



BrassRing – Beginner Training

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Lesson 1: Overview of e-Requisition Process

Course Introduction

Requisition Process Philosophy

Requisition Process



Powering Business Worldwide

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Course Introduction

- Eaton utilizes Kenexa BrassRing to post our positions electronically.
- This course will take you step by step through the process from creating a requisition to managing candidates in the database.

e-Requisition Process Philosophy

- At Eaton, in the U.S., it is required that ALL requisitions be completed using the e-Requisition process. Outside of the U.S., it is required that salary-banded positions SB01-SB99 be completed using the e-Requisition process.
- An e-Req can be completed by either the HR professional or the hiring manager. This is a decision made at the organization level.
- The purpose is to electronically enable the requisition process and further support Eaton Lean Systems.
- Once a Candidate in BrassRing is hired, their employee record will be created in Oracle as a result. This will expedite the creation of the e-number so that onboarding can begin in advance of start date.

When do I use the e-Requisition Process?

- The e-Requisition process is used when the decision is made to fill a position within the organization.
- It can either be a replacement or an addition to headcount.

Where do I find the e-Requisition Links?

Links to the e-Requisition process are located in two places on JOE:

1. Manager's Resource Center**

- Hiring Managers and HR Professionals with a Role of 040 - Professional and above can access the links via the Manager's Resource Center on the HR, Compensation & Benefits page of JOE (Hiring & OnBoarding >> e-Requisition Process)

2. The HR Resource Center:**

- All HR Professionals may also access the e-Requisition links via the HR Resource Center:
 - >>HR Practices & Policies
 - >>Select Your Region/Country
 - >>Talent Acquisition
 - >>Requisition Phase
 - >>e-Requisition Process
 - >>e-Requisition Form

Creation of the e-Req **must only be done by using one of the two ways listed above, an e-Req must NOT be created from within BrassRing

Accessing the e-Requisition Links via Manager's Resource Center

Links to the e-Requisition process are located in two places on JOE:

1. Manager's Resource Center

- Hiring Managers and HR Professionals with a Role of 040 - Professional and above can access the links via the Manager's Resource Center on the HR, Compensation & Benefits page of JOE (Hiring & OnBoarding >> e-Requisition Process)

The screenshot displays the Eaton Manager's Resource Center interface. The Eaton logo is at the top left with the tagline "Powering Business Worldwide". The page title is "Manager's Resource Center". The main content area is divided into sections: "Manager News", "Hiring & OnBoarding", and "Career Coaching".

In the "Hiring & OnBoarding" section, there is a list of links:

- Talent Acquisition Tools & Resources
 - Experienced Talent Acquisition
 - University Talent Acquisition
 - University Hiring & Interns
- eRequisition Process
- Contingent Workforce Management Guidelines (US only)
- Assessment & Selection Interviewing Tool (Lominger)
- New Employee Orientation Website & Checklist

Annotations on the screenshot include:

- A green box labeled "Step 1" pointing to the "HR, Compensation & Benefits" link in the left sidebar.
- A red box around "HR, Compensation & Benefits" with a red arrow pointing to the "Businesses & Regions" link.
- A red box around the "eRequisition Process" link in the "Hiring & OnBoarding" section.
- A green box labeled "Step 2" pointing to the "eRequisition Process" link.

Accessing the e-Requisition Links via Manager's Resource Center

Select the requisition link that corresponds to the position's region and salary band.

You may also click on the e-Req Training Presentation specific to the region for step-by-step instructions on completing the e-Req process.



E-Requisition Process

This process must be followed when locations have an open position to fill. The local HR professional, or the hiring manager, will complete the E-Requisition. Follow the instructions in the E-Requisition Process Presentation document for information on completing the requisition and the approval fields. The person indicated in the Notify Upon Approval Completion field will be notified when the requisition has been approved, and will then post the position to EatonJobs (and any other applicable job boards). For positions Salary Band 06 and below, the Notify Upon Approval should be someone within local HR; for positions Salary Band 07 and above, this field should be the TAC Manager.

There are several requisitions from which to choose - please be sure to use the correct requisition:

Asia-Pacific (excluding India) ([E-Req Training Presentation](#))

- [Asia-Pacific/SB07 & above \(excluding India\)](#) - To be used for any Asia-Pacific position Salary Band 07 and above.
- [Asia-Pacific /SB06 & below \(excluding India\)](#) - To be used for all Asia-Pacific positions Salary Band 06 and below (including production positions).
- [University Program \(Non-US\)](#) - To be used for all Asia-Pacific campus positions (intern, co-op, and development program positions).

Europe, Middle East & South Africa ([E-Req Training Presentation](#))

- [EMEA/SB07 & above](#) - To be used for any EMEA position Salary Band 07 and above.
- [EMEA/SB06 & below](#) - To be used for all EMEA positions Salary Band 06 and below (including production positions).
- [University Program \(Non-US\)](#) - To be used for all EMEA campus positions (intern, co-op, and development program positions).

India ([E-Req Training Presentation](#))

- [India/SB04 & above](#) - To be used for any India position Salary Band 04 and above.
- [India/SB03 & below](#) - To be used for all India positions Salary Band 03 and below (including production positions).
- [University Program \(Non-US\)](#) - To be used for all India campus positions (intern, co-op, and development program positions).

Accessing the e-Requisitions Links via HRRC

2. The HR Resource Center:

- All HR Professionals may also access the e-Requisition links via the HR Resource Center:
 - >>HR Practices & Policies
 - >>Select Your Region/Country
 - >>Talent Acquisition
 - >>Requisition Phase
 - >>e-Requisition Process
 - >>e-Requisition Form



- News and Information
- Eaton Business System
- HR, Compensation & Benefits
- Businesses & Regions
 - Materials, Services & Travel Office
 - Plant - Indirect Materials
- Tools
- Directories
- Eaton Functions
 - Communications
 - Environment, Health & Safety
 - Finance
 - Human Resources
 - Information Technology
 - Law
 - Lean Six Sigma (ELSS)

Step 1

Human Resources

Resource Center

HR News

HR Resource Center is moving!

Over the last several months the HR Resource Center (HRRC) has seen many changes and enhancements, and it is now going to have a new home on JOE. On Friday, April 29, 2011, the HRRC is moving from the *HR, Compensation & Benefits* page to the *Eaton Functions* page. You will continue to have access to the same content, applications, and reports that you have today — there will be no change in access. Watch for the new *Human Resources* link.

