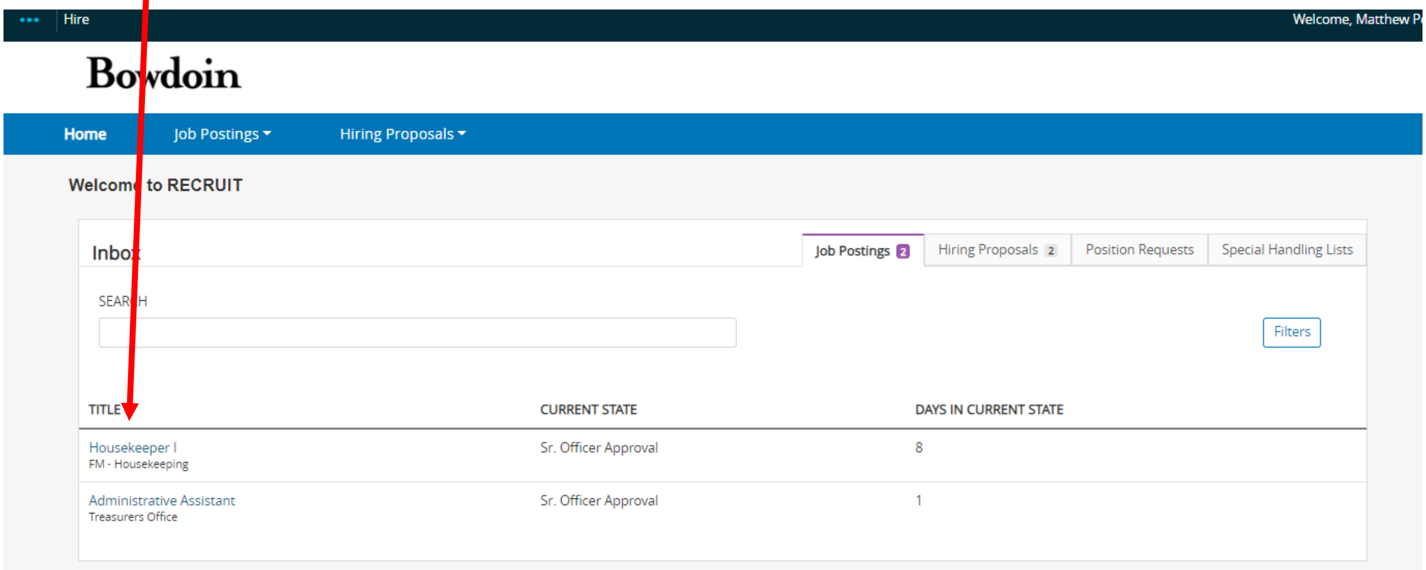
Applicant Tracking

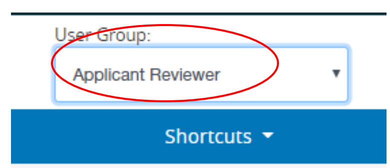
How do I approve an action in Recruit?

You will receive an email notification of any action in ***Recruit*** which requires your action. All of these actions are collected within your **Inbox**, and easily available to you. A limited view of your Inbox is presented on your Home Page, under the color bar.

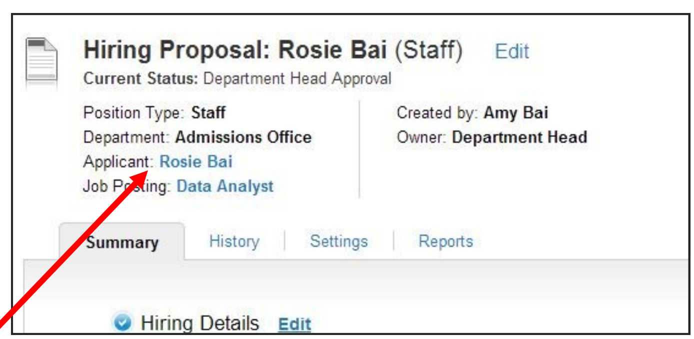
Click on the title of the action you wish to review and approve from the scroll view of your Inbox in the middle of the page.



- Information in your Inbox is organized by tabs into different types of actions: Postings, Hiring Proposals, and Position Requests (job description modifications).
- Remember! If you have more than one user group available on your profile, you may need to change your user group before you can access and approve an action. You will not need to navigate away from the page; simply select the appropriate user group from the menu and click the Go arrow.



