence Management System' section shows the 'Eligibility Group' set to 'L-JB'. The 'Miami Dade County' logo is visible in the top right corner.

Lecture 2: Manage Hire Continued

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

21. Select the **Compensation** tab.

The screenshot shows the 'Manage Hires Detail' page for employee Garth Brooks (Empl ID 00350996). The 'Compensation' tab is selected and highlighted with a red box. The page displays the following information:

- Employee: Garth Brooks, Empl ID: 00350996, Empl Record: 0
- Salary Plan Details: Effective Date: 03/29/2021, HR Status: Active, Payroll Status: Active, Action: Hire, Reason: First Job.
- Salary Admin Plan: STEP, Grade: 291, Step: 291. The 'Step' field is highlighted with a red box.
- Grade Entry Date: 03/29/2021, Step Entry Date: 03/29/2021.

At the bottom of the page, there are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'. The breadcrumb trail at the bottom reads: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation.

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.

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 fields for 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason' (First Job), and 'Current' (checkbox). A 'Compensation Rate' field shows '1,576.15' and 'USD'. A '*Frequency' dropdown is set to 'B' (Biweekly). There are sections for 'Comparative Information', 'Pay Rates', and 'Default Pay Components'. The 'Pay Components' section features a table with columns: *Rate Code, Seq, Comp Rate, Currency, Frequency, Points, Percent, and Rate Code Group. The table contains two rows: Row 1: Rate Code 'MDBKLY', Seq '0', Comp Rate '1,576.180000', Currency 'USD', Frequency 'B'. Row 2: Rate Code 'PRMPAY', Seq '0', Comp Rate '70.000000', Currency 'USD', Frequency 'B'. The 'PRMPAY' row and the 'Calculate Compensation' button below it are highlighted with red boxes. 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 and highlighted with a red box. The interface also includes a search bar, a home icon, and a refresh button.

Lecture 2: Manage Hire Continued

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

The screenshot shows the 'Manage Hires' interface for employee Garth Brooks (Empl ID: 00350896). The page is divided into several sections:

- Employment Information:** Displays the employee's name, Empl ID, and Empl Record number.
- Organizational Instance:** Shows the Original Start Date (03/29/2021) and First Start Date (03/29/2021). It includes a table for the service date breakdown:

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

- Organizational Assignment Data:** Contains an 'Instance Record' section with the following details:

Field	Value	Override	Years	Months	Days
Last Assignment Start Date	03/29/2021				
Assignment End Date					
Home/Host Classification	Home				
Company Seniority Date	03/29/2021	<input type="checkbox"/>	1	0	0
Benefits Service Date	03/29/2021	<input type="checkbox"/>	1	0	0
Seniority Pay Calc Date	03/29/2021	<input type="checkbox"/>	1	0	0

Additional fields include Tuition Class End Date, Professional Experience Date, Last Verification Date, Business Title (HR FINANCE SPECIALIST), and Position Phone. A red button labeled 'View Associated Mail' is visible next to the assignment data table.

At the bottom, there are navigation tabs: Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and Creditable Adjusted Dates.

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.

The screenshot displays the 'Time and Labor Data' form for employee Garth Brooks (Empl ID 00350096). The form is divided into several sections:

- Employee Information:** Garth Brooks, Empl ID 00350096, Empl Record 0.
- Time Reporter Data:**
 - *Effective Date: 03/29/2022
 - *Status: Active
 - *Time Reporter Type: Elapsed Time Reporter
 - Elapsed Time Template: MCELAPSEC (Miami Dade Common Elapsed Tmpl)
 - Punch Time Template: [Search]
 - Time Period ID: [Search]
 - *Workgroup: L-JB (Non-Bargaining - Job Basis)
 - *Taskgroup: PSNONCAT (Commitment Accounting)
 - Task Profile ID: [Search]
 - TCD Group: [Search]
 - Restriction Profile ID: [Search]
 - Rule Element 1: [Search]
 - Assignment: [Search]
 - Admin Functions: [Search]
 - Rule Element 4: [Search]
 - OCL Jobcode: [Search]
 - Time Zone: EST (Eastern Time (US))
- Payroll:** Send Time to Payroll
- Commitment Accounting:** For Taskgroup, For Department

The 'OK' button is highlighted in red at the bottom left of the form.

