

CREATING AN APPLICANT IN DCPDS FROM RESUMIX

NOTE: You **MUST** follow the steps in the order below. All required information under steps 4 - 8 **MUST BE INPUT** before recording "DECISION ACCEPT" or the process will not work.

STEP	ACTION
1	Verify that the applicant does not already have a file in Modern by doing a People Find. If they are not in Modern , continue on with steps 2 -10. If they are already in Modern , DO NOT USE THIS PROCEDURE. Follow the Decision Accept Internal Perm instructions on page 2 of this document.
2	Locate the tracking information for the selectee relating to the requisition to be filled in RESUMIX .
3	If you have already recorded "Decision Accept" in the tracking for the selectee, delete it. This must be done as the last step for the process to work.
4	Verify that the candidate's Social Security Number appears accurately in the Personal ID field of the applicant's Resume Summary. This is located in the Detail Tab, Contact Sub-Tab.
5	Verify that the Name is in Mixed Case and that it does not contain ANY punctuation (i.e., "." after middle initial).
6	Verify that the candidate has a permanent address and home phone number .
7	Complete the Custom Field for Birth Date .
8	Verify that the candidate's Gender is complete in the EEO Tab.
9	Open up the tracking activity for the Requisition under which the candidate was hired and add the Tracking Action of Decision and Tracking Status of "Accept".
10	Your applicant should be available for use in Modern in 3 - 5 minutes.

SPECIFIC INSTRUCTIONS ON HIRING APPLICANTS IN RESUMIX

Using Decision Accept will initiate the creation of the applicant in Modern. However, since you only want to create applicants in Modern for those new hires not serviced by your region, additional Decision Statuses for other types of hires have been created. They are as follows:

Decision / Accept - Use for all PERM and TEMP **selections not currently employed and serviced** by your region (or who do not have an applicant/employee or ex-employee file in MODERN). Then manually:

- Add an "A" to their personal identifier (SSN)

NOTES:

- Under this option Resumix will automatically make the selectee's resume UNAVAILABLE.
- If you use this option incorrectly, i.e., the selectee already has a record in MODERN as a current or ex-employee of your region, it will create a duplicate applicant record in MODERN (one will have the status "Employee" and one will have the status "Applicant").

Decision / Accept Internal Perm - Use for all PERM selections of employees **serviced** by your region. Then manually:

- Make the individual UNAVAILABLE
- Add and "A" to their personal identifier (SSN) <updated 5/7/01>
- Change the requisition status to Filled.

Decision / Accept Temp - Use for all temporary selections, including temp promotions and temp appointments of employees **serviced** by your region.

- Then manually change the requisition status to Filled (if appropriate).