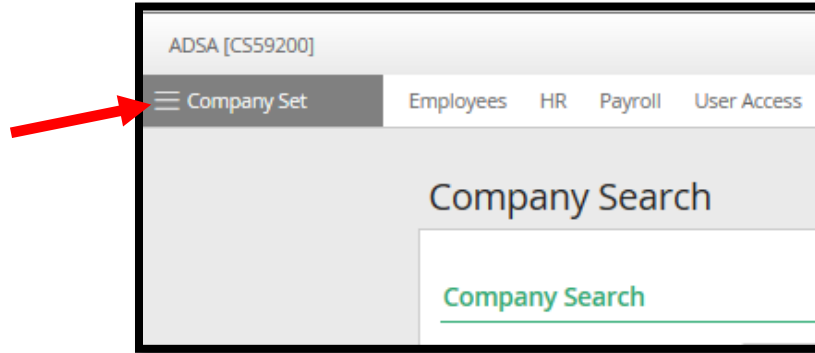
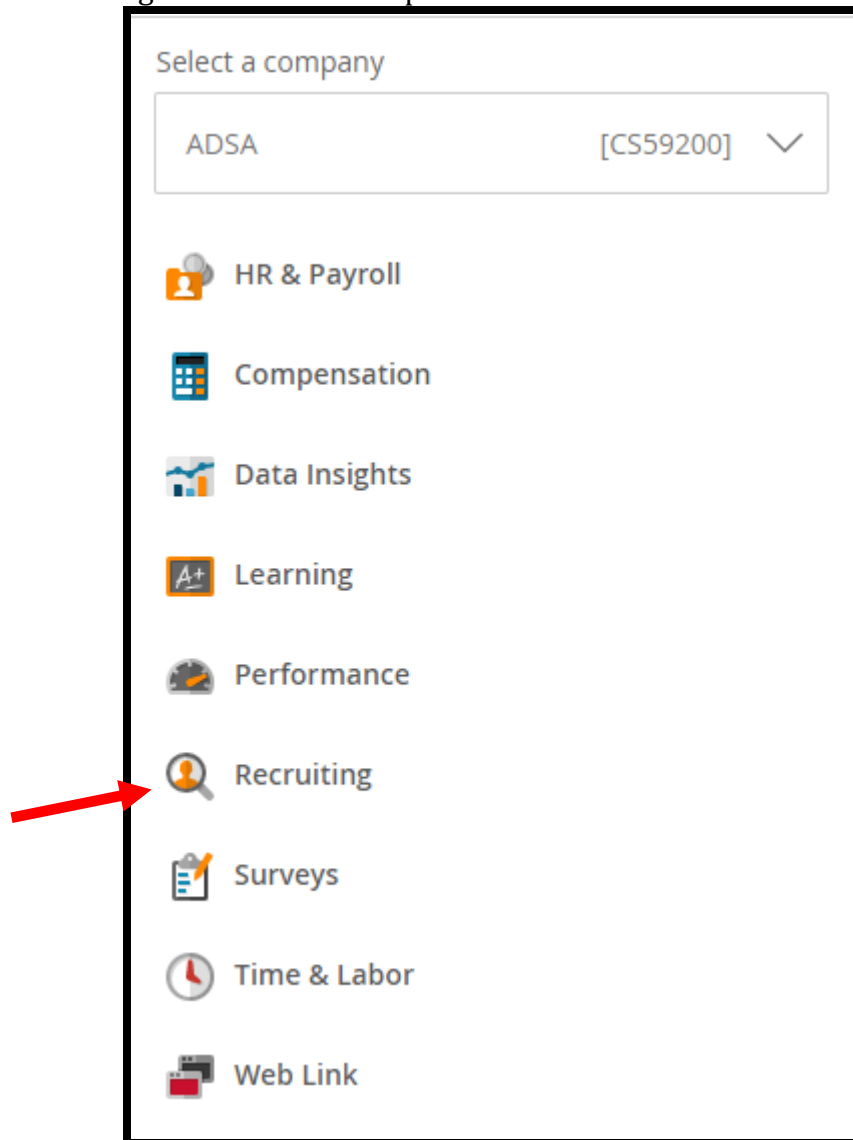