Lecture 2: Manage Hire Continued

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

The screenshot displays the 'Manage Hires' interface for an employee named Garth Brooks. The page is divided into several sections:

- Employment Information:** Shows the employee's name (Garth Brooks), Employee ID (00350896), and Empl Record (0).
- Organizational Instance:** Displays the Organizational Instance Rcd (0), Original Start Date (03/29/2021), and First Start Date (03/29/2021). It also includes a table for Termination Date and a section for Org Instance Service Date (03/29/2021) with an 'Override' checkbox and a duration of 1 year, 0 months, and 0 days.
- Organizational Assignment Data:** Contains an 'Instance Record' section with the following details:
 - 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 (with 'Override' checkbox and 1 year, 0 months, 0 days duration)
 - Benefits Service Date: 03/29/2021 (with 'Override' checkbox and 1 year, 0 months, 0 days duration)
 - Seniority Pay Calc Date: 03/29/2021 (with 'Override' checkbox and 1 year, 0 months, 0 days duration)
 - Tuition Class End Date: (calendar icon)
 - Professional Experience Date: (calendar icon)
 - Last Verification Date: (calendar icon)
 - Business Title: HR FINANCE SPECIALIST
 - Position Phone: (blank)

At the bottom of the page, there is a navigation bar with the following links: Job Data, Employment Data, Earnings Distribution, **Benefits Program Participation** (highlighted in red), and Creditable Adjusted Dates. The 'informs' logo is visible in the top right corner.

Lecture 2: Manage Hire Continued

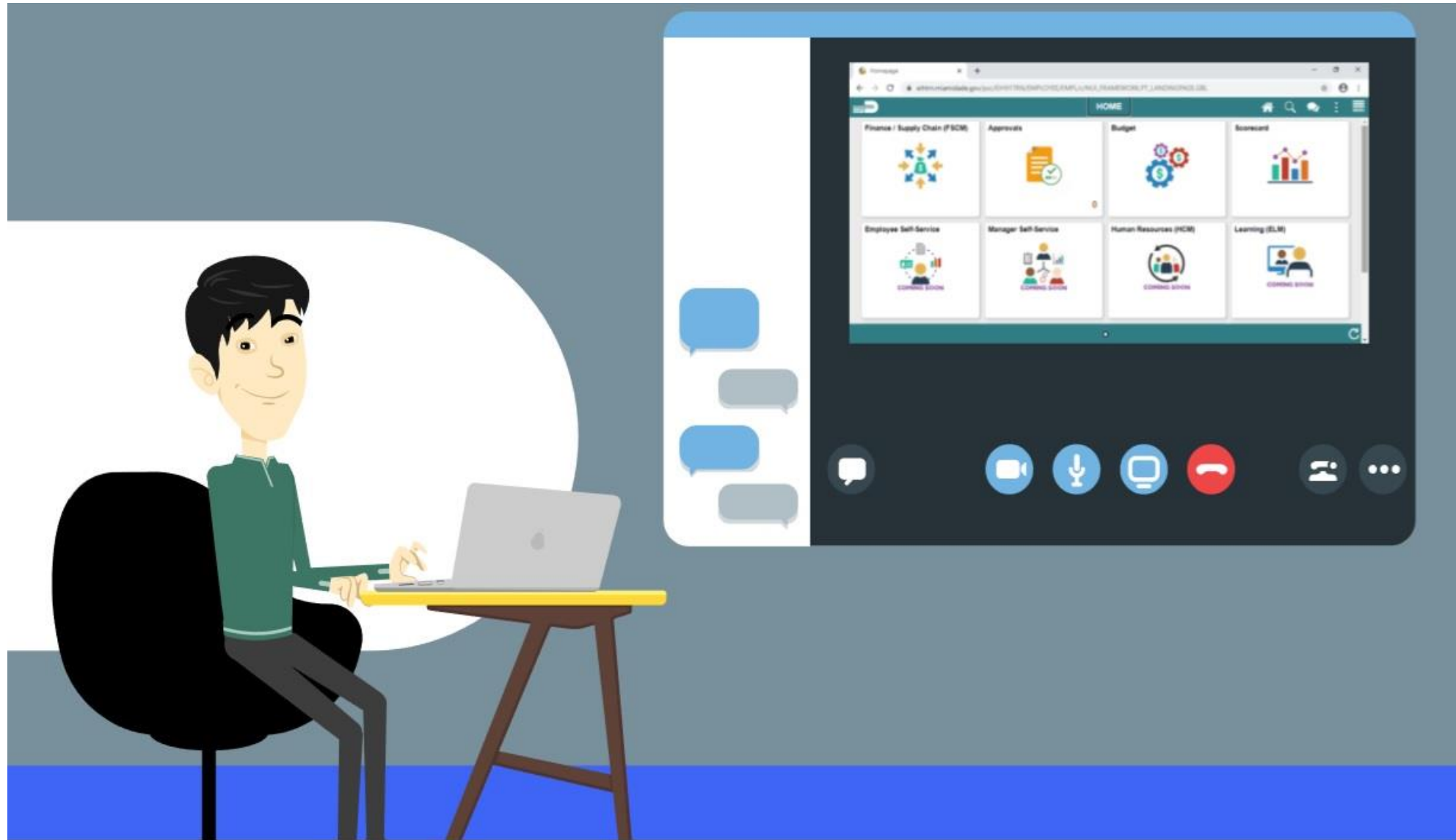
34. Input the applicable **Retirement Kind**.

