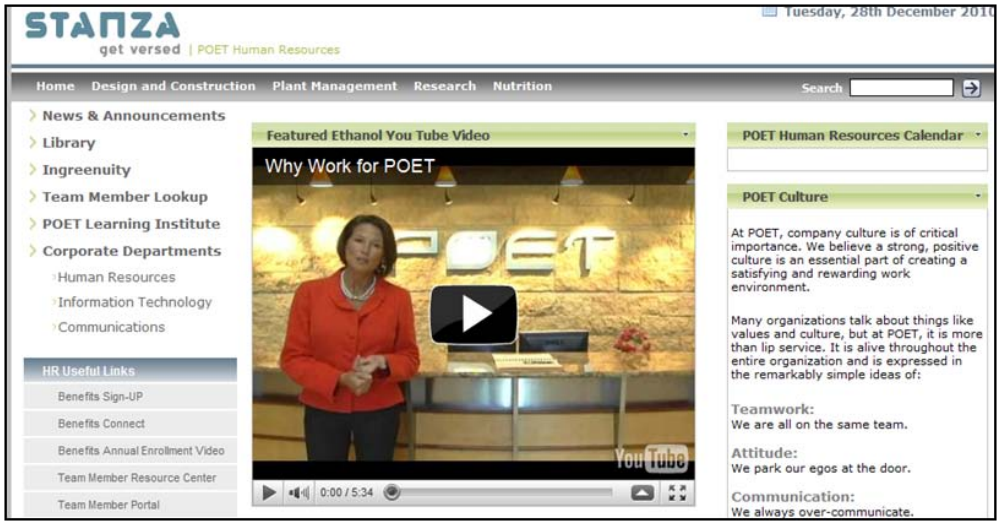
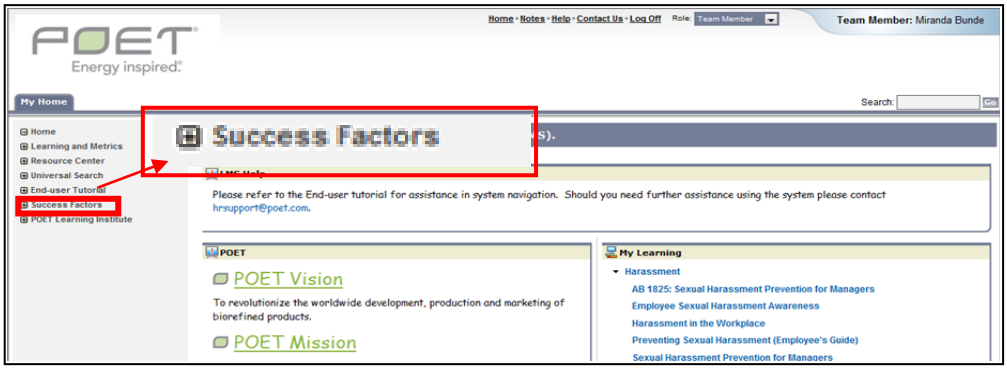
Recruitment Workflow

Access Recruitment System in Success Factors

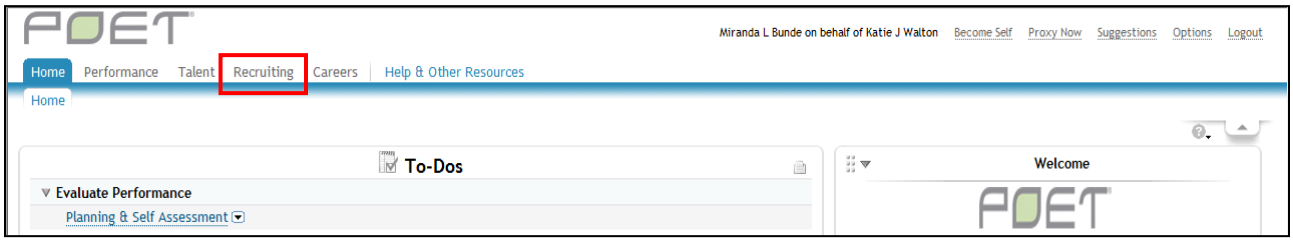
1. From the Stanza HR Page select Team Member Resource Center.



2. From the Learning Management Systems Homepage Select Success Factors from the available options on the left side of the screen



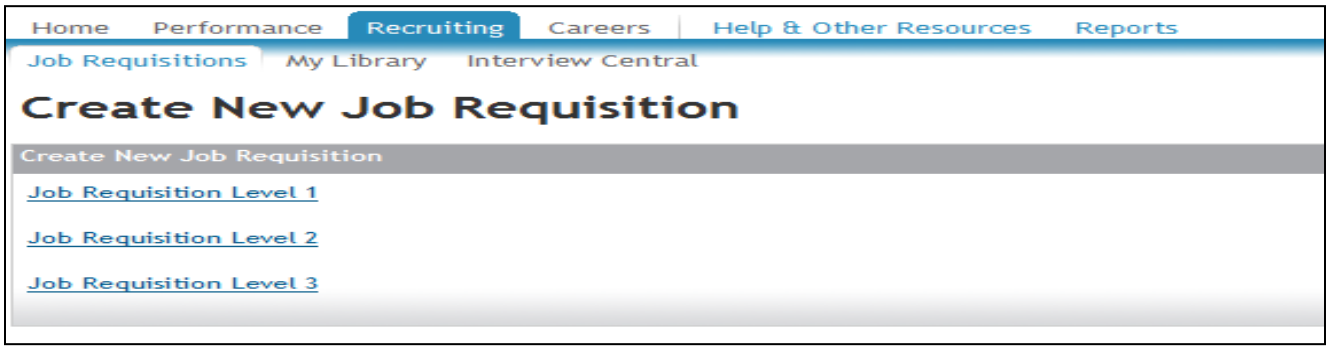
3. Click the Recruiting Tab.



Step 1: Initiate Requisition & Route for Approval

1. From the job requisitions page click “Create New”.

*Depending on who is initiating the requisition access to different requisitions templates may exist. Each template has a different approval process in place. If the screen below appears be sure to choose the correct job requisition template. This will depend on the position that is being filled.



The approvers entered by the Hiring Manager on the requisition have two purposes: 1) to review and approve the requisition 2) to view the approved requisition and view candidates that will apply.

