

Viewing Resumes in PeopleSoft

This document lists the steps to view resumes in PeopleSoft.

There are three steps:

- 1) Request access to PeopleSoft
- 2) The hiring manager for the staff requisition must list you as an interviewer in PeopleSoft.
- 3) Follow the steps at the end of this document to view (and print, if desired) resumes of applicants to your staff requisitions.

1) Request Access to PeopleSoft

In order to view resumes, you must request a specific access role in PeopleSoft. You have to do this only once.

These links will help you in the request process.

<http://www.asu.edu/oasis/support/Access.html> This web page contains step –by-step instructions and the URL to the request system. Follow these steps:

- 1) Go to the link above.
- 2) Click on the link (on the right side of the screen) that says “Request access for yourself” - A .pdf file with step by step instructions will open.
- 3) Follow the instructions in the document. There are two special notes:
 - a) When you reach the screen where you enter your supervisor’s ASURITE, please put in the “Purpose for Access Request” field that you want to view resumes for your department, and list your department’s name.
 - b) When you get to the step where you need to select a role from the list (right after you click on the “Add role” button, select **HR VIEW JOB INFORMATION**. Also include the department that you work for on the screen where you put in your boss’s ASURITE ID.

The basic flow of a request is:

- 1) You request access
 - 2) Your boss must approve your role
 - 3) You must acknowledge your boss’s approval
 - 4) The data trustee approves your role
 - 5) The security analyst finishes the process
- You and your boss will receive emails (as necessary) at steps 1, 2, 3 and when you get access.



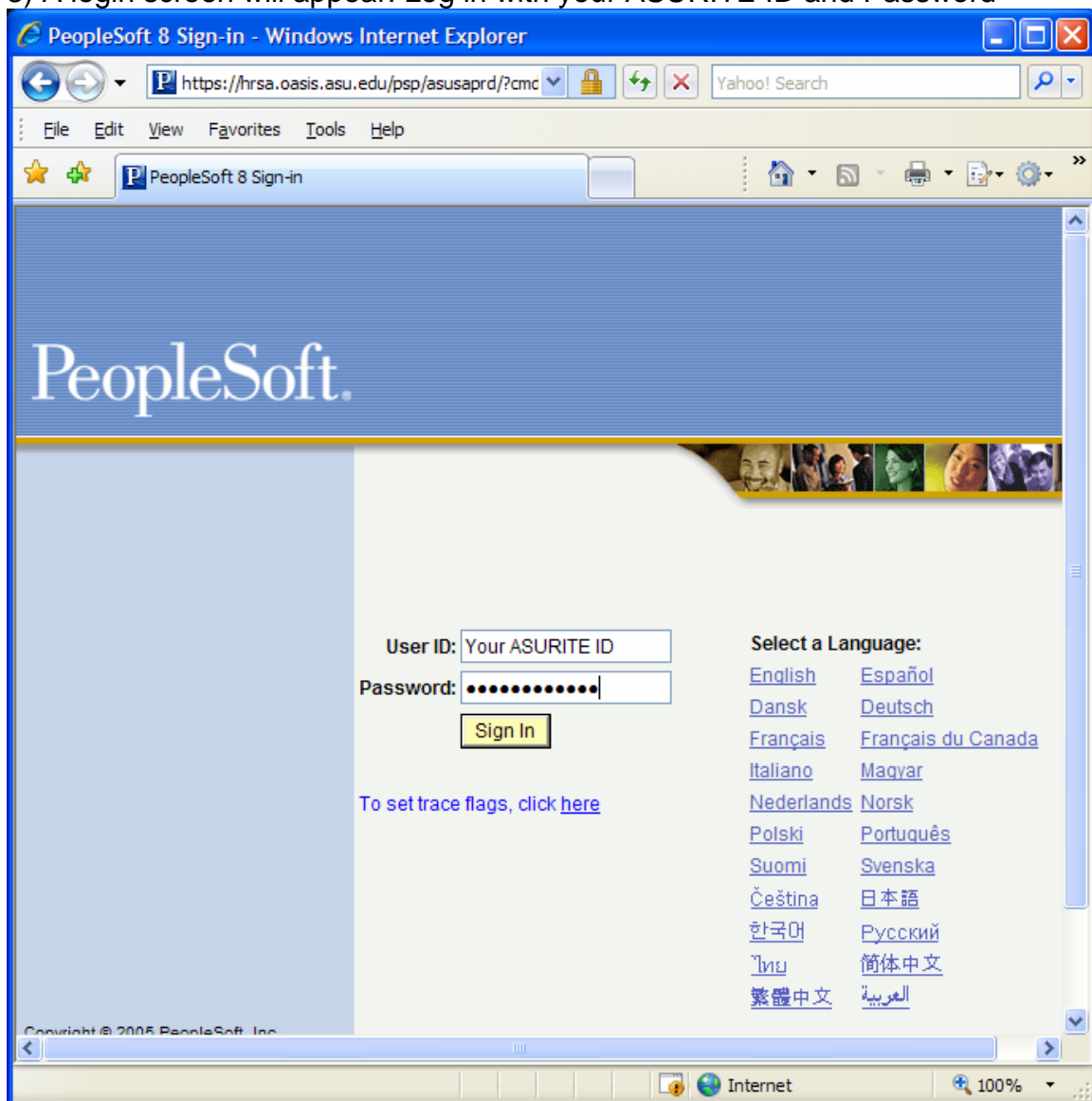
2) Have your Hiring Manager list you as an interviewer

