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**

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**


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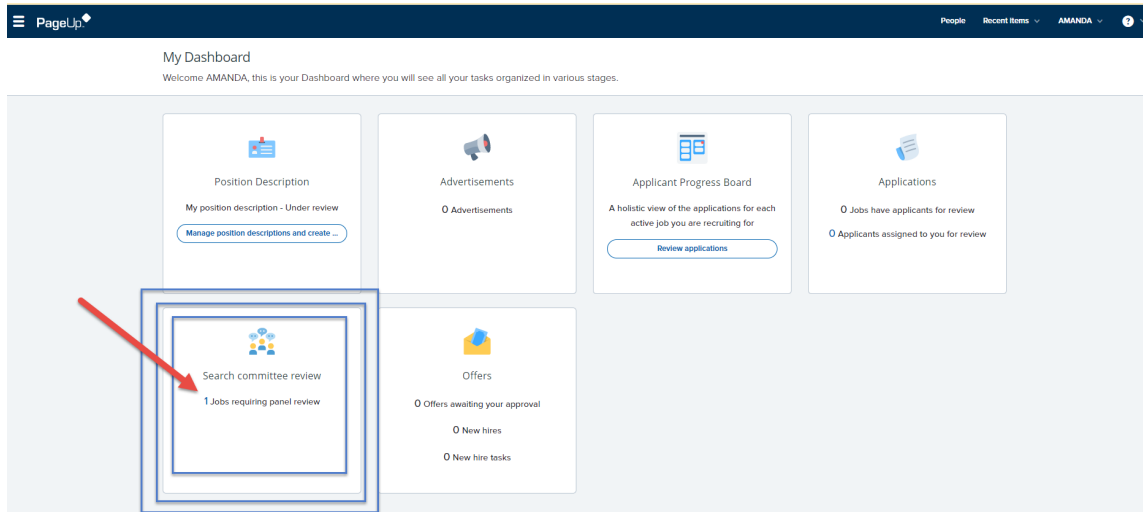
Scenario 1: Amanda is the assigned *Hiring Manager / Panel Head*. Amanda is <u>not</u> the hiring manager in the Users and Approvals section. The job card is approved.
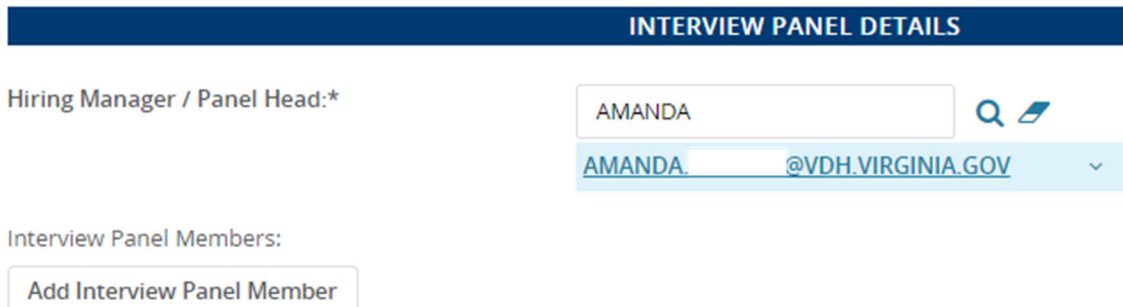
She is <u>not</u> listed as the hiring manager in the <u>Users and Approvals</u> section. Nicole is in this *Hiring Manager* field.

USERS AND APPROVALS

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, mak

⇄ Filters   🔍 Search by name, location, email

◯◯◯	Applicant name ⇕		Flags	Application status ⇕
◇◇◇	MAR 5 2023 **Robert** 📍 ✉ 📱		➡	**New**
◇◇◇	FEB 17 2023 **Susan** 📍 ✉ l@gmail.com		➡	**New**

