

HIRING GUIDE

Human Resources - Talent Management

CYBER RECRUITER HR ACTIONS



Seventh-day Adventist Church
FLORIDA CONFERENCE

HUMAN RESOURCES
and Talent Management

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CYBER RECRUITER OVERVIEW

LOGIN

Type to access the system
cyberrecruiter.floridaconference.com

Welcome to Cyber Recruiter

Enter your **Log-in** and **Password** below. If you cannot remember your log-in information or you are having trouble, click on the link at the bottom to have your information sent to you.

If you have any problems logging in or using the software, contact your Cyber Recruiter System Administrator at CyberRecruitinghelpdesk@floridaconference.com to have your password reset.

Enter your User ID and Password

User ID: vanesa.grant
Password: *****

Login ☐ Remember My User ID

[Click here if you've forgotten your login information](#)

HOME PAGE

Florida Conference of Seventh-day Adventists

Home | Inbox | Req List | Logout

Help

to Cyber Recruiter TEST LFEUSER

This is your main menu. You will mainly work from the following navigation tabs: Shortcuts, Requisitions and Applicants

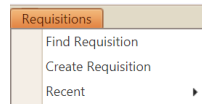
ICONS TO USE

Action	Icon	Location
Save		In the header, the right-most icon on the page to save or continue the process.
Cancel		In the header, the icon immediately left of the save icon. This icon does not display if the page can only be saved – for example the Inbox setup page.
Print		In the header, the left-most icon on the page to print. This icon does not display if the page does not have a report available.
Copy		This icon allows the user to copy the item listed.
Add New Record		In some areas of admin (such as creating drop down lists) this icon is used for adding new records. In others a link reading "Add New Record" next to a plus sign will appear for that purpose at the top left of the table.
Delete		This icon, to the right of the record, is used to delete the row/record.
Edit		This icon is used for editing. Usually, it appears to the left of a row/record that users may edit, but also appears to the right, especially in Admin> Website for editing pages and instructions.

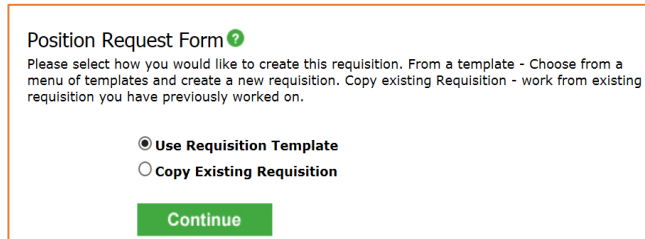
REQUISITIONS: JOB OPENINGS

CREATE REQUISITION

1- Go to Requisitions> Create Requisition



2- Select Use Requisition Template. Click Continue.

A screenshot of the 'Position Request Form' in a web application. The form has a title 'Position Request Form' with a help icon. Below the title is a paragraph of instructions: 'Please select how you would like to create this requisition. From a template - Choose from a menu of templates and create a new requisition. Copy existing Requisition - work from existing requisition you have previously worked on.' There are two radio button options: 'Use Requisition Template' (which is selected) and 'Copy Existing Requisition'. At the bottom of the form is a green 'Continue' button.

Note: if you have a requisition already created, you may copy an existing requisition.

Complete the requisition information

- 1- Reason to Open: Select “New position or Replacement”. If it is a replacement, you need to add the name of the person being replaced.
- 2- Preferred Start Date: Starting day needs to be the 16th when possible.
- 3- Enter Location: type the first letter of your location. Select.
- 4- Full Time/Part Time (Job classification): select RFT, LHT, LPT.
- 5- Click continue to complete the next screen. You will click “continue” after each page if complete.

No do edit any other fields. There are already set up for you in the template.

Note for Churches: All Bible Worker positions are handled as new position. ADCOM’s approval is needed before opening the requisition, in addition to the commitments and board minutes.

Job Description

This job description may be modified according to your specific job needs but it should be similar to the template’s specifications.

- 1- Scroll down to see skills, Education and Job responsibilities.
- 2- If it is significantly different please contact HR and we will create a new template.
- 3- When completed click Continue.

Requisition Questions

- 1- Add questions for the applicant to answer from existing list.
- 2- Contact HR if you would like to add position specific questions.
- 3- Click Continue.

Attachments

You need to complete Commitment form from the website and have the board minutes ready when **creating a new position**.

- 1- Click Add new record. It will open the following screen. Select LFE Board Minutes
- 2- Browse your computer and select the files to be attached.
- 3- Select extension (.pdf, .docx, .xls etc.).
- 4- Click save – repeat for each file to be attached.
- 5- Click continue.

Attachments ⓘ
Please attach any documents that may be needed in the recruiting of this position. To add a document, please click the "Add new record" icon.

Date	Type	Description
No records to display		

+ Add new record Refresh

Add Requisition Attachment

Date: 5/10/2016

Type: Select

Description: Select

Note: Additional Reg Forms, Interview Questions, LFE Board Minutes New Position, LFE Commitment New Position, Other, Phone Screen Questions

Attachment: Select

File Type: Select

Save Changes Cancel

Attachments ⓘ
Please attach any documents that may be needed in the recruiting of this position. To add a document, please click the "Add new record" icon.

Date	Type	Description
09/18/2016	LFE Board Minutes New Position	Board minutes
09/18/2016	LFE Commitment New Position	Commitment New Position

+ Add new record Refresh

Approvals

- 1- Select your user name for the Hiring Manager field.
- 2- **HR Approver set to Vanesa Gaitan.**
- 3- Click Continue.

Approvals ⓘ
Please select the appropriate approvers for this position below. (Approval responses will be emailed to you automatically.)

Hiring Manager: TEST LFEUSER X 1

Human Resources: Vanesa Gaitan X 2

ADCOM: Select 3

OPSCOM: Select 4

EXCOM: Select 5

Additional information to include in email

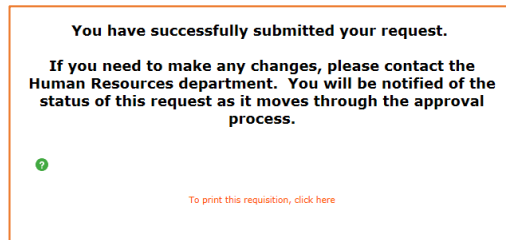
Continue

Confirmation Screen

- 1- Review Requisition for accuracy. This is the Hiring Manager view.
- 2- The top section will not show on the Requisition in the Career Site.

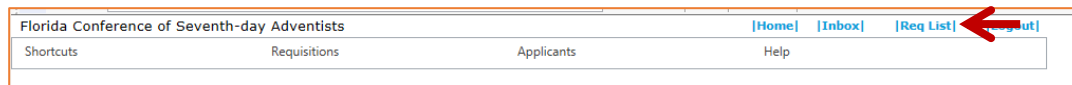
IMPORTANT:

Close this tab on your browser. Cyber Recruiter page should still be open.



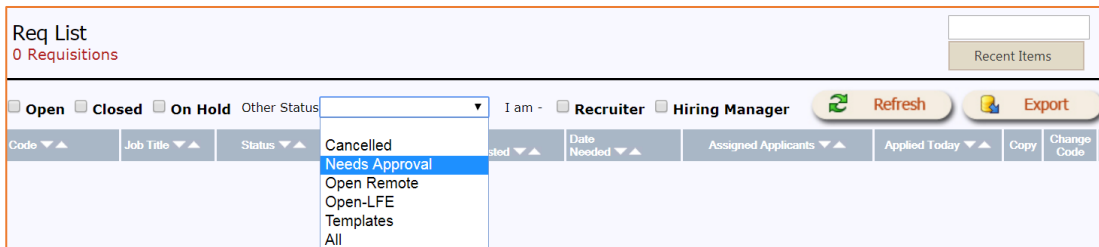
FINDING YOUR REQUISITIONS

- 1- In your Cyber Recruiter page Click on the Req. List. It will take you to the Req. List menu.



