



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Creating Job Openings

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Overview	1
Creating a Job Opening	1
Job Details.....	1
Generating a Job Opening Draft.....	2
Navigating Within the Job Opening Page.....	3
Toolbar.....	3
Header	4
Tabs.....	4
Sections.....	5
Managing Job Openings	6
Viewing or Updating Job Openings	6
Possible Statuses	6
Job Opening Page Tabs.....	6
Job Details Tab.....	6
Entering Opening Information.....	7
Establishing Job Location Details.....	9
Establishing Recruiting Location Details.....	9
Establishing Multiple Positions.....	9
Indicating Employee(s) Being Replaced	10
Creating Additional Job Specifications	10
Hiring Teams and Assignments	11
Hiring Teams	11
Assignments.....	12
Qualifications.....	14
Work Experience & Education.....	15
Licenses and Certifications	16
Screening	16
Employment and Skills Questions	17
Job Postings	18
Job Descriptions.....	18
Job Posting Destinations.....	19
Approving Job Openings.....	20
Approval Pages	20
Pending Approvals Page (under the Recruiting menu)	20
Job Opening Page	20
Search Job Openings Page	20
Approver Actions.....	21
Approve	21
Pushback.....	21
Deny.....	21
Resubmit.....	21
Changes to Job Opening Data During Approval Processing.....	21
Approvals Tab	22
Job Opening Approval Status	22
Approval Controls for Assigned Approvers	22
Approval Control for Requesters.....	22

Inserting Additional Approvers or Reviewers	23
Job Opening Page for Fluid Approvals.....	23
Approval Options.....	23
Job Opening Information.....	24
Additional Details Page.....	24
Posting Destinations Page	24
Understanding Screening Settings	24
Screening Criteria Selection	24
Job Preferences	25
General Requirements.....	25
Experience and Education	25
Screening Questions.....	25
Screening Criteria Point Values	26
Screening Level Processing Rules.....	27
Screening Level Selection	27
Revision History.....	28

Creating Job Openings

Overview

This desk aid guides recruiting users in creating job openings for vacant positions. CAPPS Recruit uses data from HR/Payroll and Position Management when creating job openings.

The information provided is based on CAPPS multiagency use of the recruiting templates and displays all functionalities available within Recruit. Access to this functionality depends upon the recruiting user’s assigned security roles, permissions and row level security. If you have questions, contact your agency’s Human Resources department.

Before creating a job opening:

- Have a vacant position number.

Note: It is recommended that the posted position(s) be vacant before initiating the *Offer* step. The position **must** be vacant before completing the *Prepare for Hire* step.

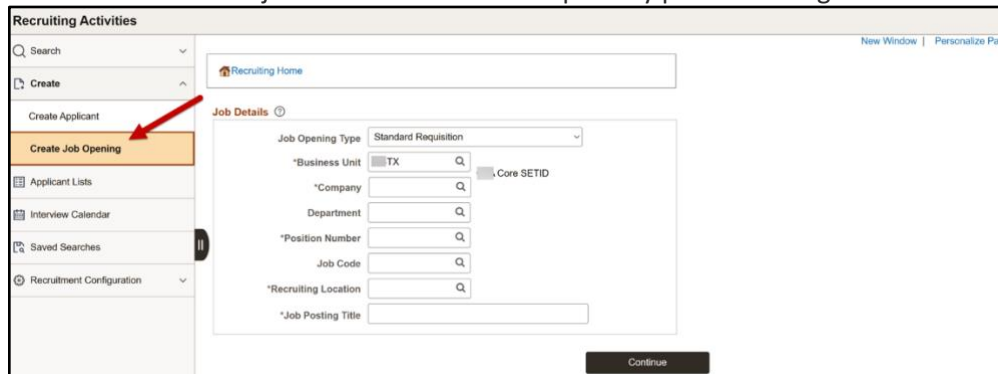
- Identify the number of positions (i.e., job openings) being hired with this job.
- Identify the following job-related details:
 - JOB CODE
 - SALARY / ADMIN / PLAN
 - LOCATION
- Compose a job description.
- Obtain a list of recruiting users (e.g., recruiters, hiring managers) who require access to either view or update the job opening.

Creating a Job Opening

Navigation

Dashboard: Recruiting; **Title:** Recruiting Activities; Create; Create Job Opening

The *Job Details* page displays information by default based on the recruiting user’s assigned company. Here, users must enter the job details related to the primary position being hired.



Job Details

When creating a job opening, start by entering high-level information on the *Primary Job Opening Information* page. The data entered here determines which templates govern the job opening and its default qualifications.

Generating a Job Opening Draft

1. Select the **JOB OPENING TYPE** from the drop-down menu (required).

Note: A **Standard Requisition** represents a specific job or position to be filled. Specific data must be provided regarding the job or position code. Standard requisitions can represent multiple job codes if the *Jobs* page (in *Recruiting Installation*) is configured to allow this.

2. Select the **BUSINESS UNIT** associated with the job opening (required).

Note: A user's default business unit is based on the primary permission list assigned to the user ID, which is specified on the *Org Defaults by Permission List — Defaults* page.
The business unit controls the available values for various business-unit-controlled or SetID-controlled job opening fields and filters data-entry fields that the system populates from job data and Position Management into the job opening.

3. Enter the **COMPANY** (required).

4. Select the **DEPARTMENT** associated with the job opening (default based on the **POSITION NUMBER**).

5. Select the **POSITION NUMBER** for the job opening (required).

Note: If the **JOB OPENING TYPE** is segmented by business unit, department, job family or job profile, enter a segment value before entering the **POSITION NUMBER** — the segment value and the **BUSINESS UNIT** controls which **POSITION NUMBER** values are available to select.

6. Enter the **JOB CODE** for this job opening if the **POSITION NUMBER** field is blank (required).

Note: If the **POSITION NUMBER** contains a value, the system displays a value derived from the **JOB CODE**.

7. Select the primary **RECRUITING LOCATION** associated with the job opening.

Note: This is the primary city/state where the job will be posted. Additional recruiting locations can be entered on the *Job Opening* page.

8. Enter the **JOB POSTING TITLE** (required).

Note: When formatting the **JOB POSTING TITLE**, it is recommended to begin with the agency's acronym (e.g., CPA). After creating one or more postings for the job opening, you can change the primary posting title by selecting from the available titles.

9. Select **Continue**.

The system generates a draft version of the job opening.

Note: The **JOB OPENING ID** defaults to **NEW**.

Navigating Within the Job Opening Page

The *Job Opening* page allows recruiting users to create job openings and manage their details.

Navigation

Dashboard: Recruiting; **Title:** Recruiting Activities; Create; Create Job Opening; Job Opening
 –or–

Dashboard: Recruiting; **Title:** Recruiting Activities; Search Job Opening

The screenshot shows the 'Job Opening' page toolbar. At the top, there are two buttons: 'Save and Submit' and 'Save as Draft'. Below these are navigation links: 'Recruiting Home', 'Notification' (highlighted with a red arrow), and 'Start Over'. The main area displays job details in two columns. The left column includes: Job Opening ID NEW, Job Posting Title CPA_Program Spclst IV, Job Code 15732A (Program Spclst IV), Position Number [redacted], and Primary Recruiting Location 2136 (Austin). The right column includes: Status 005 Draft, Business Unit 30400 (CPA BU), Department [redacted], and Company 304 (Comptroller of Public Accounts).

