

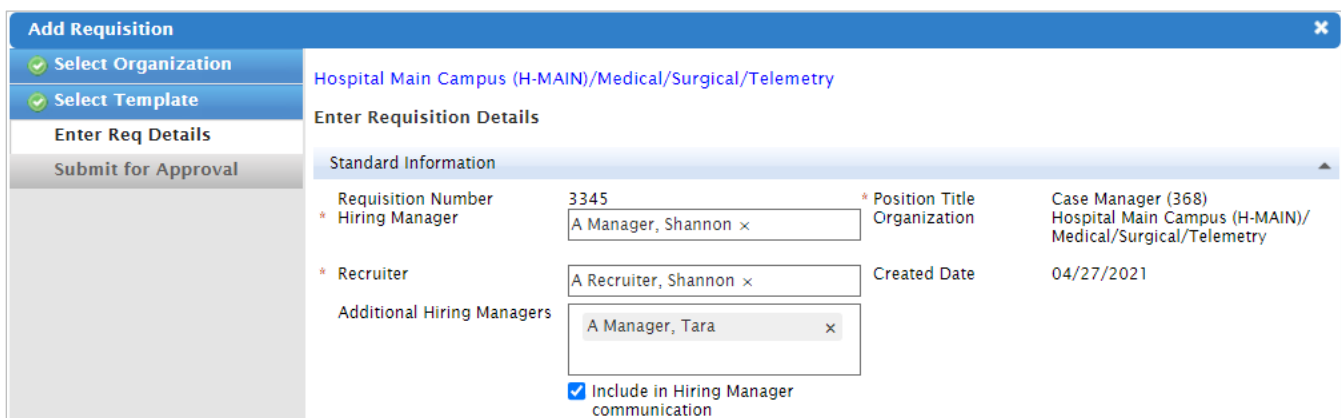
Feature Overview – Position Manager

Additional Hiring Managers

Single points of contact in a hiring process can lead to communication gaps and costly bottlenecks when trying to fill important positions. That’s why Position Manager now allows additional Hiring Managers to be assigned to requisitions, increasing accessibility and delivering lower time-to-fill rates by ensuring qualified team members can act on an application when the need arises.

What is it exactly?

Additional Hiring Managers is exactly that: the ability to assign more than one hiring manager to a requisition. Recruiters interviewing for roles on differing shifts can more easily share their feedback about applicants with any managers the hire would report to during their shift.



Add Requisition

- Select Organization
- Select Template
- Enter Req Details**
- Submit for Approval

Hospital Main Campus (H-MAIN)/Medical/Surgical/Telemetry

Enter Requisition Details

Standard Information

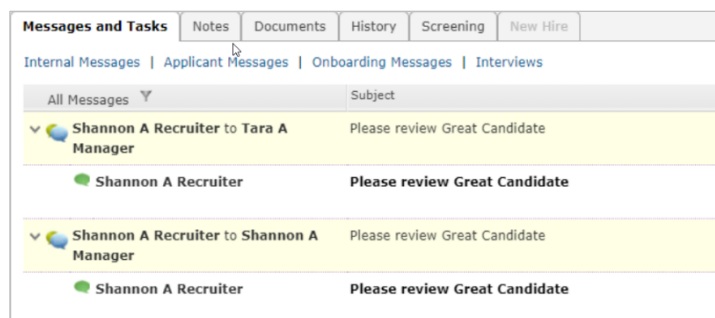
Requisition Number	3345	* Position Title	Case Manager (368)
* Hiring Manager	A Manager, Shannon x	Organization	Hospital Main Campus (H-MAIN)/Medical/Surgical/Telemetry
* Recruiter	A Recruiter, Shannon x	Created Date	04/27/2021
Additional Hiring Managers	A Manager, Tara x		

Include in Hiring Manager communication

With additional hiring managers assigned a requisition, the flow of information improves by allowing everyone involved in the hiring decision to discuss prospects with each other.

How do I use it?

Additional hiring managers are assigned via the *Add Requisition* or *Edit Requisition* wizards. Simply enter desired users into the **Additional Hiring Managers** field to add them to the requisition. Check off the **Include in Hiring Manager communication** option to include the additional users in future communications about the applicant.



Messages and Tasks		Notes	Documents	History	Screening	New Hire
Internal Messages Applicant Messages Onboarding Messages Interviews						
All Messages	Subject					
Shannon A Recruiter to Tara A Manager	Please review Great Candidate					
Shannon A Recruiter	Please review Great Candidate					
Shannon A Recruiter to Shannon A Manager	Please review Great Candidate					
Shannon A Recruiter	Please review Great Candidate					

Upon completing the wizard, the additional hiring managers are given the ability to communicate and view one another’s internal communications for the applicant(s).

Candidate communications can also be sent to several users at once by including them during the **Send Application to Manager** and **Send Custom Forms to Manager** processes. They're also kept in the loop with automatic emails on important requisition status changes, such as when the approval or posting statuses are updated.

Send Application to Manager [X]

Applicant Name: Betty White Current Status: Active - Interview Scheduled

Update Status: Active - Sent to Manager [v]

* Notification Method: Email Link [v]

* Send To: A Manager, Tara [x]
A Manager, Shannon [x]

* From: A Recruiter, Shannon [x]

* Subject: Please review [v]

Message: Please review great candidate

[Send] [Cancel]

The Fine Print

Nothing to worry about, just a few more things to know about this new feature.

- The Additional Hiring Managers feature can be enabled by administrators using the new **Additional Hiring Managers** feature toggle on the *Settings* page under the **Admin** menu.
- If you have any additional questions regarding this feature, please reach out to a HealthcareSource Support specialist by calling (800) 869-5200 or emailing support@healthcaresource.com.