

## CAPPS Recruit

### Introduction

Welcome to CAPPS HR/PAYROLL End-User Training (EUT)

CAPPS Recruit

Course Number: 115

Hello!

I'm Lisa. I will be walking you through your course today.

### Duration

This course will take approximately three and half hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

### Preparation

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

### Course Navigation

Be sure you use the Next and Prev navigation buttons only when directed to view information in this course.

### Course Outline

CAPPS Recruit is organized in four sections. Throughout each section, you will learn how to use the CAPPS Recruit functionality. The four sections are:

Section 1 - Overview

Section 2 - The Recruitment Process

Section 3 - Recruiting Self-Service and Manager Self-Service

Section 4 - Review

## Course Objectives

After completing this course, you will be able to:

- Describe CAPPS Recruit
- Navigate through CAPPS Recruit
- Recognize Key Terms and Definitions
- Create, cancel, duplicate, add questions, approve, and post requisitions
- Manage Candidates
- Perform steps for the Interview Process
- Perform steps for the Offer Process
- Perform steps to Hire a Candidate

## Section 1

### Overview

#### Section 1 - Objectives

After completing this section, you will be able to:

- Describe CAPPS Recruit
- Explain the benefits of CAPPS Recruit
- Recognize Key Terms and Definitions

#### Section 1 - Outline

1) CAPPS Recruit Overview

2) Introduction to Key Terms and Definitions

#### Section 1, Lesson 1

##### CAPPS Recruit Overview

Review the purpose and benefits of using CAPPS Recruit

## CAPPS Recruit Overview

- CAPPS Recruit helps agencies source, assess, and hire the best talent. In addition to automating the process, CAPPS Recruiting delivers insights to continuously improve talent acquisition efficiency and effectiveness.
- Hiring Managers and Recruiters are able to electronically create and view job requisitions, manage candidates, screen and schedule interviews, change statuses, present an offer, and prepare the candidate for hire. Recruiters are also able to post jobs.

## CAPPS Recruit Benefits

- Give managers and recruiters intuitive tools to evaluate candidates and track their progress through the recruiting process and know their status at a glance.
- Easily coordinate individual or group interviews.
- Streamline the process of creating, extending, approving, comparing, and tracking offers.

## Section 1, Lesson 2

### Introduction to Key Terms

- Review Key Terms and Definitions

## Section 1, Lesson 2

### Key Terms and Definitions

- Job Requisition - A request to fill a position. Contains details about the request and job posting details.
- Job or Requisition Template - The position and job code information stored in CAPPS Recruit from CAPPS HR/Payroll. Templates are the starting point of a job requisition.
- Job Submission - Equivalent to the application for a specific job requisition.
- CSW (Candidate Selection Workflow) - The steps and statuses available to track selecting candidates.
- Step - The major stages of the CSW.
- Status - The detail or state of a candidate within a step of the CSW.
- Revert - The action taken when the job submission status is moved backwards in the CSW.

- RSS (Recruiting Self-Service) - The self-service functionality provided to individuals with the TX\_HCM\_HR\_UPD\_NEWHIRE\_RECRUIT role to review pending hires and to complete the onboarding transaction in CAPPs HR/Payroll.
- ACE (Abilities, Certifications, and Experience) - An assessment tool that helps to identify the top candidates, based on responses to pre-screening questions.
- OLF (Organization Location/Job Function or Field) - Foundation data in CAPPs Recruit. Defines the parent/child relationship for agency, work locations, and job categories.
- User Type - A security role in CAPPs Recruit (example: recruiter).
- User Group - Each agency has a user group, and members of that user group may have access to job templates, job requisitions, and candidates that belong to that user group or agency. Similar to the row level permission list in CAPPs HR/Payroll.
- OBI (Oracle Business Intelligence) - The reporting tool integrated within CAPPs Recruit.