Toolbar

The toolbar is different when the job is viewed on the *Manage Job Opening* page.

Field or Control	Description
Save and Open	Saves the job opening and sets its status to <i>Open</i> (or, if the delivered status configuration was changed, to the default job opening status). Available on unsaved and draft job openings if no approval is required.
Save and Submit	Saves the job opening and sets its status to <i>Pending Approval</i> . If you changed the delivered status configuration, the job opening status changes to the pending approval status you defined. This action: <ul style="list-style-type: none"> • Also sends a notification to the approver. • Is available on unsaved and draft job openings if approvals are required.
Save as Draft	Saves the job opening and sets its status to <i>Draft</i> . Note: Available on unsaved and draft job openings regardless of if approval is required.
Save	Saves changes to a job opening without changing its status. Note: Replaces the Save as Draft option after a job opening is opened or submitted.
Delete	Deletes the job opening and returns to the <i>Primary Job Opening Information</i> page. Note: Available only on draft job openings.
Notification	Accesses the <i>Send Notification</i> page. Notifications sent this way are simple text messages without a link to the job opening. Note: Available only in unsaved and draft job openings.
Start Over	Returns to the <i>Primary Job Opening Information</i> page to restart the job creation process. Note: Available only if the job opening is not yet saved.
Print Job Opening	Opens the <i>Select Job Opening Sections</i> page, where the <i>Job Opening</i> report is generated after selecting the data to include in the report. Note: Available only after initially saving (as <i>Draft</i> , <i>Opening</i> or <i>Submitting</i>) the job opening.
Clone	Opens the <i>Clone Job Opening</i> page, where the current job opening can be cloned. Note: Available after a job opening is opened or submitted.

Field or Control	Description
Create New	<p>Accesses the <i>Primary Job Opening Information</i> page, where the process of creating a new job opening begins.</p> <p>Note: Visible after a job opening is opened or submitted.</p>
Job Opening List	If a draft job opening was accessed from a list of job openings (for example, the search results on the <i>Search Job Openings</i> page), use this option to return to the job opening list.

Note: If the system is configured to allow multiple job codes per job opening, sections (with data that can vary by job code) appear in the *Additional Job Specifications* scroll area.

Header

The following read-only fields below the toolbar provide basic information about the job opening.

Field or Control Option	Description
JOB OPENING ID	The unique identifier for the job opening.
STATUS	The status of the job opening.
JOB POSTING TITLE	<p>The primary title of the job posting.</p> <p>Initially entered on the <i>Primary Job Opening Information</i> page but can be updated by creating a job posting and designating one as the primary title. Users can manage postings and the primary posting title on the <i>Job Posting</i> section of the <i>Job Opening</i> page.</p>
BUSINESS UNIT	The business unit of the job opening.
JOB CODE	<p>The job code of the job opening. If a job opening has multiple job codes, this is the primary job code.</p> <p>The JOB CODE field does not display:</p> <ul style="list-style-type: none"> • Under full position management. –or– • If the job opening does not specify one (only occurs in continuous job openings).
DEPARTMENT	The department of the job opening (this field does not display if the job opening does not specify a department).
POSITION	<p>The position for the job opening.</p> <p>If a job opening has multiple positions, this is the primary position. The POSITION field does not display if the job opening does not specify a primary position. Job openings only include position data if the system is configured for full or partial position management.</p>
JOB FAMILY, COMPANY or SALARY PLAN/GRADE	The corresponding field(s) appears in the job opening header if the template segmenting value (the data that controls selection of a job opening’s recruitment template) is JOB FAMILY, COMPANY or SALARY PLAN/GRADE .
POST DATE, REMOVE DATE and NEXT REVIEW DATE	<p>The details for the job posting destination that should be available.</p> <p>These fields display if the job posting is enabled and the <i>primary</i> job posting designation is selected. See the <i>Posting Information</i> page.</p>

Tabs

The number and names of tabs can vary across job openings because the *Job Opening* details are organized under user-defined tabs in the job opening template.

On the *Job Opening* page, if job opening approvals are active, the *Approval* tab displays after the job is submitted for approval. If only one tab is defined (with no *Approval* tab), the system does not display any tabs.

After a job opening moves into an *Open* status, the tabs from the *Job Opening* page display as subsections on the *Manage Job Opening page’s Details* tab.

Sections

Job opening data is organized into sections. Job opening templates control which sections appear on which job openings.

The following sections appear on the *Job Opening* page:

Section Name	Job Opening Template	Description
Opening Information	Job Information	Basic information appears in all job openings and includes the number of openings, job location, and job position within the organizational structure. Note: The RECRUITMENT CONTACT field is required to save a job opening as a <i>Draft</i> .
Staffing Information	Staffing Information	The job's work schedule, travel percentage, full-time or part-time status, and regular or temporary status.
Salary Information	Salary Information	The job's salary plan, salary grade, step ranges, salary range, and pay frequency.
Work Experience & Education	Education and Experience	A matrix that determines the minimum work experience required for applicants with various levels of education.
Screening Questions	Screening Questions	Screening questions are included in the online application for applicants using the CAPPS Recruit (PeopleSoft) Candidate Gateway. All screening questions associated with a job opening are visible in the online application, regardless of whether they are used as screening criteria. Note: Answers to questions can only be provided through Candidate Gateway. Recruiters cannot enter answers on behalf of applicants.
Applicant Screening	Screening Options	Screening levels and details for each screening level that define the criteria and scoring system.
Job Postings	Job Postings	Information about job openings for applicants, including an applicant-facing job posting description, which can vary between internal and external postings. Postings can be associated with one or more posting destinations.

The *Job Opening* page includes an *Assignments* group area that consists of the following sections:

- Recruiters
- Hiring Manager
- Interviewers
- Interested Parties
- Screening Team
- Recruiter Assignments
- Hiring Manager Assignments
- Interviewer Assignments
- Interested Parties Assignments

The members of the job opening's hiring team display in the *Assignments* group area.

Note: Agency administrators configure the hiring teams.

All hiring team members can access both the job opening and the data for any applicant associated with it. Recruiting users can be added by either:

- Conducting an individual search.
- or–
- Adding a team.

Managing Job Openings

Navigation

Dashboard: Recruiting; **Title:** Recruiting Activities; Search Job Opening; Job Opening

Viewing or Updating Job Openings

Recruiting users can view or update job openings on either the *Job Opening* page or *Manage Job Opening* page.

Note: The page name reflects the current status of the job opening.

Possible Statuses

Job Opening Page

- New
- Canceled
- Closed
- Hold

Manage Job Opening Page

- Open
- Pending
- Denied

Job Opening Page Tabs

- Job Details
- Hiring Team
- Qualifications
- Screening
- Job Postings

Job Details Tab

The *Job Details* tab organizes data into the following sections:

- Opening Information
- Locations
- Recruiting Locations
- Positions
- Employee Being Replaced
- Additional Job Specifications

Entering Opening Information

Use the *Opening Information* section on the *Job Opening* page to enter organizational information about the job opening. Entry in this section is required for all job openings and includes basic information (such as how many openings exist and where each job fits in the organizational structure).

