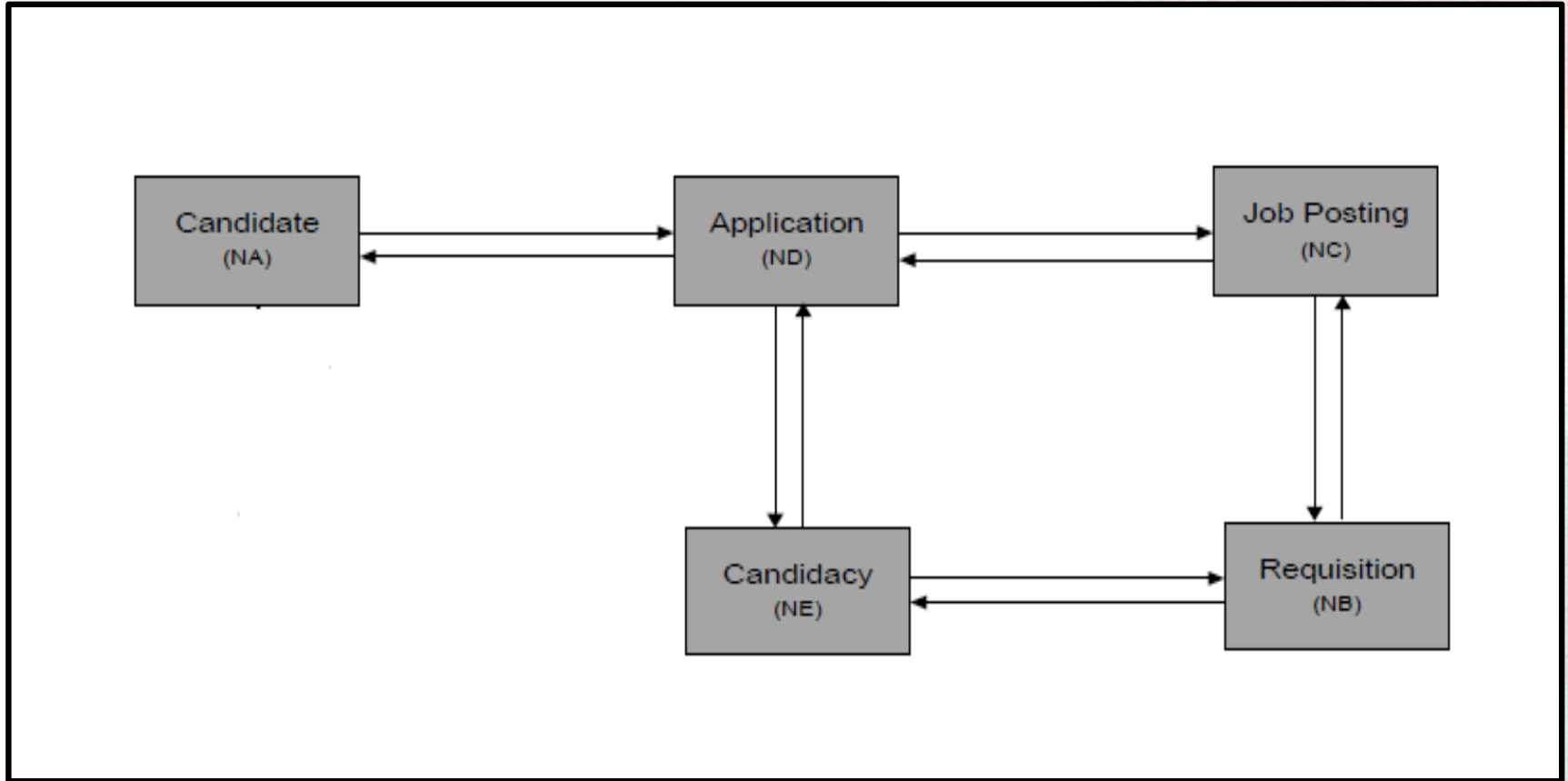




Recruitment

Overview

Introduction to REC





Introduction to REC

Attracting, recruiting, and retaining the right people are the cornerstones of an organization's success. Successful recruiting relies on strong long-term relationships with both current and potential employees - and on the ability to locate appropriate positions for talented individuals from within and outside the organization. SAP Recruiting offers innovative support for talent relationship management, as well as traditional central recruiting functions.

SAP HR-Recruitment Management (RM) is an integrated solution, based on extensive research, state-of-the-art methodologies, emerging technologies and industry standards. It contains Vacancy Management, Notification Management, Application Management and Processing of Application.

Vacancy Management : In this process, one will have the opportunity to Create Vacancy Request, Vacancy Approval (Multiple level), Vacancy Reconciliation (Multiple level), Vacancy Final Submission (Multiple level) under **Vacancy Calculation** and Segregation of vacancies for Direct Recruitment, Segregation of vacancies for Departmental Examination, Segregation of vacancies for Seniority, Pooling of Vacancies for Circle by Directorate/ Division by Circle Office, Compassionate Recruitment under **Recruitment Process**.



Introduction to REC

Notification Management: In this process, one will have opportunity to do Assignment for which circle applicable , Defining Application Close Date/ Notification Office/ Special Drive- Applicability to the cadre/ Examination Centre, Maintaining notification text under **Notification Master Maintenance** and Filling vacancies from Direct Recruitment & Assigning Reference Code, Filling vacancies from Departmental Examination & Assigning Reference Code, Filling vacancies from Compassionate Recruitment & Assigning Reference Code under **Notification Channel**.

Application Management: In this process, one will have opportunity to upload External Candidate Data, Upload Merit List for External Candidate under **From Open Market**, Departmental Employees View & Apply for the notification, Recommendation for applying by Appointing Authority, Regional Head, Allowing Candidature by Recruiting Authority, Departmental Employees withdraw for the notification, Uploading Merit List for Departmental Employees under **From Departmental Employees**.



