Hiring Manager Job Card Fields – Differences in visibility

On the job card there are two different HR Manager fields that have different functionalities.

Field	Job Card Section	Required Y/N
Hiring Manager / Panel Head	Interview Panel Details	Υ
Hiring Manager	Users and Approvals	Y

Key field differences:

Hiring Manager / Panel Head field

INTERVIEW PANEL DETAILS				
Hiring Manager / Panel Head:*	Q 🖉			
	No user selected.			
	This field allows the Hiring Manager to only view panel member responses and activ			

When a hiring manager is <u>only</u> in this field on a job card, they will <u>only</u> have access to review applicant progress <u>when an applicant/application is moved to the *Panel / Search Committee Review* status.</u>

The Hiring Manager Dashboard tile accessible to the *Hiring Manager / Panel Head* field designation, is the *Search committee review* tile.



Hiring Manager field

USERS AND APPROVALS						
	In order for the Hiring Manager to view applications, you must enter their name below.					
Hiring Manager:*	Q #					
	No user selected					
Approval process:*	None 🗸					

When a hiring manager is in this field, they will have immediate access to an applicant's application regardless of the recruitment process step. This field also allows for use of the *Applicant Progress Board*

dashboard tile when managing applications during the recruitment process. See the user guide for a detailed explanation of the Hiring Manager Dashboard tiles: <u>HM Dashboard Overview</u>

∃ PageUp.				People Recent Itr	ems v Amanda v 🕐 v
	My Dashboard Welcome AMANDA, this is your Dashboard when	e you will see all your tasks organized in variou:	s stages.		
	Position Description My position description - Under review Manage position descriptions and create _	Advertisements O Advertisements	Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Devices applications	Applications O Jobs have applicants for review O Applicants assigned to you for review	
	Search committee review 1 Jobs requiring panel review	Offers Offers O Offers avealing your approval O New hires O New hire tasks			

Hiring Manager (Role 2) Dashboard

Scenario 1: Amanda is the assigned *Hiring Manager / Panel Head*. Amanda is <u>not</u> the hiring manager in the Users and Approvals section. The job card is approved.

	INTERVIE	W PANEL DETAILS
iring Manager / Panel Head:*	AMANDA	Q /
	AMANDA.	@VDH.VIRGINIA.GOV
nterview Panel Members:		
Add Interview Panel Member		

She is <u>not</u> listed as the hiring manager in the <u>Users and Approvals</u> section. Nicole is in this *Hiring Manager* field.

	USERS AND APPROVALS
Hising Managarat	
Hiring Manager:*	NICOLE Q 🥭
	NICOLE. @VDH.VIRGINIA.GOV ~
Approval process:*	Job Card Approval
1. HR Supervisor:	Jessica V Approved Feb 3, 2023
	Edit Cancel
Recruiter:*	NICOLE Q
	NICOLE. @VDH.VIRGINIA.GOV ~
Status:*	Approved
status.	Approved 🗸
	Close job 🏽 🕜
	Next page >

The job requisition has two applicants in "New" Status:

95983 - Publi	c Health Nurse 💙	Job status: Approved	Position: 1	Owner: NICOLE	View Job	
						👯 We've Improved the list view, r
≓ Filters	Q Search	by name, location, email				
\odot	Applicant name	¢			Flags	Application status 💲
000	MAR 5 2023 Robert Q					New
000	FEB 17 2023 Susan Q	@gmail.com			_	New

When Amanda looks at her dashboard she sees one *Search committee review* tile indicating 1 job :



If the Search committee review tile is selected, the My search committee jobs management screen loads.

Notice that 3 applications are listed. This is because the total number of applications is reflecting applications in ALL statuses.

(Note: A superuser view shows there is a withdrawn application. User roles 2-4 cannot view applications in statuses of ineligible. withdrawn, or incomplete.) Even when *View responses* is selected, there is nothing to view yet.

