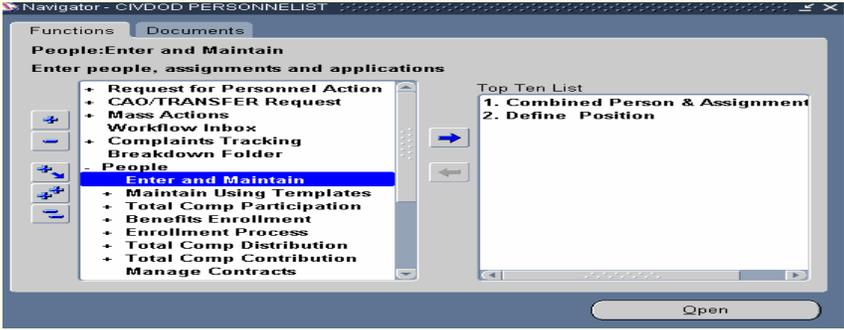
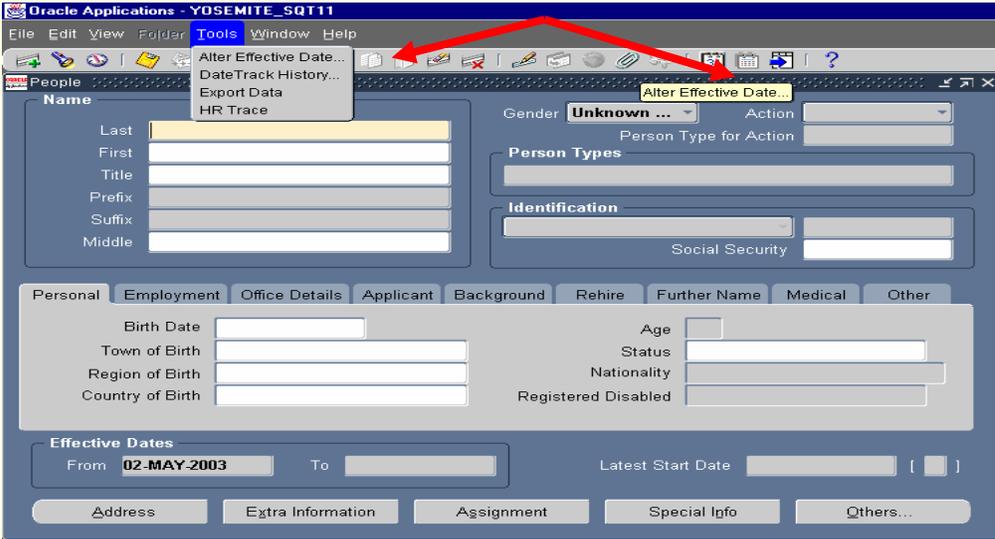


BUILDING AN APPLICANT IN DCPDS (Not through RESUMIX)

STEP	ACTION
1	<p>From the Navigation List – Click on People → Enter and Maintain → <Open></p> 
2	<p>The Find Person Window displays.</p> <ul style="list-style-type: none"> Click <New>. 
3	<p>The People Window displays.</p> <ul style="list-style-type: none"> Alter the Effective date - From the Main Menu Bar - Click on Tools → Alter Effective Date or Click on the Alter Effective Date button on the Toolbar. 

4



The **Alter Effective Date** Window displays.

- Select the appropriate date – Click **<OK>**.

Note: Be sure to set the date to a minimum of three days prior to the date you need the applicant.

5



The People Window displays with the Altered Effective Date.

- Using mixed case - Type in the **Last** name, **First** name the **Middle** name.

Note: Leave the Middle name blank if the employee does not have one, **DO NOT** enter "NMN".

- Click in the **Gender** data field and select gender from the drop down menu.
- Click in the Action data field and select "Create Applicant" from the drop down menu. The **Person Types** Window will display – Select "**Applicant**" – Click **<OK>**.

6

- Click in the **Social Security** data field and type in the SSN.
- Click in the **Birth Date** data field and type in the Date of Birth (DD-MMM-YYYY).



