Recruiting / Onboarding

Recruiting Lifecycle Management – Hiring Manager

CloudVergent 360

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

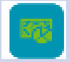
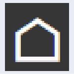
- Create Hiring Requisitions
- Approve Requisitions
- Manage the Candidate Talent Pool
- Add an Interview to Requisitions
- Add an Interview for Candidates on a Requisition
- Manage Onboarding / Journeys for New Hires

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

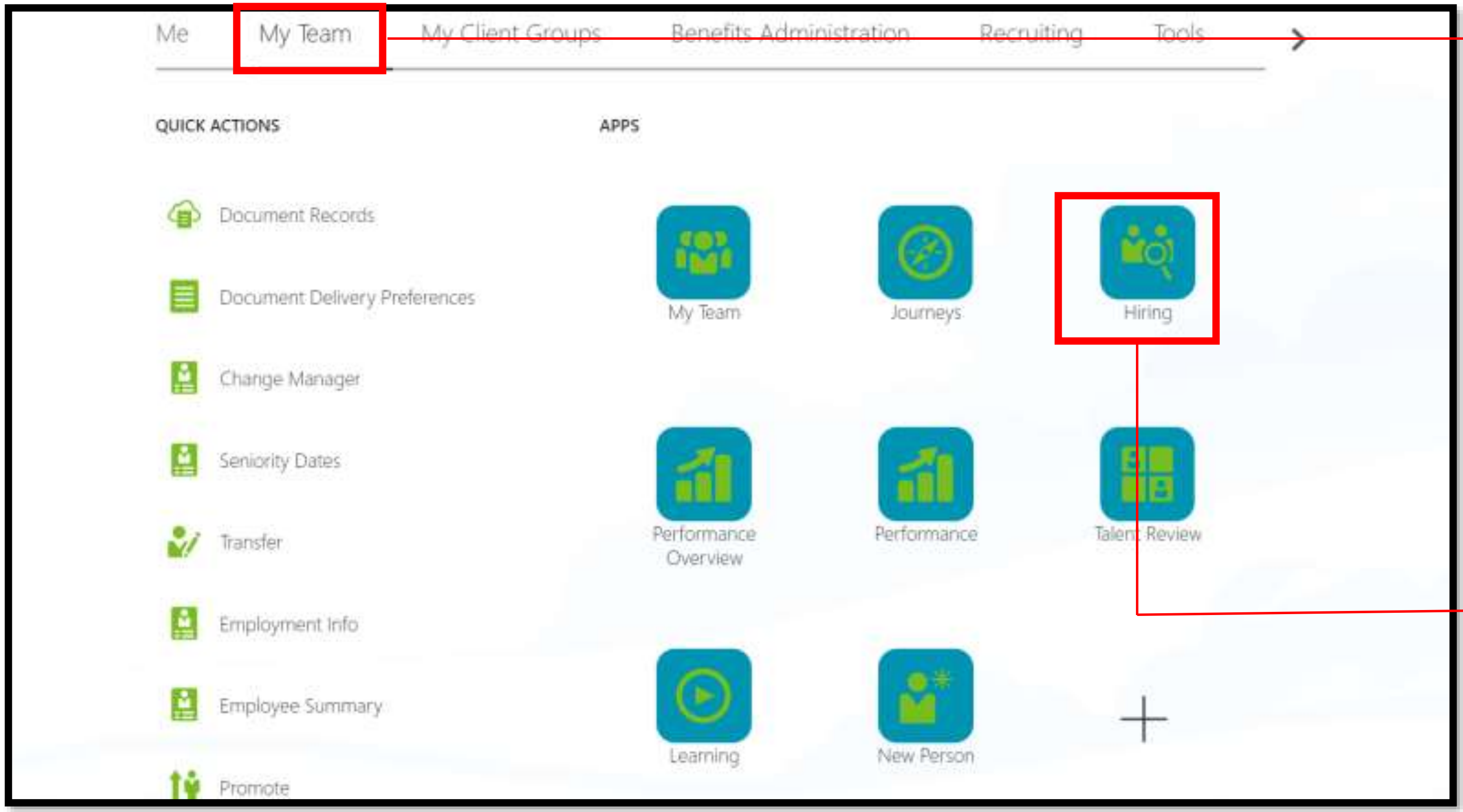
Lesson 1: Create Hiring Requisitions

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



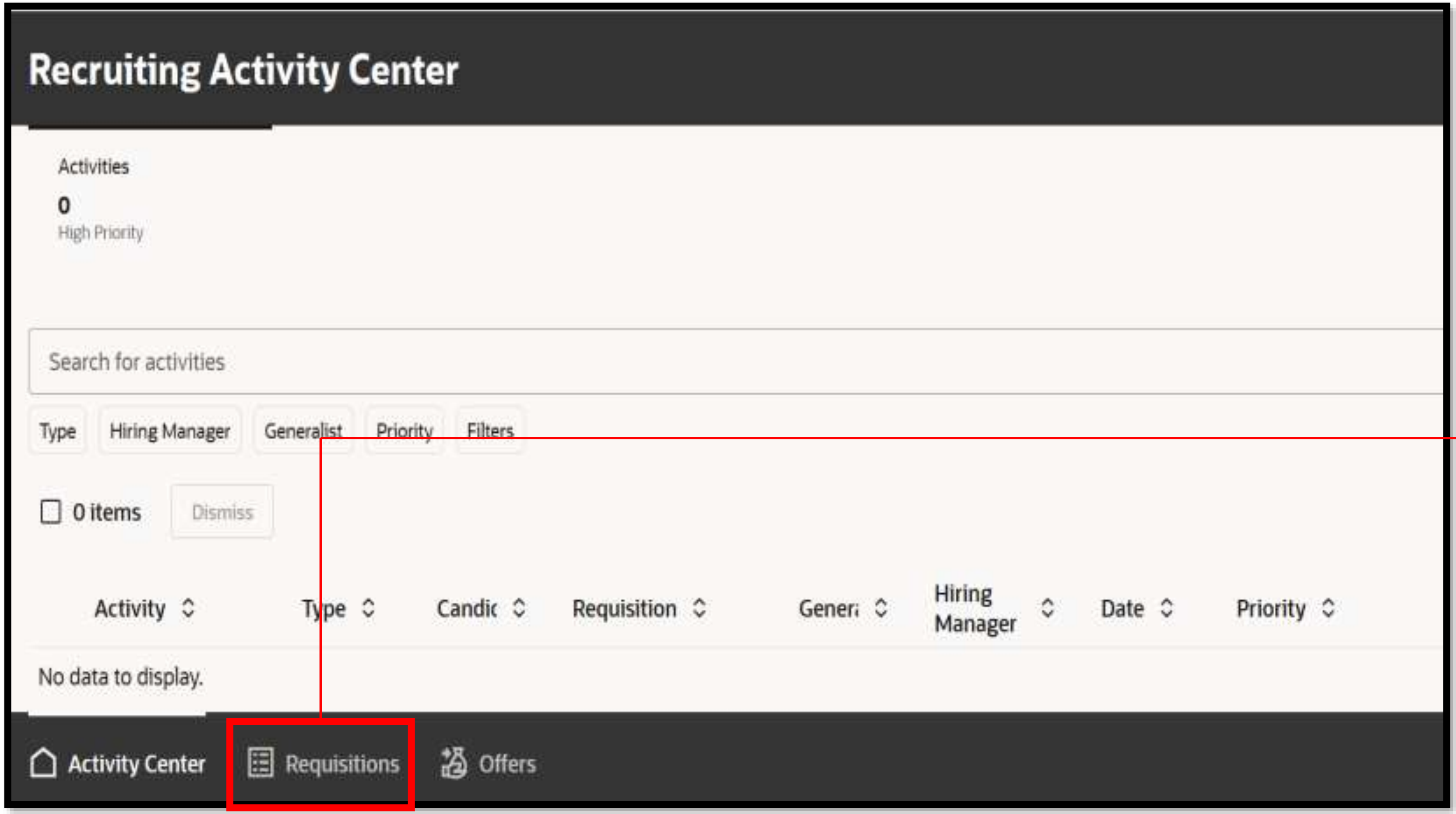
1

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

2

Select the **Hiring** tile

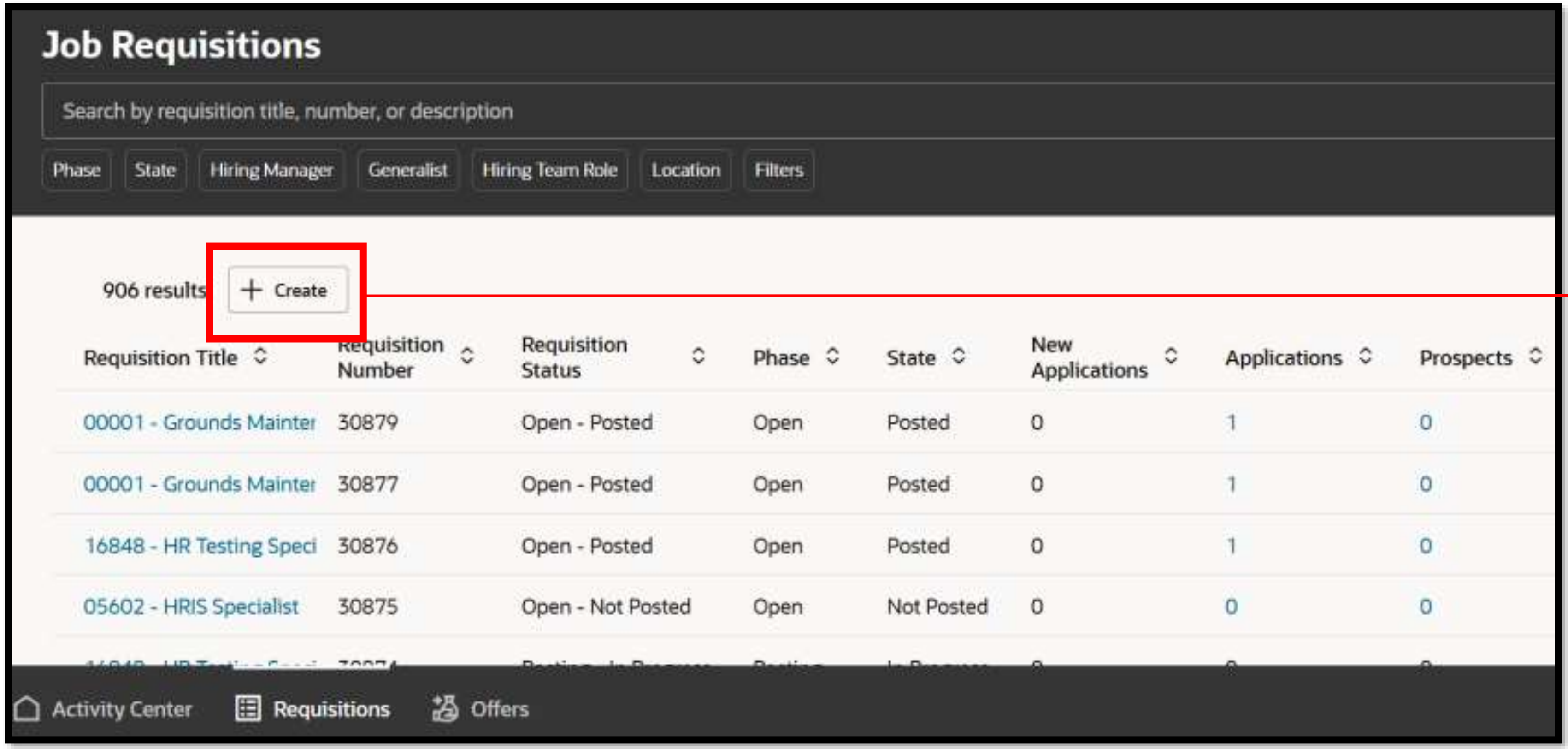
Create a Hiring Requisition



3

Select the Requisitions option present at the bottom of the page

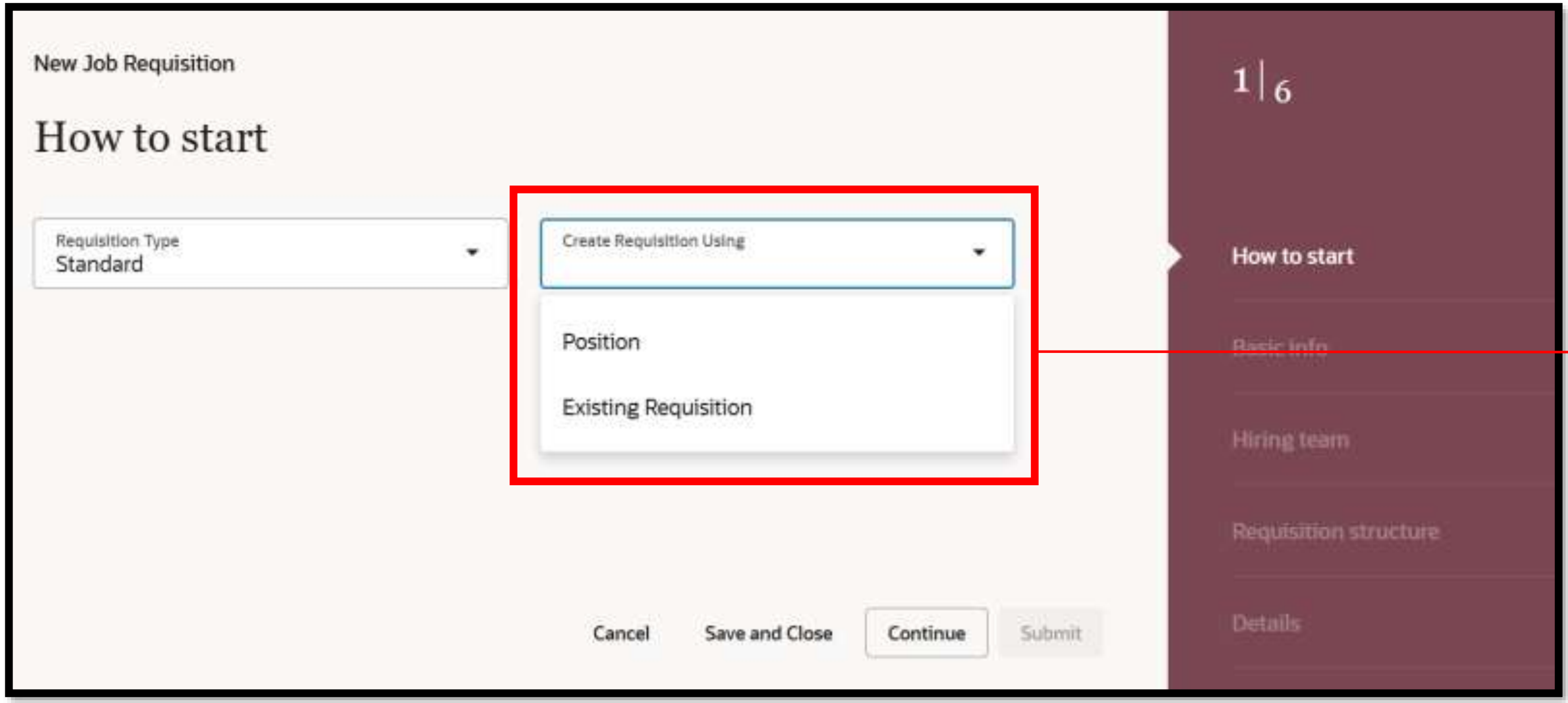
Create a Hiring Requisition



4

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

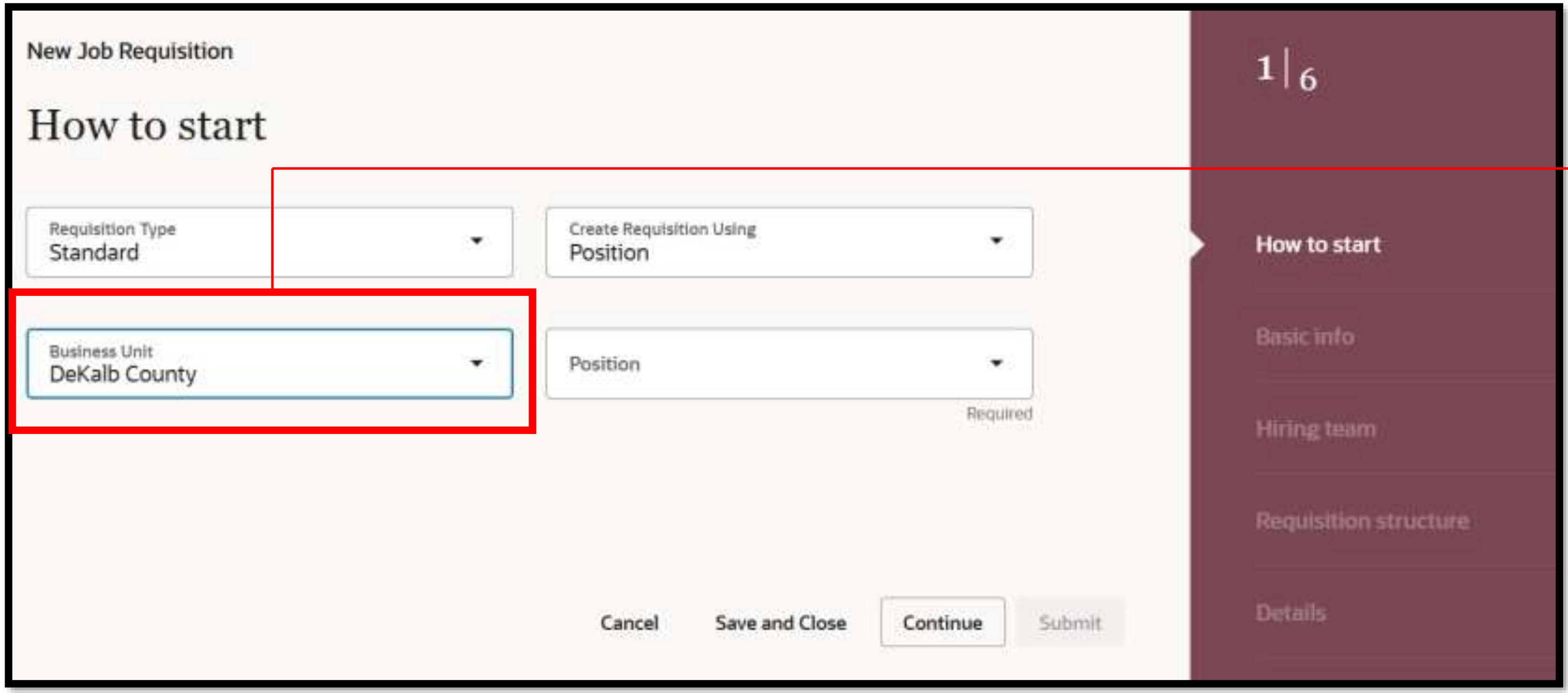
Create a Hiring Requisition



