

HR Database for Job Applications

With user guide

Homepage

HR DATABASE

exit database

Go to Job Postings Go to Error Reports Add to lists of items (TADs, managers, etc.) Go to Reports page

This is the database's homepage; you can enter and edit applicant information here. You can also click on the buttons above to go to the other sections of the database.

Applicants

Look to see if person is in database BEFORE you try entering them as a new applicant – you don't want people double-entered in the database.

Look up a person by last name See list of all applicants

Look up a person by first name

(Type in last name to see records with that name)

View this person's record (person info and job applications)

Report -- all jobs this person applied for (just applications), within time frame

Report - this person's entire application history (interview, got job, etc.)

Enter new applicant

Review applicants/add new applicant

(takes you to intake form for all applicants, which you can page through)

For Active Jobs only:

- REPORT -- All applicants for Active jobs and all jobs they applied for
- QUERY -- all applicants for Active jobs and all jobs they applied for
- Applicant for Active jobs and list of all Active jobs applied for
- Applicant for Active jobs and applied for multiple jobs -- all years
- Applicant for Active jobs and applied for multiple Active jobs

For All Jobs:

- REPORT -- list of all applicants and all jobs they applied for
- QUERY - list of all applicants and all jobs they applied for
- People who applied for multiple jobs ever - list of all jobs they applied for

Report - view all jobs every person applied for (just applications)

Report--entire application history (interview, got job, etc.) for every person

Created by Rebecca Kushner October 2012

Error reports

Errors

This section is to identify information that could be an error. For example, if Mickey Mouse is listed twice in the database ("2 people with same name" button below), it could be an error (someone entered Mickey twice) or it could be valid (there are 2 Mickeys who have applied for jobs at DTA). You'll need to look at the information in the report or go into the specific records to fix items (such as if someone doesn't have a primary address or e-mail because you forgot to check that off when you entered them).

Potential problems with people's records

- More than one primary address
- No primary address
- More than one primary e-mail
- Has e-mail but none are primary
- No e-mail
- More than one primary phone number
- No primary phone number
- More than one primary phone number
- No primary phone number
- No last name for a person
- No first name for a person

Potential bad data

- 2 people with same name
- Double-entered job application for a person

Items checked as errors

These buttons will allow you to see items that are hidden because they were checked as "error"; you will be able to view the items and uncheck them if you think they're not actually errors/duplicates.

- People checked as "error"
- People's applications checked as "error"
- Job Postings checked as "error"

Dummy job posting is J9999. Dummy applicants are: Mickey Mouse; Wonder Woman; and Goofy Dog. They are currently marked as errors to hide them, but could be unhidden if you need to test out a new report, etc.

Record: 14 of 1 of 1 No Filter Search

Job applicant's record

File Home Create External Data Database Tools

View Paste Cut Copy Format Painter Filter Ascending Selection - Advanced - Refresh All - New Save Spelling Replace Go To - Find Select - Text Formatting

Views Clipboard Sort & Filter Toggle Filter Remove Sort

F_homepage F_person

Salutation: Mr. First name: Mickey initial: D. Last name: Mouse Database ID: 166

error*? *check if double-entered someone and don't want this record to count

exit

Basic Info Application History Job Applications

check "primary" for most recent address/mailling address * = required field

You MUST enter something in "street" field. If no address provided, then type "no address" in street field; but DON'T type in other fields (city, ZIP) if there's no address.

Street* 87 Wexel Street primary address?*

Street #2

City* Boston State* MA ZIP* 02382

click arrow below to see next address (1 of 2, 2 of 2, etc.)

Record: 1 of 1 No Filter Search

check "primary" for most recent e-mail address

e-mail address mickey@mouse.com primary?

* e-mail address primary?

Record: 1 of 1 No Filter Search

Education Level bachelor's degree

Field of study cheese making

Comment

* Education Level

Field of study

Comment

Record: 1 of 1 No Filter Search

check "primary" for most recent phone number

phone number* (234) 229-0348

primary?*

type cell

comment

phone number* (617) 892-3478

primary?*

type home

comment

* phone number*

primary?*

Record: 1 of 2 No Filter Search

Comments

(to be filled in by hiring team)

(you can select more than one race/ethnicity)

Race* Black

Race* White

language proficiency

Disability

Veteran

Gender male

Record: 1 of 1 Filtered Search

Form View Filtered