When Amanda looks at her dashboard she sees one *Search committee review* tile indicating 1 job :
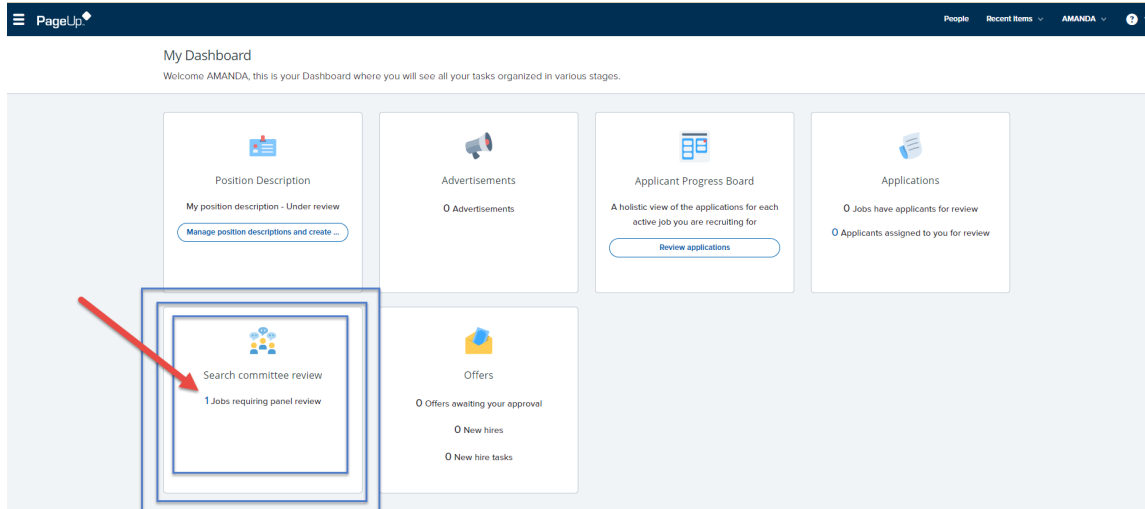
If the *Search committee review* tile is selected, the *My search committee jobs* management screen loads.

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.
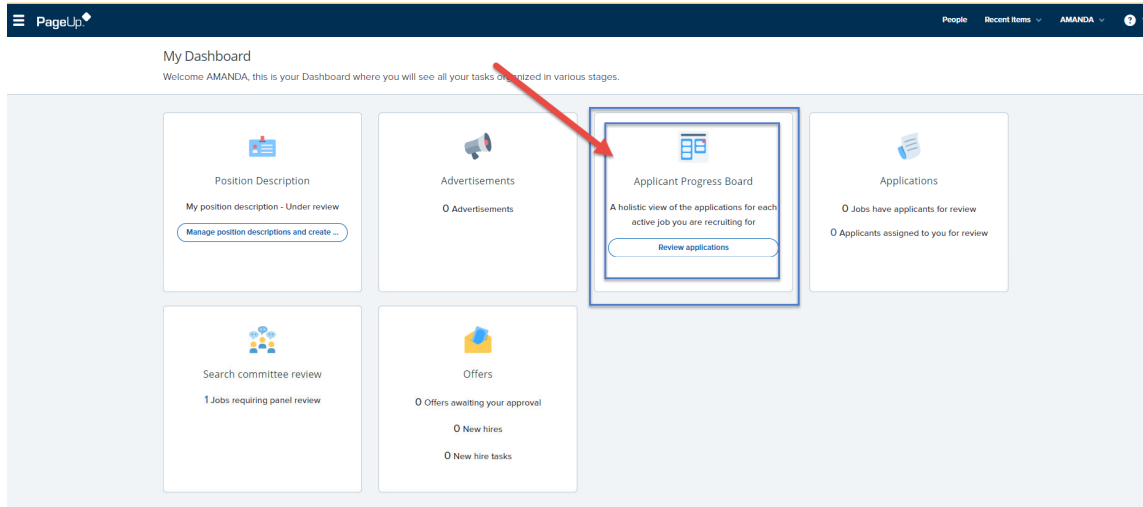

This is because the application is still in the new status and therefore, there is nothing yet to review. If there were applicants ready to view, there would be a *View Applicants* hyperlink.
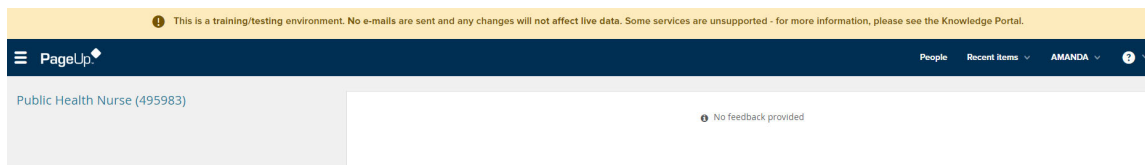
Back on the dashboard, Amanda wants to check the applicant progress board to see if there is anything to review:

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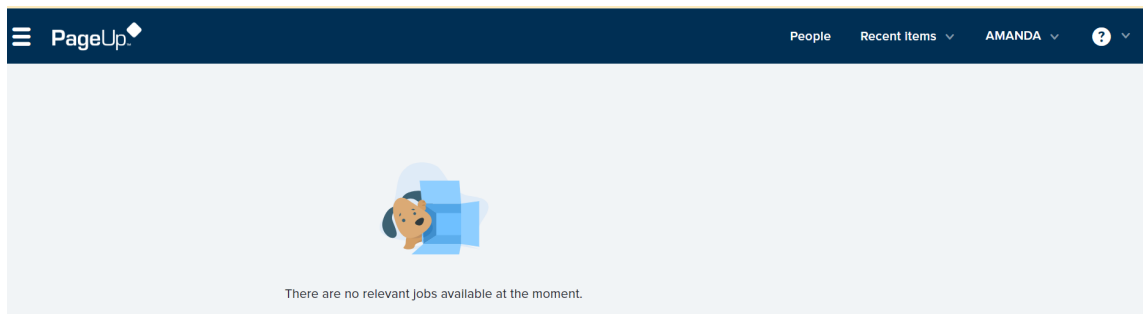
Application is moved to the Panel / Search Committee Review status.

