



Oracle	2014
DTP	Oracle iRecruitment
Internal Applicants User Manual	

Release 12.1.3


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GENERAL INFORMATION












What is Oracle iRecruitment and how to navigate to the PBSO Careers Section using iRecruitment?

Oracle iRecruitment is a web-based software application that can be accessed in several ways from any external source including the library or your home computer by using the following path on your Internet browser www.pbso.org then click on the “Careers at PBSO” tab  or at any PBSO workstation through the Oracle iRecruitment Employee responsibility.

 [iRecruitment Employee](#)

NAVIGATION ICONS

While navigating through the application you will come across icons that will make navigation easier and more user-friendly. The table below provides brief description of some of the most common iRecruitment icons and their function.

ICON	Function
	Indicates the completion of field is required before user can proceed further.
	Provides useful information to the user about task at hand
	The search Flashlight indicates that list of values has been populated and is available for searching
	Indicates drop down list of values is available for selection. Click to view the list of values
	The pencil indicates that you have ability to update a particular record
	The trash can enables you to delete a particular record
	The calendar icon enables you to select a specific date
	The quick select icon enables you to select an item with a single mouse click
	The application icon enables you to create a job application
	The application details icon provides quick-link to view details associated with a job application
	The preview icon provides a quick link to preview a document.


OVERVIEW

Internal users can access the iRecruitment site via a unique URL that directs the user to an external version of the iRecruitment Employee page (external login) or internally by logging into their Oracle account (internal login) and navigating to the iRecruitment Employee responsibility.

This site would enable users to view job postings, create and manage user accounts, and complete and manage job applications.

REGISTER TODAY

You can register into Oracle using external source.

To access iRecruitment through the webpage log in from any external source, including your home computer, by using the following path on your Internet browser www.pbsso.org then click on the “Careers at PBSO” tab  and click on ‘Current PBSO Employees, please [Click here](#)’ link.

Note: Inside PBSO tab will be moving to our new website page ‘[Careers at PBSO](#)’. Please use this site to register and log into your iRecruitment account starting November 01, 2014.



PALM BEACH COUNTY SHERIFF'S OFFICE

CONTACT INFORMATION

Select Language

HOME INSIDE PBSO OUR COMMUNITIES ARRESTS & JAIL INFO COMMUNITY SERVICES F.A.Q.s **CAREERS AT PBSO** CONTACT US

Human Resources

- Reference Guides to Apply Online
 - [PBSO External Applicants User Guide](#)
 - [PBSO Internal Applicants User Guide](#)
- [Position Requirements](#)
- [Pay Plan 2014](#)
- [Collective Bargaining Agreement - Law Enforcement](#)
- [Collective Bargaining Agreement - Corrections](#)
- [Collective Bargaining Agreement - Civilian](#)

Customer Service Hours
Monday - Friday
7:30 to 5:00PM

Customer Service Email Address
HumanResources@pbsso.org

Search and Apply for jobs

- External Candidates and Ex-employees, please [Click here](#)
- Current PBSO Employees, please [Click here](#)

For technical issues please send an email to JOBS@PBSO.ORG. For any other questions please email us at HumanResources@pbsso.org or call Human Resources at 561-688-3540. Please note that we do not provide information on the status of job applications.

IRecruitment Training Aids

- IRecruitment demo for external applicants and former PBSO employees
- IRecruitment demo for PBSO employees
- [Frequently Asked Questions](#)

IMPORTANT

- Job openings are posted weekly. New jobs are posted on Mondays.
- Jobs are posted for 10 business days, excluding holidays.
- Job applications must be received in Human Resources no later than 11:59PM on the closing date listed on the job posting for the position you apply for. PBSO reserves the right to close a job posting at any time.
- Please refrain from uploading documents, except a resume, with your on-line application. Your application and any attachments you upload are subject to Florida Statute 119.07 AND may be provided pursuant to a public records request.
- It is your responsibility to monitor the status and communication of your online account.
- All correspondences regarding your online application will be provided electronically. It is your responsibility to update your applicant account with the most current contact information (i.e. email address, home address and telephone number)
- If an electronic message is sent to you and you fail to respond, your application may be terminated.
- NO excessive tattoos, body ornamentation, or intentional, disfigurement that cannot be completely covered by a dress collar, long sleeves, or long pants. (One tattoo, 3" x 3", on each arm is permissible.)
- PBSO is drug free, smoke free environment.
- Participation in PBSO Drug and Alcohol examination is a condition of employment
- Applicants considered for hire will be subject to a background history record check.

