

User Guide

# Hiring Managers

*Prepared By:* Reach Support



## 1 OVERVIEW

Welcome to the Reach Hiring Manager User Guide.

The Reach online recruitment system processes candidates for every vacancy across the organisation. The software is used by HR to administer vacancies and by Hiring Managers to screen candidates for live vacancies.

As a Hiring Manager, you have been granted system access to review candidate applications for your own vacancies. You can do this from any Internet enabled PC, anywhere in the world, 24/7.

*Please note that the software has been optimised for the following Browsers:*

- *Google Chrome, Firefox, Safari, and Internet Explorer 9 or above.*

Our guiding principle for busy Hiring Managers is that your software must be simple to use, powerful and so intuitive that virtually no training is required at all.

You are now able to:

- Screen candidates for your live vacancies
- Raise a new vacancy request for internal approval
- Check the status of your vacancy requests

This guide will provide you with an overview of the software and show you how to screen candidates and raise a vacancy requisition.

## 2 SYSTEM LOGIN

HR will issue your login credentials via email.

To login, please visit the URL address supplied in the email and enter your email address & password when prompted. We recommend that you bookmark this page.

If you forget your password, use the **Reset Password** button on the login page to trigger an email with a temporary password (e.g. *Tjk9M*)

To change your password, click the **Preferences** button when you are logged in.

If you have not received your login credentials yet, please contact HR.

## 3 HR VACANCY SETUP

During the vacancy setup process, the HR team assign Hiring Managers to the new vacancy.

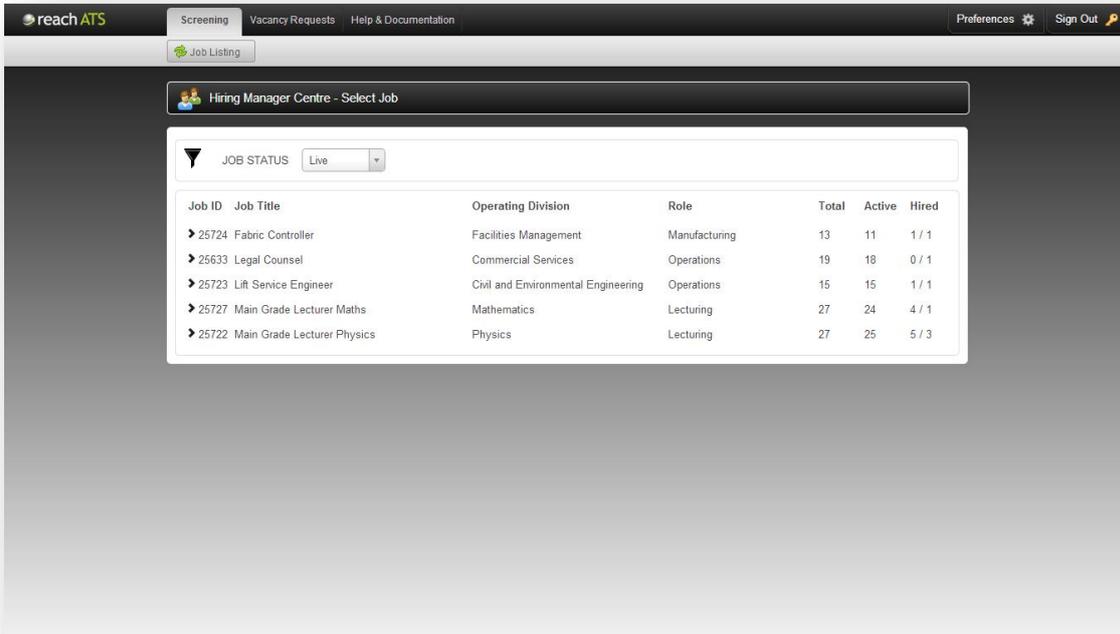
This ensures that Hiring Managers are only presented with vacancies and candidates for roles that they are directly responsible for.

If you are recruiting for a role and it does not appear in your Screening Listing, please contact HR.

