wisc.jobs
HCM - TAM Queries

Contents

Navigating to Query Viewer

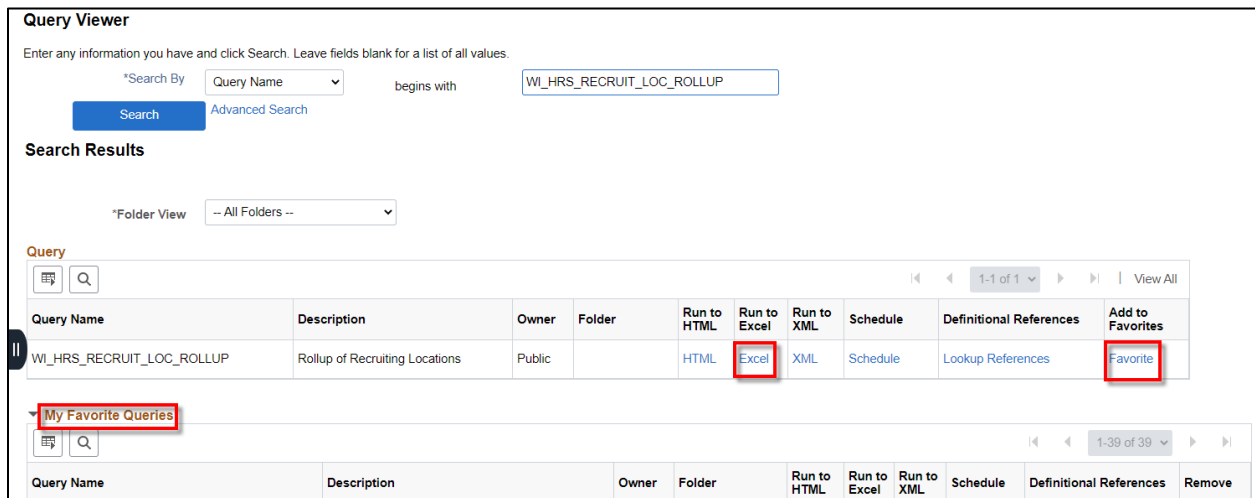1. In the upper right-hand corner of any page in STAR, click on the NavBar (compass looking item)

2. Click on the Reporting Tools – it will open in a new window
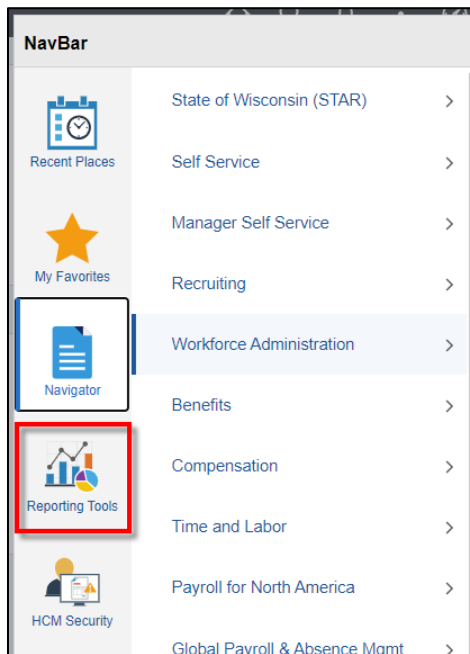
3. Depending on what Security you have, you should see Query Viewer. Search for the Query Name you are looking for.
   a. The "%" before and after words is wildcarding. Query Viewer will search for any instance of those word(s) occurring in the Query Name, regardless of where they are.
   b. All recruiting-specific queries start with "WI_HRS" – so you can search for WI_HRS% to return all recruiting related queries
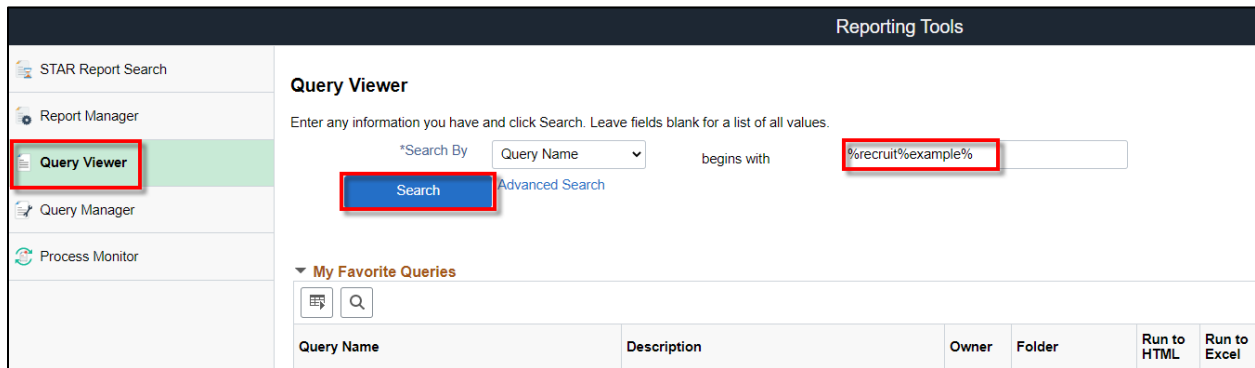
4. In the search results, you can either run the Query to Excel or Favorite it
   a. Favoriting a query adds it to a list of queries that is always visible at the bottom of Query Viewer – so you do not have to search for it every time
      i. A note, only 300 queries are visible when searching for and favoriting queries

