Recruiting System Quick Start Guide for Managers

Creating a Requisition

1. Login to ERS and choose **Reqs > Add New Req** from the menu. Select your desired req template (if multiple). The **Job Code** window displays.
2. After reviewing the instructions in the **Job Code** window, click List >>. The **Search** window displays.
3. In the **Search** field at the top of the active window, enter the first few numbers of the desired job code. Notice below the **Search** field you may also select the ○ Starts ◉ Contains feature. Select "Contains" if you don't know the job code, and instead of the code enter part of the job title in the search field. Click Search to display the results in the window on the left. Note at the bottom of the page you may click on "Description: Codes," which will display the list with the title first followed by the code.
4. In the Search results window on the left, click the code or title you wish to select. The selected code or title will move to the Current selection window on the right.
5. Click OK at the bottom of the Search window, then Continue >> at the bottom of the Job Code window. The **Requisition** template displays – wait for the selected job code to load and populate all requisition fields with default data on the requisition template.
6. In the requisition template, complete all fields as required. A unique requisition must be created for each job opening. Please leave the "**Target Number of Openings**" set to the pre-populated value of "1."
7. When you have completed the requisition form, click the Save and continue >> button.
8. On the last screen, enter any desired approval routing message, then click Route req for approval to route the requisition for approval (if required). If no approval is required, click Save req to approved reqs to complete the process.

Requisition Field Tips

If replacement, what is the replaced employee's name? Enter the employee's name (Last Name, First Name)	***Preferred Qualifications*** List additional skills, type or years of experience, preferred background or education	***This position involves: (Select all that apply)*** Required by OSHA; select all which are appropriate
Requisition Originator (if not the hiring manager) Enter the name and phone number of the individual creating this requisition	***Additional Job Details*** Provide additional information about the department/division, work hours or special requirements	***Requisition team*** Select others involved in or supporting the recruiting process, for ex. an HR Rep, Search Panel member, etc.
Desired Start Date For best results, please provide a target date to have your position filled	***Health and Safety Question Type*** Select All Others, Campus Services, or Yerkes	***Notify upon approval completion*** Choose an appropriate name from the list provided

Updating a Candidate HR Status

When should I update a candidate's HR Status?

When a decision is made which either advances a candidate forward in the employment process, or removes the candidate from consideration

How do I update a candidate's HR Status?

1. Login to ERS and select Reqs View my reqs, then choose the Open status
2. Locate the desired requisition, then click on its icon to access the requisition folder
3. In the HR status column, click the hyper-linked status (for example, Interview) of the desired candidate
4. Select the radio button of the desired new status, then click Update to complete the change or Update and add next to change the status again

When a candidate's status is updated to a non-selected status (Rejected Resume, Rejected Interview, etc.) please complete an Applicant Disposition Form:

1. In the Forms column, click the icon to access the list of available forms
2. Select Applicant Disposition Form from the list, then click Add form
3. On the form, select the:
   - ✓ Date and Process step of decision
   - ✓ Final disposition reason from list of Candidate or Organization options
4. Click Save when complete

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EMORY UNIVERSITY

Reviewing eLinked Resumes

READ	the email from your recruiter which contains the *eLink* attachment.
↓ **NOTE**	any specific comments included in the message from your recruiter.
↓ **OPEN**	the *eLink* by double-clicking the attachment, then click on the candidate's name to view their resume and profile.

eLink Tips

- ***eLinks*** may include candidate information such as an overview and resume, or individual forms such as an Interview Feedback Survey.
- **Reuse** your eLink as a reference until it expires.
- **Notification** goes to the sender when you submit forms.
- **Web access** is required to open an *eLink*.

eLinked Resume Features

Navigation Options	
Overview	**Click** to view a summary of the candidate's basic information. This is the default view.
PDF resume/CV	**Click** to view a .PDF version of the original resume format (only if it was submitted.)
Text resume/CV	**Click** to view the candidate resume in plain text format.
Forms	**Click** to view forms to complete or review.

Requesting Status Changes and Providing Candidate Feedback to Recruiters

Completing eLinked Forms

Forms may be sent for completion or review, for example, an Interview Feedback Survey to capture your impressions of an applicant.

<u>Forms to complete</u>
Should forms be included for you to complete, these will appear in the Forms section of the *eLinked* candidate profile.

1. **Click** on the Forms button to view the available forms hyperlinks.
2. **Click** on the hyperlinked form name to launch the form to be completed.
3. **Complete** the Form and **click** Save. Your Form will be automatically attached to the candidate's record.

<u>Forms to review</u>
Should forms be included for you to complete, these will appear in the forms section of the *eLinked* candidate profile.

1. **Click** on the Forms button to view the available forms hyperlinks.
2. **Click** on the hyperlinked form name to launch the form to be reviewed.
3. **Review** the form and close the window when you are done.

To respond to the recruiter or other *eLink* sender, **click** Respond located in the upper right corner of your *eLink* window.

Phone Screen
- Phone Screen
- Recruiter Review
- Hiring Manager Review
- Interview

Click on the dropdown to review your options.

Click on the action that you would like to take for a next step with this candidate.

Continue on to the comments section.

Note text

Send Cancel

Comments that you type into this section will be routed via email back to the sender.

Click inside the comments box and begin making your notes.

Click Send if you are ready to send.

The recruiter will receive an email containing your comments.