35. Select the **OK** button.

The screenshot shows the 'Manage Hires' interface with the following details:

- Benefit Record Number:** 0
- Effective Date:** 03/29/2021
- HR Status:** Active
- Payroll Status:** Active
- *Benefits System:** Benefits Administration
- Currency Code:** USD
- Benefit Program:** RG3
- Retirement Kind:** HA (highlighted with a red box)
- Executive Benefits:** (empty field)
- Benefit Program Participation Details:**
 - *Effective Date: 03/29/2021
 - *Benefit Program: RG3
 - Currency Code: USD
 - BU CKLM >(1/1/19) FGH (1/1/20)
- Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, Creditable Adjusted Dates
- Buttons:** OK (highlighted with a red box), Cancel, Apply, Refresh

Lecture 2: Activities and Exercises



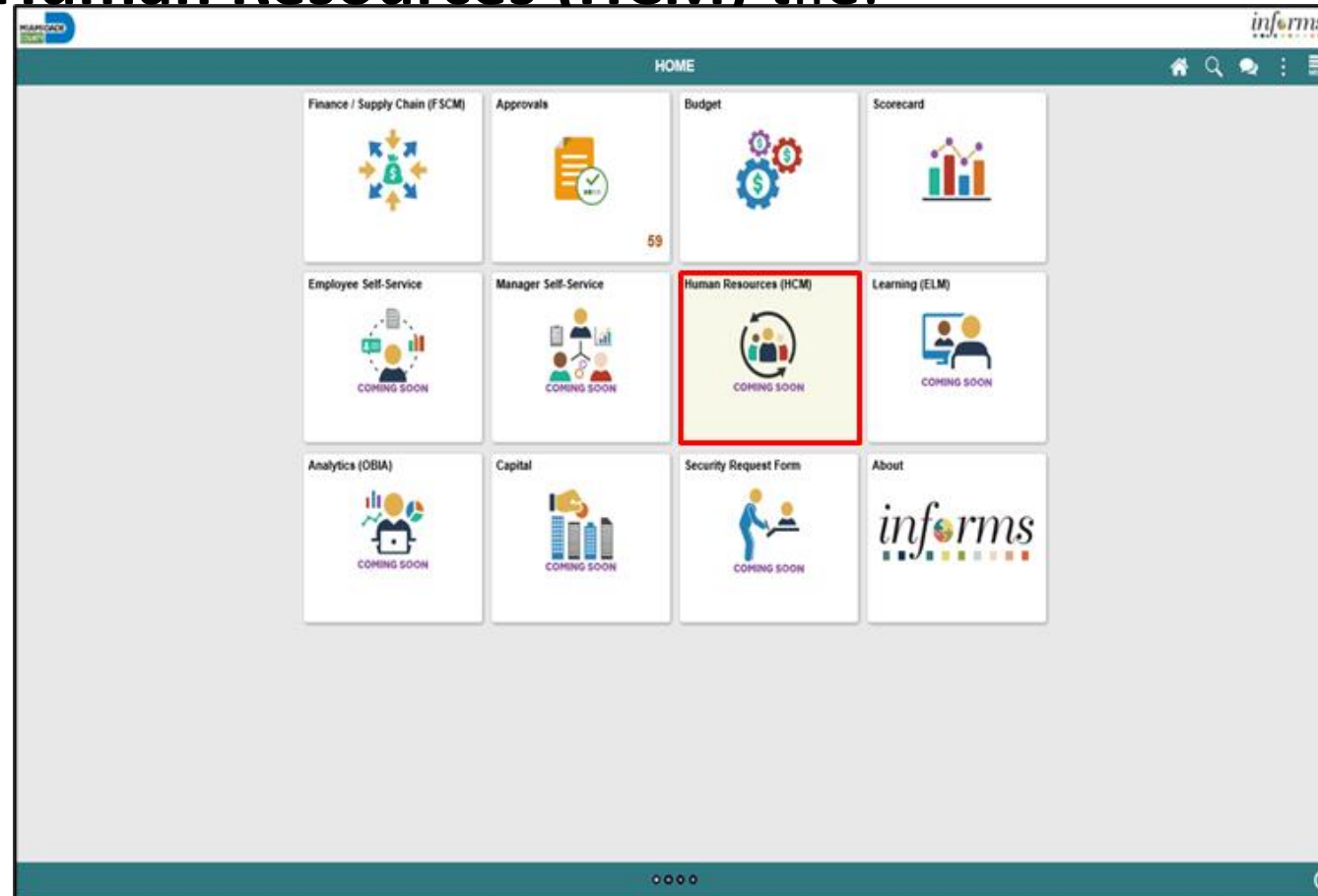
Lecture 3: Transfer an Employee to a New Position (Lateral)

- 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)