Enterprise-Wide Queries

Job Opening and Posting

Query Name	When to Use	Query Run Properties
WI_HRS_JOB_OPENING	This shows one line per Job Opening ID. It does not show the Questionnaires or Screening Sections used. Recruiters can use this query to view the applicable fields associated with a Job Opening.	Both the prompts of Business Unit and Department ID are wildcard (%) enabled, but can also be left blank to run faster. The prompts of HR Location, Recruit Location, Job Code, and Position Number either have to be blank or an exact match to run correctly.
WI_HRS_JOB_OPENING_DT_RNG	This shows one line per Job Opening ID that was created between the Date Range. It does not show the Questionnaires or Screening Sections used. Recruiters can use this query to view the applicable fields associated with a Job Opening.	The Date Range prompts are required. Both the prompts of Business Unit and Department ID are wildcard (%) enabled, but can also be left blank to run faster. The prompts of HR Location, Recruit Location, Job Code, and Position Number either have to be blank or an exact match to run correctly.
WI_HRS_JOB_POSTING	This shows the high level, queryable fields for a Job Posting. It does not show the individual sections of the Job Posting page. Recruiters can use this query to view the Job Function, Subfunction(s), Wisc.Jobs Keywords, and Posting and Remove Dates. The non-primary concatenation fields have been removed.	The prompts of Business Unit, Department ID, Function, and Subfunction are wildcard (%) enabled, but can also be left blank to run faster. The prompts of HR Location, Recruit Location, Job Code, and Position Number either have to be blank or an exact match to run correctly. The Wisc.Jobs Keywords prompt needs to use wildcards (%) before and after the value(s) you are searching for.

Query Name	When to Use	Query Run Properties
WI_HRS_JOB_POSTING_DT_RNG	This shows the high level, queryable fields for a Job Posting within a Date Range. It does not show the individual sections of the Job Posting page. Recruiters can use this query to view the Job Function, Subfunction(s), Wisc.Jobs Keywords, and Posting and Remove Dates. The non-primary concatenation fields have been removed.	The Date Range prompts are required. The prompts of Business Unit, Department ID, Function, and Subfunction are wildcard (%) enabled, but can also be left blank to run faster. The prompts of HR Location, Recruit Location, Job Code, and Position Number either have to be blank or an exact match to run correctly. The Wisc Job Keywords prompt needs to use wildcards (%) before and after the value(s) you are searching for.

