Hiring Manager RMS Quick Reference Guide

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

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


**Requisitions → Manage Requisitions**

1. Select Recruiting → Requisitions → Manage Requisitions.
2. Select 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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Requisition is being created</td>
</tr>
<tr>
<td>Open</td>
<td>Posted to all applicants</td>
</tr>
<tr>
<td>Open – Internal</td>
<td>Posted to internal applicants only</td>
</tr>
<tr>
<td>Open – No Posting</td>
<td>Used to fill a job without posting (e.g., eligibility list)</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Requisition cancelled</td>
</tr>
<tr>
<td>Posting Closed</td>
<td>Posting no longer advertised, applications no longer accepted</td>
</tr>
<tr>
<td>Filled</td>
<td>Offer extended to a candidate</td>
</tr>
<tr>
<td>On Hold</td>
<td>Requisition complete, appointment made</td>
</tr>
</tbody>
</table>

**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.
   - **Candidates:** applicants screened to active candidate status (next stage).

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

   **Historical view** (may be located in More Options) includes declined applicants and those who remove themselves from the competition.

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

7. Click on Resume Profile to view resume.
8. Click Information → Cover Letter to view applicant’s 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.

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 send 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.
5. Scroll to Select an Action, select Route Resumes. Click Go.
6. Click  and enter your information.
7. On Search Users Results page, select person and click Confirm Selection.
8. Select checkboxes to indicate documents to route with resumes.
10. Click .

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  to find your requisition or arrow to sort by .
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.

To print Offers:
From My Offers, select  in the Actions column.

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

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

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?

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

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