USER GUIDE FOR REPORTING MANAGERS

LOGIN SCREEN

URL
(https://hilton.panna.ai/#/)
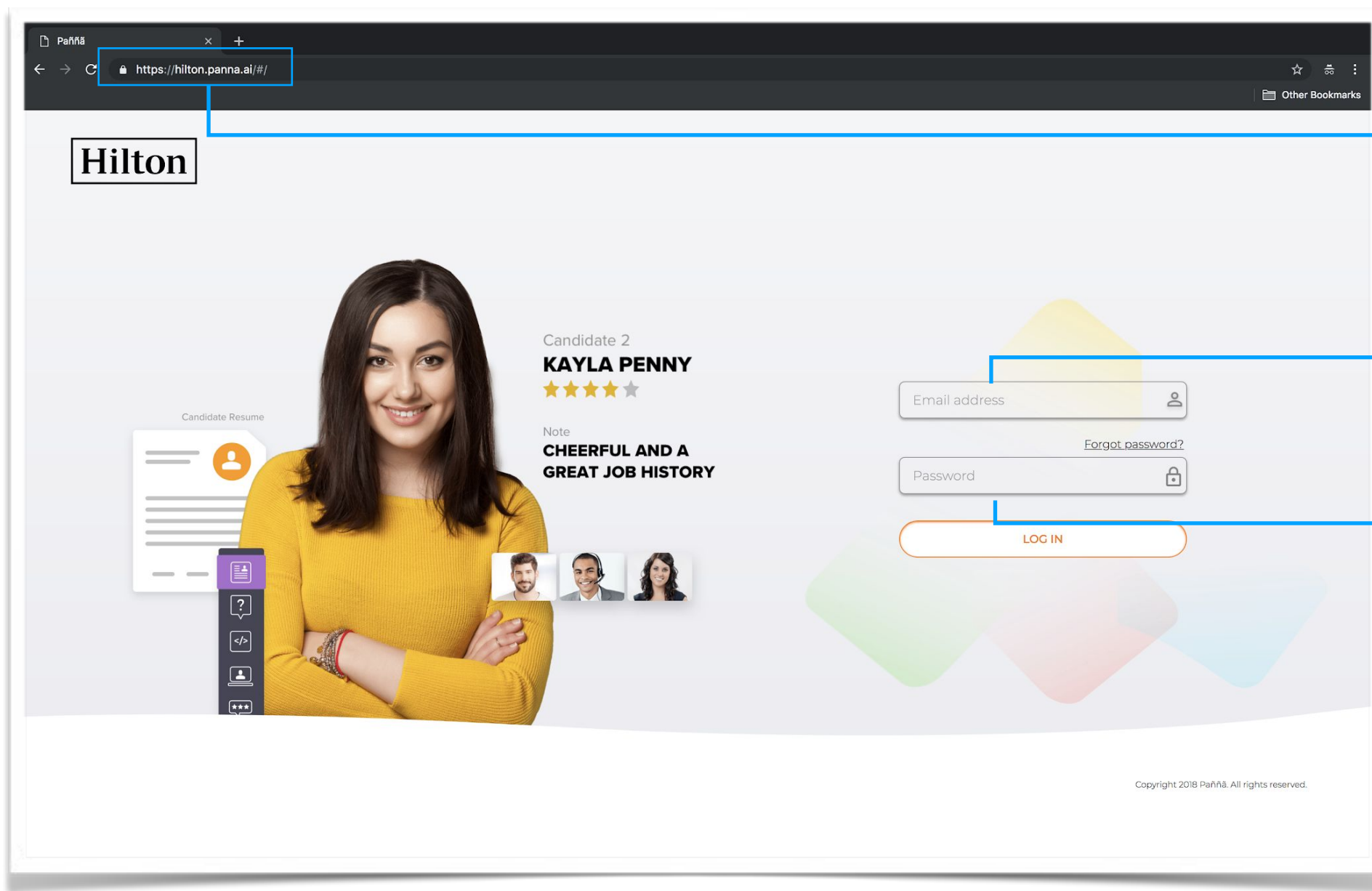
Enter Login ID in order to get started

Enter Password

NOTE-

* Must request a username & temporary password from TCL team at the time of initiation of your first requisition.

