

# Recruiting / Onboarding

**Recruiting  
Lifecycle  
Management –  
Hiring Manager**  
DC



## 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!

# Introducing Course Owner

CHECK IN / ATTENDANCE



## My name is .....

- ☐ Instructor Name
- ☐ Place of Birth
- ☐ Current Hometown
- ☐ What is one food you could, never ever eat?
- ☐ Is a hot dog a sandwich
- ☐ What is the most beautiful place you have ever been to?



## 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



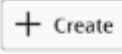






- Create Hiring Requisitions
- Approve Requisitions
- Manage the Candidate Talent Pool
- Add an Interview to Requisitions
- Add an Interview for Candidates on a Requisition
- Manage Onboarding / Journeys for New Hires

## 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
	Hiring Icon indicates the navigation to the hiring work area
	The plus icon is used for creating requisition
	Requisitions
	Hiring Manager Dashboard
	Actions
	Candidate Search
	Activity Center
	Offers



# 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



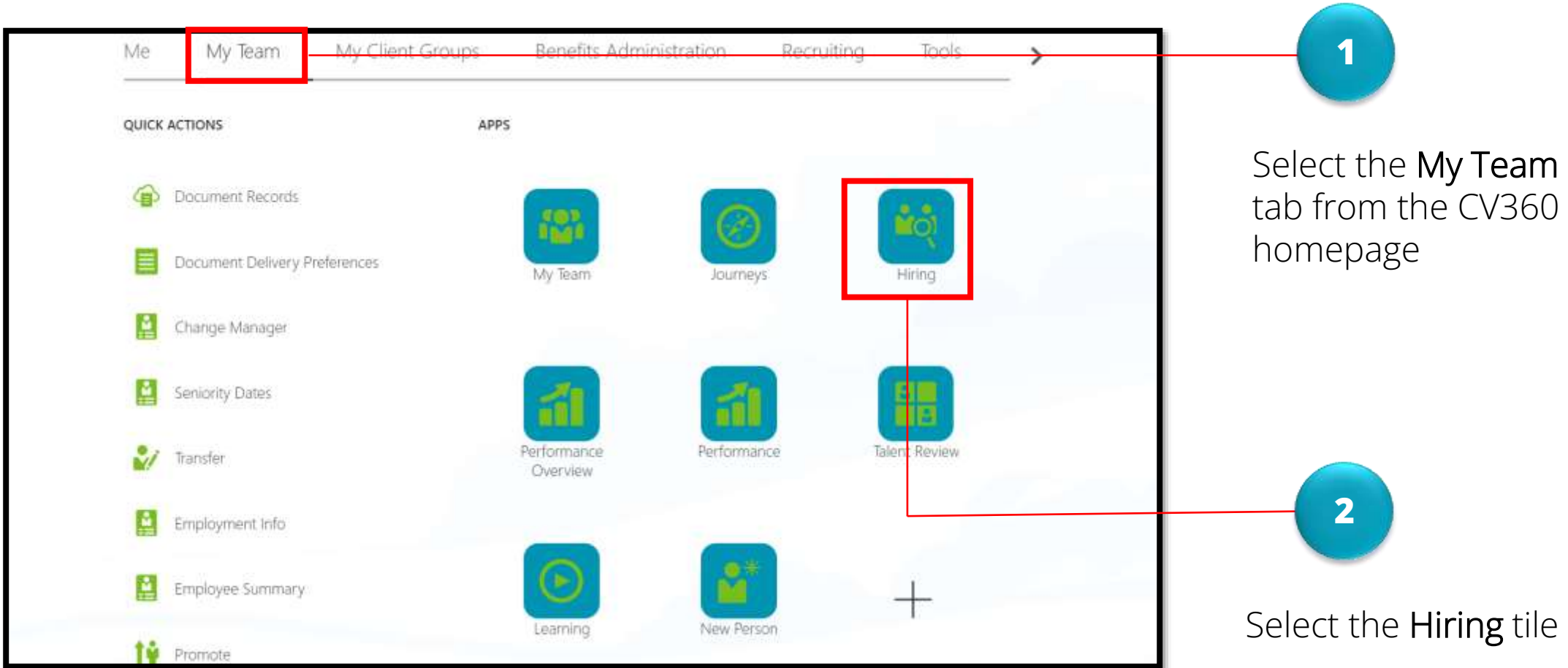
## Lesson Objective:

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



The screenshot displays the CloudVergent 360 homepage. At the top, a navigation bar contains tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Recruiting', and 'Tools'. The 'My Team' tab is highlighted with a red box and a red line pointing to a blue circle with the number '1'. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Document Records', 'Document Delivery Preferences', 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Info', 'Employee Summary', and 'Promote'. The 'APPS' section features a grid of application tiles: 'My Team', 'Journeys', 'Hiring', 'Performance Overview', 'Performance', 'Talent Review', 'Learning', and 'New Person'. The 'Hiring' tile is highlighted with a red box and a red line pointing to a blue circle with the number '2'. A plus sign (+) is located at the bottom right of the 'APPS' grid.

1

Select the **My Team** tab from the CV360 homepage

2

Select the **Hiring** tile

# Create a Hiring Requisition

## Recruiting Activity Center

Activities

0

High Priority

Type

Hiring Manager

Generalist

Priority

Filters

☐ 0 items

Dismiss

Activity

Type

Candic

Requisition

Generi

Hiring Manager

Date

Priority

No data to display.

Activity Center

Requisitions

Offers

3

Select the **Requisitions** option present at the bottom of the page

# Create a Hiring Requisition



## Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Generalist

Hiring Team Role

Location

Filters

906 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
00001 - Grounds Maintainer	30879	Open - Posted	Open	Posted	0	1	0
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1	0
16848 - HR Testing Specialist	30876	Open - Posted	Open	Posted	0	1	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0	0
16848 - HR Testing Specialist	30874	Open - In Progress	Open	In Progress	0	0	0

Activity Center

Requisitions

Offers

4

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

# Create a Hiring Requisition

New Job Requisition

## How to start

Requisition Type  
Standard

Create Requisition Using

- Position
- Existing Requisition

Cancel Save and Close Continue Submit

1 | 6

How to start

Basic info

Hiring team

Requisition structure

Details

5

Select **Position** from the **Create Requisition Using** drop-down list.

# Create a Hiring Requisition

New Job Requisition

How to start

1 | 6

Requisition Type  
Standard

Create Requisition Using  
Position

Business Unit  
DeKalb County

Position  
Required

Cancel Save and Close Continue Submit



Business Unit field  
should always be  
**DeKalb County**



# Create a Hiring Requisition

New Job Requisition

How to start

1 | 6

Requisition Type  
Standard

Create Requisition Using  
Position

Business Unit  
DeKalb County

Position  
Required

Cancel Save and Close Continue Submit

7


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

8

Select the **Continue** button

# Create a Hiring Requisition

## Basic info

 Basic info

Requisition Type  
Standard

Position  
00001 - Grounds Maintenance Worker (00001)

Opening Type  
☒ Limited  
Number of Openings  
10  
☐ Unlimited

Updated just now

Cancel Save and Close Continue Submit

Requisition Title  
00001 - Grounds Maintenance Worker


Business Justification

9

The Requisition Title will be displayed by default from the Title of the selected Position

# Create a Hiring Requisition

## Basic info

 Basic info

Requisition Type  
Standard

Requisition Title  
00001 - Grounds Maintenance Worker

Position  
00001 - Grounds Maintenance Worker (00001)

Business Justification

Opening Type

☒ Limited

Number of Openings  
10

☐ Unlimited

Updated just now

Cancel Save and Close Continue Submit

2 | 6

How to start

Basic info

Hiring team

Requisition structure

Details

Attachments

10

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

# Create a Hiring Requisition

New Job Requisition

## Hiring team

Hiring Manager ▼  
Required

Generalist ▼  
Required

Collaborator Type ▼

Updated just now

Cancel Save and Close Continue Submit

3 | 6

Basic info

Hiring team

Requisition structure

Details

Attachments

11

Enter the **Hiring Manager**  
and **Generalist** fields

# Create a Hiring Requisition

New Job Requisition

## Hiring team

Hiring Manager  
Gloria J Wilson

Generalist  
Rosalind M Harris

Collaborator Type

Last updated 50 seconds ago

Cancel Save and Close Continue Submit

3 | 6

Basic info

Hiring team

Requisition structure

Details

Attachments

12

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

# Create a Hiring Requisition

New Job Requisition

## Hiring team

Hiring Manager  
Gloria J Wilson

Generalist  
Rosalind M Harris

Collaborator Type

**Collaborator**

Collaborator

Last updated 50 seconds ago

Cancel Save and Close **Continue** Submit

13

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


14

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

# Create a Hiring Requisition

New Job Requisition

## Requisition structure

 Requisition structure

Recruiting Type  
Professional

Organization  
DeKalb County Enterprise

Primary Location

Other Locations

Required

Last updated 44 seconds ago

Cancel Save and Close Continue Submit

15


For Recruiting Type  
select **Professional**

Organization should  
be defaulted to  
**DeKalb County  
Enterprise**

# Create a Hiring Requisition

New Job Requisition

## Requisition structure

 Requisition structure

Recruiting Type  
Professional

Organization  
DeKalb County Enterprise

Primary Location  
Decatur, GA, United States

Other Locations

Last updated 1 minute ago

Cancel Save and Close **Continue** Submit

16

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

17

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



# Create a Hiring Requisition



New Job Requisition

Details

Worker Type

Regular or Temporary  
Regular

Full Time or Part Time  
Full time

List Type

Required

Time Limited Expires

Grant Funded

Required

Grant Program Name

Double Fill Position

Required

Double Fill Pos. Expires

Reason for Opening

Required

Sworn

Position Type

Required

Last updated 40 seconds ago

Cancel

Save and Close

Continue

Submit

5 | 6

How to start

Basic info

Hiring team

Requisition structure

Details

Attachments

Any field which is written as **required** field must be populated

18

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

# Create a Hiring Requisition

New Job Requisition

Attachments

Attachments

Drag and Drop

Select or drop files here.

URL

Add URL

Last updated 3 seconds ago

Cancel

Save and Close

Submit

6 | 6

How to start

Basic info

Hiring team

Requisition structure

Details

Attachments

19

Drag or upload any necessary files to the Attachments section.

# Create a Hiring Requisition

New Job Requisition

Attachments

Attachments

Drag and Drop

Select or drop files here.

