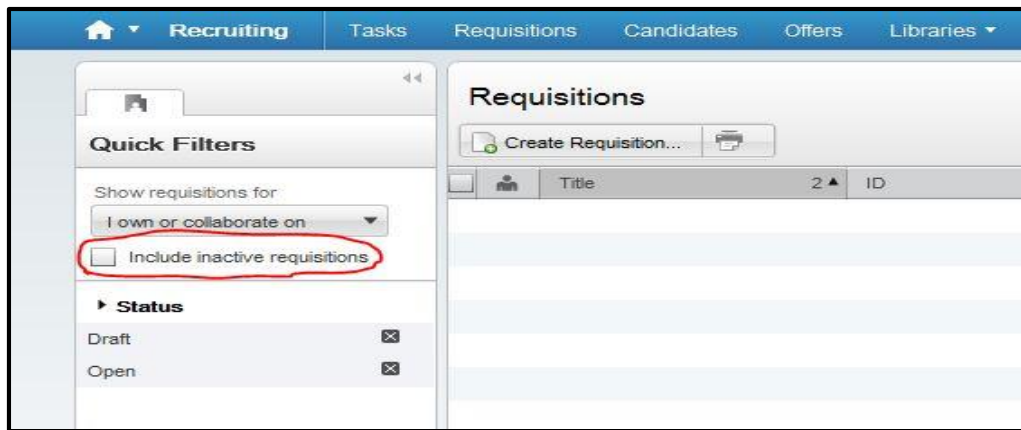


# User Guide for Creating Summer Employment Requisitions and Managing Candidates

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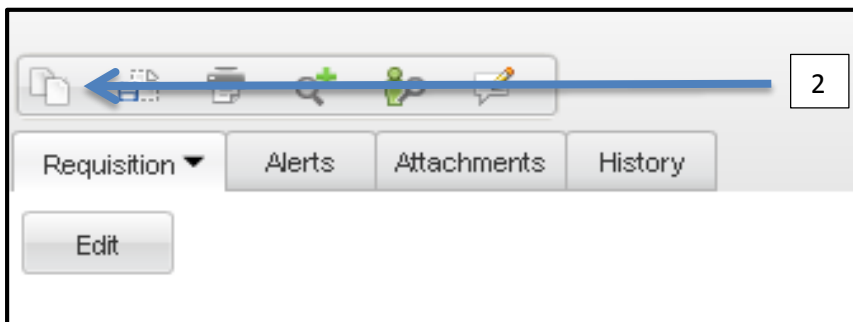
## Finding a Previous Year Requisition

1. Go to the Requisitions tab
2. Click the checkbox for “Include inactive requisitions”



## Duplicating a Requisition

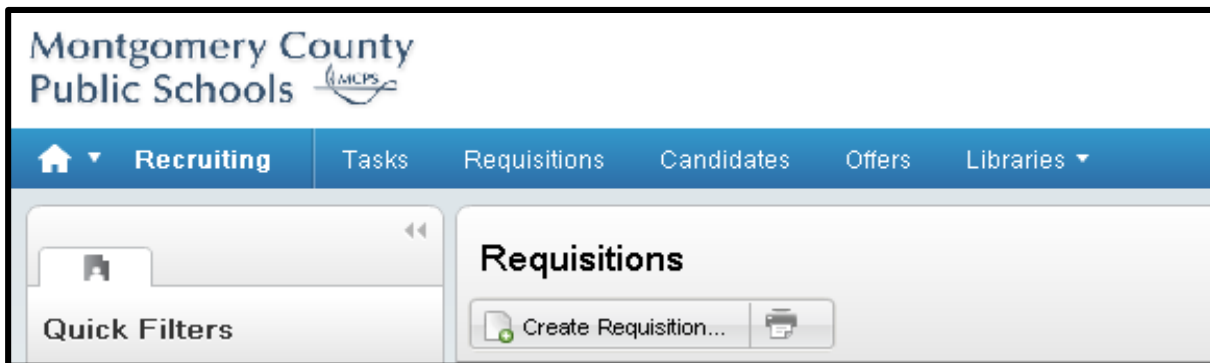
1. Open the requisitions that you want to duplicate
2. Click the icon for duplication a requisition