5

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

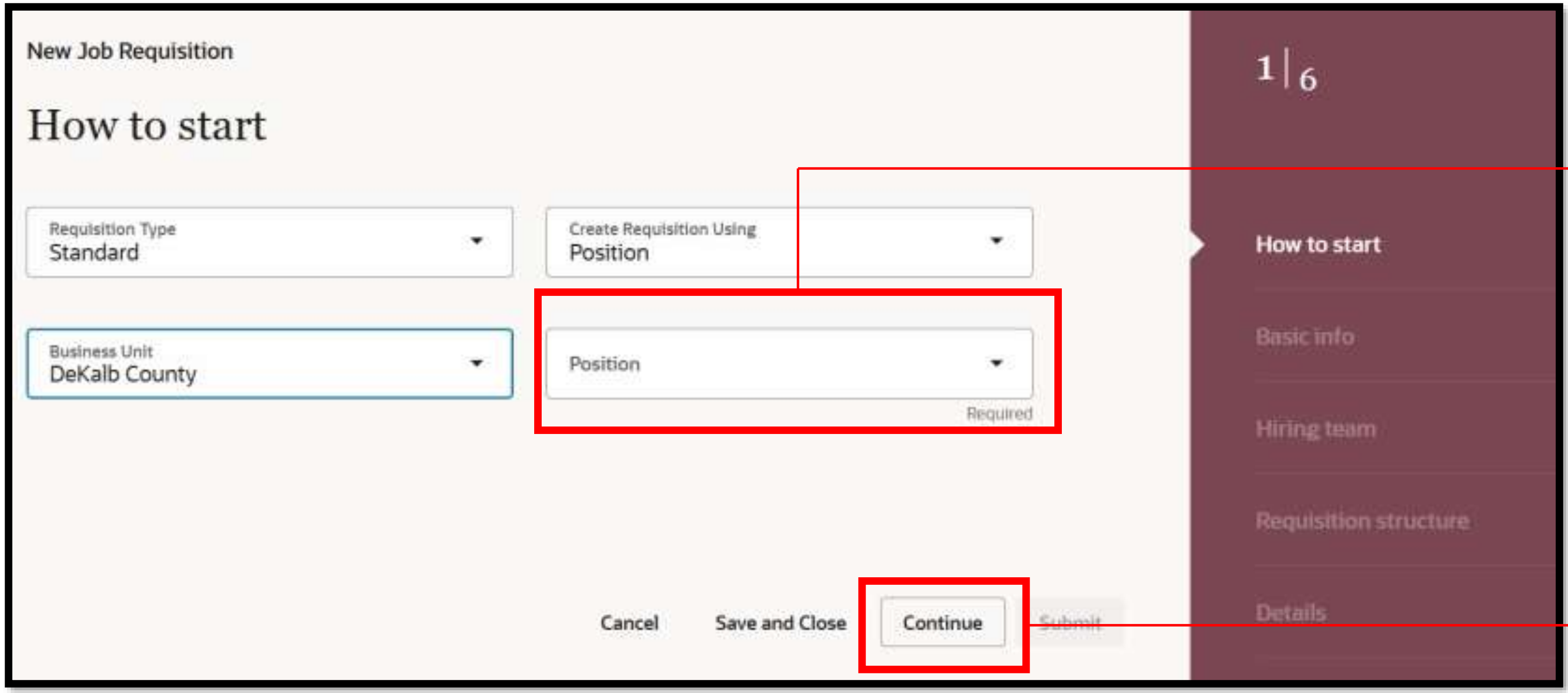
Create a Hiring Requisition



6

Business Unit field should always be DeKalb County

Create a Hiring Requisition



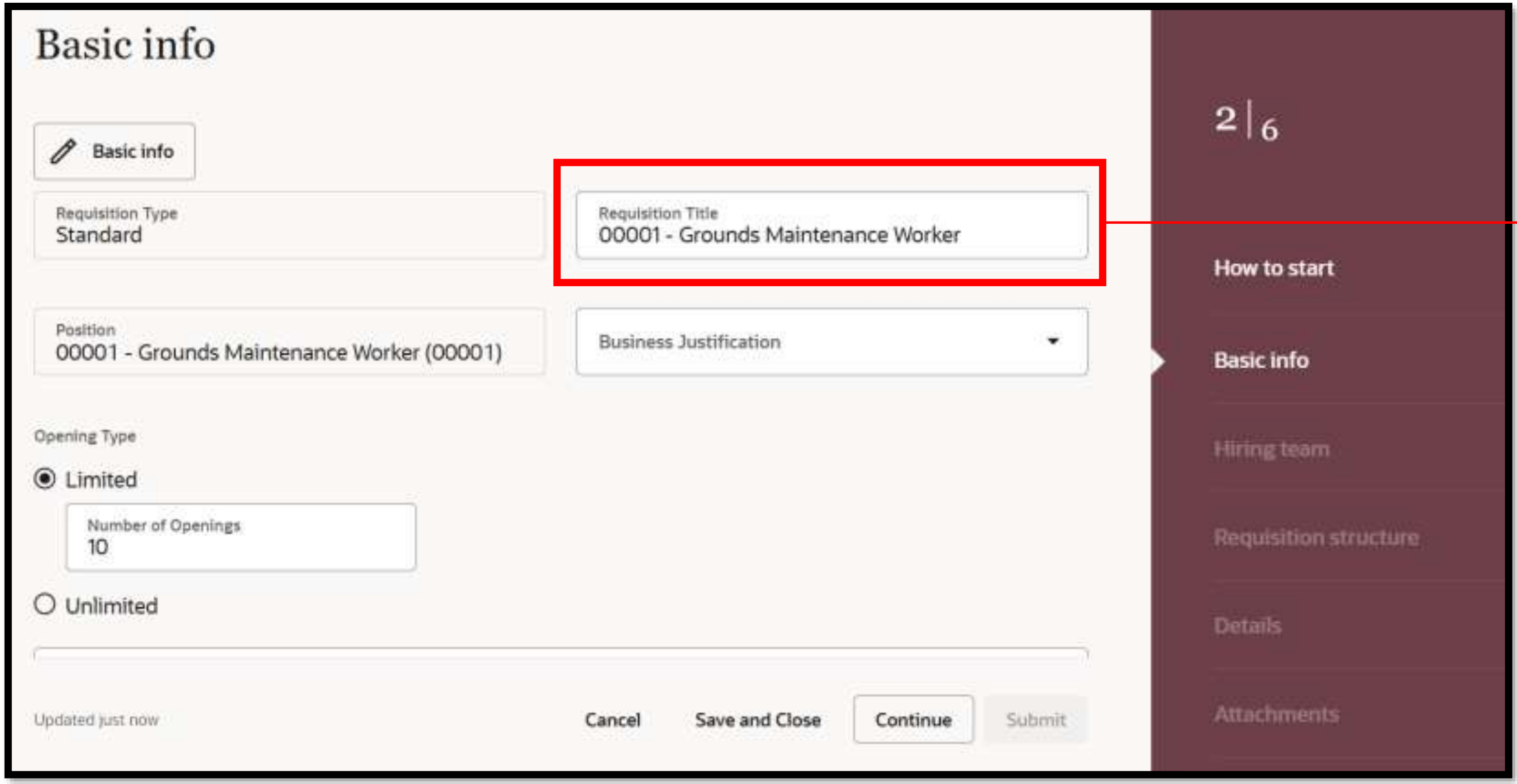
7

Select the appropriate vacant Position from the drop-down list

8

Select the Continue button

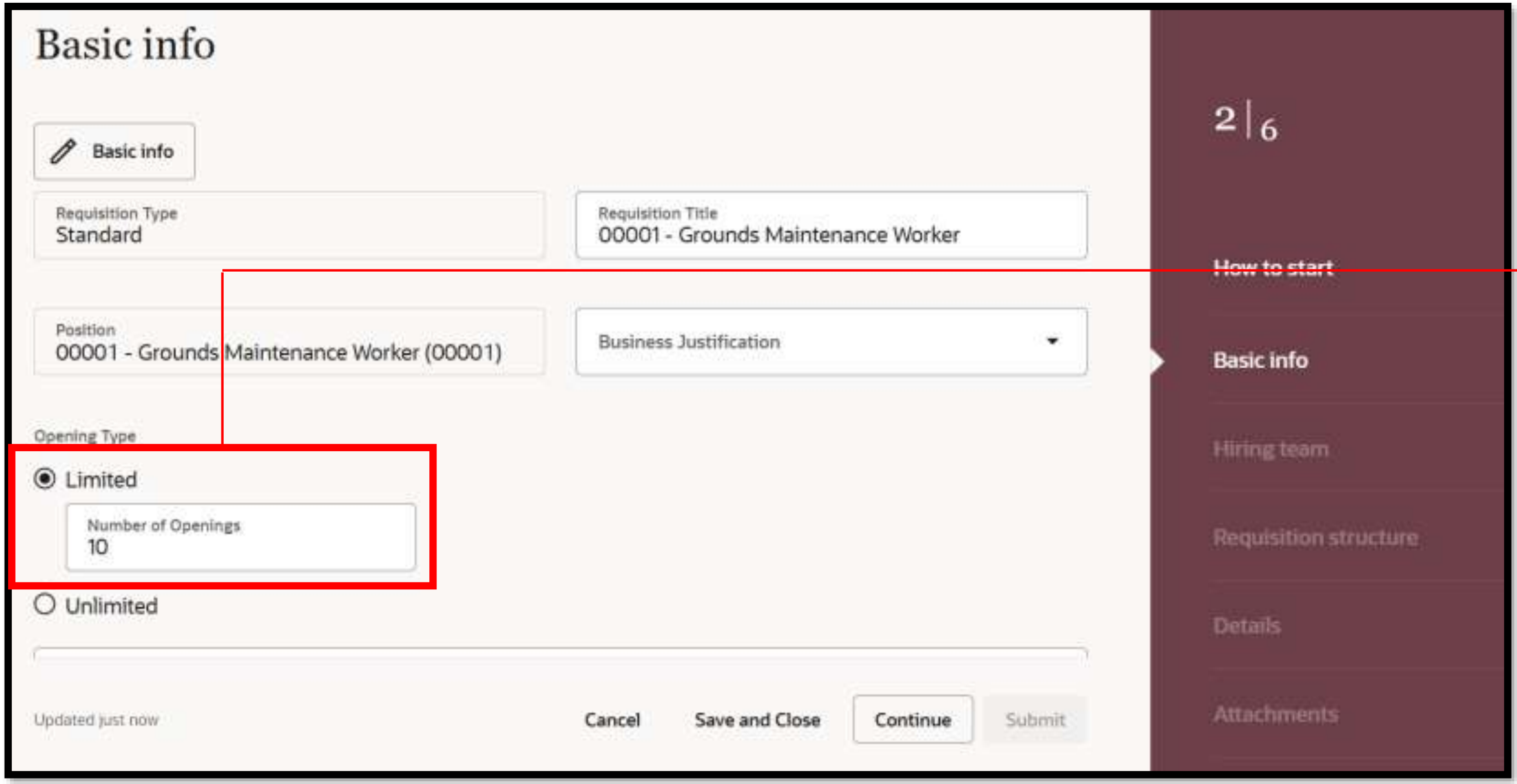
Create a Hiring Requisition



9

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

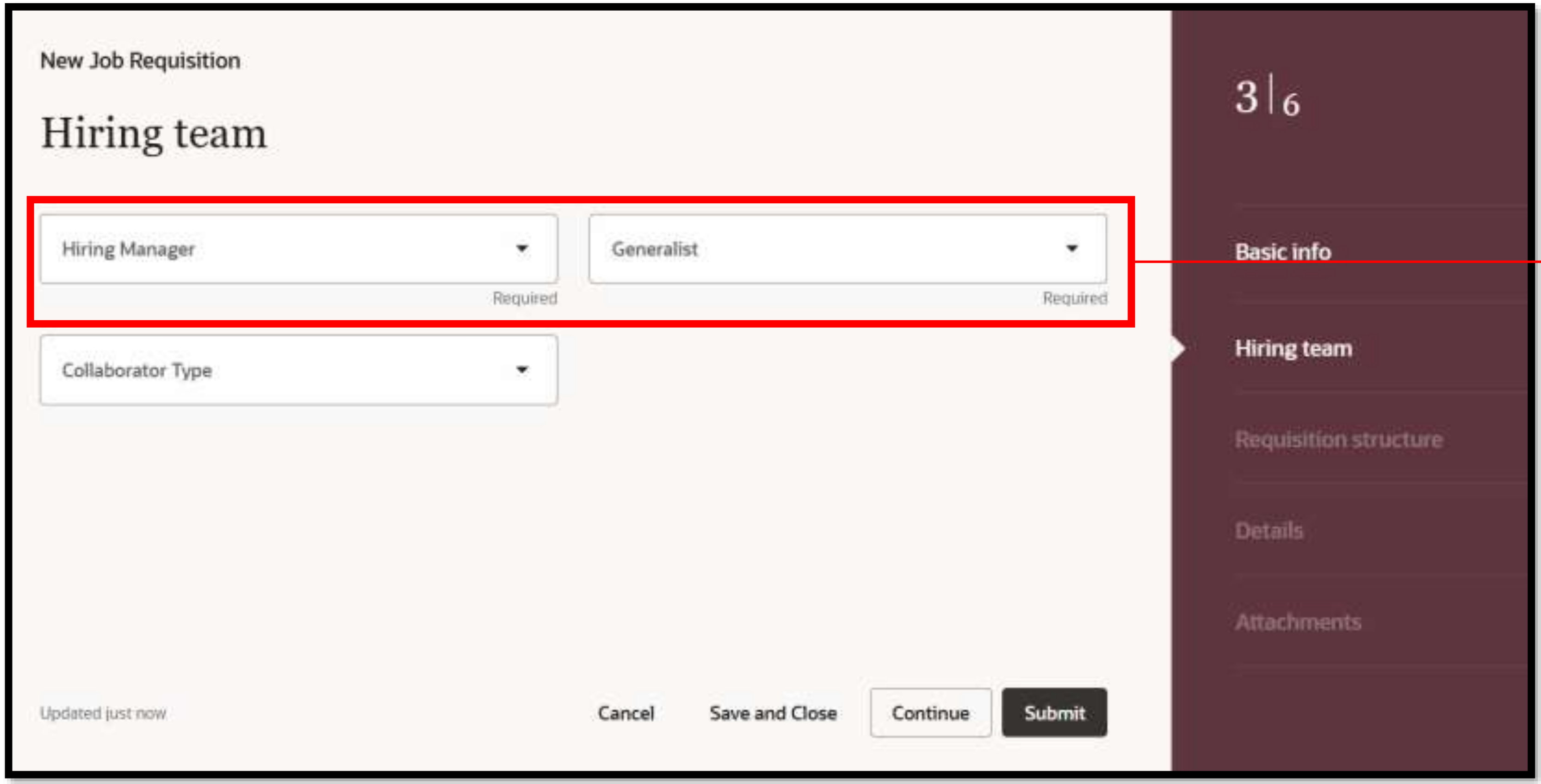
Create a Hiring Requisition



10

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

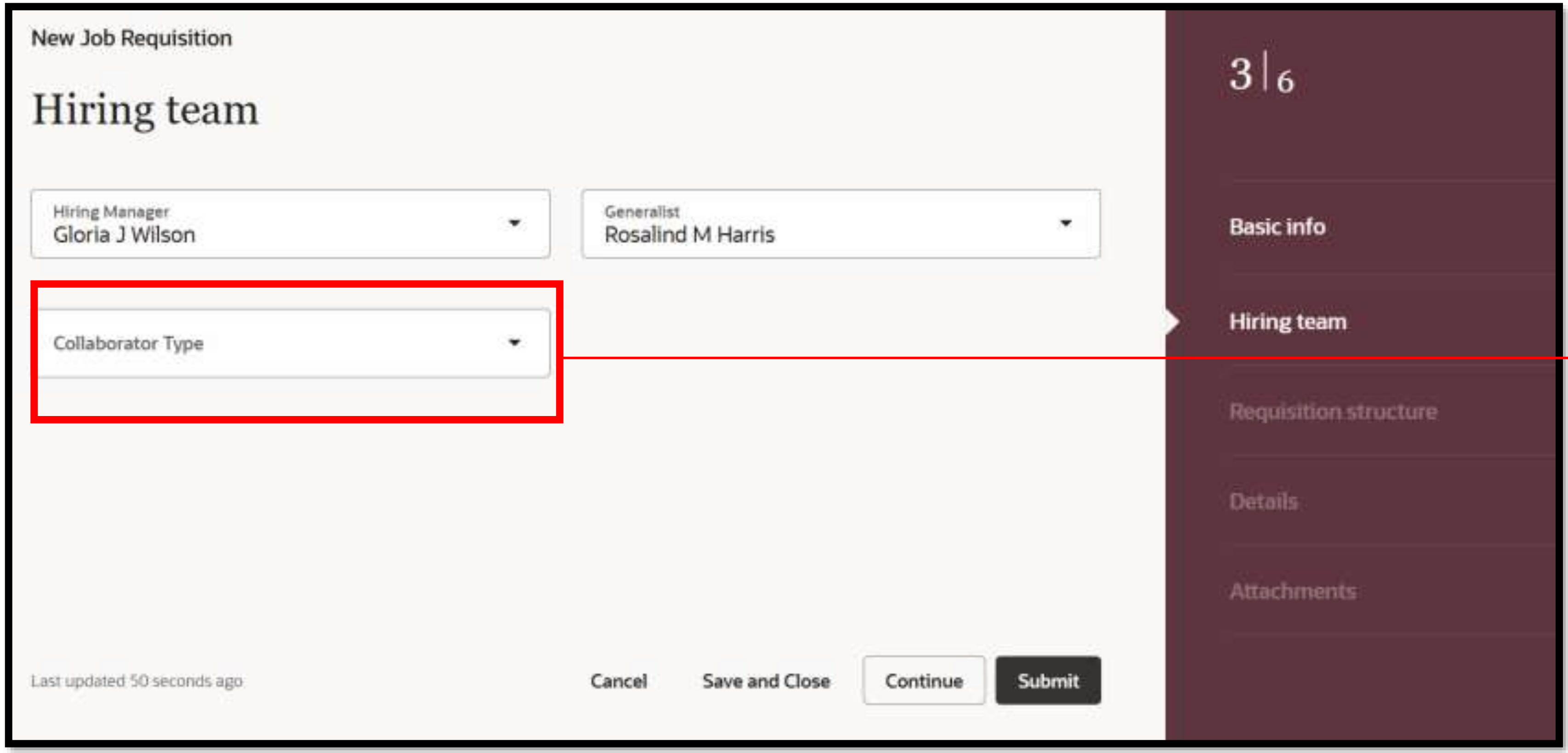
Create a Hiring Requisition



11

Enter the Hiring Manager and Generalist fields

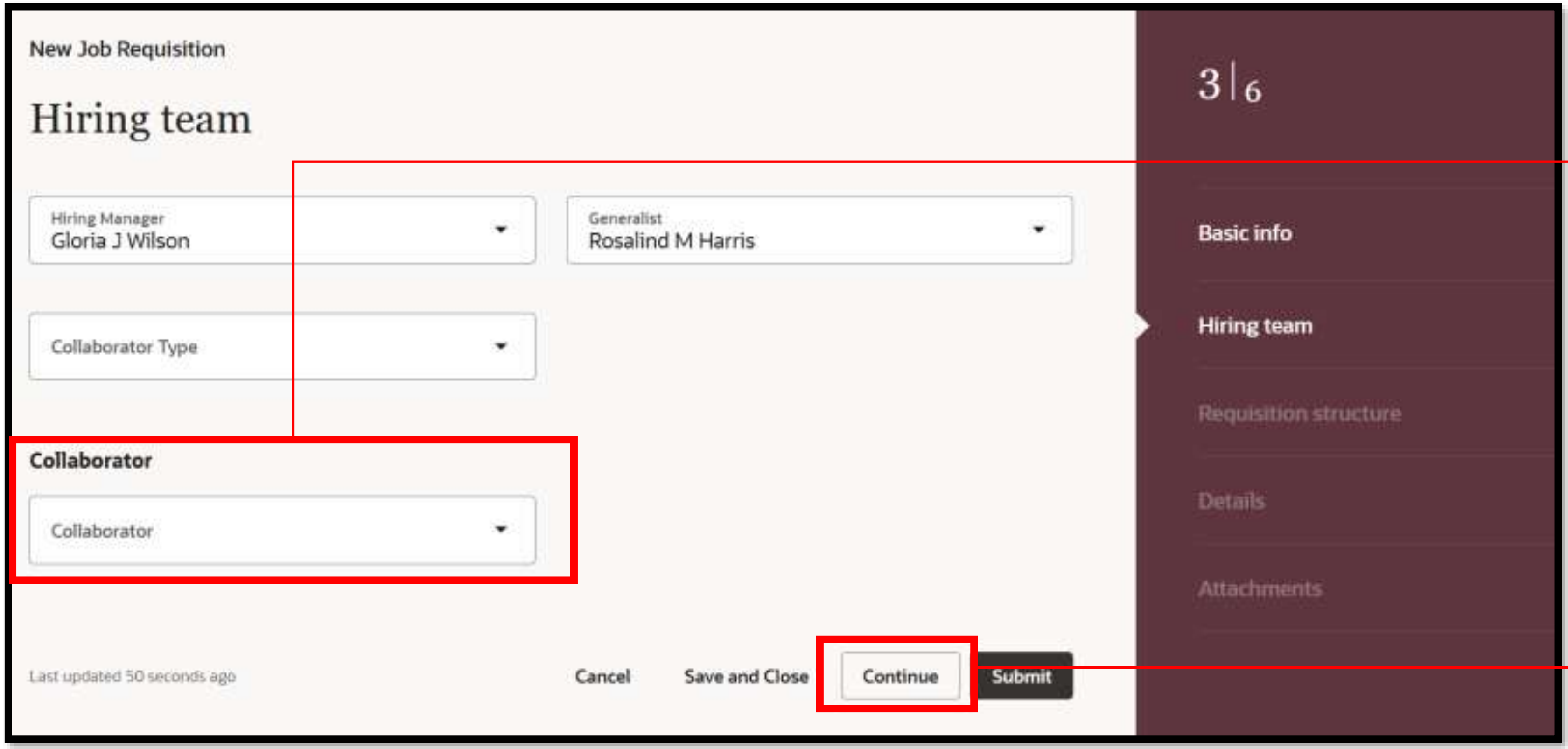
Create a Hiring Requisition



12

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

Create a Hiring Requisition



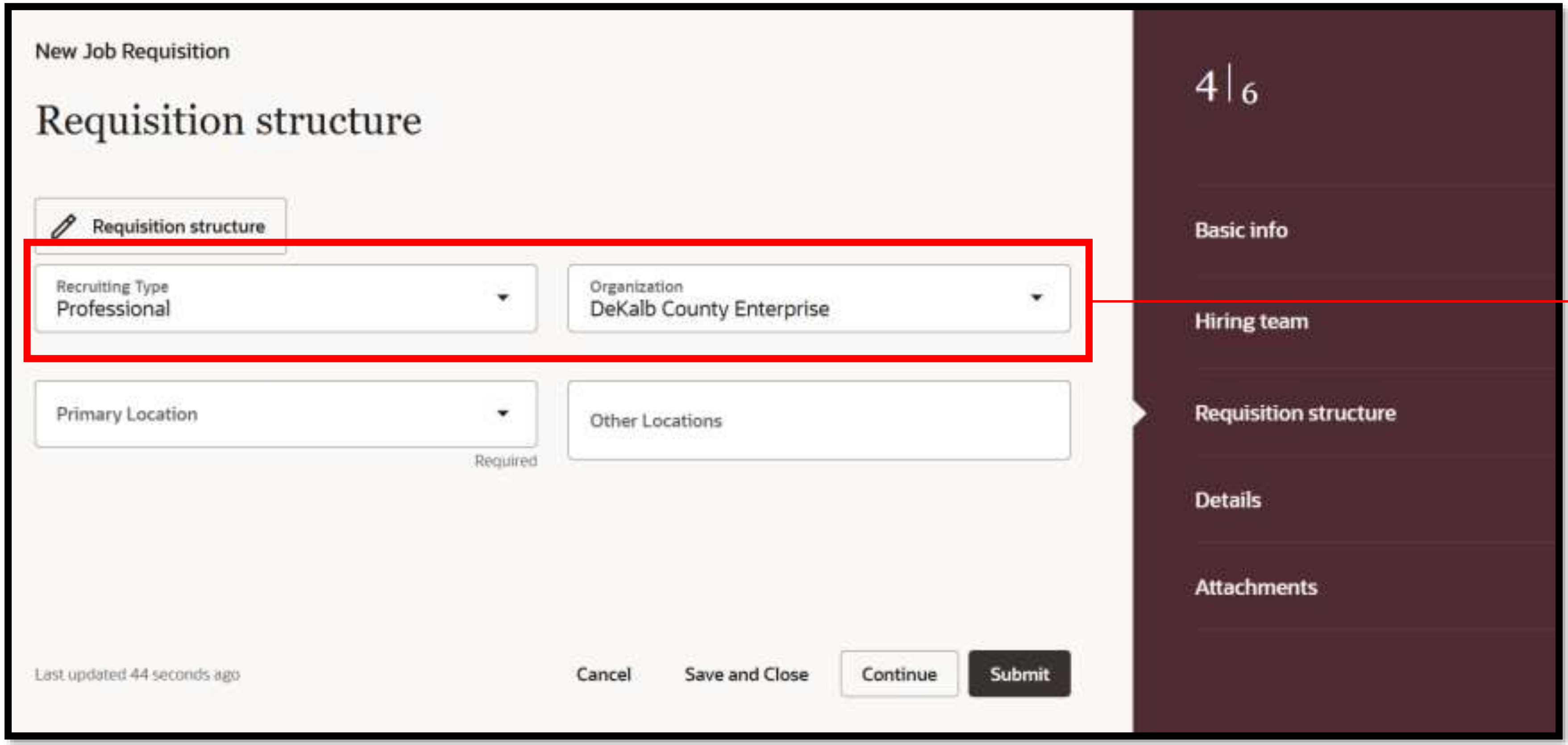
13

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

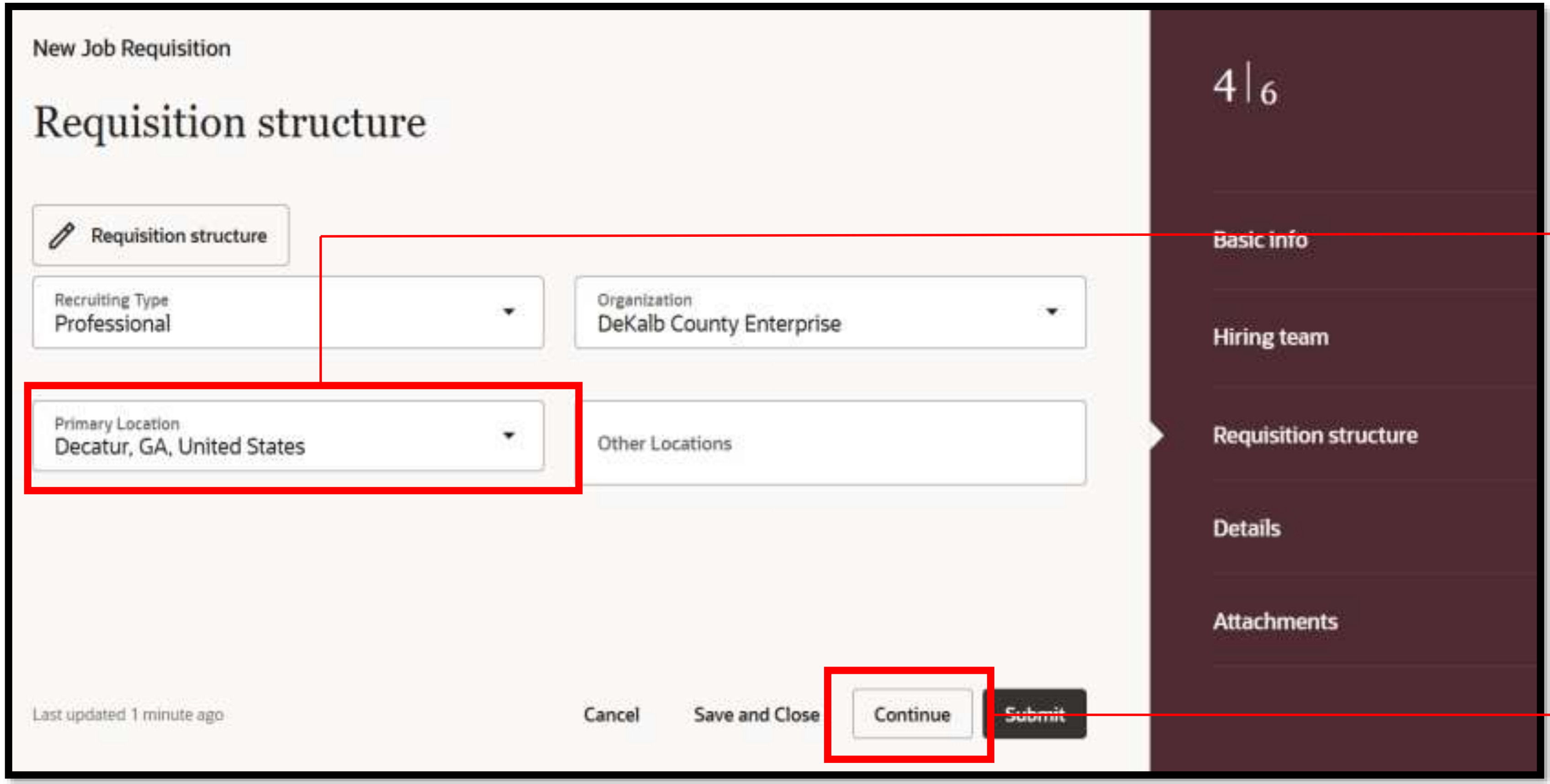


15

For **Recruiting Type** select Professional