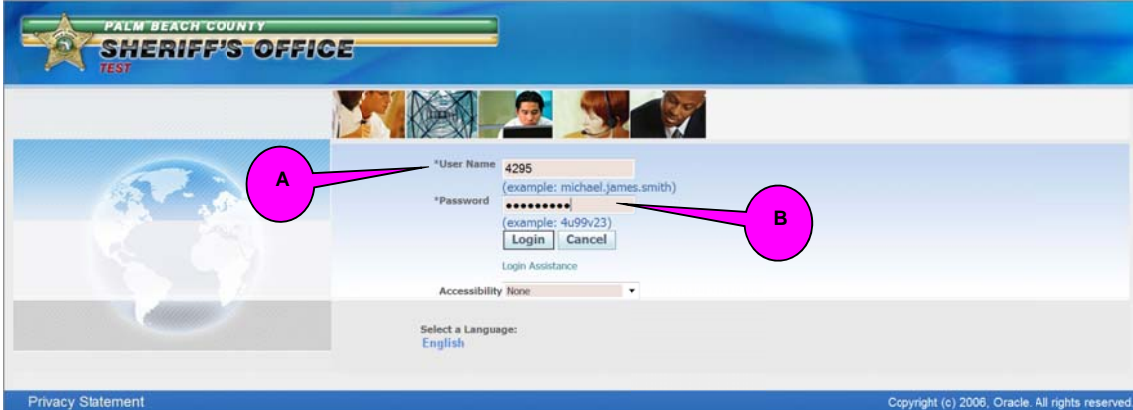
Get ADOBE READER

Get Adobe Reader

Palm Beach County Sheriff's Office is an Equal Opportunity Employer.
Veterans' Preference to be requested at time application is submitted.
Please note all phone calls and emails are only being answered during business office hours.

LOGIN OVERVIEW

This action will open a new screen which is the Oracle Login screen. Once at this login screen you follow the same steps disregarding if you accessed iRecruitment on the web (external login) or your workstation (internal login).



User Name: Assigned PBSO ID# 4295 (*Call-Out A*)

*User Name

Password: Current Oracle password. (*Call-Out B*)

*Password

Note 1: If you haven't logged into oracle yet, try the default password 'pbso99'. It is case sensitive.

Note 2: If you try logging in more the 3 unsuccessful times the system will automatically 'LOCK' up your account as a security precaution. Contact system administrator or Help Desk 688-3220 if your account is locked.

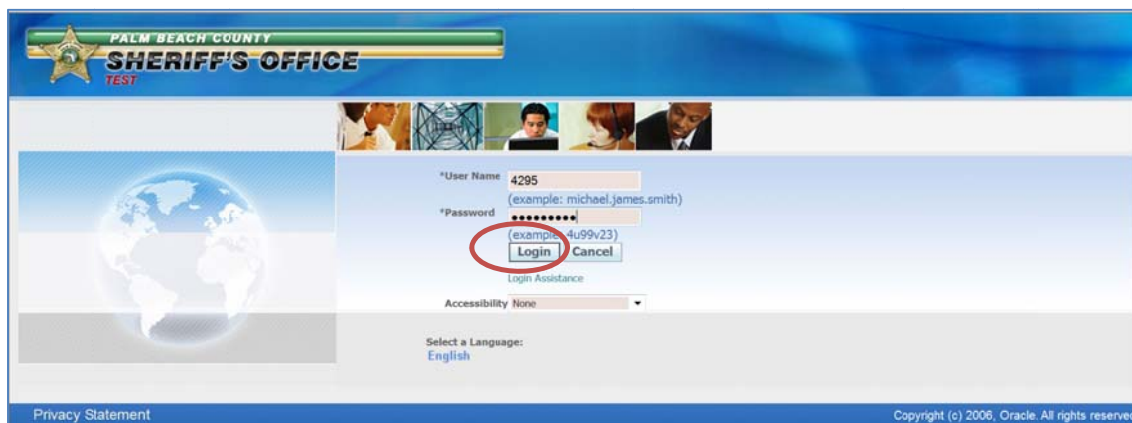
LOGIN INTO ORACLE

STEP 1: LOGIN AND SETUP MY ACCOUNT


Description

This topic demonstrates how to login and create an iRecruitment account for the first time when applying for a position.

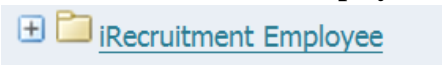

In this scenario you will login to Oracle with a username – PBSO ID number and password – a unique password you created. Click Login or hit the enter key on the keyboard.