* Once you receive your temporary login, please change your password & use those credentials to login moving forward.

REQUISITION LIST DASHBOARD SCREEN

TECHNOLOGY CONTINGENT LABOR PORTAL

Richard Anderson
ATS

TCL Requisitions

REQUISITION LIST

Showing 1 to 10 of 35   Show   10

HSE - ID	Created Date & Time	Req. Title	Req. Location	Target Start Date	Resource Type	Submissions	Closures	#Days Open
HSE-00008	03/01/2019 07:31 AM	Java developer	Hilton Worldwide He...	03/26/2019	Extension	1	0	0
TSMF88999--01	03/01/2019 06:56 AM	Testing	Dallas Regional Off...	03/01/2019	Extension	2	1	0
Count1	02/22/2019 03:32 AM	Deployment	Hilton Worldwide He...	02/22/2019		2	0	7
HSE-00007	02/22/2019 01:16 AM	Final test	Dallas Regional Off...	02/28/2019	Extension	3	0	7
HSE-00006	02/22/2019 01:06 AM	Testing	Hilton Worldwide He...	02/22/2019		1	1	7
Rfsid-20	02/19/2019 09:28 PM	oracle	Hilton Worldwide He...	02/20/2019		0	0	10
REQ-00005	02/18/2019 07:54 AM	Testing	Dallas Regional Off...	02/20/2019	Payroll	3	1	11
REQ-00004	02/18/2019 07:52 AM	Testing	Hilton Worldwide He...	02/18/2019	Extension	0	0	11
REQ-00003	02/18/2019 06:34 AM	Testing	Hilton Worldwide He...	02/18/2019	Extension	1	0	11
HappyFlow	02/18/2019 06:14 AM	Happy Flow	Hilton Worldwide He...	02/19/2019		3	0	11

Previous 1 2 3 4 Next

FILTERS

Date Range

FROM   TO

Status
☑ Active
☐ Archived
☐ On Hold

RFS ID

Search by Location

APPLY   RESET

Ability to filter requisitions

Increase the number of requisitions from 10 to over 50 on one page.

Status Filters: Active, Archived, and On Hold Requisitions

Search a requisition based on HSE ID

Search a requisition based on Hilton Locations

If you want to reset the filters please click reset

After selecting the filters click on apply to view the results

The requisition list provides a snapshot of the HSE ID, the date the requirement was created, requisition title, requisition location, targeted Start Date, type of the Resource, number of submissions per requirement, number of closures per requirement, and the number of days the requirement has been open.

VIEW REQUISITION DETAILS SCREEN

This dropdown gives you the ability to change your profile settings and also lets you sign out of the application.

Location of the requisition

Requisition details listed here:

-Level
-Contract Term
-Target Start Date
-Bill Rate
-Resource Type
-Contract Type
-Additional Notes