HOW TO VIEW/EDIT A REQUISITION: MANAGER VIEW

- 1- From the Req. List menu, select Other Status.
- 2- The new Requisition will be under the option "Needs Approval".
- 3- Select and click refresh.
- 4- All requisitions in need of approval will be listed.

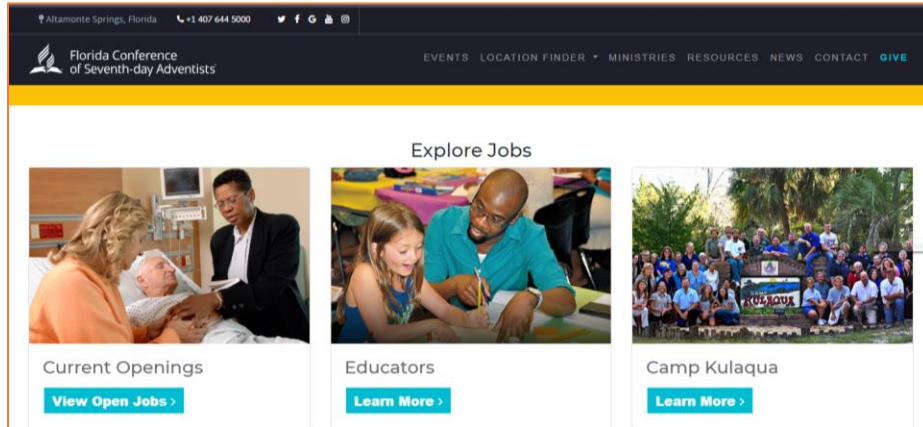


- 5- Select your requisition from the listing.
- 6- Once you click on the requisition, the Requisition File will open.
- 7- From the Requisition File you will able to edit the requisition's information.
- 8- HR will approve your requisition and publish it on the Career site. **No editing once open.**

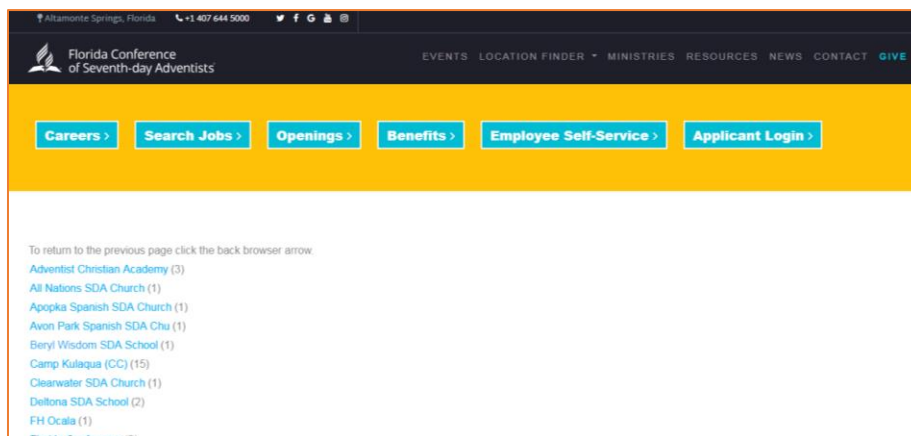
APPLICATION PROCESS: APPLICANT VIEW

HOW TO APPLY: NEW APPLICANTS

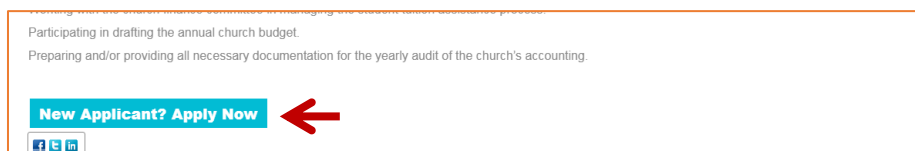
- 1- Go to “careers.floridaconference.com”.
- 2- Click the “CURRENT OPENINGS” link.



- 3- Select the location to see the job posting.



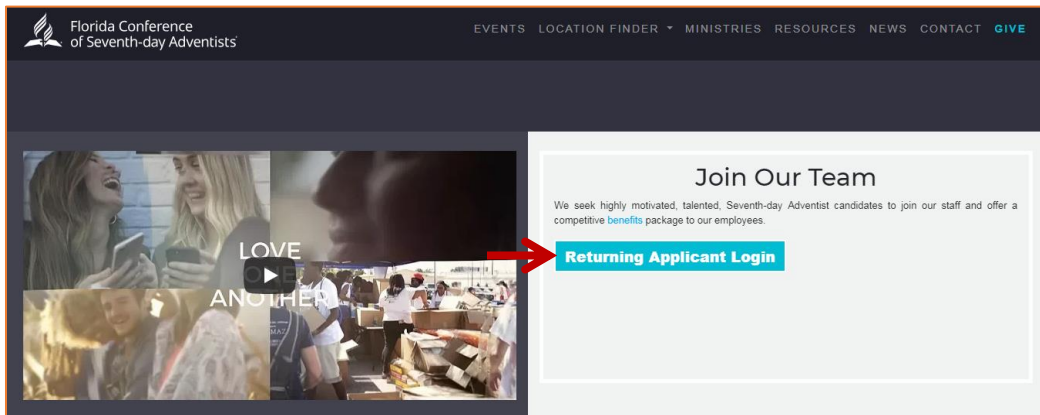
- 4- Once you select the job opening, you will see the job description for that position. If you are a new applicant, you will scroll all the way down to find the “New Applicant? Apply Now” button.



- 5- When the application is completed, you will receive an email confirmation with a login ID and password for your Applicant Self Service Center account.

HOW TO APPLY: RETURNING APPLICANT

- 1- Click on the “Returning Applicant Login”.



- 2- You will use your email address as LoginID and password to access your account.

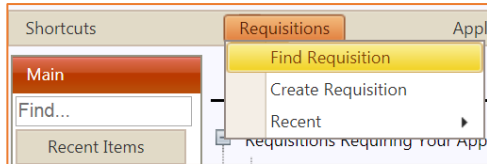
A screenshot of the "Applicant Login" page. The top navigation bar is orange and contains buttons for Careers, Search Jobs, Openings, Benefits, Employee Self-Service, and Applicant Login. Below the navigation bar is a white section with a "Profile Maintenance" notice. The main content area is titled "Please login below..." and contains a login form with fields for "Email Address" (containing "vanesa.gaitan@floridacnferen") and "Password" (containing "*****"). A "Login" button is located below the password field. A link "Click here if you have forgotten your login information" is at the bottom of the form.

- 3- Select the job opening you would like to apply for and click “next” in each page of the application. This is the time to edit your personal information if needed, otherwise, you will click “next” until you reach the confirmatin page.