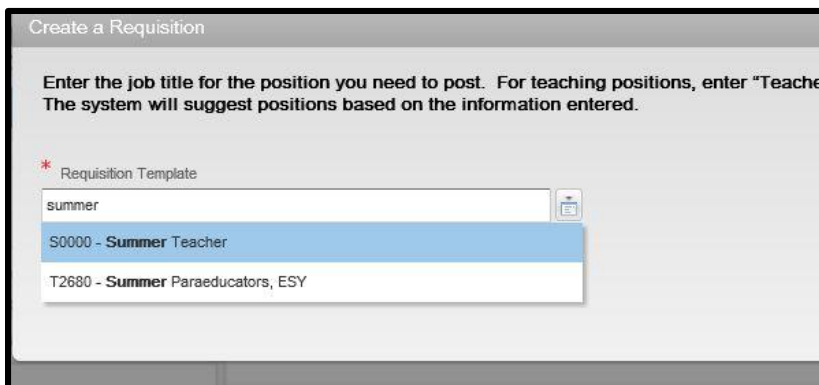
## Creating a Requisition

### 1. Click on Requisitions

#### a. Create Requisitions

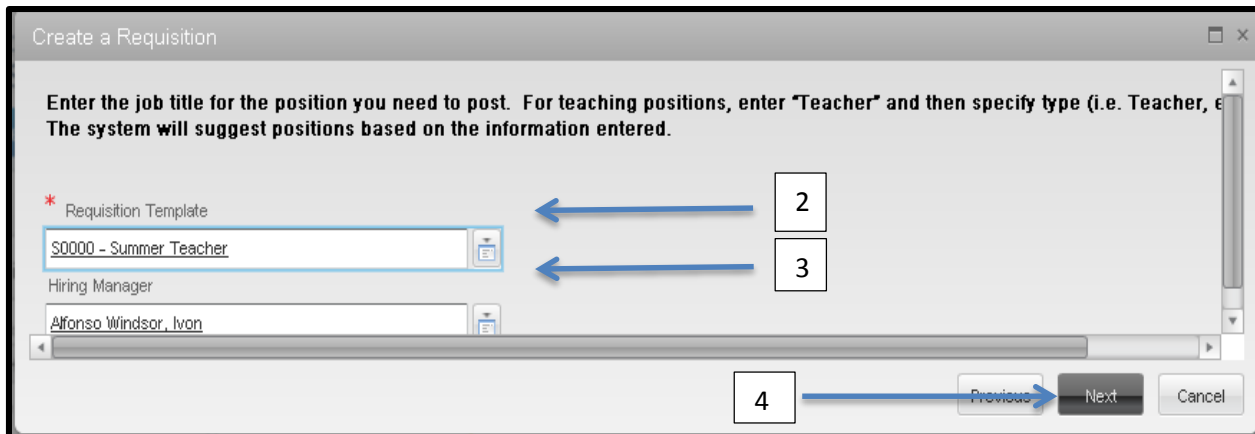


### 2. Requisition Templates – select from Summer Teacher or Summer Paraeducator, ESY



3. **Hiring Manager (HM)** – your name should be populated in this field. If you would like to change you can select another person, but you must have a HM selected. The hiring manager is the person responsible for making the offers to the candidates.

### 4. Next



5. **Organization** – Leave at Summer Employment
6. **Primary Location** – Multiple Locations will be the default. Only change if the job is at a specific school only.
7. **Job Field** – defaults to teachers, but need to update, ie: (Teacher, Special Education) or (Teacher, Science). You need to be specific with the job field in order to communicate to candidates what type of teaching experience and certification is required for this job.
8. **Click Create**

The screenshot shows a web form titled "Create a Requisition". The form has a header instruction: "Select the organization (school name or 'Offices') and location (city). Secondary teaching positions should indicate the subject". Below this are three dropdown menus: "Organization" with "Summer Employment" selected, "Primary Location (City)" with "Multiple Locations" selected, and "Job Field" with "Teachers" selected. At the bottom left is an "Add Locations" button. At the bottom right are "Preview", "Create", and "Cancel" buttons. Blue arrows and numbered boxes (5-8) point to the Organization dropdown (5), Primary Location dropdown (6), Job Field dropdown (7), and the "Create" button (8).