VIEW REQUISITION- CANDIDATE PROFILE TAB

Snapshot of the candidate profiles listed here

Hover over profile and click "View Profile" to view entire profile of the candidate (SHOWN ON SLIDE 9)
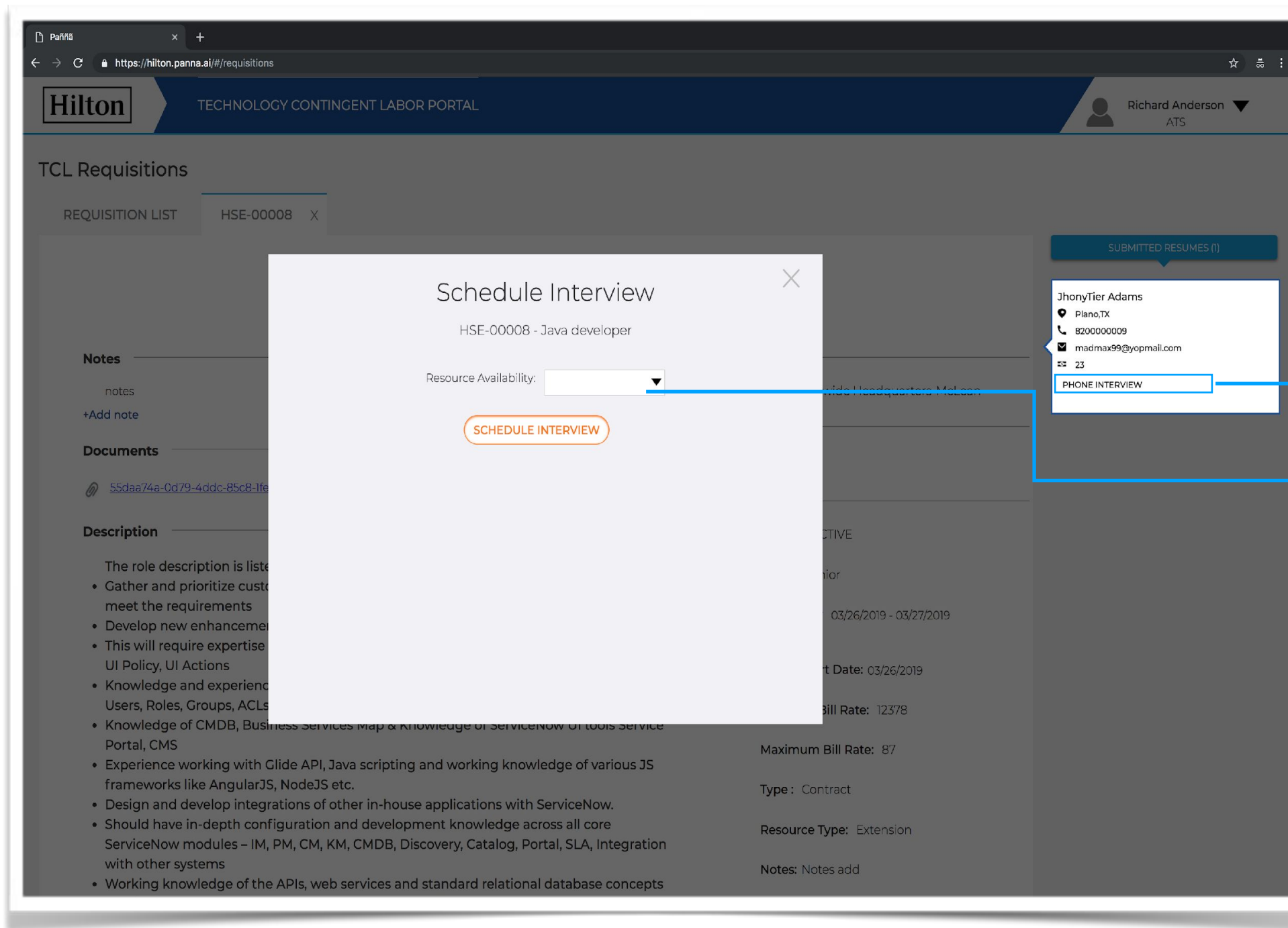
Scheduling a phone interview

Scheduling a face to face interview

Extending an offer to a candidate

Rejecting a candidate

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SCHEDULING AN INTERVIEW SCREEN

