



VANDERBILT  
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HireADore

# HCM SPECIALIST GUIDE

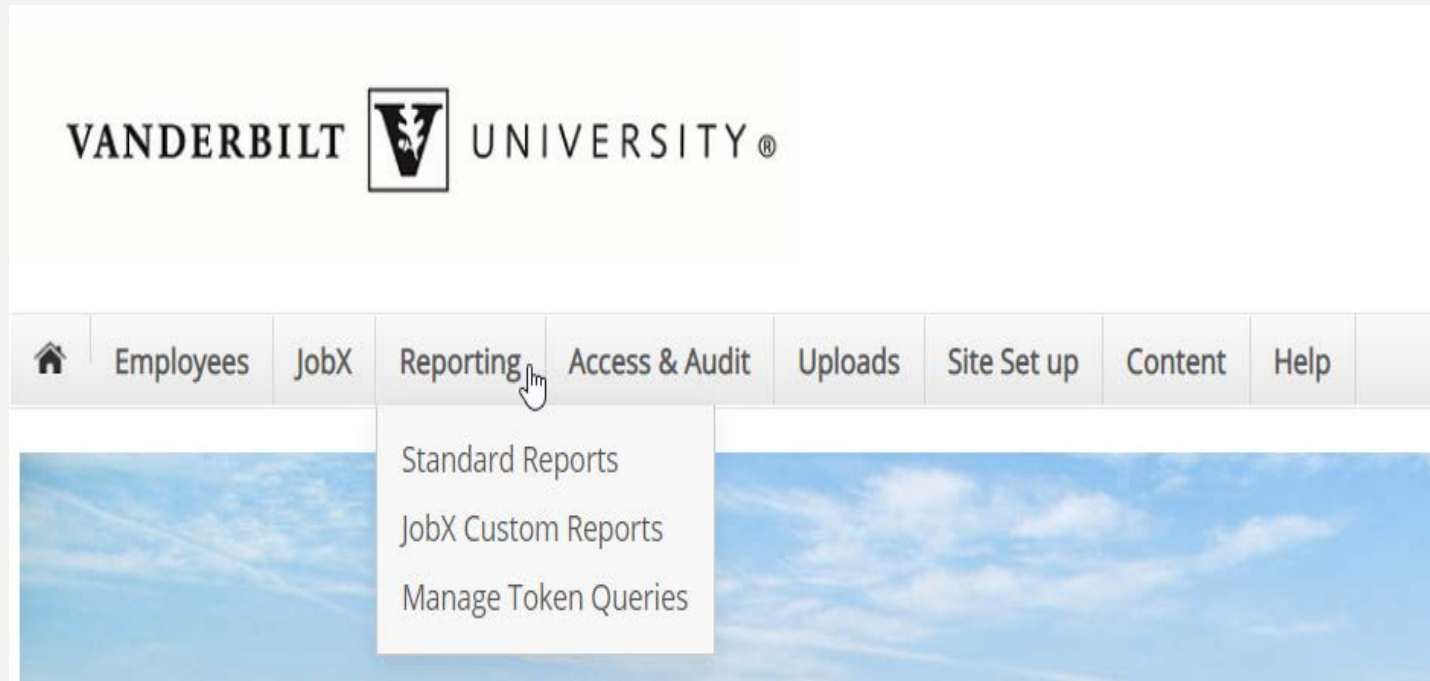
## HireADore Workflow

Supervisors, faculty, and administrators will be processing their job postings, accepting applications, and confirming a student hire through the HireADore workflow.