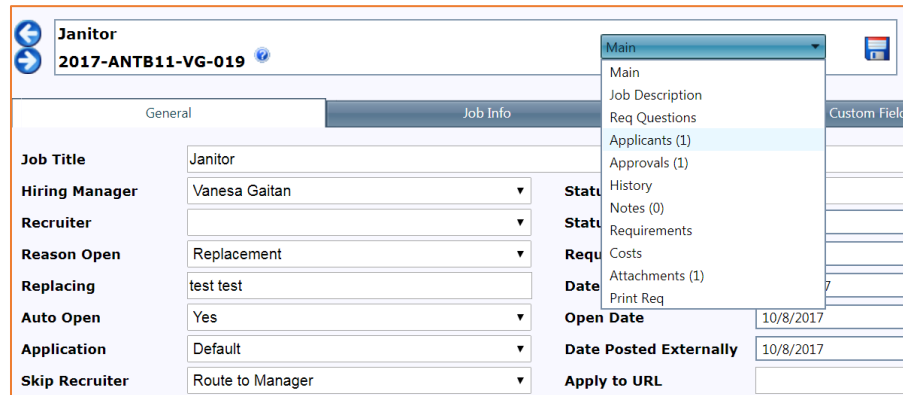
HOW TO MANAGE APPLICANTS: FINDING APPLICANTS

BY REQUISITIONS

- 1- Click on Find Requisitions, or select Recent from the Requisition link.

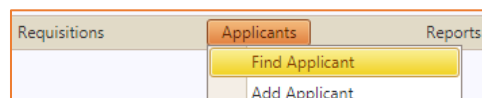


- 2- Once your requisition is open, select the “Applicants” page from the dropdown menu located by the requisition name.



BY APPLICANTS

- 1- Click on Find Applicant, or select Recent from the Applicants link.



- 2- Applicants can be searched for by as many or as few of the fields as desired. (Leaving all fields empty will show the entire pool of applicants.)

A screenshot of the 'Find Applicant(s)' search form. It includes input fields for Last Name, First Name, Email, Applicant #, and SSN. A 'Range' dropdown is set to 'Last Year'. Below it are radio buttons for 'Original Application Date' (selected) and 'Last Assign Date'. A 'Status' dropdown menu is open, showing a list of status codes and descriptions. At the bottom is a 'Find' button with a magnifying glass icon.

- 3- Update the Range of your search if needed.

MOVING YOUR APPLICANT THROUGH THE HIRING PROCESS

- **Status 02** – Status change automatically when the candidate completes an application.
- **Status 04**- In this step the hiring manager checks references listed in the application.
- **Status 05**- Cyber will allow you to schedule an interview. Please see instructions (p.15).
- **Status 06-07**: Once you selected the applicant, you need to update the status to Membership/Stewardship check-Office/School. This will request HR to do the check. Once HR completes this check, they will update status to 07.
- **Status 08**- At this point you may extend a Verbal Offer. Please update to this status when you do so.
- **Status 09**- When creating a written offer letter, you will update the status to 09. Please see instructions on how to create an offer letter (p. 17). Assign the EEO Task (Instruction p.20).
- **Status 10**- The status will change AUTOMATITCLY to Written Offer accepted/BGcheck, when the applicant accepts the offer letter.
- **Status 11- Church**: HR will run background check using the forms provided by the applicant. HR will update the status to 11 when background check is complete. **School**: you run their own background check. You need to update status to 10 when the check is complete.
- **Status 12**- Once you have membership/stewardship check, written offer extended and accepted, EEO information, and background check done, you may update the status to Ready to Hire, updating the save date as the first day of work according to the offer letter.

LIST OF STATUS

Your applicant will go through these statuses to get them ready for HR Actions (onboarding):

Status Sequence

00-Incomplete
02- Routed to Hiring Manager
02a-Routed to Principal
02b-Routed to other open position
03- Ready for Screening
03a- Second phone screening
03b- Supervisor contacted
04- Screening complete/reference check
04a- Reference check complete
05- Interview Scheduled
05a- Interview completed
06- Membership/Stewardship check - Office/School
06a- Membership/Stewardship check - church
06b- Membership/Stewardship C. Kulaqua
07- Membership/ Stewardship passed
07a- Membership passed/ stewardship contingency
07b- Membership Stewardship failed
08- Verbal Offer accepted
08A- Verbal offer accepted/ Request offer letter
09- Written offer extended
10- Written offer accepted/ BG Check
10a- Written offer accepted/BG check/ LFESchoolECC
11- Background check passed
11a- Background check alert-cleared
11b-Background check pending
12-Ready to Hire

HOW TO UPDATE STATUS

Every time you perform a step in the process, you will need to update the applicant's status.

- 1- From the applicant file, select the "Activity" page.
- 2- In the "Assigned Reqs" tab, select the check box next to the requisition in use.
- 3- Click "Change Status".

The screenshot shows the applicant file for Grant, Vanesa. The 'Assigned Reqs' tab is selected. A table lists requisitions with columns for Requisition (Req Status), Assign Date, and Status (Date). The first row is selected, and the 'Change Status' button is highlighted.

Requisition (Req Status)	Assign Date	Status (Date)
2017-ANTB11-VG-005:Student Worker (Open HQ)	04/02/2018	02 - Routed to Hiring Manager (4/2/2018)

- 4- Click the "New Status" field and select the new status from the drop down menu.
- 5- Click the Save icon to save changes.

Note: please review the status sequence attached.

The screenshot shows the 'Change Applicant Statuses' dialog box. The 'New Status' dropdown menu is open, displaying a list of status options. The 'Save' icon is highlighted.

Change Applicant Statuses

New Status

Of

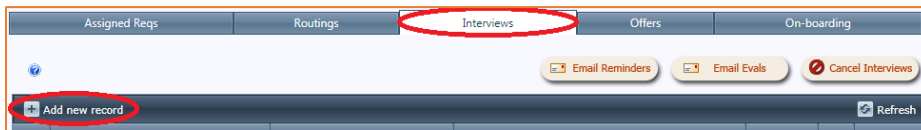
- 00 - Incomplete
- 02 - Routed to Hiring Manager
- 02a - Routed to Principal
- 02b - Routed to Other Open Position
- 03 - Ready for Screening
- 03a - Second Phone Screening
- 03b - Supervisor Contacted
- 04 - Screening Complete/Reference Check
- 04a - Reference Check Completed
- 05 - Interview Scheduled
- 05a - Interview Completed
- 06 - Membership/Stewardship - Office/School**
- 06a - Membership/Stewardship - Church
- 06b - Membership/Stewardship - C. Kulaqua
- 07 - Membership/Stewardship - Passed
- 07a - Membership Passed/Stewardship Contingency
- 07b - Membership Stewardship - Failed
- 08 - Verbal Offer Accepted
- 08a - Verbal Offer Accepted/Request Offer Letter

SCREENING AND REFERENCE CHECK

- 1- Once you selected an applicant, you will perform a phone screening. It will take the form of a phone interview. Also, you will contact the references the applicant provided in the application. Once done, you will update the status and notes if needed.

SCHEDULING INTERVIEW

- 1- From the applicant file, select the “Activity” page.
- 2- In the “Interviews” tab, click “Add new record”.



- 3- Select who the applicant will see in the “To See” section.
- 4- Input the date, time, duration, and location of the interview in the “Interview Date”, “Time”, “Duration”, and “Location” sections.
- 5- Select the requisition the interview is for in the “Requisition” section.
- 6- Keep all items checked at the bottom of the page. (An e-mail will be sent to all parties.)
- 7- Click the save icon to add the record and schedule the interview.
- 8- An invitation will be sent to the parties involved to accept or deny the interview

A screenshot of the 'Add Applicant Interview' form. At the top, there's a header with 'Routings', 'Requisitions', 'Applicants', and 'Help'. Below this, a search bar contains 'McNeil, James' and a 'Find...' button. The form is divided into sections: 'Interview Details', 'Attachments', and 'Evaluation'. In the 'Interview Details' section, there are fields for 'To See' (a dropdown menu with names like Rose Etienne, Rose Grant, etc., and 'School Manager' selected), 'Interview Date' (9/21/2016), 'Time' (6:00 PM), 'Time Zone' (Eastern), 'Duration' (1 Hour), and 'Location' (School Office). Below these are 'Requisition' (2016-ANTBA3-SM-003: Teacher's Aide) and 'Change status to' (3a-Interview Scheduled). At the bottom, there are checkboxes for 'Email Recruiter', 'Email Hiring Manager', 'Email Interviewer', 'Request Confirmation', 'Include Link to Interview Evaluation Form', and 'Email Applicant'. All these checkboxes are checked. A green 'abc' icon is at the bottom right.

