

Created by SAP America <i>Accelerated SAP</i>	Title: Organization/Area: EUP Category:	BUSINESS PROCESS PROCEDURE Creating a Qualified Applicant List (PBAG) Human Resources/ Recruitment	
File Name:	Creating a Qualified Applicant List (PBAG)	Release: March 25, 2004	R/3 4.6C
Responsibility:	Recruitment	Status:	

Create: 3-25-2005
Revised:01-11-06

Overview

After a position has been posted and applicants have applied on-line, the hiring manager will want to determine

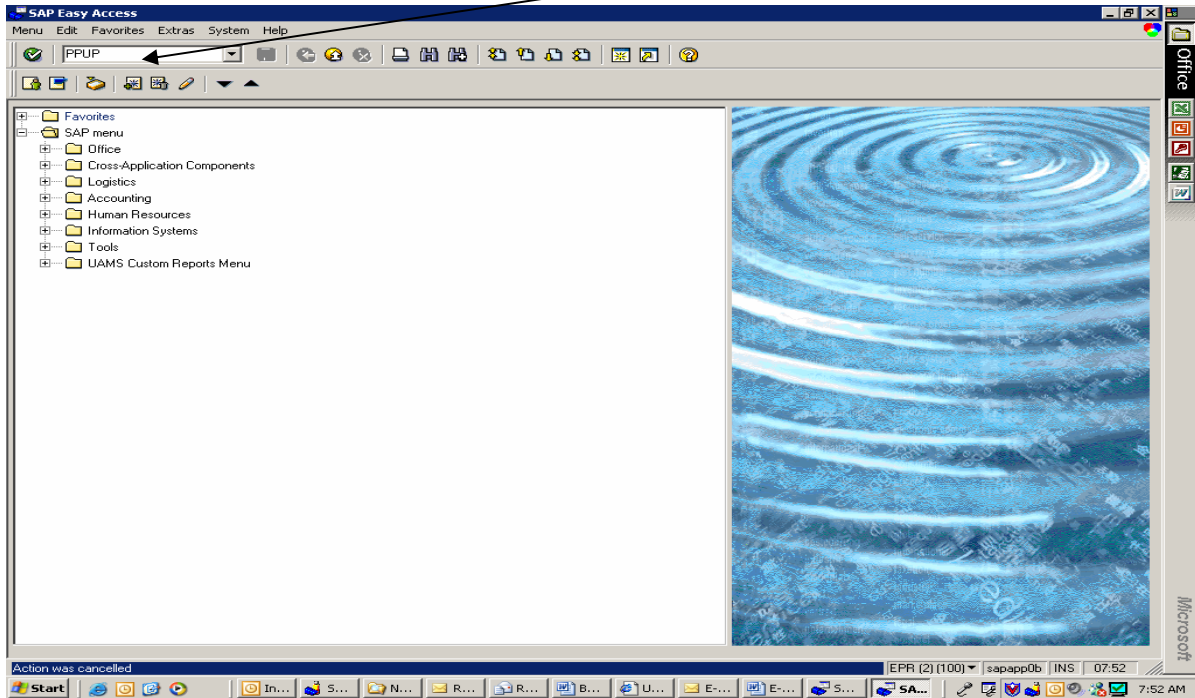
- 1) who applied for the position
- 2) who among those meets minimum qualifications.

The transaction **PBAG** will assist in both regards, allowing the hiring manager to also view a “short profile” of an applicants qualifications and to easily see a resume (if the applicant has attached it).

Procedural Steps

1.1 *Changing personal settings on transaction “PPUP”*

Before you can properly use PBAG, you must alter a personal setting called PPUP: Access this by entering “PPUP” in the text box of the main SAP screen. Click green check to execute

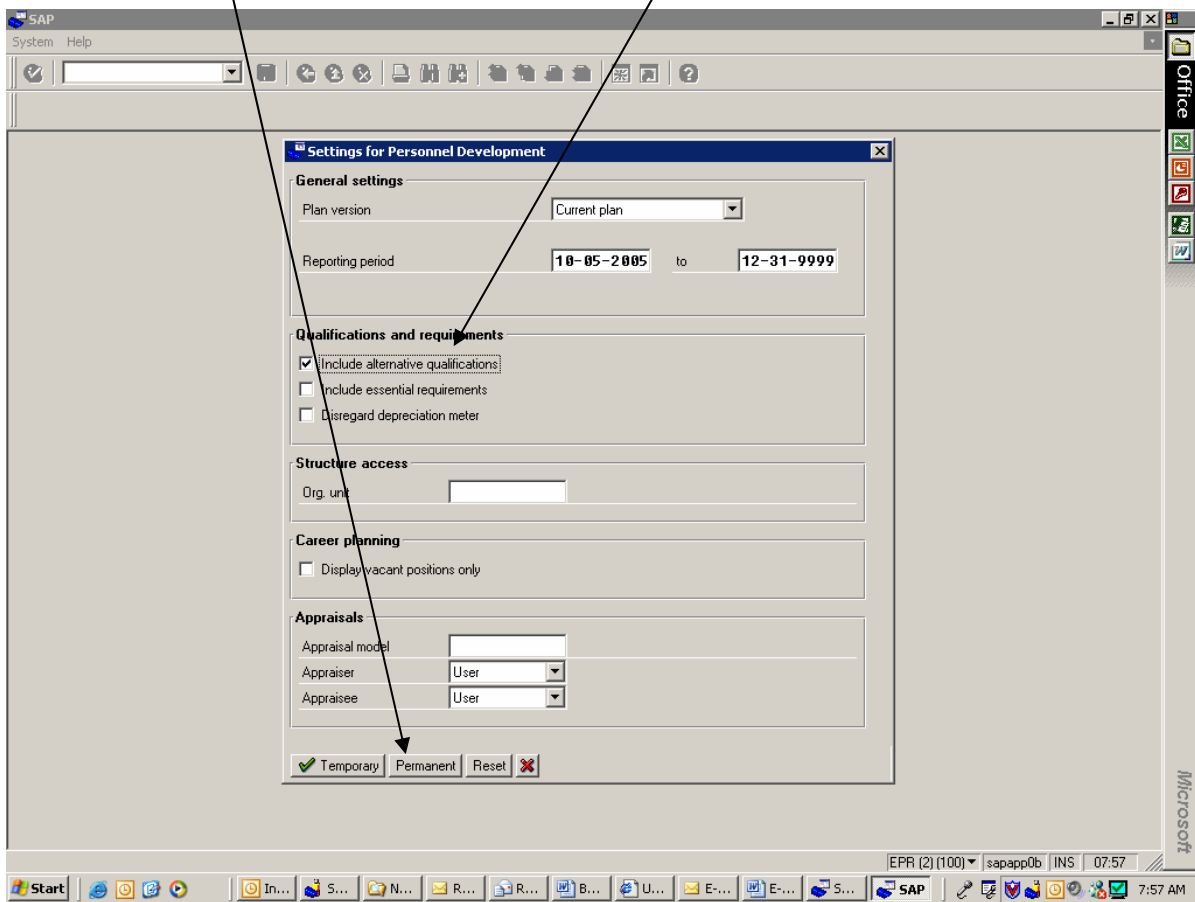


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On the screen "Settings for Personnel Development", under **Qualifications and Requirements**

- Check the box "Include alternative qualifications"
- Click the box "permanent"



This returns you to the main SAP menu

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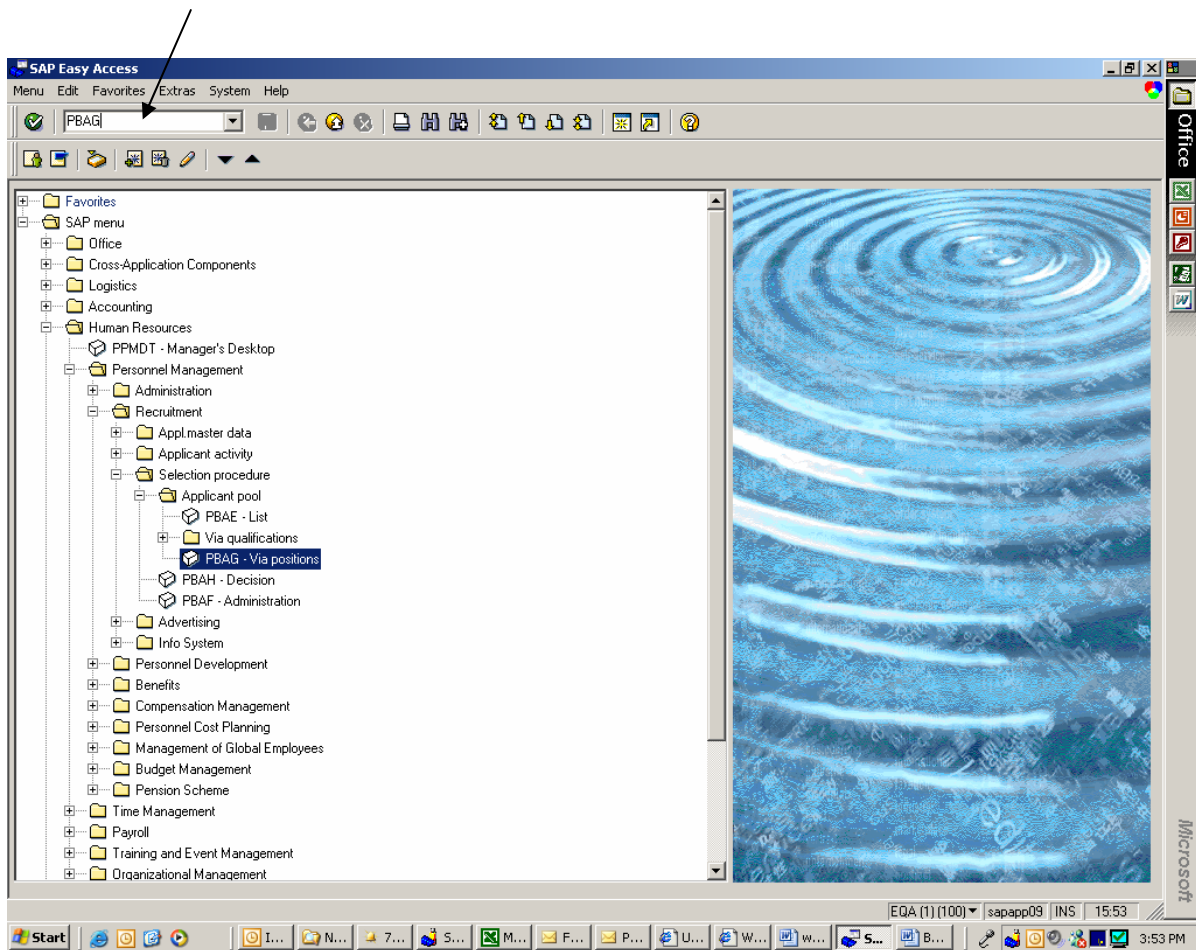
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1.2. Access PBAG transaction by:

- Human Resources> Personnel Management> Recruitment> Selection procedure> Applicant pool> PBAG – Via positions

OR

- Type “**PBAG**” into text box (You may add this to you “favorites”)

