



Hiring Manager Reference Manual

For use with Position Manager Version 10.0

Hiring Manager Portal

Updated March 1, 2007

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Overview of the Position Manager Applicant Tracking System

Position Manager is a web-based applicant tracking system that will be beneficial to applicants, recruiters and hiring managers at **Mission Health System**. Since this is a web-based system, it may be accessed wherever the Internet is available. Some of the processing benefits are summarized as follows:

Applicant Benefits:

Applicants are encouraged to apply on-line when possible. The on-line applicant process provides:

- an avenue to the applicant to check the status of their application on-line
- access to their application, the ability to make changes, and then resubmit for another position
- the ability for response information from the organization and the recruiter to be handled through email versus paper letter and the mail, expediting the communication process

Recruiter Benefits:

- immediate on-line viewing capabilities permit the recruiter to review applications as they are received
- on-line forwarding of the application to the hiring manager
- a tracking record for the application is maintained throughout the hiring process
- a variety of reports are also available

Hiring Manager Benefits:

- email notification when application information is available
- the web-based system is accessible by the Hiring Manager from any computer with internet access
- the manager will only have to view information or respond to the applications that have been forwarded by the recruiter
- responses can be sent to the recruiter asking for additional information or for providing an action to be taken
- there is the ability to print the application in preparation for an interview or for their hiring file
- In preparation for an interview or some other type of evaluation, Position Manager has the ability to forward along forms with an application for the hiring manager to complete. These forms stay with an applicant's record in Position Manager and again reduce the paper process

Position Manager is not intended to eliminate phone or face to face communication between the recruiter and the hiring manager but eliminate internal routing of applications

Introduction to the Hiring Manager Portal

Within Position Manager a hiring manager can:

- Review currently open positions
- Create job requisitions
- Process Applicants that have been forwarded from the Human Resource Department

The Hiring Manager Portal has its own Home Page with a dashboard for quick access to data. To view it, connect to <http://www.healthcaresource.com/missionhospitals/hm>

At the login screen enter your email address and the password which has been provided to you by Human Resources (**please change your password upon first login to the system).

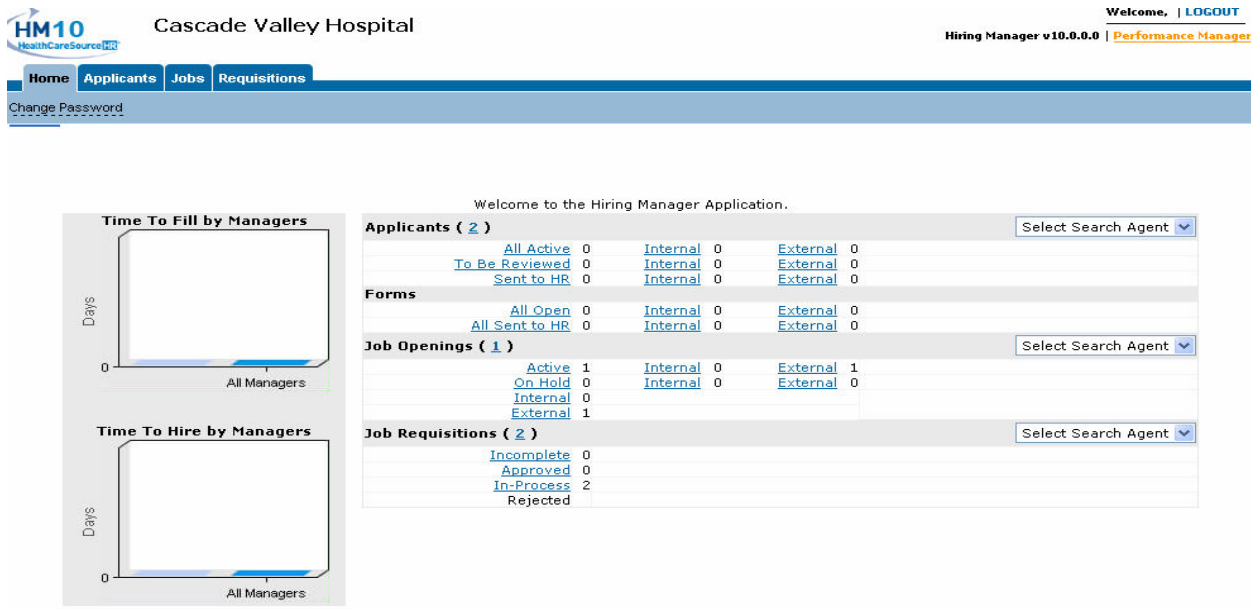


Figure 1. Hiring Manager Home Screen

Tabs:

Located next to the Home Tab are the following Hiring Manager commands:

1. **Applicants** - to review and process current applicants
2. **Jobs** - to view current job openings
3. **Requisitions** - to create and view the status of a requisition

The Applicants (1), Jobs (2) & Requisition (3) tabs are each broken down in more detail throughout the remainder of this manual.

1. Applicants

Within the Applicants Tab a hiring manager can review and process the applicants HR has submitted for their review.

1.1 Email Notification

How do you know you have an application to review?

Hiring managers will receive an email notification similar to the test message below that indicates there is an application ready for their review. Within the email is a link to the hiring manager system which gives managers quick and easy access to the applicant(s) sent to them. They are then able to log in and view their applicant(s).

```
-----Original Message-----  
From: recruiter's name  
Sent: Friday, July 09, 2005  
To: hiring manager  
Subject: Job Candidate (Steve Mahoney, Occupational Therapist)  
  
Comments:  
-----  
Please Review  
  
This is a manager review notification email.  
  
Please login to Position Manager - Hiring Manager Login:  
  
http://www.healthcaresource.com/missionhospitals/hm
```

PLEASE NOTE: Hiring Managers do not need to wait for this email to log into the system. You always have access to the system by saving and visiting this link: www.healthcaresource.com/missionhospitals/hm

1.2 Searching for Applicants

After logging into Position Manager, you would go to the Applicants Tab. This leads you to an applicant search screen. Select search criteria, or search under All to display your applicants. There is an advanced search link that allows you to be more detailed in your search if necessary. If you are looking for a specific applicant you can type in their name, SSN, phone or email on the right hand side. After making your search selections, click on the **Search** button.

Home Applicants Jobs Requisitions

Search

Applicants > Search

Select Search Agent Search Update Delete Save Agent

Standard Search:

1. Whose Turn to Respond: All

2. Search forms: All

3. Include Applicants: All Internal External

4. Order By: Last Name Apply Date Status Change Date

[Advanced Search](#) (off)

Submit Reset

Search By:

First:

MI:

Last:

SSN:

Phone:

Email:

Search Reset

Figure 2. Applicant Search screen

Your search results will display applicants below the position they applied for. On this screen you can view basic job data including the facility, department, requisition number and schedule. You can also view the applicant’s apply date, their name, whose turn it is to respond, any comments sent from HR, the applicant’s status and any forms that need to be completed in relation to this applicant.

Home Applicants Jobs Requisitions

Search

Applicants > Search Results

New Search

Listed below are the applicants HR has submitted for review.
Click on the Applicant Name to view applications and respond to HR.

Search Results: 3
Displaying Records: 1 - 3

Office Coordinator
Hospital Main Campus, Danville, NH
Dept: Foundation Quality
Req. Num: 1077
Flex-time: Monday - Friday 8:00AM - 5:00P
[Compare](#), [Compare All](#)

Job Code: 20934OFCFDQU
MGR : Vickie More
Date Job Posted: Oct-16-06
No Rank

Apply Date	Applicant Name	Whose Turn to Respond	Comments	Status	Forms
02/12/07	Clark, Donna	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open
02/12/07	Smith, Renee	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open

Project Coordinator
Hospital Main Campus, Danville, NH
Dept: Engineering
Req. Num: 1176
Full-time: Monday - Friday 8:00AM - 5:00P
[Compare](#), [Compare All](#)

Job Code: 20805ENGPRAS
MGR : Douglas Francey
Date Job Posted: Mar-20-06
No Rank

Figure 3. Applicant Search Results

Determining whose turn it is to respond:

The column, Whose Turn to Respond, flags applicants that need your review. When that column is shaded yellow and says **Mgr**, this applicant needs your attention and HR is awaiting a response from you. In figure 4 you can see that two applicants need the hiring manager’s attention.

