Generate Job Posting Data Report (OESH)

Overview

Authorized representatives from Occupational & Environmental Safety & Health (OESH) can generate the Job Posting Data Report in SuccessFactors to help facilitate the medical accommodation review process. To access the report, authorized OESH representatives must proxy on behalf of *OESH Disability Case Management / French Language Services* in SuccessFactors.

The report information is used to identify job requisitions for potential medical accommodation, and can be filtered by future-dated posting start dates.

> **Note:** When HR Shared Services creates a job posting, it is post-dated to provide OESH with two business days to review and evaluate future-dated postings for potential medical accommodation**.**

Refer to Using SuccessFactors to Facilitate a Medical Accommodation for further information.

Procedure

1. Click the **Home** menu and select **Reports** from the drop-down.
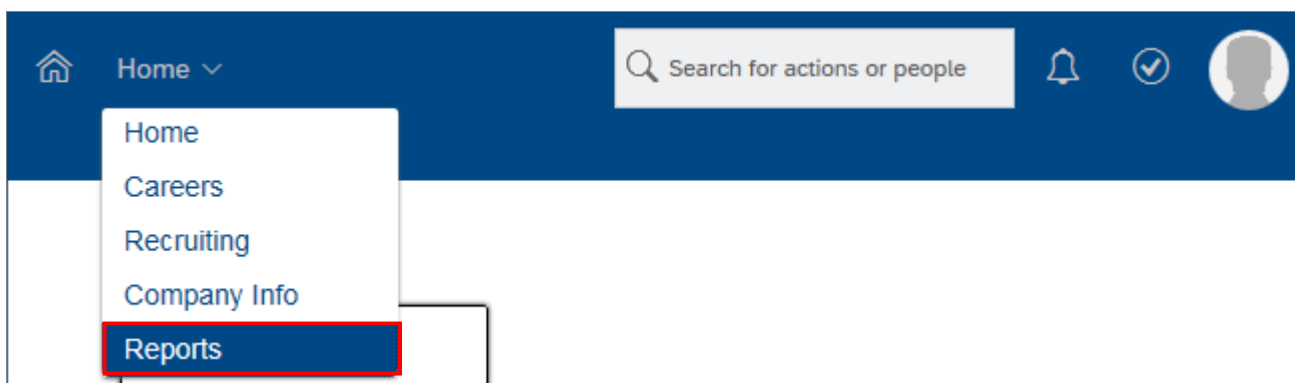
The *Report Center* screen appears.

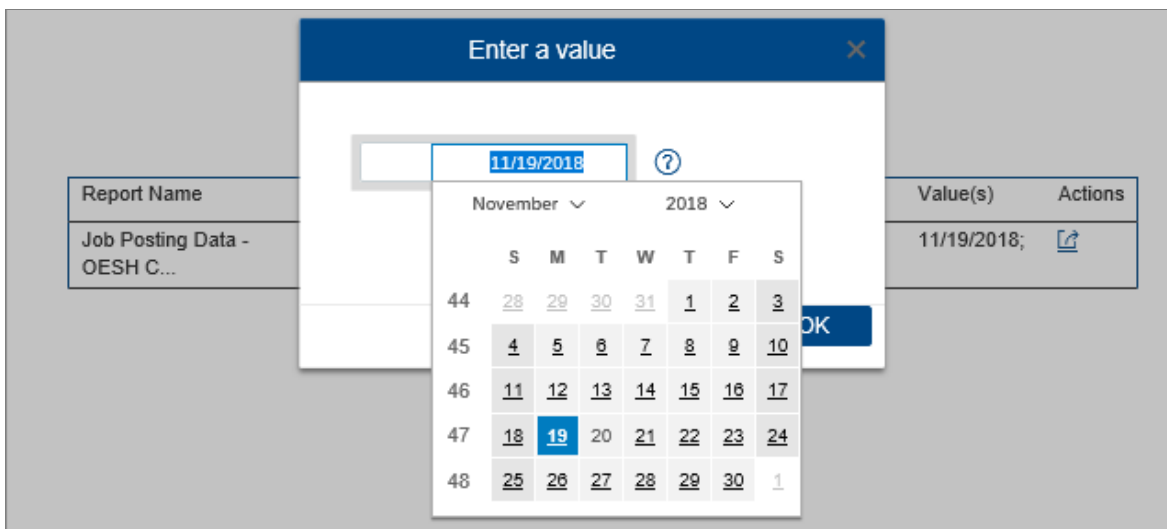2. Click **Job Posting Data-OESH** in the **Name** column.