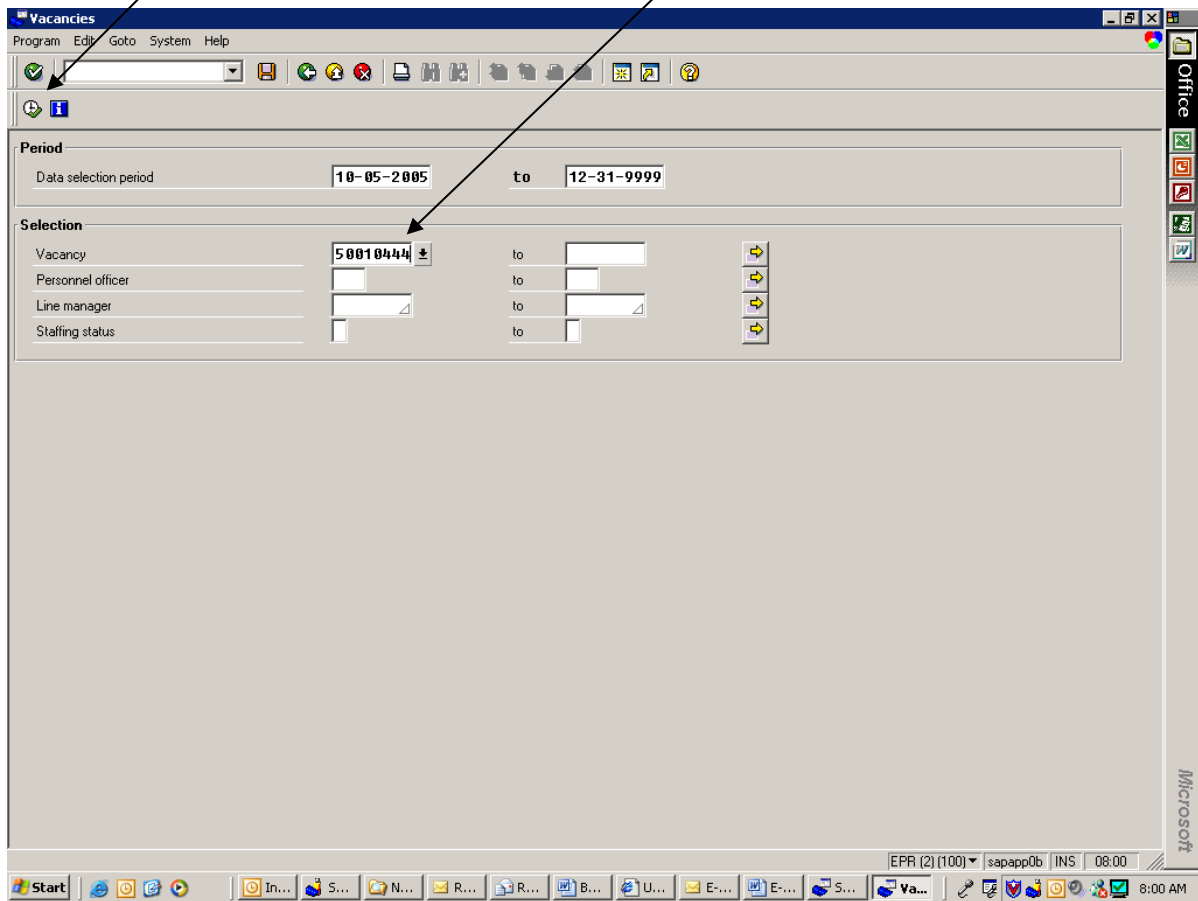


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1.3. On screen "Vacancies"

- Enter the position number you advertised/posted in the "vacancy" box
- Click "execute"

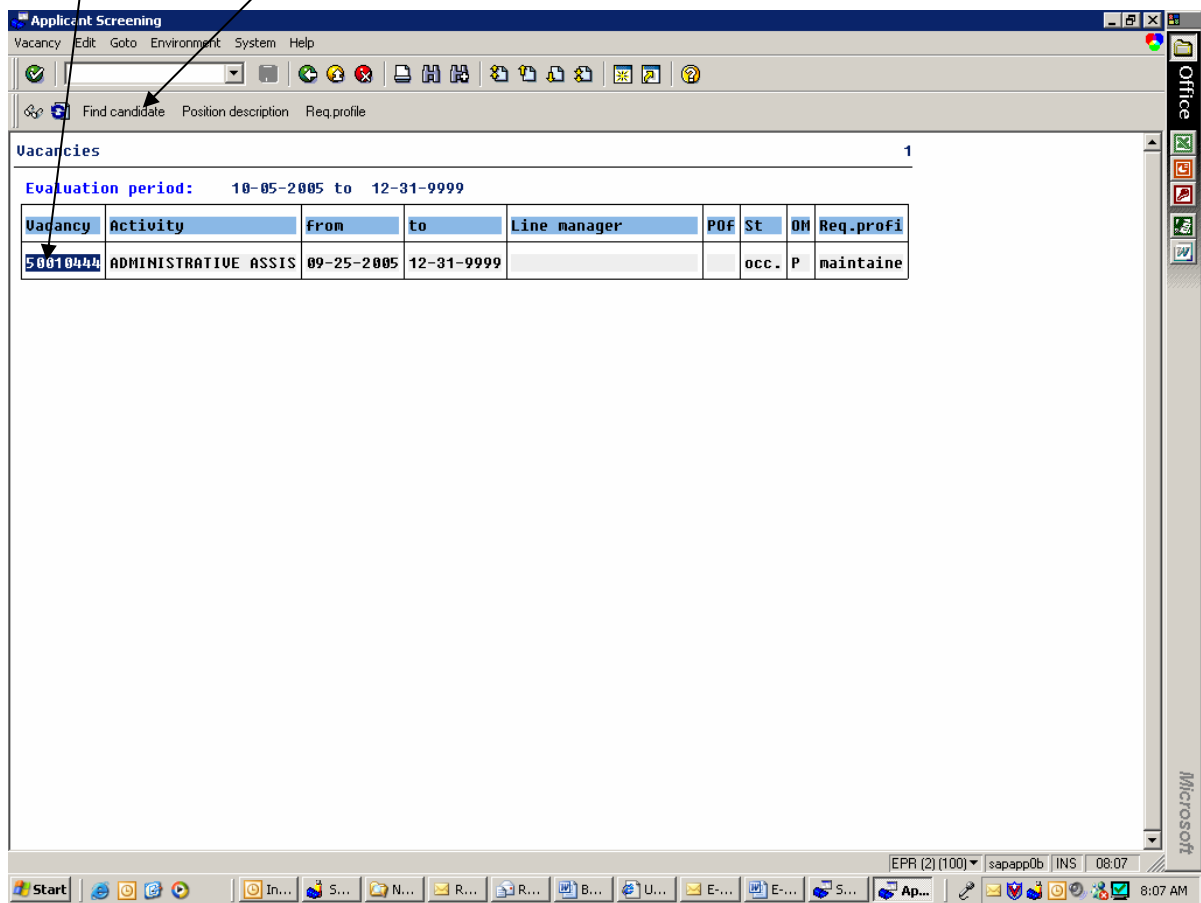


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1.4. On screen "Applicant Screening"

- Click on vacancy number to highlight it as your choice
- Click on the button "Find candidate"

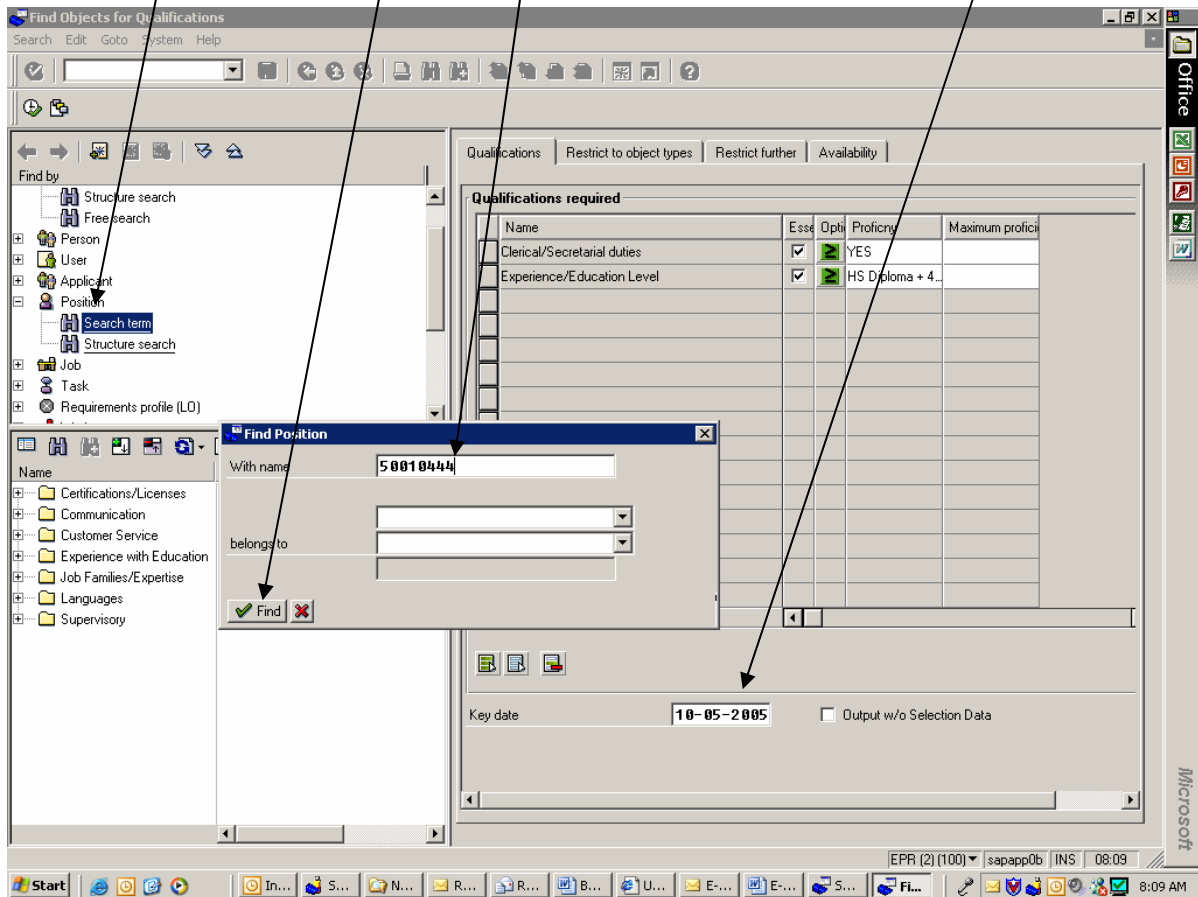


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1.5. On the screen "Find Objects for Qualifications": be sure your date is the current date

- Open "Position" and click on "Search term"
 - In the dialog box, enter the position number again
 - Click "Find" (green check) to execute

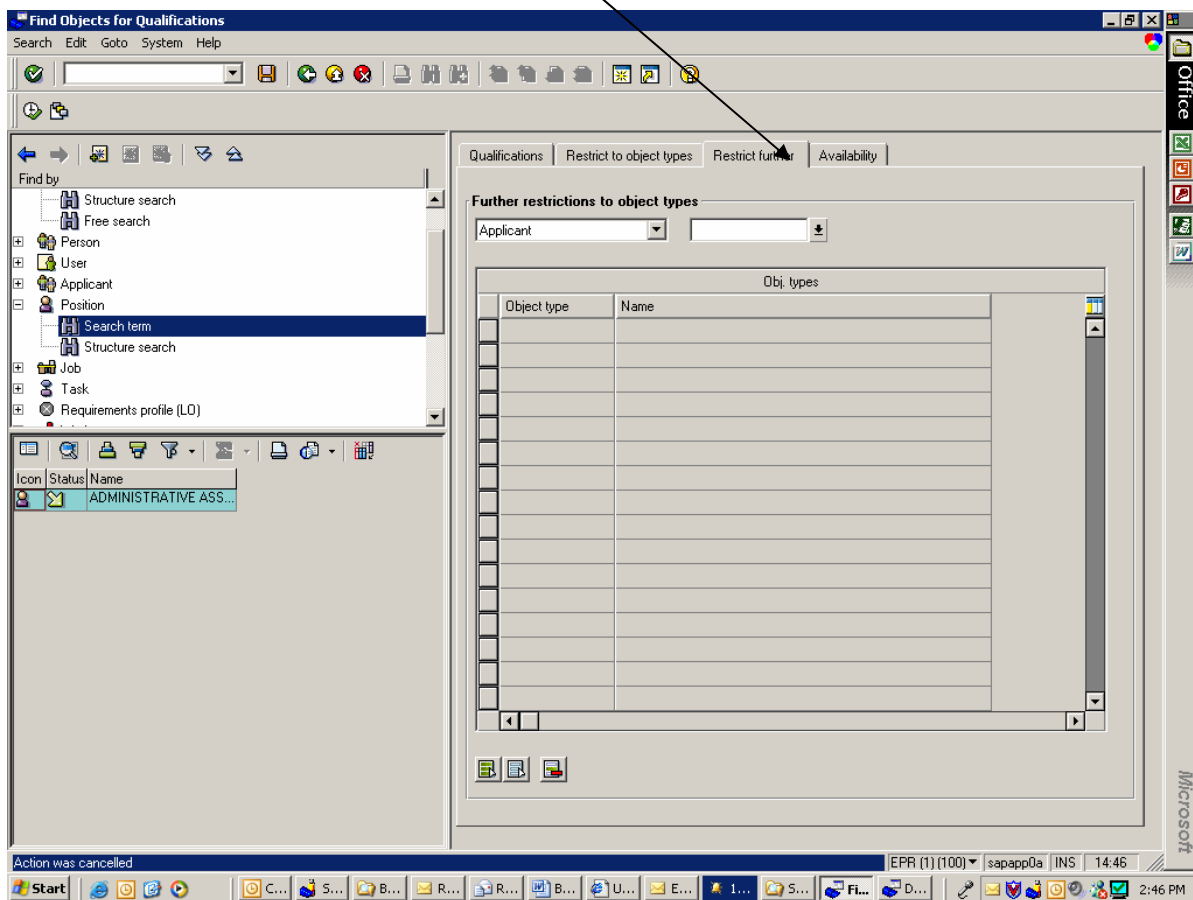


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1.7 On “restrict further” tab

