

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".

The image shows a "User Sign In" form. At the top, it says "User Sign In" and "To access the application, please sign in. Mandatory fields are marked with a red indicator." Below this, there is a language selection dropdown set to "English" with a "Refresh" button. A checkbox labeled "Remember my selection" is checked. There are two input fields: "User Name" and "Password", both marked with a red asterisk. Below the "Password" field is a link labeled "Forgot your password?" which is highlighted with a red box. At the bottom left is the ORACLE logo, and at the bottom right is a "Sign In" button.

- 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: iNz8A%hwc
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

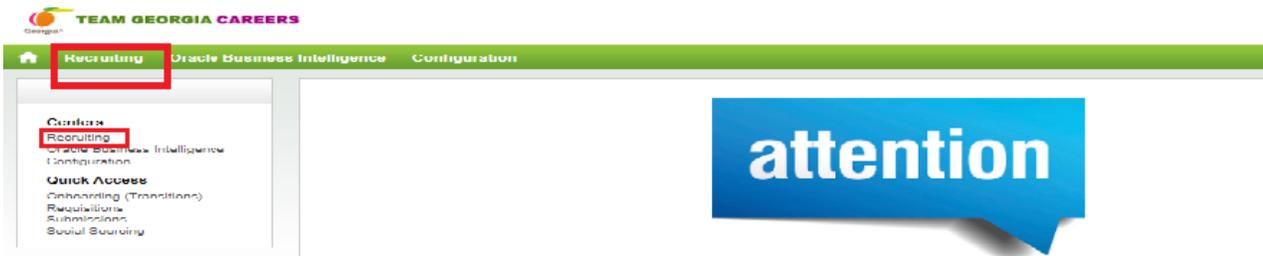
* User Name
* Access Code

ORACLE Sign In

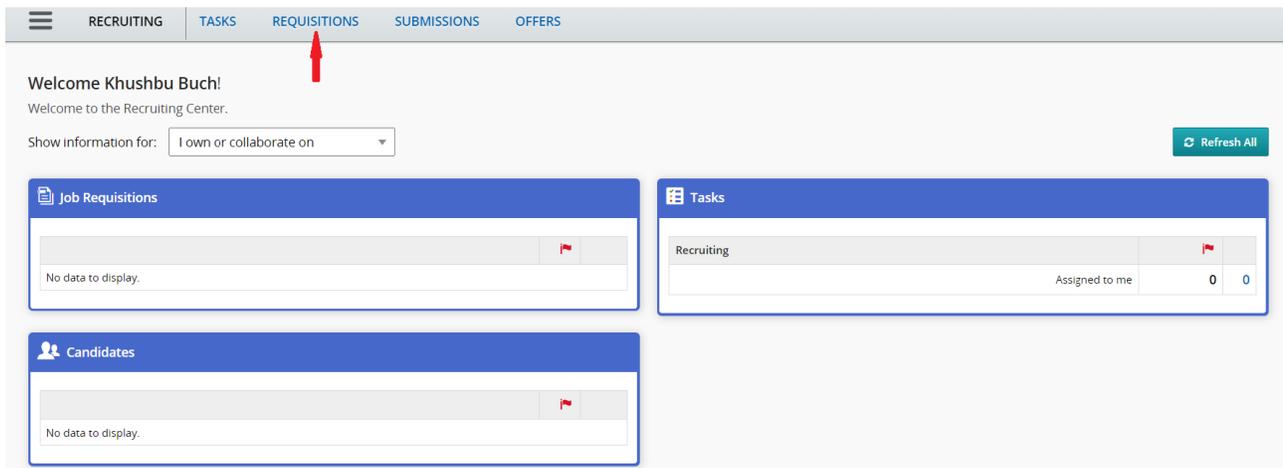
- A Change Password screen will appear. Enter Access Code, New Password and Confirm Password in the respective fields. Click Ok or Sign Out.

