

## 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:\*

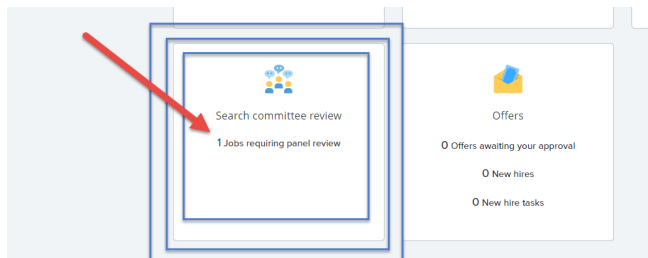
🔍 ✎

No user selected.

This field allows the Hiring Manager to only view panel member responses and activity.

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

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:\*

🔍 ✎

No user selected

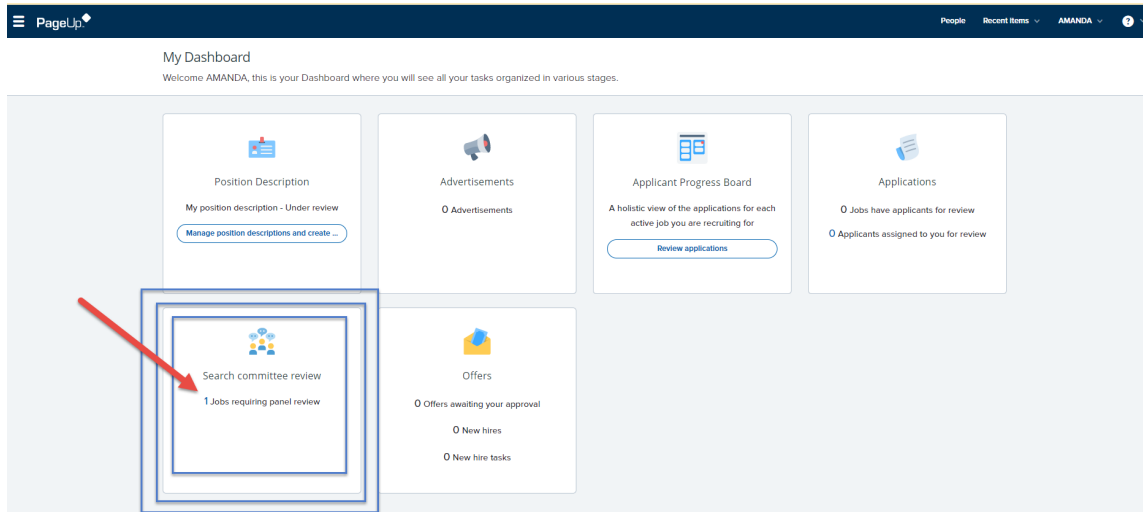
Approval process:\*

None ▼

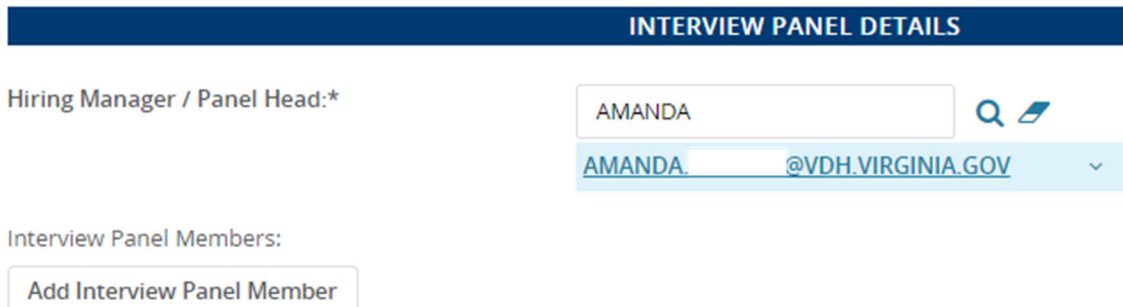
When a hiring manager is in this field, they will have immediate access to an applicant's application regardless of the recruitment process step. This field also allows for use of the *Applicant Progress Board*

dashboard tile when managing applications during the recruitment process. See the user guide for a detailed explanation of the Hiring Manager Dashboard tiles: [HM Dashboard Overview](#)