When a hiring manager in your department posts a job, they list the interviewers that will talk with the candidate. You must be listed there in order to see the resumes. The Hiring Manager can add you to the list at any time.

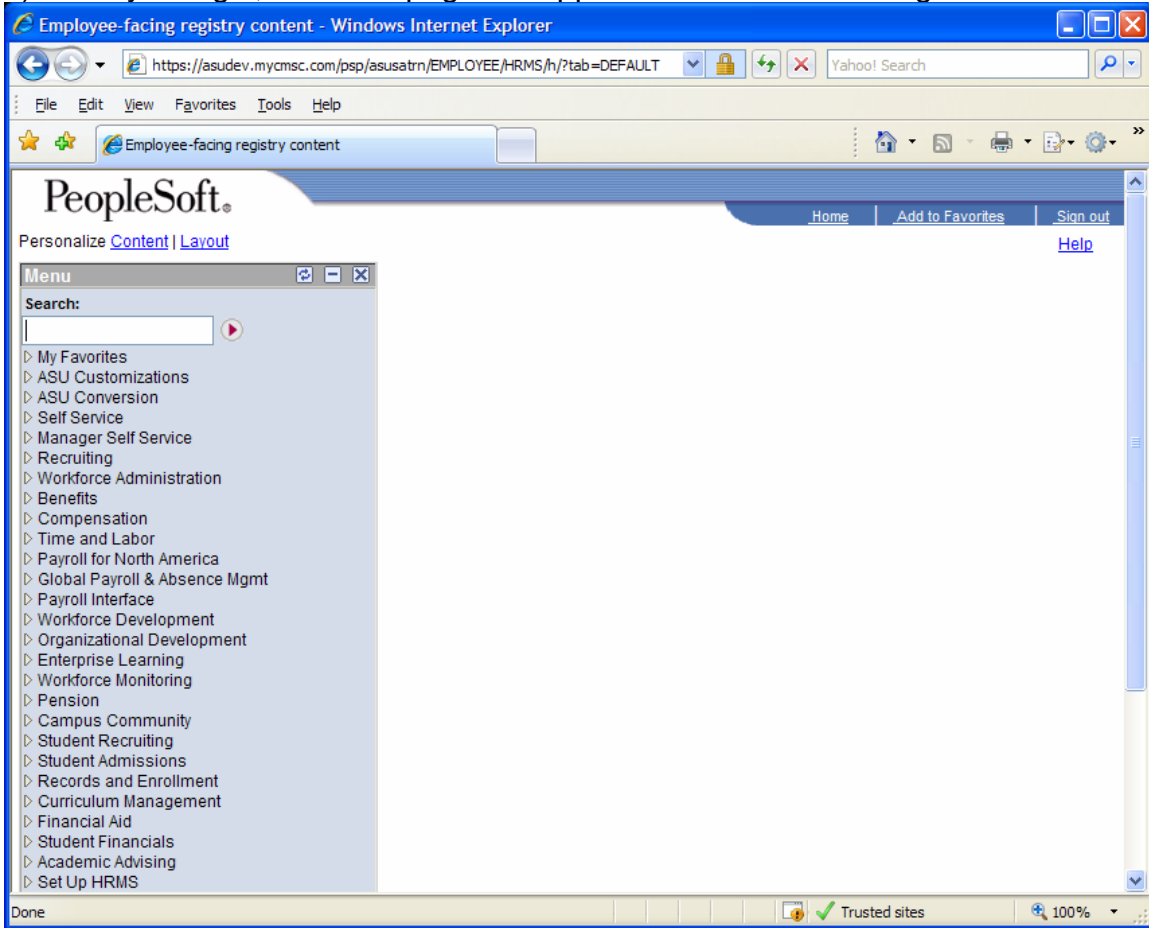
3) View the Resumes

Once you have access, you can view the resumes by following these steps:

- 1) Open a browser window
- 2) Go to this URL <https://hrsa.oasis.asu.edu/>
- 3) A login screen will appear. Log in with your ASURITE ID and Password



4) Once you login, the homepage will appear. Click on Recruiting.