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

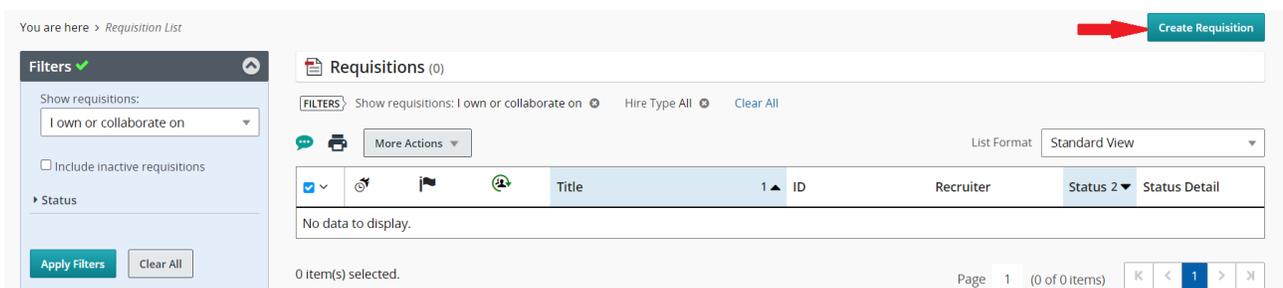
2) The Welcome page for the Recruiting Center will open; click on " Recruiting" next to the house icon or "Recruiting" under Centers, to open up the Dashboard (center stage page).



3) Click on the Requisitions tab.



4) Click on Create Requisition Button.



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 *

Select

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

Organization

Location

Job Field

Keyword

Name

Job Code

Recruiter

Apply Filters Clear All

1000 Requisition templates are available. Select a template to proceed

FILTERS No filters are applied

Language	Name	Job Code	Job Field	Action
English	Academic Advisor	11128	Education	Select
English	Accountability Specialist	32690	Education	Select
English	Accountant	40844	Financial	Select
English	Accountant	50440	Financial	Select
English	Accountant 1	FIPO20	Financial	Select
English	Accountant 1 (GTA)	40851	Financial	Select
English	Accountant 2	FIPO21	Financial	Select
English	Accountant 3	FIPO22	Financial	Select
English	Accountant 3 (CSCJ)	40641	Financial	Select
English	Accountant 4	FIPO23	Financial	Select
English	Accountant (GCI)	40834	Financial	Select
English	Accountant, Paraprofessional	40538	Financial	Select
English	Accountant, Senior	32704	Financial	Select
English	Accountant Spv	FIPO24	Financial	Select
English	Accountant, Sr.	32697	Human Resources	Select

9) Click the next button.

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template *

GSS080-Admin Support 1

Cancel **Next**

10) Click the selector to enter department number.

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type: Professional

Requisition Style: GA_HiringManager

Template Used: GSS080-Admin Support 1

Job Field: Administrative & Operations Support

Department: [Dropdown] **Apply Filters**

Organization: [Dropdown]

Location: [Dropdown] 0 Other Locations are selected

Previous Cancel **Next**

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

Department Selector

1000 Departments are available Select Department to proceed

FILTERS No filters are applied

Department Number	Department Name	Hiring Manager	Organization	Location	Status	Action
4840200100	020Budget&Contracts		Transportation, Georgia Department of - GDOT		Active	Select
4840200200	020ConfigurationManagement		Transportation, Georgia Department of - GDOT		Active	Select
4840200300	020PersonnelRepresentative		Transportation, Georgia Department of - GDOT		Active	Select
4840200400	020Policy&Standards		Transportation, Georgia Department of - GDOT		Active	Select
4840200500	020StrategicPlanning		Transportation, Georgia Department of - GDOT		Active	Select
4840212000	02ASAppDevelopment		Transportation, Georgia Department of - GDOT		Active	Select
4840212100	02ASAppDevelopmentGroup		Transportation, Georgia Department of - GDOT		Active	Select

Department Number: [Input Field]

Hiring Manager: [Input Field]

Recruiter: [Input Field]

Apply Filters Clear All

Page 1 of 67 (1 of 1000 items)

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

The screenshot shows the 'Specify Attributes' step of the requisition creation process. The 'Organization' dropdown menu is highlighted with a red box, showing the selected value: 'Executive > Transportation, Georgia Department of - GDOT'. Other fields include 'Department' (4840200100 - 020Budget&Contracts), 'Job Field' (Administrative & Operations Support), and 'Location' (0 Other Locations are selected).

