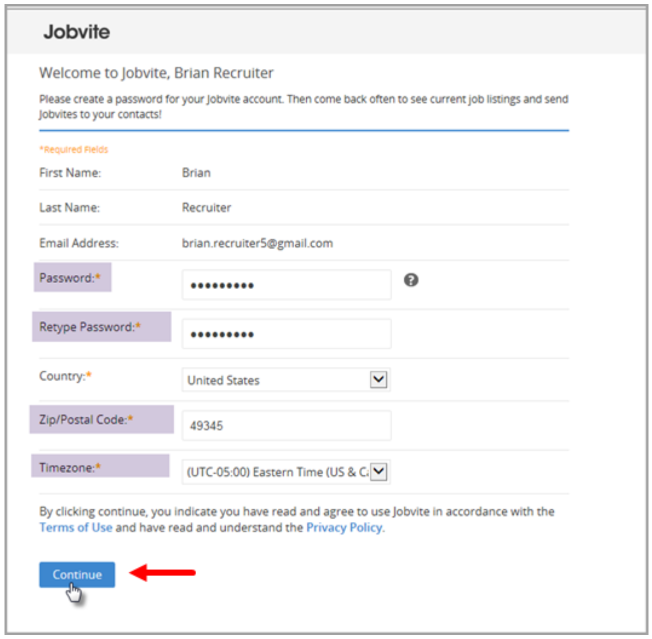
Quick Start Guide for Jobvite– NKC Hiring Manager

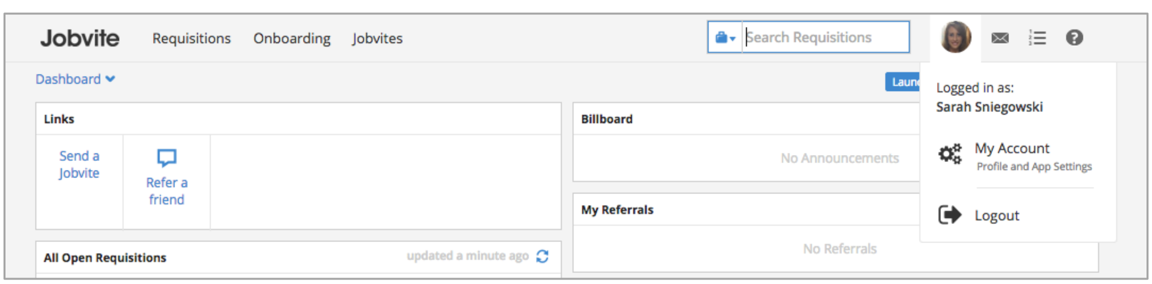
Overview

Hiring Manager: Getting Started

You will receive an email invitation to create your Jobvite account. When you click on the link in the email, you will be redirected to another screen (see below), where you will populate the fillable form and create a password for your account. Once you have submitted this form by clicking **Continue**, you will be able to log into Jobvite.



After you have created your account, you will be able to enter personal information and set up preferences for your account. To do this, click on **My Account** found under your picture icon.



Here you can indicate how often (immediately or daily digest) you would like to receive e-mail messages regarding your Jobvite account, set your preference for the number of items displayed on list pages, and decide how you want to receive interview messages.

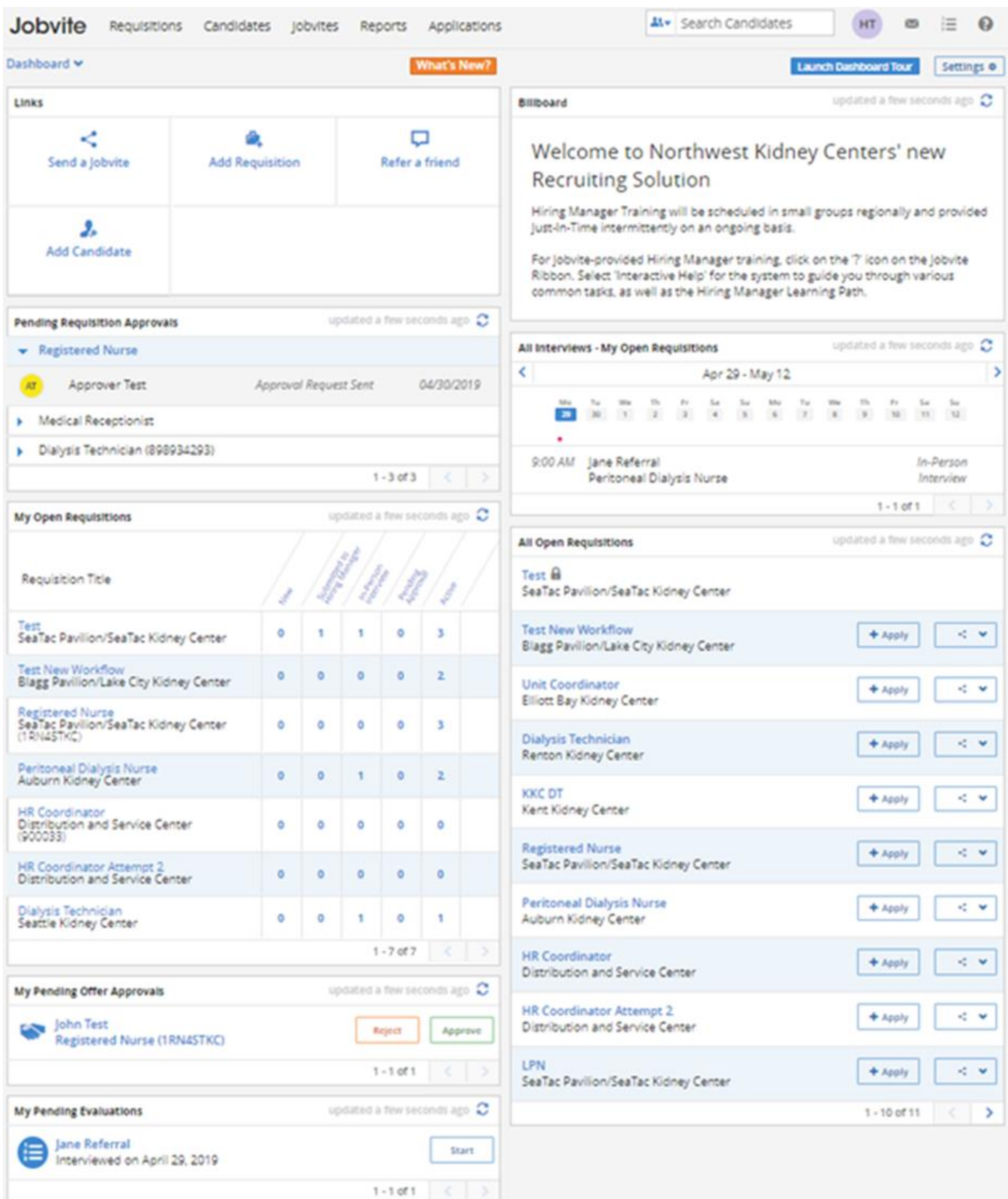
<u>Additional Training:</u> For detailed info on your account and customizations available to you, select **My Account** from the Interactive Help menu.