## Section 2

### The Recruitment Process

#### Section 2 - Objectives

After completing this section, you will be able to:

- Create requisitions, add questions, approve and post requisitions
- Identify how the steps, statuses and actions within the CSW progress candidates throughout the Recruiting Process
- Describe the roles and responsibilities of users involved in the Recruiting Process
- Apply the steps involved on the Recruitment
- Process

#### Section 2 - Outline

##### The Recruitment Process

- Describe the Candidate Selection Workflow (CSW)
- Review Roles and Responsibilities
- Review the Recruiting Process

## The Candidate Selection Workflow (CSW) Process

This page contains a diagram of the CSW Workflow Steps/Statuses

- 1) HR Screen
- 2) HM Screen (Optional)
- 3) Pre-Interview Assessments (Optional)
- 4) 1st Interview
- 5) 2nd Interview (Optional)
- 6) Pre-Offer Checks (Optional)
- 7) Offer
- 8) Post-Offer Checks (Optional)
- 9) Hire

## The Candidate Selection Workflow (CSW) Process 2

This page contains a diagram of the CSW Workflow Process 2 Steps/Statuses

- 1) HR Screen
- 2) Pre-Interview Assessments (Optional)
- 3) 1st Interview
- 4) 2nd Interview (Optional)
- 5) Pre-Offer Checks (Optional)
- 6) Offer
- 7) Post-Offer Checks (Optional)
- 8) Hire

The page contains a diagram of the Recruit processes.

- HR Screen and HM Screen (The Screening Process)
- 1st Interview and 2nd Interview (The Interview Process)
- Pre-Offer Checks, Offer, and Post-Offer Checks (The Offer Process)
- Hire (The Stage for Hire Process)

The Candidate Selection Workflow (CSW) process is discussed in detail in the Recruitment Process.

## Section 2, Lesson 1

Diagram and descriptions of the roles in the Recruitment Process.

### Recruiter

Examples of other Agency Titles:

HR Specialists, HR Generalist, HR Analyst, Program Specialist

### Responsibility

The Recruiter assists agencies in filling job vacancies with individuals who possess the necessary skills and experience for the job.

The Recruiter will utilize CAPPS Recruiting to create requisitions, screen candidates and progress the selected candidates through the Candidate Selection Workflow (CSW) to a point of completion.

### Hiring Manager

Examples of other Agency Titles:

Director, Supervisor, Budget Manager

### Responsibility

The Hiring Manager may participate in the candidate screening, interviewing, and recommend the hiring of a candidate. They may also have the authority to approve a requisition and offers.

### Human Resource Liaison

Examples of other Agency Titles:

HR Manager, HR Specialist, HR Analyst, HR Generalist

### Responsibility

The Human Resource Liaison may have the authority to approve requisitions, offers and candidates for hire. Based on an agency's business requirement, these various roles may be assigned different tasks within the recruiting process.

## Section 2, Lesson 1

This page contains links and description of the various steps in the Recruitment Process.

### Step 1 – Create a Requisition

Job Requisitions detail the specific requirements for a job position.

When creating a requisition, users will select an existing Requisition Template then review and/or enter information in the following six sections:

- Requisition Structure – Identification, User Group, Structure, Owners, etc.
- Process – Candidate Selection Workflow
- Job Information - Profile, Compensation, Other
- Budget
- Job Description - External/Internal Description and Qualifications
- Questionnaire – Disqualification and Pre-Screening Questions (not accessible to Hiring Managers)

After all sections are filled in and saved, the user must Request Approval

Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPs. After completing the exercise(s) close the browser tab and return to the course.

Create a Requisition

Scenario 1: Requisition List and File

Scenario 2: Creating a Requisition

Scenario 3: Duplicating a Requisition

Scenario 4: Canceling a Requisition

Scenario 5: Printing a Requisition

[View Section 2, Step 1 Exercise scenarios 1 – 5 \(opens a new web browser\).](#)

Step 2 – Add Questions

The Prescreening section of the requisition contains disqualification questions and prescreening questions that are used to find the ideal candidates. The questions will default on the requisition and recruiters can designate which of the prescreening questions may be Required or Assets (e.g. nice-to-have qualifications). Recruiters have the ability to add new questions to the requisition, if needed.

CAPPs Recruit also has an Abilities, Certifications, and Experience (ACE) candidate alert that identifies top candidates who achieve or exceed the ACE alert threshold for a job offer based on their responses to the questions in the Prescreening section of the requisition. The designation of Required and Assets for questions will trigger a Candidate to become an “ACE” candidate.

## Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPS. After completing the exercise(s) close the browser tab and return to the course.

