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	Y
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:*	inager:*					
	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	sms 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.

	INTERVIEW PANEL DETAILS				
iring Manager / Panel Head:*	AMANDA	Q /			
	AMANDA.	@VDH.VIRGINIA.GOV			
iterview 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	
ninng 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 ~
Statue-*	Approved
status.	Approved
	Close job 📑 🚱
	Next page >

The job requisition has two applicants in "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 by	name, location, email				
\odot	Applicant name 💲				Flags	Application status 💲
000	MAR 5 2023 Robert Q					New
000	FEB 17 2023 Susan ♀ ☞ @	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.

						People Recent items ∨	amanda 🗸 ? 🗸
My search con	nmittee 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
							0
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.

Init 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	ms v AMANDA v 💡 v
	My Dashboard Welcome AMANDA, this is your Dashboard wher	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 D 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			

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 Ite	ms v Amanda v 😗 v
	My Dashboard Welcome AMANDA, this is your Dashboard where	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 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	1
	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	A 23221		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	•••
	Applied via	Status changed Apr 6, 2023 Offer Papel / Search Committee Rev. No. 20	Resume	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	
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	W
Feedback from search committee members All	Overall	
Select all	nt CAYLA TRUEHEART "Does not meet criteria"	Not a good fit.
Robert	JASON DEESE	May work well. Interview will reveal more.
Susan	Weets criteria	
∧ 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:*	NICOLE Q
Recruiter:*	NICOLE Q /
Recruiter:* Status:*	NICOLE Q Ø NICOLE @VDH.VIRGINIA.GOV ~
Recruiter:* Status:*	NICOLE Q NICOLE OVDH.VIRGINIA.GOV HM/SC Review Close job (# 0
Recruiter:* Status:*	NICOLE Q NICOLE @VDH.VIRGINIA.GOV ~ HM/SC Review ~ Close job (# @ Next page >

Two applications are in the New status:

495983 - Public	: Health Nurse 💙	Job status: Approved	Position: 1	Owner: NICOLE	View Job	
						X We've Improved the list view, mak
₹ Filters	Q Search by	y name, location, email				
$\odot \odot \odot$	Applicant name 💲				Flags	Application status 💲
000	MAR 5 2023 Robert P					New
000	FEB 17 2023 Susan ♀ ■ I@	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 Ite	ems v AMANDA v	? ~
	My Dashboard Welcome AMANDA, this is your Dashboard when	re you will see all your tasks organized in variou	us 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 Neview applications Review applications	Applications O Jobs have applicants for review O Applicants assigned to you for review		
	Search committee review O Jobs requiring panel 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 ~	amanda 🗸 ? 🗸
			List View Board view
Public Health Nurse (495983)			
Search Results			
Select 💽 Submitted Status Pref Name First name Last name Ranking Phone Mobile Email	Country State City Ref. Score Dup Undisclosed? Employee Source Sub-source Flage		
Mar 5, 2023 New Robert	United State: VA Catawb 0 False Internet Website		Uiew application
E Feb 17, 2023 New Susan	1 United State: Virginia Radforc 🗞 0 False 🤹 Other EmpRef		View application
Page 1 of 1 3+ 1/2			Records 1 to 2 of 2

List View

Ξ Page∪ρ.			Ρ	People Recent Items ~ AJ	MANDA 🗸 ? 🗸
495983 - Public Health Nurse Y Job status: HM/SC Review Position: 1 Owner:	AMANDA View Job				Guided tour
	$\phi_{\rm s}^{\rm s}$ We've improved the list view, making	ng filtering, sorting and screening activities even easier! Give me a guided tour			×
7 Filters Tri looking fot. All v Q				Switch to card view	Table Settings
Applicant name 🗘 Fla	igs Application status 🗘	Screening activities			Actions
MBE 2023 Abbett 9 Richmond ≅r robertapples@email.com Ω	New	+ New activity	Application 0%	Resume Form Cover letter	I
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 🗸				< F	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) Gatauses with Applications Iiii) Information Statuses Iiiii) Information Statuses Iiiiii) Information Statuses Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	New (2) Over letter	Screen Unsuccessful (0)	Screen Unsucce	Phone Screen (0)	000	Phone Screen Acce	oted (0)	Phone Screen Declined (0)	>>>

Applications tile

∃ PageUp.				People Recent	items 🗸 🛛 AMANDA 🗸 ? 🗸
	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 characteristic and a		
PageUp S983 - Public Health Nurse Job status: Approved Position: 1 Owner: NICOLE. View Job	Robert View profile View references Add flags Cell	E-mail
Image: We've improved the list view, in the list	Number 18018 Employment status Never employed by the Commonwealth Linked Employee Modify	Pronouns - Original source Careers website e-Zines comms hold No
Applicant name Flags Application status MAR 5 2023 Robert Panel / Search Comr	Applications History Scheduled emails CRM Re	asume
FEB 17 2025 Susan New	Date submitted Applied via Str. Mar 5, 2023 Careers website Pa Resume Form Ad View View	Hus changed Mar 30, 2023 inel / Search Committee Add activity Add document Add document Add note
Richard Pichard P		Assign application Update Form More actions ww Change Ranking df flags Communicate
Si	000	