SENDING INTERVIEW CONFIRMATION

- 1- From the applicant file, select the “Correspondence” page.
- 2- Click “Add new record”.
- 3- In the first drop down menu, select “by choosing an existing correspondence EMAIL template”.
- 4- In the second drop down menu, select “3-Interview Confirmation (Send from the Interview Request Page)”. Click “Continue”.

Grant, Vanesa

Find...
Recent Items

Create correspondence by choosing an existing correspondence EMAIL template ▼

3-Interview Confirmation (Send from the Interview Request Page ▼)

Continue Cancel

- 5- Review the email then click the save icon to send.

MAKING A VERBAL OFFER

After completing the interview, the hiring manager will need to contact the candidate and give a verbal offer for the position. Once this type of offer has been accepted, the hiring manager will update the applicant status and get ready to create a written offer letter.

SENDING OFFER LETTER

- 1- From the applicant file, select the activity page.
- 2- Click "Offers" tab.
- 3- Click "Add new record".

Grant, Vanesa

Activity (4/10/8/4/2)

Find...
Recent Items

Assigned Reqs Routings Interviews Offers On-boarding

Add new record Refresh

Date Requested Requisition Start Date Status Offer Letter Delete

- 4- Select the requisition of the position that is being offered.
 - 5- Change the status to "Written offer extended".
 - 6- Choose the expiration date for the offer and the position's start date.
 - 7- Input the starting salary (the amount to be paid per hour without the '\$' symbol).
 - 8- Select "Contingent" as the type of offer and type "Background check report" in the details section.
- Click the save icon to save the offer details.

Request Details

Requisition

Change Status To

Offer Expires

Start Date

Starting Salary

Additional Information

TYPE OF OFFER:

If Contingent, please provide the details:

Enter ERI and Travel Budget Here (if applicable):

- 9- From the Applicant file, Activity page, Offers tab, a New offer record has been created. Under the “Offer Letter” column, click “Change” in the new offer record.

Add new record							Refresh
	Date Requested ▲	Requisition	Start Date	Status	Offer Letter	Delete	
	01/02/2018	2016-ANTB11-YT-015:HR Office Assistant	01/16/2018	Approved	Change Email		

- 10- Select the letter template appropriate to the requisition and applicant. Then click “Continue”.

Letter template

- 5- Church Treasurer Acknowledgment
- 5- Church Treasurer Acknowledgment
- 5- Offer Letter Exempt
- 5-Offer Letter - CK - Hourly - Non Member
- 5-Offer Letter - CK - Summer Camp
- 5-Offer Letter - LCM - Hourly - Non Member
- 5-Offer Letter - LFE - Hourly
- 5-Offer Letter - LFE - Hourly (Revised Letter)
- 5-Offer Letter - LFE - Hourly - Stewardship Contingency
- 5-Offer Letter - Non Member - Hourly
- 5-Offer Letter - Office - Exempt
- 5-Offer Letter - Office - Exempt (Revised Letter)
- 5-Offer Letter - Office - Exempt - No Travel
- 5-Offer Letter - Office - Exempt - No Travel - Stewardship Contingency
- 5-Offer Letter - Office - Exempt - Stewardship Contingency
- 5-Offer Letter - Office - Hourly
- 5-Offer Letter - Office - Hourly - Stewardship Contingency
- 5-Offer Letter - Office - Seminary Student
- 5-Offer Letter - Office - Volunteer
- 5-Offer Letter - Substitute Teacher
- Offer Letter - New Logo - Do Not Use Yet

- 11- Review the letter then click the save icon.
- 12- Return to the applicant file, activity page, offers tab. Under the “Offer Letter” column, click “Email” in the new offer record.

Add new record							Refresh
	Date Requested ▲	Requisition	Start Date	Status	Offer Letter	Delete	
	01/02/2018	2016-ANTB11-YT-015:HR Office Assistant	01/16/2018	Approved	Change Email		

- 13- Select the letter created in the previous step. Click “continue”.

Letter

Letter attached to this offer

----- Existing Correspondence -----

1/22/2019: 5-Offer Letter - LFE - Hourly

9/5/2018: 5- Offer Letter Exempt

Select an email template appropriate to the requisition and applicant. Then click “Preview”.

Please choose the EMAIL template you'd like to use for the body of the email. If you'd like to manually enter the email text, leave this box blank...

Email Template

- 1-Incomplete Application Record (Send if Assigned Req Status is Incomplete)
- 1-Incomplete Application Record (Send if Overall Status is 'Incomplete')
- 1a-Incomplete Application Status (Education)
- 2- Thanks but no Thanks Ministerial
- 2-Request for Additional Information (Send if More Data is Needed)
- 2-Thanks but No Thanks (Send if not Initially Qualified)
- 2a-Rejection with no Interview
- 2b-Rejection after Interview- (Continue Recruitment for the Role)
- 2c-Rejection after Phone Screen
- 2d-Rejection (Other Candidate Selected)
- 2e-Student Worker Rejection Letter
- 2f-Position No Longer Available - Phone Interview
- 2g-Rejection (Ministerial Candidate Non-Selected)
- 2h-Position No Longer Available
- 2i- Internal Applicant Non Selected
- 3-Interview Confirmation (Send from the Interview Request Page or Correspondence Page)
- 4-Applicant Not Selected Email Template (Send if Not Selected After Interview)
- 4a-Thanks But Selected Other Candidates (Education)
- 4b-Thanks But No Thanks (No Interest - Education)

- 14- If the applicant has more than one offer letter for this position, the system will ask which letter to merge in the email. Check the dates and select the one you need. Your screen will look similar to the example:

This applicant has more than one offer recorded for this position. Which offer should be used to merge into this email?

Offer Requisition Code	Title	Start Date	Request Date
2016-ANTB11-YT-015	HR Office Assistant	1/16/2018	1/2/2018
2017-ANTB11-VG-019	Janitor	2/26/2018	1/31/2018
2016-ANTB11-YT-015	HR Office Assistant	2/2/2018	2/2/2018
2017-ANTB11-VG-019	Janitor	2/28/2018	2/20/2018
2017-ANTB11-VG-019	Janitor	2/28/2018	2/23/2018

- 15- Review the email; attach any necessary files by selecting them in the “Attachments” section.
- 16- Preview offer letter and click “Send”.
- 17- If the conference is to perform the background check, select the first four attachments by clicking the first attachment, pressing and holding the “Shift” key, and then clicking the fourth attachment. (The first four attachments should now be highlighted)
- 18- The “Copy Me” check box will send a copy of the email to the Cyber Recruiter User. Your screen should look similar to the example below.

Subject Offer Letter from Florida Conference of Seventh-day Adventists

Body

Dear Vanesa:

We are pleased to inform you that you have been selected for the position of HR Office Assistant with Florida Conference of Seventh-day Adventists at the Florida Conference. Attached please find copy of the offer letter and Background check forms. Please use our E-Offer page to accept or deny this offer after you review the details. Link

Email vanesa.gaitan@floridaconference.com

Filename Grant.pdf

Preview Letter

Send

Copy Me

Left Margin 0 Default

Right Margin 0 Default

Top Margin 0 Default

Bottom Margin 0 Default

72 = 1 Inch

Attachments

- B_How_to_upload_files.pdf
- Background Check-Notice Concerning Cons
- Background CheckAcknowledgment and W
- Background Supplemental Criminal History
- Benefits summary.pdf
- Electronic Fingerprinting Instructions.pdf
- FLA BG Instructions.pdf
- Florida Conference Amortization Agreemen

Other Attachments

Select Remove

Add

ACCEPTING THE OFFER

The candidate will receive an email with the written offer letter attached, together with background check forms (except schools). By clicking the link provided, the applicant will accept or deny the offer.

