

Human Capital Management SAP Implementation at IESCO

Training Document Recruitment

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Recruitment

1 Purpose

Recruitment in SAP allows the complete recruitment process to be performed, from creating the vacancy (requisition) to hiring successful candidates. The system offers capabilities for continuous evaluation of applicants. Applicant data can be entered at different stages, allowing for just basic or more detailed information to be saved in SAP.

Document

This document covers how to create advertisement for vacancies. This also covers how to maintain Applicant data in the SAP Recruitment module.

1.1 Process Steps

In this document, how to create, maintain and display Advertisement of vacancies, Applicant actions, Applicant Master Data etc.

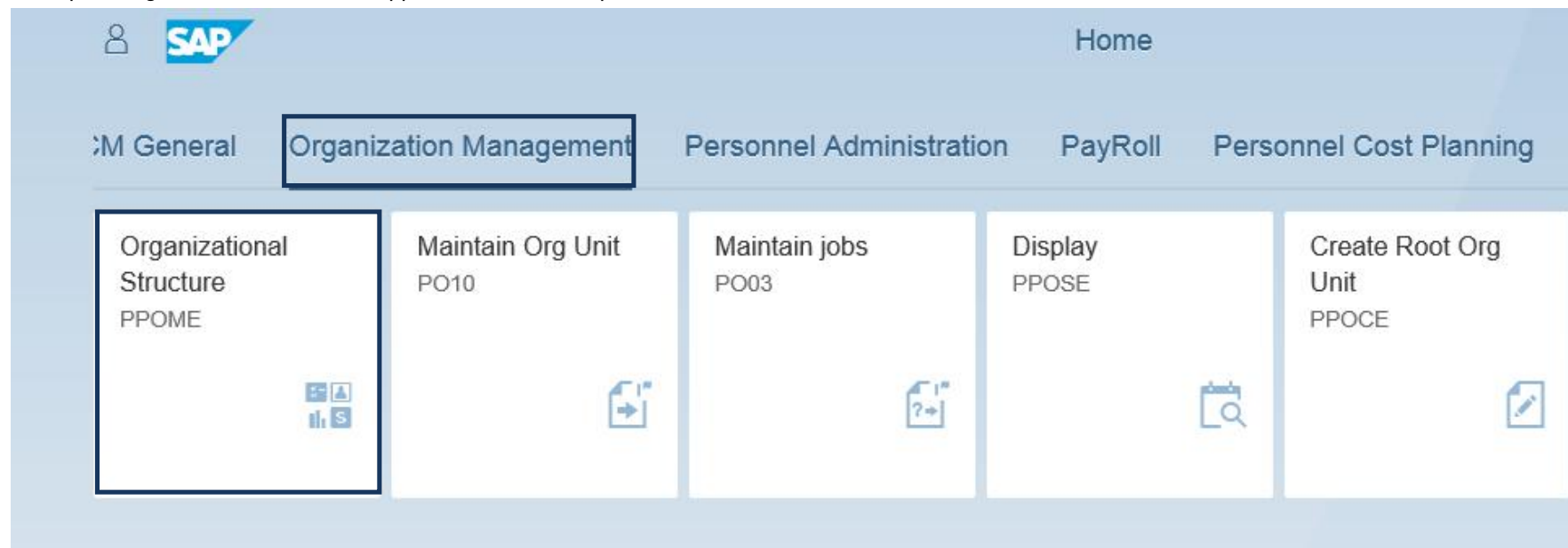
1.1.1 Create Position (Vacant) for Recruitment.

Use

Following steps are followed during the Recruitment process.

Procedure

1. Open "Organizational Structure" App. from Fiori Launchpad.



2. Next, search for the organizational unit to which new position will be added. Enter the name of the organizational unit and click find.
3. In the results window, double click on the desired result.
4. The selected organizational unit will be displayed in the overview section. Select the target org unit and click create
5. The selected organizational unit will be displayed in the overview section. Select the target org unit and click create.
6. The next SAP pop-up window enables to choose the relationship between the Organizational unit and Position. Select "Incorporates".
7. Click Continue.

SAP GUI for HTML

Display <-> Change Refresh Data More ▾

30.04.2018 -31.12.9999

Find by

Organizational unit

Free search

Search Term

Hit list

Existence	Name
	ISLAMABAD ELECTRIC SUPPLY COMPANY
	Chief Executive Office
	ISLAMABAD ELECTRIC SUPPLY COMPANY
	Chief Executive Office
	DY: CHIEF AUDITOR
	PD MANAGER
	Finance Director
	SE-ISLAMABAD CRICLE
	ISLAMABAD CRICLE
	G-6 SUB DIVISION
	F-6 DIVISION
	G-7 DIVISION
	KHANA DAK
	NILORE

Staff assignments (structure)

ID
O 32000000
O 32000112

Choose Relationship

Existence	Name	Relationship	Position
B 002 O	Is line supervisor of	organizational unit	
B 003 S	Incorporates		