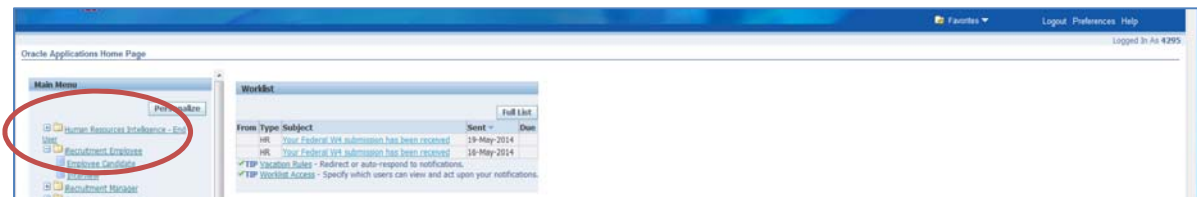
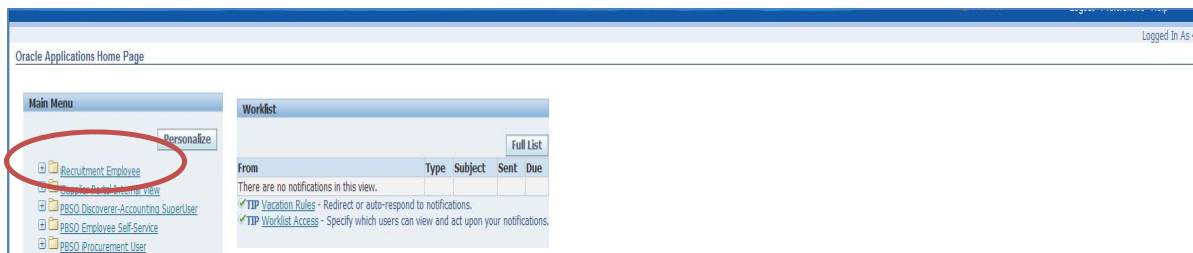


Next step you will see a list of Oracle responsibilities assigned to your account. One of them is the iRecruitment Employee responsibility.

 **iRecruitment Employee** (Call-Out C)



Step	Action
1.	Click the iRecruitment Employee link. 
2.	Click the Employee Candidate link. 
3.	The iRecruitment: Home - General page displays. Use this page to search, apply for, and view job applications.



Home | Jobs

General | My Account

Welcome to our Job Site

For jobs posted more than 7 days ago, please go to the [Search for Jobs](#) link and select the date posted from the drop down menu.

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

Full List

From	Subject	Sent
No results found.		

Jobs Applied for

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

Full List

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

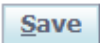
My Interviews

Name	Date	Start Time	End Time	Type	Category	Status	Location	Timezone	Primary Interviewer	Contact Name	Contact Number	Interview Details
No results found.												


Home Jobs Job Basket Home Logout Preferences Help

Privacy Statement

Copyright (c) 2008, Oracle. All rights reserved.

Step	Action
4.	Click the My Account link.
5.	The iRecruitment: Home - My Account - Personal Information page displays. Use this page to review, enter and update your personal information. (Call-Out D)
6.	Information on your PBSO employment record will automatically populate some of the Basic Details fields. Review these fields to ensure they are correct, and update any incorrect or missing information. Note: Fields with * are mandatory.
7.	Click the Upload Resume to upload your resume to your account. The resume appears in the Documents section. (Call-Out E)
8.	Choose from an existing or create a new Recruiting Address . For this example we will select an existing address.
9.	The page will refresh with the selected address displays.
10.	Next, add or review Phone Numbers .
11.	Select the desired time to call for the relevant phone number.
12.	After all personal details have been updated click the Save button 

The screenshot shows a 'My Account' page with several sections: 'Personal Information', 'Resume', 'Basic Details', 'Address', 'Phone Numbers', and 'Documents'. Callout D points to the 'Qualifications and Skills' tab. Callout F points to the 'Resume' section. Callout E points to the 'Add Another Document' button in the Documents table.

Step	Action
13.	Click the Qualifications & Employment History tab (<i>Call-Out F</i>)
14.	Provide ALL relevant Employment History and update as required.
15.	Provide ALL Skills .
16.	Provide ALL Education Qualifications and update as required.
17.	Use Additional Qualifications (i.e. awards, trophies etc.) button to add qualifications.
18.	After all qualification and employment history details have been updated click the Save button. 

