

HRMS Recruitment

Enhancement, Change Notice and Known Issue Resolution

January 18, 2021

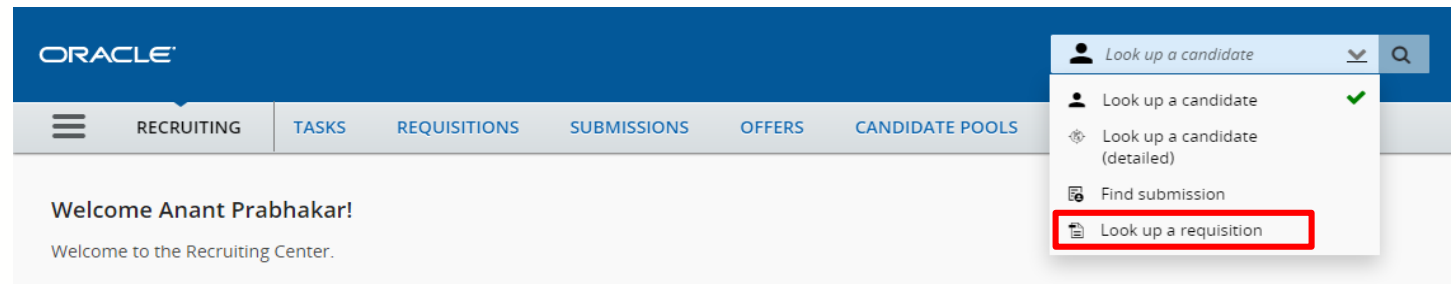


Search Functionality

1. Look up a candidate
2. Look up a candidate (detailed)
3. Find submission
4. Look up a requisition★

January 2021 Enhancement - Expanded Search Functionality

1. **Look up a candidate**: When you use the "Look up a candidate" search tool, you can enter the first name, last name, middle name, email address, username, or candidate identification number of the candidate you're looking for in the Search field. You can also use the AND and OR operators along with partial names and wildcard. However, a best practice is to enter complete names to obtain better results.
2. **Look up a candidate (detailed)**: If you want greater precisions in your search results, you can use the "Look up a candidate (detailed)" search tool where you can enter a value in more than one of these fields: first name, last name, middle name, email address, and candidate identification number of the candidate you're looking. If there's an exact match, you're taken directly to the candidate's general profile.
3. **Find submission**: Search for Requisition renamed as "Find Submission".
- ★ 4. **Look up a Requisition**: Quickly search for a Requisition



Calendar used to set Start and End Dates

Fluid Recruitment User Interface (UI) Change Notice

Note:

With the introduction of Fluid UI, the first day of the week on a calendar has been changed from Sunday to Monday. This is an important change to note as you select the **Start and End Dates** on a contract, as there have been instances of accidentally setting the wrong dates in some of recent contract submissions.

In addition to selecting the correct dates, you must also ensure to click **Done** in order to successfully register the chosen date. Failure to click **Done** will default the date to the current date.

The screenshot displays a recruitment contract form with a date selection calendar. The form fields include:

- Start Date : 1/8/21, 9:00 AM
- End Date * :
- Created on :
- Expiration Date :

Below these fields is a section titled "General Terms" containing:

- Position Type * :
- Primary Assignment * :
- Reporting Manager :
- Department :

The date selection calendar is open, showing January 2021. The days of the week are listed as M, T, W, T, F, S, S. The date 8 is selected and circled. The calendar also shows the date 18. At the bottom of the calendar, there is a "Done" button and a "Cancel" button.

Please rotate your device to a landscape mode



HRMS KNOWN ISSUE



KNOWN ISSUE

Module Affected: Fluid Recruitment	Process Affected: Fluid UI
End User/s Affected: Managers/Delegates	Date: November 27, 2020
KNOWN DEFECT DETAILS	
Known Issue: If you are using a monitor with a display resolution setting <u>below 1280 x 1024</u> or <u>above 1920 x 1080</u> , while performing a recruitment-related action within the Fluid	Workaround: Changing your monitor's display resolution <u>between 1280 x 1024 and 1920 x 1080</u> , should resolve this issue.

This issue has been resolved!

January 18, 2021

Message – "Please rotate your device to landscape mode. Current layout is supported in landscape mode only."	window's resolution to continue performing actions within Fluid UI. Click here to learn how to use Device Mode.
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