



APPLICANT BY NAME (QANM)

Applicants by Name					
	Applicant Name	Applicant ID	Job Notice ID	Status	Status Date
1	DREW, CHARLES	R03 03 10001	RAT02W1001	AC	05 01 00
2	DREW, CHARLES	R03 03 10001	RAT03W1007	AC	05 01 00
3	DREW, DAVID J	030 32 0004	QAT02E2004	AC	04 21 00
4	DREW, DAVID S	030 32 0001	QAT02E2001	AC	04 21 00
5	DREW, DON	030 32 0002	QAT02E2002	AC	04 21 00
6	DREW, TONY	030 32 0005	QAT92E2005	AC	04 21 00
7	FIVE, STUDENT L	031 32 0005	RAT02W1005	AC	04 21 00
8	FOUR, STUDENT D	031 32 0004	RAT02W1004	AC	04 21 00
9	JASPER, KENNETH	030 61 0005	R123456789	AC	04 25 00
10	JONES, CASSIE	030 61 0002	R123456789	AC	04 20 00
11	JOPLIN, JANIS	030 61 0004	R123456789	AC	04 22 00
12	MAY, LINDA	030 62 0004	R123456780	AC	04 22 00
13	MOORE, KEVIN	030 62 0005	R123456780	AC	04 25 00
14	NEELY, TERESA	030 61 0003	R123456789	AC	04 20 00
15	NEELY, TERESA	030 62 0003	R123456780	AC	04 20 00



NOTES



APPLICANT BY NAME (QANM)

The Applicants by Name inquiry lists all applicants alphabetically by last name. This inquiry is useful when an applicant's name is known but their ID is unknown. All or only part of the name can be entered to browse data.

Step 1 To open the QANM from the SAM II Desktop Navigator window, click on the GO TO icon. Type QANM in the "CODE". Click on the Open button.

Step 2 At this time you may enter the applicant name you are wanting to query to narrow down your search.

APPLICANT NAME – Optional. This field contains the applicant's full name (last name, first name, and middle initial).

Select **Display: Browse Data**.

Step 3 Let's review each field.

APPLICANT ID – Display Only. This field contains the number assigned to identify the applicant.

JOB NOTICE ID – Display Only. This field contains all job notices for which an applicant has applied.

STATUS – Display Only. This field contains the status of the applicant's application.

STATUS DATE – Display Only. This field contains the date the status of the application was entered.



APPLICANT EDUCATION SUMMARY (QADS)

Applicant Education Summary

Name: DREW, CHARLES
Applicant ID: R03 - 03 - 10001

	School	Degree	Start Date	End Date	Major(s)	Minor	Degree Earned	GPA	Degree Verified
1	POSTSC	B	09 10 64	05 30 69	E21 E29		Y	0.00	N
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									



NOTES



APPLICANT EDUCATION SUMMARY (QADS)

The Applicant Education Summary inquiry summarizes an applicant's education history. It lists all of the schools the applicant has attended or is attending, and the degree pursued at each school. Let's practice opening the QADS.

Step 1 To open the QADS from the SAM II Desktop Navigator window, click on the GO TO icon. Type QADS in the "CODE". Click on the Open button.

Step 2 Enter the applicant ID number that you want to query.

NAME – Display Only. This field contains the applicant's full name: last name, first name, and middle initial.

APPLICANT ID – Required. This field contains the applicant's ID number to retrieve applicant education information. Type **APPLICANT ID FROM PREVIOUS WALKTHROUGHS**

Select **Display: Browse Data**.

Step 3 Let's review the remaining fields.

SCHOOL – Optional. If you choose to populate this field with a code, the query will start at that particular school that the applicant attended. A code identifying the school is displayed automatically.

DEGREE – Optional. If you choose to populate this field with a degree code, the query will start at that specific degree. The code indicating the applicant's degree or the degree the applicant is currently working towards is displayed automatically.

START DATE – Optional. If you choose to populate this field with the date the applicant started attending a school, the query will start at that specific date. **Start Date** with **End Date** can be entered to specify the date range for a historical scan. The date the applicant started attending the school is displayed automatically.

END DATE – Display Only. This field contains the date the applicant stopped attending the school.

MAJOR(S) – Display Only. This field contains the applicant's major at the indicated school.

MINOR – Display Only. This field contains the applicant's minor at the indicated school.