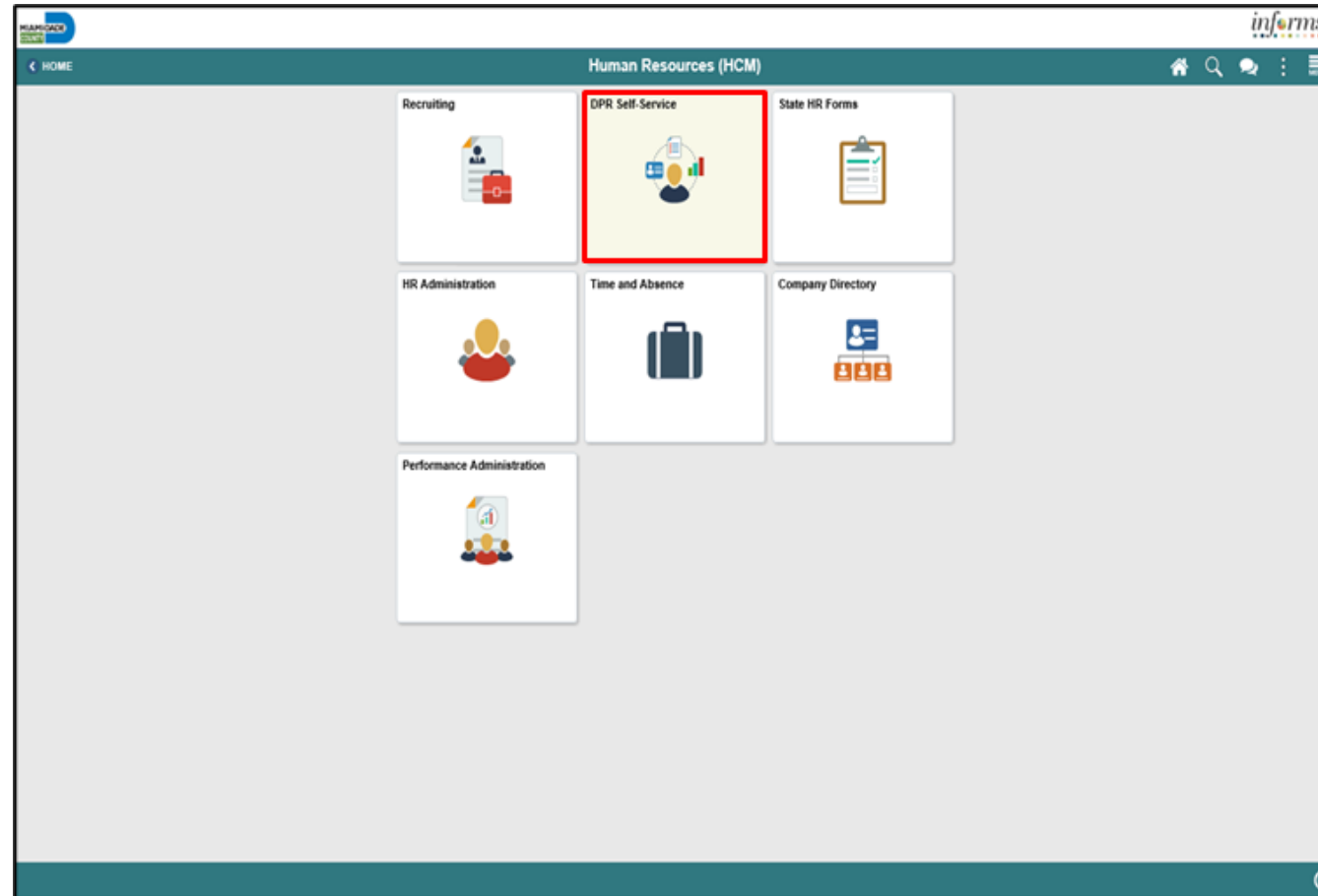
As a DPR, prepare an employee for hire.

