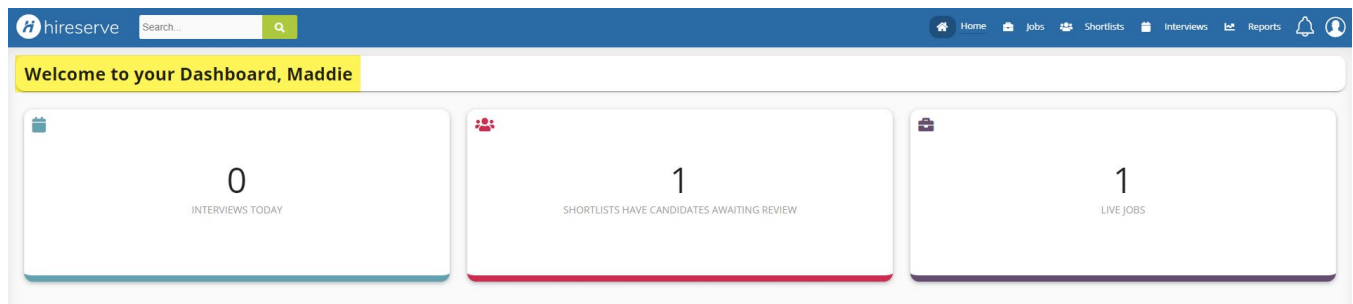


# HireServe Recruit Quick Guide


Search Committee Member

HMP Version 2.0 – November, 2021



[https://viu-ats-ca-sso.hireserve.com/v6/ic\\_extjs.shell?p\\_web\\_site\\_id=100017#/en/home](https://viu-ats-ca-sso.hireserve.com/v6/ic_extjs.shell?p_web_site_id=100017#/en/home)

## Definitions

1. **Dashboard:** first screen you see when logging into the Hiring Manager Portal.
2. **Tile:** "bucket" of activities within the Hiring Manager Portal.
3. **Menu Bar:** blue bar at the top of the screen that contains menus.
4. **Live Jobs:** jobs that are currently posted on the internet or intranet.
5. **Interviews Today:** the number of interviews scheduled that day for the current user.
6. **Shortlists Have Candidates Awaiting Review:** the number of applications requiring action from the current user.
7. **Notifications** will be displayed on the menu bar . Clicking on the bell will open a list of notifications. Notifications may include applicants for review and shared competitions.





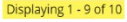






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



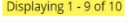






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## Rate and Assess Candidates (shortlist for interview)

1. Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on 
3. Click on vertical ellipsis  of the first candidate to be reviewed and select **Rate Candidate**.
4. Review candidate's documents on the **Rate Candidate** tab. If there are multiple pages of applications, use the sliders  |  Refresh data  at the bottom to move between pages.
5. Assess candidate by clicking **Assess Candidate** tab and completing **Candidate Assessment** on the right of the screen, adding comments if desired. Use the drop-down box at the top to view the candidate's documents. When complete, click  > 
6. Click  and choose whether to progress , hold , or reject  the candidate.

## Post-Interview Candidate Assessment

1. Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on  >  > **Assessment Review > Interview**.
3. Click on the  vertical ellipsis of the first candidate to be reviewed and select **Rate Candidate**.
4. Review candidate's documents on **Rate Candidate** tab. If there are multiple pages of applications, use the sliders  |  Refresh data  at the bottom to move between pages.
5. Assess candidate by clicking **Assess Candidate** tab and completing **Candidate Assessment** on the right of the screen, adding comments if desired. Use the drop-down box at the top to view the candidate's documents. When complete, click  > 
6. Click  and choose whether to progress , hold , or reject  the candidate.