Continue Cancel

ID	Name	Position
O 3200		
O 3200	NAIB QASID	S 33000125
O 3200	NAIB QASID	S 33000130
O 3200	UDC	S 33000140
O 3200	COMMERCIAL ASSISTANT	S 33000151
O 3200	COMMERCIAL ASSISTANT	S 33000153
O 3200	ASSISTANT	S 33000155
O 3200	ASSISTANT	S 33000157

Save Cancel Continue

8. On the next screen make the following entries:

Field name	Description	User action and values	Comments
Position	MIS	33001392	Create Position for Recruitment as per IESCO Requirement

Details for Position New position

✓ Basic data Account assignment Address Cost distribution Work schedule Cadre Job Index IT1653 Tasks

Position: MIS MIS

Job: Not assigned

Valid from: 30.04.2018
To: 31.12.9999

☐ Head of own organizational unit

Staffing status: Vacancy open

☐ Staff

Holder

Icon	Holder	Percentage	Assigned as of	Assigned until

Description

Subtyp: General description

Save Cancel Continue

Result:

- New vacant Position is Created.

Note:

- Use Fiori App for "Change Organization and staffing".

1.1.2 Create Advertisement for Recruitment.

Procedure

1. Open "Maintain Vacancy Advertisement" App. from Fiori Launchpad.



Postings

Save as Variant... More ▾

Selection

Advertisement:		to:	
Recruitment instrument:		to:	
Publication date:		to:	
Advertisement end:		to:	
Vacancy:		to:	

Output

☒ SAP List Viewer ☐ ABAP list

2. Press Execute Button. It will take to the Maintain Advertisements Screen.

SAP Maintain Advertisements

Advert Advert Advert Advert Advert Vacancy Refresh Print More ▾

Postings Create advertisement (F7)

Public date	Expiration	Advert	Instrument	Start Date	Object name	St	App.
30.04.2018	30.04.2018	6	Nawa-e-Waqt	01.07.2017	NAIB QASID	vac.	0
30.04.2018	30.04.2018	6	Nawa-e-Waqt	01.07.2017	SANITARY WORKER	vac.	0
30.04.2018	30.04.2018	6	Nawa-e-Waqt	01.07.2017	WINDER	vac.	0
01.01.2018	31.12.2018	5	Dawn News	01.01.2018	Director Iesco	occ.	0
01.01.2018	31.12.2018	5	Dawn News	25.01.2018	Director Iesco	vac.	0
01.01.2018	31.12.2018	5	Dawn News	04.04.2018	Director Iesco	occ.	0
01.01.2018	10.04.2018	4	Facebook	01.01.2018	Manager HR1	vac.	1
01.01.2018	31.12.9999	3	The News	01.11.2017	Deputy Manager MIS	vac.	0
02.08.2017	31.08.2017	1	LinkedIn				8
01.07.2017	30.06.2018	2	Jhang News	01.01.2017	Cheif Executive Officer	vac.	11
01.07.2017	30.06.2018	2	Jhang News	01.08.2017	Cheif Executive Officer	occ.	11
01.07.2017	30.06.2018	2	Jhang News	19.10.2017	Cheif Executive Officer	vac.	11
01.07.2017	30.06.2018	2	Jhang News	24.11.2017	Cheif Executive Officer	vac.	11
01.07.2017	30.06.2018	2	Jhang News	26.04.2018	Cheif Executive Officer	vac.	11

3. Click Advert Button. Make the following entries in the fields.

Field name	Description	User action and values	Comments
Advertisement		Next free adverseiment Number	System can Auto Generate the Number
Instrument		00000003	News Paper Name
Publication Date		01.01.2018	From Which Advertisement is start

Advertisement end		10.04.2018	End of Advertisement
Publication Costs		5000	Cost occur in Advertisement
Text Name		Avertisement Text	Enter the Text as per Requirement
Add		Position Number	Select the Position for Advertisement

SAP Create Posting

Advertisement: 00000007 [Next free advert](#)

Publication

Instrument: 00000002

Publication date: 01.01.2018

Advertisement end: 30.01.2018

Publication costs: 5000 PKR

Text name:

[Maintain text](#)

Vacancies published

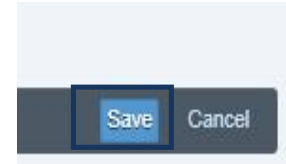
Vacancy	Pos. Text
☐	
☐	
☐	
☐	
☐	

[Add](#) [Delete](#)

Choose vacancies

☐	Vacancy	Short Text of Position	Start Date	End Date
☐	20000003	Deputy Manager MIS	01.11.20..	31.12.9999
☐	20000005	Deputy Manger Recruitment	01.09.20..	31.12.9999
☐	20000007	Assistain Manager Admin	01.07.20..	31.12.9999
☐	20000009	Deputy Manager account	04.10.20..	28.02.2018
☐	20000010	Deputy Manager MIS	04.10.20..	28.02.2018
☐			01.03.20..	31.12.9999
☐	20000012	Deputy Manager MIS	04.10.20..	31.12.9999
☐	20000027	MANAGER MIS	01.11.20..	31.12.9999
☐	33000005	Cheif Executive Officer	24.11.20..	25.04.2018
☐			26.04.20..	31.12.9999
☐	33000006	DEPUTY MANAGER	23.11.20..	31.12.9999
☐	33000025	Director Iesco	25.01.20..	03.04.2018
☐	33000051	DM-PR	19.09.20..	31.01.2018
☐	33000052	DM-PR1	01.08.20..	31.12.9999
☐	33000056	DM-PR5	19.10.20..	31.12.9999
☐	33000058	dm mis	12.12.20..	31.12.9999
☐	33000059	DRIVER	12.12.20..	31.12.9999
☐	33000063	ASSISTANT	05.11.20..	31.12.9999
☐	33000071	Cheif Executive Officer	24.11.20..	31.12.9999
☐	33000072	Cheif Executive Officer	24.11.20..	14.01.2018