9. **Under Job Description** - Verify and edit information as necessary:
  - a. Dates
  - b. Locations
  - c. Schedule
  - d. Description
  - e. Knowledge, Skills, and Abilities
  - f. Education, Training, and Experience
10. **Requisition Title** – Make title as few characters as possible

***Employment Type, Level/Subject/Program/Location (only add location in the requisition title if you are hiring specifically for one location)***

**Examples:**

**Summer School Teacher, Elementary**  
**Summer School Teacher, English**  
**ESY, Special Ed Teacher, LFI, Cashell ES**  
**ESY, Paraeducator, Multiple Disabilities, Greenwood ES**  
**Curriculum Development, Biology Teacher**

**11. Requisition Owners**

- a. **Recruiter** – **Grace Bestland**
- b. **Hiring Manager** – Already selected in Step 3
- c. **Recruiter Assistant** – leave blank
- d. **Hiring Manager Assistant** – Leave blank

The screenshot shows a form titled "Requisition Owners" with four rows of input fields. Each row has a label on the left, a text input field in the middle, and a small icon on the right. The labels are:
 

- \* Recruiter (with a red asterisk)
- Hiring Manager
- Recruiter Assistant
- Hiring Manager Assistant

 The text input fields contain the letters 'a', 'b', 'c', and 'd' respectively. Each icon is a small blue square with a white document symbol.

- e. **Collaborators** – adding names to this field will allow people to see the requisition upon logging in. They will not have to go search for the requisition. You can add as many collaborators as you like. All of these people will be able to view the candidates who applied to the requisition but will not be able to create offers for the candidates.

**12. Job/Asg Code** – 5 character field – get number from the contact person at your department

**13. Target Start Date** – July 1, 2014, or other appropriate date

**14. End Date** – enter end of program date

**15. Payroll Location** – 5 digit field – See description on the requisition form or get information from the contact person at your department

The screenshot shows a form with four fields and their descriptions:
 

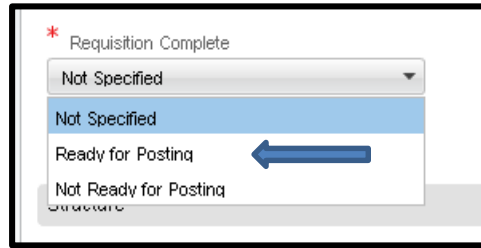
- Job/Asg Code:** The Job/Asg code is a 5 character field that starts with "S" and is followed by 4 numbers. (example - S0351)
- Target Start Date:** Target Start Date is the first day of summer employment.
- End Date:** The End Date is the last day of summer employment.
- Payroll Location:** Each office/department at the central office level has an assigned 5-digit location code. For payroll location at a school, the first 2 digits are 01=special, 02=elementary, 03=middle, 04=high, followed by the 3 digit school. (example - 04789 is Einstein HS)

 The fields contain the following values:
 

- Job/Asg Code: 12
- Target Start Date: 13
- End Date: 14
- Payroll Location: 15

 Each field has a small calendar icon to its right.

## 16. Requisition Complete – Ready for Posting

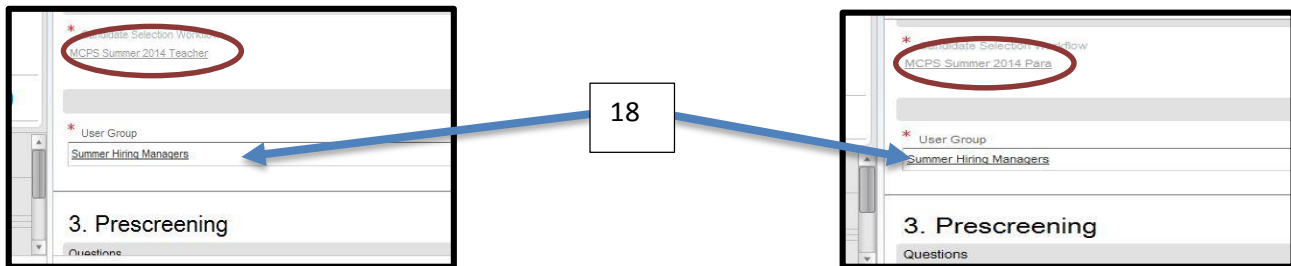


17. **Candidate Selection Workflow** – depending on the position that you are hiring for, make sure it says:

“MCPS Teacher Summer 2014”

or

“MCPS Summer 2014 Para”



18. **User Group** – should say SUMMER HIRING MANAGERS

## 19. Prescreening section

- Remove Unwanted Questions
- Add optional questions from template library
- Create NEW question specific to your requisition

