Hiring Manager Job Aid

Hiring Manager Role

- The Hiring Manager Role will be assigned automatically based on "Reports To" data in PeopleSoft.
- The Hiring Manager Role but may be requested for users who do not have reporting positions by submitting a Security Access Request in TeamWorks.
- Hiring Managers can:
    - Create/initiate and request approval for the requisition.
    - Create and/or approve requisitions they 'own'.
    - View candidate lists which have been shared by the recruiter.
    - Move candidates through the CSW to the Move Forward step.
- Hiring Managers cannot:
    - Edit requisitions once approval is requested.
    - Post requisitions.
    - Create offers.
    - Hire candidates.

Create and Approve Requisitions

1) The hiring manager logs in through the Recruiting Center tab with their employee ID number and password.

If this is your first time signing into the Recruiting Center, your *initial* **Password** is a combination of the last 4 numbers of your Social Security number and the first 4 letters of your last name (ALL CAPS). For example, Hiring Manager Bob Jones with SSN# 123456789 will have an initial password of **6789JONE**. You will be prompted to change your password.

In case a password reset is needed, please follow the steps mentioned below:

- Click on "Forgot your password".

- Enter your username and the email address that you have used to register for Taleo. Click Ok.

Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at N/A. Mandatory fields are marked with a red indicator.

* User Name

* Email Address

ORACLE°   OK   Cancel

- Email sent message will appear. An email will be sent with an access code and reset link.

Email sent!

Instructions on how to change your password have been sent to the email address associated with this account.
If you don't receive the email, please check your spam folder or try to click on the reset link again.
For further assistance, please contact your account administrator.

ORACLE°   Reset   Back to login page

- This is an example of an email with an access code and a link to enter a new password. Click on the enter your new password.

Forgot Your Password?

TG   Team Georgia Careers - Staging/Training <noreply@invalidemail.com>
To

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content

Sir or Madam:

We have received your password change request. This email contains the information that you need to change your password.

Access Code: iN28A%7IwO
Click this link to enter your new password.

Best regards,
System Administrator
State of Georgia

Replies to this message are undeliverable. Please do not reply.

- Enter the username and access code. Click Sign In.

Forgot Password

You received an email in regards to a forgotten password. Please enter the login information as provided in the email. Mandatory fields are marked with a red indicator.

Select a language
English ∨   Refresh
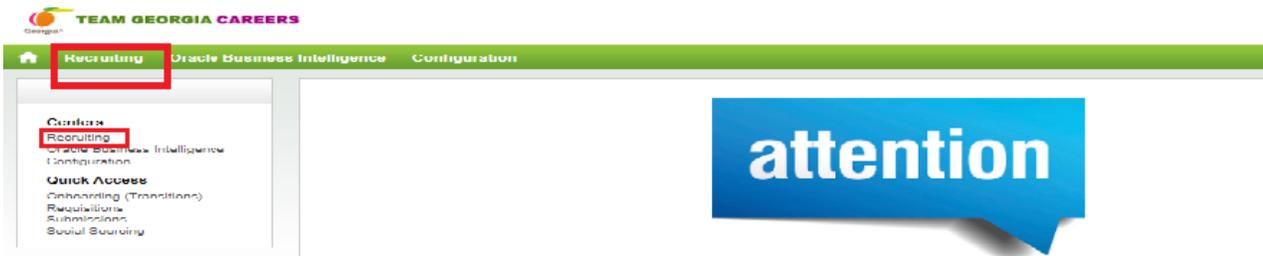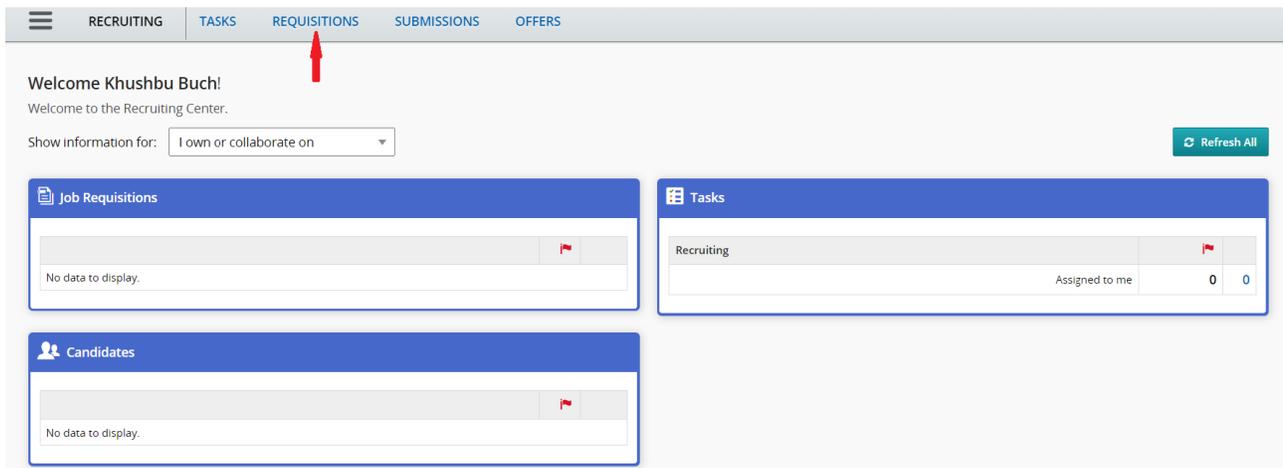☑ Remember my selection