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Search Job Opening | Notification | Next Job Opening | Print Job Opening

Job Opening ID 100179
 Job Posting Title CPA_Program Spclst IV
 Job Code 15732
 Position Number 0000
 Primary Recruiting Location 2136 (Austin)

Status 005 Draft
 Business Unit 304
 Department
 Company 304 (Comptroller of Public Accounts)

Job Details | Hiring Team | Qualifications | Screening | Job Postings

Opening Information

*Template ID 5000 CAPPs Recruitment Template
 Job Opening Type Standard Requisition
 Created By 70
 Created 12/05/2025

*Openings to Fill Limited Number of Openings
 Target Openings 1
 Available Openings 1

Establishment ID
 Business Unit 304 CPA BU
 Company 304 Comptroller of Public Accounts

Department
 Status Code 005 Draft
 Status Reason
 *Status Date 12/05/2025

Desired Start Date
 Encumbrance Date
 Projected Fill Date
 Date Authorized

Referral Program ID
 Recruitment Contact

Locations

1. Enter a TEMPLATE ID recruitment template to associate with the job opening.
Note: Enter the applicable value for a specific agency. Enter 5000 for a generic default value.
2. Verify the JOB OPENING TYPE, which displays the type of job opening selected on the *Primary Job Opening Information* page. CAPPs Recruit is configured for *Standard Requisitions*.
3. Verify the CREATED BY field, which is read-only and defaults to the name of the person who created the job opening.
4. Verify or enter the job opening CREATED date.

5. Select the OPENINGS TO FILL value from the drop-down menu (defaults to *Limited Number of Openings*, which enables TARGET OPENINGS and AVAILABLE OPENINGS fields to display). CAPPS Recruit closes the job opening when all openings are filled.

6. Enter the number TARGET OPENINGS (required).

Note: The number of TARGET OPENINGS (i.e., positions) must equal or exceed the total number of target openings for the job opening’s primary recruiting locations.

7. Verify the number of AVAILABLE OPENINGS.

Note: When an applicant is hired for this job opening, CAPPS Recruit decreases this number by one. When all available positions are filled, the job opening status changes to *Closed*.

The total AVAILABLE OPENINGS is always less than or equal to the TARGET OPENINGS.

8. Disregard the ESTABLISHMENT ID field (not applicable to CAPPS Recruit).

9. Verify COMPANY, which is a read-only field that defaults to the value entered on the *Primary Job Opening Information* page.

10. Select the BUSINESS UNIT (defaults to the value entered on the *Primary Job Opening Information* page). Changing the BUSINESS UNIT can add flexibility to the job creation process the next time the job opening is accessed.

11. Select a DEPARTMENT UNIT (defaults to the value entered on the *Primary Job Opening Information* page).

Note: Users who have access to the job opening department through the HR/Payroll security tree also have access to the job opening, even if they are not part of the hiring team.

12. Verify that STATUS CODE displays the current job opening status. Only recruiting administrators can directly edit a job opening’s status. For all other users, this field is read-only. Additionally, if approval is necessary, this field remains read-only for recruiting administrators until the job opening is *Approved*.

Note: Non-administrators can indirectly update the status from the *Search Job Openings* page, where the *Group Action* menu offers options to close, cancel or place a job opening on hold.

13. Select the STATUS REASON associated with the current status. When the STATUS CODE for a job opening changes, the system clears the STATUS REASON field.

14. Enter the date on which the STATUS DATE went into effect. When CAPPS Recruit makes status changes, it also updates the STATUS DATE value.

15. Enter the DESIRED START DATE for an applicant to start work— this can be used to filter applicants.

16. Disregard the ENCUMBRANCE DATE (not applicable to CAPPS Recruit).

17. Disregard the PROJECTED FILL DATE (not applicable to CAPPS Recruit).

18. Enter the DATE AUTHORIZED, which is the date that the job opening status changed to *Open* or (if approvals are being used) the date the job opening reaches final approval.

Note: When creating a job posting, the posting date can be set relative to this date.

19. Verify the RECRUITMENT CONTACT (required) aligns with the contacts defined on the *Recruitment Contacts* page with a recruitment type of *Office*. This field is configured based on the agency’s criteria.

Establishing Job Location Details

Locations represent the physical location of the organizations. These are system-wide values and not specific to recruiting.

*Location	Location Description	Primary Location	
00001	Lyndon B Johnson Building	<input checked="" type="checkbox"/>	

[Add Location](#)

1. Select a LOCATION code for the job opening’s physical location.
2. Indicate the PRIMARY LOCATION associated with the job opening (required).
3. Select the **Add Location** hyperlink to add a row to the *Locations* grid.

Note: Deleting a location does not remove associated recruiting locations from the job opening.

Establishing Recruiting Location Details

Recruiting Locations are the locations that are visible to applicants in Candidate Gateway. For example, the physical location might be a specific city, while the recruiting location shown to applicants and used for Candidate Gateway job searches might be a broader area or region.

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
2136	Austin	<input checked="" type="checkbox"/>	1	

[Add Recruiting Location](#)

1. Select a RECRUITING AREA for the job opening (required).
2. Indicate the PRIMARY RECRUITING AREA associated with the job opening (required).
3. Enter the number of TARGET OPENINGS for each recruiting location (required) — this allows the applicant to search by location.

Note: When posting for a remote worker position, the number of targeted openings for a recruiting location can be zero (0).

4. Select the **Add Recruiting Location** hyperlink to add a row to the *Locations* grid.

Establishing Multiple Positions

The *Positions* page allows for multiple jobs or positions to be included in a single job opening.

*Position	Position Number	Primary Position	
Program Spclst IV	000	<input checked="" type="checkbox"/>	

[Add Position](#)

1. Select a POSITION that is associated with the job opening — this must be included and is required to complete the *Offer* step.
2. Verify the POSITION NUMBER — must be included in the job opening to complete the *Offer* step.
3. Select the PRIMARY POSITION checkbox to identify this position as the primary job position when multiple positions are associated with a job opening. If users search by position number on the *Search Job Openings* page, only the primary position is searchable.

Note: The system imports data from the primary position into the job opening (including job code, company, department, location and regulatory region). While users can override this information in the job opening, changes are not reflected in the job data record created during the hiring process.

4. Select the **Add Position** hyperlink to add a row to the *Positions* grid (for multiple positions within a single job opening).

Indicating Employee(s) Being Replaced

1. Indicate the number of employees being replaced by this job opening.

2. Enter the EMPLOYEE IDs for specific employees who are being replaced (optional).
3. Select **Add Employee** to add another row to the *Employees Being Replaced* grid.

Creating Additional Job Specifications

The *Additional Job Specifications* includes sections where the job data can vary by job code.

1. Create an additional JOB CODE for the job opening by adding new rows (required). By default, the job code entered (if any) on the *Primary Job Opening Information* page displays in this field.

Note: The JOB CODE value selected displays the associated details based on the most current active job code record and includes the full range for the *Salary Admin* and *Plan*. Candidate Gateway job postings show only the primary job code — applicants cannot tell that there are additional job codes in the job opening. This is sent to the *Texas Workforce Commission – Work In Texas (WIT)* system.

2. Select the PRIMARY JOB CODE checkbox to indicate this as the primary job code (if there are multiple job codes associated with a job opening).
3. Enter the STATE JOB CODE (required). By default, the state job code entered (if any) on the *Primary Job Opening Information* page displays in this field. This is sent to the **Texas Workforce Commission – WIT** system.
4. Verify the ONET CODE value. By default, this value pulls from the value entered on the *Primary Job Opening Information* page. This is sent to the **Texas Workforce Commission – WIT** system.

