



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Preparing for Hire

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
Preparation.....	1
Reviewing the <i>Manage Position</i> Page	1
Reviewing the <i>Manage Applicant</i> Page.....	3
Reviewing Offer Details	4
Preparing for Hire	5
Security for <i>Prepare for Hire</i> Action	5
<i>Prepare for Hire</i> Action Availability	5
Navigation to <i>Prepare for Hire</i> Action	5
<i>Prepare for Hire</i> Page	6
Fields and Available Actions	6
Submit Request to HR.....	7
Integration Broker <i>Hire Request</i>	8
Withdrawing From Hire.....	8
Security for the <i>Withdraw From Hire</i> Action.....	8
Availability of <i>Withdraw From Hire</i> Action.....	8
Navigation to <i>Withdraw From Hire</i>	9
Completing the <i>Withdraw From Hire</i>	9
Integration Broker <i>Withdraw From Hire</i> Request	10
Revision History	11

Preparing for Hire

Overview

The *Prepare for Hire* step in CAPPS Recruit is a critical action for:

- Ensuring future employees are ready for downstream hiring or competitive selection activities.
- Reviewing essential information about the applicant.
- Validating hiring details.
- Setting the foundation for a smooth hiring process.
- Helping to prevent (when completed correctly):
 - Delays
 - Data issues
 - Rework (later in the workflow)

This desk aid provides guidance for users who initiate the *Prepare for Hire* and *Withdraw from Hire* actions in CAPPS Recruit. It outlines:

- Who can perform the actions.
- When the actions must be completed.
- How to enter and validate required information.
- Tips and reminders to help users:
 - Avoid common mistakes.
 - Ensure successful and error-free submissions.

Note: The *Recruiting Self-Service* desk aid supplements this desk aid. While *Prepare for Hire* focuses on actions within the CAPPS Recruit module, the *Recruiting Self-Service* desk aid guides users through completing the hire or competitive selection process in CAPPS HR/Payroll.

Preparation

This section outlines the steps to complete before initiating the *Prepare for Hire* action. Because this action can only be done **once**, it is important to review all critical information related to the hire or competitive selection beforehand.

Reviewing the *Manage Position* Page

Review position information in CAPPS HR/Payroll to ensure the position is prepared for the incoming employee.

Navigation

Dashboard: Workforce Administration; **Tile:** Manage Human Resources; Manage Position

Users with access to the *Prepare for Hire* action may not always have access to the *Manage Position* page. When access is not available, coordination with someone who has the required access is required. If position updates are necessary, coordination may also be required to complete those updates. Review these critical details on *Manage Position*:

- JOB CODE
- SALARY ADMIN PLAN
- GRADE
- STEP (if applicable)
- *Current Incumbents* — The position must be vacant (i.e., no incumbents to display).

The position must be:

- Classified correctly with the appropriate job code and salary-related information
- Vacant before the *Prepare for Hire* action is initiated.

Note: If the position is not yet vacant, the action must be delayed until a vacancy is established. If a vacancy must be created by moving the incumbent, that action should be completed beforehand.

If these details are incorrect, system edits are likely to prevent the hire or competitive selection from being processed successfully.

View Position

Position Number [Redacted]
 Headcount Status Open
 Current Head Count 0 of 1

Effective Date 09/01/2025
 Effective Sequence 1 << Previous Next >>
 Reason UPD UPD-Update Position
 Approval Status Approved

Position Information

Position Status Approved Max Head Count 1
 Status Active Status Date 07/13/2018
 Action Date 09/09/2025
 Key Position No Job Sharing Permitted No
 Budgeted Position Yes Available for Telework No
 Confidential Position No
 Remote Work Eligibility No

Job Information

Business Unit [Redacted] Full/Part Time Full-Time
 Job Code [Redacted] Union Code
 Regular/Temporary Regular Short Title [Redacted]
 Regular Shift Not Applicable Description Natural Resources Spclst I
 Title [Redacted]

Work Location

Reg Region USA United States Company [Redacted]
 Department [Redacted] Dot-Line
 Location [Redacted] Security Clearance
 Reports To [Redacted] [View Current Incumbents](#)
 Supervisor Lvl NON-MGR Non-Manager

Salary Plan Information

Pay Plan Salary Admin Plan B Grade 16
 Standard Hours 40.00 Step
 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00	8:00	8:00	8:00	8:00		

> USA

> Specific Information

> Education and Government

Classified Indicator Classified FTE 1.000000
 Adds to FTE Actual Count Yes

> Budget and Incumbents

Earnings 0.000 Cdn Tax 0.000
 Deductions 0.000 Total 0.00
 Tax 0.000
 Update Incumbents Yes
 Include Salary Plan/Grade No
 Force Update for Title Changes No

