



CHANGED

**Human Resources Management System
Training Manual**

Source Team Members

June 2006

Human Resources Management System Training Manual – Source Team

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Objectives

The Recruitment Management System is comprehensive software that has been upgraded to allow users to follow an applicant from the first application through to getting them on payroll. For the first time we have linked RMS, EIS, HRS, and Galaxy so that the process is seamless to the user. This system now enables many at the DOE to track a job application from start to finish, getting a person on payroll. Users include everyone from the applicant, to the staff in Human Resources and the ROC, to the Principal in a school interested in hiring someone. For the purposes of this course, the contents of this manual will focus on the Role of the Principal, Human Resources and the ROCs, with brief descriptions of the role of the applicant and a focus on turnkey training by PM/PLs to the Principal.

Definition Of The Parties or “Roles” Using RMS

- a. Source Team Members are part of the recruitment team at DHR and known in this manual as “STMs”. Other DHR staff include:
 - ⇒ Borough Case Managers are “BCMs”
 - ⇒ Salary Step Unit members are “SSUs”
 - ⇒ Fingerprint personnel are “FPs”
 - ⇒ Licensing personnel are “LCPs”
- b. Personnel Managers/Personnel Liaisons/Customer Service Team Members/Operations Supervisors are at the ROCs and known as “PL/PMs”
- c. Principals are “PRs”

A Basic Look At The Flow Of Tasks In RMS

1. Applicants fill out an employment application online.
2. Job vacancies (funded only) are created in Galaxy by the Principal or ROC staff
3. The candidate is pre-screened and given a commitment letter by a Source Team member or a specific ROC Personnel Liaison/Manager
4. The candidate’s documentation is verified; certification is verified in the state system; if not yet issued, then the licensing/certification unit at DHR will enter the certification and corresponding license codes;

- fingerprints and other background checks are done, all via RMS. All of this is done by HR staff **or** by PM/PLs at the ROCs – **NOT** by principals.
5. Once documentation is verified, the Candidate can be referred from STMs to BCMs within Human Resources; from BCMs to the ROCs, and from ROCs to the Principals.
 6. The candidate is selected by matching her or him to a funded vacancy. Once the background checks have cleared, RMS generates the PTF, automatically establishing employment.

Roles and Scope of Responsibilities

Applicant/Data Entry

- ⇒ Ability to data enter new applications
- ⇒ Passes entered applications to Source Team
- ⇒ Ability to search for applicants

Source Team

- ⇒ Ability to data enter new applications
- ⇒ Ability to search for applicants, vacancies, and selected candidates
- ⇒ Ability to update records
- ⇒ Ability to correct licenses
- ⇒ Passes candidates to BCM or Holding Folder
- ⇒ Issues Commitments
- ⇒ Verify eligibility
- ⇒ Issue certificates
- ⇒ Refer
- ⇒ Quick hire applicants.

BCM

- ⇒ Ability to data enter new applications
- ⇒ Ability to search for applicants, vacancies, and selected candidates
- ⇒ Ability to update records
- ⇒ View commitments

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Objectives (cont'd)

- ⇒ Passes candidates to other BCMs, Source Team, and Holding Folder
- ⇒ Refers candidates to PMs and PLs
- ⇒ Verify eligibility
- ⇒ Search vacancies

Personnel Liaison/Customer Service Team Member

- ⇒ Ability to data-enter new applications
- ⇒ Ability to search for applicants
- ⇒ vacancy search
- ⇒ Ability to update records
- ⇒ Ability to correct licenses
- ⇒ Issues commitments
- ⇒ Passes candidates to BCMs and Holding Folder
- ⇒ Refers candidates to Principals
- ⇒ Selects/de-selects candidates (Quick Hire)
- ⇒ Update State & DOE information
- ⇒ Missing licenses
- ⇒ Selected Teacher Reserve Pool candidates
- ⇒ AIP

Personnel Manager

- ⇒ Ability to data-enter new applications
- ⇒ Ability to search for applicants
- ⇒ Ability to update records
- ⇒ Ability to correct licenses
- ⇒ Issues commitments
- ⇒ Passes candidates to BCMs or Holding Folder
- ⇒ Refers candidates to Principals
- ⇒ Selects/de-selects candidates (Quick Hire)

Principal

1. Ability to search for applicants
2. Selects/de-selects candidates (Quick Hire)
3. Update referrals
4. Selected TRP candidates

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Dashboard (First Screen)

The Dashboard for RMS has several options. For the sake of this training, only the Process Teacher/Clinician Applications choice will be covered.

1. Either the **link** in the blue bar or the **title** of the uppermost red box can be clicked on to enter RMS for Teacher Applications.

6/8/2006 9:54:20 AM

WELCOME NAOMI NISSEN

Sign Out
Teacher/Clinician Applicant
COE Applicants

USER INFORMATION
USER
Naomi Nissen
ROLE STM

Please select an option here or an item on the left navigation bar to access the functions available through the system.

Process Teacher/Clinician Applications	Process Certificate of Eligibility (COE) Applications
These are the applicants who have submitted their applications for Teachers and/or Clinicians positions available with NYC Department Of Education. You can view the details of the applicants and select matching applicants for these positions... Click Here	These are the applicants who have submitted their applications to obtain a Certificate of Eligibility (COE) from NYC Division of Human Resources (DHR). You can process their applications and issue COEs to the eligible applicants... Click Here
Process Supervisory Applicants (Coming soon..)*	Process Per Session Applicants (Coming soon..)*
These are the applicants who have submitted their applications for Supervisory positions available with NYC DOE. You can view the details of the applicants and select matching applicants for these positions.	These are the applicants who have submitted their applications for Per-session positions available with NYC DOE. You can view the details of the applicants and select matching applicants for these positions.
Help	
You can obtain help on the HRMS features... Click Here	

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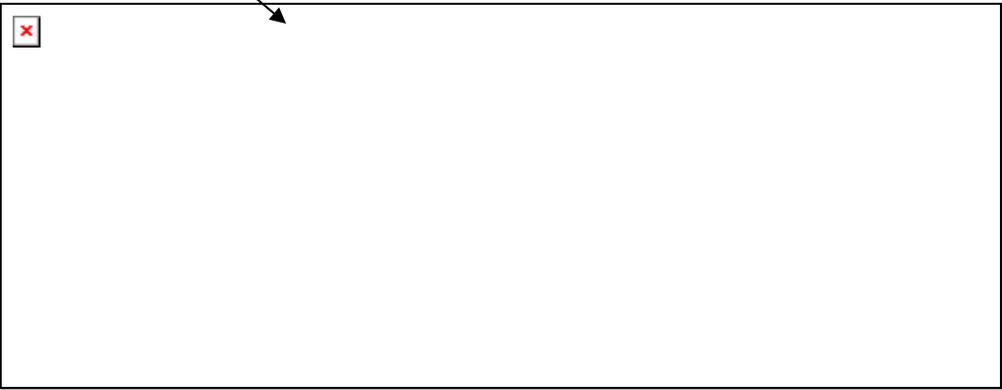
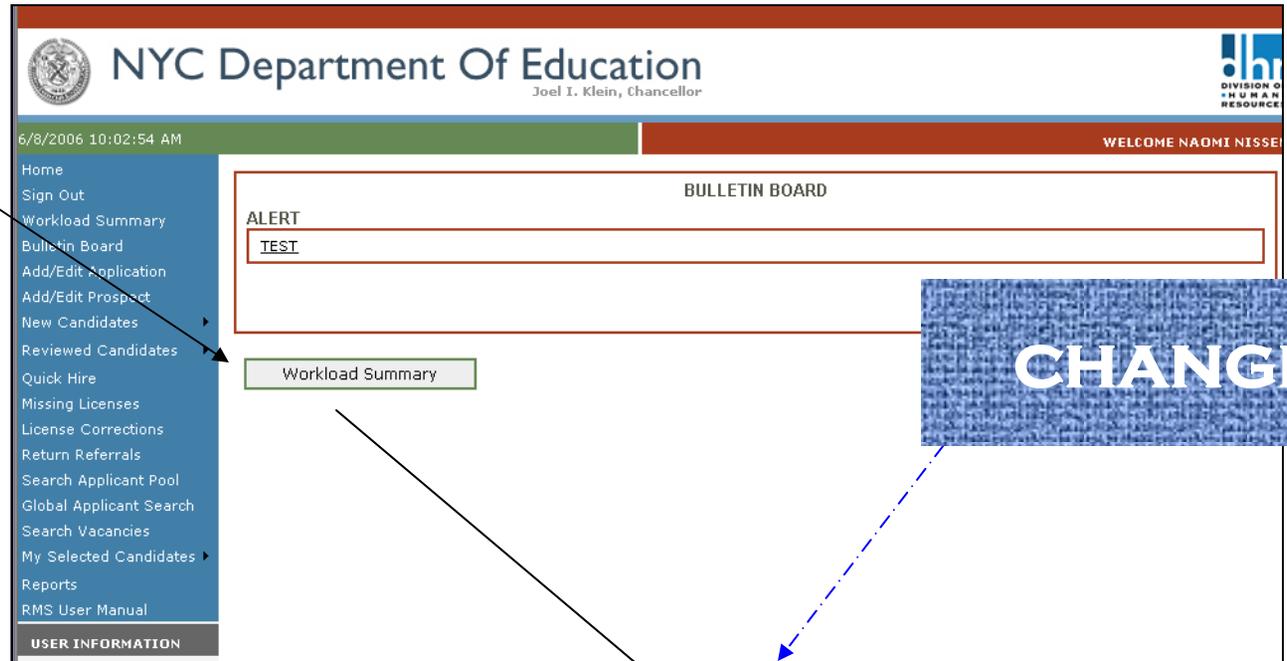
2. You will be led to the bulletin board (see next page.)

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Bulletin Board

The Bulletin Board will have announcements and other information. The menu bar to the left contains all the procedures that will be covered in this manual.

1. Click on Workload Summary to see the screen below, or continue with the menus at the left.



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Search Applicant Pool

Purpose: To find applicants and verified/committed candidates available for hire and to check their qualifications.

1. Click Search Applicant Pool.

6/16/2006 9:44:27 AM WELCOME RAJESH PALANICKAI

Home
Sign Out
Workload Summary
Bulletin Board
Add/Edit Application
Add/Edit Prospect
New Candidates
Reviewed Candidates
Quick Hire
Missing Licenses
License Corrections
Return Referrals
Search Applicant Pool
Global Applicant Search
Search Vacancies
My Selected Candidates
Reports
RMS User Manual

USER INFORMATION
USER
Rajesh Palanickal
ROLE STM

SEARCH ALL APPLICANTS

Last Name First Name SSN Available Date

Preferred Borough Borough Preference Certification Status Claimed Event Type

Applicant Status Committed

Search BY
 Applicant's Preference
 DOE Pre-screen Results
 Certification Claimed
 SED Certification

Select State

Job Category Subject

Grade Level Language

The menus in the navigation bar on the left change according to your role.