URL

Add URL

Last updated 3 seconds ago

Cancel

Save and Close

Submit

6 | 6

How to start

Basic info

Hiring team

Requisition structure

Details

Attachments

! 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:

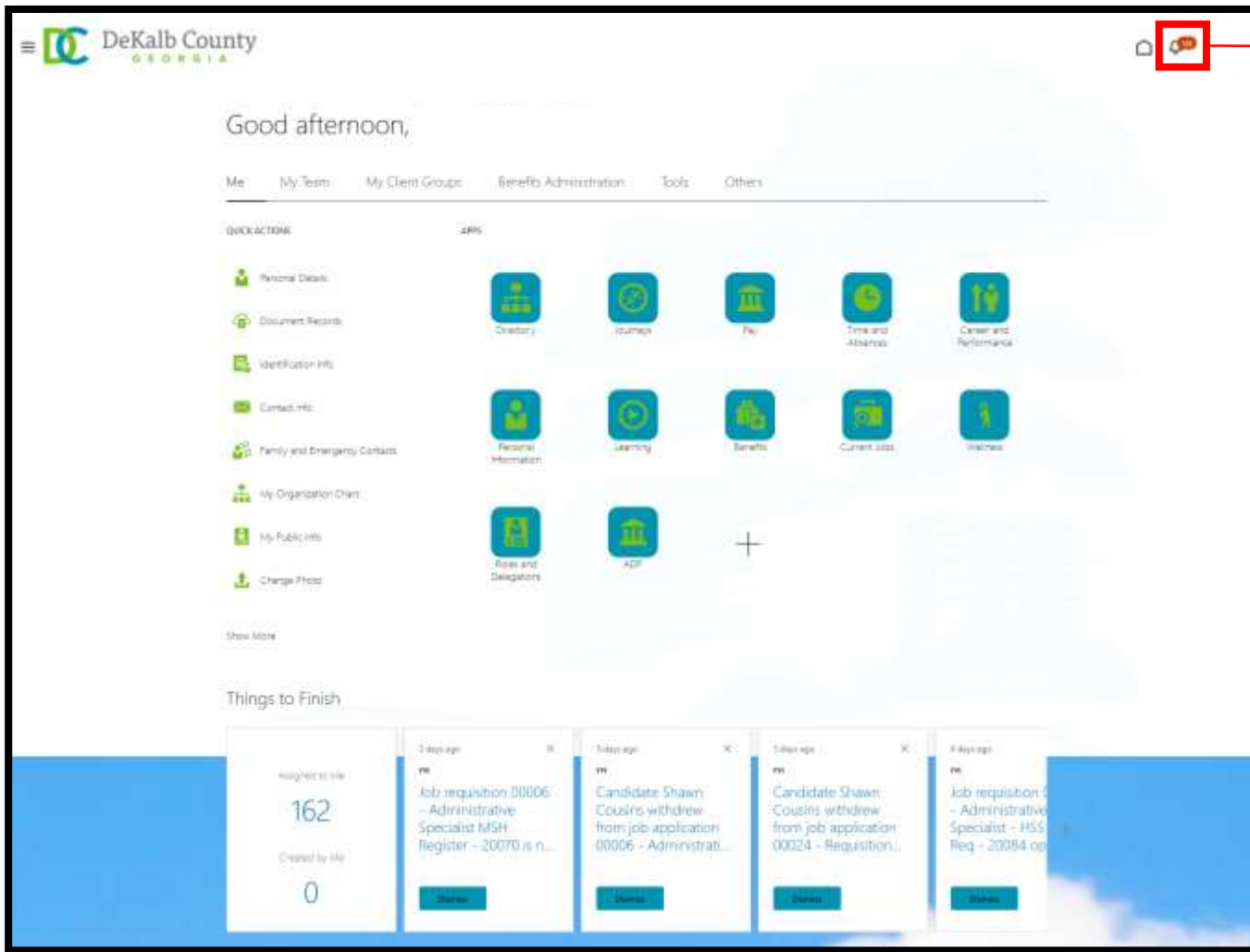
Upon the completion of the Approve Requisitions lesson, you will be able to:

### Objective

- Approve a Requisition as a Hiring Manager



# Approve a Requisition



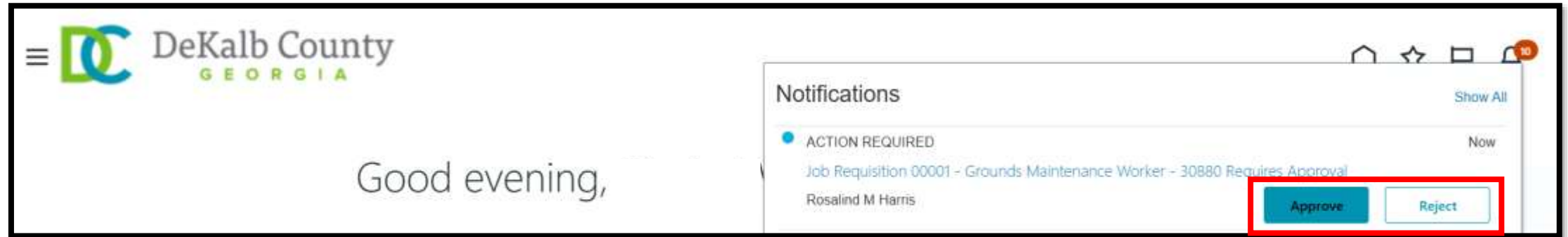
1

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



The screenshot shows the DeKalb County Georgia portal. On the left, the logo and name "DeKalb County GEORGIA" are visible. Below the logo, the text "Good evening," is displayed. On the right, a "Notifications" dropdown menu is open, showing a notification titled "ACTION REQUIRED" with the text "Job Requisition 00001 - Grounds Maintenance Worker - 30880 Requires Approval" and the name "Rosalind M Harris". At the bottom right of the notification, there are two buttons: "Approve" (highlighted with a red box) and "Reject".



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 00001 - Grounds Maintenance Worker - 30880 Requires Approval

Actions Approve Reject

Approval Request for Requisition

## 00001 - Grounds Maintenance Worker

30880

### Basic Information

Recruiting Type	Professional
Requisition Number	30880
Requisition Title	00001 - Grounds Maintenance Worker
Openings	10

### Hiring Team

- Administrative Specialist	Hiring Manager
<a href="mailto:n@dekalbcountyga.gov">n@dekalbcountyga.gov</a>	
- Management Analyst III	Recruiter
<a href="mailto:i@dekalbcountyga.gov">i@dekalbcountyga.gov</a>	



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:

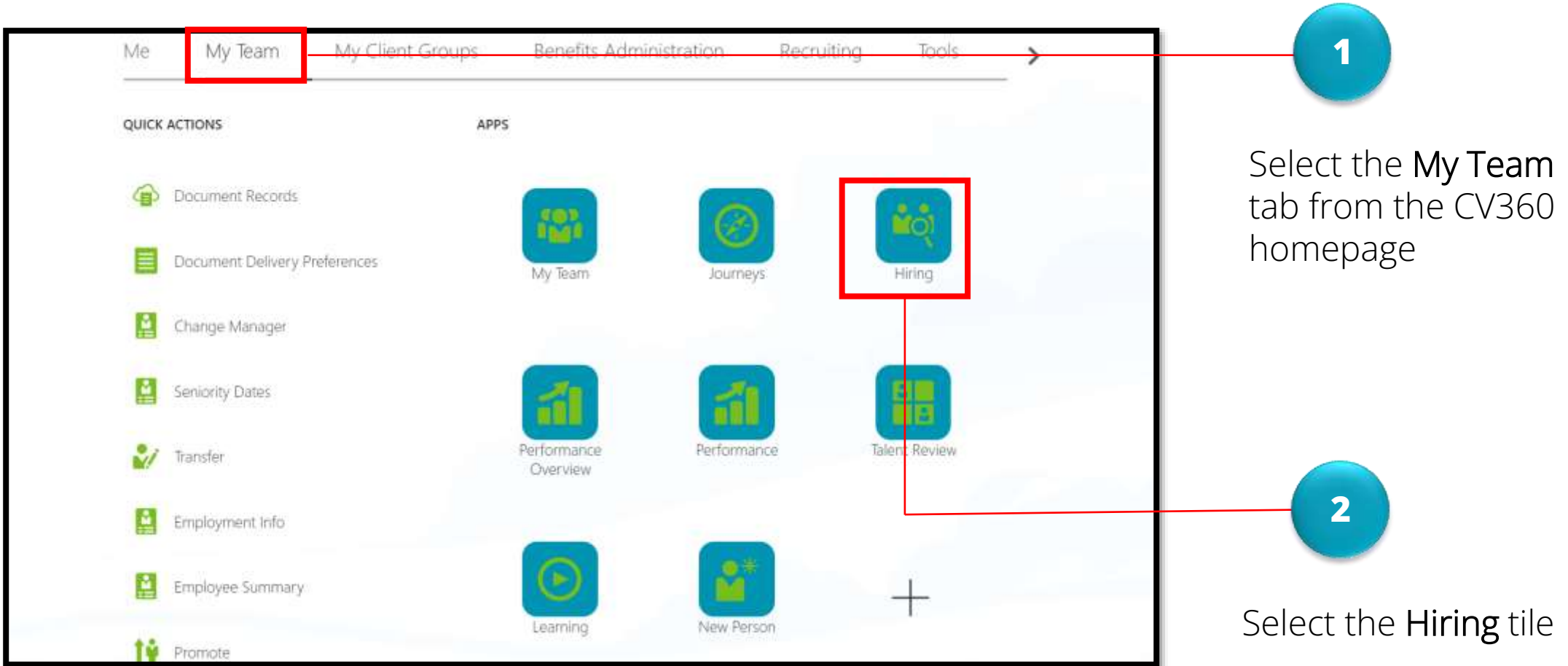
Upon the completion of the Manage Talent Pool lesson, you will be able to:

### Objective

- Move Candidates through the Candidate Selection Process



# Manage Talent Pool



The screenshot displays the CloudVergent 360 homepage. At the top, a navigation bar contains tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Recruiting', and 'Tools'. The 'My Team' tab is highlighted with a red box and a red line pointing to a blue circle with the number '1'. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options with icons: Document Records, Document Delivery Preferences, Change Manager, Seniority Dates, Transfer, Employment Info, Employee Summary, and Promote. The 'APPS' section features a grid of application tiles: 'My Team' (with a group of people icon), 'Journeys' (with a compass icon), 'Hiring' (with a magnifying glass over people icon), 'Performance Overview' (with a bar chart icon), 'Performance' (with a bar chart icon), 'Talent Review' (with a grid icon), 'Learning' (with a play button icon), and 'New Person' (with a person icon). The 'Hiring' tile is highlighted with a red box and a red line pointing to a blue circle with the number '2'. A plus sign is located at the bottom right of the 'APPS' grid.

1

Select the **My Team** tab from the CV360 homepage

2

Select the **Hiring** tile

# Manage Talent Pool

## Recruiting Activity Center

Activities

11

High Priority

Type

Hiring Manager

Generalist

Priority

Filters

☐ 12 items

Dismiss

Activity

Type

Candic

Requisition

Genera

Hiring Manager

Date

Priority

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

Click on the Requisitions present at the bottom.

3

# Manage Talent Pool



### Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Generalist

Hiring Team Role

Location

Filters

6094 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
<a href="#">00001 - Grounds Maintainer</a>	30877	Open - Posted	Open	Posted	1	<a href="#">1</a>
<a href="#">16848 - HR Testing Specialist</a>	30876	Open - Not Posted	Open	Not Posted	0	<a href="#">0</a>
<a href="#">05602 - HRIS Specialist</a>	30875	Open - Not Posted	Open	Not Posted	0	<a href="#">0</a>

Activity Center

Requisitions

Offers

Candidate Search

Pools

Events

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

4

Select the Applications hyperlink

# Manage Talent Pool



<

00001 - Grounds Maintenance Worker (30877)

