



Reference Guide

JobAps - Setting Up A Recruitment Planner

Contents

Begin a New Recruitment	1
Setting Up a Recruitment Planner	1
Basic Tab	3
Requirements Tab.....	9
Sharing a Recruitment Planner	11

The information contained in this document is to be used solely as a resource for City and County of San Francisco (CCSF) JobAps administrative users. This document must not be copied or re-distributed to other individuals or external parties, nor should it be posted in a public domain, such as the Internet, without written permission or approval from the CCSF Department of Human Resources management.



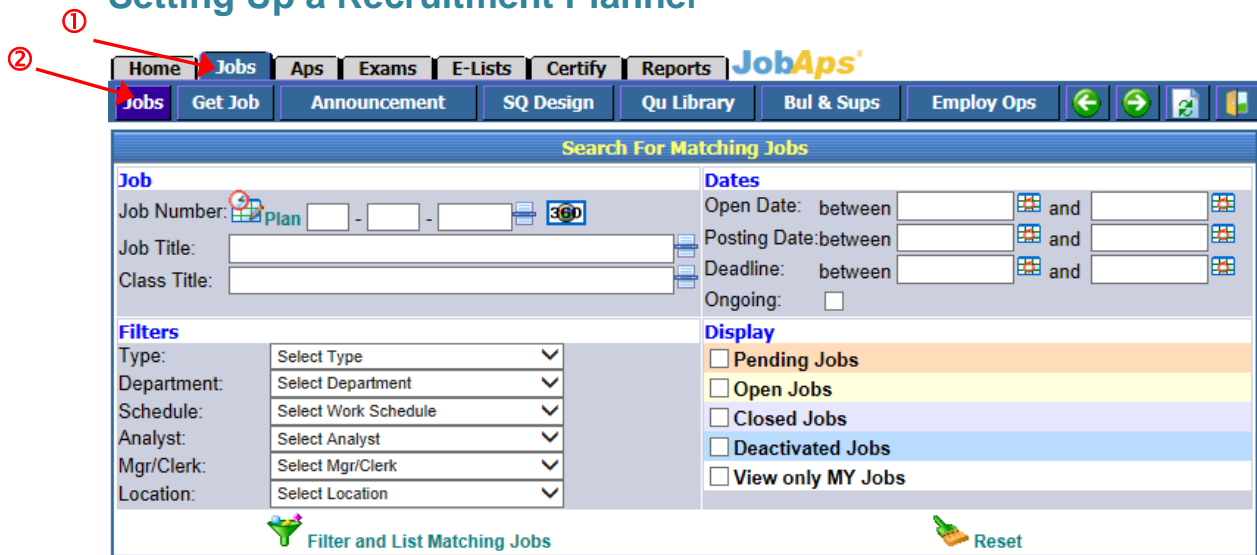
Begin a New Recruitment

Before you can access a new Recruitment Planner, you must have an approved Request to Fill (RTF) that has been entered into PeopleSoft as a position request. When the position request is approved, it will be imported to JobAps (loading occurs about every two hours throughout the work day). Your approved RTF will indicate the recruitment ID number.

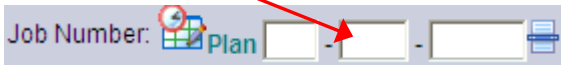
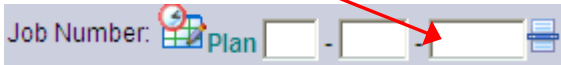
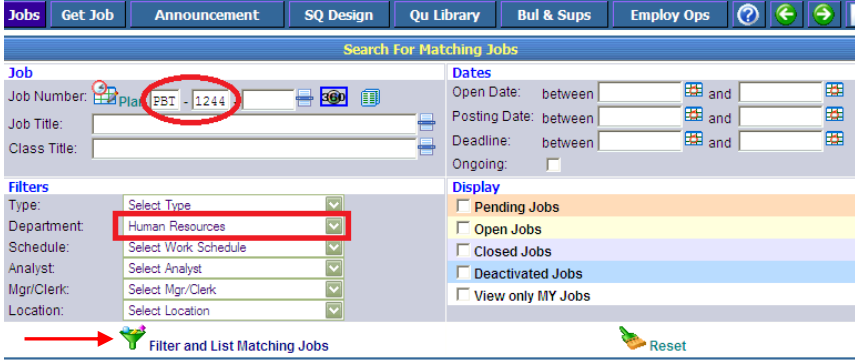