Staffing Information

1. Select the SCHEDULE TYPE associated with the job opening (full-time or part-time status).
2. Select the REGULAR/TEMPORARY designation associated with the job opening (applicants can use this value to filter job openings).
3. Enter the BEGIN DATE associated with the job opening.
4. Enter the END DATE associated with the job opening for *temporary* job openings.
5. Select the SHIFT for this job opening (applicants can use this value to filter job openings).
6. Enter the number of HOURS in a normal workweek for this job (applicants can use this value to filter job openings).

Note: The number of hours associated with the job code displays by default.

7. Select the **WORK PERIOD** in which employees must complete the standard hours.

Note: These values are created by using the *Frequency* table.

8. Enter the **TRAVEL PERCENTAGE** required by this job (applicants can use this value to filter job openings).

Note: Job openings meet the screening requirement if the applicant indicates a willingness to travel at least as much as the job requires.

Salary Information

1. Select the **SALARY ADMIN PLAN** associated with the job opening.
2. Enter the job opening's **FROM GRADE** value (defaults to the pay grade associated with the position).
–or–
 If there is a range of pay grades, enter the lowest pay grade in the range.
3. Enter the job opening's **FROM STEP** value (defaults to the step associated with the position).
–or–
 If there is a range of steps, enter the lowest step in the range.

The screenshot shows a 'Salary Information' form with the following fields and values:

- Salary Admin Plan: B
- From Grade: 20
- From Step: (empty)
- To Grade: (empty)
- To Step: (empty)
- Salary Range From: .000000 (Default From Job Code)
- Salary Range To: .000000 (Default From Job Code)
- Pay Frequency: Month
- Currency: US Dollar

Buttons at the bottom: Add Job Code, Delete Job Code.

4. Enter the job opening's highest pay grade **TO GRADE** value.
5. Enter the job opening's highest step **TO STEP** value.
6. Verify the job opening's **SALARY RANGE FROM** value (defaults from the *Job Code* table but can be overridden).

Note: This value copies over to the offer.

7. Verify the job opening's **SALARY RANGE TO** value (defaults from the *Job Code* table but can be overridden).

Note: This value copies over to the offer.

8. Select the job opening's **PAY FREQUENCY** (defaults to a monthly frequency).
9. Select the **CURRENCY** in which the job is paid.
10. Verify the **USF OCCUPATIONAL SERIES** associated with the position.
11. Select **Add Job Code** to add a job code to the job opening.
12. Select **Delete Job Code** to delete a job code from the job opening.

Hiring Teams and Assignments

Agency administrators are responsible for creating a job opening and identifying hiring team members and their assignments.

Hiring Teams

Configure hiring teams by identifying and assigning the:

- Recruiters
- Hiring managers
- Interviewers
- Interested parties
- Screening team members

Select the **Hiring Team** tab to display the *Assignments* area.

Note: Hiring team members must be *active* to be added/assigned to a job opening.

The agency administrators can also:

- Add a batch of all team members to a job opening at once (if desired).
- Allow groups of employees who typically collaborate on the same openings to be added more quickly than adding each member individually.
- Create teams without limit.
- Include employees who belong to an unlimited number of teams.

When adding hiring teams to a job opening, the system:

- Does not add the actual team ID to the job opening.
- Adds employees (currently on the team) to the job opening individually.

Assignments

Use the *Assignments* area to select users for the following roles:

- Recruiters
- Hiring Manager
- Interviewers
- Interested Parties
- Screening Team

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Search Job Opening | Notification | Next Job Opening | Print Job Opening

Job Opening ID 100179 | Status 005 Draft
 Job Posting Title CPA_Program Spclst IV | Business Unit 304C
 Job Code 15732/ | Department
 Position Number 0000 | Company 304 (Comptroller of Public Accounts)
 Primary Recruiting Location 2136 (Austin)

Job Details | **Hiring Team** | Qualifications | Screening | Job Postings

Assignments

Recruiters
 No Recruiters have been added to this Job Opening
 Add Recruiter | Add Recruiter Team

Hiring Manager
 No Hiring Managers have been added to this Job Opening
 Add Hiring Manager | Add Hiring Manager Team

Interviewers
 No Interviewers have been added to this Job Opening
 Add Interviewer | Add Interviewer Team

Interested Parties
 No Interested Parties have been added to this Job Opening
 Add Interested Party | Add Interested Parties Team

Screening Team
 No Screening Team has been added to this Job Opening
 Add Screening Team Member | Add Screening Team

Recruiting users:

- Can be added either by:
 - Individual search.
 - or–**
 - Selecting a specific team.
- Must have the applicable CAPPS custom security role and permissions to be selected for a particular hiring team assignment.

Hiring Team Assignments	CAPPS Security Roles for the Recruiting Role Type
Recruiter or Recruiter Team	Recruiting Admin or Recruiter.
Hiring Manager or Hiring Manager Team	Recruiting Manager, Recruiting Manager Limited or Recruiting Coordinator.
Interviewer or Interviewer Team	Interviewer, Recruiting Admin, Recruiter, Recruiting Manager, Recruiting Manager Limited or Recruiting Coordinator.
Interested Party or Interested Parties Team	Inquiry, Recruiting Admin, Recruiter, Recruiting Manager, Recruiting Manager Limited or Recruiting Coordinator.
Screening Team Member or Screening Team	Recruiting Admin, Recruiter, Recruiting Manager, Recruiting Manager Limited or Recruiting Coordinator.

Note: All hiring team members can access both the job opening and the data for any applicant associated with the job opening.

Recruiters

1. Identify the recruiters to assign to the job opening.

Note: Only users associated with the *Recruiter* role type can be added to the hiring team as recruiters.

If job opening approvals are *active* and the workflow is configured (i.e., using the *Recruiter Group*), any recruiter assigned to the job opening can give final approval and add additional approvers or reviewers.

Additional recruiting users added as approvers or reviewers must be assigned the CAPPS custom security role of: **TX_HCM_RS_APPROVER**.

2. Select the **PRIMARY** checkbox to designate the employee as the primary recruiter for a job opening.

Note: The primary recruiter receives any offer-related notifications submitted by an applicant through Candidate Gateway.

When searching for job openings based on a recruiting user’s association with the job, the primary recruiter is considered *assigned* to the job opening, while the nonprimary recruiter is considered *associated* with the job opening.

Hiring Managers

1. Identify the hiring managers for the job opening.

Note: Only users who are associated with the *Hiring Manager* recruiting role type can be added to the hiring team as hiring managers.

2. Select the **PRIMARY** checkbox to designate an employee as the primary hiring manager for the job opening.

Note: Similar to recruiters, the primary hiring manager is *assigned* to the job opening and a nonprimary hiring manager is *associated* with the job opening.

Interviewers

Identify interviewers for the job opening — the system uses this list to provide default interviewers when an interview schedule is set up. Additionally, the interviewers listed in this grid will have security access to the job opening.

Note: Additional interviewers can be added to the interview schedule, but doing so does not grant them access to the job opening via the *Search Job Openings* page.

Interested Party

Identify interested parties for the job opening in this section. Interested parties only have access to the job opening — they do not receive notifications or have any additional privileges.