HR Practices & Policies



All Eaton HR practices and policies (at the corporate, region and country levels) are located here. To get started, select your region below:

- Americas
- Asia-Pacific
- EMEA

Step 2

For more information on HR content guidelines, see the following documents:
[Approval process for HR content](#)
[Submitting new/updated content](#)

Community Subjects



Collaborate with your peers or Corporate COEs on important HR topics, such as:

- Benefits
- Compensation
- HR Analysis & Planning
- HR Operating Review
- HR Standardization LINK
- Leadership Development
- Talent Acquisition

Accessing the e-Requisitions Links via HRRC



Talent Acquisition

HUMAN RESOURCES

Brazil

Canada

Costa Rica

Dominican Republic

Mexico

United States & Puerto Rico

▶ Talent Acquisition

Step 4
Compensation

Employment Practices

- Eaton Recruiting/Talent Acquisition Policy
- Step 5
Requisition Phase
- Sourcing Phase
- Selection Phase
- Offer Phase
- Background Check & Drug Testing Phase
- On-Boarding Phase

Last Updated Date: 5/16/10

Steps 4,5,6 & 7 can be found within each country listed under Americas, Asia-Pacific and EMEA

Requisition Phase

Requisition is the first phase of talent acquisition and is an essential component in managing headcount. After the requisition phase is complete, the process of sourcing applicants begins.

[view the process map](#)

Process & Policy Documents:

- Eaton Job Evaluation System
- Step 6
eRequisition Process

Forms & Templates:

- Step 7
eReq Form - SB07 & above
- eReq Form - SB06 & below



Creating a new e-Requisition

Select job code

? [Help](#)

When completing a requisition, ensure the following are correct:

- **Recruiter** - Choose the Lead Recruiter listed for your Product Group.
- **HR Manager** - Leave the HR Manager set to default to TAC-DO NOT USE.
- **Salary Band** - Select the correct Salary Band from the list of values.
- **Approval Routing Fields** - To enter a **Non-System User** in the approval fields, you must check the non-system user box and then enter the email address. Do not enter the email directly into the approval field.
- **Notify Upon Approval** - Must be the same person entered in the Recruiter field.

[E-Requisition Quick Tips \(US\)](#)

[Tips For Writing An Impactful Online Recruiting Ad](#)

The Job Code list will display only the Job Code for the appropriate requisition, but you must click on the dropdown arrow to select this option. Then click Continue.

* Job Code

PROF SB07 & Above (US/PR ONLY)

* = required field

Creating a new e-Requisition

Add new req

? [Help](#)

[Select Job Code](#)

English (US) German

Req details

* **Job Code** PROF : SB07 & Above (US/PR ONLY)

* **External Job Title**

* **Job Description**

[Expanded](#)

* **Function**

[Selection details](#)

* **Recruiter**

[Selection details](#)

* **HR Manager** Talent Acquisition Center, DO NOT USE

[Selection details](#)

* **Number of Positions**

* **Addition/Replacement** Addition Replacement

* **Addition/Replacement Reason**

[Selection details](#)

If this is a replacement, for whom?

External Job Title: This is the title that will be displayed on Eaton Careers.

Job Description: This will be displayed on both the internal and external Web sites.

Remember this job description is seen by external candidates so do not use Eaton acronyms. Also avoid lengthy job descriptions; stick to the key functions of the position. Do not include job qualifications and educational requirements in this box. That information will be gathered further in the req process.

Function: Choose the appropriate Function from the list of values.

Recruiter/HR Manager: See following slide for instructions on selecting these fields.

Number of Positions – enter the number of positions available for this requisition.

Addition/Replacement – Select whether this requisition is for an addition or replacement. Once a selection is made, the req will refresh.

Please choose one of the following reasons: -

If this is an Addition, the options Addition – In Profit Plan or Addition – Not in Profit Plan will be offered – select the appropriate Addition option. If this is a replacement, choose a reason from the list.

If this is a replacement, for whom? If this is a replacement, enter the name of the employee.

Creating a new e-Requisition

* Job Description

* Function

* Recruiter

* HR Manager

* Number of Positions

* Addition/Replacement Addition Replacement

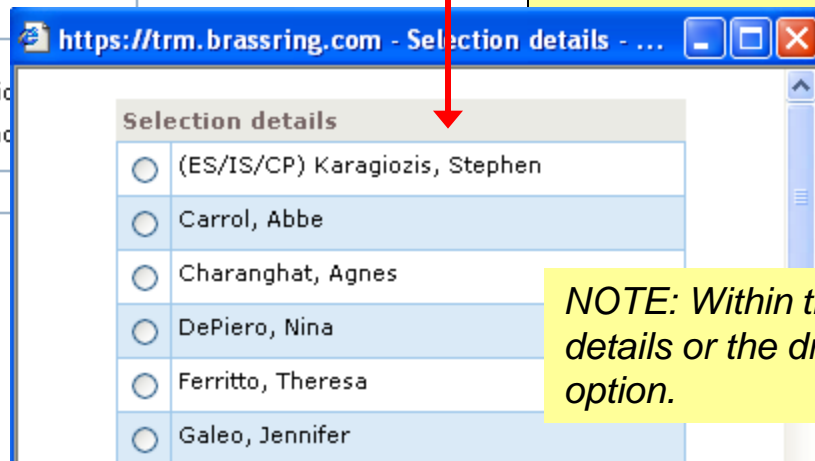
* Addition/Replacement Reason

Recruiter: For positions managed by the TAC group in your region, choose the TAC staff member responsible for managing your position.

For positions managed locally, choose the local HR person responsible for managing this position.

HR Manager: For positions managed by the TAC group in your region, the field will default to Talent Acquisition Center-DO NOT USE

For positions managed locally, choose the local HR Manager.



NOTE: Within this form, use either the Selection details or the dropdown arrow to select an option.

Creating a new e-Requisition

*Please note:
Requisition forms may
vary by region.*

*** Has an internal candidate been identified?** No Yes

*** Is this position in the Profit Plan?** No Yes

*** Internal HRMS Job Title**

*** Basic Qualifications (Including Educational Requirements)**

[Expanded view](#)

*** Salary Band**
[Selection details](#)

*** Group**
[Selection details](#)

*** Division**
[Selection details](#)

Internal HRMS Job Title : Only viewable on internal EatonJobs.com. This must be the standardized HRMS Job Title.

Basic Qualifications (including Educational Requirements) is displayed on both the Internal and External sites.

Salary Band should be completed with the Salary Band (Salary Grade if not converted to Salary Bands) for the position. **DO NOT USE** a range in this field (i.e. SB06/SB07)

Continue to complete all required fields as appropriate.

Creating a new e-Requisition

It is critical that the CORRECT HRMS Organization is selected in the field below. This will determine which HR user will see the background check & drug test results in impact billing. PLEASE SELECT THE CORRECT HRMS ORGANIZATION

*HRMS Organization

*Region

*Country

*State

*City

Internal Location Address

Please enter the CORRECT Ledger Number (4 digits) and Activity Center (5 digits). DO NOT ENTER 0000's.

*Ledger

*Activity Center

*FLSA Status Exempt Non-Exempt

*EEO-1 Category

Salary Range

*Travel

HRMS Organization Select your HRMS organization from the list

Region Select the Region from the list

Country Select the Country from the list

State Select the location for the position

City Select the location for the position

Internal Location Address Select the internal Eaton location address for this position

US Requisitions only – **EEO-1 Category** represents the grouping together of similar jobs required for Affirmative Action.