- Select the action you want to review/approve and a Summary of the action will be displayed. Several tabs provide other information about the action:



1. History will list all other events related to this action, including date, time and the name of the user;
2. Settings includes information relating to the organization structure of the College and should not be changed.
3. Any reports available that pertain to this action can be found in the Reports tab.

If the action you wish to approve is a Hiring Proposal, you will note that you can access both the posting information and the candidate's application materials via the links under the action title.

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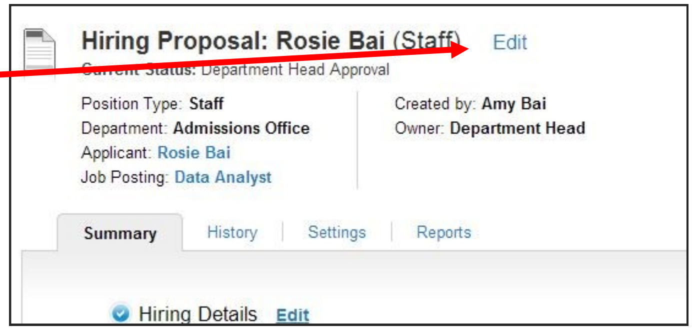
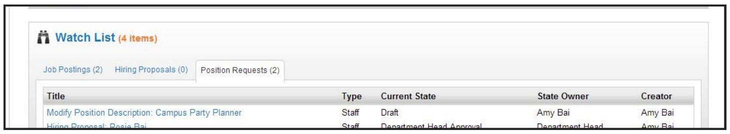
- If necessary, Edit the action by clicking the Edit link or, if no modifications are necessary, you can either submit it to the next step in the approval process or return it for changes. The Action menu at the top right of the page will list all available options, including Canceling the action, or Saving it for later (Keep working).



- You have the ability to add an action to a Watch list, located on your home page, where you can easily keep track of its progress through the approval steps.

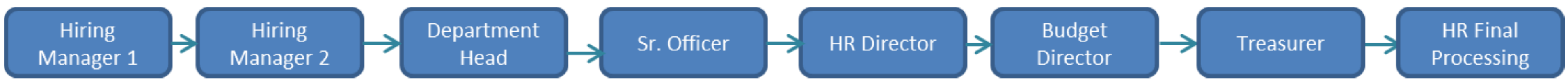


- When you move the action to a different status, you have the ability to add this action to your Watch List. Check the option at the bottom of the dialogue box marked "Add this to your watch list?"
- When submitting for the next level of approval, you will also have the opportunity to add comments to the action separate from edits themselves. These will be saved in the Action's history, and will be added to the notification email sent to the next person responsible for this action.

Applicant Tracking

Staff Postings Requests and Workflow

- Job postings and posting requests (requisitions) are NOT coupled with job description actions .
- Postings may be created from other postings, from staff job descriptions, or, in the case of casual and/or faculty postings, from job templates.
- All actions related to posting a job occur in the Applicant Tracking Module.