Current Incumbents
 No Incumbents to display.
[CI Exceptions](#)

> Position and Reporting Details
 > Summary of Changes

Hazardous Duty

Haz Duty Eligible

Updated Date/Time 09/09/25 11:32:47AM Updated By User [Redacted]

Reviewing the *Manage Applicant* Page

Navigation

Dashboard: Recruiting; **Tile:** Recruiting Activities; Search Job Openings; Manage Applicant

Note: Managers can also access the *Recruiting Activities* tile on the *Manager Self Service* dashboard.

To review the information on *Manage Applicant*:

1. Select the **Applicant Data** tab.
2. Select the **Eligibility & Identity** tab.
The *Eligibility & Identity* page displays.
3. Review these critical details:
 - DATE OF BIRTH
 - NATIONAL ID (Social Security number)

Note: DATE OF BIRTH and NATIONAL ID are **required** to submit the *Prepare for Hire* action. If information is missing, it must be added by a Recruiter Administrator or Recruiter before the *Prepare for Hire* action can proceed. Users with the *Inquiry* role can only view this page — not edit it.

The *Eligibility & Identity* page is restricted. To access the page and review the data, the CAPPS Recruit user must have one of the following roles:

- Recruiter Administrator (TX_HCM_RS_RECRUITER_ADMIN)
- Recruiter (TX_HCM_RS_RECRUITER)
- Inquiry (TX_HCM_RS_INQUIRY)

The screenshot displays the 'Manage Applicant' interface. At the top, there is a navigation bar with a 'Save' button and a series of links: Return, Recruiting Home, Search Applicants, Next, Create Applicant, Add Note, Add to List, Add Application, Change Status, and a double arrow. A 'Personalize' link is also present.

Below the navigation bar, applicant details are shown: Name (redacted), Applicant ID 10040, Applicant Type External Applicant, and Status 010 Active. Preferred Contact information (Phone, Email, Address) is also visible.

The main content area has tabs for Applicant Activity, Notes, Applicant Data (selected), and Interested Parties. Under 'Applicant Data', there are sub-tabs for Personal Information, References, and Eligibility & Identity.

The 'Personal Information' section includes fields for Date of Birth, Gender, and Marital Status (set to Unknown).

The 'Ethnic Group' section shows a search bar and a list with one entry: Regulatory Region USA, United States, Ethnic Group (redacted), and a Primary checkbox.

The 'Veteran' section has an 'Eligibility' sub-section with Effective Date 03/16/2026, Military Status Not a Veteran, and a checkbox for 'Eligible to Work in U.S.'. There is also a 'Texas Application' sub-section with Effective Date 03/21/2026 and checkboxes for Orphan of Veteran, Spouse of Veteran, Spouse Member, Foster Youth, Selective Service, and Spouse Primary.

The 'National Identification' section contains a table with columns: Country, National ID Type, Description, and National ID. One entry is shown: Country USA, National ID Type PR, Description Social Security Number, and National ID (redacted).

At the bottom, there is an 'Add National Identification' button and another navigation bar with 'Save' and the same set of links as the top bar, plus a 'Top of Page' link.

Reviewing Offer Details

Navigation

Dashboard: Recruiting; **Title:** Recruiting Activities; Search Job Openings; Manage Application

From the *Manage Application* page, select the *Offer* tab to display the *Offer Details* section. Review these critical *Offer Details*:

- DISPOSITION — 071 Offer Accepted (best practice)
- STATUS — 020 Accept
- POSITION NUMBER
- START DATE
- OFFER AMOUNT
 - A full-time monthly amount within range for the position (even for hourly or part-time employees).
 - Follows reason code restrictions.

Manage Application

Return | Recruiting Home | Search Applications | Next | Add Applicant Note | Print | Refresh Personalize

Applicant

Name	Preferred Contact	Email
Applicant ID 10040	Phone	
Applicant Type External Applicant	Email	
Status 010 Active	Address	Click to View
Jobs Applied 1		
Veteran?		
WIT Indicator N		

Job Opening

Job Opening ID	Status Open
Job Posting Title	Business Unit
Job Code	Department
Recruiter	Job Type
Hiring Manager	Position Number
Salary Range 3,409.830000 to 5,094.160000 USD/Mont	Company

Process Application

Disposition 071 Offer Accepted
 Reason Interest ☆☆☆X
 Date 03/05/2026

[Mark Reviewed](#) | [Route](#) | [Interview](#) | [Reject](#) | [Other Actions](#)

Application and Resume | Questionnaire | Notes | Route | **Offer**

Groupbox

Offer Details

Position Number [redacted] Created By [redacted] [Edit Offer](#)
 Status 020 Accept Offer Date 03/05/2026
 Reason [redacted] Start Date 03/06/2026
 Posted Yes Offer Expiration Date 03/06/2026

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	3500.000000	Cash	USD	Monthly

Offer Letter

Letter Template Offer Letter OF1 Date Printed

Offer Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2026-03-05-16 55 28.0000001008...	No

Comments

No Comments have been entered for this offer.