* User Name

* Access Code

ORACLE°   Sign In

- A Change Password screen will appear. Enter Access Code, New Password and Confirm Password in the respective fields. Click Ok or Sign Out.

Change Password
This page allows you to change your password. Mandatory fields are marked with a red indicator.

User Name

* Access Code

* New Password

* Confirm New Password

ORACLE®   OK   Sign Out

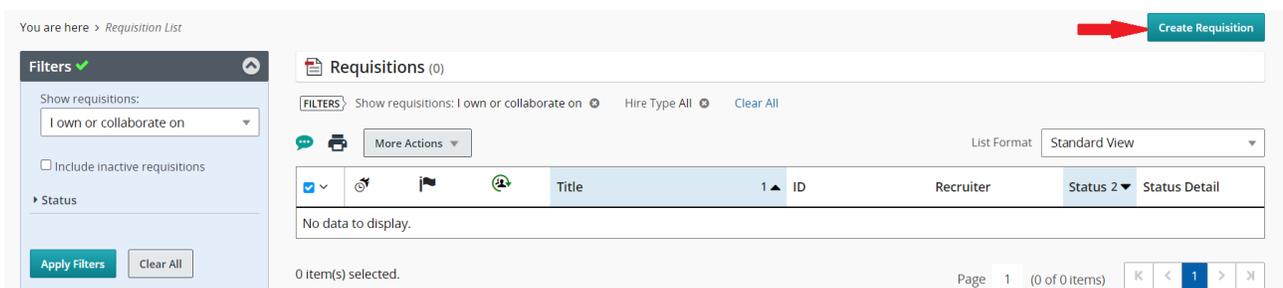- If any of the above the steps don't work, please contact HRA Contact Center at 404-656-2705 or 1-877-318-2772.

2) The Welcome page for the Recruiting Center will open; click on " Recruiting" next to the house icon or "Recruiting" under Centers, to open up the Dashboard (center stage page).

TEAM GEORGIA CAREERS

Recruiting   Oracle Business Intelligence   Configuration

Centers
Recruiting
Oracle Business Intelligence
Configuration

Quick Access
Onboarding (Transitions)
Requisitions
Submissions
Social Sourcing

attention

3) Click on the Requisitions tab.

RECRUITING   TASKS   REQUISITIONS   SUBMISSIONS   OFFERS

Welcome Khushbu Buch!
Welcome to the Recruiting Center.

Show information for: I own or collaborate on   ▼   🔄 Refresh All

📄 Job Requisitions	🏳
No data to display.	

🗒 Tasks	🏳
Recruiting	
Assigned to me 0 0	

👥 Candidates	🏳
No data to display.	

4) Click on Create Requisition Button.

You are here > Requisition List   **Create Requisition**

Filters ✔   ⌃

Show requisitions:
I own or collaborate on   ▼

☐ Include inactive requisitions

▸ Status

Apply Filters   **Clear All**

📄 Requisitions (0)

FILTERS⟩ Show requisitions: I own or collaborate on ⊗   Hire Type All ⊗   Clear All

💬 🖨   More Actions ▼   List Format   Standard View   ▼

☑ ▼	⏱	🏳	👤	Title	1▲	ID	Recruiter	Status 2 ▼	Status Detail
No data to display.									