Standard Approvers are approvers that are required as part of the requisition approval routing process and exist on all requisitions. They would not be considered an Additional Approver to add to the Job Requisition Template. Standard Approvers are: Hiring Manager, Hiring Manager’s Manager (Department Mgr.), Recruiter, HR VP/Director.

Select the appropriate template based on the number of approvers needed for the requisition and add necessary approvers to the requisition in addition to the standard approvers.

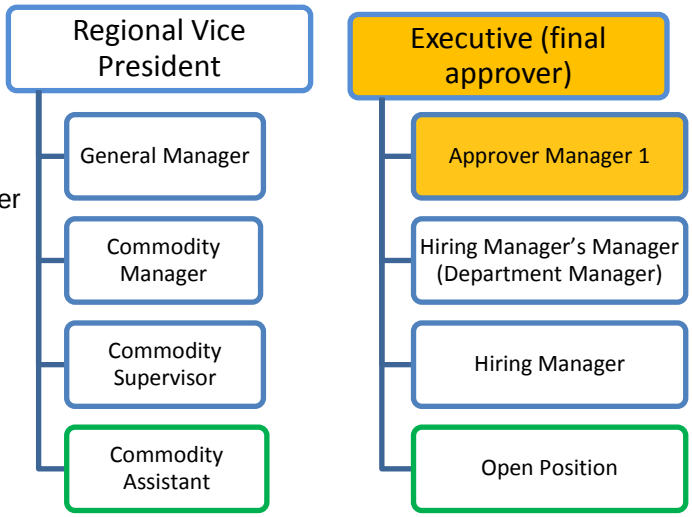
Job Requisition Template	Additional Approvers
Job Requisition Level 1 (One additional approver)	*Executive
Job Requisition Level 2 (Two additional approvers)	• *Approver Manager 1 • *Executive
Job Requisition Level 3 (Three additional approvers)	• *Approver Manager 1 • *Approver Manager 2 • *Executive

Please reference the Biorefinery and Corporate organization chart examples:

Biorefinery

Job Requisition Level 2 template

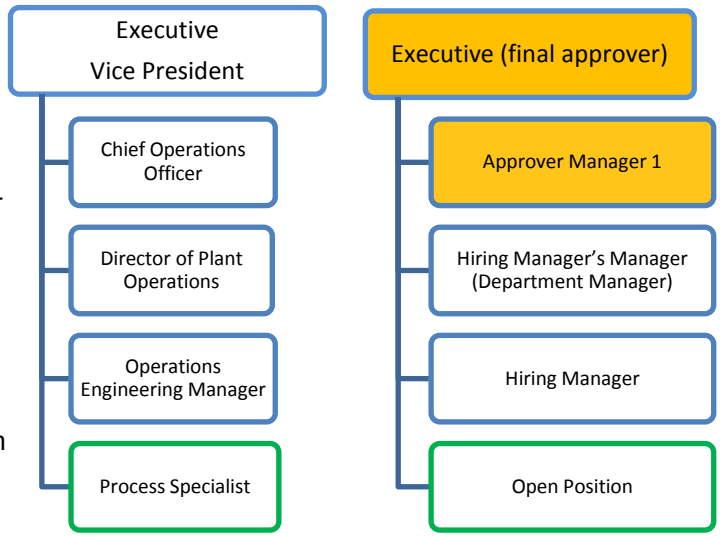
- In this example the open position is a Commodity Assistant.
- The Standard approvers include the Hiring Manager and the Hiring Manager's Manager (Dept. Mgr.).
- In order to route the requisition through the appropriate approvals, two more levels need to be added to the requisition; the General Manager (Approver Manager 1) and the Regional Vice President (Executive) therefore Job Requisition Level 2 is used for this opening.



Corporate

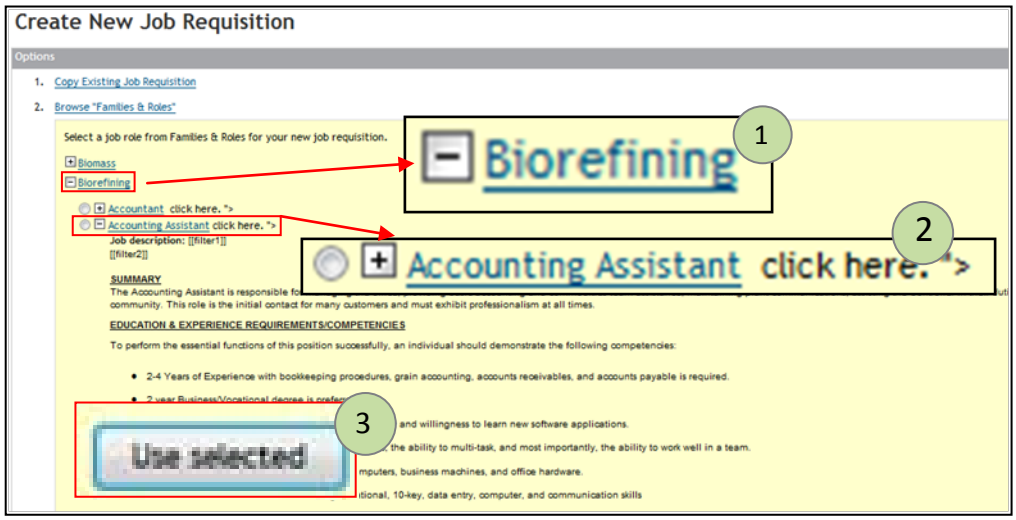
Job Requisition Level 2 template

- In this example the open position is a Process Specialist.
- The Standard approvers include the Hiring Manager and the Hiring Manager's Manager (Dept. Mgr.).
- In order to route the requisition through the appropriate approvals, two more levels need to be added to the requisition; the Chief Operations Officer (Approver Manager 1) and the Executive Vice President (Executive) therefore Job Requisition Level 2 is used for this opening.