■ PageUp.						People Recent items 🗸	amanda 🗸 ? 🗸
My search comm	nittee jobs						
Job number	Date added	Status	Title	User	Total applications	Your role	
495983	Feb 3, 2023	HM/SC Review	Public Health Nurse	NA	3	Hiring Manager	View responses Edit job
							Ð
Page 1 of 1 🌶							Records 1 to 1 of 1

This is because the application is still in the new status and therefore, there is nothing yet to review. If there were applicants ready to view, there would be a *View Applicants* hyperlink.

Inis is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.								
■ PageUp.	People	Recent items ~	Amanda \vee	• •				
Public Health Nurse (495983)	Ø No feedback provided							

Back on the dashboard, Amanda wants to check the applicant progress board to see if there is anything to review:

∃ PageUp.				People Recent Ite	ims v Amanda v 💡 v
	My Dashboard Welcome AMANDA, this is your Dashboard when	e you will see all your tasks on unized in variou	us stages.		
	Position Description My position description - Under review Manage position descriptions and create	Advertisements O Advertisements	Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Review applications	Applications O Jobs have applicants for review O Applicants assigned to you for review	
	Search committee review 1 Jobs requiring panel review	Offers Offers O Offers awaiting your approvel O New hites O New hite tasks			

Again, there is nothing to review because she is set to only manage the panel committee review process. This tile is not relevant to her.

≡ PageUp.	People	Recent Items 🗸	AMANDA 🗸	? ~
There are no relevant jobs available at the moment.				

Application is moved to the Panel / Search Committee Review status.

Amanda will now have access to the applicant using the <u>Search committee review</u> dashboard tile. (Note: Applicant Progress Board tile will not show applicant information unless user is designated as the *Hiring Manager* in the Users and Approvals section of the job card).

∃ PageUp.				People Recent Items	v amanda v 😗 v
	My Dashboard Welcome AMANDA, this is your Dashboard when	e you will see all your tasks organized in variou	s stages.		
	Position Description My position description - Under review Manage position descriptions and create	Advertisements O Advertisements	Applicant Progress Board A hotistic view of the applications for each active job you are recruiting for Review applications	Applications O Jobs have applicants for review O Applicants assigned to you for review	
	Search committee review 1 Jobs requiring panel review	Offers Offers O Offers awaiting your approval O New hires O New hire tasks			

By selecting <u>Search committee review</u> tile the hiring manager will now see a *View Applicants (1)* hyperlink on the assigned job:

My search committee jobs	≡ Page	eUp.						Recent items 🗸	amanda 🗸	? ~
	My sear	ch comm	ittee jo	bs						
Job number Date added Status Title User Total applications Your role	Job number	Date added	Status	Title	User	Total applications	Your role			
495983 Feb 3, 2023 HM/SC Re Public Health I NA 3 Hiring Manag View Applicants (1) View responses Edit job	495983	Feb 3, 2023	HM/SC Re	Public Health I	NA	3	Hiring Manag	View Applicants (1)	View responses	Edit job

Click the *View Applicants* and see the applicant(s) on the left-hand column.

∃ Page∪p.		Recent items 🗸 🛛 AMANDA 🗸 🕐 🔨
Public Health Nurse (495983) Role: Public Health Nurses View responses	Role: Public Health Nurses	Saved: ✔
Bulk compile and send Sort: Outcome Outcome	Posting Pitch	
 Panel / Search Committee Review Robert Mar 5, 2025 		
CLICK N	AME	h
	Selection Criteria Outcome: Select Rank: Noi 🗸	~

Click the applicant's name and an applicant card pop-up with specific job information appears.

obert ew profile Add flags	•				ā	Actions
dress 123 Main St Richmond, V			Phone 1 + 804 123 4567			
II 1 + 804 123	4567		E-mall robertapplies@emai	il.com		
ginal source	Careers website		e-Zines comms hold	No		
plications History	Scheduled emails Resum	e				
1 495983 - Public He	ealth Nurse	Resume li	ink		Application link	•••
Date submitted	Applied via Careers website	Status changed Apr 6, 2023 Offer Panel / Search Committee Rev No of		Form		

Or click the icons next to the applicant's name.