Introduction to REC

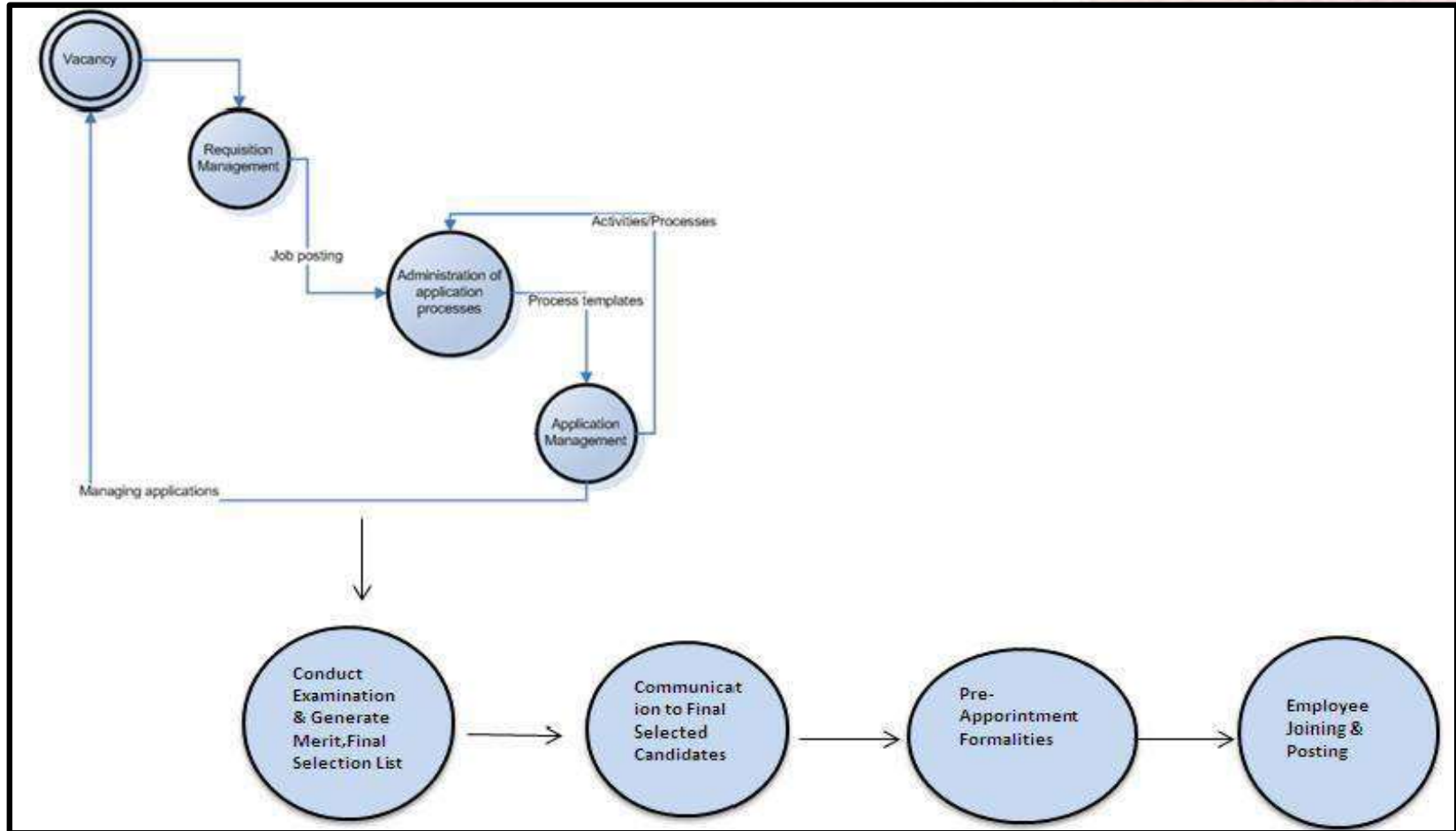
Processing of Application: In this process, one will have opportunity to generate Hall Ticket for Departmental Examination, do Rejection Action under **Application Entry**, to do Assignment Ranking, Rejection Action under **Preselection** and generate Selection Order, GDS Offer of Engagement, do Rejection and Segregation of Candidate to different Appointing Authority for Joining Process action under **Selection**.

Other Integrated Process: In this section, one will have the opportunity to view Different Report at each process and phases & Data Transfer for New Joinee to PIS.

REC Components

- Vacancy Management
- Notification Management
- Application Management
- Processing of Application
- Other Integrated Process

REC Overview



REC Templates

• Requisition - NB	• Office - O
• Candidate - NA	• Cadre - JF
• Notification - NC	• Post - S
• Application - ND	
• Candidacy - NE	



Integration

- Organization Management Module
- Personnel Information System (PIS)
- Employee Self Service
- Manager Self Service



Roles

- Appointing Authority
- Recruiting Authority
- Departmental Employees
- Reporting Authority



Employee Self Services



Process Flow

What?	Who and Where?
Vacancy Management	
Create Vacancy Request	Recruiting Authority at HR Recruiter--> Vacancy Calculation in Employee Portal
Vacancy Final Submission (Multiple level).	Reporting Authority at Home-->Work-->Task in Employee Portal
Segregation of vacancies for Direct Recruitment.	Recruiting Authority at HR Recruiter--> Recruitment Process in Employee Portal
Pooling of Vacancies for Circle by Directorate/ Division by Circle Office	Recruiting Authority at HR Recruiter--> Recruitment Process in Employee Portal
Notification Management	
Assignment for which circle applicable	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal
Defining Application Close Date/ Notification Office/ Special Drive- Applicability to the cadre/ Examination Centre	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal
Maintaining Notification Text	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal
Filling vacancies from Direct Recruitment & Assigning Reference Code	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal
Filling vacancies from Departmental Examination & Assigning Reference Code	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal
Filling vacancies from Compassionate Recruitment & Assigning Reference Code	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Draft Requisition in Employee Portal