- Click on drop-down box on field next to “applicant”
- The first time you click on the drop down box, a different box will appear. Click on the “Free Search” tab and the correct box will appear



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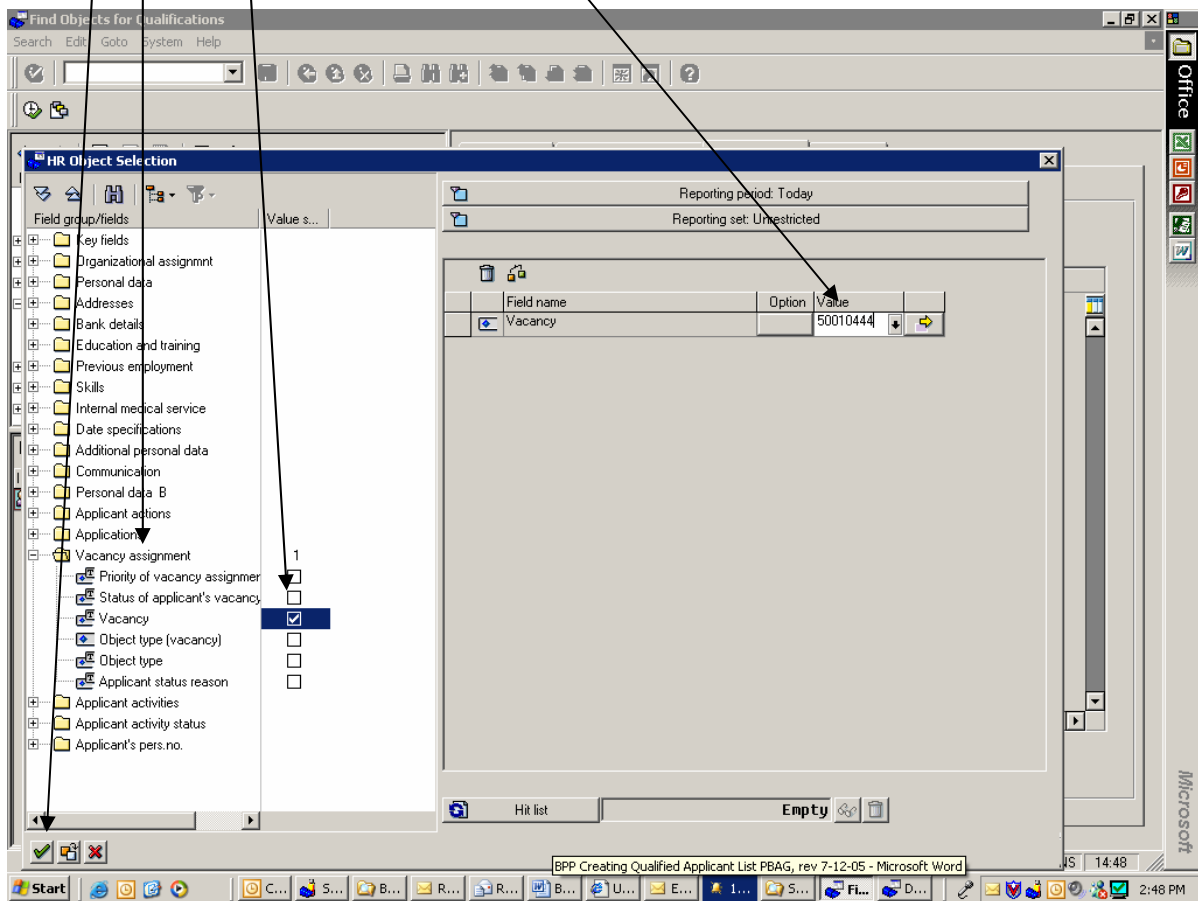
1.8 In the dialog box "HR Object Selection"

Open "vacancy assignment"

Check "vacancy"

Enter your vacant position number

Click green check at bottom to execute



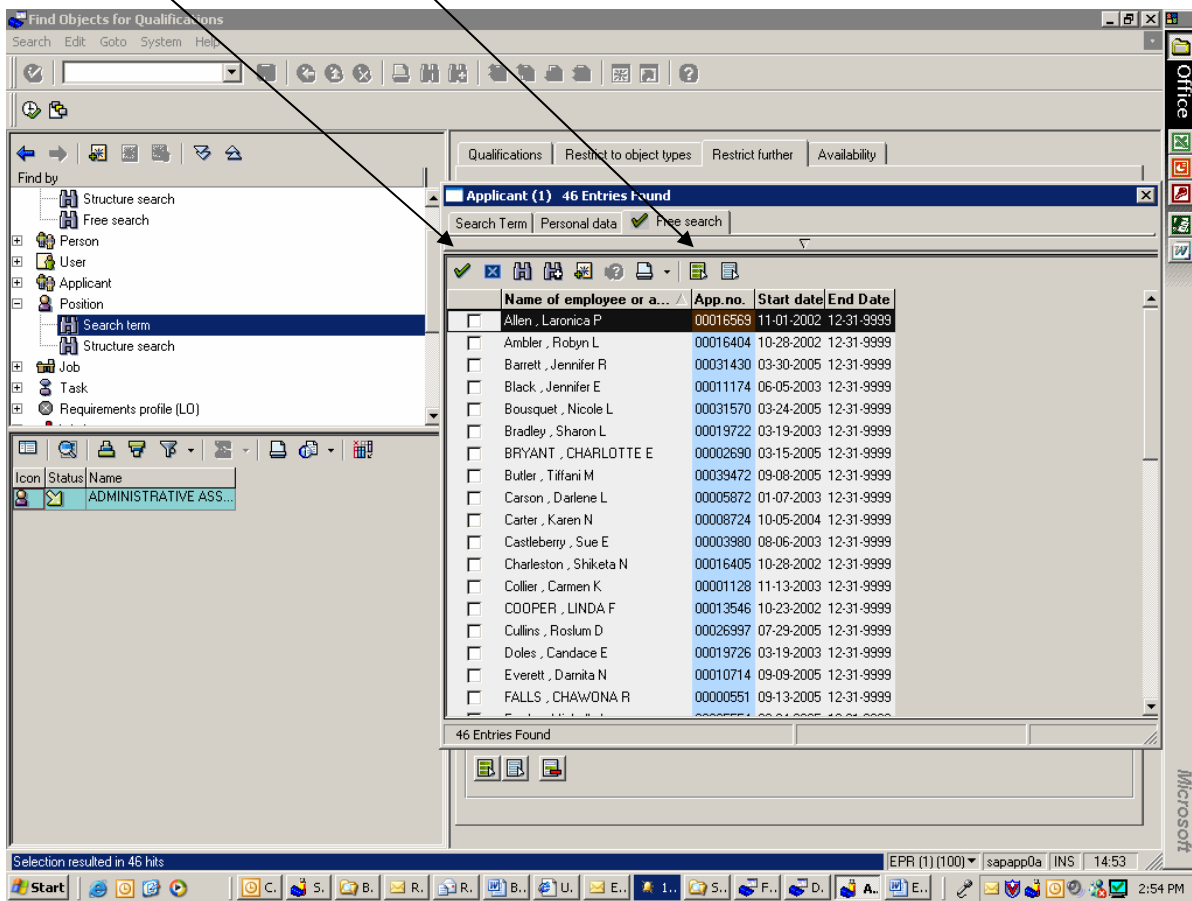
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1.9. This is the list of all applicants that have applied for this position:

Click on the "select all" icon

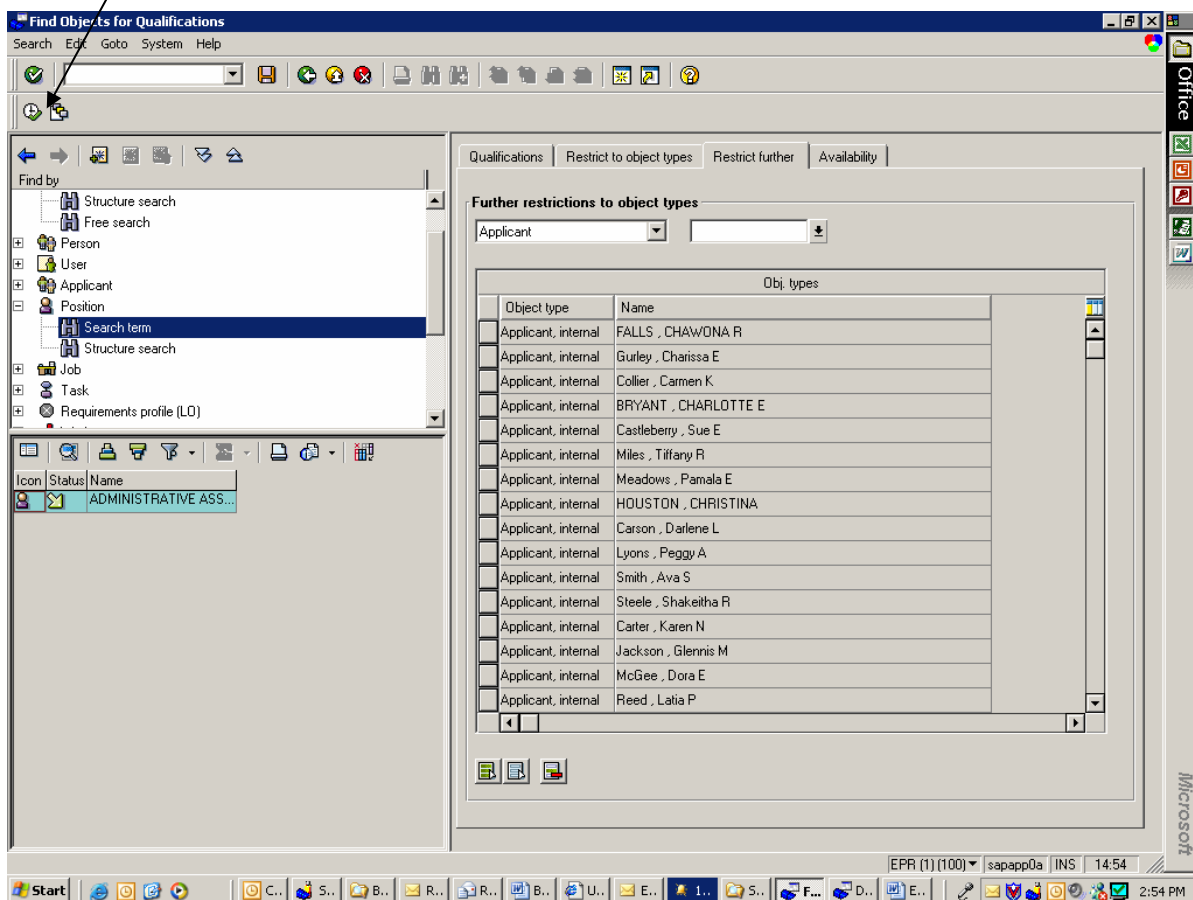
Click on green check



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1.10 Finding those applicants who meet stated minimum qualifications

Click the green clock execute icon to find list of qualified applicants that applied for the advertised position. This is based on the applicant's profile matching the qualifications you have specified when you posted the position.



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1.11 This is the list of applicants who applied for your position and meet minimum qualifications:

You may want to **sort** on last name – to bring all the qualifications under the person’s name.

Highlight the column “last name”

Sort in ascending order using upright pyramid icon

The screenshot shows the SAP 'Find Objects for Qualifications' window. The window title is 'Find Objects for Qualifications'. The search criteria are: Key date: 10-05-2005; Qualifications: Clerical/Secretarial duties, Experience/Education Level; Object types in search: Applicant, external, Applicant, internal. The main table lists applicants and their qualifications. The 'Last name' column is highlighted. An arrow points to the upright pyramid sort icon in the toolbar.