## 4 SCREENING LISTING

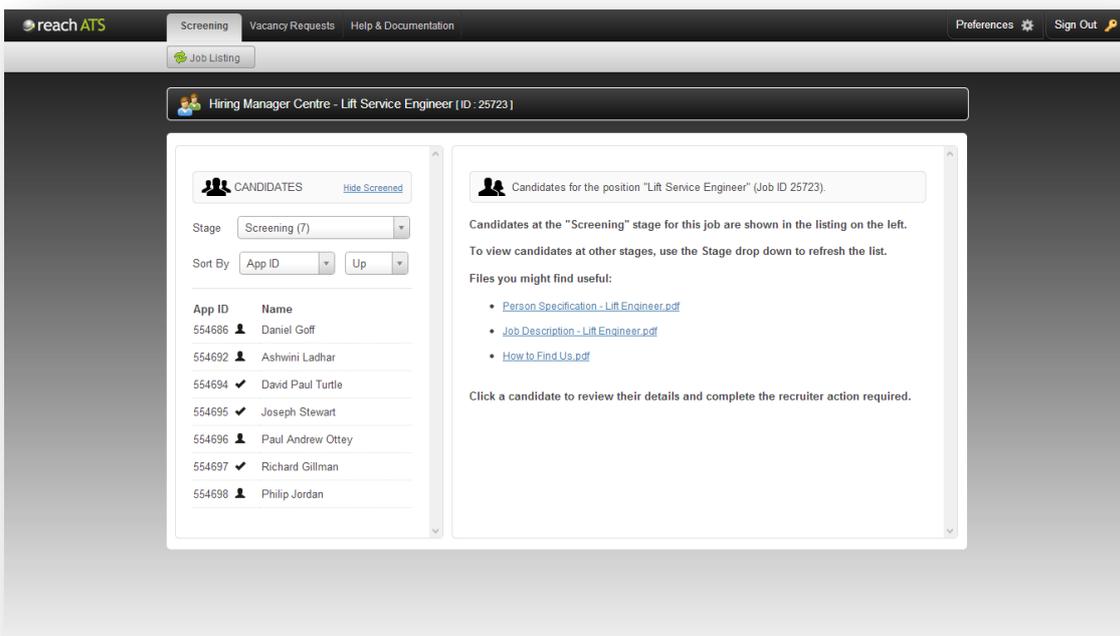
When you login, you will see the **Screening** tab. You will be presented with a list of job titles that have been allocated to you by HR.

**Figure 1: Hiring Manager Job Selector View**



Click on a Job Title to load the candidates that have applied for this role.

**Fig 2: Candidate Listing View**



Helpful instructions are shown in the right hand section, as well as some job related documents that may come in handy during screening.

Candidates currently at **Screening** stage are shown in the left hand section.

You can sort the candidates by:

- First Name
- Last Name
- Application ID
- Date of Application

Use the Up or Down feature to list candidates 'A - Z' or 'Z - A' etc.

*HR will handle all candidate administration following the Screening stage unless separate arrangements have been made directly with you.*