The role dictates which functions you will have access to. When you sign on your role is displayed here along with your name. This shows that an STM is signed in.

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Search Applicant Pool (cont'd)



You can search by the specific person or by different criteria. This screen shows a search by the name of the person.

2. Enter the person's name.

SEARCH ALL APPLICANTS

Last Name: First Name: SSN: Available Date:

Preferred Borough: Borough Preference: Certification Status Claimed: Event Type:

Applicant Status: Committed

Search BY:

- Applicant's Preference
- DOE Pre-screen Results
- Certification Claimed
- SED Certification

Select State:

Job Category: Subject:

Grade Level: Language:

Last Name	First Name	SSN	Available Date (mm/dd/yyyy)	Status	Committed	Licensed?
Smith	Lauri	111111111	9/1/2003	Verified	N	Y

TOTAL CANDIDATES: 1

3. Click "Search."

4. Click the name of the person you are researching to see that person's details in a PROFILE.

NOTE: The Status list can include new, verified and selected. A **verified candidate** has been reviewed by DHR (pre-screened) and has given enough information to move from applicant to candidate status (may or may not be state certified).

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Search Applicant Pool (cont'd)



This screen shows a search by various criteria. The more fields that are filled out, the more specific the search.

Please note; If desired, click the Applicant Status box for a list of applicants who fit one of the following profiles:

- a) Have completed an application,
- b) Have been pre-screened
- c) Have been referred, OR
- d) Have been selected

Please note: Click the Committed box to receive only a list of candidates who have received a commitment letter.

1. Click Search Applicant Pool in the blue side bar.

2. Fill out any of the fields in this area to refine the search.

3. Click "Search."

The "Search BY" selection pulls up a number of variable fields.

SEARCH ALL APPLICANTS

Last Name First Name SSN Available Date

Preferred Borough Borough Preference Certification Status Claimed Event Type

Applicant Status Committed

Search BY

- Applicant's Preference
- DOE Pre-screen Results
- Certification Claimed
- SED Certification

Select State

Job Category Subject

Grade Level Language

Last Name	First Name	SSN	Available Date (mm/dd/yyyy)	Status	Committed	Licensed?
			9/1/2003	Verified	N	Y
			9/1/2003	Referred	N	N
			4/15/2004	Referred	N	Y
			5/1/2006	Referred	N	Y
			9/1/2003	Verified	N	Y
			9/1/2003	New	N	N

Note: names and ID numbers have been omitted for purposes of confidentiality

4. Click the name of the person you are researching to see that person's details in a PROFILE .

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Global Applicant Search

The Global Applicant Search finds all applicants, including those that have been discarded, archived, and selected, unlike the Search Applicant Pool function.



1. Click "Global Applicant Search."

2. Fill out any of the boxes below.

3. Click on "Search."

The screenshot shows the 'SEARCH ALL APPLICANTS' section of the HRMS interface. On the left is a blue navigation menu with the following items: Home, Sign Out, Workload Summary, Bulletin Board, Add/Edit Application, Add/Edit Prospect, New Candidates, Reviewed Candidates, Quick Hire, Missing Licenses, License Corrections, Return Referrals, Search Applicant Pool, Global Applicant Search, Search Vacancies, My Selected Candidates, Reports, and RMS User Manual. The main content area is titled 'SEARCH ALL APPLICANTS' and contains three input fields: 'Last Name', 'First Name', and 'SSN' (with three separate boxes for each digit). Below the SSN fields is a green 'Search' button. Three callout boxes with arrows point to the 'Global Applicant Search' menu item, the input fields, and the 'Search' button.

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Global Applicant Search (cont'd)



This screen shows the results of a fictional student, Glenn Abanno, and the criteria that has been recorded for him.

- Home
- Sign Out
- Workload Summary
- Bulletin Board
- Add/Edit Application
- Add/Edit Prospect
- New Candidates ▶
- Reviewed Candidates ▶
- Quick Hire
- Missing Licenses
- License Corrections
- Return Referrals
- Search Applicant Pool
- Global Applicant Search
- Search Vacancies
- My Selected Candidates ▶
- Reports
- RMS User Manual

SEARCH ALL APPLICANTS

Last Name First Name SSN

Last Name	First Name	SSN	Short Listed?	Future Prospect?	Hold?	Verified?	Certified?	Committed?	Selected?
Abanno	Glenn	111-11-1111	Y	N	N	N	Y	N	N

1

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Quick Hire

Purpose: To place a candidate in a funded vacancy. Roles allowed to perform this task: DHR/Central, PM, PL, PR

1. Click "Quick Hire."

2. Select a Region, District and Location from the pull downs provided. The more fields that are filled out, the more specific the search.

3. Click "Search Vacancies" to view a list of funded vacancies.

The screenshot displays the 'QUICK HIRE FOR COMMITTED CANDIDATES' interface. On the left is a navigation menu with 'Quick Hire' highlighted. The main content area includes a search form with fields for SSN, Effective Date (MM/DD/YYYY), Location Code, Job ID, License Code, and Assignment Code. Below this is a 'TOTAL CANDIDATES: 1' section with 'Add Candidate', 'Deselect', and 'Submit' buttons. The 'VACANCIES' section contains dropdown menus for Region (01), District (SELECT >>), Location (SELECT >>), Job Category (SELECT >>), and Subject Area (SELECT >>), along with a 'Search Vacancies' button. A user information bar at the bottom left shows 'USER INFORMATION' and the user name 'E NAOMI NISSEN' is visible in the top right corner.

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Quick Hire (cont'd)

An optional step is to click add candidate button to record a second SSN for selection. You may select up to 10 people prior to submitting all ten at once.



4. Type the Candidate's social security number.
5. Type in the Effective Date .
6. Type in the chosen Job ID.
7. Select from the list of License codes on file. Note if the candidate does not have at least one license they may not be placed in a vacancy.
8. OPTIONAL: Type the Assignment Code. The assignment code is the license code of the area of instruction.

QUICK HIRE FOR COMMITTED CANDIDATES

SSN	Effective Date	Location Code	Job ID	License Code	Assignment Code	Deselect	Candidate Name	
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
TOTAL CANDIDATES: 1								
						<input type="button" value="Add Candidate"/>	<input type="button" value="Deselect"/>	<input type="button" value="Submit"/>

9. Click Confirm. This will confirm that a commitment letter has been issued for this candidate. Note: a commitment letter must be issued before candidate can be hired.

10. Click Submit. The PTF will be generated contingent upon clearance of background check.

VACANCIES

Region: District: Location:

Job Category: Subject Area:

MY VACANCIES Region 46 = City-Wide

Job ID	Region	District	Location	Category	Subject	LOI	Effective Date
G2ISA	01	10	X306	Teacher	ELEMENTARY ED.	English	9/6/2005
G2ISB	01	10	X306	Teacher	ELEMENTARY ED.	English	9/6/2005
				her	SPECIAL ED.	English	9/15/2005
				her	MUSIC - VOCAL	English	9/6/2005
				her	SOCIAL STUDIES	English	9/6/2005
				her	SCIENCE - GENERAL SCIENCE	English	9/6/2005
				her	MUSIC - VOCAL	English	9/6/2005
				her	SCIENCE - GENERAL SCIENCE	English	9/6/2005

Notes:

- (a) Multiple candidates can be hired by using the "Add Candidate" button. Click on "Submit" only once all Candidates are hired.
- (b) Only funded vacancies will be listed. Vacancies must be created in GALAXY.
- (c) Once the PTF has been generated all future adjustments must be addressed in EIS.

Congratulations on filling a vacancy.

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License Corrections

Purpose: To correct license/assignment codes of employees who are currently on payroll.

1. Click on "License Corrections."

2. Select from search criteria namely: first name, last name, file number, SSN, region, district, schools and licenses.

3. Press Search

4. To correct license click on the Edit link.

SEARCH BY ...

Last Name First Name File # SSN

Region District School

License Category

LICENSE CORRECTIONS

Last Name	First Name	File #	Job ID	Region	District	Location	License	Category	Assignment	Title	Hired	Bilingual	License Edits	Service History	Verified	Submitted
		G0B2D	01	09	X002	901B	TEACHER	901B	TRTSQ	Y	B	Edit	most recent	<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>	
		G13VS	01	09	X002	797B	TEACHER	797B	TRTRQ	Y	B	Edit	most recent	<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>	
		G1C98	01	09	X004	781B	TEACHER	781B	TRTRQ	Y	-	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	
		G2ZYI	01	09	X004	781B	TEACHER	781G	TRTRQ	Y	-	Edit	most recent	<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>	
		G13M2	01	09	X004	900B	TEACHER	900B	TRTSQ	Y	-	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	
		G1935	01	09	X004	615B	TEACHER	591B	TRTRQ	Y	-	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	
		G161O	01	09	X011	781B	TEACHER	781B	TRTRQ	Y	-	Edit	most recent	<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>	
		G2BIM	01	09	X011	781B	TEACHER	781B		S	-	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	
		G161T	01	09	X011	642C	TEACHER	EVOC	TRTRQ	Y	-	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	
		G161Q	01	09	X011	797B	TEACHER	781B	TRTRQ	Y	B	Edit	most recent	<input type="checkbox"/>	<input type="button" value="Submit"/>	

1 2 3 4 5 6 7 8 9 10 ...

Human Resources Management System Training Manual – Source Team

License Corrections (cont'd)

This screen has been split in two on this page to accommodate its length.

5. Select an appropriate license from the drop down list.

LICENSE CORRECTIONS

Last Name	First Name	File #	Job ID	Region	District	Location	License
			G0BZD	01	09	X002	Language: <input type="text" value="SELECT >>"/>
							<input type="text" value="901B - BILINGUAL SPECIAL EDUCATION SPANISH"/>

6. Click on the Confirm link to perform a validation against the crosswalk to determine if the corrections necessitate a job ID change.

7. Click on "Cancel" to abandon any license/assignment changes made.

8. To update service history, click on the "Most Recent" link (SEE NEXT PAGE).

Notes:

- (a) In the event of selecting a non-arts license, the assignment code will be the same as the selected non-arts license. If needed, this code can be modified.
- (b) In the event of selecting an arts license, the system will select the appropriate assignment code using the crosswalk (developed by DHR). This code cannot be modified.
- (c) The disabled Submit button indicates that the license/assignment for that specific employee has been corrected. A "Changes Submitted Successfully" message is displayed to the user on successful submission.
- (d) The submitted changes overnight will update the employee's service history in HRS and EIS.