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.

The screenshot shows the 'Specify Attributes' step with the 'Location' dropdown highlighted by a red box. The dropdown shows '0 Other Locations are selected'. The 'Job Field' is pre-populated with 'Administrative & Operations Support'. The 'Previous', 'Cancel', and 'Next' buttons are visible at the bottom.

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.

The 'Location Selector' dialog box displays a table of 377 available locations. The 'Nearest City' field in the filters is highlighted with a red box and contains the text 'Atlanta'. A red arrow points to the 'Select' button in the first row of the table.

Country	State	County	Nearest City	Action
United States				Select
United States	Georgia			Select
United States	Georgia	Appling		Select
United States	Georgia	Appling	Baxley	Select
United States	Georgia	Atkinson		Select
United States	Georgia	Atkinson	Pearson	Select
United States	Georgia	Bacon		Select
United States	Georgia	Bacon	Alma	Select
United States	Georgia	Baker		Select
United States	Georgia	Baker	Newton	Select
United States	Georgia	Baldwin		Select

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.

Requisition Info

Show fields required to: **Save** Request Approval Post

Language: English (Base) Collapse All Save

Information

Identification

Requisition Title * Admin Support 1 Working Title * []

Number of Openings 1 Unlimited

Justification Not Specified If replacement, name of Incumbent max 25 chars

Position Number [] Position Numbers (if more than one) max 250 chars

Continuous Recruitment Not Specified

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

Admin Support 1 (ID: ADM0862)

More Actions

Requisition Info Cancel Done

Show fields required to: Save Request Approval Post

Language: English (Base) Collapse All Save

Information

Identification

Requisition Title * Admin Support 1 Working Title * Admin Support 1

Number of Openings 1 Unlimited

Justification * Not Specified If replacement, name of Incumbent max 25 chars

Note: Once the requisition is saved:

- The requisition is in Draft Status.
- The requisition ID appears.

You are here > Requisition List > Requisition View

Summary

Status: Draft
Latest Action: Requisition Created
Hired Candidate(s): 0 out of 1

Active Candidates: 0 New candidates: 0

STRUCTURE

- Organization: Transportation, Georgia Department of - GDOT
- Primary Location: Atlanta, Fulton
- Job Field: Administrative & Operations Support

HIRING TEAM

Admin Support 1 (ID: ADM0862)