	Last name	Name	Qualification	Proficiency	Start date	End Date
1	Adams	Adams , Amy	Administrative duties	YES	09-30-2005	12-31-9999
1			Clerical/Secretarial duties	YES	09-30-2005	12-31-9999
1			Experience/Education Level	Masters + 3 yrs Post Grad	09-30-2005	12-31-9999
1	Barfield	Barfield , Amanda	Administrative duties	YES	09-16-2005	12-31-9999
1			Clerical/Secretarial duties	YES	09-16-2005	12-31-9999
1			Experience/Education Level	Masters degree + 9 or mo...	09-16-2005	12-31-9999
1	Gibbs	Gibbs , Greg	Clerical/Secretarial duties	YES	09-19-2005	12-31-9999
1			Experience/Education Level	Bachelors degree + 9 yrs ...	09-19-2005	12-31-9999
1	Lunon	Lunon , Darryl	Clerical/Secretarial duties	YES	09-26-2005	12-31-9999
1			Experience/Education Level	Bachelors degree + 11 or...	09-26-2005	12-31-9999
1		Lunon , Darryl W	Clerical/Secretarial duties	YES	09-15-2005	12-31-9999
1			Experience/Education Level	Bachelors degree + 11 or...	09-12-2005	12-31-9999
1		Lunon , Roderick	Administrative duties	YES	09-19-2005	12-31-9999
1			Clerical/Secretarial duties	YES	09-19-2005	12-31-9999
1			Experience/Education Level	HS Diploma + 13 yrs relat...	09-19-2005	12-31-9999
1	Ball	Ball , Tee	Clerical/Secretarial duties	YES	09-19-2005	12-31-9999
1			Experience/Education Level	HS Diploma + 5 yrs relate...	09-19-2005	12-31-9999
1	Aaron	Aaron , Syrita			09-30-2005	12-31-9999
1		Adams , Randy			09-30-2005	12-31-9999
1		Webtest , Eddie I			09-07-2005	12-31-9999
0	Gibbs	Gibbs , Greg	Administrative duties	YES	09-19-2005	12-31-9999
0	Lunon	Lunon , Darryl		YES	09-26-2005	12-31-9999

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1.12 Find out more about each applicant

a) You may **double click** on an applicants name to see specific answers given to “qualifications” questions on the web application. (This does not reflect responses to “personal data”, “work history”, “education” or “additional data”)

Results are below

Click green back arrow to return to applicant listing.

Personnel No: 4311 Lunon, Darryl Status: Active
 EE group: 1 Active employee Personnel ar: UAMS University of Arkansas Medical
 EE subgroup: U1 Full time / Salaried SSN: 431-04-0211

Qualification Group	Name	Proficiency	Start date	End Date	Note	User Name	Changed On
Experience with Education	Experience/Education Level	Bachelors degree + 11 or m.	09-26-2005	12-31-9999		4311	10-04-2005
General	Administrative duties	YES	09-26-2005	12-31-9999		4311	10-04-2005
General	Clerical/Secretarial duties	YES	09-26-2005	12-31-9999		4311	10-04-2005
General IT	Computer analysis	YES	09-26-2005	12-31-9999		4311	10-04-2005
General IT	Computer applications	YES	09-26-2005	12-31-9999		4311	10-04-2005

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1.13 You may see applicant's resume (if he has attached one).

Highlight the applicant you want to review:

Click on "Short Profile"

Find Objects for Qualifications

Key date: 12-19-2005
Qualifications: Experience/Education Level
Postal operations
Object types in sear: Applicant, external; Applicant, internal

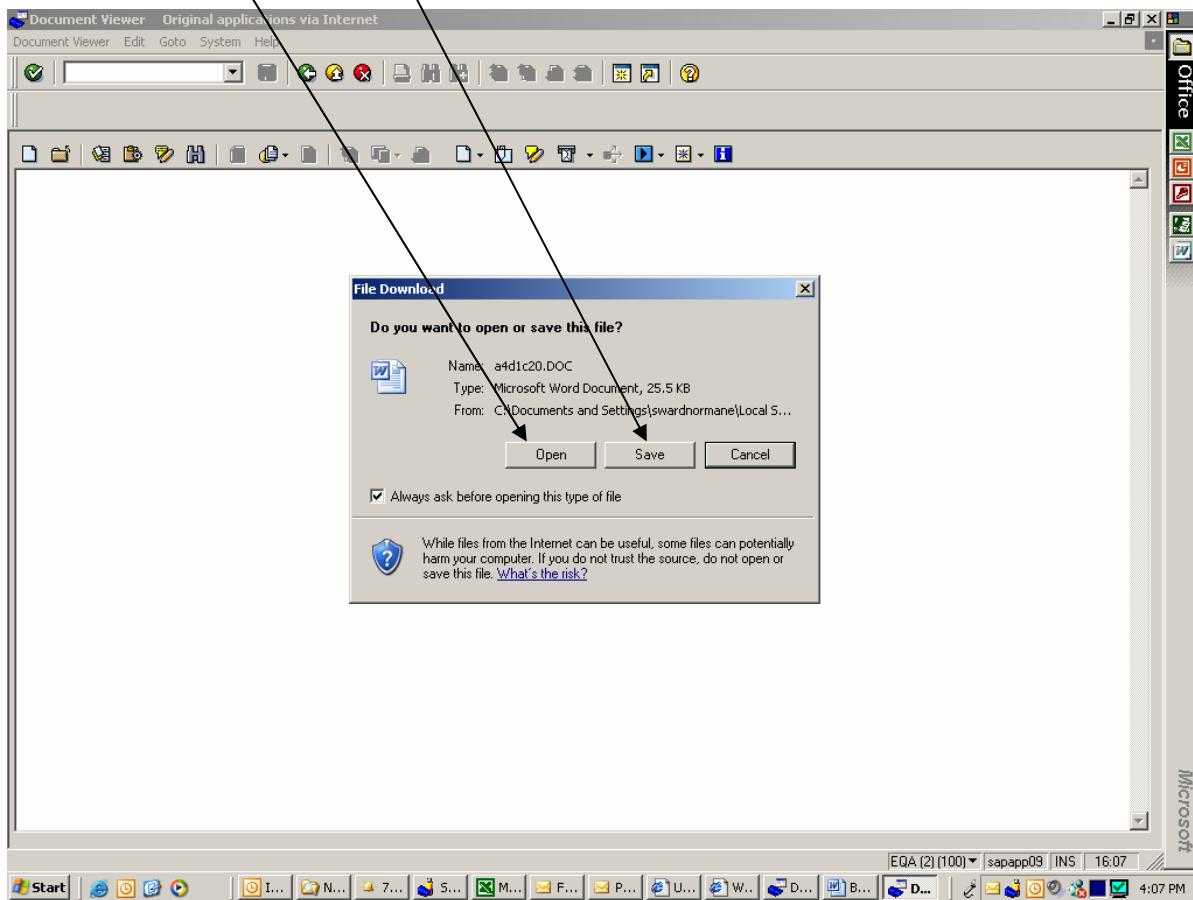
C	Q	Alt	Last name	Name	Qualification	Proficiency	Start date	End Date
1	2	2	Brooks	Brooks, Billy	Cashier skills	YES	12-01-2005	12-31-9999
1	2	2	Brooks	Brooks, Billy	Clerical/Secretarial duties	YES	12-01-2005	12-31-9999
1	2	2	Brooks	Brooks, Billy	Experience/Education Level	Bachelors degree + 11 or...	12-01-2005	12-31-9999
1	2	2	Brooks	Brooks, Billy	Postal operations	YES	12-01-2005	12-31-9999
1	2	2	Collier	Collier, Betty B	Cashier skills	YES	11-29-2005	12-31-9999
1	2	2	Collier	Collier, Betty B	Clerical/Secretarial duties	YES	11-29-2005	12-31-9999
1	2	2	Collier	Collier, Betty B	Experience/Education Level	Masters degree + 4 yrs of...	11-29-2005	12-31-9999
1	2	2	Collier	Collier, Betty B	Postal operations	NO	11-29-2005	12-31-9999
1	1	1	Collier	Collier, Betty	Experience/Education Level	Masters degree + 1 yr of r...	11-15-2005	12-31-9999
0	1	1	Collier	Collier, Betty	Clerical/Secretarial duties	YES	11-15-2005	12-31-9999
1	2		Cooper	Cooper, Samson D	Experience/Education Level	HS Diploma + 7 yrs relate...	12-19-2005	12-31-9999
1	2		Cooper	Cooper, Samson D	Postal operations	YES	12-19-2005	12-31-9999
1	2	2	Harris	Harris, Latricia n	Experience/Education Level	2 yrs of College + 3 yrs of...	12-12-2005	12-31-9999
1	2	2	Harris	Harris, Latricia n	Postal operations	YES	12-12-2005	12-31-9999
0	2	2	Harris	Harris, Latricia n	Cashier skills	NO	12-12-2005	12-31-9999
0	2	2	Harris	Harris, Latricia n	Clerical/Secretarial duties	YES	12-12-2005	12-31-9999
1	2	2	Harrod	Harrod, Daniel	Experience/Education Level	HS Diploma + 7 yrs relate...	12-06-2005	12-31-9999
1	2	2	Harrod	Harrod, Daniel	Postal operations	YES	12-06-2005	12-31-9999
0	2	2	Harrod	Harrod, Daniel	Cashier skills	YES	12-06-2005	12-31-9999
0	2	2	Harrod	Harrod, Daniel	Clerical/Secretarial duties	YES	12-06-2005	12-31-9999
1	2	1	Rodnick	Rodnick, Diane	Experience/Education Level	Bachelors degree	11-30-2005	12-31-9999
1	2	1	Rodnick	Rodnick, Diane	Postal operations	YES	11-30-2005	12-31-9999

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1.13b) A standard File Download window will appear:

You may click “save” to save document to your C:/Drive (important if you need to send it to a superior or to the Dean’s office for review).

Click “Open” to see and print it



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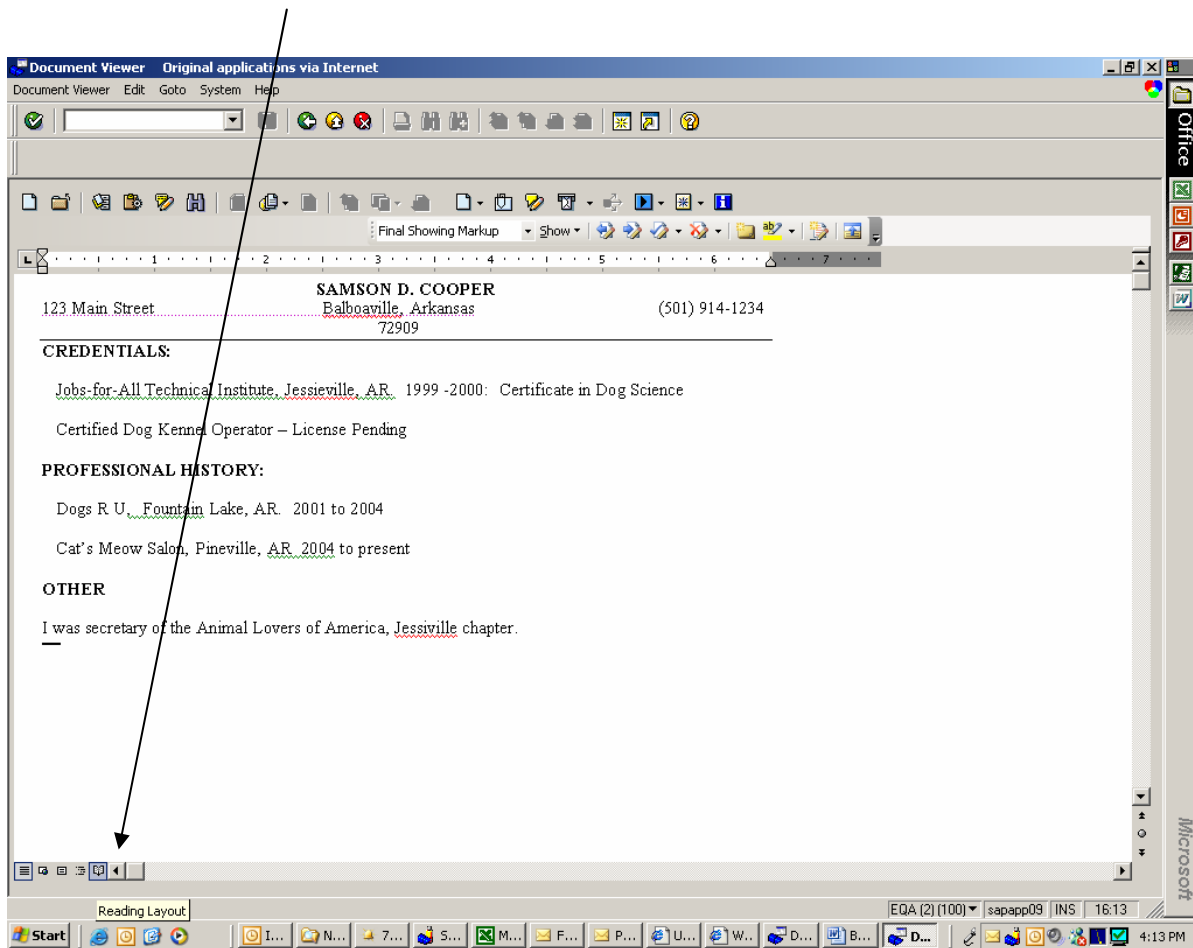
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1.13 c) By clicking “open”, Applicant’s resume will appear..

