

Reports

- **Manage Job Requisitions** report - View all the job requisitions for the supervisory organizations you support. Navigate to the job requisition during any stage of the Job Application process. This is a drill-down report and individual requisitions details, such as candidate details, candidate stage, awaiting actions, etc., can be accessed by clicking on the Job Requisition number
- **Candidate Pipeline** report - View the number of candidates in each stage of the Job Application process for every Job or Evergreen Requisition. This report is used during the Initial Review stage to decline candidates or move them forward to the Screen stage. This is a drill-down report, that is, you can click on a requisition or a number and can perform actions for various candidates

Helpful Hints

- Recruiting Start Date, Target Hire Date – Use current date
- Unpost Job Req - Contact your HR Generalist or email a request to agrillifehr@ag.tamu.edu
- Creating the job requisition and posting the job requisition are separate BPs
- **Is a Job Requisition is still posted?**
 - Search for the Job Requisition in the Global Search Bar (i.e. R-001234)
 - Click on Job Requisition in Search Result
 - Click on Job Postings tab
 - If posting information shows under Current tab, the Job Requisition is still posted. If nothing shows under the Current tab the Job Requisition is unposted. Click the Historical tab to see posting history.
- **Closing a Job Requisition vs. Unposting** – When a Job Requisition is created for a position, it is not visible to applicants until it is Posted. As long as the Job Requisition is Posted, applicants may apply. When a Job Requisition is Unposted, applicants may no longer apply, however, the Job Requisition is still Open. When a Job Requisition is Closed, all applicants must be dispositioned, and the position is no longer available to fill using the Recruiting process. An Open Job Requisition should only be Closed if that Job Requisition will no longer be used to recruit and hire someone for that position. If you wish to stop the flow of applicants for an Open Job Requisition, please contact your HR Generalist or email a request to agrillifehr@ag.tamu.edu to Unpost the Job Requisition
- **Evergreen Requisitions**
 - Create positions prior to creating requisitions. There are a number of issues that happen when you create requisitions and then create the position within that process. A Position ID doesn't necessarily populate and comments you may put in one process may not be visible throughout.
 - If you plan on using an Evergreen for "open rank", meaning several different job profiles, ensure you include all of those profiles during the creation of the evergreen
 - You cannot create a search committee on an evergreen requisition. Connect a search committee to the primary requisition.

- Suggestions:
 - Create your evergreen with at least one primary requisition. This requisition is used to perform a good amount of work during the search and will be used for reporting. Add additional regular requisitions for the actual hires.
 - As soon as your candidates apply to the evergreen, move them as quickly as possible to the primary requisition.
 - Initial Review – perform on either the evergreen or the primary requisition
 - Screen – perform on either the evergreen or the primary requisition
 - Interview – perform on the primary requisition
 - Reference check – perform on the primary requisition or the additional regular requisition
 - Offer – perform on the additional regular requisition
 - Background check – perform on the additional regular requisition
 - Ready for Hire – perform on the additional regular requisition
- **Search Committees**
 - Create your committee using Maintain Committee Definition. Add Date, choose existing if editing an existing committee or create new.
 - Use the Help available. Click on all of the question marks to find out what is needed. That includes connecting the requisition (or primary requisition on an evergreen).
 - Under Maintain Committee Membership targets (in this task), click on the + button to add a line. Choose Internal and a number (or unlimited) for the size of the committee.
 - Use Manage Committee Membership BP to add your committee members. The BP will send you a task with instructions on how to add the role to your members.
 - Add the role to your members by going to the person’s relation actions, to Security Profile, then to Add/Remove roles. Add another line, and in “Role Enabled For”, type in the search committee name. Then choose the role as Search Committee Member.
 - Notes:
 - They will not be able to see if they are not a member, the requisition isn’t connected, or the role isn’t enabled for the search committee
 - They are able to see everything on the requisition, including all candidates, etc.
 - They will not automatically get an interview task unless you also put them on the interview committee.