## 20. Save and Close

## Managing Requisitions

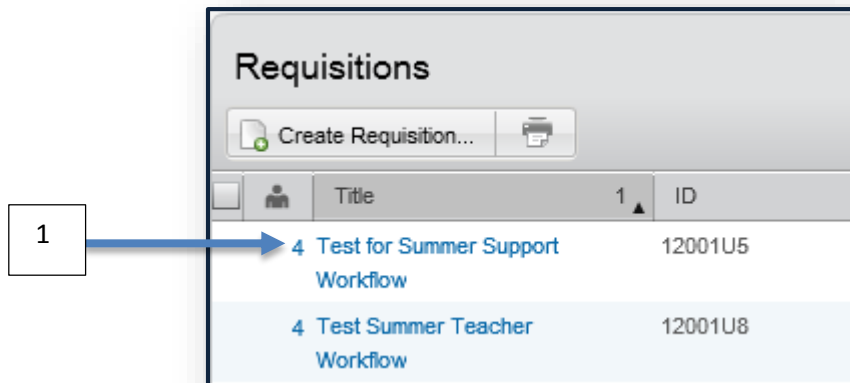
### Options:

- **Quick Filters (Own, Collaborate, All/Summer Hiring Managers)**
- **Search by Title**
- **Edit Requisition (if not creating a new one)**
- **Duplicate Requisition**

## Managing Candidates

### *Changing the status of a candidate and sending a tentative offer*

1. Click on the number to view the list of candidates for the requisition.



2. Place a check in the box next to the candidate/candidates you would like to send correspondence for a tentative offer.

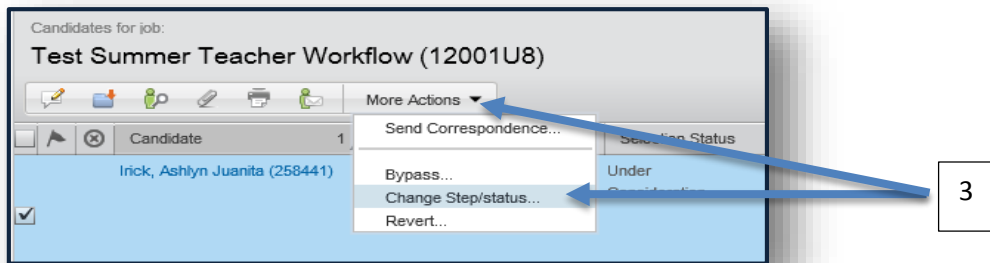
<input type="checkbox"/>	Candidate	Step	Selection Status	Emp Status	Position 1	Rpt Loc 1
<input type="checkbox"/>	Perry, Betsy Claudette	HM Review Summer	Candidate Withdrawn	A1	Teacher, Sp Ed Resource Rm	02797 Harmony Hills Elem School
<input type="checkbox"/>	Mihalich, Lisa Marie	HM Review Summer	Candidate Withdrawn	A1	Teacher Special Education	02310 Cannon Road Elementary School
<input type="checkbox"/>	Fabii, Domenick M.	HM Review Summer	Candidate Withdrawn	A1	Teacher Special Education	04798 Springbrook High School
<input type="checkbox"/>	Rosenberg, Carolyn Magen	HM Review Summer	Candidate Withdrawn	A1	Teacher, Special Education	03557 Montgomery Village Middle Sch

First thing to check when evaluating candidates is the Employee Status. **Valid candidates will have an A1 listed as their status.** Candidates with the value of A8 are not permanent employees. They may be substitutes or long-term substitutes and are not able to be considered for some summer positions. If the status is L1 or L2 then the employee is currently on long-term leave. If the status is T1 or T3 then the employee has terminated employment with MCPS and should not be considered for summer employment.

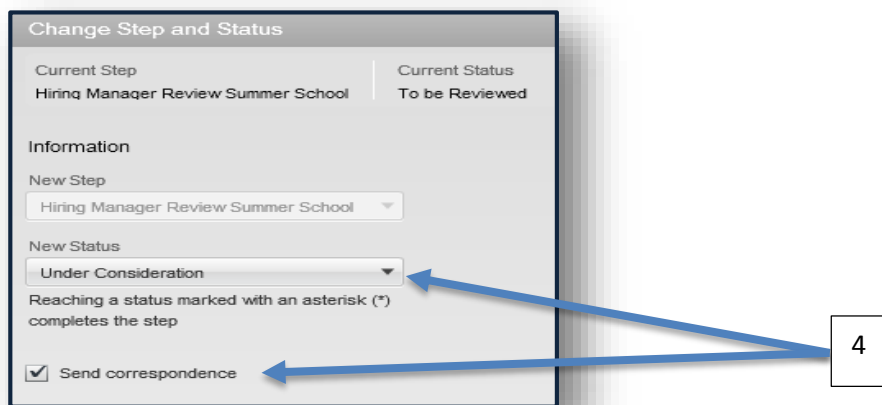
You also can review the Position 1 field and the Rpt Loc 1 field to determine where the employee currently is working during the regular school year.

