



QUICK START GUIDE

Hiring Applicants

Once your organization has identified the applicant best suited for a vacancy, it's time to hire that applicant and bring them on board. Position Manager™ 11 provides an easy-to-use wizard that covers all aspects of the hiring process, from sending a letter to the selected applicant to notifying other applicants that the vacancy has been filled.

Hiring an Applicant

Hiring an applicant is as easy as selecting the *Hire Applicant* option from the **Take Action** drop-down menu. This launches the new hire wizard, which takes you step-by-step through the process to ensure all necessary data is collected, starting with **New Hire Information**. All available steps are displayed on the left side of the wizard window.

Note: The steps available in the wizard are controlled by overall system settings and user permissions. Below are all the possible steps, though not all these steps may be available due to your organization's preferences.

- 1 New Hire Information.** The first step of the process involves completing the New Hire form for the hired applicant. Though these forms are customizable, they usually contain compensation information and specific dates (Start Date, Orientation Date, etc.).

Information entered into this form appears in the New Hire record and can be pulled into applicant correspondence as merge fields.

Note: New hire forms are customizable, so the list of available fields in this section will vary from client to client. These fields are set based on the data your organization requires for new hires.

- 2 Onboarding.** The Onboarding step, available only if your system is configured to use onboarding, allows you to assign documents to the selected applicant, such as forms for the applicant to complete or simple informational documents to review.

The **Does this new hire require onboarding?** option allows you to skip this step in the wizard. You can also enable that option, but choose to assign documents at a later time (**Assign onboarding documents now?**). When this option is enabled, the applicant's status is changed to "Onboarding Needed".

Sequence	Document Name	From Group	Remove
1	Employee Benefits Enrollment	QA Group 2	X
2	Confidentiality Agreement	QA Group 2	X
3	Drug Free Information	QA Group 2	X

Onboarding documents are added by selecting a **Group** from the drop-down menu, which adds all the documents in the selected group, or individually by selecting the **Add Document(s)** button above the table.



- 3 Select New Hire Letter.** This step allows you to send a confirmation letter to the new hire. The letter is based off an existing communication template in the system, but can be edited as necessary before sending. Though this step always appears in the wizard, it can be skipped by unchecking the **Send New Hire Letter** option.

Though you can easily **Select a Template** to use for the email, it is not required. Emails can be manually typed into the **Message** field and formatted using the available editing tools.

Additional options in this step include saving the New Hire letter as a document (viewable under the **Documents** area on the *Applicant Detail* page) and adding both Internal and Global notes to the applicant.

- 4 Additional Applications.** If the new hire has additional applications in the system for other vacancies, this step allows you to update the **Status** and **Disposition** of those applications.

Applications can be updated individually using the fields in the table, or you can update multiple applications at once by checking the box next to the desired applications and clicking the **Batch Update** button. This opens a pop-up window to select a **Status** and **Disposition** for those applications.

Tracking ID	Position	Apply Date	Status	Disposition	Notes
<input checked="" type="checkbox"/> 347	Adjunct Surgical Professor, 1202	08/04/2014	File - Not Hired	Phone Screened	
<input checked="" type="checkbox"/> 76	Animal Husbandry Tech 1, 1065	03/12/2014	File - Not Hired	Position Cancelled	
<input checked="" type="checkbox"/> 64	Charge Nurse, 1031	12/19/2013	File - Not Hired	Interviewed - a...	
<input checked="" type="checkbox"/> 8	Diabetes Trainer, 1001	07/31/2013	File - Not Hired	Phone Screened	

This step also provides the option to **Add Notes** to the other applications for the applicant.

- 5 Additional Applicants.** Similar to the previous step, this step allows you to process any additional applicants to the requisition you are filling, either individually or in a batch process. This step only appears if New or Active applicants are still attached to the requisition.

Along with updating the **Status** and **Disposition** for applicants, letters (Applicant Correspondence) can be sent as well using the **Select** link. The **Batch Update** button is available as well.

Name	Letter	Status	Disposition	Notes
<input type="checkbox"/> New				
<input type="checkbox"/> ABC, jobseeker8	-Select-	File - Not Hired	Does not meet	
<input checked="" type="checkbox"/> AppName-16296, AppF...	-Select-	New	Please Select	
<input checked="" type="checkbox"/> AppName-29037, AppF...	-Select-	New	Please Select	
<input checked="" type="checkbox"/> AppName-30956, AppF...	-Select-	New	Please Select	
<input checked="" type="checkbox"/> AppName-52531, AppF...	-Select-	New	Please Select	

If necessary, you can also **Add Notes** to the records of the other applicants.



- 6 Attach Documents.** The final step in the wizard allows the upload and attachment of additional documents to the applicant's record, such as a resume, cover letter, or any other type of document. There may be restrictions on the number and/or size of documents that can be attached depending on your system settings.

If there are no documents to attached, you can click the **Finish** button, available in both this and the previous step, to complete wizard.

When finished attaching documents, click the **Finish** button to complete the new hire process and close the wizard.

Clicking the **Finish** button completes the hiring process. A window opens that shows the progress of any actions taken against additional applications and/or applicants. Closing the window takes you back to the *Applicant Detail* page.

Several other actions occur when the hiring process is complete:

- The **New Hire** tab on the *Applicant Detail* page becomes active.
- The **History** tab displays the changes to the current and any additional applications for the applicant.
- The status of the requisition is updated to "Filled".
- The associated job posting is removed from all career sites.

Note: Once an applicant has been moved to a status of "File - Hired", you cannot update their status using the usual methods (Change Status, Send to Manager, etc.). You must use the Unhire Applicant action on the Applicants or Applicant Detail page to make any changes to the applicant status.