Recruiting Solutions:
Print Applications and Resumes
HCM 9.0 Business Process Guide
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Processing Steps</td>
<td>2</td>
</tr>
<tr>
<td>Find Job Openings</td>
<td>2</td>
</tr>
<tr>
<td>Print Applications</td>
<td>4</td>
</tr>
<tr>
<td>Print Resumes</td>
<td>8</td>
</tr>
</tbody>
</table>
Introduction

The Screen Applicants Business Process Guide will provide a high level overview of how to manage Screen Applicants within the Recruiting Module.

The Screen Applicants Process is used to find those applicants who are best suited for a particular job opening. In general, the HCM 8.9 Business Process Guides should be used in the following order:

- Create and Manage Job Openings
- Applicants Apply for openings
- Find Job Openings and Applicants
- Screen Applicants
- **Print Applications and Resumes**
- Manage Applicant Interviews (Interview Teams)
- Manage Offers (HR)
- Prepare for Hire (HR)
- Hire Applicants (Payroll)

The guide listed in bold is the guide you are working on now.
Processing Steps

Find Job Openings
Navigation: Recruiting > Find Job Openings

- Enter the Job Opening ID number
- Click Search

Note: the status should be ‘Open’
Click the job opening title you will be using

Find Job Openings

1 Results Found

<table>
<thead>
<tr>
<th>Search Results</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>Location</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Opening</td>
<td>ID #</td>
<td>Type</td>
<td>Location</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td>Testing HCM 9.0</td>
<td>1562</td>
<td>Standard Requisition</td>
<td>CSU Dominguez Hills</td>
<td>05/20/2011</td>
<td></td>
</tr>
</tbody>
</table>

Select All  Deselect All  Select Action...  Go  Create New Job  Browse Job Openings  Find Job Postings
**Print Applications**

**Navigation:** Recruiting > Find Job Openings

- On the bottom of the area click Select all or select the individual applicants
- In the Group Action area Select ‘Print Application
- Then click ‘GO’

**Note:** Applications can be viewed/printed as one document.
Click 'Run' to begin the process
- In the ‘Service Name’ area Select ‘PSUNX’
- Make sure the box is checked next to the Report description
- Then Click OK
- Click the ‘Report Manager’ hyperlink

![DH Print Application](image)

- Be sure you’re on the ‘Administration’ tab
- Click ‘Refresh’ periodically until the Status indicates ‘Posted’
- Click the Print Application Hyperlink

![View Reports For](image)
Print Resumes

Navigation: Recruiting > Find Job Openings

Follow the instructions on how to find a job opening on page two (2)

- Click the resume icon of the Applicant you’d like to view/print

Note: Resumes can only be viewed / printed one at a time. If you have difficulty viewing a resume please contact HR.

When using Internet Explorer:
If your pop up blockers are blocking the document from opening hold down your control key while you click until the document opens.