Category	Assignment	Title	Hired	Bilingual	License Edits	Service History	Verified	Submitted
TEACHER	<input type="text" value="901B"/>	TRTSQ	Y	B	Confirm Cancel	most recent	<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>

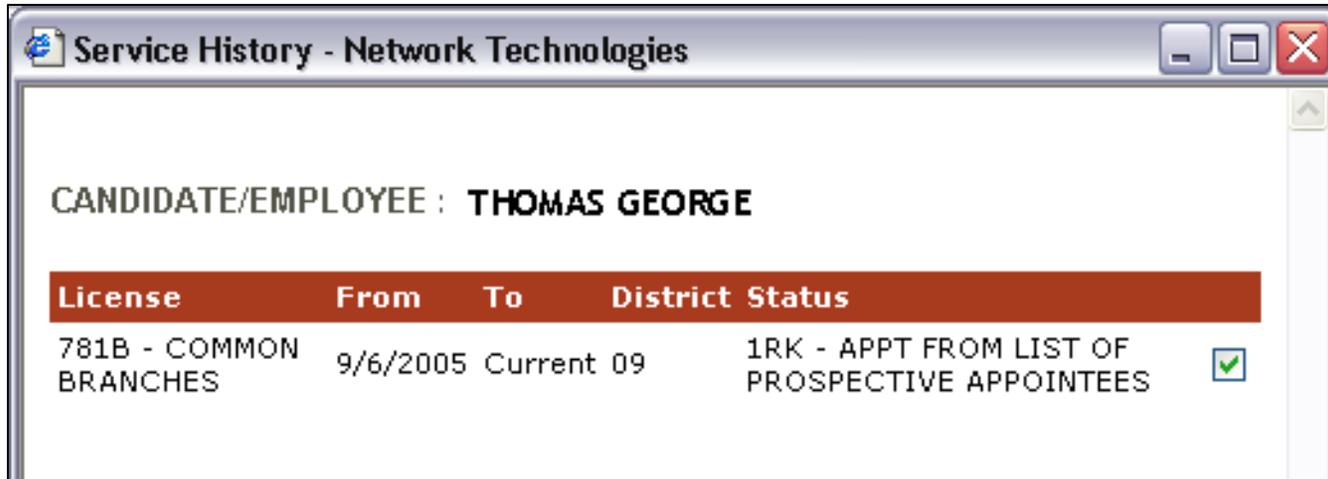
9. Check the Verify box, if the employee does not need any license/ assignment. This action helps the users in identifying the cases that they had looked into earlier without making any changes.

10. Click on the Submit button to submit the above changes.

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License Corrections (con'td)

This is the window that opens up when “Service History” on the previous page is clicked on.



The screenshot shows a window titled "Service History - Network Technologies". Inside the window, the text "CANDIDATE/EMPLOYEE : THOMAS GEORGE" is displayed. Below this is a table with the following data:

License	From	To	District	Status
781B - COMMON BRANCHES	9/6/2005	Current	09	1RK - APPT FROM LIST OF PROSPECTIVE APPOINTEES <input checked="" type="checkbox"/>

Congratulations! You have corrected a license!



New Candidates

Purpose: To place new candidates in a short list, as a future prospect, on hold, or discard.

1. Click on “New Candidates”, then choose a qualification from the flyout window that appears, and then make a selection from the second flyout window that appears after that.

The screenshot displays the Human Resources Management System interface. The top navigation bar includes the logo for the Division of Human Resources and the text "WELCOME NAOMI NISSE". Below this is a "BULLETIN BOARD" section. The main content area is a menu with several options. The "New Candidates" option is highlighted, and a flyout menu is open, showing a list of qualifications. The "NYS Certified" option is highlighted, and a second flyout menu is open, showing a list of specific qualifications. A red box highlights the "ALERT TEST" option in the second flyout menu. Arrows from the text box point to the "New Candidates" option, the "NYS Certified" option, and the "ALERT TEST" option.

- Home
- Sign Out
- Workload Summary
- Bulletin Board
- Add/Edit Application
- Add/Edit Prospect
- New Candidates** ▶
 - NYS Certified ▶
 - ALERT TEST**
 - Other State Certified
 - International Certified
 - Certification in Progress
 - Call Back Candidates
 - Uncertified (By Major)
 - Pupil Personnel Services
 - International uncertified
 - Reviewed Candidates ▶
 - Quick Hire
 - Missing Licenses
 - License Corrections
 - Return Referrals
 - Search Applicant Pool
 - Global Applicant Search
 - Search Vacancies
 - My Selected Candidates ▶
 - Reports
 - RMS User Manual
- USER INFORMATION

- ACCOUNTING & BUSINESS PRACT.
- PERFORMING
- ATTENDANCE
- COMPUTER LAB - SOFTWARE APPS
- DANCE
- DEAF & HARD OF HEARING
- EARLY CHILDHOOD
- ELEMENTARY ED.**
- ENGLISH
- ESL
- FINE ARTS
- FOREIGN LANGUAGE
- GENERALIST - MIDDLE SCHOOL (5-9)
- GUIDANCE
- HEALTH
- HOMEBOUND
- HUMANITIES
- LIBRARY
- LITERACY
- MATH
- MATH - TITLE 1
- MUSIC - ORCHESTRAL



New Candidates (cont'd)

2 Click on the box next to the candidate's name for whom you want to shortlist, make a future prospect, put on hold, or discard.

3 Click on any one of the buttons below and the person's name will be moved into that list (which can be found under the "Reviewed Candidates" link in the blue bar).

ED CANDIDATES IN ELEMENTARY ED.

First Name: _____ SSN: ____-____-____
Available Date: MM/DD/YYYY Preferred Borough: SELECT >> Event Type: _____
Committed:
Job Category: SELECT >>

CANDIDATE LIST

	Last Name	First Name	SSN	Available Date (mm/dd/yyyy)	Status	Committed
<input type="checkbox"/>				9/1/2005	New	N
<input type="checkbox"/>				9/1/2005	Referred	N
<input type="checkbox"/>				7/1/2005	Referred	N
<input type="checkbox"/>				9/6/2005	New	Y
<input type="checkbox"/>				9/1/2005	Referred	N
<input type="checkbox"/>				9/1/2005	Referred	N
<input type="checkbox"/>				9/6/2005	Referred	N
<input type="checkbox"/>				7/1/2005	Referred	N
<input type="checkbox"/>				7/1/2005	New	N
<input type="checkbox"/>				8/1/2005	New	N

1 2 3 4 5 6 7 8 9 10 ...

ShortList Future Prospect Put On Hold Discard

Note: names and ID numbers have been omitted for purposes of confidentiality

Please note: there if a future selection if the applicant is "Put on Hold". Please see the next page.



New Candidates (cont'd)

4 If the applicant is Put on Hold, select a "Holding Reason" from the drop down list and click on "Submit."

<u>ESN</u>	<u>ESN</u>	<u>SSN</u>	<u>Available Date</u> (mm/dd/yyyy)	<u>Status</u>	<u>Committed</u>
<input checked="" type="checkbox"/>			9/1/2005	Referred	N
<input type="checkbox"/>			9/6/2005	Referred	N
<input type="checkbox"/>			7/1/2005	Referred	N
<input type="checkbox"/>			7/1/2005	New	N
<input type="checkbox"/>			8/1/2005	New	N
<input type="checkbox"/>			9/1/2005	New	N
<input type="checkbox"/>			05	New	N
<input type="checkbox"/>			5	Referred	N
<input type="checkbox"/>			5	New	N
<input type="checkbox"/>			8	New	N

TOTAL CANDIDATE 1 2 3 4 5 6 7 8

Holding Reason:

SELECT >>
 APPLICANT NOT INTERESTED
 CONTACT INFORMATION IS WRONG
 CURRENTLY WORKING FOR NYCDOE
 CURRENTLY WORKING OUTSIDE OF NYC
 DUPLICATE RECORD
 FIVE ATTEMPTS AT CONTACTING WITH NO RESPONSE
 INTERNATIONAL APPLICANT
 MUST BE REINSTATED
 NON-TEACHING POSITION
 PROBLEM CODE
 MULTIPLE INTERVIEWS/NOT HIRED
 UNCERTIFIED
 PRESCREENED/NOT REFERABLE

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Reviewed Candidates

Purpose: To filter new candidates by their status on a short list, as a future prospect, on hold, discarded or verified.



1 Click “Reviewed Candidates”, then choose a list from the flyout menu.

The screenshot displays the system's navigation menu on the left and a bulletin board on the right. The navigation menu includes the following items: Home, Sign Out, Workload Summary, Bulletin Board, Add/Edit Application, Add/Edit Prospect, New Candidates, Reviewed Candidates (highlighted with a blue bar and a right-pointing arrow), Quick Hire, Missing Licenses, License Corrections, Return Referrals, Search Applicant Pool, Global Applicant Search, Search Vacancies, My Selected Candidates (with a right-pointing arrow), Reports, and RMS User Manual. Below the navigation menu is a grey bar labeled "USER INFORMATION". The bulletin board area contains an "ALERT" section with a "TEST" message. A red rectangular box highlights the "Reviewed Candidates" menu item and its corresponding flyout menu, which lists: ShortListed Candidates, Verified Candidates, Future Prospects, Candidates on Hold, and Discarded Candidates. A black arrow points from the instruction box to the "Reviewed Candidates" menu item.



Reviewed Candidates (cont'd)

2 Click on the box next to the candidate's name for whom you want to make a change.

3 Click on any one of the buttons below and the person's name will be moved into that list or removed from a list and put back into the general pool. Discard will take the applicant out of the general pool and put the name onto the discard list.

- Add/Edit Application
- Add/Edit Prospect
- New Candidates
- Reviewed Candidates
- Quick Hire
- Missing Licenses
- License Corrections
- Return Referrals
- Search Applicant Pool
- Global Applicant Search
- Search Vacancies
- My Selected Candidates
- Reports
- RMS User Manual
- USER INFORMATION**
- USER
Naomi Nissen
- ROLE **STM**

CANDIDATES

MM/DD/YYYY

Committed

Job Category: SELECT >> Subject Area: SELECT >>

Certification Status: SELECT >>

First Name: _____ SSN: ____-____-____

Preferred Borough: SELECT >> Event Type: SELECT >>

CANDIDATE LIST

	Last Name	First Name	SSN	Available (mm/dd/yyyy)		
<input type="checkbox"/>				7/1/2005	Referred	N
<input type="checkbox"/>				9/1/2004	Failed/Termination	N
<input type="checkbox"/>				8/1/2005	Referred	N
<input type="checkbox"/>				9/10/2004	Referred	N
<input type="checkbox"/>				1/1/2004	Referred	N
<input type="checkbox"/>				5/15/2004	New	Y
<input type="checkbox"/>				6/15/2005	Referred	N
<input type="checkbox"/>				9/6/2005	Referred	N
<input type="checkbox"/>				4/1/2005	New	N
<input type="checkbox"/>				7/6/2005	Referred	N

1 2 3 4 5 6 7 8 9 10 ...

