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1. Introduction

This document will help recruiters to be introduced to ABB’s “World Class” recruiting approach and to become familiar with the process steps and tool supporting this initiative.

This in the end should support a World Class centrally governed recruitment, an integrated Talent Management process and all the people-related information and data analysis.

The process applied in eRecruitment follows the Group Recruitment process (Source & Select), which describes standard and mandatory recruitment practices in ABB by defining workflows, actions, interfaces, roles, responsibilities and system according to global process and HR structure. In order to have a basic overview and understanding of the process in general, the following paragraph will provide some general information and guidelines for all recruiters.

- Each line manager is responsible for the planning of people resources. This responsibility includes the planning and capability planning in line with the relevant business strategies.
- The hiring manager has to consult HR once he / she is planning to hire someone, in order to ensure compliance with global policies and any additional local laws, regulations, reporting, etc.
- From that point on, HR takes an active role in supporting managers in the process of capability planning and recruitment. The HR Business Partners provides additional advice and support.
- The ABB Recruiter in the SAP E-Recruitment has a leading role and is therefore involved throughout the entire recruitment process. Additionally, the ABB recruiter is the central person of maintaining contact with all other stakeholders (manager, candidates, HRBP, etc.).
- Overall, the responsibilities of an ABB Recruiter are the following:
  - Process requisitions and initiate the approval process,
  - Create job postings and publications (internal / external),
2. Recruiter Startpage

2.1. Log-in

All ABB employees can access HRGT portal without entering login credentials. It’s enough to have Single Sign-On (SSO) activated in Internet Explorer web browser. Open http://inside.abb.com/hrgt to access HRGT portal. After that, click on the tab ‘eRec Recruiter’ and click on ‘Work Overview’.

2.2. Dashboard

2.2.1. Quick search

The quick search on the recruiter dashboard provides recruiters with an easy-to-use tool that supports them in searching for candidates, requisitions, and published job postings. When recruiters enter a user-defined text as a search criterion (for example, the name of a candidate, the title of a requisition, or the title of a published job posting), the search result displays the hits in a list. This list is structured according to candidates, requisitions, and publications so that recruiters can easily find the required information and jump directly to a candidate profile or to Requisition Management.

2.2.2. Dashboard Queries

On the recruiter start page several links allow the recruiter to access different queries very quickly to see the different status of candidates, upcoming activities or open posting. Both, requisitions of which the recruiter is assigned as “Lead Recruiter” as well as team requisitions of which the recruiter is assigned to the support team, can be accessed through these links. In the following table all queries are listed and a short explanation is given:

<table>
<thead>
<tr>
<th>Section</th>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Process external and internal applications,
- Search for talents within the ABB pool and assign them to job requisitions,
- Run the different application processes (screen, selection, hiring).
Requisitions  My Approved Requisitions  Shows all requisitions which you are assigned to as Lead Recruiter as soon as they have finally been approved by all approvers. The table provides information about the requisition such as the Line Manager, HR Business Partner and days since release. After publication the requisitions are no longer shown here but are now available under "My Open Requisitions".

Requisitions  My Open Requisitions  Shows all open requisitions (with the status "Released"), which you are assigned to as Lead Recruiter. The table provides an overview of the number of candidates in the different process steps. Clicking on the linked numbers gives access to the assignment list in order to view candidates and create activities.

Requisitions  My Draft Requisitions  Shows all open requisitions (with the status "draft"), which you are assigned to as Lead Recruiter. The table shows requisitions which have been created by the Line Manager and forwarded to you. The requisitions in draft should be completed and "released" for approval or deleted if they are no longer required.

Requisitions  All Requisitions  Shows all requisition, which you are assigned to as member of the support team independently from their status. Via the "Quick Criteria Maintenance" you can filter the requisitions according to their status.

Requisitions  Open Team Requisitions  Shows all open requisitions (with the status "Released"), which you are assigned to as member of the support team (e.g. as Recruiter). The table provides an overview of the number of candidates in the different process steps. Clicking on the linked numbers gives access to the assignment list in order to view candidates and create activities.

Requisitions  Open Application Groups  Shows all application groups (unsolicited applications), which you are assigned to as member of the support team. The table provides an overview of the number of candidates in the different process steps. Clicking on the linked numbers gives access to the assignment overviews in order to view candidates and create activities.

Postings  My Expiring Postings  Shows all postings which will expire within the next 10 days and which you are assigned to as Lead Recruiter. The table shows details about the postings and a fast-activity button provides the possibility to extend the posting period. As default the table shows all postings which will expire during the next 10 days. This value can be changed via the Quick Criteria Maintenance.

Postings  Expiring team Postings  Shows all postings which will expire within the next 10 days and which you are assigned to as member of the support team (e.g. as Recruiter). The table shows details about the postings and a fast activity button provides the possibility to extend the posting period. As default the table shows all postings which will expire during the next 10 days. This value can be changed via the Quick Criteria Maintenance.
| Applications | My New Applications | Shows new applications to the requisitions which you are assigned to as Lead Recruiter. The table provides more information about the application. The next activity can be created directly within the table. |
| Applications | New Team Applications | Shows new applications to the requisitions which you are assigned to as member of the support team (e.g. as Recruiter). The table provides more information about the application. The next activity can be created directly within the table view. |
| Applications | My Manually Entered Applications | Shows manually entered applications to requisitions which you are assigned to as Lead Recruiter. The table provides more information about the application. The next activity has to be created directly within the respective requisition. Applications which were entered by the agencies are also listed here and can be processed. |
| Applications | Manager Feedback Short List | Shows all candidates where activity “Assign to short List” and “Assign to First Short List” were run last. The table displays if the manager has already given feedback (red / green light) or not (empty field in the column). The manager feedback can be accessed by clicking on the traffic light. The next activity can be created directly within the table. |
| Applications | Manager Feedback Long List | Shows all candidates where the activity “Assign to long List” was run last. The table displays if the manager has already given feedback (red / green light) or not (empty field in the column). The manager feedback can be accessed by clicking on the traffic light. The next activity can be created directly within the table. |
| My Tasks | My Planned Activities | Shows all activities which you have to set with the status “Planned” and assigned yourself as responsible person (field “Processed by”. By clicking on the activity’s name you can edit and complete it within the table view. |
| My Tasks | My Planned Correspondence Activities | Shows all correspondences which have been created but not yet sent. The correspondences can be sent via the button “E-mail” or “Print” directly within the table. **Attention: There is no double check of the letter. By highlighting the candidate and clicking on one of the buttons the correspondence is sent or printed immediately.** |
| My Tasks | My Scheduled Interview | Shows all candidates where an appointment activity was run last (e.g. Telephone Interview, Job Interview). The table shows the date and starting time of the scheduled interview for each invited candidate. After the interview the next activity can be created directly within the table. |
| TRM | Talent Groups | Shows all Talent Groups which you are assigned to as member of the support team. Via the table you can access candidates assigned to your Talent Groups. |
| TRM | My Planned TRM Activities | Shows all TRM activities which you have to complete (e.g. Contact with Candidate). By clicking on the activity’s name you can edit and complete it within the table. |
### 2.2.3. Filtering and Sorting