For some requisitions, the hiring manager added questions for the candidate to answer. In cases where a certain response to the questions is required in order to hire a candidate, we have applied the ACE functionality. The ACE functionality shows candidates that responded to the questions in the required way with a STAR on their record. You can click on the column heading with the STAR in order to sort all the candidates with the ACE ones appearing first.

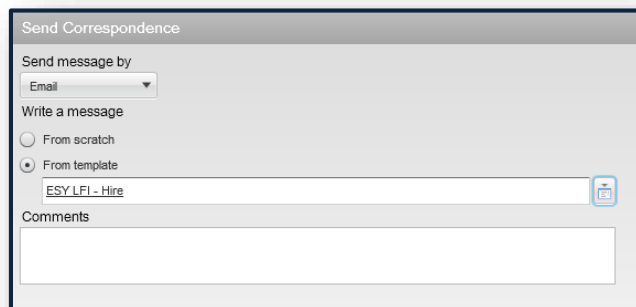
- Go to **MORE ACTIONS > CHANGE STEP/STATUS**. Once you review a candidate’s qualifications, you then can change the step/status of that candidate. Changing the status allows you to categorize your list of candidates so that when you return to evaluating them at another time, you are able to pick up where you left off.



- Select the desired new status and select the check box next to SEND CORRESPONDENCE. You may wish to send an e-mail to a candidate to make them a preliminary offer to find out if they are still interested in your position. Correspondence sent through MCPS Careers are stored in the History tab for each candidate. You will have a record of all correspondence you have sent to a candidate via MCPS Careers.



- Click **Save and Continue**
- Select the appropriate correspondence from the template selector. In the comment section, type your name and the action you are taking on this candidate.



- Click **Next**

8. Fill in the required information for the correspondence selected.

Send Correspondence

Some values are missing.  
You must provide the information below in: English

SITE\_NAME

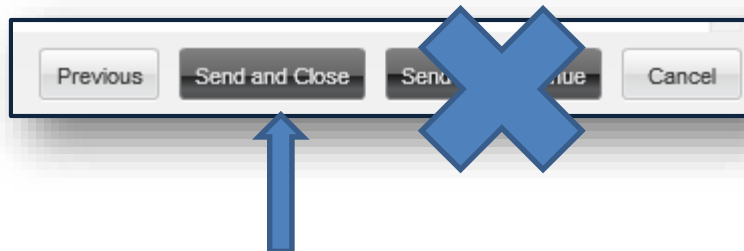
TEACHER\_OR\_PARA

OFFER\_DUE\_DATE

9. Click **Next**

10. Click **Edit** to make changes to the correspondence, as necessary.

11. Click **Send and Close** (Do **NOT** click **Send and Continue**)



If there are multiple hiring managers pulling candidates from the same requisition, you should include your name in the comment every time you change the status of a candidate.

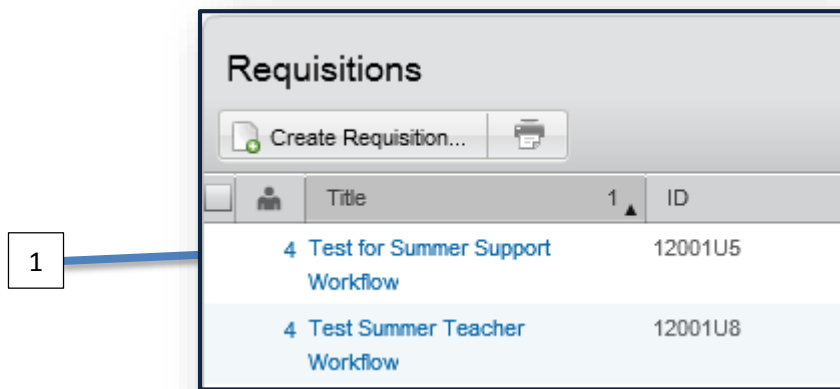
#### Status Examples

- Short list (They have looked through these candidates)
- Under consideration (Sent the e-mail to make the offer)
- Conditional Acceptance (got the email back from candidate) – or they could create the offer right away
- Not under consideration – to eliminate people you know you do not want