Creating a new e-Requisition

Job Area Code

*Job Zip Code

*Please select the appropriate Background Check package:

Only select 'YES' in this field if this position is regulated by the FAA! Do NOT select 'YES' in this field because the job.

*DOT/FAA Regulated Position? No Yes

*HR Contact

*Hiring Manager

Functional Manager

Primary HR Contact for Background/Drug Screen Stu Otts

Primary HR Contact Employee # E0021046

*eQuest Job Industry

 [Selection details](#)

Job Zip Code: Enter the zip code of where the job is located (do not enter 0000's)

Choose the appropriate **Background Check Package** and select Yes if this is a **DOT/FAA Regulated Position**

Complete the **HR Contact** (local entity HR) , **Hiring Manager** and **Functional Manager** fields as appropriate.

Note: For TAC managed positions, the Talent Acquisition representative will contact the Hiring Manager and HR once the requisition is approved to schedule a kick-off conference call.

Creating a new e-Requisition

REQUISITION TEAM OPTIONS MUST BE LEFT AS IS - DO NOT ADD OR REMOVE ANY NAMES TO THIS LIST!

Requisition Notes

 [Expanded view](#)

*Requisition Team

Turn off Autofiler
notification for this req

Requisition Notes can only be viewed by those on the requisition team.

Requisition Team Only BrassRing users can be added to the Requisition Team. The Requisition Team should include anyone who may need to work in this requisition folder. For TAC managed positions, leave the default set as is. For locally managed positions select local HR staff member(s) who will need to access the requisition.

Approval Routing Process

Approval Routing

* **First Level Approver**
 Non-system user

* **Second Level Approver**
 Bypass Non-system user

* **Third Level Approver**
 Bypass Non-system user

* **Fourth Level Approver**
 Non-system user

* **Group/WHQ Compensation Mgr (Required for SB09 & Above)**
 Bypass Non-system user

* **DHRM / HR Director**

* **Notify upon approval completion**

To complete the Approval Routing section:

Select the applicable approver from the list. If not available, click the Non-System user prompt. (See the next slide to complete this process.)

You may also **Bypass** some of the Approver fields.

Group/WHQ Compensation Mgr and DHRM / HR Director – select the applicable approver from the list.

Notify upon approval completion - must be populated with the name of the person in the Recruiter field above (see pg 14). This person will be responsible for opening and posting the position to EatonJobs.com

Approval Routing Process

Approval Routing

* **First Level Approver**

Non-system user

* **Second Level Approver**

* **Third Level Approver**

* **Fourth Level Approver**

Explorer User Prompt

Script Prompt:
Please enter the e-mail address for this approver.

Non-system user

* **Group/WHQ Compensation Mgr (Required for SB09 & Above)**

Bypass Non-system user

* **DHRM / HR Director**

* **Notify upon approval completion**

To enter a Non-System user in the Approver fields, click on Non-system user and a new box will appear.

Enter the complete email address of the non-system user, and click OK. (Very important that the correct email address is entered. Good place to confirm is through the Outlook address book – search by name, click on name and right-click and select Properties; select E-mail Addresses tab to locate individual email address and ensure accuracy.)

Approval Routing Process

+ Req routed

? Help

Req **4955BR** has been sent as an *eLink* to : **Joanne Tsevdos**


The req has been sent for approval as an *eLink*.

To review this req, please go to your listing of pending reqs. From there, you will be able to identify which approver is currently reviewing this req. Should it get stalled, you can set the approval process back in motion by using the 'Route for approval' action.

OK

You will receive a confirmation that your requisition has been created and routed for approval.

Approval Routing Process

 **Enter req routing message** [? Help](#)

[Select Req Form](#) > [Select Job Code](#) > [Edit Req Form](#)

Req **4955BR : HR Manager** has been created.

To send a message with this req when routing it for approval, enter your message below.

Your message

CC: Req team

You are now ready to route your requisition for approval.

Use the **Your message** field to include instructions for the approver.

Approval Routing Process

Subject: Req routing: HR Manager (4955BR)

For your approval as **First Level Approver**:

Title: HR Manager
Req ID: 4955BR

Message from **Tsevdos, Joanne**: This is a test req for the BrassRing training guide screenshots.

[View requisition details](#)

If you experience a problem with the link above, please copy and paste the following link into your browser.

<https://staging.brassring.com/MobileApproval.UserInterface.ReqApproval.aspx?g=19C82A7CA5E846D98FC0DA3DD2E49BB8&c=LPSw/scrQKQ=>

The first level approver (Hiring Manager) will receive an email notification with a link to the requisition.

After the Hiring Manager has approved the requisition, it will be forwarded to the next level approver, and so on until the person listed in Notify Upon Completion receives the final notification. This person will then open the requisition and post it to EatonJobs.com

Requisition Approval / Decline

Approve/Decline req: 4955BR HR Manager

? [Help](#)

Approve

Decline

Message

This is what each approver will see when they click [View Requisition Details](#) in the email notification.

If an approver edits the requisition, they will be required to enter a reason in the message box and must click Approve and reroute. The requisition will then go back to the first approver, who will be able to view the message.

Req details

*Job Code

 [Selection details](#)

*External Job Title

*Job Description

Lesson 2: Accessing & Utilizing BrassRing Menu Bars / Tool Bars View / Check Requisition Statuses Opening & Posting a Requisition

Accessing BrassRing to Check Status of Requisition

Address  <https://trmx.brassring.com/eaton/?flag=0.7055475>   Go [Links](#) 

To request access to BrassRing, complete the HR Technologies Access Request Form located in the Employee Toolbox (Payroll/HR Forms). You should complete a BrassRing-Beginner Web training session before gaining access. Check Eaton University for the next available class.

BrassRing can be accessed via the HRRC or via an external URL. You will receive that URL with your log in instructions.

Username and Password are case sensitive.

If you forget your password, click on Forgot Your Password and enter your username. You will receive an email with a link to create a new password.



Username

Password

[Forgot your password?](#)

v12.4

Restricted to authorized users only. Access is logged and monitored. Use of the Site constitutes consent to... may immediately suspend or terminate access in the event of suspicious or unauthorized activity. Actual... or attempted unauthorized access is subject to civil and/or criminal penalties.

Using BrassRing



Reqs Candidates Reports Admin

[URC](#) | [Home](#) | [Logoff](#) | [Search](#) | [Help](#)



Sys Admin - New UI

Search Candidates Search Reqs

Eaton Resources

User Guides/Reference Materials:

- [BrassRing Beginner Training](#) presentation.
- [eQuest Training Presentation](#)
- [KRB/Axiom Integration](#) presentation (US/PR/Canada locations only).

Please contact [HR Technologies Help](#) with any KRB questions/issues.