Hiring Manager Dashboard Overview - Desktop

Your Dashboard provides an easy overview of all tasks pending such as interviews, offers to approve and evaluations to fill out along with all Job Postings in the company since you also have Employee access for applying to jobs internally. Use any of the action buttons on the dashboard to hop into a specific task or select from top ribbon to view all (Requisitions, Candidates, etc.)

You can move dashboard widgets around and customize your widgets.

Additional Training: For a guided tour of your Dashboard and how to customize it, select **Dashboard Tour** from the Interactive Help menu.

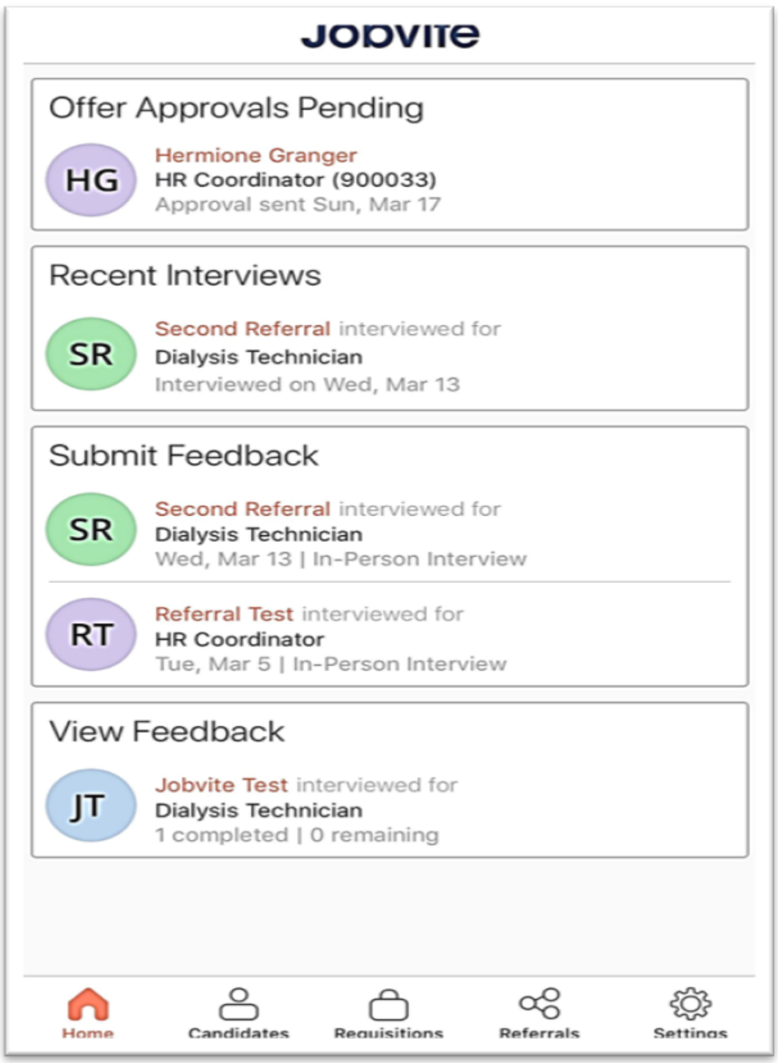


Hiring Manager Dashboard Overview – Mobile App

The mobile app allows you to approve/reject candidates, requisitions and offers as well as move candidates through the workflow but you cannot create Requisitions.

Requisitions must be created through the desktop site.

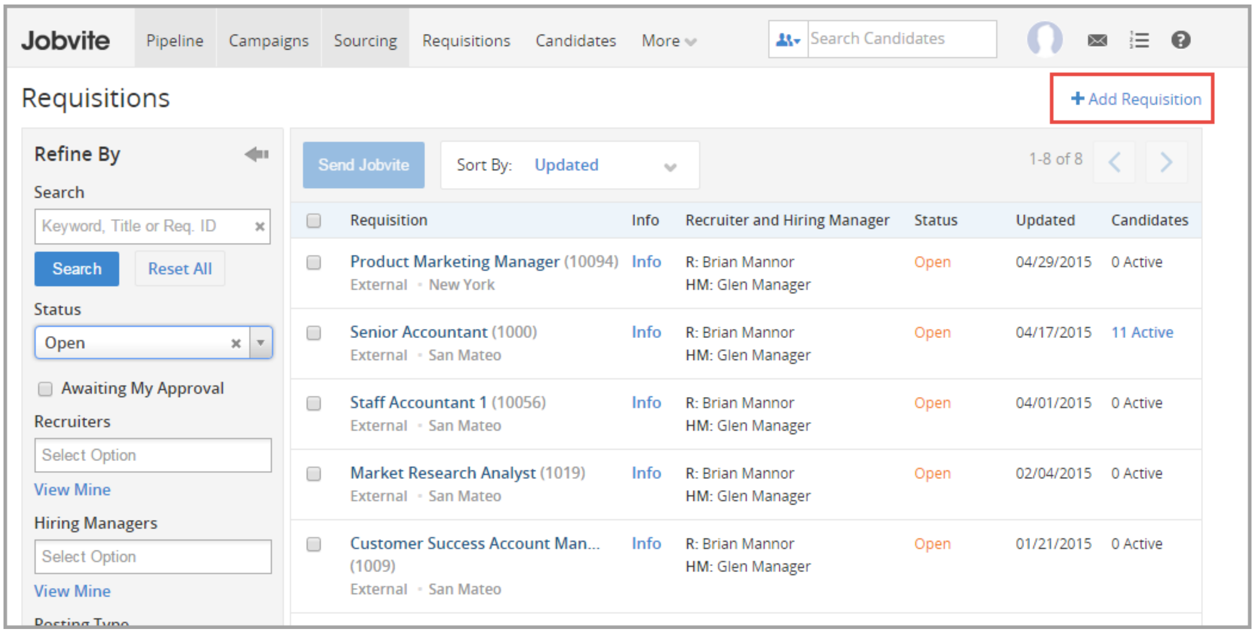
Much like the desktop dashboard, this helps you make recruiting decisions on the go. And if/when you have multiple emails and notifications about your open position, you can log in here and have all of your recruiting info in one place, organized by task.



<u>Additional Training:</u> For more training on the Mobile App and its features, select **Jobvite Hiring Team Mobile App** from the Interactive Help menu.