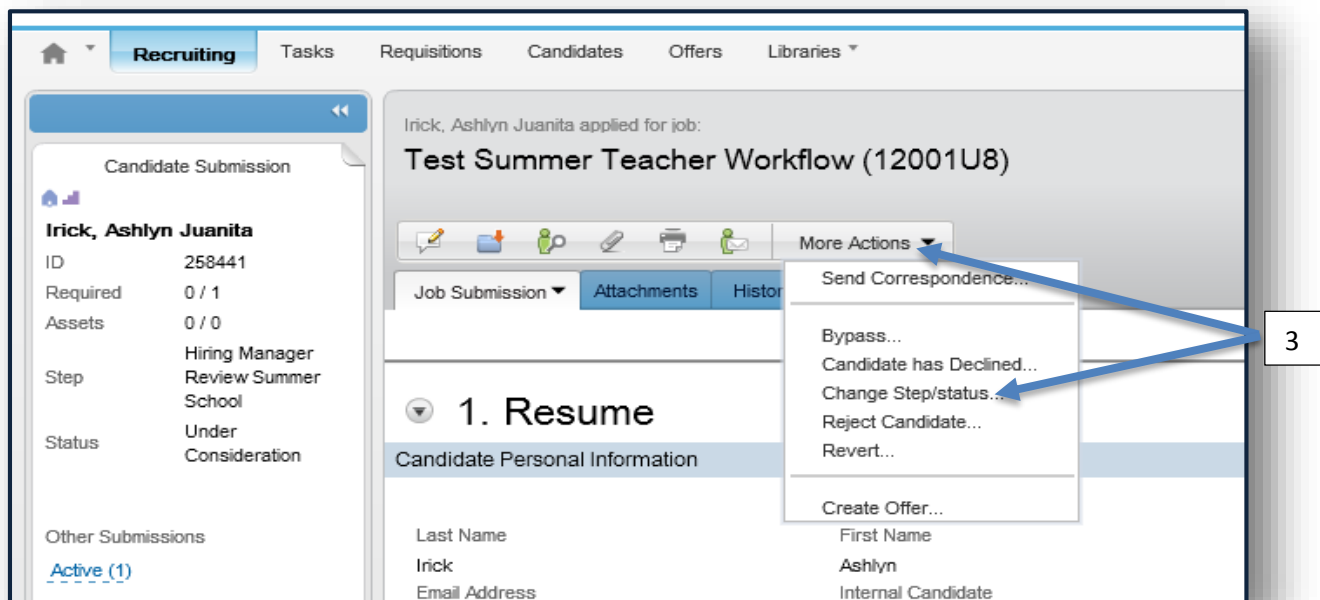
We recommend that for requisitions where there are multiple hiring managers, that you use the reports provided based on the responses to the questions.



*After receiving confirmation that the candidate will take the position....*



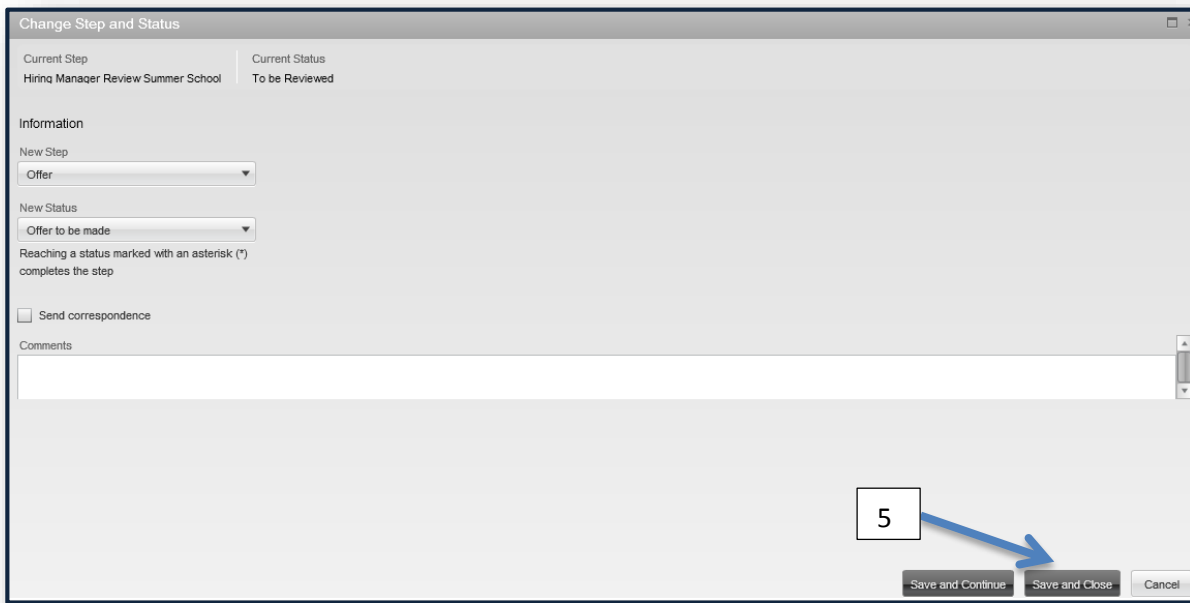
1. Click on the number to view the list of candidates for the requisition.
2. Click on the **name of a candidate** to go into that candidate's record.
3. Go to **MORE ACTIONS > Change Step/Status**



