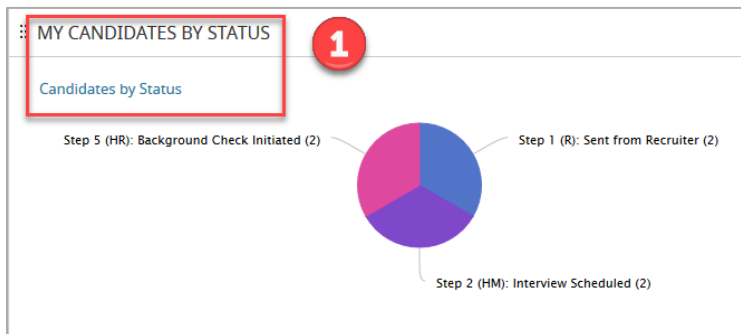![iCIMS logo] **Job Aid: Advancing the Candidates within the Recruitment Process**

- 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.

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

The candidate's profile screen will be displayed.

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?   HRSystemSupport

All Job Aids can be found at Buzz\HR\HR Systems\iCIMS.

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 Candidated **6**
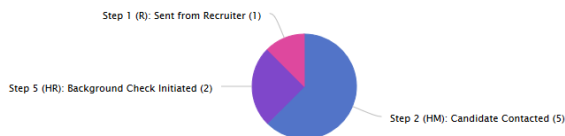
☐ Send an email notice to this candidate.

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

Step 1 (R): Sent from Recruiter (1)

Step 5 (HR): Background Check Initiated (2)

Step 2 (HM): Candidate Contacted (5)

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.

Need Help?   HRSystemSupport

All Job Aids can be found at Buzz\HR\HR Systems\iCIMS.

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**

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? HRSystemSupport

All Job Aids can be found at Buzz\HR\HR Systems\iCIMS.