0 item(s) selected.   Page   1   (0 of 0 items)   ⏮ ◀ **1** ▶ ⏭

3

5) Preselected radio button of Use a Template page will appear. Click Next.

Create New Requisition

Please select how to create your requisition

◉ Use a template

Cancel   Next

6) The Create New Requisition- Find a template page will appear.

Create New Requisition - Find a template

1

Find Template

7) Click the selector button to search for the job code.

Create New Requisition - Find a template

1

Find Template

Select Template *

8) Choose the job code and click Select; If job code is known, type it in the job code field and click on Apply Filters.

Find Template   ✕

Filters		Language	Name	Job Code	Job Field	Action
▸ Organization	1000 Requisition templates are available. Select a template to proceed					
▸ Location	FILTERS No filters are applied					
▸ Job Field	English	Academic Advisor	11128	Education	Select
Keyword	English	Accountability Specialist	32690	Education	Select
	English	Accountant	40844	Financial	Select
Name	English	Accountant	50440	Financial	Select
	English	Accountant 1	FIP020	Financial	Select
Job Code	English	Accountant 1 (GTA)	40851	Financial	Select
	English	Accountant 2	FIP021	Financial	Select
	English	Accountant 3	FIP022	Financial	Select
Recruiter	English	Accountant 3 (CSCJ)	40641	Financial	Select
	English	Accountant 4	FIP023	Financial	Select
	English	Accountant (GCI)	40834	Financial	Select
Apply Filters Clear All	English	Accountant, Paraprofessional	40538	Financial	Select
	English	Accountant, Senior	32704	Financial	Select
	English	Accountant Spv	FIP024	Financial	Select
	English	Accountant, Sr.	32697	Human Resources	Select

4

9) Click the next button.

10) Click the selector to enter department number.

11) Choose the department and click select; If department number is known, type it in the Department Number and click on Apply Filters.

Note: Organization is pre-populated as it is tied to the Department number.

12) Click the selector button to choose the location where the job will be located.

Note: Job Field is already pre-populated as it is tied to the job code while selecting a template.

13) Choose the County or Nearest City where the job will be located and click Select; if the Nearest City is known, type it in the Nearest City and Click Apply Filters.

14) Select location and Click Done. Note: Multiple locations can be selected. Locations Selected will display on the page before clicking Done.

15) Click Next.

16) The template for the requisition is created. The requisition template is set to show what fields are required for saving the requisition; Change the Fields Required to Request Approval. Fill in all the fields highlighted with a red asterisk (*) required to be able to send the requisition for approval.

17) Click the Save and Done button once all the fields needed to request approval are filled.

Note: Once the requisition is saved:
- The requisition is in Draft Status.
- The requisition ID appears.