Process Flow

What?	Who and Where?
Application Management	
Uploading External Candidate Data.	Recruiting Authority/ Appointing Authority at HR Recruiter--> External Candidate Data in Employee Portal
Uploading Merit List for External Candidate	Recruiting Authority/ Appointing Authority at HR Recruiter--> External Candidate Merit List in Employee Portal
Departmental Employees View & Apply for the notification	Employee at Employee Self Service--> Recruitment -->Departmental Vacancy Search in Employee Portal
Recommendation for applying by Appointing Authority, Regional Head	Reporting Authority & Regional Head at Home-->Work-->Task in Employee Portal
Allowing Candidature by Recruiting Authority	Recruiting Authority at Home-->Work-->Task in Employee Portal
Departmental Employees withdraw for the notification	Employee at Employee Self Service--> Recruitment -->My Career Cockpit--> My Applications in Employee Portal
Uploading Merit List for Departmental Employees	Recruiting Authority/ Appointing Authority at HR Recruiter--> Internal Candidate Merit List in Employee Portal
Processing of Application	
Hall Ticket for Departmental Examination	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Open Requisition--> Processing of Application in Employee Portal
Assignment Ranking	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Open Requisition--> Processing of Application in Employee Portal
Selection Order	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Open Requisition--> Processing of Application in Employee Portal
Segregation of Candidate to different Appointing Authority for Joining Process	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Open Requisition--> Processing of Application in Employee Portal
Rejection	Recruiting Authority/ Appointing Authority at HR Recruiter--> Dashboard--> My Open Requisition--> Processing of Application in Employee Portal

REC Process

1. Vacancy Management

- **Vacancy Calculation**
 - Create Vacancy Request.
 - Vacancy Final Submission (Multiple level).
- **Recruitment Process**
 - Segregation of vacancies for Direct Recruitment.
 - Pooling of Vacancies for Circle by Directorate/ Division by Circle Office.

2. Notification Management

- **Notification Master Maintenance**
 - Assignment for which circle applicable.
 - Defining Application Close Date/ Notification Office/ Special Drive- Applicability to the cadre/ Examination Centre and other details.
 - Maintaining Notification Text.
- **Notification Channel**
 - Filling vacancies from Direct Recruitment & Assigning Reference Code.



REC Process

3. Application Management

- **From Open Market**
 - Uploading External Candidate Data.
 - Uploading Merit List for External Candidate.

4. Processing of Application

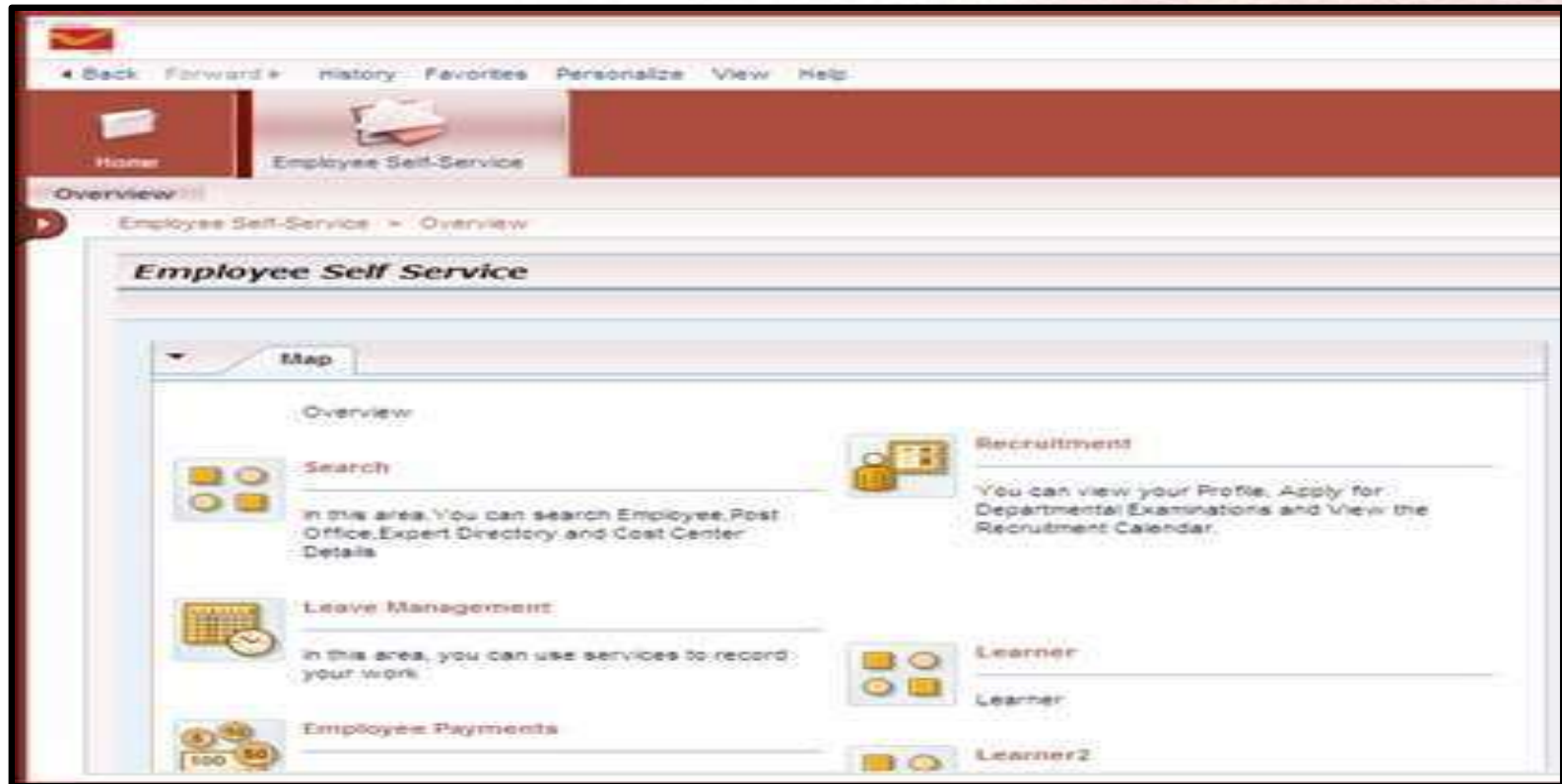
- **Application Entry**
 - Rejection
- **Preselection**
 - Assignment Ranking
 - Rejection
- **Selection**
 - Selection Order
 - Rejection
 - Segregation of Candidate to different Appointing Authority for Joining Process