Professional

Job Applications

Keywords

PhaseStateEmployerPositionFilters

Summary

1 item

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

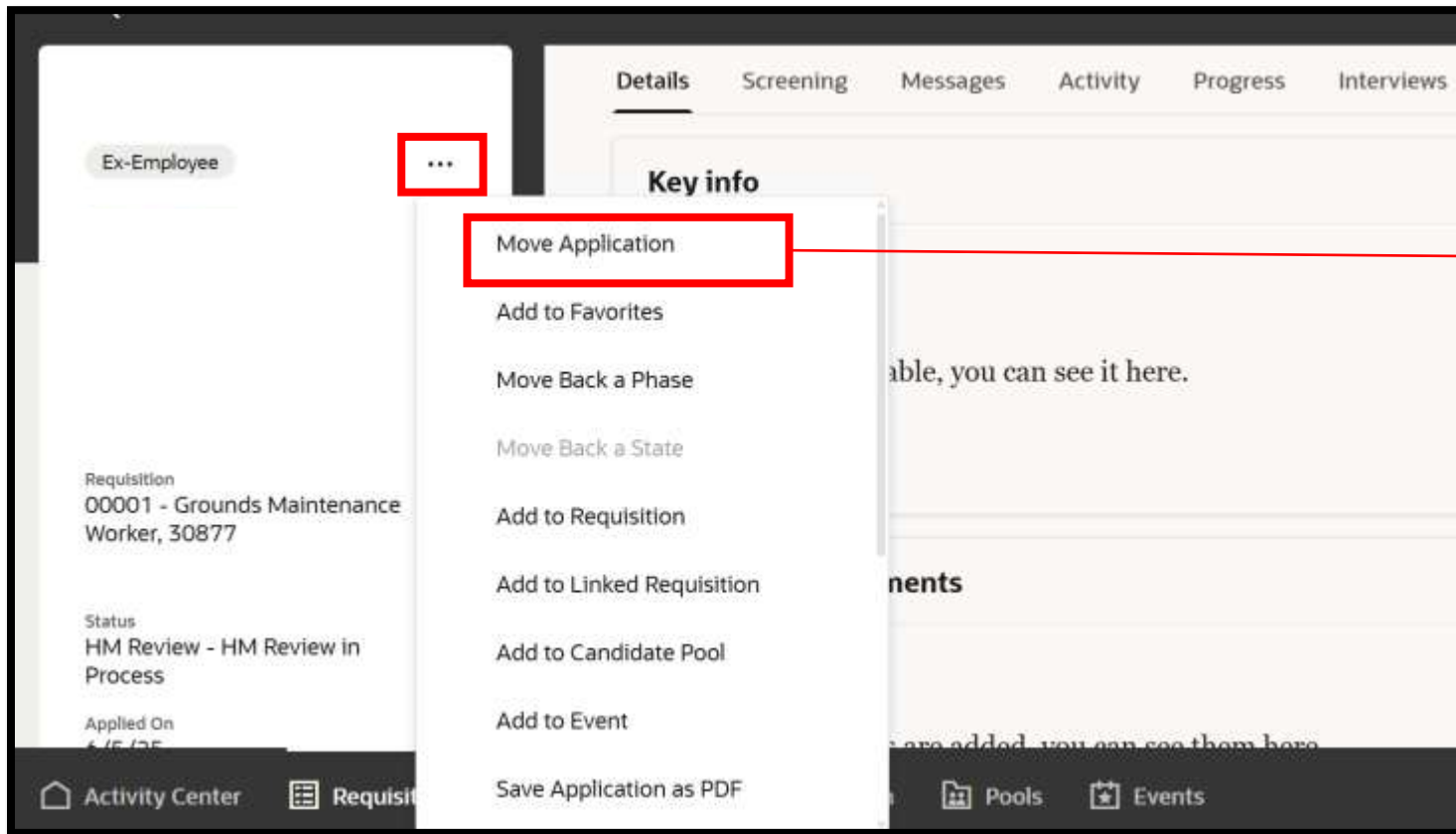
Favorite	Candidate	Details	Status	Education	Rank
<div><div><div><input type="checkbox"/></div><div><div><div></div><div>☆</div><div>●</div></div><div>10018</div><div>Rex, GA, US</div></div></div></div>			New, To be Reviewed		...

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

5

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

# Manage Talent Pool



6

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



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

# Manage Talent Pool

**Move application**

Phase  
HM Review

State  
HM Review in Process

Comment

HM Review in Process  
Schedule Interview

7

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

**Move application**

Phase  
Interview

State

Comment

Phone Screen  
Interviews in Process  
Not Selected  
Selected for Offer or Move to Testing  
Rejected by Employer  
Withdrawn by Candidate

Cancel Move

# Manage Talent Pool

### Move application

Phase  
Interview

State  
Interview

Comment

Cancel

Move

8

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

# Manage Talent Pool

### Move application

Phase  
Interview

State

Phone Screen  
Interviews in Process  
Not Selected  
Selected for Offer or Move to Testing  
Rejected by Employer  
Withdrawn by Candidate

Comment

CancelMove

9

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 **Move** button



## 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

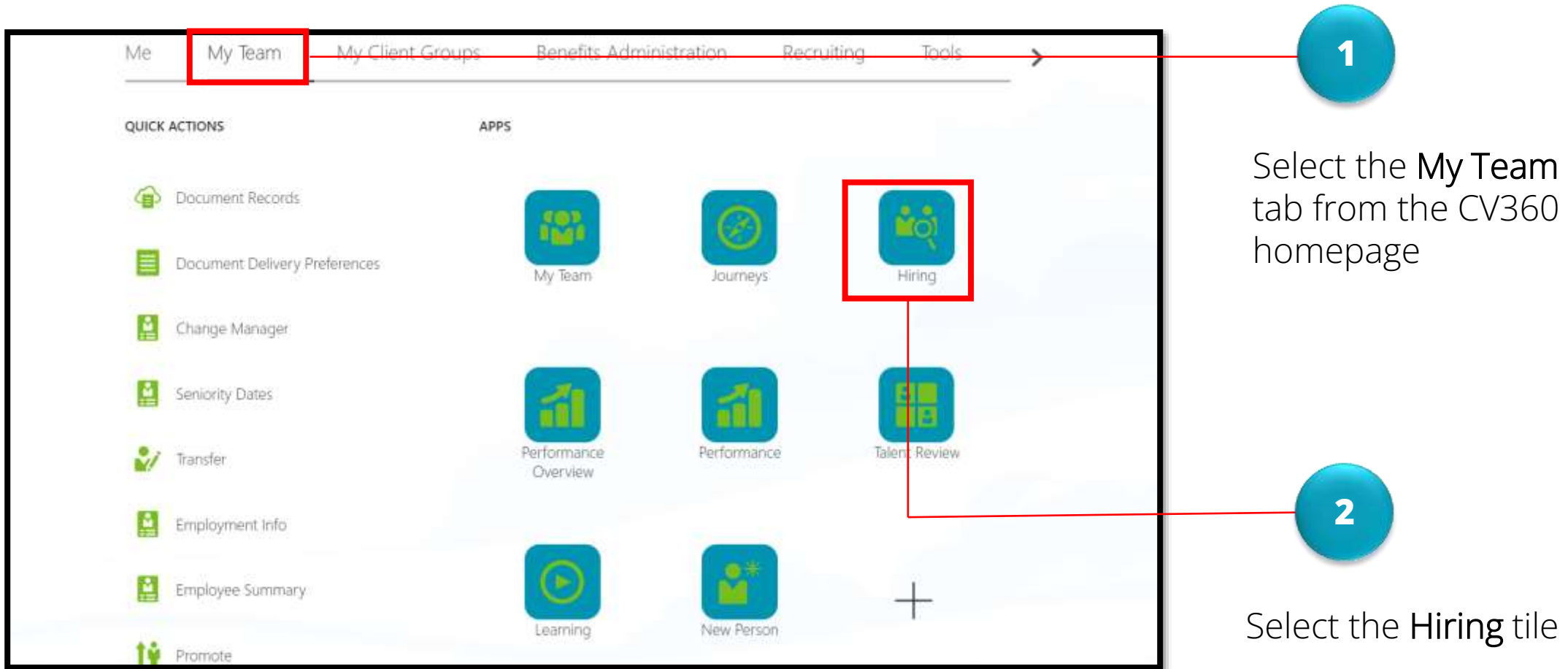
## Lesson Objective:

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



The screenshot displays the CloudVergent 360 homepage. At the top, a navigation bar contains tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Recruiting', and 'Tools'. The 'My Team' tab is highlighted with a red box and labeled with a blue circle containing the number '1'. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options with icons: Document Records, Document Delivery Preferences, Change Manager, Seniority Dates, Transfer, Employment Info, Employee Summary, and Promote. The 'APPS' section features a grid of application tiles: 'My Team' (with a group of people icon), 'Journeys' (with a compass icon), 'Hiring' (with a magnifying glass over people icon), 'Performance Overview' (with a bar chart icon), 'Performance' (with a bar chart icon), 'Talent Review' (with a grid icon), 'Learning' (with a play button icon), and 'New Person' (with a person icon). The 'Hiring' tile is highlighted with a red box and labeled with a blue circle containing the number '2'. A red line connects the '1' label to the 'My Team' tab, and another red line connects the '2' label to the 'Hiring' tile.

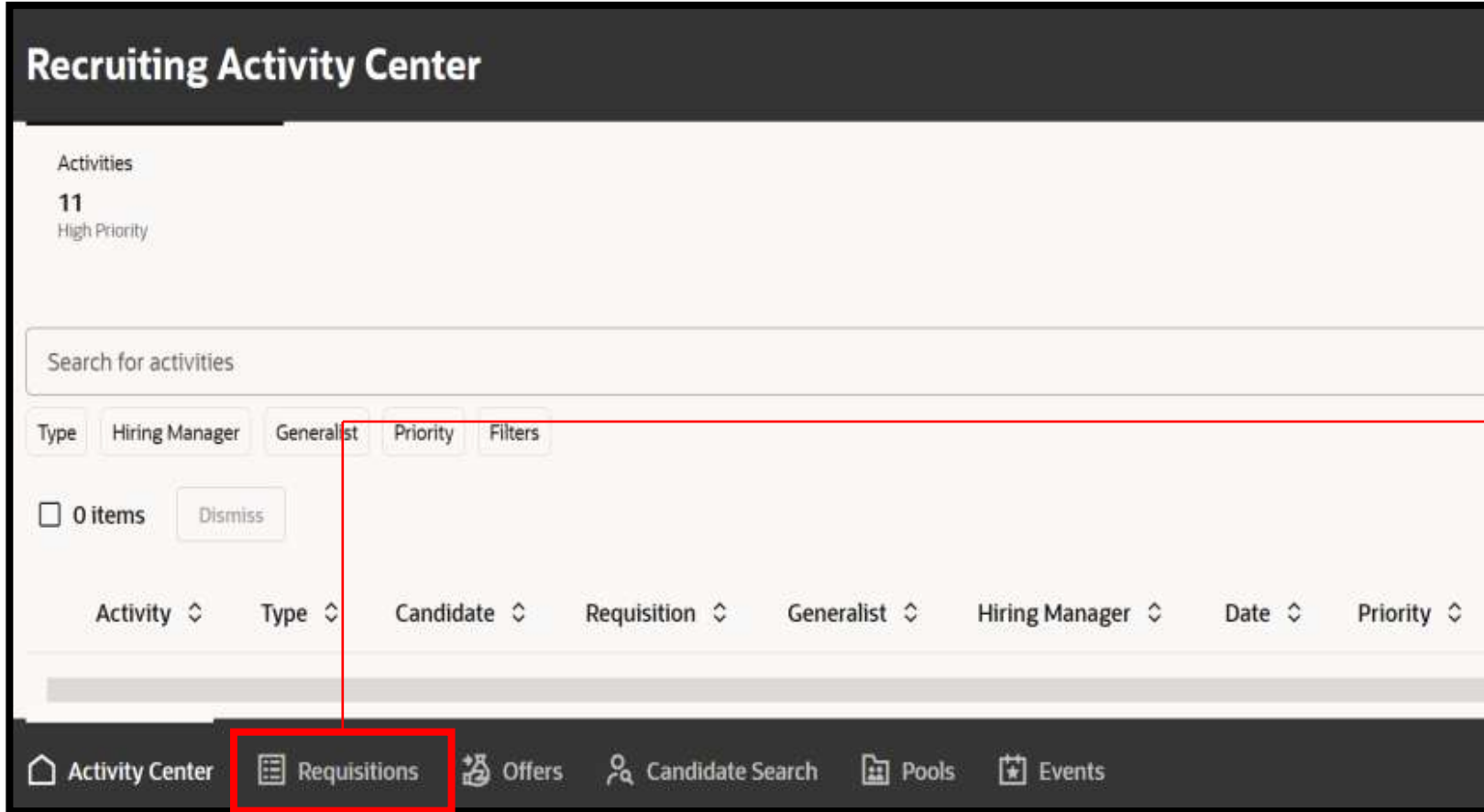
1

Select the **My Team** tab from the CV360 homepage

2

Select the **Hiring** tile

# Add an Interview to a Requisition



Recruiting Activity Center

Activities

11  
High Priority

Search for activities

Type Hiring Manager Generalist Priority Filters

☐ 0 items Dismiss

Activity ▾ Type ▾ Candidate ▾ Requisition ▾ Generalist ▾ Hiring Manager ▾ Date ▾ Priority ▾

Activity Center Requisitions Offers Candidate Search Pools Events

3

Select the **Requisitions** option present at the bottom of the page

# Add an Interview to a Requisition



## Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Generalist

Hiring Team Role

Location

Filters

6094 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
00001 - Grounds Maintainer	30877	Open - Posted	Open	Posted	0	1
16848 - HR Testing Speci	30876	Open - Not Posted	Open	Not Posted	0	0
05602 - HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0
16848 - HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0	0