18) The requisition is ready to send for approval. Click on the More Actions drop down button and select "Submit for Approval". **Note:** The requisition will be no longer editable after the request for approval is completed.
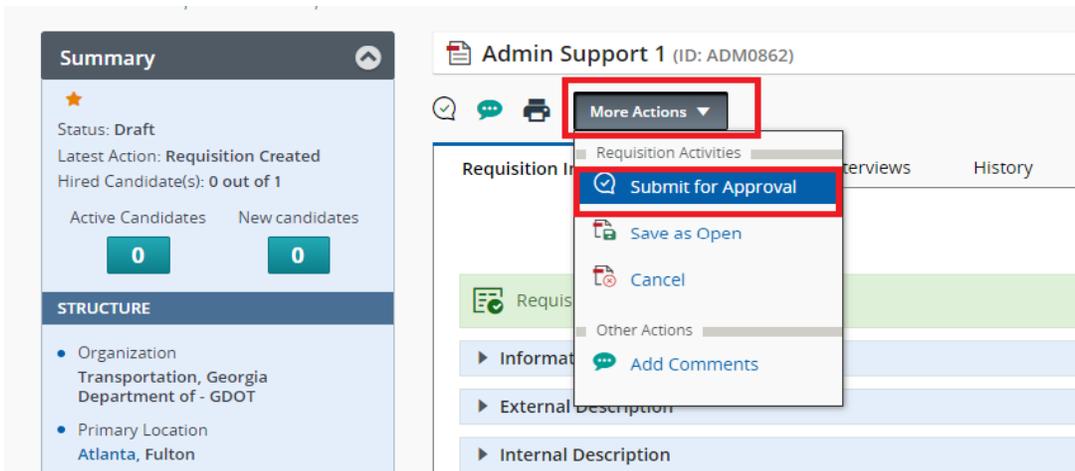
19) The request approval page will appear. Click on "Add Approvers".
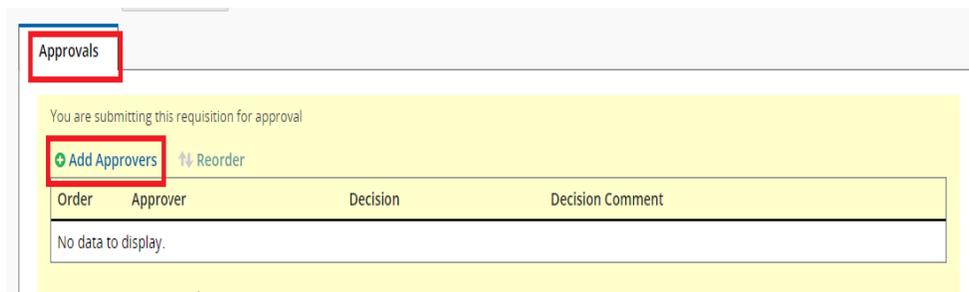
20) Add Approvers window will appear. Enter Name of the approver if known and click Apply Filters. **Note:** You can select more than one approvers. For confidentiality purposes, the names have been blacked out.
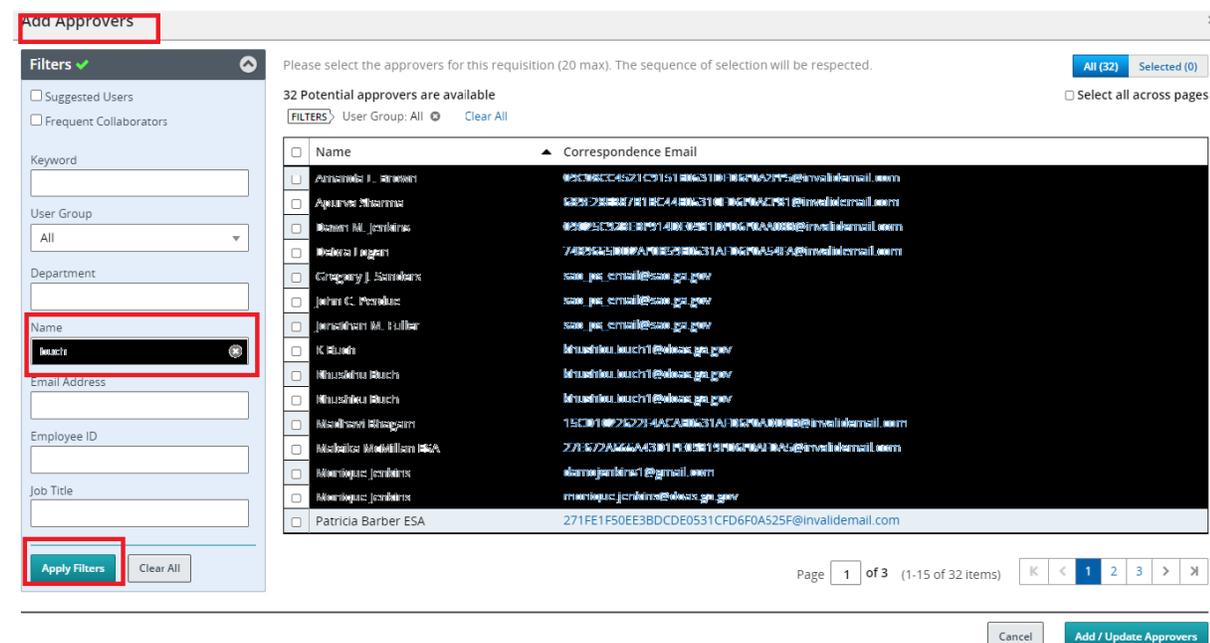
21) Once the approver's name appears, click on the box on the left of the name to select.

3 Potential approvers are available

FILTERS> User Group: All ⊗   Name: buch ⊗   Clear All

☐ Select all across pages

☐	Name	▲ Correspondence Email
☐	K Buch	khushbu.buch1@doas.ga.gov
☑	Khushbu Buch	khushbu.buch1@doas.ga.gov
☐	Khushbu Buch	khushbu.buch1@doas.ga.gov

Page 1 of 1 (1-3 of 3 items) |< < **1** > >|

22) Click on Add/Update Approvers.
Note: You can select the box to add the approvers to the list of your frequent collaborators.