Organization should be defaulted to DeKalb County Enterprise

Create a Hiring Requisition



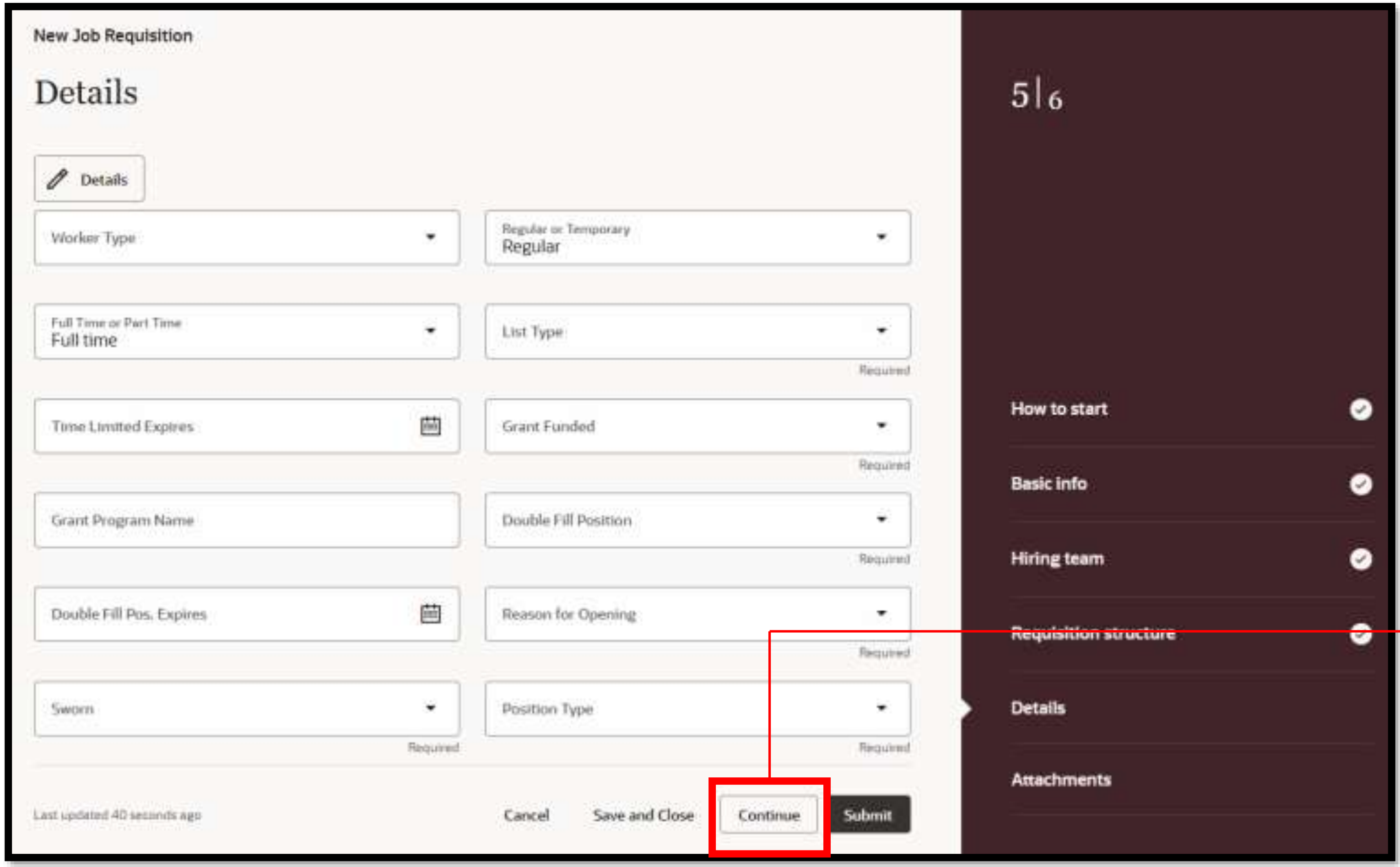
16

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

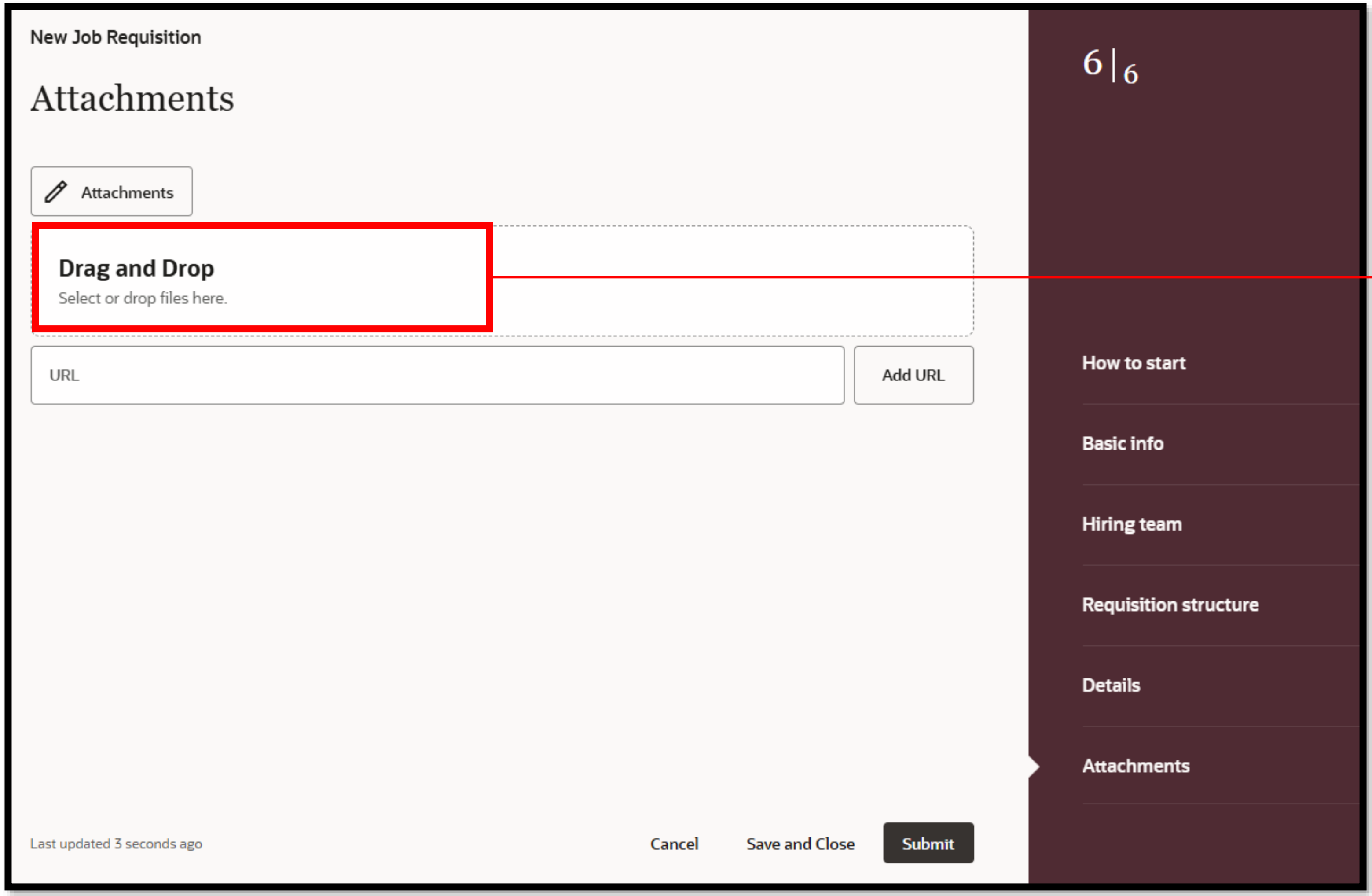


Any field which is written as **required** field must be populated

18

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

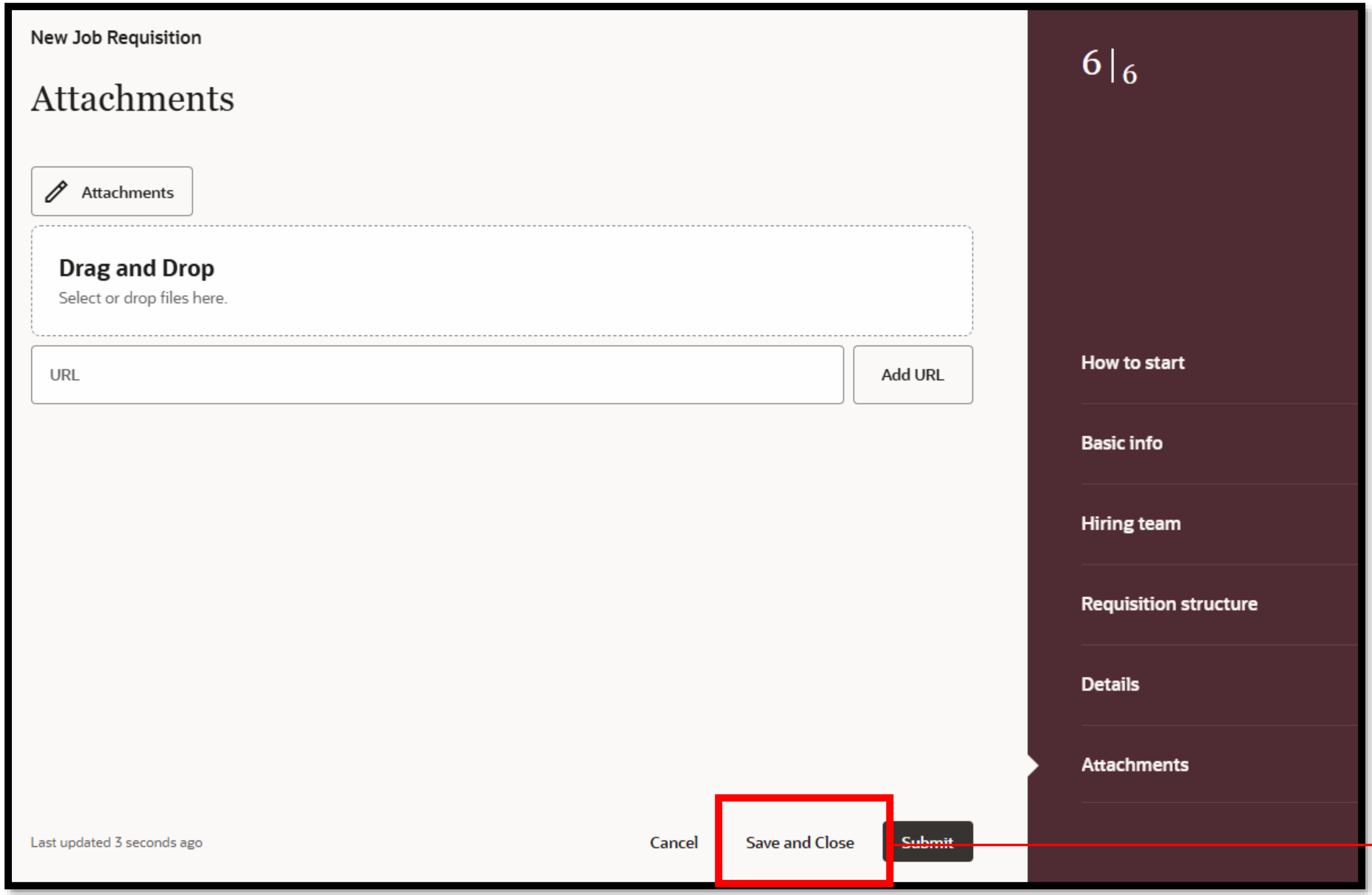
Create a Hiring Requisition



19

Drag or upload any necessary files to the Attachments section.

Create a Hiring Requisition



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

21

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

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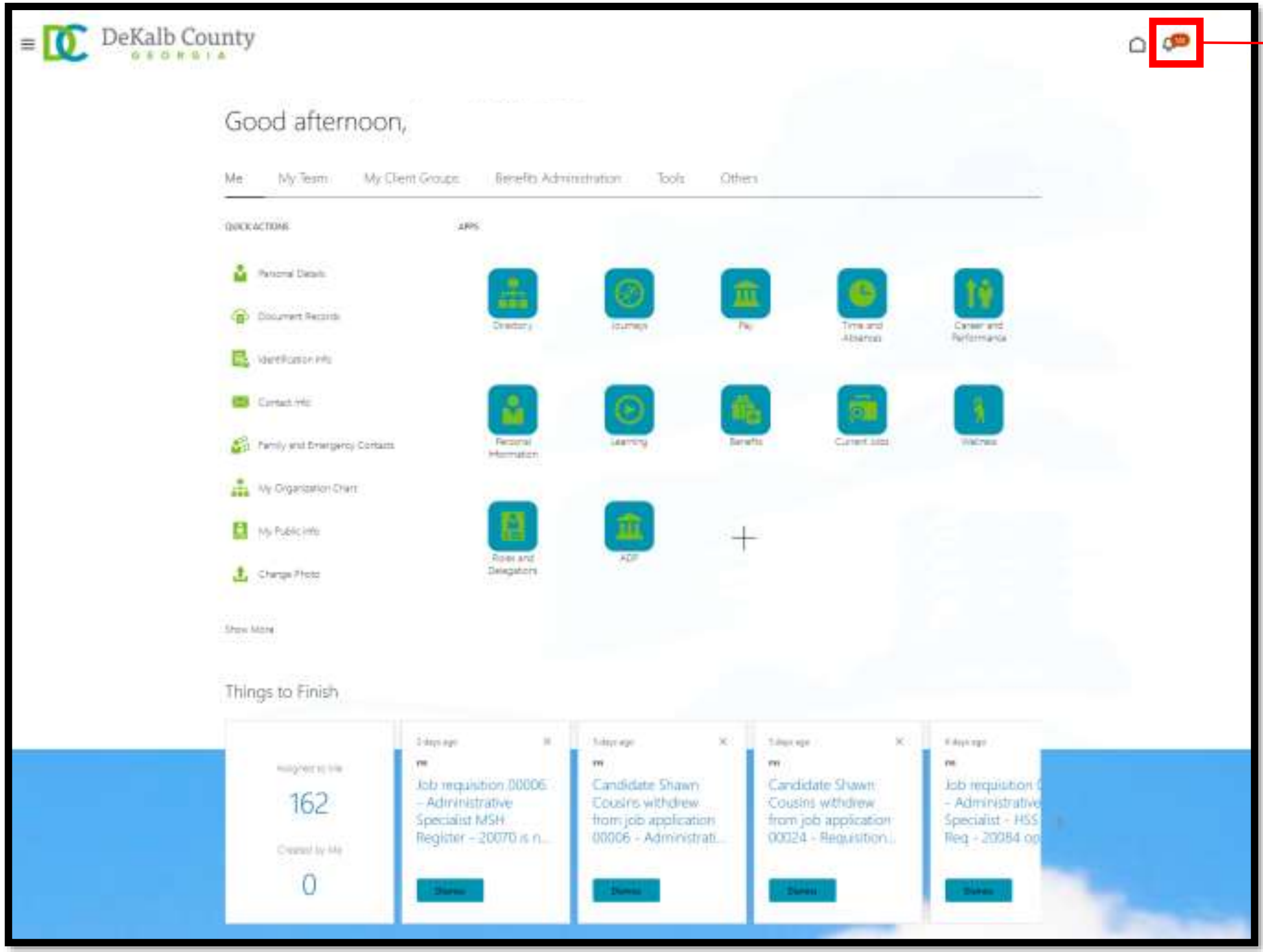
Lesson Objective:

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

Objective
• Approve a Requisition as a Hiring Manager

Approve a Requisition

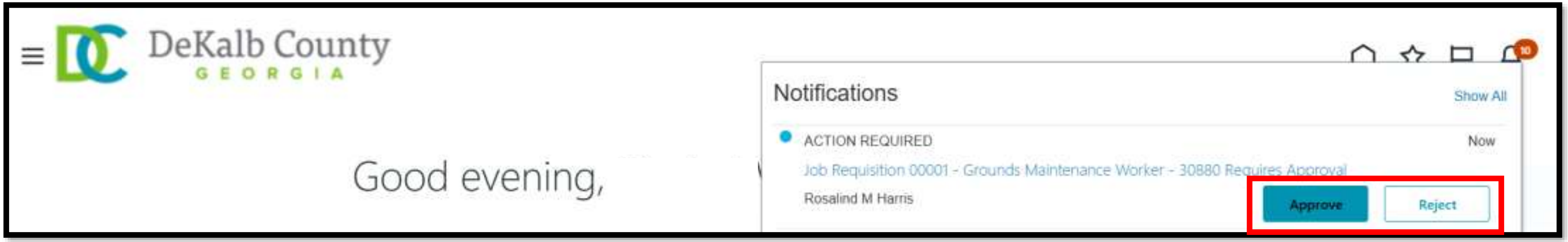


1

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

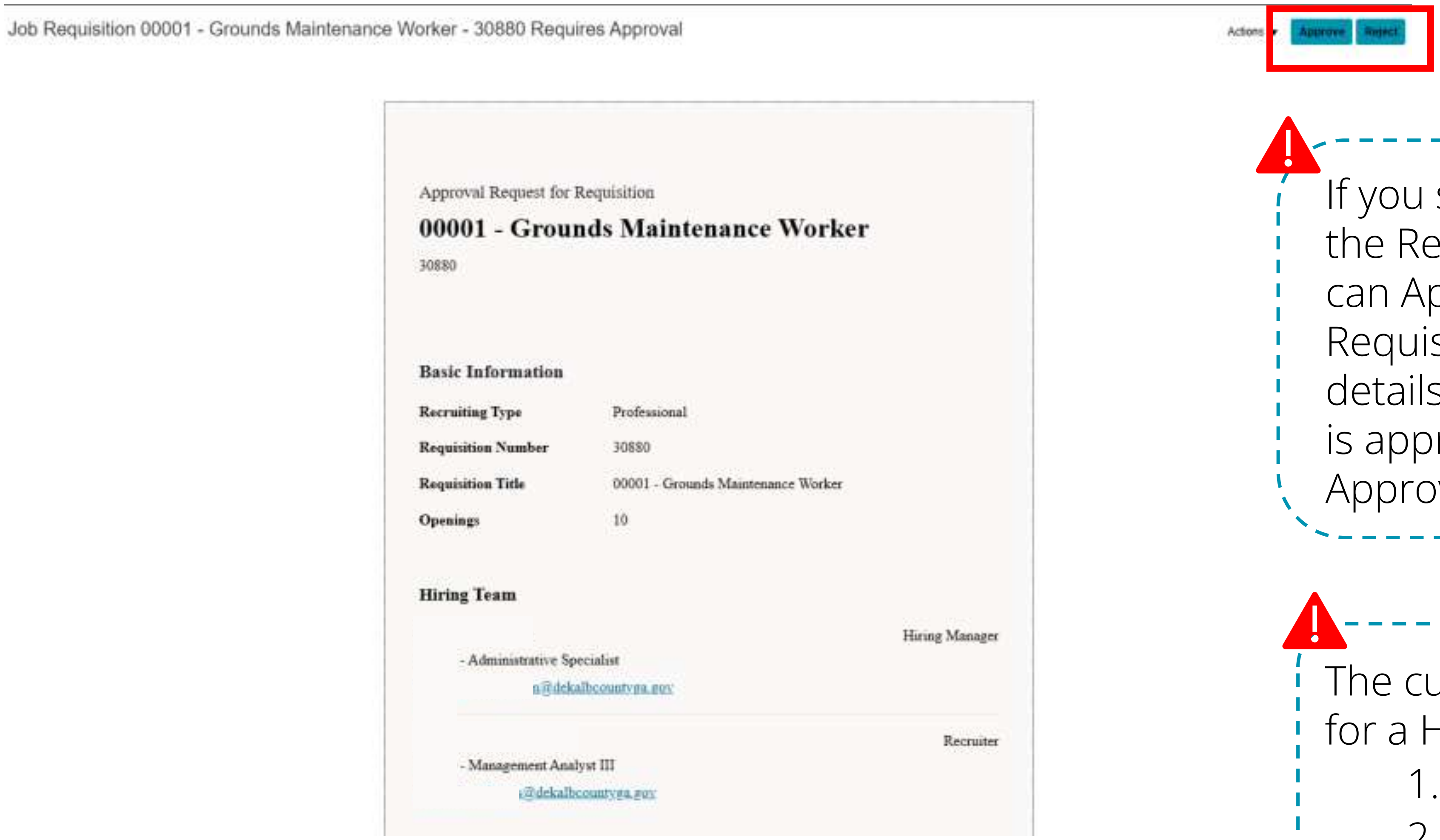
There are 'cards' at the bottom with the same details as the **Bell** Notifications.