Home | Jobs

General | My Account

My Account

Personal Information | **Qualifications and Skills** | Preferences | Login Information

* Indicates required field

Employment History

Show All Details | Hide All Details

Details	Employer	Start Date	End Date	Job Title	Location	Delete
<input type="checkbox"/> Hide	Cisco	January 2001	January 2005	Analyst	Delray Beach	
Description of Job Duties HR Analyst						
<input type="button" value="Add Another Employer"/>						

Skills

Please enter your own assessment of the skills which you currently possess.

*Skill	Level	Additional Competence Element Details	Delete
Computer Software:Oracle iRecruitment	Intermediate		
Computer Software:Oracle SSHR	Intermediate		
Computer Software:Oracle HRMS	Advanced		
Computer Software:Oracle 11i	Advanced		

Education Qualifications

Please enter details of the high school, colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter these later as Additional Qualifications.

*College or University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.						
<input type="button" value="Add Another Establishment"/>						

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
Award	Achievement Award			January 2003		

Step	Action
19.	Click the Preferences tab (<i>Call-Out G</i>)

Home | Jobs

General | My Account

My Account

Personal Information | Qualifications and Skills | **Preferences** | Login Information

Want to Find the Right Job?

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

keywords

Job Category: Administrative Support, Officials and Administrators, Paraprofessionals, Professionals, Protective Service Workers, Service/Maintenance, Skilled Craft Workers, Technicians

Employment Category: Full Time

Employee: Employee, Contractor

Minimal Desired Salary:

Match Preferences: Match Competencies, Match Qualifications

Account Privacy

Display Language: American English

Allow Account To be Searched
 TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Email Preferences

Receive emails of Matching Jobs
 Receive General emails

Frequency of emails: Daily

Email Format: HTML mail with attachments, Plain text mail

Accessibility Preferences

I only use the keyboard
 I use a screen reader
 I use voice recognition software

Step	Action
20.	Use the Keywords, Job Category and Employment Category fields to setup e-mail job alert preferences.
21.	<input checked="" type="checkbox"/> Allow Account To Be Searched Do not uncheck the tick box. If you uncheck this box you will not be able to considered.
22.	iRecruitment can send you job alert e-mails according to your preferences. Tick this box to receive emails. Un-tick this box to unsubscribe from emails. Use the Frequency of Emails dropdown to select email frequency.
23.	After all preference details have been completed click the Save button. <input type="button" value="Save"/>
24.	My Account setup is now complete, and all updates have been confirmed.
25.	Note: The Login Information tab will re-set your password access for your entire PBSO Oracle account. <i>(Call-Out H)</i>
26.	Use the General link to return to the <i>iRecruitment: Home - General</i> page.
27.	Click the General Tab.
28.	The Login and Setup My Account topic is now complete. <input type="button" value="End of Procedure."/>

STEP 2: SEARCH FOR JOBS & JOB BASKET

Description

Step	Action
1.	Begin on the iRecruitment Candidate General page. Use this page to search, apply for and view jobs.

This topic demonstrates how to search for a vacancy and place a job in the job basket.

Step	Action
2.	The <i>iRecruitment: Jobs - Available Jobs</i> page displays. On this page you can do an Advanced Search . (<i>Call-Out A</i>). Note: Date Posted is defaulted to Last One Year. Click Go.
3.	Use the Simple Search button to limit your search criteria. (<i>Call-Out B</i>). For this example we will do an Advanced Search .
4.	Enter any Keywords to refine your search (optional).

Step	Action
5.	Choose the relevant Employment Status options from the drop down list (optional). <i>(Call-Out C).</i>
6.	Select the relevant job category (optional). Note: More than one job category can be selected at a time. Hold down the Control key on the keyboard whilst right clicking the mouse on the second category.
7.	Once you have entered all your criteria click the Go button to search.
8.	The available position that matches your search criteria displays.

The screenshot shows a job search interface. At the top, there are navigation links for 'Home' and 'Jobs'. Below that, there are tabs for 'Available Jobs' and 'Jobs Applied For'. The main section is titled 'Jobs: Available Jobs' and includes a 'Save Search' button. The 'Advanced Search' section contains various filters: 'Keywords' (with an example 'Marketing Java DBA'), 'Date Posted' (set to 'Last Week'), 'Location', 'Country' (set to 'United States'), and 'Distance From Location (Miles)'. There are also checkboxes for 'Employee' and 'Contract'. A 'Job Category' dropdown menu is open, showing options like 'Administrative Support', 'Officials and Administrators', 'Paraprofessionals', 'Professionals', 'Protective Service Workers', 'Service/Maintenance', 'Skilled Craft Workers', and 'Technicians'. Callout 'C' points to this menu. Below the filters are 'Go' and 'Clear' buttons. At the bottom left, there is a 'Select Jobs:' section with an 'Add To Basket' button, which is pointed to by callout 'D'. Below this is a table of search results with columns for 'Select Name', 'Job Title', 'Organization Name', 'Professional Area', 'Brief Description', 'Location', 'Distance From Location', 'Date Posted', 'Employment Status', and 'Apply Now'. Two results are shown, both for 'Accounting' jobs.