Office Coordinator

Hospital Main Campus, Danville, NH
Dept: Foundation Quality
Req. Num: 1077
Flex-time: Monday - Friday 8:00AM - 5:00P
[Compare](#), [Compare All](#)

Job Code: 20934OFCFDQU
MGR : Vickie More
Date Job Posted: Oct-16-06
No Rank

Apply Date	Applicant Name	Whose Turn to Respond	Comments	Status	Forms
02/12/07	Clark, Donna	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open
02/12/07	Smith, Renee	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open

Figure 4. Manager’s Turn to Respond

1.3 Processing Applicants

To view an applicant and their application, click on the applicant’s name. This will bring you into the applicant details screen which allows you to review the application and send correspondence to Human Resources in relation to this candidate.

Applicants > Review

Save Cancel

Donna Clark

Track Num: 114
Address:
345 Main St
Clarkston, MI 34556
Tel: 987-344-3884
Email: dclark@yahoo.com
Office Coordinator
Hospital Main Campus, Danville, NH
Req Num: 1077
Flex-time: Monday - Friday 8:00AM - 5:00P
Recruiter: Chris Holdcroft
MGR: Vickie More
Date Job Posted: 10/16/2006

Documents and Other Forms
[Application.html](#)

Custom Forms 03-02-07 : [Evaluation Form](#) (Open)

Current Status:
Active - Sent to Mgr

* Refresh page after completing form

Save Cancel

Action: (Required) Please select an action

Message:

Save Cancel

History

Date	From	Who	Action	Message
03/02/07	HR	Chris Holdcroft	Please review	

Click to review the application.

Figure 5. Applicant Review

On this screen you can view the applicant’s personal information in the top right hand corner. Basic job data is located directly below that followed by documents, forms and the current status of the applicant. There is a history of correspondence between you and HR in the bottom center of this screen. Any comments that go between you and Human Resources in reference to this applicant

will be tracked there. The Action and Message section of this screen is where you indicate to HR on how you want to proceed with this candidate.

View the Application:

To view the application, click on the application.html link under “Documents and Other Forms” on the left hand side of the screen. The application will open in a new window. Scroll through the application to review candidate’s information.

Print the Application:

To print the application, open the application and right click on the mouse and select “Print”.

Selecting an Action:

After reviewing the application you would select an action on how to proceed. Select an action from the drop down menu and write in the message text box any additional notes you want to pass along to HR.

Click **Save** to file the information and this will automatically forward the action and response to HR.

Applicants > Review

Donna Clark
Track Num: 114
Address:
345 Main St.
Clarkston, MI 48566
Tel: 987-344-3884
Email: dolark@yahoo.com
Office Coordinator
Hospital Main Campus, Danville, NH
Req Num: 1077
Flex-time: Monday - Friday 8:00AM - 5:00P
Recruiter: Chris Holdcroft
MGR: Vickie More
Date Job Posted: 10/16/2006

Documents and Other Forms
[Application.html](#)

Custom Forms 03-02-07 : [Evaluation Form](#) (Open)

Current Status:
Active - Sent to Mgr

* Refresh page after completing form

Action: (Required) Please select an action

Message:

Please select an action
Do Not Hire
File For Future Different Position
File For Future Position
Hire
Interview Complete
Make Offer
Please make offer.
Recommend Another Manager
Recommend Another Position
Reviewing
Schedule 2nd Interview
Schedule Interview

History

Date	From	Who	Action	Message
03/02/07	HR	Chris Holdcroft	Please review	

Figure 6. Applicant Review – Selecting an Action

After selecting an action and saving, you have now made it HR's turn to respond. You will end up back at the applicant search results screen where you will now see that it is HR's turn to respond in reference to that applicant. The action you selected and the message you wrote will also appear on this screen.