All Open Reqs

Filter 1 Display

<< First < Prev 1 2 3 4 5 6 7 8 9 10 Next >

AutoReqId	External Job Title	Positions R	Total	New	O-F
		0	1	1	
		1	2	2	
		0	2	2	
4951BR	Clerk-Mfg	2	0	0	
4950BR	Clerk-Mfg	1	2	2	
4949BR	Clerk-Mfg	1	1	1	
	Project Manager				

BrassRing navigation is via the tabs across the top: Reqs – Candidates – Reporting – Admin. Click on each tab to view the sub-menus

View / Check Pending Requisitions

- Users have access to view ALL pending requisitions. This allows you to check on the approval routing process, edit requisitions or re-route if necessary.
- To view all Pending requisitions, click on Reqs>>View All>>Pending

Check Approval Routing

View all reqs: Pending Show Results 1-50

German English (US) Spanish Polish Portuguese (Brazilian) Chinese (Simplified)

Select all	AutoReqId	External Job Title	Positions Remaining
<input type="checkbox"/>	4955BR	HR Manager	1
<input type="checkbox"/>	4903BR	Test	1
<input type="checkbox"/>	4894BR	Clerk-Mfg	1
<input type="checkbox"/>	4892BR	Clerk/Prod	1

Actions

- + Add new Req
- eLink blank req
- Edit
- Update multiple reqs
- Save as new
- Route for approval
- eLink
- Select job posting pre
- Put on hold
- Cancel

To check the Approval routing process, click on the Req ID link (this will open the requisition)

To check the approval routing process, scroll to the bottom of the requisition form. The first name in the approver fields without a date is the next person in the approval routing process.

If you need to reroute the requisition, click on the Route Req for approval button at the top. This will route the requisition to the next approver (it does not start the approval process again).

You can also edit a requisition from here. Just click on the Edit Req button, make your changes and Save. This does not reroute the requisition. The next person in the approval process will see the changes you made.

Approved Requisitions

- When a requisition has completed the approval routing process, the person listed in the Notify Upon Approval Completion field will be notified via email. This person will then open and post the requisition.
- **The requisition must be opened and posted in order for an internal or external candidate to view the position.**

Opening and Posting a Requisition

- If this is a position being handled by the TAC staff in your region, the TAC recruiter will manage the requisition from this point forward and open the requisition and post it to the appropriate talent gateways.
- If this a locally managed position, the local HR recruiter will open the requisition and post it to the appropriate talent gateways.

(See next slide for breakdown by req form)

Opening and Posting a Requisition

US / Canada Positions

- Positions Salary Band 07 and above will be posted by the Talent Acquisition Center (TAC) at WHQ
- Positions Salary Band 06 and below will be posted by local HR

Non US / Canada Positions

- India – SB04 and above will be posted by the TAC in Pune, India
- AsiaPac/China – SB07 and above will be posted by the TAC in Shanghai, China
- Latin America – SB07 and above will be posted by the TAC in Mexico City
- Europe – SB10 and above will be posted by the TAC in Morges, Switzerland and SB07-SB09 will be posted by the TAC in UK
- **ALL OTHER POSITIONS SHOULD BE POSTED BY THE LOCAL HR REPRESENTATIVE RESPONSIBLE FOR THE POSITION**

Opening and Posting a Requisition

The screenshot shows the 'Sys Admin - New UI' interface. The 'Reqs' menu is open, and 'Approved' is selected. The main table displays requisitions with columns for 'Select all', 'AutoR', 'Title', 'Positions Remaining', 'Total candidates', 'HR Manager', 'Recruiter', and 'Function'. A text box highlights the transition from Pending to Approved.

Once a requisition is approved, it will move from Pending to Approved (Reqs >> View my reqs >> Approved). You will only see Approved reqs where you are listed as either the Recruiter, the HRM or you are on the Requisition Team. If this is a TAC managed position, you will no longer see it once it is approved.

Select all	AutoR	Title	Positions Remaining	Total candidates	HR Manager	Recruiter	Function
<input type="checkbox"/>	4947BR	Clerk-Mfg	1	0	Field, Debra	Field, Debra	Manufactu
<input type="checkbox"/>	4840BR	HR Manager	1	0	TAC,, DO NOT USE	Chang, Emma	Manufactu
<input type="checkbox"/>	4841BR	MJ Test CA SB07 and above	1	0	TAC,, DO NOT USE	(WHQ) Polca, Lori	Human Resource:
<input type="checkbox"/>	4835BR	Test for US Location User Type	1	0	Jennings, Maggie	Jennings, Maggie	Engineerin

Opening and Posting a Requisition

Eaton Powering Business Worldwide

Reqs Candidates Reports Admin

URC Home Logoff Search Help

Sys Admin - New UI

Search Candidates Search Reqs

View all reqs: Approved Show Results 1-10 Showing reqs 1-10 of 10 Help

German English (US) Spanish Polish Portuguese (Brazilian) Chinese (Simplified)

Sort options Edit output fields Save output fields

Actions

- Add new Req
- eLink blank req
- Edit
- Update multiple reqs
- Save as new
- eLink
- Select job posting preview
- Put on hold
- Open**
- Cancel
- Delete

Select all	AutoReqId	External Job Title	Positions Remaining	Total candidates	HR Manager	Recruiter	Function
<input type="checkbox"/>	4947BR	Clerk-Mfg	1	0	Field, Debra	Field, Debra	Manufact
<input type="checkbox"/>	4849BR	MJ Test Asia SB06 & Below	1	0	Jennig Maggie		
<input type="checkbox"/>	4847BR	Assembler	1	0	Lengel,		
<input checked="" type="checkbox"/>	4840BR	HR Manager	1	0	TAC,, USE		
<input type="checkbox"/>	4841BR	MJ Test CA SB07	1	0	TAC,, DO NOT	(WHQ) Polca,	Human

To open the requisition, select the requisition and click Open in the Actions menu on the left. The Talent Gateway page will appear.

Talent Gateway Options

Please note: depending on your BrassRing access, you may or may not see all of these Talent Gateway options

Open req 4840BR HR Manager

Do you want to open 4840BR : HR Manager?

Posting 4840BR : HR Manager

Select job posting preview

Talent Gateways

Select all	Gateway site	Repost	Days until posted	Days to remain posted	Currently posted	Posted date	Removal date	Select Gateway Questionnaire	Edit site questions
<input type="checkbox"/>	1. Internal EatonJobs site	Repost	00	365				None	Expand
<input type="checkbox"/>	2. Eaton US Site (EatonJobs.com)	Repost	00	365					Expand
<input type="checkbox"/>	4. US Campus Gateway	Repost	00	365					Expand
<input type="checkbox"/>	5. Employee US Referral Gateway	Repost	00	365					Expand
<input type="checkbox"/>	6. Candidate US Referral Gateway	Repost	00	365					Expand
<input type="checkbox"/>	7. Employee Non-US Referral Gateway	Repost	00	365				None	Expand
<input type="checkbox"/>	8. Candidate Non-US Referral Gateway	Repost	00	365				None	Expand

Days until posted - should be 00 so the requisition will be posted immediately.