APPLICANT EDUCATION SUMMARY (QADS)



Applicant Education Summary

Name: DREW, CHARLES

Applicant ID: R03 - 03 - 10001

	School	Degree	Start Date	End Date	Major(s)	Minor	Degree Earned	GPA	Degree Verified
1	POSTSC	B	09 10 64	05 30 69	E21 E29		Y	0.00	N
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									



NOTES



APPLICANT EDUCATION SUMMARY (QADS)

Step 3 Let's continue to review the remaining fields of the QADS.

DEGREE EARNED – Display Only. This field contains the degree the applicant earned.

GPA – Display Only. This field contains the applicant's grade point average.

DEGREE VERIFIED – Display Only. This field contains information on whether or not someone at your site has verified the applicant's degree.



APPLICANT WORK HISTORY (QAWK)

Applicant Work History Inquiry

Name: Applicant ID:

	Start Date	End Date	Work Type	Title	Employer Name
1	02 01 90	99 99 99	PROFESSIONAL		MIDWEST SURVEYORS
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					



NOTES



APPLICANT WORK HISTORY (QAWK)

The Applicant Work History inquiry retrieves work history information relating to a specific employee in reverse chronological order. A regular view of the inquiry will only display records that are effective on the current date. Clicking on the Details button while placing your cursor on a detail line opens an Applicant's Prior Work History transaction for that line.

Step 1 To open the QAWK from the SAM II Desktop Navigator window, click on the GO TO icon. Type QAWK in the "CODE". Click on the Open button.

Step 2 You must enter the applicant ID you are wanting to query. The Start Date and End Date are optional to narrow down the search.

NAME – Display Only. This field contains the applicant's full name (last name, first name, and middle initial).

APPLICANT ID – Required. In this field you must enter the identification number assigned to the applicant. Type **APPLICANT ID FROM PREVIOUS WALKTHROUGHS**

Select **Display: Browse Data.**

Step 3 Let's review each field.

START DATE – Optional. In this field you can enter a date to limit the display to work that started on or after the specified date. The date the applicant started the specified work is displayed.

END DATE – Optional. In this field you can enter a date to limit the display to work that ended on or prior to the specified date. The date the applicant stopped the specified work is displayed.

WORK TYPE – Display Only. This field contains the code indicating the type of work the applicant performed at the specified employer.

TITLE – Display Only. This field contains the code indicating the applicant's previous title(s).

EMPLOYER NAME – Display Only. This field contains the name of the applicant's previous employer.



APPLICANT PRIOR WORK HISTORY (AWRK)

Applicant Prior Work History

Name: DREW, CHARLES

Applicant ID: R03 - 03 - 10001

Work Type: PROF From: 02 / 01 / 90 To: / /

Salary: Basis: None Title:

Employer Information

Employer: MIDWEST SURVEYORS

Address: 1818 MADISON ST

City: JEFFERSON CITY State: MO

Zip Code: 65101 - | Country:

Phone: () - Ext:

Supervisor:

Description of Duties:



NOTES



APPLICANT PRIOR WORK HISTORY (AWRK)

Step 4 Now click on the Details button. This opens the Applicant's Prior Work History (AWRK) window. Let's review each field.

NAME – Display Only. This field contains the applicant's full name (last name, first name, and middle initial).

APPLICANT ID – Display Only. This field contains the code that identifies the applicant.

WORK TYPE – Display Only. This field contains the code for the type of work that the applicant performed.

FROM – Display Only. This field contains the date that the applicant first held the position.

TO – Display Only. This field contains the last date that the applicant held the position.

SALARY – Display Only. This field contains the amount of salary the applicant was paid for the specified job.

BASIS – Display Only. This field contains the code to indicate the applicant's salary basis for the specified job.

TITLE – Display Only. This field contains the applicant's job title for the specified job.

Employee Information

EMPLOYER – Display Only. This field contains the name of the person or company that employed the applicant in the specified job.

ADDRESS – Display Only. This field contains the address of the person or company that employed the applicant in the specified job.

CITY – Display Only. This field contains the employer's city.

STATE – Display Only. This field contains the code for the employer's state.

ZIP – Display Only. This field contains the prior employer's zip code.



APPLICANT PRIOR WORK HISTORY (AWRK)

Applicant Prior Work History

Name:

Applicant ID:

Work Type: From: To:

Salary: Basis: Title:

Employer Information

Employer:

Address:

City: State:

Zip Code: Country:

Phone: () - Ext:

Supervisor:

Description of Duties



NOTES



APPLICANT PRIOR WORK HISTORY (AWRK)

Step 4 Let's continue to review each field on the AWRK.