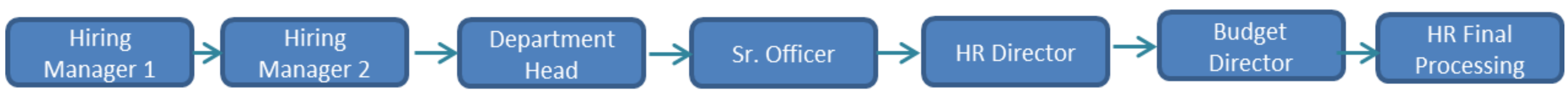
Create a New Staff Posting Request

Go to: Applicant Tracking Module

Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head

Choose: Job Postings

Choose: Staff



Create a New Casual Posting Request

Go to: Applicant Tracking Module

Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head

Choose: Job Postings

Choose: Casual

Choose: Create New Job Posting

Choose: Create from Job Template

Choose: Actions (far right) and Create From

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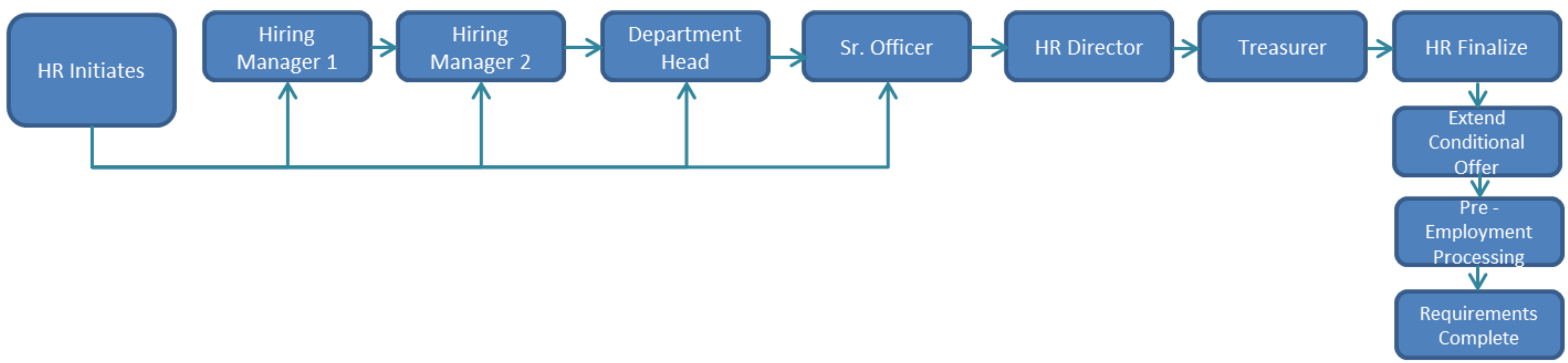
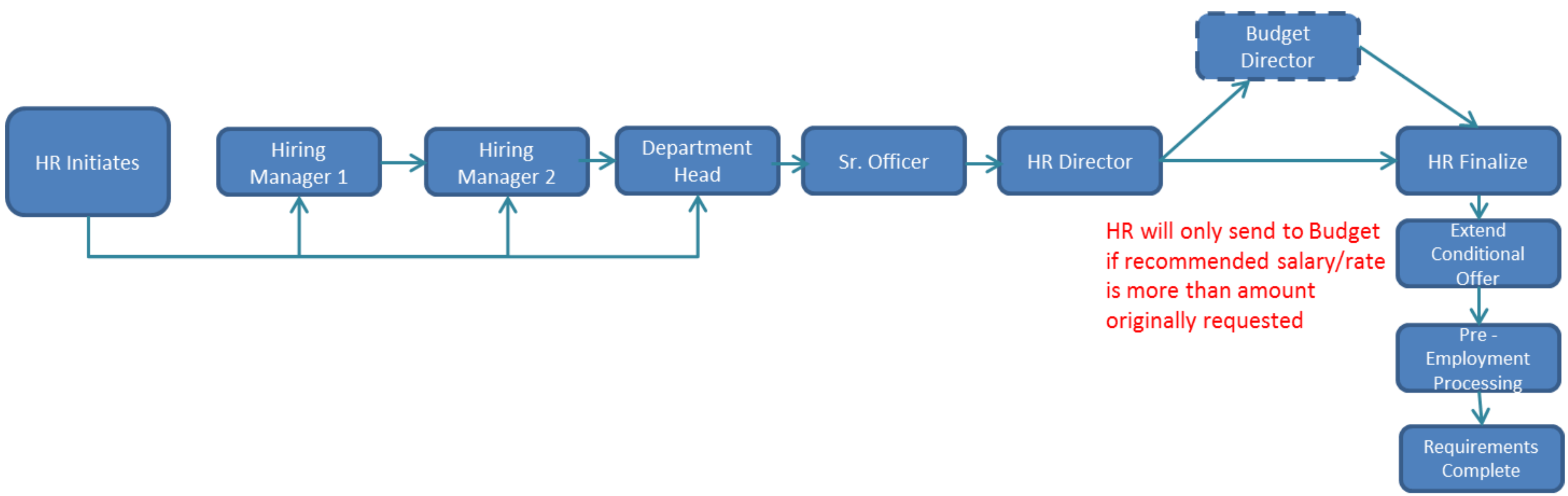
Staff and Casual Hiring Proposal Workflow

- Human Resources initiates staff and casual hiring proposals and can direct them to the appropriate person(s) involved in the hiring process.
- You may easily access both the posting information and the candidate's application materials via links in the hiring proposal summary.

Hiring Proposal Workflow for Staff Positions





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