Days to remain posted - should be 365 so the requisition will remain posted for one year.

To select a Talent Gateway, click in the checkbox for all applicable gateways and then select Update all Postings.

Update all postings

Cancel

Refresh

Selecting Talent Gateways

Eaton Global Referral Gateway

- All positions SB07 and above (including Non-US) are eligible for the referral program and should be posted to this gateway. If the position is not going to be posted externally, DO NOT post to the referral gateway. Most HR users will not see the Referral Gateway.

Global Talent Gateway

- Only Non-US positions should be posted to this gateway.

Eaton US Site

- This is our external Eaton Careers site. All US positions available to external candidates should be posted to this site.

Selecting Talent Gateways

Internal Site

- This is our internal job posting site. All positions should be posted to this gateway.

Campus Full Talent Gateway

- Development program positions, intern/co-op positions or positions where you are willing to consider university talent should be posted to this gateway.

Understanding Your Posting Options

The screenshot shows the 'Sys Admin - New UI' interface. At the top, there are navigation tabs for 'Reqs', 'Candidates', 'Reports', and 'Admin'. Below this is a search area with 'Search Candidates' and 'Search Reqs' options. The main content area displays a table of job requisitions. The table has columns for 'Select all', 'Req folder', 'Posting options', 'AutoReqId', 'External Job Title', and 'Pos Ren'. The 'Posting options' column contains icons representing different posting methods: a white square, a white pushpin, an orange pushpin, and a gray pushpin. The orange pushpin icon for the 'Engineer' requisition (AutoReqId: 4934BR) is highlighted with a red box.

Select all	Req folder	Posting options	AutoReqId	External Job Title	Pos Ren
<input type="checkbox"/>			4896BR	Human Resource Manager	1
<input type="checkbox"/>			4934BR	Engineer	1
<input type="checkbox"/>			4933BR	SCM DP test	1

The pushpin in the Posting Options column will indicate where your position is posted as follows:

- Orange Push pin indicates your position is posted to the Eaton Talent Gateways.
- Orange Push pin with an Orange Circle indicates your position is posted to Eaton gateways AND EQuest.
- Gray push pin indicates you position WAS posted to Eaton gateways but is now removed
- Gray push pin with gray circle – indicates your position was posted to Eaton gateways and eQuest but is now removed or expired.
- No push pin at all indicates you clicked the Open in the actions but did not select any Talent Gateways so your position has never been posted.

Lesson 3: eQuest – US Use Only

Launching to the Site

Selecting the Job Boards

Adding / Removing Jobs from Boards

eQuest - US Use Only

eQuest is our job posting partner. Click on the Pencil icon to the right of eQuest on the Talent Gateway page. As with the Talent Gateways, you may or may not have access to eQuest. We currently do not give Non-US users access to eQuest. The Non-US TAC Staff has access to post to Monster and other International job boards via eQuest, but local HR does not.

Positions should NOT be posted to eQuest unless they are going external.

Other posting options

Posting interface	Date submitted	Start date	Posting expiration/duration	Post/edit details
EQuest	17-May-2007	17-May-2007		

OK Cancel Refresh

Launch to Posting Partner

Please select the appropriate Gateway URL(s) to direct candidates to.

***Job Apply URL (English (US))**

Select One
Select One
2. Eaton US Site (EatonJobs.com)
Eaton International Site

Select the appropriate Talent Gateway from the list. If you are in the US, select 'Eaton US Site'; if you are posting jobs outside of the US, select 'Eaton International Site'.

eQuest – US Use Only

The screenshot shows a web browser window titled "eQuest :: Edit Job". The page has a "Post" tab selected. On the left, there is a sidebar with the following information:

- USER INFO: E0055199
- JOB TITLE: Territory Sales Manager
- REQUISITION NUMBER: 42687BR

The main content area features a yellow error box with the following text:

POSTING ERROR
Sorry, there are problems with your posting:

1. The Job Country is Not Valid
2. The Job State/Province is Not Valid
3. The Job Type Classification is Missing
4. The Job Function is Missing

Please correct the errors, select your posting destinations, and click "Post Job"

Below the error box is a "Job Posting" section with the following fields:

- Job Country** :: Canada (dropdown)
- Job City :: Montreal (text)
- Job State/Province** :: [lookup] (text)
- Job Zip/Postal Code :: H2Y 3X2 [lookup] (text)
- Job US Area Code :: [lookup] (text)
- Job Type Classification** :: -- Select One -- (dropdown)
- Job Function** :: [lookup] (text)
- Job Industry :: 33 [lookup] (text)

Fields with orange bold labels (Job Country, Job State/Province, Job Type Classification, Job Function) are highlighted in orange in the original image, indicating they have errors.

[Need Help?](#)

Please complete the orange bolded fields as this information is required.

eQuest – US Use Only

Select Destinations

Favorites:
[select all](#) | [clear all](#)

<input checked="" type="checkbox"/> FreeBUG (Alumwire)	<input checked="" type="checkbox"/> FreeBug (MobileJobs)
<input type="checkbox"/> FreeBug (GoogleBase)	<input type="checkbox"/> FreeBug (Omni)
<input type="checkbox"/> FreeBug (Jobijoba)	<input type="checkbox"/> FreeBug (Oodle)
<input type="checkbox"/> FreeBUG (Jobit.com)	<input type="checkbox"/> FreeBUG (Resumebook360)
<input type="checkbox"/> FreeBug (JobJobHealth)	<input type="checkbox"/> FreeBug (Resumes2Work)
<input type="checkbox"/> FreeBug (JustJobs)	<input type="checkbox"/> FreeBug (TwitterJobSearch)
	<input type="checkbox"/> FreeBug (WerkBoard)

[select all](#) | [clear all](#)

When you are satisfied with your selections:

Select the job board you wish to post to, if the job board is shaded green, it has been preselected for you. If you do not want to post to that board, deselect it, it will shade to gray.

eQuest – US Use Only

Post
Hel

→ USER INFO
E0055199

→ JOB TITLE
Global Talent Acquisition Project Specialist

→ REQUISITION NUMBER
40244BR

→ SELECTED BOARDS

- FreeBUG (Alumwire)
- FreeBug (Bright)
- FreeBug (GoogleBase)
- FreeBug (Jobijoba)
- FreeBUG (Jobit.com)
- FreeBug (JustJobs)
- FreeBug (MobileJobs)
- FreeBug (Omni)
- FreeBug (Oodle)
- FreeBUG (Resumebook360)
- FreeBug (Resumes2Work)
- FreeBug (TwitterJobSearch)
- FreeBug (WerkBoard)

Final Confirmation

Post or Edit this Job:
[Edit Job »](#)
[Post Job »](#)

The information on this page contains the job requisition and job boards you have selected for posting. If the information is correct please click "Post Job" at the top or bottom of the page. Or you may edit the job by clicking the "Edit Job" button