Documents are attached to SAP for 90 days (only) following the date of applicant’s application. Long term storage is in AE document imaging – call HR/Recruitment for documents over 90 days old.

You may print the resume using the following steps:

Click on the 4th icon in the **bottom left corner** – cursor-activated title is “reading layout”

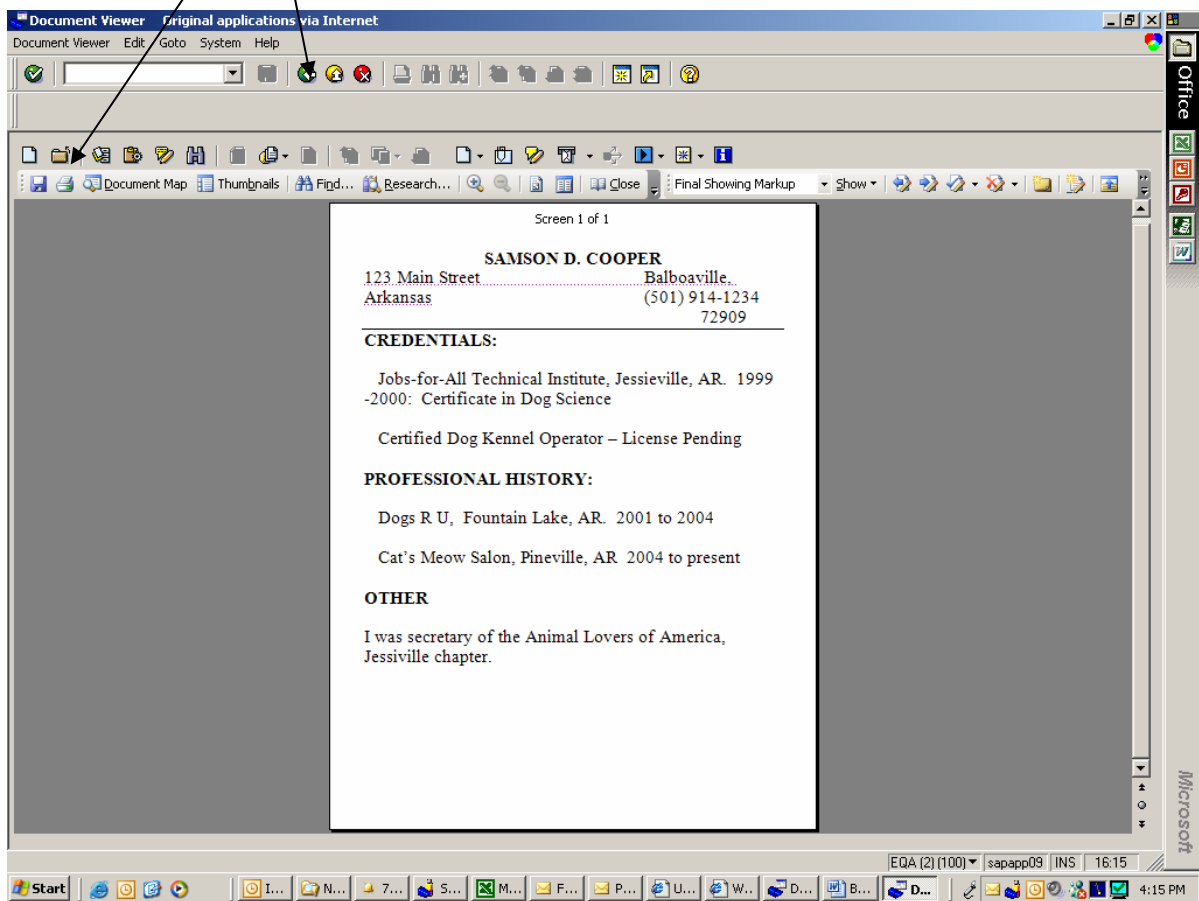


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1.13d) From this view, click the normal printer icon to print the resume.

Use the Green Back Arrow to move to the next screen (short profile)



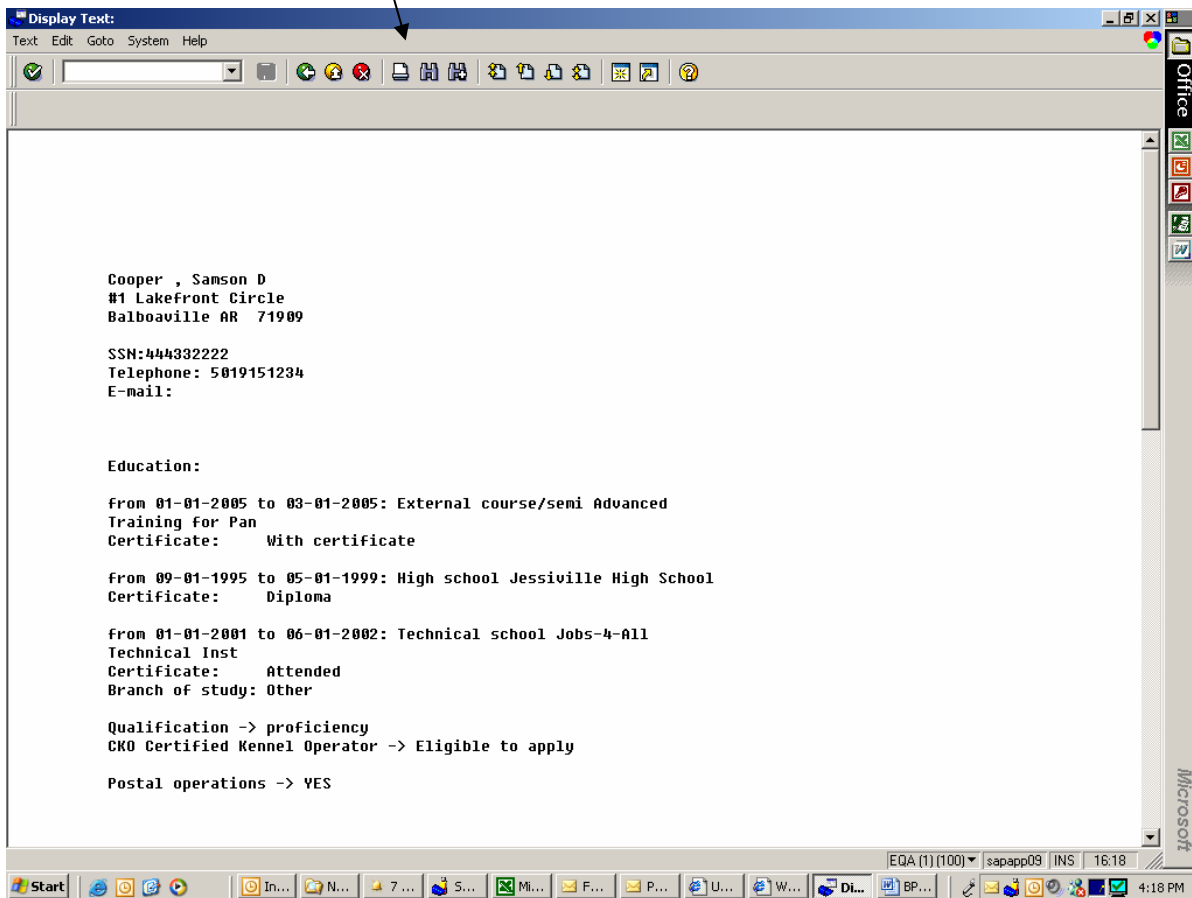
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1.14 You may view and print the SAP “short profile”

If the applicant did not attach a resume, this appears when you clicked “short profile”, or otherwise, appears after the “resume”.

This is a printable summary of the applicants entries on the web application, including answers to “additional information”. Use the Print icon to print the document.

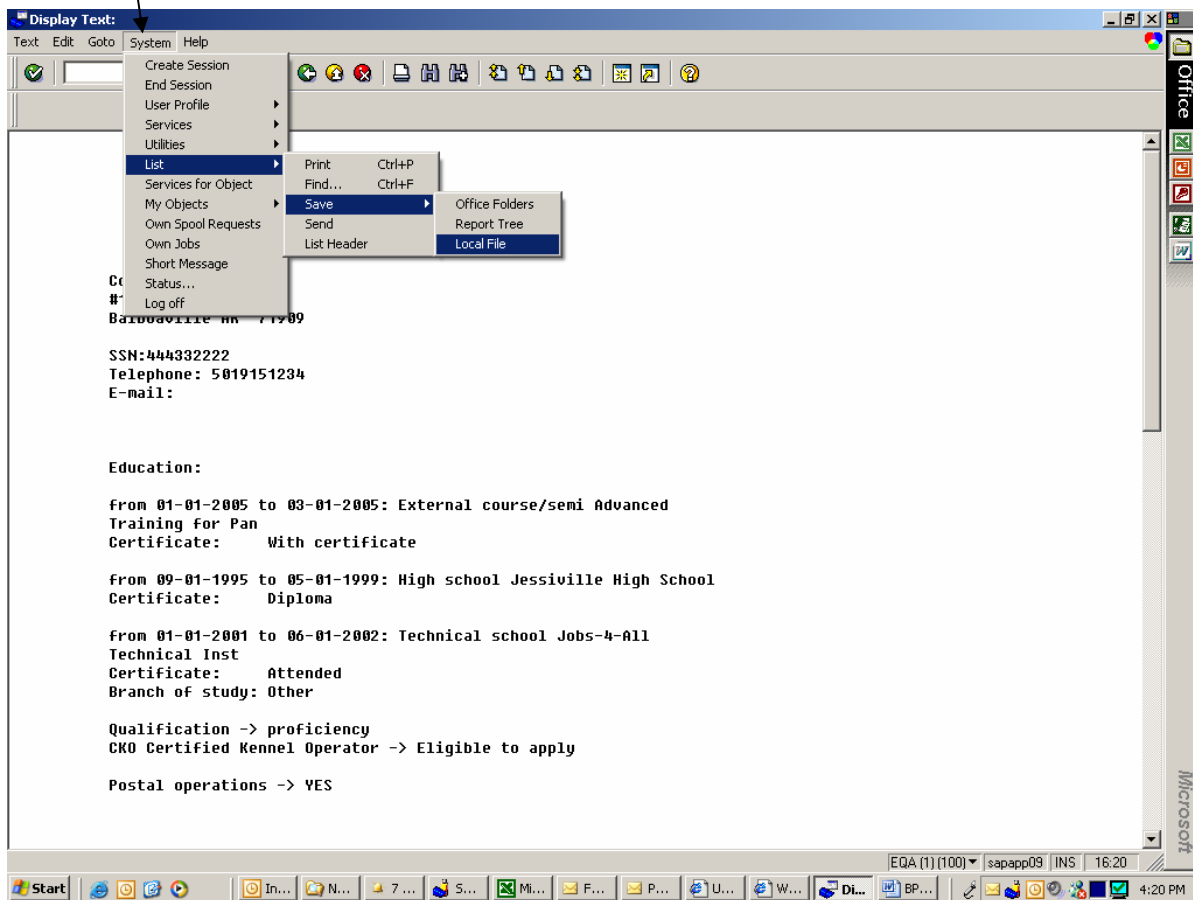


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1.14 b): You may export and save “short profile” with the following steps:

Pick command line “System”
Then “list”
Then “save”
Then “local file”