COUNTRY – Display Only. This field contains the country code for the employer

PHONE – Display Only. This field contains the employer's telephone number (area code and number).

EXT – Display Only. This field contains the extension of the telephone number, if applicable.

SUPERVISOR – Display Only. This field contains the name of the applicant's supervisor for the specified job.

DESCRIPTION OF DUTIES – Display Only. This field contains any additional information (up to six lines) about the specified job.



SKILLS BANK (QESK)

Skills Bank

Skill Type:

Skill Level Range: To

Skill Pool: Employees Applicants Both

	Skill Type	Skill Level	Employee / Applicant Name	Employee / Applicant ID	Type	Months of Experience	Verified	Effective Date	Expiration Date
1	ATMJR		APPLICANT, FIRST	030520001	A	0	N	01 01 00	99 99 99
2	ATMJR		APPLICANT, SECOND	030520002	A	0	N	01 01 00	99 99 99
3	ATMJR		APPLICANT, THIRD	030520003	A	0	N	01 01 00	99 99 99
4	ATMNR		APPLICANT, FIRST	030520001	A	0	N	10 16 98	99 99 99
5	ATMNR		APPLICANT, SECOND	030520002	A	0	N	01 16 95	99 99 99
6	BCKHD		APPLICANT, FIRST	030520001	A	0	N	01 15 95	99 99 99
7	BOOKP	NA	CLARK, JOHN	030610001	A	0	N	05 30 82	99 99 99
8	BOOKP	NA	NEELY, TERESA	030610003	A	0	N	06 01 82	99 99 99
9	BOOKP	NA	JOPLIN, JANIS	030610004	A	0	N	08 01 89	99 99 99
10	HEXCV		DREW, CHARLES	R030310001	A	65	Y	05 01 95	99 99 99
11	HEXCV	NA	ONE, STUDENT E	031320001	A	65	Y	05 01 95	99 99 99



NOTES



SKILLS BANK (QESK)

The Skills Bank inquiry window lists all of the applicants who possess a particular skill.

Step 1 To open the QESK from the SAM II Desktop Navigator window, click on the GO TO icon. Type QESK in the “CODE”. Click on the Open button.

Step 2 You may enter the SKILL TYPE, SKILL LEVEL RANGE, and SKILL POOL to narrow down your search.

Select **Display: Browse Data**.

Step 3 Let's review each field.

SKILL TYPE – Optional. In this field you can enter a full or partial skill type code to begin the display at a particular point. The system displays information for the first valid skill type that it finds using the entered characters. If a code is entered, the skill type short description is displayed.

SKILL LEVEL RANGE – Conditional. If you enter a Skill Type as part of the selection criteria, you can enter a full or partial skill level range to begin the display at a certain point. If a full Skill Level Range is entered, the system displays a list of all employees and/or applicants who possess a particular skill at a level that falls within the specified range. If a partial skill level range is entered, the system lists all of the employees and/or applicants who possess a particular skill at the particular level you requested.

SKILL POOL – Optional. In this field you may indicate whether the information is for Employees, Applicants, or Both. The system default is Both.

SKILL TYPE – Display Only. This field contains the code indicating the skill type of the employee or applicant. You can enter a skill type or partial fields to begin scan at a particular point.

SKILL LEVEL – Display Only. This field contains the skill level of the employee or applicant.

EMPLOYEE/APPLICANT NAME – Display Only. This field contains the employee's or applicant's full name.



SKILLS BANK (QESK)

Skills Bank

Skill Type:

Skill Level Range: To

Skill Pool: Employees Applicants Both

	Skill Type	Skill Level	Employee / Applicant Name	Employee / Applicant ID	Type	Months of Experience	Verified	Effective Date	Expiration Date
1	ATMJR		APPLICANT, FIRST	030520001	A	0	N	01 01 00	99 99 99
2	ATMJR		APPLICANT, SECOND	030520002	A	0	N	01 01 00	99 99 99
3	ATMJR		APPLICANT, THIRD	030520003	A	0	N	01 01 00	99 99 99
4	ATMNR		APPLICANT, FIRST	030520001	A	0	N	10 16 98	99 99 99
5	ATMNR		APPLICANT, SECOND	030520002	A	0	N	01 16 95	99 99 99
6	BCKHD		APPLICANT, FIRST	030520001	A	0	N	01 15 95	99 99 99
7	BOOKP	NA	CLARK, JOHN	030610001	A	0	N	05 30 82	99 99 99
8	BOOKP	NA	NEELY, TERESA	030610003	A	0	N	06 01 82	99 99 99
9	BOOKP	NA	JOPLIN, JANIS	030610004	A	0	N	08 01 89	99 99 99
10	HEXCV		DREW, CHARLES	R030310001	A	65	Y	05 01 95	99 99 99
11	HEXCV	NA	ONE, STUDENT E	031320001	A	65	Y	05 01 95	99 99 99



NOTES



SKILLS BANK (QESK)

Step 3 Let's continue to review each field on the QESK.