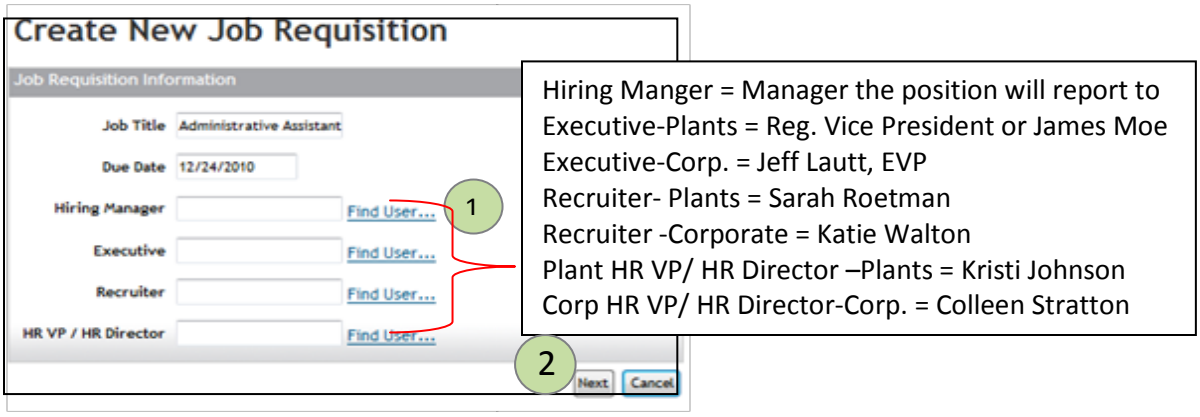
2. From the options screen click Browse "Families & Roles"

3. From divisions listed click the plus button next to the division that the position will be paid from, then click the plus button next to the position to review a summary of the job description. Click the circle next to the desired position to select. Then click "Use Selected".



4. Input Hiring Manager, Executive, Recruiter and HR VP. Type directly in the field or click Find User. Then click "Next".

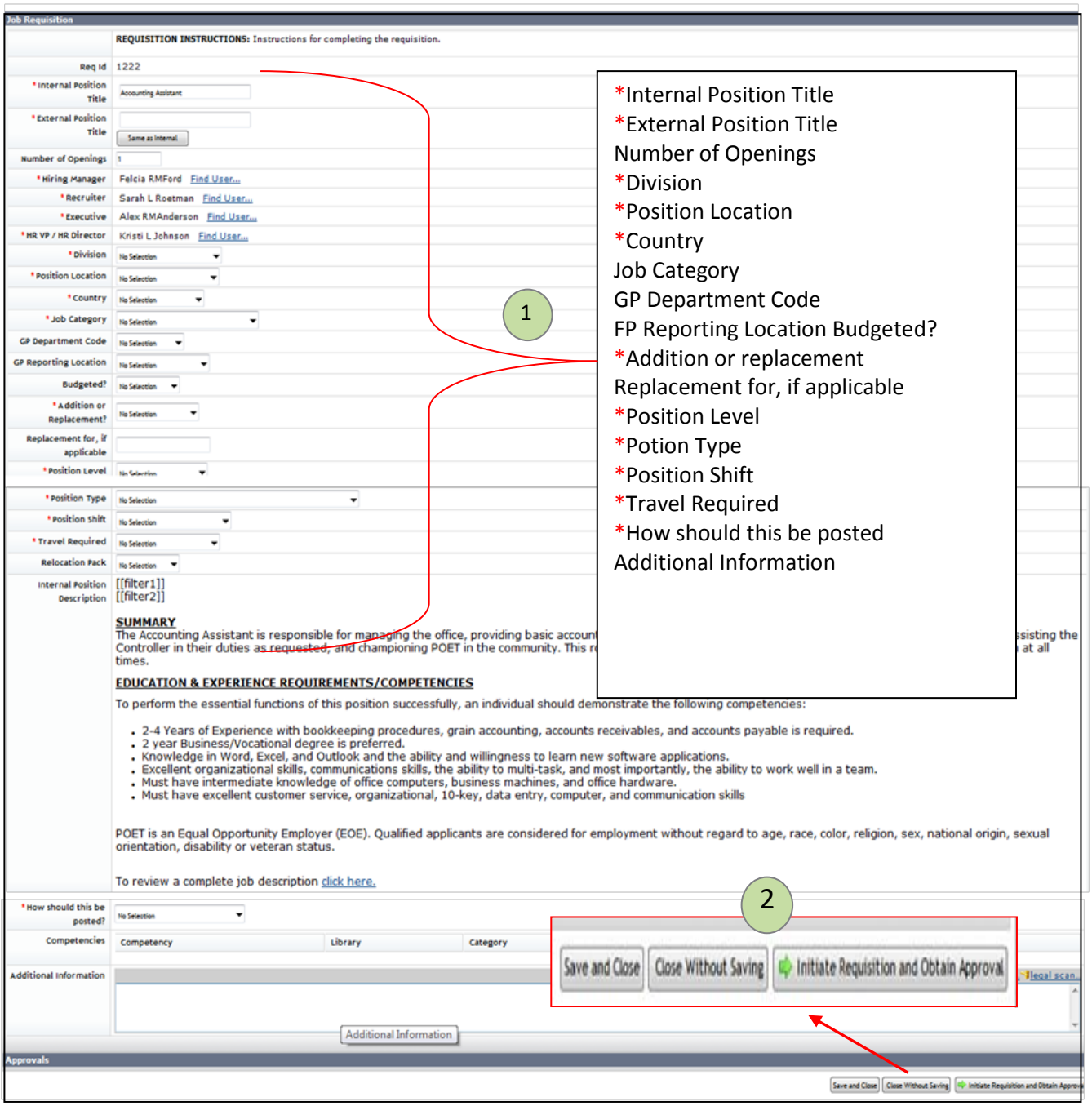
Please note: The Hiring Manager's Manager is called the Department Manager in this system and will be automatically selected by the system as an approver during the requisition routing process even though they are not shown as an option on this list.



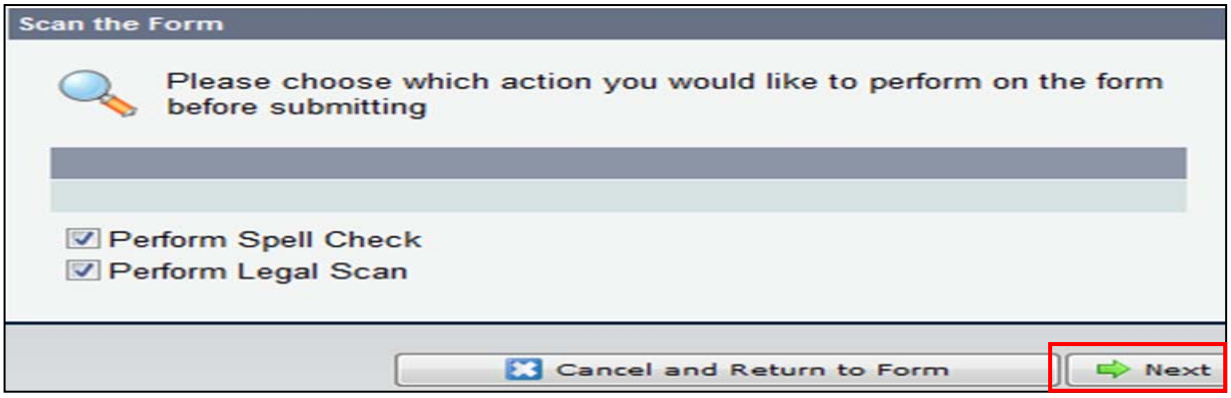
(If Job Requisition Template Level 2 or 3 is selected, additional approvers will need to be added on this page before clicking the “Next” button.)