<table>
<thead>
<tr>
<th>Requisitions - All Requisitions</th>
<th>View: Standard View</th>
<th>Regulation</th>
<th>Posting</th>
<th>Assignments</th>
<th>Show Approval History</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Requisition</td>
<td>Title</td>
<td>BU</td>
<td>Division/Function</td>
<td>Status</td>
<td>Line Manager</td>
</tr>
<tr>
<td>L0S8887171</td>
<td>Global BU OpEx Manager</td>
<td>Business Unit Power Generation</td>
<td>Industrial Automation</td>
<td>Released</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>N0S8887070</td>
<td>HR Executive Assistant</td>
<td>Corporate Function Business-HR</td>
<td>Corporate Function Human Resources</td>
<td>Draft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JF8909157</td>
<td>Elecktor, test</td>
<td>Business Unit Electrification Solutions</td>
<td>Electrification Products</td>
<td>Released</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BGS8B1076</td>
<td>Marketing Specialist, test</td>
<td>-</td>
<td>Business Function Marketing &amp; Sales</td>
<td>Released</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Click on ‘Filter’ icon.
2. An additional line is displayed where filter criteria can be defined.
3. Enter the filter criteria using the asterisk functionality (*name*) in the corresponding column. The filtering is performed by “Enter”.

(1) Via ‘Delete Filter and Close Filter Row’ the filter is hidden again.

(1) By clicking on the field on the right of the column header the data listed below is sorted alphabetically (in an ascending / descending order). This applies to every column of the tables.

### 2.2.4. Quick criteria maintenance

You can define the data displayed in the content section by selection criteria if the simple filter functionality is not sufficient (e.g. several criteria need to be combined).

(1) Click on the button “Show Quick Criteria Maintenance” to display a selection criteria screen.
2.2.4.1. Quick criteria

(1) If the criteria refers to dates (e.g. Release as of). Enter the dates in the format dd.mm.yyyy if not indicated differently. You can also click on the search icon (or click on the input field and press F4) to open a calendar to select the designated date from the calendar.

(2) The criteria Line Manager and Lead Recruiter can be defined via a person search.

(3) Either type in the user ID or use the search functionality by clicking on the search icon (or click on the input field and press F4).

(4) Most criteria (in this particular example: Status/ requisition type) can be defined via selection from a simple drop-down-menu.

Please note that filtering is saved even after you log off HRGT portal so make sure to delete the filtering once you finish the work (via ‘Clear’ button). Otherwise next time you access eRecruitment you will see only filtered elements.

2.2.5. Settings of Tables and Columns

In order to change the selection of displayed columns or the order of the columns, you can customize the table view. The personalization of table views can be applied for all dashboard queries.

(1) Open the “Settings” by clicking on the link.

(2) In the ‘Column Selection’ you can add more columns or remove some, by checking the box next to them and then clicking on ‘Add’/’Remove’ (3/6). You can shift their position using arrows (5).
(1) You can sort items in the columns in ascending/descending order.

(2) Calculations for each column can be shown.

(3) You can change the display of your table as well. Once you have made all the changes, click on 'Apply' to save them and then 'OK'.

(3) Your personalized view for each dashboard can be saved as a template and set up as Initial view of the query.

2.2.6. Export to Excel

You have the possibility to export tables to Excel.
Click on the button ‘Export’, next ‘Export to Microsoft Excel’ above the table you want to export. An Excel file will be generated with the table and list style in line with the system i.e. containing the same columns and values. **Make sure to delete the exported tables as soon as you are done in order to ensure the data protection policy.**

### 2.3. Personal Settings

Through the navigation bar on the left side, recruiters can personalize their general settings for the eRecruiting. These settings contain the following fields:

- Date format
- Decimal Notation
- Preferred Language – please always select English
- Output Device

It is recommended to check and update these personal settings at the first log-in to eRecruiting.

### 3. Requisitions

Requisitions are generally created by the line manager, who is in charge of the hiring, and then be forwarded to the recruiter (lead recruiter). Recruiters also have the opportunity to create requisitions from scratch, which, however, should only be done in very specific cases (e.g. on behalf of the line manager, HR Manager). Forwarded requisitions will be available and accessible in the query “My Draft Requisitions”.

#### 3.1. Create and Edit a Requisition

After the recruiter has received the draft requisition, the fields “General Job Information” should be reviewed and updated, if needed. The fields “Support Team” and “Job Posting” should be completed as these fields are not available to the line manager. After the completion of the three tabs, the job requisition needs to go through the approval process, by activating it with the button “Release”.

As soon as the status finally got “Released” by the last approver, all recruiters which are assigned to the support team will be notified with an e-mail. An approved job requisition allows the recruiter to proceed immediately with the creation of a job posting. The next paragraphs will show the steps in more detail.

**Once a requisition has been approved it is valid for half a year (6 months) from the date of final approval and will thereafter automatically be set back to “Draft” if not “Closed” within 6 months.**
Approved requisition which are set to “On Hold” can be “Released” again without another approval process or rejecting candidates. Note: requisitions still have to be valid and no changes have been made to the original requisition.

3.1.1. General Job Information

The tab “General Job Information” should contain all position-specific information of your requisition. A blue asterisk (*) indicates the mandatory fields.

In general, most fields are prefilled by the line manager. However, as recruiter you have to check whether the information is properly filled and completed. Moreover you have to maintain additional fields, which are not available to the manager.

(1) Basic Data
- **Requisition ID**: Is generated automatically.
- **Line Manager**: Is prefilled by the name of the line manager who initiated the requisition.
- **Process Template**: This field has to be maintained by the recruiter. Please click on the pen to select the appropriate process template.
- **Position Grade**: Prefilled by the line manager.
- **Lead Recruiter**: Is prefilled by the line manager. Please make sure you are the responsible recruiter for this requisition and assign a new lead recruiter, if necessary.

If you wish to change the lead recruiter make sure you first assign yourself with the role as
“Recruiter” to the support team. If you just change the “Lead Recruiter”, you will no longer have access to it, once you have saved the requisition.

(2) Job Details
- Position Title, Division / Function, Business Unit, Product Group, Job for Position, Job Function suitable for Posting, Employment Type, Employment Fraction, Expected Start Date, Employment End Date, Kick-off meeting, Branch Location (up to 5 branches), Replacement, Name of current position holder, Strategic C&W Initiative, Hiring, Within Budget, Hiring Reason - these fields are prefilled by the line manager, please check for correctness and completeness. You may display job description by clicking on the loop icon next to ‘Job for Position’.

(3) Payment Information
- Salary Range (annual): Prefilled by the manager; please make sure the salary range is consistent with the currency.
- Additional Information: Information regarding the salary package for the new employee e.g. car allowance or relocation package can be stated here.

(4) Positions: Add the position linked to the requisition here. You can either refer to the structure of the “Org Tree” or use the “Org Table” to search by different variables (e.g. Organizational Unit). This field is necessary to finally hire someone and close the requisition.

(5) Organizational Unit
- Number of Positions: Number of employees to be hired for this position.

(6) Account Assignment
• **Cost Center:** please validate and complete the code manually.