Creating Requisitions

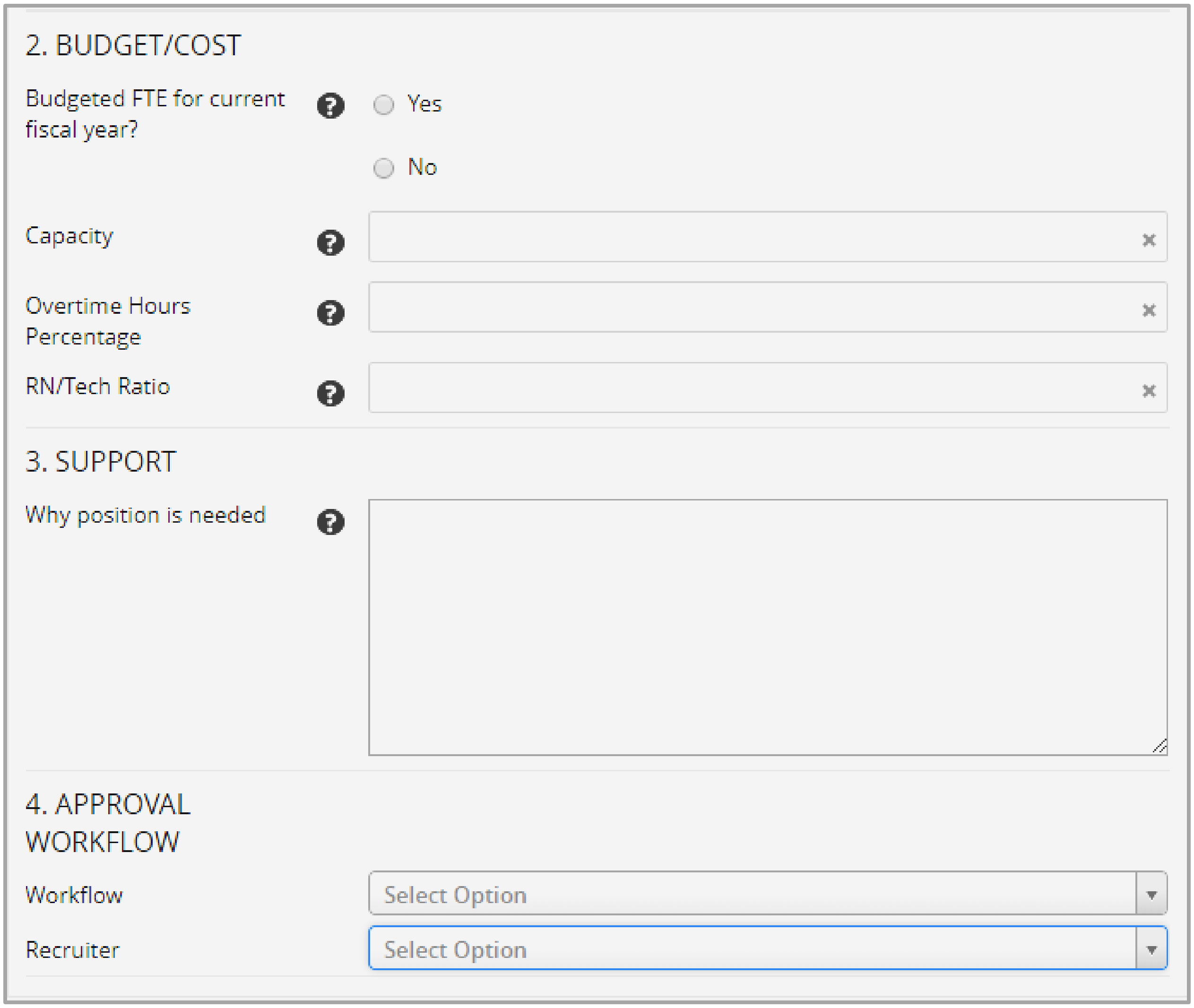
As a hiring manager, you will have the ability to create requisitions. By clicking on the **Requisitions** tab you will see a list of all open, on hold, or draft requisitions. To create a new requisition, you can copy an existing requisition or build one from scratch.



To get started, click +**Add Requisition** in upper right hand corner and then add information to the fillable form. You can also access this by clicking on **Add a Requisition** on the Links widget on your Dashboard.

Complete all fields. The online Requisition form should be similar to what you are submitting today to have a position approved. There is a place to enter notes for as well as upload any supporting documents. Be sure to review your form carefully before submitting for approval.

Additional Training: For a guided tour of the standard fields that are in place on your requisition form, select **Add a Requisition** from the Interactive Help menu.

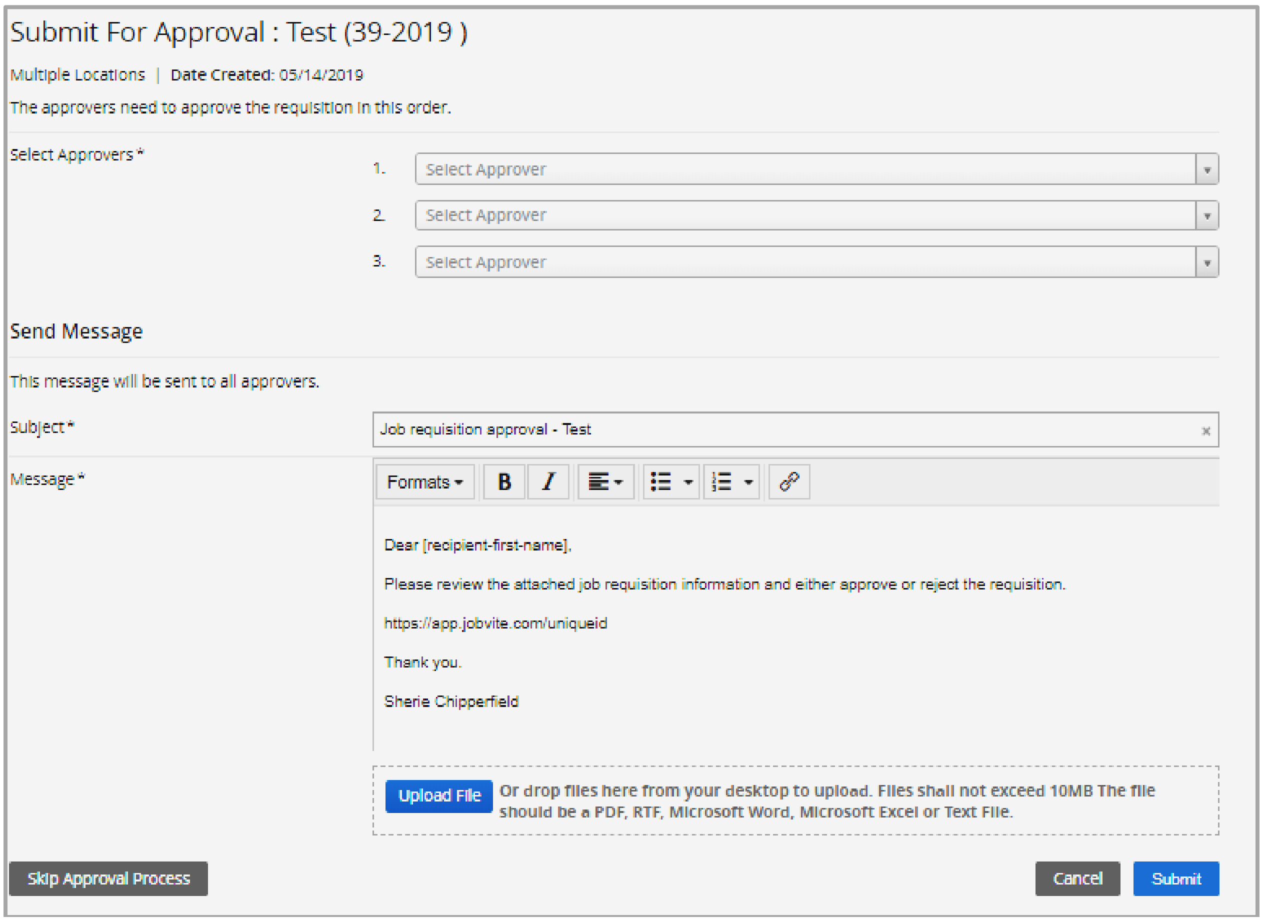


Under section 4, Approval Workflow, make sure to select **General** under Workflow (only option there is) and your Recruiter from the drop down menus. If you need to gather more information before submitting your requisition you can select **Save** and it will save your progress as a Draft Requisition.