5. Complete required fields and then click “Initiate Requisition and Obtain Approval”.

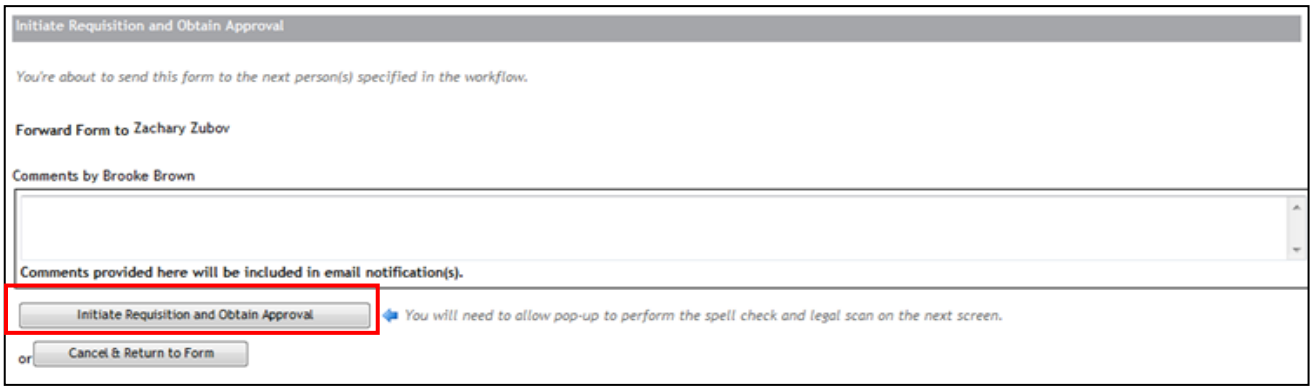
   * Hiring Manager, Recruiter, Executive, HR VP/ HR Director (and Approver Mgr. 1 and Approver Mgr. 2 if used job requisition level 2 or 3 templates) pre-fill based on data selected in previous steps. The job description pre-fills based on the job title selected in the previous step and is not editable. If the job description needs to be changed click “Close without Saving”.



6. Perform spellcheck and legal scan pop up will appear. Click “Next”.



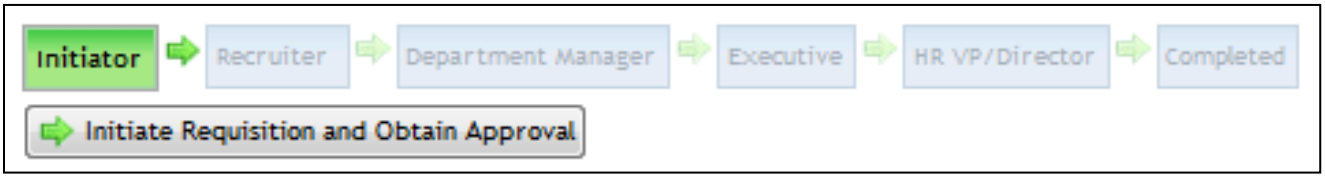
7. The system will automatically generate an e-mail to the next person in the work flow route map. Any comments added in this section will only appear on the e-mail and not on the job requistion. Click “Initiate Requisiton and Obtain Approval”.