We are pleased to inform you that you have been selected for the position of Janitor with Florida Conference of Seventh-day Adventists at the Umatilla SDA Church. Attached please find a copy of the **offer letter** and Background check forms. Please use our E-**Offer** page to accept or decline this **offer** after you review the details. [Click here to respond](#)

Please submit the background check authorization forms right after accepting this **offer** since subsequent satisfactory background check must be received before employment with Florida Conference of Seventh-day Adventists Umatilla SDA Church can be finalized. Please upload a copy of your picture identification for the completion of the background check.

To complete this request, log in to the [Applicant Self Service Center](#) and follow the instructions on the Home page.

ASSIGNING DEMOGRAPHICS AND EEO

- 1- Right after sending the Offer Letter, please assign a Demographic task.
- 2- From the applicant file, select the tasks page.
- 3- Click "Add new record".

Task	Requisition	Created	Due	Assigned To	Completed
------	-------------	---------	-----	-------------	-----------

- 4- Select "Demographics Task" as the task.
- 5- Select the requisition for which the applicant has applied.
- 6- Select the date that the task is being assigned as the "Date Created". (This field should automatically be filled)
- 7- Click the save icon to assign and send the task.

Add Applicant Task

General Attachments

Task* --Demographics Task

Complete Demographics

Requisition* 2017-ANTB11-VG-019: Janitor

Date Created* 2/26/2018

- 8- A new record will appear in the "Tasks" page of the applicant file.
- 9- Once the applicant has completed the demographics task, a notification will be emailed to the hiring manager.
- 10- Upon receiving the notification, the task will be marked as completed with the date of completion.

Task	Requisition	Created	Due	Assigned To	Completed
Please complete the EEO information, date of birth and social security fields.	2017-ANTB11-VG-019: Janitor	02/20/2018	02/21/2018	Grant, Vanesa	02/20/2018

CHECK FOR COMPLETION OF DEMOGRAPHICS

Another way to check if the task was complete is going to the applicant file, Demographic page, and the tab EEO. If the information is complete, you may move to the next step.

Florida Conference of Seventh-day Adventists | Home | Dashboards | Inbox | Req List | Logout

Shortcuts Requisitions Applicants Reports Admin Help

Test, Vanesa

Demographics EEO Resume

Hispanic/Latino Yes

Gender Female

Marital Status Single

SSN/SIN ****9877

Birth Date 3/1/1982 mm/dd/yyyy

Vietnam Era Veteran

Active Duty Wartime or Campaign Veteran

Recently Separated Veteran

Disabled Veteran

Special Disabled Veteran

Armed Forces Service Medal Veteran

Protected Veteran No

Disability Form Response

Disability Form Signature

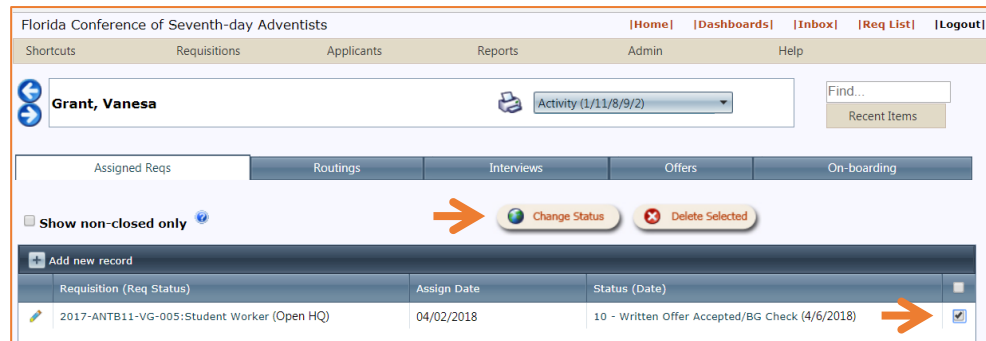
Disability Form Sign Date

BACKGROUND CHECK

At this time, the candidate has been asked to submit the background check forms signed and copy of DL (front and back). Once the HR Office receives these attachments, they will run the background check and update the status to Background check passed according depending on the results.

READY TO HIRE STATUS

1. Once the Demographics and EEO task, background check, and acceptance of offer letter have been completed, change the applicant status to “Ready To Hire”.
2. From the “Activity” page of the applicant file, select the checkbox of the appropriate requisition, click “Change Status”, selecting “Ready To Hire” as the new status.



Florida Conference of Seventh-day Adventists

Shortcuts Requisitions Applicants Reports Admin Help

Grant, Vanesa Activity (1/11/8/9/2) Find... Recent Items

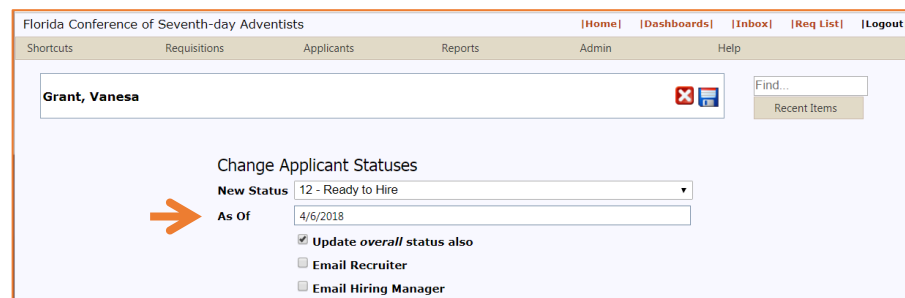
Assigned Reqs Routings Interviews Offers On-boarding

☐ Show non-closed only

+ Add new record

Requisition (Req Status)	Assign Date	Status (Date)	
2017-ANTB11-VG-005:Student Worker (Open HQ)	04/02/2018	10 - Written Offer Accepted/BG Check (4/6/2018)	<input checked="" type="checkbox"/>

3. The day of the status must be changed to the hired date stated in the offer letter.
4. Click the save icon.



Florida Conference of Seventh-day Adventists

Shortcuts Requisitions Applicants Reports Admin Help

Grant, Vanesa

Change Applicant Statuses

New Status 12 - Ready to Hire

As Of 4/6/2018

☒ Update overall status also

☐ Email Recruiter

☐ Email Hiring Manager

SENDING REJECTION LETTER

- 1- Find the requisition and select the “Applicants” page.
- 2- Select the checkbox of all applicants that are to receive a rejection letter.
- 3- Click “Email” at the bottom of the page.

Janitor 2018-ANTBOV-HL-001 Applicants (4)

Group Set Filter

Add new record Refresh

Applicant	Assign Date	Status	Status Date	Routings	Score	
[Icon] [Name]	02/19/2018 at 11:31:32 PM	02 -Routed to Hiring Manager	02/22/2018	[Icon]	0 / 0 / 0	<input type="checkbox"/>
[Icon] [Name]	02/12/2018 at 10:53:45 PM	02 -Routed to Hiring Manager	02/14/2018	[Icon]	0 / 0 / 0	<input type="checkbox"/>
[Icon] Grant, Vanesa	02/13/2018 at 11:49:53 AM	6a-Hired	02/15/2018	[Icon]	0 / 0 / 0	<input checked="" type="checkbox"/>
[Icon] [Name]	01/30/2018 at 4:12:19 PM	02 -Routed to Hiring Manager	01/30/2018	[Icon]	0 / 0 / 0	<input type="checkbox"/>

Delete Route Email Change Status Copy to New Req Print Resumes

- 4- Select “by choosing an existing correspondence template” and click continue.

