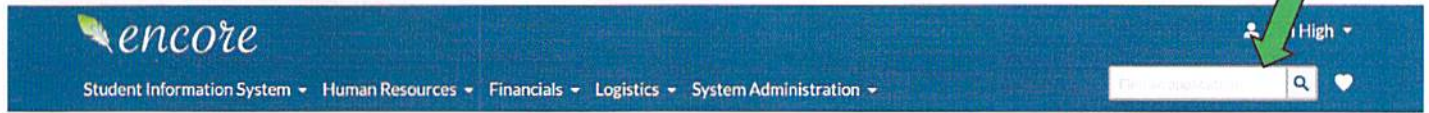


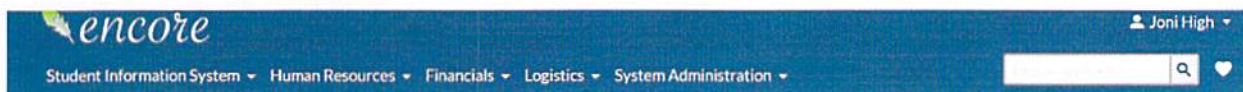
How to hire a Part Time Custodian:

Log into Encore



Go to "Find an application" on top right hand side and type in "Applicant Interview", then search.

Open up HR Applicant Interview.



Applicant Interview

Interviewer

High Joni

Announcement Search

Ref #

Job Title

Date Range Start

Date Range End

Clear

Search

Job Announcements

Ref #	# of Vets	Job Title	Location	Open Date	Close Date	Type
CUSTODIAN138	0	Part-Time Custodial Position		01/01/2012		Hiring Authority ...

Scroll down to the bottom where it says Job Announcements, then go all the way to the right to where it says Hiring Authority and click on the 3 dots to the right of Hiring Authority.

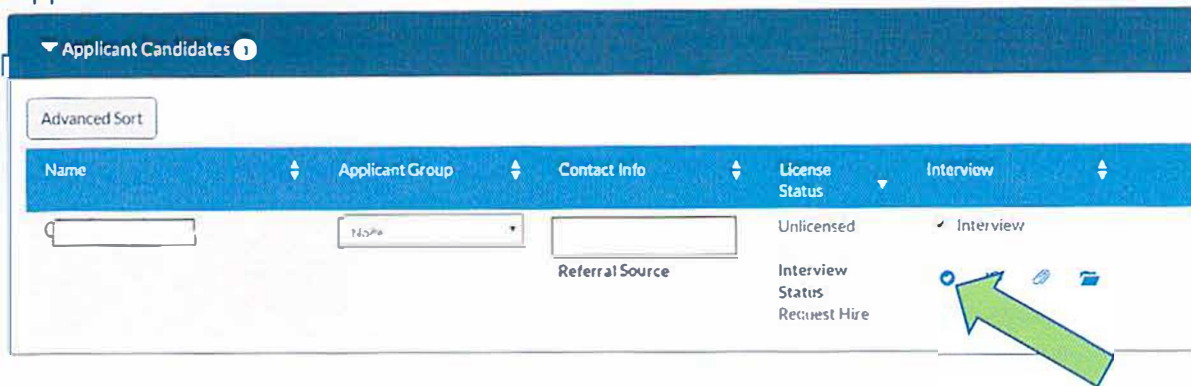
Applicants



If you have any applications to review, you can view them at the very bottom of the screen where there is a dark blue bar that says Applicants. Right below where it says Applicants you will see Applicant Candidates and if you have applications to review, there will be a number next to Candidates. Click on that dark blue bar and it will open up a section that will have the applicants name.

Click on "Interview". Then click on the tiny blue circle with a check mark in it.

Applicants



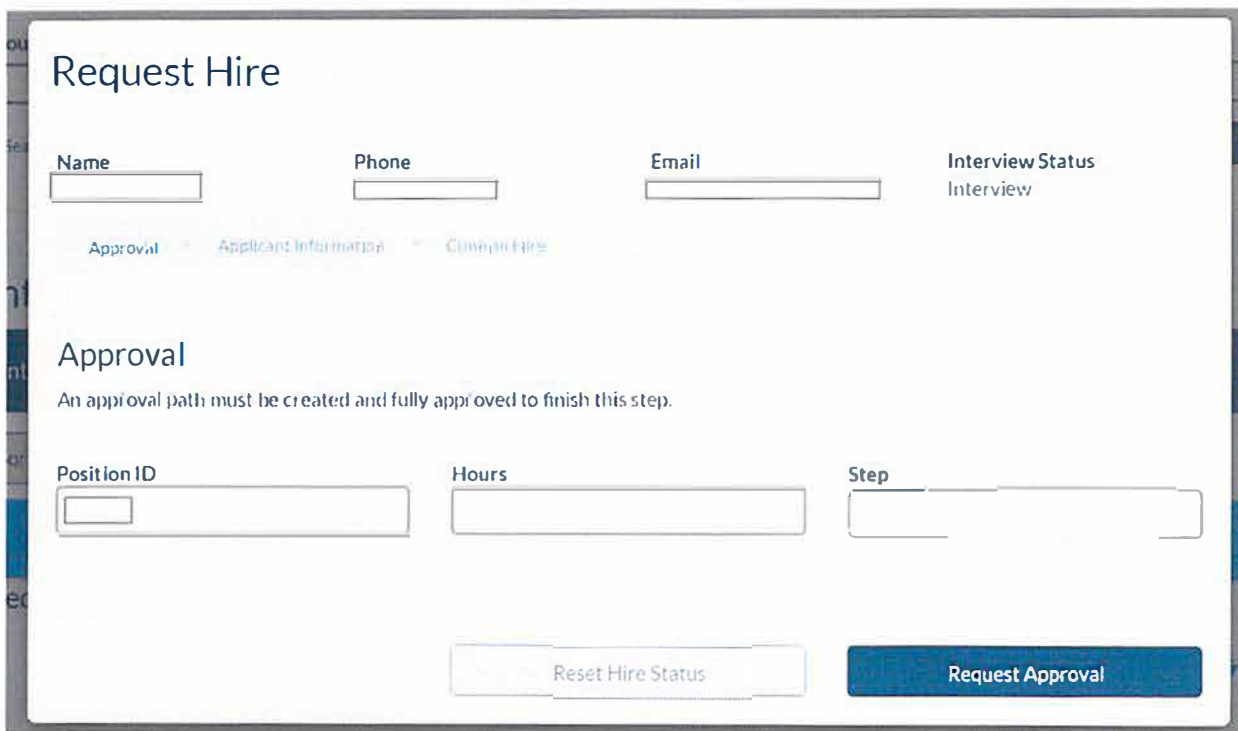
Applicant Candidates 1

Advanced Sort

Name	Applicant Group	Contact Info	License Status	Interview
<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	Unlicensed	<input checked="" type="checkbox"/> Interview
		Referral Source	Interview Status	<input type="button" value="Request Hire"/>

A green arrow points to the 'Request Hire' button in the 'Interview' column.

The following screen will pop up:



Request Hire

Name Phone Email Interview Status Interview

Approval [Approval](#) [Applicant Information](#) [Confirm Hire](#)

Approval

An approval path must be created and fully approved to finish this step.

Position ID Hours Step

Enter the position number, the hours worked per day, and the step. The step is 1. This will send it to Weston for approval. After it is approved, you will get an email letting you know you can go back in and finish the hire.

Go back into Request Hire and enter the start date and position # again. Click on confirm hire. If there are sub records tied to the position, you will get a notice at that point and they need to be removed before the new employee can be hired.