How to Post an Open Position in Paylocity's Recruiting Tool

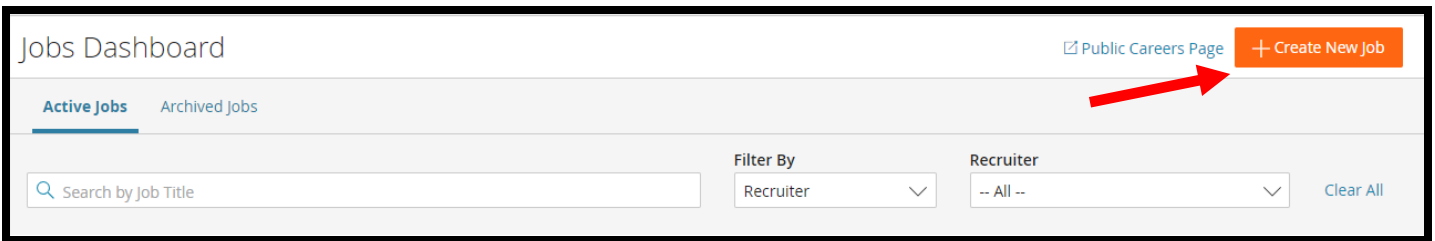
1. Click on "Your Company Name" located on the Paylocity home screen page