(7) **Notes:** The line manager has the possibility to give more information to the recruiter about the requisition in this field.

(8) **Position Profile:** Documents e.g. job description or other attachments can be uploaded here by the line manager or by the recruiter.

### 3.1.2. Requirements

In this tab, the recruiter can maintain educational requirements and questionnaires optionally. These entries are used by the system to match pool candidates to the requisition. Click on “Add” to complete this section. Entries can only be maintained while the requisition is still in “Draft”.

1. **Education Requirement:** Add the desired education type or level out of the drop-down menu. You may add as many education requirements as necessary.

2. **Questionnaires:** The questionnaires chosen here have to be completed by the candidates within the application wizard. Please select the questionnaires from the tab “Candidate Questionnaires”. In order to preview the questionnaires, click on the title.

### 3.1.3. Support Team

An approver on the support team can be changed if he/she has not approved the requisition or received a request in a previous step to approve. Please check Approval History for any adjustment.

**Support Team**

1. **Add Member**
2. **Approval History**
3. **Add Support Group**

<table>
<thead>
<tr>
<th>Name</th>
<th>Dominant Position</th>
<th>Role</th>
<th>Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recruiter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cons Marketing Engineer</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st Level Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(1) Click on “Add member” or “Add Support Group” in order to complete the support team. Make sure the approvers, HRBP (HR Business Partner), Talent Partner and additional recruiters are listed with their appropriate roles. If you wish agencies to manually enter candidates to your requisition, you also need to add them to your support team.

(2) You can delete members of the team by clicking on the bin icon.

(3) After the requisition is released to the 1st Approver, you can only change the Approvers who have not yet approved the requisition (e.g. 2nd Approver, 3rd Approver). Please click “Approval History” for the status of the approval workflow.

**If you need to change current approver please first reject the requisition using the link ‘Approval Task’ in Approval History** (functionality available to internal recruiters only). Then correct the approver(s) and release for approval process again.

---

**Outstanding Approvals**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Dominant Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Level Approver</td>
<td>[Redacted]</td>
<td>Approval task</td>
<td>Simple position</td>
</tr>
</tbody>
</table>

---

(1) After having completed the three tabs, click on the “Release” button. Select the “Reason for Release” (First Staffing / Re-Staffing of Job) and add a “Note for Approvers” if you wish.

The requisition is now available in the query “My Draft Requisitions”. In order to check the approval status of the requisition, mark the requisition and click the “Show Approval History” button. As soon as the requisition is approved by all Approvers, you can find it in the query “My Approved Requisitions”. Approved team requisitions are available in “Open Team Requisitions”.

Once the requisition is approved, changes in the “General Information” and “Requirements” tab of the requisition reverts the status of the requisition back to “Draft”. **Exceptions: “Process Template”, “Lead Recruiter”, “Position”, “Attachment”, “Hiring Manager”, Questionnaire” and “Alternative Location”**.

---

**3.1.4. Job Postings**

This section allows you to create “Posting Texts” and “Job Postings” in order to finally publish a vacancy in different channels. The postings should contain the information about the position that internal and / or external applicants need.

**3.1.4.1. Posting Texts**

(1) Click on ‘Add’ to add the posting texts.
(1) Enter the “Alias” and choose the languages in which you want to publish the posting texts.

(2) Add the posting text which goes out to the candidate using the different boxes. The “Posting Title” is prefilled by the position title from the requisition. The company information is prefilled and should not be changed.

Alias: In order to differentiate between different posting texts e.g. internal and external, you may want to use the Alias. Later on the Alias is necessary to assign different posting texts to the different publication channels.

Make sure not to mix up languages, if you select e.g. ‘Swedish’ checkbox you shall enter Posting Text in Swedish. Otherwise publication on Job Search will have labels in one language and content in different one.
Once you create a draft posting text, it must be submitted for Talent Partner’s Approval (1). You can leave some additional comments (2) and click ‘Send for Approval’ (3). Your posting text will now have status ‘Sent for Approval’.

Once the posting text got approved you can release the job postings to the different channels.

(1) Click “Add” to open the selection screen of available posting channels. Select the necessary channels, the Alias, the languages (in case you selected more) and adjust your publication period. After clicking “OK”, you finally need to confirm the reference codes. Please do not change reference codes as they are generated automatically (_E1, _I4, etc.).

If you set more than one branch in a requisition you will see separate channels for Alternative Locations on the list. Postings will be displayed both for main branch and alternative one(s).

(2) Prior to the publication you can preview your posting either by clicking on the link in the column “Preview” (PDF version) or by clicking on the glasses icon (CUI Preview).

(3) You have the option of changing the job publication image. By clicking Change picture (3) you will be redirected to a picture library, where you can choose the most suitable one.
Finally publish your job posting by clicking on the yellow & green icon. If you created your job posting before submitting your posting text for approval, it will get automatically published, once approved.

Extend the publication period either by clicking on the pen icon (single posting channel)…

Or by clicking the button “Extend Publication Period” (all posting channel). In the latter case adjust the “New Publication End” and select the necessary channels.

You have the possibility to withdraw the publication by clicking on the bin icon.

The queries “My Expiring Postings” and “Expiring Team Postings” display your own / team postings which will expire within the next 10 days. In order to extend the publication period select the job posting, click on the button “Extend Posting” and adjust the “End Date”.

3.2. Copy a Requisition

The functionality to copy a requisition is useful in case you need to copy a requisition which is identical to an existing one (requisition status can be draft, open, closed, on hold).

As Recruiter you can mark the existing requisition, then go to “Requisition” and “Copy” the requisition. In case the existing requisition contains posting texts, you can confirm to copy these as well. The new requisition will then be available under “My Draft Requisition” and can be completed as previously described (see 3.1.). The newly created requisition is pre-filled with the information of the old one.

It is important to cross-check all fields and to update the data where necessary. After having edited / reviewed the posting texts you will need to publish them, as the job postings are not copied.
3.3 Requisition Status

eRec job requisitions can have below statuses:

- **Draft** – when created by Manager and forwarded to the lead recruiter, when in approval process, when validity expires (6 months from final approval), when one of the fields in job description are edited
- **Released** – six months from the date final approval has been reached
- **On Hold** – when recruitment is suspended
- **Closed** – when recruitment is successfully completed, when requisition is replaced by a new one, or when recruitment is discontinued.
- **To be deleted** – only requisitions which were created by mistake can be deleted. Requisitions which have candidates assigned shall be closed instead (to keep history of candidates)

Requisition statuses are maintained and monitored by Recruiters. Only in exceptional cases you can request GBS IS team to manually change the status of a requisition from Draft to Released provided its approval is still valid (less than 6 months) and you have obtained a written approval from Global Process Owner.

If a candidate resigned in probation period and you need to re-open the recruitment process you may ask GBS IS team change the status from Closed to Released, provided the requisition approval is still valid (was obtained within last 6 months).

4. Manual Data Entry

This section explains the process steps of entering applications which were received by e-mail / paper. Both, internal and external applications should be entered into the system. In general, online applications are the standard and preferred option. You shall advise all ABB employees to apply via internal job search (HRGT portal or inside pages) and all external candidates and ABB consultants to apply via ABB Careers site. Only in exceptional situation (e.g. you have rejected the candidate by mistake or received the candidate from external agency) you can create the application manually.