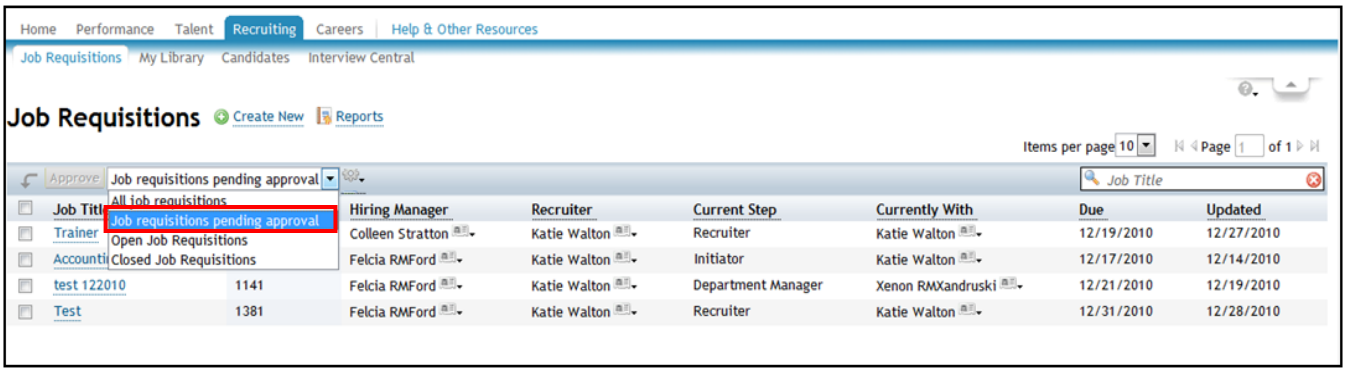
Step 2: Approval Process

Requisition Workflow

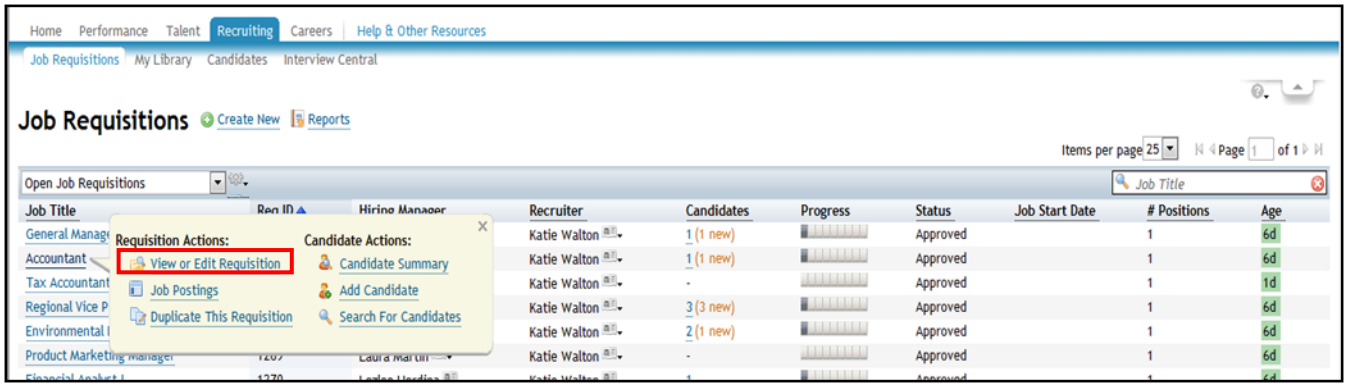
Each requisition follows a workflow that indicates how the form will be routed in the organization. A highlighted green box indicates an active (current) step in the workflow process. The requisition will be routed to the individuals input in the steps above as well as the hiring manager’s manager.



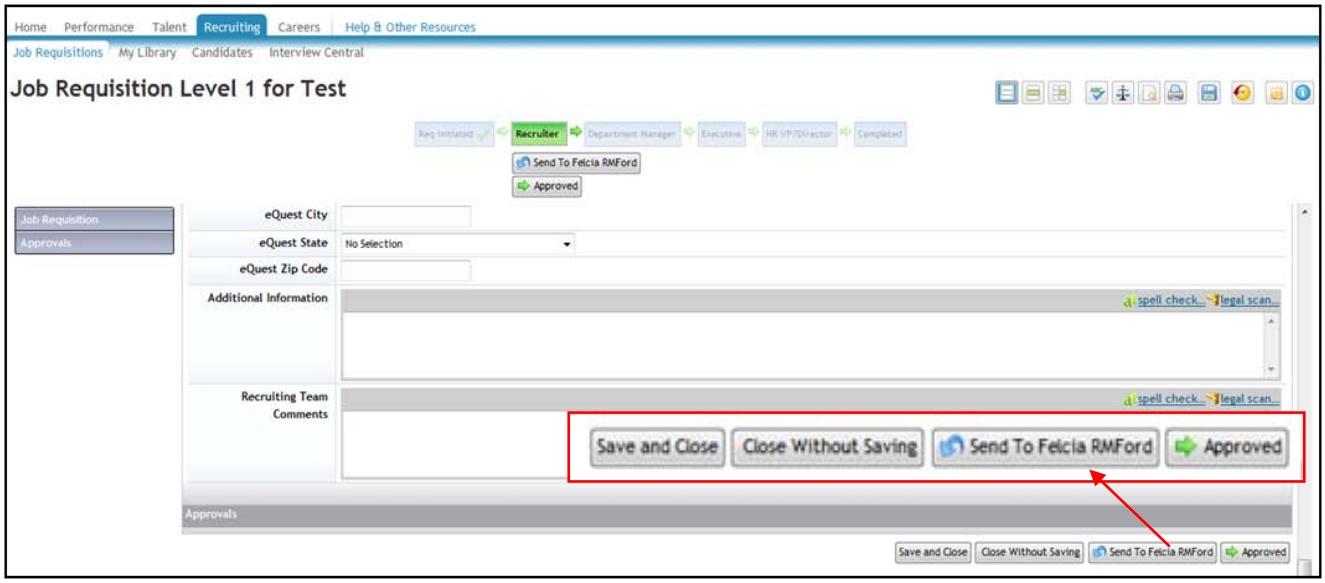
1. Using the drop down menu, select the Job Requisitions pending approval option.



2. Mouse over the job title to expose the requisition and candidate actions. Select View or Edit Requisition.

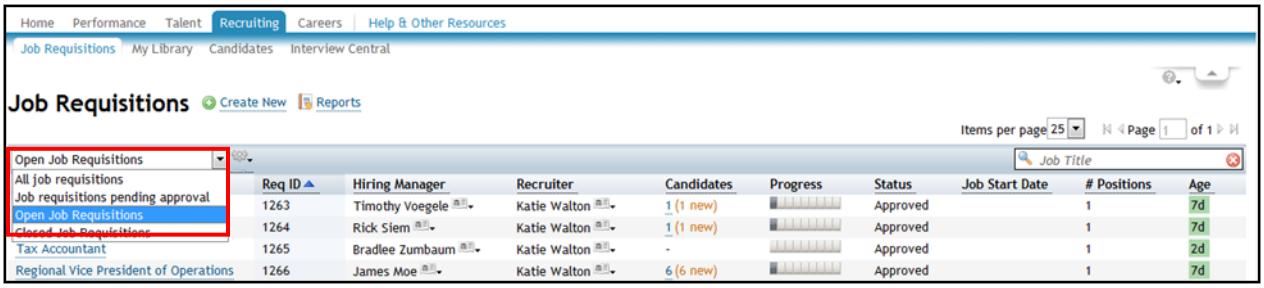


3. Review details of the requisition. If no changes are necessary, click “approve” to send the requisition forward in the approval process. To deny and return requisitions to the previous approver click the “Send to Button”.



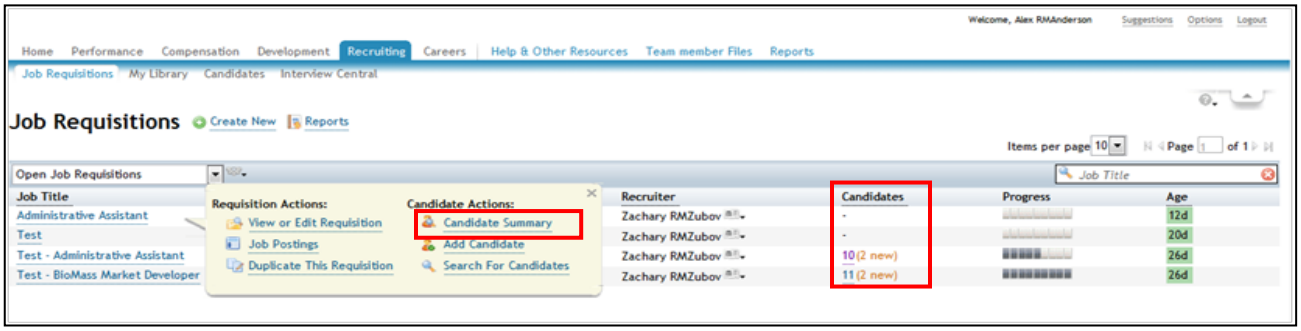
*These buttons are available at the top and bottom of the screen

4. Once the requisition goes through the approval process, the Hiring Manager will receive an email notification and the open requisition will appear in the Open Job Requisition list.