EMPLOYEE/APPLICANT ID – Display Only. This field contains the number used to identify the employee or applicant who possess the listed skill and skill level.

TYPE – Display Only. This field contains the identification type of the person whose name and identification code precedes. Valid values are: E (employee), A (applicant), or B (both).

MONTHS OF EXPERIENCE – Display Only. This field contains the number of months the employee or applicant has possessed the listed skill.

VERIFIED – Display Only. This field contains whether or not an employee's or applicant's skills have been verified.

EFFECTIVE DATE – Display Only. This field contains the date data became effective.

EXPIRATION DATE – Display Only. This field contains the date data expires.



APPLICANT TRAINING SUMMARY (QATS)

Applicant Training Summary

Name:

Applicant ID:

	Course	Short Description	School	Grade	Start Date	End Date
1	OTHER	OTHER	POSTSC	PASS	10 01 89	02 01 90
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



NOTES



APPLICANT TRAINING SUMMARY (QATS)

The Applicant Training Summary inquiry summarizes an applicant's training profile. It lists all the courses that a particular applicant has enrolled in and/or taken. Let's practice opening the QATS.

Step 1 To open the QATS from the SAM II Desktop Navigator window, click on the GO TO icon. Type QATS in the "CODE". Click the Open button.

Step 2 You must enter the applicant ID you are wanting to query. The Course and Start Date are optional to narrow down the search.

NAME – Display Only. This field contains the applicant's full name (last name, first name, and middle initial).

APPLICANT ID – Required. In this field you must enter the number assigned to identify the applicant. Type APPLICANT ID FROM PREVIOUS WALKTHROUGHS.

Select **Display: Browse Data**.

Step 3 Let's review the remaining fields.

COURSE – Optional. In this field you can enter the code of a particular course to start the query at that course. The code identifying the course the applicant has taken is displayed.

SHORT DESCRIPTION – Display Only. This field contains the short description of the course.

SCHOOL – Display Only. This field contains the school where the course was taken.

GRADE – Display Only. This field contains the grade the applicant received in the course.

START DATE – Optional. In this field you can enter a date to start the query at a particular point. The start date of the course is displayed.

END DATE – Display Only. This field contains the end date of the course.



APPLICANT BY TRAINING RESULTS (QATR)

Applicant by Training Results

Course

Grade Range To

Select Effective Date Select Expiration Date

	Course	Grade	Name	Applicant ID	Effective Date	Expiration Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						



NOTES



APPLICANTS BY TRAINING RESULTS (QATR)

The Applicants by Training Results inquiry lists all active applicants who have enrolled in, taken, and/or completed a particular course. Based on the selection criteria you enter, the list can be limited to a particular course and/or course grade range. The list can also be limited to courses taken during a specified period of time. Each applicant's course grade is displayed.

Step 1 To open the QATR from the SAM II Desktop Navigator window, click on the GO TO icon. Type QATR in the "CODE". Click on the Open button.

Step 2 The Course, Grade Range, Select Effective Date, and Select Expiration Date are optional but they will help narrow down your query if you populate one or more of these fields.

Select **Display: Browse Data.**

Step 3 Let's review each field.

COURSE – Optional. This field contains a course code that can be entered to limit the data displayed. Enter the code identifying a particular course. Valid values are located on the Course (CRSE) window. If you enter a code, the course description is displayed.

GRADE RANGE – Optional. In this field you can enter a course grade range that can limit the data displayed.

SELECT EFFECTIVE DATE – Optional. In this field you can enter an effective date to limit the data displayed. This date enables you to select courses based on the date the applicant began the course.

SELECT EXPIRATION DATE – Optional. In this field you can enter an expiration date to limit the data displayed. The date enables you to select courses based on the date the applicant finished the course.

COURSE – Display Only. This field contains the code identifying the course the applicant attended.

GRADE – Display Only. This field contains the applicant's grade in the course.