2. Select the Recruiting module in the dropdown menu

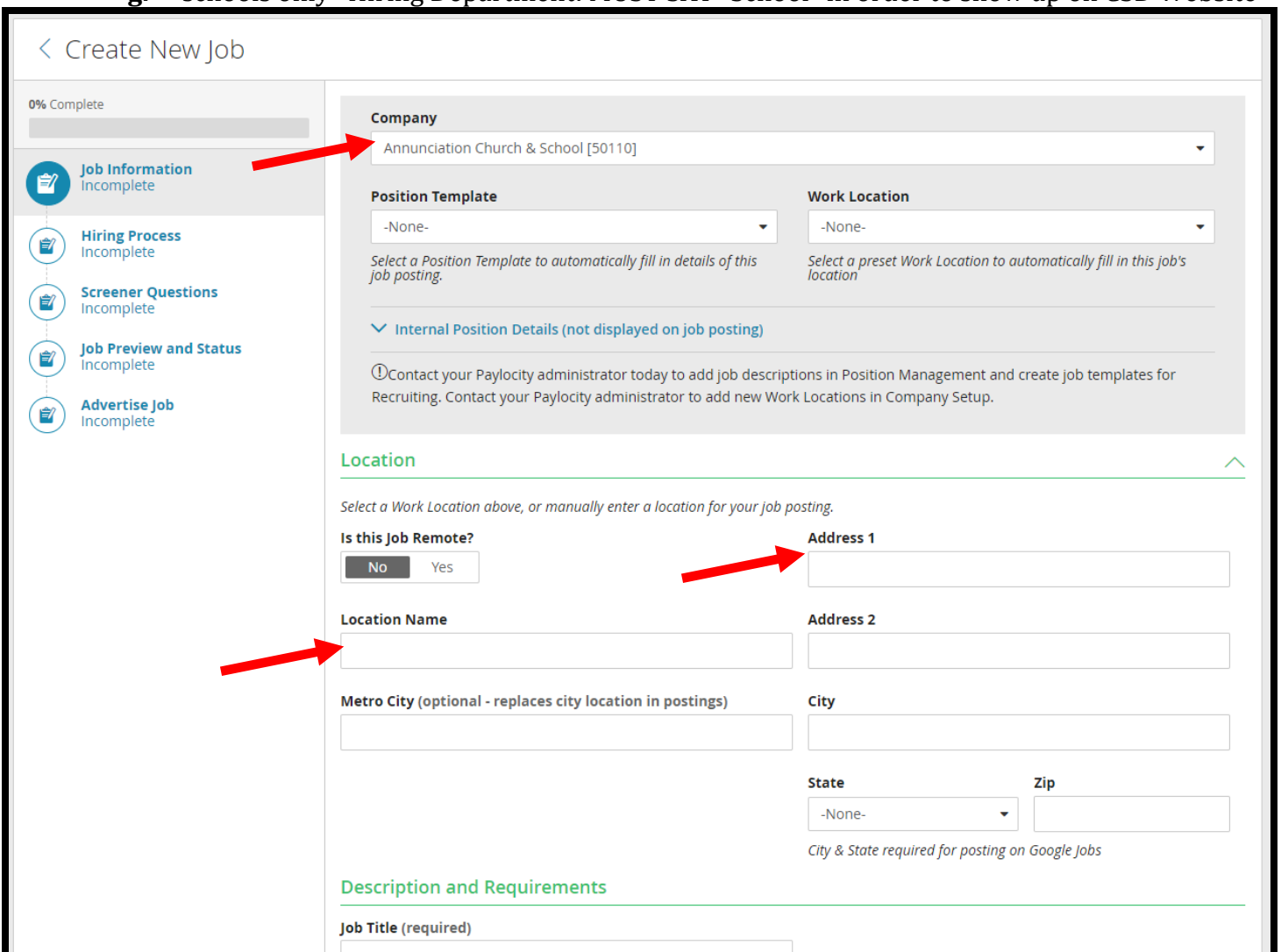


3. You will be brought to your Jobs Dashboard → Click "Create New Job"



4. Fill in the information

- a. Choose your location
- b. Look through the position templates (if you do not already have a job description created)
- c. Type in your address for the location
- d. Job title
- e. Job requirements
- f. Job Description
- g. *schools only* Hiring Department: MUST SAY "School" in order to show up on CSD Website



5. Work Flow

- a. Choose ArchSA Workflow

6. Type out your Hiring Team

- a. **Recruiter:** Andrea Bone (always)
- b. **Hiring Manger:** who will be conducting the interviews; can move employees throughout the workflow
 - i. Rogelio Guerrero (if he is assisting with interviewing, parishes only)
 - ii. Father
 - iii. Bookkeeper
 - iv. Parish Administrator
 - v. Principal
- c. **Team Members:** anyone else who needs access to review candidates; cannot move employees throughout the workflow
 - i. Bookkeeper, Department Supervisor/Head

Hiring Workflow

Select Workflow (?)

ArchSA Workflow
▼

Create From Default

Create From Scratch

Workflow Preview

New Applications <small>1 Step</small>	Screening <small>3 Steps</small>	Phone Interview <small>4 Steps</small>	In Person Interview <small>6 Steps</small>	Rejected <small>8 Steps</small>	Offered <small>3 Steps</small>
---	-------------------------------------	---	---	------------------------------------	-----------------------------------

Hiring Team

Recruiter(s) (?)

▶ start typing...

Hiring Manager(s) (?)

▶ start typing...

Team Member(s) (?)

▶ start typing...

7. Choose your screen questions
 - a. Archdiocese Screeners – every other location
 - b. Catholic Charities
 - c. Catholic Schools (Non-Professional)
 - i. Maintenance, custodial
 - d. Catholic Schools (Professional)
 - i. Teachers, Administration Staff, etc. – anyone working around kids
 - e. Seton Home
 - f. St. PJ's

Add Screener to Application

Select Screener

-None-

-None-

Archdiocese Screeners

Catholic Charities Screeners

Catholic Schools (Non-Professional) Screeners

Catholic Schools (Professional) Screeners

Seton Home Screeners

St. Pj's Screeners



Attach screeners to learn more about your candidates. Apply scoring to rate and/or reject unqualified candidates.