This allows a quick view of the applicant answers and other submitted documents.

∃ PageUp.	Click View responses to see the panel member	People Recent Items 🗸 AMANDA 🗸 🕐 🗡
Public Health Nurse (495983) Role: Public Health Nurses	comments and feedback.	Saved: 🖋
View responses Bulk compile and send Select all	Sart: Outcome Select icon to view the application and other documents. Hover pointer over icon to see description.	
Panel / Search Committee Review	Posting Pitch	
Robert Mar 5, 2023	Vew arovers	
	Selection Criteria Outcome: Select 🗸 Rankc Not 🗸	

Select *View Responses* to see the panel members' feedback. The hiring manager can filter feedback from search committee members if they wish to view individual responses one by one.

Public Health Nurse (495983) View Applicants	Application Status: Panel / Search Committee Review
Feedback from search committee members All	Overall
Select all A Panel / Search Committee Review	rint CAYLA TRUEHEART CAYLA TRUEHEART Not a good fit.
Robert	JASON DEESE "Meets criteria"
Susan	meets a nerio
∧ Withdrawn	Applicant highlighted in blue is shown here in review area

Scenario 2: Amanda is only set as the Hiring Manager in the Users and Approvals section of the job card

	USERS AND APPROVALS
Hiring Manager:*	AMANDA 🔍 🍠
	AMANDA <u>T@VDH.VIRGINIA.GOV</u> ~
Approval process:*	Job Card Approval
1. HR Supervisor:	Jessica \ 🖌 Approved Feb 3, 2023
	Edit Cancel
Recruiter:*	
Recruiter:*	NICOLE Q Ø
Recruiter:* Status:*	
	NICOLE. @VDH.VIRGINIA.GOV ~
	NICOLE. @VDH.VIRGINIA.GOV ~ HM/SC Review ~

Two applications are in the New status:

495983 - Public	Health Nurse 💙	Job status: Approved	Position: 1	Owner: NICOLE	View Job	
						👯 We've Improved the list view, mak
₹ Filters	Q Search b	y name, location, email				
\odot	Applicant name 💲				Flags	Application status 💲
000	MAR 5 2023 Robert					New
000	FEB 17 2023 Susan ♀ ■ Ig	⊧gmail.com				New

The Hiring Manager Dashboard, now has 0 jobs listed in *Search Committee review* tile.

The *Applicant Progress Board* tile is accessible to view applicants. Amanda can see applicants in all application statuses. (**<u>exception</u>: ineligible, incomplete & withdrawn applications are not visible to HR users)

∃ PageUp.				People Recent items	v amanda v ? v
	My Dashboard Welcome AMANDA, this is your Dashboard wher	e you will see all your tasks organized in variou	ıs stages.		
	Position Description My position description - Under review Manage position descriptions and create _	Advertisements 1 Advertisements	Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Review applications Review applications	Applications O Jobs have applicants for review O Applicants assigned to you for review	
	Search committee review O Jobs requiring penel review	Offers Offers O Offers awaiting your approval O New hires O New hire tasks			

Select "Review applications" button in the *Applicant Progress Board* tile. Two applicants are visible for review. (**NOTE: there are three different views available in PageUp, as shown below.)