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



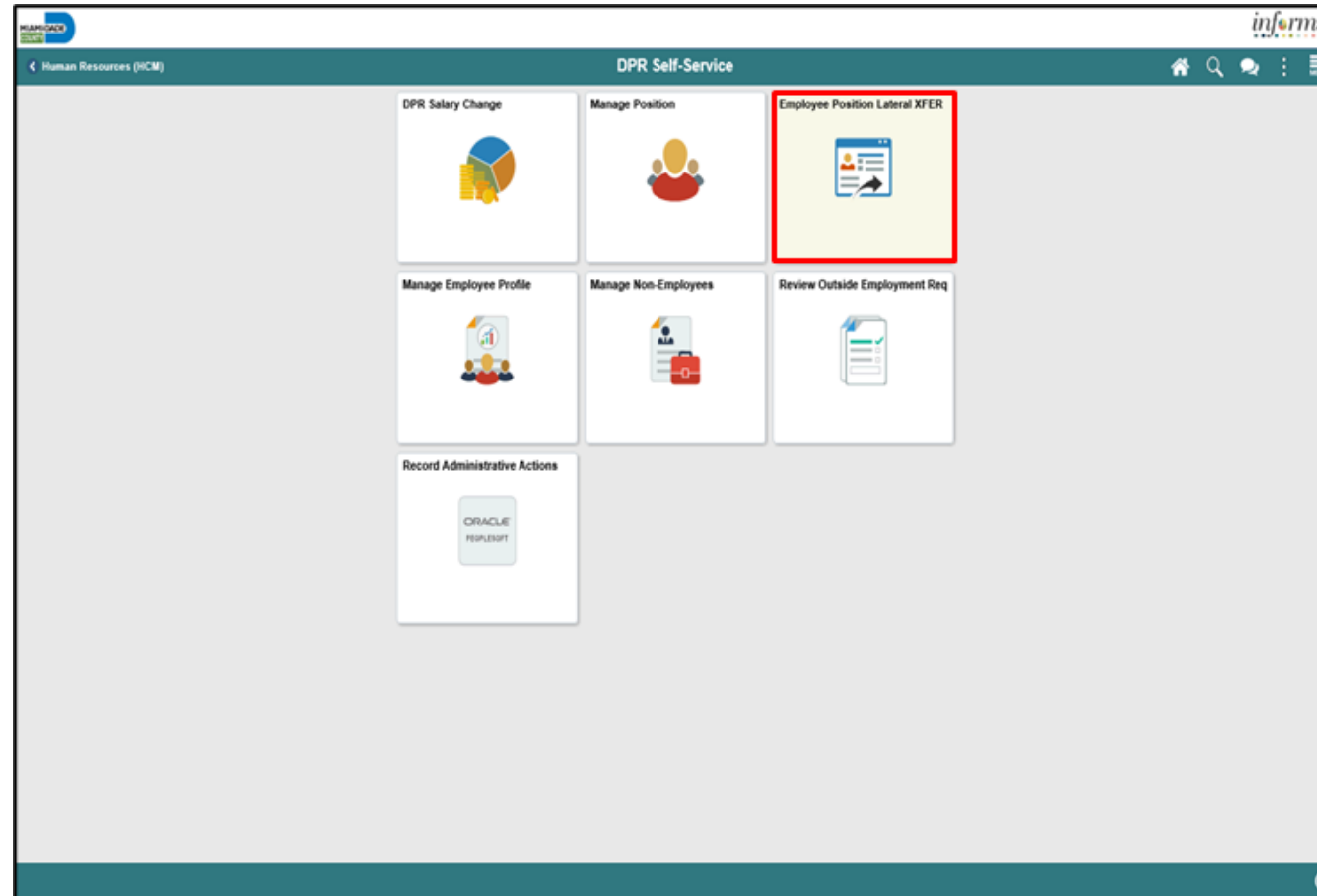
Lecture 3: Transfer an Employee to a New Position (Lateral)

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.

MIAMI-DADE COUNTY **informs**

< DPR Self-Service Position Lateral Transfer New Window | Help

Position Lateral Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID (begins with)

Business Unit (begins with) P96

First Name (begins with)

Last Name (begins with)

Include History Correct History

Search Clear Basic Search Save Search Criteria

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

5. Select the applicable employee.

Position Lateral Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID (begins with)

Business Unit (begins with) PR

First Name (begins with)

Last Name (begins with)

Include History Correct History

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Empl ID	Business Unit	Name
00000034	PR	George Sexton
00000172	PR	Antonia Wilson
00011306	PR	Mulchan Kallawan
00011553	PR	Roberto Zubiate
00011883	PR	Luisa Gomez
00022785	PR	Cesar Llave
0003426	PR	Carlos Aguilar
0003431	PR	Donald Thompson
0003362	PR	Charlotte Thompson
0003755	PR	Silvia Gonzalez
0003856	PR	Ana Robles
0003970	PR	Sharon Wilong
0004090	PR	Annenarie Babinskias
0004472	PR	Thomas Morgan
0004870	PR	Gaspar Vento
0004956	PR	Orlando Rivers
0005204	PR	Julio Mesa
0005285	PR	Ana Lang
0005536	PR	Cirena Andino
0005984	PR	Jill Rochfort
0006253	PR	Victor Fernandez-Cuervo
0006467	PR	Rodell Collins
0006616	PR	Roosevelt Badger Jr
0006708	PR	Victor Jenkins
0006949	PR	Ruben Martin
0007419	PR	Ellis Godfrey
0007679	PR	Susan Walker
0008075	PR	Irish Wilson

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.