Office Coordinator
 Hospital Main Campus, Danville, NH
 Dept: Foundation Quality
 Req. Num: 1077
 Flex-time: Monday - Friday 8:00AM - 5:00P
[Compare](#), [Compare All](#)

Job Code: 209340FCFDQU
 MGR : Vickie More
 Date Job Posted: Oct-16-06
 No Rank

Apply Date	Applicant Name	Whose Turn to Respond	Comments	Status	Forms
02/12/07	Clark, Donna	HR	3/02/07 - From Mgr Action: Schedule Interview	Active - Sent to Mgr	Open
02/12/07	Smith, Renee	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open

**Figure 7. Applicant Search Results screen
 Whose turn to respond has changed.**

Completing Custom Forms:

An additional function of the system allows you to complete a form that HR has sent along for you to complete in reference to an applicant. If you conduct an interview, reference check or some other type of evaluation your HR department may send a form for you to complete in reference to this evaluation.

Office Coordinator
 Hospital Main Campus, Danville, NH
 Dept: Foundation Quality
 Req. Num: 1077
 Flex-time: Monday - Friday 8:00AM - 5:00P
[Compare](#), [Compare All](#)

Job Code: 209340FCFDQU
 MGR : Vickie More
 Date Job Posted: Oct-16-06
 No Rank

Apply Date	Applicant Name	Whose Turn to Respond	Comments	Status	Forms
02/12/07	Clark, Donna	HR	3/02/07 - From Mgr Action: Schedule Interview	Active - Sent to Mgr	Open
02/12/07	Smith, Renee	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Open

Figure 8. Open form to be completed by HM

In Figure 8 you can see a link in the Forms column (it's the right hand column) titled open. By clicking on that link a new window will open and you can complete the form that HR sent to you. You could also access the form by opening the applicant review page by clicking on the applicant's name.

Within the applicant review screen you can view the form under Documents and Other Forms. In Figure 9, you can see an interview form was sent on 3-02-07 and is still waiting to be opened.

Save Cancel

Renee Smith

Track Num: 115
Address:
876 Alger Rd.
Ithaca, MI 48848
Tel: 989-675-5609
Email: renee@yahoo.com
Office Coordinator
Hospital Main Campus, Danville, NH
Req Num: 1077
Flex-time: Monday - Friday 8:00AM - 5:00P
Recruiter: Chris Holdcroft
MGR: Vickie More
Date Job Posted: 10/16/2006

Documents and Other Forms
[Application.html](#)

Custom Forms 03-02-07 : [Interview Form](#) (Open)

Current Status:
Active - Sent to Mgr

* Refresh page after completing form

Save Cancel

Action: (Required) Please select an action
Message:

Save Cancel

History

Date	From	Who	Action	Message
02/02/07	HR	Chris Holdcroft	Please review	

Figure 9. Link to access the form to be completed by HM

To open the form from this screen simply click on the [Interview Form](#) link and it will open in a new window the form for you to complete. Here is an example of the form to be completed:

Renee Smith
Track Num: 115
Address:
876 Alger Rd.
Ithaca, MI 48848
Tel: 989-675-5609
Email: renee@yahoo.com
Current Employee

Office Coordinator
Hospital Main Campus, Danville, NH
Req Num: 1077
Flex-time
Recruiter: Diana Limball
MGR: Vickie More
Date Job Posted: 10-16-06

Evaluation History

Date	From	To	Status
03/02/07	Chris Holdcroft	Kristi Sigafoose	open

INTERVIEW FORM

Please use this form to evaluate all applicants
Asterisk (*) denotes fields marked as required

* What are your strengths, weaknesses, and interests?

* Why did you decide to seek a position with this organization?

* What qualities should a successful manager possess?

* What motivates you to put forth your greatest effort? Describe a situation in which you did so.

* Are you willing to travel? Yes No

Submit Cancel Reset

Figure 10. Form to be completed by HM

In Figure 10, a hiring manager would complete this form after conducting an interview with the specified applicant. When the form has been completed it will then say [done](#) instead of open as shown in figure 11.

Apply Date	Applicant Name	Whose Turn to Respond	Comments	Status	Forms
02/12/07	Clark, Donna	HR	3/02/07 - From Mgr Action: Schedule Interview	Active - Sent to Mgr	Open
02/12/07	Smith, Renee	Mgr	3/02/07 - From HR (Chris Holdcroft)	Active - Sent to Mgr	Done

Figure 11. Form is Done

Once you have taken some action with any applicants that required your attention, you are finished processing applicants. When you see that it is HR's turn to respond to all applicants within your view, you have no further processing to do. At that point you wait for HR to send back those applicants for further processing or to send you additional applicants.