Screening Team

Identify members of the screening team for the job opening in this section. Screening team members only have access to the job opening; they do not receive notifications or have any additional privileges.

Add Team Page

Within each section under the *Hiring Team* tab, an **Add <team type> Team** option is available. Selecting this option displays the *Add Team* page.



1. Use the *Add Team* page to identify a team whose members should be added to the hiring team for the job opening.
2. Select the checkboxes for one or more teams whose members are to be added to the job opening’s hiring team.
3. Select **OK** to add the chosen teams to the job opening.

Qualifications

When creating a job opening, the qualifications and work requirements must be specified. The *Qualifications* tab includes the following sections to do so:

- Work Experience & Education
- Licenses and Certifications

Work Experience & Education

1. Use the *Work Experience & Education* section on the *Job Opening* page to specify the work requirements for applicants with varying levels of education.

The screenshot shows the 'Job Opening' page with the following details:

- Job Opening ID: 100179
- Job Posting Title: CPA_Program Spclst IV
- Job Code: 15732
- Position Number: 0000
- Primary Recruiting Location: 2136 (Austin)
- Status: 005 Draft
- Business Unit: 304
- Department: [Redacted]
- Company: 304 (Comptroller of Public Accounts)

The 'Qualifications' tab is selected. Under 'Additional Job Specifications', the Job Code is set to 15732 and is marked as the Primary Job Code. The 'Work Experience & Education' section contains a table with the following structure:

*Highest Education Level	Years of Work Experience
Not Indicated	

Below the table is an 'Add Work Experience and Education' button. A red arrow points to this button. Below the table is a 'Licenses and Certifications' section which is currently empty.

2. Use the grid to create a matrix defining the required years of experience for applicants at different education levels.
3. Select an education level in HIGHEST EDUCATION LEVEL field to specify the required level of education for this job opening:
 - Associate degree
 - Bachelor’s degree
 - Doctorate (Academic)
 - Doctorate (Professional)
 - HS Graduate or equivalent
 - Less than HS Graduate
 - Master’s degree
 - Not Indicated
 - Post-Doctorate
 - Some College
 - Some Graduate School
 - Technical School
 - Vocation Education (Bachelor’s)

Note: When the *Education* requirements are used as screening criteria, applicants with a **higher** education level than the one selected are **not** considered to have **met** the requirement. To prevent the system from penalizing applicants with **more** education than the job requires, add additional rows for every degree **above** the minimum requirement.

4. Enter the YEARS OF WORK EXPERIENCE value that is required of applicants who meet the specified level of education. Leave this field blank to indicate there are no experience requirements for applicants who have met the specified education level.

Note: When the *Work Experience* requirements are used as screening criteria, applicants are rejected if their applications lack work experience entries with start dates, even if zero (0) years of work experience are required.

5. Select the **Add Work Experience and Education** hyperlink to add a row to the *Work Experience & Education* grid.

Licenses and Certifications

On the *Job Opening* page, use the *Licenses and Certification* section to specify the license or certification requirements for applicants with varying levels of experience. Qualifications that are added here can be used to screen applicants.

Screening

Navigation

Dashboard: Recruiting; **Title:** Recruiting Activities; Create; Create Job Opening; Job Opening; Screening

Recruiters use the *Screening* section to assess candidates and select a few qualified applicants for interviews or hiring. The job opening may involve multiple screening processes (or levels), each designed to evaluate an applicant on different criteria and using different rules for processing.

*Question	Question Order	Required	Action
Former Foster Youth	1	<input checked="" type="checkbox"/>	View Answers
Former Foster Youth <25	2	<input checked="" type="checkbox"/>	View Answers
Are you a veteran?	3	<input checked="" type="checkbox"/>	View Answers
Vet-Type of Discharge	4	<input type="checkbox"/>	Enter Evaluators
Vet-Dates of Service	5	<input type="checkbox"/>	Enter Evaluators
Surviving Spouse	6	<input checked="" type="checkbox"/>	View Answers
Surviving Orphan	7	<input checked="" type="checkbox"/>	View Answers
VetSpouse/Orphan-DatesofSen	8	<input type="checkbox"/>	Enter Evaluators
SpouseMember	9	<input checked="" type="checkbox"/>	View Answers
SpousePrimary	10	<input checked="" type="checkbox"/>	View Answers

The *Screening* section establishes and configures screening questions for the job opening.

Employment and Skills Questions

Employment screening questions are included in the online application and are visible to applicants who apply through Candidate Gateway. All employment questions for the job opening appear in the online application, regardless of whether they are used as screening criteria.

Note: Use of Candidate Gateway is the only available option to answer questions. Recruiters cannot enter answers on behalf of applicants.

Employment and Skills questions can be:

- Multiple choice
- Single choice
- Date-type entry
- Numeric
- Open-ended (must be assigned to one or more evaluators who review applicant responses and award points)

The questions are presented to applicants who apply online.

Note: Agency administrators configure agency-specific questions, answers and question sets.

For **each row** in the *Employment Questions* section:

1. Select a screening question using the search (magnifying glass) icon.
Screening questions are established on the *Question Definition* page and are available for use in any screening-level run for this job opening (except open-ended questions, which cannot be used for prescreening or online screening).
2. Enter a number to establish the order in which the question will appear in the online application.
If questions are selected from an existing *question set* that specifies the order numbers, those order numbers are the default values here. Review all default values carefully. Defaults might not be unique (depending on the order of the question numbers assigned in the question set definitions) and it is the agency administrator's responsibility to specify an unambiguous question order.
Note: Because this field accepts only integers, consider using non-consecutive numbers to make it easier to insert additional questions between existing questions.
3. Select the **REQUIRED** checkbox if a question requires an applicant's response.
4. Select the available hyperlink in the **ACTION** column.
 - For multiple-choice questions, select the **View Answers** hyperlink to access the *Answers to Screening Questions* page, where answer choices and their default point values can be reviewed. Once the screening criteria for the job opening are set, the default values can be overridden.
 - For open-ended questions, select the **Enter Evaluators** hyperlink to access the *Assign Evaluators* page, where the employees who evaluate and award points to applicants' answers are identified/assigned (required for open-ended questions).
 - The assigned evaluators can award points for a question (so questions without evaluators are never awarded any points to the applicant).
 - An evaluator can be any employee who has appropriate security access.
 - It is possible to assign oneself as an evaluator.
 - Evaluators see only the questions and the answers; no applicant information is visible.
5. Select **Add Employment Question** to add a new question row.
6. Select **Load from Question Set** to load one (or more) existing question set(s).

Note: Applicant's answers are collected during the online application process in Candidate Gateway.

Detailed information on the *Screening* process is provided in a separate desk aid.

Employment Questions

The State of Texas Application (SOTA) questions are the questions available (by default) in the *Employment Questions* section. The agency may add additional agency-specific questions as applicable.