[Add New Offer](#)

Return | Recruiting Home | Search Applications | Next | Add Applicant Note | Print | Refresh Top of Page

If necessary, update the offer to ensure the information is accurate. The **START DATE** may be:

- Edited during the *Prepare for Hire* step
- OR—
- Adjusted on the *Hire Candidate* page during the competitive selection transaction.

Preparing for Hire

This section provides information relating to selecting and submitting the *Prepare for Hire* action.

Security for *Prepare for Hire* Action

Refer to your agency's business process to determine who is designated to perform the *Prepare for Hire* action in CAPPS Recruit. The following roles are granted security permissions to complete this action:

- Recruiter Administrator (TX_HCM_RS_RECRUITER_ADMIN)
- Recruiter (TX_HCM_RS_RECRUITER)
- Recruiting Coordinator (TX_HCM_RS_RECRUIT_COORDINATOR)
- Hiring Manager (TX_SS_MANAGER_RS)

Prepare for Hire Action Availability

The *Prepare for Hire* action is available in CAPPS Recruit only when the application's disposition is either:

- *071 Offer Accepted*

Note: As a best practice, the application should have this disposition when selecting the *Prepare for Hire* action.

- *080 Ready to Hire*
- *090 Hired*
- *120 Withdrawn*

Once the *Prepare for Hire* action is submitted, the application's disposition automatically updates from *071 Offer Accepted* to *080 Ready to Hire*.

Navigation to *Prepare for Hire* Action

The *Prepare Job Offer* action is available in three places for **Recruiting Coordinators** and **Hiring Managers**, and in four places for **Recruiter Administrators** and **Recruiters**.

For all users with access, the *Prepare Job Offer* action is available on:

Navigation

Manage Job Opening page: **Other Actions** menu; **Recruiting Actions** menu; **Prepare Job Offer** action

Manage Application page: **Other Actions** menu; **Recruiting Actions** menu; **Prepare Job Offer** action

Manage Applicant page: **Other Actions** menu; **Recruiting Actions** menu; **Prepare Job Offer** action

For Recruiter **Administrators** and **Recruiters**, the *Prepare Job Offer* action is also available on:

Navigation

Search Applications page: **Other Actions** menu; **Recruiting Actions** menu; **Prepare Job Offer** action

Prepare for Hire Page

Select the **Prepare for Hire** option to display the *Prepare for Hire* page.

×
Prepare for Hire

Prepare for Hire cannot be resubmitted. Review and update all applicant and offer information before submitting. If you are ready to proceed, review and update the information below and select Submit Request to HR.

Applicant ID	10040
Applicant Name	[REDACTED]
Current Disposition	071 Offer Accepted
Disposition Date	03/05/2026
Applicant Type	External - New
Application Date	03/05/2026

Job Opening ID	100034
Job Opening Type	Standard Requisition
Business Unit	[REDACTED]
Department	[REDACTED]
Position Number	[REDACTED]
Job Code	[REDACTED]
Salary Administration Plan	B
Salary Grade	16
Step	

Job Offer Components ⓘ

Component	Offer Amount	Payment Mode	Currency	Frequency	Pay Group
Base Salary	3500.000000	Cash	USD	Monthly	MON

*Type of Hire ▼
 Hire

*Start Date 📅
 03/06/2026

Contract Number

Employee ID

Employee ID Verified No

Send Offer Letter to HR

Hire Comments 📄

Submit Request To HR

Cancel

At this stage:

1. Verify all information for accuracy (required) — this is the final opportunity to review data in the CAPPS Recruit module.
2. Select **Cancel** (if necessary) to cancel the action and resolve any outstanding items before proceeding.
3. Select **Submit Request to HR** after all information is confirmed (required).

Note: The *Prepare for Hire* action can be submitted only **once** — so ensure all data is correct before submitting.

Fields and Available Actions

This section of the desk aid reviews all fields and available actions on the *Prepare for Hire* page.