PAGES: 642

Remove From ShortList
Future Prospect
Put On Hold
Discard

Note: names and ID numbers have been omitted for purposes of confidentiality

Please note: if you choose to Verify the applicant, a slightly different screen comes up. Please see the next page.

Human Resources Management System Training Manual – Source Team

Reviewed Candidates (cont'd)

If you Verify the candidate, you may want to Refer that person.



4 Click on the box next to the candidate's name whom you want to refer.

CANDIDATE LIST

<u>Last Name</u>	<u>First Name</u>	<u>SSN</u>	<u>Available Date (mm/dd/yyyy)</u>	<u>Status</u>	<u>Committed</u>
<input type="checkbox"/>			7/1/2005	Verified	Y
<input type="checkbox"/>			6/1/2005	Verified	Y
<input type="checkbox"/>			1/1/2005	Referred	N
<input type="checkbox"/>			7/1/2005	Verified	N
<input type="checkbox"/>			9/1/2004	Referred	N
<input type="checkbox"/>			7/1/2005	Verified	Y
<input type="checkbox"/>			7/1/2005	Verified	Y
<input type="checkbox"/>			9/1/2004	Referred	N
<input checked="" type="checkbox"/>			7/1/2004	Verified	N
<input type="checkbox"/>			9/3/2004	Referred	N

TOTAL CANDIDATES: 5218

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

Note: names and ID numbers have been omitted for purposes of confidentiality

5 Click "Refer."



Reviewed Candidates (cont'd)

6 Click on the “Refer To” dropdown and select “BCM.” (This will change depending on the role you play and the level you refer to.)

7 Fill in comments if desired, and click on “Refer.”

REFER CANDIDATES

Refer To

Comments

CANDIDATE LIST

	Lastname	FirstName	SSN	Date Applied	
<input checked="" type="checkbox"/>	_____	_____		6/6/2004	1

Note: names and ID numbers have been omitted for purposes of confidentiality

8 If you want to continue referring, you can click on “Lookup More Candidates.”

Human Resources Management System Training Manual – Source Team

My Selected Candidates: Viewing Post-Selection Status

Purpose: To view the status of selected candidates with regards to Background Check, Finger Printing, and PTF generation

Search for your candidate or scroll through the pages to browse candidates.



1. Click on “My Selected Candidates.” Choose “Post Selection” Status.

- Bulletin Board
- Add/Edit Application
- Search Applicant Pool
- Search Vacancies
- Referrals
- Quick Hire
- Missing Licenses
- License Corrections
- Teacher Reserve Pool
- Selected TRP Candidates
- My Selected Candidates ▶
- AIP
- Reports
- RMS User Manual

USER INFORMATION
USER
Naomi Nissan

MY SELECTED CANDIDATES

LastName FirstName SSN --

Hired Status Start Effective Date / / End Effective Date / /

Job Category Region

Region 46 = City-wide

Last Name	First Name	SSN	License	Region	Fin. Location	Effective Date (mm/dd/yyyy)	Job Id.	Payrolled (PTFDone)
			COMMON BRANCHES	01	46X051	9/7/2004	G02PB	NO
			BILINGUAL COMMON BRANCHES SPANISH	01	09X236	9/7/2004	G071T	NO
			ENGLISH	01	46X306	9/7/2004	G02PH	NO

TOTAL CANDIDATES: 3

2. Click on the box to the left to choose that Candidate. More than one Candidate can be selected.

Note: names and ID numbers have been omitted for purposes of confidentiality

3. Click “View Status.”

Note: This is a screen the Principals as well as PM/PLs see when they log in.

Human Resources Management System Training Manual – Source Team

My Selected Candidates: Viewing Post-Selection Status (cont'd)

Note: The PTF Result will either be **GENERATED** or **NOT GENERATED**.
A PTF that has been generated means the person is on payroll.

POST SELECTION STATUS

Last Name	First Name	SSN	License Code	License DESC	State Certificate	Fingerprint Results	Moral Character Appraisal (AP)
			576B	ENGLISH	Satisfactory	Satisfactory	Satisfactory

1

TOTAL CANDIDATES: 1

[Back to Selected Candidates List](#)

Congratulations on viewing a Candidate's status. Continue to the next chapter to view a list of Hired Candidates.

Human Resources Management System Training Manual – Source Team

My Selected Candidates: Viewing Hired Candidates

Purpose: To view information on hired candidates (employees).

1. Click “My Selected Candidates”, then “Hired Candidates.”

[Referrals](#)
[Quick Hire](#)
[Missing Licenses](#)
[License Corrections](#)
[Teacher Reserve Pool](#)
[Selected TRP Candidates](#)
[My Selected Candidates](#) Post Selection Status
[AIP](#) Hired Candidates
[Reports](#)
[RMS User Manual](#)

USER INFORMATION
 USER
Naomi Nissen

 ROLE **PL**

HIRED CANDIDATES - PTF GENERATED

Last Name: First Name: SSN: --
 Start Effective Date: 7 / 1 / 2005 End Effective Date: MM / DD / YYYY Job Category: SELECT >>
 Region: 01 Location: SELECT >> Search Reset

Region 46 = City-wide

LAST NAME	FIRST NAME	SSN	LICENSE DESCR.	ASSIGN. DESCR.	PTF EFF. DATE (mm/dd/yyyy)	JOB ID	CATEGORY	REGION	FIN. LOCATION
			COMMON BRANCHES	COMMON BRANCHES	8/29/2005	G383N	TEACHER - REGULAR GRADES	01	10X085
			COMMON BRANCHES	COMMON BRANCHES	8/29/2005	G3A5S	TEACHER - REGULAR GRADES	01	10X085
			COMMON BRANCHES	COMMON BRANCHES	8/29/2005	G3G2Z	TEACHER	01	10X003
			COMMON BRANCHES	COMMON BRANCHES	8/29/2005	G2FED	TEACHER - REGULAR GRADES	01	10X091
			PHYSICAL EDUCATION	PHYSICAL EDUCATION	8/29/2005	G2QJU	TEACHER - REGULAR GRADES	01	10X003
			SPECIAL EDUCATION	SPECIAL EDUCATION	8/29/2005	G3PM1	TEACHER	01	10X091
			SPECIAL EDUCATION	SPECIAL EDUCATION	8/29/2005	G2D0Y	TEACHER	01	09X229

Note: names and ID numbers have been omitted for purposes of confidentiality

Note: This list shows everyone in your location who has gone through the entire process and has now had a PTF Generated, and is on payroll.

Congratulations on viewing a Candidate whose PTF has been generated.

Human Resources Management System Training Manual – Source Team

Updating Referral Status

Purpose: To update the status of an applicant that has been referred to you. Roles: PM, PL, PR

1. Click "Referrals" and then "Referrals Sent to Me."

2. Click the box next to the applicant you wish to update.

3. Click Update.

Note: names and ID numbers have been omitted for purposes of confidentiality

NYC Department Of Education
Joel I. Klein, Chancellor

WELCOME NAME

REFERRALS SENT TO ME

Last Name First Name SSN - -

Region 46 = City-wide

Last Name	First Name	SSN	Role	From	Status	Date Referred	Veri fied	Activity	Comments	Comm itted?	Reg.	Loc.
			Self Referral -		Under Review	3/30/2005	Y			N		
			Self Referral -		Under Review	6/26/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	6/8/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	7/11/2005	Y			Y	46	C114
<input type="checkbox"/>			Self Referral -		Under Review	1/13/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	5/20/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N		
<input type="checkbox"/>			Self Referral -		Under Review	4/17/2005	Y			Y	46	C114
<input type="checkbox"/>			Self Referral -		Under Review	1/17/2005	Y			N		

TOTAL CANDIDATES: 856

1 2 3 4 5 6 7 8 9 10 ...

Human Resources Management System Training Manual – Source Team

Updating Referral Status (cont'd)

Last Name	First Name	SSN	Role	From	Status	Date Referred	Verified	Activity	Comments	Comm itted?	Reg. Loc.
<input checked="" type="checkbox"/>			Self Referral -		Under Review	6/25/2005	Y	More..		Y	46 C114
<input type="checkbox"/>			Self Referral -		Under Review	6/26/2005	Y	More..		N	
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	6/8/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	7/11/2005	Y	More..		Y	46 C114
<input type="checkbox"/>			Self Referral -		Under Review	1/13/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	5/20/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	4/17/2005	Y			Y	46 C114
<input type="checkbox"/>			Self Referral -		Under Review	1/17/2005	Y	More..		N	

1 2 3 4 5 6 7 8 9 10 ...

TOTAL CANDIDATES: 858

Update Status Comments

4. Select the appropriate status and add comments.

- SELECT >>
- APPLICANT NOT INTERESTED
- APPLICANT NOT INTERESTED IN DOE
- APPLICANT NOT INTERESTED IN REGION
- INTERVIEWED/NOT SELECTED
- MULTIPLE INTERVIEWS/NOT HIRED
- NO AVAILABLE VACANCIES
- NO SHOW
- PRESCREENED/NOT REFERABLE
- REVIEWED - NOT INTERESTED

5. Click "Done."

Done Cancel

[Privacy Policy and Terms of Use](#)

Congratulations on referring a candidate and updating that person's status.