Add Approvers   ✕

Filters ✔   ⌃

☐ Suggested Users
☐ Frequent Collaborators

Keyword
[_____]

User Group
[All   ▾]

Department
[_____]

Name
[_____] ⊗

Email Address
[_____]

Employee ID
[_____]

Job Title
[_____]

Apply Filters   Clear All

Please select the approvers for this requisition (20 max). The sequence of selection will be respected.   All (3)   Selected (1)

3 Potential approvers are available   ☐ Select all across pages

FILTERS> User Group: All ⊗   Name: buch ⊗   Clear All

☐	Name	▲ Correspondence Email
☐		
☑		
☐		

Page 1 of 1 (1-3 of 3 items) |< < **1** > >|

Cancel   **Add / Update Approvers**

23) If you didn't select the box in the above step to add frequent collaborators, you can select at this step. **Note:** The comment field is a mandatory filed, type a message in the field to the approver.

Approvals

You are submitting this requisition for approval

⊕ Add Approvers   ⇅ Reorder

Order	Approver	Decision	Decision Comment
1 ⌃⌄		Pending	

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers *

[   ]

Characters remaining : 1000

After the approval process, assign to * [_____ ▾] ☝

Cancel   Submit for Approval

24) Click Submit for Approval.
Note: The approval task is assigned to the initiator of the requisition.

Note: The requisition status is set to Pending- To Be Approved.

25) Click Log Out.

This concludes the hiring manager's role of initiation, creation and approval of the requisition.

The Approver

This an example of the email from the initiator of the requisition to the approver.

1) Click on the Respond Link.

> **Note:** The summary of the requisition approval request is also included.

Requisition Approval Request

HR   Human Resources - Staging/Training <Careers@team.ga.gov>
     To
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Requisition Approval Request

Requisition Title:	**Admin Support 1**
Requisition ID:	**ADM0862**
Requested by:	
Comments:	**Please approve the requisition # ADM0862. Thank you. HM**

Click "Respond…' to view more requisition details and respond to the approval request as soon as possible.

Respond…

Best regards,
State of Georgia

Replies to this message are undeliverable. Please do not reply.

Posting Requisition

1) Once the requisition goes through the agency approval process; the ***Recruiter completes and posts the requisition.***
2) Once the requisition is posted applicants can apply. The Hiring Manager will be able to see and review the applicants by logging in.

HIRING MANAGERS – Candidate Review

1) The hiring manager logs in through the Recruiting Center tab with their employee ID number and password.

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Start your job search | Find jobs by keyword | Location (e.g. "New York") | SEARCH