The *Execute Job Posting Data-OESH* pop-up window opens.

3. Click the **Export** radio button and then select **Excel** from the **Format** drop-down menu.

4. Click ⬈ under the **Actions** column next to the **Job Posting Data-OESH C...** row, then click **Free-Text** in the menu that appears.
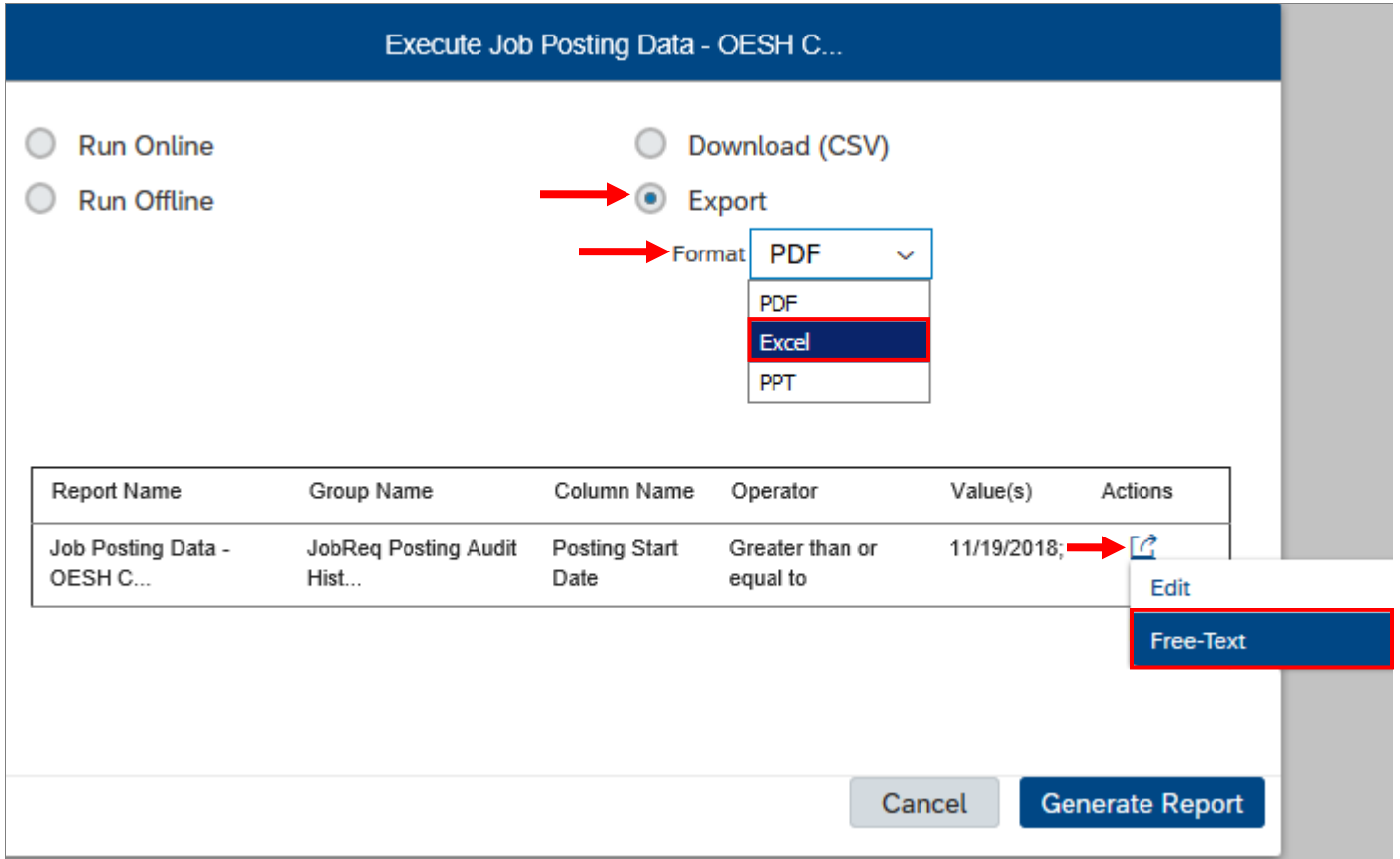
The *Enter a value* pop-up window opens.