Step	Action
11.	To view a position at a later stage you can add the position to the Job Basket . <i>(Call-Out D).</i>
12.	Click the Checkbox option next to the Job you like to add. <input checked="" type="checkbox"/>
13.	Click the Add to Basket button.
14.	To view the job that you have placed in the Job Basket click the Job Basket link. Job Basket
15.	The Job Basket page displays.

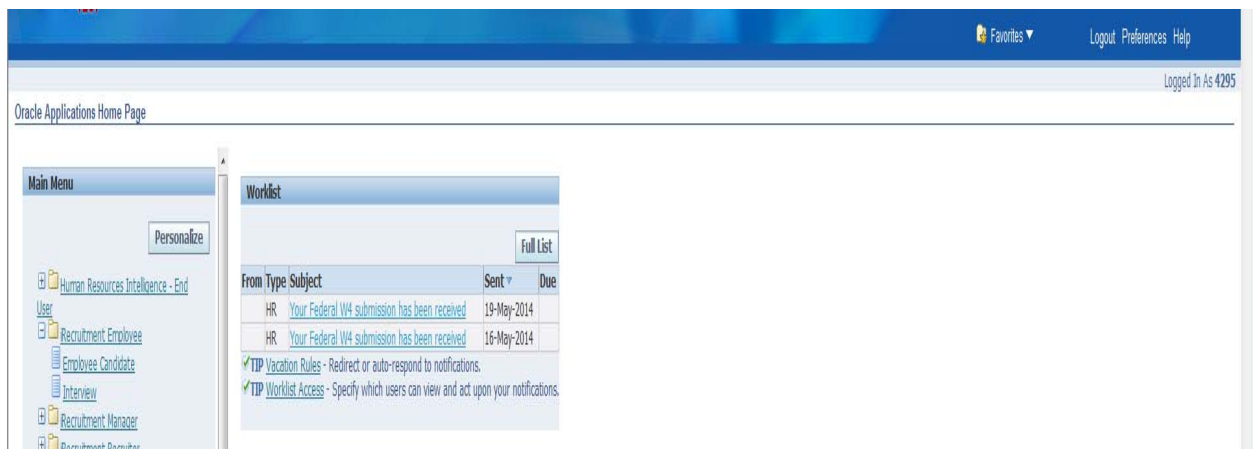
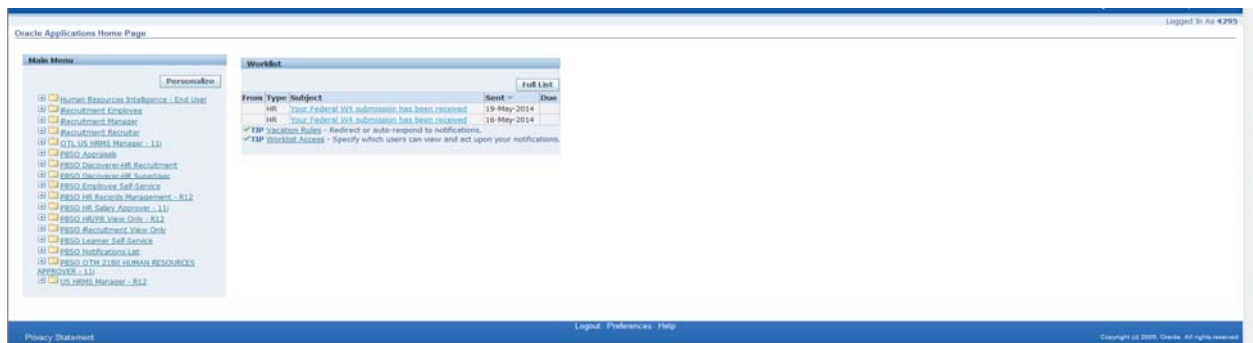
Step	Action
16.	To remove the job(s) that you have placed in the Job Basket select the check box next to the role to be removed. <input data-bbox="467 268 500 310" type="checkbox"/>
17.	Click the Remove From Basket button.
18.	The job has now been removed from the Job Basket.
19.	To return to the <i>iRecruitment Home</i> page click the Home tab.
20.	The <i>iRecruitment: Home - General</i> page now displays.
21.	The Search For Jobs topic is now complete. End of Procedure.