Exception: CBT announcements may be pre-populated into JobAps at the beginning of the Fiscal Year based on the information provided by each department.

You will now learn how to access a recruitment planner.

Setting Up a Recruitment Planner



Step	Action
1.	Click the Jobs (①) tab.
2.	Click the lower Jobs (②) tab. (This is typically automatic by default.)
3.	Enter the correct Job Type Code (3 letter code) into the first cell of the Job Number . The most common Job Type Codes are CBT (Discrete Class-Based Testing), CCT (Continuous Class-Based Testing), PBT (Position-Based Testing), PEX (Permanent-Exempt), TEX (Temporary-Exempt) and TPV (Temporary Provisional).

Step	Action
4.	Enter the correct Class Code into the second cell of the Job Number . 
5.	Enter the Recruitment Number into the third cell of the Job Number . You will need to retrieve this information from the approved RTF, unless otherwise provided. 
6.	<p>If you do not know all of the information to fill in the fields from Steps 3-5, another way to search is by filtering data in the database so that only the items you want to see are returned, such as those from your department only.</p>  <p>When there is a Filter section on a page, you can select from the dropdown choices to filter the items so you see only the items you want. Use the Filter and List Matching Jobs (or Apps, etc.) icon to return your filtered list of data.</p> <p>Note: If a recruitment has been deactivated in the system, you can use this method to find old recruitment numbers in your department for reference. You can find the announcement following the next step.</p>
7.	Click the Plan button to open the Recruitment Planner.  <p>Note: DO NOT click on Plan if you have left any fields in the Job Number blank. If you need to search, use the “Filter and List Matching Jobs” button instead.</p>



BASIC TAB

Edit an Existing Job: CBT-1934-900513 1934 Storekeeper

Save&Exit Save Share Rec Summary View Posting Print Posting Print Version Cancel

Basic
Requirements
Selection Procedure
Comments
Advertisement
Extra Fields

Checklist Announcement RAS Client Service Cable Access PDFSQ InterBul Cancel Posting

Job Title 🔒 Restrict

Sub-Title

Specialty

Job Number Send Email to Applicants on Change of Job Number Interest List(292) ➔
 Do not send Interest Card Notices

Analyst:

Mgr/Clerk:

Dates
DateReceived: Target List: DesactivationDate:
AdoptionDate: ListExpiresDate: ListExtendedDate:

Web Posting Date 8:00 AM

Job Open Date

Apply Link No Options to Apply Expires Date:

Supplemental **Supplemental Required** SuppPath:

Job Close Date (Deadline)
 Specify Job Close Date 11:59 PM OR Continuous
 Send Email to all Applicants on Change of Deadline

Months to Reapply: Applicants may reapply after months

Department

Job Type Promotive Entrance
 Entrance/Promo

Salary
 Always display the salary from the Class Spec based on the selection below.
Check the radio box for the public salary display used for announcement, status board etc. Then modify the text box with the value to be displayed below as desired.
 \$23.28 - \$28.30/hour
 \$4,034.00 - \$4,905.00/month
 \$48,412.00 - \$58,864.00/year
 All of the above

Flex / Specialties
If Flex, establish a single list for: CFlexIntern CFlex1 CFlex2 CFlex3 CFlex4 CFlexSR
OR establish a separate list for each Job Title and Job Number defined below.

