

REVIEW AND RECOMMEND A NEW HIRE

Reviewing a Candidate



STEP ONE:

Log in to iCIMS

Go to the iCIMS page [here](#) and enter your username and password



STEP TWO:

Choose Your Position

Click on the position you are looking to fill, found under “My Open Jobs”



STEP THREE:

Review Candidate Pool

From the job profile page, the “People” tab will show you which candidates have applied to your position.

HINT!

If any of the tabs indicated in Step Four are not visible on the candidate’s profile, check under the More tab



STEP FOUR:

Review a Specific Candidate

Click on the name of the candidate that you’d like to review. This will take you to the candidate’s profile, where you can:

- Click on **Contact**: Review contact details
- Click on **Resume**: Review candidate resume
- Click on **iForms**: Review:
 - School Support Employment Application (*non-instructional positions*)
 - Instructional Employment Application (*teaching, counselor, and library selection model responses*)
 - Selection Questions and Rubric (*for teaching, counselor, and library selection model responses*)
- Click on **Email > Compose Email**: Send candidate an email

HINT!

When a candidate responds to your iCIMS email, you’ll receive their message in your Outlook Inbox!



REVIEW AND RECOMMEND A NEW HIRE

Advance, Reject, or Recommend a Candidate

After you've reviewed a candidate, you will Reject or Advance them in the hiring process.

WHEN MOVING A CANDIDATE FORWARD

Click the green Advance button



From the dropdown menu, select the appropriate step:

Recommend for Interview
Interview Scheduled
Interview Completed
Recommend for Hire

HINT!

When you select **Advance > Recommend for Hire**, the candidate will be routed in iCIMS to receive a salary calculation.

WHEN REJECTING A CANDIDATE

Click the red Reject button



From the dropdown menu, select the appropriate step:

Reviewed: Not Selected
Interviewed: Not Selected

TRACKING YOUR SELECTION PROCESS

Add notes and information



Based on the Reject or Advance step you choose, you may be prompted to add notes or additional information about why you rejected/advanced the candidates.

WHAT COMES NEXT?

After a recommendation has been made, Human Resources conducts an official offer call to review salary, schedule an orientation, and finalize an effective start date. All new employees must have background clearance before they begin work. If a person's background results are negative, an HR Representative must give approval before that employee may report to work.

Still have questions?

Brush up with **this step-by-step video.**