Applicants will remain in your system until they have a status of filed which means they have been hired or not hired. They will drop off of the hiring manager system once they are filed.

1.4 Additional Features of the Applicant Manager Command

Hiring Managers can also utilize global comparison and ranking forms. These are two separate functions of the Position Manager system that may or may not be turned on within a facility. Each has been summarized below:

Global Comparison:

Global comparison allows both the recruiters and hiring managers to sort through applicants quicker by allowing you to compare them to each other based on their answers to five questions. The five questions summarize their experience level, education level, licensure, schedule availability, and shift availability. With the answers they provide to these questions you can sort the applicants to view only those who meet the requirements for the open position. For example, if you want to only consider those applicants that have a Bachelor's Degree and can work on weekends, you could select to compare the applicants and choose to only view those that meet those criteria. This saves time in having to open up each application and search through for this information. To utilize the global comparison function click on the [compare](#) or on the [compare all](#) links on the applicant search screen.

Ranking Forms:

You can choose to have applicants complete ranking forms for specified jobs. If utilized, the form is completed by the applicant at the end of the application process. The form itself consists of a set of questions generally intended to address a specific skill set, experience level or other desired

qualification associated with a position. Questions will carry specified weights which in turn calculate a rank or score in relation to the answers an applicant gives.

This rank is tracked with an applicant in the Applicant Manager command of Position Manager. Human Resources and Hiring Managers have the ability to give separate rankings if they find a discrepancy in the applicant’s initial rank. To give a separate rank you can click on the [rank](#) link on the applicants search screen.

2. Jobs

2.1 Viewing current job openings

Selecting the Jobs Tab will bring you to the search screen as seen below:

Figure12. Jobs – Search screen

First select the status(es) that you wish to view from the blue box on the right. Next select the appropriate criteria from the drop down boxes 1 through 4 on the left. You can sort your results in various ways by making a selection in drop down box 5. If you have a specific requisition number or job code you are searching for you can type it in with the Find feature (number 6). Select the **Submit** button to bring you to display your jobs. As a hiring manager you can only view jobs that have your name assigned to them as the hiring manager.

Figure 13. Job Search Results screen

As shown in Figure 13, the search criteria selected appears below the New Search button along with the result total. To view search results, use your browser's scroll bar on the right to scroll down through the listings.

3. Requisitions

3.1 Searching for Requisitions

Select the Job Requisitions Tab and choose a status from the blue box on the right and then select the appropriate criteria from the drop down boxes 1-4. When you're satisfied with your selection select the **Submit** button.

Requisitions > Search

Select Search Agent

To view current job requisitions, complete the options below and press 'SEARCH'.

1. All Categories
2. All Facilities
3. All Departments
4. All Contacts
5. All Approval Users
6. Req Num
7. Sort By: Date Range Ascending Descending

Req Status:

Incomplete

In-Process

Approved

Cancelled

Posted

Figure 14. Job Requisitions - Search screen

Requisitions > Search Results

Incomplete: 0 Search Results: 1 1
 In-Process: 1
 Approved: 0

Select All On Page

<input type="checkbox"/> IN-PROCESS: Certified Nursing Assistant	Copy	C 03.02.07 Kristi Sigafoose	Jump
Req. Number: 1104		S 03.02.07 Kristi Manager	
Facility: Hospital Main Campus , Danville , NH (10675)		History	
Dept: Recruiter: Chris Holdcroft		Manager: Kristi Sigafoose	

1

Figure 15. Job Requisitions – Search Results screen

When viewing requisitions the status of the requisition, as shown in Figure 15, the status of the requisition will always appear in red capital letters in front of the requisition title. In Figure 5 the requisition is **IN-PROCESS**. Requisitions can have 5 statuses: incomplete, in-process, approved, cancelled and posted.

3.2 Creating Job Requisitions

A new job requisition can be created by selecting the Requisitions Tab and selecting the **Add New Req** button at the top left corner.

