SCRIPT — Recruiting in {SoftwareName} for Hiring Managers

generic logo company

Introduction

{SoftwareName}:

- {Company}'s system of record for:
  - Employee's personal & demographic data
  - HR and recruiting activities

In This Demo:

- How to access {SoftwareName}
- How to create requisitions for budgeted and unbudgeted positions
- How to review job candidates
- How to review and approve employment offers

Access {SoftwareName}

1. From the home page…click **One Login.**	
2. From Catalog of apps tab…locate {SoftwareName} icon & click **Open.**	{SoftwareName} Home page appears

Create Requisition & Add Additional Information

Use Case: To create a requisition for either budgeted or unbudgeted positions.

1. Click **Home** > **Company Info**.	

2. Click **Position Org Chart**.	Org chart appears — shows you and your direct reports.
	• Budgeted positions (either filled or empty) are shown.
	• Unbudgeted positions may not be visible.
	  ○ Ask your HR Business Partner (HRBP) to add them.
	  ○ 1- to 2-day approval before they appear in the org chart.

3. Locate the position you want to open a requisition for … click anywhere in the position's box.	A popup appears showing details of the position.
4. In the top-right corner of the details popup … click the menu icon (☰).	A fly-out menu appears.
5. Click **Create Job Requisition.**	The Manage Job Requisition popup appears.
6. Accept the default values for the date and template. Click **Create**.	{SoftwareName} submits the requisition for approval. You return to the org chart.
7. Locate the position in the org chart … click the clipboard icon ( ).	The positions details appear in a new screen.
8. Click the notecard icon ( ) next to the job requisition ID (Job Requisition Details section).	The requisition's full details open in a new screen.
9. Complete all required fields.	Important: • Ensure the Planned Hire Date is accurate — it's based on approved budget timing and a realistic time-to-fill. Direct any questions to your Talent Partner or HRBP. • In the Dept Head / DIR / VP field, choose your manager.
10. Click **Attach a Document** to upload a job description.	You can find job descriptions in the job description library in SharePoint. Save the description to your computer and then attach it. If you need assistance, contact your HRBP.

11. Click **Send to Next Step**.	A confirmation message appears, showing who the request is routed to for approval.
12. Click **Send to Next Step** to confirm.	Once ALL approvals are complete, the HM will receive an email.

Review Candidate Resumes

Use Case: A Hiring Manager is responsible for evaluating the resumes of all candidates applying for a position.

1. From the {SoftwareName} Home screen … click **Home** > **Recruiting**.	The Job Requisitions screen opens. The Candidates column shows the number of candidates who have applied for the position. Any new, unreviewed resumes are highlighted.
2. Click the number of candidates.	A list of candidates for the position opens. • Yellow icon = external candidates • Blue icon = internal candidates • Green icon = agency candidates • Additional person icon = the candidate is an employee referral
3. Click a candidate's name.	The candidate's job application and other details appear.
4. Click **Resume** at the top-right	The candidate's resume opens. Click the separate Resume link to print the resume, save it to Drive, etc.
5. On the right, you can review: • Correspondence with the candidate • A history of their other job applications • Any recruiter comments.	

6. Click **+Add** to add any comments.	
7. To share a candidate with another HM: • Check the candidate's name. • Click **Actions** > **Forward to Colleague**. • Fill out the box and click **Send**.	
8. To move forward with or to reject a candidate, contact the recruiter (shown in the requisition details).	**Important:** Do not attempt to move candidates to next steps in the pipeline.

Approve an Offer

Use Case: Hiring Managers are required to review and approve offers before they are extended to a candidate.

Hiring Managers will receive an email notification when an offer requires their attention.

1. From the {SoftwareName} Home screen…click **Home** > **Recruiting**.	The recruiting page opens.
2. Click **Offer Approvals**.	The Candidate Offer Approvals screen appears. • Offer Status column: Unapproved offers are identified as Pending Approval. • Currently With column: shows the approver that the offer is currently assigned to (the HM, 1over1 manager, or the HR director).
3. Click a candidate's name.	The details of the offer open in a new screen.
4. Review the offer.	

5. To approve the offer … scroll down and click **Approve**.	The offer will be sent to the next approver in the list (the 1over1 manager and then the HR director). After all approvals, the HM receives an email notification. The recruiter contacts the HM separately to coordinate start date and other details.
6. To reject the offer: • Add a comment explaining why. • Click **Reject**.	Questions about the offer? Contact the recruiter instead of rejecting the candidate. The recruiter may be able to easily fix the issue.