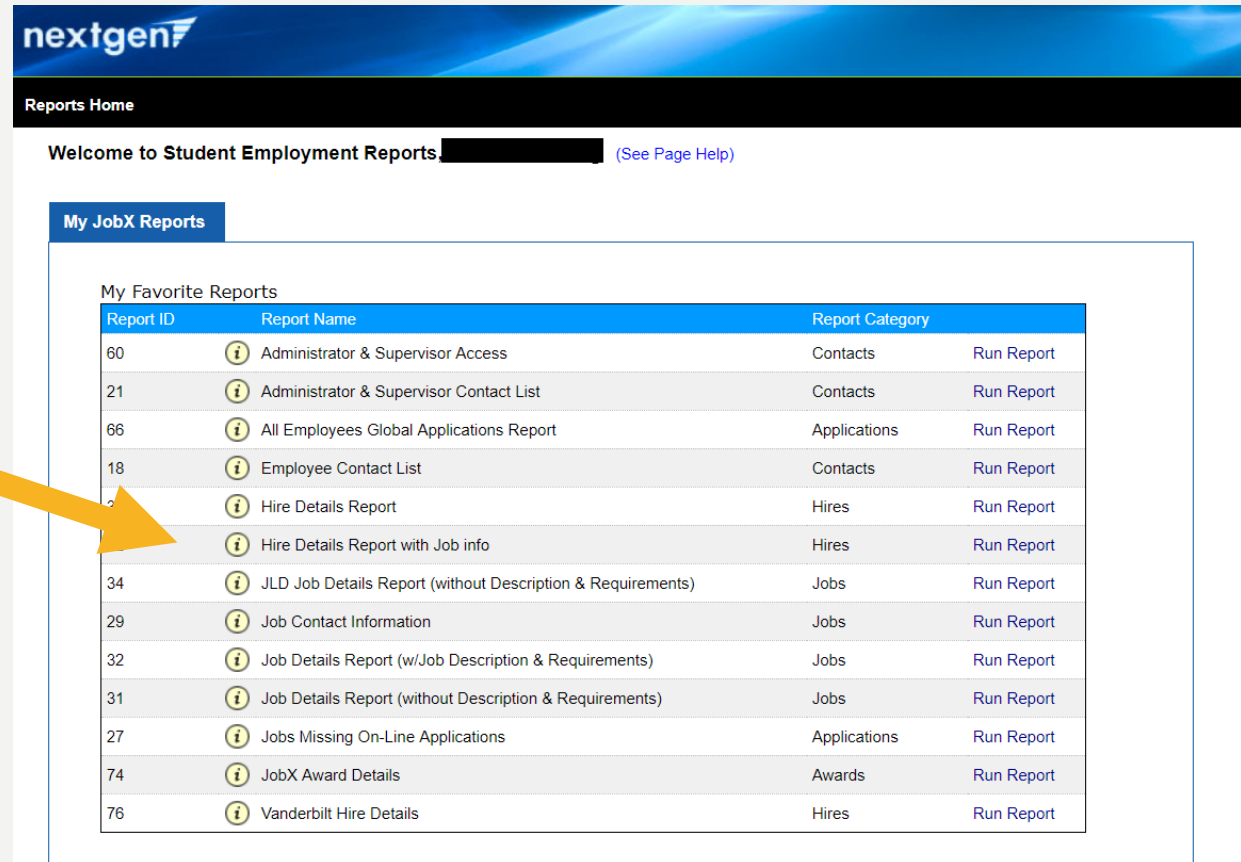
Once they confirm their “hire”, their student employee will post to a Hire Report which HCM Specialist may access.

# Hire Details Report














From the JobX control panel, click “Reporting” → “Standard Reports.”



From the Standard Reports menu, find “Hire Details Report with Job Info” and click “Run Report” on that line.



The screenshot shows the 'nextgen' logo at the top left, followed by 'Reports Home' and a welcome message: 'Welcome to Student Employment Reports, [redacted] (See Page Help)'. Below this is a section titled 'My JobX Reports' containing a table of 'My Favorite Reports'.

Report ID	Report Name	Report Category	
60	 Administrator & Supervisor Access	Contacts	Run Report
21	 Administrator & Supervisor Contact List	Contacts	Run Report
66	 All Employees Global Applications Report	Applications	Run Report
18	 Employee Contact List	Contacts	Run Report
2	 Hire Details Report	Hires	Run Report
	 Hire Details Report with Job info	Hires	Run Report
34	 JLD Job Details Report (without Description & Requirements)	Jobs	Run Report
29	 Job Contact Information	Jobs	Run Report
32	 Job Details Report (w/Job Description & Requirements)	Jobs	Run Report
31	 Job Details Report (without Description & Requirements)	Jobs	Run Report
27	 Jobs Missing On-Line Applications	Applications	Run Report
74	 JobX Award Details	Awards	Run Report
76	 Vanderbilt Hire Details	Hires	Run Report

Step 1 – no need to make any selections. Click “Next.”

nextgen

Reports Home

[Home](#) > Report Filter Selection

**Step 1: Report Filter Selection** [\(See Page Help\)](#)

Check the box next to each filter to narrow your report's results.

- Employer is
- Hire Status is
- Hire Approval Date (MM/DD/YYYY) is
- Hire Approval Date (MM/DD/YYYY) is
- Hire Start Date & Hire End Date (MM/DD/YYYY) is
- Hire Start Date (MM/DD/YYYY) is
- Hire End Date (MM/DD/YYYY) is
- Hire Wage is
- Hire Wage Range is
- Job Title is
- Job Type is

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Step 2 – you must make a sort selection, even if you don't want to. Click "Select" at the end of the "Group by Timeframe" line.

[Home](#) > [Report Filter Selection](#) > Report Summary Selection

**Step 2: Report Summary Selection** [\(See Page Help\)](#) Current Report :: Hire Details Report with Job info

Choose the summary of the report below.

