

Recruiting / Onboarding

Recruiting
Lifecycle
Management –
Hiring Manager
DC



Introducing Course Owner

CHECK IN / ATTENDANCE

My name is

- Instructor Name
- Place of Birth
- Current Hometown
- What do I have in store for 2022?



Before we begin...

The following guidelines will support a successful learning experience.



Check-In for Attendance



Refrain from side-conversations



Silence cell phones



Check E-mail during breaks ONLY



Complete post-training survey
prior to leaving this session



Enjoy!

Training Icons

Throughout training, you will come across the following icons:



Instructor Demos: View a live demonstration of the system functionality



Important: Emphasizes information that can impact how you handle a specific area



Remember: Reminds you about previous important information



Quick Tip: Provides extra instructions intended to give immediate, practical advice



Take Note: Recommends that you take note of information needed for future activities



System Exercises: Indicates that you will be participating in a group or paired activity



Repeat Steps : Indicates a time in which previous steps you learned will be repeated related to accomplish a new objective



Knowledge Checks: Test your knowledge of key concepts

Course Overview

Welcome to the Recruiting Lifecycle Management for Hiring Managers training course. This course is designed to provide DeKalb County Hiring Managers with an overview of Recruiting within CV360.

Who should take this course?

- Hiring Managers



Prerequisites:

- We recommend the following prerequisites before taking this course:
- CV360 Navigation Training



Duration:

- 2 Hours



Course Objectives:

Upon the completion of the Recruiting Lifecycle Management for Hiring Managers, you will be able to:

Objectives

- Create Hiring Requisitions
- Approve Requisitions
- Manage the Candidate Talent Pool
- Add an Interview to Requisitions
- Add an Interview for Candidates on a Requisition
- Manage Onboarding / Journeys for New Hires

Course Agenda

Below is a list of the sections within this course as well as an estimated duration of each.

#	Recruiting Lifecycle Management – Hiring Managers	Duration
1	Create Requisitions	30 Minutes
2	Approve Requisitions	10 Minutes
3	Manage Talent Pool	20 Minutes
4	Add an Interview to a Requisition	10 Minutes
5	Add an Interview for a Candidate on a Requisition	10 Minutes
6	Manage Onboarding/Journeys for New Hires	20 Minutes

Recruiting Icons

Icon	Meaning
	Home Icon
 <small>Hiring</small>	Hiring Icon indicates the navigation to the hiring work area
	The plus icon is used for creating requisition
	Job requisitions
	Hiring Manager Dashboard
	Overview of the requisition
	Details
	Feedback
	Progress
	Candidate details
	Candidate Activity
	Attachment

Recruiting Icons

Icon	Meaning
	Interactions
	Interviews
	Progress
	Pre-screening
	Screening
	Actions
	Questions

Old vs New Terminology

Old Term (Taleo)	Oracle Current Term
Register Requisition	Pipeline Requisition
Hiring Requisition	Standard Requisition
Status	Phase
Step	State
Hire	Move to HR
Onboarding	Journey's
Supplemental Questions	Pre-Screening Questions
Contact Log	Interactions
History Log	Progress/Activity
New Hire	Pending Worker
Department	Business Unit
Cost Center	Business Unit
Employee Record	Person Record
Requisition Owners	Collaborators

Recruiting Lifecycle Management – Hiring Managers

Lesson 1: Create Hiring Requisitions

Lesson Objective:

Upon the completion of the Create Requisition, you will be able to:

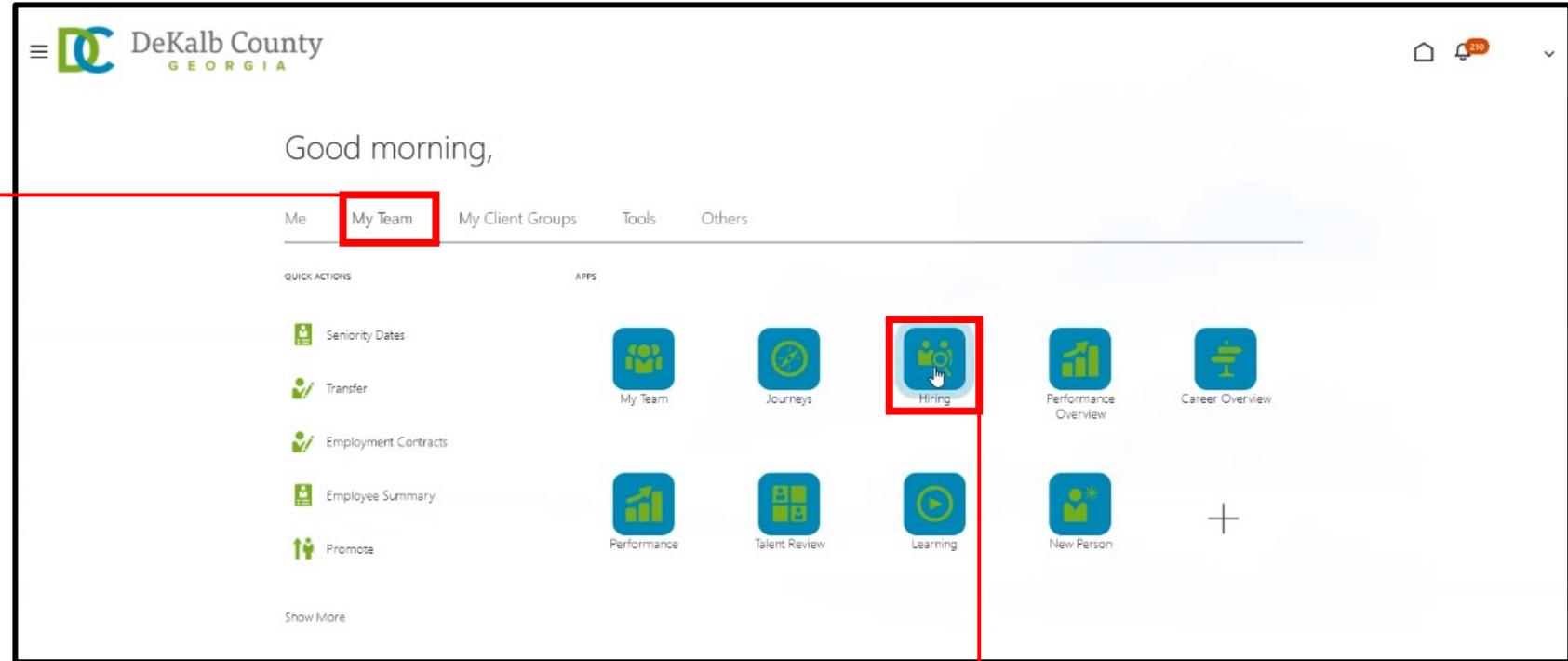
Objective

- Create a Hiring Requisition as a Hiring Manager

Create a Hiring Requisition

1

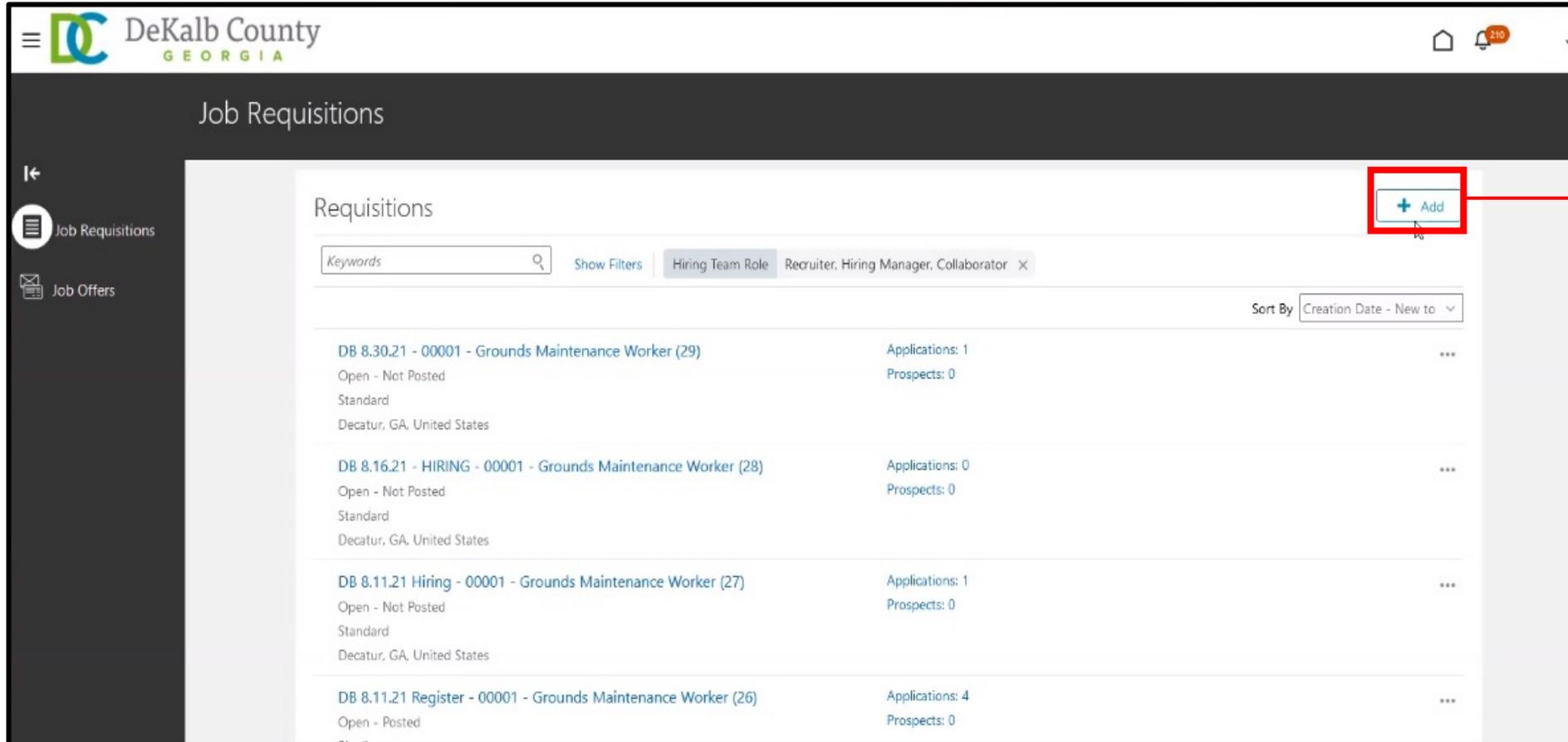
Select the My Team tab from the CV360 homepage



2

Select the Hiring tile

Create a Hiring Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to ▾

DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
DB 8.16.21 - HIRING - 00001 - Grounds Maintenance Worker (28)	Applications: 0 Prospects: 0	...
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1 Prospects: 0	...
DB 8.11.21 Register - 00001 - Grounds Maintenance Worker (26)	Applications: 4 Prospects: 0	...