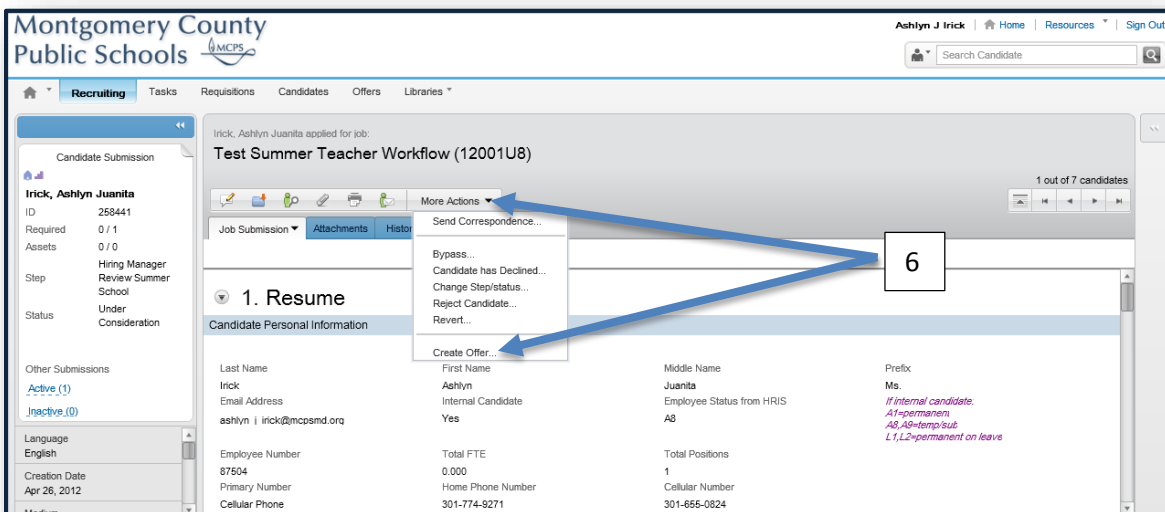
4. Select **New Step > Offer** and **New Status > Offer to be Made**



5. Click Save and Close



6. From within the candidate file, click **More Actions > Create Offer**



7. Under **Offers**, fill out the following:
  - a. Start Date (If it is listed under the Requisition column, click the arrow to move the date into the offer column)
  - b. End Date (use little arrow)
  - c. Allocation (Total Hours)
  - d. Job/Asg Code (move little arrow over or enter)
  - e. Payroll Location – Work Location

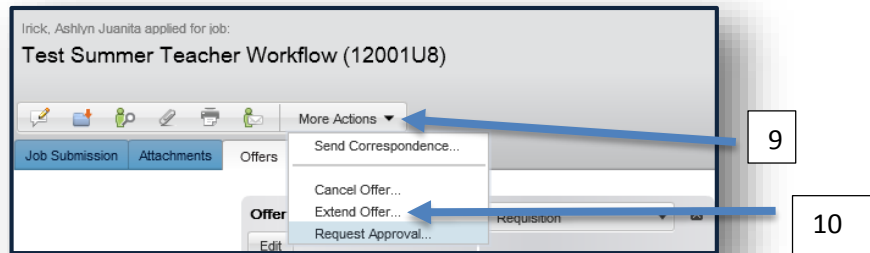
This screenshot shows the 'Offers' section of a software interface. At the top, there are tabs for 'Job Submission', 'Attachments', 'Offers', and 'History'. Below the tabs are buttons for 'Save', 'Save and Close', and 'Cancel'. The main area is titled 'Offer (New)' and includes a 'Requisition' dropdown menu. Under the 'Top Section', the 'Status' is set to 'Draft'. The 'Start Date' field is empty and has a calendar icon next to it. A blue arrow points from a box labeled 'a' to the 'Start Date' field. There is also a 'Tentative' checkbox.