Human Resources Management System Training Manual – Source Team

Create Reports

Purpose: Customize reports for the purpose of analyzing Candidates, Vacancies and Candidate Tracking System (CTS) data

The screenshot shows the 'REPORTS' page of the Human Resources Management System. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links such as 'Home', 'Sign Out', 'Search Applicant Pool', 'Search Vacancies', 'Referrals', 'Quick Hire', 'Missing Licenses', 'License Corrections', 'Teacher Reserve Pool', 'Selected TRP Candidates', 'My Selected Candidates', 'AIP', 'Reports', and 'RMS User Manual'. Below these are 'USER INFORMATION' fields for 'USER Naomi Nissen' and 'ROLE PL'. The main content area is titled 'REPORTS' and is organized into three sections: 'EXECUTIVE SUMMARY' (with links for 'Dashboard Report' and 'Status Report'), 'CANDIDATES' (with links for 'Applicant Pool', 'Committed Candidates', 'Committed Candidates with D-Code/U-Rating/No valid Certifications', 'Committed Candidates by Nomination code', 'Committed Candidates needing Nomination code', 'Uncommitted Candidates', 'SED Report for Expedited Processing', 'Mentor Report', 'Principals Logged On Successfully', 'School Principals who have not signed on to RMS', 'Bilingual Extension Exception Report', and 'Candidates Eligible for Emergency Check'), and 'VACANCIES' (with links for 'Vacancies Details' and 'Vacancy Exception Report'). A third section, 'CTS - NEW HIRE TRACKING', includes links for 'Selected Candidates', 'Status Summary', and 'Status Report with Candidate Search'. The page footer contains the copyright notice '© 2005 The New York City Department of Education'. Two callout boxes provide instructions: '1. Click "Reports."' points to the 'Reports' link in the sidebar, and '2. Click on the desired report to view relevant information.' points to the list of report links. A yellow note box states: 'Note: All Reports will allow you to import information into Excel.'

3/29/2006 3:35:27 PM WELCOME NAOMI NISSEN

REPORTS

EXECUTIVE SUMMARY

- [Dashboard Report](#)
- [Status Report](#)

CANDIDATES

- [Applicant Pool](#)
- [Committed Candidates](#)
- [Committed Candidates with D-Code/U-Rating/No valid Certifications](#)
- [Committed Candidates by Nomination code](#)
- [Committed Candidates needing Nomination code](#)
- [Uncommitted Candidates](#)
- [SED Report for Expedited Processing](#)
- [Mentor Report](#)
- [Principals Logged On Successfully](#)
- [School Principals who have not signed on to RMS](#)
- [Bilingual Extension Exception Report](#)
- [Candidates Eligible for Emergency Check](#)

VACANCIES

- [Vacancies Details](#)
- [Vacancy Exception Report](#)

CTS - NEW HIRE TRACKING

- [Selected Candidates](#)
- [Status Summary](#)
- [Status Report with Candidate Search](#)

Home
Sign Out

1. Click "Reports."

2. Click on the desired report to view relevant information.

Note: All Reports will allow you to import information into Excel.

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Human Resources Management System Training Manual – Source Team

Add/Edit Application

Purpose: To enter or edit a person's application online. Roles: STM, PM, PL

1. Click "Add/Edit Application."

2. Fill out the asterisked fields. You will not be able to move forward unless all are filled out. You can fill out SS number **OR** Last name, first name, primary phone and email.

The screenshot displays the NYC Department Human Resources Management System interface. At the top left is the NYC Department logo and name. At the top right is the 'hr' logo for the Division of Human Resources. Below the header, the date and time '3/29/2006 3:45:14 PM' are shown on the left, and 'WELCOME NAOMI NISSEN' is on the right. A navigation menu on the left includes links like Home, Sign Out, Workload Summary, Bulletin Board, Add/Edit Application, Search Applicant Pool, Search Vacancies, Referrals, Quick Hire, Missing Licenses, License Corrections, Teacher Reserve Pool, Selected TRP Candidates, My Selected Candidates, AIP, Reports, and RMS User Manual. The main content area is titled 'SEARCH APPLICANT' and contains the following text: 'Enter (a) Social Security Number (SSN) or (b) Last Name, First Name, and Primary Phone combination and then press "Check Database" button.' Below this are four input fields: 'Last Name:', 'First Name:', 'Primary Phone:', and 'SSN:'. Each field has a text input box. Below the 'Primary Phone:' field is a note: '*Please enter phone number in a free format (without -.(), space etc). eg. 7180001234'. Below the 'SSN:' field is a note: '*Please enter SSN in a free format(without -. space etc) eg. US SSN - 123456789 and international SSN - INT123456'. At the bottom right of the form is a 'Check Database' button.

3. Click "Check Database."

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

4. Fill out fields as required and click on "Save" at the bottom.

Note: If the Candidate is new, the message "Candidate not found, Enter a new Record" will be displayed. Continue filling out the form.

PERSONAL/CONTACT INFORMATION

* Indicates required information

Title:

*Last Name: *First Name:

MI:

Maiden Name:

*Phone: *E-mail:

*US SSN: (Required for US residents ONLY)

Country of Residence:

PERMANENT ADDRESS

*Address: *City:

Apt.:

*State: *Zip:

ADDRESS FOR CORRESPONDENCE (CURRENT ADDRESS)
(If different from above)

Forward mail to this address until: / /

Address:

City:

Apt.:

State: Zip:

SOURCE INFORMATION

SourceType: Source:

Source Date: / /

Recruiter:

Outcome:

Click on "SAVE" to save the information and remain on this page.
Click on "CONTINUE" to save this information and proceed to the next part of the profile.

(screen continues on next page)

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

JOB PREFERENCE, EDUCATION AND ACADEMIC CERTIFICATION DETAILS

JOB PREFERENCES- POSITION(S) FOR WHICH YOU ARE SUBMITTING THIS APPLICATION

Job Category 1: SELECT >>	Subject Area 1: SELECT >>	Grade Level Preference 1: SELECT >>
Job Category 2: SELECT >>	Subject Area 2: SELECT >>	Grade Level Preference 2: SELECT >>

EDUCATIONAL CREDENTIALS - PLEASE LIST ALL EDUCATIONAL CREDENTIALS BELOW (MINIMUM REQUIREMENT FOR A TEACHING POSITION IS A BACHELOR'S DEGREE)

Institution	Degree	Major	Minor	Cumulative GPA	Major GPA	Graduation Date (mm/dd/yyyy)	Edit?	Delete?
+ ADD NEW								

5. Click "Add New" in the Educational Credentials area to add more credentials.

6. The screen will open up to a form. Complete it and click on "Save."

Institution	Degree	Major	Minor	Cumulative GPA	Major GPA	Graduation Date (mm/dd/yyyy)	Edit?	Delete?
<input type="text"/>	SELECT >>	SELECT >>	SELECT >>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save	Cancel Delete
+ ADD NEW								

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

CERTIFICATION CREDENTIALS

Please select the option that best describes you (Note: You must enter certification details by clicking **+ADD NEW** button below if you select any option other than uncertified).

Certified:

- New York state certified
- Former Certified Department Of Education employee interested in returning to work
- Certified from a US state other than New York
- Certified in a country other than USA

Certification in progress:

- Completed all requirements for certification in teaching/pupil personnel service but have not yet received the certification
- Currently enrolled in a program leading to state certification for teaching or pupil personnel services.

UnCertified:

- Do not hold any teaching or pupil personnel credential, nor am I enrolled in any preparation program leading to certification.

Reset Certification Option

Country	State	Job Category	Subject Area	Grade Level	Certification Category	Date (mm/dd/yyyy)	Edit?	Delete?
---------	-------	--------------	--------------	-------------	------------------------	-------------------	-------	---------

+ADD NEW

7. Click "Add New" in the Certification Credentials area to add more credentials.

8. The screen will open up to a form. Complete it and click on "Save."

Country	State	Job Category	Subject Area	Grade Level	Certification Category	Date (mm/dd/yyyy)	Edit?	Delete?
UNITED STATES	NEW YORK	SELECT >>	SELECT >>	SELECT >>			Save	Cancel Delete

+ADD NEW

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

9. This shows the lowest part of the screen. Complete it and click on "Continue."

Rank Borough Preferences:	How did you hear about us:	Foreign Language Fluency:
1. SELECT >> ▼	1. SELECT >> ▼	ALBANIAN ▲
2. SELECT >> ▼	2. SELECT >> ▼	AMERICAN SIGN
3. SELECT >> ▼		ARABIC
4. SELECT >> ▼		BENGALI
5. SELECT >> ▼		CAMBODIAN ▼
		Add
		Remove
*Available for employment on	Comments:	
MM/DD/YYYY 	<input type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Continue"/>		
Click on "SAVE" to save the information and remain on this page. Click on "CONTINUE" to save this information and proceed to the next part of the profile.		

Human Resources Management System Training Manual – Source Team

Add/Edit Application (next screen)

This next screen asks for teaching and non-teaching work experience.

10. As with the previous screens, click on the “Add New” button, fill in the required fields, and click on “Continue” when finished.

TEACHING/NON-TEACHING WORK EXPERIENCE DETAILS

PAID FULL-TIME TEACHING EXPERIENCE

Do you have prior Paid full-time teaching experience? Yes No

Please enter Total number of years and months of Paid teaching experience: Years: Months:

Please enter all paid full-time teaching experience sequentially below. This information will be utilized to determine your eligibility for a salary step-up. For an explanation or more information on salary step-up, please click [here](#).

To determine your eligibility and/or apply for a salary differential click [here](#) for details.

Job Title	Employer	Employer Address	NYC-DOE	Employer Ref. Name	Phone	E-mail	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Hrs/Week	Weeks/Year	Edit?	Delete
+ADD NEW												

PAID FULL-TIME/PART-TIME WORK EXPERIENCE (NON-TEACHING)

Do you have prior work experience? Yes No

Please enter all paid full-time/part-time work experience sequentially below. Do not include any voluntary service in this section. This information will be utilized to determine your eligibility for a salary step-up. For an explanation or more information on salary step-up, please click [here](#).

To determine your eligibility and/or apply for a salary differential click [here](#) for details.

Job Title	Employer	Employer Address	Full Time?	NYC-DOE	Employer Ref. Name	Phone	E-mail	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Hrs/Week	Weeks/Year	Edit?	Delete
+ADD NEW													

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

COPY AND PASTE YOUR COVER LETTER AND/OR RESUME

You may copy and paste your Cover Letter and Resume (Please only attempt to copy and paste text documents. An application error will occur if you attempt to include an object, icon, shading, or bullets)

11. This area is reserved for the resume. It can either be typed in or pasted from a text document such as Word.

Note: Note that any documents with objects, kerning, shading or bullets will be altered.

12. Click on "Continue".

Back Continue

The screenshot shows a web form with a title bar at the top. Below the title bar is a large text area with a red border. Inside the text area, there is a yellow callout box on the right side. At the bottom of the form, there are two buttons: 'Back' and 'Continue'. A black callout box with an arrow points to the 'Continue' button.