Candidates entered manually can see their applications under Candidate Cockpit in HRGT (internal) or in ABB Careers accounts (external).

4.1. Enter Internal Application

In order to create an internal application you just need to have the candidate’s personal number and the Publication ID of the requisition he / she is applying for.

(1) Click on ‘Create Internal Applications’.
(1) First, enter the candidate’s personnel number. Alternatively, you can use the search functionality to find it.

(2) Then assign the application to a publication entering a ‘Reference Code’. Again, you can refer to the search functionality in order to search for the right publication ID.

Please note, that for internal candidates you are not able to maintain the detailed profile information e.g. work experience, education. This data is automatically taken from the candidate’s talent profile and displayed for your information. The only CV data section that is still open for editing on behalf of the employee is the attachment section. Applicant tracking and rating functionality, e.g. Assignment Ranking or Activities, are still possible.

Click on “Save” or “Save and Create Next Application” in order to create another internal application. After refreshing the query “My open Requisition” the application will be available in the “Inbox” of the relevant requisition.

4.2. Enter External Application

(1) In order to start, click on “Create External Application”. All candidate information can be completed within one page and be directly assigned to a publication or an application group.

(1) First, assign the application to an application group (e.g. for an unsolicited application) or a publication entering a publication ID.
(1) If the candidate did not mention the publication ID in the application you can use the search functionality to filter according to the job posting title. In order to search for single words use the asterisk functionality (*name*).

(2) You may add candidates also to publications which were already withdrawn, just remove ‘Published’ flag.

Make sure to enter e-mail of the candidate as this is candidate unique identifier – this field is not mandatory but important for future processing and communication purposes.

(1) The field “Application Source Type” should always be maintained due to reporting purposes. In case the applicant got forwarded by an agency, find the Agency name on the drop-down list or enter it in the field “Other Information”. In terms of an employee referral, please enter the personnel name and ABB e-mail (alternatively, use the search for personnel number functionality).

(2) In the section “Attachments” all candidate related application documents can be uploaded into the system. Paper-based applications will need to be scanned first before being uploaded.

(3) Within the section “Education” and “Work Experience” (4), data on the candidate’s work/education background can be entered manually. With respect to reporting purposes the highest education level in the category “Education” should be entered at least.

4.3. Maintain an Existing External Candidate Profile

You can administer the data of an already existing external candidate by editing the candidate profile. The maintenance of ITP data (integrated Talent Profile) for internal candidates can only be done by HR users (e.g. HR center) on behalf of employees.
Click on the name of the candidate you want to edit.

You can administer the additional information about the candidate in the tabs “Data Overview”, “Education and Experience” and “Qualifications”.

Within the Data overview click “Edit”.

Within the other tabs, use the pen icon to add or change information.

Please note, that for internal candidates you will see a slightly different set of candidate profile fields, as this data is automatically taken from the candidate's talent profile and displayed for your information. For example, in Work Experience section you'll see two additional fields for internal candidates ('Region / State' and 'City').
4.4. Rejection after manually created Application

In terms of completeness of the candidate’s data base and for the reporting purposes, it is important to have all candidates being tracked in the eRecruiting system. Therefore it is necessary to enter even those candidates, who will be rejected, based on their paper / e-mail application.

To manually enter a candidate who is not suitable for ABB, you can basically enter the data via “Manual Data Entry” of external / internal candidates (see 4.1. and 4.2.).

(1) On the entry page you need to change the “Status” from “Submitted” to “Unsuccessful”.

The candidate will then be listed in the tab “All” within your assignment list of the according requisition with the status “Rejected”. In case you want to send a rejection letter via e-mail create the activity “Rejection” and activate the correspondence (further information below in chapter 5.3.2).

5. Recruitment Process

5.1. Assignment List

The assignment list provides an overview of all assignments to a requisition, including their process steps.

(1) Click on the tabs in order to view the assignments in the different process steps.
(2) The assignments can be ranked by questionnaires e.g. manager feedback. Choose the questionnaire from the drop-down menu.
The results will be displayed in the last column. The assignments can be set as “Read” or “Unread” by marking the assignments and clicking the respective button.

Within the tab “All” all assignments to a requisition are displayed independently from the process steps. The table results can be filtered according to the status of the assignments by using the checkboxes. It is also possible to limit the table results with regard to the application date.

It is possible to search for candidates on Assignments list using a keyword or boolean search. You can browse for a specific phrase within candidate profile and documents attached to their profile. Accepted operators include: OR / AND / NOT / quotation marks (use “…”) to search for an exact phrase) / asterisk (use * to represent any character string) / question mark (use ? to represent any single character). Press “Delete” to remove search filter and display full list of candidates.

Note that Assignments search is browsing also for key words in candidate attachments.

If a candidate attached or typed-in a cover letter you will find in under ‘Applications Data’ tab of the Candidate Profile (opened from Assignments list). Click on ‘Cover Letter’ link or on Print Preview drop-down and select Data Overview for Application. Please note, cover letters are application specific so you will not find them in general Candidate Profiles.
You can personalize the initial view in each process step in Assignments by selecting the columns and their order similar as in dashboard queries (2.2.5.)

5.2. Activities

By default recruiter sees all activities that were added to a process template attached to a requisition. There is, however, an option to display all activities available in eRec.

In general, activities document process steps and trigger correspondences. They also allow recruiters to forward candidates to the line manager and receive back their feedback. **It is important to create activities, even they are processed from other channels like Outlook, for TA reporting purposes.**

(1) Activities can be opened by marking one or several candidate/s within the assignment list and by clicking on the button “Activities”. A pop-up window will allow you to maintain the activity.

(2) Alternatively, you can also click on an existing activity displayed in the candidate’s record of the assignment list. The activity list pops up and you can select a new activity in order to maintain the required information / data.
(3) The third possibility to create an activity is via the tab “Assignments”. Mark the candidates’ assignment on which you want to work on and click on “Activities”. Again the activity list pops up and you can select an activity.

**Pop-up “Process/Activities”:**

For each process step different activities are provided. If an activity has already been performed on the candidate the line on the right is filled with details. You can edit any activity via the pen icon.

(1) A check mark indicates a “Completed” activity.

(2) A calendar icon indicates a “Planned” activity.

In general, activities can be differentiated as following:

- Simple Activity,
- Correspondence Activity,
- Invitation Activity (combination of Appointment and Correspondence Activity),
- Questionnaire Activity,
- Status Activity.

An activity always applies within the according process step or to initiate the next process step. The candidate is automatically assigned to the process steps in which the activity was generated. Example:
The candidate is in the process step “Inbox” and the activity “Request for more information” is generated. The candidate remains in the process step “Inbox”. If the activity “Telephone interview” is generated, the candidate would move to the next process step, e.g. “Screening”.

5.3. Process Steps

In the following chapters, the process steps are described in more detail with selected examples given to show the different activities. Please also refer to the boxes at the end of each paragraph, which will provide some important hints to be considered for each activity.