Amanda will now have access to the applicant using the <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).
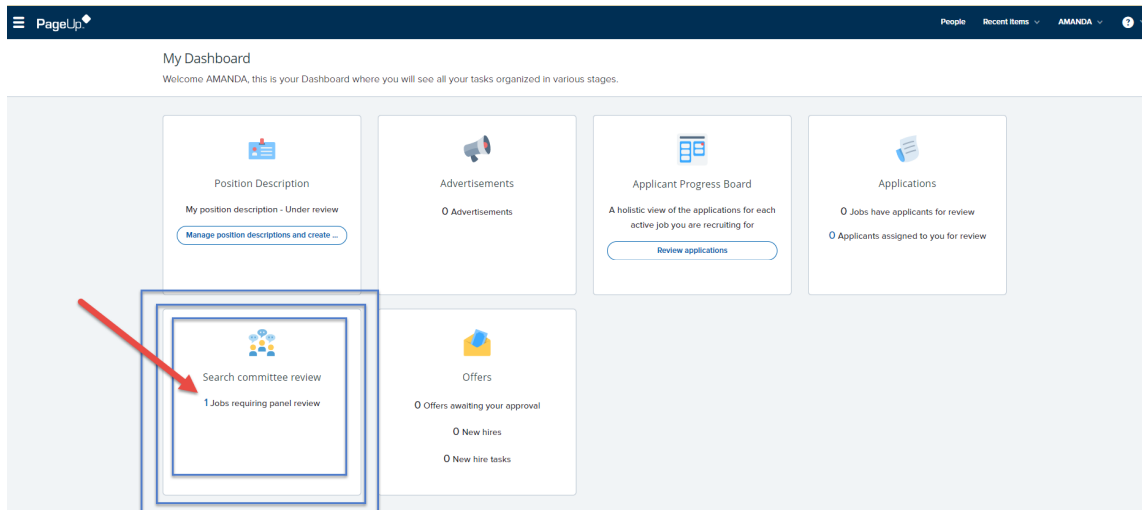
By selecting <u>Search committee review</u> tile the hiring manager will now see a *View Applicants (1)* hyperlink on the assigned job:
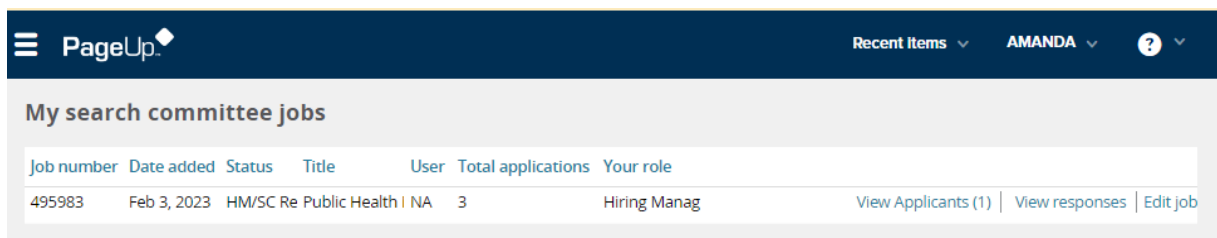
Click the *View Applicants* and see the applicant(s) on the left-hand column.
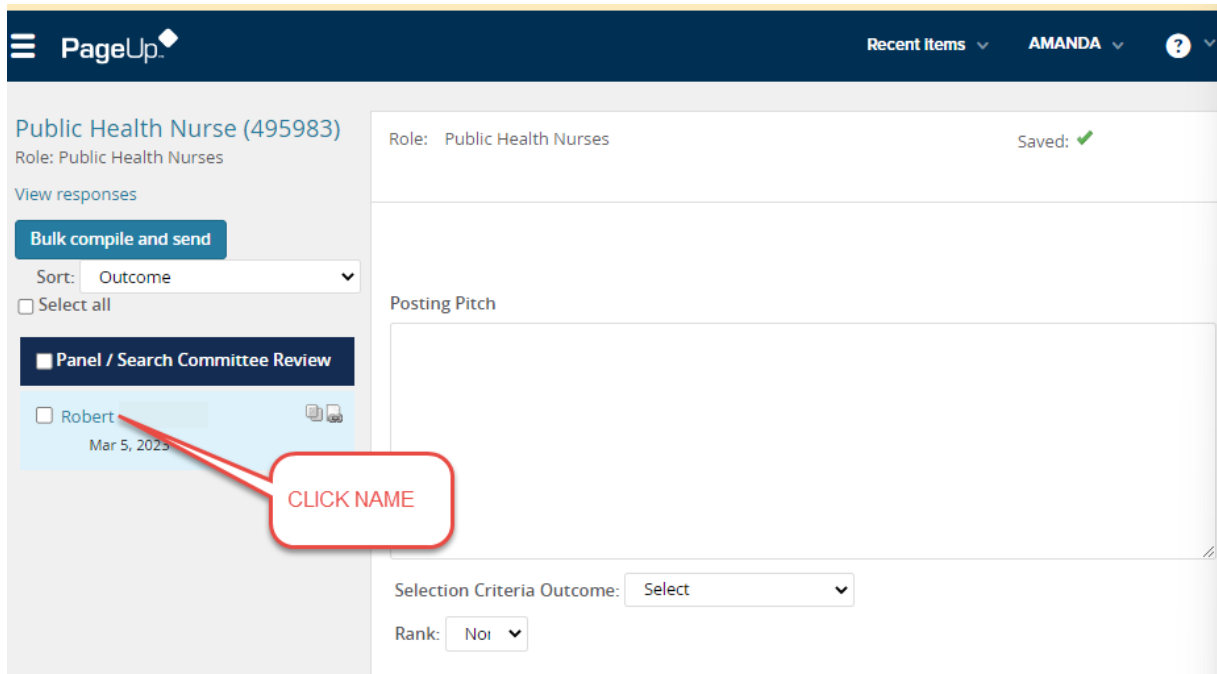
Click the applicant's name and an applicant card pop-up with specific job information appears.

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

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

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.

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

Two applications are in the *New* status:

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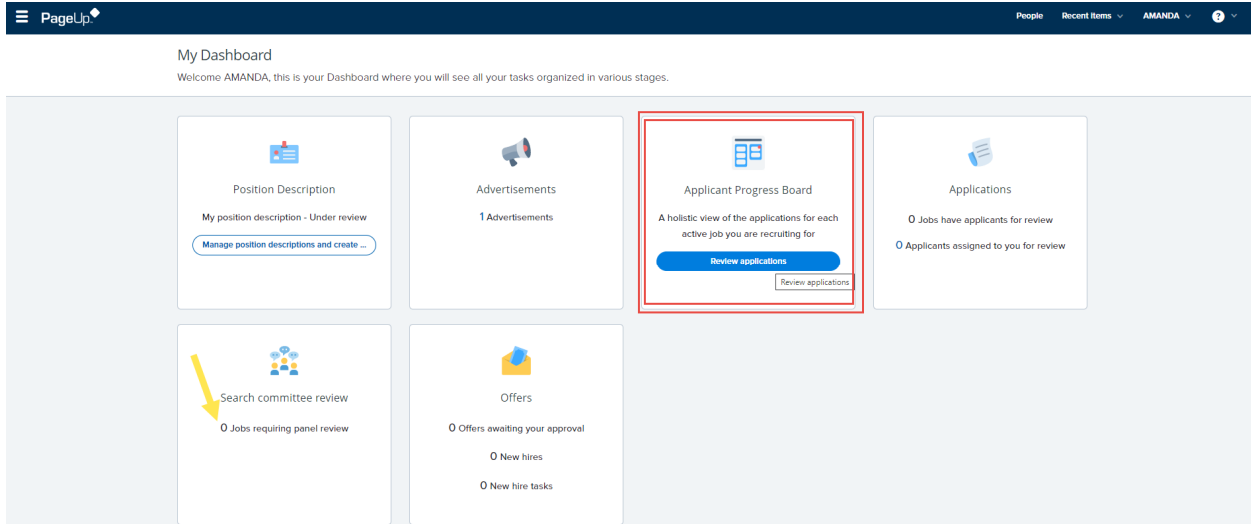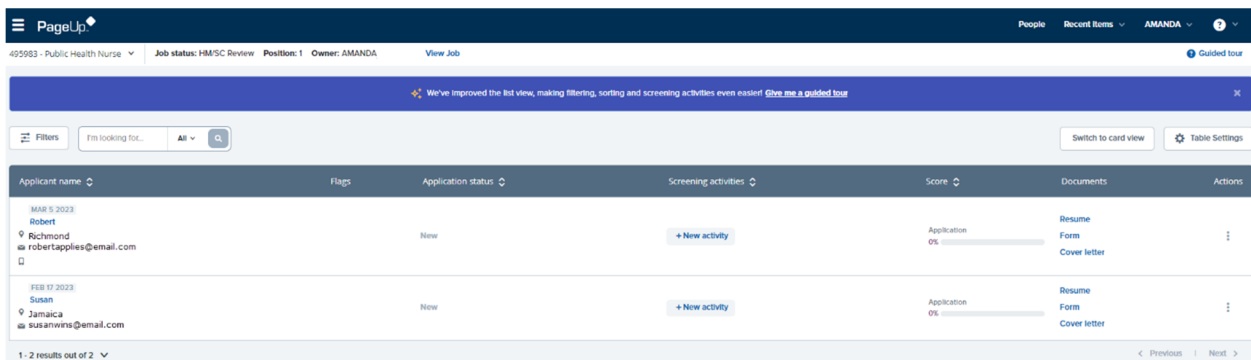
Select "Review applications" button in the *Applicant Progress Board* tile. Two applicants are visible for