More Actions

Requisition Info Attachments Interviews History

Requisition Successfully Saved

Information

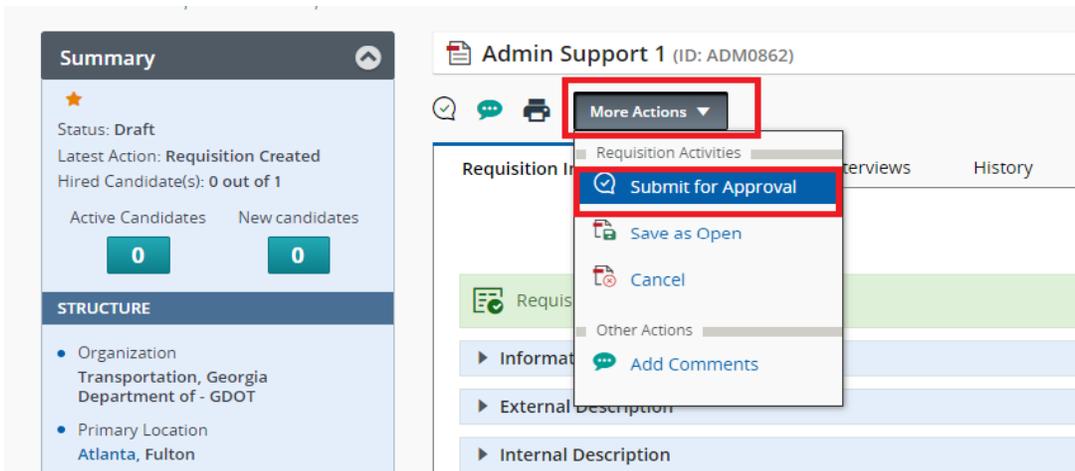
Identification

Requisition Title Admin Support 1 Working Title Admin Support 1

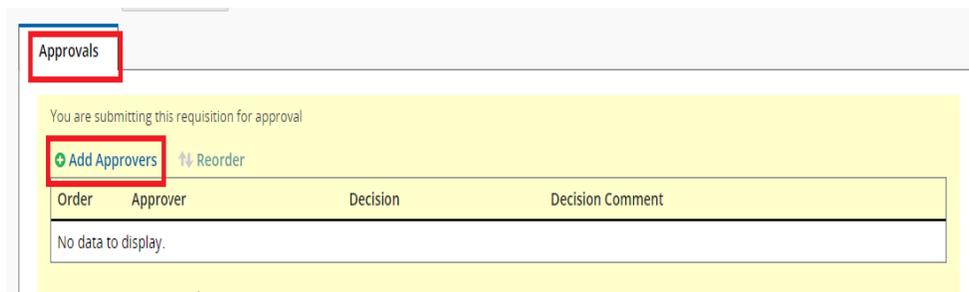
Number of Openings 1

Profile

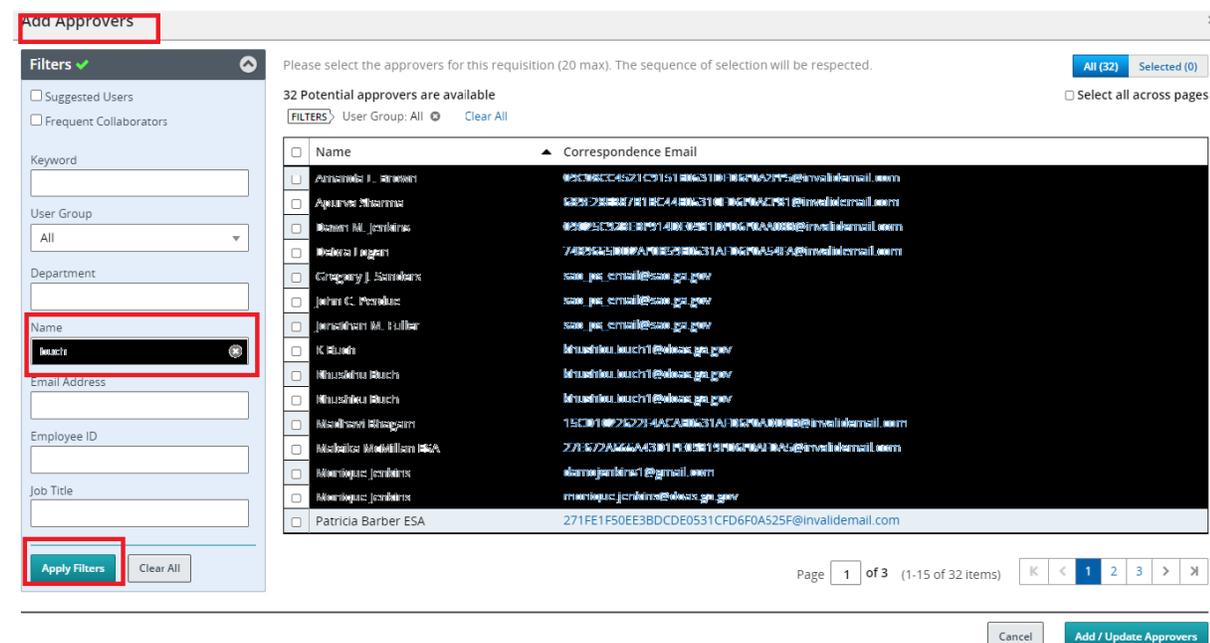
18) The requisition is ready to send for approval. Click on the More Actions drop down button and select "Submit for Approval". **Note:** The requisition will be no longer editable after the request for approval is completed.