5.3.1. Process Step ‘Inbox’

There are three options in order to view the new incoming applications:

- Open the query “My New Applications” and click on the candidate’s name to view the profile or mark the name to start creating activities.
- Open the query “My Open Requisitions” and click on the number within the column “Inbox” of the according requisition listed in the table below. You then can click on the candidate’s name to view the profile or mark the name to start creating activities.
- Open the query “My Open Requisitions” and mark your requisition. Then click on the button “Assignments” to open the assignment list and to enter your tab “Inbox”.

Within the candidate profile, view the information on the general profile, the candidate’s education and work experience, as well as the documents, the candidate has uploaded.

1. Access the attachments, which the candidate has uploaded. With the ATP being implemented, you can access one PDF file, which provides the candidates’ documents within one file (merged version of the candidate’s attachments).
2. Open the tab “Application Data” to view the cover letter for the different assignments
3. The button “Print Preview” gives you access to a PDF version of the candidate’s profile, the assignments and the specific application.
5.3.1.1. Assignment Ranking

After you reviewed candidate Resume, Education, Work Experience and additional information you can rank them using one of the values in activity 'Assignment Ranking'. This ranking is not visible to candidate.

5.3.1.2. Request for More Information (Quest)

If the requisition does not have a Questionnaire for candidates attached but you wish to ask candidate(s) to provide more details you can send a questionnaire to them via activity ‘Request for More Information (Quest.)

(1) Once you create the activity click on ‘Add’ button and select a questionnaire for candidates from those created by eRec Super Users. You can preview the questionnaire via ‘preview’ link or by clicking on it’s label

(2) Activate the correspondence if you wish to send e-mail to candidate

(3) Select letter template from a drop-down list, each of them will contain a link to the questionnaire selected by you

(4) You may preview the notification by clicking on ‘preview’ link

(5) Once you validate content, e-mail of the candidate and notification title displayed, press ‘Send E-mail’ button. If you skip this and just click ‘OK’ the notification will not be sent.

Once candidate answers the questionnaire you will see that activity status changes from “Planned” to “Completed”. 
5.3.1.3. To be Rejected

If you check candidate profile on the very same day he/she applied and you decide candidate is not suitable you may reject them straightaway. This will be visible to candidate in their profile account and, if you activate correspondence, also sent to him/her straightaway. If you wish to postpone the rejection activity please use Inbox activity ‘To be Rejected’.

(1) The default setting of the activity is “Planned” (for all simple activities the status has to be set manually to “Completed”).

(2) You may want to use this kind of activities as a reminder for actions which should be done in the future on a certain due date. This requires to adjust the “Due On” date to the date on which you would like to have a notice being displayed in your query “My Planned Activities”.

(3) The field “Processed by” is automatically prefilled by the person, who created the activity. In case you want to assign the task to another recruiter assigned to this requisition, you can change the processor by entering the personnel ID or by looking up the name through the search functionality.

(4) Within the simple activities, notes and attachments can be added for e.g. documentation purposes.

This activity type is only for the purpose of documentation and reminder, no further activities or workflow is triggered. Remember that nothing happens automatically on a ‘Due On’ date.

5.3.2. Process Step ‘Screening’

Within the process step “Screening” all candidates are accessible who have completed their application documents and fulfill the mandatory skill set for this requisition. Activities performed within that step are screening candidates on their suitability for the position and initiating telephone interviews, which are done by the recruiter.

5.3.2.1. Phone Interview (Invitation Activity, Editable Letter Section)

Select the necessary activity to maintain the data in the pop-up window. In addition to the general activity data (status, due on, processed by etc.) this activity is a combination of two activities.

In the first section you can enter all details of the appointment e.g. time, date, venue and interviewer’s name. In the second section you can activate the correspondence in order to send out a communication to the candidate.
(1) Maintain the information on the “Due on” date by when the interview takes place, confirm the responsible person of the activity and add a note if necessary. Within this activity you can add an “Attachment” to the activity itself as well as to the candidate’s e-mail (button “Add to E-Mail”).

(2) You have the option to activate a Calendar Entry for this activity. Outlook placeholder will be sent to recruiter (Processor) and candidate.

(3) Within the appointment section, enter the exact date and time of the event, including timezone. This information will automatically be transferred to the correspondence and should therefore be maintained carefully.

(4) If you want send a correspondence you will need to activate the correspondence.

(5) As a recruiter you have two options to decide on the letter you wish to send to candidates:
   a. Refer to an existing standard letter template, which is not editable (e.g. invitation to phone interview). Use the drop-down menu to select the according letter. Proceed with step (6).
   b. Use the letter XXX_FREE_TEXT in order to create your individual message to the candidate. Click on the link “Change Letter Section” and add your personal message into the text box.
(6) You then can “Preview” the letter by clicking on the according link.
(7) Click on “Send email” and ‘OK’. The email will immediately be sent to the candidate (prerequisite: the candidate has an email entered in his / her profile). Note that by just clicking on “OK” the correspondence will not be sent! Once the email is sent, the activity is automatically set to “Completed”.

You can also set an invitation activity with a due date in the future to be reminded on interviews, AC etc. taking place. However, the correspondence will sent once the activity is created.

**Important!** Make sure you type in or attach telephone/screening notes directly in the Activity. Remember not to attach anything in Candidate Profile. All documents in Candidate Profile are visible to candidates at any time in the Careers/HRGT portal. Comments typed in activity will be added to ‘Candidate Overview’ visible to Manager and in ‘Recruiter Notes’ under Assignments. Notes added in Candidate Profile (those typed-in ‘Notes’ tab) will be visible to all ABB Recruiter (and not to Candidate).

5.3.2.2. Interim Notification (Correspondence Activity, Editable Letter Section)

During the process you may want to provide an “Interim Notification” to the candidate to inform him / her about the current status of his / her application or in case of unexpected delays in the process. Also in case a requisition is set “on hold” it is possible to inform the candidate accordingly and to reassure him/her that you will get back to him/ her as soon as the requisition will be available again (correspondence available in the Letter Template section).

Select the activity “Interim Notification” and enter the data in the new pop-up window. In addition to the general activity data (status, due on, processed by etc.) this activity has a correspondence section to be activated.

(1) Within this activity, you can also add documents which will be attached to the candidates’ email (button “Add to email”).

(2) As recruiter you have two options to decide on the letter you wish to send to candidates: a. Refer to an existing letter template e.g. interim notification or notification about requisition “on hold”. Use the drop-down menu to select the according letter. Proceed with step (3) and (4). b. Use the letter XXX_FREE_TEXT in order to create your individual message to the candidate. Click on the link “Change Letter Section” and add your personal message into the text box.
You then can “Preview” the letter by clicking on the according link. (4) Click on “Send email” and “OK”. The email will immediately be sent to the candidate (prerequisite: the candidate has an email entered in his / her profile). Note that by just clicking on “OK” the correspondence will not be sent! Once the email is sent, the activity is automatically set to “Completed”.

‘Due On’ date does not indicate when the letter will be sent out to candidate. Notification is sent directly after you click on ‘Send E-Mail’.