Old Manage Application view

Page∪p.															People	Recent Items 、	AMAN	ida 🗸	? ~
																	List V	/lew	Board vie
Public Health Nurse (495983	;)																		
Search Results																			
Select Submitted Status Pref Name F	irst name Last name	Ranking Phone	Mobile	Email	Cou	try State	City	Ref. Sco	e Dup	Undisclosed?	Employee	Source	Sub-source	Flags 💌					
	irst name Last name Robert	Ranking Phone	Mobile	Email		i try State d State: VA			re Dup	Undisclosed? False	Employee	Source Internet		Flags				View app	lication
		Ranking Phone	Mobile	Email	Unit		Catawb	0	re Dup		Employee		Website	Flags					
Mar 5, 2023 New	Robert	Ranking Phone	Mobile	Email	Unit	d State: VA	Catawb	0	re Dup	False		Internet	Website	Flags					

List View

∃ PageUp.			Peo	ole Recent Items 🗸	AMANDA 🗸 ? 🗸
495983 - Public Health Nurse 👻 Job status: HM/SC Review Position:	1 Owner: AMANDA View Job				Guided tour
	🔩 We've Improved the list view, making	plitering, sorting and screening activities even easierl Give me a guided to	놰		×
				Switch to card vie	w Table Settings
Applicant name 🗘	Flags Application status 🗘	Screening activities 🗘	Score 🗘	Documents	Actions
MAR 5 2022 Robert [©] Richmond ar robertapplies@email.com	New	+ New activity	Application OK	Resume Form Cover letter	:
FEB 17 2023 Susan 9 Jamaica as susanwins@email.com	New	+ New activity	Application 0%	Resume Form Cover letter	:
1 - 2 results out of 2 🗸					C Previous Next >

Card view

≡ PageUp.							People Recent	items 🗸 🛛 AMANDA 🗸 🕐	
495983 - Public Health Nurse * Job status: HM/SC Review Position	: 1 Hiring Manager: AMANDA Vie	swjob					•	How to use Manage Applications	ł
					Switch to List View	4: Sort cards	• Card Settings	Anonymize Profiles	>
Quick filters Innsorted applications (ii) (iii) Image: Statuses with Applications Statuses Image:	New (2) Over letter	Screen Unsuccessful (0)	Screen Unsucce	Phone Screen (0)	000	Phone Screen Acce	oted (0)	Phone Screen Declined (0)	>0<

Applications tile

∃ PageUp.				People Recent	items v AMANDA v ? v
	My Dashboard Welcome AMANDA, this is your Dashboard wher	e you will see all your tasks organized in variou	s stages.		
	Position Description My position description - Under review Manage position descriptions and create _	Advertisements O Advertisements	Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Bodow applications	Applications O Jobs have applicants for review 1 Applicants assigned to you for review	
	Search committee review	Offers Offers O Offers awaiting your opproval O New hires O New hire tasks			

This tile is only accessible if an <u>application is specifically assigned</u> to a hiring manager. These assigned applications can be accessed by clicking the *Applications* tile or by using the main menu:

Hamburger \rightarrow Workflows \rightarrow Assigned applications

There will only be applications listed if they were manually assigned to the hiring manager by a recruiter or whoever is managing the recruitment. See below for an example of how a user would assign an application.

- 1. Open applicant card.
- 2. Select job and application you wish to assign.
- 3. Click three dots (more actions) to open menu
- 4. Select assign application
- 5. Follow instructions in pop-up window

This is a training/testing environment. No e-mails are sent and any ch	cha →	
PageUp S983 - Public Health Nurse Job status: Approved Position: 1 Owner: NICOLE. View.	Robert	Actions v
 We've Improved the list view, Filters Q Search by name, location, email 	Wumber 18018 Pronouns - Employment status Never employed by the Commonwealth Original source Careers website Linked Employee Modify e-Zines comms hold No	
Applicant name Flags Application status MAR 5 2023 Robert O Panel / Search Com	_	
FEB 17 2023 Susan New	Date submitted Applied via Status changed Mar 30, 2023 Mar 5, 2023 Careers website Panel / Search Committee Add activity Resume Form Add flags Add document View View	om file
Richard: Vithdrawn	498567 - Public Health Nurse Date submitted Applied via Status changed Mar 5, 2023 Gareers website New Form Add flags Communicate Communicate Communicate	More actions
	5 	< :

