Search Recruitment

Use these steps to search recruitment actions. The Recruitment module can also be used to initiate, edit, and search for recruitments. Additional Recruitment job aids can be found in the <a href="https://example.com/hrsh.com/hrs

Navigation: R'Space > HRMS > Recruitment > Search Recruitment

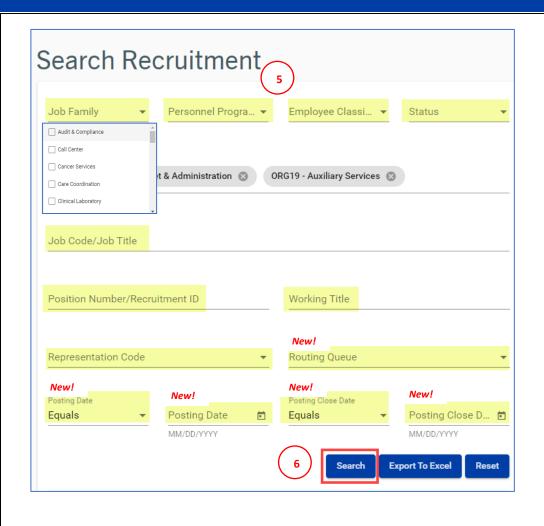
*Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.

1. From the **HRMS Gateway** Human Resource Management System page, click the Recruitment tile. Welcome Welcome to the UCR Human Resources Management System (HRMS). The HRMS is a LICR developed Staff HR Software Application containing the following modules: Job Code Information, Job Builder, Recruitment and Contract Out. The Job Builder, Recruitment, Review, and Contract modules are only visible to you if you have a c ng EACS role. Mouse over each module tile for a brief description Job Code Information Job Builder 2. The Recruitment landing Recruitment page displays. Click the Search Recruitment tile. The Recruitment module is UCR's online repository of recruitment actions. Based on your role(s), using the Recruitment module you may be able to initiate, edit, approve, view, search, review and disposition candidates, and finalize recruitments. Additional information on how to use this module can be found in the HRMS Recruitment User Guide Short List Review Posted Recruitments Finalized Recruitments Search Recruitments 3. The Search Recruitment RECRUITMENT SEARCH RECRUITMENT landing page displays. Search Recruitment 4. The search criteria defaults Job Family Personnel Progra... Employee Classifi... • Status to the user's accountability structure under the Org. Dept field. ORG19 - Auxiliary Services 🔞 ORG39 - Planning Budget & Administration 🔘

5. Search for recruitments by using one or more of the filter fields.

Note: Four new search filter options have been added – Routing Queue, Posting Date Posting Close Date and Display Columns.

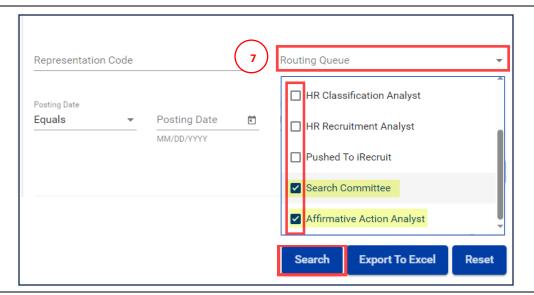
6. Click the **Search** button to display the search results



New Search Filter

 The Routing Queue filter allows you to search for and view recruitments which are in a specific queue or queues.

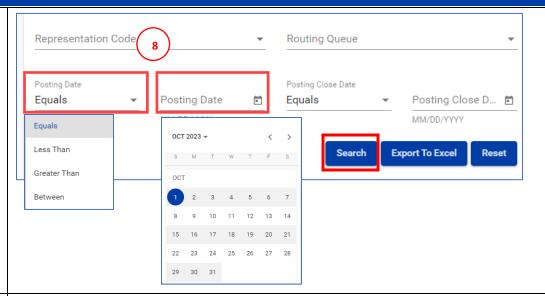
Click the Routing Queue field, next select the checkbox(s), then click Search.



New Search Filter

 The **Posting Date** field allows you to search and filter recruitments by their posting date.

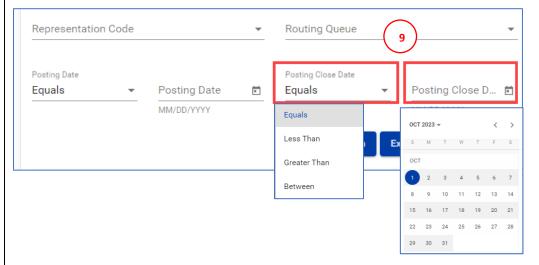
In the Posting Date field, choose Equals, Less Than, Greater Than or Between, then select the Posting Date from the drop-down calendar.