Additional advice on the application “editable letter section”: In any case the text is prefilled with the language of the candidate that he/ she chooses as a correspondence language, i.e. the program can not translate information such as the letter head. Hence, please note that you should only use the editable letter section if you are familiar with the candidate’s preferred correspondence language.

Furthermore, in case you select several candidates for a correspondence activity at once, please note that your edited message will be sent to all selected candidates. All messages will be sent in one language. So please be aware that you cannot select multiple languages when sending a message to several candidates.

5.3.2.3. Assign to Long List (Questionnaire activity)

In this process step first assessment of the candidates is performed by Talent Partner assigned to the requisition. Recruiters, after sorting through candidate’s applications, choose the most suitable ones to be longlisted.

Remember to set Talent Partner assigned to this requisition as a Processor of the activity in the field To be completed… (1). Please make sure that the chosen Talent Partner is a member of the support team of
the requisition. Otherwise he / she is not able to see the candidate. You have the possibility to send a note to the processor by using the “Note” field. The field “Questionnaire” (2) can be prefilled (from Process Template) or blank. Click on “Add” to add/change the questionnaire. Please select one out of the category “Relevant for Decision Makers”. The button “Preview” gives access to an overview of the chosen questionnaire. Make sure you close the activity with the status “Planned”.

5.2.3.4. Reviewing longlisted candidates (Talent Partner)

In order to review longlisted candidates sent to Talent Partner, you need to open Long list review (Talent Partner) screen which is accessible in the menu on the left (1).

Once you do, you will see a list of all requisitions with candidates waiting for your assessment (2). Alternatively you can use links in received Talent Partner report (more in p. 9.) When you click on the number, which is an action button, you will open a questionnaire.

You will see a list of all applicants for this position, for each candidate you will have an option to view candidate’s profile and application (1). Additionally to the questions, you will have a box for your comments. You can Save your Draft answers (2) or send it straight away (3). For more candidates, you can send all of your decisions at once, using ‘Send All to HR’ (4).

5.2.3.5. Feedback from Talent Partner on longlisted candidates

To view feedback from Talent Partner on candidates you have sent him, you should find in your Recruiter dashboard a query called ‘Manager Feedback Long List’.
If you open the query you can see the feedback in the column “Feedback”, showing the Talent Partner’s feedback on the questionnaires in traffic-light format. The traffic light shows a green light for a positive feedback and a red light for a negative feedback from the Talent Partner. In order to view the completed questionnaire you can click on the traffic light. In case there is no light displayed, the feedback is still pending. In that case you may want to follow up with the manager again.

In order to see the feedback not via the traffic lights but through the activity itself, you can mark the candidate, click on the activity “Assign to Long List”, and on the pen icon. The activity shows up and you can see the questionnaire by opening the link “Preview”. In this case you can immediately proceed with the next activities of the candidate.

5.3.3. Process Step ‘Selection’

Candidates, who should be forwarded to the hiring manager, are assigned to the process step “Selection”. The first set of candidates who need to be assessed shall be assigned to a manager using activity ‘Assign to First Short List’. After the feedback of your manager you can proceed with the activity “Assign to Short List”.

5.3.3.1. Assign to (First) Short List (Questionnaire Activity)

These activities will allow you to forward candidates to the hiring managers, who then can assess the candidates and return to you with a decision and feedback by completing a questionnaire on whether they would like to see candidates or not.
Maintain the information regarding the “Due on” date. The field “To Be Completed By” will automatically be prefilled with the name of the line manager who owns the requisition. In case he/she has assigned a delegation for a certain period of time, the name of the delegator will be shown. As a recruiter you can also change the manager manually either by entering the ID or by referring to the search functionality. Please make sure that the chosen manager is a member of the support team of the requisition. Otherwise he/she is not able to see the candidate. You have the possibility to send a note to the manager by using the “Note” field.

The field “Questionnaire” can be prefilled (from Process Template) or blank. Click on “Add” to add/change the questionnaire. Please select one out of the category “Relevant for Decision Makers”. The button “Preview” gives access to an overview of the chosen questionnaire. Make sure you close the activity with the status “Planned”.

These activities always have to be closed with the status “Planned”. If you manually set them on “Completed” the manager will not be able to see and assess the candidates you have assigned to (first) short list. Once you have created the activity, the Manager`s Report will contain the information that candidates need to be assessed. Please do not delete the activity once created because the workflow has been initiated and the Manager can still assess the candidates.

5.3.3.2. Feedback from Managers on short-listed Candidates

Once the manager has completed the questionnaires, the short-listed candidates are listed within the queries “Manager Feedback Short List” / “Manager Feedback Long List”.

![Activity: Assign to Short list (Mr Test)](image)
If you open the query you can see the feedback in the column “Feedback”, showing the manager’s feedback on the questionnaires in traffic-light format. The traffic light shows a green light for a positive feedback and a red light for a negative feedback from the manager. In order to view the completed questionnaire you can click on the traffic light. In case there is no light displayed, the manager’s feedback is still pending. In that case you may want to follow up with the manager again.

In order to see the manager’s feedback not via the traffic lights but through the activity itself, you can mark the candidate, click on the activity “Assign to Short / Long List”, and on the pen icon. The activity shows up and you can see the questionnaire by opening the link “Preview”. In this case you can immediately proceed with the next activities of the candidate.

5.3.3.3. Job Interview

Similar to ‘Telephone Interview’ in Screening process step, you can create activity ‘Job Interview’ in Selection step. It triggers Outlook placeholder to all members added as processors (if Calendar Entry is activated)

Make sure you don’t send an empty invitation to candidates – before you hit ‘Send email’ validate Dates, Time, Address and changeable letter section.

5.3.3.4. Post Interview Feedback (Questionnaire activity)

Post interview feedback is an automatically created activity which contains a questionnaire for a manager to fill in after running job interview with the candidate.
The activity is automatically created a day after a selected date of the Job Interview (Start date in the appointment section of the activity) and sent to Hiring Manager assigned to the requisition along with pre-mapped questionnaire. However, if you need to, you will be able to edit the activity while it is still in ‘Planned’ status.

5.3.3.5. View Post Interview Feedback

In order to view Manager’s feedback and suggestion on how to proceed with candidate, you should go into Process Step ‘Selection’ tab in ‘Assignments’ window. When you scroll all the way to the right, you will see icons in the last column which stand for Manager’s answers.

1. Green tick means candidate was selected and you should proceed with the hire.
2. Red cross means candidate was rejected.
3. Phone icon means candidate should be invited for a next interview.
4. Switch icon means candidate should be reassigned to a more suitable requisition.
5.3.4. Process Step ‘Offer’

The tab “Offer” should only contain candidates with the potential of being hired for ABB. Candidates who have managed to come that far in the process but cannot be hired on the same requisition should be highly recommended for an alternative position.

5.3.4.1. Offer Review (Questionnaire activity)

This activity allows you to have the final job offer reviewed by the manager. Remember to set the Hiring Manager as processor! In the notes section (1) you can present the offer and then choose appropriate questionnaire to attach for manager’s feedback (2).

5.3.4.2. Job offer accepted

Job Offer Accepted is one of the simple activities marking acceptance of the offer by the candidate after it had been approved by the manager.

