

## HRMS Recruitment

Enhancement,  
Change Notice and  
Known Issue  
Resolution

January 18, 2021

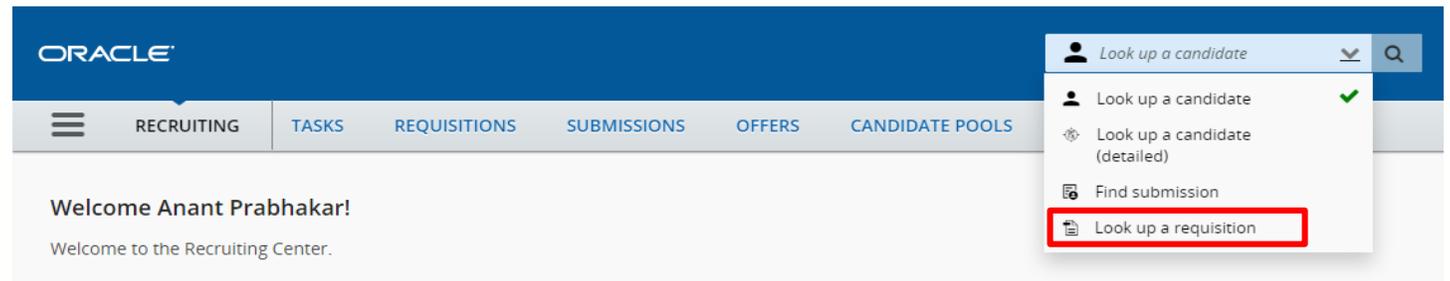


## January 2021 Enhancement - Expanded Search Functionality

# Search Functionality

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

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



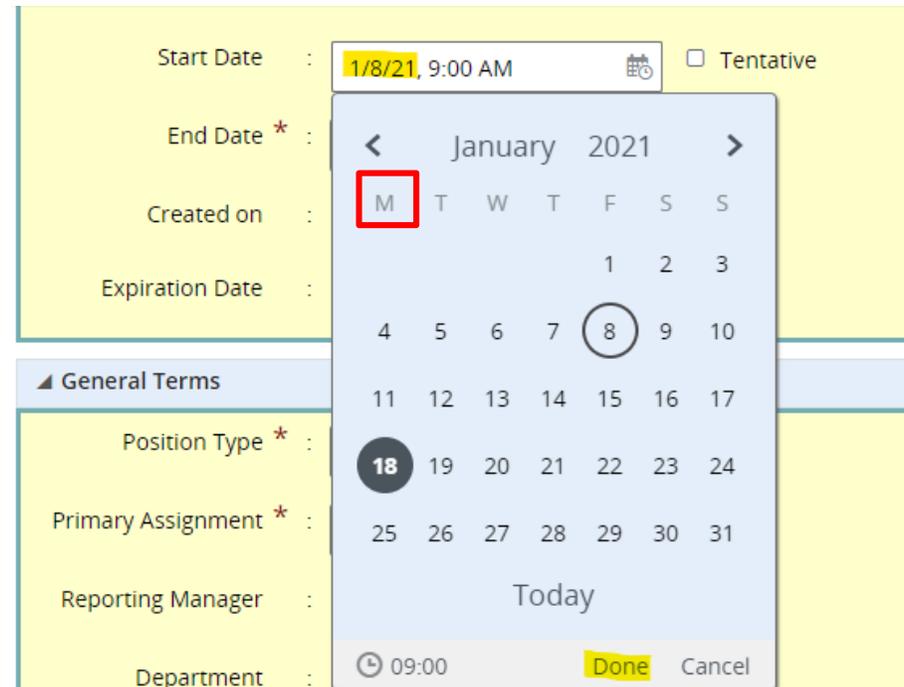
## Fluid Recruitment User Interface (UI) Change Notice

### 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.

## Calendar used to set Start and End Dates



The screenshot displays a user interface for setting dates. The 'Start Date' field is set to 1/8/21, 9:00 AM. A calendar pop-up is shown, displaying the month of January 2021. The date 1/8/21 is selected and circled. The 'Done' button is highlighted in yellow. The 'End Date' field is marked with an asterisk (\*). The 'Created on' field is also marked with an asterisk (\*). The 'Expiration Date' field is empty. The 'General Terms' section is expanded, showing fields for 'Position Type \*', 'Primary Assignment \*', 'Reporting Manager', and 'Department'.

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

General Terms

Position Type *	
Primary Assignment *	
Reporting Manager	
Department	



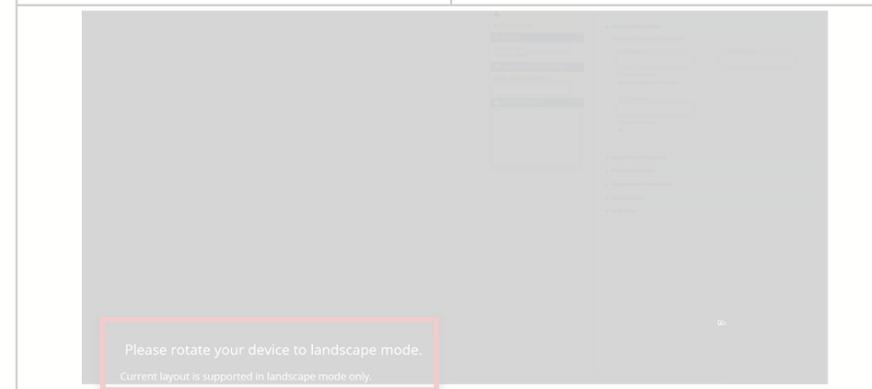
## HRMS KNOWN ISSUE

<b>Module Affected:</b> Fluid Recruitment	<b>Process Affected:</b> Fluid UI
<b>End User/s Affected:</b> Managers/Delegates	<b>Date:</b> November 27, 2020
<b>KNOWN DEFECT DETAILS</b>	
<b>Known Issue:</b> 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	<b>Workaround:</b> 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.  <a href="#">Click here</a> to learn how to use Device Mode.
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**Please rotate your device to a landscape mode**