Skill Questions

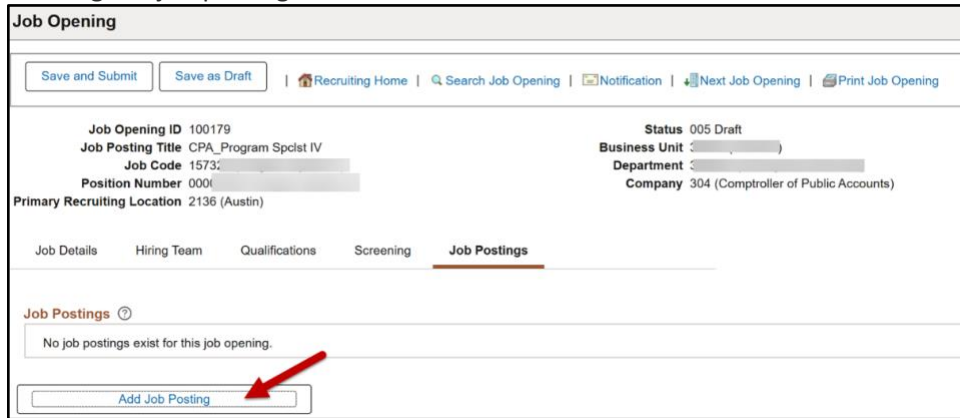
The *Job Opening* page's *Skills Questions* section is used to configure additional screening questions for the job opening (optional).

Job Postings

The *Job Opening* page's *Job Postings* tab makes job opening information available to applicants and includes an applicant-facing job description that can vary across internal and external postings. Postings are associated with one or more posting destinations.

To review, delete or add job postings:

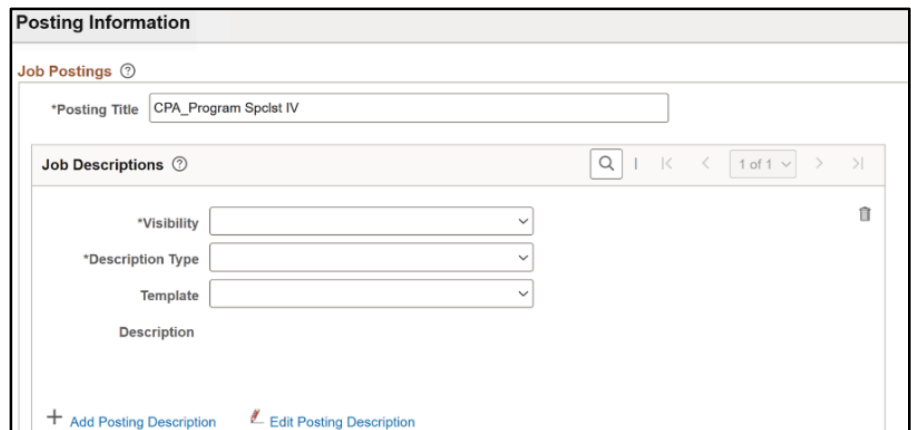
1. Select **JOB POSTINGS** tab to open the *Posting Information* page, where the job posting's title displays and the information can be defined.
2. Select **PRIMARY POSTING TITLE** to use a selected title as the primary posting title for a job opening. The system uses the primary posting title to identify job openings across pages.
3. Select the trash can icon to remove a job posting.
4. Select **Add Job Posting** to open the *Posting Information* page, where you can:
 - o Add job postings.
 - o View the *Job Descriptions* and *Job Posting Destinations* sections, which provide fields for creating the job posting.



Job Descriptions

Use the fields within the *Job Descriptions* section to create the applicant-facing *Job Posting's* information that includes one or more sections with formatted text and images. Each section is marked as visible to internal applicants, external applicants or both.

When the system posts the description, it assembles the applicable sections based on if the posting is for internal or external applicants.



To create a *Job Posting's* details:

1. Select the **VISIBILITY** (CAPPS Recruit only supports the **External Only** option).
2. Select a job posting **DESCRIPTION TYPE** (predefined categories of posting information).

Available values in CAPPS Recruit:

- Agency Information
- Additional Information
- Benefits
- Contact Information
- Essential Job Duties
- How to Apply
- Job Description
- Knowledge/Skills/Abilities
- Military/Veteran Information
- Minimum Qualifications
- Physical Requirements
- Preferred Qualifications
- Qualifications
- Working Conditions

3. Disregard **TEMPLATE** (not applicable in CAPPS Recruit).
4. Select the **Add Posting Description** hyperlink to enter the job opening's **DESCRIPTION** details (displays in the designated area above).

Note: Use of the available formatting, images, spell-check and various other tools can enhance the posting's readability and job description's appeal.

5. Select the **Edit Posting Description** hyperlink to modify the job opening description.

Note: This option is useful when there are many posting descriptions. If there is a character limit (and pasting formatted content from an external source exceeds it), paste the content as plain text to remove the underlying formatting and reapply formatting as necessary.

Job Posting Destinations

Use fields in the *Job Posting Destinations* section to provide information about the job posting destinations.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Posting Destination

OK Cancel Preview

1. Select a **PRIMARY POSTING DESTINATION** to display the **POST DATE**, **REMOVE DATE** and **NEXT REVIEW DATE** on the *Job Opening* page.

Note: The posting destination details display in the job opening header only if the job posting is marked as *Primary* and has a primary destination.

2. Select the recruitment source **DESTINATION** where this posting is being sent. Options include:
 - **CAPPS Careers** (default) — sends the posting to **Texas Workforce Commission — WIT**.
 - Individual agency **Careers** pages.
3. Select **External Only** as the **POSTING TYPE** to make postings available on Candidate Gateway sites and viewable by external applicants.

Note: CAPPS does not include any *internal* sections — the **External Only** **POSTING TYPE** is the only available option.

- Select the amount of `RELATIVE OPEN DATE` days — this sets how far in the future the job posting will be posted to this destination.

Note: Based on the value chosen in this field, the system automatically calculates and sets (uneditable) the `POST DATE` field. For example, if the job opening reaches *Open* status on Sept. 5, 2026, and you select **Ten Days** as the `RELATIVE OPEN DATE`, the `POST DATE` is automatically set for Sept. 15, 2026. Verify the `POST DATE` is the correct increment of time past the job opening's *Open* status date.

- Enter a specific date in `REMOVE DATE` field identifying the date the posting will be removed from the destination.

—or—

Enter the number of days the posting will remain active or `POSTING DURATION (DAYS)` field — the system automatically calculates and sets (uneditable) the `REMOVE DATE` field value.

- Enter a specific date in the `NEXT REVIEW DATE` field identifying when the selected job posting will be reviewed.

—or—

Enter the number of days until the `DAYS TILL NEXT REVIEW` — the system automatically calculates and sets (uneditable) the `NEXT REVIEW DATE` field value.

Note: The `NEXT REVIEW DATE` value for the selected job posting destination must be a date between the `POST DATE` and the `REMOVE DATE`.

- Select **Preview** to open the *Job Description* page and review the complete, formatted job posting.

Approving Job Openings

This section describes how to handle a job opening approval request.

Approval Pages

Available in CAPPS Recruit for approving job openings:

Pending Approvals Page (under the Recruiting menu)

- Lists the job openings that require user approvals.
- Approval requests can be acted on directly from this page.

Note: The *Pending Approvals* page under the Recruiting menu is a classic page. **Fluid Approvals** also has a *Pending Approvals* page that lists pending approvals for all transactions, not just recruiting transactions.

Job Opening Page

- Using the *Approvals* tab enables:
 - Action to be taken on the specific job opening being viewed.
 - A system-generated notification (for approvers) that includes a *Job Opening* page hyperlink.
- Using *Fluid Approvals* — Job openings are allowed to be approved within the common *Fluid Approvals* component.