### Hiring Manager (Role 2) Dashboard



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



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

## USERS AND APPROVALS

Hiring Manager:\*

NICOLE



NICOLE @VDH.VIRGINIA.GOV

Approval process:\*

Job Card Approval

1. HR Supervisor:

Jessica \

✓ Approved Feb 3, 2023

Edit

Cancel

Recruiter:\*

NICOLE



NICOLE @VDH.VIRGINIA.GOV

Status:\*

Approved

Close job

Next page >

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

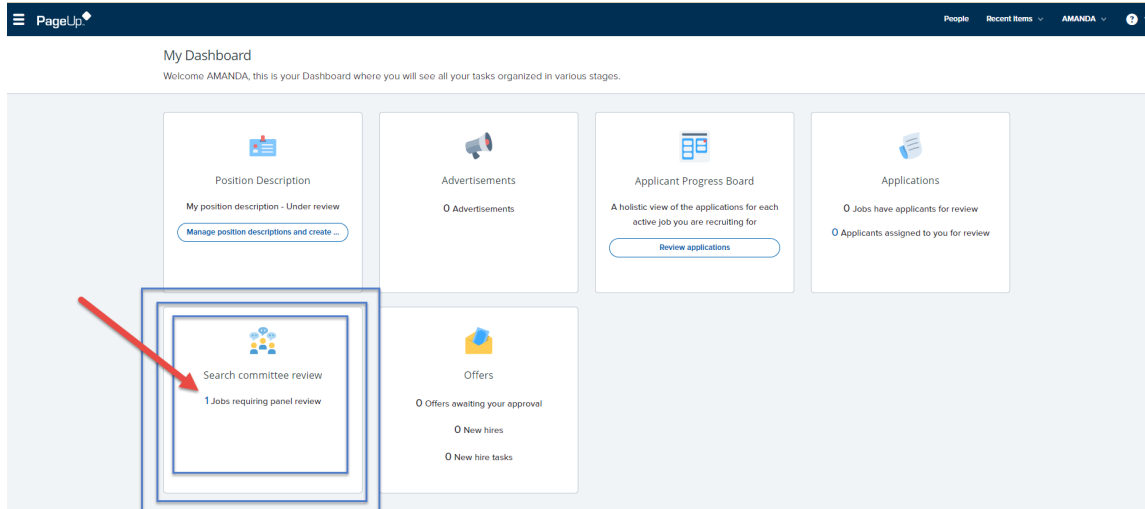
495983 - Public Health Nurse | Job status: Approved | Position: 1 | Owner: NICOLE | View Job

We've Improved the list view, make

Filters | Search by name, location, email

Applicant name	Flags	Application status
<p>MAR 5 2023</p> <p>Robert</p> <p>📍</p> <p>✉</p> <p>📄</p>		New
<p>FEB 17 2023</p> <p>Susan</p> <p>📍</p> <p>✉</p> <p>l@gmail.com</p>		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.

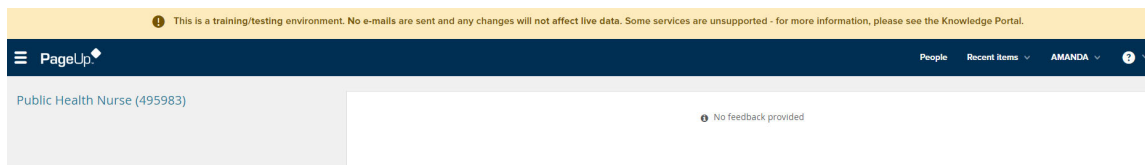
Notice that 3 applications are listed. This is because the total number of applications is reflecting applications in ALL statuses.

( 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.