5.3.4.3. To be hired (Status Activity)

Status activities will change the status of the candidate with respect to the assignment to the requisition.
Open the activity and select the “Status Reason” out of the drop-down menu.

You can add a note and an attachment for any documentation purposes.

The candidate’s status will now be changed from “In Process” to “Hired”. Be aware, that once the activity has been created, the status of the candidate will immediately be visible in his / her online profile. Statuses visible for the candidate are the following: “In Process”, “Hired”, “Unsuccessful”, and “Withdrawn”. Once this activity is created, the candidate will also appear on the manager’s report. Automatically pre-filled “Due On” date should not be changed as status-changing activities take place immediately when created.

You can also delete the activity so it will no longer appear in the list of activities neither within the “Activities” tab of the candidates profile nor on the list of activities (pop-up). Please be aware that the status change has been initiated and the candidate can see this in his / her online profile.

5.3.4.2 On-board Date

Once negotiation is completed you can add the employment start date for the candidate via On-board Date activity. This is a simple activity that does not trigger any workflows or actions but it’s maintained for reporting purposes.

5.4. Rejection

Before a candidate finally is rejected you may always want to make sure that there is no alternative position available within ABB.

5.4.1. Assign Candidates to Alternative Requisition

In case you have identified an alternative position for your candidate; you can assign the candidate to this new requisition. You can forward the candidate with or without his / her existing application. The different procedures and consequences are explained below.
5.4.1.1. Assignment from one Requisition to another – w/o Application

(1) Mark your candidate in the original requisition and click on the button “Assign” and select “Assign to Requisition”.

(2) You can then search for a new requisition by either entering the requisition title, requisition ID or by using the search functionality.

(3) Finally mark the new requisition and click on “Assign Candidate”. In this case, choose the option “Assign to Selected Requisition”.

The candidate now appears in the “Inbox” of the new requisition. Within the assignment list you can see that the field “Applied On” is empty. As the candidate has not yet “officially” applied, an application has not yet been generated (the candidate cannot see the new assignment in his / her online profile).

If the candidate is not qualified for the newly-assigned (or another) requisition, delete the assignment by executing a rejection but without sending a rejection letter. If there is only one alternative requisition, make sure that the candidate receives a final rejection letter within the original requisition to which he / she has originally applied to.

If the candidate is qualified for the newly-assigned requisition, an application has to be created manually in order to turn the assignment into an application, after having talked to the candidate. Alternatively, the candidate can be invited to apply for the requisition.

Before assigning candidates to a new requisition make sure that the candidates are informed at an early stage, before they are processed by recruiters. If the candidate was assigned to the requisition accidentally and only an assignment exists but not yet an application (no application date), the assignment should be deleted (done via button “delete assignment”).
5.4.1.2. Assignment from one Requisition to another – with Application

1. Mark your candidate in the original requisition and click on the button “Assign” and select “Assign to Requisition”.
2. Search for a new requisition and select the requisition to which the candidate should now be assigned to.
3. Confirm with the button “Assign Candidate.” In this case, choose the option “Assign to Selected Requisition with Forwarding of Application”.

The candidate now appears in the “Inbox” of the new requisition. Within the assignment list you can see that the field “Applied On” is filled with a date. This means, that the candidate’s application got forwarded to the new requisition.

The status of the original application in the candidates’ online profile is still “In Process”. No further record for the new assignment will be generated.

In case the candidate is not qualified for this new requisition, the recruiter can reject him but leave the correspondence “deactivated”. If there is only one alternative requisition, make sure that the candidate receives a final rejection letter from the requisition to which he / she originally has applied to.

In case the candidate is qualified for this new requisition, contact the candidate and check whether he / she is interested in this new position. In case you forwarded the candidate including the application, no manual application has to be created.

5.4.2. Reject a Candidate

Mark the candidate(s) to be rejected and open the activity.
(1) Select the “Status Reason” out of the drop-down menu. You can add a note and add an attachment for documentation purposes.

(2) Within the “Reject” activity you have the possibility to activate the correspondence in order to send out a communication to the candidate. (Please see details of correspondence activity in chapter 5.3.2) There is a special letter to communicate that a requisition is no longer needed due to organizational reasons to make sure the candidate understands the reason for this rejection.

The candidate’s status will now be changed from “In Process” to “Unsuccessful”. Be aware, that once the activity has been created, the status of the candidate will immediately be visible in his / her profile. Statuses visible for the candidate are the following: “In Process”, “Hired”, “Unsuccessful”, and “Withdrawn”.

‘Due On’ date does not indicate when the letter will be sent out to candidate. Notification is sent directly after you click on ‘Send E-Mail’.

Rejection is a status changing and workflow-triggering activity in eRec system. Once you delete a Rejection (via trash can icon) the candidate status will not revert to ‘In Process’.

If you have rejected a candidate who received positive feedback from Manager and can be considered for future roles you may assign them to a Talent Pool. Talent Pools will allow you to reach your ‘silver medalist’ quickly from Recruiter dashboard.
5.5. Close a requisition

Once the recruitment has been successful and a candidate got hired the requisition can finally be closed. By now, all other candidates assigned to the requisition should have either been assigned to another requisition, Talent Pools (silver medalists) or finally been rejected. Cross-check within the list of assignments, that no candidate has the status “In Process” anymore. Please remember that it is mandatory to close the requisition, otherwise the requisition status will be automatically set back to “draft”.

Please note that in order to close a requisition the below shall be completed in eRec system:
* all postings must be withdrawn
* all candidates shall be rejected or hired (Assignments > All > Activity > Rejection/To Be Hired)
* position ID needs to be added to a requisition (General Job Information > Positions > Add)
* approval flow shall be closed (Approval History > Approval Task > Reject)

1. Mark the requisition, go to the tab “Job Postings”
2. Withdraw all published job posting using the bin icon. Save your changes and close the window.
3. Through the button “Requisition”, the requisition can be closed by confirming the final pop-up message.

6. Candidate Search

6.1. Pool Search

There are two different scenarios to search for candidates within the pool.

1. Go to the navigation bar on the left side and select the link “Candidate Search”.
2. Select the button “Search / Proposed Candidates” within your assignment list.
A new window pops up, allowing you to specify your search by selecting different criteria and methodologies. In case you have started the search functionality within the requisition, the requirements are already prefilled as search criteria.

Finally, click on the button “Search” in order to run the search.

Candidates matching the criteria are then listed in a table below and can be reviewed and assigned to an existing requisition.

In case you use the same or a similar search criteria regularly you can save this particular search by clicking on “Save as Search Query”.

When you want to run this particular search again, select your search out of the drop-down menu “Existing Search Query”.

Important! Candidates can select if they wish to have released or locked profile. If they have ‘released’ profile you can find them in eRec within Candidate Search. If they ‘locked’ their profile you will not find them. Only recruiters processing their applications will have access to such candidates.

Important! ABB is anonymizing candidates who are not active users of ABB Careers portal. If a candidate is not logging into their profile for 11 months they get a notification that ABB will delete their account in a month. If they log into the profile within this month the account is active again for a year. If they don’t access the portal ABB deregisters them and anonymizes their profiles. You will see the candidate in respective requisitions they applied to but without details/attachments (only name Anonymous will be displayed).