3

Select the + Add button from the Job Requisitions Page to create a new Requisition

Create a Hiring Requisition

Create Job Requisition

Save and Close

Submit

Cancel

1 How

Requisition Type
Standard

*Position

Select a value

*Use

Show Only Approved Positions

Position

Position

Existing Requisition

Continue

4

Select **Position** from the **Use** drop-down list



Any field with an asterisk beside it indicates a required field and must be populated

Create a Hiring Requisition

Create Job Requisition

Save and Close

Submit

Cancel

1 How

Requisition Type
Standard

*Position

Select a value

*Use

Position

Show Only Approved Positions

*Business Unit

DC Business Unit

Continue

5

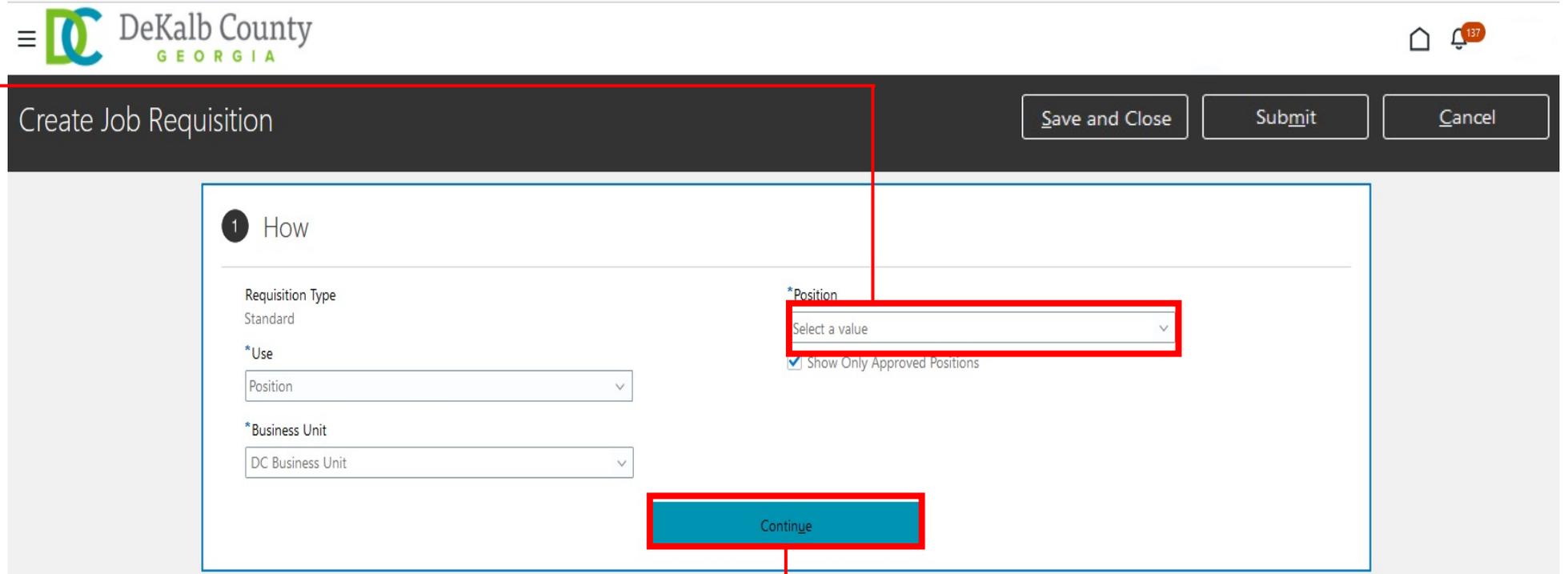
Business Unit field
should always be **DC
Business Unit**

- Positions are associated with the **Business Unit**
- The selected **Business Unit** allows the Hiring Manager to choose the required position for the Requisition

Create a Hiring Requisition

6

Select the appropriate vacant **Position** from the drop-down list



DeKalb County
GEORGIA

Create Job Requisition

Save and Close Submit Cancel

1 How

Requisition Type
Standard

*Position
Select a value

*Use
Position

*Business Unit
DC Business Unit

Continue

Show Only Approved Positions

7

Select the Continue button

Create a Hiring Requisition

8

2 Basic Info

Requisition Type
Standard

*Number of Openings
Limited 1

*Requisition Title
00001 - Grounds Maintenance Worker

Position
00001 - Grounds Maintenance Worker (00001)

Comments

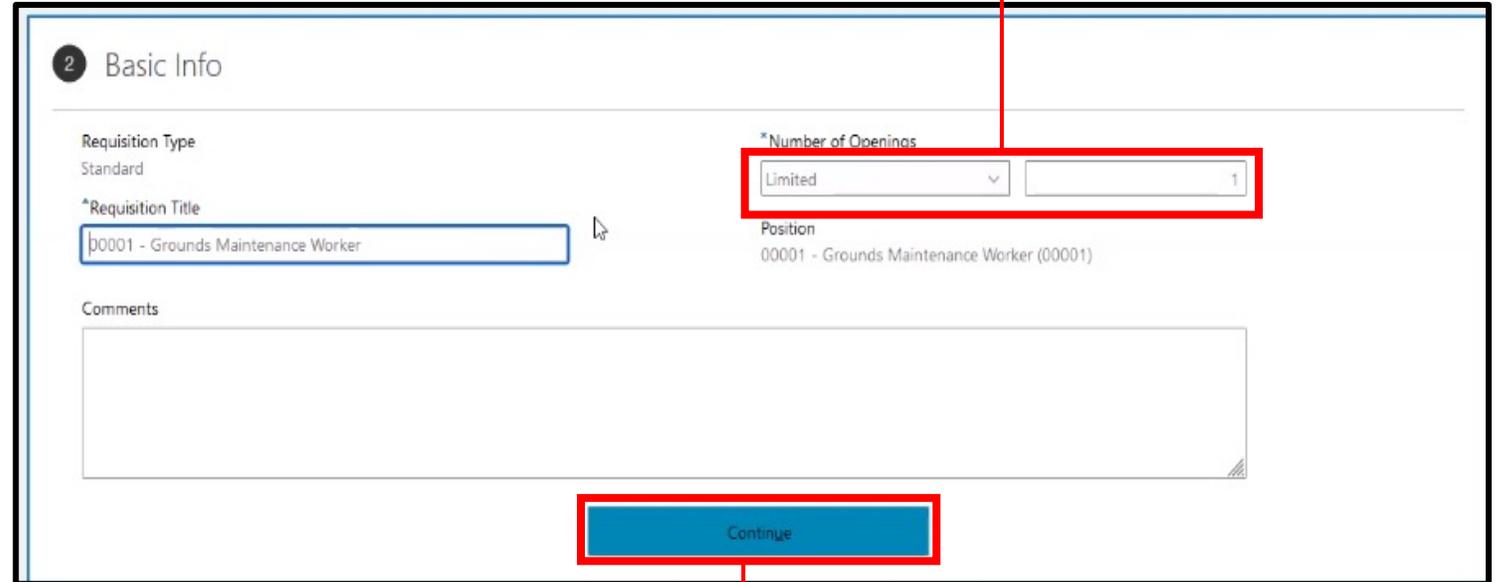
Continue

The Requisition Title will default from the Title of the selected Position

Create a Hiring Requisition

9

Select the appropriate **Number of Openings** needed for the Requisition. The default is 1 requisition per vacancy (one-to-one)



2 Basic Info

Requisition Type
Standard

*Requisition Title
00001 - Grounds Maintenance Worker

*Number of Openings
Limited 1

Position
00001 - Grounds Maintenance Worker (00001)

Comments

Continue

10

Select the **Continue** button to move to the next section

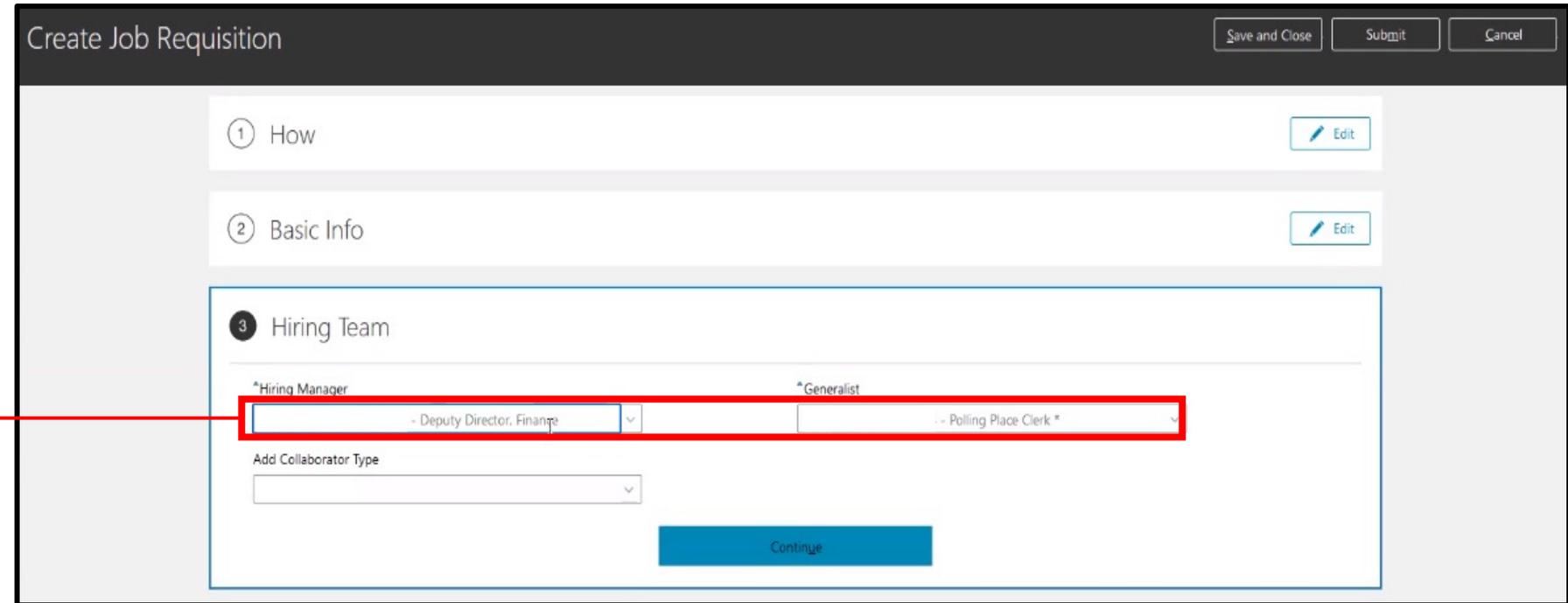


Comments may be added by the Hiring Manager and will not be visible to the Candidate

Create a Hiring Requisition

11

Enter the Hiring Manager and Generalist fields



The screenshot shows a web application window titled "Create Job Requisition". At the top right, there are three buttons: "Save and Close", "Submit", and "Cancel". The main content area is divided into three sections, each with an "Edit" button:

- Section 1: "How" (with an "Edit" button)
- Section 2: "Basic Info" (with an "Edit" button)
- Section 3: "Hiring Team" (with an "Edit" button)

Within the "Hiring Team" section, there are three dropdown menus:

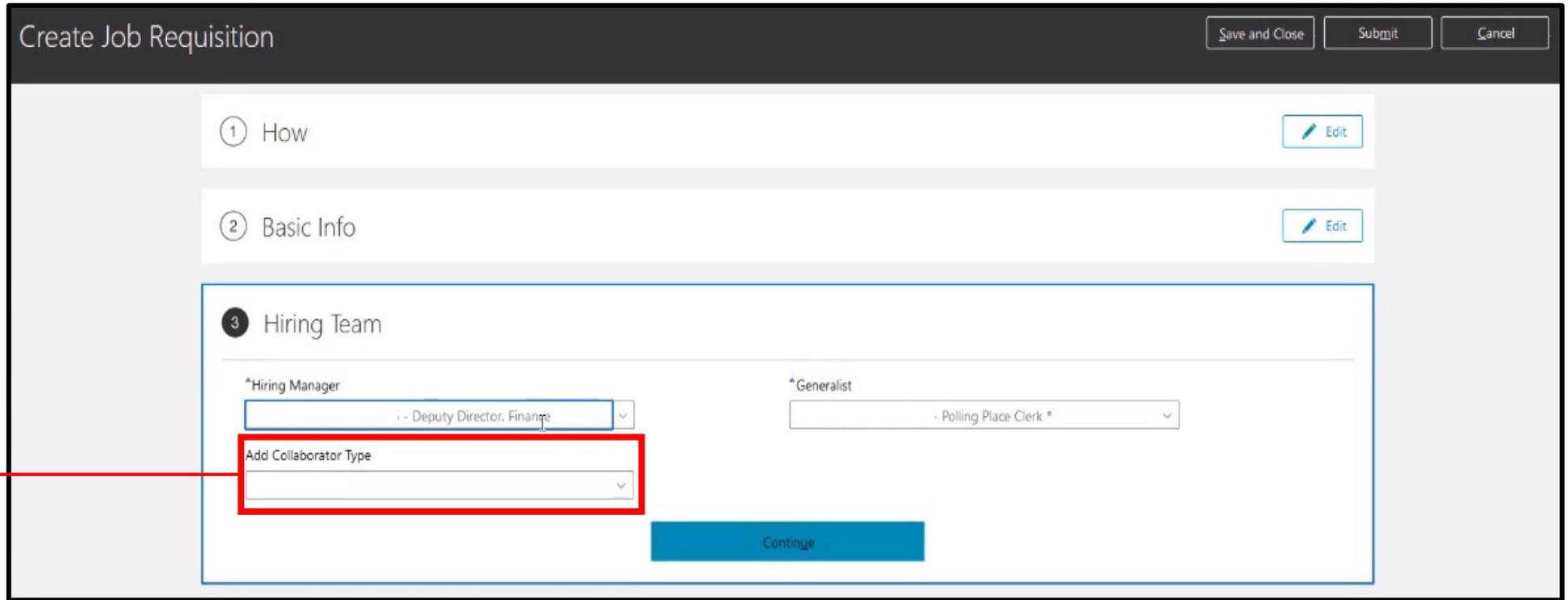
- "*Hiring Manager" with the selected value "- Deputy Director, Finance".
- "*Generalist" with the selected value "- Polling Place Clerk *".
- "Add Collaborator Type" (currently empty).

A red rectangular box highlights the "Hiring Manager" and "Generalist" dropdown menus. A red line extends from the number "11" in a blue circle on the left side of the slide to the top-left corner of this red box. Below the dropdowns is a blue "Continue" button.

Create a Hiring Requisition

12

If additional users need to receive notifications for a Requisition, select the drop-down list for **Add Collaborator Type** and select **Collaborator**



The screenshot shows the 'Create Job Requisition' interface. At the top right, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into three steps: '1 How', '2 Basic Info', and '3 Hiring Team'. Each step has an 'Edit' button. The 'Hiring Team' section is highlighted with a blue border and contains the following fields:

- *Hiring Manager**: A dropdown menu with the selected value 'Deputy Director, Finance'.
- *Generalist**: A dropdown menu with the selected value 'Polling Place Clerk *'.
- Add Collaborator Type**: A dropdown menu that is highlighted with a red rectangular box.

At the bottom of the 'Hiring Team' section, there is a blue 'Continue' button.

Create a Hiring Requisition

Create Job Requisition

Save and Close Submit Cancel

1 How Edit

2 Basic Info Edit

3 Hiring Team

*Hiring Manager - Deputy Director, Finance

*Generalist - Polling Place Clerk *

Add Collaborator Type

Collaborator

Name	Email	Title
		61025 - Recreation Worker
		46050 - Police Officer, Master
		46720 - E911 Radio Systems

13

From the drop-down list, select the appropriate Employee to be added as a Collaborator

Create a Hiring Requisition

Create Job Requisition

Save and Close Submit Cancel

① How Edit

② Basic Info Edit

③ Hiring Team

*Hiring Manager - Deputy Director, Finance

*Generalist - Polling Place Clerk *

Add Collaborator Type

Collaborator - Recreation Worker X

Add Another Collaborator

Continue

14 Select the Continue button to move to the next section

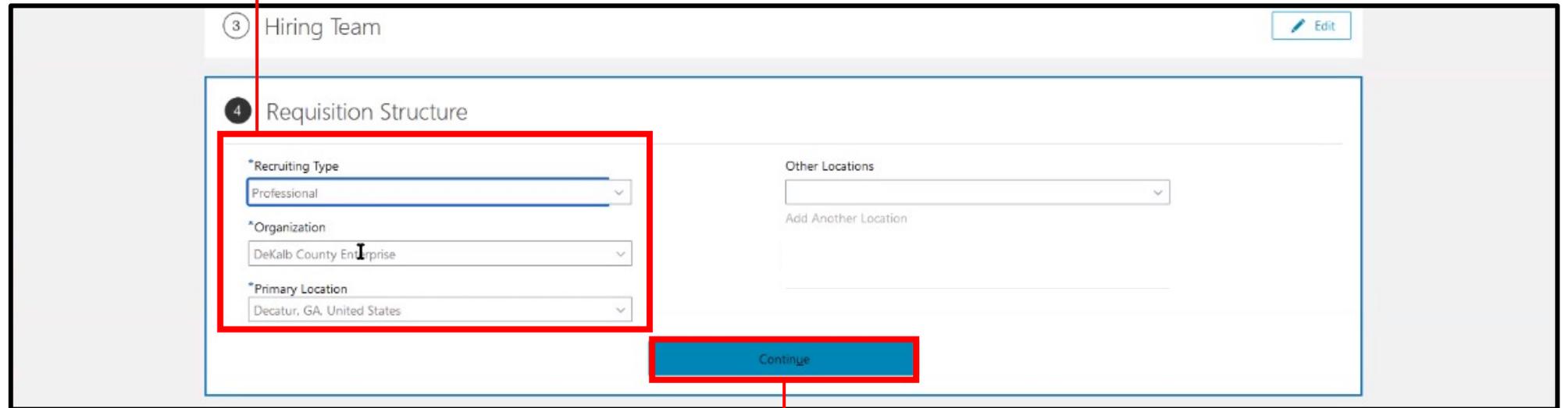
Create a Hiring Requisition

15

For Recruiting Type select Professional

Organization should be defaulted to DeKalb County Enterprise

Primary Location should be set to Decatur, GA, United States



The screenshot shows a web form titled "Hiring Team" with an "Edit" button. Below it is a "Requisition Structure" section. A red box highlights three dropdown menus: "Recruiting Type" (set to Professional), "Organization" (set to DeKalb County Enterprise), and "Primary Location" (set to Decatur, GA, United States). To the right is an "Other Locations" dropdown menu with an "Add Another Location" link below it. A blue "Continue" button is highlighted with a red box at the bottom of the form.

16

Select the Continue button to move to the next section

Create a Hiring Requisition

Create Job Requisition

Save and Close Submit Cancel

5 Details

Worker Type Employee	*Full Time or Part Time Full time
Regular or Temporary Regular	
*List Type	Double Fill Pos. Expires m/d/yyyy
Time Limited Expires m/d/yyyy	*Reason for Opening New Position
*Grant Funded No	Sworn No
Grant Program Name	*Position Type
*Double Fill Position No	

Continue

! Any field with an asterisk beside it is a required field and must be populated

17

Key in the appropriate information in the fields and select the **Continue** button to move to the next section

Create a Hiring Requisition

Create Job Requisition

Save and Close

Submit

Cancel

① How

Edit

② Basic Info

Edit

③ Hiring Team

Edit

④ Requisition Structure

Edit

⑤ Details

Edit

⑥ Attachments



Drag files here or click to add attachment

18

Drag or upload any necessary files to the Attachments section

Select the **Save and Close** button. The Requisition will then be reviewed by the Generalist who will add additional information. Once the Generalist adds the additional information, they will **Submit** the requisition to begin the approval process

Create a Hiring Requisition Knowledge Check

What role is responsible for creating a Hiring Requisition?

A. DeKalb Information Management

B. Hiring Manager

C. HR Specialist

D. Recruiting Coordinator



Create a Hiring Requisition Knowledge Check

What role is responsible for creating a Hiring Requisition?

A. DeKalb Information Management

B. Hiring Manager

C. HR Specialist

D. Recruiting Coordinator



The correct answer is B. The Hiring Manager is responsible for creating the Requisition

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Create a Hiring Requisition

Recruiting Lifecycle Management – Hiring Managers

Lesson 2: Approve Requisitions

Lesson Objective:

Upon the completion of the Approve Requisitions lesson, you will be able to:

Objective

- Approve a Requisition as a Hiring Manager

Approve a Requisition

Good afternoon,

Me My Team My Client Groups Benefits Administration Tools Others

QUICK ACTIONS

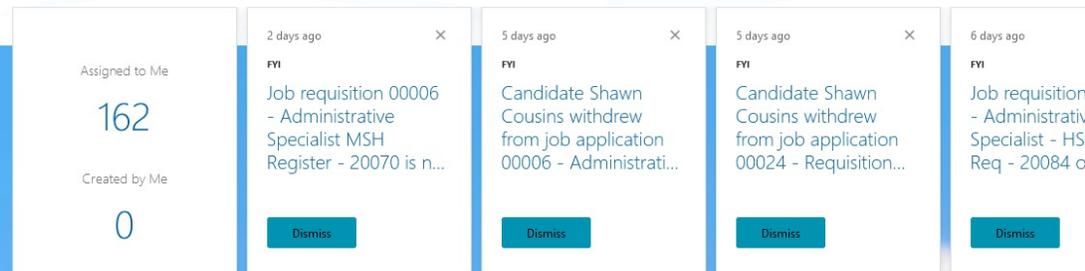
- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo

APPS



Show More

Things to Finish



Assigned to Me	2 days ago	5 days ago	5 days ago	6 days ago
162	FYI Job requisition 00006 - Administrative Specialist MSH Register - 20070 is n...	FYI Candidate Shawn Cousins withdrew from job application 00006 - Administrati...	FYI Candidate Shawn Cousins withdrew from job application 00024 - Requisition...	FYI Job requisition 0 - Administrative Specialist - HSS Req - 20084 op
Created by Me 0	Dismiss	Dismiss	Dismiss	Dismiss



Approval notifications will appear in the **Bell** notifications. You may also get email notifications. Select the **Bell** icon to view the notifications



There are 'cards' at the bottom with the same details as the **Bell** Notifications.

Approve a Requisition



Good afternoon,

Me My Team My Client Groups Benefits Administration Tools

Notifications Show All

ACTION REQUIRED 1 hour ago

[Job Requisition TEST - 00001 - Grounds Maintenance Worker - 42 Requires Approval](#)



Requisitions can be Approved or Rejected from the Bell Notification. If you select the link for the requisition, you can view the Requisition details. Once the Requisition is approved, any additional Approvers will be notified

Approve a Requisition

Job Requisition TEST - 00001 - Grounds Maintenance Worker - 42 Requires Approval

Actions ▾ Approve Reject

Approval Request for Requisition
TEST - 00001 - Grounds Maintenance Worker
42

Basic Information

Recruiting Type Professional
Requisition Number 42
Requisition Title TEST - 00001 - Grounds Maintenance Worker
Openings 1
Comments

Hiring Team

Name	
	Hiring Manager
- Deputy Director, Finance @dekalbcountyga.gov	
	Recruiter
- Director, HR & Merit System @dekalbcountyga.gov	



If you select the link to view the Requisition details, you can Approve or Reject the Requisition after viewing the details. Once the Requisition is approved, any additional Approvers will be notified



The current order of approvals for a Hiring Requisition is:

1. Hiring Manager
2. Generalist

Approve Requisition Knowledge Check

Hiring Managers will only receive email notifications for pending Approvals.
True or False?

A. True

B. False



Approve Requisition Knowledge Check

Hiring Managers will only receive email notifications for pending Approvals.
True or False?