review. (**NOTE: there are three different views available in PageUp, as shown below.)
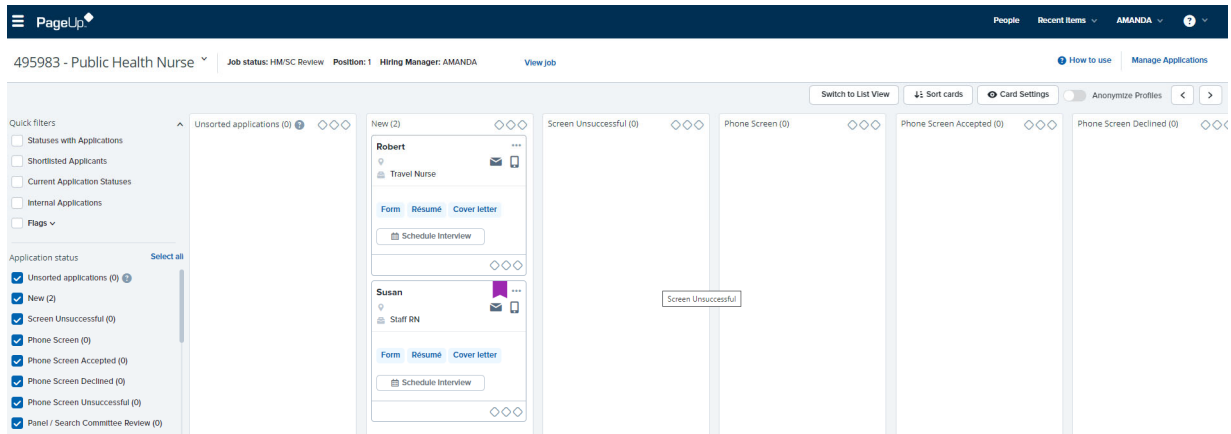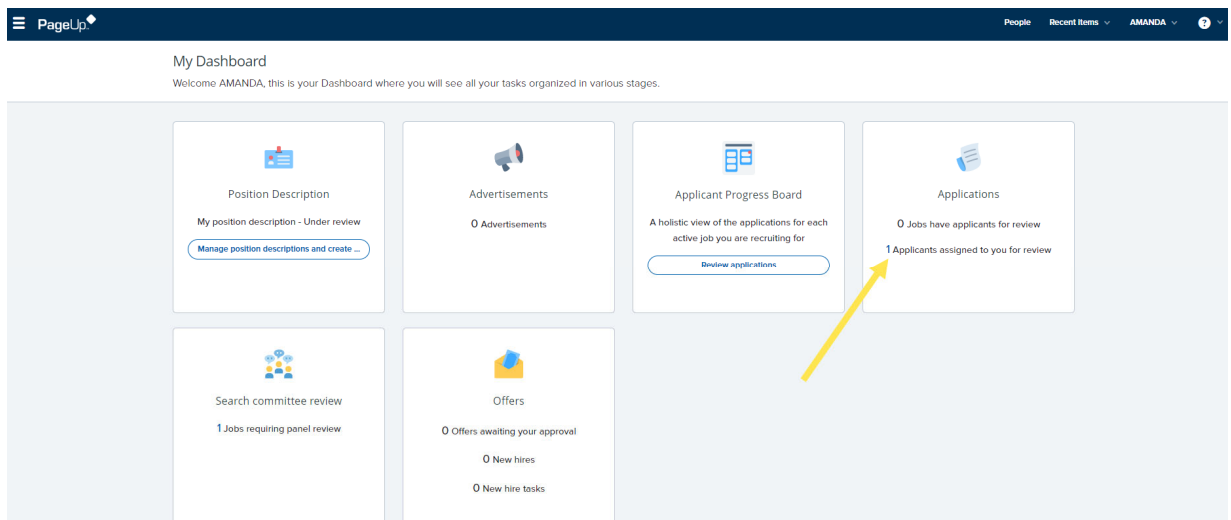
Old Manage Application view
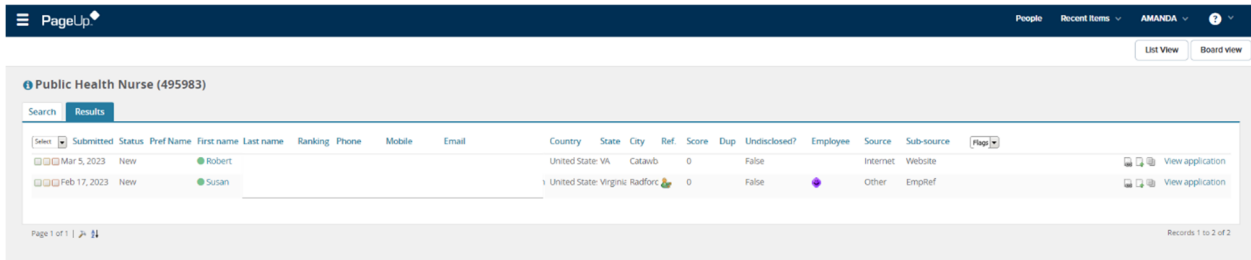
*List View*

