Anatomy of a Screen: Recruiting Home for Hiring Managers

The purpose of this job aid is to orient hiring managers to the layout of the Recruiting Home page.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Job Opening</td>
<td>Click to start creating an opening. You will need an approved position number, a hiring team, and job posting information.</td>
</tr>
<tr>
<td>Browse Job Opening</td>
<td>Using &lt;Browse Job Openings&gt; may degrade system performance. Use &lt;Search Job Openings&gt; instead.</td>
</tr>
<tr>
<td>Job Opening</td>
<td>Click a job opening link to access the Manage Job Opening page. You can work with applicants for the job opening from there.</td>
</tr>
<tr>
<td>Personalize</td>
<td>Click &lt;Personalize&gt; to reorder the column display.</td>
</tr>
<tr>
<td>Category</td>
<td>Category is a way to assign a personal category to a job opening. Click the category icon to access the My Job Categories page, where a single click assigns a category and returns you to My Job Openings. You may wish to assign a category to job openings that have multiple position numbers associated with them. When you are ready to prepare the job offer, it can remind you to prepare the offer for the correct position number.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Click the refresh icon if you are not seeing a job opening.</td>
</tr>
<tr>
<td>Settings</td>
<td>Use the pagelet settings to change the type of job openings that are displayed. “Jobs Associated with me” displays jobs you have created or where you’re a member of the hiring team.</td>
</tr>
<tr>
<td>My Alerts</td>
<td>Reminds you about interviews.</td>
</tr>
<tr>
<td>Today’s Interviews</td>
<td>Provides the details. Click &lt;Interview Calendar&gt; to view interview appointments that are set up in Recruiting Solutions.</td>
</tr>
<tr>
<td>My Applicant Lists</td>
<td>Click a list name to access the Manage Applicant List page. You can create custom lists of applicants and then take action on them. The pagelet displays up to five private and public lists.</td>
</tr>
</tbody>
</table>

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Welcome to Recruiting
10-29-14
The purpose of this job aid is to orient unit recruiters to layout of the **Recruiting Home** page.

### Feature Description

1. **Quick Links**
   - Displays links to common tasks. You have the ability to drag and drop pagelets to rearrange them.

2. **Browse Job Opening**
   - Using <Browse Job Openings> or <Browse Applicants> may degrade system performance. Use <Search...> instead.

3. **My Job Openings**
   - Click a job opening link to access the **Manage Job Opening** page. You can work with applicants for the job opening from there.

4. **My Applicants**
   - Displays applicants to jobs you are associated with (are on the hiring team or have created), except for those applicants in a disposition of “Reject.”

5. **Category**
   - Category is a way to assign a personal category to a job opening. Click the category icon to access the **My Job Categories** page, where a single click assigns a category and returns you to **My Job Openings**.

6. **No Action Taken**
   - Displays the number of applicants in a disposition of “Applied”. Click the number to access the **Manage Job Opening** page, pre-filtered to show only applicants in an “Applied” disposition.

7. **Refresh**
   - Click the refresh icon if you are not seeing information you think you should be able to see.

8. **Settings**
   - Use the pagelet settings to change the type of job openings that are displayed. “Jobs Associated with me” displays jobs you have created or where you’re a member of the hiring team.

9. **My Alerts**
   - You are alerted about hires to prepare, interviews, and jobs to approve.

10. **Today’s Interviews**
    - Click <Interview Calendar> to view interview appointments that are set up in Recruiting Solutions.

11. **My Applicant Lists**
    - Click a list name to access the **Manage Applicant List** page. You can create custom lists of applicants and then take action on them. The pagelet displays up to five private and public lists.