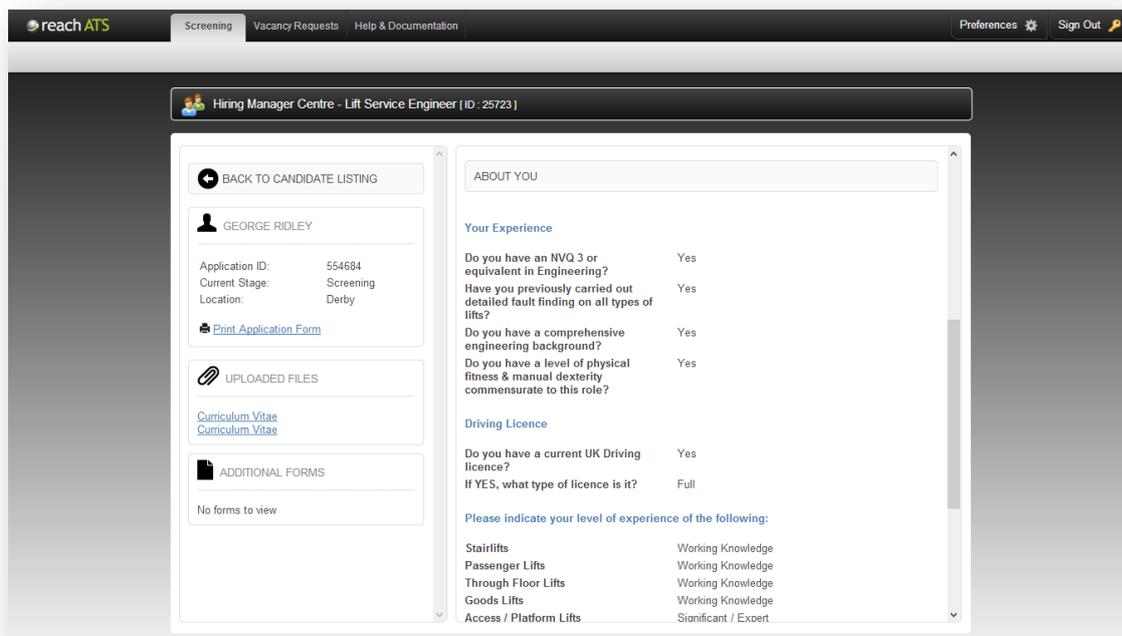
## 5. REVIEW A CANDIDATE'S APPLICATION

To review a candidate's details, click on their name in the left hand section.

The candidate's details are shown in the left hand section, together with any files they might have uploaded (e.g. CV).

To read the candidate's application, click the **Application Form** tab.

**Figure 3: Review the Candidate's Application Form**



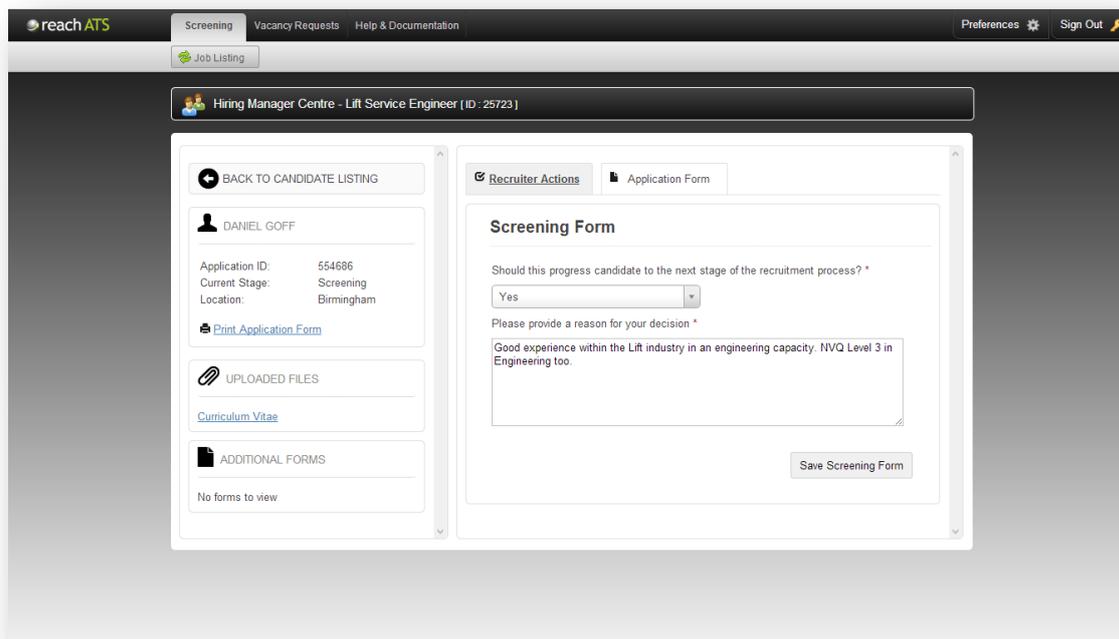
## 6. PROVIDE YOUR SCREENING FEEDBACK

Once you have reviewed the candidates' details you will need to add your screening decision to the system.

To add your screening feedback click the **Recruiter Actions** tab.

You will be presented with a short screening questionnaire. Fill in the questions and submit the form. Once you have submitted your screening decision, your answers will be saved.