5. Select the applicable reporting date from the calendar.
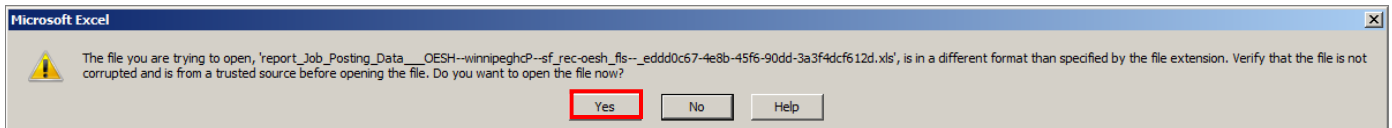
6. Click **OK**.

7. Click **Generate Report**.

Note: If the *Do you want to open or save…* message displays (see example below), click **Open**.
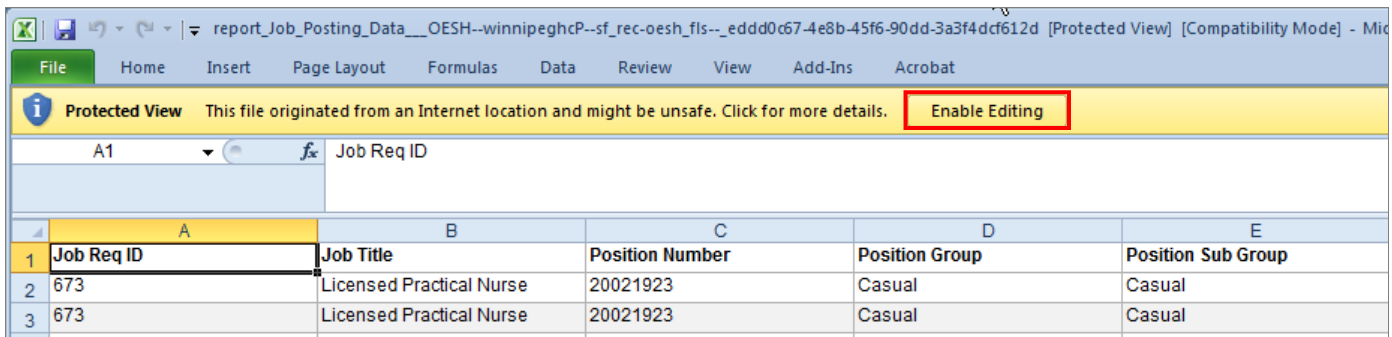
The *Microsoft Excel* pop-up warning message opens.
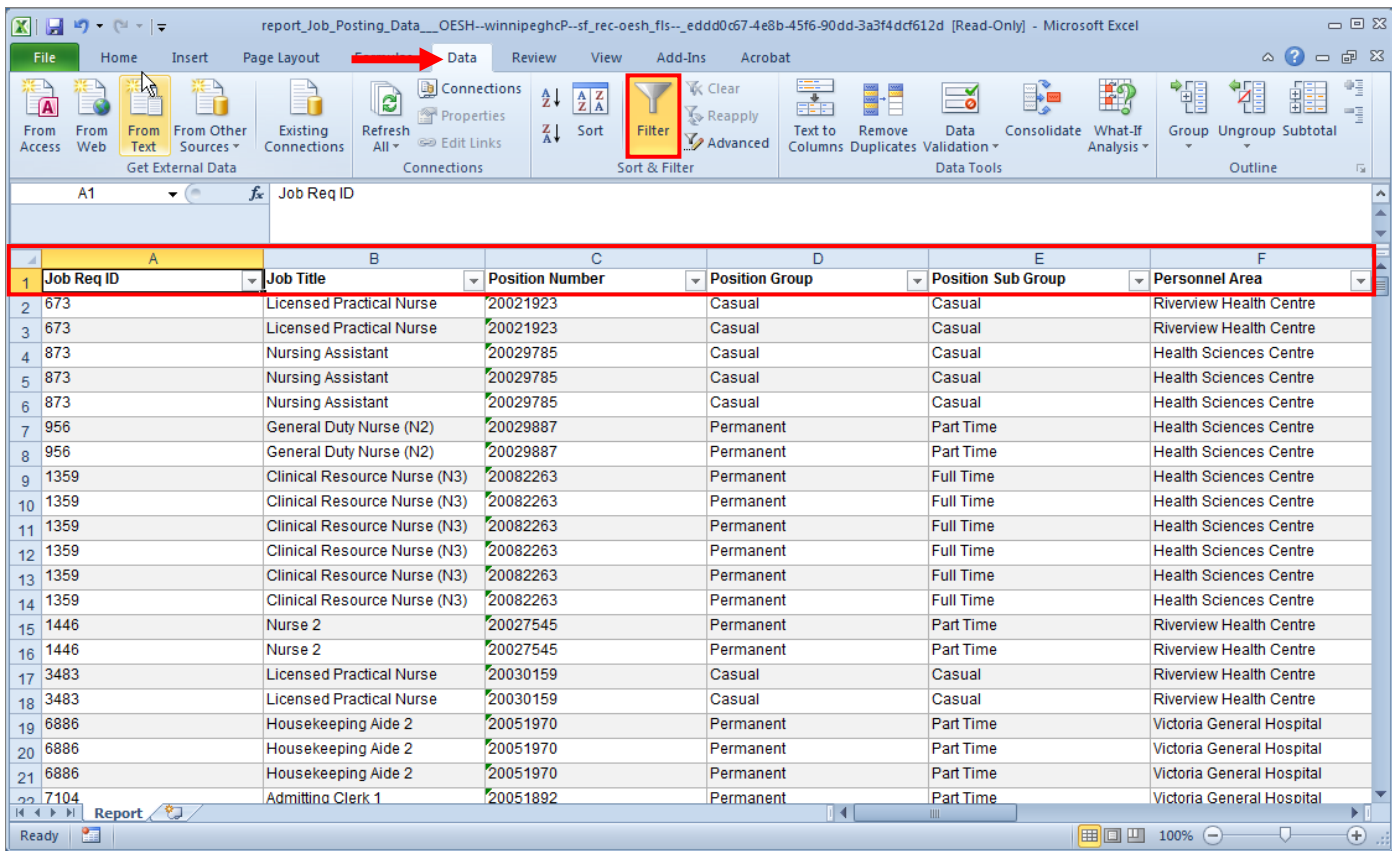
8. Click **Yes**.

The report opens in Excel and the *Protected View* message displays in a yellow bar at the top.

9. Click **Enable Editing**.

The report is ready for review.

10. Click the **Data** tab and then click **Filter** to apply filters to the report in order to filter for relevant information.

The report data can now be filtered according to your needs.

