

# ICIMS Hiring Manager User Guide

University of Massachusetts  
Medical School



## Table of Contents

Introduction and Overview.....	3
Glossary of Terms.....	4
Icons.....	5
Logging into iCIMS.....	6
General Navigation.....	7
Create a New Job Requisition.....	8
General Information.....	9
Assignment.....	10
Compensation.....	11
Requisition Justification.....	12
Interview Team.....	12
Foreign Project Registration.....	13
Job Description.....	13
Additional Information.....	14
Job Requisition Approval .....	15
Copy a Job Requisition.....	18
Reviewing Dashboard.....	19
Taking Action on Applicants.....	24
Scheduling Interviews.....	26
Request Offer and Close Candidates.....	28
View how an applicant applies for a position.....	31

## Introduction and Overview

The Human Resource team has created this user guide to help you understand and begin using UMMS' new talent management system iCIMS. In this guide are step by step instructions on how to access, navigate and use the capabilities of the system to facilitate the recruitment process.

Highlights of the iCIMS system include:

For Managers:

- **Access anytime, anywhere with Internet connectivity**
- **The ability to copy an existing job requisition.**
- **Improved communication on status of requisitions**
- **The interview scheduler function can set up multiple interviews.**

For Applicants:

- **Friendlier application process**
- **Timelier communication regarding status of application**
- **Internal applicants have more streamlined experience**

For UMMS:

- **Recruitment lifecycle is streamlined**
- **The recruitment process is all captured in iCIMS reducing paper duplication.**
- **iCIMS is compliant with OFCCP regulations.**

As always we enjoy working with you and welcome any questions you have. The recruitment team is available to help and answer any questions you have using the system.

## **Glossary:**

**Applicant:** An individual who submits an expression of interest in employment and possesses the basic qualifications for the position.

**Candidate:** An applicant who is being considered for the position.

**Coordinator:** Contact person within HR.

**ICIMS:** The iCIMS Talent Platform is a talent management system. The platform makes it easier to manage and streamline all recruitment, hiring and employee management processes.

**Hiring Manager:** A system user from a department that can create and manages job requisitions.

**Requisition Creator:** A system user from a department that can create and manage job requisitions in support of a hiring manager.

























**OFCCP:** Office of Federal Contract Compliance Programs. OFCCP is responsible for ensuring that employers doing business with the federal government comply with the laws and regulations requiring nondiscrimination.

**Portal:** External and internal links where jobs are posted.

**Status:** The current position of an applicant or candidate in the recruitment process for a particular job requisition.

**Talent Specialist:** New title for a recruiter or employment specialist.

## Icons:

-  This icon indicates the source where the candidate heard about the position.
-  This icon lets you know if the EEO information was completed or not.
-  This icon gives you the answers to the screening questions
-  This icon lets you take action on the candidate to put them into another status by selecting the values in the drop down
-  Download VCard– allows you to add this applicant/candidate to your contacts in Outlook.
-  Send this Profile by Email– allows you to send person’s resume to someone.
-  Submit to Workflow – allows you to submit the applicant to another position.
-  Additional Documents– allows you to view additional documents on the applicant/candidate.
-  Associated Expenses– allows you to see any expenses on the applicant/candidate.
-  Prints Profile – allows you to print the applicant’s/candidate’s profile.
-  View Folder Log– allows you to see the history on the applicant/candidate.
-  Profile Audit Trail– gives you an audit on the when and who touched the different tabs on the applicant/candidate.
-  Download Resume Icon
-  Extract Skills icon
-  Resume History Icon shows you all the different resumes that the applicant/candidate has uploaded.
-  Communication Center - where you send out correspondence to the applicant/candidate
-  New Interview– allows you to schedule an interview for the candidate.
-  Edit interview– allows you to edit the interview with the candidate.
-  New Task - creates a task.
-  IForms Center– allows you to see the IForms on the applicant/candidate.
-  Export– exports data into excel
-  Generate Chart– creates chart
-  Refresh
-  Required by OFCCP

## Logging into iCIMS.

**Step 1:** <http://umms.icims.com>

**Step 2:** Enter your username and password.

**iCIMS 11.2**

**You have been logged out.**

To access this site, enter Login and password.


Note: Your screen resolution (1152x720) is less than our recommended setting of 1024x768.  
[Learn how to change your screen resolution.](#)

Login:

Password:

[Forgot your Login or Password?](#)

**University of Massachusetts Medical School**



# General Navigation

## Dashboard:

The dashboard displays panels for hiring managers to access and manage their requisitions and candidates in iCIMS.

