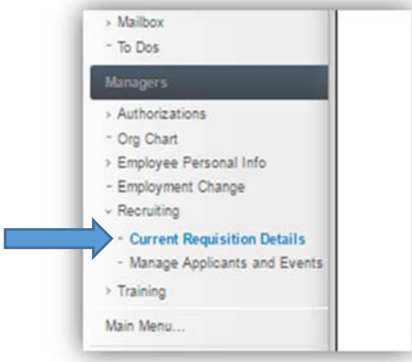
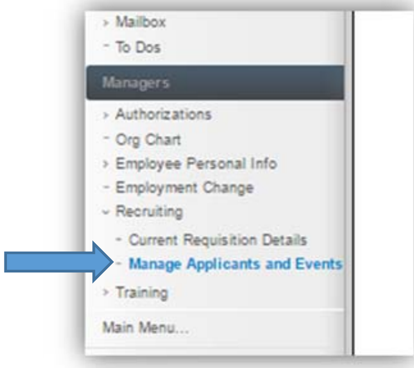
NuView MSS Recruiting Quick Guide

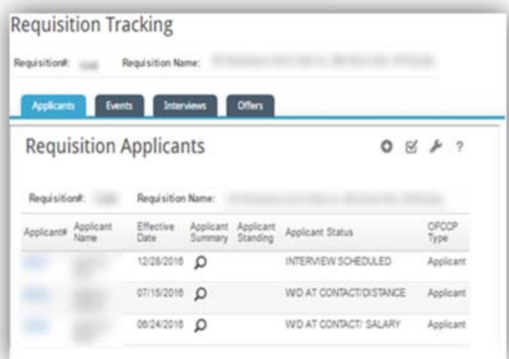


To view the basic information of your requisitions, go to Managers > Recruiting > **Current Requisition Details**. Select your requisition from the right side Search Results area by clicking on the Requisition# link.

- Review the General and Detail tabs to ensure all information is accurate. Any changes in information should be sent to jobreq@clearbrook.org.



Go to Managers > Recruiting > **Manage Applicants and Events** to see the applicants for each of your requisitions. In this area you will view and add your contact with the applicants (email, phone call, etc.), interviews, and offers (extended, rejected, accepted).



See the applicant info at the **Applicants** tab.

On the **Events** tab, add your contact (phone calls and emails) with the applicant.

On the **Interviews** tab, add the interviews you schedule (first, second, third, cancelled or rescheduled interview).

Document job offers extended, rejected, and accepted on the **Offers** tab, as well as complete the Offer Check List.

APPLICANTS TAB

Click on the **Applicant#** link to open the desired applicant (if multiple applicants listed). From this link you can view the applicant's General information (see **Applicant Req Status** below) and Resume tab.

Click the 🔍 under **Applicant Summary** and 🔍 again to view available resume, contact information, and other information about the applicant and requisition.

Review the **Applicant Req Status** indication to be sure it is accurate; if the status is inaccurate:

- Schedule the interview on the **Interviews** tab,
- Track the phone calls and emails on the **Events** tab,
- Add any offers extended or rejected on the **Offers** tab, or
- Click the Applicant# and adjust the **Applicant Req Status** to reflect the applicant's *final disposition* (you must use a status beginning with a number).
    - *ALL applicant's Applicant Req Status must be updated **before** hiring another applicant. Select an Applicant Req Status that begins with a number.*

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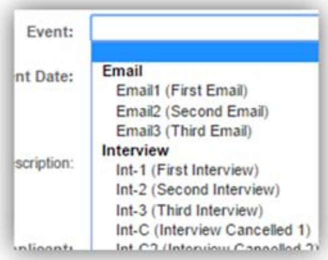
EVENTS TAB

An event is a <u>phone call or email</u> with an applicant. (*NuView does not allow back-dated Events; events must be entered the day of.)*



Click the to add each new event (details added to the Interviews and Offer tabs will automatically copy to the Events tab, so be sure to use the proper tab).

Select the event type and first, second, or third: phone call and email should be selected here on the Events tab {voicemail can be added from the Applicant Req Status as described in the Applicant tab above}.

Fill in these required fields: Event Date and Applicant (from the drop down list), plus Event Description, when necessary and with HR-appropriate wording.

INTERVIEWS TAB

Click to add a new interview record.

Enter in the **Event ID**, **Applicant#**, **Interview Date**, and **Interview Times**. Click when finished. The **Interviewer** field will list you as the default; you may not have access to indicate the accurate Interviewer. If you would like it updated, you would need to request this change by emailing jobreq@clearbrook.org.

If an applicant cancels their interview, you can change the interview's Event ID to **Interview Cancelled** or **Interview Rescheduled**; do not change the Event ID when additional interviews are scheduled, such as the second interview; instead, create a new Interview using the .

When interviews are scheduled, cancelled, or rescheduled, the Interviewer (you, by default) will receive an automatic NuView notification/email with specifics. If you are not the Interviewer (such as with second interviews), you may forward this notification email.

OFFERS TAB

Prior to saving an Accepted Offer (as the requisition will close if there is only one opening/incumbent):

- *Update the Applicant Req Status for all applicants in the Applicants tab and*
- *Complete and print the Offer Check List tab* (print using the Tools)

Click to add a new offer.

Select Offer Extended, Offer Rejected, or Offer Accepted from the Event options; select the Applicant. Enter the NEO Date.

When an offer is Accepted or Rejected, indicate that in the Offer Status drop down.

To save offers click .

When an offer is accepted, complete and print the Offer Check List tab. Once completed, click the blue Accept Offer box or the : this will complete your steps for this requisition, and the applicant's acceptance will be submitted to Human Resources, and will send an email to trainingreg@clearbrook.org to notify the Training Department of the scheduled NEO Date for this applicant. Send the necessary documents to HR with a copy of the Check List tab.

Dev: 3/17, Rev 4/17