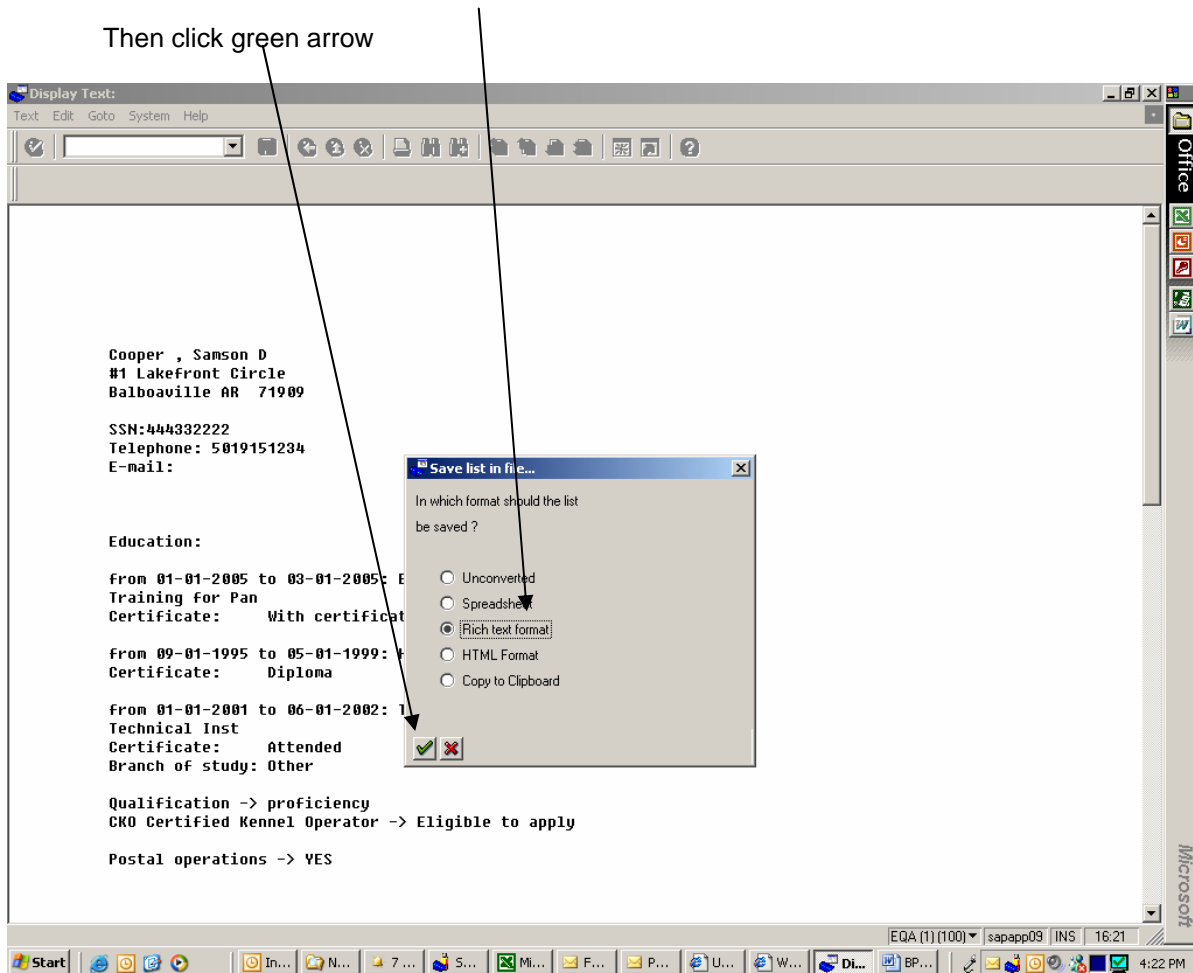
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1.14c) Choose the format for the export.

Documents are best saved in rich text format.

Then click green arrow



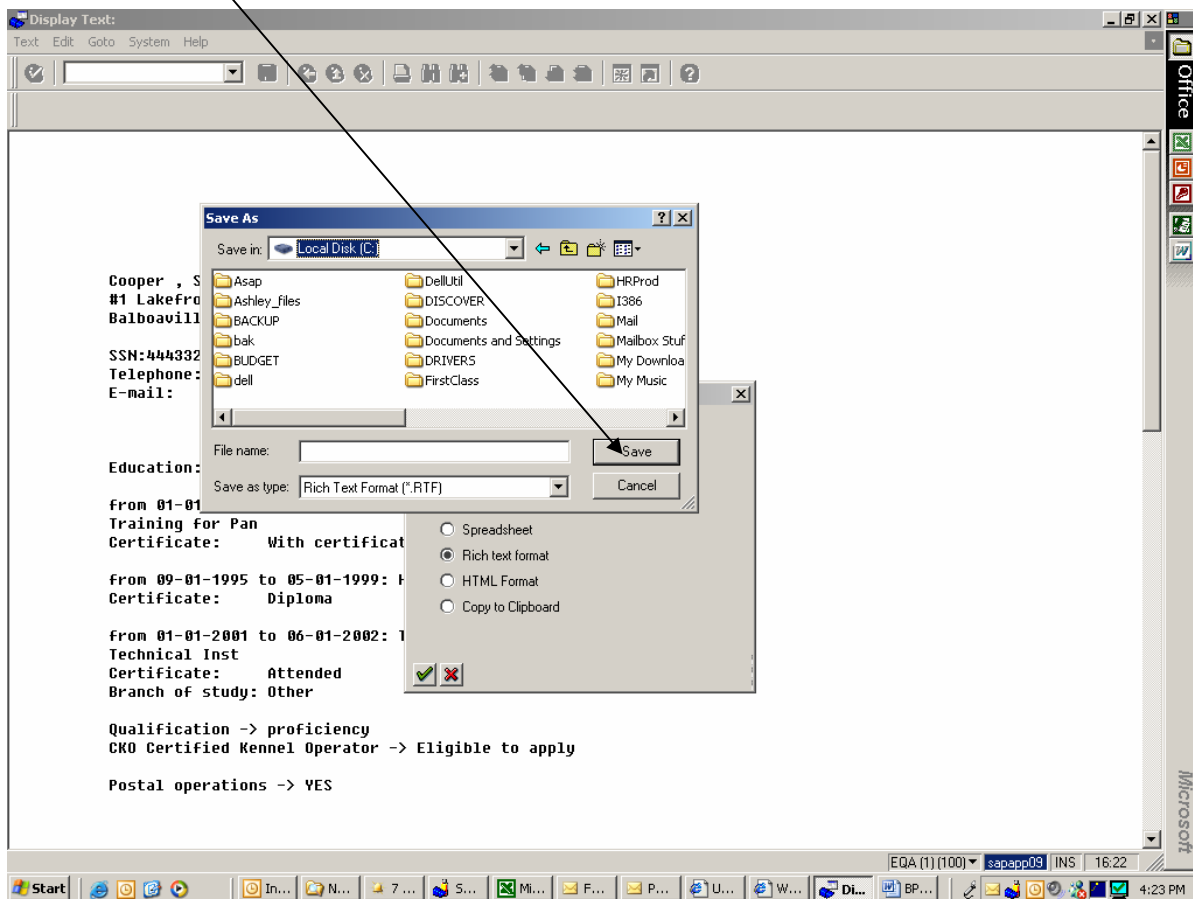
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1.14d) Choose location for saving this document:

This is normally within your file structure on your C/ drive

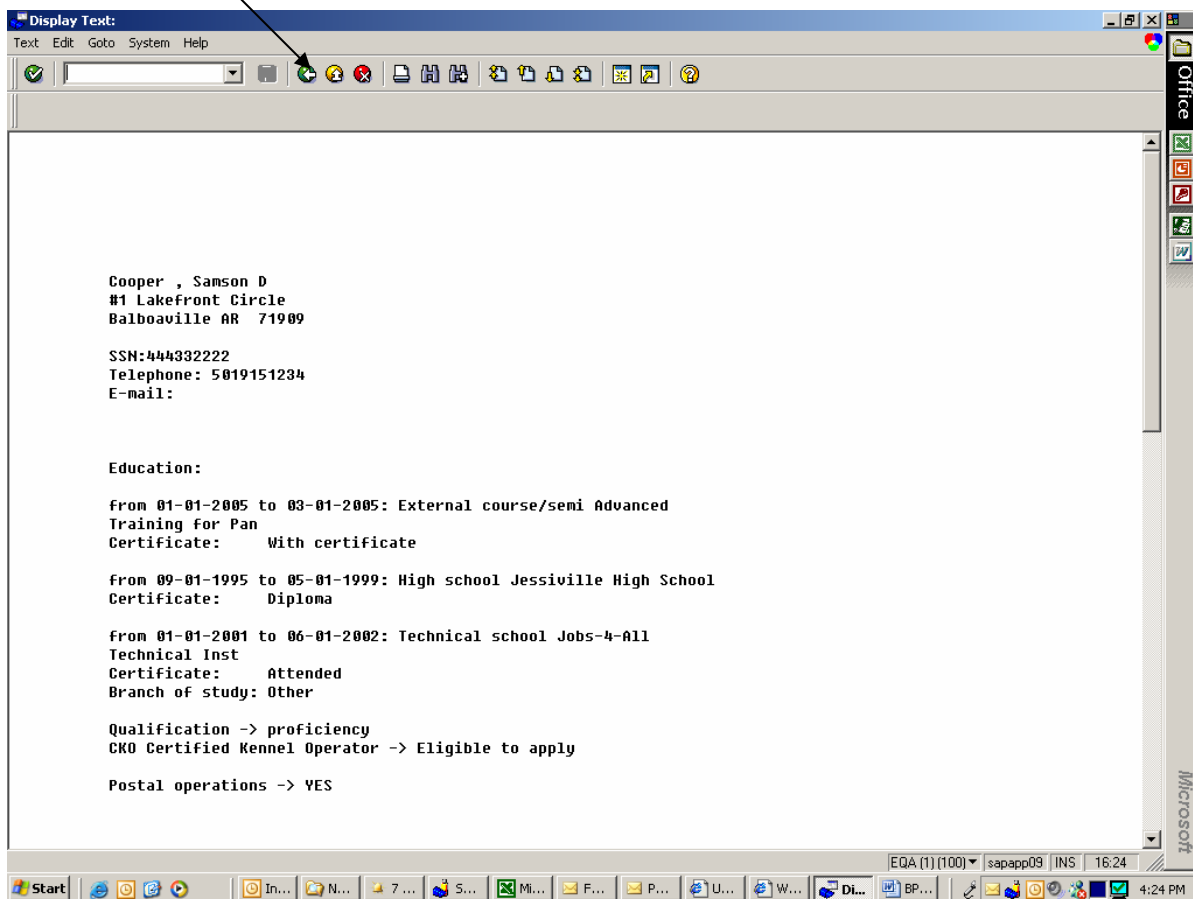
Click "save"



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1.14 e) Click green Back arrow to return to SAP and other applicants.



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1.15 See more resume's and profiles

Repeat steps to see more resumes and short profiles.

To exit process

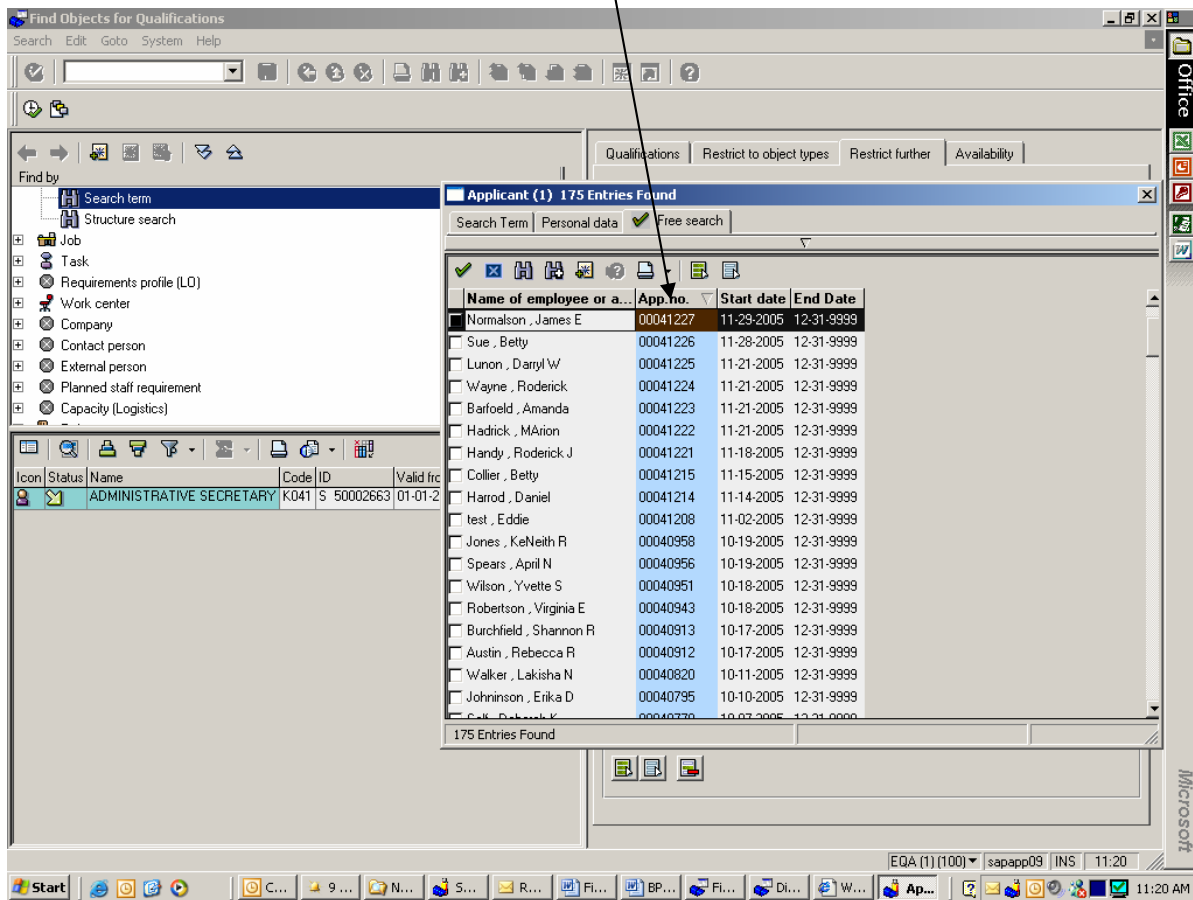
Click green **back** arrow or red **X**

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1.16: Viewing information on applicants who did not appear on the list of “qualified applicants”.

