
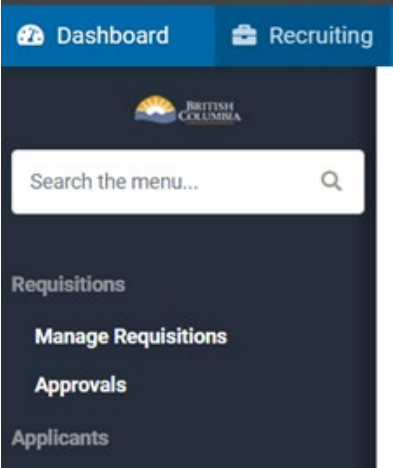

















Use this quick reference to manage your BC Public Service job postings.

[How to Post a Job](#) (Create a Hiring Service Request). Recruitment Management System: [Hiring Managers](#) > Hiring Manager Resources, select [Manage my hiring competitions \(IDIR restricted\)](#).

Recruiting Pane	Navigation	Icon Definitions
(manage your hiring competitions)	Click the  icon to access Help and Instructions on any page.	
	 <ul style="list-style-type: none">  Your account  Notifications  Search Jobs / View  Help Resources 	<ul style="list-style-type: none">  Edit  Delete  Active  Deactivated  Calendar / Date Picker  More Options  Print  Sort

Requisitions → Manage Requisitions	New Resumes and Candidates
<ol style="list-style-type: none"> Select Recruiting → Requisitions → Manage Requisitions. Locate the requisition on the page. (If there are numerous requisitions, try using “CTRL + F” to look it up using its unique 6-digit requisition number or its job title.) Click on the job title (presented as a link) to view Requisition Details. From Requisition Details, scroll down to Attachments to view Job Profile. From Requisition Details, scroll down to Screening Questionnaire to view internal and external questionnaire. Screening Questionnaire Internal <input type="text" value="115130_Manager, Trust and Collections"/> External <input type="text" value="115130_Manager, Trust and Collections"/> View STATUS of status: <ul style="list-style-type: none"> Pending Requisition is being created Open Posted to all applicants Open – Posted to internal applicants only Internal E-List Only Requisition complete, but only to establish an eligibility list Posting Posting no longer advertised, applications no longer accepted Closed Offer extended to a candidate Offer Requisition complete, appointment made Filled On Hold Requisition is on hold after posting 	<ol style="list-style-type: none"> Select Recruiting → Requisitions → Manage Requisitions Locate the requisition on the page. (If there are numerous requisitions, try using “CTRL + F” to look it up using its unique 6-digit requisition number or its job title.) 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). VIEWS NEW RÉSUMÉS CANDIDATES STATUS ▾ 5591 0 96 Posting Closed To toggle between screens, click your desired option. View New Résumés Historical View  Historical view includes declined applicants and those who remove themselves from the competition. Click on person's name (hyperlinked) to view their Resume Dashboard. STATUS ▾ TYPE ▾ FE ▾ NAME ▾ Declined Internal Paola  Click on Resume Profile to view resume Résumé Profile Actions Information Click Information → Cover Letter to view the cover letter Click on Actions to view Secondary Application (if required)

View Questionnaire Responses | **View Notifications**

From **New Resume Submissions** or **Active Candidates**:

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

QUESTION	ANSWER
I certify that all information submitted is true and complete. I understand that any information provided by me through the hiring process that is found to be false or misrepresented in any respect, may eliminate me from further consideration.	Yes, I certify
Which of the following best describes your current status as an employee of the Province of British Columbia (BC Public Service)? Click the "I" for more information.	Regular full time or part time government employee
If you are a current or former BC Public Service employee, information concerning	Yes, I agree

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

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

Route Resumes (Print Resumes) | **View and Approve / Reject Offers**

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. Locate the 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 the bottom of the page) to Select an Action, select **Route Resumes**. Click Go.

« < 1 2 3 4 > »

Route Résumés

and enter your information.

Search

Manager

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.
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).

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. Locate the 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 the **Approve** or **Reject** icon in the Action column.
7. Optional: Enter comment.
8. Click **Approve** or **Reject**. A success message will display.

Approval

Pending Offers

CANDIDATE NAME
Taylor Swift

COMMENT

To print Offers:

From Offers, select in the Actions column.

ACTIONS

Alerts | **Widgets**

From **Dashboard** click the Alert you want to view. For example,

Alerts

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

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

1. From **Dashboard**, click **Widgets**.
2. Select a widget from the dropdown list. Preview widget.

Select Widget from List

Candidates by Source

3. Click and return to **Dashboard**.
4. You may click and hold the widget title to position it to your desired location on the page.

Useful links

From **Dashboard**, under your photo and name, there are many useful links for Hiring Managers. (See screenshot on the right →)

- Links**
- [Job Seekers](#)
 - [How to Apply](#)
 - [Executive Opportunities](#)