

Required Information for Processing an Applicant in PeopleSoft

Using the Menu in PeopleSoft 8.8, the following information is required to be entered under Capture Applicant Data:

Under the Application Data Menu Item

You will see tabs at the top of your screen, then please enter information as follows:

▼ Capture Applicant Data
– Application Data

Applicant Contact Info

Applicant Application Info

➤ **Applicant Contact Info Tab**

1. Name
2. Home Address
(Click on “Edit Address”, **NOT** “Mailing Address”)
3. E-mail Address (Home)
4. Phone Number (Permanent)

➤ **Applicant Application Info Tab**

5. Highest Education Level
6. Resume (electronic version)
7. Job Function (Admin/Prof, Faculty, Office Support, Technical, etc.)
8. Referral Source
9. Specific Referral Source
10. Hit “SAVE”

Under the Eligibility/Identity Menu Item

1. Age 18 or older check box
2. Gender
3. Social Security Number

➤ **Open the US Flag** (click on the arrow to the left to open the menu for data entry)



4. Ethnic group
5. Eligible to work in the US check box
6. Requires assistance to Secure/Maintain Employment check box

▼ Capture Applicant Data
– Application Data
– Competencies
– Education
– Eligibility/Identity

Under the Identification Data Menu Item

- Enter any relevant information that has been provided by the candidate.
Please notify ISSI or Legal Counsel if an applicant requires assistance to Secure or maintain employment.

▼ Capture Applicant Data
– Application Data
– Competencies
– Education
– Eligibility/Identity
– Identification Data