A. True

B. False



The correct answer is B. The Hiring Manager will receive Bell notifications in CV360 and email notifications for pending Approvals

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Approve a Hiring Requisition

Recruiting Lifecycle Management - Hiring Managers

Lesson 3: Manage Talent Pool

Lesson Objective:

Upon the completion of the Manage Talent Pool lesson, you will be able to:

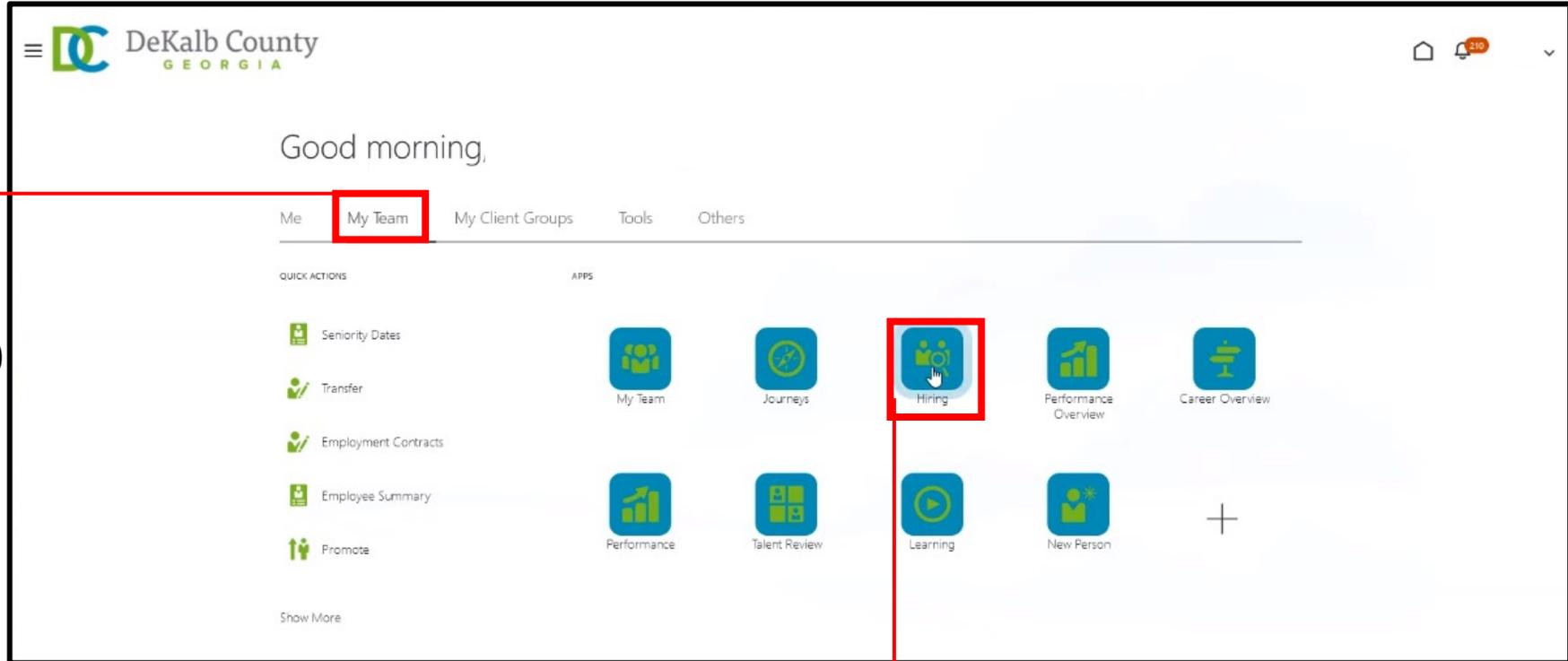
Objective

- Move Candidates through the Candidate Selection Process

Manage Talent Pool

1

Select the My Team tab from the CV360 home page



2

Select the Hiring tile

Manage Talent Pool

Job Requisitions

- Job Requisitions
- Job Offers
- HM Dashboard

Requisitions

+ Add

Keywords Show Filters

Sort By Creation Date - New to

00026 - Custodian Register Req (20080) Open - Posted Pipeline Decatur, GA, United States	Applications: 0	...
00026 - Custodian Hiring Req (20079) Open - Not Posted Standard Decatur, GA, United States	Applications: 0	...
00001 - Grounds Maintenance Worker (20078) Open - Not Posted Standard Decatur, GA, United States	Applications: 1	...
00020 - Library Technician REGISTER (20077) Open - Posted Pipeline Decatur, GA, United States	Applications: 1	...

Applications: 1

3

Select the Applications link

The Hiring Manager will only be able to see Candidates once the Generalist has moved the Candidate to the HM Review phase

Manage Talent Pool

< 00020 - Library Technician REGISTER (20077)

Job Applications

Candidate Name or Number Show Filters Application Details Active x

Actions View Summary Sort By Create Date - New to I

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> [Redacted Name] 36001 Decatur, GA, US		HM Review, HM Review in Process Prescreening score: 1 out of 1		...

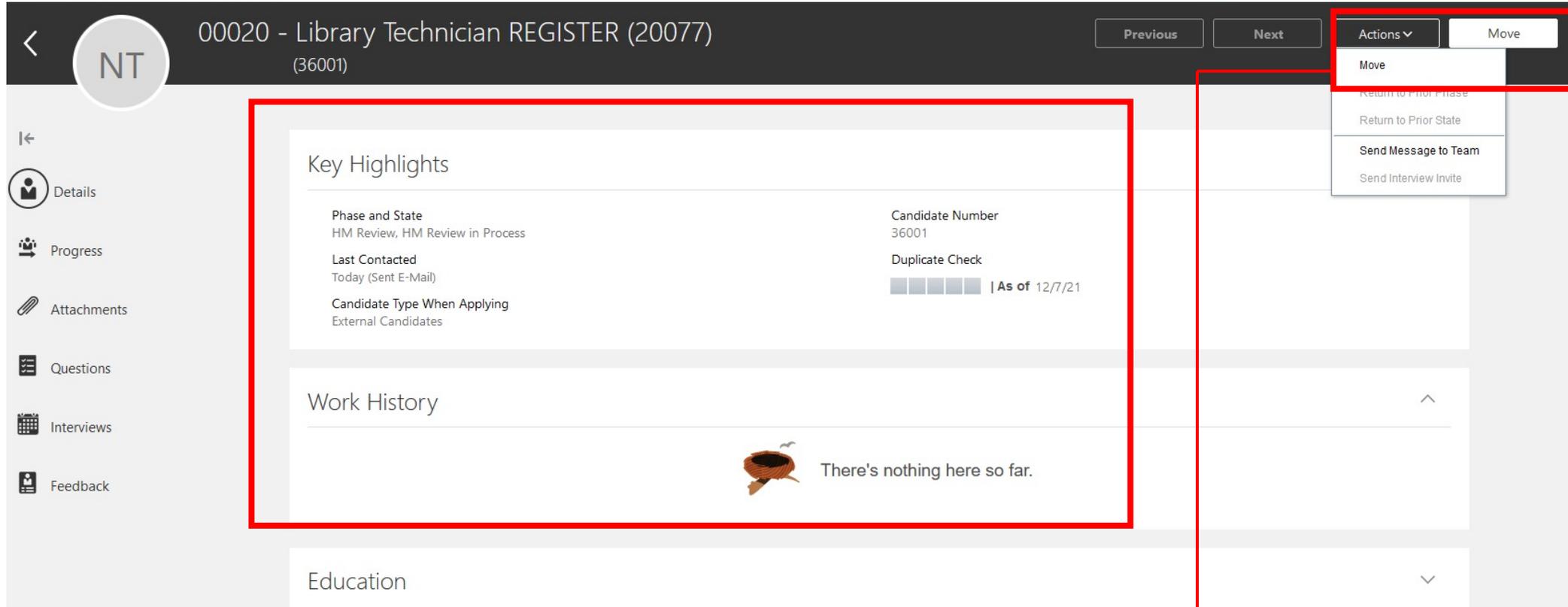


Select the **Candidate's Name** to view his/her details



The blue dot on the left of Candidate's Name indicates that the Application has not been viewed

Manage Talent Pool



00020 - Library Technician REGISTER (20077)
(36001)

Previous Next

Actions Move

Move
Return to Prior Phase
Return to Prior State
Send Message to Team
Send Interview Invite

Key Highlights

Phase and State HM Review, HM Review in Process	Candidate Number 36001
Last Contacted Today (Sent E-Mail)	Duplicate Check As of 12/7/21
Candidate Type When Applying External Candidates	

Work History

There's nothing here so far.

Education



In this section, the Candidate's information can be viewed prior to moving him/her through the hiring process



To move the Candidate through the hiring process, select the **Actions** drop-down list to view the options and select **Move**

Manage Talent Pool

Move Candidate

00020 - Library Technician REGISTER (20077)

Save and Close Cancel

Details

Phase	State
HM Review	Schedule Interview
	Schedule Interview
	Rejected by Employer
	Withdrawn by Candidate

Move Candidate

00020 - Library Technician REGISTER (20077)

Save and Close Cancel

Details

Phase	State
Interview	Interview
	Interview
	Phone Screen
	Interviews in Process
	Selected for Offer or Move to Testing



Candidates will move through the hiring process by selecting **Interview** or a different State within the **HM Review** Phase

Manage Talent Pool

Move Candidate

00020 - Library Technician REGISTER (20077)

Save and Close

Cancel

Details

Phase

Interview

Phase

State

Interview

Once the appropriate **State** has been selected from the drop-down list, select the **Save and Close** button

7

Manage Talent Pool Knowledge Check

What does the Blue Dot on the left of a Candidate's Name represent?

A. Candidate's Application has been reviewed

B. Candidate's Application has not been reviewed

C. Candidate has been Hired

D. Candidate has been Rejected



Manage Talent Pool Knowledge Check

What does the Blue Dot on the left of a Candidate's Name represent?

A. Candidate's Application has been reviewed

B. Candidate's Application has not been reviewed

C. Candidate has been Hired

D. Candidate has been Rejected



The correct answer is B. The Blue Dot on the left of the Candidate's name represents that the application has not been reviewed

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Move a Candidate through the Candidate Selection Process

Recruiting Lifecycle Management – Hiring Managers

Lesson 4: Add an Interview to a Requisition

Lesson Objective:

Upon the completion of the Add an Interview to a Requisition lesson, you will be able to:

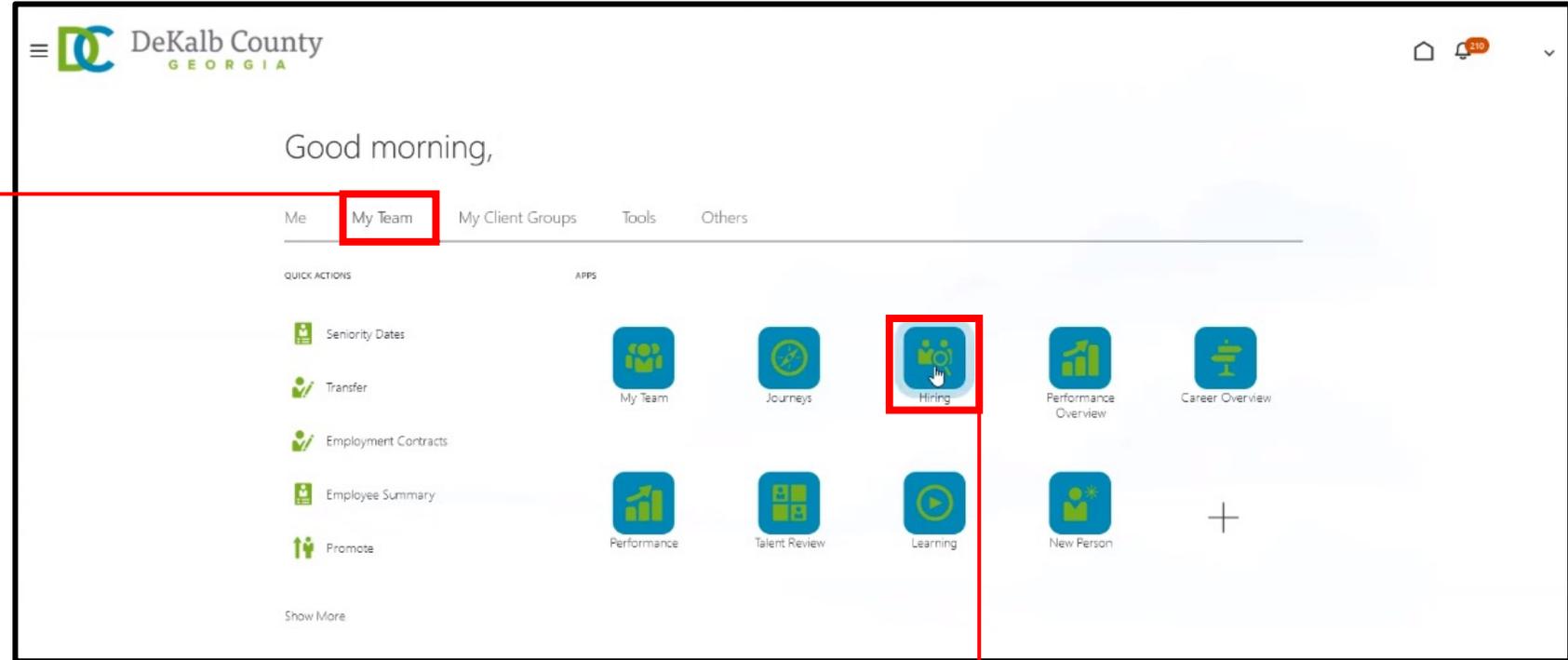
Objective

- Add an Interview to a Requisition as a Hiring Manager

Add an Interview to a Requisition

1

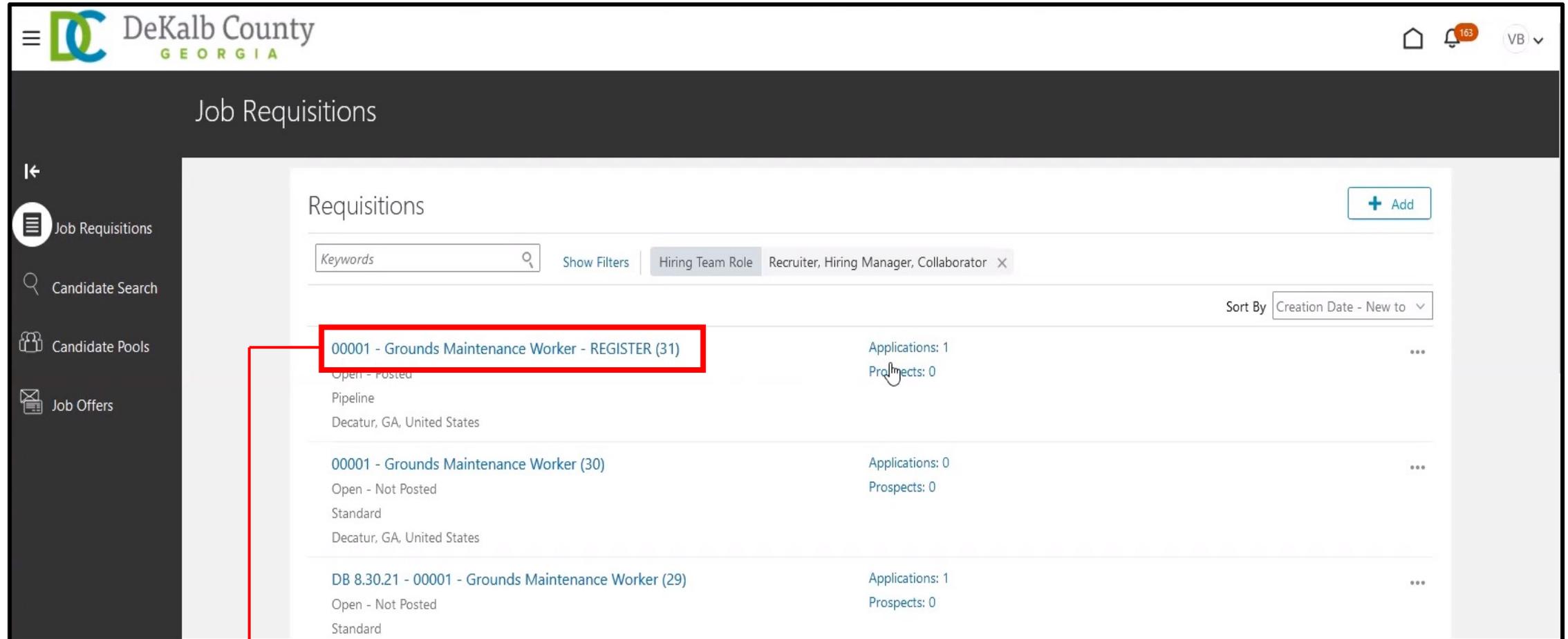
Select the My Team tab from the CV360 home page



2

Select the Hiring tile

Add an Interview to a Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

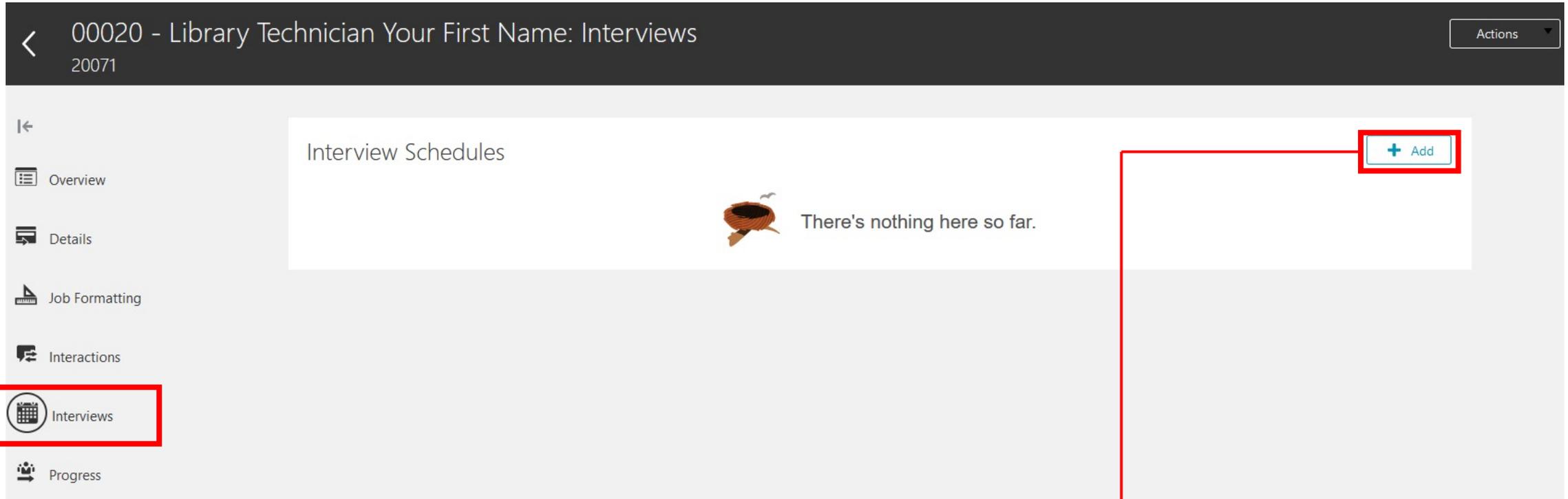
Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1 Prospects: 0	...
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...

3

Select a Requisition

Add an Interview to a Requisition



4

Select the Interviews tab

5

Select the +Add button



Interviews can only be added after the Requisition has been approved

Add an Interview to a Requisition

Create Interview Schedule

00020 - Library Technician Your First Name (20071)

Save and Close

Cancel

1 Basic Information

*Template

*Schedule Title

Schedule Type

Continue

6

Select the **appropriate Interview Template** from the drop-down list

7

Update the **Schedule Title** if necessary and select the **Continue** button

Add an Interview to a Requisition

Create Interview Schedule
00020 - Library Technician Your First Name (20071)

1 Basic Information

*Template
Phone Screen (DC_PHO ▾)

*Schedule Title
Phone Screen

Schedule Type
Hiring Team Managed

Continue

2 Location Details

3 Settings

4 Candidate Info

5 Interviewer Documents

Save and Close Cancel



Defaults from the Template will appear in the remaining sections. Continue to make any adjustments in each section and then select the **Save and Close** button when finished



Select **Save and Close** button when done

Add an Interview to a Requisition Knowledge Check

Which tab is used to add Interviews?

A. Interactions

B. Interviews

C. Details

D. Progress



Add an Interview to a Requisition Knowledge Check

Which tab is used to add Interviews?

A. Interactions

B. Interviews

C. Details

D. Progress



The correct answer is B. The Interviews tab is used to add Interviews to the Requisition

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Add an Interview to a Requisition

Recruiting Lifecycle Management – Hiring Managers

Lesson 5: Add an Interview for a Candidate on a Requisition

Lesson Objective:

Upon the completion of the Add an Interview for a Candidate on a Requisition lesson, you will be able to:

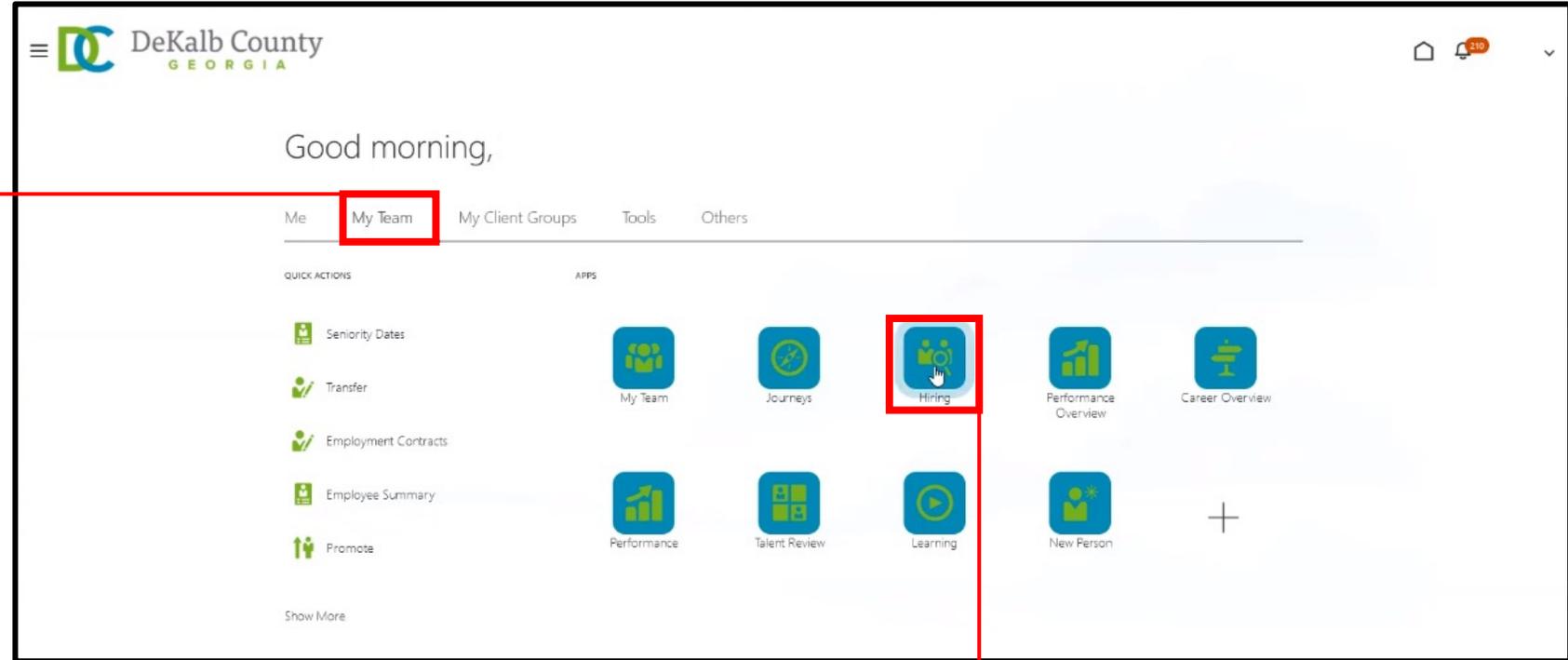
Objective

- Add an Interview for a Candidate on a Requisition as a Hiring Manager

Add an Interview for a Candidate on a Requisition

1

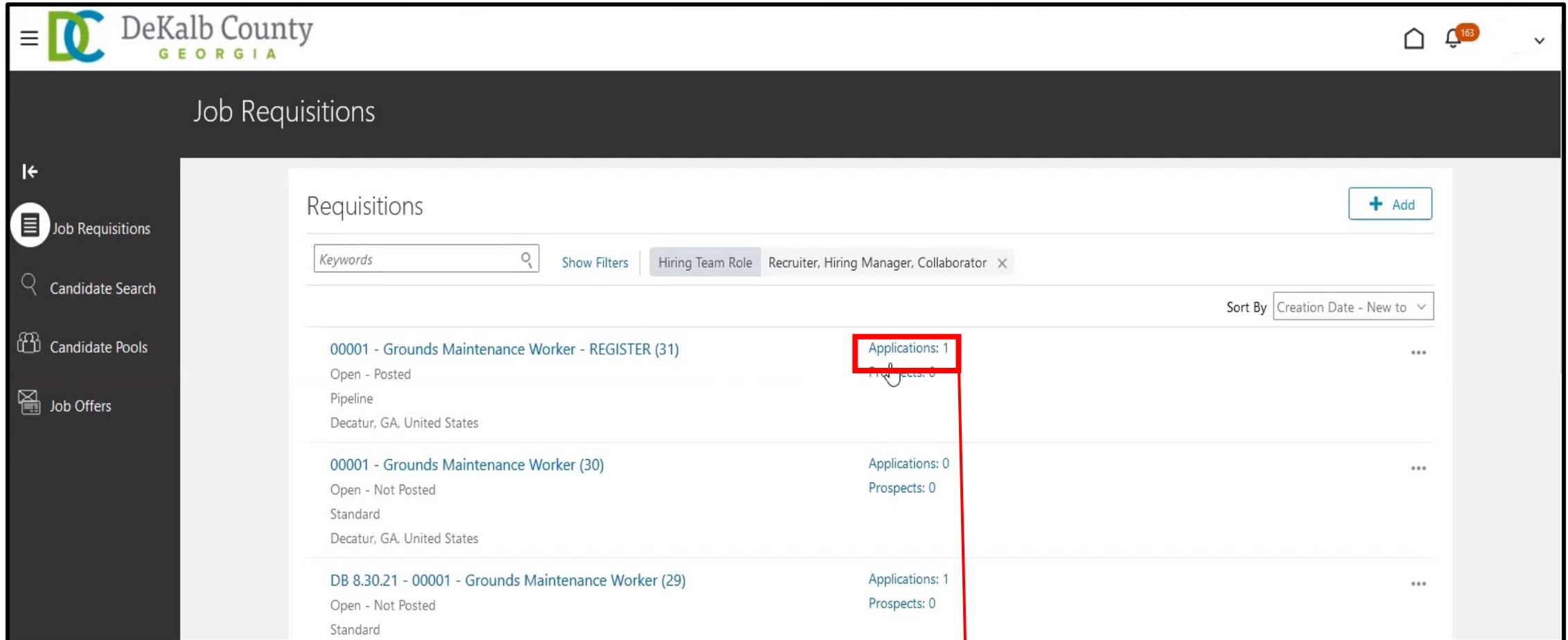
Select the My Team tab from the CV360 home page



2

Select the Hiring tile

Add an Interview for a Candidate on a Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

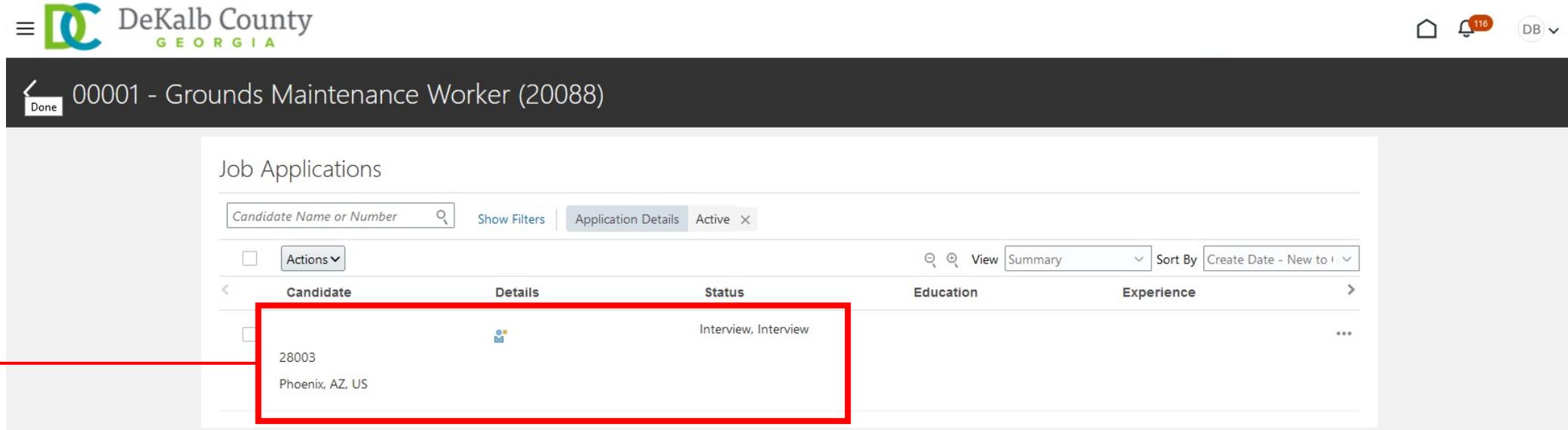
00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1	...
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...

! The Hiring Manager will only be able to see Candidates once the Generalist has moved the Candidate to the HM Review phase

3

Select the Applications link

Add an Interview for a Candidate on a Requisition



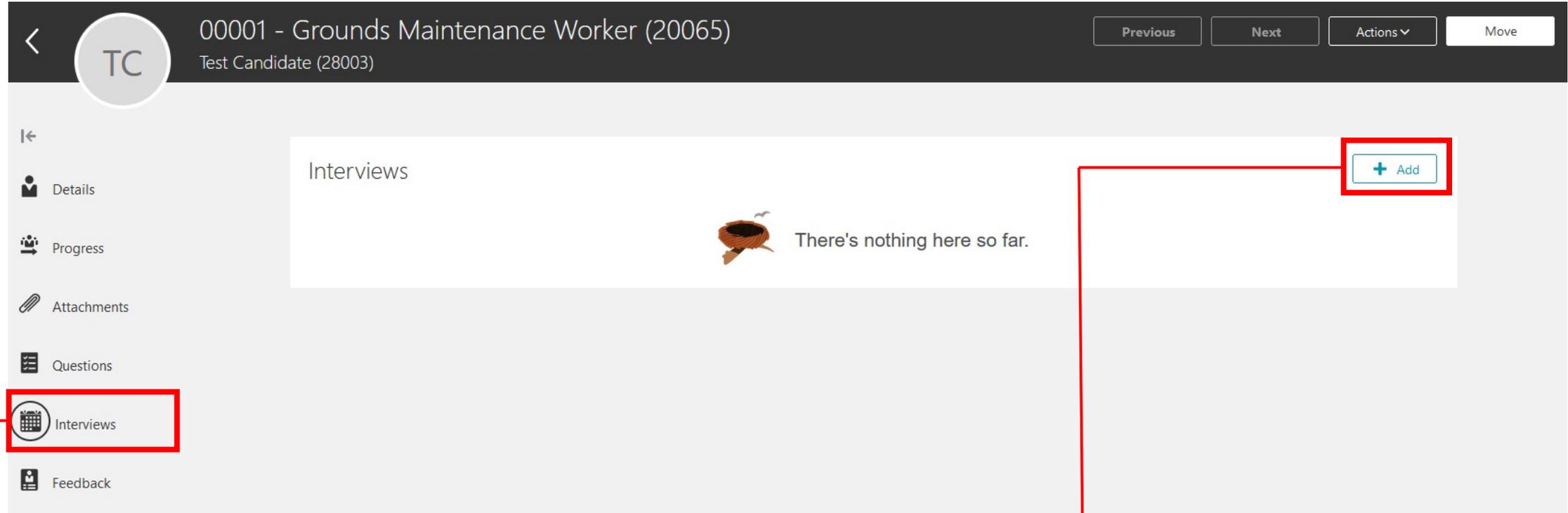
The screenshot shows the DeKalb County Job Applications interface. At the top, the DeKalb County logo and name are visible. Below the header, the breadcrumb trail reads "00001 - Grounds Maintenance Worker (20088)". The main content area is titled "Job Applications" and includes a search bar for "Candidate Name or Number", a "Show Filters" button, and a filter for "Application Details" with an "Active" status. A table lists job applications with columns for Candidate, Details, Status, Education, and Experience. The first row is highlighted with a red box, showing a candidate with ID 28003 from Phoenix, AZ, US, with a status of "Interview, Interview".

Candidate	Details	Status	Education	Experience
28003 Phoenix, AZ, US		Interview, Interview		

4

Select the Candidate's name to view his/her details

Add an Interview for a Candidate on a Requisition



The screenshot shows the user interface for a candidate's requisition. At the top, there is a header bar with a back arrow, a circular profile icon labeled 'TC', and the text '00001 - Grounds Maintenance Worker (20065)' and 'Test Candidate (28003)'. To the right of the header are buttons for 'Previous', 'Next', 'Actions', and 'Move'. Below the header is a left sidebar with navigation options: 'Details', 'Progress', 'Attachments', 'Questions', 'Interviews', and 'Feedback'. The 'Interviews' option is highlighted with a red box. The main content area is titled 'Interviews' and contains a message: 'There's nothing here so far.' with a nest icon. A '+ Add' button is highlighted with a red box in the top right corner of the main content area.

5

Select the Interviews tab

6

Select the +Add button

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format
Select a value

Candidate
Test Candidate (28003)

*Schedule Title
[Dropdown menu]

*Start Date and Time
m/d/yy h:mm a

*End Date and Time
m/d/yy h:mm a

*Interviewers
[Dropdown menu]

Add Another Interviewer

Notes to Candidate

[Rich text editor toolbar]

7

Select the appropriate **Schedule Title** from the drop-down list. This will present a list of Interviews that have been added to the Requisition

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close

Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format

Select a value

Candidate
Test Candidate (28003)

*Schedule Title

*Start Date and Time

m/d/yy h:mm a

*End Date and Time

m/d/yy h:mm a

*Interviewers

[Add Another Interviewer](#)

Notes to Candidate

Rich text editor toolbar with icons for bold, italic, underline, list, link, and other text formatting options.

Rich text editor toolbar with icons for text alignment, bullet points, and other text formatting options.

Large text area for entering notes to the candidate.