Field or Action	Description
APPLICANT ID	Displays the applicant’s unique identification code.
APPLICANT NAME	Displays the applicant’s name as it appears in <i>Manage Applicant</i> .
CURRENT DISPOSITION	Displays the current disposition for the application.
DISPOSITION DATE	Displays the date the application entered the current disposition.
APPLICANT TYPE	Displays the applicant type — all CAPPS Recruit applicants are External – New .
APPLICATION DATE	Displays the date the application was submitted.
JOB OPENING ID	Displays the job opening’s unique identification code.

Field or Action	Description
JOB OPENING TYPE	Displays the only job opening type used in CAPPS Recruit: Standard Requisition .
BUSINESS UNIT	Displays the business unit associated with the position.
DEPARTMENT	Displays the department associated with the position.
POSITION NUMBER	Displays the position number associated with the offer.
JOB CODE	Displays the job code associated with the position.
SALARY ADMINISTRATION PLAN	Displays the Salary Administration Plan associated with the position.
SALARY GRADE	Displays the salary grade associated with the position.
STEP	Displays the step associated with the position (applies only to the C Salary Administration Plan).
Job Offer Component: COMPONENT	Displays the only component salary used in CAPPS Recruit: Base Salary .
Job Offer Component: OFFER AMOUNT	Displays the full-time monthly salary rate from the offer, even for hourly or part-time employees.
Job Offer Component: PAYMENT MODE	Displays the only payment mode used in CAPPS Recruit: Cash .
Job Offer Component: CURRENCY	Displays the only currency used in CAPPS Recruit: USD .
Job Offer Component: FREQUENCY	Displays the only frequency used in CAPPS Recruit: Monthly (tied to the OFFER AMOUNT, which is a monthly rate).
Job Offer Component: PAY GROUP	Displays the pay group associated with the offer: MON (default value, although some agencies may have other options).
TYPE OF HIRE	Displays the only type of hire used in CAPPS Recruit: Hire (the actual action/reason codes appear on the <i>Hire Candidate</i> page.)
START DATE	Displays the effective date for the hire or competitive selection, may be edited on the <i>Prepare for Hire</i> page.
CONTRACT NUMBER	Disregard, not used in CAPPS Recruit.
EMPLOYEE ID	Disregard, not used. Existing IDs are matched before hire based on the National ID provided.
EMPLOYEE ID VERIFIED	Disregard, not used. Existing IDs are matched before hire based on the National ID provided.
SEND OFFER LETTER TO HR	Disregard, not used in CAPPS Recruit. Offer details are sent to the <i>Hire Candidate</i> page through the Integration Broker (IB) Hire Request.
HIRE COMMENTS	Optional field to enter comments.
Submit Request to HR	Select to validate data and send the applicant/offer information to HR.
Cancel	Select to exit the <i>Prepare for Hire</i> page and cancel submitting the request.

Submit Request to HR

When the *Submit Request to HR* option is selected, the system performs edit checks on the data to prevent sending problematic data to HR. If the system identifies an error, an error message displays.

Common reasons that trigger an error message:

- DATE OF BIRTH was not provided.
- NATIONAL ID was not provided.
- POSITION NUMBER is invalid.
- POSITION is not vacant.
- SALARY is outside of the monthly range for the position’s salary admin plan/grade/step.
- START DATE is more than 30 days in the past.
- PAY GROUP is invalid.

If an error is encountered:

1. Stop the *Prepare for Hire* process.
2. Address the issue before continuing.

Note: Assistance may be needed from another agency staff member, especially if the error involves position data or other information that cannot be viewed or updated by the current user.

3. Revisit the *Prepare for Hire* page (after the issue is resolved).
4. Complete the *Prepare for Hire* process.
After completion, the application's disposition updates to *080 Ready to Hire*.

Integration Broker Hire Request

The Integration Broker (IB) is a mechanism that transfers data between CAPPS modules. When the *Prepare for Hire* action is successfully submitted, the *IB Hire Request* generates a message that routes the CAPPS Recruit data to a staging table used by the *View/Update Candidate* and *Hire Candidate* pages in CAPPS HR/Payroll. The *Hire Request* includes the applicant's:

- NAME
- CONTACT INFORMATION
- NATIONAL ID (Social Security number)
- DATE OF BIRTH
- POSITION NUMBER from the accepted offer
- SALARY from the accepted offer
- START DATE

The *IB Hire Request* message is generated immediately — there is no need to wait for an interface. The applicant can be viewed on the *View/Update Candidate* and *Hire Candidate* pages, if access is permissible.

