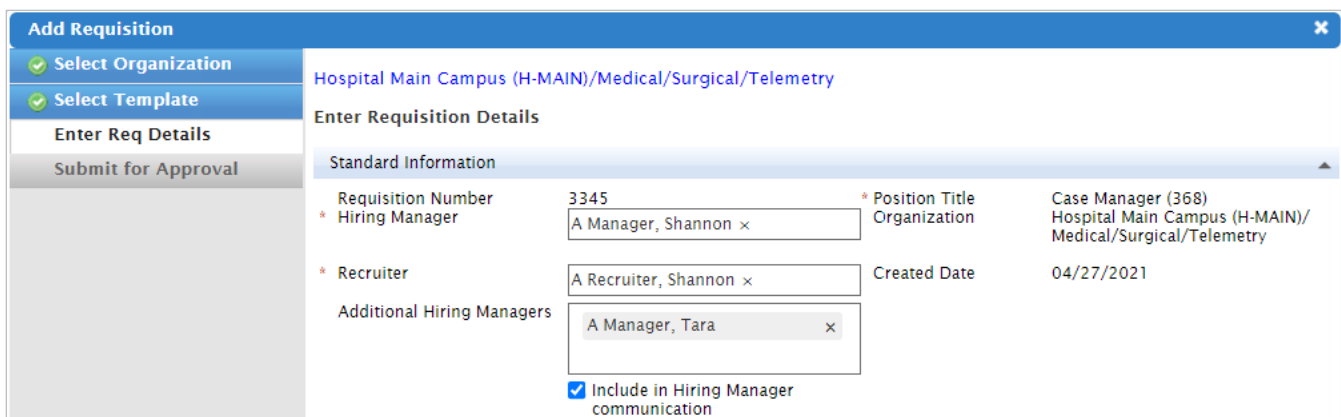## Feature Overview

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 symplr Recruiting 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 Mangers 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.
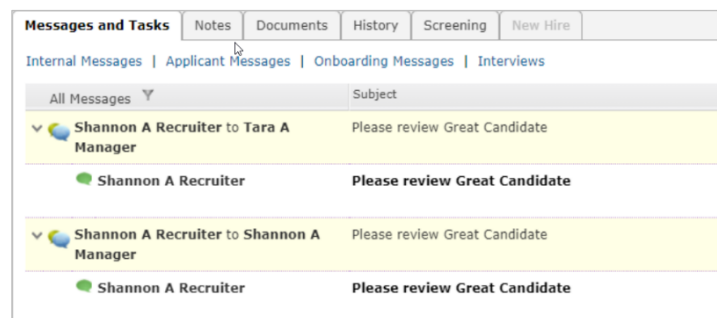

With additional hiring managers assigned a requisition, the flow of information improves by allowing everyone involved in the hiring decision to discuss prospects with each other.

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.

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.

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 symplr Support specialist by calling (866) 323-3030 or emailing **talentsupport@symplr.com**.