Once the requisition is complete, select **Submit For Approval**. Now instead of scanning, emailing and printing the requisition several times over the course of the approval path, all of those actions live within Jobvite and are easily done through email, the mobile app or the desktop website.

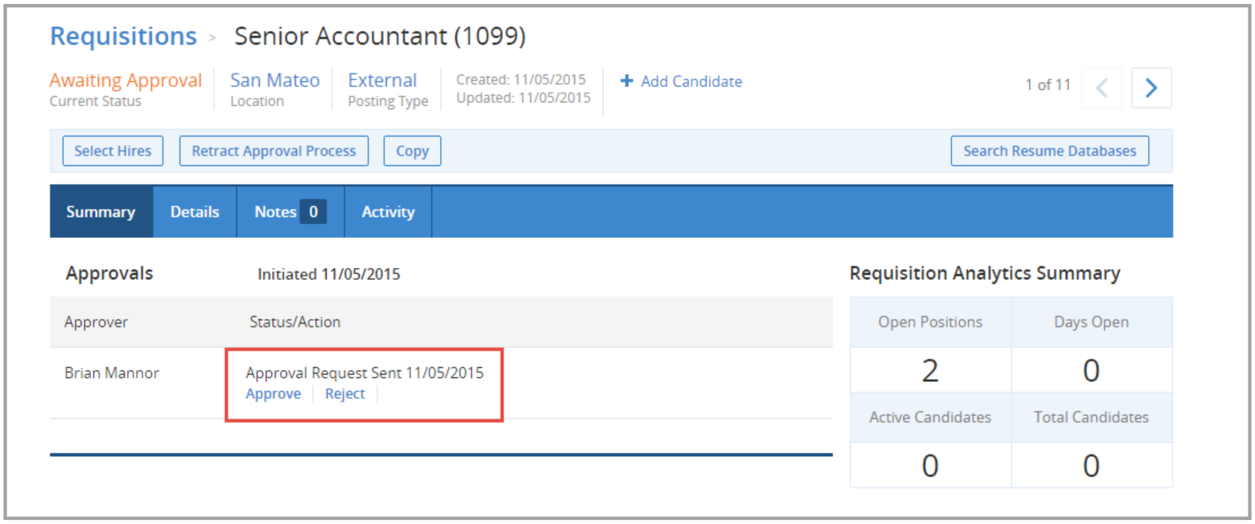
You are responsible to select the appropriate approvers, the approval path should first go to your Director (unless you are one) then your VP and, lastly, your Recruiter.

Next, provide a personalized message or keep the template message. You can also attach any supporting documents needed such as a budget spreadsheet.
Then, click **Submit**. An email will be sent directly to your approvers, in sequential order, as they are called upon to either approve or disapprove the requisition request. For example, your VP will not get any request for approval email or notification until your Director has first approved the requisition.



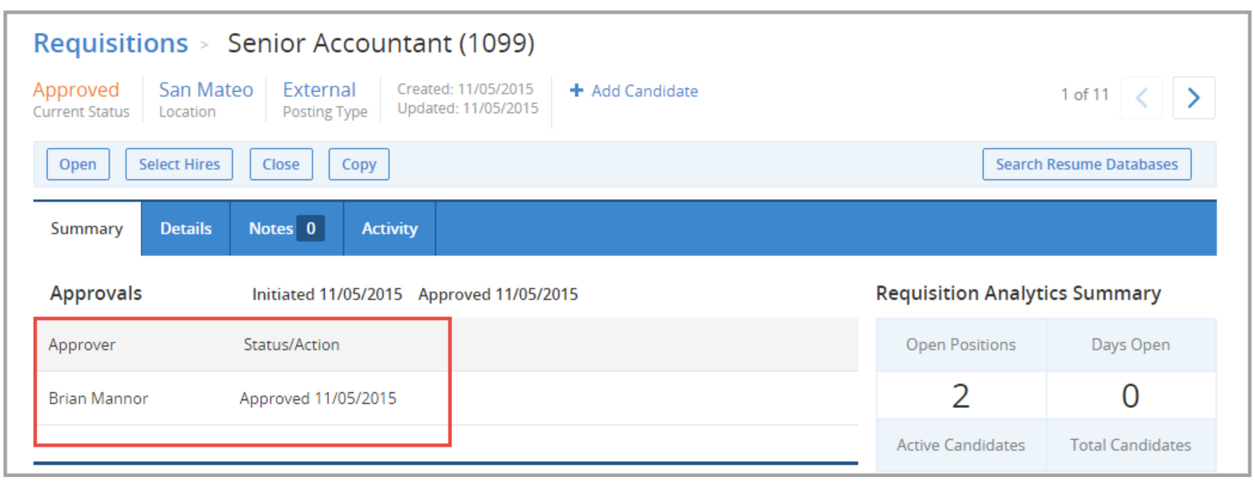
Approving Requisitions

Approvers can see all the specifics of requisitions including a full description of the position and links to either approve or reject the requisition. Hiring Managers and Approvers can approve or reject directly through their email inbox or smartphone without logging into the system.



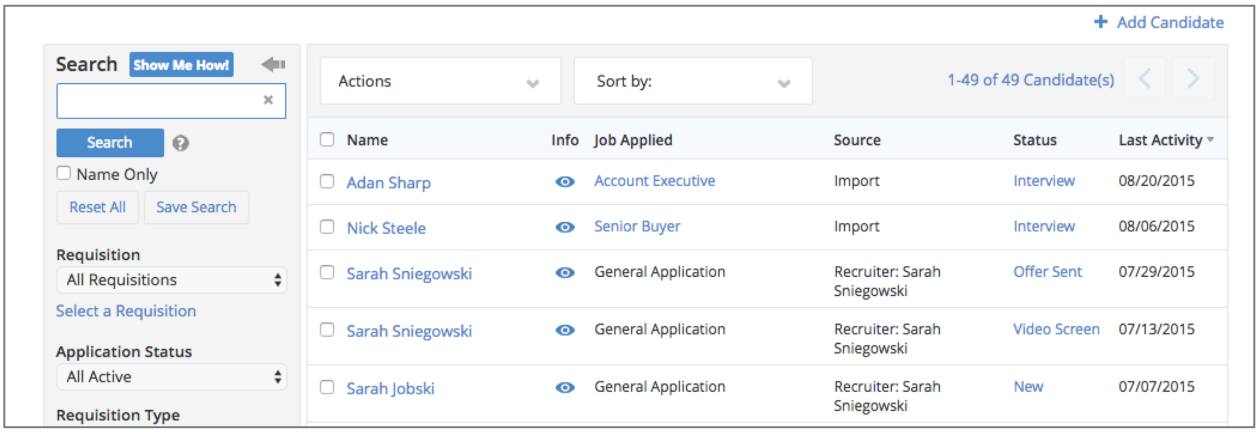
Before submitting their approval, approvers can include specific notes to pass along to the recruiter. If there are multiple approvers, the next person in the chain will receive an email and go through the same process.

Your requisition list shows status of all requisitions awaiting approvals, so that you can see where in the process each requisition falls.