8

Enter the appropriate **Start Date and Time** and **End Date and Time**

9

Select the appropriate **Interviewers** from the drop-down list and enter any **necessary comments** in the **Notes to Candidate** field

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close

Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format

Select a value

Candidate
Test Candidate (28003)

*Schedule Title

*Start Date and Time

*End Date and Time

*Interviewers

[Add Another Interviewer](#)

Notes to Candidate

Rich text editor toolbar with icons for bold, italic, underline, font size, text color, background color, bulleted list, numbered list, link, and unlink.



An email will be sent to the Candidate with the Interview details.

10

Select the **Save and Close** button when finished

Manage Talent Pool

Move Candidate

00001 - Grounds Maintenance Worker (20088)

Save and Close

Cancel

Candidates (1)

Details

Phase

Interview

State

Phone Screen

Phone Screen

Interviews in Process

Not Selected

Selected for Offer or Move to Testing

Rejected by Employer

Withdrawn by Candidate

State

After the interview, a candidate can be moved to the 'Not Selected' or the 'Selected for Offer or Move to Testing' state. After selecting the appropriate state, select the **Save and Close** button

11

Add an Interview for a Candidate on a Requisition Knowledge Check

Candidates can be added to more than one Interview Schedule?
True or False?

A. True

B. False



Add an Interview for a Candidate on a Requisition Knowledge Check

Candidates can be added to more than one Interview Schedule?
True or False?

A. True

B. False



The correct answer is A. The Candidate CAN be added to more than one Interview Schedule

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Add an Interview for a Candidate on a Requisition

Recruiting Lifecycle Management – Hiring Managers

Lesson 6: Manage Onboarding / Journeys for New Hires

Lesson Objective:

Upon the completion of the Manage Onboarding/Journeys for New Hires lesson, you will be able to:

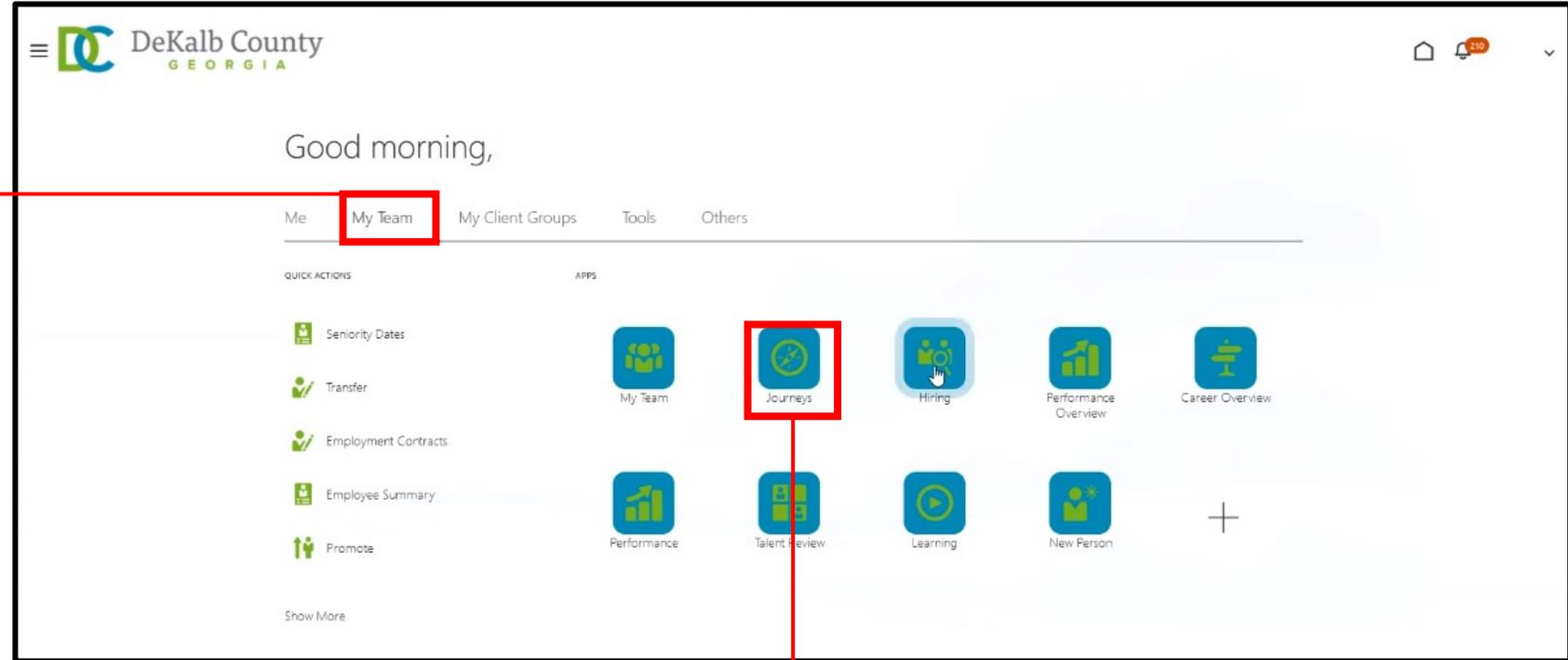
Objective

- Complete Hiring Manager Onboarding / Journeys Tasks

Manage Onboarding / Journeys for New Hires

1

Select the My Team tab from the CV360 home page



2

Select the Journeys tile

Manage Onboarding / Journeys for New Hires

< Assigned Journeys + Create a journey

Search for journeys

Open Overdue Completed Enterprise onboarding On Boarding

16 results

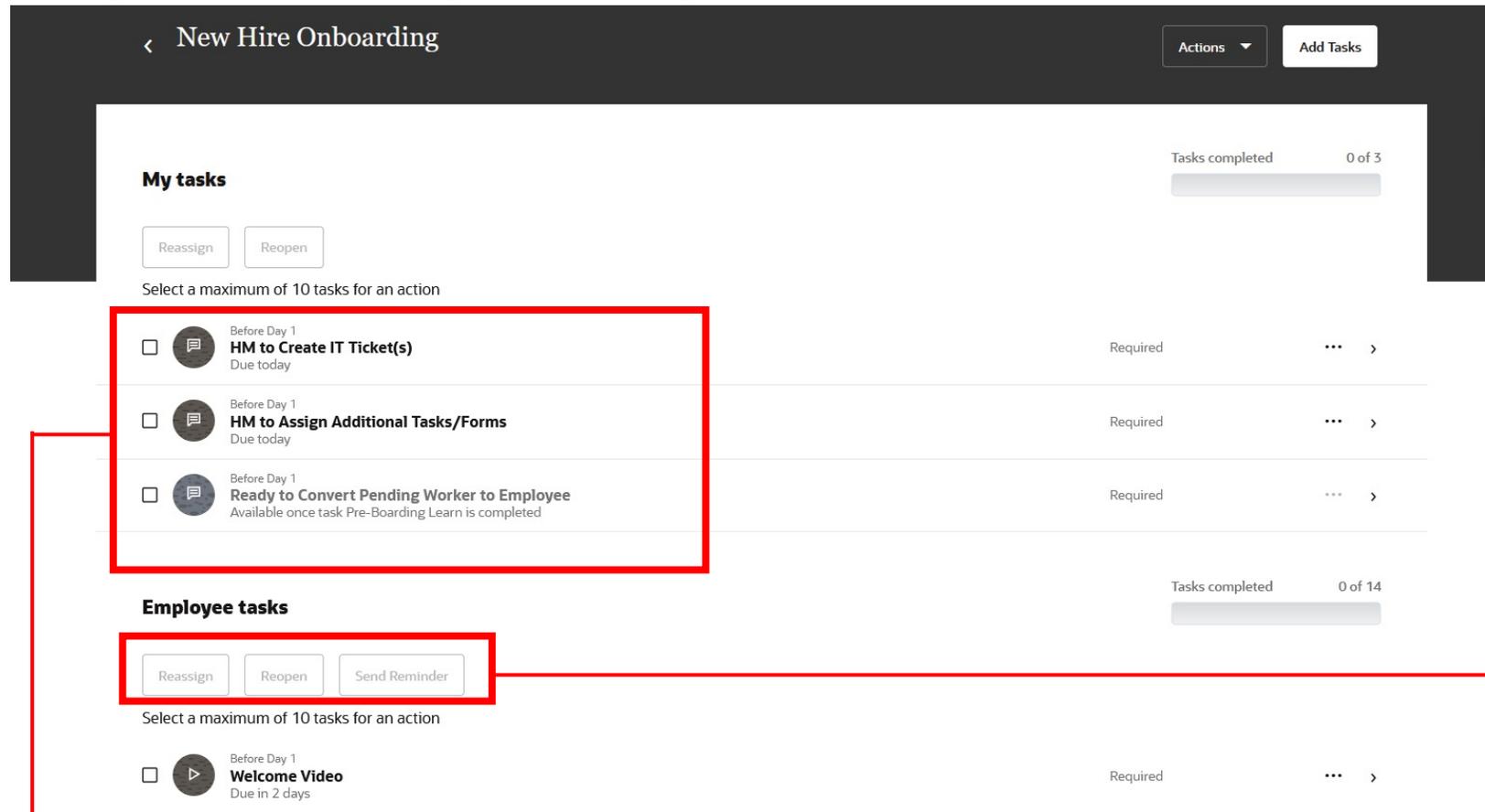
Sort By
Assigned Date

3

Find and select the New Hire in the Assigned Journeys list

New Hire Onboarding	New Hire Onboarding	New Hire Onboarding	New Hire Onboarding
			
68050 - Library Specialist, Senior	61250 - Grounds Maintenance Worker	61250 - Grounds Maintenance Worker	61250 - Grounds Maintenance Worker
	Overdue	Overdue	Overdue

Manage Onboarding / Journeys for New Hires



The screenshot shows the 'New Hire Onboarding' interface. At the top, there is a header with a back arrow, the text 'New Hire Onboarding', and two buttons: 'Actions' (with a dropdown arrow) and 'Add Tasks'. Below the header, there are two main sections: 'My tasks' and 'Employee tasks'. Each section has a 'Tasks completed' progress bar (0 of 3 for My tasks, 0 of 14 for Employee tasks) and a 'Select a maximum of 10 tasks for an action' instruction. In the 'My tasks' section, three tasks are listed, each with a checkbox, a speech bubble icon, a due date, a title, and a 'Required' status. The first three tasks are highlighted with a red box: 'HM to Create IT Ticket(s)', 'HM to Assign Additional Tasks/Forms', and 'Ready to Convert Pending Worker to Employee'. In the 'Employee tasks' section, there are three buttons: 'Reassign', 'Reopen', and 'Send Reminder', which are also highlighted with a red box. Below these buttons is a single task: 'Welcome Video' with a play button icon, a due date of 'Due in 2 days', and a 'Required' status. A blue callout box with an exclamation mark is positioned on the right side of the screenshot, pointing towards the 'My tasks' section.

In the Employee Tasks section:

- The Hiring Manager can check the box next to a completed Task and then use the **Reopen** button if they need the New Hire to complete the Task again
- The Hiring Manager can also use the **Send Reminder** button in the same way as the **Reopen** button to send the New Hire a reminder email to complete the Task

The Hiring Manager tasks are listed at the top. Tasks in **bold** are available to be completed. Tasks in gray have a dependency. Each task will have its own set of instructions

Manage Onboarding / Journeys for New Hires

< New Hire Onboarding

Add Tasks

My tasks

Tasks completed 0 of 3



HM to Create IT Ticket(s)

Due in 1 days

Required



Use the 'Not Applicable' **ONLY** if no setup is necessary for the new Employee.

Please create an email for the IT Help Desk to set up things such as: Laptop, Desk Phone, Cell Phone, Internet Access, etc.