View & Apply for Notification

Application Management

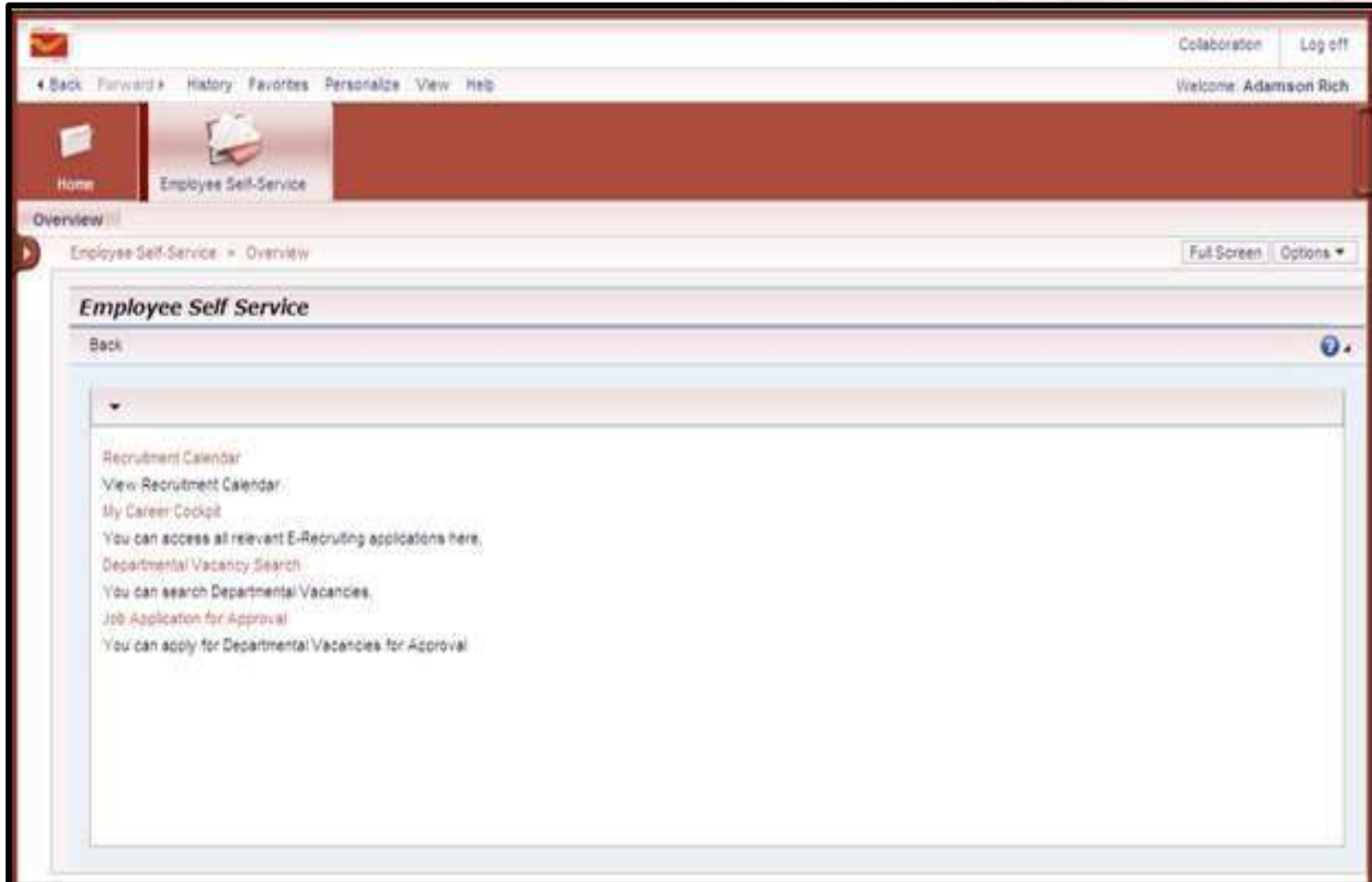
- From Departmental Employees
 - Departmental Employees View & Apply for the notification.