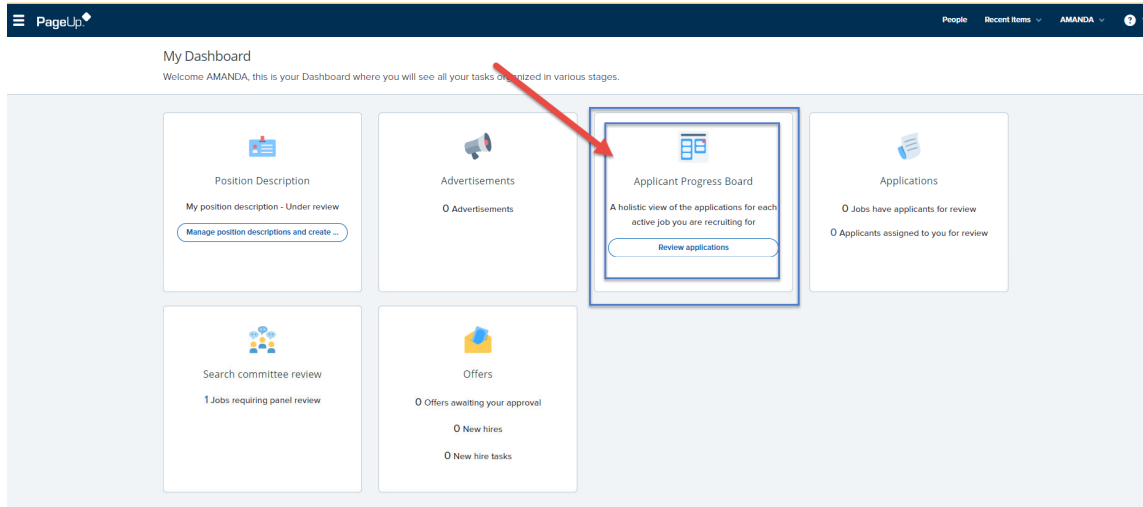
Job number	Date added	Status	Title	User	Total applications	Your role	
495983	Feb 3, 2023	HM/SC Review	Public Health Nurse	NA	3	Hiring Manager	<a href="#">View responses</a>   <a href="#">Edit job</a>

Page 1 of 1 | Records 1 to 1 of 1

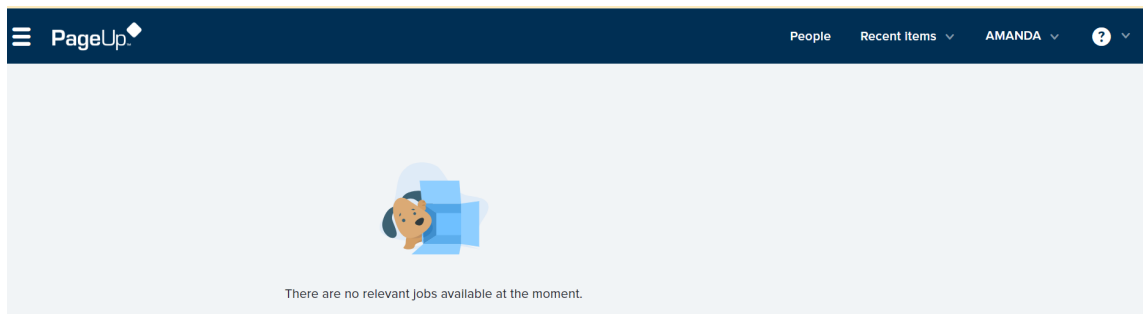
This is because the application is still in the new status and therefore, there is nothing yet to review. If there were applicants ready to view, there would be a *View Applicants* hyperlink.



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

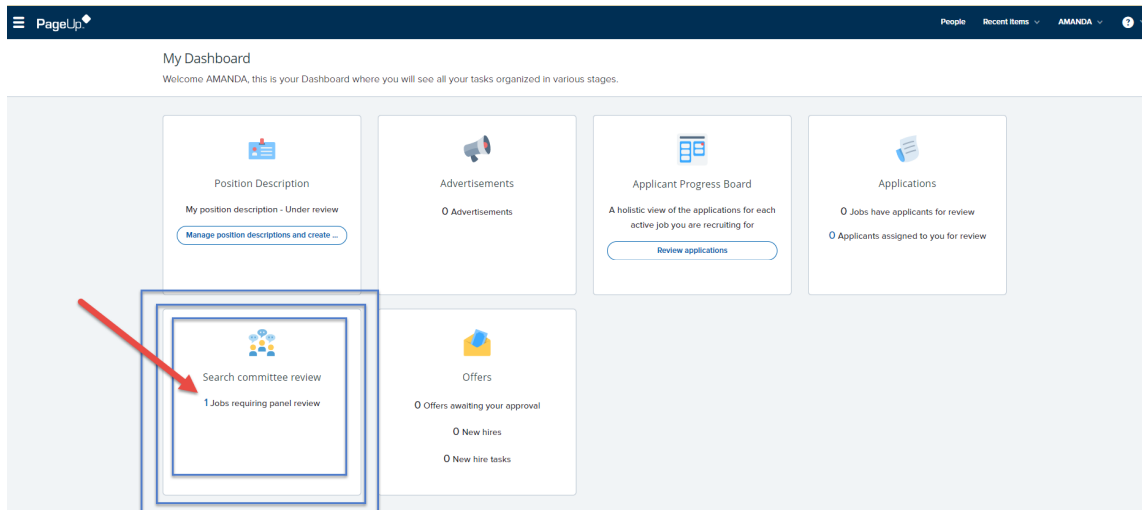


Again, there is nothing to review because she is set to only manage the panel committee review process. This tile is not relevant to her.