Select a **Job Category** and then select the **Continue to Next Page** button.
 (Note: If you are unsure of what category a job belongs to you may select the **Master List Job Titles/Categories** link located below the drop down box).

Once you have made a category selection click on the **Continue to Next page** button.

Requisitions > Add New Req > Select Job Category

Continue to Next Page Cancel

* Indicates Required Field

Job Category : *

Forget the category the job is listed under?
Click here [Master List Job Titles/Categories](#)
then use your browsers back button to return.

Continue to Next Page Cancel

Figure 16. Select Job Category

On the next page select a **Job Title** from the drop down menu and again select the **Continue to Next Page** button

Requisitions > Add New Req > Select Job Title

Continue to Next Page Cancel

* Indicates Required Field

Job Title : * Quick Select

Continue to Next Page Cancel

Figure 17. Select Job Title

The **Complete Requisition Details** screen appears next. Using the fields provided fill out the appropriate details regarding the new requisition.

Any fields marked with a red asterisk are required fields. You will have to complete all required fields to save the requisition.

You will notice that many fields have been auto-populated for you with data that is always associated with a specific job title.

Requisitions > Add New Req > Complete Requisition Details

Save Save & Add Another Cancel

Personnel Requisition
Complete the following and select the first person required to approve the requisition.
** Indicates Required Field*

Job Title : **Clinical Supervisor**
Requisition Number : 1105
Facility :* Please select...
Department :* Please select...
Recruiter :* Please select...

Schedule :*
Shift :*
Hours :*
Hours per pay period :
FTE :
Grade :
Referral Bonus :
Who Left :
Why Job Open :

Job Summary :
Clicking 'Enter' will provide a double line break. Holding the 'Shift' key while clicking 'Enter' will provide a single line break.

Supervises patient care staff to ensure the provision of patient-focused care. This includes assurance that the care is managed through appropriate utilization, clinical interventions and care planning, regulatory compliance, and that patient care outcomes are attained. The supervisor is responsible for the provision of clinical assessment, education, care planning and monitoring of response to therapies and therapeutic outcomes to patients in their home or alternative site. They will assume full responsibility for the department in the absence of the manager. A degree in nursing is required, as well as current licensure as a registered nurse in the state of Illinois and licensure as a pharmacy technician in the state of Illinois. Cardio-pulmonary Resuscitation certification is also required. The ideal candidate should possess the necessary supervisory skills and/or experience to supervise all aspects of home care or hospice. Two years of supervisory experience is preferred.

Date Initiated : Mar 2 2007
Date Needed : Mar 2 2007
Date Vacated : Mar 2 2007

Comments :
Select Next Person in Approval Process :

Save Save & Add Another Cancel

Figure 18. Complete Requisition Details

Most important is the very last field **Select next person in the approval process**. The person selected in this field will automatically receive an email to approve this new requisition. When completed select the **Save** or **Save & Add Another** button.

Figure 19. Selecting Approval Person

3.3 Viewing a Requisition & History

You have now created a requisition. Upon creating the requisition and sending it through the approval process it now has a status of In-Process. You can see the requisition with its status clearly labeled in the **Requisition Search Results** screen.

Figure 20. Requisitions – Search Results

3.4 Copying a Requisition

After creating a requisition a hiring manager has the option to copy the requisition. In Figure 20 you can see the [copy](#) link to the right of the title. This is a feature that would be used if the hiring manager had to create a similar requisition at the same time. It would copy all of the requisition data to a new requisition and give hiring managers the ability to create two similar requisitions at the same time with minimal effort.

The right side box containing the new requisition will show you a running history of this requisition as it travels through the approval process.

If you click on the history link you can see a more detailed look at the history of the requisition and any comments made throughout the process as in Figure 21.

Date	Action	Action User	To	Comment	View
03.02.07	Created	Kristi Sigafoose			View
03.02.07	Sent	Kristi Manager	Kristi Manager		View

Close Window

Figure 21. Requisitions – History

2.5 Approving a requisition

In Figure 21 a requisition was created by the hiring manager and sent to the approval person.

When a requisition is created by a hiring manager and sent to an approval person the approval person receives an email notification telling them a requisition has been sent to them for their approval and a link to access the requisition.