Select interview type here

The availability of the resource will be shown here

Up to 3 interview time slots are provided from the candidate

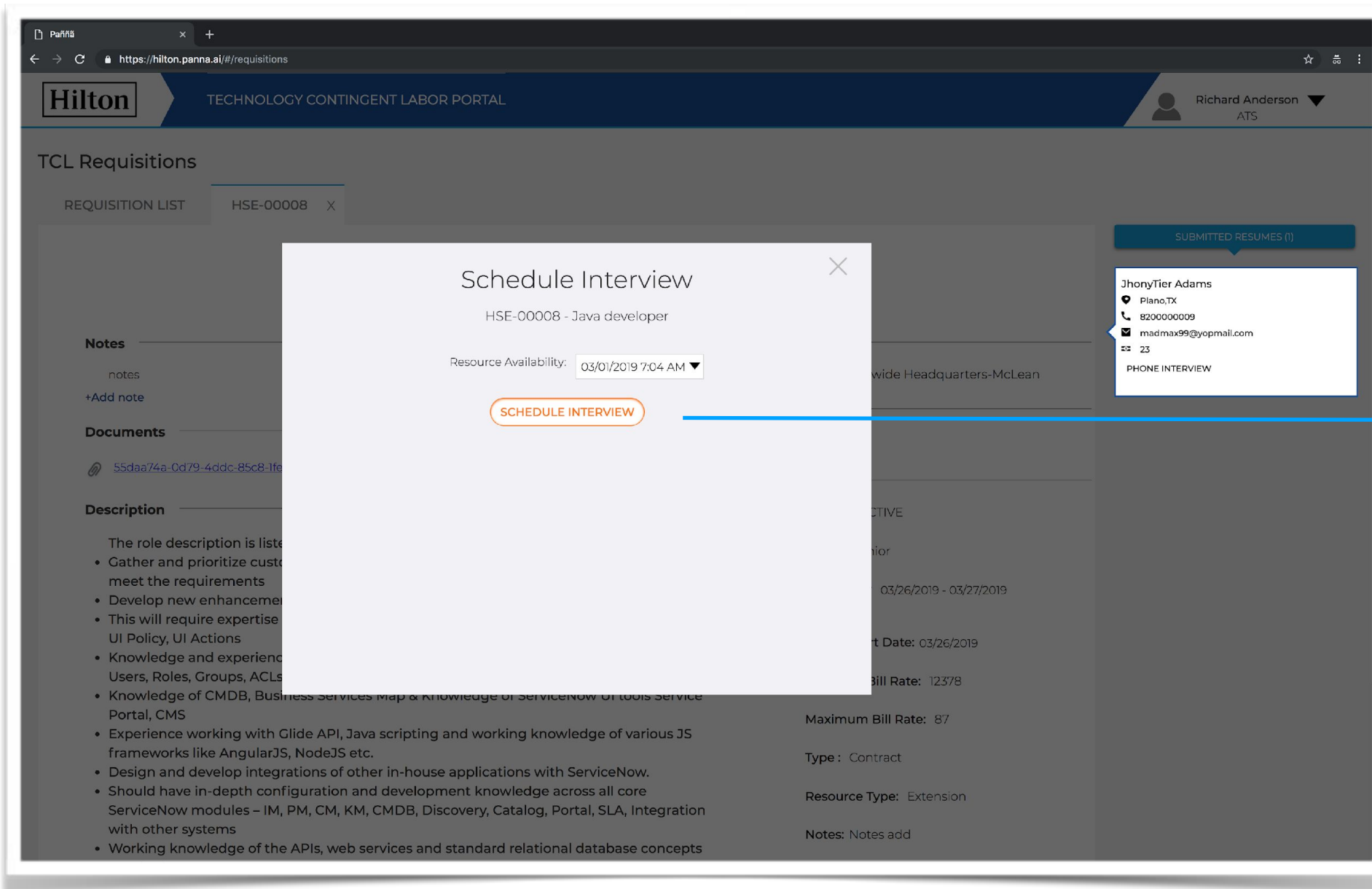# SCHEDULING AN INTERVIEW SCREEN

Select a time slot listed or "NONE" if your availability does not match the candidates

If your availability does not match the candidates, provide additional time slots here