Search Job Openings Page

Approvers or recruiting administrators can select one or more pending job openings from the search results and act on the approval request using the *Group Action* menu.

Important: If a user (other than the assigned approver, that approver's proxy or a recruiting administrator) initiates an approval-related action on the *Search Job Openings* page, the action does **not** update the job opening.

Approver Actions

For job openings, approvers can:

Approve

The system:

- Records the approval and notifies the next approver (if any).
- Sets the job opening status to *Open* when the final approver approves the job opening.

Pushback

The system:

- Notifies the previous approver that the job opening was delayed and requires their attention.
- Removes the currently pending step from *Pending* status.
- and–
- Requeues the previous step to its approvers.

Note: The purpose of a *Pushback* is to question the prior step's approval and request clarification. A *Pushback* only makes sense if there is a previous approver; the first approver cannot push back a job opening.

Deny

The system:

- Sets the job opening status to *Denied*.
- Note:** After a job opening is denied, the requester can resubmit it.
- Stops the approval process.
 - and–
 - Notifies the requester (i.e., the primary hiring manager or [if no hiring managers exist] the creator).

Resubmit

- The *Resubmit* action is only available:
 - To the requester.
 - If the job opening is in *Denied* status.
- When the requester resubmits the job opening, the system:
 - Sets the status to *Pending*.
 - and–
 - Restarts the approval process.

Changes to Job Opening Data During Approval Processing

The job opening information can be changed while it is in the approval process. However, modifying certain fields before final approval:

- Restarts the approval workflow.
- The first approver is notified.
- and–
- The process begins again.

Note: Changes to an approved and posted job opening do **not** require reapproval.

The fields that can retrigger the approval workflow are:

- TARGET OPENINGS
- JOB CODE
- POSITION NUMBER
- SALARY ADMINISTRATION PLAN
- FROM SALARY GRADE
- TO SALARY GRADE
- FULL-TIME/PART-TIME
- REGULAR/TEMPORARY
- STANDARD HOURS

Approvals Tab

Navigation

Dashboard: Recruiting; **Tile:** Recruiting Activities; Create; Create Job Opening; Job Opening, Approvals

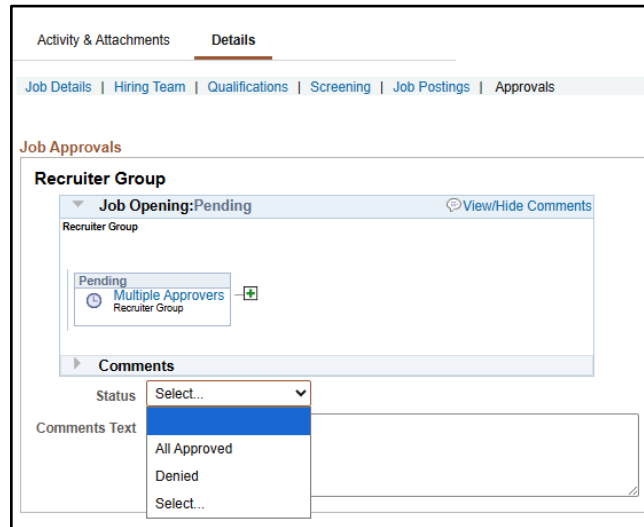
Use the options available on the *Approvals* tab to approve a job opening or add approvers or reviewers to the approval process.

Note: The *Approvals* tab is visible after a job is submitted for approval.

Job Opening Approval Status

The job approval's *Status* group:

- Displays a visual representation of the approval process.
- Includes a box for each approver — select the plus (+) icon to add another approver or reviewer and designate the approver or reviewer role.
- Displays the approver's current status.
- Contains the:
 - Approver's name.
 - Approver's USER ID — select to display additional information about the approver.
 - Approver's role in the approval process (for example, the hiring manager's supervisor).
 - Date (if any) when the approver took action on the approval request.
- Has additional visual elements that include:
 - Color-coded approver boxes by approver status.
 - Status icons next to the approver's USER ID.



Approval Controls for Assigned Approvers

These options are only visible to the *current* approver:

Approve

Select to approve the job opening. When final approval is reached, the system changes the job opening status from *Pending Approval* to *Open*.

Pushback

Select to push the job opening back to the previous approver with a notification informing them that the job opening needs to be changed. This is only available to approvers other than the first approver.

Deny

Select to reject the job opening and set the job opening status to *Denied*.

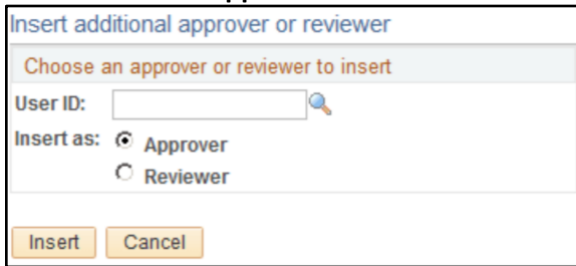
Approval Control for Requesters

When a job opening is denied, this option is visible to the requester (the primary hiring manager or, if no hiring managers exist, the creator). Selecting this option sets the job opening status to *Pending* and restarts the approval process.

Inserting Additional Approvers or Reviewers

To add additional approvers or reviews:

1. Select the **Insert Approver** icon.



The *Insert additional approver or reviewer* pop-up window opens.

2. Use the search (magnifying glass) icon to find the `USER ID` of the person to be added.
3. Choose if the person will be inserted as an **Approver** or **Reviewer**.

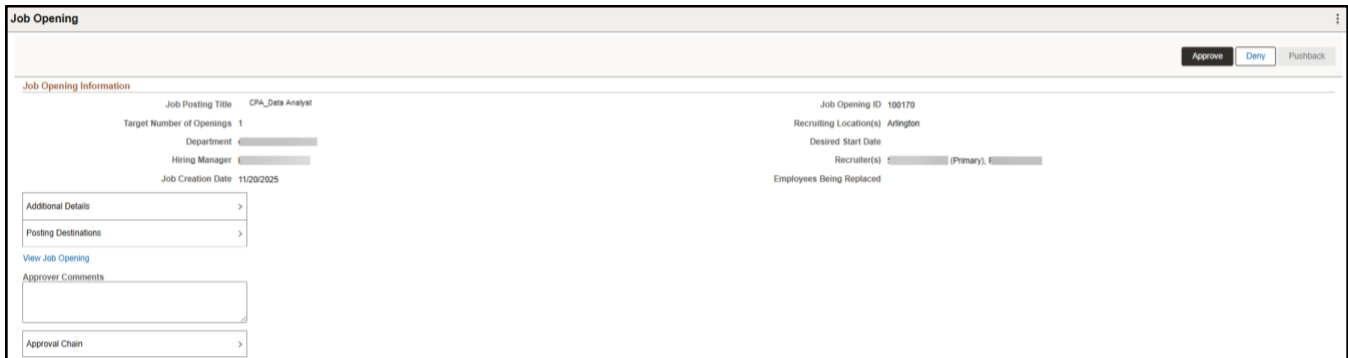
Note: Recruiting users added to the approval workflow must be assigned a CAPPS Recruit security role and a permission list.

Job Opening Page for Fluid Approvals

Navigation
Dashboard: Manager Self-Service; **Tile:** Approvals

Use the fluid *Job Opening* approval page to approve job openings.