Human Resources Management System Training Manual – Source Team

Add/Edit Application (cont'd)

APPLICATION SUMMARY

[CLICK HERE TO VIEW THE UPLOADED RESUME](#)

Profile Entered on: 3/29/2006 3:49:39 PM Profile Last Updated On: 3/29/2006 3:49:46 PM

Title: *Last Name: **Newwirth** *First Name: **Bibi**
 MI: Maiden Name:
 *Phone: **212 383 3838** *E-mail: **bibi@aol.com**
 *US SSN: **696 96 9696** (Required for US residents ONLY)
 Country of Residence: UNITED STATES

PERMANENT ADDRESS
 *Address: **490 Park Parkway** *City: **Brooklyn**
 Apt.: *State: NEW YORK *Zip: **11004**

ADDRESS FOR CORRESPONDENCE (CURRENT ADDRESS)
 (If different from above) Forward mail to this address until: MM/ DD/ YYYY
 Address: City:
 Apt.: State: SELECT >> Zip:

JOB PREFERENCES- POSITION(S) FOR WHICH YOU ARE SUBMITTING THIS APPLICATION

Job Category 1: TEACHER	Subject Area 1: ACCOUNTING & BUSINESS PRACT.	Grade Level Preference 1: ELEMENTARY SCHOOL
Job Category 2: TEACHER	Subject Area 2: COMPUTER LAB - SOFTWARE APPS	Grade Level Preference 2: ELEMENTARY SCHOOL

EDUCATIONAL CREDENTIALS - PLEASE LIST ALL EDUCATIONAL CREDENTIALS BELOW (MINIMUM REQUIREMENT FOR A TEACHING POSITION IS A BACHELOR'S DEGREE)

Institution	Degree	Major	Minor	Cumulative GPA	Major GPA	Graduation Date (mm/dd/yyyy)
SUNY BUFFALO	BBA	Women's Studies	Sociology	4.00	4.00	6/20/2004

CERTIFICATION CREDENTIALS

Country	State	Job Category	Subject Area	Grade Level	Certification Category	Date (mm/dd/yyyy)
UNITED STATES	NY	Teacher	SCIENCE - CHEMISTRY	JUNIOR HIGH SCHOOL	New York State certified	

Rank Borough Preferences: How did you hear about us: Foreign Language Fluency:
 1. BROOKLYN 1. EMPLOYEE OF NYCDOE ARABIC
 2. SELECT >> 2. SELECT >>
 3. SELECT >>
 4. SELECT >>
 5. SELECT >>

*Available for employment on: 4/30/1999
 Comments:

PAID FULL-TIME TEACHING EXPERIENCE

Job Title	Employer	Employer Address	NYC-DOE Ref. Name	Phone	E-mail	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Hrs/Week	Weeks/Year

PAID FULL-TIME/PART-TIME WORK EXPERIENCE (NON-TEACHING)

Job Title	Employer	Employer Address	Full Time?	NYC-DOE Ref. Name	Phone	E-mail	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Hrs/Week	Weeks/Year

The Application Summary Screen contains all the information previously entered.

13. Click on "Submit" to add this person to the Applicant/Candidate Pool. DON'T FORGET TO DO THIS!

Note: The Applicant will receive an email with temporary user ID and Pasword and link to the HRMS. They can log in and update the application.



Congratulations on Adding a Candidate. This person will now appear in the Applicant or Candidate Pool. You can continue adding or editing other applications.

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions

Purpose: The following step-by-step instructions walk you thru the process of viewing NY State certifications and DOE licenses as well as adding or deleting DOE licenses.

Roles allowed to perform this task: STM, BCM, LCP, PM, PL, PR (view only)

**THIS PROCESS
LEADS YOU TO
THE "PROFILE".**

1. "Click Search Applicant Pool."

The screenshot displays the NYC Department of Education Human Resources Management System interface. At the top, the header includes the NYC Department of Education logo and name, along with the Chancellor's name, Joel I. Klein. A yellow callout box in the top right corner states: "THIS PROCESS LEADS YOU TO THE 'PROFILE'".

The main content area is titled "SEARCH ALL APPLICANTS" and contains a search form with the following fields and options:

- Last Name: [Text Input]
- First Name: [Text Input]
- SSN: [Text Input]
- Available Date: [MM/DD/YYYY] [Calendar Icon]
- Preferred Borough: [SELECT >>]
- Borough Preference: [ANY]
- Certification Status Claimed: [SELECT >>]
- Event Type: [SELECT >>]
- Applicant Status: [SELECT >>] Committed
- Search BY:
 - Applicant's Preference
 - DOE Pre-screen Results
 - Certification Claimed
 - SED Certification
- Job Category: [SELECT >>]
- Subject: [SELECT >>]
- Grade Level: [SELECT >>]
- Language: [SELECT >>]

At the bottom right of the search form are "Search" and "Reset" buttons.

The left navigation menu includes the following items:

- Home
- Sign Out
- Workload Summary
- Bulletin Board
- Add/Edit Application
- Search Applicant Pool
- Search Vacancies
- Referrals
- Quick Hire
- Missing Licenses
- License Corrections
- Teacher Reserve Pool
- Selected TRP Candidates
- My Selected Candidates
- AIP
- Reports
- RMS User Manual

Below the navigation menu is a "USER INFORMATION" section showing:

- USER: Naomi Nissen
- ROLE: PL

The top right of the page displays "WELCOME NAOMI NISSEN" and the "dhr" logo for the Division of Human Resources.

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions (cont'd)

2. Enter the person's name.



You can search by the specific person or by different criteria. This screen shows a search by the name of the person.

SEARCH ALL APPLICANTS

Last Name First Name SSN Available Date

Preferred Borough Borough Preference Certification Status Claimed Event Type

Applicant Status Committed

Search BY

- Applicant's Preference
- DOE Pre-screen Results
- Certification Claimed
- SED Certification

Select State

Job Category Subject

Grade Level Language

3. Click "Search"

Last Name	First Name	SSN	Available Date (mm/dd/yyyy)	Status	Committed	Licensed?
Smith	Lauri	111111111	9/1/2003	Verified	N	Y

TOTAL CANDIDATES: 1

4. Click the name of the person you are researching to see that person's details in a **PROFILE**.

NOTE: The Status list can include new, verified and selected. A **verified candidate** has been reviewed by DHR (pre-screened) and has given enough information to move from applicant to candidate status (may or may not be state certified).

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions (cont'd)



This screen shows a search by various criteria. The more fields that are filled out, the more specific the search.

Please note; If desired, click the Applicant Status box for a list of applicants who fit one of the following profiles:
 a) Have completed an application,
 b) Have been pre-screened
 c) Have been referred, OR
 d) Have been selected

Please note: Click the Committed box to receive only a list of candidates who have received a commitment letter.

1. Click Search Applicant Pool in the blue side bar.

2. Fill out any of the fields in this area to refine the search.

3. Click "Search."

The "Search BY" selection pulls up a number of variable fields.

SEARCH ALL APPLICANTS

Last Name First Name SSN Available Date

Preferred Borough Borough Preference Certification Status Claimed Event Type

Applicant Status Committed

Search BY

- Applicant's Preference
- DOE Pre-screen Results
- Certification Claimed
- SED Certification

Select State

Job Category Subject

Grade Level Language

Last Name	First Name	SSN	Available Date (mm/dd/yyyy)	Status	Committed	Licensed?
			9/1/2003	Verified	N	Y
			9/1/2003	Referred	N	N
			4/15/2004	Referred	N	Y
			5/1/2006	Referred	N	Y
			9/1/2003	Verified	N	Y
			9/1/2003	New	N	N

Note: names and ID numbers have been omitted for purposes of confidentiality

4. Click the name of the person you are researching to see that person's details in a PROFILE .

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions (cont'd)

We call this window the "Profile." This profile has five pages to choose from which will be covered in subsequent pages.

1. Click on the State and DOE Information tab.

Profile for: KEEGAN, DALE [Close Window](#)

Application Summary | **Eligibility and Verification** | **State and DOE Information** | **Commitment Letter** | **Application Activity** | **Moral Character Appraisal**

APPLICATION SUMMARY [Click here to view the uploaded resume](#)

Profile Entered on: 7/25/2001 Profile Last Updated On: 11/12/2003 9:40:53 AM

Title: *Last Name: **KEEGAN** *First Name: **DALE**
MI: Maiden Name:
*Phone: **212 444 4444** *E-mail: **DALEKEEGAN@AOL.COM**
*US SSN: **111 11 1111** (Required for US residents ONLY)
Country of Residence:

PERMANENT ADDRESS
*Address: **800 MAIN ST** *City: **ITHACA**
Apt.: *State: *Zip: **14850**

ADDRESS FOR CORRESPONDENCE (CURRENT ADDRESS) Forward mail to this address until: **MM/ DD/ YYYY**
(If different from above)
Address: City:
Apt.: State: Zip:

JOB PREFERENCES- POSITION(S) FOR WHICH YOU ARE SUBMITTING THIS APPLICATION
Job Category 1: Subject Area 1: Grade Level Preference 1:

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions (cont'd)

2. To add a certificate, click the “Search/Add Certificate” button.

3. Type into at least one of the four fields.

4. Click on “Search.”

5. Click the add box(s) to check off which DOE licenses are to be added.

6. Select month and year of effective date.

7. Select the Nomination Code and Certificate Type.

8. Click “Save.”

Candidate Profile for: KEEGAN, DALE

STATE AND DOE INFORMATION

CERTIFICATION/LICENSE INFORMATION INELIGIBLE FOR TRANSCRIPT EVALUATION

State Code	State Description	DOE Code	DOE Description	Effective Date	Expiration Date	Update Date	Certificate Type	Nom. Code	Source
6150	MUSIC	641C	ORCHESTRAL MUSIC PRE-K - 12	09/01/1999	PERM	7/11/2005	PERM	CR	SED
			MUSIC PRE-K - 12	09/01/1999	PERM	7/11/2005	PERM	CR	SED

SEARCH / ADD CERTIFICATE

State Cert. Code: State Cert. Description:
DOE Lic. Code: DOE Lic. Description:

State Cert. Code	State Cert. Desc.	DOE Lic. Code	DOE Lic. Desc.	Add
4013	MATHEMATICS (GRADES 5-9)	762B	MATHEMATICS JHS	<input type="checkbox"/>
4040	NURSERY, KINDERGARTEN & GRADES 1-6 & MATHEMATICS 7-9 EXTENSION	762B	MATHEMATICS JHS	<input type="checkbox"/>
4084	MATHEMATICS 7-9 EXTENSION	762B	MATHEMATICS JHS	<input type="checkbox"/>
5130	MATHEMATICS 7-12	762B	MATHEMATICS JHS	<input type="checkbox"/>
5328	N-6 & MATHEMATICS 7-9 & FRENCH	762B	MATHEMATICS JHS	<input type="checkbox"/>

Effective Date:
Nom. Code: Certificate Type:

Human Resources Management System Training Manual – Source Team

View State Certification, Add/Delete functions (cont'd)