[✓](#) [Q](#) [↶](#) [✕](#)



4. Click the Save Button to save the Vacancy Advertisement.

Result:

- Vacancy Advertised.

Note:

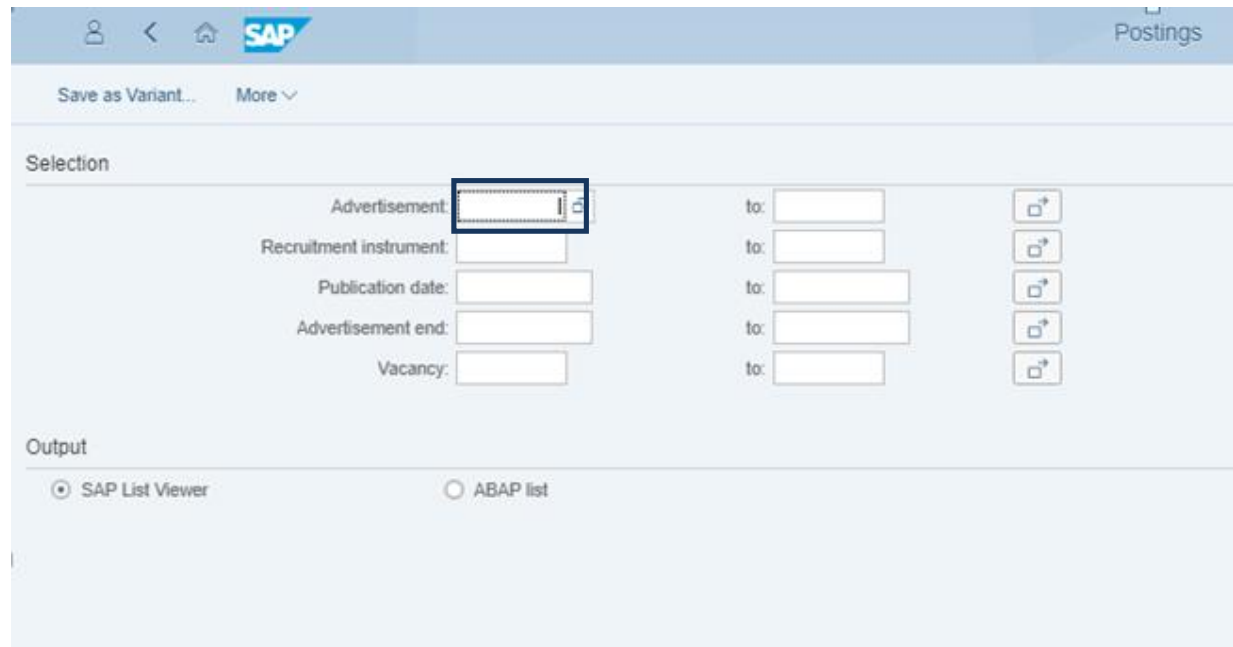
- Use Fiori App for "Advertising vacancies".

1.1.3 Display Advertisement for Recruitment.

Procedure

1. Open “Display Vacancy Advertisement” App. from Fiori Launchpad.





The image shows the SAP Recruitment Selection Screen. At the top, there is a header bar with a user icon, navigation arrows, the SAP logo, and a 'Postings' button. Below the header, there are two buttons: 'Save as Variant...' and 'More'. The main area is divided into two sections: 'Selection' and 'Output'. The 'Selection' section contains several input fields: 'Advertisement:' (highlighted with a blue box), 'Recruitment instrument:', 'Publication date:', 'Advertisement end:', and 'Vacancy:'. To the right of these fields are four 'to:' labels, each followed by an input field and a small square button with a right-pointing arrow. The 'Output' section at the bottom has two radio buttons: 'SAP List Viewer' (which is selected) and 'ABAP list'.

Selection

Advertisement: to:

Recruitment instrument: to:

Publication date: to:

Advertisement end: to:

Vacancy: to:

Output

☒ SAP List Viewer ☐ ABAP list

2. Press Execute Button

3. Click Advert Button, will find the following values.

IESCO_SAP_ERP_HCM_TD_Recuirtnent_Fiori v1.2

Text Name		Adevertisement Text	
Add		Position Number	





Display advertisement

More ▾

Advertisement:

Publication

Instrument: Jang News
 Publication date:
 Advertisement end:
 Publication costs:
 Text name:

Display text

Vacancies published

	Vacancy	Pos. Text
☐	33001501	Company Secretary
☐		
☐		

4. Click the Back Button.

Result:

- Advertisement displayed.

