### Putting the Pieces Together
After posting an opening, you can come back into the system at any time to review the profiles of individuals who have applied for the job.

This guide outlines how to:
- Log in to Infor HR - (pg. 2)
- Locate an Applicant Profile on a Requisition - (pg. 4)

### Which Outcome to Expect
Upon completion of this process, you will be able to make an informed decision of which applicants will be moving forward in the hiring process, and which candidates you will be rejecting.

### Navigating the Process
Need to back up a step?
- Post a Job Opening - Teacher Leader Positions (Manager)
- Post a Job Opening - Teaching/Long Term Sub Positions (Manager)
- Post a Job Opening - All Other Positions (Manager)

Ready for the next step?
- Track Interviews & Correspondence (Manager)

Related Guides:
- Reject an Applicant (Manager)
- Select an Applicant to Hire (Manager)

To locate these guides, check out the Infor HR Resource Center.

### Who To Contact
Please contact your HR Recruiting Specialist if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION: Locate an Applicant Profile on a Requisition

1) Click the Manager icon to open Manager Space.

2) Using the Acquire Talent (a) dropdown, click on Candidates and Requisitions (b).
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are reviewing applicants for, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.

Optional
- You can use the search fields (b) to narrow down candidate results.

4) From the Hiring Manager Review (a) tab, you can review all applicants who have applied to this position. To review a specific candidate, double-click on their name (c) to open their candidate profile.

Infor HR Manager/Proxy Guide
Review Applicant Profiles
Page 5
5) From the candidate profile, use the menu on the left to navigate to different sections (a) of the profile.

- **Putting the Pieces Together**
  - The candidate profile contains the following sections:
    - **At a Glance**: this section provides details from the applicant’s job application & projected Teacher Leadership Eligibility
    - **Talent Profile**: this section contains Work Assignments, Employment History, Education History, Competencies and Skills (teaching endorsements), Credentials (including CDE licenses), and Achievements
    - **Preferences**: this section contains details around the applicant’s work preferences (location, salary expectations, availability)
    - **Screening Questions Results**: this section contains applicant responses to additional DPS screening questions (may differ per job posting)
    - **Profile Question Results**: this section contains applicant responses to standard DPS profile questions (employment eligibility, bilingual status)
    - **Correspondence**: this section contains HR communication records with the applicant (including emails, faxes, mail, or phone calls) in addition to all candidate Attachments (including Resumes, Cover Letters, Letters of Recommendation, etc.)
    - **Interviews**: this section contains applicant interview tracking data
    - **Offer**: if an offer has been made to the candidate, this section will contain details around the DPS job offer
    - **On Board**: this section contains information regarding the onboarding status of this applicant after they have been moved to “Qualify” in the system. At this point in the process, this section will be blank
    - **References**: this section contains manager attestation to reference checks using SkillSurvey after the applicant has been moved to “Qualify” in the system. At this point in the process, this section will be blank
    - **Contact Information**: this section contains applicant contact information (including phone numbers, email addresses, & the applicant’s physical address)
    - **Self Identification**: this section contains applicant responses to the Ethnicity/Race self-identification questions
    - **Other Applications**: this section contains details around any other DPS applications that this applicant has submitted
    - **Personal Information**: this section contains identification numbers and travel document for the applicant

- **Take Action**
  - After reviewing applicant profiles, you should begin to screen applicants and schedule interviews. For instructions on how to track interviews within Infor HR, locate the **Track Interviews & Correspondence (Manager)** guide in Learning Space.