

# HIRING MANAGER RMS QUICK REFERENCE



Use this quick reference to manage your BC Public Service job postings.

[How to Post a Job](#) (Create a Hiring Service Request).

Recruitment Management System: [Hiring Managers](#) > Hiring Manager Resources, select Recruitment Management System Login.

Recruiting Pane (manage your hiring competitions)	Navigation	Icon Definitions
--	------------	------------------

Dashboard
RECRUITING
Requisitions
Manage Requisitions
Approvals
Applicants
Offers
Onboarding
CAREER CENTER
MYHR

Click the icon to access Help and Instructions on any page.

Your Account	Logout
Notifications	Help Resources
Recently Viewed	Search Jobs / View
MyHR Pins	

Edit	Print
Cancel / reject	Help Text
Delete	Download
Calendar/Date Picker	More Options
Deactivated	Active
Sort	Action indicator (expand to view)

## Requisitions → Manage Requisitions

1. Select **Recruiting** → **Requisitions** → **Manage Requisitions**.
2. Select **JOB TITLE** to sort or **Filter** to find requisition.
3. Click on job name to view **Requisition Details**.
4. From **Requisition Details**, scroll to Attachments to view Job Profile.
5. From **Requisition Details**, scroll to **Screening Questionnaire** to view internal and external questionnaire.



6. View **STATUS** of status:

	Requisition is being created
	Posted to all applicants
	Posted to internal applicants only
	Used to fill a job without posting (e.g., eligibility list)
	Requisition cancelled
	Posting no longer advertised, applications no longer accepted
	Offer extended to a candidate
	Requisition complete, appointment made
	Requisition is on hold after posting

## New Resumes and Candidates

1. Select **Recruiting** → **Requisitions** → **Manage Requisitions**
2. Click arrow beside **Filter**.
3. Enter requisition search criteria and click **Filter**.
4. Click on hyperlinked number in column to view:
  - New resumes:** applicants who have not been reviewed.
  - Applicants who pass / fail the questionnaire will display in two tables.
  - Candidates:** applicants screened to active candidate status (next stage).

VACANCIES VIEWS NEW RÉSUMÉS CANDIDATES

1	16	3	11
---	----	---	----

5. To toggle between screens, click your desired option.

View Screened-Out	View Active Candidates	More Options
Historical View		

6. Click on person's name (hyperlinked) to view their Resume Dashboard.

TYPE	FE	NAME	VIEWED
<input type="checkbox"/> Internal		Zachary Sloan	Yes
<input type="checkbox"/> External		Aaron Wilson	Yes

7. Click on **Resume Profile** to view resume.

**Résumé Profile** Actions Information Workbench

8. Click **Information** → **Cover Letter** to view applicant's cover letter.

Résumé Profile Actions Information Workbench

➤ Cover Letter

9. Click on **Actions** to view Secondary Application (if required).

## View Questionnaire Responses

### From New Resume Submissions or Active Candidates:

1. Select the person you wish to view.
2. Click on number in **SCREENING** column.
3. View candidate's **Questionnaire Results**.

Questionnaire Results Nora McEllen: AO14\_Job Title\_Standard Template

QUESTION	ANSWER	ANSWER VALUE
I am proficient and have strong skills using the following computer applications in the office setting (select all that apply):	<ul style="list-style-type: none"> <li>Adobe Acrobat</li> <li>CAS</li> <li>CLIFF</li> <li>CORNET</li> </ul>	0
My Keyboarding speed is:	50 or more words per minute	0

## View Notifications

This screen displays all notifications the system has sent you and indicates what event triggered the notification.

1. Click to view **Notifications**.
2. To view the contents of a notification, click on the hyperlinked subject.
3. Select desired action from **Action** column . You can:
  - Resend** to your email
  - Acknowledge** the notification to remove it from the listing
  - Delete** the notification.

## Route Resumes (Print Resumes)

Route resumes sends applicant information to your email box. Resumes and documents you choose to include (e.g., cover letters, questionnaire responses) are sent as a single PDF attachment.

1. Select **Recruiting** → **Requisitions** → **Manage Requisitions**.
2. Search for requisition.
3. Click hyperlinked number in New Resumes or Candidates columns.
4. From Active Candidates, select checkboxes beside applicants / candidates whose resumes you would like to route (or select all). Max 25 per batch.

Filter

< 1 >

☐ STATUS ☐ TYPE ☐ FE

☐ Offer Extended Internal

☐ Inventory External

☐ Offer Accepted External

5. Scroll to **Select an Action**, select **Route Resumes**. Click **Go**.

Route Resumes **Go**

6. Click **Search Users** and enter your information.  
**Search for Employees**

SEARCH

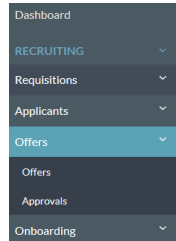
Search

7. On Search Users Results page, select people you wish to send the documents to and click **Confirm Selection**.
8. Select checkboxes to indicate documents to route with resumes.  
DETAILS TO INCLUDE  
☐ Cover Letter  
☐ Screening Questionnaire
9. Optional: Add comments.
10. Click **Send**.

**Note:** Applicant information is personal information and any communication must be strictly on a need-to-know basis and in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

## View and Approve / Reject Offers

1. Use the hyperlink in the email notification that you have an offer awaiting your approval OR the hyperlink in the Main Dashboard Alert. You can also select **Recruiting** → **Offers** → **Approvals**.



2. Select **Filter** to find your requisition or arrow to sort by **CANDIDATE** or **REQUISITION**.
3. From Approve Offers, in Actions column, click to view offer details.
4. Carefully review **Offer Letter Text**.
5. Click on back arrow to return to previous screen.
6. Select **Approve** or **Reject** icon in the Action column.
7. Optional: Enter comment.
8. Click **Approve** or **Reject**. A success message will display.

Approve Offer

Approval

Pending Offers

CANDIDATE NAME  
Taylor Swift

COMMENT

### To print Offers:

From My Offers, select in the Actions column.



## Alerts

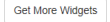
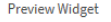






1. On Main Dashboard click the Alert you want to view.

### Alerts

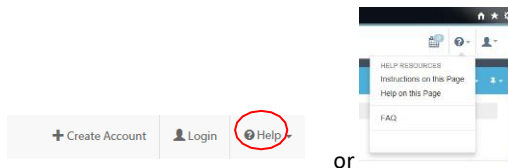
- Offers Pending Your Approval, if you are an Employee please navigate to Career Center > Offers > Extended

When you complete the action in the Alert item, it will no longer be on your Main Dashboard.

## Widgets

1. From **Main Dashboard**, click  .
2. Select a widget from list, click  . Preview widget.
3. Click  or  to indicate where you want to position the widget.
4. Repeat steps 1-3 until you have added desired widgets.
5. Return to **Main Dashboard** using  .
6. Click and hold widget title to drag widget to desired location.
7. On Main Dashboard, click  to edit widget,  to remove widget.
8. Use  to adjust widget settings.

## Need Help?



or

## MyHR links for job seekers

- [Current Job Postings](#)
- [Executive Opportunities](#)
- [Search for Opportunities](#)
- [The Application Process](#)
- [Featured Careers](#)
- [New Employees](#)
- [Contact the BC Public Service Agency](#)

February 2018