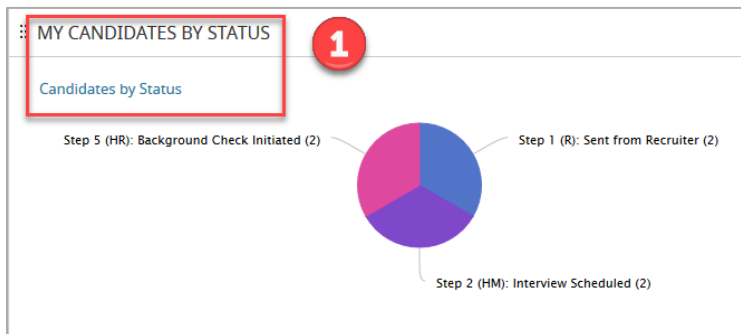




Job Aid: Advancing the Candidates within the Recruitment Process

- The recruiter shortlists the candidates for the open jobs and routes them to the hiring managers.
- The hiring managers review the candidates' profile and schedule interviews using iCIMS.



1 On the dashboard, click the **Step 1 (R): Sent from Recruiter** pie chart area in the **MY CANDIDATES BY STATUS** section.

The Recruiting Workflow Search screen will be displayed.

<input type="checkbox"/>	Status: Step 1 (R): Sent from Recruiter 2				
<input type="checkbox"/>	<input type="checkbox"/>	Jesse Pinkman	Maintenance Technician	SFO 260 777 Hamilton	Walter White
<input type="checkbox"/>	<input type="checkbox"/>	Saul Goodman	Leasing Specialist	SFO 260 777 Hamilton	Walter White
<input type="checkbox"/>	> Status: Step 2 (HM): Interview Scheduled 2				
<input type="checkbox"/>	> Status: Step 5 (HR): Background Check Initiated 2				

2 Select the candidate's name from **Status: Step 1 (R): Sent from Recruiter**.

The candidate's profile screen will be displayed.

ID 54187

Jesse Pinkman
Carrier

CAND:ACTIVE

0/5 (0 ratings)

Status: Step 1 (R): Sent from ... Last Updated Date: 2020-01-21T12:51:01...

Applying for Maintenance Technician
Recruiter - Step 1 (R): Sent from Recruiter

Reject Advance

Step 2 (HM): Candidate Contacted
Hiring Manager

Show More Statuses...

3 Review the candidate's profile by clicking through the tabs.

4 Select **Step 2 (HM): Candidate Contacted** from the **Advance** drop-down list once you have reached out to or Interviewed the Candidate.

Need Help?

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Job Aid: Advancing the Candidates within the Recruitment Process

You are **REQUIRED** to add interview notes in the next screen. Neglecting to add notes will cause a delay.

5

OK Cancel

5 Click **OK** on the pop up window to move forward.

Submittal Note

Enter any comments about this status change below. If a note is not required, you may close this popup.

Explanation (Minimum 2 characters)

Interviewed Candidate **6**

Send an email notice to this candidate.

Save

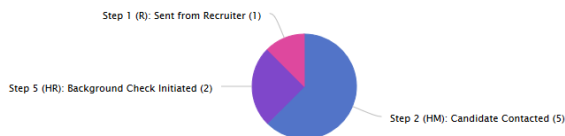
6 Enter any notes you have from meeting with the candidate. Then click **Save**.

At this point, the candidate will be advanced from **Step 1 to Step 2** in the recruitment process.

MY CANDIDATES BY STATUS

Candidates by Status

7



7 Return to the Dashboard. Click the **Step 2 (HM): Candidate Contacted** pie chart in the **MY CANDIDATES BY STATUS** section.

The **Recruiting Workflow Search** screen will be displayed.

> Status: Step 1 (R): Sent from Recruiter **1**

✓ Status: Step 2 (HM): Interview Scheduled **3**

8

Jesse Pinkman Maintenance Technician SFO 260 777

8 Click the candidate's name from Step 2 to go to the candidate's profile screen.

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Job Aid: Advancing the Candidates within the Recruitment Process

The screenshot shows the 'Offer Details' tab in the iCIMS system. The candidate is Jesse Pinkman, ID 54187, with a status of 'CAND:ACTIVE'. The form fields are as follows:

- Offer Date: 3/16/2020
- Proposed Start Date: 3/16/2020
- Base Salary: USD \$ 19.80 Hr.
- Bonus (Corporate Only): USD \$
- Offer Reason: New Hire
- Scheduled Weekly Hours: 40

Buttons: 'Cancel', 'Save' (highlighted with a red circle 9), 'Reject', and 'Advance' (highlighted with a red circle 10).

9 After Interviewing and selecting the candidate then:

- Go to the **Offer Details** tab. Enter details
- Click save

10 Click the Advance Drop Down and select **Step 3 (HM): Offer letter Requested**

Please ensure you have completed the Offer Details tab before routing for approval. **If the offer is above mid-range, please provide supporting notes under 'Other--Information**

A confirmation dialog box with two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle containing the number 11.

11 Click the **OK** button to confirm you have completed the offer details before sending for approval.

After Step 3:

- The manager of the hiring manager will review the offer details and approve/deny the request.
- Once the offer details have been approved, the hiring manager will work with HR representative for
 - **Offer Letter**
 - **Background (and Drug test for Operations)**
 - **Onboarding in Workday**

Need Help?

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