Janitor 2018-ANTBOV-HL-001

Create email by choosing an existing correspondence template

Continue Cancel

- 5- Select the appropriate “Rejection” template and click “Preview”.

Please choose the email template you'd like to send to these applicants and click Preview

Email Template 2d - Rejection (another candidate selected)

1-Incomplete Application Record (Send if Assigned Req Status is Incomplete)
1-Incomplete Application Record (Send if Overall Status is 'Incomplete')
1a - Incomplete Application Status (Education)
2-Request for Additional Information (Send if More Data is Needed)
2-Thanks but No Thanks (Send if not Initially Qualified)
2a- Rejection with no interview
2b - Rejection after Interview- (Continue Recruitment for the Role)
2c - Rejection after Phone Screen
2d - Rejection (another candidate selected)
2E - Student Worker Rejection Letter
2F - Position No Longer Available - phone interview
2H Position No Longer Available

- 6- Ensure the template is the appropriate choice and make changes as necessary, then click "Continue".

The template for this email is seen below. You may change it at this point if necessary. Once you are finished editing the template, click "Continue"

Subject Your status regarding {Position} with {ReqOrg1}



Text

Dear {FirstName},

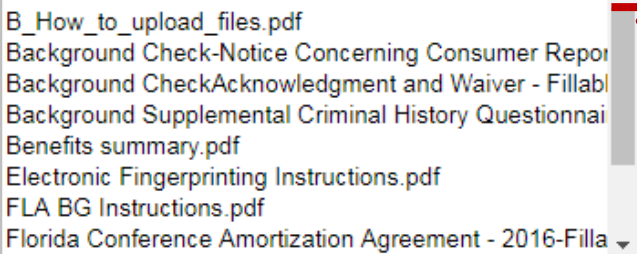
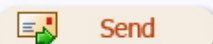
Thank you for your interest in the Florida Conference of Seventh-day Adventists at the {ReqOrg1}, specifically for the role of {Position}. While your qualifications were impressive, we have selected another candidate whom we believe is the best match for the role and our organization at this time.

You are welcome to visit our company website at <https://careers.floridaconference.com/> for other career opportunities in which you may be interested. Again, thank you for taking the time to meet with us and we wish you continued success in job search.

Fields Applicant Number

- 7- A sample of the email will be shown for each candidate selected. Click "Send" to send the email.

The following is what the emails will look like. Choose any attachments that should be included and click 'Send' to send them out...

Dear Vanesa,

Thank you for your interest in the Florida Conference of Seventh-day Adventists at the Tallahassee SDA Church, specifically for the role of Janitor. While your qualifications were impressive, we have selected another candidate whom we believe is the best match for the role and our organization at this time.

You are welcome to visit our company website at <https://careers.floridaconference.com/> for other career opportunities in which you may be interested. Again, thank you for taking the time to meet with us and we wish you continued success in job search.

Sincerely,

Human Resources Representative

CLOSING REQUISITION

- 1- Find the requisition, select the “Main” page, select “Closed” as the status, and click the save icon.

[illegible]

HR ACTIONS OVERVIEW

- 1- HR Actions is accessed by logging in into your ESS account: <https://ess.floridaconference.com/selfservice/>
- 2- Click the HR Actions link, to the left under My Menu section, the page will look something like this:

Note: these options will appear and disappear based on whether there is data in them.

STATUS

Pending Actions Waiting for Your Review – shows actions requiring your approval.

Actions Being Routed for Review – shows the status of actions that you initiated or are involved in approving.

MY ACTIONS

Here you can submit an action for yourself. However, we recommend that you use the “My Actions” link instead (this will show the same list as “Complete My Required Actions”).

- 1- To initiate a new Action, click on **Initiate a New Action on Yourself**.
- 2- Select the appropriate form and click **Submit**. Proceed to fill out the form and submit the Action.

MANAGER ACTIONS

If you are designated as an employee’s Primary Supervisor in SAGE HRMS, you will see the Manager Actions Box.

- 1- To initiate a new Action, click on **Initiate a New Action for People You Manage**.
- 2- Select New Hire for new employees. The other options will show you the list of employees under your supervision.
- 3- Select the appropriate form and click **Submit**. Proceed to fill out the form and submit the Action.

View Dynamic Checklist Actions – Shows actions that your direct reports have in their “My Actions” link

ADMINISTRATION

ASSIGNING A DELEGATE FOR A TIME PERIOD

When an approver is going to be away from work for vacation, etc., they may assign another employee as their delegate. Delegates can only approve Actions. They cannot initiate actions.

- 1- The page will display a list of all delegation records, past, present, and future.
- 2- To add a Delegate Approver, Click on the **+ Add Delegate** hyperlink.
- 3- Click the **Find Employee** icon and search for the employee that should be the delegate. Enter the date range for the delegation period.

Assign a Delegate				
Delegate Approver is a user who can approve Actions on your behalf.				
			+ Add Delegate	[Back]
Delegate	Start Date	End Date	Edit	Delete
Craig, John S	9/25/2015	1/1/3000		
Chu, Paul Z	9/25/2015	1/1/3000		
Barnes, Shannon C	12/30/2014	6/1/2015		
Balboa, Rocky	9/25/2015	1/1/3000		

Home

Status
Actions being routed for review
2 Pending Actions Waiting for Your Review
45 Actions Being Routed for Review

My Actions
Actions you complete for yourself
Complete My Required Actions (2)
Initiate a New Action for Yourself
Edit a Saved Action (53)

Manager Actions
Actions you complete for employees that report to you
Complete Required Manager Actions (16)
Initiate a New Action for People You Manage
Edit a Saved Action (63)
View Dynamic Checklist Actions

Administration
Application Settings
Assign a Delegate for a Time Period
Cancel an Active Action You Initiated

File Cabinet
Actions that have finished the approval process
Search for Completed Actions
Search for Rejected Actions

Initiate a Manager Action

To initiate an Action for a Direct Report/Indirect Employee select a Form Type.

Select a Form Type

Form Type: ☒ All
☐ Existing Employee
☐ Transfer to New Supervisor and/or Organization
☐ New Hire
☐ LOA/OSHA/OSH

Select an Employee

Direct Report:

Indirect Employee:

Search:

Submit **Reset**

Assign a Delegate

Delegate Approver is a user who can approve Actions on your behalf.

[+ Add Delegate](#) [\[Back\]](#)

Delegate Approver:

Delegate Approver E-mail:


Start Date:

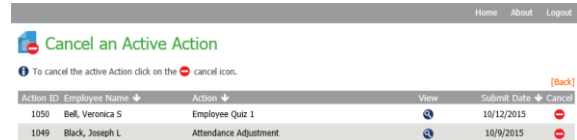
End Date:

Submit **Cancel**

CANCEL AN ACTIVE ACTION YOU INITIATED

You can take back an action you initiated as long as it has not been completed. Canceling an Action will make the Actions disappear as though it had never been initiated and will not appear anywhere in the system.

- 1- Click on the link to show a list of actions you may cancel
- 2- Click on the  symbol by each action you wish to cancel.



FILE CABINET

Search for Completed Actions – Shows your completed actions and all actions for employees who currently report to you or to your direct reports (skip levels). This includes Actions from before the employee reported to you.

Search for Rejected Actions – Shows Actions that were not approved or were returned to you. Only actions that you have either initiated or were in the approval sequence for will be displayed under Rejected Actions.