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 Select all across pages

FILTERS User Group: All Name: buch [Clear All](#)

<input type="checkbox"/>	Name	Correspondence Email
<input type="checkbox"/>	K Buch	khushbu.buch1@obas.ga.gov
<input checked="" type="checkbox"/>	Khushbu Buch	khushbu.buch1@obas.ga.gov
<input type="checkbox"/>	Khushbu Buch	khushbu.buch1@obas.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

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](#)

<input type="checkbox"/>	Name	Correspondence Email
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		

Page 1 of 1 (1-3 of 3 items) ⏪ < 1 > ⏩

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 field, 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 *

24) Click Submit for Approval.

Note: The approval task is assigned to the initiator of the requisition.

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 *

Please approve requisition # ADM0862. Thank you HM

Characters remaining : 950

After the approval process, assign to *

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

25) Click Log Out.

Georgia TEAM GEORGIA CAREERS

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS

You are here > Requisition List > Requisition View

Summary

Status: Pending - To Be Approved

Latest Action: Requisition Approval Requested

Hired Candidate(s): 0 out of 1

Active Candidates: 0 New candidates: 0

STRUCTURE

- Organization: Transportation, Georgia Department of - GDOT
- Primary Location: Atlanta, Fulton
- Job Field: Administrative & Operations Support

Admin Support 1 (ID: ADM0862)

More Actions

Requisition Info Attachments Approvals Interviews History

Approval process for this requisition

Request Approval Process Modification

Order	Approver	Decision	Date & Time	Decision Comment
1				

After the approval process, assign to :

Message to Approvers

Sent on Mar 20, 2023 at 12:32 PM by i...
Please approve the requisition # ADM0862. Thank you. HM

Preferences
Delegate my tasks
Help
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



Human Resources - Staging/Training <Careers@team.ga.gov>
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.



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

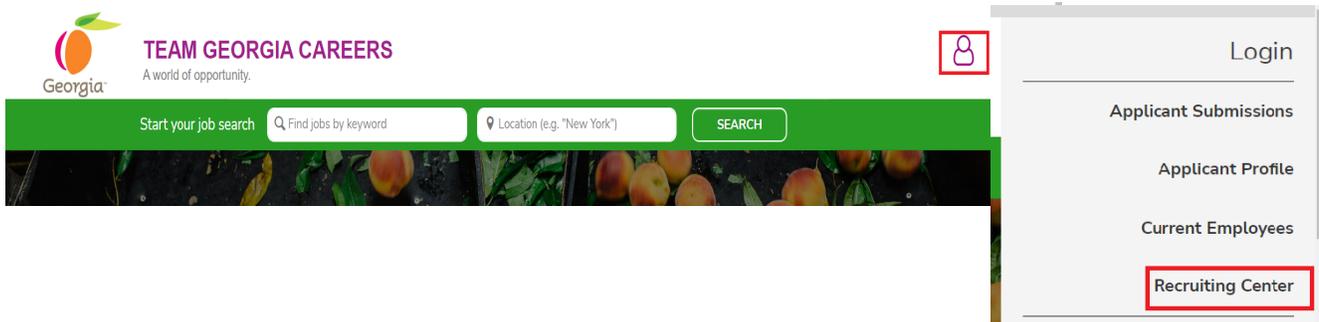
Replies to this message are undeliverable. Please do not reply.