This screenshot shows the 'Offers' section with several fields populated. The 'End Date' field contains 'Aug 17, 20' and has a calendar icon. The 'Allocation (Total Hours)' field is empty. The 'Job/Asg Code' field contains 'S0464'. The 'Payroll Location' field contains '27102'. Blue arrows point from the 'Requisition' column to each of these fields, with boxes labeled 'b', 'c', and 'd' respectively. A yellow box at the bottom right contains the text 'Copy values from Requisition to Offer (New)'. The 'Status' is still 'Draft'.

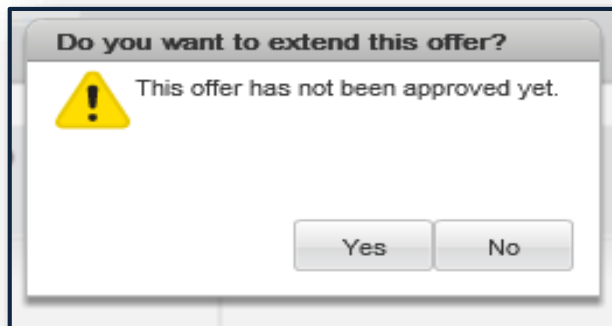
This screenshot shows the 'Offers' section for a specific job. The job title is 'Irick, Ashlyn Juanita applied for job: Test Summer Teacher Workflow (12001U8)'. The 'Payroll Location' field is empty and has a blue arrow pointing to it from a box labeled 'c'. The 'Status' is still 'Draft'. A yellow box at the bottom right contains the text 'Copy values from Requisition to Offer (New)'.

8. Save and Close

- 9. From within the candidate file, click **More Actions**
- 10. Select **Extend Offer**

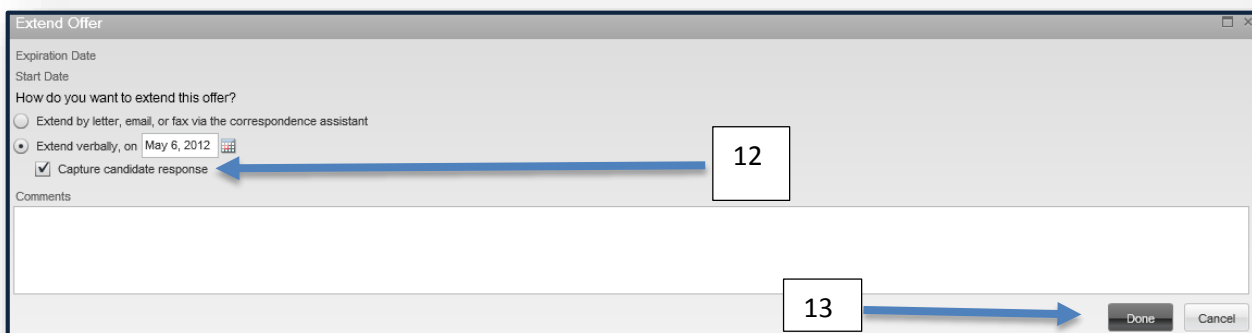


- 11. You will see a message: This offer has not been approved yet. Click **YES**



- 12. How do you want to extend this offer? Leave extend verbally regardless. **CHECK THE BOX** for capture candidate response.

- 13. Click **Done**.



14. How did the candidate respond to the offer? Select: **The candidate accepted the offer.**

15. Click **Next**.

The screenshot shows a dialog box titled "Capture Offer Response". The question is "How did the candidate respond to the offer?". There are three radio button options: "The candidate accepted the offer" (selected), "The candidate wants to negotiate the offer", and "The candidate refused the offer". A blue arrow labeled "14" points to the selected option. At the bottom right, there are "Next" and "Cancel" buttons. A blue arrow labeled "15" points to the "Next" button.

16. When did the candidate accept the offer? **(Leave as is.)**

17. Done

The screenshot shows the "Capture Offer Response" dialog box with more fields. The question is "When did the candidate accept the offer?". Below it is a date field "Accepted on (Event Date)" with the value "May 6, 2012". Another question is "When will the candidate start working?". Below it is a date field "Start Date" with the value "Jul 2, 2012, 8:00 AM" and a "Tentative" checkbox. At the bottom, there is a "Comments" text area. A blue arrow labeled "16" points to the "Accepted on" date field. A blue arrow labeled "17" points to the "Done" button at the bottom right, which is between "Previous" and "Cancel" buttons.

\*\*\*Once the candidate is in the status offer of ACCEPTED, we are done.

**A report will be generated from the Summer Employment Applicant Tracking System that will contain all of the candidate records that are in the Step = Offer and Status = Accepted. The report will be used to authorize the candidates in the Lawson Payroll and Attendance Collection System.**