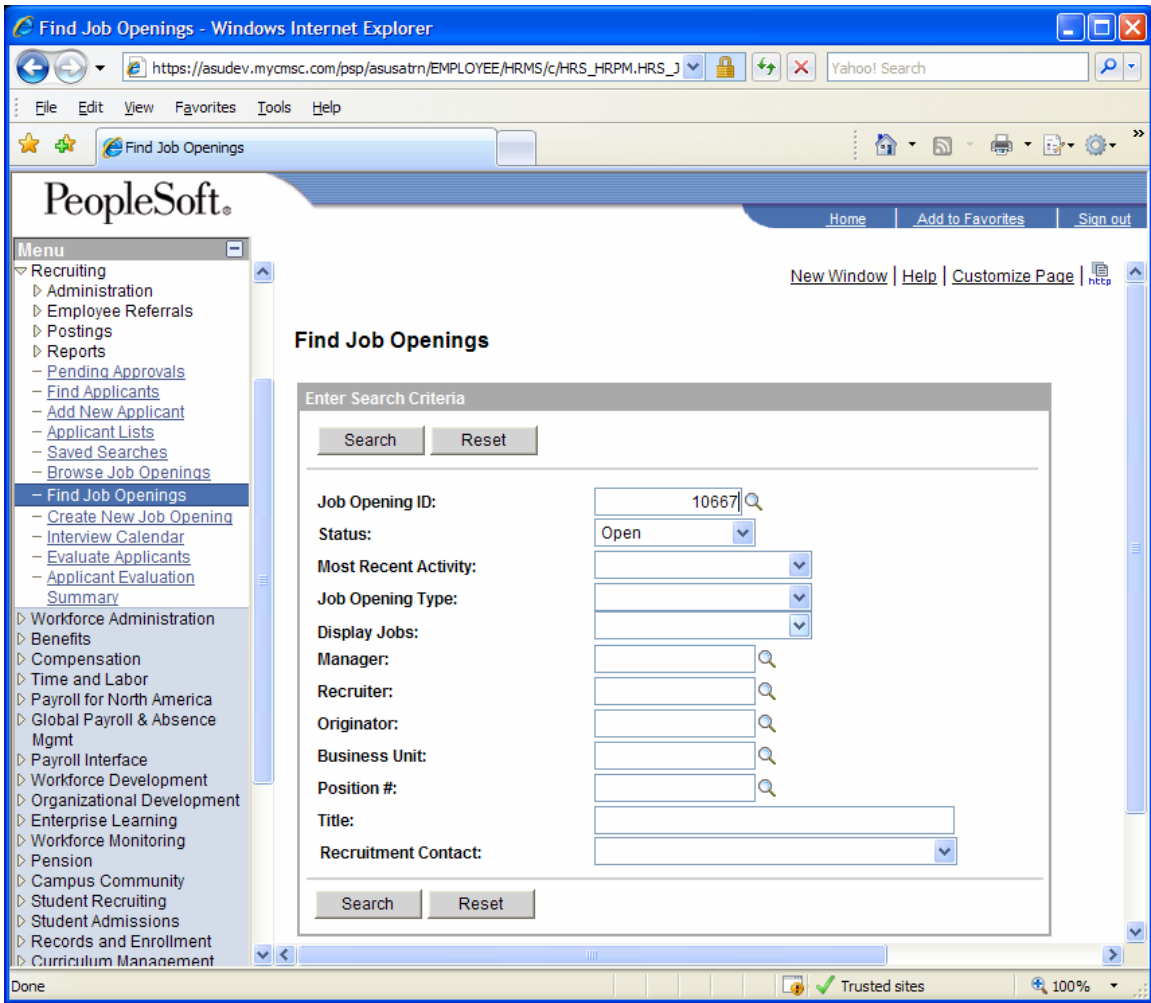
5) Click on Find Jobs

The screenshot shows the PeopleSoft Recruiting interface. The browser window is titled "Base Navigation Page - Windows Internet Explorer" and the address bar shows "https://asudev.mycmsc.com/psp/asusatrn/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC...". The page features a navigation menu on the left and a main content area titled "Recruiting" with the subtitle "Manage and administer the recruiting process." The main content area contains several tiles for various recruiting functions:

- Pending Approvals**: See the job opening or job offer approvals that require your attention.
- Find Applicants**: Search for applicants using resume keywords or other applicant information.
- Add New Applicant**: Add new applicants, including their applications and resumes.
- Applicant Lists**: Manage groups of applicants through saved lists or by creating your own lists.
- Saved Searches**: View lists of saved applicant searches and create automatches for job openings.
- Browse Job Openings**: View your draft job openings and job openings assigned or associated to you.
- Find Job Openings**: Search for job openings using job opening name, ID, and other information.
- Create New Job Opening**: Create a new job opening, and associated postings and requisition information.
- Interview Calendar**: View the calendar for completed and upcoming interviews.
- Evaluate Applicants**: Evaluate Applicants
- Applicant Evaluation Summary**: ASU view or download summary of applicant evaluation results
- Administration**: Manage administrative tasks for Recruiting Solutions. Includes links for Load Resume, Manage Resumes, Process Priority Placement, and 10 More...

At the bottom of the main content area, there are folders for **Employee Referrals**, **Postings**, and **Reports**. The browser status bar at the bottom shows "Done", "Trusted sites", and "100%".

6) Put the job opening ID (or other search criteria) into the search field. Click on Search.



7) The Job should appear. Click on the Job title.

The screenshot shows the PeopleSoft 'Find Job Openings' page. On the left is a navigation menu with categories like Recruiting, Workforce Administration, and Benefits. The 'Find Job Openings' option is selected. The main content area displays '1 Results Found' and a table with the following data:

Job Opening	ID #	Type	Location	Opened
<input type="checkbox"/> Information Security Officer	10667	Standard Requisition	Campus: Tempe	03/04/2007

Below the table are buttons for 'Select All', 'Deselect All', 'Select Action...', and 'Go'. At the bottom of the page, there are links for 'Create New Job', 'Browse Job Openings', and 'Find Job Postings'.



8) The applicants will appear. Click on the icon in the resume column.

The screenshot displays the PeopleSoft 'Find Job Openings' page. The browser address bar shows the URL: https://asudev.mycmsc.com/psp/asusatrn/EMPLOYEE/HRMS/c/HRM_HRPM.HRS_JO_F01. The page title is 'Find Job Openings - Windows Internet Explorer'. The PeopleSoft logo is at the top left. A navigation menu on the left lists various HR functions, with 'Find Job Openings' selected. The main content area shows the following details:

- Posting Title:** Information Security Officer
- Job Opening ID:** 10668
- Job Opening Status:** 010 Open
- Job Type:** Standard
- Position Number:** 35115 Information Security Officer
- Business Unit:** U0101 U - Technology
- Department:** U0101 University Technology Office

Below the details are several action links: Save, Clone, Create New, Previous Job Opening, Next Job Opening, Return to Previous Page, and a 'Previous' button. A navigation bar includes: Manage Applicants, Find Applicants, Activity & Attachments, Job Opening Details, View Applicants, Screen Applicants, and Interview Schedule.

The 'Manage Applicants' section features a 'Display' dropdown set to 'All' and a table of applicants:

Applicant Name	ID	Disposition	Resume	Evaluate	Last Updated	*Take Action
<input type="checkbox"/> Tom Cruisin	110286	Applied		Evaluate	03/05/2007 4:50PM	Select Action...
<input type="checkbox"/> Wendy Peyton	110284	Applied		Evaluate	03/05/2007 5:00PM	Select Action...
<input type="checkbox"/> Normin Rockwall	110280	Applied		Evaluate	03/05/2007 4:32PM	Select Action...
<input type="checkbox"/> Ida WannaJob	110285	Applied		Evaluate	03/05/2007 4:51PM	Select Action...

At the bottom of the table, there are links for 'Select All', 'Deselect All', and a '*Group Action:' dropdown menu with a 'Go' button.

If your browser prevents a new window from opening, instructions for setting your browser are at the links below

Click on the Browser you are using

[Internet Explorer 6](#)

[Internet Explorer 7](#)

[Mozilla FireFox](#)

If you have problems with the software, call the help desk at 965-6500.

If you have problems viewing the data call the HR help desk.