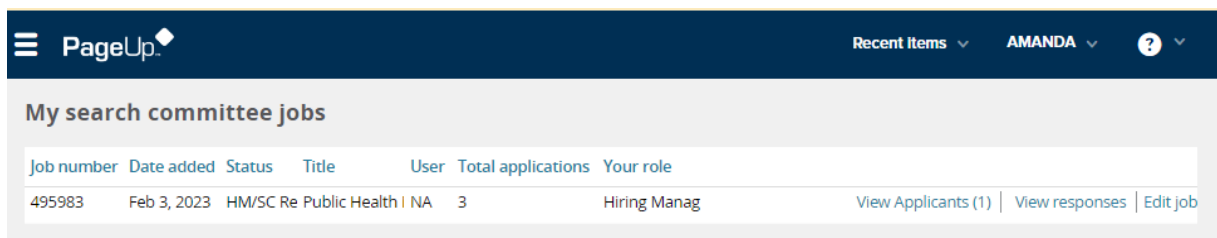


Application is moved to the Panel / Search Committee Review status.

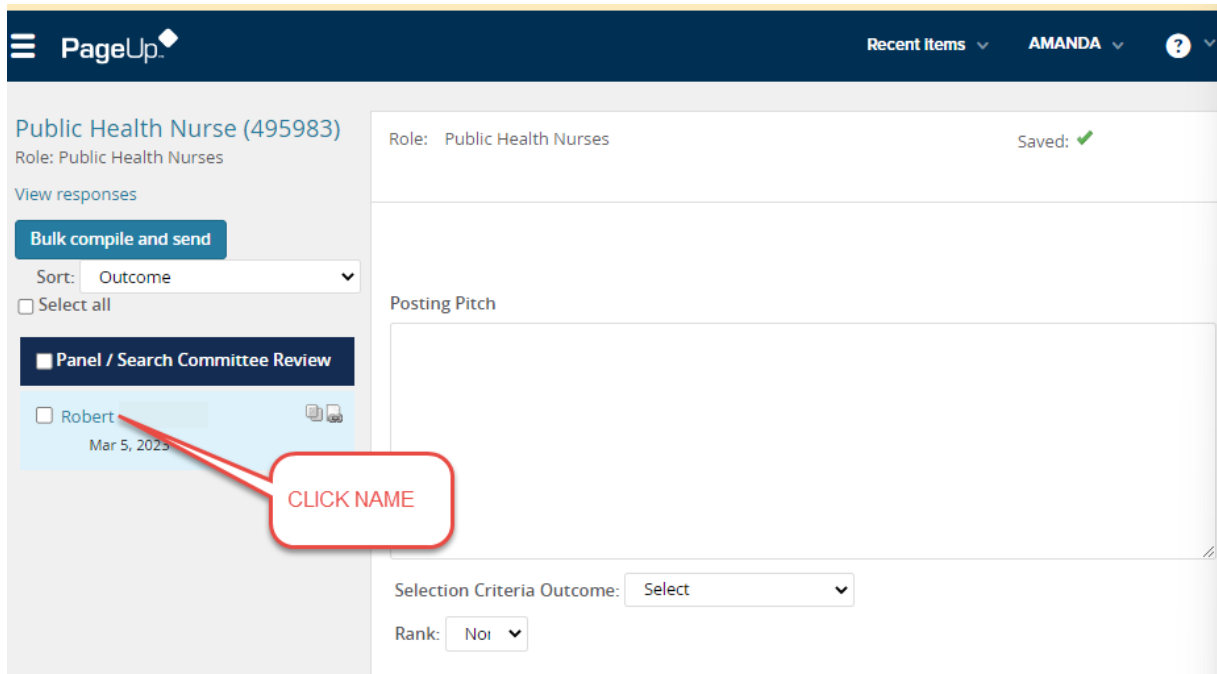
Amanda will now have access to the applicant using the Search committee review dashboard tile. (Note: Applicant Progress Board tile will not show applicant information unless user is designated as the *Hiring Manager* in the Users and Approvals section of the job card).