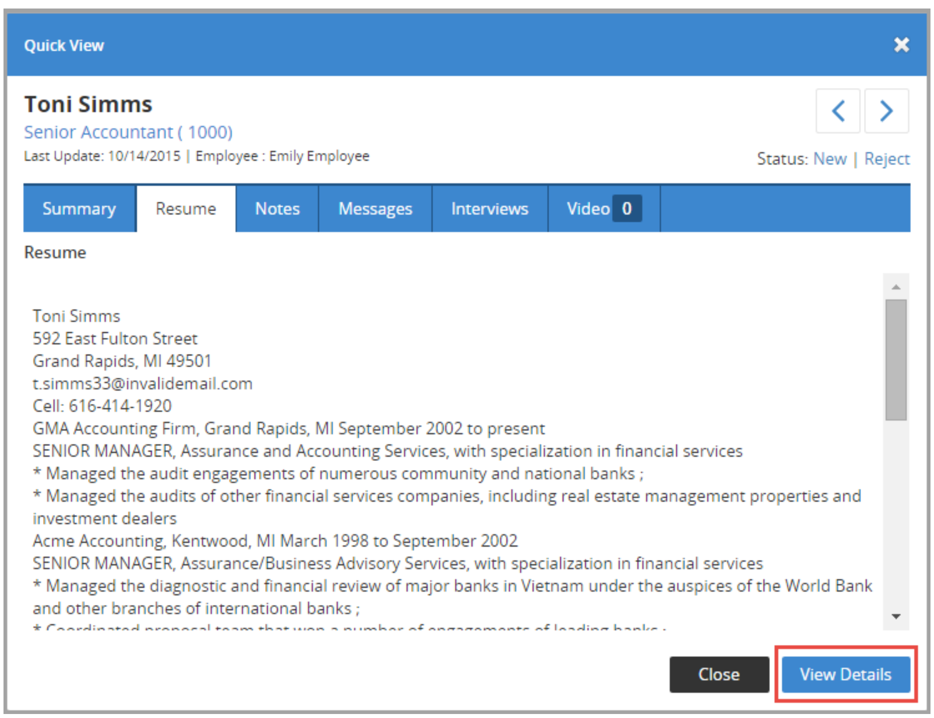


Reviewing Candidates

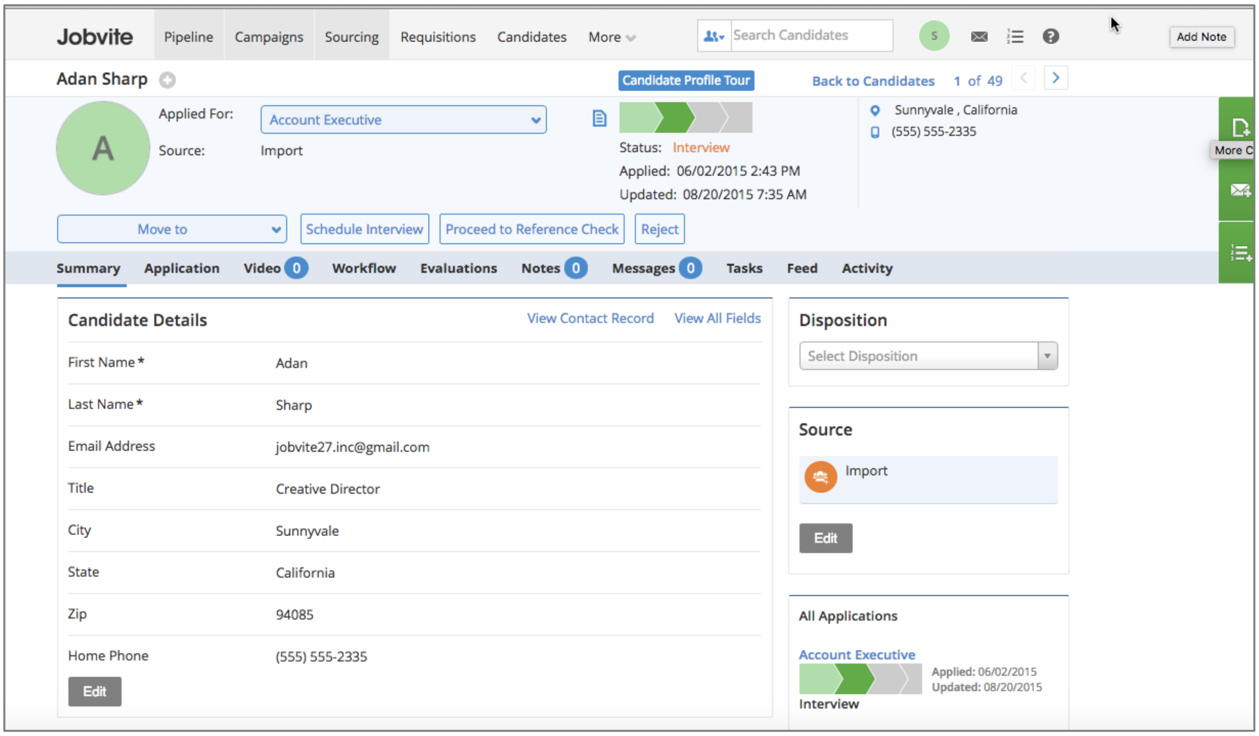
The **Candidates** tab will show you all the candidates who have applied to your requisitions. You will only see **Active** candidates. You can change the **Application Status** filter to be set on any specific workflow status you desire. You can search your entire candidate database using the search buttons on the left and you can filter for resume, cover letter, and candidate summaries.



By clicking on the eye icon in the **Info** column, you will see a quick view of the candidate's summary, resume, notes, messages, and any interviews that have been scheduled. By clicking on **View Details**, you will be redirected into the candidate's record.



In a candidate record, you will have access to a wide variety of the candidate's information as well as a means of managing each candidate. Using the tabs across the center of the record, you can see a Summary of the candidate's information, view their resume and cover letter (under **Application**), see where they are in the **Workflow, Evaluations** and email **Messages** sent.



Summary: Demographic information & status bars for requisitions

Application: Documents submitted by the candidate, ex: resume & cover letter.

Workflow: View progression of this candidate in the workflow.

Evaluations: Evaluation forms completed.

Notes: Comments & emails with internal contacts/colleagues.

Messages: External emails that are sent/received by candidate

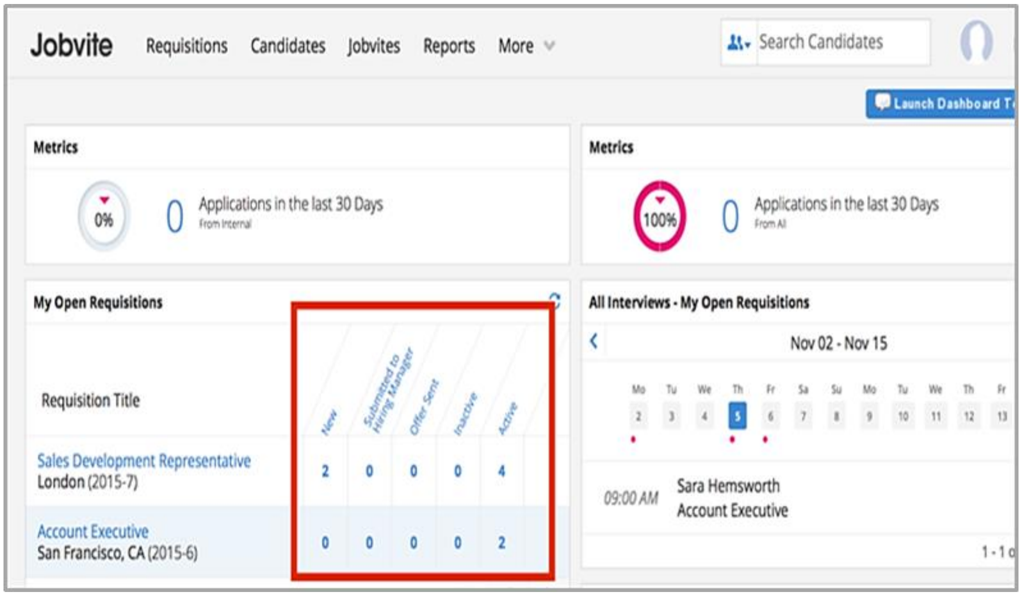
Tasks: Tasks can be edited, reassigned, or designated as complete.