Activity Center

Requisitions

Offers

Candidate Search

Pools

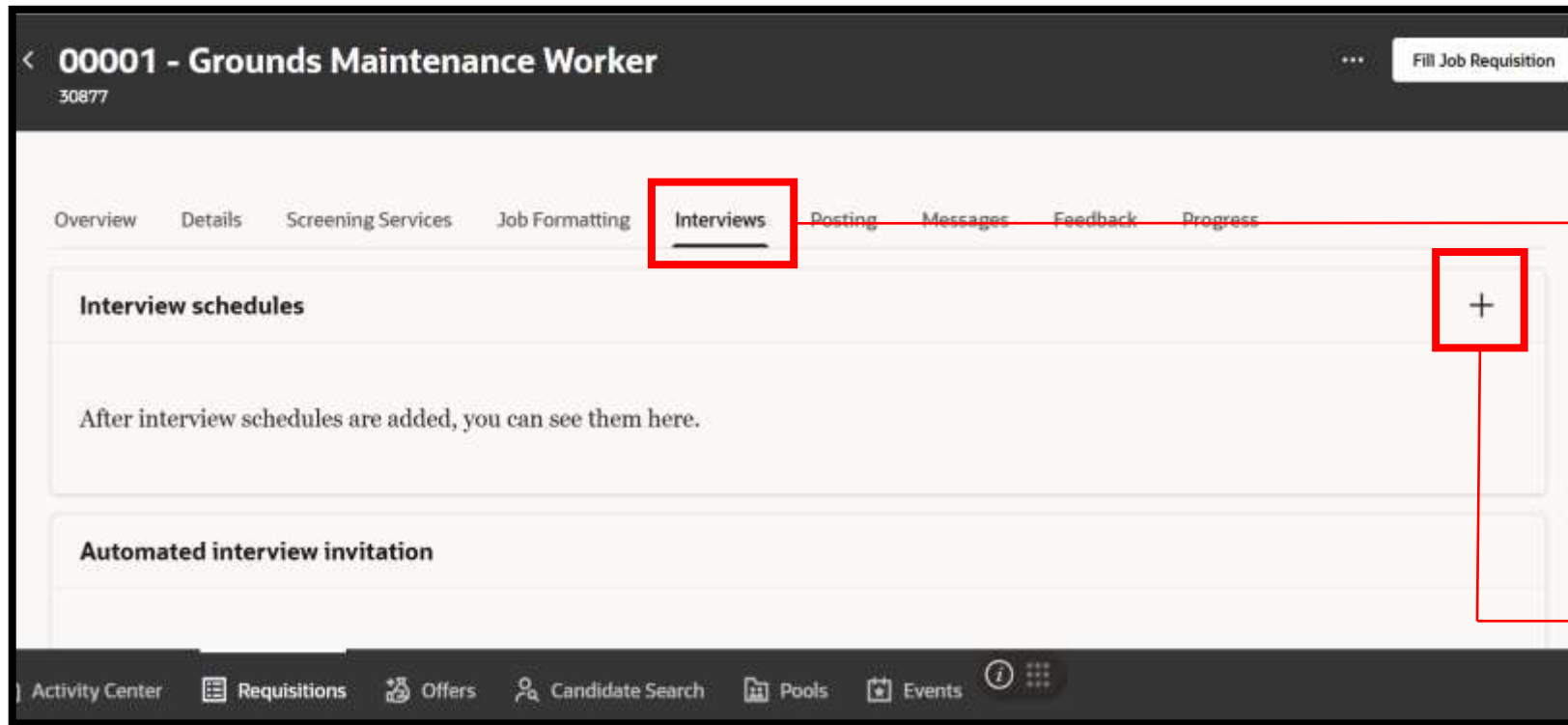
Events

4

Select a Requisition



# Add an Interview to a Requisition



5

Select the Interviews tab

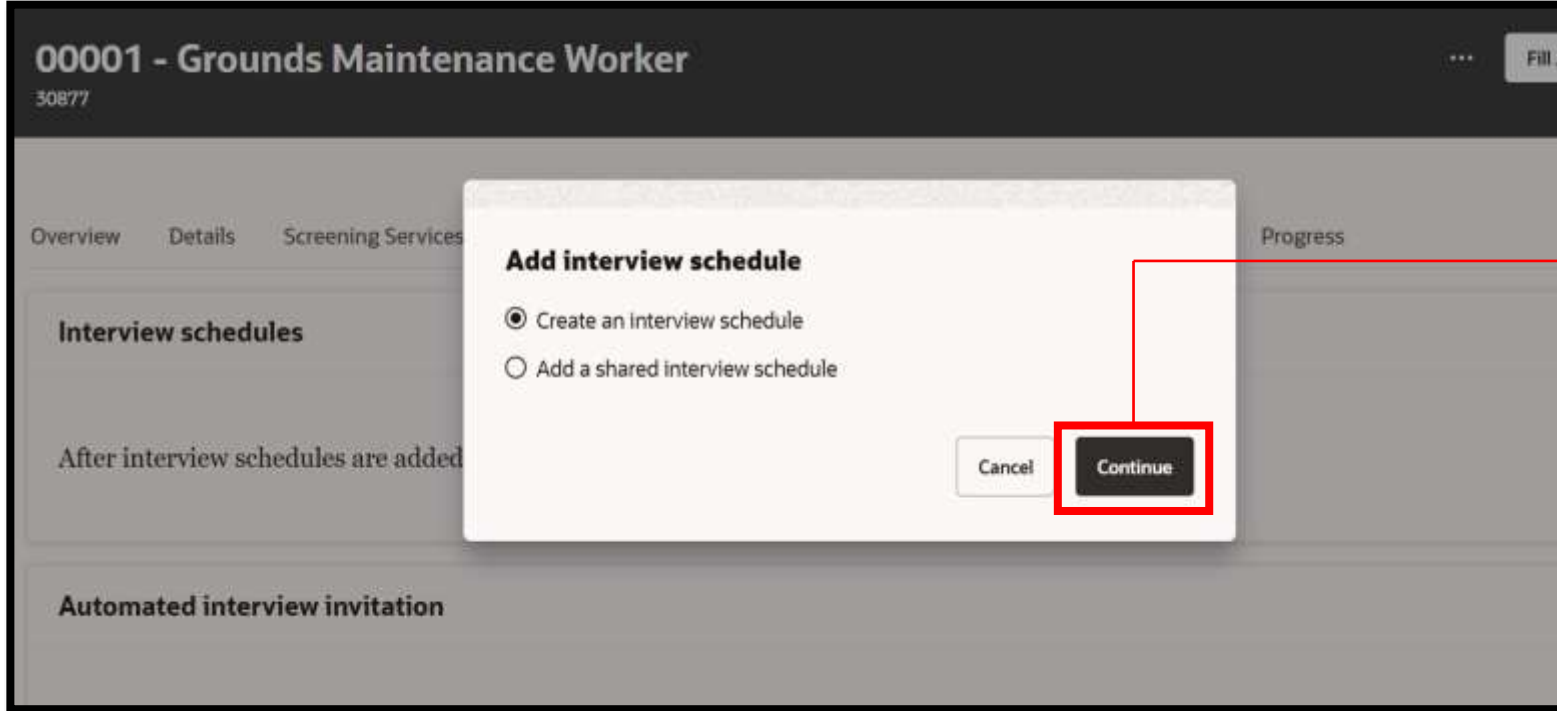
6

Select the + button



Interviews can only be added after the Requisition has been approved

# Add an Interview to a Requisition



The screenshot shows a web application interface for a requisition titled "00001 - Grounds Maintenance Worker". A modal dialog box titled "Add interview schedule" is open, displaying two radio button options: "Create an interview schedule" (selected) and "Add a shared interview schedule". The "Continue" button at the bottom right of the dialog is highlighted with a red rectangle. A red line connects this button to a blue circle containing the number 7, which is part of a numbered list of instructions.

7

Can create or add a shared interview schedule. Select appropriate option and click Continue.

# Add an Interview to a Requisition

Create Interview Schedule  
00001 - Grounds Maintenance Worker (30877)

Save and Close Cancel

1 Basic Information

\*Template  
[Dropdown]

\*Schedule Title  
[Text Field]

\*Schedule Owner  
Rosalind M Harris [Dropdown]

Schedule Type

Continue

8

Select the **appropriate Interview Template** from the drop-down list  
Update the **Schedule Title** if necessary and select the **Continue** button

# Add an Interview to a Requisition

Create Interview Schedule  
00001 - Grounds Maintenance Worker (30877)

**Save and Close** **Cancel**

**1 Basic Information**

\*Template  
Phone Screen (DC\_PHONE\_SCREEN)

\*Schedule Title  
Phone Screen

\*Schedule Owner  
Rosalind M Harris

Schedule Type  
Hiring Team Managed

**2 Location Details**

**3 Settings**

**4 Candidate Info**

**5 Interviewer Documents**

**Settings**

9

Select **Save and Close** button when done



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

## 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



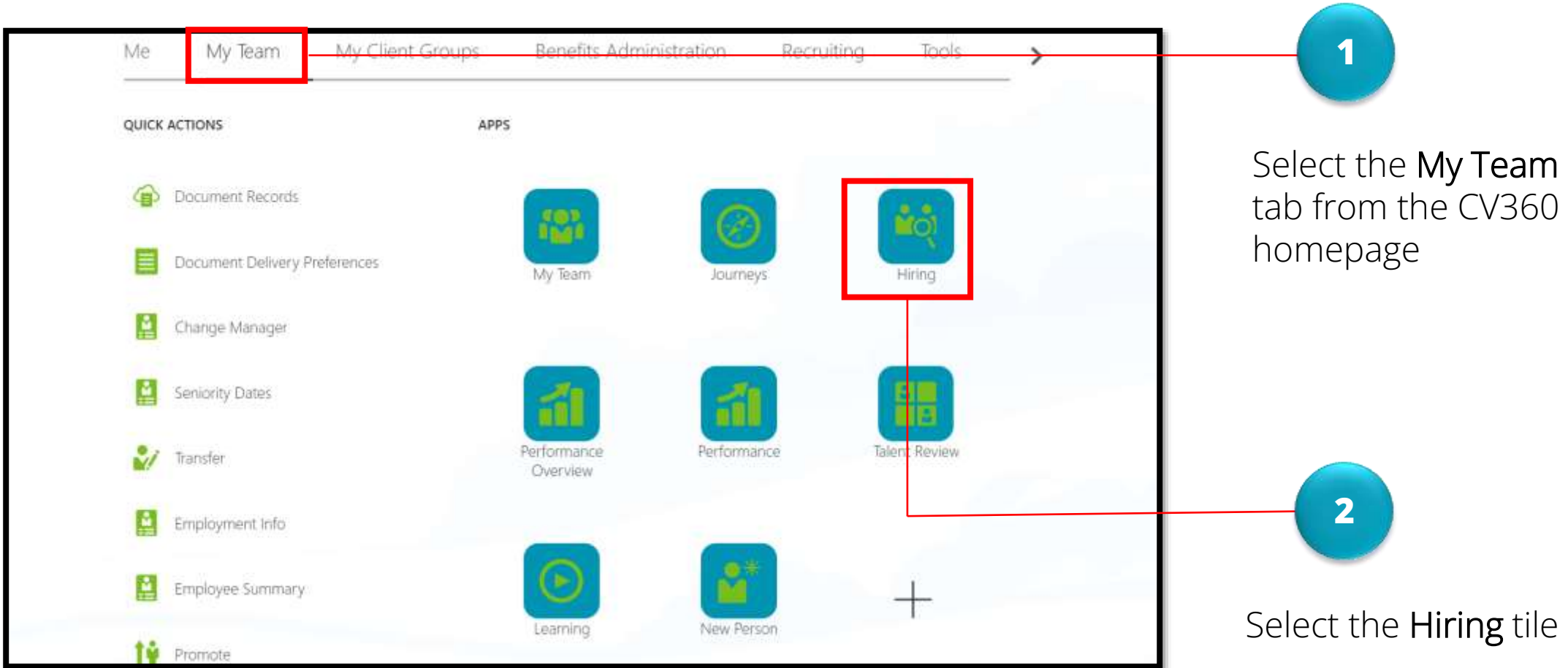
## Lesson Objective:

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

# Create a Hiring Requisition



The screenshot displays the CloudVergent 360 homepage. At the top, a navigation bar contains tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Recruiting', and 'Tools'. The 'My Team' tab is highlighted with a red box and a red line pointing to a blue circle with the number '1'. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Document Records', 'Document Delivery Preferences', 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Info', 'Employee Summary', and 'Promote'. The 'APPS' section features a grid of application tiles: 'My Team', 'Journeys', 'Hiring', 'Performance Overview', 'Performance', 'Talent Review', 'Learning', and 'New Person'. The 'Hiring' tile is highlighted with a red box and a red line pointing to a blue circle with the number '2'. A plus sign (+) is located at the bottom right of the 'APPS' grid.