Remember that this list is based on the applicant’s profile matching the qualifications you have stated on the position. If someone does not appear on the list, they may not have checked the right qualifications. But you may see the personal profile and resume (if attached) for any applicant who applied for your position.

- Capture the person’s applicant number from step 1.9 above

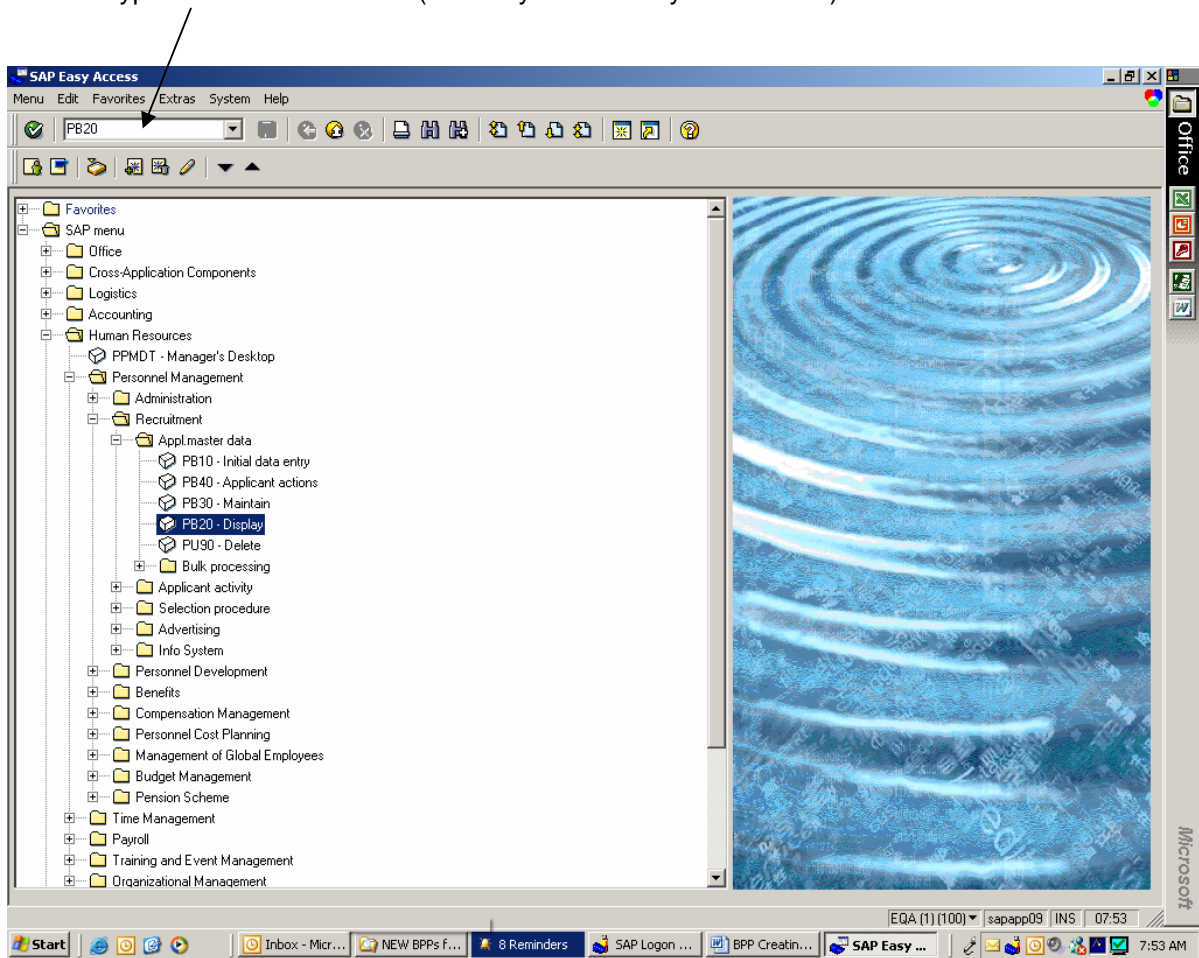


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1.16 b) From the main menu:

Open PB20, Display Applicant Master Data

- Human Resources> Personnel Management> Recruitment> Applicant Master data> PB20 – Display
- OR
- Type “**PB20**” into text box (You may add this to your favorites)

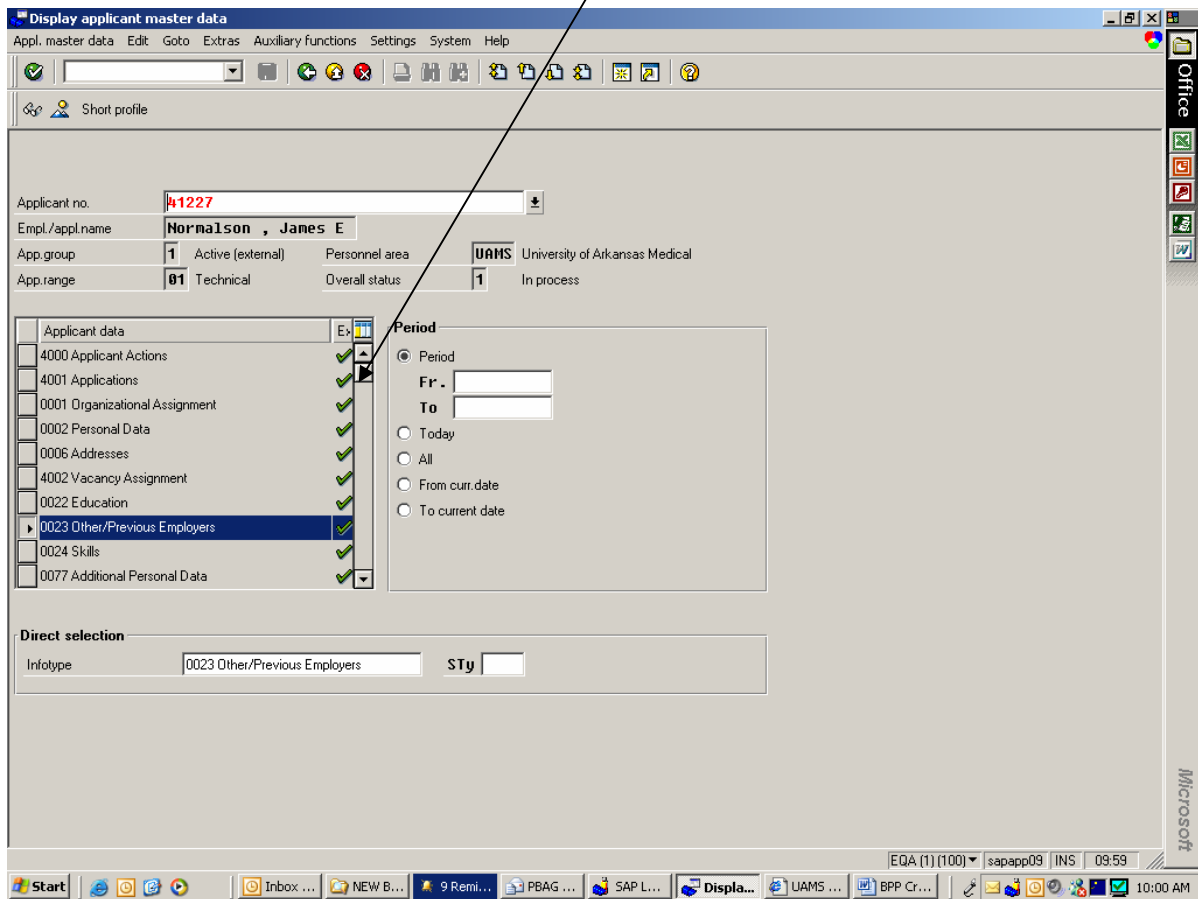


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1.16 c) View applicant characteristics as entered via web page

You may open any infotype where green check indicates information is present



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0006 Addresses now has the applicant's answers to "additional information" – questions on
 Felony convictions
 Previous UAMS employment
 Shift preference
 Willingness to work temporary shift
 How they heard about this position
 General agreement about misstatements on the application

[Note: the source of the information is "DH_Entry", which means is came from the web]

The screenshot shows the SAP 'Display 0006 Addresses' window. The main data fields are:

- App.no.: 41227
- Name: Normalson, James E
- App.group: 1 Active (external)
- Pers.area: UAMS University of Arkansas Medical
- App.range: 01 Technical
- Overall stat: 1 In process
- Start: 11-29-2005 to 12-31-9999
- Chng: 12-12-2005 DH_ENTRY

Address type: Permanent residence

c/o: [empty]

House no. and street: 123 main street

Postal code / city: 72222 Little Rock

District: [empty]

Canton/region: AR Arkansas

Country Key: USA

Telephone number: 5015229123

Other communications data

Type/no. 1	CELL	5012477797
Type/no. 2	TEL3	5012259555

Other Employment Data

Have you been convicted of a felony in the last 5 yrs

If so Explain: DOG-NAPPING

Have you ever been employed by UAMS?

If so, From: [empty] To: [empty]

Department?: [empty] Supervisors Name: [empty]

Will you work shifts? 7a-3p 3p-11p 11p-7a 8a-5p 7a-7p 7p-7a

Rotate Weekends? Weekend Option?

Will you accept temporary employment through UAMS Temporary Services or PRN?

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Infotype 0022 – Education: shows information the applicant entered on web page for “education”, including license information.

This is the “overview” (pyramid view)

The screenshot shows the SAP 'Overview 0022 Education' window. At the top, there is a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. Below the menu, the following fields are populated:

- App.no: 41227
- Name: Normalson, James E
- App.group: 1 Active (external)
- Pers.area: UAMS University of Arkansas Medical
- App.range: 01 Technical
- Overall stat: 1 In process
- Choose: 01-01-1800 to 12-31-9999 Sty.

The main area contains a table with the following columns: Start date, End Date, EE, Educ. est. text, C, Certificate text, Ctry, and LI. The table contains four rows of data:

Start date	End Date	EE	Educ. est. text	C	Certificate text	Ctry	LI
01-01-2004	12-01-2004	14	External course/semi	U3	Diploma	US	
01-01-1999	12-31-2000	5	Technical school	U2	Final certificate	US	
01-01-2001	05-01-2004	8	University/college	U1	Attended	US	
01-01-2000	01-01-2001	8	University/college	Z2	Doctorate	US	

At the bottom of the table area, it says 'Entry 1 of 4'. The taskbar at the bottom shows the Start button and several open applications, including 'EQA (1) (100)', 'sapapp09', 'INS', and '10:23'.