Posting Requisition

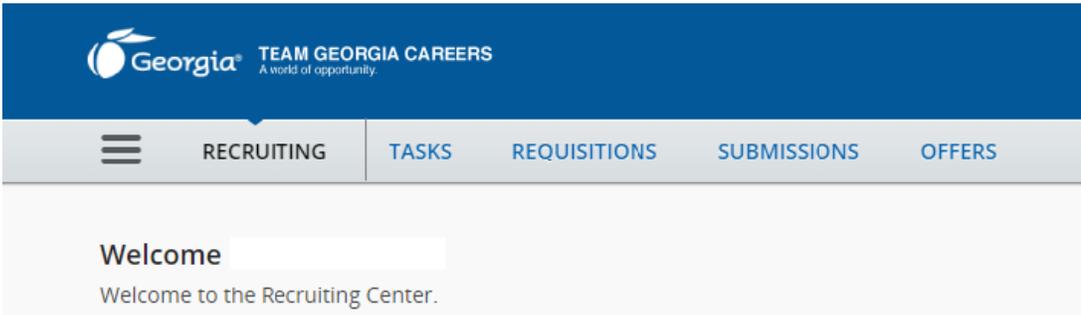
- 1) Once the requisition goes through the agency approval process; the **Recruiter completes and posts the requisition.**
- 2) Once the requisition is posted applicants can apply. The Hiring Manager will be able to see and review the applicants by logging in.

HIRING MANAGERS – Candidate Review

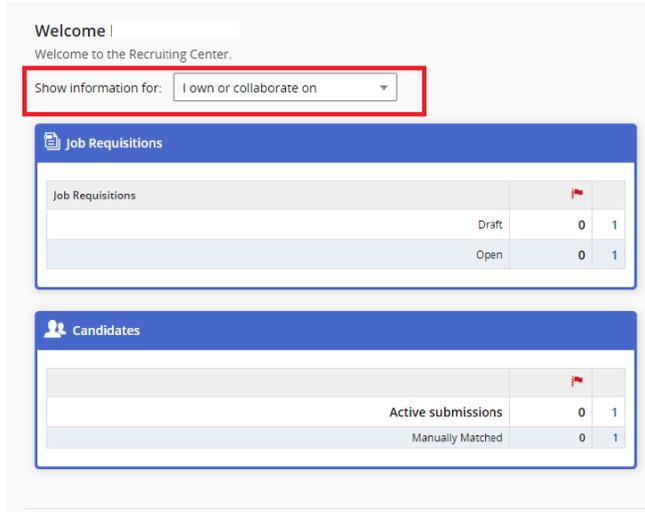
- 1) The hiring manager logs in through the Recruiting Center tab with their employee ID number and password.



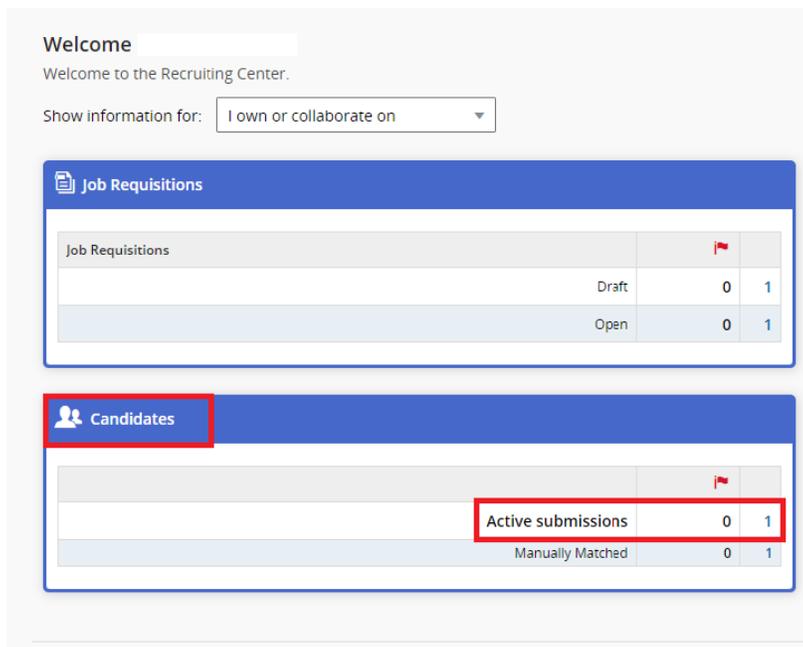
2) The Welcome page for the Recruiting Center will open.