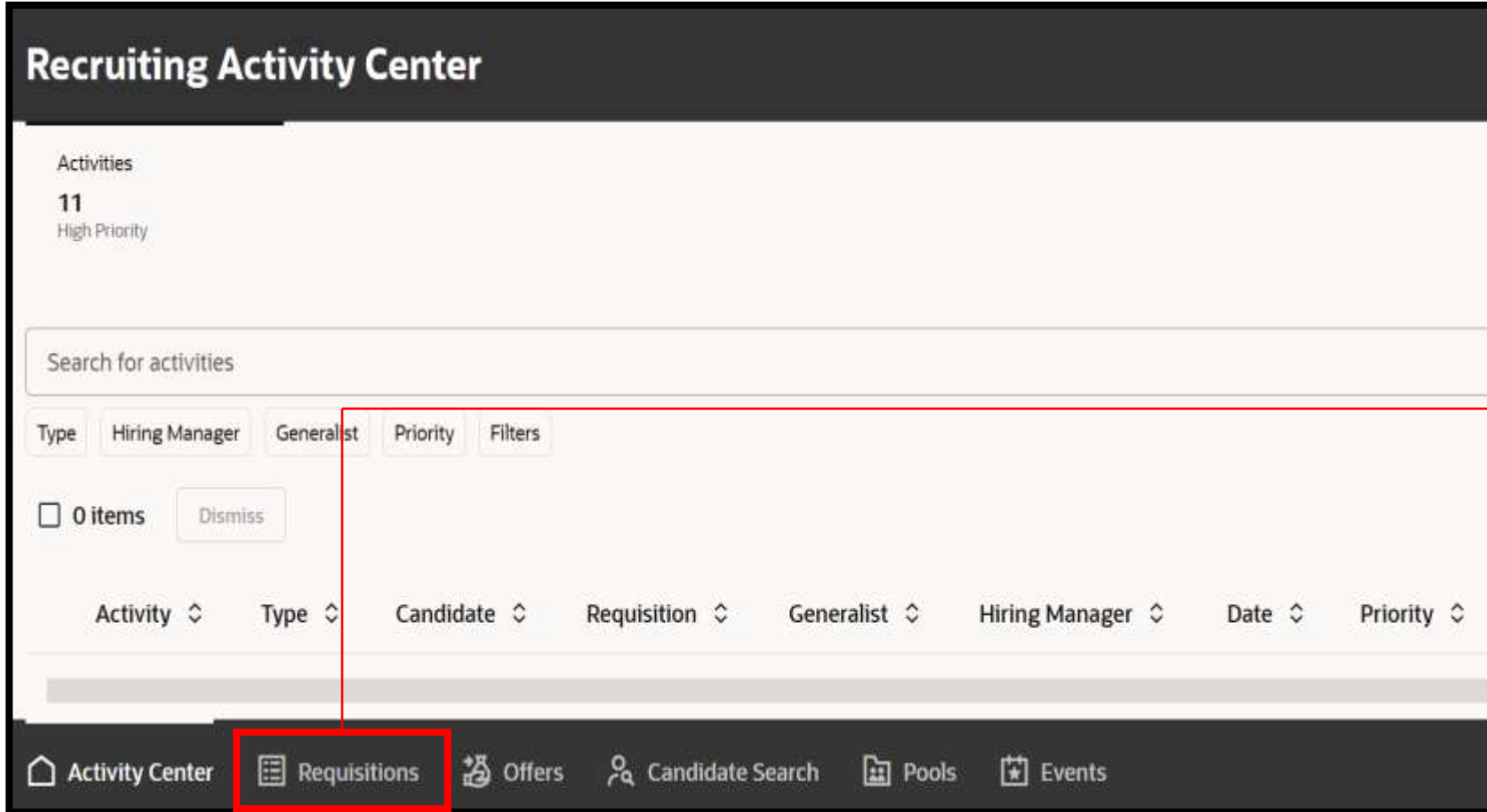
1

Select the **My Team** tab from the CV360 homepage

2

Select the **Hiring** tile

# Add an Interview for a Candidate on a Requisition



3

Select the **Requisitions** option present at the bottom of the page

# Add an Interview for a Candidate on a Requisition



### Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Generalist

Hiring Team Role

Location

Filters

6094 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
<a href="#">00001 - Grounds Maintainer</a>	30877	Open - Posted	Open	Posted	0	<a href="#">1</a>
<a href="#">16848 - HR Testing Speci</a>	30876	Open - Not Posted	Open	Not Posted	0	<a href="#">0</a>
<a href="#">05602 - HRIS Specialist</a>	30875	Open - Not Posted	Open	Not Posted	0	<a href="#">0</a>
<a href="#">16848 - HR Testing Speci</a>	30874	Posting - In Progress	Posting	In Progress	0	<a href="#">0</a>

Activity Center

Requisitions

Offers

Candidate Search

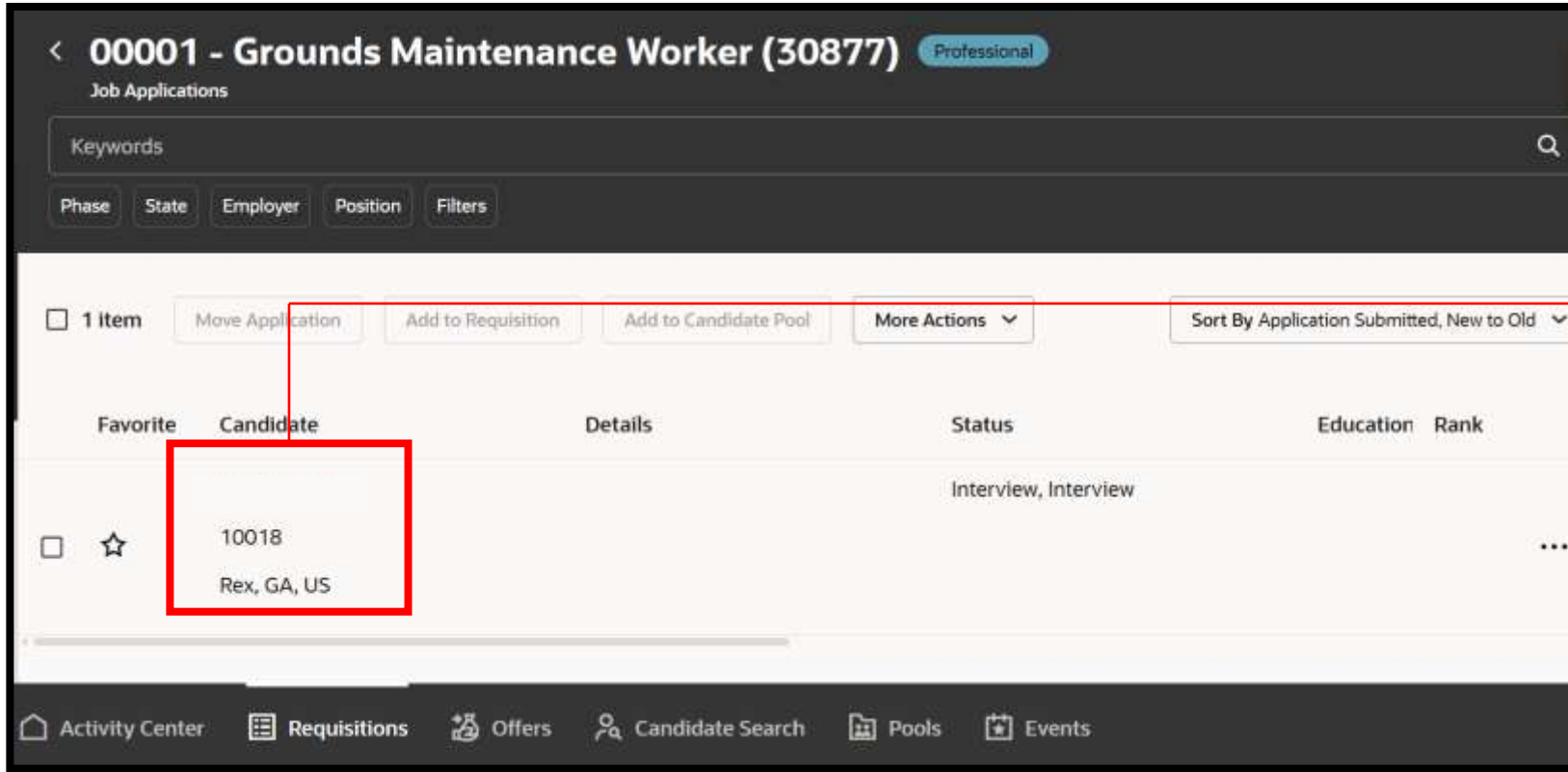
Pools

Events



Select the Applications link

# Add an Interview for a Candidate on a Requisition



< 00001 - Grounds Maintenance Worker (30877) Professional

Job Applications

Keywords

Phase State Employer Position Filters

1 Item Move Application Add to Requisition Add to Candidate Pool More Actions Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/>	10018 Rex, GA, US		Interview, Interview		...