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



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



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

**You are viewing this applicant's application for the job Public Health Nurse. Only information related to this application will be shown.**

**Robert** View profile Add flags Actions

Address: 123 Main St, Richmond, VA 23221 | Phone: 1 + 804 123 4567

Cell: 1 + 804 123 4567 | E-mail: robertapplies@email.com

Original source: Careers website | e-Zines comms hold: No

Applications | History | Scheduled emails | Resume

---

**495983 - Public Health Nurse** Resume link Application link

Date submitted: Mar 5, 2023 | Applied via: Careers website | Status changed Apr 6, 2023: Panel / Search Committee Rev... | Offer: No offer

[Resume View](#) [Form View](#)

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

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

**PageUp** | People | Recent Items | AMANDA

Public Health Nurse (495983) | Role: Public Health Nurses | Saved: ✓

View responses: [Bulk compile and send](#) | Sort: Outcome

Select all

**Panel / Search Committee Review**

Robert | Mar 5, 2023 | [View answers](#)

Posting Pitch

Selection Criteria Outcome: Select | Rank: No

*Click View responses to see the panel member comments and feedback.*

*Select icon to view the application and other documents. Hover pointer over icon to see description.*

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) | Application Status: Panel / Search Committee Review

View Applicants | Feedback from search committee members: All | [Print](#)

Select all

**Panel / Search Committee Review**

Robert

Susan

**Withdrawn**

**Overall**

**CAYLA TRUEHEART** "Does not meet criteria" | Not a good fit.

**JASON DEESE** "Meets criteria" | May work well. Interview will reveal more.

*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 | T@VDH.VIRGINIA.GOV

Approval process:\* Job Card Approval

1. HR Supervisor: Jessica \ ✓ Approved Feb 3, 2023

Recruiter:\*     
NICOLE | @VDH.VIRGINIA.GOV

Status:\*

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

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

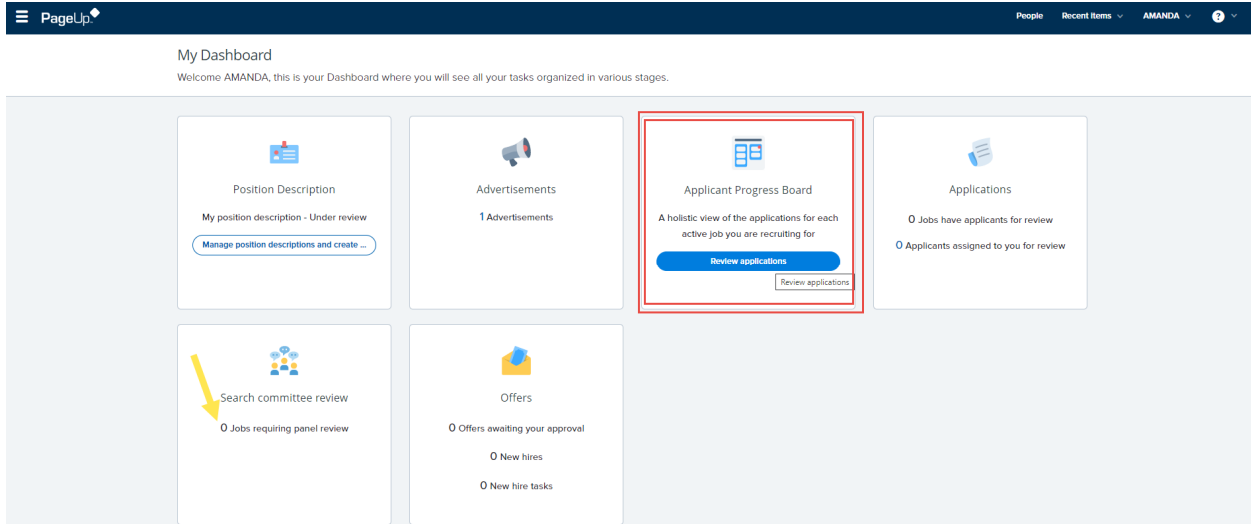
Filters

<input type="button" value="v"/>	Applicant name <input type="button" value="v"/>	Flags	Application status <input type="button" value="v"/>
<input type="button" value="v"/>	<div style="font-size: x-small; margin-bottom: 2px;">MAR 5 2023</div> <b>Robert</b> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>		New
<input type="button" value="v"/>	<div style="font-size: x-small; margin-bottom: 2px;">FEB 17 2023</div> <b>Susan</b> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>   i@gmail.com		New