Step 4: Review Candidates

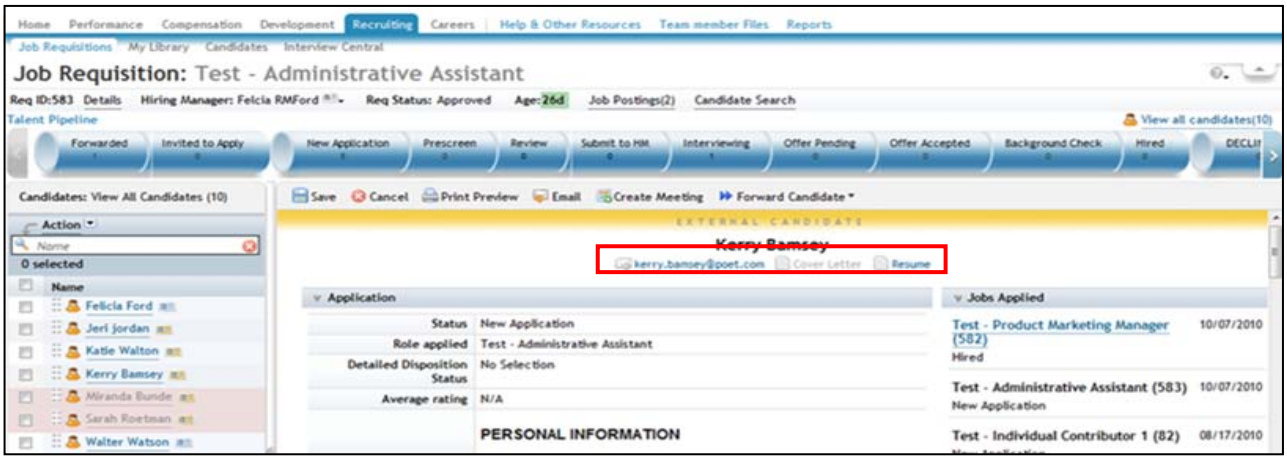
1. To view candidates mouse over the requisition. In the requisition action box, select Candidate Summary. Or in the candidate's column, click on the number displaying the total number of candidates.



2. Click on the candidate's name within the list of candidates to review their resume and application.

3. To view candidates resume or cover letter, click the document under the candidate's name. Documents will open a new window. To view more details on the candidate, scroll down within the candidate detail window (#3).

   To review candidates' that are in different steps of the recruitment process click on the talent pipeline (#2). To return to the list of Job Requisitions, click the Job Requisition Tab (#4).



Step 5: Disposition Candidates

If a candidate is no longer being considered for a position, it's important to disposition them before the requisition is closed. This information is captured in the system for auditing purposes, reporting purposes or future reference by the hiring team. The Status button shows the current step the candidate is in during the selection process. Once a decision has been made on a candidate, they will need to be dispositioned in the system. There are four general disposition statuses all candidates should be in before closing a requisition:

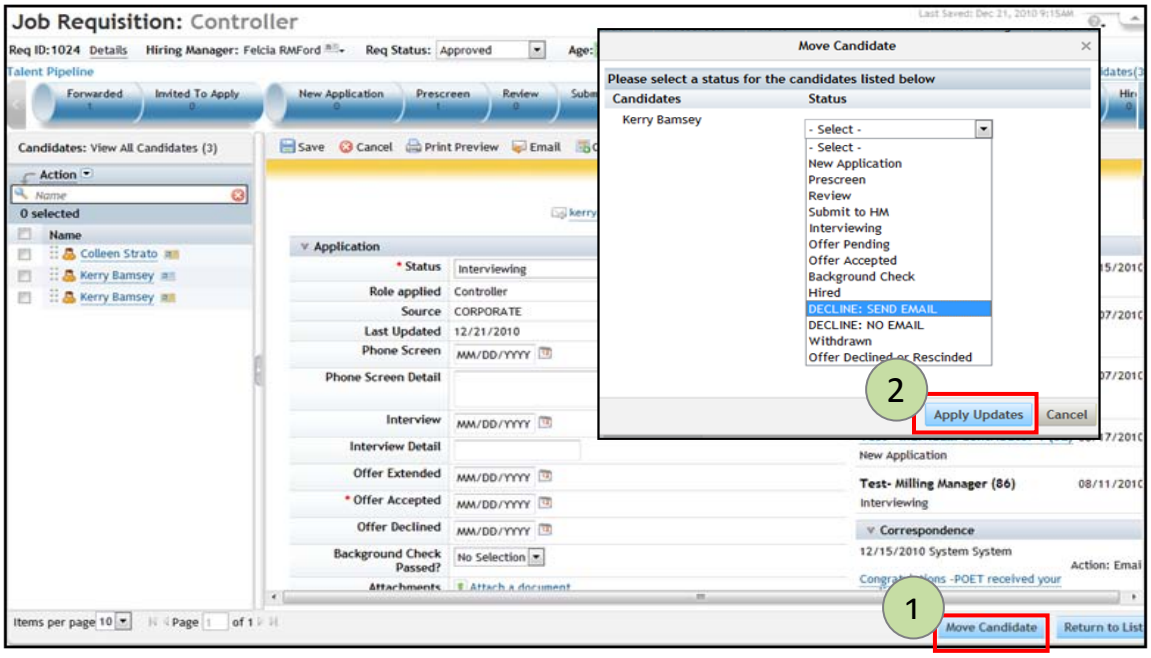
- **DECLINE: SEND EMAIL:** This will trigger the system to immediately send an automated decline email communication to the candidate telling them we have decided to pursue other candidates and thank them for their time in applying with POET.

- **DECLINE: NO EMAIL:** This will move a candidate to the Decline disposition status without sending an automated email communication to the candidate. For example, if it's an internal candidate, it may be better to decline in person or send them a customized communication.

- **Withdrawn:** This will move a candidate to the Withdrawn status without sending an automated email communication to the candidate.