Done

Not Applicable

Add to Calendar

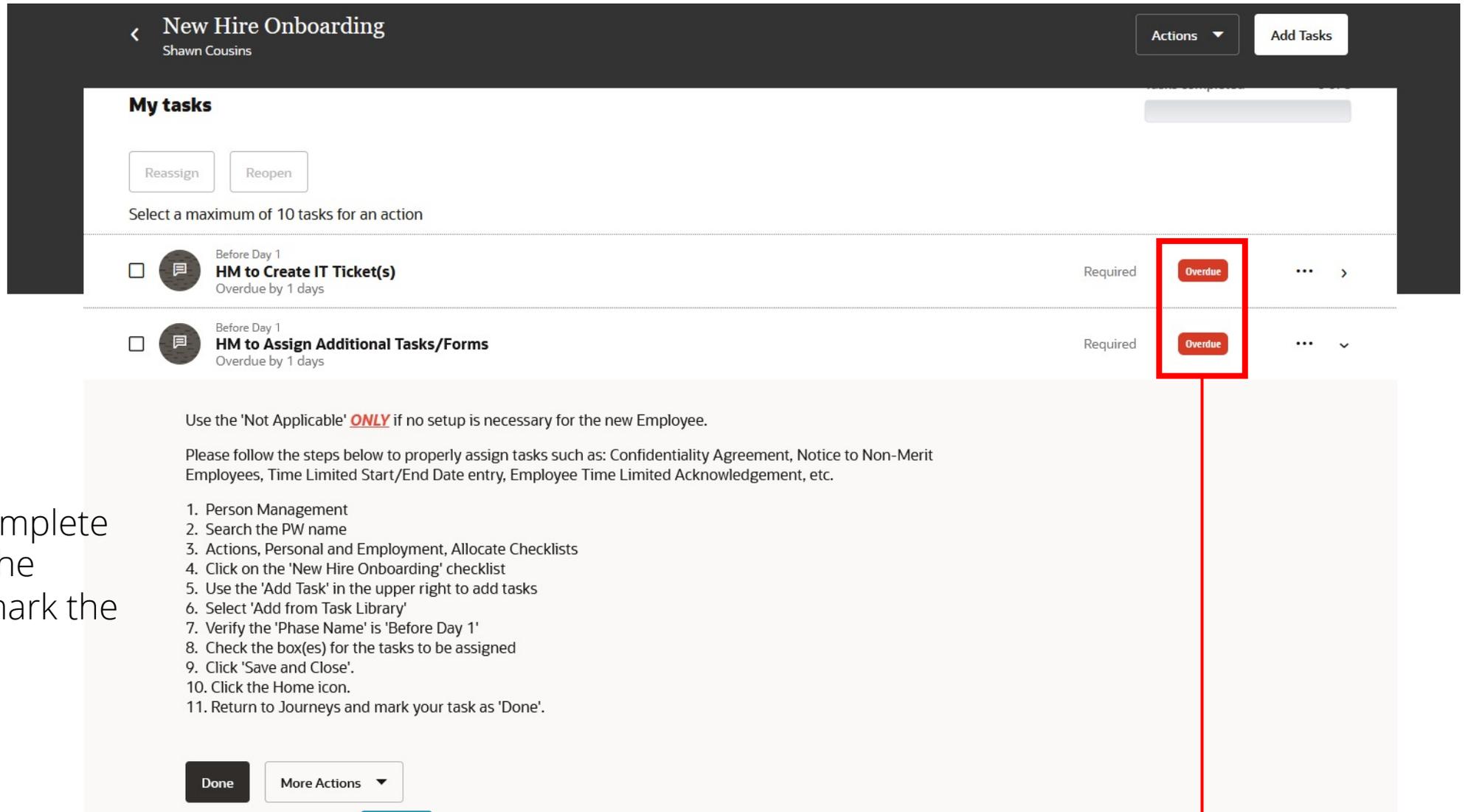
4



Follow the instructions for every Task

Select the **Done** button to mark the Task as Complete

Manage Onboarding / Journeys for New Hires



The screenshot shows the 'New Hire Onboarding' interface for user Shawn Cousins. At the top right, there are 'Actions' and 'Add Tasks' buttons. Below this is a 'My tasks' section with 'Reassign' and 'Reopen' buttons. A note states 'Select a maximum of 10 tasks for an action'. Two tasks are listed:

- HM to Create IT Ticket(s)** (Before Day 1, Overdue by 1 days, Required) with a red 'Overdue' indicator.
- HM to Assign Additional Tasks/Forms** (Before Day 1, Overdue by 1 days, Required) with a red 'Overdue' indicator.

Below the tasks is a light gray box containing instructions:

Use the 'Not Applicable' **ONLY** if no setup is necessary for the new Employee.

Please follow the steps below to properly assign tasks such as: Confidentiality Agreement, Notice to Non-Merit Employees, Time Limited Start/End Date entry, Employee Time Limited Acknowledgement, etc.

1. Person Management
2. Search the PW name
3. Actions, Personal and Employment, Allocate Checklists
4. Click on the 'New Hire Onboarding' checklist
5. Use the 'Add Task' in the upper right to add tasks
6. Select 'Add from Task Library'
7. Verify the 'Phase Name' is 'Before Day 1'
8. Check the box(es) for the tasks to be assigned
9. Click 'Save and Close'.
10. Click the Home icon.
11. Return to Journeys and mark your task as 'Done'.

At the bottom of the instructions box are 'Done' and 'More Actions' buttons.

5

Follow all of the instructions to complete the Task. Select the **Done** button to mark the Task as Complete

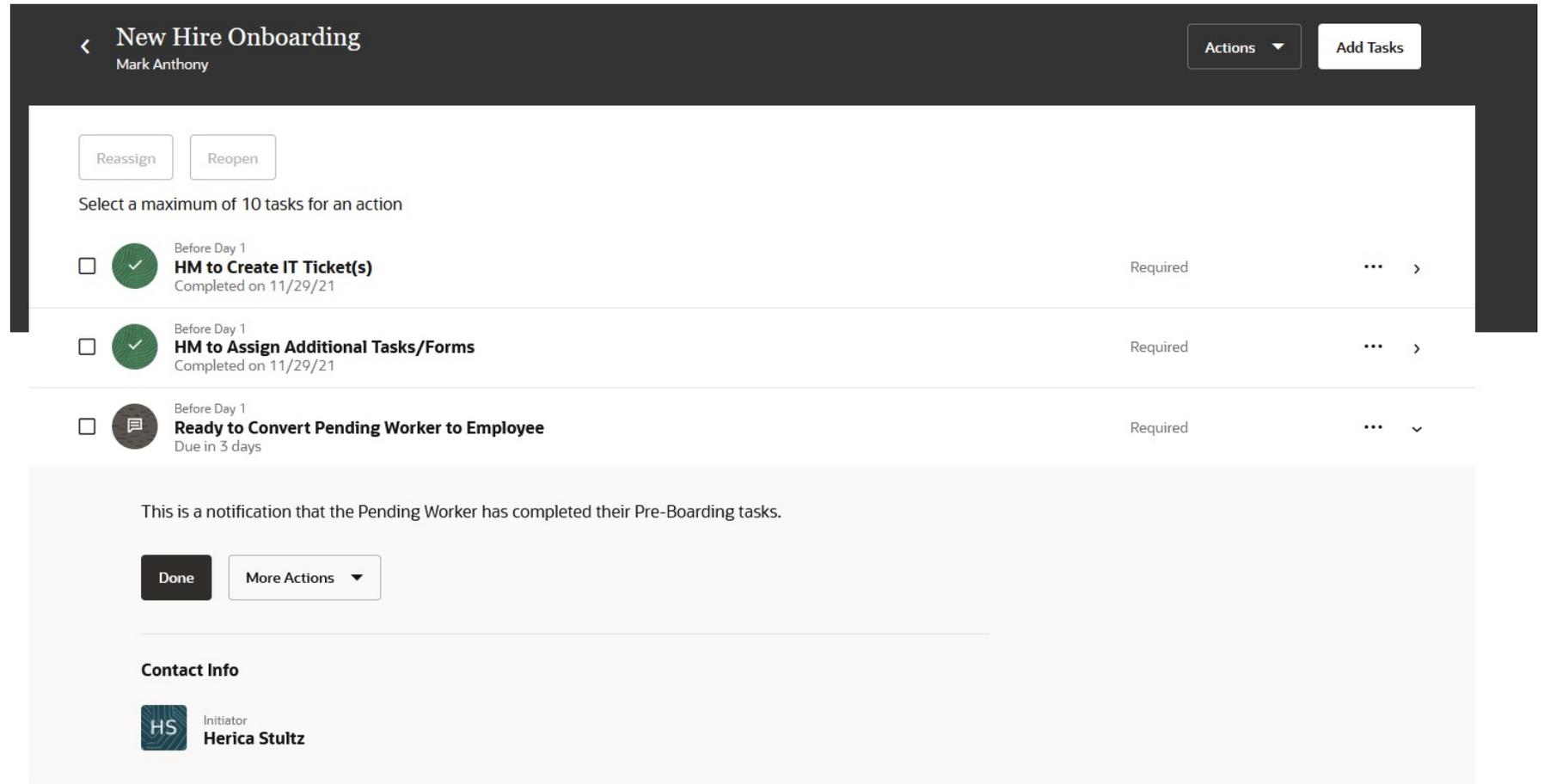


If Tasks are Overdue, there will be an Overdue indicator

Manage Onboarding / Journeys for New Hires

6

When the New Hire has completed their last Task, the final Hiring Manager Task will be in **bold** and can be completed. Select the **Done** button to mark the Task as Complete



New Hire Onboarding
Mark Anthony

Reassign Reopen

Select a maximum of 10 tasks for an action

<input type="checkbox"/>	 Before Day 1 HM to Create IT Ticket(s) Completed on 11/29/21	Required	...
<input type="checkbox"/>	 Before Day 1 HM to Assign Additional Tasks/Forms Completed on 11/29/21	Required	...
<input type="checkbox"/>	 Before Day 1 Ready to Convert Pending Worker to Employee Due in 3 days	Required	...

This is a notification that the Pending Worker has completed their Pre-Boarding tasks.

Done More Actions

Contact Info

HS Initiator
Herica Stultz



Once the 'Ready to Convert Pending Worker to Employee' task is marked **Done**, a Bell notification is sent to the AOR HR Generalists. This is their indication they may convert the Pending Worker to an Employee.

Tasks completed 14 of 14



Manage Onboarding / Journeys for New Hires Knowledge Check

Hiring Managers' tasks are listed at the top of the New Hire Onboarding page.
True or False?

A. True

B. False



Manage Onboarding / Journeys for New Hires Knowledge Check

Hiring Managers' tasks are listed at the top of the New Hire Onboarding page.
True or False?

A. True

B. False



The correct answer is A. The Hiring Managers' tasks are listed at the top of the New Hire Onboarding page

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Complete the Hiring Manager Onboarding / Journeys Tasks

Recruiting Lifecycle Management - Hiring Managers Summary

You have reached the end of the Recruiting Lifecycle Management for Hiring Managers course. You should now be able to:

- ✓ Create Hiring Requisitions
- ✓ Approve Requisitions
- ✓ Manage the Candidate Talent Pool
- ✓ Add an Interview to a Requisition
- ✓ Add an Interview for a Candidate on a Requisition
- ✓ Manage Onboarding / Journeys for a New Hire

Recruiting Lifecycle Management - Hiring Managers Summary

For additional information on the topics covered in this course, please consider using the following resources:

- QRG (If Applicable)
- DeKalb POC:
 - Catrina Rives, carives@dekalbcountyga.gov
 - Rosalind Harris Brown rmharris@dekalbcountyga.gov
 - Katherine Furlong, kdfurlong@dekalbcountyga.gov