Summary Name	Summary Details	
Group by Employer	Number of Hires Submitted by Employer	<a href="#">Select</a>
Group by Timeframe	Number of Hires Submitted by Tmeframe	<a href="#">Select</a>
Group by Hire Status	Number of Hires Submitted by Hire Status	<a href="#">Select</a>
No Summary Details Requested	Summary Details Not Applicable	<a href="#">Select</a>

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Step 3 - We are using “Group by Timeframe” for this example, you just need to click and when the next screen appears, click next.

[Home](#) > [Report Filter Selection](#) > [Report Summary Selection](#) > Report Sort Selection

**Step 3: Report Sort Selection** [\(See Page Help\)](#) Current Report :: Hire Details Report with Job info

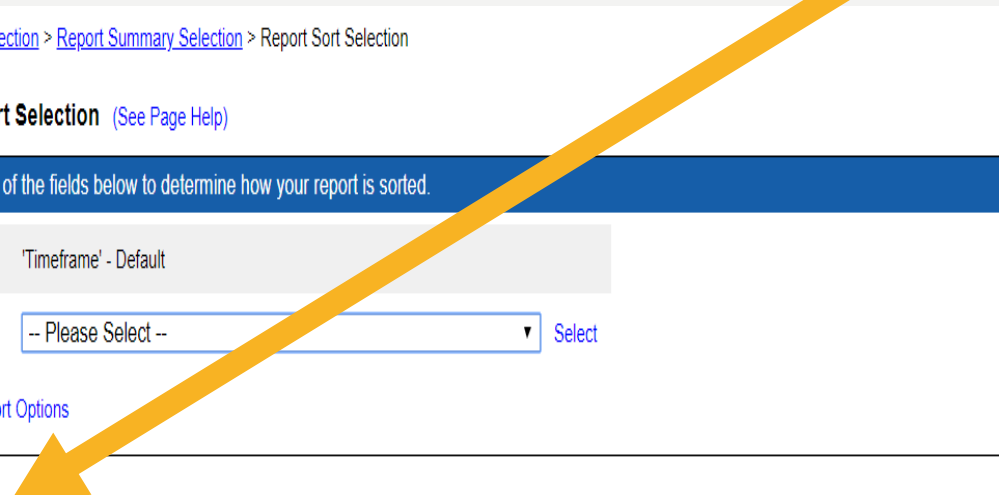
Choose one or more of the fields below to determine how your report is sorted.

1) Primary Sort: 'Timeframe' - Default

2) Secondary Sort: -- Please Select -- [Select](#)

[X Clear Selected Sort Options](#)

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Step 4 – report is generated. You can select the down arrow in front of the “Export” button to select a format. Once you have selected the desired format, click “Export” button.

Home > Report Filter Selection > Report Summary Selection > Report Sort Selection > View Report View Report Criteria Details

Step 4: View Report (See Page Help) Current Report :: Hire Details Report with Job info

1 of 1 | Select a format | Export

### JobX - Hire Details Report with Job Info - Group by Timeframe

Timeframe	Hire ID	Hire Approval Date	Employee ID	Employee First Name	Employee Last Name	Employee Email	Employer ID	Employer Name	Job Type	Job ID	Job Title
Academic Year	19561	5/6/2019 9:47:25 AM	111111111	Roy	Rogers1	royrogers1@ngwebsolutions.com	1119	Academic Programming	Federal Work Study	4725	Test Federal Work Study Job - 05/01/19
	19562	5/6/2019 9:59:53 AM	222222222	Ted	Rogers2	tedrogers2@ngwebsolutions.com	1093	Development Teams	Institutional Employment	4726	Test Institutional Employment Job - 05/01/19
	19563	5/6/2019 10:04:39 AM	333333333	Frank	Rogers3	frankrogers3@ngwebsolutions.com	1137	Apple	VUMC	4728	Test VUMC Job - 05/01/19
	19564	5/9/2019 10:13:56 AM	cavineja	Joshua	Caviness	joshua.a.caviness@Vanderbilt.Edu	1093	Development Teams	Institutional Employment	4726	Test Institutional Employment Job - 05/01/19
	19565	5/9/2019 10:27:15 AM	cavineja	Joshua	Caviness	joshua.a.caviness@Vanderbilt.Edu	1119	Academic Programming	Institutional Employment	4730	Test Institutional Employment Job - 05/09/19
	19566	5/10/2019 2:56:59 PM	111111111	Roy	Rogers1	royrogers1@ngwebsolutions.com	1119	Academic Programming	Federal Work Study	4729	Test Federal Work Study Job - 05/8/19
Total Hires for Academic Year : 6											



Now you may input your student employee into **Oracle!**



**Questions? Please email Student Employment at:  
StudentEmployment@Vanderbilt.edu  
or call us at:  
615-343-4462**