### Adding Questions

Scenario 1: Adding Questions, ACE and Alert

[View Section 2, Step 2 Exercise scenarios 1 \(opens a new web browser\).](#)

### Step 3 – Approve Requisition

The request for approval will be sent via email to the users whom the requisition owner has designated. The approver(s) can approve or reject the requisition using the email link that launches an approval page or the approver can log into the system to respond. When rejecting the requisition, comments must be included.

Once the approver responds, an email is sent back to the requester, however users should check for updates in the system periodically throughout the day.

Once the requisition is approved, it can be Posted and Sourced.

## Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPS. After completing the exercise(s) close the browser tab and return to the course.

### Approve Requisition

Scenario 1: Approving a Requisition - eShare

Scenario 2: Approving a Requisition - Tasklist

Scenario 3: Rejecting a Requisition

[View Section 2, Step 3 Exercise scenarios 1 – 3 \(opens a new web browser\).](#)

### Step 4 – Post

A requisition posting allows a user to publish a requisition in order to have candidates apply for the job. Once the requisition has received approval, it can be posted to CAPPS Career Sections and Work in Texas Website. This can be done for both Internal and External positions.



Potential applicants will be able to search and find the posting.

Note: The Work in Texas website is the only career site that is going to interface with CAPPs Recruit. Any other site must be used outside of the system.

Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPs. After completing the exercise(s) close the browser tab and return to the course.

Post and Source Job

Scenario 1: Posting a Requisition

Scenario 2: UnPosting a Requisition

Scenario 3: Extending a Posting

[View Section 2, Step 4 Exercise scenarios 1 – 3 \(opens a new web browser\).](#)

Step 5 – Manage Candidates

The management of candidates involves knowing where information is found in CAPPs HR/Payroll Recruit.

A candidate's demographic information and job submission status is available for review and updating. This information may be viewed, updated or printed as part of the manage candidate process.

Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPs. After completing the exercise(s) close the browser tab and return to the course.

Manage Candidates

Scenario 1: Candidate Creation

[View Section 2, Step 5 Exercise scenario 1 \(opens a new web browser\).](#)

Step 6 – Screen for Candidates

CAPPs HR/Payroll Recruit users are able to use questions and screening tools to find the ideal candidates.

Requisitions are created with preset prescreening questions that are accessible only by the Recruiter. The Recruiter may add questions to the requisition based on the position requirements.

Candidates apply on posted requisitions and answer the prescreening questions.

Screen for Candidates

Scenario 1: PreScreening Candidates

[View Section 2, Step 6 Exercise scenarios 1 \(opens a new web browser\).](#)

Step 7 – Interview Candidates

The HR Liaison, Hiring Manager, and Recruiters work in progressing the best candidates through the appropriate selection steps.

When an interview is scheduled, updated or canceled in CAPPS Recruiting, an email message is sent to the selected attendees.

The Candidate Selection Workflow (CSW) allows for multiple opportunities to interview a candidate. Recruiters and/or Hiring Managers may update the candidate's records with the appropriate interview status.

Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPS. After completing the exercise(s) close the browser tab and return to the course.

Interview Candidates

Scenario 1: Interviewing Candidates

[View Section 2, Step 7 Exercise scenarios 1 \(opens a new web browser\).](#)

Step 8 – Make Offer

Recruiters and/or Hiring Managers can use CAPPS Recruiting to create offers. They can view and approve offers and then extend offers to candidates.

Once approved, the offer is sent to the candidate in writing via email, letter, or electronically.

E-Offer Candidates can view and respond to offers online using a link sent via email.

## Exercise(s)

Exercise(s) provide step-by-step instructions on how to perform a task in CAPPs. After completing the exercise(s) close the browser tab and return to the course.

## Make an Offer

### Scenario 1: Creating and Extending an Offer

[View Section 2, Step 8 Exercise scenarios 1 \(opens a new web browser\).](#)

## Step 9 – Stage a Hire Candidate

After a candidate has accepted the offer, the Recruiter or the Hiring Manager may change the Candidate Selection Workflow (CSW) to the “To be Hired” status. This status enables the ‘New Hire Interface’ to stage the candidate’s profile for hire in CAPPs HR/Payroll. The hire process will happen using RSS and MSS.