Below, Figure 22 displays the email received by an approval person.

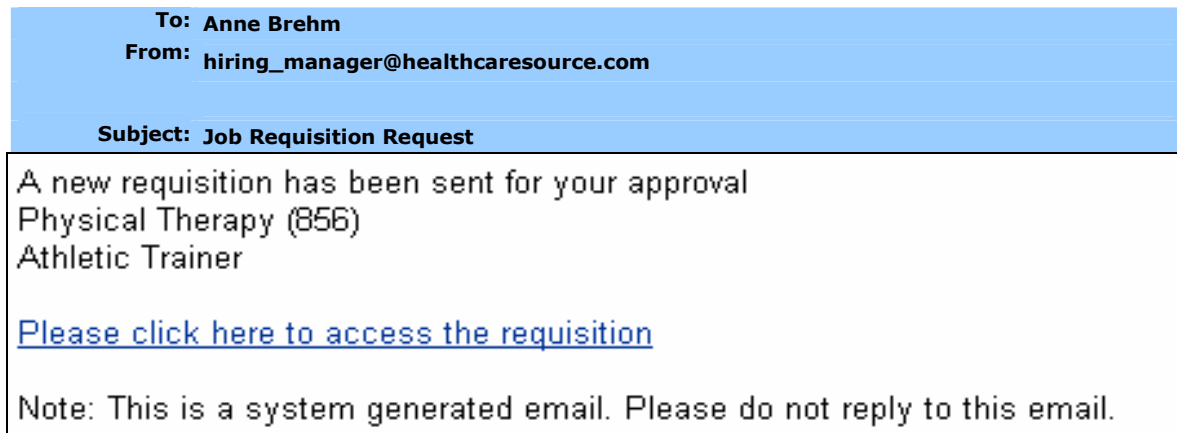


Figure 22. Example of approval person email and link

The link will show the new requisition with all of the criteria that was filled out by the manager that created the requisition. At the top the approval person can view the history of the requisition.

History					
Date	Action	Action User	Sent To	Comment	View
03.02.07	Created	Kristi Sigafoose			View
03.02.07	Sent	Kristi Sigafoose	Kristi Director		View
03.02.07	Viewed	Kristi Director - Director			View

Figure 23. Approval person requisition screen

An approval person can also edit the requisition. If they want to change a field they can click on the **Edit Requisition** button and edit the requisition data.

Job Requisition

[Edit Requisition](#)

Job Title : **My Job**

Requisition Number : 1129

Facility : Cascade Valley Hospital, Arlington WA

Department : Acute Care (1)

Recruiter : Monica Getty

Schedule : * full-time

Shift : * Day

Hours : * 8a-4:30p

Hours per pay period : * 80

FTE : * 1.0

Why Job Open? : * New

Name of person being replaced (enter * n/a if new position):

Date Vacated : Mar 02, 2007

Advertisement :

Magazine or Website Name :

Job Summary : This is my job.

Other Requirements : Must have experience with Word and Excel and be able to multi-task.

At the bottom of the requisition form the approval person chooses to approve or not approve. They can also make comments. They then select the next person in the approval process from the drop down menu. If they are the last person in your approval chain they can choose to complete the approval process by selecting **APPROVAL COMPLETED**. This would change the requisition's status to **APPROVED**.

Approval

Approve : Yes No

Comments :

Select Next to Approve :

Done

Figure 24. Approving a Requisition

Once the requisition has been approved it now is in the hands of Human Resources to then post the job within Position Manager. The HR Contact will enter Position Manager and choose Requisitions from their Links, search for requisition and post approved jobs.

APPROVED: Athletic Trainer		copy	jump
Job Code: 32210		C	08.30.05 Natalie Iannuzzi - HM
Facility: HealthcareSource Medical Center , Winchester , MA		A	08.30.05 Anne Brehm
Dept: Physical Therapy Code: 856		history	
Recruiter: Jennifer Bent			

[Previous]
1
[Next]

Figure 25. Viewing Approved Requisitions

A hiring manager can see that the requisition was approved and later posted by selecting to search for approved and/or posted requisitions.