A notification will be sent to the vendor to provide additional availability

You can also provide additional details here: e.g. WebEx details etc.
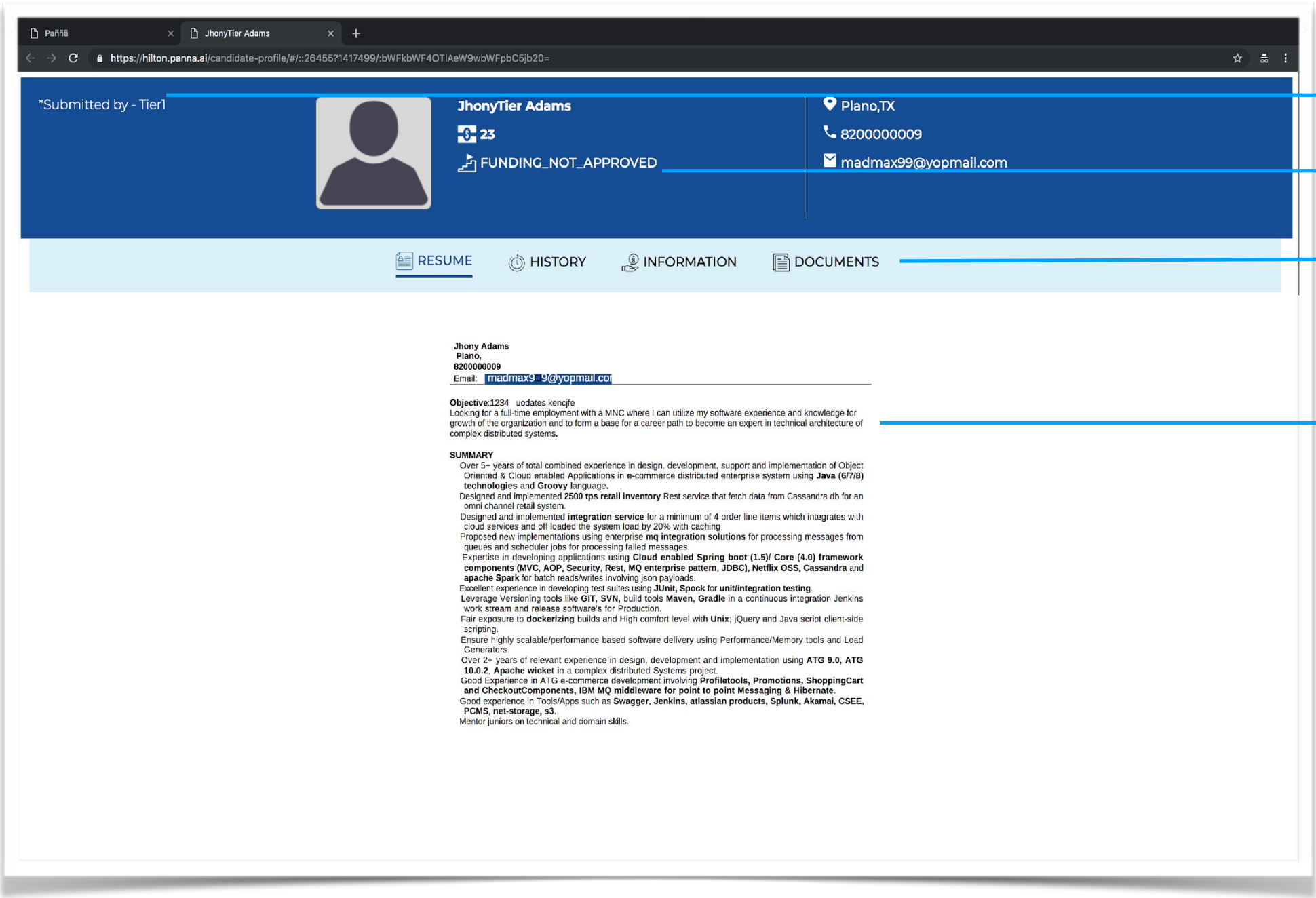
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SCHEDULING AN INTERVIEW SCREEN

Once you select an interview time select " SHEDULE INTERVIEW" to confirm:

-A notification will be sent to the vendor for confirmation

-The vendor will send a calendar invite

CANDIDATE PROFILE - RESUME SCREEN

Displays name of vendor that submitted candidate

Status of candidate in the selection process

Additional attachments show here: e.g. assessments, references etc.

Candidates resume. Scroll to view the complete file.

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CANDIDATE PROFILE - HISTORY SCREEN

The requisition ID to which the candidate has been submitted to

Display of entire activity log from the time requisition was posted

Record of when candidate was first submitted

CANDIDATE PROFILE - INFOMATION SCREEN

All basic & educational information of the candidate

Educational qualification and employment experience

Basic details of the candidate

Questions or comments from vendor and candidate

Availability of candidate for interviews

For any questions please contact:

IT_Staff_Aug_Team@Hilton.com

For Tech Support please contact:

hilton-ats-support@panna.ai