Note:

- Use Fiori App for “displaying Advertisement”.

1.1.4 CustomAdvertisement Program for Recruitment.

Procedure

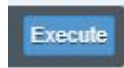
1. Open “ Advertisement Program” App. from Fiori Launchpad.

Recruitment	Favourites	Pension Management System	HCM General	Organization Management	Personnel Administration	PayRoll	Personnel Development
Job Advertisements S_AHR_61015517 	Recruitment Instruments S_AHR_61015518 	Applicant Statistics S_AHR_61015513 	Applicants' Education and S_AHR_61015511 	Applications S_AHR_61015512 	Applicants by Action S_AHR_61015510 	Applicants by Name S_AHR_61015509 	Advertisement Program ZHR_ADVERT 

2. Select Advertisement number, BPS from to and option to be displayed on advertisement report.

The screenshot shows the SAP 'Advertisement Program' interface. At the top, there is a navigation bar with a user icon, a back arrow, a home icon, and the SAP logo. Below this is a header area with 'Save as Variant...' and 'More' options. The main section is titled 'Advertisement Printing'. It contains several input fields and radio buttons. The 'Advertisement' field is set to '39'. The '* BPS' field is set to '16', and the 'to' field is set to '23'. There are three radio button options: 'Employee Children Q', 'General Quota', and 'Officer 16 & above'. The 'Officer 16 & above' option is selected. A small icon of a document with an arrow is visible on the right side of the form.

3. Click on "Execute" button, following screen will display.



Advertisement Application

Print
More ▾

Advertisement Sources

Instrument - 1:

Instrument - 2:

Instrument - 3:

Instrument - 4:

Instrument - 5:

Instrument - 6:

Instrument - 7:

Instrument - 8:

☐	Adv ID	Position	No of Posts
☐	39	33001501	33

4. Click on "Save" button.
5. Click on "Print" button. Following screen will display.

Print: X

* Output Device: LP01 Beispieldrucker. Mit SPAD anpass

Page selection:

Spool Request

Name: SMART HR-01

Title:

Authorization:

Spool Control

☐ Print Now

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print preview
Print
Cancel

6. Select "LP01" as an output device and click on "Print Preview" button. Following screen will display.






Print Preview of LP01



Print More ▾

Exit



CAREER OPPORTUNITIES

IESCO is a Public Limited Company mandated under its License to provide electricity to its valuable customers. Applications are invited for recruitment of suitable candidates to fill the following positions of BPS-16 & 23 for one year contract basis. All quotas such as provincial, FATA/GB AJK, Women, Disabled & Minority etc. will be observed as per Government Policy where applicable.

No.	Designation	BPS	Required Qualification & Experience	No. of Posts	Quota	Age Limit (including 5 years)
1	Company Secretary	19	ICMA / CA with 1st Position, Exper 10 year, Company Secretary Certification	33	Open Merit 2 Punjab 1 Belochistan 1 Sindh 1	35 - 45 Years
Total No. of Posts				33		

Applicants are advised to read the following instructions carefully before filling the relevant prescribed application form available on the NTS website with this advertisement.

I. INSTRUCTIONS & GENERAL CONDITIONS:-

II. i. Candidates applying on appropriate application form for the post available on NTS website will only be considered for shortlisting.

III. ii. Serving candidates are advised to apply through proper channel.

IV. iii. Candidates applying against Disabled quota must attach Disability Certificate from Assessment Board for the Disabled persons from City / District / Provincial Council for Rehabilitation of Disabled Persons.

V. iv. Only shortlisted candidates will be called for test / interview.

VI. v. No TA/DA will be allowed to candidates for test or interview.

VII. vi. Candidates awaiting their result are not eligible to apply.

Result:

- Advertisement report print performed.

Note:

- Use Fiori App for "Advertisement Program".

1.1.5 Create Applicant Master Data.

1. Open "Applicant Actions" App. from Fiori Launchpad.



Applicant actions

Execute More ▾

Applicant no.

* from:

Find by

- Collective Search Help
- Search Term
- Free search

Hit list

Applicant Number	Name
00000001	Nafees Ahmed
00000006	Syed Mohammad Abbas Naqvi
00000008	Ayaz Khan
00000011	KASHIF KHAN
00000017	MALIK Babar
00000018	Mustaq ZAIN
00000019	MUHAMMAD Ahmed
00000020	WASIF ALI ZAIN
00000021	WASIF ALI Khan
00000022	MUHAMMAD Babar
00000023	WASIF ALI Babar
00000024	WASIF ALI Babar
00000025	MUHAMMAD ZAIN

Applicant Actions

Action Type	Personn...
☒ Initial entry of basic data	
☐ Enter additional data	
☐ Reject applicant	
☐ Put applicant on hold	
☐ Process applicant	
☐ Offer applicant contract	
☐ Applicant rejects offer	
☐ Prepare for hiring	
☐ Change of org. assignment	
☐ Further application	
☐ Invite applicant	