Withdrawing From Hire

The *Withdraw From Hire* action removes the applicant from being available as a *Pending* hire on the *View/Update Candidate* and *Hire Candidate* pages.

As with *Prepare for Hire*, users can only use the *Withdraw From Hire* action once. This action is generally not intended for making corrections — its use is for applicants who are not starting employment. Common reasons for using *Withdraw From Hire*:

- No-show hires
- Late withdrawals

Security for the *Withdraw From Hire* Action

Refer to your agency's business process to determine who is expected to perform the *Withdraw From Hire* action in CAPPS Recruit. Users with the following roles have security permissions to perform the *Withdraw From Hire* action:

- Recruiter Administrator (TX_HCM_RS_RECRUITER_ADMIN)
- Recruiter (TX_HCM_RS_RECRUITER)
- Recruiting Coordinator (TX_HCM_RS_RECRUIT_COORDINATOR)
- Hiring Manager (TX_SS_MANAGER_RS)

Availability of *Withdraw From Hire* Action

The *Withdraw From Hire* action is only available in CAPPS Recruit when the application's disposition is *080 Ready to Hire* and the job opening is in *Open* status.

Navigation to *Withdraw From Hire*

The *Withdraw From Hire* action is available in three places for Recruiting Coordinators and Hiring Managers and in four places for Recruiter Administrators and Recruiters.

For all users with access, the *Withdraw From Hire* action is available on:

- *Manage Job Opening* page
- *Manage Application* page
- *Manage Applicant* page

For Recruiter Administrators and Recruiters, the *Withdraw From Hire* action is also available on the *Search Applications* page.

To locate the *Withdraw From Hire* action from either of the previously listed pages:

1. Select the **Other Actions** menu.
 2. Select the **Recruiting Actions** menu.
 3. Select **Withdraw From Hire**.
- The *Withdraw From Hire* window displays.

The screenshot shows the 'Manage Application' interface. At the top, there are navigation links: Return, Recruiting Home, Search Applications, Previous, Next, Add Applicant Note, Print, and Refresh. Below this, there are two main sections: 'Applicant' and 'Job Opening'. The 'Applicant' section includes fields for Name, Preferred Contact, Email, Applicant ID (10018), Applicant Type (External Applicant), Status (010 Active), Jobs Applied (4), Veteran?, and WIT Indicator (N). The 'Job Opening' section includes Job Opening ID (100034), Job Posting Title, Status (Open), Business Unit, Department, Recruiter, Hiring Manager, Position Number, and Company. Below these sections is the 'Process Application' section, which shows Disposition (080 Ready to Hire), Reason, Date (03/06/2026), and various action buttons like Interest, Mark Reviewed, Route, Interview, and Reject. A dropdown menu labeled 'Other Actions' is open, showing 'Recruiting Actions' and 'Applicant Actions'. Under 'Recruiting Actions', the 'Withdraw From Hire' option is highlighted.

Completing the *Withdraw From Hire*

To complete the *Withdraw From Hire* action:

1. Select the **Withdraw From Hire** action.
The *Withdraw From Hire* window displays and indicates that the application's DISPOSITION was updated to *120 Withdrawn*, effective as of the current DATE.
2. Select a REASON from the drop-down menu (optional).
3. Select **Withdraw**.

The screenshot shows the 'Withdraw from Hire' dialog box. It has a title bar with a close button (X). Inside, there are three fields: 'Disposition' (120 Withdrawn), 'Reason' (a dropdown menu), and 'Date' (03/06/2026). At the bottom, there are two buttons: 'Withdraw' and 'Cancel'.

Note: A warning message displays, prompting confirmation of the applicant's intent to withdraw from the hiring process.

4. Select **OK** to complete the withdrawal.
–or–
Select **Cancel** to abandon the withdrawal.

Note: The *Withdraw From Hire* action can only be completed once and the application cannot be resubmitted for hire.

Integration Broker *Withdraw From Hire Request*

Similar to the IB *Hire Request* message generated during the *Prepare for Hire* action, an IB message is also generated for the *Withdraw From Hire* action.

When the *Withdraw From Hire* action is successfully submitted, the IB *Withdraw From Hire* message initiates the removal of CAPPS Recruit data from the staging table used by the *View/Update Candidate* and *Hire Candidate* pages in CAPPS HR/Payroll.

The IB *Hire Request* message is generated immediately — there is no need to wait for an interface. The removal can be viewed on the *View/Update Candidate* and *Hire Candidate* pages, if access is permissible.

Revision History

Date	Description of Change	Changed By
June 1, 2026	Initial release.	R. Kelly