Approve a Requisition



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

Hiring Manager

- Administrative Specialist

n@dekalbcountyga.gov

Recruiter

- Management Analyst III

i@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

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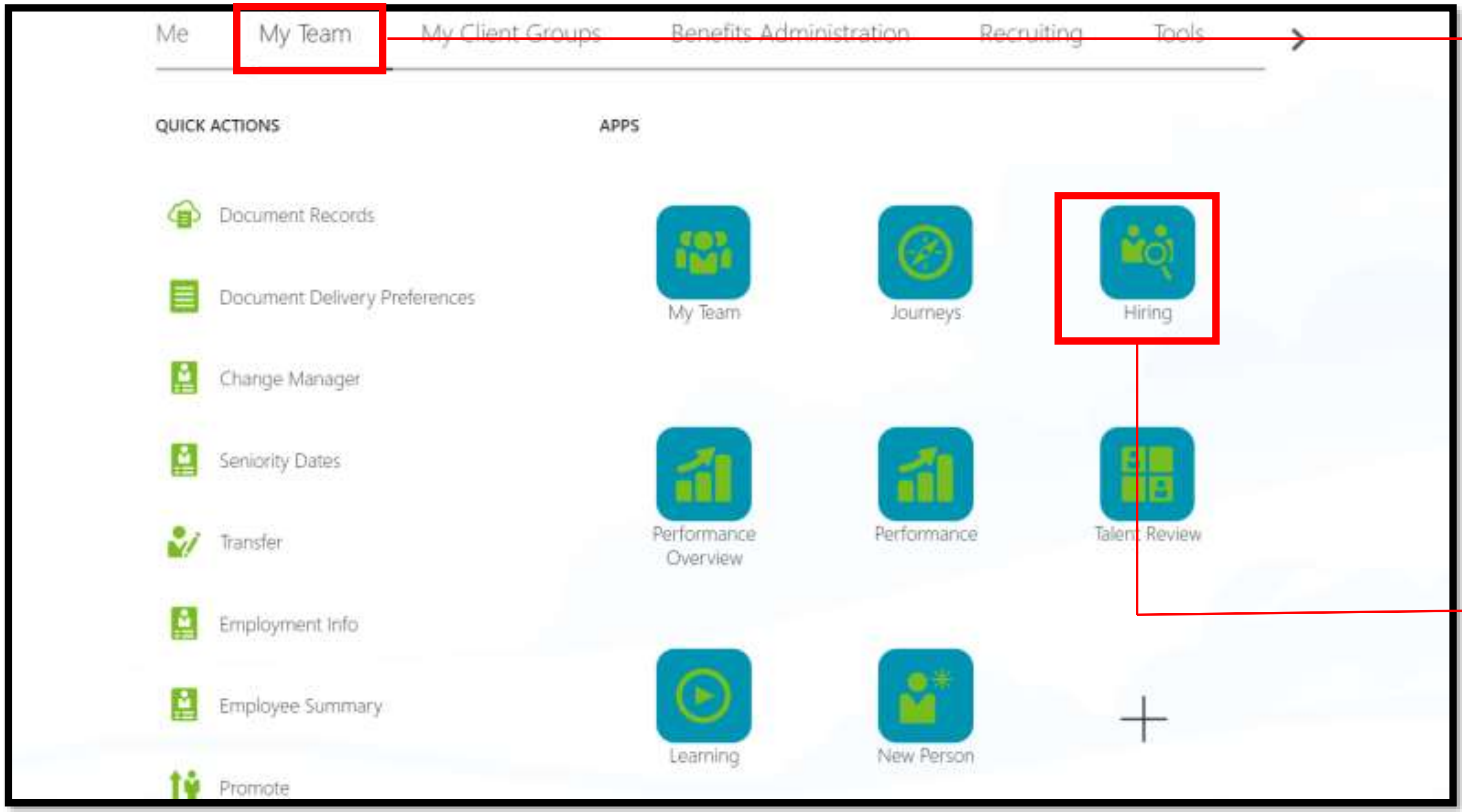
Lesson Objective:

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



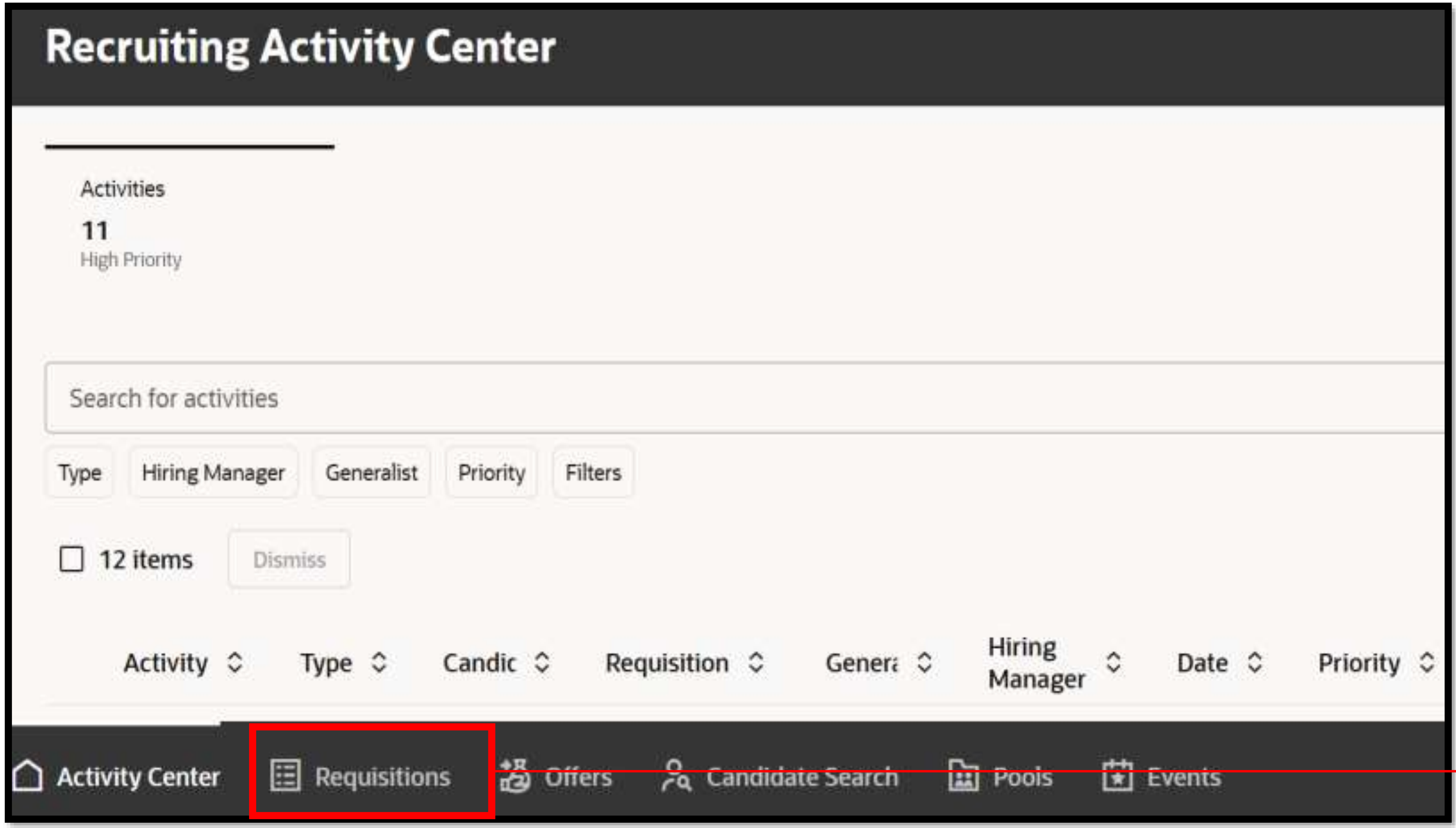
1

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

2

Select the **Hiring** tile

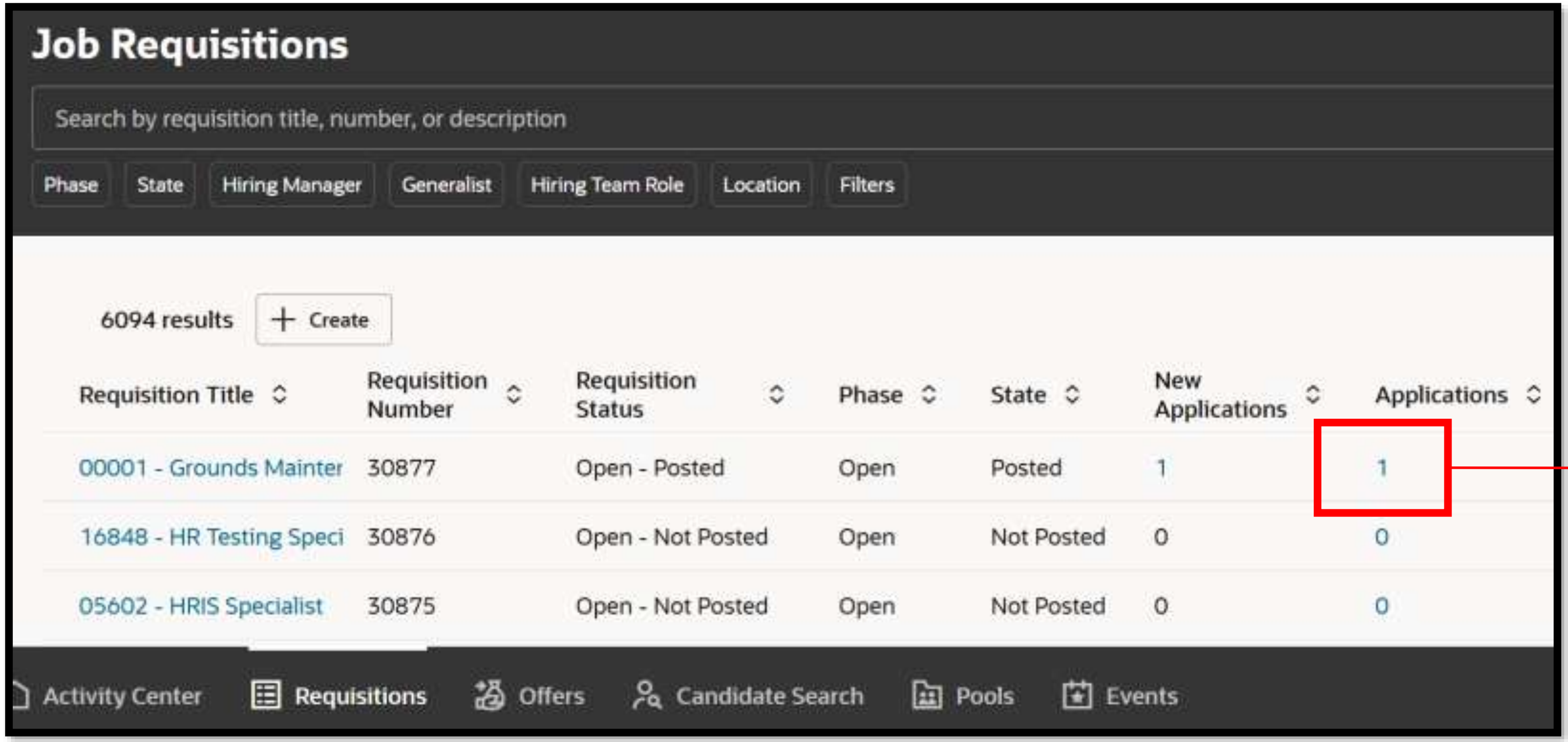
Manage Talent Pool



Click on the **Requisitions** present at the bottom.

3

Manage Talent Pool

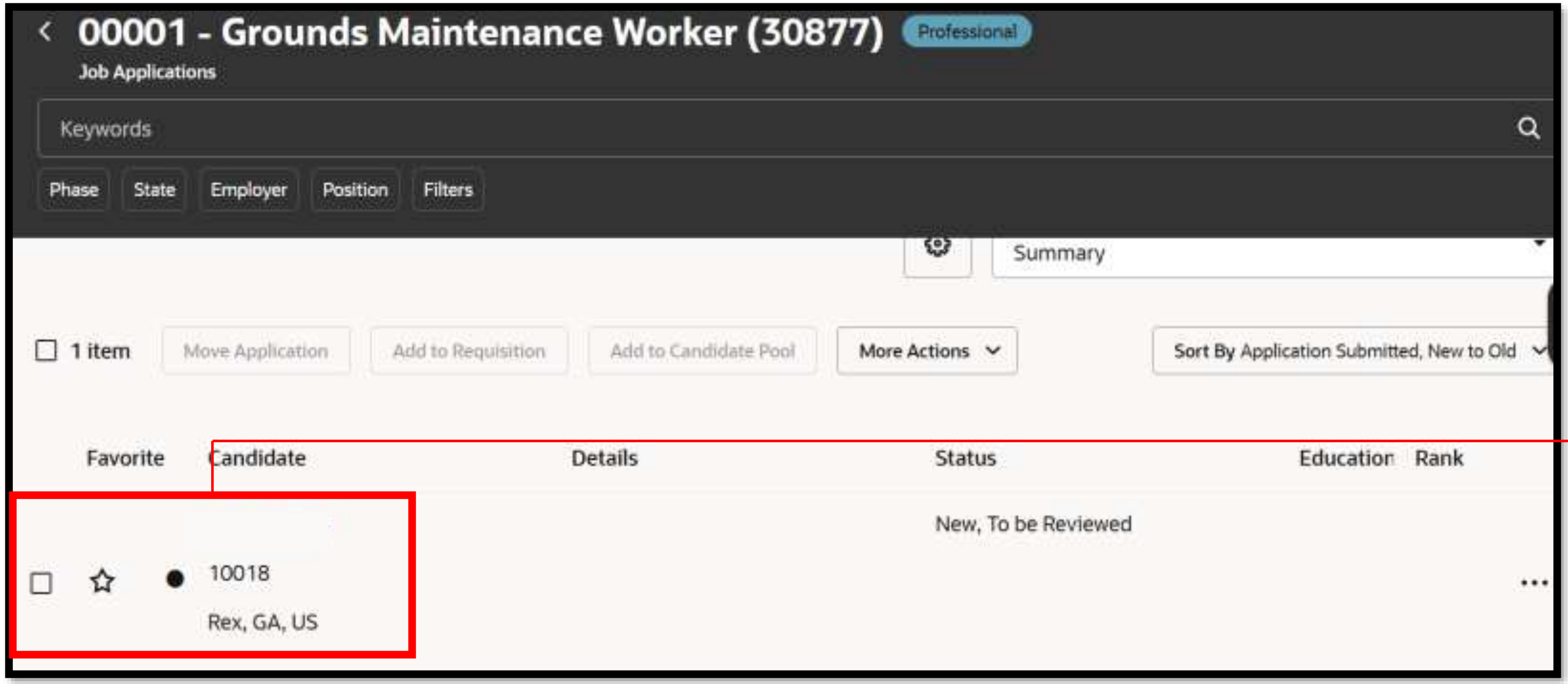


The **Hiring Manager** will <u>only</u> be able to see Candidates once the **Generalist** has moved the Candidate to the HM Review phase

4

Select the **Applications** hyperlink

Manage Talent Pool

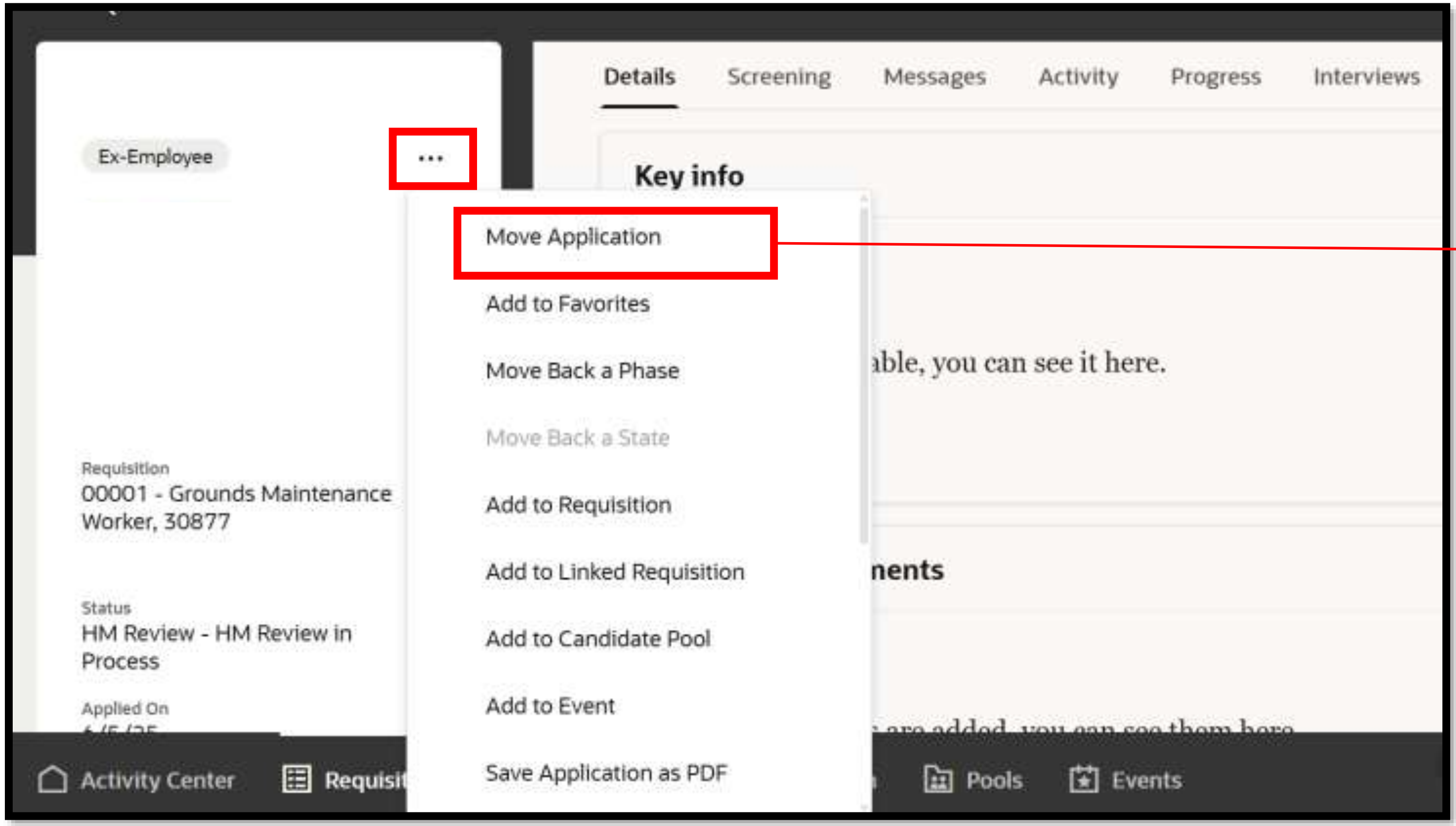


The black dot on the left of Candidate's Name indicates that the Application has not been viewed