Global Talent Acquisition Project Specialist

Requisition Number: 40244BR

Position Information

Job Title	::	Global Talent Acquisition Project Specialist
Requisition Number	::	40244BR
IO Number	::	757246
Job Type Classification	::	Permanent
Job Time Classification	::	Full Time
Job Start Date	::	(not provided)
Job End Date	::	(not provided)
Compensation Type	::	(not provided)
Compensation Currency	::	(not provided)
Compensation Amount	::	(not provided)
Travel Percentage	::	0%
Telecommute Percentage	::	0%
Job Function	::	13107100 (Employment, Recruitment and Placement Specialist)
Job Industry	::	33 (Manufacturing)
Job Skills Description	::	<ul style="list-style-type: none"> Bachelor's degree in HR, IT or related field is required; 3-5 years experience in a corporate or external recruiting environment is a plus Demonstrated performance consistently delivering excellent customer service and superior results Proven experience collaborating with multiple departments to align goals, resolve issues and ensure customer service Demonstrated vendor management process improvement and cost reduction experience Proven success in project management and developing a strategy. PROLaunch


Need

A final confirmation page will allow you to review the job boards selected. If all is correct select "Post Job". If you wish to add or remove job boards select "Edit Job"

Adding/Removing Job Boards After the Job Has Already Been Posted.

- To make any edits to the job boards once the job has been posted you will need to go into the posting options within that job and select the eQuest pencil.
- Fill in the required information, add or remove the appropriate job board and click “Post Job”

Other posting options

Posting interface	Date submitted	Start date	Posting expiration/duration	Post/edit details
eQuest				

Click the eQuest pencil to make any edits to the job boards after they have been originally posted.

Lesson 4: Managing Your Candidates

- Viewing Resumes
- eLinking Candidates
- Dispositioning Candidates
- Sending Rejection Letter
- Closing a Requisition
- Generating Applicant Flow Log (US Only)

Managing Your Candidates

Candidates are managed through the following activities:

- Viewing resumes
- eLinking a candidate
- Dispositioning candidate status
- Sending rejection letter
- Closing a requisition
- Generating applicant flow log (US only)

Managing Your Candidates



Reqs ▾ Candidates ▾ Reports ▾ Admin ▾

[URC](#) | [Home](#) | [Logoff](#) | [Search](#) | [He](#)

Sys Admin - New UI

Search Candidates

 Search Reqs

View all reqs: Open Show Results 1-50 << < Showing reqs 1-50 of 728 > >>

[German](#) [English \(US\)](#) [Spanish](#) [Polish](#) [Portuqueuse \(Brazilian\)](#) [Chinese](#)
 (Simplified)

Sort options Edit output fields

Actions

- Add new Req
- eLink blank req
- Edit
- Update multiple reqs
- Save as new
- eLink
- Select job posting preview
- Posting options
- Put on hold

Select all	Req folder	Posting options	AutoReqId	External Job Title	Positions Remaining	Total candidates
<input type="checkbox"/>						
<input type="checkbox"/>			4896BR	Human Resource Manager	1	
<input type="checkbox"/>			4934BR	Engineer	1	
<input type="checkbox"/>			4933BR	SCM DP test	1	

- White Req folder indicates no candidates
- Orange Req folder indicates you have candidates
- Click on the Req folder to access your candidates

Viewing Resumes (Talent Records)

[Reqs](#) | [Candidates](#) | [Reports](#) | [Admin](#) | [URC](#) | [Home](#) | [Logoff](#) | [Search](#) | [Help](#)

Kenia 2X BrassRing™

Sys Admin - New UI

Search Candidates | Search Reqs

Req folder: 4948BR : Project Manager (ERP) | Show Results: 1-36 | Showing candidates 1-36 of 36

Actions: [See req details](#) | Selected candidates: 0 | [Sort options](#) | [Edit output fields](#) | [Save output fields](#) | [Filter this folder](#) | [Set quick filters](#)

Select all	Name	Viewed	Agency referral	Notes	Forms	HR status	Candidate type	HR sta (click to)
1 <input type="checkbox"/>	Arnold, Cody			+				Eaton MA
2 <input type="checkbox"/>	Colombo, Alessar			+				
3 <input type="checkbox"/>	Cowell, Simon			+				
4 <input type="checkbox"/>	Doe Part 4, John							
5 <input type="checkbox"/>	Doe, John						Referral	Candid Interes

To view a candidate's resume (Talent Record), click on the candidate's name from within the requisition folder

Talent Record

TalentRecord™ Tsevdos, Joanne

< Profile 1 of 1 > [? Help](#)

Overview Resume/CV Forms Notes **HR status** Referral status

eLink Communications Interview schedule Attachments Agency

Actions

- File to req
- File to folder
- Forward via e-mail
- Send eLink
- Send candidate communication
- Erase candidate
- Edit codes
- Talent Match
- Talent Gateway Usernames

Current status **Status history**

HR status date	Folder	Req ID	Req/Folder	Updated by	HR status
01-Mar-2011		40244BR	Global Talent Acquisition Project Specialist	Polca, Lori	Hired - External
31-Jan-2011		40244BR	Global Talent Acquisition Project Specialist	Polca, Lori	1st Interview
30-Jan-2011		40244BR	Global Talent Acquisition Project Specialist	Submission, System	0-Filed

[Print](#)

Navigate through the Talent Record by clicking on the Tabs across the top. Choose Overview to get a quick glance at the candidates education and work history, click on HR Status to view other positions to which the candidate has applied.

eLinking a Candidate

- You can eLink a candidate directly from the Talent Record or from the requisition folder.
- You can eLink multiple candidates from the requisition folder by selecting the candidates and clicking eLink from the Actions column on the left.

eLinking a Candidate

The screenshot displays the 'Sys Admin - New UI' interface. At the top, there are navigation tabs for 'Reqs', 'Candidates', 'Reports', and 'Admin'. A search bar is present with options for 'Search Candidates' and 'Search Reqs'. The main content area shows a 'Req folder: 4948BR : Project Manager (ERP)' with 'Showing candidates 1-36 of 36'. A table lists candidates with columns for 'Select all', 'Name', 'Viewed', 'Agency referral', 'Notes', 'Forms', 'HR status', 'Candidate type', and 'HR st:'. The candidate 'Arnold, Cody' is highlighted in the 'Name' column. In the 'Actions' column on the left, the 'eLink' option is highlighted with a red box. A yellow callout box at the bottom states: 'Select the candidate(s) to eLink, then click eLink from the Actions column on the left'.