The screenshot displays the 'Employee Position Lateral XFER' interface. At the top, it shows 'DPR Self-Service' and 'Employee Position Lateral XFER'. The employee details are as follows:

- Empl ID: 00000172
- Name: Jimmy Torres
- Business Unit: PR Parks, Recreation & Open Spcs
- Department: PR27010000 ADMINISTRATION
- Position Number: 0010047 MAINTENANCE TECHNICIAN
- Latest Effective Date: 12/28/2020

The 'Employee Position Data' table has one entry:

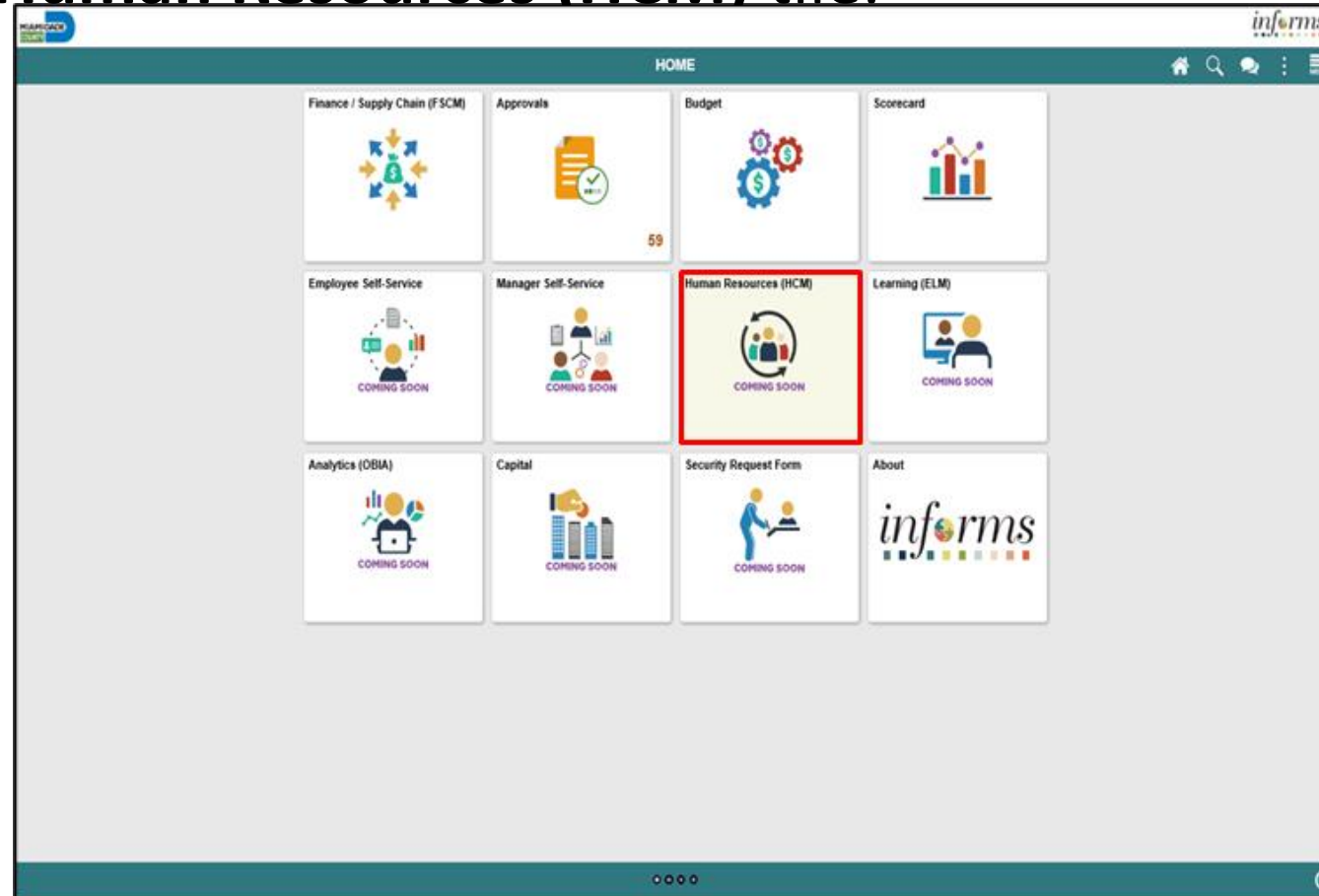
Effective Date	Seq	Action	Position
03/29/2022	0	YFR	MAINTENANCE TECHNICIAN

The 'Position Number' field in the table is highlighted with a red box. Below the table, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Lecture 4: Verify Employee Transfer