- **Offer Declined or Rescinded:** This will move a candidate to the Offer Declined or Rescinded status without sending an automated email communication to the candidate

1. Click “Move Candidates”.
2. From the dropdown box, select the appropriate status for the candidate and click “Apply Updates”.

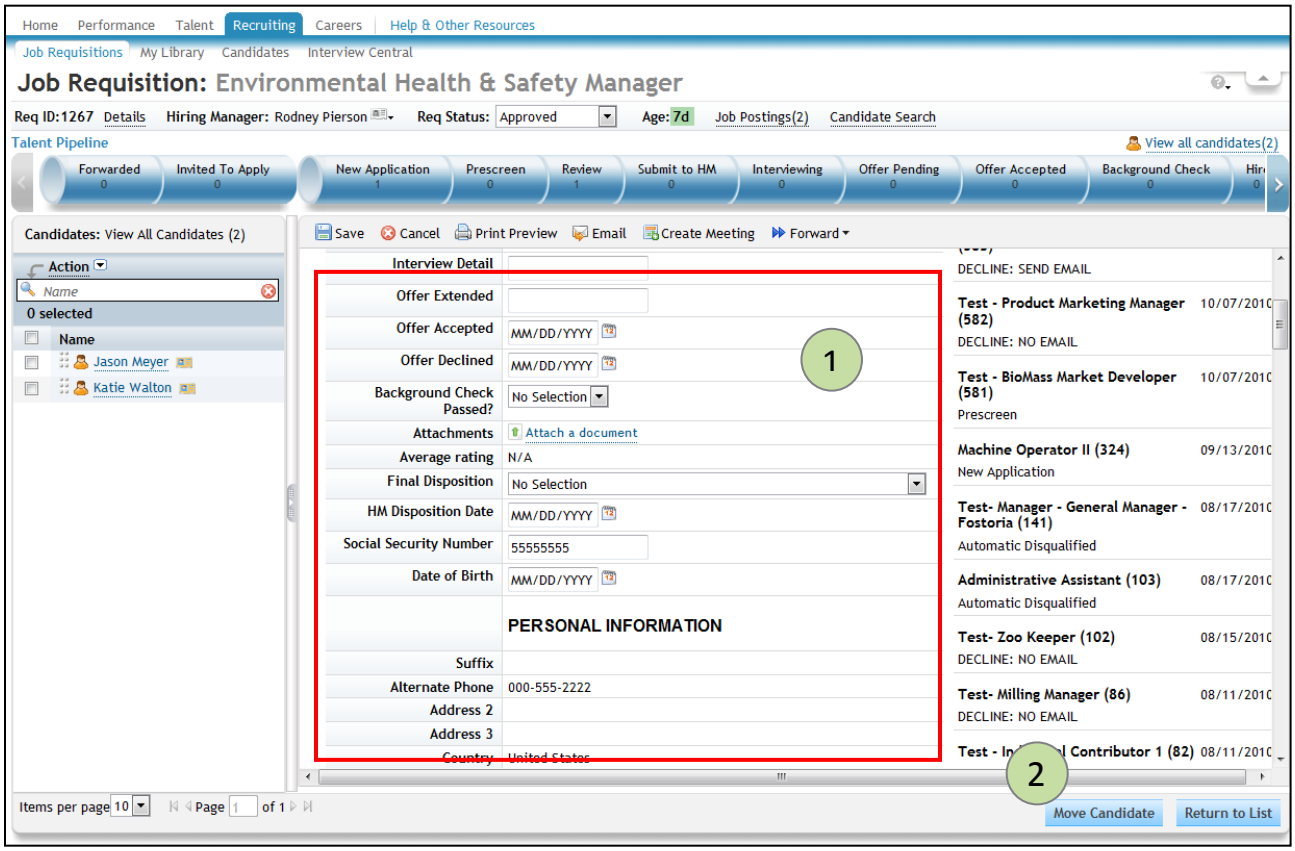


Step 6: Hire a Candidate

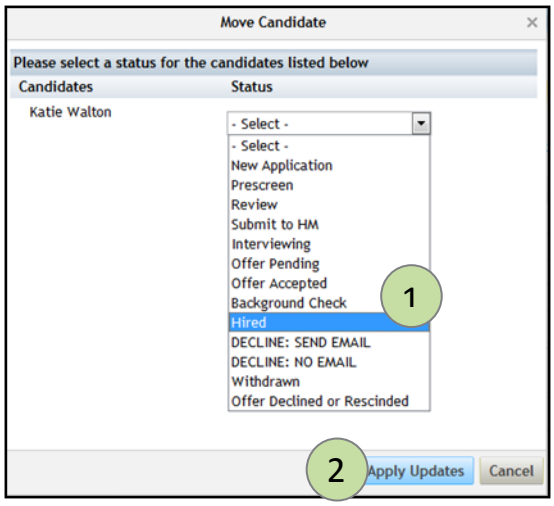
Prior to hiring a candidate, be sure that all other candidates are dispositioned as described above in Step 5: Disposition Candidates.

1. From the list of candidates click on the candidate’s name to view their application.

2. Complete the required fields on the candidate’s application: Offer Accepted Date, Social Security Number, Date of Birth and click the “Save” button in upper left of the candidate detail screen. Click “Move Candidate”.