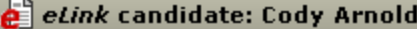
Req folder: 4948BR : Project Manager (ERP) Show Results 1-36 Showing candidates 1-36 of 36

Actions << Back Selected Candidates: 0 Sort options Edit output fields Save output fields Filter this folder Set quick filters

Select all	Name	Viewed	Agency referral	Notes	Forms	HR status	Candidate type	HR st: (click to
<input type="checkbox"/>	Arnold, Cody			+		i	TAC Referral	Eaton M Interes Extern:
<input type="checkbox"/>	Colombo, Alessar			+		i	Referral	Eaton M Interes Extern:
<input type="checkbox"/>	Cowell, Simon			+		i	Referral	Eaton M Interes Extern:
<input type="checkbox"/>	Doe Part 4, John					i	External	Eaton M Interes Extern:
<input type="checkbox"/>						i	Referral	Candid Interes

Select the candidate(s) to eLink, then click eLink from the Actions column on the left

eLinking a Candidate

 ? Help

***From**

To: (system users) **To: (non-system users)**
Separate multiple users with a comma using no spaces.

Cc: (system users) **Cc: (non-system users)**
Separate multiple users with a comma using no spaces.

Bcc: (system users) **Bcc: (non-system users)**
Separate multiple users with a comma using no spaces.

Note: Only "Cc" and "Bcc" recipients will see the "To" recipients

Include HR status

Forms to view [details](#)

Enter the complete email address of the person you are sending the eLink to (i.e. JohnSmith@eaton.com). To eLink to multiple people separate email addresses with a comma (no space). Persons listed in the cc or bcc options will not receive a link to the resume. They will simply receive an email saying the candidates information was eLinked. Type a message in the box at the bottom of the form and click Send.

Updating Candidate(s) HR Status (Dispositioning)

The screenshot shows the 'Sys Admin - New UI' interface. At the top, there are navigation tabs for 'Reqs', 'Candidates', 'Reports', and 'Admin'. On the right, there are links for 'URC', 'Home', 'Logoff', 'Search', and 'Help'. A search bar contains the number '4955'. Below the search bar, the page title is 'Req folder: 4955BR : HR Manager'. A 'Show Results' dropdown is set to '1-3'. The main content area displays a table of candidates with the following columns: 'Select all', 'Name', 'Viewed', 'Agency referral', 'Notes', 'Forms', 'HR status', 'Candidate type', 'HR status (click to update)', and 'HR'. Three candidates are listed, all with an HR status of '0-Filed'. A red arrow points from a text box to the '0-Filed' status in the third row.

Select all	Name	Viewed	Agency referral	Notes	Forms	HR status	Candidate type	HR status (click to update)	HR
<input type="checkbox"/>	Arnold, Cody	✓		+			TAC Referral	0-Filed	03-
<input type="checkbox"/>	Jennings, Maggie	✓		+			External	0-Filed	03-
<input type="checkbox"/>				+			External	0-Filed	03-

All candidates are filed to the requisition folder with an HR Status of 0-Filed. The recruiter is responsible for maintaining the HR status for each candidate

Updating Candidate(s) HR Status

- To update an HR Status for a single candidate, click on the current status (0-filed, Facility Initial Screen, etc) and select the new HR status, click OK.
- To update for multiple candidates, select the candidates, click on Update Same Status from the Actions column on the left. *Note: candidates must be going from the same status (all at 0-filed) to the same status (all moving to Eaton Not Interested). In addition, internal and external candidates must be updated separately.*
- **The HR Status MUST always be updated from within the requisition folder**

Updating Candidate(s) HR Status

- Recruiter Initial Screen
- Facility Initial Screen
- 1st Interview
- UR Recommended to 1st Round
- UR Invited to 2nd Round
- 2nd Interview
- 3rd Interview
- Offer Extended
- Offer Accepted
- Eaton Not Interested-External-Interviewed
- Eaton Not Interested-External-Not Interviewed
- Eaton Not Interested-Internal-Interviewed
- Eaton Not Interested-Internal-Not Interviewed
- Hired-External
- Hired-Internal
- Job Canceled

HR Statuses

Recommendations for updating HR statuses are as follows:

- If you view a candidate's Talent Record but are not ready to make a determination, update them to Recruiter Initial Screen
- If you eLink a candidate to a hiring manager, update them to Facility Initial Screen.
- The other HR statuses are fairly self-explanatory.
- Remember: the HR Status **MUST** always be updated from within the requisition folder

Note: Local HR will NOT update HR statuses for requisitions handled by the TAC staff.

HR Statuses

Before a requisition can be closed, ALL candidates must be moved to one of the final HR statuses:

- Eaton Not Interested-External-Interviewed
- Eaton Not Interested-External-Not Interviewed
- Eaton Not Interested-Internal-Interviewed
- Eaton Not Interested-Internal-Not Interviewed
- Candidate Not Interested
- Hired-External
- Hired-Internal

Note: For candidates moved to any of the Eaton Not Interested or Candidate Not Interested statuses, you will be prompted to complete the Candidate Disposition Form (this form is critical for the US as it determines who will be returned on the Applicant Flow Log).

Automated 'Rejection' Letters

When candidates are moved to the following HR statuses, they will receive an automated rejection letter:

- **Eaton Not Interested-External-Interviewed** – *Email will be sent 10 days after the HR status is updated*
- **Eaton Not Interested-External-Not Interviewed** – *Email will be sent 3 days after the HR status is updated*
- **Eaton Not Interested-Internal-Interviewed** and **Eaton Not Interested-Internal-Not Interviewed** – *Email will be sent 5 days after the HR status is updated*
- Candidates moved to **Job Canceled** will also be sent an email notification letting them know the position was canceled

Candidate Disposition Form

This form can be saved in one language. First, select the appropriate language below, then complete the form.

English (US) [German](#) [Spanish](#) [Polish](#) [Portuguese \(Brazilian\)](#) [Chinese \(Simplified\)](#)

*REQ ID:

If Eaton Is Not Interested:

Please select the reasons which apply

Candidate is outside of immediate geographical recruiting area - Eaton is not offering relocation
Compensation/salary requirements outside range for position
Does not meet basic requirements
Eaton does not wish to pay search firm fees
Eaton does not wish to sponsor work visa

 [Selection details](#)

If Candidate Not Interested

Please select the reasons which apply:

Accepted another position within Eaton
Accepted position with another company
Candidate applied for wrong position
Compensation range unacceptable
Incompatible preferences as to position responsibilities; type of work or company

 [Selection details](#)

*Candidate Type within Req

 [Selection details](#)

* = required field

Complete the form by choosing the appropriate reason and selecting whether the candidate was an internal or external applicant

Hire Form

New Hire Form for Tsevdos, Joanne

This form can be saved in one language. First, select the appropriate language below, then complete the form.

English (US) [German](#) [Spanish](#) [Polish](#) [Portuguese \(Brazilian\)](#) [Chinese \(Simplified\)](#)

eLink blank form

* Hire Type [Selection details](#)

* Start Date

The fields below are required for all TAC positions:

If an Internal Candidate has been hired, select one: [Selection details](#)

* Was Offer Declined? No Yes

If Yes, why was offer declined?

Date hired candidate was elinked to hiring team?