Feed: Summary of all of the Notes, Messages, and Evaluations

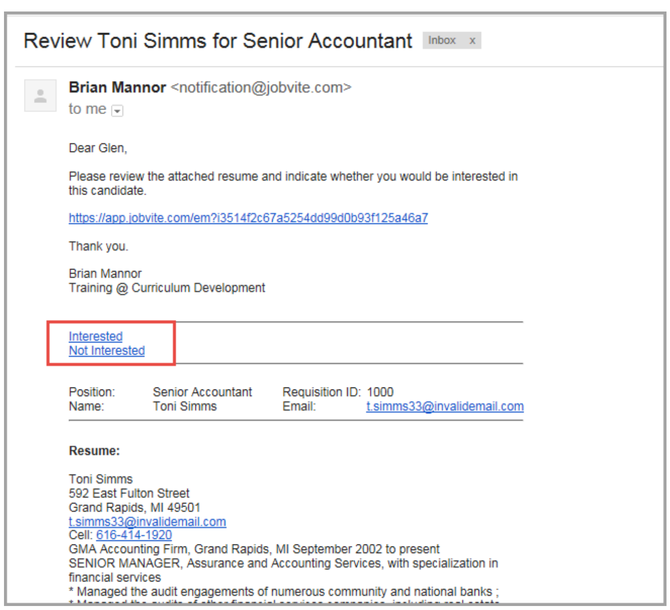
Additional Training: For a guided tour of the standard fields that are in place on your requisition form, select **Navigating the Candidate Record** from the **Learning Path - New Jobvite Hiring Manager**.

Approving Candidates for Interviews

Hiring Managers can see candidates who applied to their position and are active at any time from their Home page. Rejected candidates are removed from your positions



Once the Recruiter has screened a candidate and determined they are a match for your open position, you will receive an email in which you can review the candidate's resume, and let the Recruiter know if you're interested or not interested in the candidate, along with any notes.



After you have approved a candidate, they will move to the next step in the **Workflow** tab and the HR Assistant will schedule an interview.

Jobvite integrates scheduling with Outlook. You will receive an email notification along with an appointment invitation you can accept or decline. Once accepted, the invitation will be saved on your Outlook calendar.

Dear Jason,

Please complete an interview with Tia Simms for the job of UI Designer. After the interview, fill out this interview evaluation form:

https://hire.jobvite.com/em?gF6038157D069C73D1CB7FB9AB2357C73

Best regards,

Yuliana Prado

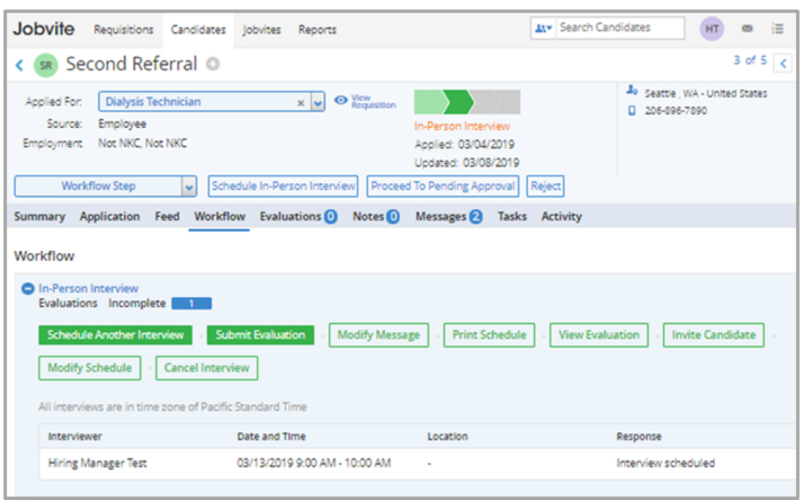
Interview schedule:

Sammy Employee 6/3/2015 2:15 PM - 3:15 PM
Jason Smith 6/3/2015 3:15 PM - 4:15 PM

Show current interview schedule: https://hire.jobvite.com/l?mnkqLptwS

View Candidate Details: https://hire.jobvite.com/em?yF6038157D069C73D1CB7FB9AB2357C73
View resume: https://hire.jobvite.com/em?uF6038157D069C73D1CB7FB9AB2357C73
View job description: https://hire.jobvite.com/em?vF6038157D069C73D1CB7FB9AB2357C73

After the interview, you can access the Evaluation form by the link provided in the appointment request email (also in your calendar appointment.) You can also access the evaluation form from your Dashboard or the individual candidate's workflow tab.



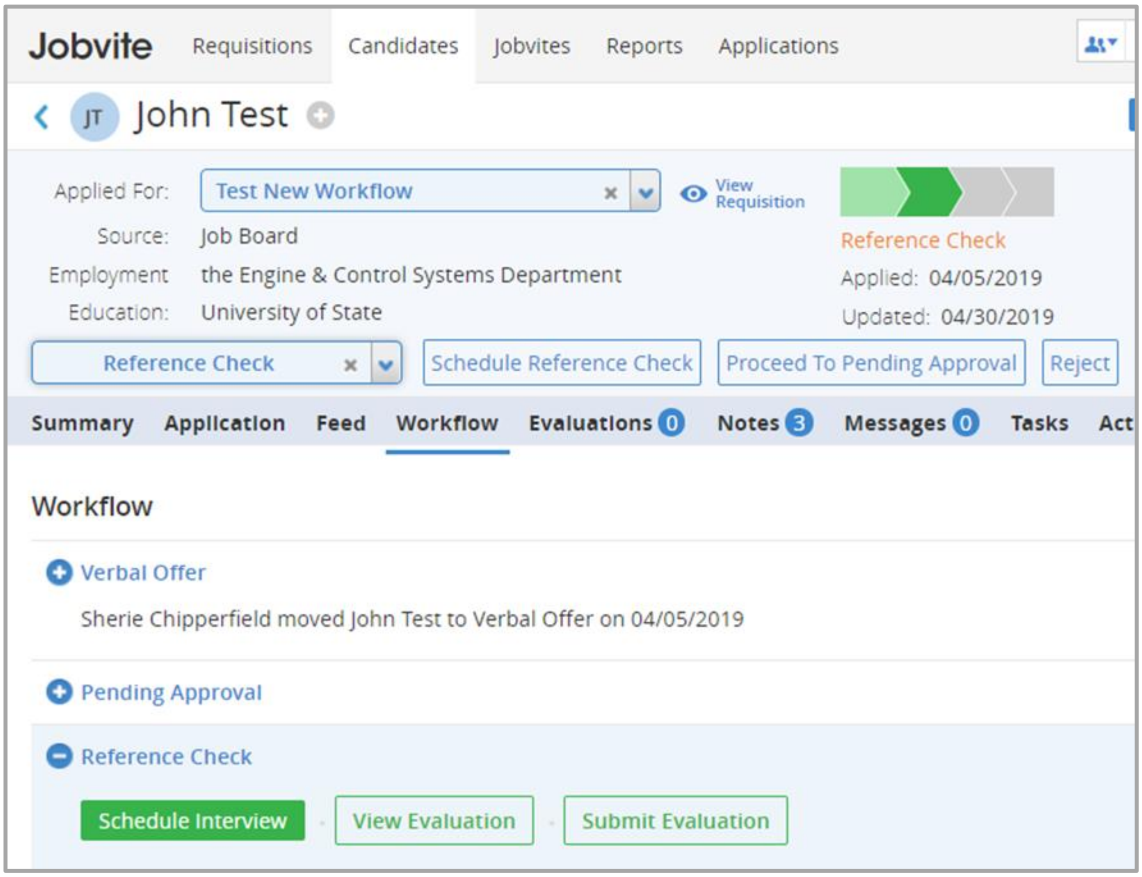
Once you submit your feedback, the Recruiter is notified of your recommendation.