Answer, Question, and Question Sets

Query Name	When to Use	Query Run Properties
WI_HRS_ANSWER	Shows available Answers to be used for Questions in recruitments. Recruiters can use either this query or the Answers page itself to view available Answers.	All the prompts are optional. The Answer Description prompt needs to use wildcards (%) before and after the value(s) you are searching for. This prompt searches the following fields: Description, Short Description, and Long Description that are visible on the Answers page.
WI_HRS_QUESTION	Shows available Questions to be used for Recruitments. It does not show applicable Answers. Recruiters can use either this query or the Questions page itself to view available Questions.	All the prompts are optional. The Question Description prompt need to use wildcards (%) before and after the value(s) you are searching for. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question pages.
WI_HRS_QUESTION_ANSWER	Shows available Questions to be used for Recruitments along with applicable Answers. Recruiters can use either this query or the Questions page itself to view available Questions.	All the prompts are optional. The Question Description and Answer Description prompts need to use wildcards (%) before and after the value(s) you are searching for. Additionally, the Answer Description prompt brings back all Question Answers associated with a Question ID that contains that Answer Description. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question and Answer pages.
WI_HRS_QUESTION_SET_QUES_ANS	Shows available Question Sets to be used for Recruitments along with applicable Questions and Answers. Recruiters can use either this query or the Question Set page itself to view available Question Sets.	All the prompts are optional. The Question Set Description, Question Description, and Answer Description prompts need to use wildcards (%) before and after the value(s) you are searching for. Additionally, the Question Description and Answer Description prompts bring back all Questions and Answers associated with a Question Set ID that contains that Question Description or Answer Description. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question and Answer pages.

Rating and Applicant Queries

Query Name	When to Use	Query Run Properties
WI_HRS_RATE_RATING_RESPONSE	This shows Recruiting Rater Responses when Applicants are routed. Recruiters can use this query to view Raters' Responses for the entirety of a Job Opening ID.	Both the prompts of Business Unit and Rater Emplid are wildcard (%) enabled, but can also be left blank to run faster. The prompts of Job Opening ID and Applicant ID either have to be blank or an exact match to run correctly.
WI_HRS_APPLICANT_LOGIN	Shows all Applicants Name, User Name, Account Status, and more. The Wisc.Jobs Help Desk can run this query when troubleshooting applicant registration and login issues.	The First Name, Last Name, and User Name prompts are all optional and wildcard (%) enabled. You can search in those fields like: %EXAMPLE%, %Example%, %example%, or any combination needed. Upper or Lowercase designations are not needed. The % before and after the searchable values looks for that value between the % to be located at any point in the fields. Otherwise, you don't have to use wildcards (%) if you are searching for an exact match. The Account Locked Out prompt is optional. If you check mark the prompt, only locked accounts are returned, if left unchecked, then all accounts are returned.

Query Name	When to Use	Query Run Properties
WI_HRS_APPLICANT_ANSWERS	This query shows Applicant Employment and Skills Questions and Answers for Job Openings with Employment or Skills Questions. Recruiters should use this query when they want to view Applicant's Answers (not Open-Ended Questions) attached to specific Job Opening IDs.	The prompt of Job Opening ID is required and needs to be an exact match. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The Question and Answer prompts are optional. The Question ID and Answer ID prompts need to either be blank or an exact match to run correctly. The Question Description and Answer Description prompts need to use wildcards (%) before and after the value(s) you are searching for. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question and Answer pages.
WI_HRS_APPLICANT_OPEN_ENDED	This query shows Applicant Open Ended Questions and Answers for Job Openings. The Word Count Field accounts for applicants that use multiple spaces back to back. There may be issues with the Word Count if the applicant uses weird formatting or bulleted lists. You can use Excel Formula: "=IF(LEN(TRIM(O3))=0,0,LEN(TRIM(O3))-LEN(SUBSTITUTE(O3," ",""))+1)" - keeping in mind there might also be issues with the Word Count due to bulleted lists. Recruiters should use this query when they want to view Applicant's Answers to Open-Ended Questions attached to specific Job Opening IDs.	The prompt of Job Opening ID is required and needs to be an exact match. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The Question prompt is optional. The Question ID prompt needs to either be blank or an exact match to run correctly. The Question Description prompt needs to use wildcards (%) before and after the value(s) you are searching for. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question pages.

