

Navigating Candidate Cards in a Manager's Role

This PDF will walk you through navigating candidate cards in a manager's role. Specifically, it will walk you through what you can see and access within a requisition once it is created and opened.

1. Click on Manager.

The screenshot shows a user interface for a manager. At the top left, there is a dropdown menu labeled 'Manager' with a person icon, which is highlighted with an orange border. Below it is a search bar and a list of navigation options: 'My Staff', 'Acquire Talent', 'Requisitions' (highlighted in blue), 'Create Requisition', 'Create Requisition From Copy', and 'Request A New Job'. The main area is titled 'All Requisitions' and has tabs for 'My Requisitions' and 'Staff Requisitions'. Below the tabs is a 'Job List' section with a search bar and a list of requisitions. The first requisition is '#27629 - 060024 Accountant/Auditor II PIERRE' with a checkbox, the name 'Recruiter: Rachel Edwards', and the text 'Full-Time 40 Hours Weekly' and '0 of 2 Postings Live'. There is a green 'Open' button. To the right of the requisition card is a 'Workflow' menu with options: 'Workflow', 'Invite to Appl', 'New Applicar', 'Additional In', and 'Screened Out'. The bottom right corner says 'Created with Tango.us'.

2. Click Requisition from the menu bar. In the middle, search for your position. On the far right you can then see workflow stages as well as locate your candidates.

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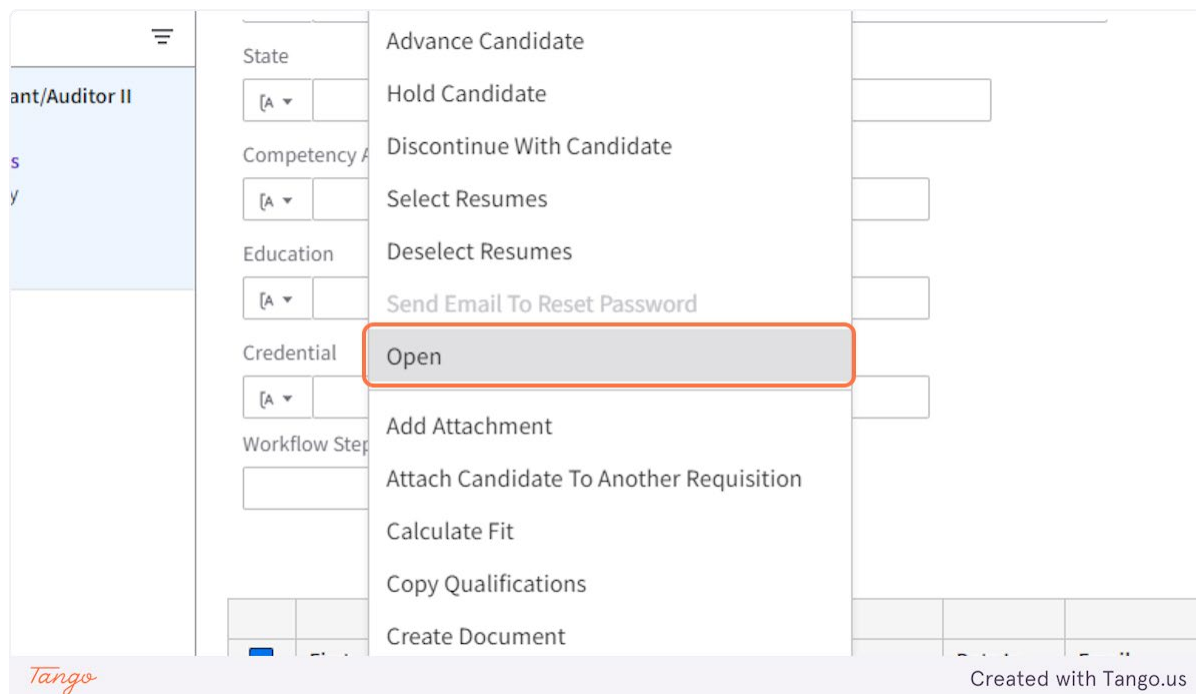
3. Click on All to find the candidate you would like to review information on.