Activity Center Requisitions Offers Candidate Search Pools Events

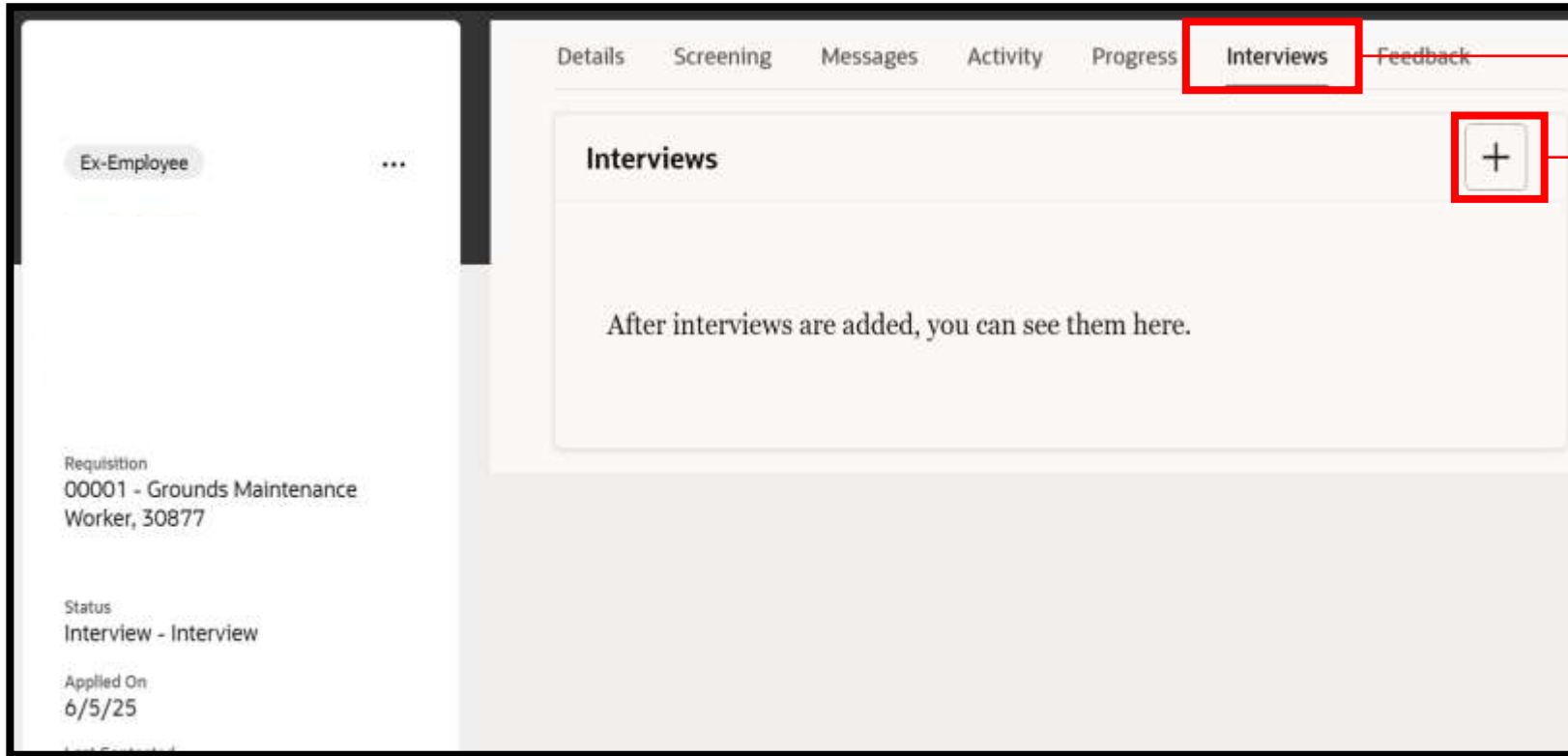
5

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



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

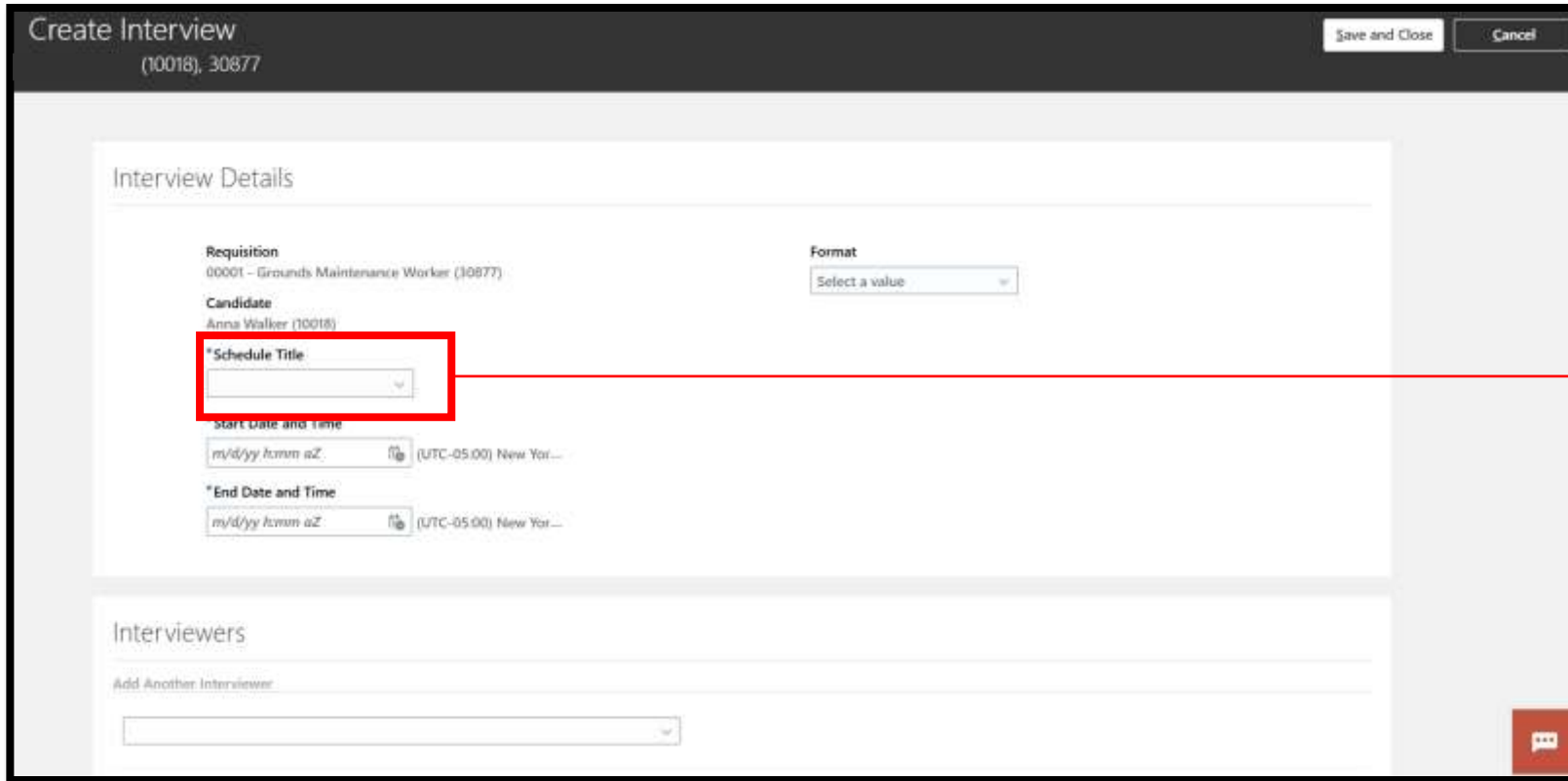
## Add an Interview for a Candidate on a Requisition



6

Select the **Interviews** tab and Select the + button to add Interview.

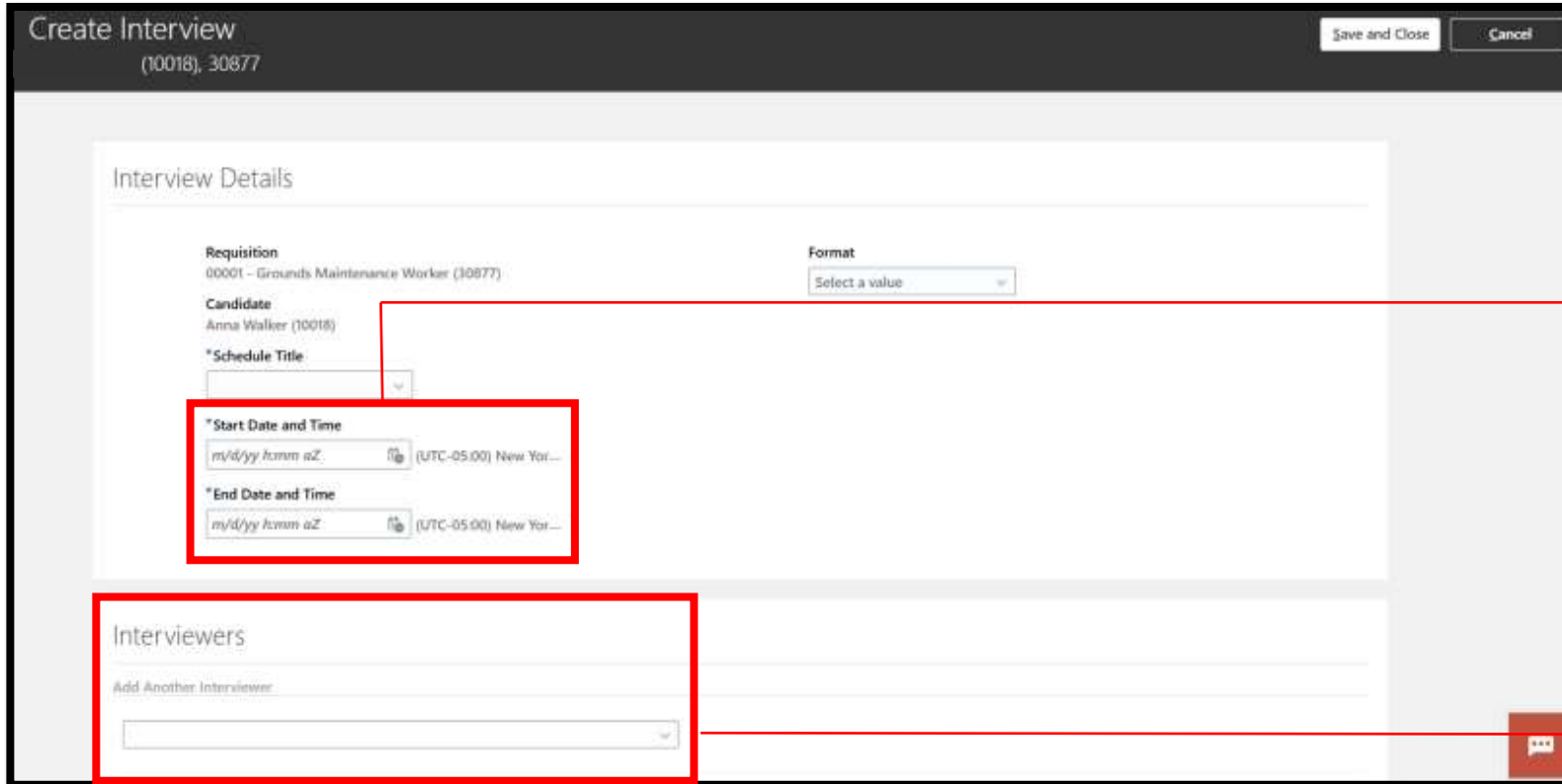
# Add an Interview for a Candidate on a Requisition



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  
(10018), 30877

Save and Close Cancel

Interview Details

Requisition  
00001 - Grounds Maintenance Worker (30877)

Format  
Select a value

Candidate  
Anna Walker (10018)

\*Schedule Title  
[Field]

\*Start Date and Time  
[Field] (UTC-05:00) New Yor...

\*End Date and Time  
[Field] (UTC-05:00) New Yor...

Interviewers

Add Another Interviewer  
[Field]

8

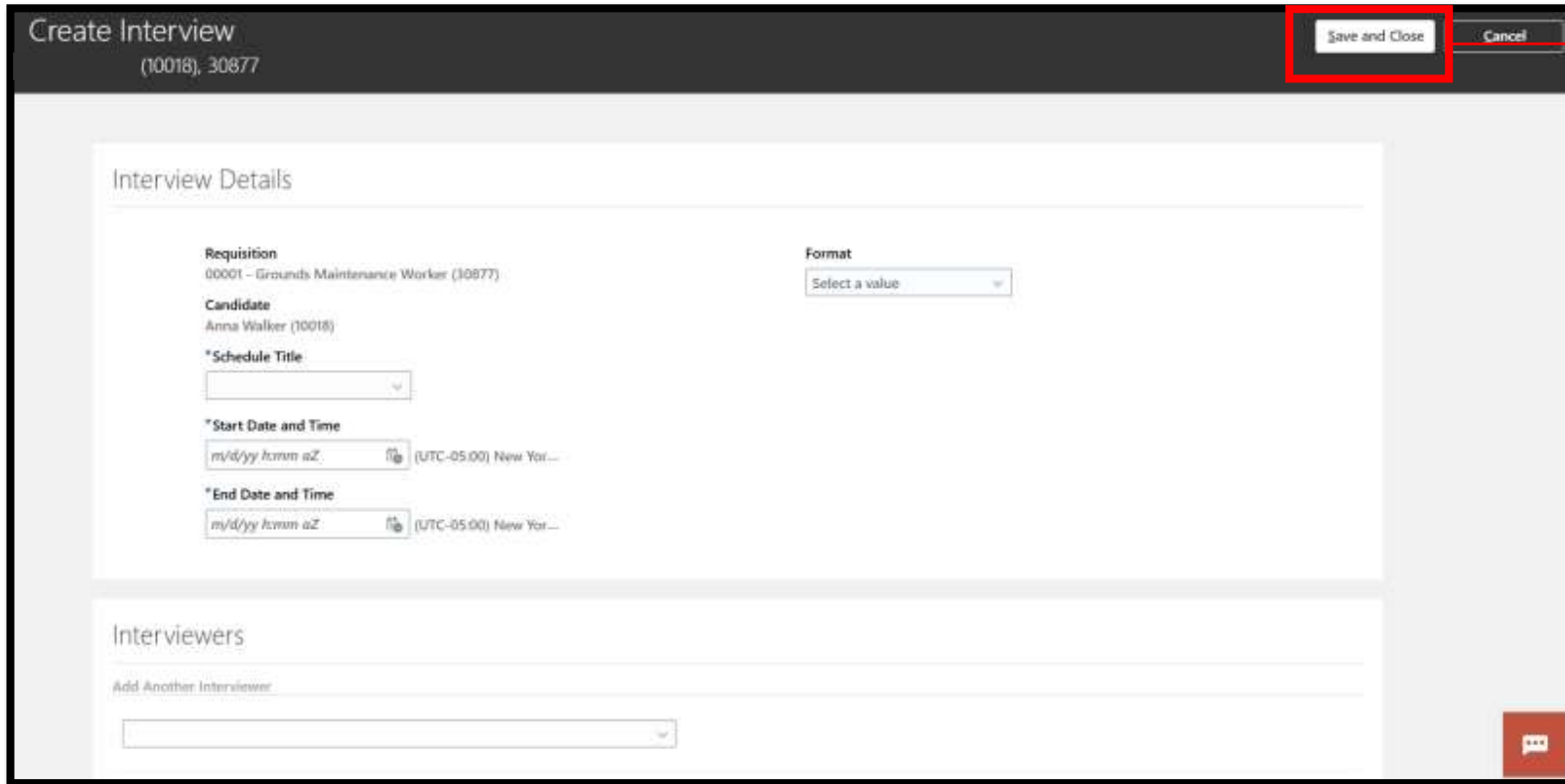
Enter the appropriate  
**Start Date and Time** and  
**End Date and Time**

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



10

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



An email will be sent to the Candidate with the Interview details. After the Interview, if a candidate is not selected, move to the 'Not Selected' state.