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Infotype 0023 – “Other Previous/Employers” – shows employment history **and** information on the “nursing only” section from the web, including

- The referring employee
- Other state employment
- License status (revocation, etc), number, state
- Transfer request
- Nursing loan, summer extern, or CCA

Note: the question related to the License status must be answered, and if YES, you need to contact Nurse Recruitment for follow-up

Display 0023 Other/Previous Employers

App.no.: 41227 Name: Normalson, James E
 App.group: 1 Active (external) Pers.area: UAMS University of Arkansas Medical
 App.range: 01 Technical Overall stat: 1 In process
 Start: 03-01-2004 to 12-31-9999 Chng: 11-30-2005 DH_ENTRY

Other/previous employers

Employer: K-9 Kid Kare
 Country Key: USA

Additional fields

City: Jessville
 State: AR
 Zip Code: 71910
 Position Held: ASSISTANT ANIMAL TECHNICIAN
 Salary Info: \$8
 Supervisors Name: DR. JULIA CHILDS
 Telephone number: 504-922-9111
 Duties Performed: GAVE BATHS TO DOGS; WALKED THE DOGS; PETTED THE DOGS; BRUSH...
 Reason for Leaving: I'M A CAT LOVER

Nursing Applicant Information

Referring(Ref) EE Name: _____
 Ref EE Dept: _____ Ref EE Phone#: _____
 Employed by another state agency? Where? _____

Has your nursing license ever been revoked, suspended, voluntarily surrendered placed on probation, or any other negative actions that would affect your licence? If yes, What? _____

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Inforypte 0024 – Skills – shows information from the web page for “qualifications”

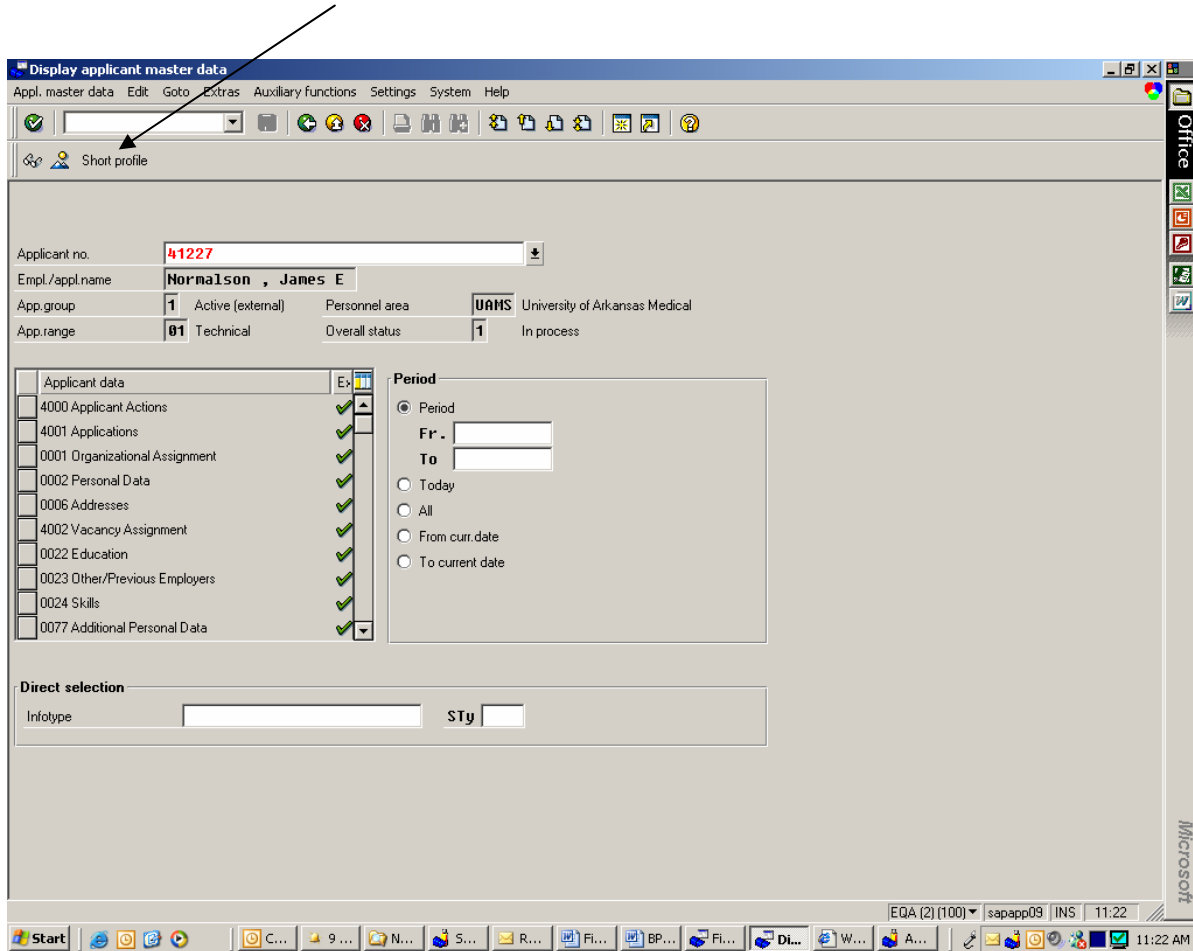
The screenshot shows the SAP 'Applicant: Display Profile' window for James E. Normalson (App. no. 41227). The 'Qualifications' tab is active, displaying a table of skills and their validity dates.

Qualification Group	Name	Proficiency	Start date	End Date	Note	User Name	Changed On
Accounting/Finance	AA - Accredited in Accountancy	Eligible to apply	12-07-2005	12-31-9999		DH_ENTRY	12-07-2005
Experience with Education	Experience/Education Level	Masters degree	11-29-2005	12-31-9999		DH_ENTRY	12-06-2005
General	Cashier skills	YES	12-12-2005	12-31-9999		DH_ENTRY	12-12-2005
General	Clerical/Secretarial duties	YES	12-07-2005	12-31-9999		DH_ENTRY	12-07-2005
General	Postal operations	YES	11-29-2005	12-31-9999		DH_ENTRY	12-02-2005

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You can Click on “Short Profile” to see resume and “short profile” summary of web entries:



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This follows the same sequence as in PBAG – see 1.14 above

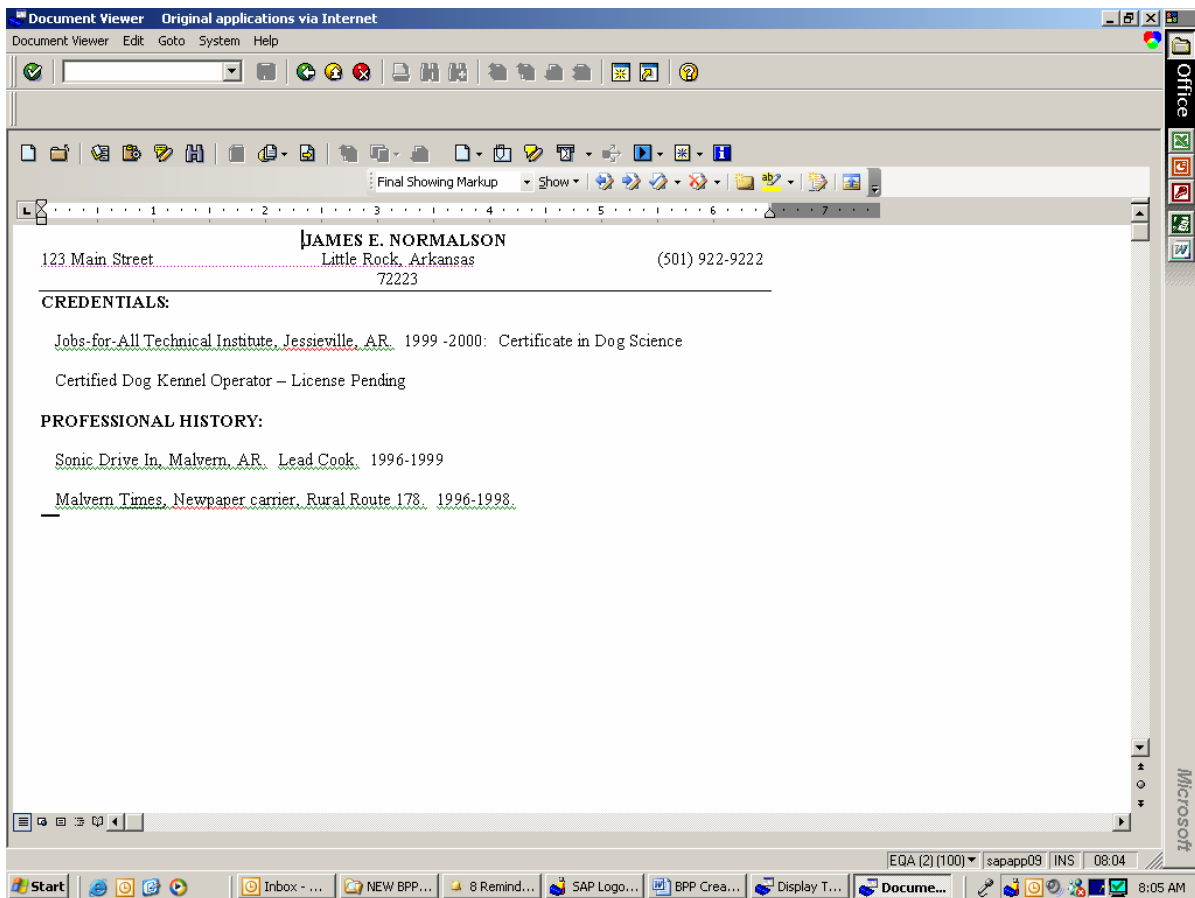
Window for “file download” appears first

You may “save” or “view”

Resume comes up first (you may print using “file layout”)

Summary “short profile” appears last

Return to SAP with green back arrow



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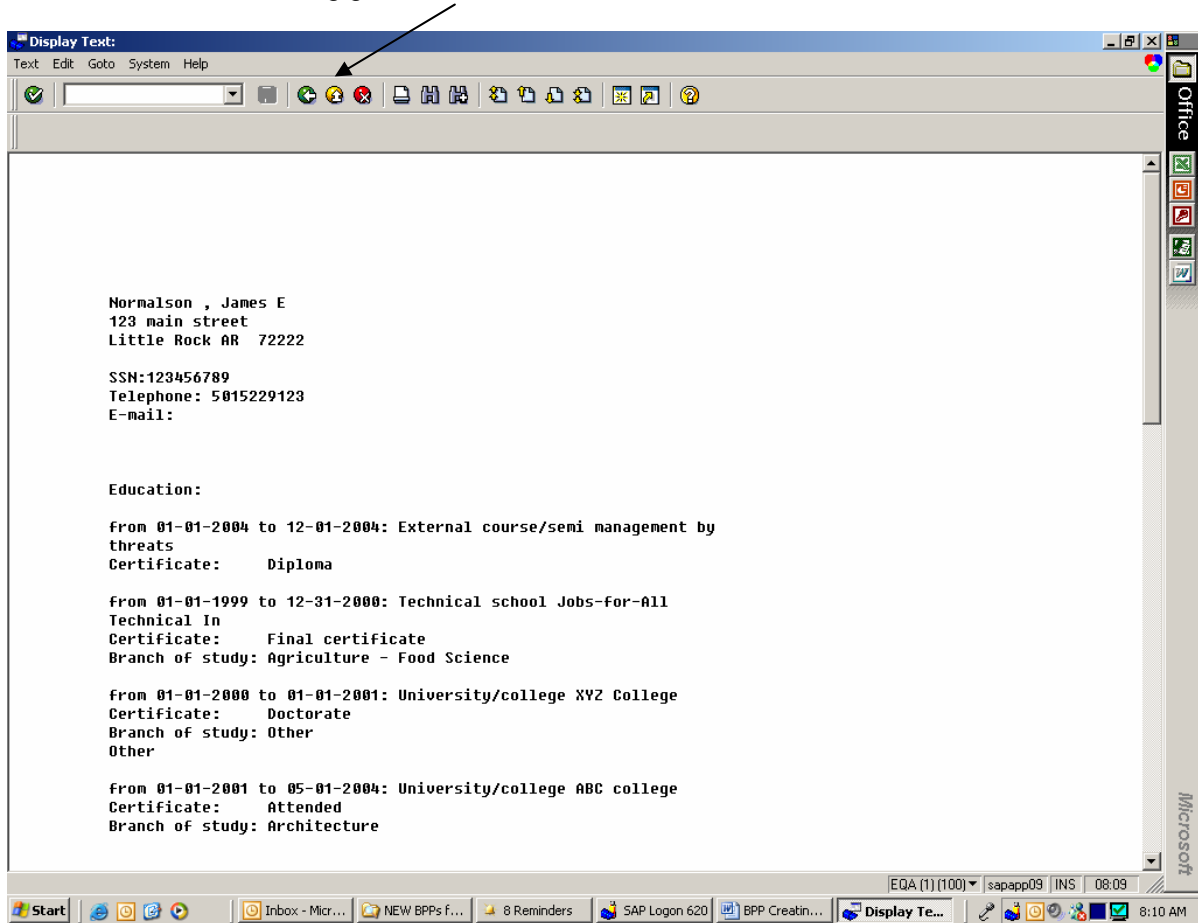
Created by SAP America <i>Accelerated SAP</i>	Title: Organization/Area: EUP Category:	BUSINESS PROCESS PROCEDURE Creating a Qualified Applicant List (PBAG) Human Resources/ Recruitment	
File Name:	Creating a Qualified Applicant List (PBAG)	Release: March 25, 2004	R/3 4.6C
Responsibility:	Recruitment	Status:	

“Short profile document”

Can be printed using the printer icon

Can be saved, using process described at 1.14

Exit and back to PB20 using green Back arrow.



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From information in PBAG and/or PB20, you can

Make your selection of applicants

Conduct interviews

Make your hiring decision

Be sure to indicate to HR Recruitment or to Nurse Recruitment to

stop advertising your position

begin the hiring process for the applicant you've chosen

follow-up on a nurse who has an impaired license

END/01-11-06

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