Login

Applicant Submissions

Applicant Profile

Current Employees
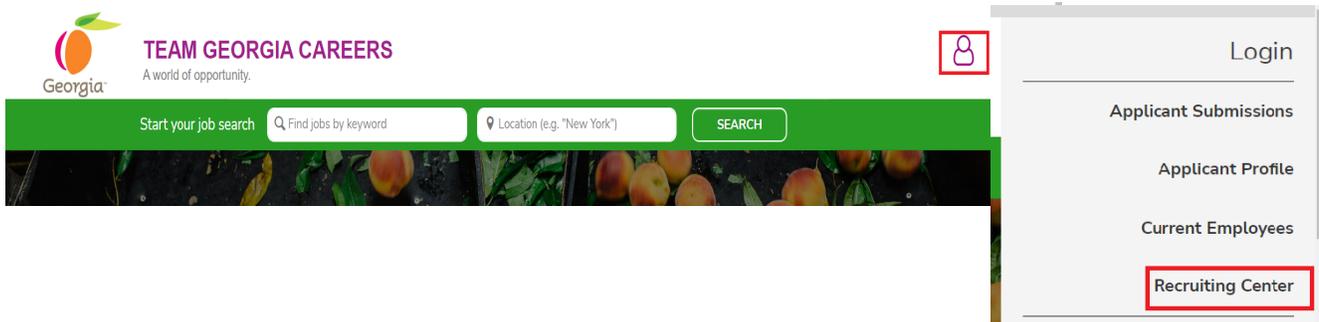
Recruiting Center

2) The Welcome page for the Recruiting Center will open.
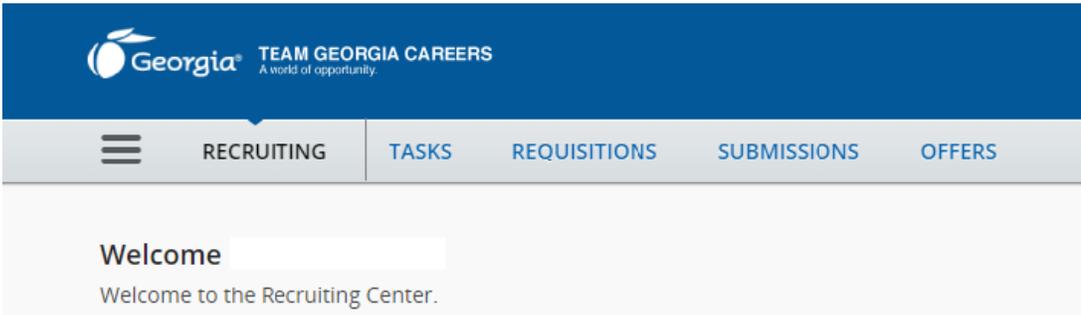
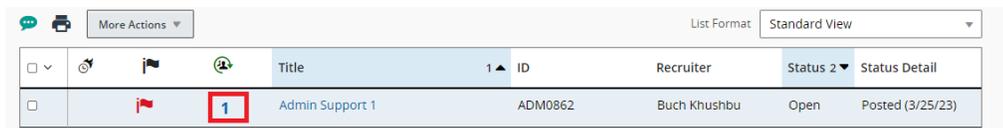3) Ensure the Show information for requisition is showing "I own or collaborated on".
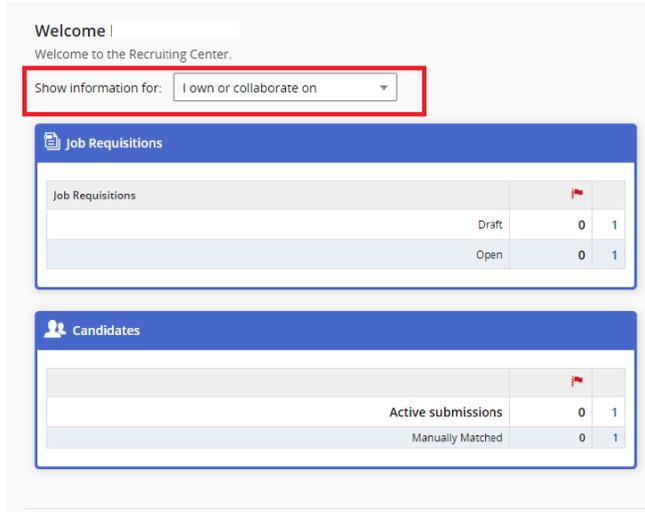
4) Click on the number indicating number of candidates applied for the position (Active Submissions).
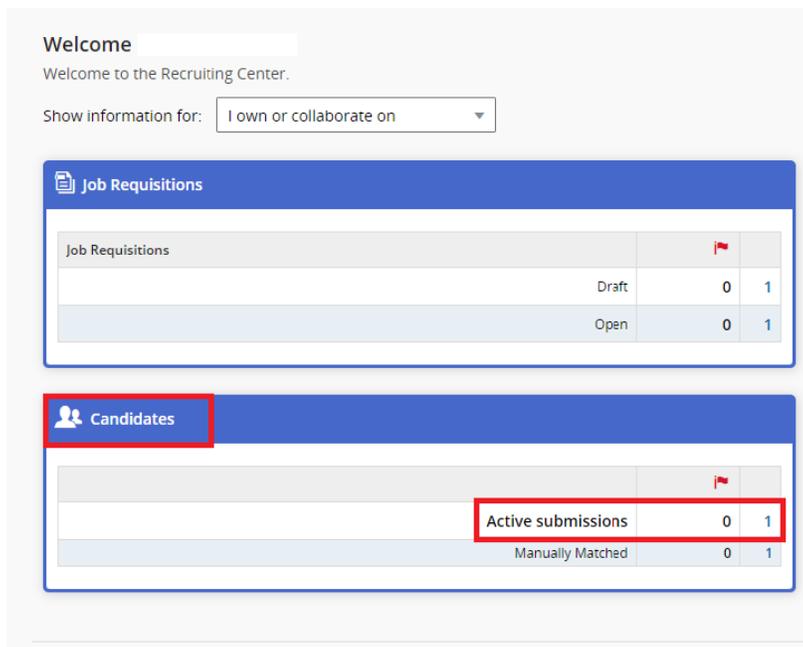
5) If clicked on the number of Job Requisitions, the Requisition list page will appear.
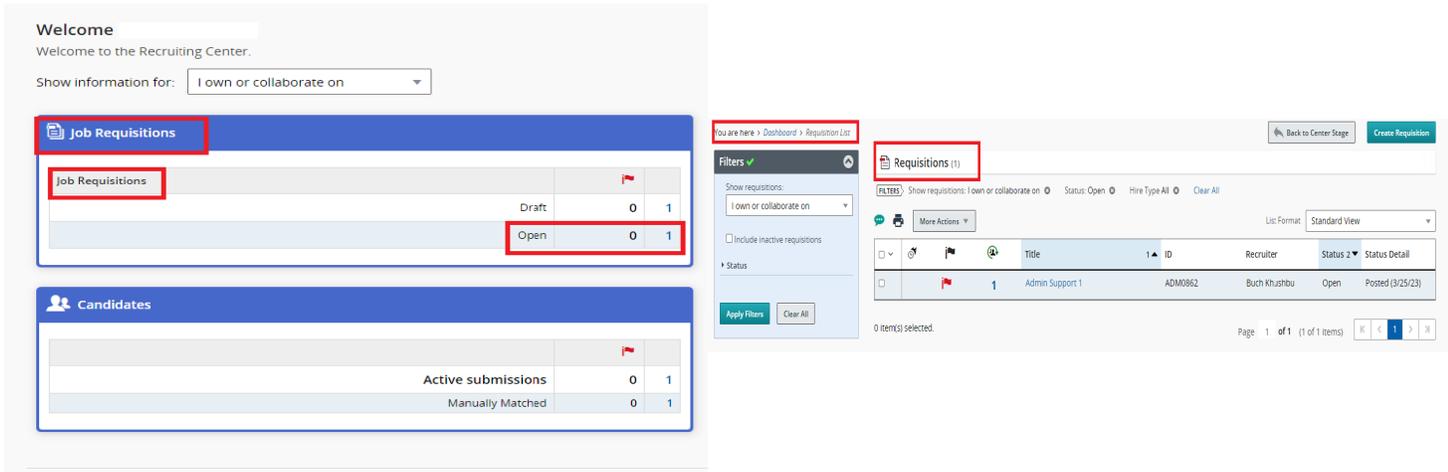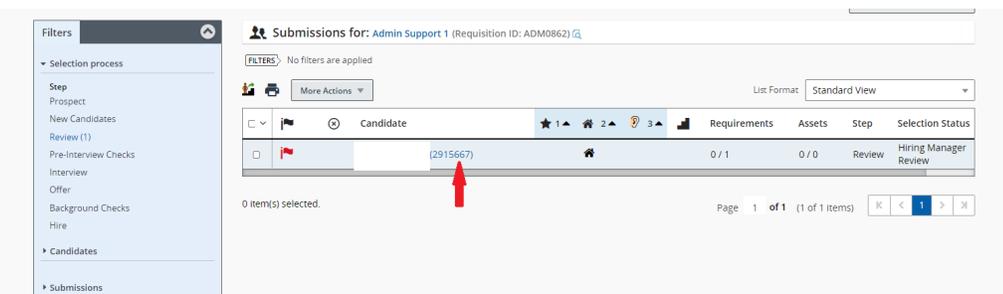

6) Click on the number indicating the number of candidates applied.

7) The hiring manager can now review the candidates that the recruiter has moved to the review step/status.

8) To review a candidate's resume. Click on the candidate's name.

9) The Hiring Manager will be able to view the candidate's profile, full resume and any attachment associated with the resume.

10) To view resume and other attachments of the candidate, click on the Attachments tab.

11) The Hiring manager may also print the candidate's resume by clicking on the print icon.

12) The Hiring Manager will be able to view the history of the requisition by clicking on the History tab.

13) Once the hiring manager has reviewed the candidate they would like to meet, they email or call the recruiter or the recruiting coordinator indicating who they would like to interview.

If additional assistance is required, the Hiring Manager can reach out to their agency recruiter.

Notes