

Banner 7.3

Recruitment

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Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations

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Course Goals

The goal of this course is to provide you with the knowledge and practice to perform recruiting processes for your institution

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Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer



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Overview

The recruiting process occurs at the beginning of the Student process



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Process Introduction




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Set Up


Set Up Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data


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Validation Forms for the Recruitment Module

- STVCTYP Contact Type Code Validation
- STVATYP Address Type Code Validation
- STVRECR Recruiter Code Validation
- STVRTYP Recruit Type Validation
- STVORIG Originator Code Validation
- STVLEND Web Prospect How I Learned About Validation


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Validation Forms for the Recruitment Module, Continued

- STVRSTA Recruiting Internal Status Code Validation
- STVRSLT Appointment Result Code Validation
- STVCMTT Comment Type Code Validation
- STVINTS Outside Interest Code Validation



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Set Up Review

- What is the Student Type Code Validation Form?
- Address information on the Source/Background Institution Base Form (SOASBGI) is displayed in what two student modules?
- Is the information on the Source/Background Institution Year Form (SOABGIY) validated to allow for user flexibility?



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Day-to-Day Operations

Day-to-Day Objectives

At the end of this section, you will be able to

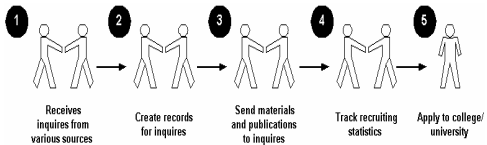
- capture information on applicants
- enter new prospective students
- enter high school information
- enter prior college information
- enter tests and test scores
- enter recruiter appointments



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Day-to-Day Process



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Capturing Biographic/Demographic Information

- **General Person Identification Form (SPAIDEN)**
 - Used to capture biographic/demographic information for all persons associated with the institution



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Using Common Matching when Capturing Prospect Information

▪ Common Matching Form (GOAMTCH)

- Can be called from key blocks of person or non-person data entry forms when generating an ID or entering an ID that does not exist in Banner



Capturing Information on Prospective Applicants

▪ The Recruit Prospect Information Form (SRARECR)

- Provides the information necessary for all recruitment-related activities



Entering Prospects Using the Quick Recruit Form

▪ Quick Recruit Form (SRAQUIK)

- Designed to allow faster entry of new prospective students
- Used when you have a group of prospects that have common characteristics



Entering High School Information for Prospects

- **High School Information Form (SOAHSCH)**
 - Used to enter information about a person's high school career



Entering Prior College Information

- **Prior College Form (SOAPCOL)**
 - Used to enter information about a person's prior college experience



Entering Tests and Test Scores

- **Test Score Information Form (SOATEST)**
 - Used to record and maintain test score information



Entering Recruiter Appointments

- **Recruiter Appointments/Visits Form (SRARAPT)**
 - Used to schedule and record daily appointments on campus and visits to other sources



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Recruitment Reports

- **Rec/Enroll Analysis - How Learned Report (SRRENRH)**
- **Recr/Enrl Analysis - Source/Recr Report (SRRENRL)**
- **Recruits Never Applied to Inst. Report (SRRINQR)**
- **Communication Plan Processing Report (SORCPLN)**



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Rec/Enroll Analysis - How Learned Report (SRRENRH)

- Used to produce a statistical report of recruits, applicants, and enrollees by a How I Learned code for a term range



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Recr/Enrl Analysis - Source/Recr Report (SRRENRL)

- Used to produce a statistical report of recruits, applicants, and enrollees by source and recruiter for a term range



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Recruits Never Applied to Inst. Report (SRRINQR)

- Produces a list of recruits who have no admission records matching certain conditions
- Can be used to delete recruiting records and high school, prior college, and prior test information



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Communication Plan Processing Report (SORCPLN)

- Used to show a person's movement from an old communication plan to a new communication plan



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Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to perform recruiting processes for your institution





Questions and Answers



Thank you for your participation