Query Name	When to Use	Query Run Properties
WI_HRS_APPLICANT_LOCATION	This query shows Applicant selected Recruiting Locations for Job Openings. Recruiters should use this query when searching for Applicant responses to Recruiting Locations attached to Specific Job Opening IDs.	The prompt of Job Opening ID is required and needs to be an exact match. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The prompt of Recruit Location is optional and must either be blank or an exact match to run correctly. Additionally, the Recruit Location prompt will bring back all the applicants that have selected that Recruiting Location Code, along with their additionally selected other Recruiting Location Codes.
WI_HRS_APPLICANT_DEMO_JOB_OPEN	This shows applicable historical Applicant Demographic data attached to Job Openings. Recruiters should use this query when they want additional information about the applicants attached to specific Job Opening IDs for show many times an applicant has applied to a job opening.	The prompt of Job Opening ID is required and needs to be an exact match. The prompt of Business Unit is optional and wildcard (%) enabled, but can also be left blank to run faster. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The checkmark box of All Statuses is defaulted to show everything. To show one or more specific Statuses below, the All Statuses checkmark box must be unchecked.
WI_HRS_APPLICANT_DEMO_MAX	This shows applicable Applicant Demographic data for their most recent application to Job Openings. Recruiters should use this query when they want additional information about the applicants attached to specific Job Opening IDs for the applicant's most recent submission, including the submittal datetime.	The prompt of Job Opening ID is required and needs to be an exact match. The prompt of Business Unit is optional and wildcard (%) enabled, but can also be left blank to run faster. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The checkmark box of All Statuses is defaulted to show everything. To show one or more specific Statuses below,

Query Name	When to Use	Query Run Properties
		the All Statuses checkmark box must be unchecked.
WI_HRS_COUNT_REFERRAL	Show a high level count of referral source from the applicants latest applications per job opening. Each applicant is counted once from their top of stack submitted application; draft applications are excluded. Recruiters should use this query when they want information on where the applicant was referred from for the job opening. All the prompts are optional so Recruiters can look at referrals for jobcodes (primary and non-primary) across job openings.	The prompts of Job Opening ID and Applicant ID are optional and if used, needs to be an exact match. The prompts of Business Unit and Department ID are optional and wildcard (%) enabled, but can also be left blank to run faster.

Position, Jobcode, and Template Queries

Query Name	When to Use	Query Run Properties
WI_HR_POSITION_BUDGET	Shows all position and budget fields changes made to position data AND budget at the same time. Includes description information, current active incumbent, and reports to supervisor names. Contains more information than the Authorized Positions Report and will be useful to position management and HR specialists.	As of Date and Fiscal Year prompts are required, all others are optional. If you do not checkmark prompt "Include INA Positions?" then only active positions are returned. If checkmarked, then both active and inactive positions are returned. The budget prompts bring back all positions that are associated with those budget field value(s), even if some of the position budget rows do not have those prompt value(s). All effective dated tables are as of the date prompt, except for employee and supervisor names - those are as of the current date.
WI_HR_JOBCODE	Shows Job Codes with their corresponding values; Salary Plans, Grades, FLSA, Functions, Subfunctions, Families, EEO4, etc. Recruiters or HR Specialists can use this query to view Job Code configuration.	Eff Date prompt is required and defaults to the current date. Both the Setid and Job Code prompts are wildcard enabled (%) and optional.
WI_HRS_JOBCODE_RECRUIT_TEMPL	Shows Job Code information and their corresponding recruitment templates. Recruiters can use this to quickly see which Job Codes are related to which Recruitment Templates.	Eff Date prompt is required and defaults to the current date. The Setid, Business Unit, Job Code, and Job Code Title prompts are wildcard enabled (%) and optional. The Template ID prompt either has to be "0" or an exact match to run correctly
WI_HRS_RECRUIT_TEMPLATES	Shows active Recruitment Templates and whether Resume, Work Experience, Letter of Qualifications, Education History, Licenses & Certifications, Language, Degrees, and Attachments are Required, Optional, or Hide. No Job Code information is returned.	No prompts