Submit Final Candidate(s) for Reference Checks

Once all interviews are complete, your top candidate(s) should be moved to the **Reference Check** step.

Move candidates through the workflow by using the **Workflow Step** drop down or the buttons to the right of the **Workflow Step** drop down.

__**Note:**__ The **Workflow Step** drop down menu lets you view statuses other than the ones presented by the action buttons, which are the next progressive steps in the workflow. You are not allowed to skip steps, this ensures that hiring reports are accurate and complete.



Offer Approvals

Once Reference checks are completed, if you would like to extend an offer, your Recruiter will partner with you to put together an offer.

The Recruiter fills in required information such as salary, start date, etc. on the Offer Form and then submits it electronically to the Hiring Manager. The Offer Form must be approved by the Hiring Manager and this process replaces the need for a PAF for new hires.

Once approvers are selected and notes are added, approvers receive an email notification and can quickly approve or deny the offer directly from the email message, on the Jobvite Dashboard, on the Candidate's Workflow or through the Mobile app.


Offer approval - HR Coordinator
Sherie Chipperfield [notification@jobvite.com]

If you reply to this message, it will go to Sherie Chipperfield.

Dear Hiring Manager,

Please review the attached offer information and either approve or reject the offer.

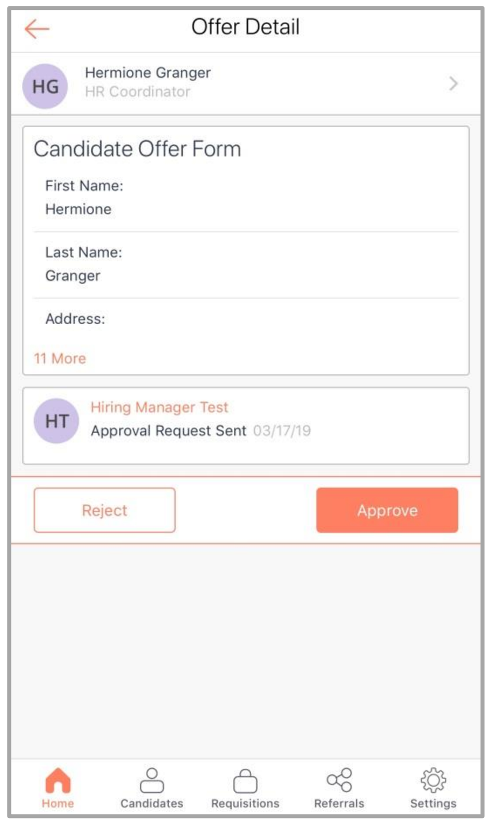
https://app.jobvite.com/u?
018d20b3784388e6da4fb22670e3244a7e9a7e2aefce1d0e64179cb59b1c360a

Thank you.

Sherie Chipperfield

Please approve or reject this offer. Approve | Reject

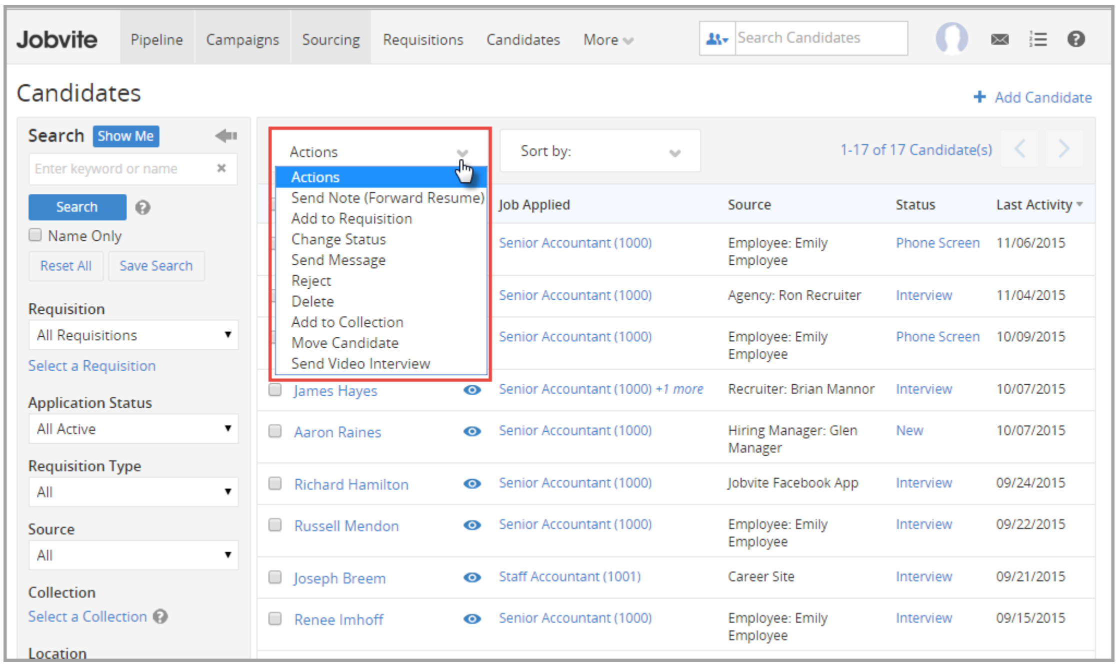
First Name:	Hermione
Last Name:	Granger



Reject Candidates to Close Requisitions

Hiring Managers are expected to move all candidates interviewed but not selected into **Reject** status and add a reason they were not hired (Disposition).

Under your **Candidates** tab, you can perform a variety of actions – singularly or en mass - using the dropdown menu found at the top. With respect to rejections or status changes, <u>make sure you are working with candidates who are associated with the same requisition if selecting multiple records</u>. You may act on as many records as appear on a single page.