Add/ Delete	Job Title	Job Number
+	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
+	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

Benefits Core

Additional Details Zero Refusals One Refusal Two Refusals CallBackAllowance SpecAllowance



Reference Guide JobAps Beginning a Recruitment

Step	Action
8.	<p>Click in the Job Title field to add the Class Code in front of the populated job title.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Job Title <input style="width: 100%; border: none;" type="text" value="1934 Storekeeper"/> </div> <p>The system will automatically fill out the job title only. You <u>must</u> enter the job code in front of the job title. Our website lists jobs alphanumerically. Failure to input a job code will mean your employment opportunity will not be where candidates expect it as it will fall all the way to the bottom of the list of open positions.</p>
9.	<p>If you enter a working title in the Sub-Title field, the working title will display on the announcement <i>but not on the Employment Center website.</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sub-Title <input style="width: 100%; border: none;" type="text"/> </div> <p>For the benefit of applicants, we recommend including the subtitle as an extension of the Job Title line, if possible, as this will provide more information to applicants directly on the Employment Center website.</p>
10.	<p>If the recruitment has a specialty it can be included in the Specialty field. This will display on the Employment Center website and on the announcement.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Specialty <input style="width: 100%; border: none;" type="text"/> </div> <p>Note: For CBT announcements on the citywide exam plan, this line will often be filled in with information about when the CBT is projected to be posted. This information is input for the benefit of employees who are submitting Request-to-Fill (RTF) requests. Make sure to remove this line when you are ready to post your announcement.</p>
11.	<p>On the right hand side of the “Job Number” row, there is an “Interest List” indicator with the number of individuals (emails) that have registered an electronic interest card for this class. You may click on the blue arrow to view the registered email addresses.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Job Number <input style="width: 30px; border: 1px solid #ccc;" type="text" value="CBT"/> <input style="width: 30px; border: 1px solid #ccc;" type="text" value="1934"/> <input style="width: 30px; border: 1px solid #ccc;" type="text" value="900513"/> <input type="checkbox"/> Send Email to Applicants on Change of Job Number Interest List(343) ➔ <input type="checkbox"/> Do not send Interest Card Notices </div> <p>Interest cards will be emailed to this Interest List from the system around 10 PM on the same day a position opens. <i>DO NOT post recruitments that are for one-day only and closing at 11:59 PM as interest cards would be sent out and applicants receiving interest cards would have a minimal opportunity to apply.</i></p> <p>**If you are posting a non-public announcement for a non-PCS recruitment, be sure to check the Do not sent Interest Card Notices box.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> Send Email to Applicants on Change of Job Number <input checked="" type="checkbox"/> Do not send Interest Card Notices </div> <p>Note: You cannot self-decide if you want to send interest cards. If a posting is public, we must send interest cards. However, for non-public postings you will want to click this checkbox so that ineligible applicants do not receive a link to the announcement.</p>



Reference Guide JobAps Beginning a Recruitment

Step	Action
12.	<p>Click the Analyst list to select your name from the drop-down menu.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Analyst: <input style="width: 150px;" type="text" value="Select One"/> </div> <p>It is required that announcements have an analyst name for applicants to contact if there are any questions.</p> <p>If your name does not appear in this drop-down, you will need to go to Home → My Profile and check the box next to “Analyst.”</p>
13.	<p>The Manager/Clerk field is for information purposes only; it will not display on the announcement. Enter if applicable (not required). The Manager/Clerk indicated will receive copies of all notices sent.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Mgr/Clerk: <input style="width: 150px;" type="text" value="Select One"/> </div> <p>If your name does not appear in this drop-down, you will need to go to Home → My Profile and check the box next to “Mgr/Clerk.”</p>
14.	<p>The fields in the Dates section are skipped at this point; you or the Referrals Unit will update these fields once your eligible list is ready for list adoption. Do not put random data in these fields as doing so will cause errors to reports in the system.</p>
15.	<p>If you know the Web Posting Date, Job Open Date, and Job Close Date, you can complete these fields at this time. Please note: the Web Posting Date will drive when the announcement is open and available for applications. The Job Open Date is for information only purposes, but <i>generally</i> should match the Web Posting Date.</p> <p>If you do not know your open date for certain, don't put one in yet! If you forget to remove the date, your announcement could go live on the website without you being ready. Also, if there isn't an announcement and the date arrives, every user in the system will be alerted that your recruitment has an open date without an announcement.</p> <p>**If you are posting a non-public announcement for a non-PCS recruitment, be sure to leave the closing date as Continuous.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="background-color: #e0e0e0; padding: 2px 5px; margin-right: 10px;">Job Close Date (Deadline)</div> <div> <input type="radio"/> Specify Job Close Date <input style="width: 80px;" type="text" value="5:00 PM"/> OR <input checked="" type="radio"/> <u>Continuous</u> </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Send Email to all Applicants on Change of Deadline </div> </div>



