



Getting Around in PeopleSoft®

IF YOU WANT TO:	DO THIS:
Open PeopleSoft®	Double-click on the PeopleSoft® icon on your desktop. <p style="text-align: center;">OR</p> Click the START button. Go to PROGRAMS , then select PEOPLESOFT®7 . Click on PEOPLESOFT®7 TOOLS .
Log on to the database	Enter your PeopleSoft® Operator ID Enter your Password

IF YOU WANT TO:	DO THIS:
Enter a Job Requisition into PeopleSoft®	Select Navigator Display <p style="text-align: center;">THEN</p> Select Business Process . Click the Warner Bros. Shield . On the Where Do I Go Now? screen, click on the Maintain Requisitions Shield On the WB Requisitions screen click on the Verify Requisitions shield. Click CANCEL at the Update/Display – Job Requisition screen.

Step 1: Enter Job Requisition Data into PeopleSoft®

You are now ready to key in **JOB REQUISITION DATA** from the TAD into PeopleSoft®.

First, open the PeopleSoft® program and log on to the database

- Click on the PeopleSoft® icon on your desktop

NOTE: If the PeopleSoft® icon is not on your desktop, click on **START**, choose **PROGRAMS** and select **PeopleSoft®7**. Then click on **PeopleSoft®7 Tools**.

- Enter your PeopleSoft® Operator ID
- Enter your password
- Click **okay**.
- Select **View**
- Select **Navigator Display**
- Select **Business Process**
- Click the Warner Bros. **SHIELD** to navigate





LESSON 3

Perform a Candidate Search

Overview

Alexus[®] Networker is a unique, sophisticated, global database that streamlines the candidate search element of our recruitment process.

Alexus[®] Networker brings you the most advanced web-enabled resume' management and candidate tracking services. Designed for recruiters, Alexis[®] enables you to easily manage resumes' and quickly identify qualified candidates. Alexis[®] broadens your reach of more qualified candidates and keeps information up-to-date.

Easy Resume' Management and Tracking

With Alexis[®], you can pinpoint the right people for the job. No more reading through stacks and stacks of resumes', just to find the 5 percent that are relevant to each position. Now, you can quickly point and click your way through the most qualified candidates, saving time and increasing productivity.

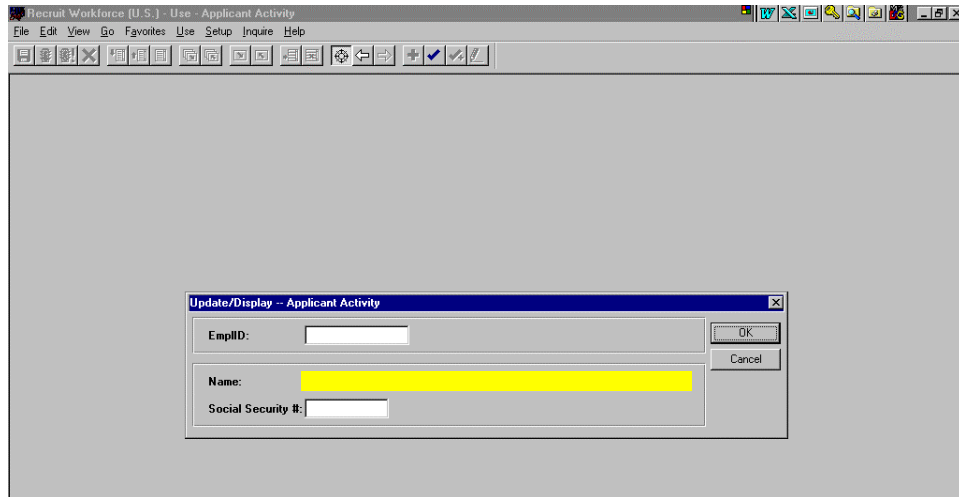
Find Your Top Candidate with Ease

Easy-to-use advanced query functions allow you to:

- Display candidate resume' in relevancy- ranked order
- Create search queries easily and store for repeat use
- Create and edit queries based on the resume' of a model candidate
- Find candidates by name, location, source code or date of processing

Step 1: Track the Applicant Activity - Referral

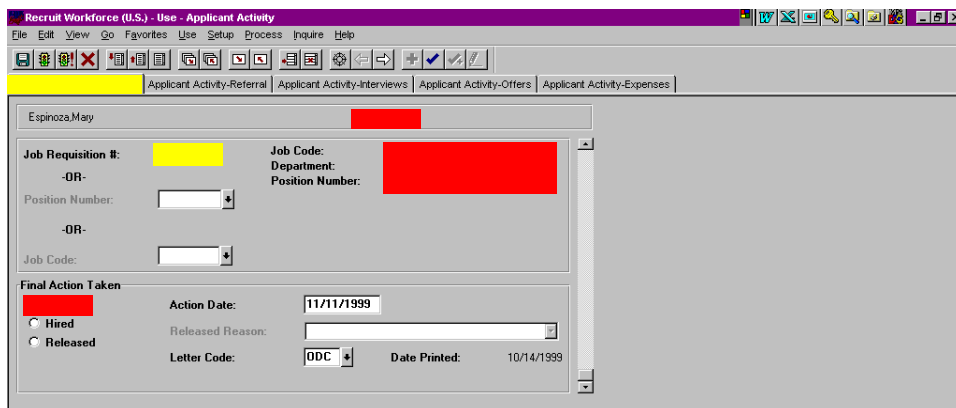
By tracking an applicant to a requisition we begin the process of detailing the interview phase of the recruitment process.



- Type the name and hit **Enter** or click **OKAY**.