2. Enter the date, Initial entry of basic data.

Field name	Description	User action and values	Comments
From		01.01.2018	Enter the Date of Applicant
Initial Entry of Basic Data		Click on Initial Entry of Basic Data	Click on Basic Data
Execute		Press Execute Button	

 Initial entry of basic data

Former applicant/former employee Save+add.data In process Put on hold Reject Clear fields

Status: In process ☐ Reference available

Reason: 01

Pers.no.: ☐ Assign facsimiles

Organizational Assignment

* Per.area: 1100 Subarea: 1101

* Ap.group: 1 Appl.range: Salaried employees

Pers.off: IES ☐ Further data

Personal Data / Address

Title: Mr Title:

F. name: Abdullah Last name: Mazhar

Birth dt: 01.01.1990 Language: English

National.: Pakistani ☐ Further data

Street: Hosue no 22

PC/City: 44000 Islamabad

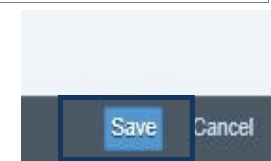
Tel. no.: 051.2288196 Country: Pakistan ☐ Further data

Email: ab.maahar@gmail.com

Application

- Click execute button and make the following entries in the initial entry of basic data.

Field name	Description	User action and values	Comments
Personnel Area	IESCO HO/CEO	1000	Enter the Personnel Number
Personnel SubArea	CEO	1001	Enter the Personnel Sub Area
Ap. Group		1	
Appl. Range		Managerial Staff	
Pers. Off		IES	
Title		Mr.	Title
F. Name		Abdullah	Enter the First Name
Last Name		Mazhar	Enter the Last Name
Birth dt		01.01.1990	Enter Birth date
Language		English	Enter the Language
National.		Pakistani	Enter the Nationality
Street		House No 22	Enter the Street no.
PC/City		44000 Islamabad	Enter the Postal Code and City
Tel. no.		0512288196	Enter the Telephone No.
Country		Pakistan	Enter the Country
Advert		4	Enter the New Paper Number



- Click save button to save initial data of applicant.
- To Enter Additional Data enter Applicant Number, Select Additional Data and click execute.
- Enter Vacancy details on the vacancy tab.

 Enter additional data

Maintain qualifications profile More ▾

Applicant no.: 31 App. class External applicant In process ▾

Empl./appl. name: Abdullah Khan

App. group: 1 Active (external) Personnel area: 1000 IESCO HO /CEO

App. range: 3 Managerial staff Overall status: 1 In process

Vacancy Assignment Education Other/Previous Employers

☐	Vacancy	Pos. Text	Pri...	...	App status	...	Status reason	Start Date	End Date
☒	20000003		01		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999
☐			1		In process			30.04.20...	31.12.9999

Field name	Description	User action and values	Comments
Vacancy	IESCO HO/CEO	33000435	Enter the Vacancy Number
Position Text	CEO	Manager HR1	Enter the Position Text
Priority		1	
VA Status		1 In process	Enter the Reason
Status Reason		01 New Application	Enter the Reason
Prioirty		01	
Start Date		01.01.2017	Enter the Start Date

End Date		31.12.9999	Enter the End Date
----------	--	------------	--------------------

7. On Education Tab enter Education details of the Applicant:

The screenshot shows the SAP 'Maintain qualifications profile' screen. The 'Education' tab is selected. The form contains the following data:

- Applicant no.: 31
- App.class: (empty)
- External applicant: In process
- Empl./appl.name: Abdullah Khan
- App.group: 1 Active (external)
- Personnel area: 1000 IESCO HO /CEO
- App.range: 3 Managerial staff
- Overall status: 1 In process

Below the form is a table with the following columns: Start Date, End Date, Educ. est. text, Institute, and Certificate text. The first row is highlighted with a blue border and contains the following data:

Start Date	End Date	Educ. est. text	Institute	Certificate text
01.01.20...	31.12.20...	Z1	SZBIST	

Field name	Description	User action and values	Comments
Start Date		01.01.2000	Enter the Start Date
End Date		31.12.2000	Enter the End Date
Educ. Est.		Z1	Enter The Education

Branch of Study Text		MBA	Enter the University
----------------------	--	-----	----------------------

8. Click Other/Pervious Employers Tab to enter privious employment details.

 Enter additional data

Maintain qualifications profile More ▾

Applicant no.: 31 App.class External applicant  In process ▾

Empl/appl.name: Abdullah Khan

App.group: 1 Active (external) Personnel area: 1000 IESCO HO /CEO

App.range: 3 Managerial staff Overall status: 1 In process

Vacancy Assignment Education Other/Previous Employers

☐	Start Date	End Date	Employer	City	Co...	Indus.	Industry description	Job
☐	01.01.20...	31.12.20...	ALFLAH	CITY	PK			
☐					PK			
☐					PK			

Field name	Description	User action and values	Comments
Start Date		01.01.2016	Enter the Start Date
End Date		31.12.2016	Enter End Date
Employer		PTCL	Enter the Employee name
City		Islamabad	Enter the City
County		PK	Enter the Country

Industry		Pakistan Telecommunication	Enter the Industry
Job		00000007	Enter the Job
Job Title		Accountant	Enter the Job Title