STARTING THE ONBOARDING PROCESS

When you have completed the process with the applicants in Cyber Recruiter, you will need complete a New Hire or Rehire form in HR Actions to begin the onboarding process.

Note: If the Applicant has ever worked for Florida Conference before or are currently working for Florida Conference, Skip ahead to the Rehire/Secondary Position Request Form

NEW HIRE FORM

1. Click **Initiate a New Action for people you manage.**
2. Click on the radio bubble next to New Hire.
3. Select New Hire from the drop-down list of Actions.
4. Click on Submit.
5. Select the applicant from the drop-down list (they must have a status of Ready to Hire in Cyber Recruiter).

6. It will take a few seconds to pull the information from Cyber Recruiter. Then the form will populate.

NOTE: if you get an error saying this person already exists and the form did not populate, scroll down, click delete and skip ahead to Rehire/Secondary Position Request Form.

7. Verify the Demographics and Job info.
 - a. If there is any incorrect information, scroll to the bottom and click **Delete.**
 - b. Fix the problem in Cyber Recruiter and go back to step 1 for this form.
8. Complete the weekly schedule for Hourly employees.

9. Note the “STOP here” message. Skip this section by scrolling down and click Initiate.

This will send the new hire request to the office for approval. Once approved, the new employee will receive an email instructing them to create an ESS account and complete the onboarding paperwork. Please ensure that your new employee completes the forms in a timely manner, they do expire.

REHIRE/SECONDARY POSITION REQUEST FORM

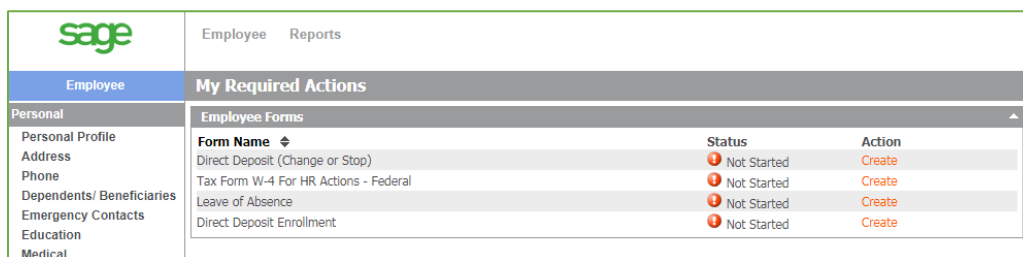
You will need to use this form if the Applicant has ever worked for Florida Conference before or are currently working for Florida Conference. The New Hire form will generate an error if the applicant has worked for us before.

1. Click **Initiate a New Action for people you manage**.
2. Click on the radio bubble next to New Hire.
3. Select Rehire/Secondary Position Request Form from the drop-down list of Actions.
4. Click on Submit.
5. Select the applicant from the drop-down list (they must have a status of Ready to Hire in Cyber Recruiter).
6. Complete all of the fields (note that no information is pre-populated)
7. Scroll to the bottom and click **Initiate Action**

APPLICANT ONBOARDING FORMS

The applicant must complete several forms before they are hired. Please make sure they do each form before the deadline. The applicant will receive an email with instructions on how to create an ESS account. Once the account is created, they will begin completing their onboarding forms. The instructions are here to help you guide them.

1. In your ESS Account, Click on “My Actions” in the menu on the left side.
2. Click on Create next to each form to begin filling out that form.



The screenshot shows the Sage ESS interface. At the top, there's a navigation bar with 'Employee' and 'Reports' tabs. Below this is a section titled 'My Required Actions'. On the left, there's a sidebar menu with options like 'Personal Profile', 'Address', 'Phone', 'Dependents/ Beneficiaries', 'Emergency Contacts', 'Education', and 'Medical'. The main content area is titled 'Employee Forms' and contains a table with the following data:

Form Name	Status	Action
Direct Deposit (Change or Stop)	Not Started	Create
Tax Form W-4 For HR Actions - Federal	Not Started	Create
Leave of Absence	Not Started	Create
Direct Deposit Enrollment	Not Started	Create

3. Complete each form as per the instructions on the form
 - a. The I-9 must be completed no later than 1st day of your employment on your offer letter and you must bring your original documentation to your supervisor/HR Representative within 3 days.
 - b. Complete the New Hire Final Checklist last.
 - c. Click on **INITIATE ACTION** when you are finished with the form. Otherwise the form will not be submitted.
4. **Your payroll will not be activated until all of the forms are completed.**
5. Each form will have a status next to it to indicate progress.
 - i. Red Exclamation – You have not begun filling out this form
 - ii. Notepad – You have started, but not finished filling out this form
 - iii. Green Arrow – This form is going through the approval channels
 - iv. Green Check – This form is completed and approved
6. Watch your email, if a mistake is found on any of the forms, it will be sent back to you.
 - a. To correct any errors, return to “My Actions Items” in ESS
 - b. The status will either be Not Started or Draft.
 - c. If it is Draft, you can correct and re-submit the form.
 - d. If it is Not Started, you will have to begin with a blank form
 - i. Some errors cannot be corrected (either legally or technologically) and require a new form submission.

I-9 FORM- PAGE 1

1. Click on Create to start with your I-9 form.

* = Required, + = Not Blankable

	CURRENT VALUE	NEW VALUE
Section 1. Employee Information:		
SSN:		
+ First:		
Middle Initial:		
+ Last:		
Other Last Names Used (if any):		
+ Street 1:		
Street 2:		
Apartment Number:		
+ City:		
State:		
+ Zip:		
+ Birth Date:		
Home Phone:		
Email:		
+ Original Hire Date:		
+ Last Hire Date:		
Attestation:		
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (select one of the following):</p> <p>Work Authorization: US Citizen <input type="radio"/> None Specified <input type="radio"/></p> <p>For a lawful permanent resident: Check the box that indicates which number you are specifying (Alien Registration Number or USCIS Number) and provide only your Alien Registration Number/USCIS Number in the textbox provided. All other fields in this area will be populated with "N/A". If you check the Alien Registration Number checkbox, an "A-" will automatically be added to the beginning of the number you entered on the form below.</p> <p>For aliens authorized to work: Check the box that indicates which number you are specifying (Alien Registration Number or USCIS Number). Then, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance. For some aliens, this may be "N/A". See Instructions - Page 3 Item 4. Leave the Expiration Date field blank if "N/A". If you check the Alien Registration Number checkbox, an "A-" will automatically be added to the beginning of the number you entered on the form below.</p> <p>I am providing my Alien Number: <input type="checkbox"/></p> <p>I am providing my USCIS Number: <input type="checkbox"/></p> <p>• Alien Registration Number/USCIS Number: <input type="text"/></p> <p>• Expiration Date: <input type="text"/></p> <p>OR</p> <p>• Form I-94 Admission Number: <input type="text"/></p> <p>OR</p> <p>• Foreign Passport Number: <input type="text"/></p> <p>• Country of Issuance: <input type="text"/></p>		
Employee Certification:		
<p>Employee Certification (To be completed and signed by the employee.)</p> <p>After you (the employee) have confirmed the accuracy of the information above, you must read the following statement. (Assistance in reading this is available, if required.)</p> <p><i>I (employee) am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</i></p> <p><i>I understand that selecting "Yes - Continue" from the Employee Certification below will represent my signature acknowledging that I understand the statement above and that I confirm the accuracy of the information I have provided as indicated above.</i></p> <p><i>I understand that the Form I-9 contains a disclosure and a consent which are usually provided in written form. I understand that I have the right to receive such disclosures and give my consent or authorization on paper instead of electronically.</i></p> <p><i>I understand that any consent given here applies only to the electronic transactions related to this Form I-9, and that I can access the electronic records by contacting the employer. I further understand that I may request a paper copy of any consent or authorization I give electronically. I may receive such paper copies at no cost within the next 60 days by contacting the employer.</i></p> <p>Please sign, certify and date this form:</p> <p>Signature of Employee (type name): <input type="text"/></p> <p>Employee Cert: <input type="radio"/> Continue <input type="radio"/> Pending</p> <p>Employee Cert Date: <input type="text"/></p> <p>I did not use a preparer or translator to complete Section 1: <input type="checkbox"/></p> <p>A preparer or translator assisted me in completing Section 1: <input type="checkbox"/></p> <p>• How Many Preparers/Translators Used?: <input type="text"/></p>		
<p>Employees STOP Here</p> <p>Please skip to the bottom and click "Initiate" to send this form to Human Resources.</p> <p>To view the form before initiating, please scroll to the bottom of the form and click "Save Draft and Continue".</p> <p>This will update section 1 on the Form I-9. Review the form and if everything is correct, please click "Initiate HR Action" to submit the form.</p>		