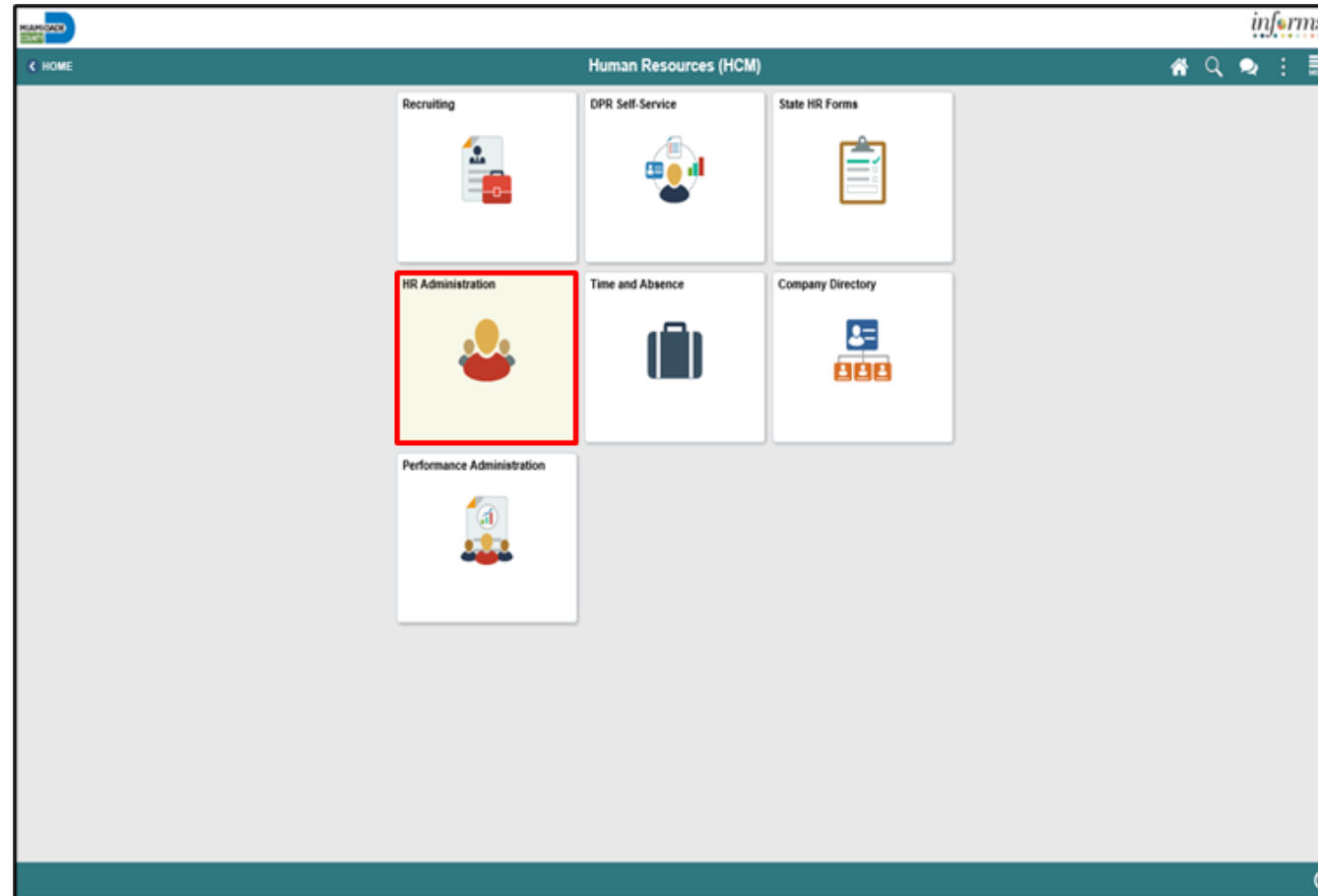
As a DPR, prepare an employee for hire.

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 displays the 'HR Administration' interface. The 'Job Data' section is active, showing search criteria for finding an existing value. The 'Empl ID' field is set to 'contains' with the value '172'. Below the search criteria, there are checkboxes for 'Include History' and 'Case Sensitive'. A red box highlights the 'Search' button. Below the search results, a table lists employee records with columns for Empl ID, Empl Record, Name, First Name, Last Name, Second Last Name, Alternate Character Name, and Middle Name. The first row in the table has the Empl ID '00000000' 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	Goel Prado	Goel	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 the employee Jimmy Torres (Empl ID: 00000172). The 'Work Location Details' form is active, showing the following information:

- Effective Date:** 03/29/2022
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Transfer
- Reason:** (Empty dropdown)
- Position Number:** 00010947 (MAINTENANCE TECHNICIAN)
- Position Entry Date:** 03/02/1992
- Regulatory Region:** USA (United States)
- Company:** MDC (Miami Dade County)
- Business Unit:** PR (Parks, Recreation & Open Spcs)
- Department:** PR27010000 (ADMINISTRATION)
- Department Entry Date:** 03/02/1992
- Location:** DSD03030000 (Hickman Building - PR)
- Establishment ID:** MDC (Miami Dade County)
- Date Created:** 03/29/2022
- Last Start Date:** 03/02/1992
- Expected Job End Date:** (Empty field)

At the bottom of the form, the 'Include History' button is highlighted with a red box. Other buttons visible include 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', and 'Update/Display'.