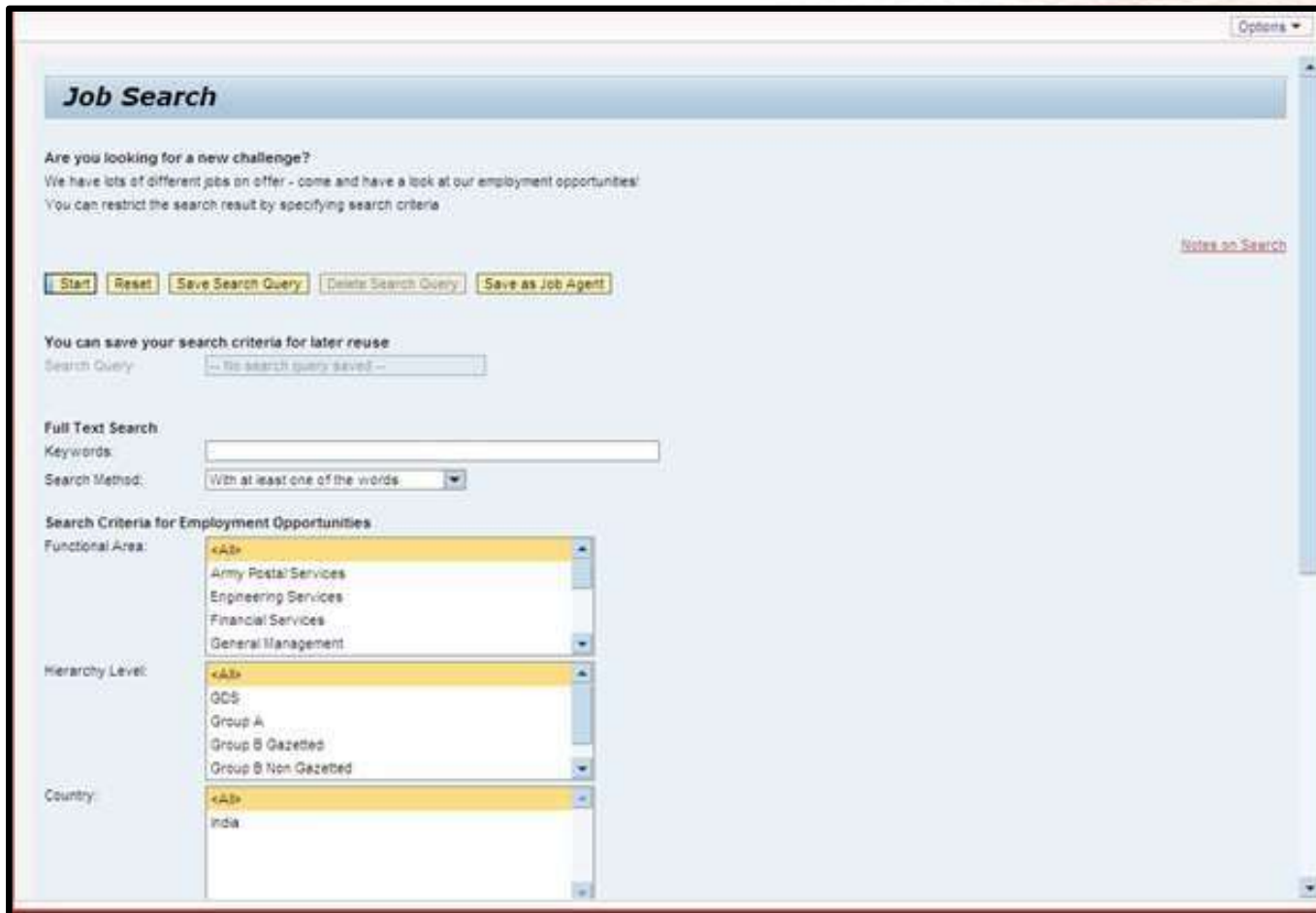
→ Click Employee Self-Service and then click on Recruitment.



Employee Self Services



→ Click on “Departmental Vacancy Search”



The screenshot shows a web application interface for job searching. At the top, there is a header with the text "Job Search" and an "Options" dropdown menu. Below the header, there is a message: "Are you looking for a new challenge? We have lots of different jobs on offer - come and have a look at our employment opportunities! You can restrict the search result by specifying search criteria." To the right of this message is a link labeled "Notes on Search". Below the message, there are five buttons: "Start", "Reset", "Save Search Query", "Delete Search Query", and "Save as Job Agent". Underneath these buttons, there is a section titled "You can save your search criteria for later reuse" with a "Search Query" dropdown menu showing "-- No search query saved --". Below this, there is a "Full Text Search" section with a "Keywords" text input field and a "Search Method" dropdown menu set to "With at least one of the words". The bottom section is titled "Search Criteria for Employment Opportunities" and contains three dropdown menus: "Functional Area" (with options: <All>, Army Postal Services, Engineering Services, Financial Services, General Management), "Hierarchy Level" (with options: <All>, GDS, Group A, Group B Gazetted, Group B Non Gazetted), and "Country" (with options: <All>, India).

- Click on Start button

Options ▾

Job Search

Are you looking for a new challenge?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites
You can also change your entry and restart the search.

[Return to Search](#)

Search Criteria ▾

The search was not restricted.

Search Result: 5 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorites	Application from
Dibrugarh Region-Postal Assistant/Department Examination	Postal Account Service	India		13.07.2015	<input checked="" type="checkbox"/>	
Muziris Division-Q&S Branch Post Master/Direct Recruitment				30.04.2015	<input type="checkbox"/>	
Guwahati Division-Postal Assistant/Department Examination	General Management			29.04.2015	<input type="checkbox"/>	
Dibrugarh Region-Postal Assistant/Direct Recruitment	Postal Account Service	India		13.03.2015	<input type="checkbox"/>	
Tirunelveli Division-Post Man/Department Examination	Postal Account Service			13.01.2015	<input type="checkbox"/>	

[Apply](#) [Add Favorite](#) [Save Search Query](#)

[Return to Search](#)

→ Select the Record and click on Apply button.

Close

Application Wizard

[Display Job Posting: "Dibrugarh Region Postal Assistant Department Examination"](#)

1 2 3 4 5 6

Personal Data Education/Training Previous Work Experience Attachments Complete Application Completed

← Previous step Next Step →

What are your personal details?

Title:	<input type="text" value="Mr"/>	
First Name:	<input type="text" value="Rohit"/>	Last Name: <input type="text" value="Adhikari"/>
Gender:	<input type="text" value="Male"/>	
Date of Birth:	<input type="text" value="01/05/1989"/>	
Year of Exam:	<input type="text" value="2015"/>	
Category:	<input type="text" value="DE"/>	
Division for which applied:	<input type="text" value="Tinsukia"/>	
Post Circle for which applied:	<input type="text" value="ASSAM"/>	
Preference of examination city 2:	<input type="text" value="SILCHAR"/>	
Preference of examination city 1:	<input type="text" value="GUWAHATI"/>	
Preference of examination city 3:	<input type="text" value="DIBRUGARH"/>	
Present post held on Regular basis:	<input type="text" value="Post Man"/>	
Date of entry in the Department:	<input type="text" value="01/04/2000"/>	
Number of attempts already availed:	<input type="text" value="0000"/>	
Date of entry in Present Cadre:	<input type="text" value="01/04/2000"/>	
Period of Service in Present Cadre:	<input type="text" value="15"/>	

→ Fill the details as required and click on “Complete Application”.

[Close](#)

Application Wizard

[Display Job Posting "Debagpur Region-Postal Assistant/Department Examination"](#)

← 1 Personal Data 2 Education/Training 3 Previous Work Experience 4 Attachments 5 Complete Application 6 Completed →

[← Previous step](#)

You can now submit your application.