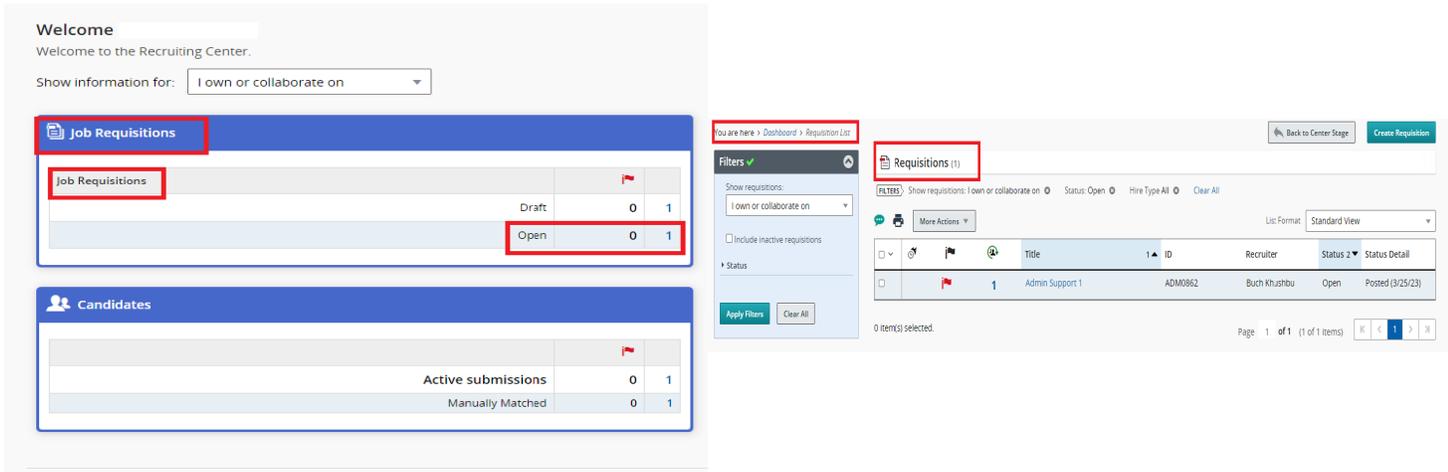
3) Ensure the Show information for requisition is showing "I own or collaborated on".



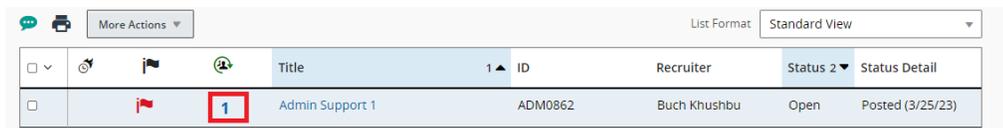
4) Click on the number indicating number of candidates applied for the position (Active Submissions).



5) If clicked on the number of Job Requisitions, the Requisition list page will appear.



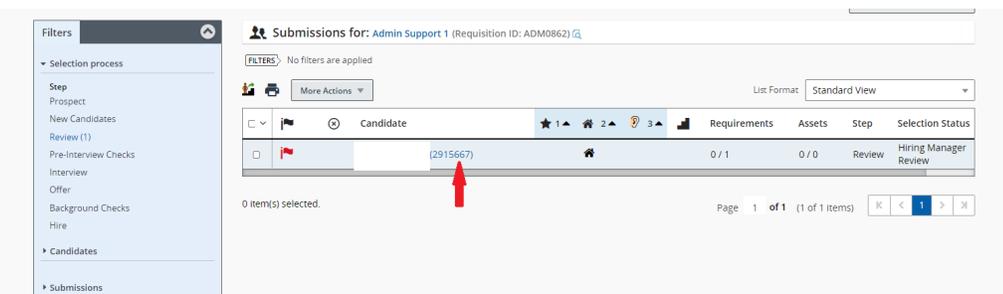
6) Click on the number indicating the number of candidates applied.