## 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

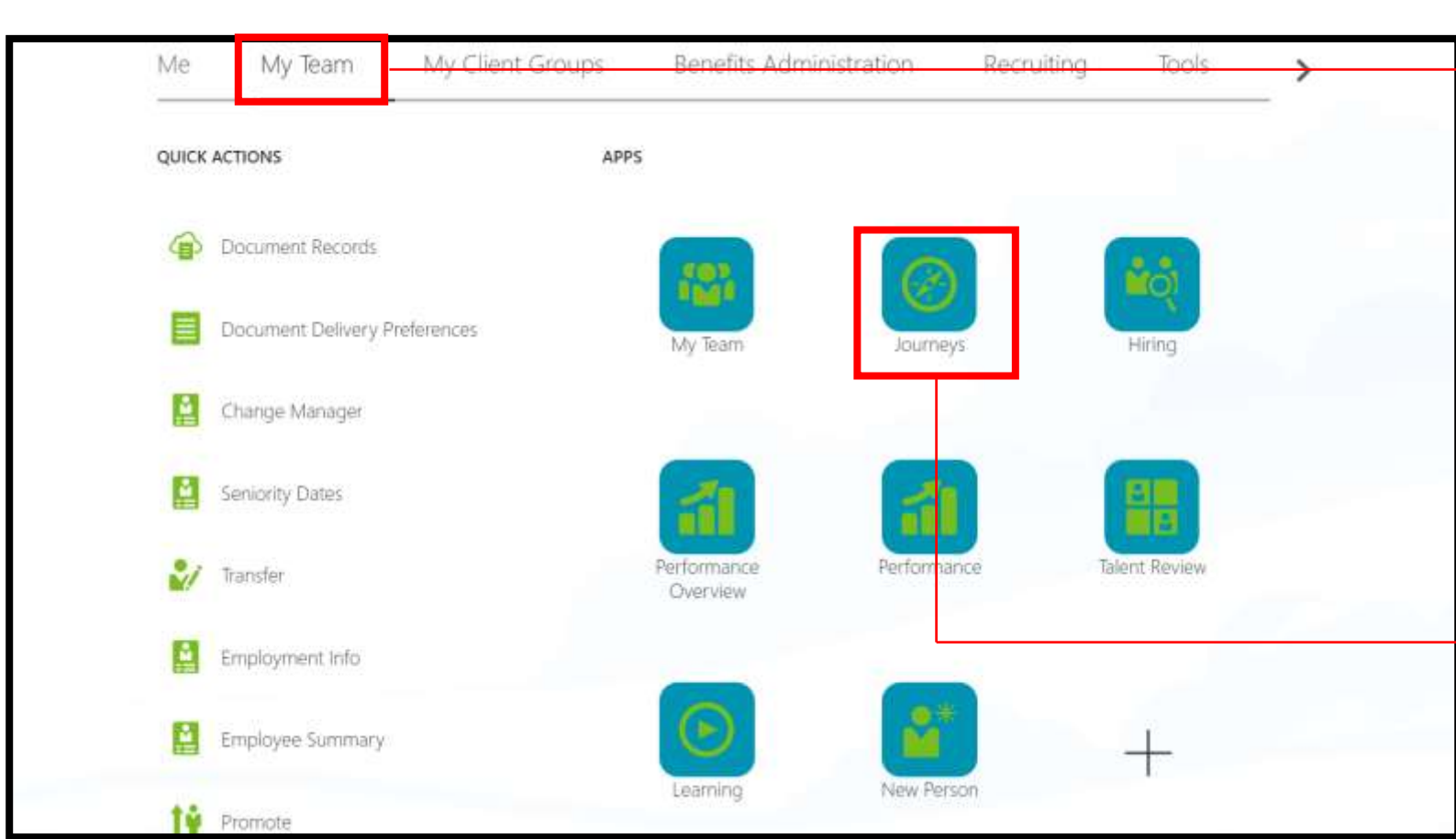
## Lesson Objective:

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



The screenshot displays the CloudVergent 360 user interface. At the top, a navigation bar contains tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Recruiting', and 'Tools'. The 'My Team' tab is highlighted with a red box and a red line pointing to a blue circle with the number '1'. Below the navigation bar, the interface is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Document Records', 'Document Delivery Preferences', 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Info', 'Employee Summary', and 'Promote'. The 'APPS' section displays a grid of application tiles: 'My Team', 'Journeys', 'Hiring', 'Performance Overview', 'Performance', 'Talent Review', 'Learning', and 'New Person'. The 'Journeys' tile is highlighted with a red box and a red line pointing to a blue circle with the number '2'. A plus sign (+) is located at the bottom right of the 'APPS' grid.

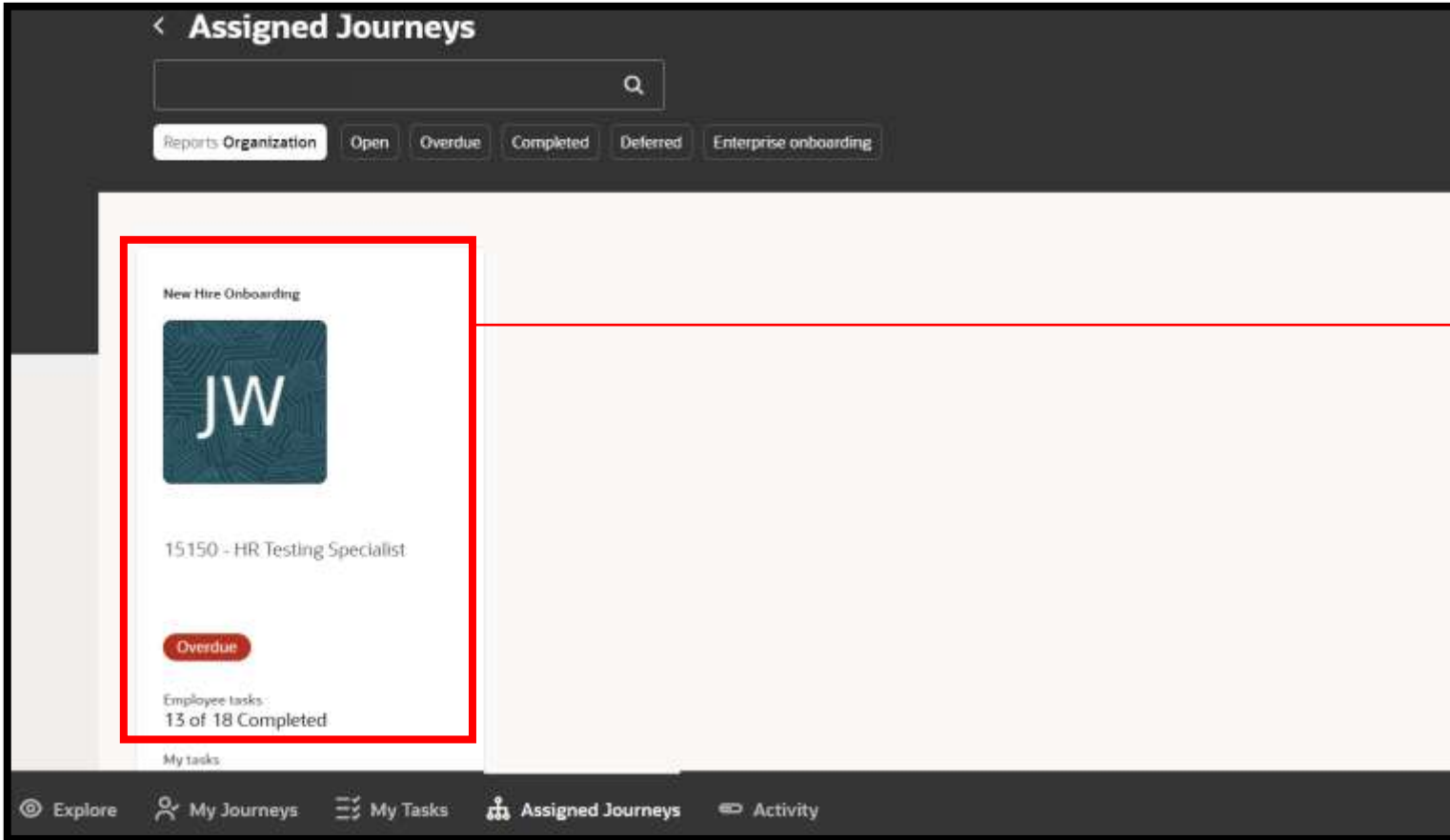
1

Select the **My Team** tab from the CV360 homepage

2

Select the **Journeys** tile

# Manage Onboarding / Journeys for New Hires



< Assigned Journeys

Search

Reports Organization Open Overdue Completed Deferred Enterprise onboarding

New Hire Onboarding

JW

15150 - HR Testing Specialist

Overdue

Employee tasks:  
13 of 18 Completed

My tasks

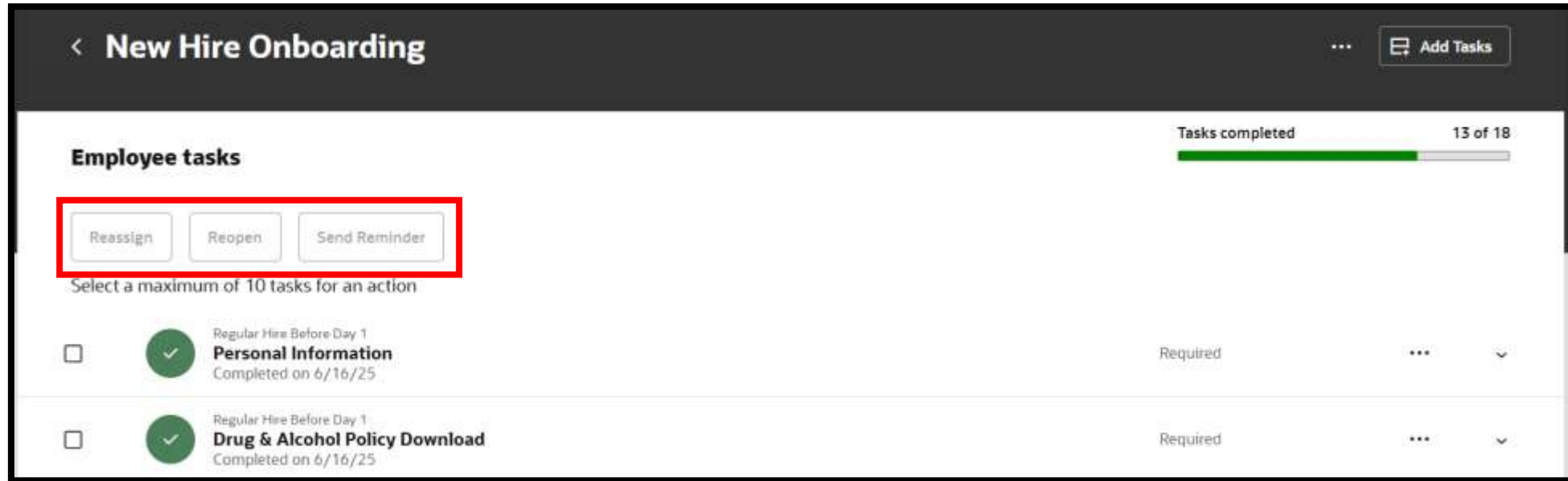
Explore My Journeys My Tasks Assigned Journeys Activity