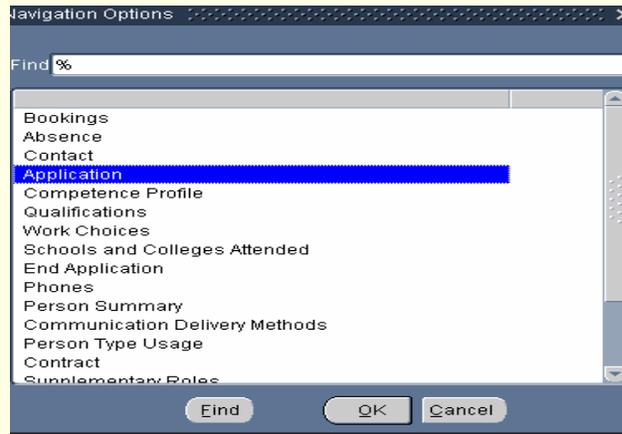
- Click the **Save** button on the Toolbar.

7

- Click **<Others>**.

8

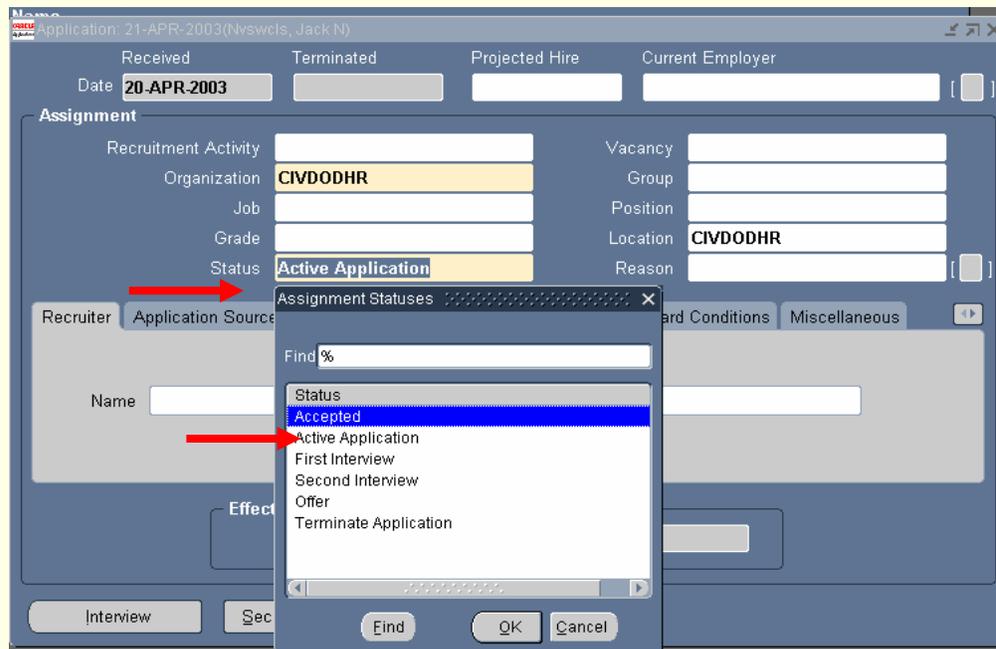
- From the **Navigation Options** Window - Select **Application** – Click **<OK>**.



9

The **Application** Window displays.

- Click in the **Status** data field which reads "Active Application", then click on the LOV.
- The **Assignment Statuses** Window displays – Select "**Accepted**" – Click **<OK>**.



10

The **Choose an Option** Window displays.

- Click **<Correction>**.



11

The **Status** data field now reflects "Accepted".



- Click the **Save** button on the Toolbar. "Transaction complete: 1 records applied and saved" will appear across the bottom of your screen.

People: 21-APR-2003

Application: 21-APR-2003(Nvswcls, Jack N)

Received: 20-APR-2003

Terminated: []

Projected Hire: []

Current Employer: []

Assignment

Recruitment Activity: []

Organization: CIVDODHR

Job: []

Grade: []

Status: **Accepted**

Vacancy: []

Group: []

Position: []

Location: CIVDODHR

Reason: []

Recruiter: []

Application Source: []

Supervisor: []

Probation & Notice Period: []

Standard Conditions: []

Miscellaneous: []

Name: []

Number: []

Effective Dates

From: 21-APR-2003

To: []

Interview []

Secondary Status []

Budgets []

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1

List of Valu... <OSC>

12

- Click on the **Alter Effective Date** button on the Toolbar
- Click **<Reset>**. This resets the date to the current date.
- Click **<OK>**.
- Close the Application window and the People window.

Alter Effective Date

Effective Date: 02-MAY-2003

Today's Date: 02-MAY-2003

OK

Reset

Cancel