STEP 3: APPLY FOR JOBS

Description

This topic demonstrates how to apply for a vacancy as an existing employee account.

Step	Action
1.	Login Oracle with your username: PBSO ID# 4295. Password: current oracle password. Click on iRecruitment
2.	Your <i>iRecruitment Home</i> page displays. From this page you can: <ul style="list-style-type: none"> - view your most recent notifications - review previous applications - view confirmed interviews - search for jobs under Quick Links.



Step	Action
3.	Important: To search and apply for roles you must have activated your iRecruitment, My Account . If you have not activated your account your searches will come back empty.
4.	Use the Quick Links to search for advertised jobs. (<i>Call-Out A</i>).
5.	The Jobs: Available Jobs page is now displayed. Click the Advanced Search button. (<i>Call-Out B</i>).
6.	Once you have entered all your criteria click the Go button to search.
7.	Select the position that you wish to apply by clicking in the check box.
8.	Click the Apply Now icon.

Home | Jobs

General | My Account

Welcome to our Job Site

For jobs posted more than 7 days ago, please go to the [Search for Jobs](#) link and select the date posted from the drop down menu.

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

Full List

From	Subject	Sent
No results found.		

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

Full List

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

My Interviews

Name	Date	Start Time	End Time	Type	Category	Status	Location	Timezone	Primary Interviewer	Contact Name	Contact Number	Interview Details
No results found.												

Quick Links

- New Jobs (Last 7 days)
- Search for Jobs

A

Home | Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Save Search

Advanced Search

Note that the search is case insensitive

Simple Search | View Saved Searches

Keywords:

Date Posted: (Last Week)

Location:

Country: (United States)

Distance From Location (Miles):

Job Category: (Administrative Support, Officials and Administrators, Para-professionals, Professionals, Protective Service Workers, Service/Maintenance, Skilled Craft Workers, Technicians)

Amount of Travel:

Work at Home:

Employment Status:

Match Competencies

Match Qualifications

Employee

Contract

Go Clear

Select Jobs:

Select All | Select None

Select Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	RC2014 Accounting Clerk	Accounting	Administrative Support	Currently there is no approved template for this position. Please Contact Human Resources to develop one before proceeding.	2070-Accounting		21-Aug-2014		
<input checked="" type="checkbox"/>	RC2014 Administrative Secretary	Accounting	Administrative Support	Responsibilities are those of general office and administrative support, including routine clerical duties, timekeeping, scheduling of meetings, preparation of requisitions, preparation of forms, responding to telephone calls and visitors, providing information, and assistance in assigned projects.	2070-Accounting		20-Aug-2014	Full Time	

B

Step	Action
9.	The Application: Review Account page is now displayed.

Step	Action
10.	The Documents section shows which documents are currently attached to your application. (Call-Out C).
11.	Important: Any documents in the Documents section will be made available to selection Panel recruiting this vacancy. You must delete any documents you do not want the selection panel to view as part of this application. This includes any documentation tailored for other applications you have previously made in the iRecruitment.
12.	To add documents click the Add Another Document button.
13.	The Upload Document page is now displayed. Click the Browse button. (Call-Out D).
14.	The Choose File to Upload pop up screen is now displayed. Click the document to be uploaded.
15.	Click the Open button.
16.	You can enter information into the Description field.
17.	Click the File Type list. The File Type section requires you to specify the type of file that you are adding. Select the most relevant File Type.
18.	Click the Upload button. (Call-Out E).

Step	Action
19.	The newly uploaded document is displayed. To delete a document click on the Delete icon at the end of the row.
20.	Click the scrollbar .
21.	Click Add Another Employer or Add Another Qualification buttons to insert a missing position or qualification.
22.	Once you have made all your amendments you are ready to move to Step 2 (Enter Application Details) .
23.	Click the Next button.
24.	The Application: Other Info page now displayed.
25.	The Equal Employment Opportunity section has been prepopulated from information held in PBSO. This cannot be amended.
26.	Click the Next button.
27.	Click Continue to enter Assessment details.
28.	Answer ALL Questions on the Assessment.
29.	Click on Submit Test button.
30.	The Review Application page is now displayed.
31.	Review the information displayed on this page to ensure that the content is correct before proceeding.
32.	Important: Once you click Finish you cannot add or amend any application information.
33.	Click the scrollbar to review content further down the page.
34.	Review the information to ensure that all the information is correct before proceeding.
35.	Click the Finish button.
36.	The Jobs: Available Jobs screen is now displayed.
37.	A Confirmation message will appear at the top of the screen to indicate the completion of the application process.
38.	To return to your iRecruitment Home page click the Home link.
39.	The PBSO iRecruitment Home page displays.