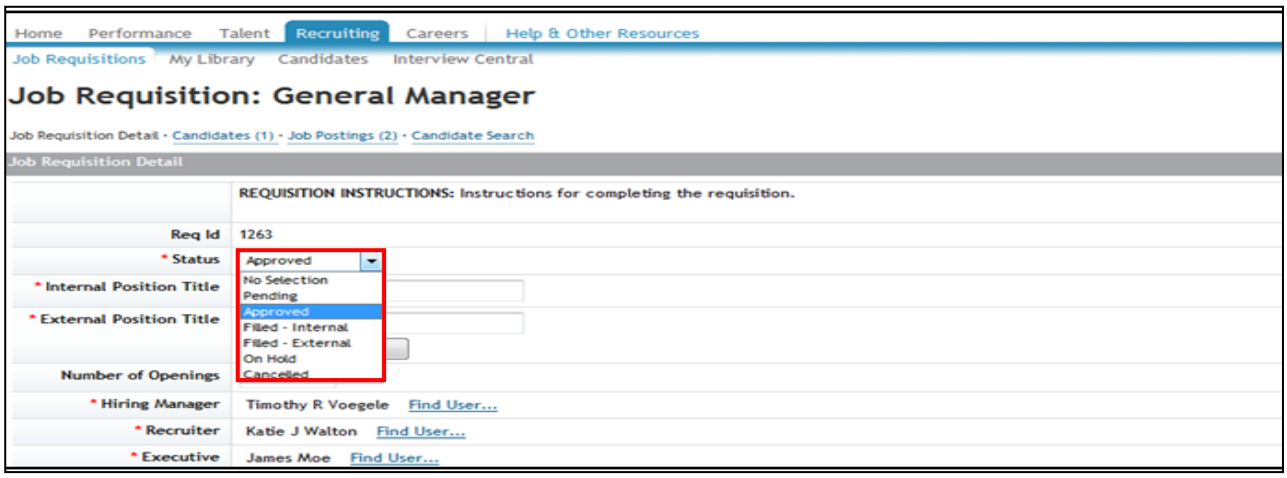


3. In the move candidate pop up, select Hired from the drop down, then click “Apply Updates”.

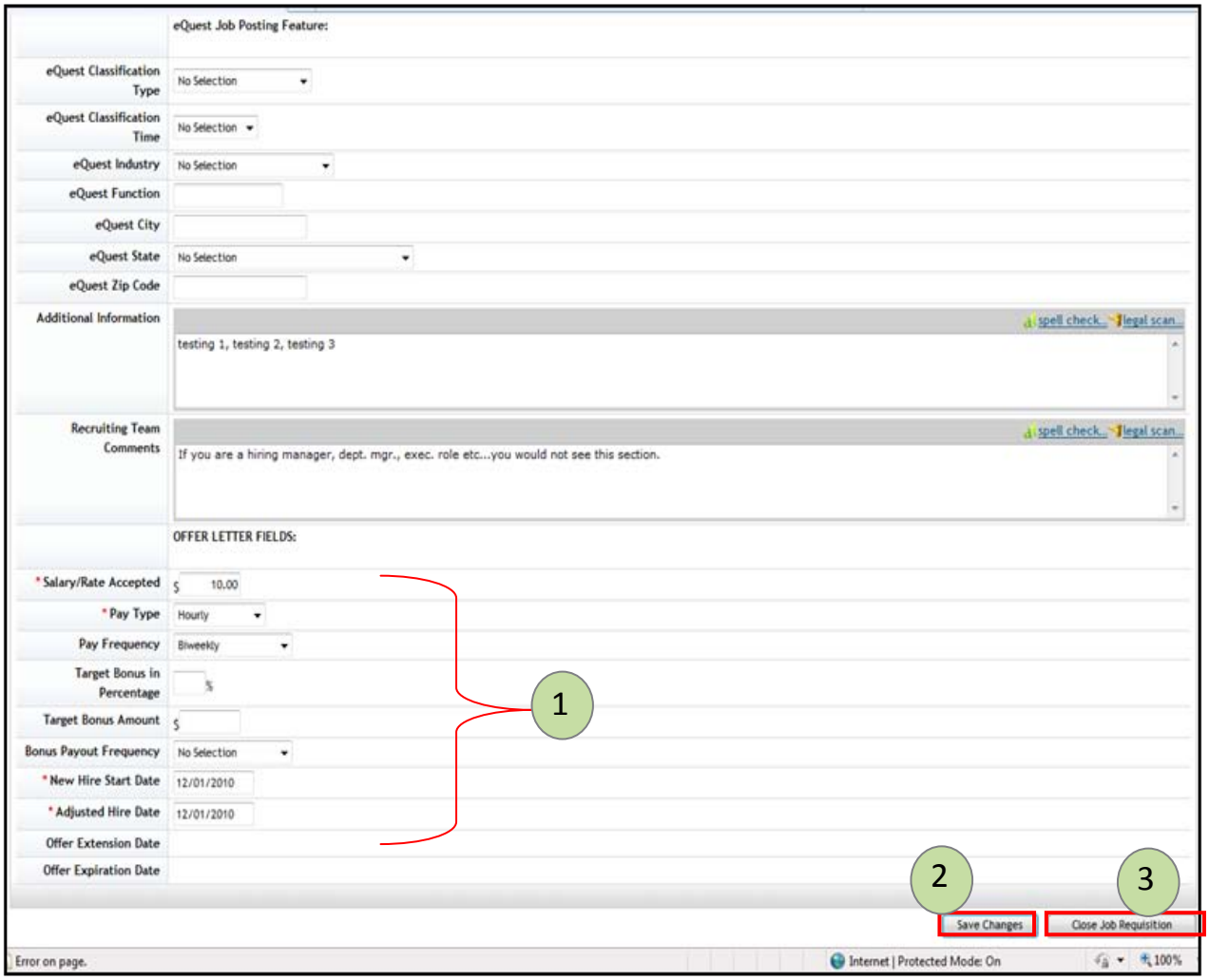


4. From the job requisition page, click “Details”.

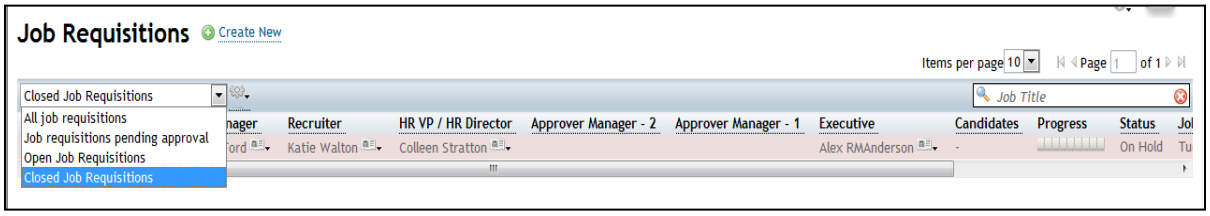
5. From the status drop down menu, select Filled –Internal or Filled External as appropriate.



6. Scroll to the bottom of the screen and input the candidate's salary/rate accepted, pay type, new hire start date and adjusted hire date. Click "Save Changes" and then click "Close Job Requisition" to close the requisition.



7. To verify the position closed, return to the Job Requisition tab. Using the drop down menu under Job Requisition heading, select Closed Job Requisitions. The position should be listed be listed under closed requisitions.



Help

If assistance in needing in completing the recruitment process please contact a recruiter

- Biorefining: Sarah Roetman
- Corporate: Katie Walton