ABB is compliant with local laws which instruct to keep candidate data longer than 1 year (e.g. USA) so you will notice that some candidates are not anonymized or are deregistered later than after 12 months.

6.2. Assign Pool Candidates to Requisition

After a successful pool search you can assign candidates to your own requisition or to one of which you are part of the support team.
Mark the candidate and click on “Assign”. Even if you searched for candidates within a specific requisition you still have the possibility to assign the candidate to another requisition by choosing “Assign to Other Requisition” from the drop-down menu.

A new screen opens up allowing you again to specify your individual search by selecting different criteria and methodologies in order to search for a specific requisition. You also have the possibility to save the search query and run this specific search again.

Once you have found the requisition you searched for, mark it and click on “Assign Candidate”.

The general difference between the Pool Search and Quick Search (chapter 2.2.1.) are the following:

- Within the Quick Search you can search for any candidate in the system (matching any of your search criteria).
- The Pool Search allows you to search for candidates who have released their profile for the pool. These candidates can then be assigned to a requisition.

### 7. Agency Recruiter

Agency Recruiters have restricted access to eRecruitment portal. They can only Create External Applications – their HRGT portal view is restricted as per below screen.

**Important!** Agency Recruiter needs to be added to Support Team in order to load the candidates to them. They also need to have external accounts in HRGT system and VPN access to ABB network.
Agency Recruiters shall select Application Source for candidates they upload (Additional Data section)

8. Talent Partner Report

You regularly receive an e-mail with the overview of open / pending recruiting activities. The Talent Partner report will be sent twice a day once there longlisted candidates awaiting your assessment.
Talent Partner Report - 28.09.2018

Dear [Name],

Within this report you will find the latest status on the eRecruitment activities that you are currently responsible for. You can enter our global eRecruitment system via the corresponding links below or via:

1. **HRGT Portal**

**Reminders: Candidates for your feedback**

Kindly be reminded that we need your decision on the following candidates.

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Candidate name</th>
<th>Lead Recruiter</th>
<th>Note by Recruiter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL59202122</td>
<td>SCM Specialist Junior Buyer for CH</td>
<td>[Name]</td>
<td>[Name]</td>
<td>09.08.2018</td>
</tr>
<tr>
<td></td>
<td>[Name]</td>
<td>[Name]</td>
<td>[Name]</td>
<td>09.08.2018</td>
</tr>
</tbody>
</table>

(1) Talent Partner Report contains direct link to HRGT portal.
(2) Requisition title opens overview of the requisition.
(3) Candidate’s name opens candidate profile.
(4) The activity name opens the questionnaire in order to assess the candidate and send your feedback.

Links in Talent Partner Report work only in ABB network (office or VPN). There is no way to cancel the automatic sending of the e-mail. Only once you provide candidate assessment the reminder e-mail with Report will not be sent (for assessed candidates) any longer.

9. Appendix

9.1. Overview of Roles in the System

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter</td>
<td>Access Dashboard/Queries</td>
<td>This enables users to manage the full recruitment functions from requisition creation or update through to closing the requisition after finding a suitable candidate.</td>
</tr>
<tr>
<td></td>
<td>Access Requisitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Requisition, candidate overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fast/Quick Search</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manual Application management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Candidate Search</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Personal Settings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View Candidate profiles and assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assignment and activity management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Talent Groups/Assignments</td>
<td></td>
</tr>
</tbody>
</table>
Compare Candidates

<table>
<thead>
<tr>
<th>eRecruiting approver</th>
<th>Requisition Approval</th>
<th>Granted by default to all managers and employees with the necessary authorizations to approve requisitions.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Line Manager</th>
<th>Requisition List</th>
<th>This role enables line managers to create and maintain requisitions, evaluate candidates assigned to short/long list questionnaires, create/maintain substitutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requisition Approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requisition Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Requisition, candidate data overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Questionnaires and Candidate Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Substitution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Personal Settings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View Approval History</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Super User</th>
<th>Maintain Questions</th>
<th>The role is granted to a limited number of users/recruiters (RSU) i.e. one per country. Recruiter role is granted by default as part of the SU access to enable users to perform administrative and recruiter functions for their regions.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintain Questionnaires</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain EEO Questions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain EEO Questionnaires</td>
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<tr>
<td></td>
<td>Maintain Process Templates</td>
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<tr>
<td></td>
<td>Maintain Requisitions</td>
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</tr>
<tr>
<td></td>
<td>Access Requisition, candidate data overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Candidate Profile</td>
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</tr>
<tr>
<td></td>
<td>Delete Registrations</td>
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</tr>
<tr>
<td></td>
<td>Delete External Candidates</td>
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</tr>
<tr>
<td></td>
<td>Maintain Support Groups</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjust Support Teams</td>
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</tr>
<tr>
<td></td>
<td>Maintain Agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Companies and Branches</td>
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</tr>
<tr>
<td></td>
<td>Maintain Application Groups</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Talent Groups</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Audit Trail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain Personal Settings</td>
<td></td>
</tr>
</tbody>
</table>
HR Business Partner

Dashboard/Workcenter
Requisition
Access Requisition, candidate data overview
Fast/Quick Search
Candidate Search
Maintain Personal Settings
Requisition Creation and management
Candidate Profile
View Candidate profiles and assignment
Access Talent Groups/Assignments
Compare Candidates

This enables HRBP’s to have an overview of requisitions of which they are assigned to the support team.
Users can access and create activities, search for candidates in the talent pool and edit candidate profile where applicable.
Users can create and edit requisitions.

Agency Recruiter

Manual application entry

This enables users to upload external candidates manually.

10. Document Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Date</th>
<th>Description</th>
</tr>
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<td>0.1</td>
<td>AMS</td>
<td>2012-05-22</td>
<td>Instruction created</td>
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<tr>
<td>0.2</td>
<td>AMS</td>
<td>2012-07-27</td>
<td>Detailed description of assignment list, and questionnaire results.</td>
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<td>2.0</td>
<td>AMS</td>
<td>2013-08-15</td>
<td>Update of Release 2 scope elements for TA: requisition on hold, editable letter section</td>
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<td>2.1</td>
<td>AMS</td>
<td>2015-03-10</td>
<td>China interface scope element added. Search on Assignments list</td>
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<td>2.2</td>
<td>AMS</td>
<td>2015-04-28</td>
<td>Updated with R3-related changes</td>
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<tr>
<td>2.3</td>
<td>AMS</td>
<td>2016-03-22</td>
<td>Updated to recent change: status changing fields, and update of Agency Recruiter screen</td>
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<tr>
<td>2.4</td>
<td>AMS</td>
<td>2016-11-16</td>
<td>CUI Replacement project: added information about posting in multiple locations, and cover letter section</td>
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<td>3.0</td>
<td>AMS</td>
<td>2018-04-16</td>
<td>New ABB Branding and recent CRs</td>
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<tr>
<td>4.0</td>
<td>AMS</td>
<td>2018-09-28</td>
<td>SLA project implementation</td>
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