Step	Action
40.	The Jobs Applied For section now displays the details of your application for IRC20346 and its current Status . (<i>Call-Out F</i>). This section also displays details of any other jobs for which you have previously applied.



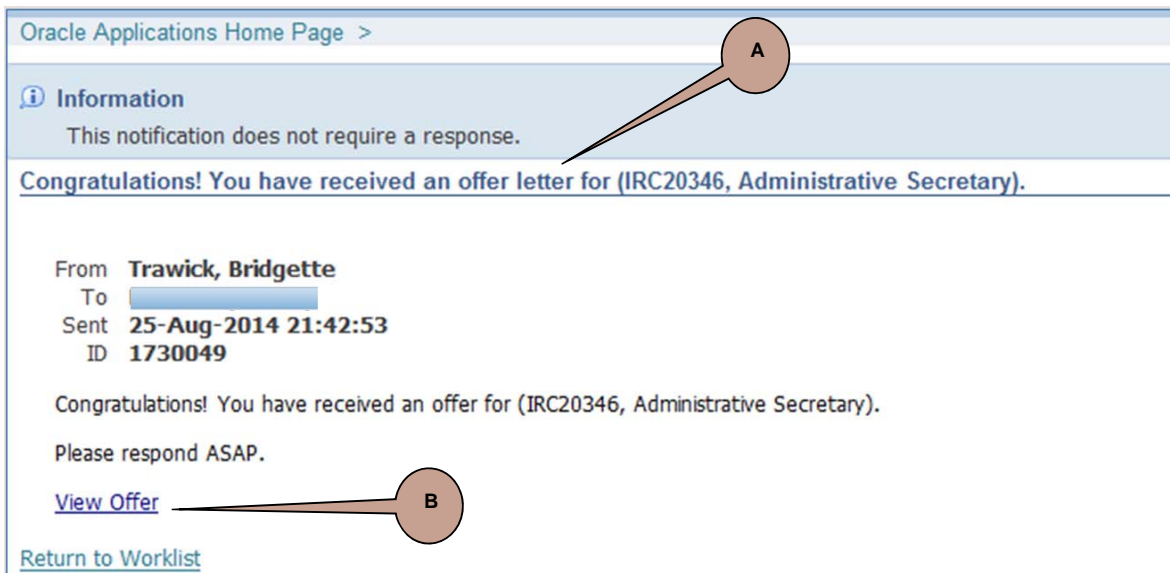
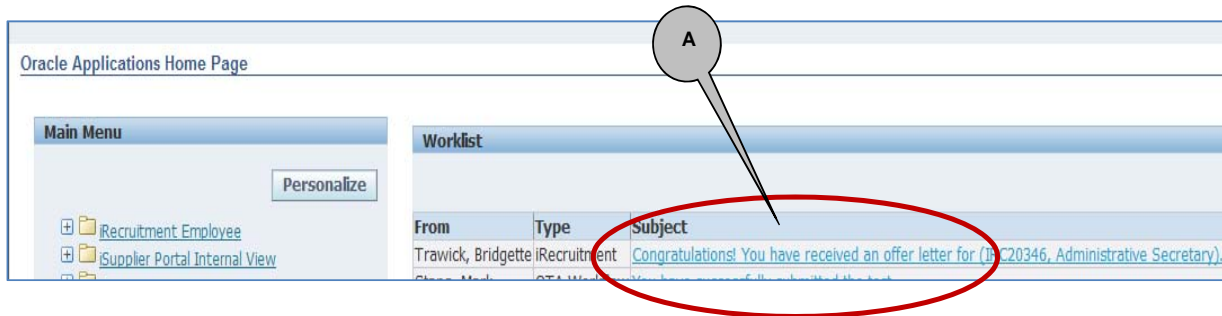
Step	Action
41.	The Apply for Jobs topic is now complete. End of Procedure.