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

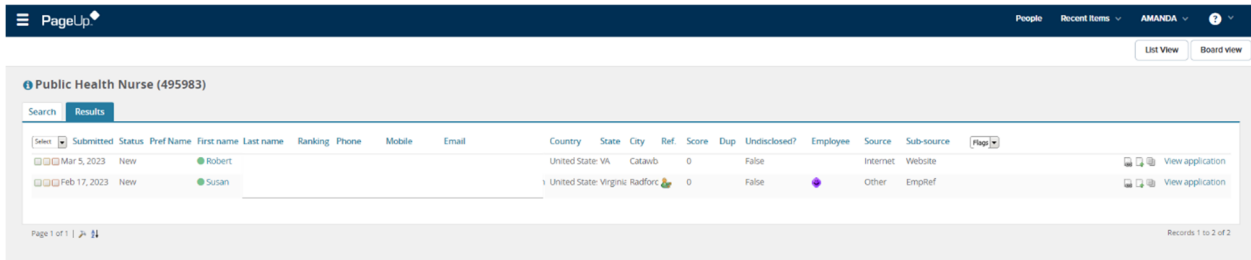
The *Applicant Progress Board* tile is accessible to view applicants. Amanda can see applicants in all application statuses. (\*\*exception: ineligible, incomplete & withdrawn applications are not visible to HR users)



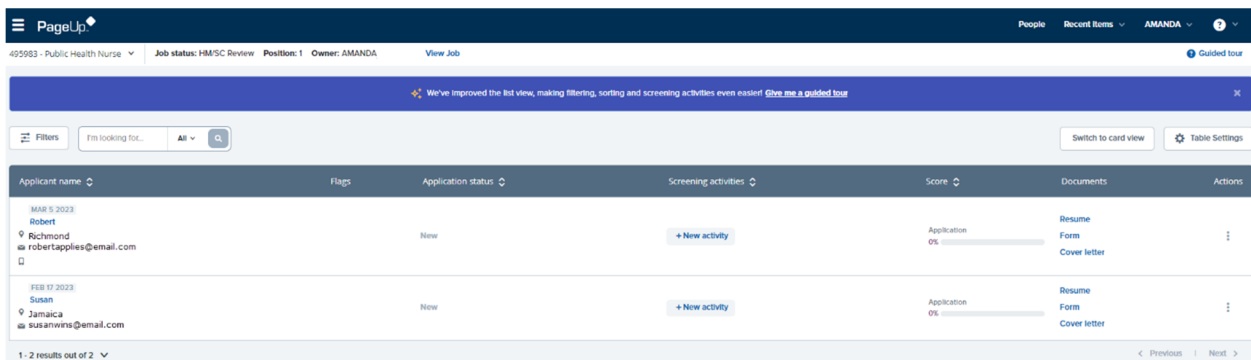


Select “Review applications” button in the *Applicant Progress Board* tile. Two applicants are visible for review. (\*\*NOTE: there are three different views available in PageUp, as shown below.)

