Search Recruitment (January 2024)

Use these steps to search recruitment actions. The Recruitment module can also be used to initiate, edit, and search for recruitments. Additional Recruitment job aids can be found in the HRMS website.

**Navigation: R'Space > HRMS > Recruitment > Search Recruitment**

*Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.*

1. From the HRMS Gateway page, click the Recruitment tile.

2. The Recruitment landing page displays. Click the Search Recruitment tile.

3. The Search Recruitment landing page displays.

4. The search criteria defaults to the user’s accountability structure under the Org. Dept field.
5. Search for recruitments by using one or more of the filter fields.

**Note:** Four new search filter options have been added – Routing Queue, Posting Date Posting Close Date and Display Columns.

6. Click the Search button to display the search results

**New Search Filter**

7. The Routing Queue filter allows you to search for and view recruitments which are in a specific queue or queues.

Click the Routing Queue field, next select the checkbox(s), then click Search.
8. The **Posting Date** field allows you to search and filter recruitments by their posting date.

In the **Posting Date** field, choose **Equals**, **Less Than**, **Greater Than** or **Between**, then select the **Posting Date** from the drop-down calendar.

9. The **Posting Close Date** field allows you to search and filter recruitments by their closing date.

In the **Posting Close Date** field, choose **Equals**, **Less Than**, **Greater Than** or **Between**, then select the **Posting Close Date** from the drop-down calendar.

10. The **Display Columns** option allows you choose which column headings to display in your search results.

Click the **Display Columns** field or drop-down arrow.
11. From the drop-down menu, select the column headings by clicking one or more of the heading checkboxes.

**Note:** Recruitment ID is a default column heading and cannot be unchecked.

12. Then click Search.

13. In the Search Recruitment results page, click any of the column heading to sort the recruitment results.

14. Click the Filter field to filter the search results by job code or description.

15. Under the Actions column, click the Launch icon to view the recruitment.

16. The HRMS Job Description displays as “View-Only” unless it is in the user’s WIP queue.

**Note:** Three NEW Tabs have been added to the tab menu – Search Committee, Application Review and Final Action.
17. Search Committee Tab
The names of the Search Committee members and their roles are visible from this tab.

This tab is in read-only mode unless your role is a Chair, Chair’s Associate, or AACL.

If you are in one of these roles, you will be able to edit the members and roles of the Search Committee.

18. Application Review Tab
This tab is viewable and editable only if you are in a Search Committee role.

From this tab, as a Search Committee member, you may review the candidates’ applications.

19. Final Action Tab
This tab is viewable and editable only if you are a Search Committee Chair, Chair’s Associate, or AACL.

From this tab, as a Search Committee member, you can enter the selected candidate(s) new hire information.
20. Review & Submit Tab

This tab is viewable as read-only. It contains a summary of the Job Description, Recruitment Profile, and Recruitment Plan tabs.