Reference Guide JobAps Beginning a Recruitment

Step	Action
16.	<p>If you have an informational purposes only announcement and will not be accepting applications, click on the No Options to Apply checkbox. Additionally, if you will post the announcement for informational purposes <i>prior</i> to accepting applications, check this box and enter a date of when you want to start accepting applications. The announcement will go live on the Web Posting Date you indicated in Step 12. Once 12:01AM hits on the date in the No Options to Apply box, the apply link will become active.</p> <p>Apply Link <input type="checkbox"/> No Options to Apply Expires Date: <input type="text"/> </p>
17.	<p>If you are using a supplemental questionnaire you will need to check the box next to Supplemental Required. (You will set up your supplemental questionnaire at a later point in the process.) We do not utilize the SuppPath: field.</p> <p>Supplemental <input checked="" type="checkbox"/> Supplemental Required SuppPath: <input type="text"/></p>
18.	<p>Refer to the Job Type chart below and select the appropriate job type for your recruitment.</p> <p><u>CBT Discrete</u> – Class-Based Testing (default) <u>Continuous CBT</u> – Class-Based Testing on a continuous basis <u>Permanent PBT</u> – Position-Based Testing <u>Provisional</u> - Provisional Recruitment <u>Permanent Transfer</u> – For transfer opportunities to be posted online <u>Permanent Exempt</u> - Limited Time (project related) Recruitment <u>Temporary Exempt</u> - As-Needed/Limited Time Recruitment <u>None – NON-PUBLIC</u> – See Step 19 <u>Reassignment</u> - Reassignment only Recruitment <u>Information Purposes Only</u> - Recruitment flyers/announcements issued when departments want to advertise in addition to the regular exam process (rarely utilized) <u>All Permanent Holdover Types</u> – Permanent Holdover rosters <u>Holdover Temporary</u> – Redevelopment and other temporary holdover rosters <u>All Other List Types</u> – DHR USE ONLY <u>Flex Staffing</u> – <i>No longer utilized</i> <u>Temporary Suspended</u> - Continuous Recruitment is being suspended but recruitment flyer/announcement remains online to inform of the suspension.</p>