Lecture 4: Verify Employee Transfer

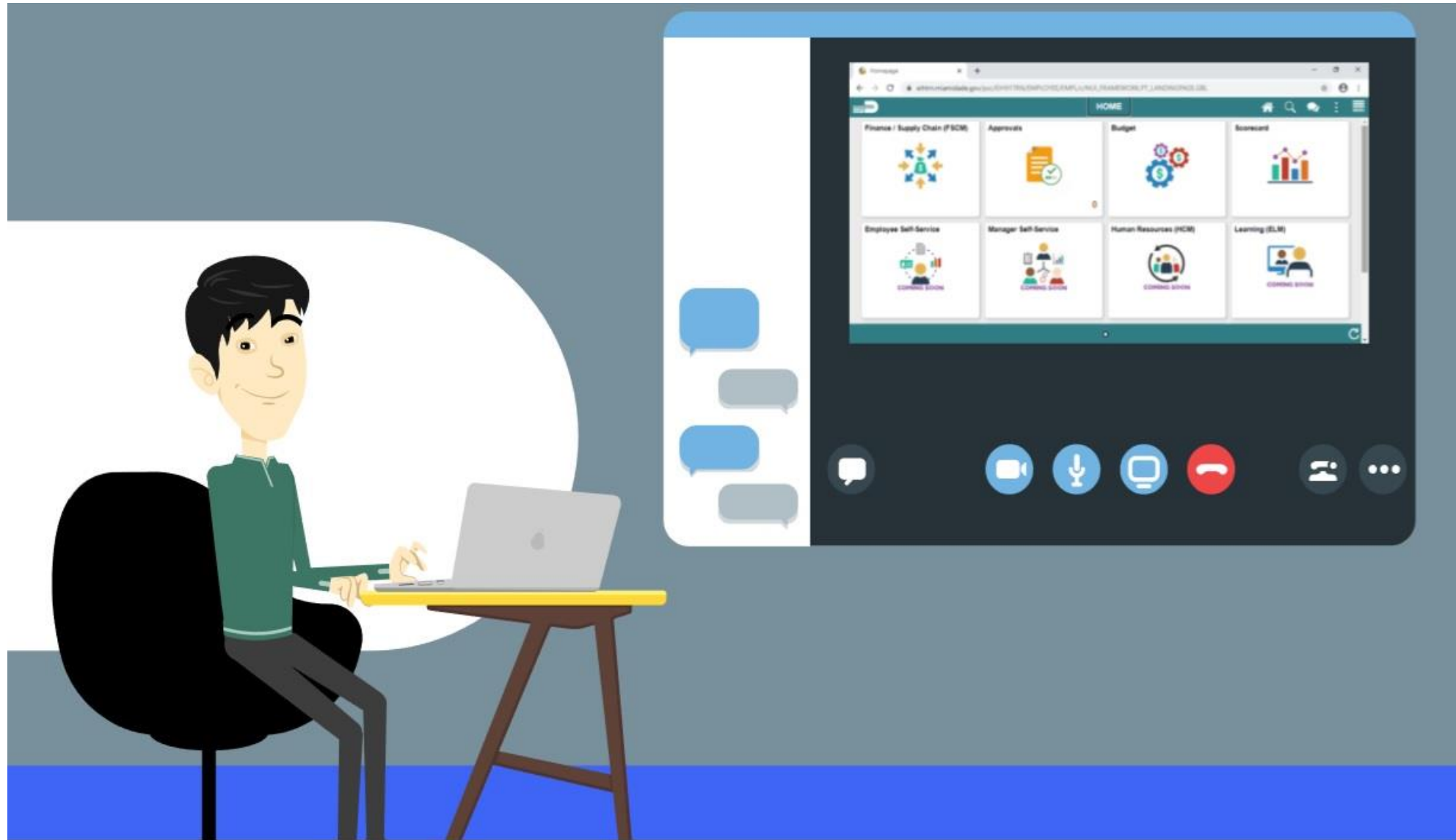
The history of the employee is captured on each page.

The screenshot displays the 'HR Administration' interface for 'Human Resources (HCM)'. The main content area is titled 'Work Location Details' and shows the following information:

- Employee: Jimmy Torres, Empl ID: 00000172, Empl Record: 0
- Work Location Details: Effective Date: 03/29/2022, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Action: Transfer, Reason: (empty), Current: (checkbox)
- Position Information: Position Number: 00010947, Position: MAINTENANCE TECHNICIAN, Position Entry Date: 03/02/1992, Position Management Record: (checkbox)
- Organizational Details: Regulatory Region: USA, Company: MDC, Business Unit: PR, Department: PR27010000, Location: DSD03030000, Establishment ID: MDC, Date Created: 03/29/2022
- Additional Dates: Last Start Date: 03/02/1992, Expected Job End Date: (empty)

The interface includes a sidebar with navigation options: Job Information, Job Data, Workforce Job Summary, Manage Employee Profile, Headcount, Labor Administration, and HR Configuration. The main content area has tabs for Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and Creditable Adjusted Dates. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, and Include History. A red box highlights the '1 of 4' pagination indicator in the top right corner of the 'Work Location Details' section.

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

Congratulations on successfully completing the Recruitment course!

DPR 321 – DEPARTMENTAL HR RECRUITMENT