Fill all fields in this section

You must sign (type name) under "Signature of Employee" and change "Pending" to "Continue"

2. When you reach the "Employees STOP Here" message, scroll all the way down and click "Initiate Action".

Submit Instructions: **You must click "Initiate Action" or this form will NOT be completed.**

Save Draft And Exit Save Draft and Continue Initiate Action Delete

Click "Initiate Action" at bottom of entire form

3. If you have any corrections to make, you will receive an email with directions on how to correct it.

MANAGER'S ONBOARDING RESPONSIBILITIES

The manager has a few important responsibilities during the onboarding process. Please make sure that these are completed by the deadlines or the hiring process will have to be restarted at the offer letter stage. Many of these deadlines are a result of federal government employment law and cannot be flexed.

EMPLOYEE'S DYNAMIC CHECKLIST

Viewing your new employees' checklists is a great way to keep informed about their progress.

1. Click on **View Dynamic Checklist Actions** to see your employees' form list.
2. The **Status** column shows each form's progress
3. Make sure that your new employee completes all of their forms before the deadlines.
 - a. The I-9 must be done and **correct** by the hire date.
 - b. The remaining forms must be done within 15 days of hire or 5 days before the next payroll whichever is sooner.

This screen is only a preview of the activity of your employees. You won't be able to take any action from this screen. To do so, you will need to return to the previous screen.

Required Employee Actions			
Select Employee: <input type="text"/> Display Forms			
Onboarding/New Hire			
Name	Form Name	Status	Last Modified
Lastname,Firstname	I-9 Form for Office		January 17 2018
Lastname,Firstname	Tax Form W-4 For HR Actions - Federal		January 4 2018
Lastname,Firstname	Direct Deposit Enrollment		January 17 2018
Lastname,Firstname	Tax Form MI-W4 For HRActions - Michigan		January 8 2018
Lastname,Firstname	Exempt Employee Salary Deduction Acknowledgement		January 8 2018
Lastname,Firstname	New Employee Acknowledgements		January 8 2018
Lastname,Firstname	Supplemental Insurance Enrollment		January 9 2018
Lastname,Firstname	Employee Data Confirmation		January 9 2018
Lastname,Firstname	New Hire Final Checklist		January 9 2018
Seminarian Transfer			
Name	Form Name	Status	Last Modified
Employee Forms			
Name	Form Name	Status	Last Modified
Lastname,Firstname	Direct Deposit (Change or Stop)		
Lastname,Firstname	Tax Form W-4 For HR Actions - Federal		
Lastname,Firstname	Leave of Absence		
Lastname,Firstname	Direct Deposit Enrollment		

I-9 FORM- PAGE 2

1. When the new employee completes their I-9, the supervisor or hiring manager will receive an email to approve it. Note: the employee must complete page 1 from their own ESS account.
2. As manager you will go to Status box, click on the **Actions Being Routed for review**.
3. Click on the **exclamation mark** to start completing Section 2.
4. Attach a scan of the required documents at the top of the form and verify the employee's information is entered correctly (see employee instructions for a screenshot of their part of the form)

HR Actions®

Sage HRMS
HR Actions®

I-9 Form for HRActions

Print

Form Instructions:

Please populate all available fields as appropriate for your I-9 Form. Click on *Save Draft and Continue* to see the form with values. When you are satisfied your values are correct click *Initiate HR Action*. The I-9 form below contains interactive help on a per-field basis. Help can be accessed by clicking the question mark "?" icon in each field where it is provided.

Jump to I-9 Form Page 1
Jump to I-9 Form Page 2
View or print the full I-9 instructions and form

Employee Name: LOCATION:
Employee ID: DEPARTMENT:
Action ID: SUB-DEPARTMENT:
Submitter Name:

Effective Date: * Initiated Date:
Save to HRMS Date: *

Document 1 List A: [Add]
Document 2 List A: [Add]
Document 3 List A: [Add]
Document List B: [Add]
Document List C: [Add]

Submitter Comments:

Attach required documents here

- Complete the **Section 2 Employer** section of the form and sign.

Section 2. Employer:

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

List A Document 1 Title:
 List A Document 1 Issuing Authority:
 List A Document 1 Number:
 List A Document 1 Expiration Date:

List A Document 2 Title: None Specified
 List A Document 2 Issuing Authority:
 List A Document 2 Number:
 List A Document 2 Expiration Date:

List A Document 3 Title: None Specified
 List A Document 3 Issuing Authority:
 List A Document 3 Number:
 List A Document 3 Expiration Date:

List B Document Title:
 List B Document Issuing Authority:
 List B Document Number:
 List B Document Expiration Date: 3/24/2019

List C Document Title:
 List C Document Issuing Authority:
 List C Document Number:
 List C Document Expiration Date:

Additional Information:

Employer Certification:

Employer Certification Instructions:
 Please ensure Section 2 has been filled out, reviewed for accuracy, the Employer Certification has been set to "Continue". If this form was initiated by the employee then scroll to the bottom of this form and click "Approve". If you are the preparer please ensure the Preparer Certification has been set to "Continue" and then skip to the bottom of the form and click "Initiate" to send this form to Human Resources.

Employer Certification: I understand that by selecting "Continue" in the Employer Certification field below, I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appears to be genuine and to relate to the employee named, that the employee began employment on month/day/year 01/01/1900 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Please Sign, Certify, and Date this form:
 Signature of Employer or Authorized Representative:
 Employer Cert: Continue Pending
 Employer Cert Date:

Title of Employer or Authorized Representative:
 Last Name of Employer or Authorized Representative:
 First Name of Employer or Authorized Representative:

Specify documentation here, each document that section; example: US Passport List A, Driver License List B, and SS Card List C.

You must sign (type name) under "Signature of Employer" and change "Pending" to "Continue"

Add the Florida Conference of SDA as Business or Organization Name:
Florida Conference of SDA,
351 S State Rd. 434,
Altamonte Springs, FL 32714

- Leave **Section 3** blank.
- Click on approve at the bottom of the form.
 - If the employee made a mistake, please indicate the error in the comments box and click on return to initiator.
 - Then, contact the employee directly and ask them to fix the error.

NEW HIRE FINAL CHECKLIST APPROVAL

- Another form that will need your approval is the Final Dynamic Check list from your employee.
- In the Status box, click on the Actions Being Routd for review.
- Select the exclamation mark next to the New Hire Final Checklist form for your employee.
- The form will be displayed and you will need to revise that the employee completed all the forms listed.
 - If the employee is missing any forms, please indicate the error in the comments box and click on return to initiator.
 - Then, contact the employee directly and ask them to fix the error.
- If everything is completed, click on approve at the bottom of the form.