Reference Guide JobAps Beginning a Recruitment

Step	Action
19.	<p><u>Non –Public Recruitments</u> (Skip to Step 20 if this does not apply to your recruitment):</p> <p><u>None</u> - Select “NONE – NON-PUBLIC” as the Job Type. This will stop the announcement from displaying online on the current openings website.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Job Type <input type="checkbox"/> Promotive <input type="checkbox"/> Entrance</p> <p style="text-align: center;">None - NON-PUBLIC <input type="checkbox"/> Entrance/Promo</p> </div> <p style="background-color: yellow; padding: 2px;">As a reminder, be sure to select the “Do not send interest cards” checkbox!</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Job Number <input type="checkbox"/> Send Email to Applicants on Change of Job Number Interest List(393) →</p> <p style="text-align: center;">TEX 0916 DSS777 <input checked="" type="checkbox"/> Do not send Interest Card Notices</p> </div> <p>Once you have completed the rest of the recruitment planner, saved it, and created some form of an announcement, you can send a private application link to the targeted individual to complete. To send the link to submit the application to your potential non-PCS hire, preview your announcement from the announcement builder.</p> <p>When the preview of the posting appears, copy the URL from your web browser <u>removing “&Viewer=Admin&Test=Y”</u> and send the applicant(s) the link. Failure to remove this will provide applicants with the administrator preview page which has an apply button that cannot be removed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>http://www.jobaps.com/SF/sup/BulPreview.asp?R1=PEX&R2=0923&R3=062670&Viewer=Admin&Test=Y</p> </div>
20.	<p>Check the appropriate box to indicate if this exam is Promotive Only, Entrance, or Entrance/Promo for permanent examinations.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Job Type <input type="checkbox"/> Promotive <input type="checkbox"/> Entrance</p> <p style="text-align: center;">CBT Discrete <input checked="" type="checkbox"/> Entrance/Promo</p> </div>



Reference Guide JobAps Beginning a Recruitment

Step	Action
21.	<p>The Salary can be displayed on the announcement in different increments (hourly, monthly, yearly or all). Use the one that is most appropriate for the posting. For example, As-Needed or Part-Time positions should display the hourly rate.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Salary <input type="checkbox"/> Always display the salary from the Class Spec based on the selection below. Check the radio box for the public salary display used for announcement, status board etc. Then modify the text box with the value to be displayed below as desired.</p> <p><input type="radio"/> \$37.72 - \$45.85/hour <input type="radio"/> \$6,539.00 - \$7,947.00/month <input type="radio"/> \$78,468.00 - \$95,368.00/year <input type="radio"/> All of the above</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div> </div> <p>The Salary information shown next to the radio buttons is imported from PeopleSoft. The text shown in the text field can be edited.</p> <p>For example, you can add a new salary range with an effective date in this field (effective January 1, 2078 - \$82,322.00 - \$99,648.00/year).</p> <p>Note: If using the radio buttons, ALWAYS select the checkbox to display the salary from the class spec. Should your announcement stay active while a salary change occurs, the announcement will automatically update if you check this box.</p>
22.	<p>Flex / Specialties and the Benefits dropdown are not utilized by CCSF.</p>
23.	<p>The Additional Details section only applies to permanent recruitments. The <i>default</i> number of refusals on a permanent recruitment is <u>two</u>, unless otherwise indicated on the announcement. Check the number of allowed refusals in this area if the recruitment is permanent.</p>



REQUIREMENTS TAB

Edit an Existing Job: CBT-1934-900513 1934 Storekeeper

Employment Status

Full-Time
 Part-Time
 As-Needed
 School Term FT
 School Term PT
 Part-Time Under 20
 If Part-Time, then (hrs/wk)

Locations/ Vacancies

All Areas
 San Francisco Number of Vacancies:
 Airport Number of Vacancies:

Additional Required Materials

Veterans Preference Application DD214 Form for Veterans Preference Transcripts
 Licenses Typing Certificates DMV Record
 Writing Sample Letters of Reference Other
 Other Item:

Language

Arabic Speak/Read/Write
 American Sign Language Speak/Read/Write
 Burmese Speak/Read/Write
 Cambodian Speak/Read/Write
 Chinese (Cantonese) Speak/Read/Write
 Chinese (Other) Speak/Read/Write
 Chinese (Mandarin) Speak/Read/Write
 Japanese Speak/Read/Write
 Korean Speak/Read/Write
 Laotian Speak/Read/Write
 Russian Speak/Read/Write
 Spanish Speak/Read/Write
 Tagalog (Philippines) Speak/Read/Write
 Vietnamese Speak/Read/Write

