

Recruit and Review

Getting Started

Recruit features many new functions and a completely redesigned site.

- The **Dashboard** is the landing page for all users and is designed to make it easy for you to navigate to different parts of the system. Some elements will change, depending on your user type.
- Information in **Recruit** is divided into three **Modules** which house related forms, reports, and data.
 - * **Applicant Tracking System** (blue banner) includes all information related to job postings, applicants, and hiring
 - * **Positions** (orange banner) includes job descriptions and job templates
 - * **Performance** (purple banner) includes reviews that are in-process or completed plus a Performance Review Portal, where supervisors and employees can create evaluations.

The **Module Menu** allows you to change Modules quickly

The **Color Banner** will change depending on which Module you are in: **Blue** for Applicant Tracking, **Orange** for Position Management, **Purple** for Performance Review

The **User Group Menu** allows you to quickly change your user type: select from the drop-down menu, and click the GO arrow.

Your **Inbox** will list any actions in Applicant Tracking or Position Management that are awaiting your attention, either for approval or notification. Items are organized by type in the various tabs. Click on an item to view, edit or approve it.

Useful Links will include all Bowdoin user guides!

The screenshot shows the Bowdoin RECRUIT dashboard. At the top, there is a navigation bar with 'Home', 'Job Postings', and 'Hiring Proposals'. Below this is a 'Welcome to RECRUIT' message. The main content area is divided into three sections: 'Inbox', 'Watch List', and 'My Links'. The 'Inbox' section has a search bar and a 'Filters' button. The 'Watch List' section also has a search bar and an 'Unwatch Postings' button. The 'My Links' section contains a list of 'Useful Links' such as 'Getting Started in Recruit and Review', 'How do I update a staff job description?', etc. A 'User Group Menu' is visible in the top right corner, showing 'Hiring Manager 2' and a 'GO' button. Callout boxes with arrows point to these various elements, providing detailed explanations of their functions.

- The **Inbox** portion of your dashboard shows a list of all actions in **Recruit** that require your action or your approval. Items are separated out by type: **Position Requests** (job description modifications), **Job Postings**, and **Hiring Proposals**. A number next to each section will tell you what item type is awaiting your action. To view an item, simply click on the record. **NOTE:** Your Inbox will show actions awaiting your attention/approval for all of your user groups, and will specify which user group. (You may need to change your user group to approve.)
- A **Watch List** is displayed across the bottom half of your dashboard and all items are separated by type. If you wish to follow the progress of a position request, job posting, or hiring proposal, you can mark any item that you initiate, approve, or have access to as something to be included on your Watch List. This can be done by checking the “Add This Item To My Watch List” box that appears as you are submitting an action for approval; or, when viewing the record of an action or posting, click on the Actions menu to the far right and select the Track option from that menu. Items added to your Watch List will remain there until final approval, or until the job has been filled.

Useful Tools

- The computer **BACK** button functions in **Recruit** but please remember to save before using it
- Your navigation in this system now leaves **breadcrumbs** — which you can click on to move to various steps, if you wish.

Job Postings / ... / Academic Department Coordinator (Posted) / Applicant Review / Sally Sample Under Review by Department

- Any area of the system that includes a list of records —such as job descriptions, job postings, and hiring proposals to which you have access, or applicants within a posting— now includes a **Search** function.
- Searches are specific to the user so your search will not be visible to others.
- You may conduct a simple keyword search, by typing in the Search field or

- Click the More Search Options link to the right of the Search field to choose from a variety of options relating to the status of the application, job description, or job posting, and from a list of fields found on the form (these will be available under the Add Column field).

Staff Job Postings

Search interface for Staff Job Postings. The interface includes a search bar with a "Search" button and a "Hide Search Options" button. Below the search bar are three filter fields: "Add Column" (dropdown menu), "Department" (text input), and "Posting Status" (checkboxes for "Posted", "Reposted", and "Republished").

- Once you've chosen your search parameters, you can choose to Save the search: if you do this, it will be available to you whenever you access that particular area of the site. Click on the Open Saved Search link to the left, and you will find any Saved Search you have created. This is an easy way to organize an applicant pool.