NOTE: Names must be typed matching upper and lower case exactly. Names are entered with the last name first, followed by a comma and then the first name with no space in between.

- The applicant's reference number (ID) will begin with an "A."
- Select the applicant's name from the list.
- Hit **Enter** or click **Select**.

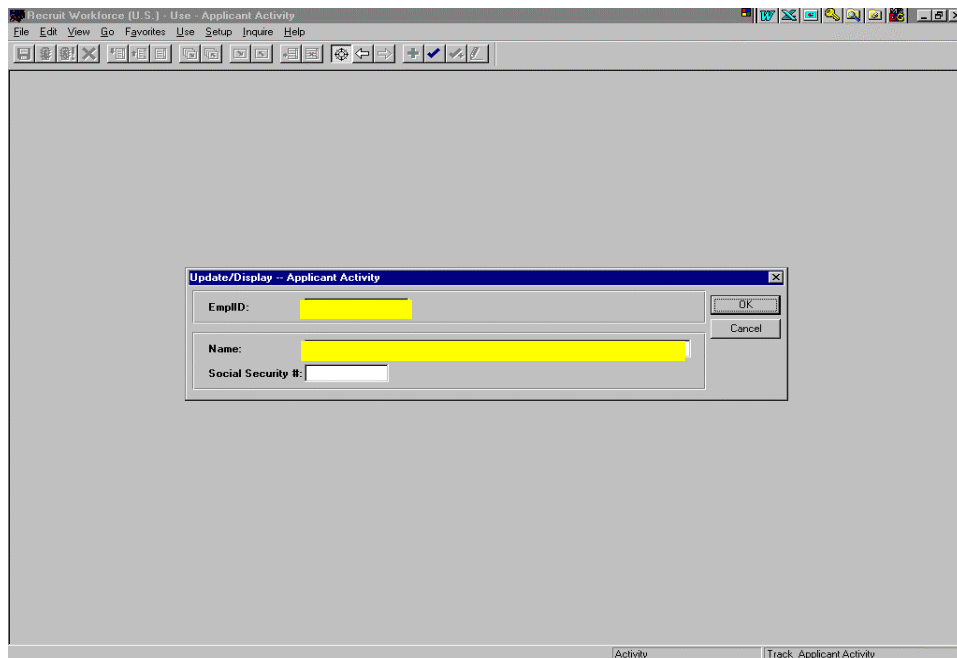


- If necessary, type in the requisition number.

Step 5: Applicant Activity - Positions: Release Applicants

Once we have determined we are not moving forward with the candidacy of an Applicant (at any given time within the recruitment process), we need to release the individual back in the Alexis® Networker system to be considered for other future searches. Examples of why you might not move forward with an Applicant include: another Applicant was hired; no skills match; and underqualified. Following are the steps in releasing an Applicant:

- Click on Track Applicant Activity.
- Click Applicant Activity.
- To view applicant's tracking, enter an ID number or the person's name in the fields below:



- Select Applicant Activity – Position.
- In the Final Action Taken box select Released.
- The Released Reason field will now be active.
- Select the Released Reason drop down bar.
- Choose the appropriate reason.

Lesson 6: Post Administration

- Offer Letter
- Clean Resume
- Application
- Test Results Summary (if applicable)
- Employee Referral Award Memo (if applicable)
- Internal Promotion Paperwork (if applicable)
- References
- Background checks for Financial Positions
- Education Verification (Director level and above)
- Hiring Notification to Temp Services (if applicable)
- If this is a Union position, include Union Posting Form; All Internal Applicants Memo; Selected Candidate Memo; Applicant Hired Confirmation Memo; and Withdrawal of Candidate Memo.

Step 2. Complete Personnel Management TAD

The HR Group Rep completes the following personnel management portion of the TAD:

- Effective date
- Hire
- Reason code
- Employee name
- IRCA Code
- Employee ID
- Social Security number
- Benefits Information
- Approval signatures

Lesson 6: Post Administration

- Recruiter information
- PeopleSoft® Requisition number

Step 3. Schedule New Hire For Orientation

The Recruiter should have the completed job file and paperwork to Corporate Recruitment before 4:30 PM on Friday for the following Monday's Orientation.

NEW HIRE PAPERWORK consists of the following:

- TAD
- New Employee Info Sheet
- W4
- I9
- Application
- Conflict of Interest form
- Compliance form
- Resume
- Parking form (optional)
- Handbook Acknowledgement
- Telecom

Step 4. Send All Expense Invoices To Designated Coordinator To Be Processed

The Recruiter sends all the expense invoices to the designated coordinator to be input into PeopleSoft®. As invoices arrive, the Recruiter continues to forward the invoices to the designated coordinator.

Recruitment Authorization



Overview

Recruitment Authorization occurs when recruitment activity needs to begin, and a requisition needs to be created in the Alexis® Networking system.

Recruitment Authorization can occur for both *positions* and *jobs*. The process for positions is simpler than that for jobs because PeopleSoft® maintains a substantial amount of data that is specific to each position number.

This process explains how to begin the recruitment process and the subsequent steps necessary to complete the Alexis® Networking process.



When to Use

Use this process to begin recruitment and to have Alexis® Networking begin matching resumes against the criteria for the position or job.



Forms Checklist

- TAD
- Job Description – not needed if the job description is titles in the job database with the correct position number



Special Issues and Reminders

- Job recruitment requires more information to be entered on the TAD than Position recruitment.
- To maintain correct applicant flow reporting, enter all to-be-filled positions into Alexis® Networking.
- Use the workflow outlined in the "Position Management" section when adding staff and positions.
- Any changes in the job function require Compensation review. Follow the process for reclassifying a position outlined in the "Position Management" section.