I want to release my profile.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

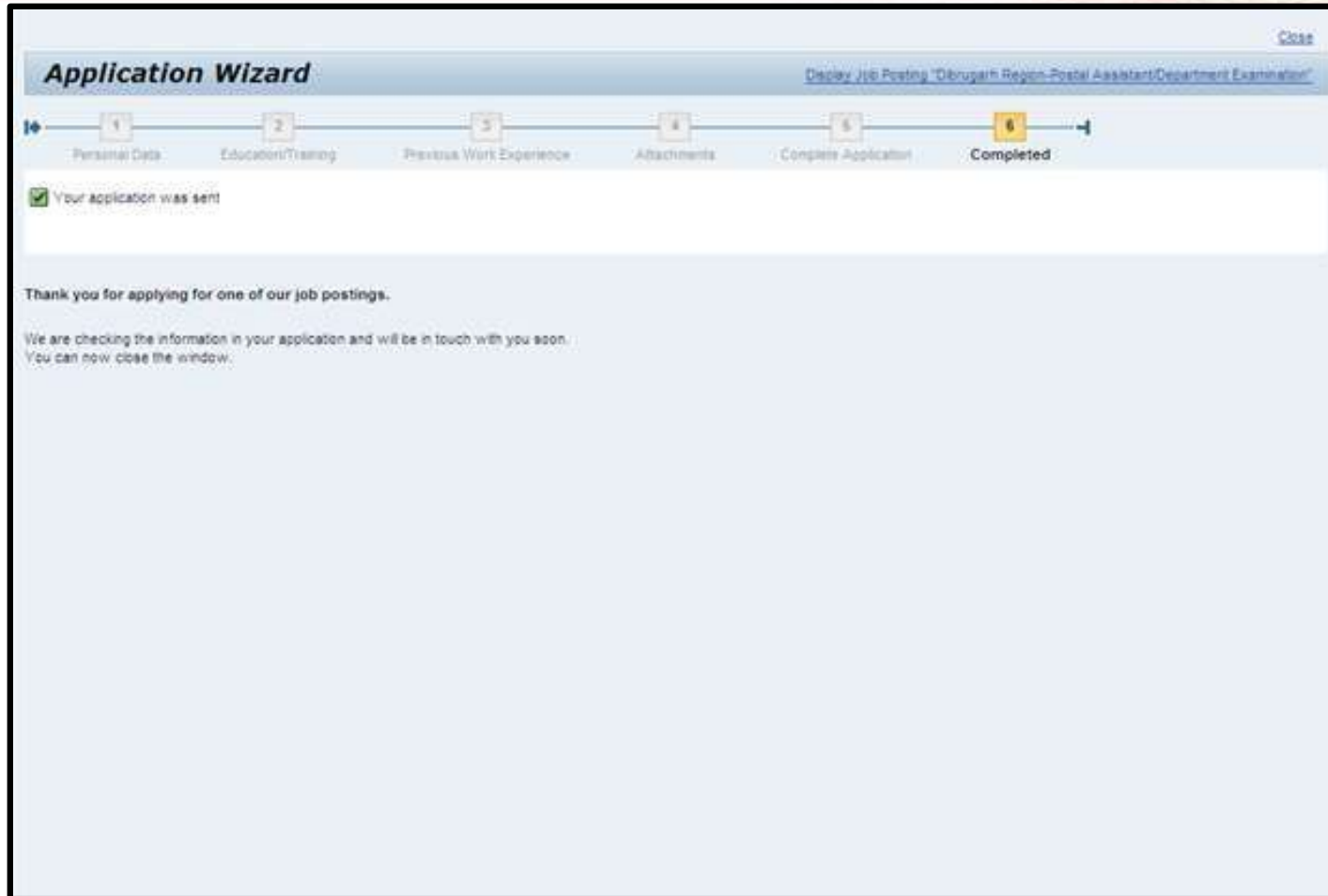
I do hereby declare that all the information submitted by me is true to the best of my knowledge and belief. [Data Privacy Statement](#)

[Send Application Now](#)

Data Overview

Personal Data		Address
Form of Address	First name	Mr. Rich Adamson INDIA
Mr.	Rich	
Academic Title 1	Last name	
	Adamson	
Date of Birth	Sex	
01.05.1989	Male	

→ Click on "Send Application Now"



The screenshot displays the 'Application Wizard' interface. At the top right, there is a 'Close' button. Below the title, a breadcrumb trail reads 'Display Job Posting "Dibrugarh Region Postal Assistant/Department Examination"'. A progress bar at the top shows six steps: 1. Personal Data, 2. Education/Training, 3. Previous Work Experience, 4. Attachments, 5. Complete Application, and 6. Completed. Step 6 is highlighted in yellow. Below the progress bar, a green checkmark icon is followed by the text 'Your application was sent'. The main content area contains the following text: 'Thank you for applying for one of our job postings. We are checking the information in your application and will be in touch with you soon. You can now close the window.'

