State Personnel System

Recruitment Requisition Data Collection for Reporting Program Manual

Division of Human Resource Management

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INTRODUCTION

This manual has been developed to assist State Personnel System agencies with consistently processing requisition data in a manner that will enable the People First Performance and Talent Management System to capture and populate the Data Warehouse with data required for affirmative action reporting and planning purposes in accordance with section 110.112, Florida Statutes.

SCOPE AND PURPOSE

Changes made to section 110.112, Florida Statutes under Chapter 2016-3, Laws of Florida, created additional responsibilities related to affirmative action planning and reporting. To enable agencies and the Division of Human Resource Management (HRM) to meet these requirements, new reports were created in the People First Data Warehouse that are designed to provide relevant reporting and planning data.

Several Equal Employment Opportunity (EEO) reports in the Data Warehouse are directly impacted by the way some positions are advertised and the way in which candidates are dispositioned in the Performance and Talent Management (TM) System. Specifically, positions advertised using a non-established position number and the way interviewed candidates are recorded affect the quality of data on several reports for the “number of candidates”, “number candidates interviewed” and “number hired”. Specific steps agencies should take to improve the accuracy of its data reports are outlined below.

DATA ITEMS AND INSTRUCTIONS

Data Item 1: Requisitions Advertised Using Non-Established Position Numbers

When a position is advertised in the TM system using a non-established position number, the candidate and hire data associated with the requisition is not captured on all EEO reports. This occurs because the position number listed on the requisition does not match a position number in People First (PF) assigned to the agency Operating Level Organization (OLO). Since PF and TM are separate operating systems, a data run from the TM system is provided and must be matched to the data in PF to populate the EEO reports in the Data Warehouse. There are only two identifying elements on the requisition that PF can use for this match, OLO and position number, and both must match the PF data. If it does not match, the information is dropped, resulting in incomplete data on the EEO reports.

Instructions: Use a Position Number Assigned to the Agency OLO When Advertising Positions.

To ensure reporting accuracy when advertising a position as part of a pool, rolling requisition, pending reclassification, or prior to a position number being established, an agency should use an existing position number with the same occupation (vacant or filled) to advertise the position. Once the person or persons are hired they can be appointed to the correct position numbers. Using the established position number will allow the requisition data from the TM to be matched to the corresponding position data in PF, which is used to populate the Data Warehouse so that the correct number of candidates and hires are captured on the EEO data reports.
Note: When a requisition is opened, it is automatically populated with the position number used in PF. Any alteration to the position number will cause candidate and hire data to be dropped from the EEO reports. Utilizing the correct position number will enable the agency to capture all requisition data when it runs reports that allow sorting by Org, FLAIR org code and Budget Entity.

Data Item 2: Recording Candidates Interviewed Within the Requisition.

In many instances the candidates interviewed are not being recorded in a field that preserves the data for Data Warehouse reporting purposes. For instance, the first and second interview fields hold data for a temporary period of time. Candidates listed in the first and second interview fields are moved to the “reject-email” column, when the requisition is closed. This occurs automatically when the number of recorded hires matches the number of openings (number of selected vacancies for the requisition). Therefore, these two fields (first and second interview) cannot be used to capture candidates interviewed for Data Warehouse reporting purposes as they were designed to store data temporarily until the candidate is moved to either the “reject-no email”, “reject email” or “hired columns”.

Instructions: Move Interviewed Candidates to Reject-No Email Field Prior to Closing Requisition.

Candidates who are interviewed need to be moved to the “reject-no email” field prior to closing requisitions, which preserves data on candidates who received an interview for Data Warehouse reporting purposes. When moving candidates to this field, they do not automatically receive a disposition notice from People First. Therefore, the hiring manager or HR will need to send a notice to the candidates interviewed, using either a standard disposition email or a personalized email.

Please see the attached for instructions on how to record candidates being interviewed and send them a notice.
Requisition Management Procedures

Log into the People First system and take the following steps:

1. Click on **Performance & Talent Management** at the top of the page
2. Click on **Home** then **Recruiting**
3. Click on **Review**
4. Select **Candidate(s)**
5. Select **Action**

6. Select **Move Candidate(s)**
7. Select **Reject- No Email** and click **Apply Updates**

8. The candidate will be counted in the Reject-No email tab. This field is used to populate the **Data Warehouse reports** by recording the number of candidates interviewed.
9. Once the candidate has been interviewed and another candidate is hired, click the Reject-No email tab to select the candidate(s) to disposition.

10. Select the Candidate(s) and click on Action

11. Select Email Candidate(s)

12. Select a template, either the Standard Disposition email or create a personalized email then click next to review the email that will be sent. Click I’m done or click send once you have chosen the template that you would like to use.