## Dashboard Panels:

**Welcome Screen:** Provides instructions on how to manage requisitions and candidates.

**New Applicants by Requisition:** Displays new applicants.

**My Open Jobs:** Displays all active open positions currently being recruited for.

**Pending Jobs:** Displays all jobs opened by hiring manager but waiting for approval.

## Tool Bar:

**New Job :** Use to create a new requisition from available job templates.

**Tools:** Allows access to Preferences, Task, Appointment, Announcements

**Managers Toolkit:** Access to all forms used in iCIMS.

Dashboard | New Job | Tools | Managers ToolKit

Quick Links | Menu

Tasks(1)

Appointments

Welcome to the Talent Platform for Hiring Managers

Visit the [iCIMS Customer Care](#) site for Training Resources, FAQs, User Forums, and more.

Here are some quick instructions for navigating through the system:

**Requisitions**

- To create a new **Requisition** and route for approval:
  - Click **New Job** on the main menu.
  - Select the appropriate title and job code from the **Job Template** list.
  - Complete all required fields, then click the **Next** button.
  - On the **Job Description** page, click the **Finish** button.
  - Complete the **Approval List** as follows:
    - Enter the last name of the 1<sup>st</sup> approver in the **Find** box and click the **Search** button.
    - Select the person's name from the **Found Matching Approvers** box, then click the **Insert Approver** button.
    - Repeat steps above until all necessary approvers are shown in the **Current Approval** box.
    - Click the **Begin Approvals** button.
- To view current **Requisitions**:
  - Select the link under **My Open Jobs** in the **Jobs** panel at the right side of the Dashboard.
- To view **pending Requisitions** and the approval status:
  - Select the under **Pending Jobs** in the **Jobs** panel at the right side of the Dashboard.
  - Click the **Approval** tab to see the current approver and status.

**Candidates**

- In a Requisition, click on the **Applicant Flow** tab.
- Candidates are grouped by their current status. To view the candidates in a given status, click the + symbol to expand the selection.
- To view a Candidate's profile, click on the Candidate's name.
- To review multiple Candidates, use the above step and navigate through the list by using the navigation arrows in the upper right as appropriate.

**Updating Candidates' Status**

- Check the box next to the Candidate(s) name.
- Click the **Take Action** button at the top of the tab.

**New Applicants by Req**

New Applicants by Req  
You do not have access to the underlying search template.

**Jobs**

**My Open Jobs**

<a href="#">2011-1008</a>	<a href="#">Test Job 2</a>
<a href="#">2011-1010</a>	<a href="#">Senior Clinical Analyst</a>
<a href="#">2011-2666</a>	<a href="#">Animal Tech II</a>
<a href="#">2011-2669</a>	<a href="#">Assoc Dir Admin &amp; Fin</a>
<a href="#">2011-2671</a>	<a href="#">R&amp;D Associate I</a>

[More Resu](#)

**Pending Jobs**

<a href="#">2011-1029</a>	<a href="#">Academic Administrator II</a>
<a href="#">2011-1035</a>	<a href="#">Academic Personnel Specialist</a>
<a href="#">2011-1036</a>	<a href="#">Academic Administrator I</a>
<a href="#">2011-1038</a>	<a href="#">Academic Administrator I</a>
<a href="#">2011-1040</a>	<a href="#">Academic Administrator I</a>


[More Resu](#)

