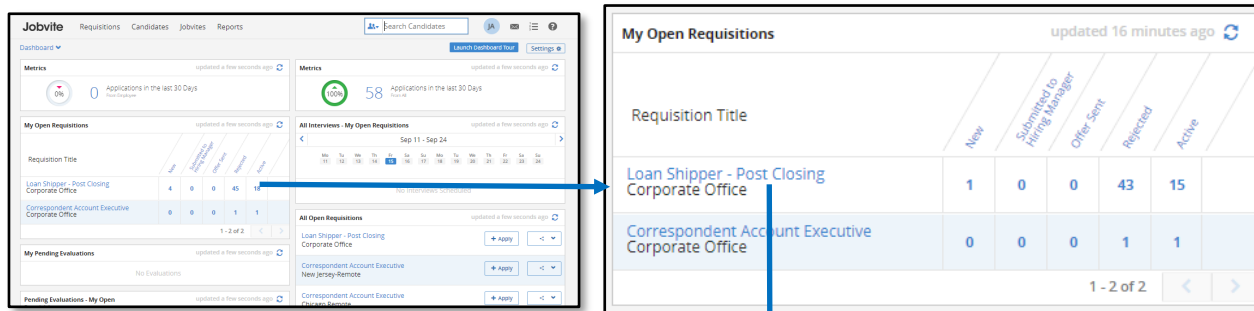


Jobvite Hiring Manager Guide

Viewing Open Requisitions

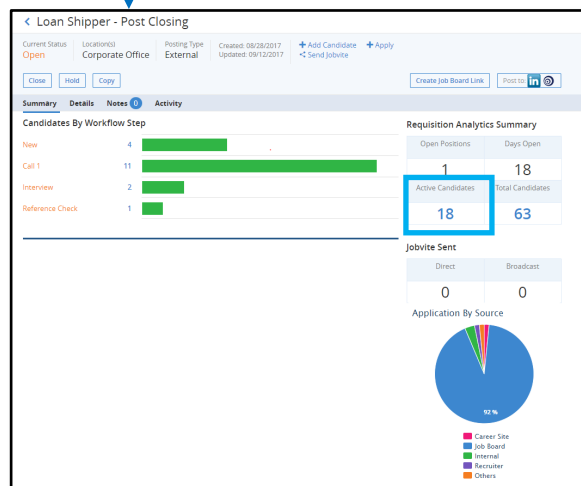
After you log into Jobvite, you will be able to see from your **dashboard** all positions that have been assigned to you as a hiring manager. They are displayed in the [My Open Requisitions](#) widget.



Requisition Title	New	Submitted to Hiring Manager	Offer Sent	Rejected	Active
Loan Shipper - Post Closing Corporate Office	1	0	0	43	15
Correspondent Account Executive Corporate Office	0	0	0	1	1


Click the job title to go to the candidate summary screen.

Under the [Active Candidates](#) information box, click the displayed number and from there you can view all candidates and their statuses in the application process.



Open Positions	Days Open
1	18

Active Candidates	Total Candidates
18	63

Also from your dashboard, you can also see all open job postings in the company from the [All Open Requisitions](#) widget. By clicking on any of the job titles, you can view the job posting details. You can share the requisition or refer a friend by using the share button. 

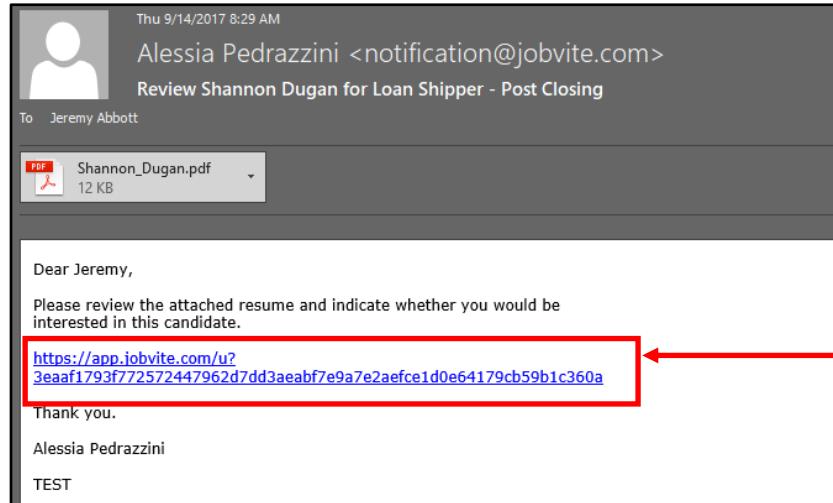
Click on the job title to read detailed information about that position, which is the same that is posted on external job sites.

Note: You cannot see candidate information for requisitions that are not assigned to you as a hiring manager.

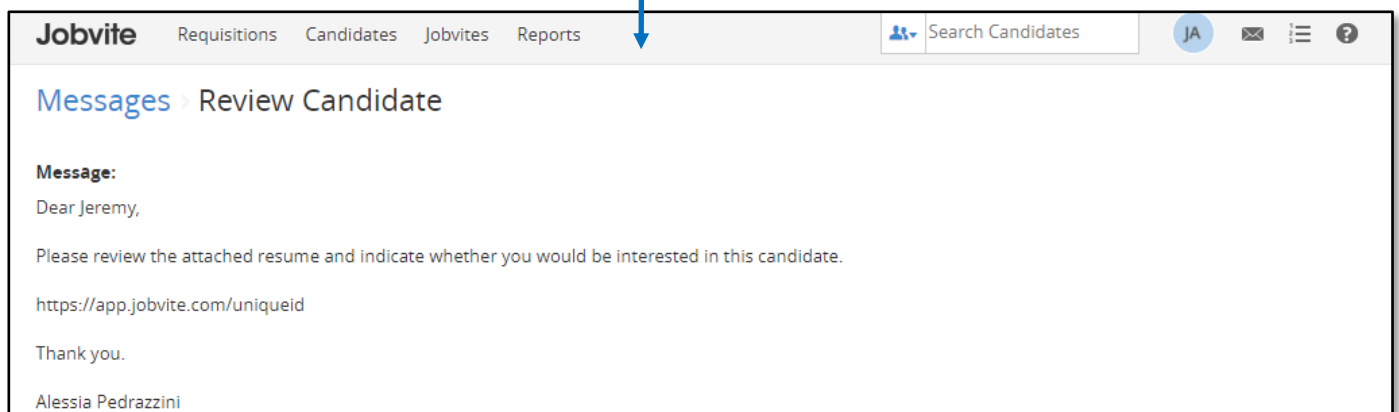


Approving or Rejecting Candidates

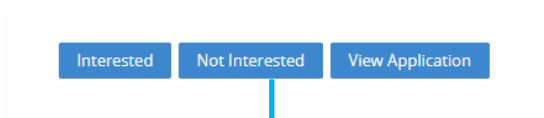
After a candidate has been recommended by Human Resources, you will receive an email with the candidate's resume attached and a link to approve or reject based on the applicant.



Use this link to go to Jobvite after the resume is reviewed.



Within Jobvite, scroll to the bottom and use the [Interested](#) or [Not Interested](#) buttons to select your decision. Once either is selected, HR will receive notification that the applicant was approved or rejected.



If [Not Interested](#) is selected, enter brief notes reflecting your decision. *Your notes are permanently attached to the candidate. Be professional and concise. Examples: Poor job stability, experience not a match, arrived late, etc.*