9. Click on Qualifications tab to enter qualification of the Applicant.

 Applicant: Change Profile (01.01.1800 - 31.12.9999)

Services for Object Print More

App.no: Name:

App.group: Active (external) Pers.area: IESCO HO /CEO

App.range: Managerial staff Overall stat: In process

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee

☐ Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed on
☐ Audit Assistant	B.Com With Auditing & Advan...		01.01.19...	31.12.99...		HR-01	30.04.2018
☐							
☐							
☐							

Field name	Description	User action and values	Comments
Start Date		01.01.2013	Enter the Start Date
End Date		01.01.2014	Enter the End Date
Qualification		B.Com With Auditing & Advance	Enter the Qualification

		Accounting	
Qualification Text		Audit Assistant	Enter the Qualification Text
Profincy		0008	Enter the Proficiency
Proficienct Text		Very High	Enter the Proficiency Text



10. Click Save button to save the entries.
11. Click back button.
12. To Put Applicant on Hold perform the following activities.

 Applicant actions

Execute Services for Object ▾ More ▾

Applicant no.:

Empl./appl.name:

App.group: Active (external) Personnel area: IESCO HO /CEO

App.range: Managerial staff Overall status: In process

* from:

Find by

▼  Applicant

Collective Search Help

Search Term

Hit list

Applicant Number	Name
00000011	KASHIF KHAN
00000017	MALIK Babar
00000018	Mustaq ZAIN
00000019	MUHAMMAD Ahmed
00000020	WASIF ALI ZAIN
00000021	WASIF ALI Khan
00000022	MUHAMMAD Babar
00000023	WASIF ALI Babar
00000024	WASIF ALI Babar
00000025	MUHAMMAD ZAIN

Applicant Actions

Action Type	Personn...
☐ Initial entry of basic data	
☐ Enter additional data	
☐ Reject applicant	
☒ Put applicant on hold	
☐ Process applicant	
☐ Offer applicant contract	
☐ Applicant rejects offer	
☐ Prepare for hiring	
☐ Change of org. assignment	
☐ Further application	
☐ Invite applicant	

13. Enter the following details:

 Copy Applicant Actions

Previous record Next record Overview Info group More ▾

App.no: 31
 Name: Abdullah Khan
 App.group: 1 Active (external) Pers.area: 1000 IESCO HO /CEO
 App.range: 3 Managerial staff Ov.status: 1 In process
 * Valid: 01.05.2018 * To: 31.12.9999

Applicant action and status

* Applicant action ty.: Put applicant on hold ▾
 Overall status: 3 On hold
 Status reason:

Reference

☐ Reference available
 Reference employee:

Organizational assignment

Personnel area: 1000 IESCO HO /CEO
 Applicant group: 1 Active (external)
 Applicant range: Managerial staff ▾

Field name	Description	User action and values	Comments
Start Date		01.05.2018	Enter the Start date
End Date		31.12.9999	Enter the End Date

Status Reason	03 Keep in View	Enter the Status Reason
---------------	-----------------	-------------------------

14. To Process Applicant click on Process applicant action and click execute.

Copy Applicant Actions

Execute Services for Object ▾ More ▾

Applicant no.: 31

Empl./appl.name: Abdullah Khan

App.group: 1 Active (external) Personnel area: 1000 IESCO HO /CEO

App.range: 3 Managerial staff Overall status: 1 In process

* from: 01.05.2018

Find by

Applicant

Collective Search Help

Search Term

Hit list

Applicant Number	Name
00000011	KASHIF KHAN
00000017	MALIK Babar
00000018	Mustaq ZAIN
00000019	MUHAMMAD Ahmed
00000020	WASIF ALI ZAIN
00000021	WASIF ALI Khan
00000022	MUHAMMAD Babar
00000023	WASIF ALI Babar
00000024	WASIF ALI Babar
00000025	MUHAMMAD ZAIN

Applicant Actions

Action Type	Personn...
☐ Initial entry of basic data	
☐ Enter additional data	
☐ Reject applicant	
☐ Put applicant on hold	
☒ Process applicant	
☐ Offer applicant contract	
☐ Applicant rejects offer	
☐ Prepare for hiring	
☐ Change of org. assignment	
☐ Further application	
☐ Invite applicant	

Copy Applicant Actions

Previous record
Next record
Overview
Info group
More ▾

App.no:

Name:

App.group: Active (external)
Pers.area: IESCO HO /CEO

App.range: Managerial staff
Ov.status: In process

* Valid:
* To:

Applicant action and status

* Applicant action ty.:

Overall status: In process

Status reason: New Application

Reference

☐ Reference available

Reference employee:

Organizational assignment

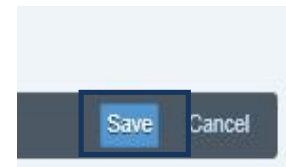
Personnel area: IESCO HO /CEO

Applicant group: Active (external)

Applicant range:

15. Make the following entries:

Field name	Description	User action and values	Comments
Start Date		01.05.2018	Enter the Start date
End Date		31.12.9999	Enter the End Date
Status Reason		01	Enter the Status Reason