**Figure 4: Provide Your Screening Feedback**



The screenshot shows the reach ATS interface. At the top, there are navigation tabs: 'Screening', 'Vacancy Requests', and 'Help & Documentation'. Below this, there's a 'Job Listing' tab. The main content area is titled 'Hiring Manager Centre - Lift Service Engineer (ID: 25723)'. On the left, there's a sidebar with a 'BACK TO CANDIDATE LISTING' button, a profile card for 'DANIEL GOFF' (Application ID: 554686, Current Stage: Screening, Location: Birmingham), and sections for 'UPLOADED FILES' (Curriculum Vitae) and 'ADDITIONAL FORMS' (No forms to view). The main area has two tabs: 'Recruiter Actions' (selected) and 'Application Form'. Under 'Recruiter Actions', there's a 'Screening Form' section. It contains a question: 'Should this progress candidate to the next stage of the recruitment process? \*' with a dropdown menu set to 'Yes'. Below this is a text area for 'Please provide a reason for your decision \*' containing the text: 'Good experience within the Lift industry in an engineering capacity. NVQ Level 3 in Engineering too.' A 'Save Screening Form' button is located at the bottom right of the form.

## 7. WHAT HAPPENS NEXT?

Once the candidate has been screened by all allocated Hiring Managers, the system automatically moves the candidate to the next stage of the process.

This stage is called **Screening Decision**.

At this stage, HR will review all screening feedback and candidates will be shortlisted based on your decisions.

You do not need to perform any action at this stage. Your HR contact will work with you to discuss the arrangements for shortlisted candidate interviews.

## 8 VACANCY REQUESTS

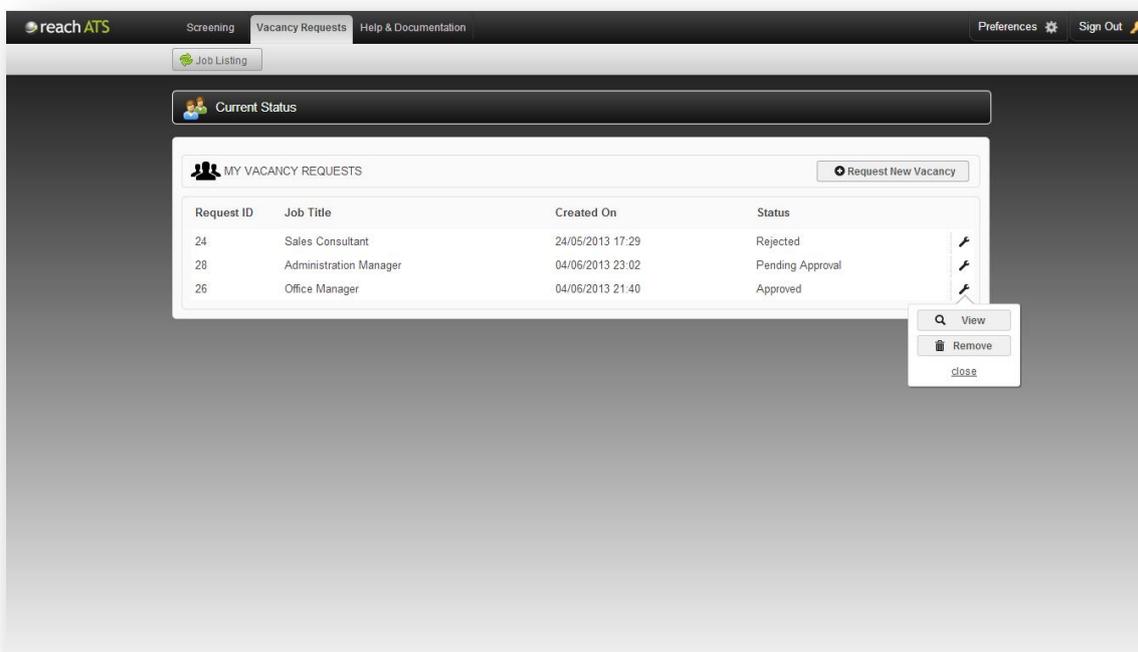
The Reach system processes vacancy requisitions across the organisation.

If you have raised a vacancy request, the details will be shown in the **Vacancy Requests** tab, as well as the current status of the request.