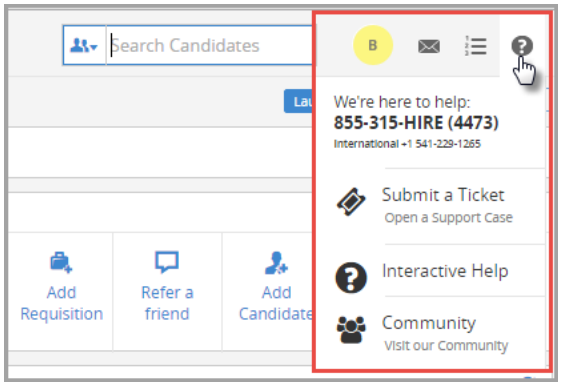


When you want to reject a candidate, simply choose **Reject** to change the candidate's status to **Reject** and select the reason why (from the Disposition drop down) on the pop-up window. You can even choose to reject them from all of your requisitions, if appropriate, by checking that box under the Disposition drop down.

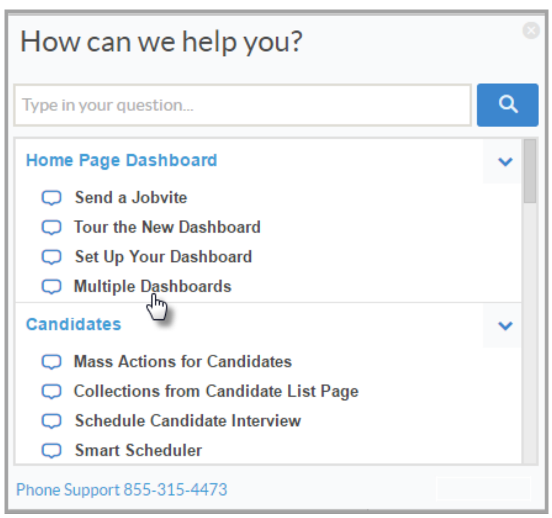
<u>Additional Training:</u> For a walk through of how perform actions for several candidates at once, select **Mass Actions for Candidates** from the Interactive Help menu.

Additional Training

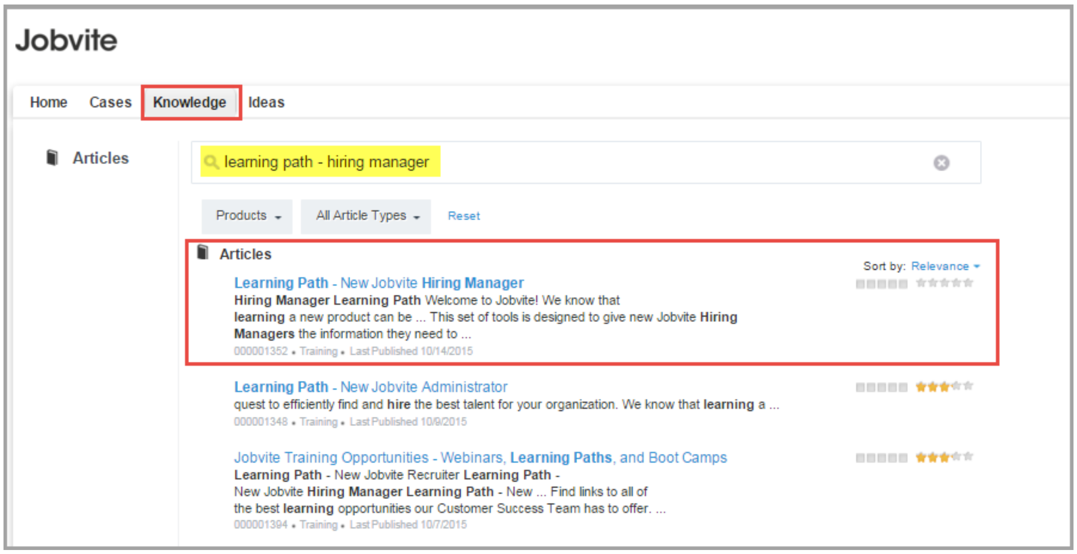
Under the Question Mark icon in the main menu bar, you will find a dropdown menu with the options of contacting our Support Team by phone or by submitting a ticket. You will also see the **Interactive Help** and **Community** tabs. Here you will find a variety of training resources that you can access at any time.

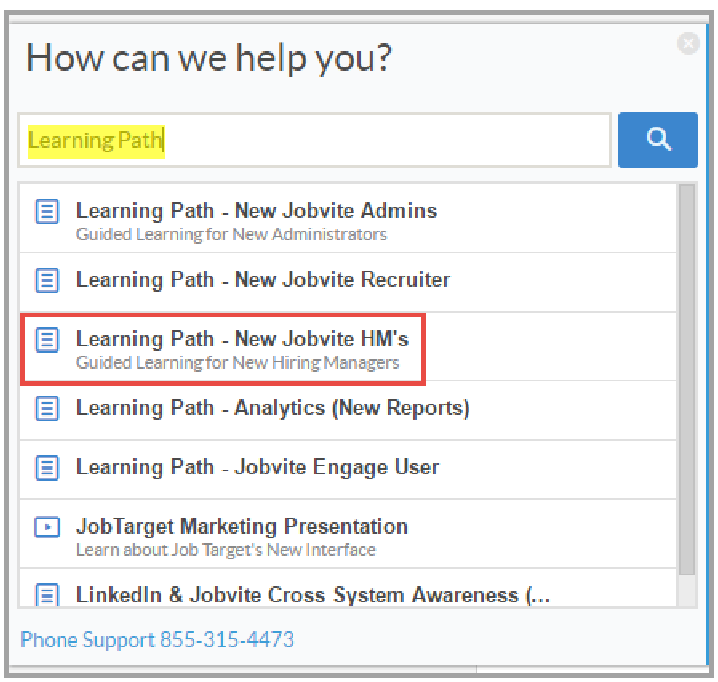


Whether you click on the Interactive Help option in the main Help menu or by clicking the pullout tab on the left side of your screen, you will find that there are many resources available to you here, including: interactive help sequences (walk thrus), videos, or direct links to Community articles. You can search by key word, and then just click on the desired resource.



Within the user Community, in the **Knowledge** tab, you will find articles, documents, and videos that provide information about Jobvite along many different lines. Of particular interest to you might be the **Learning Path – New Jobvite Hiring Manager** article, which gives you a guided listing of (with links to) all of the best information Jobvite has available to you, in a recommended order. As with many other learning assets, you can find a direct link to the Learning Path – New Jobvite Hiring Manager article within the Interactive Help menu always present on the left side of your Jobvite page.





Issues with Jobvite

We want Jobvite to be an improvement from our current process. The intention is to automate and streamline the entire recruiting process, to provide one central place for collaboration, to increase transparency and to give you a tool that is portable and easy to use. Our goal is to attract more candidates, identify better quality candidates and to finally provide real-time reporting metrics.

If you are having problems using the tool and the Interactive Help menu isn't able to help you troubleshoot your problem, please feel free to reach out to your support network below to get your issue resolved.

Tip: Try to explain the issue so that others may reproduce it – clarify what was expected versus the actual results. Providing a screenshot of the issue or error message greatly helps with troubleshooting.

- If you are encountering technical issues or you are having registration/log-in issues, please call **Customer Service – 1-855-315-HIRE (4473)**

- Recruiting process and candidate management questions should be directed to your Recruiter.

- Workflow, Administrator permissions, User Roles and settings issues should be directed to your HRIS Specialist.