Step 4: Accept or Reject E-Offer

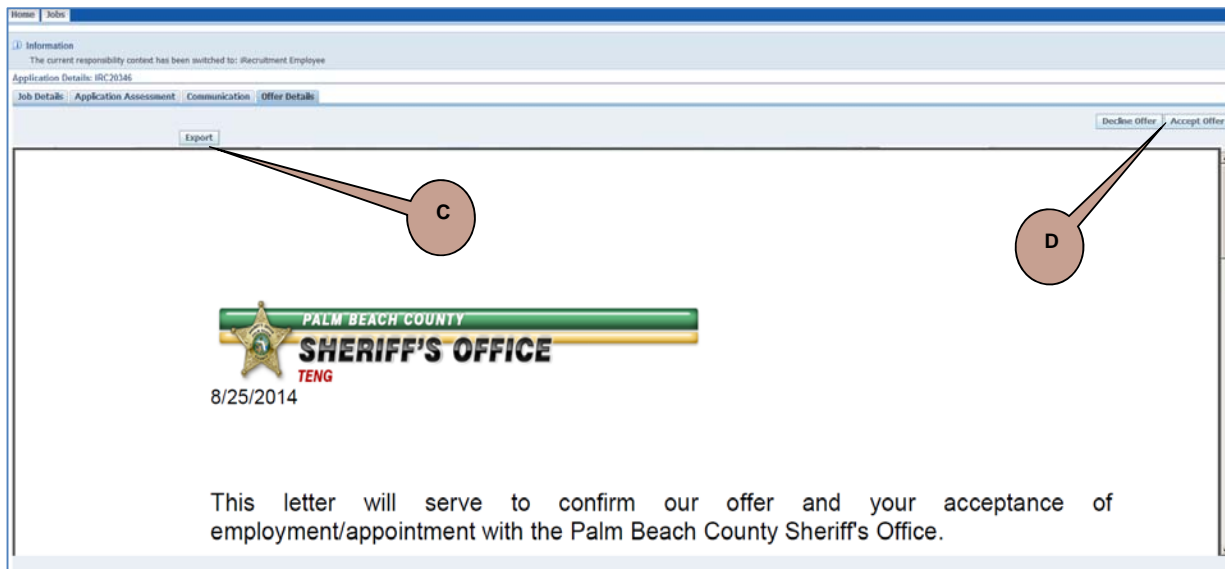
Description

This topic demonstrates how to view and accept an e-offer of employment. It is relevant to internal applicants who have received an email or notification advising them that they have been sent an e-offer of employment from PBSO.



Step	Action
1.	Begin on the <i>Oracle Applications Home Page</i> . Click the Congratulations you have received an offer letter link under Worklist Notifications . (<i>Call-Out A</i>).



Step	Action
2.	Click View Offer link. (<i>Call-Out B</i>). View Offer
3.	The e-offer will open as a PDF document from within iRecruitment. It is important that you carefully review the e-offer before accepting the offer. The e-offer letter should be exported by clicking the Export button (<i>Call-Out C</i>) and saved as a PDF for future reference. It can however be reviewed from within iRecruitment.



Step	Action
4.	This e-offer can be reviewed by using the scroll bar. If you have any questions about the e-offer please contact the Hiring Manager by using Communication Communication
5.	From this page you can Accept or Decline the e-offer using the Accept Offer or Decline Offer buttons. (<i>Call-Out D</i>).
6.	For the purposes of this document we will assume you will accept the e-offer. Click the Accept Offer button.

Step	Action										
7.	<p>A message displays confirming that you have accepted the offer.</p> <p><i>Accept Offer: Administrative Secretary</i></p> <p>We are delighted that you have chosen to accept our offer. As part of your acceptance, if you have any general comments or feedback about the offer, please use the Comments field below to submit those to us.</p> <p>Comments</p> <p>If you would like to add a comment to your acceptance you can do so by typing in the comment box before submitting your acceptance of the e-offer.</p>										
8.	<p>When the review of the e-offer is complete and all comments inserted, click the Submit button to send a notification to the Hiring Manager.</p>										
9.	<p>The <i>iRecruitment: Home</i> page displays confirming that you have accepted the e-offer.</p> <div data-bbox="483 678 977 772">  <p>Confirmation</p> <p>Thank you for accepting the offer.</p> </div> <p>Status has changed to Accepted. (<i>Call-Out E</i>)</p> <table border="1" data-bbox="483 863 1393 940"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Organization</th> <th>Location</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>JRC202946</td> <td>Administrative Secretary</td> <td>Accounting</td> <td>2070-Accounting</td> <td>Accepted</td> </tr> </tbody> </table> 	Name	Job Title	Organization	Location	Status	JRC202946	Administrative Secretary	Accounting	2070-Accounting	Accepted
Name	Job Title	Organization	Location	Status							
JRC202946	Administrative Secretary	Accounting	2070-Accounting	Accepted							
10.	<p>Click the Home link.</p>										
11.	<p>The Internal Candidate Accept or Reject e-offer topic is now complete.</p> <p>End of Procedure.</p>										