



Einstellungsgesuch

Short introductions

General guidelines

- Detailed instructions on how-to-use the adhoc workflows in Forms Management System (FMS) can be found on https://it.desy.de/services/forms_management/workflows
- The form will be processed via <https://forms.desy.de>
- The tasks will be distributed by e-mail and can be found on <https://forms.desy.de>. All data remain in the FMS and are not sent by e-mail.
- After getting involved into the process initiators/editors/approvers of the form are enabled to access the following information via the history at all times
 - involved individuals
 - comments
 - current contents of the form
- Informed persons are enabled to access the history (after they have been involved) with following details:
 - involved individuals
 - NO comments
 - content of the forms *at the time they have been given access*
- Substitutes (referred to as proxy in this application) can be nominated (also possible for certain forms/time periods)

Preprocessing of the form by e.g. secretariats

- The form can be filled in by several persons
 - not at the same time, but successively!
 - everyone can access all fields
 - some fields are mandatory and have to be filled before forwarding
- Current status can be sent via **"Send for information"** if applicable
- Sending to itself is not possible. The current processing status/data set can be saved temporarily with the "Save" button and called up again later with the arrow symbols or via the data browser. A more detailed description can be found at https://www.desy.de/administration/forms/quick_guide_fms/index_eng.html.
- The involvement of the next colleague can be triggered via **"Send for review"**
 - In case the involved person is not able to process the form (for example because of being absent), the above step can be withdrawn via **"Withdraw process"** and sent to another colleague
 - Selecting multiple colleagues at once is possible, but only a single one can process the task.
- Via **"Send for approval in the role Gruppenleiter*in"** the preprocessing of the form can be finalized and sent to the respective group leader.



Approval/Signature by the group leader

- Completion and/or verification of the fields if applicable
- Mandatory fields have to be filled
- Return form for further processing to secretariat/Fachgruppenleitung via "**Send for review**" if applicable
- **Sign** by clicking on **signature field**
- Hand over to respective head of division via "**Send to approval in the role Bereichsleiter*in**"

Approval/Signature by the head of division

- All fields in the form can be modified
 - Recommendation: inform group leader via "**Send for information**"
- **Sign** by clicking on **signature field**
 - All completed fields are locked (can't be modified anymore) except: „Job-ID“, „Entgeltgruppe“, „Stufe“, „Einstellungsdatum“ and the names of not to be recruited applicants
- Hand over to Recruitment/V22 via green button „An V22-Recruitment versenden“. Alternatively via the workflow tab at the top "**Send for review**" to the to be chosen group „V22-Recruitment“.

Processing by Recruitment/V22

- The fields „Job-ID“, „Entgeltgruppe“, „Stufe“, „Einstellungsdatum“, and the names of not to be recruited applicants can be modified without removing the signature of the head of division/group leader.
- Modification of other fields are possible only
 - Via removal of the signature of the head of division/group leader.
 - Returning via "**Send for review**" to the head of division/group leader with corresponding comment
- Creating a PDF file, which is to be archived in EASY
- Printing of PDF and hand over to V21 etc.
 - Apply receipt stamp
- Finalization of the process in the FMS via "**Finish process**", after the document has been signed by the reviewer at V22
 - Initiator will receive respective email
 - This doesn't mean the entire recruitment process is finalized
- Further processing of the form takes place in the Fachgruppen at V2 and is visible/available in EASY, if applicable