3

Find and select the New Hire in the Assigned Journeys list



# Manage Onboarding / Journeys for New Hires



The screenshot displays the 'New Hire Onboarding' interface. At the top, there is a header with a back arrow, the title 'New Hire Onboarding', and an 'Add Tasks' button. Below the header, a progress bar indicates 'Tasks completed 13 of 18'. The main section is titled 'Employee tasks'. A red box highlights three buttons: 'Reassign', 'Reopen', and 'Send Reminder'. Below these buttons, a note states 'Select a maximum of 10 tasks for an action'. The task list includes two items, both marked as completed with green checkmarks and a 'Regular Hire Before Day 1' status:

- ☐ **Personal Information**  
Completed on 6/16/25  
Required
- ☐ **Drug & Alcohol Policy Download**  
Completed on 6/16/25  
Required



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

# Manage Onboarding / Journeys for New Hires


**< My Tasks**

Search for tasks

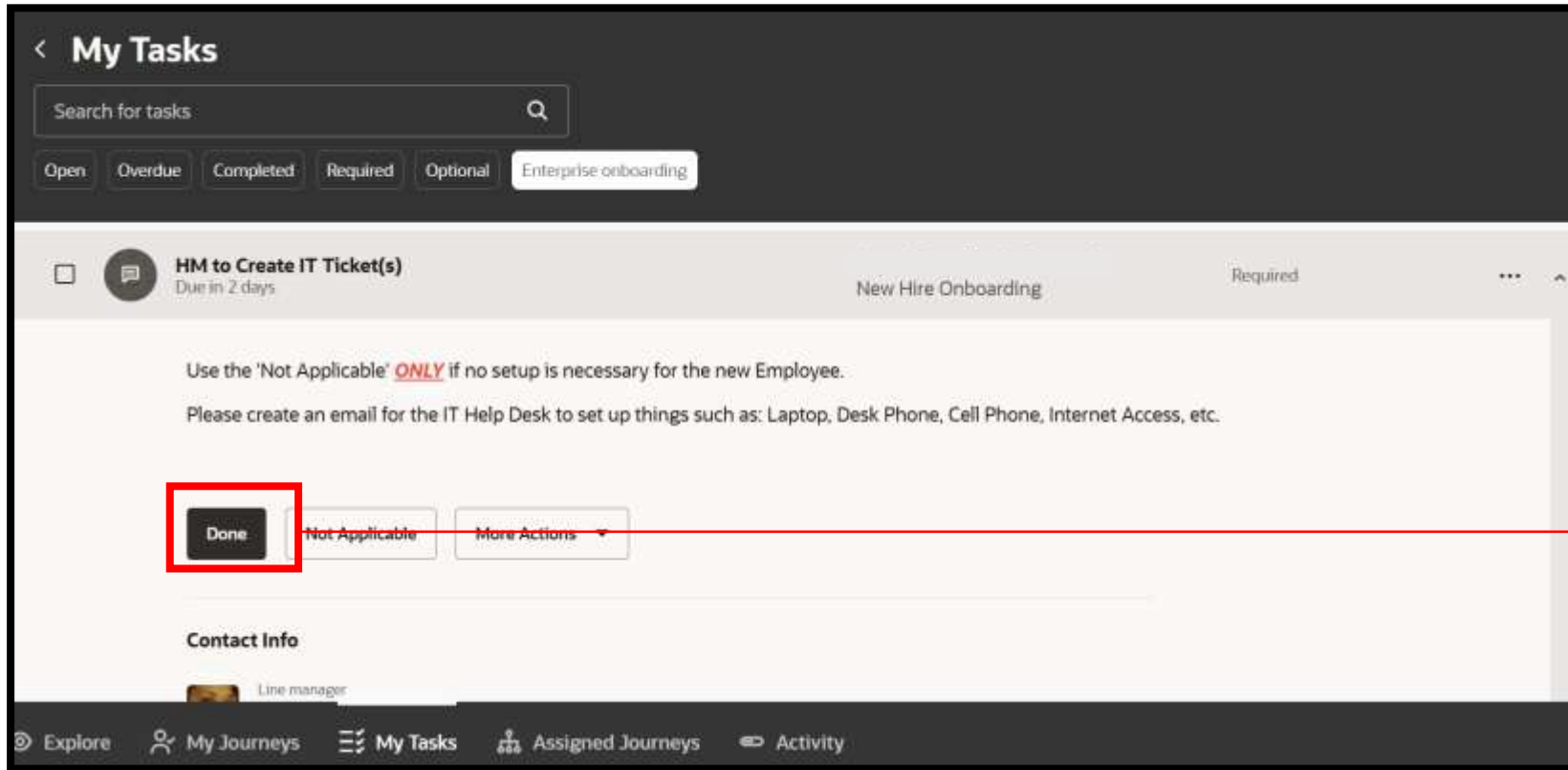
Open Overdue Completed Required Optional Enterprise onboarding

<input type="checkbox"/>	 <b>HM to Create IT Ticket(s)</b> Due in 2 days	New Hire Onboarding	Required	...
<input type="checkbox"/>	 <b>HM to Assign Additional Tasks/Forms</b> Overdue by 1206 days	New Hire Onboarding	Required	Overdue ...
<input type="checkbox"/>	 Ready to Convert Pending Worker to Employee Available once task Upload Social Security Card is completed	New Hire Onboarding	Required	...
<input type="checkbox"/>	 <b>HM to Create IT Ticket(s)</b> Marked not applicable on 3/4/22	New Hire Onboarding	Required	...
<input type="checkbox"/>	 <b>HM to Assign Additional Tasks/Forms</b> Completed on 3/4/22	New Hire Onboarding	Required	...

Explore My Journeys My Tasks Assigned Journeys Activity

 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



< My Tasks

Search for tasks

Open Overdue Completed Required Optional Enterprise onboarding

HM to Create IT Ticket(s)  
Due in 2 days

New Hire Onboarding 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 More Actions

Contact Info

Line manager

Explore My Journeys My Tasks Assigned Journeys Activity

Follow the instructions for every Task

4

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

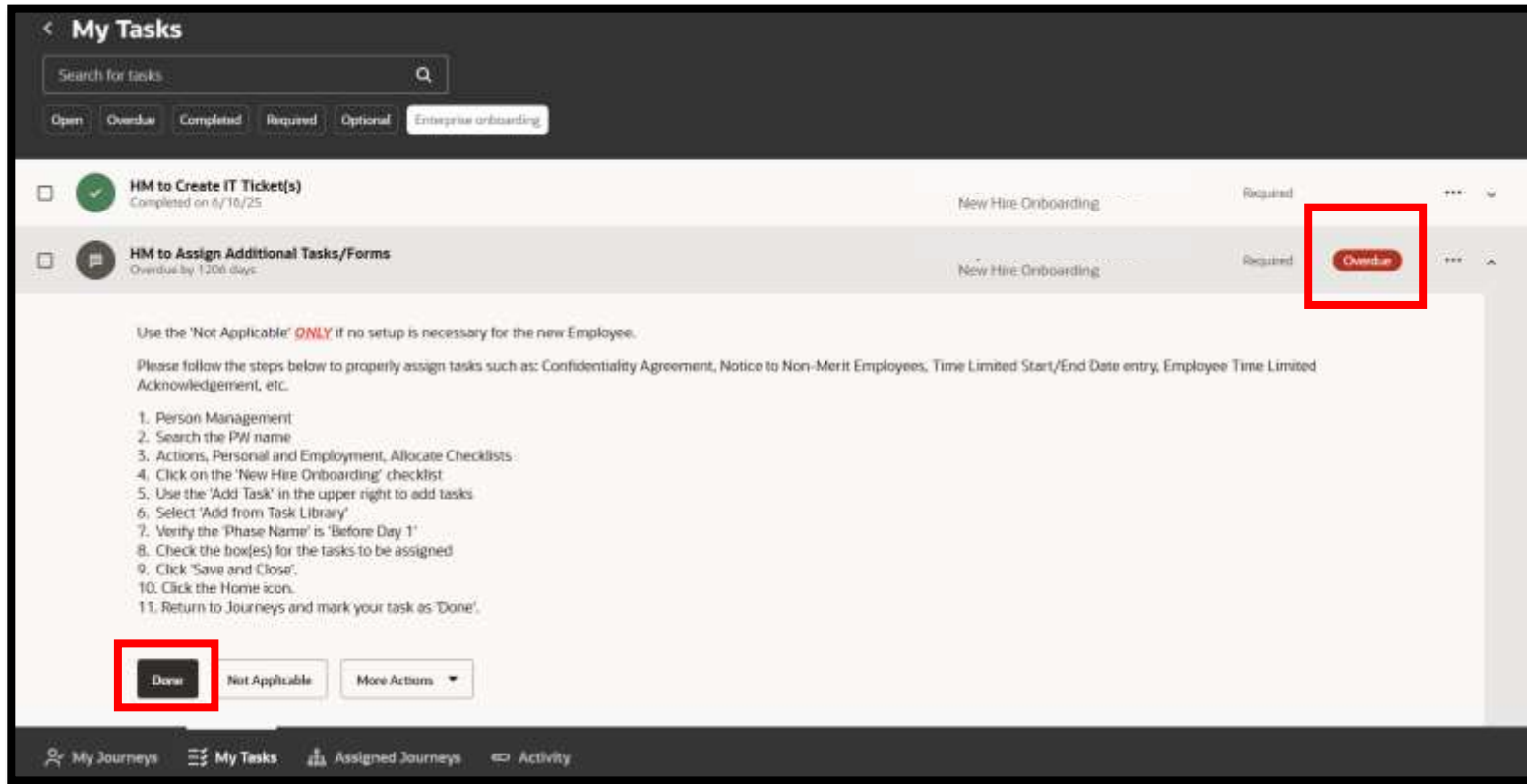
# Manage Onboarding / Journeys for New Hires

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




**< My Tasks**

Search for tasks

Open Overdue Completed Required Optional Enterprise onboarding

☐  **HM to Create IT Ticket(s)**  
Completed on 6/10/25

New Hire Onboarding Required

☐  **HM to Assign Additional Tasks/Forms**  
Overdue by 1200 days

New Hire Onboarding Required **Overdue**

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'.

**Done** Not Applicable More Actions

My Journeys My Tasks Assigned Journeys Activity

# Manage Onboarding / Journeys for New Hires

My Tasks

john walker

Open

Overdue

Completed

Required

Optional

Enterprise onboarding

<input type="checkbox"/>	<div> <div>✓</div> <div>HM to Create IT Ticket(s)</div> <div>Completed on 6/17/25</div> </div>	New Hire Onboarding	Required	...
<input type="checkbox"/>	<div> <div>✓</div> <div>HM to Assign Additional Tasks/Forms</div> <div>Completed on 6/17/25</div> </div>	New Hire Onboarding	Required	...
<input type="checkbox"/>	<div> <div>🔔</div> <div>Ready to Convert Pending Worker to Employee</div> <div>Due in 2 days</div> </div>	New Hire Onboarding	Required	...

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

Done

More Actions

Contact Info

👤

HR Generalists

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



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

## 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](mailto:carives@dekalbcountyga.gov)
  - Rosalind Harris Brown [rmharris@dekalbcountyga.gov](mailto:rmharris@dekalbcountyga.gov)
  - Katherine Furlong, [kdfurlong@dekalbcountyga.gov](mailto:kdfurlong@dekalbcountyga.gov)