New Search Filter

 Posting Close Date field allows you to search and filter recruitments by their closing date.

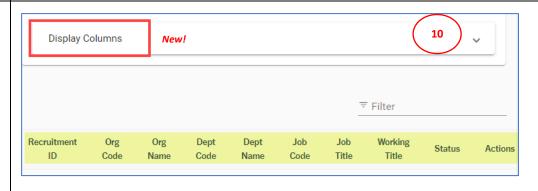
In the Posting Close Date field, choose Equals, Less Than, Greater Than or Between, then select the Posting Close Date from the drop-down calendar.



New Search Filter

10. The **Display Columns** option allows you choose which column headings to display in your search results.

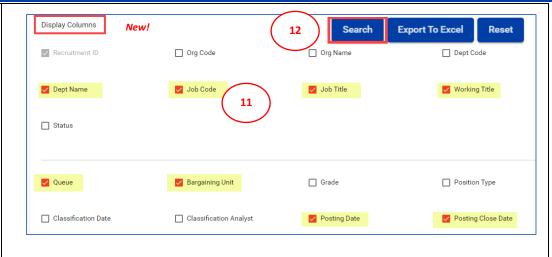
Click the **Display Columns** field or drop-down arrow.



11. From the drop-down menu, select the column headings by clicking one or more of the heading checkboxes.

Note: Recruitment ID is a default column heading and cannot be unchecked.

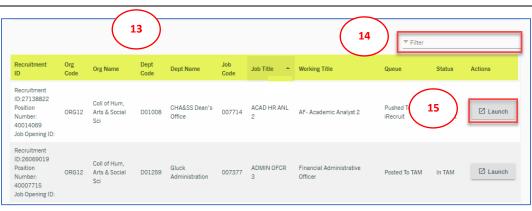
12. Then click Search.

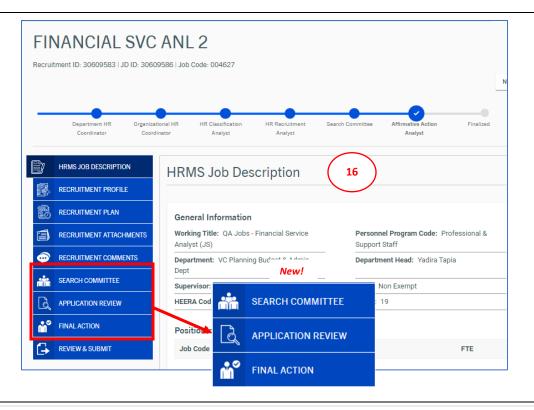


- In the Search Recruitment results page, click any of the column heading to sort the recruitment results.
- 14. Click the **Filter** field to filter the search results by job code or description.
- Under the Actions column, click the Launch icon to view the recruitment.

16. The HRMS Job Description displays as "View-Only" unless it is in the user's WIP queue

Note: Three NEW Tabs have been added to the tab menu – Search Committee, Application Review and Final Action





17. Search Committee Tab

The names of the **Search Committee members** and their roles are visible from this tab.

This tab is in **read-only** mode unless your role is a **Chair**, **Chair's Associate**, or **AACL**.

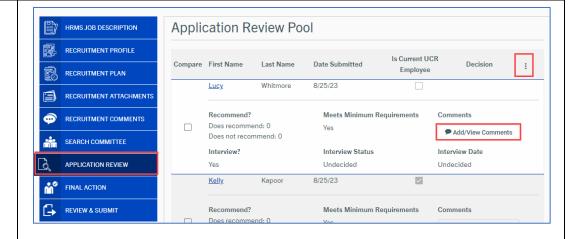
If you are in one of these roles, you will be able to edit the members and roles of the **Search Committee.**



18. Application Review Tab

This tab is viewable and editable only if you are in a **Search Committee role**.

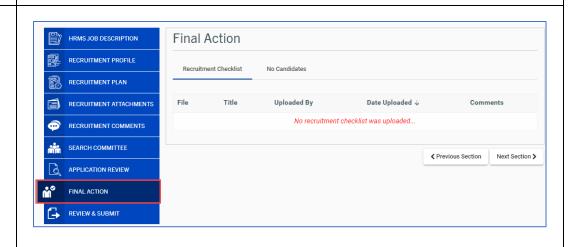
From this tab, as a **Search Committee member**, you may review the candidates' applications.



19. Final Action Tab

This tab is viewable and editable only if you are a Search Committee Chair, Chair's Associate, or AACL.

From this tab, as a **Search Committee member**, you can enter the selected candidate(s) new hire information.





20. Review & Submit Tab

This tab is viewable as readonly. It contains a summary of the Job Description, Recruitment Profile, and Recruitment Plan tabs.