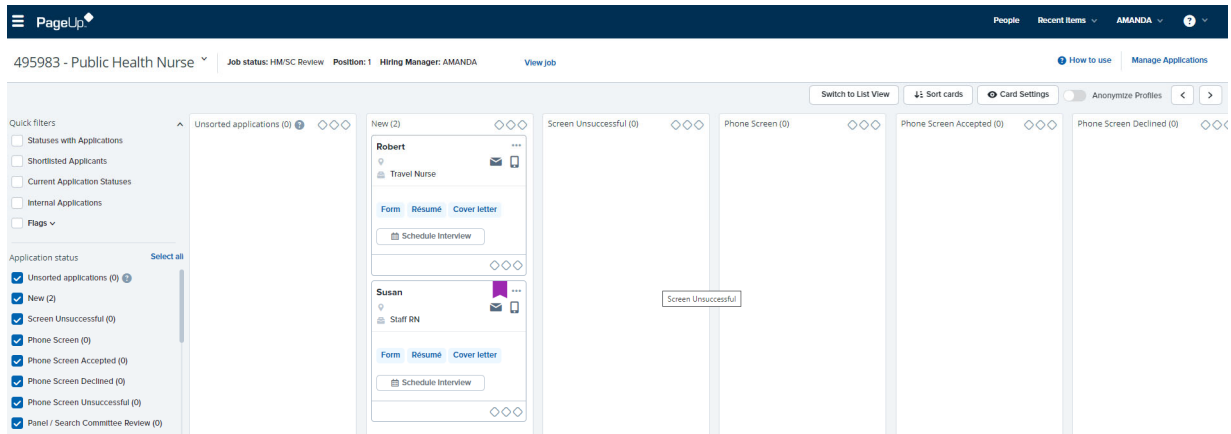
*Old Manage Application view*



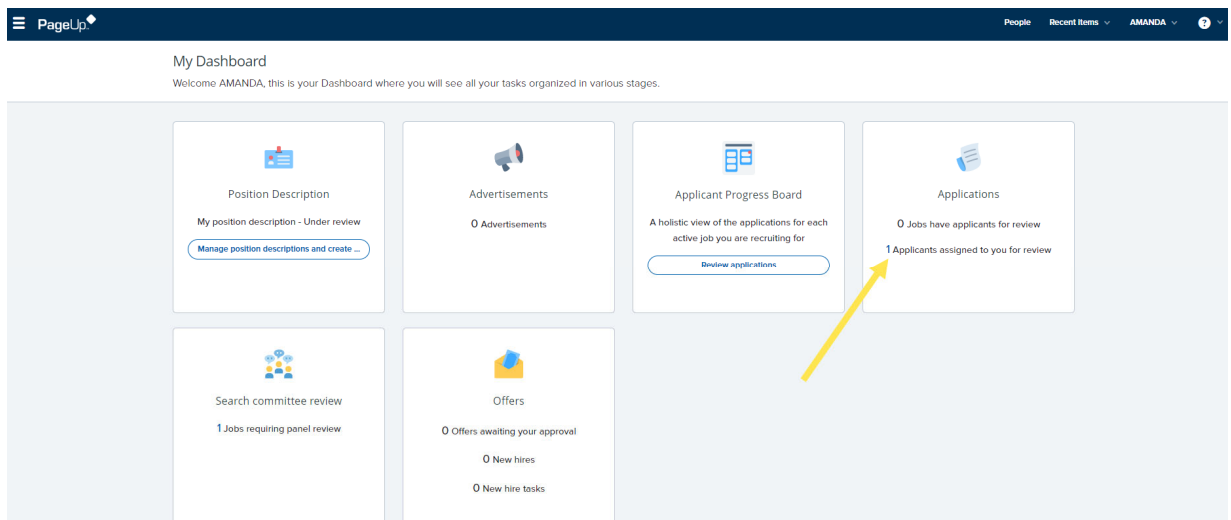
*List View*



*Card view*



## Applications tile

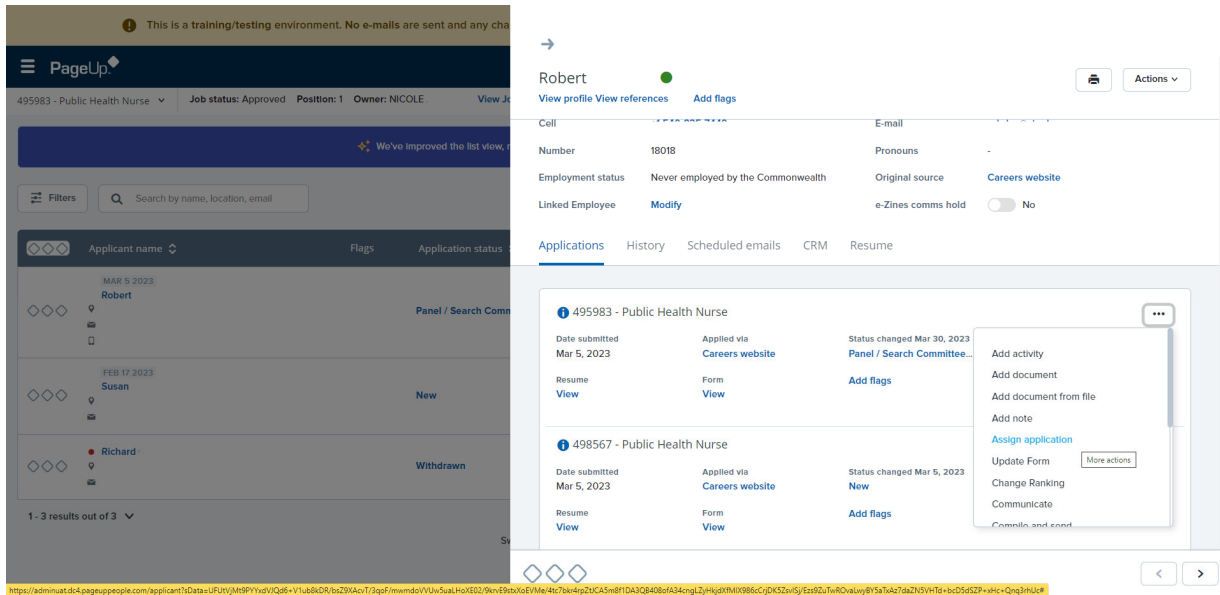


This tile is only accessible if an application is specifically assigned to a hiring manager. These assigned applications can be accessed by clicking the *Applications* tile or by using the main menu:

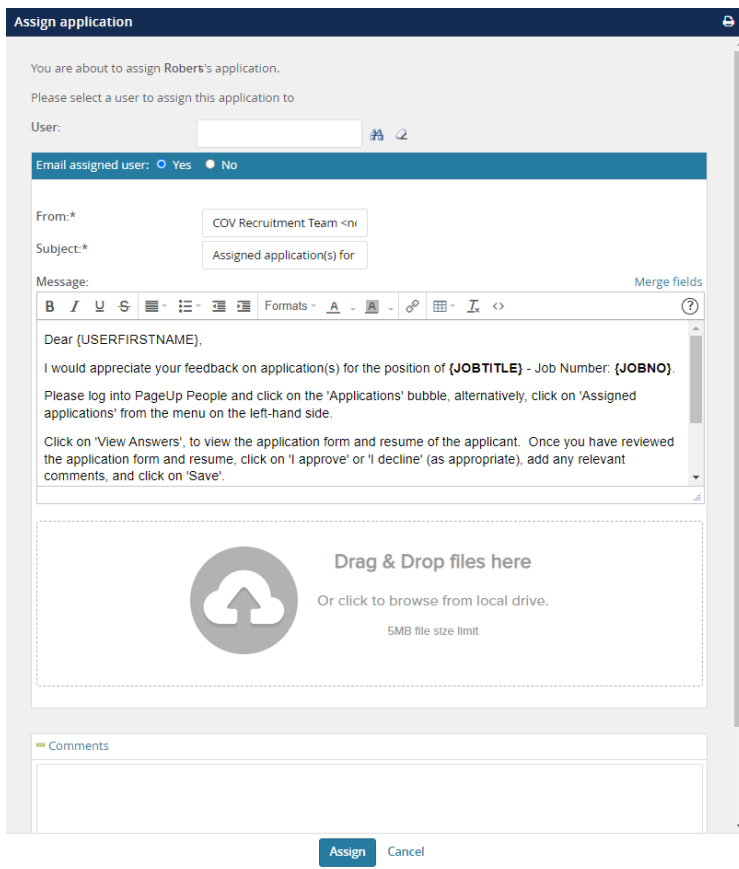
*Hamburger* → *Workflows* → *Assigned applications*

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



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



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:

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 unassign an application:

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

→

**i** You are viewing this applicant's application for the job Public Health Nurse. Only information related to this application will be shown.

**Robert** ● Print Actions ▾

[View profile](#) [View references](#) [Add flags](#)

Address Phone

Cell E-mail

Original source [Careers website](#) Linked Employee [Modify](#)

e-Zines comms hold  No

[Applications](#) **History** [Scheduled emails](#) [CRM](#) [Resume](#)

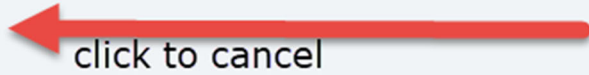
**i** 495983 - Public Health Nurse ⋮

Date submitted Mar 5, 2023	Applied via <a href="#">Careers website</a>	Status changed Apr 6, 2023 <b>New</b>	Offer <b>No offer</b>
Resume <a href="#">View</a>	Form <a href="#">View</a>	<a href="#">Add flags</a>	

2. Alongside the relevant assignment, click Cancel.

Job: All Item: All

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 

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.