Workflow **All** Resume

Candidates For 060024 Accountant/Auditor II - Job #27629

<input type="checkbox"/>	First N...	Last Name ↕	Workflow Step	Date In Step	Email	Type	C
<input type="checkbox"/>	Tami	Babcock	Offer Approved	8/19/2024	tami.babcock@state.sd.us	External	
<input type="checkbox"/>	Beth	⚠ Bigby	New Applicants	7/17/2024	banderson2013.ba@gmail.com	Internal	
<input type="checkbox"/>	Wilma	⚠ Flinstone	Hiring Manager Review	7/16/2024	wilma2@testing.com	External	
<input type="checkbox"/>	Jessica	Hamar	Withdrawn by Candidate	7/17/2024	j3ss1178@gmail.com	Internal	
<input type="checkbox"/>	Anna	Kappenman	Offer Accepted	8/19/2024	kappenman99@icloud.com	Internal	
<input type="checkbox"/>	Karen	⚠ Mentele	New Applicants	7/17/2024	karen.mentele@state.sd.us	Internal	
<input type="checkbox"/>	Jane	⚠ Smith	New Applicants	7/17/2024	jane@info.com	External	
<input type="checkbox"/>	Susy	Test	Invite to Apply/Partially Complete	7/19/2024	susy@email.com	External	

4. Once you have located the candidate, right-click on the candidate, and select "Open".



5. Under the Core Profile tab you can view all the cards for the candidate.

Preferences Card: Notes any Preferences for candidates such as if they are willing to travel, employment types, salary expectations, preferred locations etc.

Contact Information: Provides the candidate's contact information such as phone, email, address etc.

Wilma Flinstone (317253) - 060024 Accountant/Auditor II (27629) - Hiring Manager Review

Resume **Core Profile** Talent Profile Hiring Process

Wilma Flinstone (External)
Aging Candidate (36.9 Days In Step)
View Resume

Workflow Step
Hiring Manager Review

Email
wilm2@testing.com

Preferred

Home Address

Title

All the things

Employer

Quick Links

- Application Summary PDF
- Approval Tracking
- Interviews: 0
- Screenings: 0
- Correspondence: 2
- Notes: 1
- Attachments: 2

Preferences

Employment Type

Work Type

Work Over Time
Not Applicable

Salary Expectations
0.000000

Availability

Relocate
Not Applicable

Travel
Not Applicable

Travel Percent

Identification Types

No identification details to show here.

Contact Information

Preferred Contact Method Preferred Contact Time

Preferred Phone: No Preferred Phone

Home Work

Mobile Secondary

Primary Email
wilm2@testing.com

Secondary Email

Preferred Mailing Address

6. Under the tab Hiring Process you can view all of the cards for the Candidate Hiring Process.

Wilma Flinstone (317253) - 060024 Accountant/Auditor II (27629) - Hiring Manager Review

Resume Core Profile Talent Profile **Hiring Process**

Wilma Flinstone (External)
Aging Candidate (37.0 Days In Step)
View Resume

Workflow Step
Hiring Manager Review

Email
wilm2@testing.com

Preferred

Home Address

Title

All the things

Employer

BHR

Start Date / End Date
12-2004 / Current

Quick Links

- Application Summary PDF
- Approval Tracking
- Interviews: 0
- Screenings: 0
- Correspondence: 2
- Notes: 1
- Attachments: 2

Questions Results

Reviewed Review Date

No

Questions Score:

Total Score Target Requisition Score

Maximum Requisition Score

Questions Overview:

Total Questions: 9

Screen Out Questions:

2 of 2 Screen Out Questions

Interviews

Schedule an interview to learn more from the candidate.

Offer

Offer Status

Offer Date

Acceptance Date

Employment Start Date

References

sorry, none

Relationship: None

Phone: 605234567

Email: none@state.sd.us

Status:

Transition Programs

There are no assigned transition programs to the candidate.

Create Program

Workflow Step History

Hiring Manager Review

Days In Step: 37.0

Hours In Step: 886.8

Minutes In Step: 53210

Moved By: Edwards, Rachel Ann

Triggered By Action: Move To Step Drag And Drop

New Applicants

Days In Step:

Hours In Step: 0.5

Minutes In Step: 31

Moved By: Flinstone, Wilma

Triggered By Action: Submit Application

Invite to Apply/Partially Complete

Days In Step:

Hours In Step: 0.1

Minutes In Step: 3

Moved By: Flinstone, Wilma

Triggered By Action: Create In Progress

Question Results: their answers to application questions.

Interviews: Where you would find any scheduled interviews?

Offer: Shows where they are at in the Offer process. If an offer is made and/or their status.

References: Where you would find references, the candidate added to their Talent Profile.

***Note:** Some candidates list this in their resume versus in their talent profile.

Transition programs: Information will populate this card after the candidate has accepted the offer and started the onboarding process.

Workflow Step History: Shows how many days the candidate is in each step of the hiring process.

7. Talent Profile will show cards related to education, work history, etc. Some candidates will simply attach their resume and not fill this out completely. However, some candidates will complete their talent profile and then you can view the information that they provided on these cards. Much of this information can also be viewed on the application summary pdf, which is located on the quick links card.