- For example, to view future-dated postings, scroll to the far right of the report to reveal the **Posting Start Date** column. The column can be filtered by month and date.
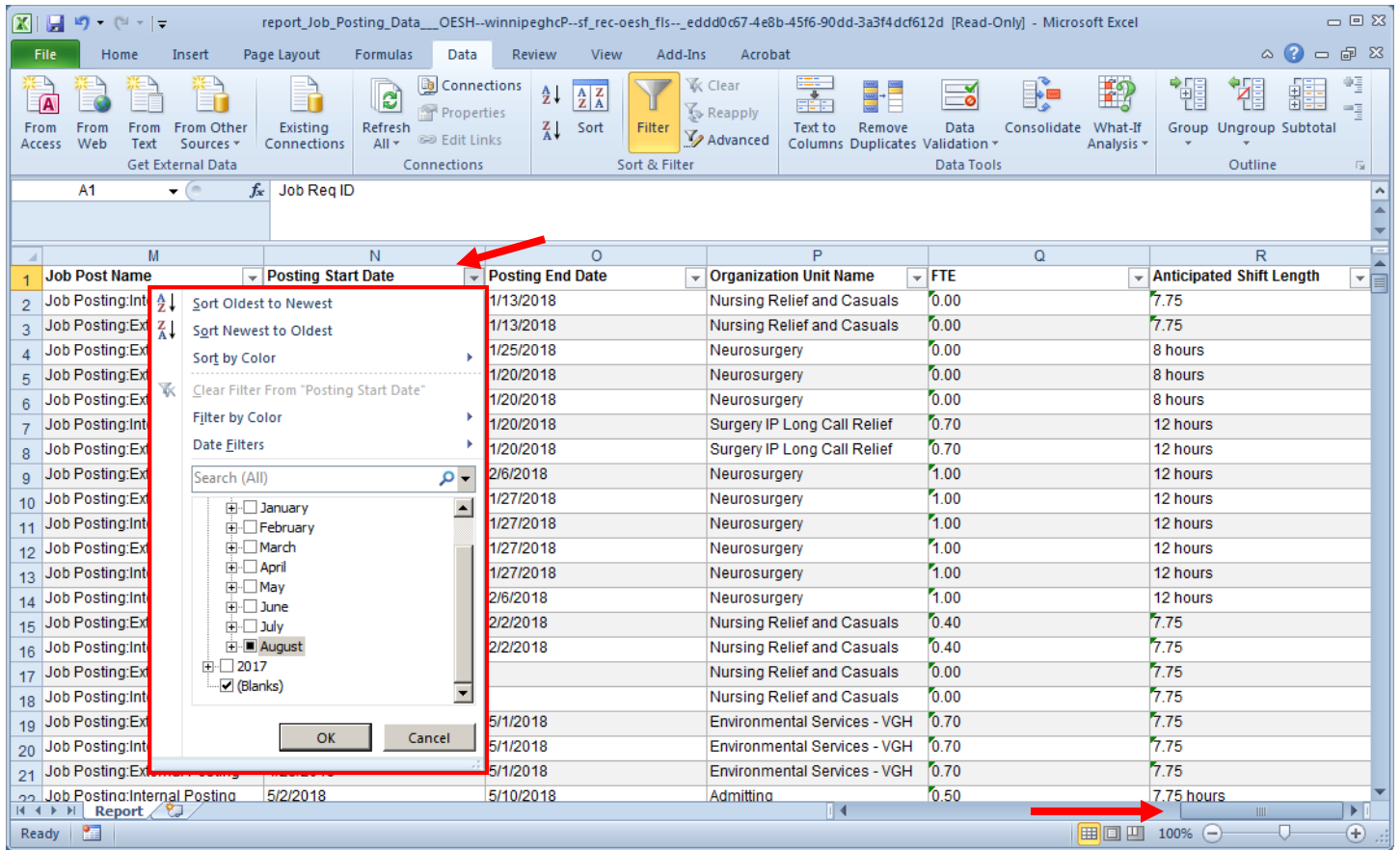
Next Steps

After identifying job requisitions for potential medical accommodation, you can display the job posting preview. The information in the job posting can be used to determine the suitability of the job(s) for potential medical accommodation.

Refer to Using SuccessFactors to Facilitate a Medical Accommodation for further information.