NYCDOE | Candidate Details - Network Technologies

Candidate Profile for: **KEEGAN, DALE** Close Window

Application Summary | Eligibility and Verification | **State and DOE Information** | Commitment Letter | Application Activity | Moral Character Appraisal

STATE AND DOE INFORMATION

CERTIFICATION/LICENSE INFORMATION INELIGIBLE FOR TRANSCRIPT EVALUATION

State Code	State Description	DOE Code	DOE Description	Effective Date	Expiration Date	Update Date	Certificate Type	Nom. Code	Sol	
4013	MATHEMATICS (GRADES 5-9)	762B	MATHEMATICS JHS	09/01/2006	08/31/2007	3/30/2006	LETT	RG	RMS	Delete
4040	NURSERY, KINDERGARTEN & GRADES 1-6 & MATHEMATICS 7-9 EXTENSION	762B	MATHEMATICS JHS	09/01/2006	08/31/2007	3/30/2006	LETT	RG	RMS	Delete
6150	MUSIC	641C	ORCHESTRAL MUSIC PRE-K - 12	09/01/1999	PERM	7/11/2005	PERM	CR	SED	
6150	MUSIC	642C	MUSIC PRE-K - 12	09/01/1999	PERM	7/11/2005	PERM	CR	SED	

1

INSTITUTIONAL INFORMATION (RECEIVED FROM NYSED)

EXAM INFORMATION

Exam Type	Exam Description	Exam Result	Exam Date (YYYY-MM)
LAST		PASS	2000-04
ATSW		PASS	2000-04

1

SERVICE HISTORY

HRS/EIS INFORMATION:

FILE NUMBER:

9. The certification is displayed immediately.

Note: "RMS" indicates that HR issued the certificate.



If your job includes assigning a file number to the candidate, you can do this here.

Congratulations! you have completed the task of adding a State certificate and DOE license(s).

Human Resources Management System Training Manual – Source Team

Eligibility Verification Summary

Purpose: To enter, verify and/or edit a candidates eligibility information. Roles: DHR, PM, PL

REPEAT THE STEPS ON PREVIOUS PAGES TO GET TO THE PROFILE FOR YOUR CANDIDATE.

1. Click the Eligibility and Verification tab.

EligibilityVerificationSummary - Network Technologies

Candidate Profile for: **KEEGAN, DALE** [Close Window](#)

[Application Summary](#) | [Eligibility and Verification](#) | [State and DOE Information](#) | [Commitment Letter](#) | [Application Activity](#) | [Moral Character Appraisal](#)

ELIGIBILITY AND VERIFICATION

LICENSE ELIGIBILITY
Based on an initial evaluation, this candidate can be considered for:

LANGUAGE PROFICIENCY
The Candidate is Proficient in:

Relevant teaching experience years months

High need area candidate:

The candidate's documentation has been reviewed, verified, or referred to central by: Toye Tossass On 3/29/2004

Note: The system records and displays the person that has verified this applicant.

2. Click "Edit" to change qualifications.

Human Resources Management System Training Manual – Source Team

Eligibility Verification Summary (cont'd)

3. Double click on a job type the candidate may be considered for. To remove a job click the bottom arrow. Note: Candidate may be considered for multiple job types, select as many as applicable.

5. Select the method by which this candidate is proficient.

4. Click and select from the dropdown if a candidate is proficient in additional languages.

6. Submit languages.

7. Add any other relevant information.

8. Save your changes.

NYCDOE | Candidate Details - Network Technologies

Candidate Profile for: **KEEGAN, DALE** Close Window

ELIGIBILITY AND VERIFICATION

LICENSE ELIGIBILITY

Based on an initial evaluation, this candidate can be considered for:

- 001B--EA - CURRICULUM DEVELOPMENT 8
- 001S--EA - SENIOR CURRICULUM DEVELOPMENT
- 002B--EA - STAFF DEVELOPMENT & TRAINING
- 002S--EA - SENIOR STAFF DEVELOPMENT
- 003B--EA - SUBJECT AREA INSTRUCTIONAL

642B--MUSIC--DHS

LANGUAGE PROFICIENCY

The Candidate is Proficient in:
HUNGARIAN

By virtue of: SELECT >>

Submit and add more languages

By: SELECT >>
SELECT >>
EDUCATION
CERTIFICATION
NATIVE LANGUAGE

4 years months of relevant teaching experience

High need area candidate: NO

The candidate's documentation has been reviewed, verified, or referred to central:

The candidate's documentation has been reviewed, verified, or referred to central by: Toye Tossass On 3/

Cancel changes and go back Save changes and go back

Human Resources Management System Training Manual – Source Team

Eligibility Verification Summary (cont'd)

Note: This window show the summary of the information you just entered.

EligibilityVerificationSummary - Network Technologies

Candidate Profile for: **KEEGAN, DALE** [Close Window](#)

Application Summary	Eligibility and Verification	State and DOE Information	Commitment Letter	Application Activity	Moral Character Appraisal
-------------------------------------	--	---	-----------------------------------	--------------------------------------	---

ELIGIBILITY AND VERIFICATION

LICENSE ELIGIBILITY
Based on an initial evaluation, this candidate can be considered for:

LANGUAGE PROFICIENCY
The Candidate is Proficient in:

Relevant teaching experience years months

High need area candidate:

The candidate's documentation has been reviewed, verified, or referred to central by: On

Congratulations on Verifying Eligibility.

Human Resources Management System Training Manual – Source Team

Add an Applicant to the Referral List

Purpose: To find an applicant and add them to the referral list. Roles: DHR, BCM, PM, PL

1. Click “Referrals”, then “Referrals Sent to Me.”

NYC Department Of Education
Joel I. Klein, Chancellor

12/29/2006 10:52:37 AM WELCOME NAOMI

REFERRALS SENT TO ME

LastName FirstName SSN -- Search

Region 46 = City-wide

Last Name	First Name	SSN	Role	From	Status	Date Referred	Veri fied	Activity	Comments	Comm itted?	Reg. Loc.
			Self Referral -		Under Review	3/30/2005	Y			N	
			Self Referral -		Under Review	6/26/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	6/8/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	7/11/2005	Y			Y	46 C114
<input type="checkbox"/>			Self Referral -		Under Review	1/13/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	5/20/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N	
<input type="checkbox"/>			Self Referral -		Under Review	4/17/2005	Y			Y	46 C114
<input type="checkbox"/>			Self Referral -		Under Review	1/17/2005	Y			N	

TOTAL CANDIDATES: 856

Lookup More Candidates Refer Update Select

Note: names and ID numbers have been omitted for purposes of confidentiality

2. If you want to refer a Candidate to a school who is not on your list because she/he has not yet been referred to you, click “Lookup More Candidates.”

Human Resources Management System Training Manual – Source Team

Add an Applicant to the Referral List (cont'd)

3. Type name or social security number to find a specific person...

OR Click and select criteria for your search from each of the drop downs to narrow the search.

4. Click "Search."

5. Click the box of the applicant that you want to add to your referral list.

6. Click "Import" to add this applicant to your

Note: names and ID numbers have been omitted for purposes of confidentiality

SEARCHED CANDIDATE

Last Name: First Name:

SSN: -- Import From:

Job Category: Subject Area: Search by:

CANDIDATE LIST

Last Name	First Name	SSN	Available Date	Certification Status	Status
			9/6/2005	YES	Referred
			9/1/2005	YES	New
			9/1/2005	YES	Referred
			9/5/2005	YES	New
			8/15/2005	YES	Referred
			9/1/2005	NO	Referred
			8/16/2005	NO	New
			9/6/2005	NO	Referred
			8/1/2005		Referred
			9/1/2005		New

TOTAL CANDIDATES: 20

Human Resources Management System Training Manual – Source Team

Add an Applicant to the Referral List (cont'd)

SEARCHED CANDIDATES

Last Name <input type="text"/>	First Name <input type="text"/>	
SSN <input type="text"/> - <input type="text"/> - <input type="text"/>	Import From: <input type="text" value="SELECT >>"/>	
Job Category <input type="text" value="SELECT >>"/>	Subject Area <input type="text" value="SELECT >>"/>	Search by <input type="text" value="SELECT >>"/>

CANDIDATE LIST

7. The screen returns to this form. Click on "Close".

Congratulations , you've added an applicant to your referrals list. You may now refer this applicant to a region or school. Please see the steps following on referring a candidate.

Human Resources Management System Training Manual – Source Team

Referring an Applicant from your Referral List

Purpose: To Refer an applicant to a region or school for employment consideration. Roles: STM, BCM, PM, PL

1. Click “Referrals”, then
“Referrals Sent to Me.”

REFERRALS SENT TO ME

Last Name First Name SSN - -

Last Name	First Name	SSN	Role	From	Status	Date Referred	Veri fied	Activity	Comments	Comm itted?	Re
			Self Referral -		Under Review	6/26/2005	Y	More..		N	
			Self Referral -		Under Review	6/24/2005	Y			N	
			Self Referral -		Under Review	6/8/2005	Y			N	
			Self Referral -		Under Review	7/11/2005	Y	More..		Y	46
			Self Referral -		Under Review	1/13/2005	Y			N	
			Self Referral -		Under Review	5/20/2005	Y			N	
			Self Referral -		Under Review	6/24/2005	Y			N	
			Self Referral -		Under Review	4/17/2005	Y			Y	46
			Self Referral -		Under Review	1/17/2005	Y	More..		N	
			Self Referral -		Under Review	4/20/2005	Y			Y	01

TOTAL CANDIDATES: 860

Lookup More Candidates Refer Update Se

Note: Only Verified applicants may be referred!

Note: names and ID numbers have been omitted for purposes of confidentiality

2. Click the box next to the applicant you wish to refer for a position.

3. Click “Refer.”

Notes:

- (a) An applicant must be on your list to be referred. See chapter on *Adding an Applicant to referral list*.
- (b) You can refer more than one applicant at a time.

Human Resources Management System Training Manual – Source Team

Referring an Applicant from your Referral List (cont'd)

4. Click “Refer To” and select to whom you are referring this applicant.

5. Click “School” and select the location you are referring the applicant to.

6. Click “Done.”

REFERRALS SENT TO ME

LastName FirstName SSN - -

Refer To School

Comments

Region 46 = City-wide

Last Name	First Name	SSN	Role	From	Status	Date Referred	Veri fied	Activity	Comments	Comm itted?	Reg. Loc.
<input type="checkbox"/>			Self Referral -		Under Review	6/26/2005	Y	More..		N	
<input type="checkbox"/>			Self Referral -		Under Review	6/24/2005	Y			N	
<input checked="" type="checkbox"/>			Self Referral -		Under Review	6/8/2005	Y			N	

Note: names and ID numbers have been omitted for purposes of confidentiality



About Referrals: A single applicant can be referred to multiple locations. To refer this applicant to another location start again at step two on the previous page.