5

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

Manage Talent Pool

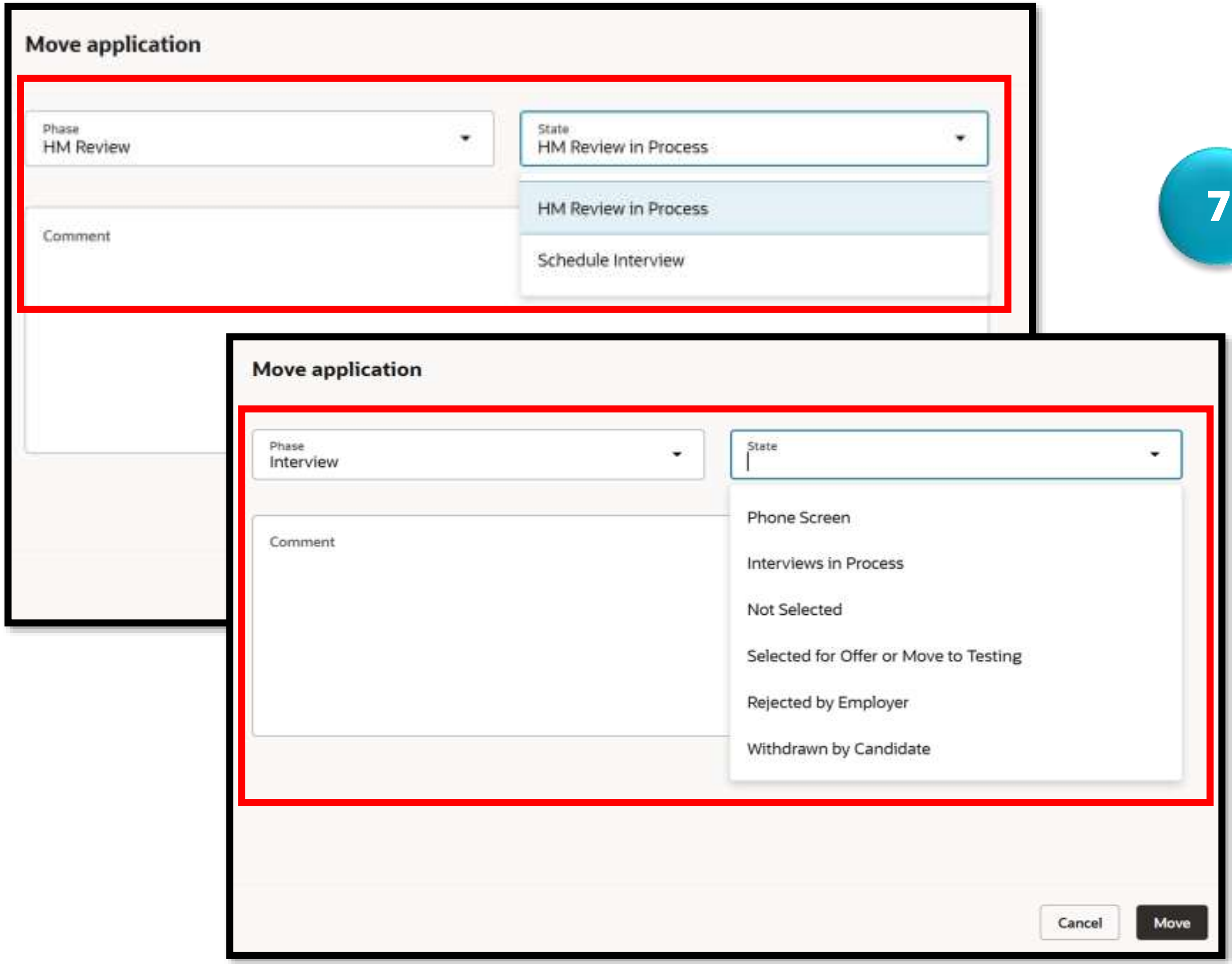


6

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

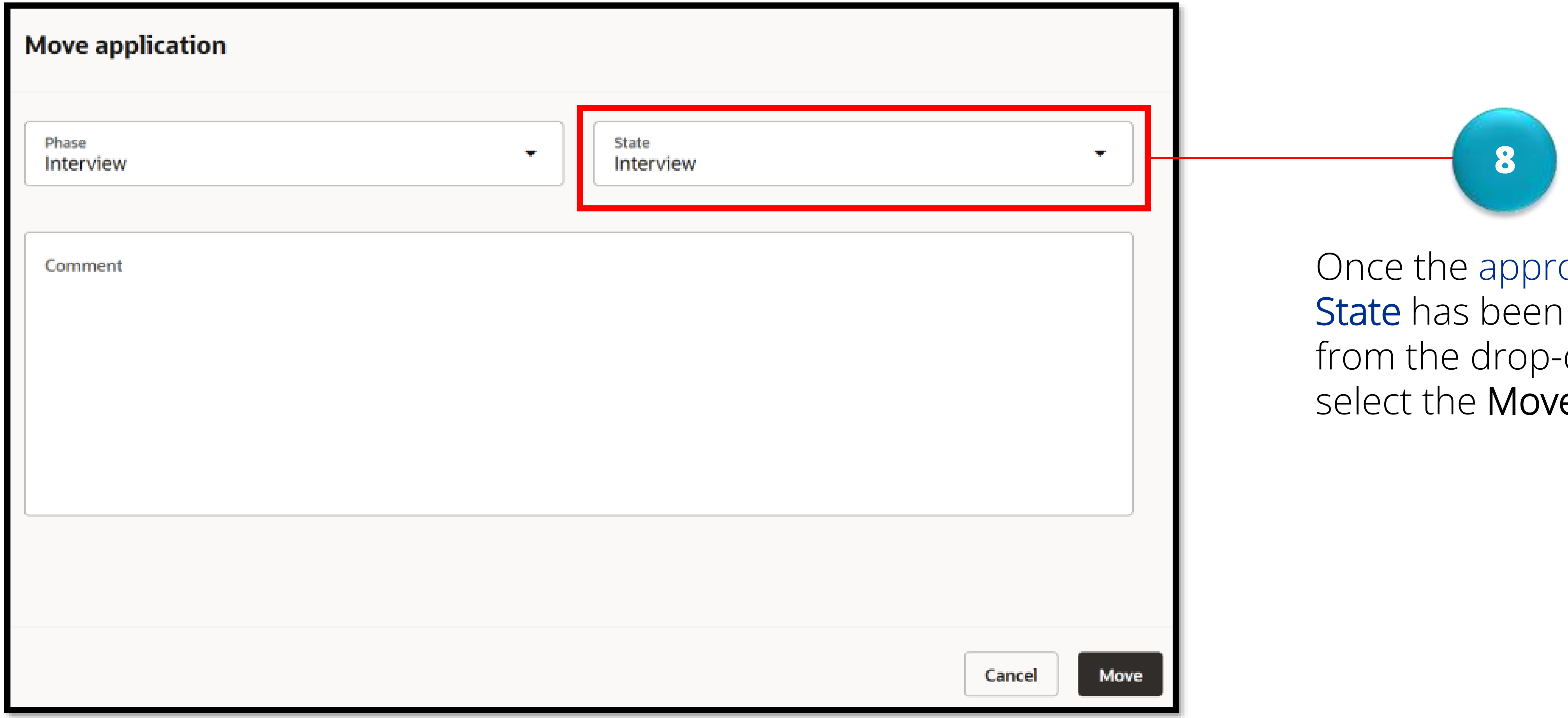
Manage Talent Pool



7

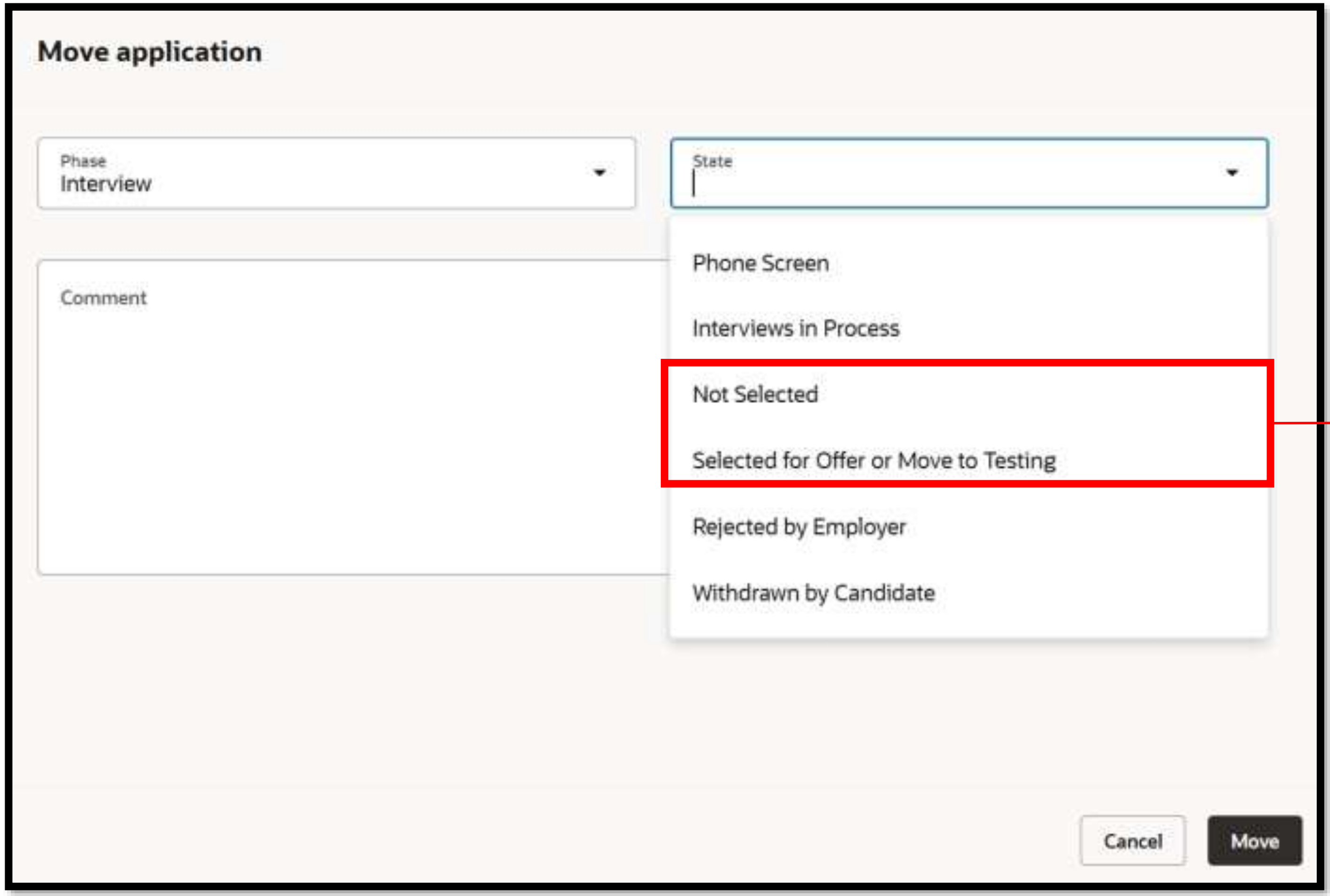
Candidates will move through the hiring process by selecting Interview or a different State within the HM Review Phase

Manage Talent Pool



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

Manage Talent Pool



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

Lesson 4: Add an Interview to a Requisition

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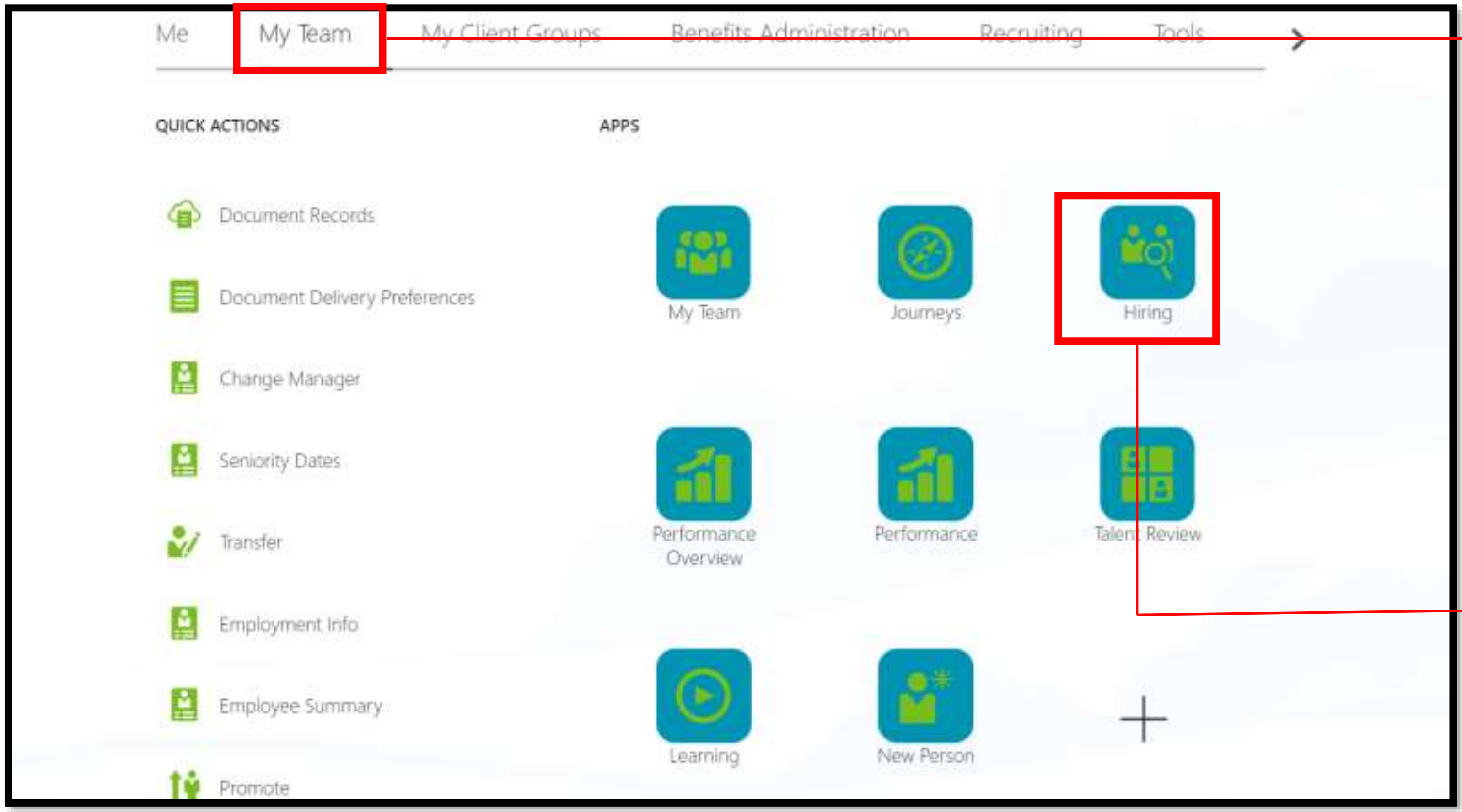
Lesson Objective:

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



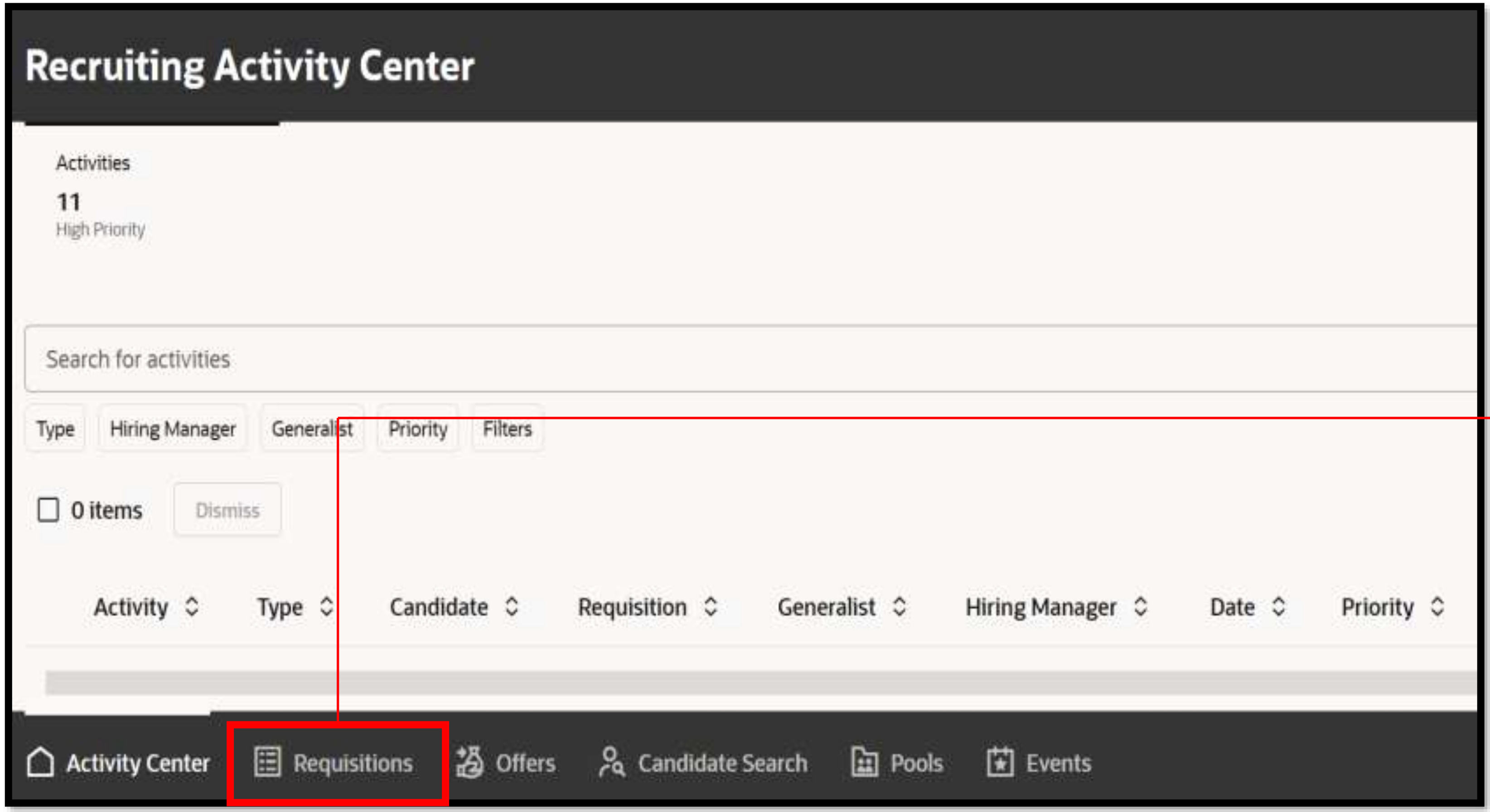
1

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

2

Select the **Hiring** tile

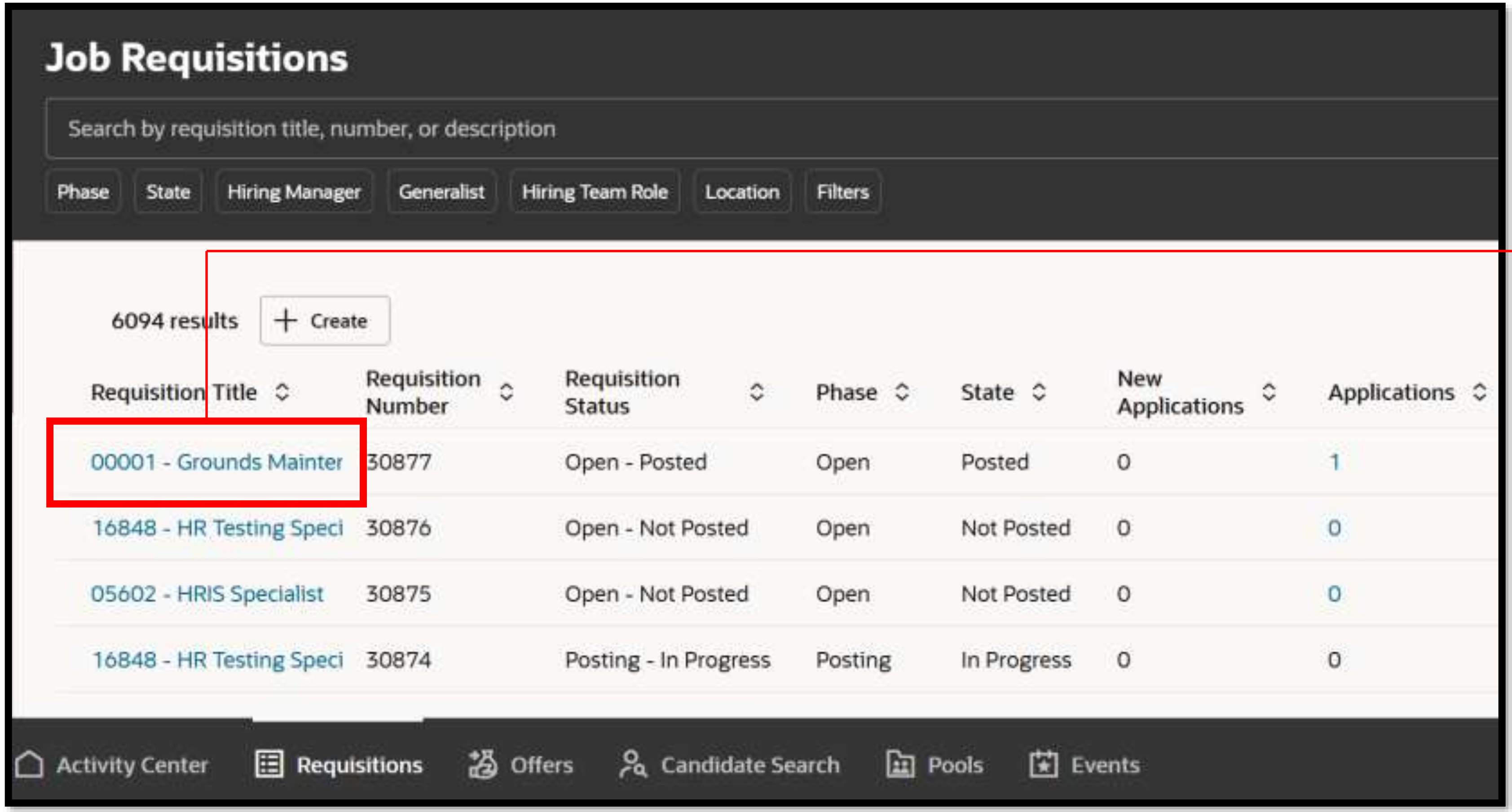
Add an Interview to a Requisition



3

Select the Requisitions option present at the bottom of the page

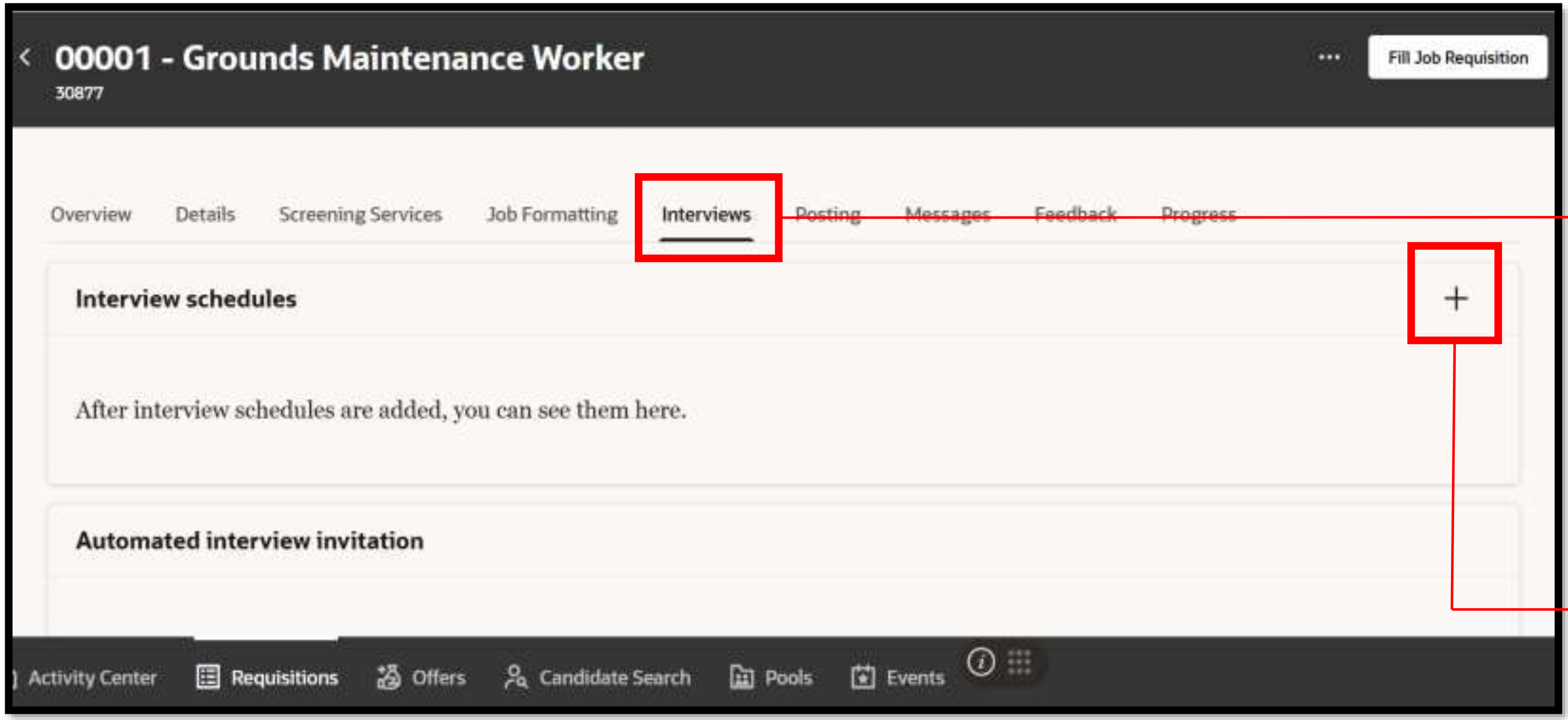
Add an Interview to a Requisition



4

Select a Requisition

Add an Interview to a Requisition



5

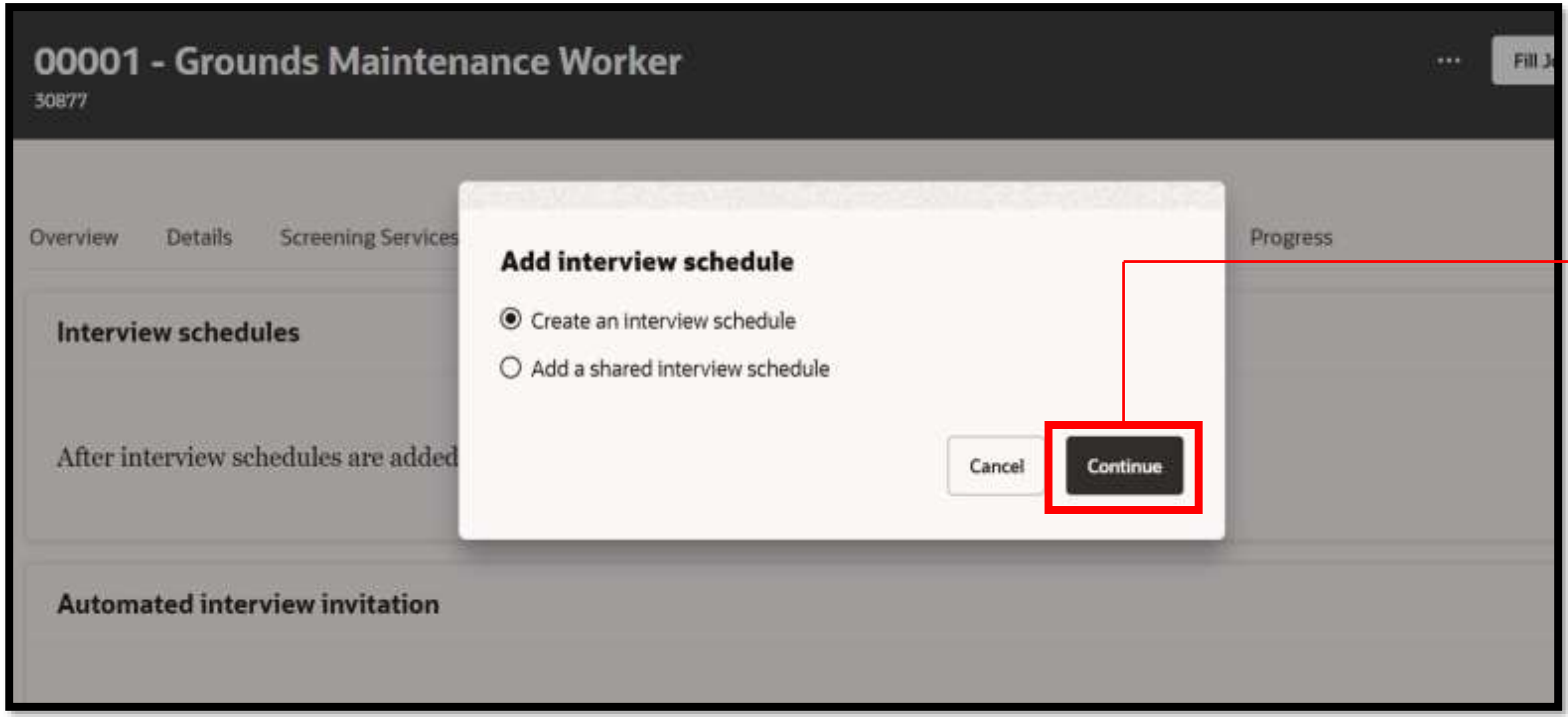
Select the **Interviews** tab

6

Select the **+** button

Interviews can only be added after the Requisition has been approved

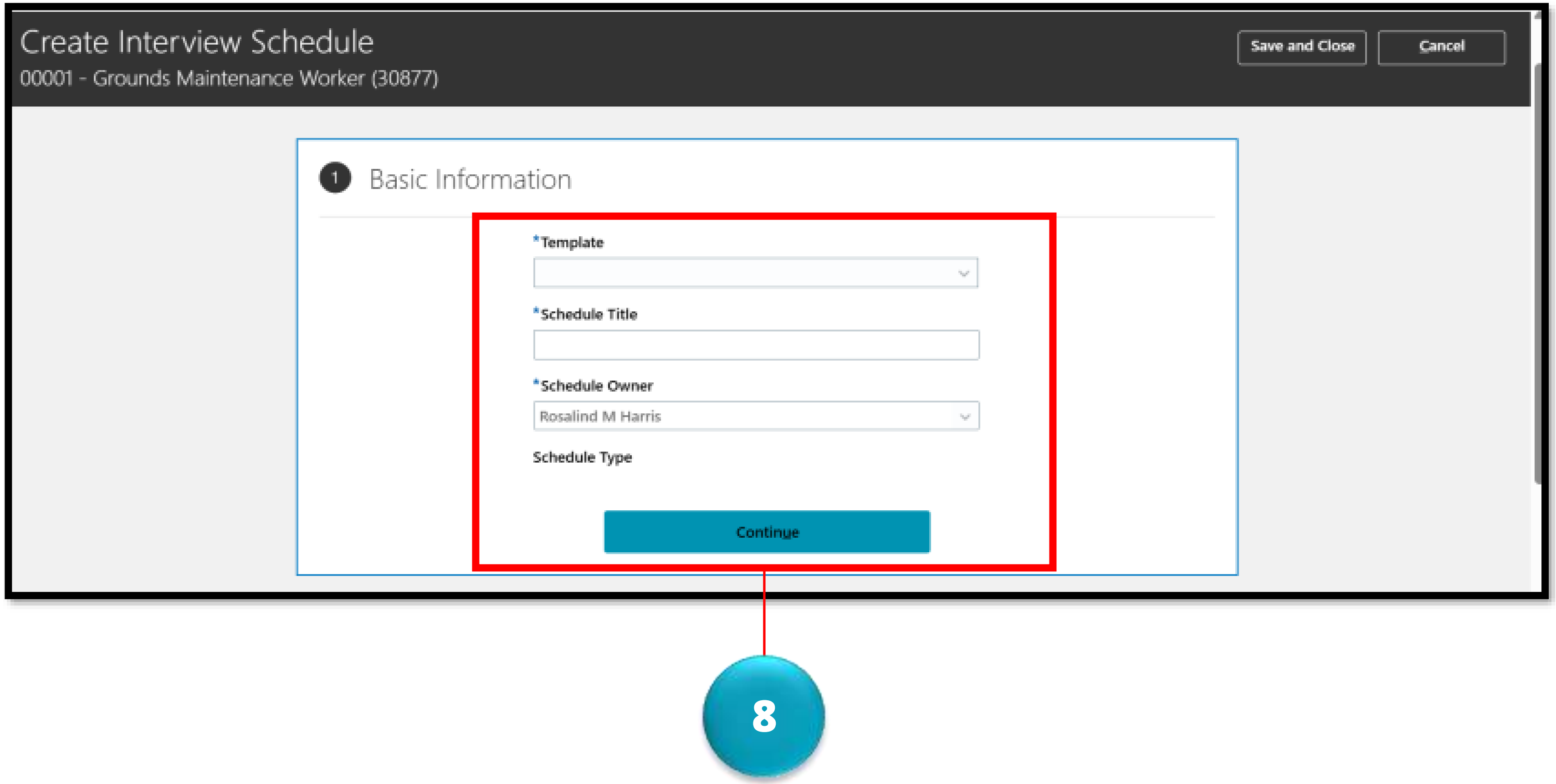
Add an Interview to a Requisition



7

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

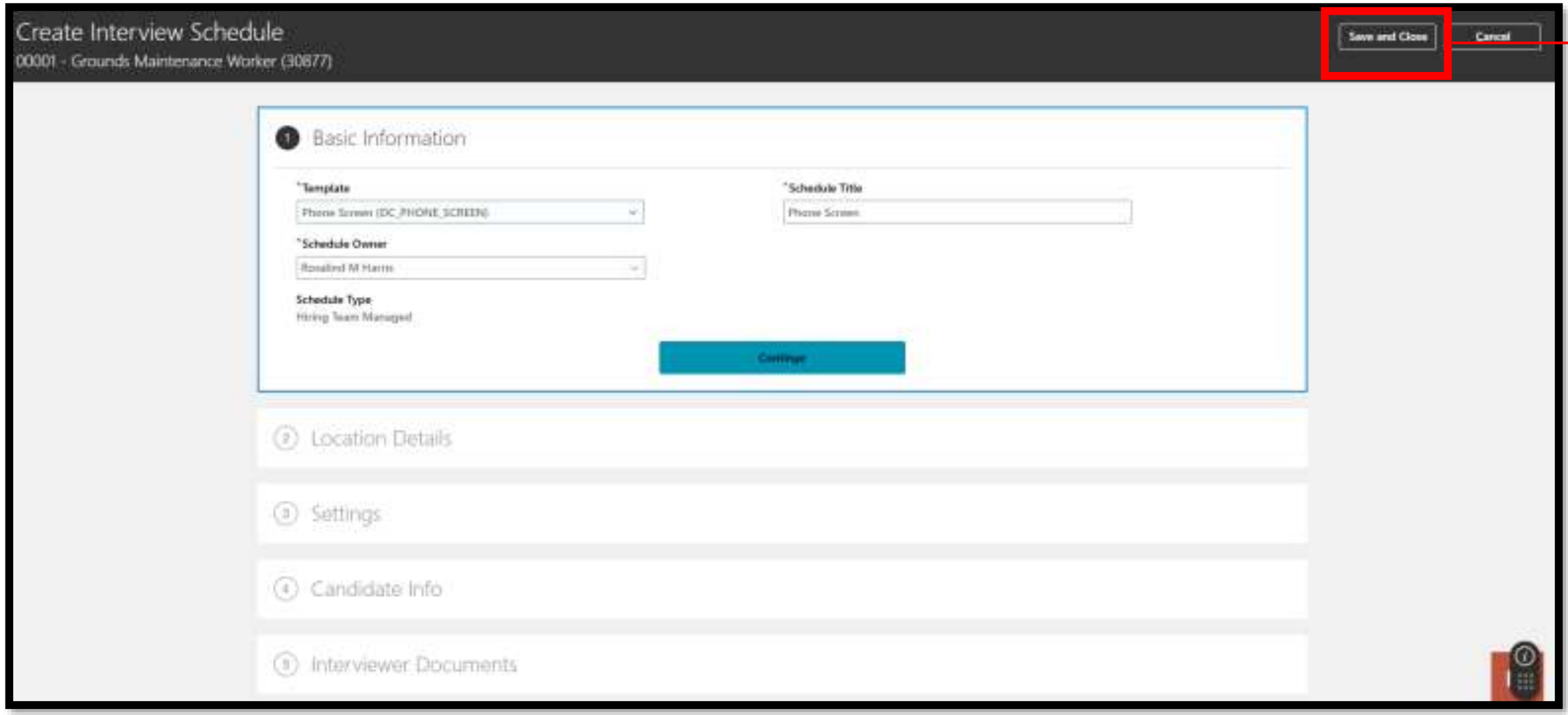
Add an Interview to a Requisition



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



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

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

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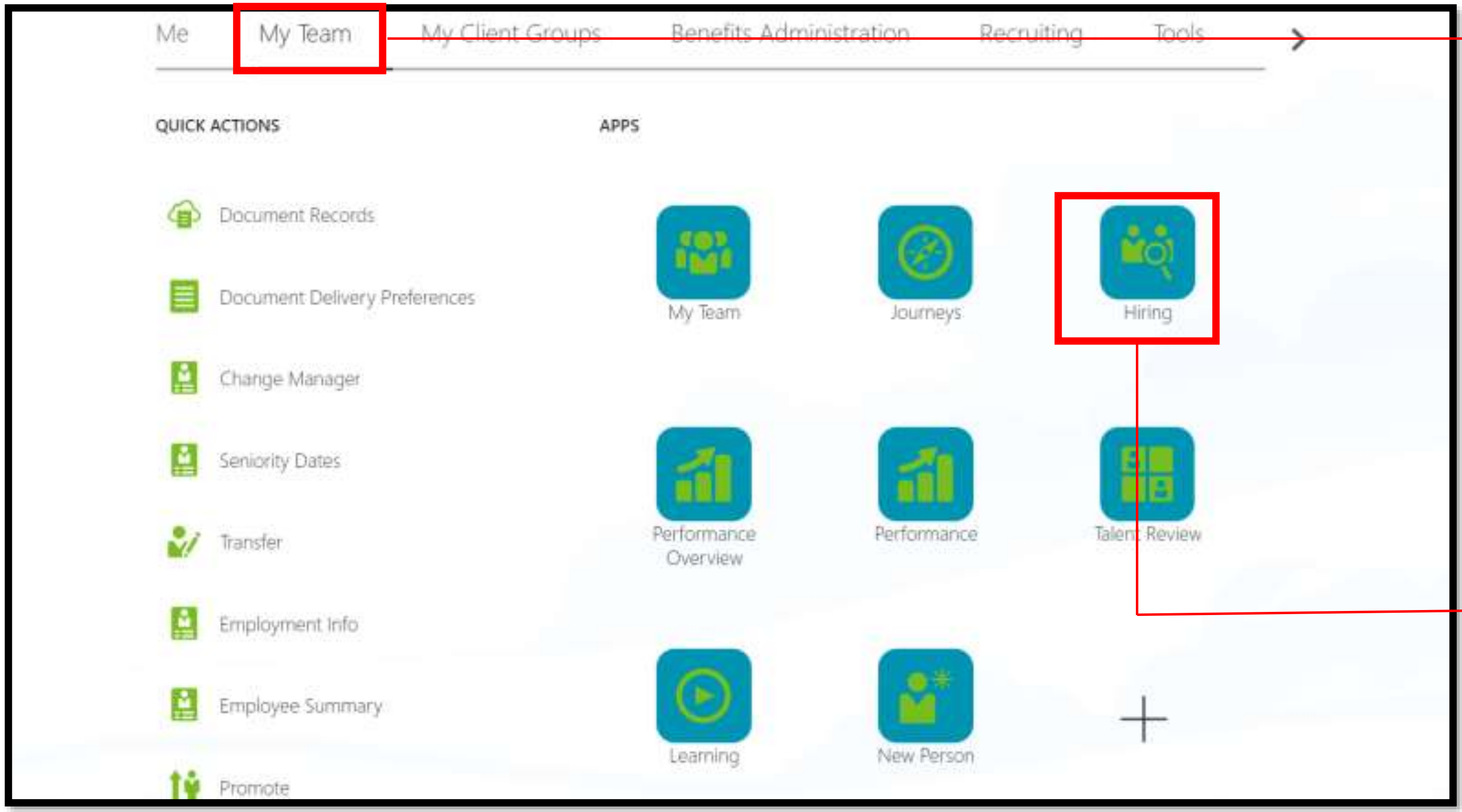
Lesson Objective:

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



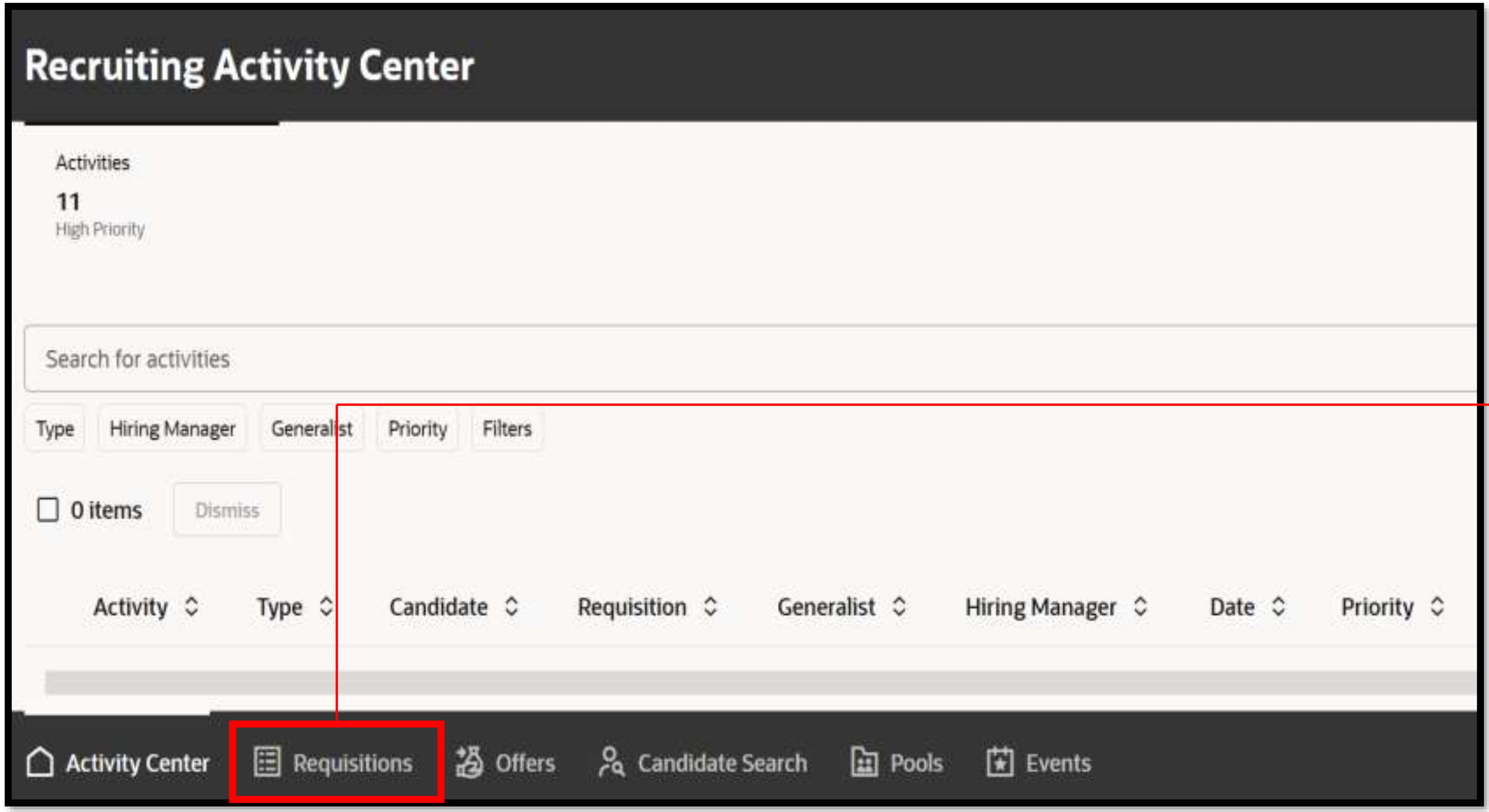
1

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

2

Select the **Hiring** tile

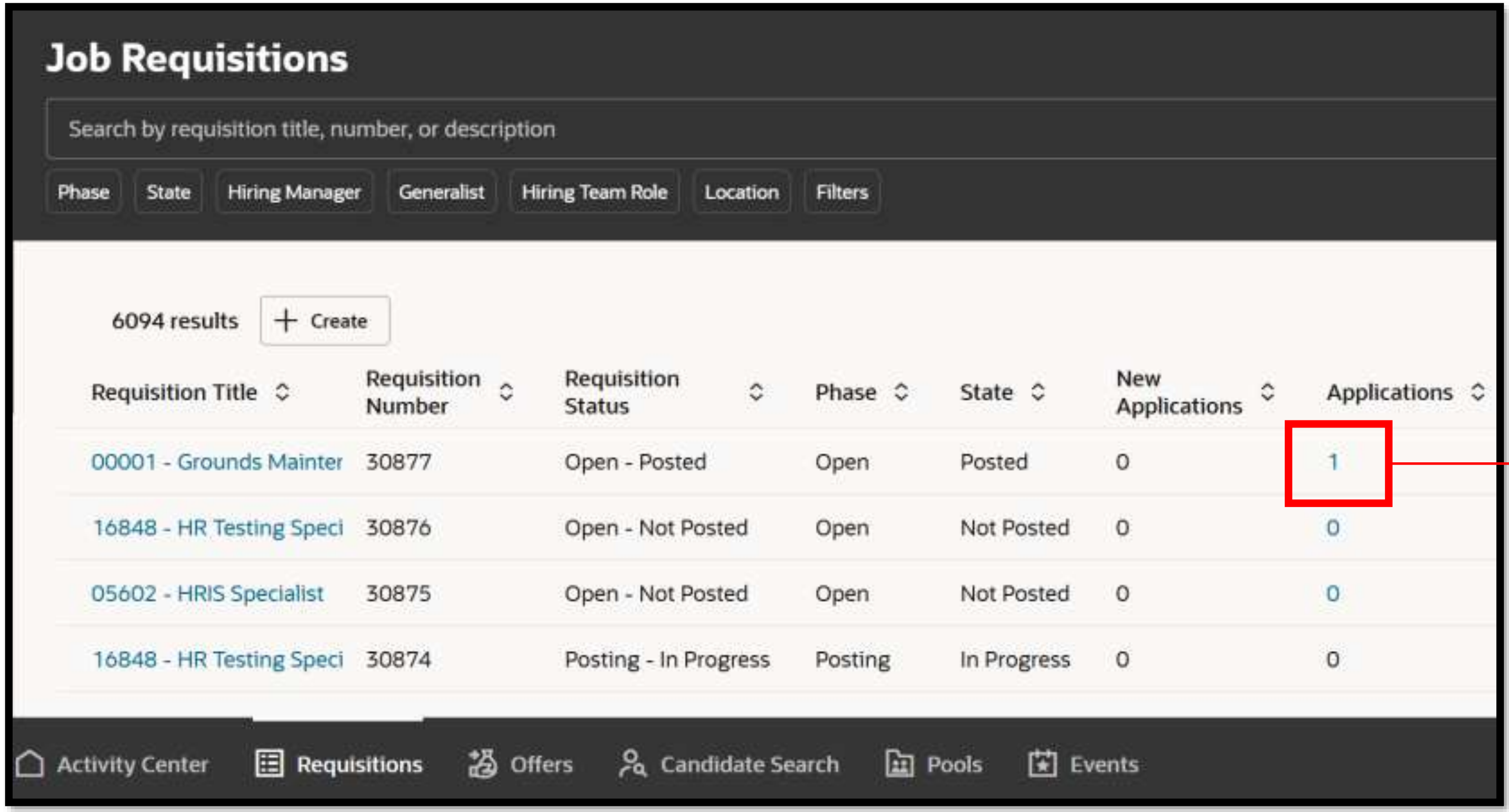
Add an Interview for a Candidate on a Requisition



3

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

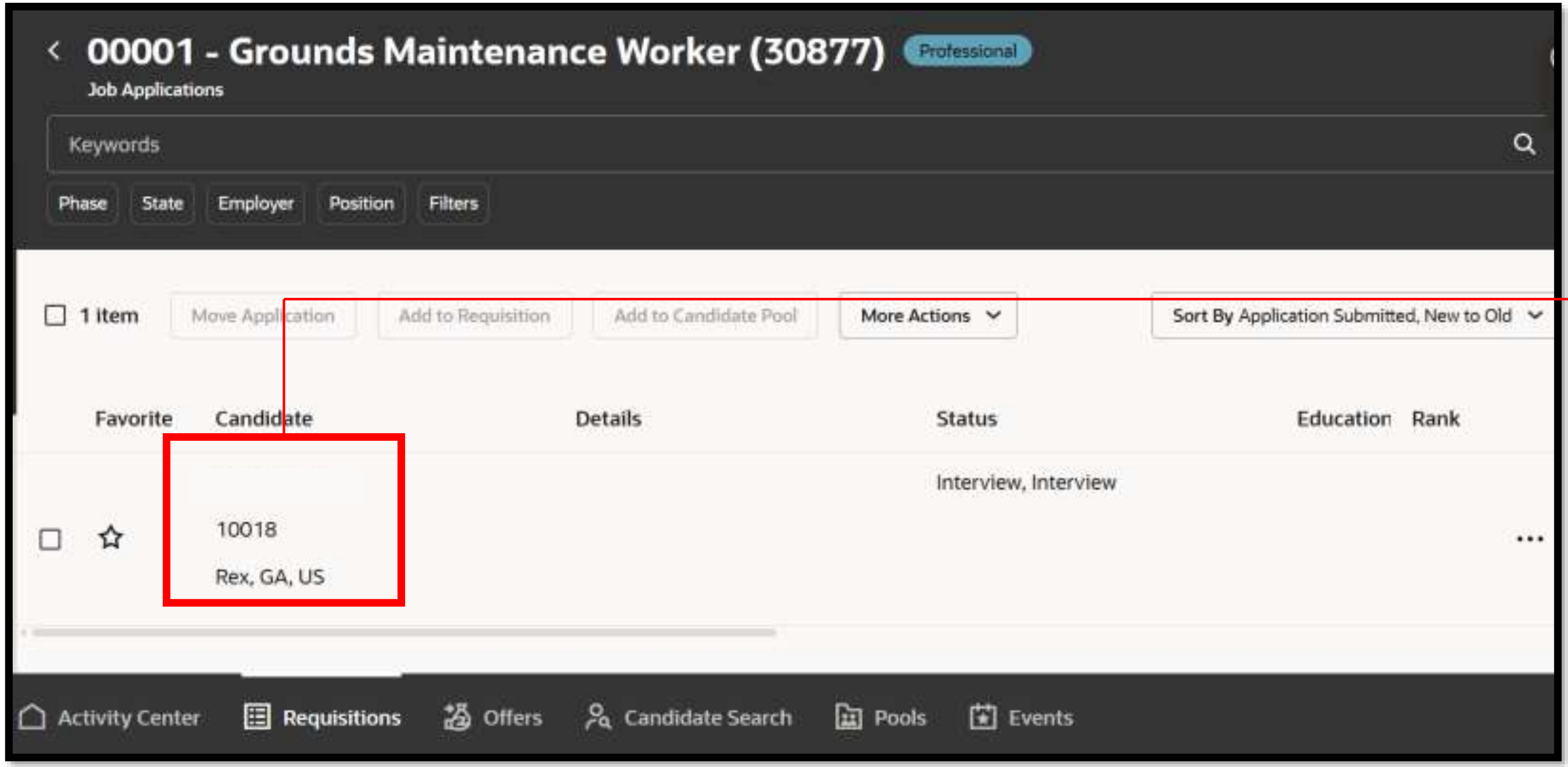
Add an Interview for a Candidate on a Requisition



4

Select the **Applications** link

Add an Interview for a Candidate on a Requisition

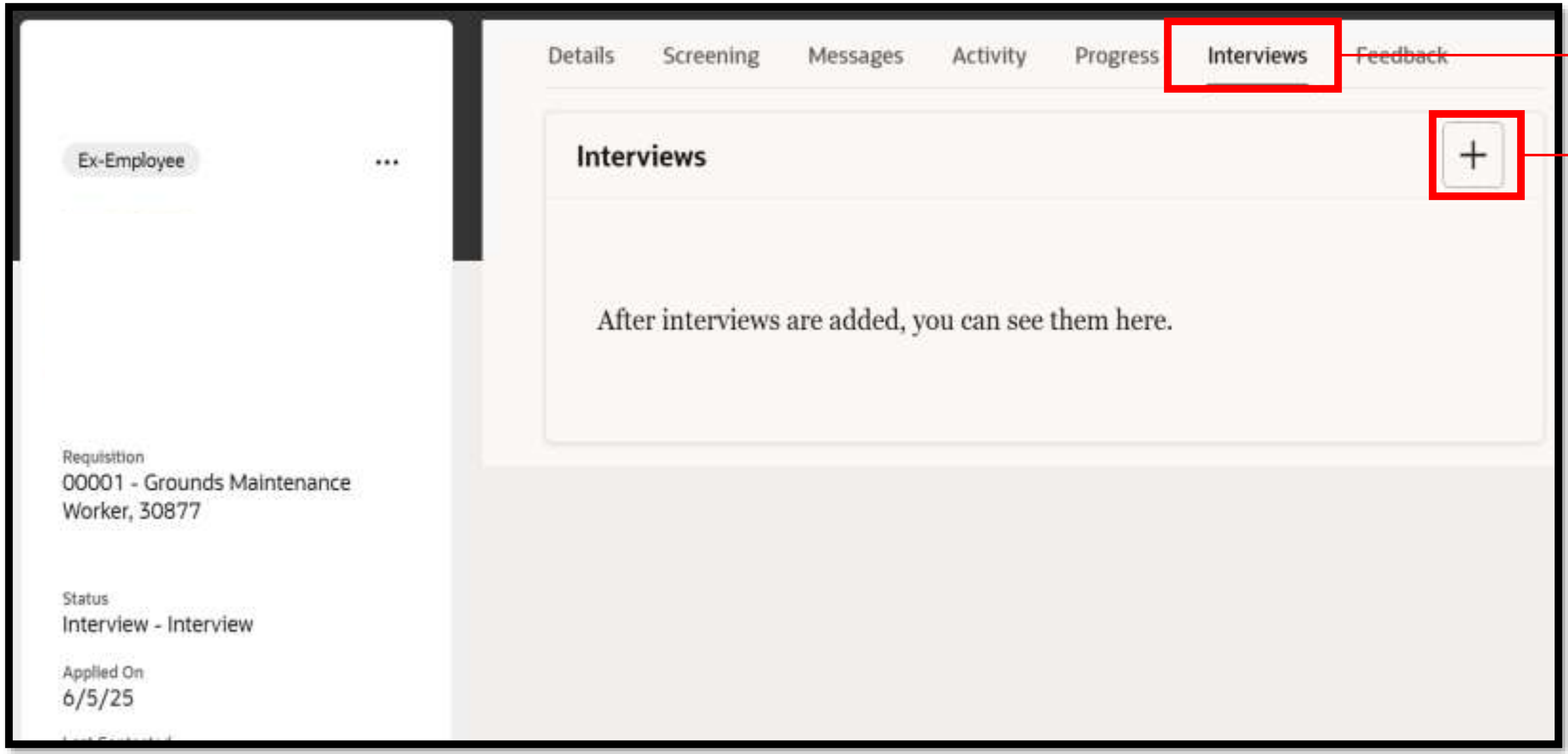


5

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

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

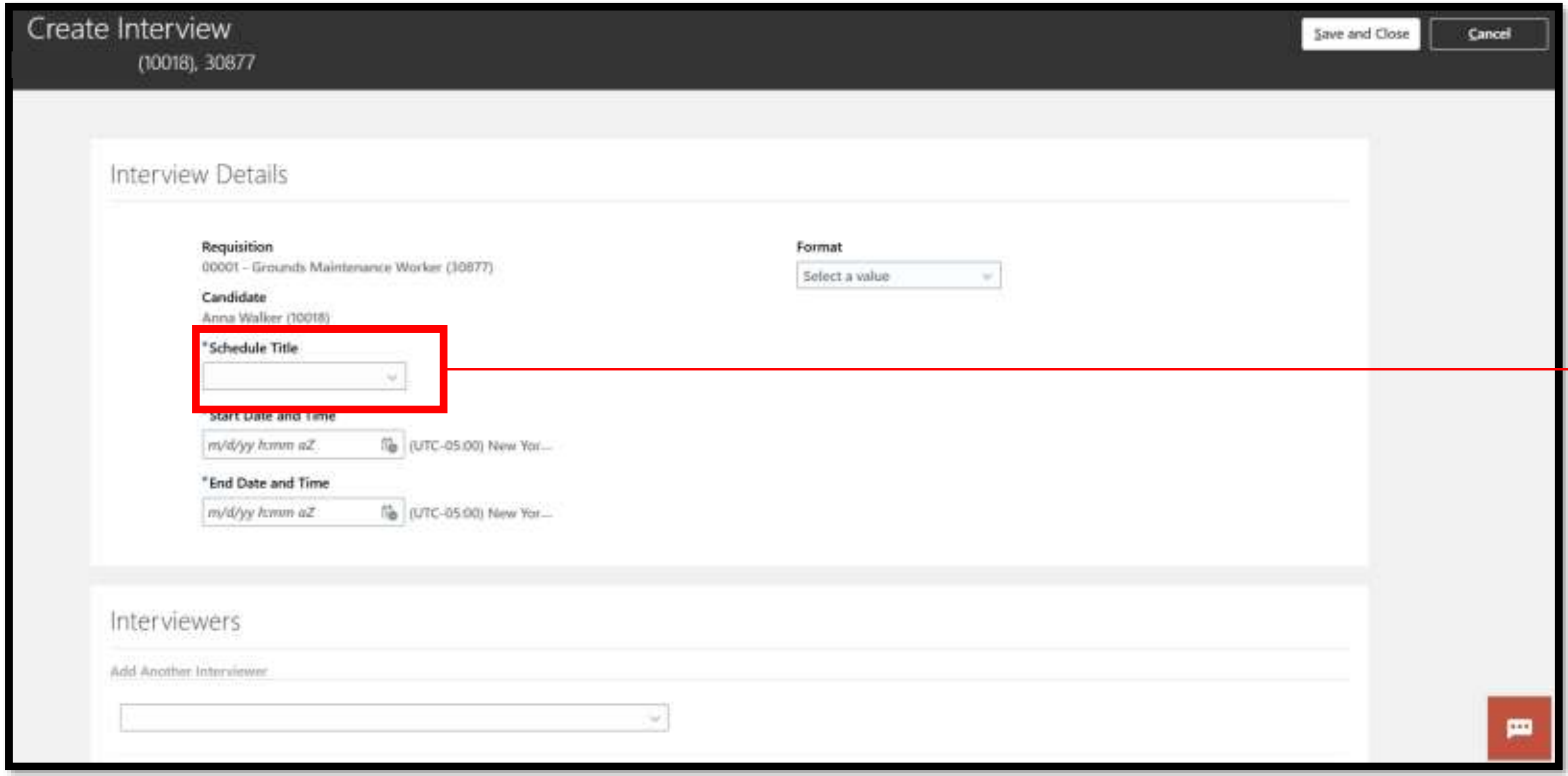
Add an Interview for a Candidate on a Requisition



6

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

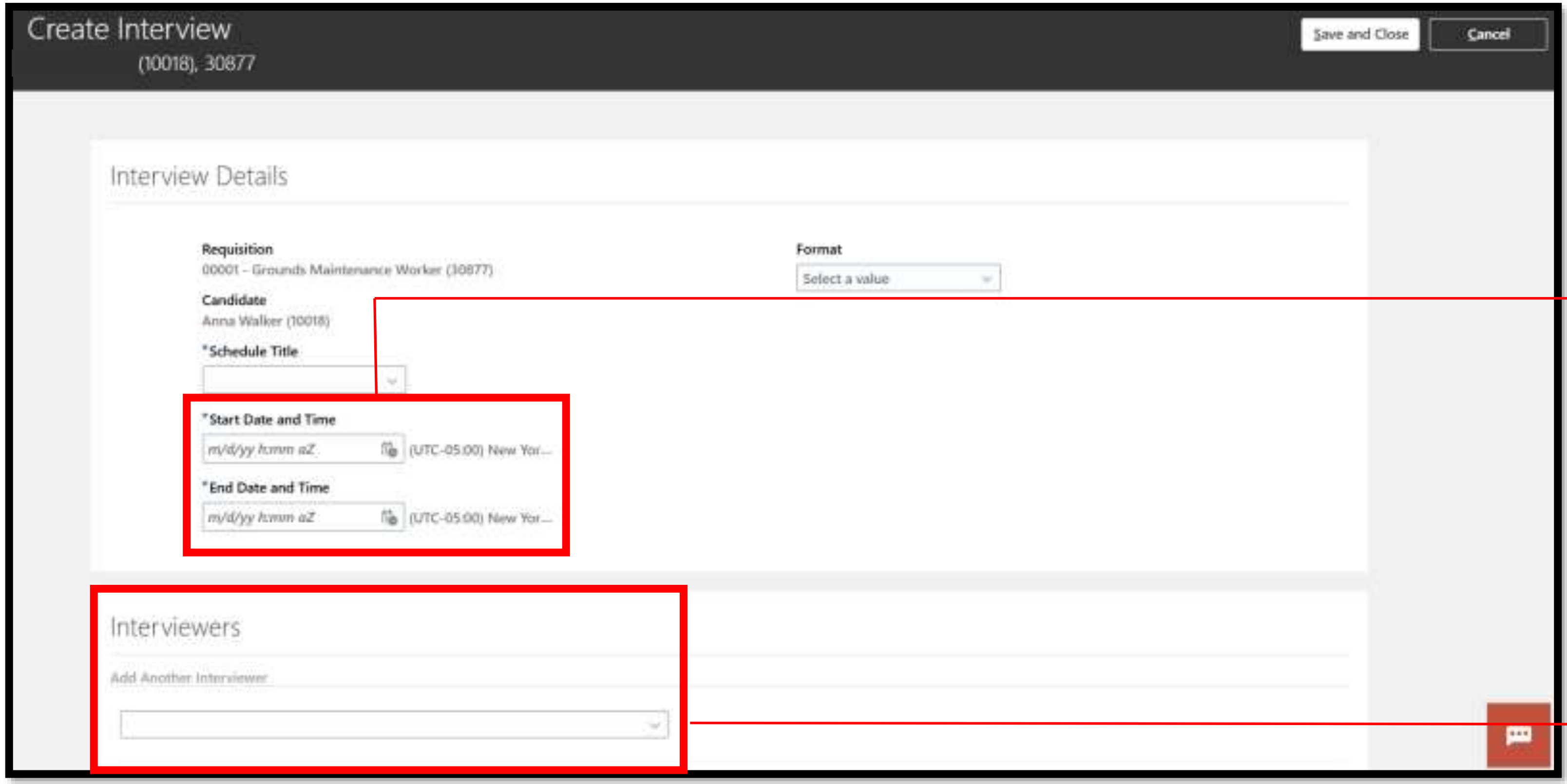
Add an Interview for a Candidate on a Requisition