When you raise a request, the vacancy approver is sent an email instantly. When they have approved or declined your request, you will receive email notification.

Click the **Spanner** icon to **View** your submitted vacancy request form or to **Remove** it from your list.

**Figure 5: Vacancy Requests Listing**



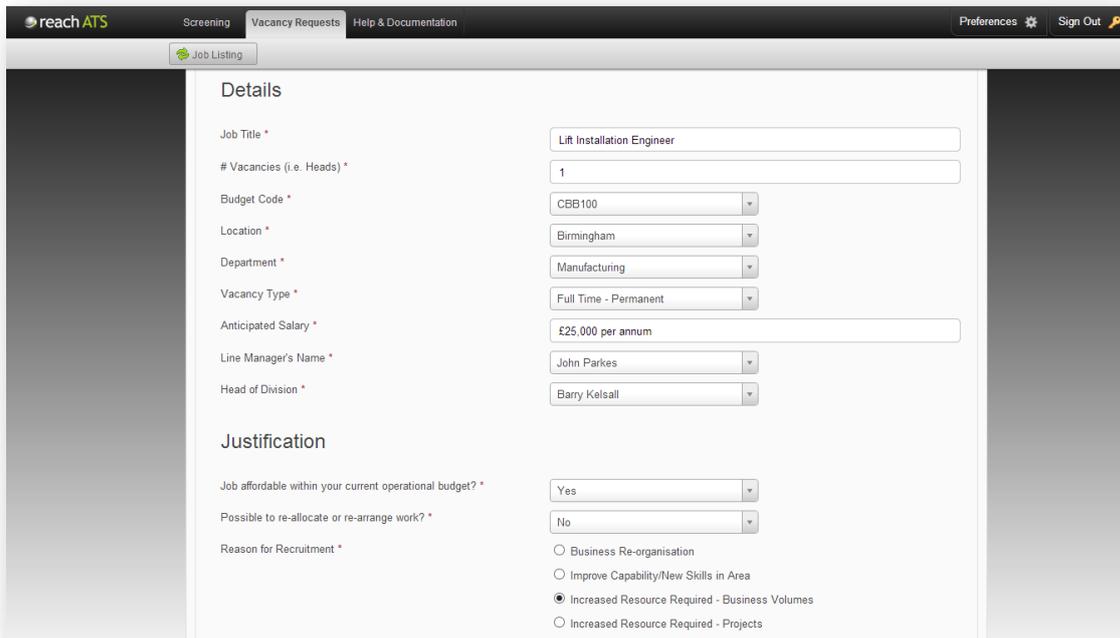
## 9 RAISE A VACANCY REQUEST

To raise a vacancy request, click the **Request New Vacancy** button in the Vacancy Requests tab.

Fill in the form and press **Submit**.

You will be kept updated of the status of your request via email. You can also see a real-time status in the Vacancy Requests tab.

**Figure 6: Example Vacancy Request Form**



The screenshot shows the 'reach ATS' interface with the 'Vacancy Requests' tab selected. The form is titled 'Details' and contains the following fields:

- Job Title \*: Lift Installation Engineer
- # Vacancies (i.e. Heads) \*: 1
- Budget Code \*: CBB100
- Location \*: Birmingham
- Department \*: Manufacturing
- Vacancy Type \*: Full Time - Permanent
- Anticipated Salary \*: £25,000 per annum
- Line Manager's Name \*: John Parkes
- Head of Division \*: Barry Kelsall

The 'Justification' section includes:

- Job affordable within your current operational budget? \*: Yes
- Possible to re-allocate or re-arrange work? \*: No
- Reason for Recruitment \*:
  - Business Re-organisation
  - Improve Capability/New Skills in Area
  - Increased Resource Required - Business Volumes
  - Increased Resource Required - Projects

## 10 PREFERENCES

You can update your personal details or **change your password** at any time by clicking the **Preferences** button.

In addition, you can change the **Background Wallpaper** (from a choice of 50+ wallpapers) of your Reach interface.

## 11. CONTACT SUPPORT

If you need assistance at any time whilst using the Reach system please contact the Support Team at [support@reach-ats.com](mailto:support@reach-ats.com)