Human Resources Management System Training Manual – Source Team

Referring an Applicant from your Referral List (cont'd)

7. Click “Referrals”, then “Referrals Sent by Me” to view referral confirmation.

workload Summary
Bulletin Board
Add/Edit Application
Search Applicant Pool
Search Vacancies
Referrals
Quick Hire
Missing Licenses
License Corrections
Teacher Reserve Pool
Selected TRP Candidates
My Selected Candidates
AIP
Reports
RMS User Manual

USER INFORMATION
USER
Student1
ROLE PR

REFERRALS SENT BY ME

LastName FirstName SSN - -

Last Name	First Name	SSN	Role	To	Status	Date Referred	Activity	Comments
			PM - 02		Under Review	1/20/2005 10:49:13 AM		
			PM - 02		Under Review	4/8/2005 12:28:25 PM		
			PM - 02		Under Review	6/2/2005 10:06:00 AM		
			PR - X091		Under Review	3/17/2006 8:23:50 AM		
			PM - 01		Under Review	3/17/2006 9:21:13 AM		
			PR - X170		Under Review	3/17/2006 10:40:49 AM		View
			PR - X170		Under Review	3/17/2006 10:40:49 AM		View
			PR - X236		Under Review	3/17/2006 10:41:34 AM		
			PR - X306		Under Review	3/17/2006 10:42:46 AM		
			PR - X239		Under Review	3/17/2006 10:49:20 AM		

TOTAL CANDIDATES: 15 1 2

Note: names and ID numbers have been omitted for purposes of confidentiality

Note: This is the location the candidate has been referred to.

Congratulations on Referring an Applicant.



Return Referrals

Purpose: When a Personnel Manager or Personnel Liaison is not interested in a referral that candidate is moved into the Return Referral list.

1. Click on "Return Referrals."

2. Click the box next to the applicant that has been returned to you.

RETURNED REFERRALS

LIST OF RETURNED REFERRALS

	Last Name	First Name	SSN
<input type="checkbox"/>	Tomlin	Lily	122-38-0108
<input type="checkbox"/>	Streep	Meryl	173-66-0466

1

Put On Hold Refer

3. Either "Put on Hold" or "Refer" the candidate (please see the next page for details)

Human Resources Management System Training Manual – Source Team



Return Referrals (cont'd)

RETURNED REFERRALS

LIST OF RETURNED REFERRALS

Last Name	First Name	SSN
<input type="checkbox"/> Tomlin	Lily	122-38-0108
<input checked="" type="checkbox"/> Streep	Meryl	173-66-0466

1

Put On Hold

Holding Reason: SELECT >>

Submit Cancel

SELECT >>
APPLICANT NOT INTERESTED
CONTACT INFORMATION IS WRONG
CURRENTLY WORKING FOR NYCDOE
CURRENTLY WORKING OUTSIDE OF NYC
DUPLICATE RECORD
FIVE ATTEMPTS AT CONTACTING WITH NO RESPONSE
INTERNATIONAL APPLICANT
MUST BE REINSTATED
NON-TEACHING POSITION
PROBLEM CODE
MULTIPLE INTERVIEWS/NOT HIRED
UNCERTIFIED
PRESCREENED/NOT REFERABLE

- If you are putting the candidate on hold:**
1. choose a Holding Reason from the dropdown list
 2. click on "Submit."

RETURNED REFERRALS

Refer To: SELECT >>

Comments: SELECT >>
BCM

Done Cancel

LIST OF RETURNED REFERRALS

Last Name	First Name	SSN
<input type="checkbox"/> Tomlin	Lily	122-38-0108
<input type="checkbox"/> Streep	Meryl	173-66-0466

Put On Hold Refer

- If you are referring the candidate:**
1. choose a "Refer To" from the dropdown list
 2. fill out the comments box if desired
 3. click on "Done."

Human Resources Management System Training Manual – Source Team

Issuing a Commitment Letter

Purpose: To issue a commitment letter to job candidates. Roles: DHR/Central; PM, PL

REPEAT THE STEPS ON PREVIOUS PAGES TO GET TO THE PROFILE FOR YOUR CANDIDATE.

1. Click Commitment Letter.

2. Select fields in this order – Region (STM's only), District, Location, Specialty, Event Type, and Source.

3. Enter Issue Date of commitment letter.

4. Make a selection from the "Commitment Issued By" dropdown.

5. Type in the name of the person who made the Commitment.

6. Click Commit to send a commitment letter to the candidate.

The screenshot shows the 'Candidate Profile for: KEEGAN, DALE' interface. The 'Commitment Letter' tab is active. The form includes fields for: *Region (dropdown), District (dropdown), Location (text), *Subject (dropdown), Bilingual (checkbox), *Event Type (dropdown), *Source (dropdown), Commitment issued for school year: (dropdown, set to 2004-2005), *Issue Date: (MM/DD/YYYY), *Commitment Issued By: (dropdown), and *Commitment made by: (text). Buttons for 'Commit', 'UnCommit', and 'Update' are visible. Below the form is the 'ORIGINAL COMMITMENT MADE BY:' section and a 'COMMITMENT HISTORY' table with columns: Issued By / Commitment Made By, Issue Date, Subject / Event / Source, Bilingual, and Reason.

Human Resources Management System Training Manual – Source Team

Issuing a Commitment Letter (cont'd)

Commitment Letter - Network Technologies

Candidate Profile for: **KEEGAN, DALE**

Application Summary | Eligibility and Verification | State and DOE Information | **Commitment Letter** | Application Activity | Moral Appraisal

COMMITMENT LETTER

*Region: 01 | District: 96

Location: X601 - REGION 1 | *Subject: ELEMENTARY ED. | Bilingual:

*Event Type: INTERNATIONAL | *Source: GUYANA

Commitment issued for school year: 2004-2005 | *Issue Date: 3 / 3 / 2006

*Commitment Issued By: DHR PERSONNEL | *Commitment made by: ALAN WEINSTEIN

*Uncommit Reason: SELECT >>

Commit | UnCommit | Update

Commitment letter has been issued

ORIGINAL COMMITMENT MADE BY: ALAN WEINSTEIN

COMMITMENT HISTORY

Transaction Type	Transaction Date/Time	Region	Location	Entered By / Commitment Made By	Issue Date	Subject / Event / Source	Bilingual	Reason
Commitment - Issued - School	03/30/2006/ 16:15:03	01	X601	Student1 - Alan Weinstein	3/3/2006	ELEMENTARY ED. / International / Guyana	N	

Note: *About commitment letters:* Commitment letters may be issued by Central, at Central events, or by the ROC. Commitments may be by city,



A commitment letter has been created and sent to the candidate via email. Once this is completed the Issue commitment letterbox will be protected.

Note: Only one commitment letter per candidate may be issued. Additionally once a commitment letter has been issued it may not be changed.

Congratulations on issuing a commitment letter. A notification email will be sent to the candidate.

Human Resources Management System Training Manual – Source Team

Missing Licenses

Purpose: To add a license code in RMS when the code has not been first added in Galaxy. Roles: STM, PM, PL & PRs.

1. Click on
“Missing
Licenses.”

2. Pull a person’s social security
number off the bottom list and enter
here.

3. Fill out remaining fields
and press confirm to validate
the record you’ve just entered.

4. Press “Submit:”
to finalize the license
code.

MISSING LICENSES

SSN	Effective Date	Job ID	Location Code	License Code	Assignment Code	Cancel	Candidate Name
<input type="text"/>	<input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

TOTAL CANDIDATES: 1

CANDIDATES SELECTED IN GALAXY FOR REGION 01 WITH UNASSIGNED LICENSES

SSN	Last Name	First Name	Job ID	Title	Subject	Has License	Location	Region
111 11 1111	KEEGAN	DALE	G2W60	GUIDANCE COUNSELOR	GUIDANCE	Yes	10X412	01

TOTAL COUNT: 1

***Congratulations on Adding a
License Code in RMS.***



If a person has no license at all
you must assign them one in the
bio page. See the chapter,
“View State Certification.”

Human Resources Management System Training Manual – Source Team

Teacher Reserve Pool

Purpose: To provide an efficient and timely method for getting TRP candidates onto payroll by September 1st, 2004. Roles: PM, PL.

1. Click on
“Teacher Reserve
Pool.”

2. Search for one individual or
click on the box if you see the
name in the list below.

The screenshot shows the 'TEACHER RESERVE POOL' interface. On the left is a navigation menu with 'Teacher Reserve Pool' selected. The main area contains search fields for Last Name, First Name, and SSN, along with a 'Commitment by' dropdown and 'Search' and 'Reset' buttons. Below is a table of candidates with checkboxes for selection. A 'Submit For PTF Generation' button is at the bottom. A yellow note box highlights that names and ID numbers are omitted for confidentiality.

Last Name	First Name	SSN	Job Id.	Fin. Loc.	PayRoll	Distr. Loc.	License	Assig. Code	School Commit	Eff. Date
<input type="checkbox"/>			G119J	XAFN	X033 - PS 033	TIMOTHY	692B --SPANISH DHS	692B	Y	9/1/2004
<input type="checkbox"/>			G119J	XAFN	X033 - PS 033	TIMOTHY	692B --SPANISH DHS	692B	Y	9/1/2004
<input type="checkbox"/>			G101L	XAFN	16CI - CURRICULUM AN		781B --COMMON BRANC	781B	N	9/1/2004
<input type="checkbox"/>			G11AC	XAFN	X323 - BRONX WRITING				Y	9/1/2004
<input type="checkbox"/>			G10MN	QAII	16CI - CURRICULUM AN		900B --STUDENTS WITH	900B	N	9/1/2004
<input type="checkbox"/>			G11AD	XAFN	X433 - HIGH SCHOOL FC				Y	9/1/2004
<input type="checkbox"/>			G12GY	XAFN	X132 - PS 132	GARRET	526B --BIO GENERAL SC	526B	Y	9/1/2004
<input type="checkbox"/>			G10RW	QAJA	X219 - IS 219	NEW VENT	762B --MATHEMATICS JH	762B	Y	9/1/2004
<input type="checkbox"/>			G108H	XAFN	X313 - IS 313	SCHL OF	576B --ENGLISH DHS	576B	Y	9/1/2004

TOTAL CANDIDATES: 9

Submit For PTF Generation

Note: names and ID numbers have been omitted for purposes of confidentiality

Congratulations on generating a PTF for a TRP candidate.

3. Press Submit for PTF Generation to put the person on payroll.