After the extract has been processed, the Recruiter or the Hiring Manager will update the candidate’s status to “Hired.” When this status is indicated on a candidate’s file, the open count of this position is adjusted or the requisition is closed.

## Hire a Candidate

### Scenario 1: Hire Candidate

[View Section 2, Step 9 Exercise scenarios 1 \(opens a new web browser\).](#)

After completing the Recruitment Process Checklist, you can hire the candidate.

## Section 3 – Overview

### The Hire Candidate Process from CAPPs Recruit

CAPPs Recruit “To Be Hired” > New Hire Interface > Recruiting Self-Service (RSS) and Manager Self-Service (MSS) > Hire Candidate > CAPPs HR/Payroll > Update CAPPs Recruit

## Section 3

### Recruiting Self-Service

#### Section 3 - Objectives

After completing this section, you will be able to:

- Outline the Hire Candidate process.
- Explain New Hire Interface
- Describe the Recruiting Self-Service (RSS) and Manager Self-Service (MSS) process.
- Complete the Hire Candidate process in CAPPS Recruit.

#### Section 3 – CSW Step and Status

There is a page here with screenshots of the Step “Hire” and Status “To Be Hired” in CAPPS Recruit.

#### Section 3 - New Hire Interface

The New Hire Interface gathers Personal data, Job data and Recruiting data from CAPPS Recruit.

The New Hire Interface captures the information needed to hire a candidate.

Next, the New Hire Interface will send the captured information to CAPPS HR/Payroll.

The New Hire Interface updates CAPPS HR/Payroll with the selected candidate’s information at 8am, 12pm, 4pm and 1am.

Now, let’s take a glance at how the process continues in CAPPS HR/Payroll.

#### Section 3 - Hire Candidate

##### Recruiting Self-Service and Manager Self-Service

Within CAPPS HR/Payroll, the Valid interface information is staged on the Hire Candidate pages in the Recruiting Self-Service and Manager Self-Service menus.

### Section 3 - CAPPS HR/Payroll

#### CAPPS HR/Payroll New Hire

After validating the information, the Recruiter or Manager will save the candidate's information.

Now let's view the final step in the Hiring Candidate process.

### Section 3 - Update CSW

#### CAPPS Recruit - "Hire" - CSW Step and Status

After the employee has been hired into CAPPS HR/Payroll, the candidate file must be updated in CAPPS Recruit.

Once again, you will access the candidate's file in CAPPS Recruit and perform a Change Step/status... action.

### Section 3 - Outline

- 1) Recruiting Self-Service (RSS)
- 2) Manager Self-Service (MSS)
- 3) Complete the Hire Candidate Process

### Section 3, Lesson 1

#### 1) Recruiting Self-Service (RSS)

- Validate and verify the personal, job and payroll related information.
- Hire a candidate.

### Section 3, Lesson 1 Exercise

Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

Recruit Self-Service (RSS)

Scenario 1: View/Update Candidate and Hire Candidate

[View Section 3, Exercise Lesson 1 Scenario 1 \(opens a new web browser\).](#)

Section 3, Lesson 2

2) Manager Self-Service

- Hire a candidate through Manager Self-Service

Section 3, Lesson 2 Exercise

Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

Manager Self-Service

Scenario 1: Update to Hire Candidate

[View Section 3, Exercise Lesson 2 Scenario 1 \(opens a new web browser\).](#)

Section 3, Lesson 3

3) Complete the Hire Candidate Process

- Update the new employee's record in CAPPS Recruit.

## Section 3, Lesson 3 Exercise

### Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

Complete the Hire Candidate Process

Scenario 1: Complete the Hire Candidate Process

[View Section 3, Exercise Lesson 3 Scenario 1 \(opens a new web browser\).](#)

## Section 4 Review

### Course Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Recruit:

- How to describe CAPPS Recruit and its Benefits
- How to recognize key terms and definitions
- How to create, duplicate, cancel, print, add questions, approve and post requisitions
- How to manage candidates
- How to perform steps for the Interview Process
- How to perform steps for the Offer Process
- How to perform steps to Hire
- How to perform steps to view/update/hire a Candidate in MSS and RSS
- How to perform steps to Complete the Hire

This course is almost complete.