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
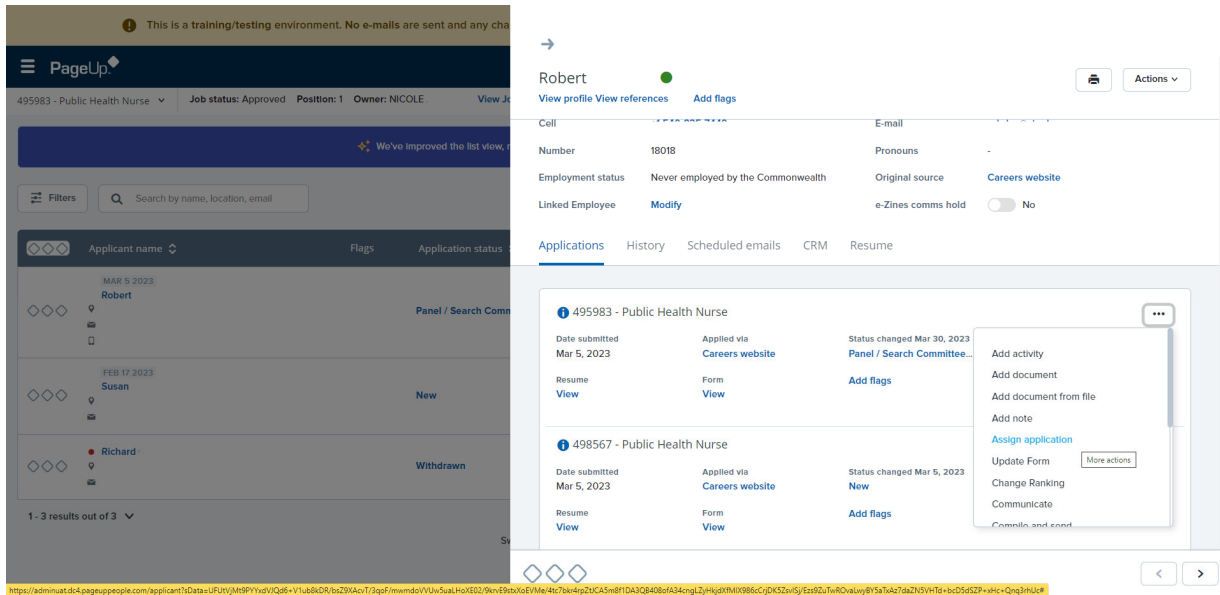
Pop-up window. Enter hiring manager's name and select yes or no to send email communication.
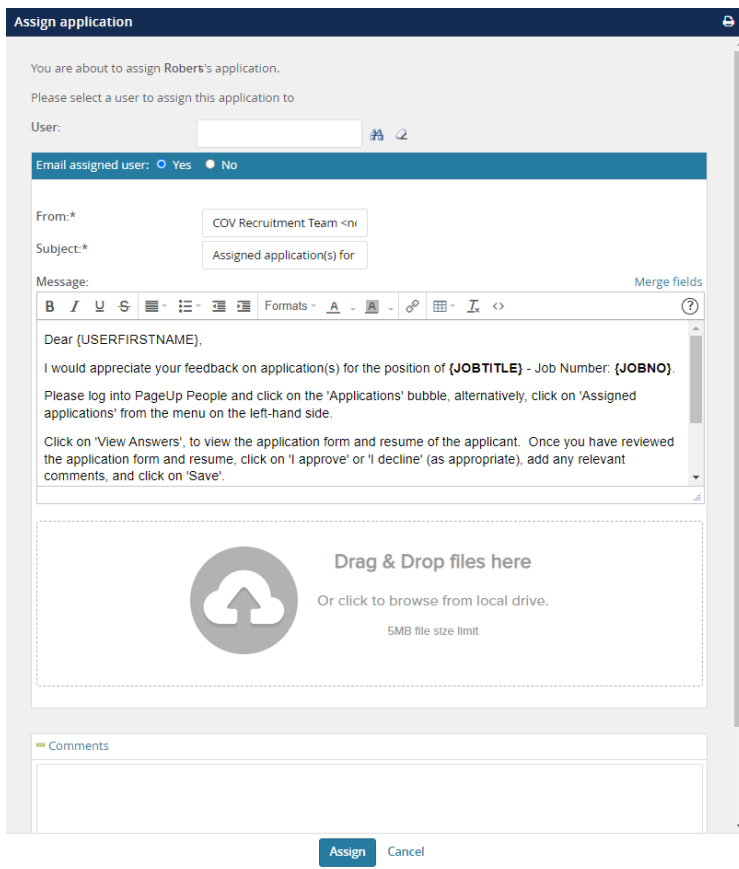
After assignment, the assignee will now see the applicant on their list of *My applicants* in the Assigned applications menu section

Follow steps to unassign an application:

1. From the applicant card, scroll to the History section.
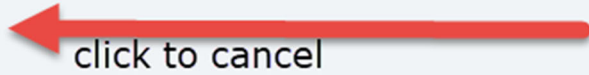
2. Alongside the relevant assignment, click Cancel.

3. A confirmation message displays: *Are you sure you wish to cancel this assignment?*

4. Click OK.