Select the *Approvals* tile to open the *Pending Approvals* page and display job openings that require action(s).



Approval Options

The approval options on this page apply to all fluid approval transactions.

1. Choose one of the available `PENDING DESTINATION` options to take action on the requested approval:
 - Approve
 - Deny
 - Pushback
2. Enter any `APPROVER COMMENTS` related to the approval action that is taken.
3. Open the **Approval Chain** drop-down menu to review information about all approvers of the transaction.

Job Opening Information

The fields on the *View Job Opening* page provide information about the transaction awaiting approval. These fields correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

- The *Additional Details* page provides job specifications, such as:
 - JOB CODE
 - SALARY RANGE
- The *Posting Details* page provides posting information for the job opening.

Additional Details Page

Use the *Additional Details* page to review additional details about the job opening.

Additional Details			
Job Type	Standard Requisition	Job Family	
Company	Swish Hotels - NSW	Business Unit	Swiss Hotels - NSWBU
Job Specifications			
Position Number	Job Code	Salary Range	Pay Frequency
	Financial Analyst - N00026	50,000.00 to 100,000.00 USD	Year

The fields on this page correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

Posting Destinations Page

Use the *Posting Destinations* page to review posting information for a job opening.

Posting Destinations			
Destination / Posting Type	Relative Open Date	Post Date / Remove Date	Posting Duration
304 Careers / External Posting	0 - On Approval Date	10/07/2025 /	
CAPPS Careers / External Posting	0 - On Approval Date	10/07/2025 /	

The fields on this page correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

Understanding Screening Settings

Recruiters use screening to assess candidates and select a few qualified applicants for interviews or hiring. A job opening can have multiple screening processes and levels, each applying different criteria and processing rules.

Screening Criteria Selection

The screening-level definitions referenced in the job opening include default processing rules but do not include any actual screening criteria. Use the job opening’s *Screening Criteria* page to select level-specific criteria for each job opening.

When the *Screening Criteria* page is accessed at a given screening level, the grid used to select screening criteria is auto-populated with the specific job-opening attributes and the desired items can be selected for use in the screening level being configured.

Job opening attributes available for use as screening criteria fall into four groups:

Job Preferences

Job preferences derive from fields populated in the *Job Information* and *Salary Information* sections of the *Job Opening* page.

Note: Fields without data do not appear in the list of available screening criteria.

General Requirements

General requirements are sourced from job opening attributes such as:

- Regular/Temporary status
- Full-Time/Part-Time status
- Start Date
- Standard Hours
- Shift
- Travel Percentage
- Minimum and Maximum Age
- Sex
- Citizenship status
- Recruiting Location
- Minimum Salary
- Minimum Grade

Experience and Education

Experience and Education requirements come from the *Work Experience & Education* section of the *Job Opening* page.

- These requirements indicate the number of years of experience required for applicants with various levels of education.
- Each set of values (degree and the years of experience required for applicants with that degree) is processed separately.
- To avoid penalizing someone with the correct amount of experience and a higher degree than the job requires, the job opening should include rows for every degree above the minimum requirement.
- To indicate that any amount of experience is acceptable for applicants with a given degree, enter **0** as the experience requirement for that degree.

Note: When the screening process evaluates whether an applicant meets specific experience and education requirements, the system rejects applications that have no work experience entries with start dates, even if no years of work experience are required.

Screening Questions

Screening questions for skills and employment are created outside of the job opening and then added to the *Screening* section of the *Job Opening* page.

When applying online, skills questions and employment questions come in various forms:

- Multiple choice
- Single choice
- Date type
- Numeric
- Open-ended (must be linked to one or more evaluators who review the applicant's response and award points).

Note: Unlike the other screening criteria, screening questions are useful only if applicants can submit applications online. It's not possible to enter screening questions answer on the *Application Details* page.

General requirements to use for screening, along with the corresponding applicant data fields:

Job Opening Field	Applicant Field
REGULAR/TEMPORARY	I AM LOOKING FOR THE FOLLOWING KIND OF WORK: Regular, Temporary or Either
FULL/PART TIME	I WANT TO WORK: Full Time, Part Time or Either
START DATE	I CAN START MY NEW JOB ON OR AFTER <date>
STANDARD HOURS/WEEK	I WANT TO WORK <number> HOURS PER WEEK
SHIFT	I WANT TO WORK THE FOLLOWING SHIFT (S)
TRAVEL PERCENTAGE	I AM WILLING TO TRAVEL <specified percentage of time>
MINIMUM SALARY	I REQUIRE A MINIMUM PAY OF <specified salary amount>
RECRUITING LOCATION	I WOULD PREFER A WORK LOCATION IN OR AROUND <specify location> (Screening looks at both the first and second choices entered by the applicant.)

Screening Criteria Point Values

When job-specific criteria are defined for a screening level, a point value must be assigned to each selected item. The criteria grid includes a POINTS field that shows the maximum point value for each item (points can be either positive or negative).

Point values are assigned differently depending on the type of criteria:

- The POINTS field is editable for criteria that are either **met** or **not met**, allowing a point value to be entered directly. Use this method of assigning point values for:
 - All general requirements.
 - All education and experience requirements.
 - Certain binary content types (such as licenses that an applicant either has or does not have).

For example: if there is a general requirement that the applicant be at least 18 years old, the applicant either does or doesn't meet the requirement. Therefore, the point value for this requirement can be entered directly on the *Screening Criteria* page.

- For content types associated with rating scales (such as competencies), select the hyperlink to open a page listing the possible ratings and enter the point value for each rating.
 - Default point values are defined in the *content type* definition (but they can be overridden).
 - Applicants receive points corresponding to their rating (if the applicant's rating type matches the required rating type).
 - Unrated applicants receive no points — applicants must be rated before running a screening level that evaluates a competency or other qualification with a rating scale.
- For single-choice, multiple-choice, date-type and numeric questions, select the link to access a page that lists the possible answers and enter the point value for each answer.
 - Default point values are defined in the question's definition.
 - Point values can be assigned to both correct and incorrect answers.
 - If a question has multiple correct answers, its total value is the sum of the point values for all correct answers.
 - Applicants receive the points that correspond to the answer or answers they provided.
 - Applicants receive no points for unanswered questions.
- For open-ended questions, select the link to open a page where you can enter the maximum point value.
 - The default maximum point value is set in the question's definition.
 - Applicants receive the average score from all evaluators.
 - If some (but not all) evaluators entered points for the answer, only the questions with complete evaluations (points entered by all evaluators) are considered.
 - Applicants receive no points for unevaluated questions.

Screening Level Processing Rules

The *Screening Criteria* page also includes fields that are used to:

- Indicate the percentage of the total available points that an applicant needs to earn to pass the screening level.
- Assign dispositions to screened applicants.
- Assign overall screening level scores to screened applicants.
- Send letters to rejected applicants.

Note: Letters can be sent via email when the rejected disposition is applied or generated and printed in batches.

These settings are all identical to the corresponding fields in the screening-level definition and are auto-populated from its default values (the defaults can be overridden, as necessary).

Screening Level Selection

The *Screening Options* section on the *Job Opening* page includes a grid listing the job's screening levels in order. It also includes a checkbox to indicate if applicants must pass the previous screening level before advancing to subsequent levels.

Revision History

Date	Description of Change	Changed By
May 28, 2026	Initial release.	S. Keltgen