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

u are about to as	ssign Robert	's applicat	ion.								
ease select a use	r to assign th	nis applica	tion to								
ier:					48	2					
mail assigned us	er: O Yes	No									
rom:*		COV Rec	ruitment Te	am <no< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></no<>							
ubject:*		Assigned	application	n(s) for							
lessage:										Me	erge fields
B <i>I</i> ⊻ S	≡- ≣-		Formats -	<u>A</u> -	<u>A</u>	P		$\underline{T}_{x} \Leftrightarrow$?
Dear {USERFIR	RSTNAME},										Î
applications' fro Click on 'View A he application f	m the menu answers', to form and res	view the le	ft-hand sid application k on 'l app	e. form a rove' o	and res	ume o	of the as ap	applica propria	nt. Once yo	ou have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	om the menu Answers', to form and res click on 'Sa	view the le view the sume, clic we'.	ft-hand sid application :k on 'I app	e. form a rove' o	and res	ume d line' (of the as ap	applica propria	nt. Once yo te), add any	ou have revie relevant	wed
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applications' fro Click on 'View A the application f comments, and	om the menu Answers', to form and res click on 'Sa	view the le sume, clic we'.	ft-hand sid application :k on 'I app	e. form a rove' o Dra	and res or 'I dec	ume o line' (Dro	of the as ap	applica opropria	nt. Once yo ie), add any	u have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu Answers', to form and res click on 'Sa	view the sume, clic view the sume, clic ve'.	ft-hand sid application k on 'I app	e. form a rove' o Dra Dra	and res or 'I dec ag &	ume d line' (Dro	of the as ap op fi e fro	applica opropria les h e m loca	nt. Once yo te), add any ere	ou have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu Answers', to form and res click on 'Sa	view the sume, clicker of the sume of the sum of th	application k on 'I appl	e. form a rove' d Dra Dra	and res or 'I dec ag & sk to b	ume o line' (Dro rows	of the as ap op fi e fro	applica opropria les ho m loca	nt. Once yo le), add any ere	pu have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu Answers', to form and res click on 'Sa	on the leview the sume, cliqve'.	ft-hand sid application k on 'l app	e. form a rove' o Dra Dra	and res or 'I dec ag & :k to b 51	ume (line' (Dro rows	of the as ap op fi e fro size I	applica opropria les he m loca Imit	nt. Once yr te), add any Pre	ou have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu answers', to form and res click on 'Sa	on the leview the sume, clic view the sum of the sum o	eff-hand sid	e. form a rove' o Dra Dra	and res rr 'I dec ag & :k to b 51	ume o line' (Dro rows: //B file	of the as ap op fi e fro size I	applica opropria	nt. Once yu ke), add any BPC drive.	pu have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu answers', to form and res click on 'Sa	on the le view the sume, clic vve'.	eft-hand sid	e. form a rove' c Dra	and res r 'I dec ag & k to b 51	ume o line' (Dro rows //B file	of the as ap op fi	applica opropria les ho m loca	nt. Once yu le), add any PPE	pu have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu answers', to form and res click on 'Sa	o on the le view the sume, clic ve'.	ft-hand sid application ik on 'I app	e. form a rove' c Dra	and res or 'I dec	ume o line' (Dro rows: MB file	of the as ap op fi	applica propria les ho m loca Imit	nt. Once y ele), add any	pu have revie relevant	wed
applications' fro Click on 'View A the application f comments, and	m the menu answers', to form and res click on 'Sa	o on the le view the sume, clic ve'.	ift-hand sid	e. form a Dra Dra	and ress r 'I dec ag & strates to b 51	ume o line' (Dro rows	of the as ap op fi e fro size I	applica ppropria	nt. Once yo e), add any ere	pu have revie relevant	wed 4

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: T	itle:	Status: All	~					
Requisition Number Title	Applicant na	me Application source	Employee	Date assigned	Recruiter	Assigned by	Status	Date actioned
495983 Publ	c 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 referenc	es Add flags			Actions ~
dress		Phone		
I		E-mail		
ginal source C	areers website	Linked Employee	Modify	
plications	y Scheduled emails CRM	И Resume		
() 495983 - Public	Health Nurse			•••
Date submitted Mar 5, 2023	Applied via	Status changed Apr 6, 2023	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.