Typing NA 30-39 WPM 40-49 WPM 50-59 WPM Over 60 WPM

ClassSpec

Add Info Path Holdover

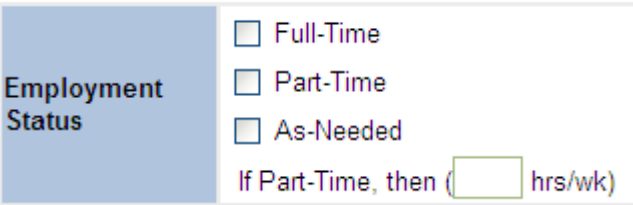
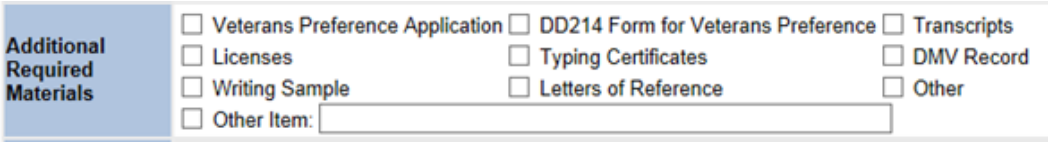
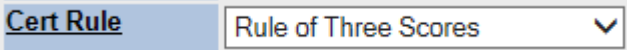
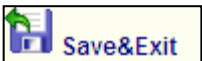
LicTitle

Driver's Class:

Trasfer Scores Date -- Recruitment Number --

Cert Rule




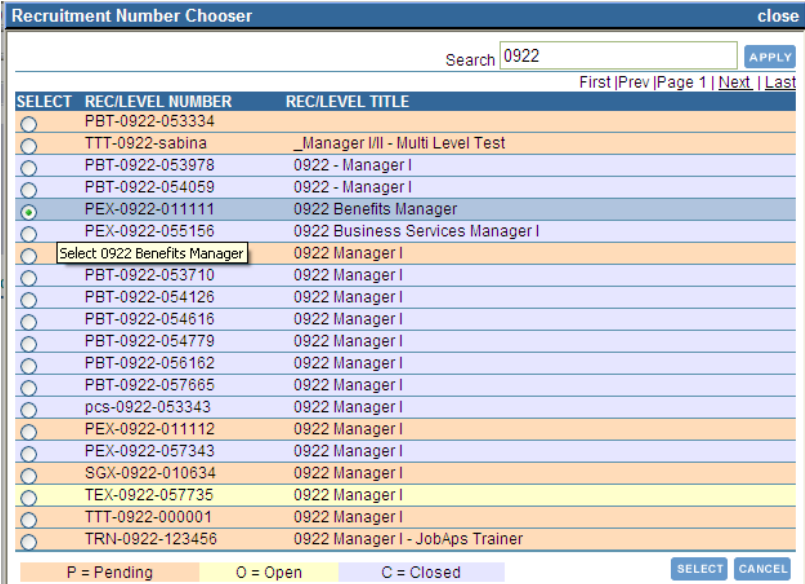

Step	Action
24.	Click the Requirements Tab.

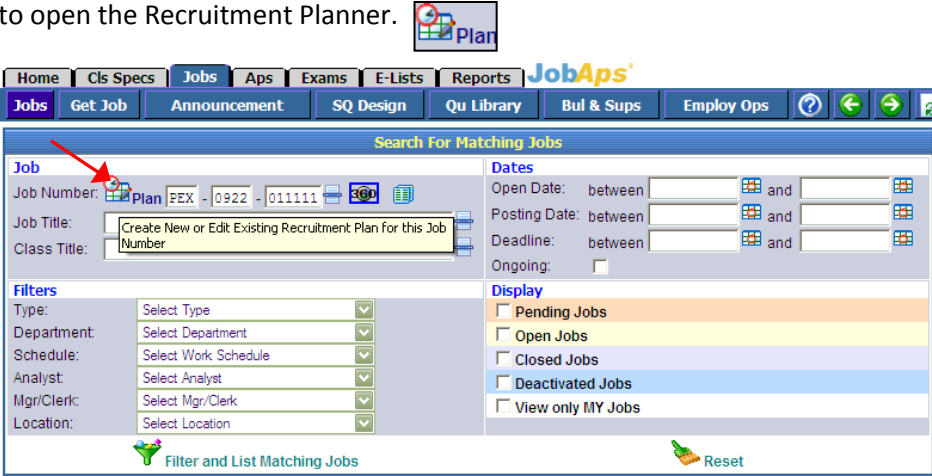
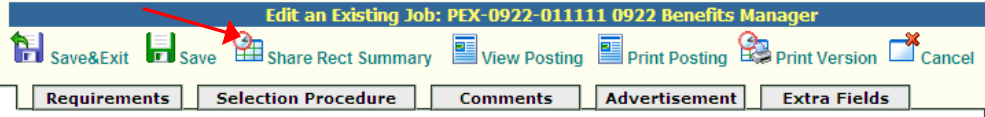