16. Click save button to save the entries.
17. To Offer Applicant Contract, Click on Offer Contract action and execute.

SAP Applicant actions

Execute Services for Object ▾ More ▾

Applicant no.: 31

Empl./appl.name: Abdullah Khan

App.group: 1 Active (external) Personnel area: 1000 IESCO HO /CEO

App.range: 3 Managerial staff Overall status: 1 In process

* from: 02.05.2018

Find by

Applicant

Collective Search Help

Search Term

Hit list

Applicant Number	Name
00000011	KASHIF KHAN
00000017	MALIK Babar
00000018	Mustaq ZAIN
00000019	MUHAMMAD Ahmed
00000020	WASIF ALI ZAIN
00000021	WASIF ALI Khan
00000022	MUHAMMAD Babar
00000023	WASIF ALI Babar
00000024	WASIF ALI Babar
00000025	MUHAMMAD ZAIN
00000026	WASIF ALI Ahmed

Applicant Actions

Action Type	Personn...
☐ Initial entry of basic data	
☐ Enter additional data	
☐ Reject applicant	
☐ Put applicant on hold	
☐ Process applicant	
☒ Offer applicant contract	
☐ Applicant rejects offer	
☐ Prepare for hiring	
☐ Change of org. assignment	
☐ Further application	
☐ Invite applicant	
☐	

18. On the next screen make and review the following entries.

Field name	Description	User action and values	Comments
Start Date		02.05.2018	Enter the Start date
End Date		31.12.9999	Enter the End Date
Status Reason		29	Enter the Status Reason

Copy Applicant Actions

Previous record
Next record
Overview
Info group
More ▾

App.no:

Name:

App.group: Active (external) Pers.area: IESCO HO /CEO

App.range: Managerial staff Ov.status: In process

* Valid: * To:

Applicant action and status

* Applicant action ty.: ▾

Overall status: Contract offered

Status reason:

Reference

☐ Reference available

Reference employee:

Organizational assignment

Personnel area: IESCO HO /CEO

Applicant group: Active (external)

Applicant range: ▾

Save Cancel

19. Save the Entries.
20. Prepare for Hiring, Click on Prepare for hiring action.

SAP Applicant actions

Execute Services for Object More

Applicant no: 31

Empl/appl name: Abdullah Khan

App.group: 1 Active (external) Personnel area: 1000 IESCO HO /CEO

App.range: 3 Managerial staff Overall status: 1 In process

* from 03.05.2018

Find by

Applicant

Collective Search Help

Search Term

Hit list

Applicant Number	Name
00000011	KASHIF KHAN
00000017	MALIK Babar
00000018	Mustaq ZAIN
00000019	MUHAMMAD Ahmed
00000020	WASIF ALI ZAIN
00000021	WASIF ALI Khan
00000022	MUHAMMAD Babar
00000023	WASIF ALI Babar
00000024	WASIF ALI Babar
00000025	MUHAMMAD ZAIN
00000026	WASIF ALI Ahmed

Applicant Actions

Action Type	Personn...
☐ Initial entry of basic data	
☐ Enter additional data	
☐ Reject applicant	
☐ Put applicant on hold	
☐ Process applicant	
☐ Offer applicant contract	
☐ Applicant rejects offer	
☒ Prepare for hiring	
☐ Change of org. assignment	
☐ Further application	
☐ Invite applicant	

21. On next screen make the following entries:

Field name	Description	User action and values	Comments
Start Date		03.05.2018	Enter the Start date
End Date		31.12.9999	Enter the End Date
Status Reason	Prepare for Hiring	14	Enter the Status Reason

 Copy Applicant Actions

Previous record Next record Overview Info group More ▾

App.no: 31
Name: Abdullah Khan
App.group: 1 Active (external) Pers.area: 1000 IESCO HO /CEO
App.range: 3 Managerial staff Ov.status: 1 In process
* Valid: 03.05.2018 * To: 31.12.9999

Applicant action and status

* Applicant action ty.: Prepare for hiring ▾
Overall status: 2 To be hired
Status reason

Reference

☐ Reference available
Reference employee:

Organizational assignment

Personnel area: 1000 IESCO HO /CEO
Applicant group: 1 Active (external)
Applicant range: Managerial staff ▾

22. Click Save button to save the entries.

Result:

- Applicant Actions performed.

Note:

- Use Fiori App for “Applicant Actions”.