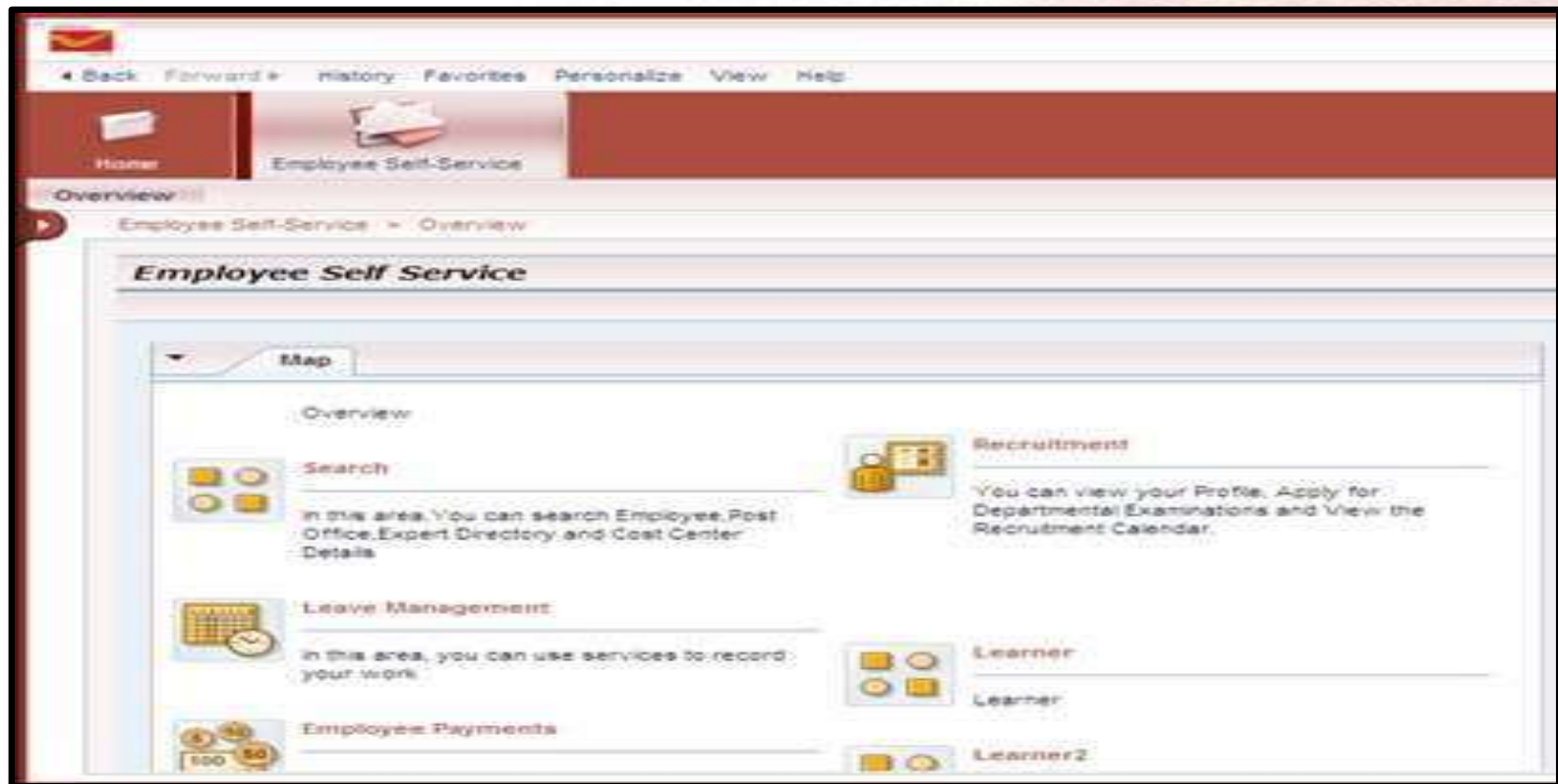
→ Message is displayed “Your Application is sent”.



Withdraw from Notification

Application Management

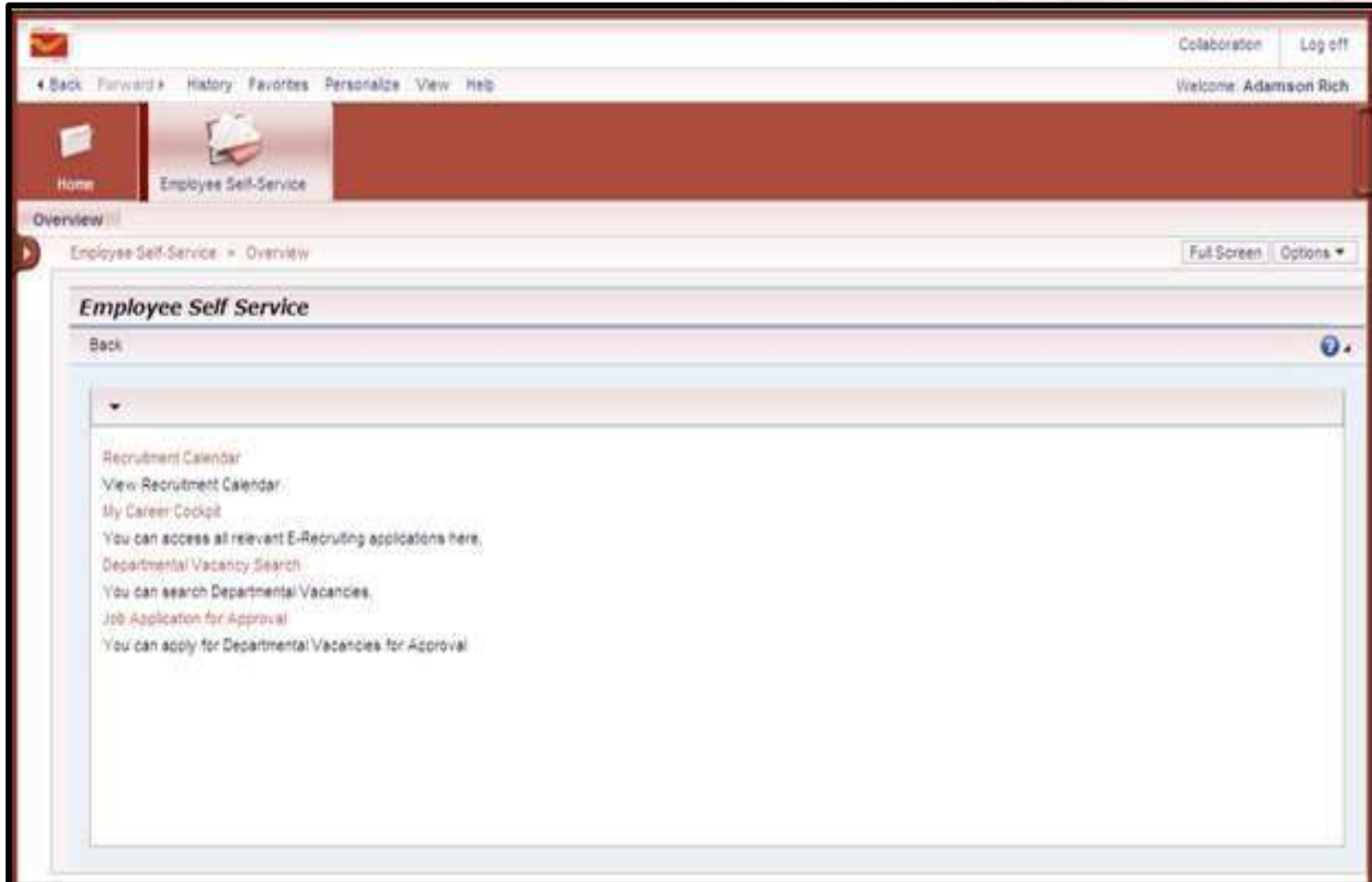
- From Departmental Employees
 - Departmental Employees withdraw for the notification.