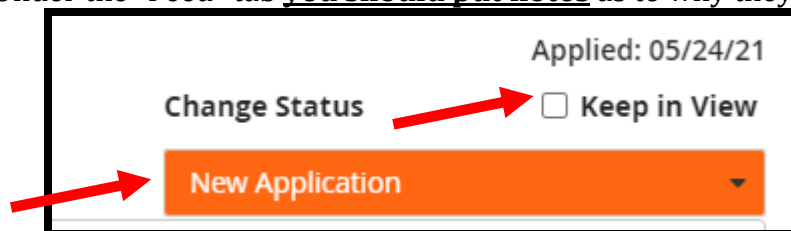
Previous: Hiring Process

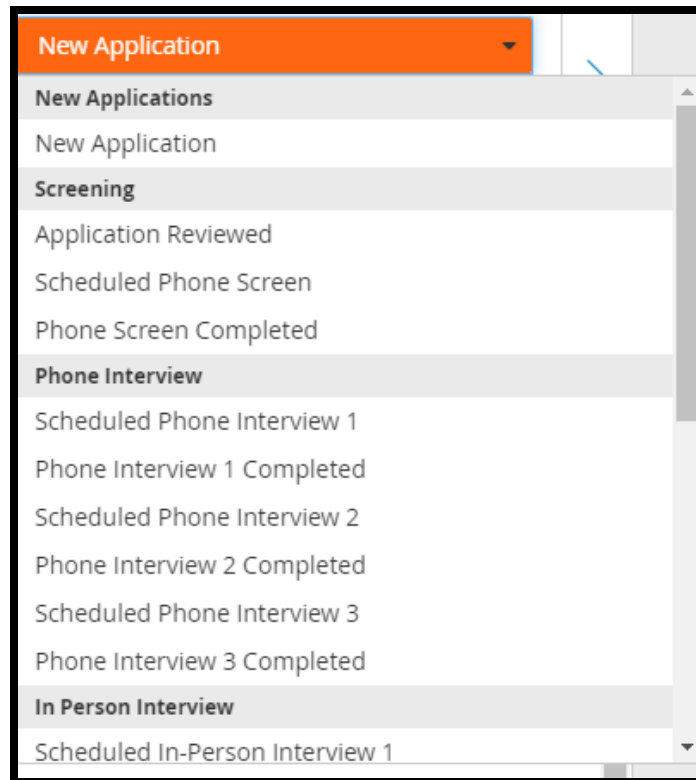
Next: Job Preview and Status

8. Send for HR Approval

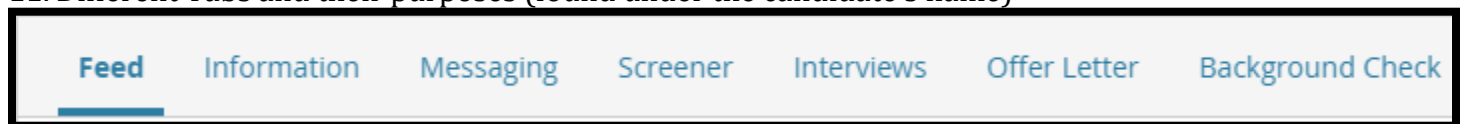
How to Use Paylocity's Recruiting Tool

9. Review your applicants by clicking on the posting's name and click on the individuals application and resume located under the "Information" tab
10. Move Applicants into their categories, screening, interview, rejected, offered
 - a. Check the box "Keep in View," this assures you do not accidentally move the wrong person
 - b. By clicking the "New Application" it prompts a drop-down menu to change their status
 - i. Under the "Feed" tab **you should put notes** as to why they are rejected





11. Different Tabs and their purposes (found under the candidate's name)



- a. **Feed**
 - i. You can see all the emails or text messages sent to the individual
 - ii. Notes other hiring managers or HR made
- b. **Information**
 - i. To view resume, application, and any other documents the candidate uploaded
- c. **Messaging**
 - i. Sending emails (templates already created by HR) or text messages
- d. **Screener**
 - i. Candidate's answers to our screener questions
- e. **Interviews**
 - i. Scheduling and sending the interview information to both the candidates and the interviewer(s) and hiring manager(s)
- f. **Offer Letter**
 - i. Template: Catholic Schools/PC/**Standard**: for Parishes and other locations
 - ii. Non-exempt → hourly; exempt → salary
 - iii. Sending an Offer Letter
 - 1. Send Approvals to Specific Approver → Andrea Bone [CS59200] [P72]
 - 2. Once Approved, Andrea will send to the candidate for their signature
 - 3. Once sent it will move them into the category, Offer Extended, when they accept, then Offer Accepted
 - iv. **All offer letters must go through Paylocity Recruiting** - it will be attached to their Paylocity Personnel File in HR and Payroll (after we onboard them)
- g. **Background Check** - we do not use, Virtus only

12. If you are hiring someone, you must put them in the hired column, under the Feed” tab, send them to onboarding for your bookkeeper and HR

The screenshot displays a software interface with a top navigation bar containing the following tabs: **Feed**, Information, Messaging, Screener (100%), Interviews, Offer Letter, and Background Check. A red arrow points to the **Feed** tab. Below the navigation bar is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, and numbered list. An **Anti-Discrimination policy** link is visible in the top right of the editor. Below the editor is a **Visible to** dropdown menu set to **Everyone**, an information icon, and an **Add Note** button. The main content area features a **Begin New Hire Onboarding** section with a celebratory graphic of confetti and balloons. The text reads: **Congrats on your new hire!** Begin Yvonne GONZALES's new hire onboarding to collect personal & emergency contact information, setup an employee profile, select benefits, and more. To begin the new hire process, select the button below. A large blue button labeled **Begin New Hire Onboarding** is positioned at the bottom of this section, with a red arrow pointing to it.