* TAC Sourcing Effort [Selection details](#)

* Applied/Sourced? [Selection details](#)

Source Code List >>

Agency Code

Agency Fee Type [Selection details](#)

Agency Fee(s) (Enter amount in USD)

Canceled Req #

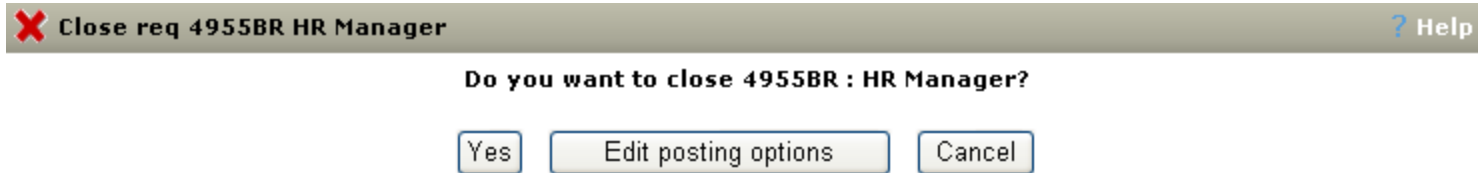
Canceled Req Total Days

When moving a candidate to a Hired status you will be prompted to complete the New Hire form. The Hire Type and Start Date are required. It is critical that the Start Date is accurate – this will be the new employee's Hire Date (effective date) on the Oracle HRMS system.

Closing a Requisition

When the last candidate is moved to a Hired status, you will be prompted to:

- Close your requisition
- Remove from the Talent Gateways (if still posted)



US Only – Applicant Flow Logs

SB07 and above positions – The TAC will run applicant flow logs for positions SB07 and file in the requisition folder. Contact the recruiter responsible for your position for more information. You may also request reporting access to BR in order to run these reports yourself.

SB06 and below positions – To run an Applicant Flow log for these positions, click on Reports>>Custom Reports>>Applicant Flow Log.

A custom Summary of Personnel Activity report is also available.

US Only – Applicant Flow Logs

Applicant Flow Log

Applications Taken From

Begin Date 

End Date 

Requisition Open Date

Begin Date 

End Date 

Requisition Close Date

Begin Date 

End Date 

The recommended way to run an Applicant Flow Log is to ignore the date options and choose the Requisition ID from the list. Be sure to choose from the list (not just type in the requisition number) or it will not recognize it and just sit there.

You can generate your report as a pdf or an Excel file.

You can also run for a date range if necessary.

Refine your query by selecting from the filtering options below.

If filtering by Location and/or Division, a Requisition Open Date range or a Requisition Close Date range must be selected.

Location:

Requisition ID:

Steps for Generating an Applicant Flow Log

1. In BrassRing, go to **Reports** and select **Custom Report>>Applicant Flow Logs**
2. Scroll down to lower part of page, and refine your query by selecting from the filtering options below section. Top section should remain blank.
3. Next to the **Requisition ID** box, click on the **List** button
4. In the **Enter Criteria Search** box at the top center of the page, enter the req number and click **search**
5. The Req number will appear in the **Available Fields** box on the left side
6. Select the req in the box and it will go to the **Selected Fields** box on the right side
7. Click **OK**
8. You will then be directed to the original **Applicant Flow Log** page
9. At the bottom of the page, in the **Select Output Format** box, choose **Excel Sortable** option
10. Click on **Generate Report Now**

Additional Information on Applicant Flow Logs

If at least one candidate in the requisition folder has not been moved to Hired-External or Hired-Internal ALL candidates will be returned on the applicant flow report. (see process flow on following slide)

The reports work as follows:

- First the reports look at the candidate type (based on Hire Type on New Hire Form:
 - If an **Internal** candidate is hired, ONLY **Internal** candidates will be returned on your report
 - If an **External** candidate is hired, ONLY **External** candidates will be returned on your report

In addition, once the above determination is made on which candidate type should be returned, the candidate disposition reason is checked to see which candidates should be returned based on the reason selected (see slide 57)

Candidate Disposition Reasons

HR Status	Candidate Disposition Reasons <i>These Candidate Disposition Reasons will be used for all Eaton Not Interested statuses</i>	Included on Applicant Flow (Yes/No)
Eaton Not Interested-External-Interviewed	Compensation/salary requirements outside range for position	No
	Does not meet basic qualifications	No
Eaton Not Interested-External-Not Interviewed	Candidate is outside of immediately geographical recruiting area and Eaton is not offering relocation	No
	Eaton does not wish to pay search firm fees	Yes
Eaton Not Interested-Internal-Interviewed	Eaton does not wish to sponsor work visa	No
	Failed pre-employment screen (background check, drug screen, etc.)	Yes
Eaton Not Interested-Internal-Not Interviewed	Internal candidate selected	Yes – but only internals would appear. If an external is moved to this disposition reason and an internal candidate is hired, the external candidate would not be part of your applicant pool
	Other candidate closer fit to stated requirements	Yes
HR Status	Candidate Disposition Reasons <i>These Candidate Disposition Reasons will be used for the Candidate Not Interested status</i>	Included on Applicant Flow (Yes/No)
Candidate Not Interested	Accepted another position within Eaton	No
	Accepted position with another company	No
	Candidate applied for wrong position	No
	Compensation range unacceptable	No
	Location unacceptable	No
	No response from candidate when attempting to contact at least twice	No
	No show for interview	No
	Offer Declined	Yes
	In compatible preferences as to position responsibilities, type of work or company	No
Candidate Disposition Reasons in bold will be included on the Applicant Flow (after determination of candidate type)		

Additional Information on Applicant Flow Logs

- **Summary of Personnel Activity Report** – In addition to the above criteria, in order for this report to be accurate the hired candidate should first be moved to Offer Extended and then to Hired. This report includes a column Offer Extended and if the hired candidate has not first been moved to Offer Extended this column will display 0.
- **These reports are not real time!** If you update a candidate's status today, you will not see the change reflected on the reports until tomorrow.

Additional Help/Tips

- If you edit a requisition that is already posted to EatonJobs, you must go back to the Talent Gateway page (click on Posting Options push pin) and click OK to push those changes through to the job boards. To push the change through to external job boards, you also need to click on the pencil icon for Arbita.
- We recommend that you preview your job posting prior to posting to the job boards. You can do this from the Talent Gateway page by clicking on Select Job Posting Preview.
- A requisition needs to be open in order to update the HR status on candidates. You can remove the position from EatonJobs so that you do not receive any additional applicants. Click on the Posting Options push pin, deselect all job boards and click OK

Additional Help/Technical Assistance

- For technical assistance, contact the HR Technologies Support Team:
 - For customers with access to the IT Service Catalog under JOE>My Applications, you should submit a request to the HR Technologies Support Team.
 - For all other customers, please send an email to the “Help, HR Technologies” group mailbox in Outlook.

EATON

Powering Business Worldwide