→ Click Employee Self-Service and then click on Recruitment.



Employee Self Services



→ Click on “My Career Cockpit”



- Click on My Application



Options

Log off

Overview Employment Opportunities

Job Search Application via Reference Code Favorites My Applications

My Applications

Do you want to call an overview of your applications up to now?
These are your previous applications. You can check the status of applications, and withdraw or delete applications.

Number of Applications: 1

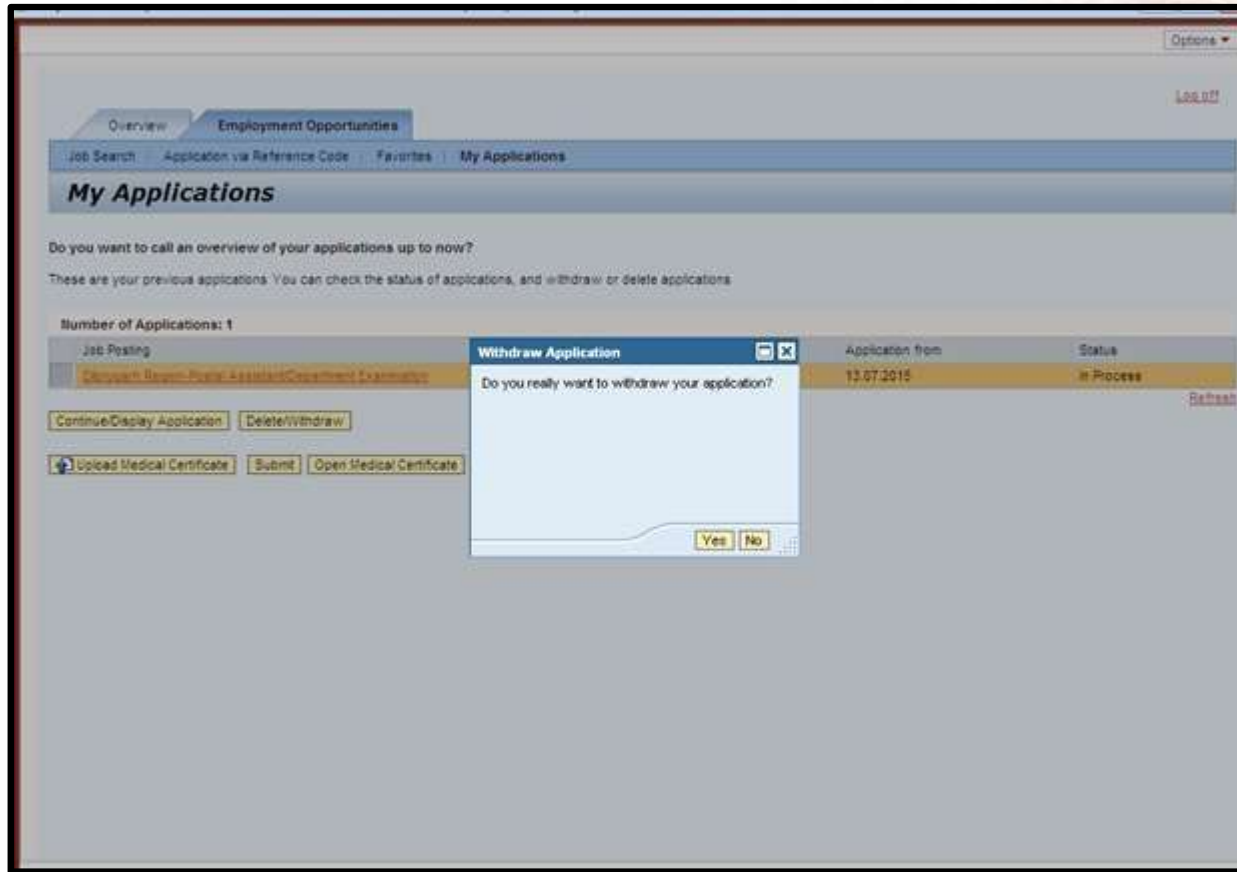
Job Posting	Application from	Status
District Head Postal Assistant Department Formation	13.07.2015	In Process

Refresh

Continue/Display Application Delete/Withdraw

Upload Medical Certificate Submit Open Medical Certificate

→ Select the Record and click on “Delete/Withdraw” button.



The screenshot shows the 'My Applications' page in the Employee Self Services portal. The page has a navigation bar with 'Overview' and 'Employment Opportunities' tabs. Below the navigation bar, there are links for 'Job Search', 'Application via Reference Code', 'Favorites', and 'My Applications'. The main heading is 'My Applications'. Below this, there is a question: 'Do you want to call an overview of your applications up to now?' and a note: 'These are your previous applications. You can check the status of applications, and withdraw or delete applications.' A table shows the number of applications (1) and a list of applications. A dialog box titled 'Withdraw Application' is open, asking 'Do you really want to withdraw your application?' with 'Yes' and 'No' buttons. The table below the dialog box has columns for 'Job Posting', 'Application from', and 'Status'. The first row shows 'Display Designing Assistant/Assistant Examination' with '13.07.2015' and 'In Process'. There are buttons for 'Continue/Display Application', 'Delete/Withdraw', 'Upload Medical Certificate', 'Submit', and 'Open Medical Certificate'.

Job Posting	Application from	Status
Display Designing Assistant/Assistant Examination	13.07.2015	In Process

→ Click on Yes Button