Hiring Manager Recruiting Guide

The objective of this guide is to outline potential actions hiring managers can complete within the Recruiting module.

Security Role

- Hiring Manager
- OR HR Partner (Onboarding Setup)

Check with your HR or Talent Acquisition Team on required steps for your agency processes!

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Start Job Requisition

1. Select a Type **Start Job Requisition** in the search bar.
2. Select **Start Job Requisition** task.
    a. Under Basic Information, choose to **Replace a Worker** or **Add a Worker**.
        i. If you choose **Replace a Worker**, select **worker** to replace.
        ii. If you choose **Add a Worker**, select **position number** for this job. NOTE: Positions must be created prior to starting a requisition.
    b. The Job Profile will default based on the position and this should not be changed.
    c. The **Job Title** can be updated to a working title to be used in the job posting.
    d. The following fields will appear on the job posting and must contain the following, as applicable:
        i. **Job Description Summary** – Description, Examples of Work.
        ii. **Job Description** – Minimum Qualifications, Preferred Qualifications.
            (a) Other Qualifications and Knowledge, Skills and Abilities can be listed here as well.
3. Select the appropriate answer regarding **Remote** positions.
4. The **location** will default based on the position but can be updated as needed.
5. Select **Employee** and then select **worker type** and **time type**.
6. Check that the Cost Center information is filled in.
7. Under **Recruiting Information**, select As Soon As Possible for when the worker should start (so as not to unintentionally delay any hiring events).
8. In **Recruiting Instruction**, select if you would like the job to be posted internal or external.
9. Select the appropriate reason from the list on why you are creating this job.
10. Click **Submit**.
    - NOTE: The requisition will now go to the agency’s recruiter(s) for next steps.

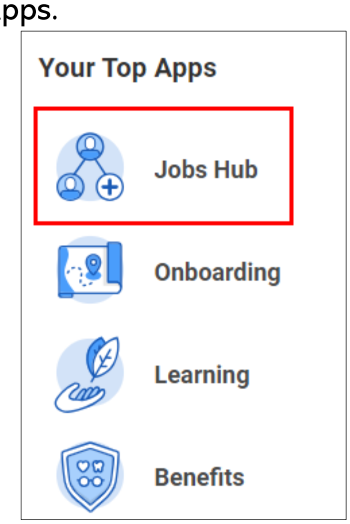
Review Requisitions

11. Type the hiring manager's name in the search bar and click the appropriate supervisory organization.
12. Click the **Staffing** tab to identify open requisitions within the supervisory organization.
13. Under **Effective Job Requisition**, click the title of the requisition to open the requisition.
14. Review information within the requisition:
    a. **Overview** – Shows Candidates by Active Stage.
    b. **Candidates** – Provides list of all candidates who have applied to the posting and their current status.
    c. **Details** – Includes details that were submitted on the requisition.
    d. **Organization** – Includes organizations tied to the position(s).
    e. **Job Postings** – Includes active job postings, include link to external career site.

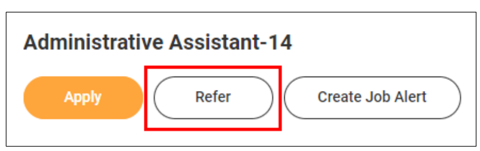
Refer a Candidate

NOTE: This is accessible by all teammates, and not just hiring managers.

15. Access the **Jobs Hub** from your Apps.



16. Click **Browse Jobs** in the menu on the left side of the screen.
17. Click on the desired job.
18. Click the **Refer** button.



19. Compete the required **Referral** Details, including the **First Name**, **Last Name** and **email address** of person being referred, as well as any other applicable details.
20. Select how you know the person in the **Relationship** field.
21. Enter any applicable **comments**.
22. Click **Submit**.
    a. Once submitted, the referred person will receive an email with information about the job and instructions to apply.

Complete Manager Application Review

23. If a Recruiter moves a candidate forward for **Manager Application Review**, the Hiring Manager will receive a task to review the application.

24. Open the task from inbox.
25. Review relevant information on application.
26. Select next step by clicking one of the following two buttons found at the bottom of the screen:
    a. **Move Forward** – Select appropriate next step.
    b. **Decline** – Select appropriate disposition (note, dispositioning a candidate will trigger an automatic notice to the candidate letting them know they were not selected).
27. If the application is moved forward, the Recruiter will be assigned the next task.

Complete Manager Phone Screen

28. If a Recruiter moves a candidate forward for **Manager Phone Screen**, the Hiring Manager will receive a task to complete the phone screen. Open the task from inbox.
29. Review relevant information on application and conduct phone screen as applicable.
30. Select next step by clicking one of the following two buttons found at the bottom of the screen:
    a. **Move Forward** – Select appropriate next step.
    b. **Decline** – Select appropriate disposition (note, dispositioning a candidate will trigger an automatic notice to the candidate letting them know they were not selected).
31. If the application is moved forward, the Recruiter will be assigned the next task.

Give Interview Feedback

32. Once a Recruiter records a candidate's scheduled interview, a task will be delivered to inbox to Giver Interview Feedback.
    - NOTE: The Recruiter can move a candidate forward without a hiring manager completing this task.
33. Select appropriate **Rating**:
    a. Do not recommend.
    b. Recommend but not top candidate.
    c. Recommend.
34. Enter any applicable **Overall Comments**.
    - NOTE: Comments may become public record once recorded in system.
35. Click **Submit**.
36. Review Information as needed.
37. Click **Done**.
38. Feedback is returned to Recruiter for next steps.

Onboarding Set-Up

Onboarding set-up is completed once HR completes the hire process. This is a required step for either the Hiring Manager or HR Partner to complete and will appear as a task in both inboxes. Completion by one party will remove the task from both inboxes.

39. If you see an Onboarding item in the "Awaiting Your Action" widget, click on that, or find the item in your Inbox (My Tasks).
40. Click the Onboarding Setup task.
41. Review the Message at the top of the page. Change, if desired.
42. People to Meet.
    a. Select the list of People you would like your new teammate to meet.

   b. You can search for names by clicking the selection box and typing part or all of the person's name, then press enter.
   c. You can remove any names you do not want to include.
      i. Find the specific Teammates you want the new Teammate to meet.
43. Notify check Yes if you want a notification to go to the Teammate(s) to meet selected above. If no, uncheck Notify.
44. Notify Subject.
45. Notification Message is what is sent to the people if Notify is checked.
46. Helpful Contacts
    a. Select a list of People who can be helpful for your new teammate.
    b. Check Notify, IF applicable (same as above).
    c. You can remove any names you do not want to include.
47. Enter your comments (optional).
48. Press Submit.

Process complete.

Acceptance Criteria

49. Verify that onboarding has been initiated for the employee from the worker history or the inbox.