Configuration Queries

Query Name	When to Use	Query Run Properties
WI_HRS_RECRUIT_LOC_ROLLUP	Shows active Recruiting Locations and their designated rollups, including HR Locations. Recruiters can use this query to view the rollup between Statewide/Remote/Out of State > Regions > Counties > Cities > HR Location Codes.	The prompts are optional, but the Recruit Location prompt requires an exact match when used. The Recruiting Location Name prompt needs to use wildcards (%) before and after the value(s) you are searching for and is tied to the Recruiting Location Description fields.
WI_HRS_UNDERUTIL_WEC_MEC	Shows the Underutilization of Women (WEC) and Minorities (MEC) by Business Unit and Job Family. Recruiters can easily see which Job Families are underutilized for Specific Business Units.	Leaving the Checkmark boxes for Women and Minorities blank will return everything. Checking those boxes will only bring back "Yes" values.
WI_HRS_POSTING_ORG_SUBORG	Shows all active Posting Organizations and Suborganizations in relation to 99TAM for Job Postings.	The Positing Organization Description and Suborganization Description prompts need to use wildcards (%) before and after the value(s) you are searching for.

Central Queries

Query Name	When to Use	Query Run Properties
WI_HRS_MISS_RECRUIT_LOCATION	Shows active HR Location Codes that are attached to active Positions or active Job Data, that are not currently attached to any Recruiting Location Codes. DPM will periodically run this query to add the values to the necessary configuration tables.	No prompts
WI_HRS_MISS_JOBCODE_TEMPLATE	Shows active Job Codes that are attached to active Positions or active Job Data, that are not currently attached to any Recruiting Templates. DPM will periodically run this query to add the values to the necessary configuration tables.	No prompts
WI_HRS_DPM_APPLICANT_LOOKUP	Shows Applicant Data for DPM BRMS lookup. DPM will run this query.	All prompts are optional. The prompt of Applicant ID is optional and must either be blank or an exact match to run correctly. The First Name, Last Name, and User Name prompts are all optional and wildcard (%) enabled. You can search in those fields like: %EXAMPLE%, %Example%, %example%, or any combination needed. Upper or Lowercase designations are not needed. The % before and after the searchable values looks for that value between the % to be located at any point in the fields. Otherwise, you don't have to use wildcards (%) if you are searching for an exact match. Both prompts of Birth Month and Birth Day require 2 digits each, so January would be 01.

Query Name	When to Use	Query Run Properties
WI_HRS_99TAM_JOB_POSTING	This shows the high level, queryable fields for a Job Posting for External Entities of Business Unit 99TAM. DPM will periodically run this query to review those External Entities Job Postings past their remove dates.	All prompts are optional. The prompts of Job Opening ID, HR Location, and Recruit Location either have to be blank or an exact match to run correctly. The prompts of Posting Organization, Posting Sub Organization, and Created By are wildcard (%) enabled, but can also be left blank to run faster. To show only Job Opening Statuses in Draft, Pending Approval, or Open, checkmark the prompt for "Only Draft, Pending, Open". Leaving this prompt unchecked will return all values. To show only those Job Openings where the Job Posting Max Remove Date is less than today's date, checkmark the prompt for "Remove as of Today?". Leaving this prompt unchecked will return all values.

Tables Used for TAM

See the HRS Table List for a list of tables behind the pages in TAM. These are the tables used in the TAM-related queries.