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



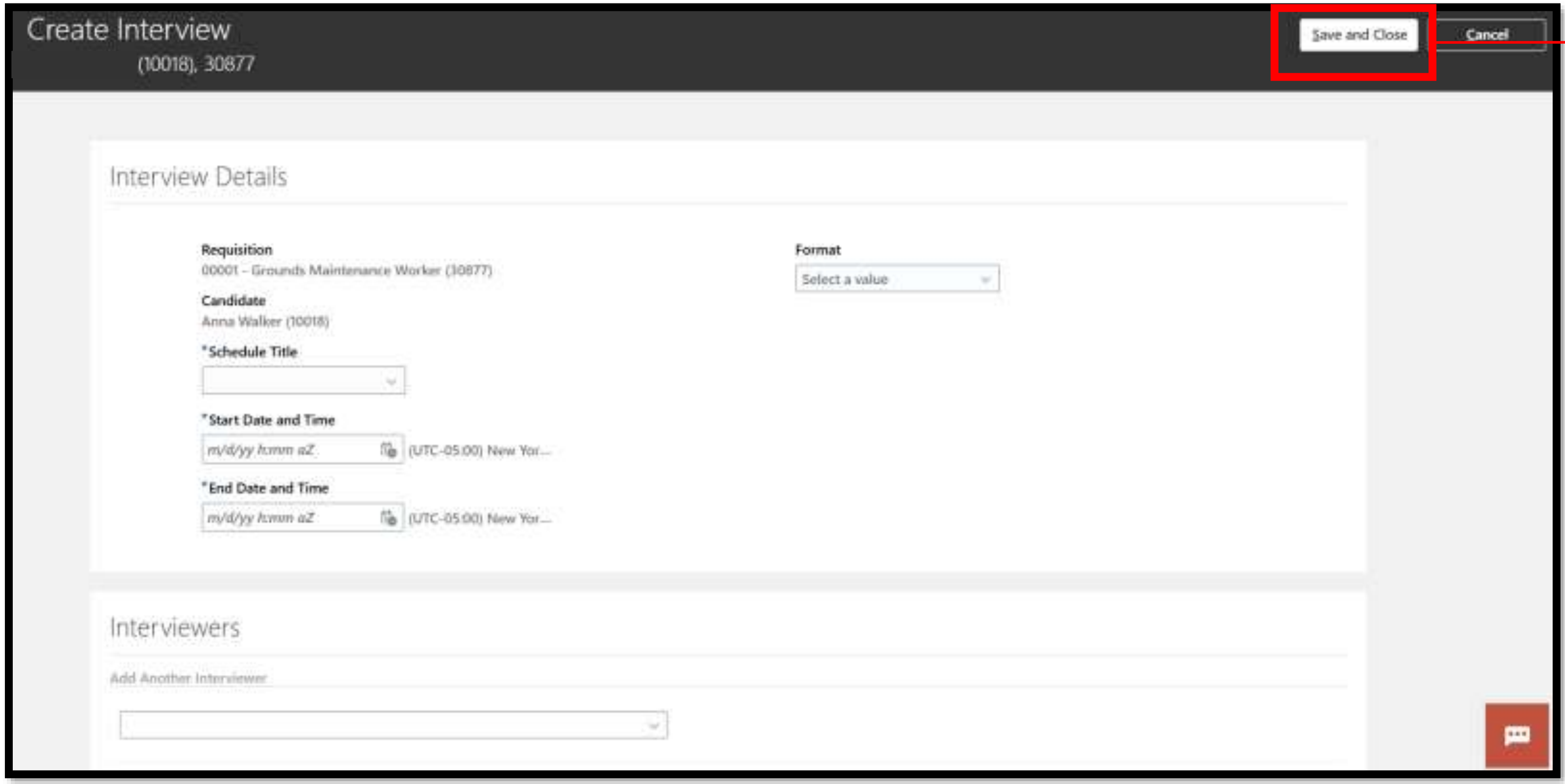
8

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

Lesson 6: Manage Onboarding / Journeys for New Hires

CloudVergent 360

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

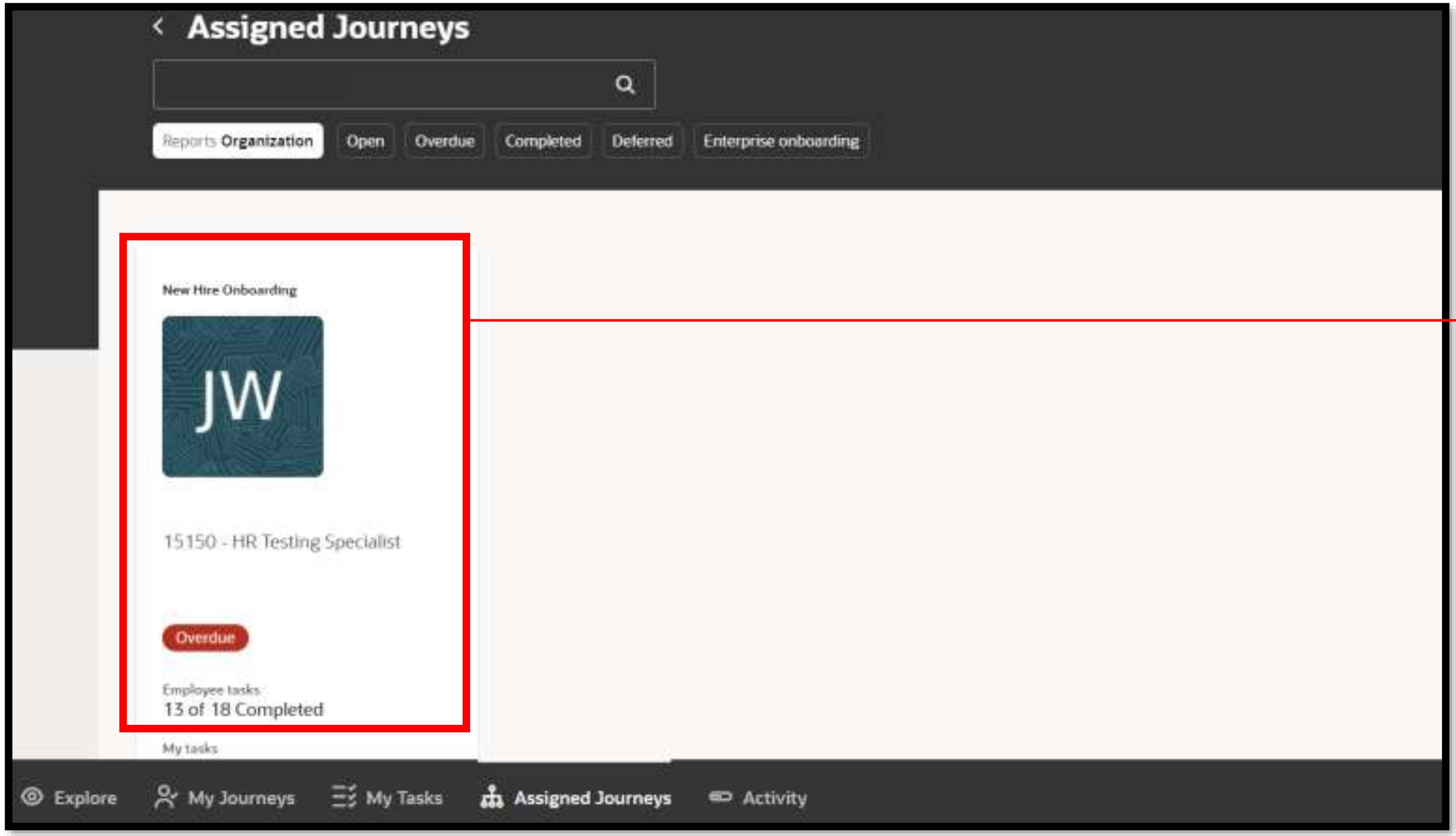
1

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

2

Select the **Journeys** tile

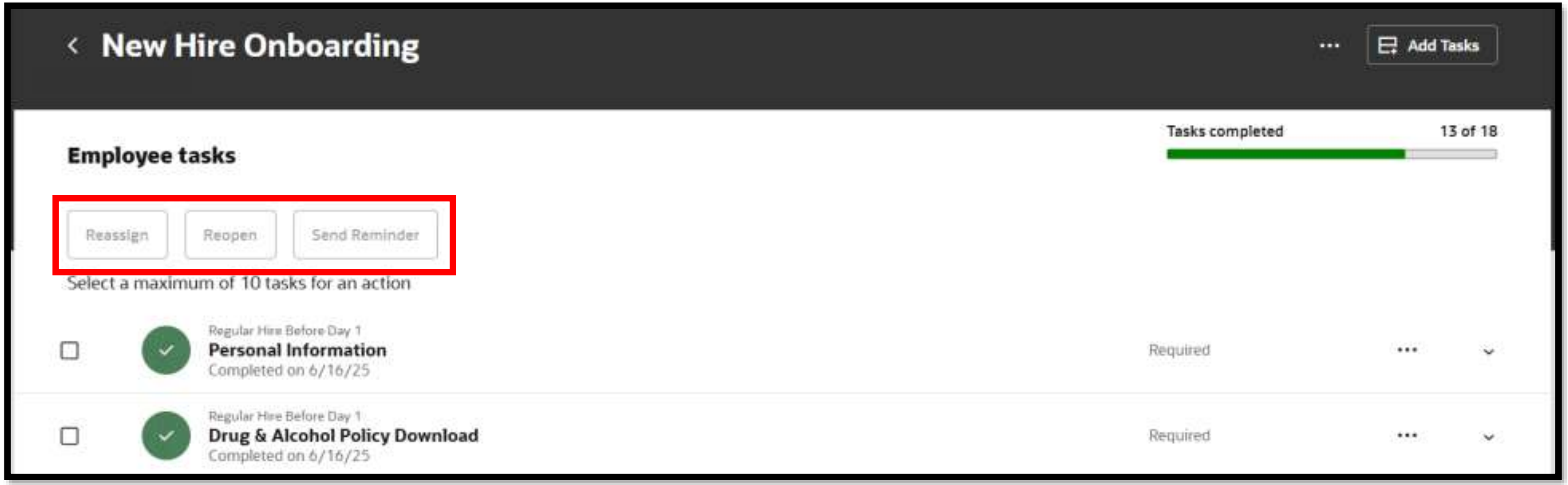
Manage Onboarding / Journeys for New Hires



3

Find and select the New Hire in the Assigned Journeys list

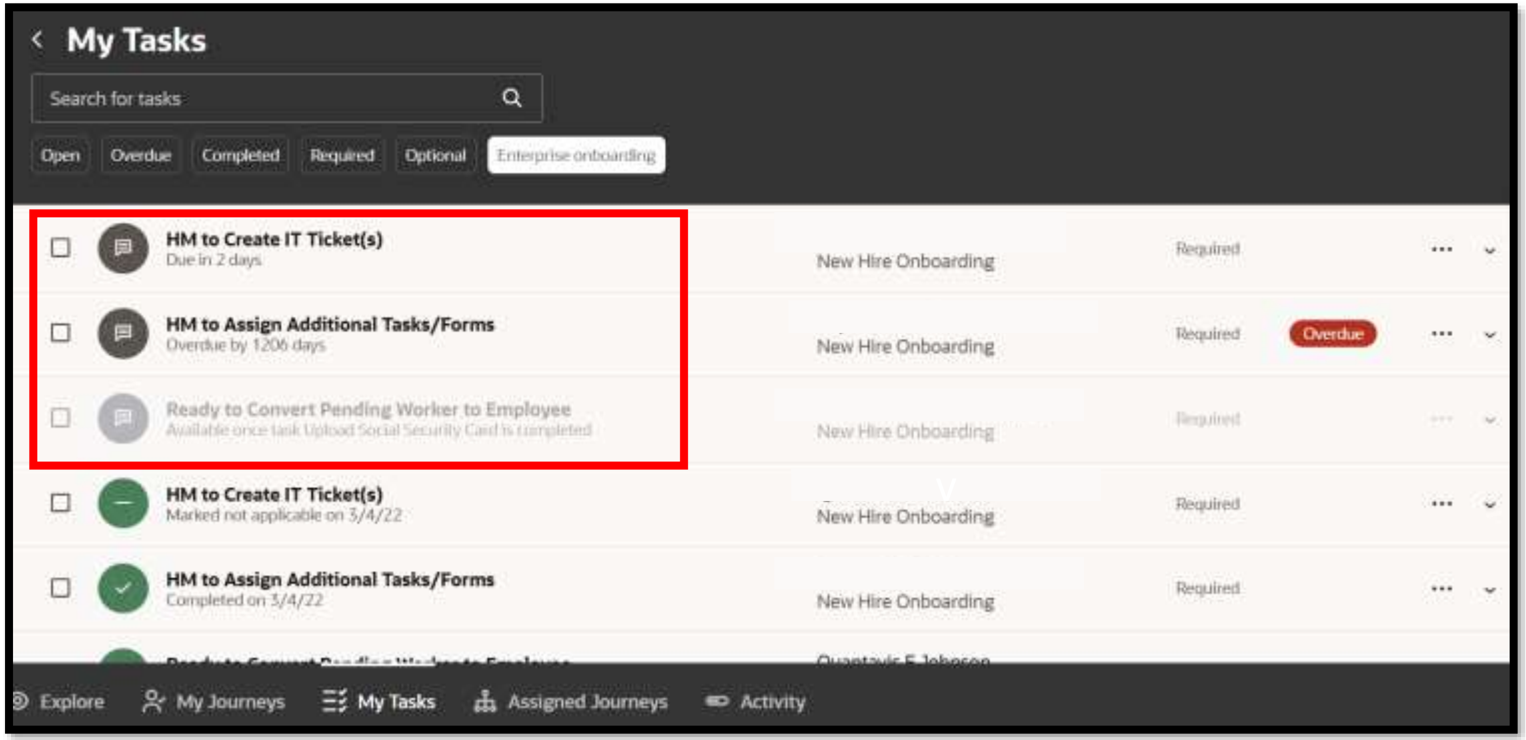
Manage Onboarding / Journeys for New Hires



In the Employee Tasks section:

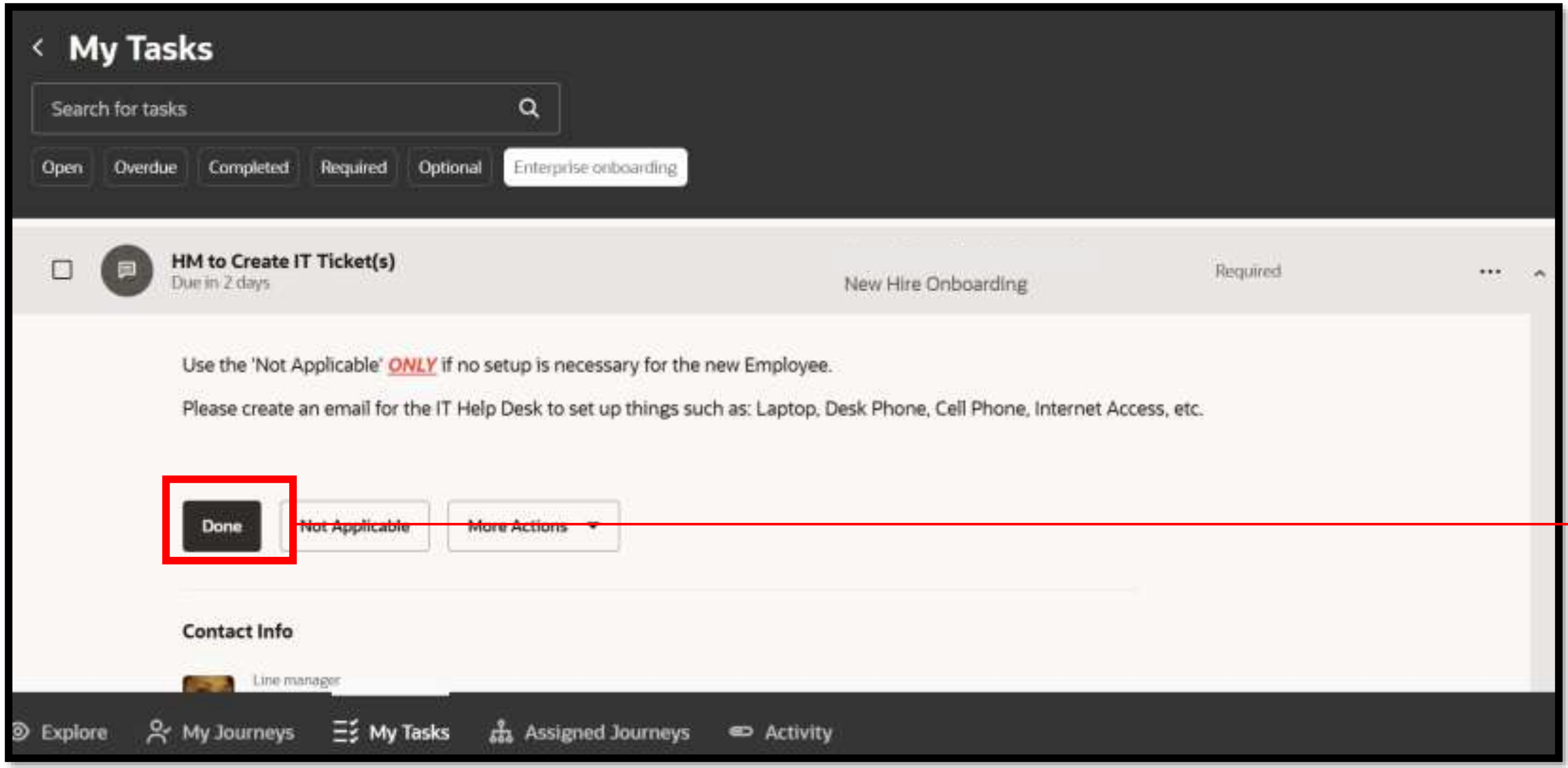
- The Hiring Manager can check the box next to a completed Task and then use the **Reopen** button if they need the New Hire to complete the Task again
- The Hiring Manager can also use the **Send Reminder** button in the same way as the **Reopen** button to send the New Hire a reminder email to complete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

Manage Onboarding / Journeys for New Hires



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

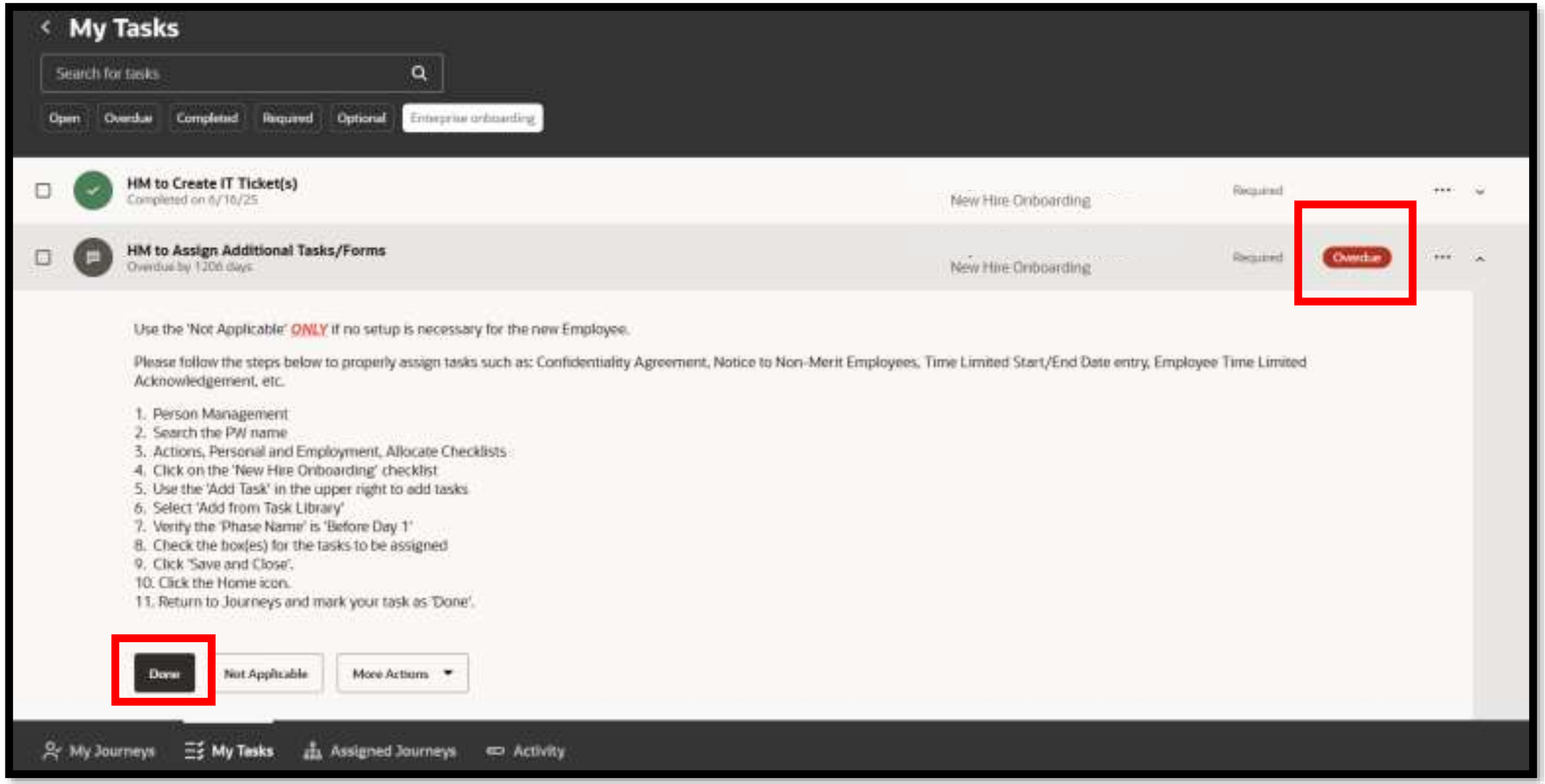


Follow the instructions for every Task

4

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

Manage Onboarding / Journeys for New Hires

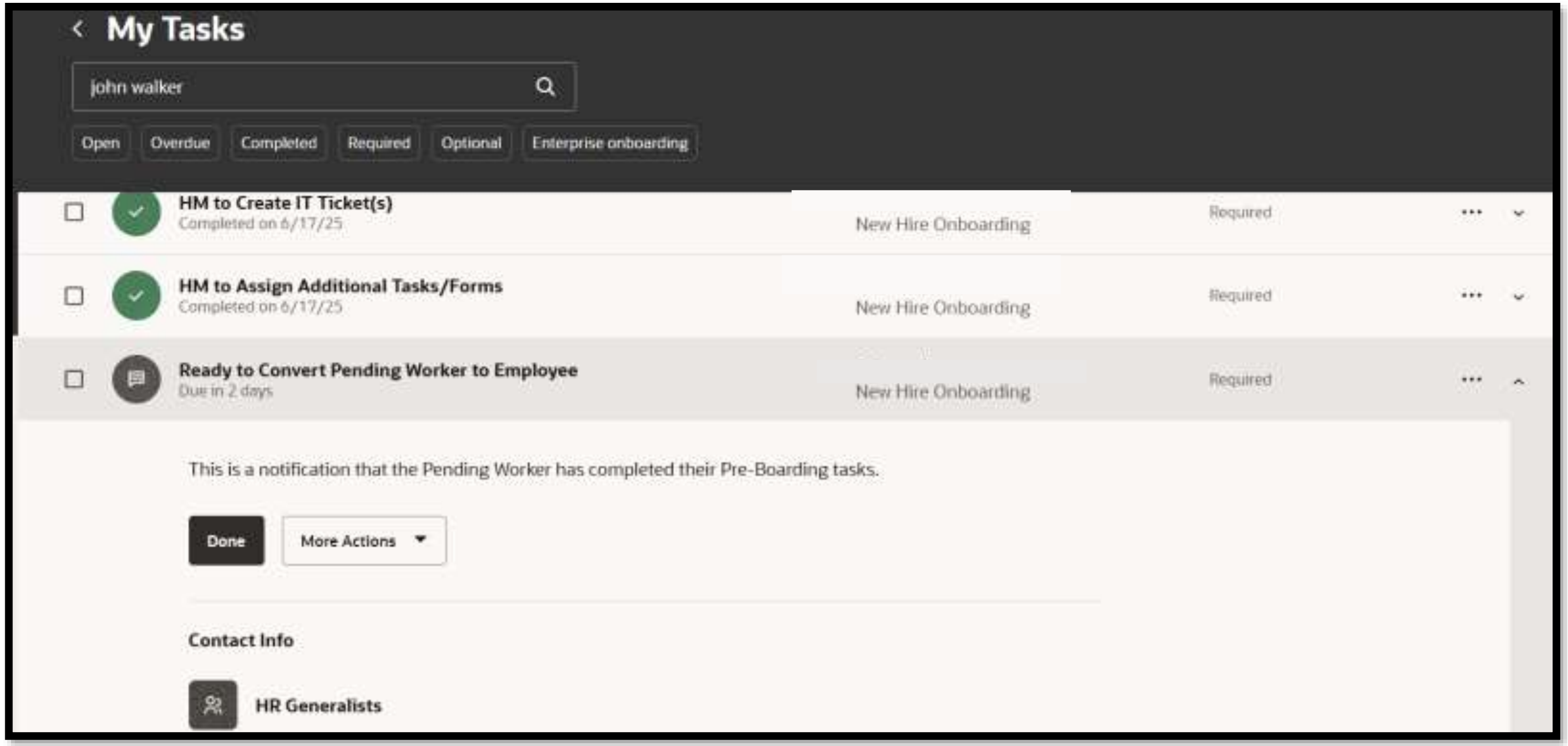


5

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

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

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
  - Rosalind Harris Brown rmharris@dekalbcountyga.gov
  - Katherine Furlong, kdfurlong@dekalbcountyga.gov