1.1.6 Transfer Applicant Data

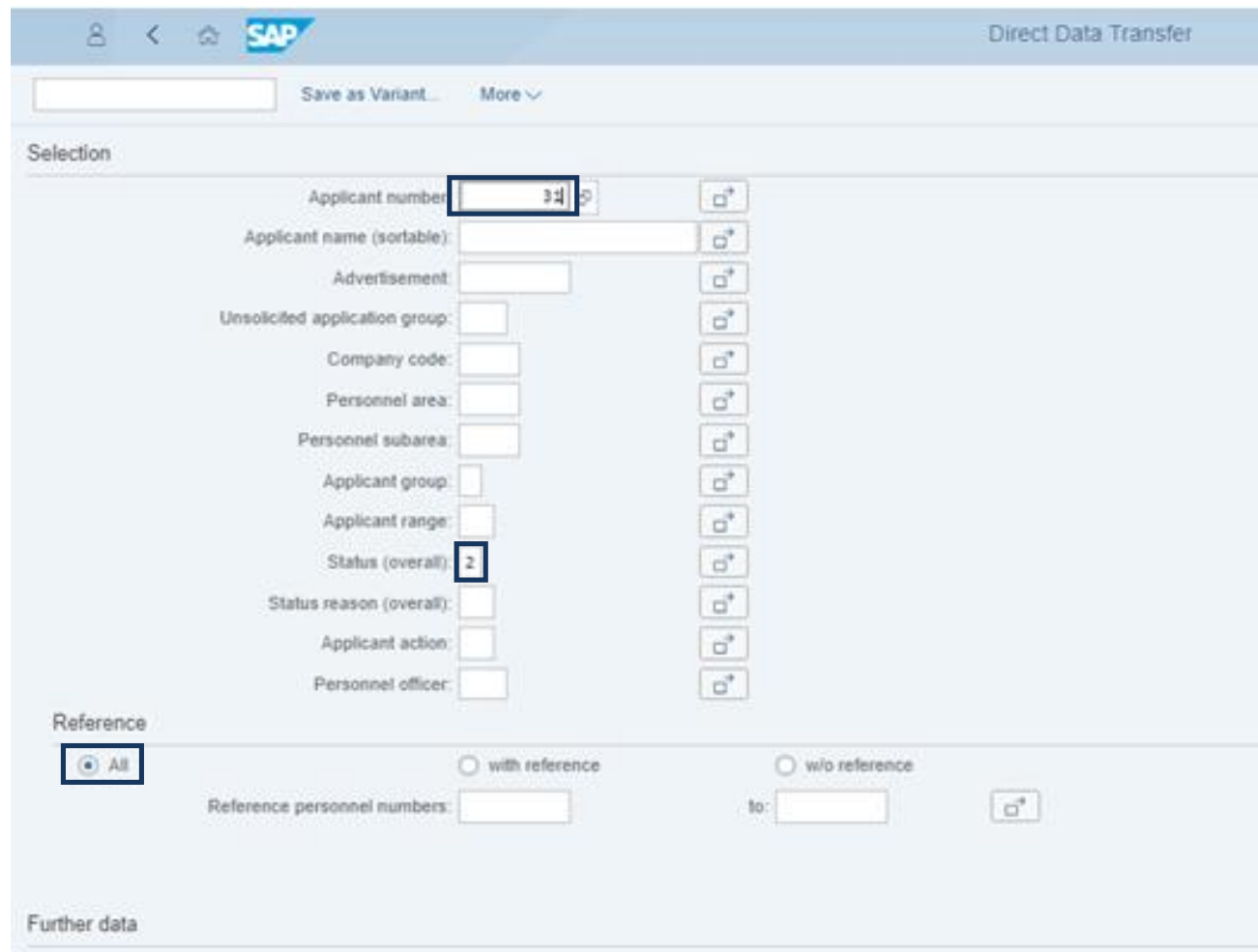
Procedure

1. Open “Recurring Tasks Data Transfer” App. from Fiori Launchpad.



2. To Direct Data Transfer, Transfer data of applicant from recruitment to Personnel Administration.

3. Enter Applicant number.
4. Click Execute Button.



The image shows the SAP Selection Screen for the Recruitment Fiori application. The interface is titled "Direct Data Transfer" in the top right corner. Below the title bar, there is a search field and buttons for "Save as Variant..." and "More". The main section is labeled "Selection" and contains a list of selection criteria. The "Applicant number" field is highlighted with a blue box and contains the value "311". The "Status (overall)" field is also highlighted with a blue box and contains the value "2". To the right of each field is a magnifying glass icon. Below the selection criteria is a section labeled "Reference" which contains three radio buttons: "All" (selected and highlighted with a blue box), "with reference", and "w/o reference". Below these radio buttons are two input fields: "Reference personnel numbers:" and "to:". At the bottom of the screen is a section labeled "Further data".

Selection Criteria	Value
Applicant number	311
Applicant name (sortable)	
Advertisement	
Unsolicited application group	
Company code	
Personnel area	
Personnel subarea	
Applicant group	
Applicant range	
Status (overall)	2
Status reason (overall)	
Applicant action	
Personnel officer	

Reference

☒ All ☐ with reference ☐ w/o reference

Reference personnel numbers: to:

Further data

Field name	Description	User action and values	Comments
Applicant Number	Abdul Mazhar	31	

 Direct Transfer of Applicant Data

Activity Master data Print Find Find Next More ▾

Direct Transfer of Applicant Data

Evaluation period: 01.01.1800 to 31.12.9999

Perform from 01.01.1800 to 31.12.9999

Applicant	Position	Hiring	Status

Direct Transfer of Applicant Data

Reconciliation totals

Evaluation	RPAPRT09	includes
Applicants selected	0	

Result:

- Applicant Transferred to Personnel Administration.

Note:

- Use Fiori App for "Applicant Transfer".