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.

The screenshot shows the 'Candidate View' page for 'Admin Support 1 (ID: ADM0862)'. The left sidebar contains a 'Summary' section with a 'Resume' button. The main content area has tabs for 'Job Submission', 'Attachments', 'Interviews', and 'History'. The 'Resume' section is expanded, showing 'Candidate Personal Information' with fields for First Name, Last Name, Address (line 1), Address (line 2), City, Zip/Postal Code, Place of Residence (United States > Georgia), Cellular Number, Internal Candidate (Yes), Employee Number, and Current Position Title.

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

The screenshot shows the 'Attachments(4)' tab selected. It displays sections for 'Attached Resume(s) relevant to this Submission', 'Other Attachments relevant to this Submission', and 'Related to Offer', all of which are empty. Below these is a section titled 'Attachments relevant to Other Submissions or General Profile' containing a table:

File Name	Resume	Relevant To	Attached by	Visible to candidate	Size	Date	Description
BA Degree.jpg	No	9 Submissions	Candidate	Yes	71kb	Aug 6, 2022	
Cover Letter.png	No	5 Submissions	Candidate	Yes	323kb	Aug 6, 2022	
enion Resume 2.docx	No		Candidate	Yes	19kb	Aug 6, 2022	
	No	4 Submissions	Candidate	Yes	135kb	Jul 21, 2017	Certificate Of Achievement

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

The screenshot shows the top navigation area of the 'Candidate View' page. It includes a 'Submission:' header for 'Admin Support 1 (ID: ADM0862)'. Below this is a 'More Actions' dropdown menu with a print icon highlighted by a red box. At the bottom, there are tabs for 'Job Submission', 'Attachments', 'Interviews', and 'History'.

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

The screenshot displays a web interface for a hiring system. On the left is a 'Summary' sidebar with candidate information (ID: 2915667, United States - Georgia) and a 'Resume' button. The main area shows a 'Submission' for 'Admin Support 1 (ID: ADM0862)'. A navigation bar includes 'Job Submission', 'Attachments', 'Interviews', and 'History', with 'History' highlighted in a red box. Below this, a 'Show history for' dropdown is set to 'Current submission - Admin Support 1 (ID: A...)' and 'Modify Categories' shows '10 out of 11 event categories selected'. A table titled 'Admin Support 1 (ID: ADM0862)' lists events with columns for Date, Events, Details/Comments, and By. The events include status changes to Hiring Manager Review, Recruiter Review, and New Candidates, as well as moves to step review and new candidates.

Date	Events	Details/Comments	By
Mar 20, 2023, 3:48:09 PM	Status changed to Hiring Manager Review in step Review	Event date: Mar 20, 2023, 3:48 PM	(Hiring Manager)
Mar 20, 2023, 3:48:07 PM	Status changed to Recruiter Review in step Review	Event date: Mar 20, 2023, 3:48 PM	(Hiring Manager)
Mar 20, 2023, 3:48:07 PM	Moved to step Review	Event date: Mar 20, 2023, 3:48 PM	(Hiring Manager)
Mar 20, 2023, 3:48:05 PM	Status changed to Move Forward in step New Candidates	Event date: Mar 20, 2023, 3:48 PM	(Hiring Manager)
Mar 20, 2023, 3:48:03 PM	Status changed to New Candidates in step New Candidates	Event date: Mar 20, 2023, 3:48 PM	(Hiring Manager)
Mar 20, 2023, 3:48:03 PM	Moved to step New Candidates	Event date: Mar 20, 2023, 3:48 PM	Khusbhu Blich (Hiring Manager)

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