Pop-up window. Enter hiring manager's name and select yes or no to send email communication.

u are about to as	sign Robert's a	oplication.					
ease select a use	r to assign this a	pplication to					
er:				A 2			
mail assigned us	er: O Yes 🔍 I	No					
rom:*	C	OV Recruitment Tea	am <no< td=""><td></td><td></td><td></td><td></td></no<>				
ubject:*	As	signed application	(s) for				
lessage:							Merge fields
B <i>I</i> ⊻ S	≣* ≣* ₫	Formats -	<u>A</u>	<u>A</u> - 6	> ⊞~	$\underline{T}_{x} \Leftrightarrow$?
Dear {USERFIR	RSTNAME},						<u>^</u>
Click on 'View A	nswers', to vie	the left-hand side w the application the, click on 'I appr	form a				e you have reviewed any relevant
Click on 'View A the application f	nswers', to view form and resum	w the application t ie, click on 'I appr	form a				
Click on 'View A the application f	nswers', to view form and resum	w the application t ie, click on 'I appr	form a				
Click on 'View A the application f	nswers', to view form and resum	w the application t ie, click on 'I appr	form an	r 'I decline	e' (as ap		
Click on 'View A the application f	nswers', to view form and resum	w the application h	form an rove' or Dra	r'l decline	e' (as ar rop fi	opropriate), add	
Click on 'View A the application f	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ar rop fi	ppropriate), add Ies here m local drive.	
Click on 'View A the application f	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ap rop fi	ppropriate), add Ies here m local drive.	
Click on 'View A the application f	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ap rop fi	ppropriate), add Ies here m local drive.	
Click on 'View A the application f comments, and	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ap rop fi	ppropriate), add Ies here m local drive.	
Click on 'View A	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ap rop fi	ppropriate), add Ies here m local drive.	
Click on 'View A the application f comments, and	nswers', to view form and resum	w the application h	form an rove' or Dra	r 'I decline	e' (as ap rop fi	ppropriate), add Ies here m local drive.	

After assignment, the assignee will now see the applicant on their list of *My applicants* in the Assigned applications menu section

∃ PageUp.									People
My applicants									
Job number:	Title:	Status: All	~						
Requisition Number	Title	Applicant name	Application source	Employee	Date assigned	Recruiter	Assigned by	Status	Date actioned
495983	Public Health Nurse	Robert			Mar 30, 2023	NICOLE	JAMIE NORMAN	Assigned	Mar 30, 2023

Follow steps to <u>unassign</u> an application:

1. From the applicant card, scroll to the History section.

bert w profile View reference	es Add flags			Actions ~
dress		Phone		
I		E-mail		
ginal source C	areers website	Linked Employee	Modify	
ines comms hold	y Scheduled emails CRN	Л Resume		
1 495983 - Public	Health Nurse			•••
Date submitted Mar 5, 2023	Applied via Careers website	Status changed Apr 6, 2023 New	Offer No offer	
Resume View	Form View	Add flags		

2. Alongside the relevant assignment, click Cancel.

Applications <u>History</u>	Scheduled emails CRM Resume
Job	Item
All	AII
Today, 1:27pm NICOLE	 Note Public Health Nurse (495983) Status changed to 'New' by NICOLE. Edit Delete
Thursday, Mar 30, 2023, 3:56pm JAMIE NORMAN	Assign application Public Health Nurse (495983) Assigned to: AMANDA , Status: Assigned Cancel Click to cancel
Thursday, Mar 30, 2023, 3:47pm JAMIE NORMAN	Review 3 Public Health Nurse (495983) Review 3
Thursday, Mar 30, 2023, 3:35pm JAMIE NORMAN	Phone screen 1 Public Health Nurse (495983) Phone screen 1
Sunday, Mar 5, 2023, 5:46pm	Communication

- 3. A confirmation message displays: Are you sure you wish to cancel this assignment?
- 4. Click OK.