Hiring Manager Guide

1.	Click on the 3 lines on the top left corner of the page (the hamburger menu)	Workflows Jobs open My Dashboard Approvals Search committee review Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.					
	≡	Applications Assigned applications My new threes My new thre tasks Jobs Manage jobs	Position Descri My position description -	ption Under review	New job 15 Jobs open	Approvals 1 Jobs awaiting your approval 2 Approved	
2.	Select "Applications" from the menu	Applicants Manage applications	Ē		181		
			Application 8 Jobs have applicant: 3 Applicants assigned to	is s for review you for review	Search committee review	Offers O Offers awaiting your approval 14 New hires 39 New hire tasks	
3.	3. The "view shortlisted Shortlisted applicants						
	applicants" will appear on	Requisit Title Date added ▲ Status Hiring Manager					
	the right side of the job as a	492300 .NET PROGRAMMER	Sep 30, 2020	Shortlistir Ronald Recruit	ter	View shortlisted applicants (12)	
	blue link	492296 21ST CENTURY GRANT	PROG DIR Sep 28, 2020	Interview Ronald Recruit	ter	View shortlisted applicants (8)	
	blue link.	492261 ADMV ASST 1	Sep 3, 2020	Interview Ronald Recruit	ter	View shortlisted applicants (1)	
		492223 Park Ranger II	Jun 8, 2020	Offer Ronald Recruit	ter	View shortlisted applicants (0)	
Let's se an exa	elect ".Net Programmer" as mple.	492217 Senior Litigation Counse	el Aug 16, 2017	Interview LAURA FOG		View shortlisted applicants (0)	
4.	Shortlisted applicants (view)	View shortlisted as	pplicants				
			phiestics				
•	You are able to view:	.NET PROGRAMMER					
	 Applicant name 	Applicant name Pho	one Date submitte Curre	ent application status	Selection Criteria Outcome	Reviewed	
	• Phone	New Pappicant	Sep 30, 2020 Short	listed	Select an outcome	^	
	 Date Submitted 	Test Applicant 123	345678 Sep 30, 2020 Short	listed	Select an outcome	×	
		Internal Test 555	5-555-5! Sep 30, 2020 Short	listed	Select an outcome	×	
		Kimberly Smith 602	233333: Sep 30, 2020 Short	listed	Select an outcome	×	
		Colby DeGaetano 555	555555! Sep 30, 2020 Short	listed	Select an outcome	×	
		Bobby Flay 555	5-555-5! Sep 30, 2020 Short	listed	Select an outcome	×	
		Brian Austin-Green 602	2-896-9! Sep 30, 2020 Short	listed	Select an outcome	×	

5.	You can select an	Colby DeGaetano 555555555 Sep 30, 2020 Shortlisted Select an outcome	~ *				
	"outcome" or disposition	Bobby Flay 555-555-51 Sep 30, 2020 Shortlisted Select an outcome Phone Screen Phone Screen Insuccessful					
		Brian Austin-Green 602-896-9: Sep 30, 2020 Shortlisted Interview Unsuccessful Offer Extended/Negotiations/Contingent (verbal)	Offer made				
		KIMBERLY ADAMS 60233333: Sep 30, 2020 Shortlisted Disposition Qualified Candidates	· ·				
6.	Select an Outcome from the	Select an outcon's					
	list.	Select an outcome					
		Phone Screen Phone Screen Unsuccessful Interview Interview Unsuccessful Offer Extended/Negotiations/Contingent (verbal) Offer made Disposition Qualified Candidates					
7.	Note: If you move a	Phone Screen Unsuccessful ~					
	candidate to an	Select a reason					
	unsuccessful status you will be required to enter a	CANDIDATE WITHDREW ONLINE * CONSIDERED-NO PASS/FAILED TEST-ASSESSMENT					
	reason.	CONSIDERED-REQUISITION CANCELLED HIRING MANAGER REVIEW- NO INTEREST					
		INTERVIEWED CONSIDERED- NOT SELECTED					
•	If the candidate is moved to	NEVER CONSIDERED-DATA MGMT TECHNIQUES-CRITERIA USED					
	unsuccessful, vou will not	NO SHOW FOR INTERVIEW					
	be able to change that	PHONE SCREEN-CANDIDATE WITHDREW PHONE SCREEN-SALARY REOUIREMENTS TOO HIGH					
	status anymore.	RECRUITER CANCELED REQ-INCRUITMENT					
•	Recruiters will have access	RECRUITER REVIEW-NO INTEREST RECRUITER REVIEW-NO RESUME OR UNABLE TO VIEW					
	to make edits.						
0	To keep in mind.						
ο.	ro keep in mind:	.NET PROGRAMMER					
	a. If you have selected	Applicant name Phone Date submitte Current application status Selection Criteria Outcome Internal Test 555-555-55 Sep 30, 2020 Interview Select an outcome V	x Reviewed				
	a candidate to	Kimberly Smith 60233333: Sep 30, 2020 Interview Select an outcome	×				
	select "offer	New1 Applicant Sep 30, 2020 Interview Select an outcome	×				
	extended/negotiatio	Test Applicant 12345678 Sep 30, 2020 Interview Unsuccessful Intervie	×				
	ns/contingent	Colby DeGaetano 555555555 Sep 30, 2020 Offer Extended/Negotiations/ Offer Exterl}ed/Negotiations/Contingent (verbal) Offer made	1				
	(Verbal) offer made"	Bobby Flay 555-55-5' Sep 30, 2020 Phone Screen Unsuccessful Phone Scr Offer Extended/Negotiations/Contingent (verbal) Offer made Brian Austin-Green 602-896-9' Sep 30, 2020 Shortlisted Select an outcome	×				
		KIMBERLY ADAMS 60233333: Sep 30, 2020 Shortlisted Select an outcome	1				
	b. You cannot move	Select an outcome					
	the candidate out of						
	เการ รเสเนร.						
•	Note: When the HM select	Offer ExterNed/Megatistions/Contingent (verbal) Offer made					
	"offer extended" it notifies	Oner Exter _{ba} ed/Negotiations/Contingent (Verbal) Oner made					
		Phone Scr Offer Extended/Negotiations/Contingent (verbal) Offer made					
9.	Click Submit to submit/save	Submit					
	Outcome changes.	Submit					
10	Contact your Recruiter/HR						
10.	Contact with questions.						