Step	Action
25.	<p>Select the desired Employment Status.</p> <p>Full-Time = 40 hours per week Part-Time = less than 40 hours per week (fill in number of hours in the last row) As-needed = Usually for a Temporary Exempt Recruitment</p>  <p>Note: If you are unsure, this field is optional and can be skipped.</p>
26.	<p>If you are <u>requiring</u> additional materials at the time of application and you want applicants to be able to upload those materials online, you must check at least one item in Additional Required Materials. Checking one of these boxes will activate the “Other” tab in the application.</p>  <p>As a reminder, if you do not choose one of these options, candidates can only upload a single attachment through the resume tab. Also the size limit for each uploaded file is 1 MB so alternatives should be provided on your announcement if you are requesting documents that may be over this size.</p>
27.	<p>If you are posting a permanent announcement, you must supply a Cert Rule. Select the appropriate Cert Rule for your announcement by choosing one of the options in the drop-down menu.</p> 
28.	<p>No other information in this tab is utilized for the purposes of posting a recruitment.</p>
29.	<p>Important! Once completed, click the Save&Exit button. Failure to close properly will lock the recruitment planner.</p> 



Sharing a Recruitment Planner

The screenshot shows the JobAps interface. At the top, there is a navigation bar with tabs: Home, Cls Specs, **Jobs** (circled 1), Aps, Exams, E-Lists, Reports, and JobAps. Below this is a secondary navigation bar with buttons: **Jobs** (circled 2), Get Job, Announcement, SQ Design, Qu Library, Bul & Sups, and Employ Ops. The main content area is titled 'Search For Matching Jobs' and contains search criteria (Job Number, Job Title, Class Title), filters (Type, Department, Schedule, Analyst, Mgr/Clerk, Location), dates (Open Date, Posting Date, Deadline), and display options (Pending Jobs, Open Jobs, Closed Jobs, Deactivated Jobs, View only MY Jobs). A 'Filter and List Matching Jobs' button and a 'Reset' button are at the bottom.

Step	Action
1.	Click the Jobs (1) tab. 
2.	Click the lower Jobs (2) tab. 
3.	Select the Recruitment Number by clicking on the Chooser icon.   Click the bubble for recruitment planner you wish to share. Then click the Select button. 

Step	Action
4.	<p>Click the Create New or Edit Existing Recruitment Plan for this Job Number button to open the Recruitment Planner.</p> 
5.	<p>Click the Share Rect Summary button.</p> 
6.	<p>When you click the link, a window will pop up with your recruitment planner information.</p> 
7.	<p>Click the Click here link to launch your email client. A new message containing the link and a temporary password to view your recruitment planner will pop up. Enter the email address of the recipient (the person with whom you want to share the recruitment plan).</p> <p>Sharing the recruitment plan will allow the person who receives the link to view your announcement and supplemental before posting.</p>
8.	<p>Important! Click the Close button after you send the link. Failure to close properly will lock the recruitment planner.</p> 