**Regional Open Jobs**

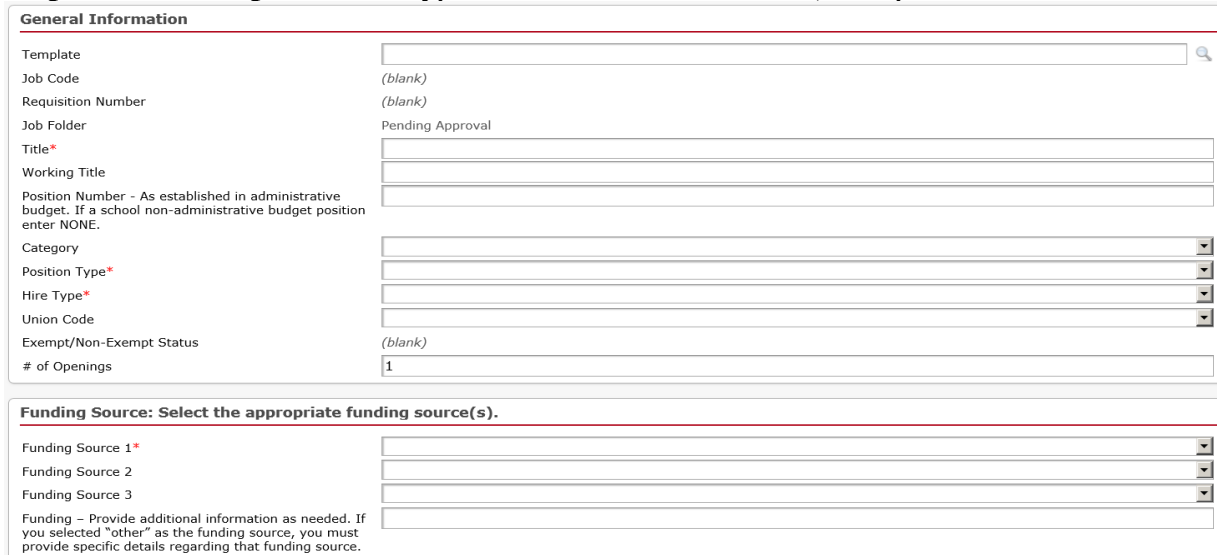
No Results

# Create a new Job Requisition

**Step 1:** Select the **New Job** tab at the top of the screen.

 **Tip:** All required fields have a \* and any field that is grey cannot be edited.

**Step 2:** In the **Template Field**, type the **Job Code** or **Job Title**, then press **Enter**.



**General Information**

Template	<input type="text"/>
Job Code	(blank)
Requisition Number	(blank)
Job Folder	Pending Approval
Title*	<input type="text"/>
Working Title	<input type="text"/>
Position Number - As established in administrative budget. If a school non-administrative budget position enter NONE.	<input type="text"/>
Category	<input type="text"/>
Position Type*	<input type="text"/>
Hire Type*	<input type="text"/>
Union Code	<input type="text"/>
Exempt/Non-Exempt Status	(blank)
# of Openings	1

**Funding Source: Select the appropriate funding source(s).**

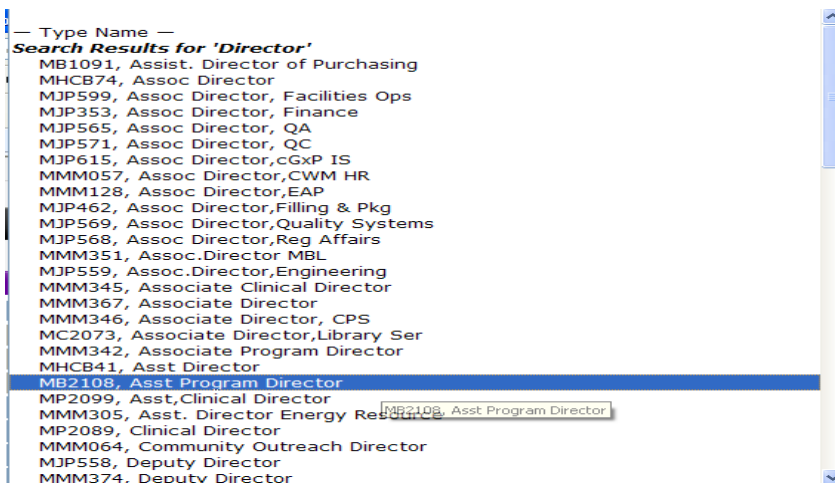
Funding Source 1*	<input type="text"/>
Funding Source 2	<input type="text"/>
Funding Source 3	<input type="text"/>

Funding - Provide additional information as needed. If you selected "other" as the funding source, you must provide specific details regarding that funding source.

**Step 3:** Click the **drop down arrow** to display all of the jobs that match your search criteria

Template:

**Step 4:** Scroll to locate the job and then select it.



— Type Name —  
**Search Results for 'Director'**

- MB1091, Assist. Director of Purchasing
- MHCB74, Assoc Director
- MJP599, Assoc Director, Facilities Ops
- MJP353, Assoc Director, Finance
- MJP565, Assoc Director, QA
- MJP571, Assoc Director, QC
- MJP615, Assoc Director,cGxP IS
- MMM057, Assoc Director,CWM HR
- MMM128, Assoc Director,EAP
- MJP462, Assoc Director,Filling & Pkg
- MJP569, Assoc Director,Quality Systems
- MJP568, Assoc Director,Reg Affairs
- MMM351, Assoc.Director MBL
- MJP559, Assoc.Director,Engineering
- MMM345, Associate Clinical Director
- MMM367, Associate Director
- MMM346, Associate Director, CPS
- MC2073, Associate Director,Library Ser
- MMM342, Associate Program Director
- MHCB41, Asst Director
- MB2108, Asst Program Director**
- MP2099, Asst,Clinical Director
- MMM305, Asst. Director Energy Res
- MP2089, Clinical Director
- MMM064, Community Outreach Director
- MJP558, Deputy Director
- MMM374, Deputy Director



**Step 5:** Review the job template that has prefilled.

General Information	
Template	MB2108, Asst Program Director
Job Code	MB2108
Requisition Number	(blank)
Job Folder	Pending Approval
Title*	Asst Program Director
Working Title	Asst Program Director
Position Number - As established in administrative budget. If a school non-administrative budget position enter NONE.	
Category	Management
Position Type*	
Hire Type*	
Union Code	Non Union Position-W60-Non Unit Professional
Exempt/Non-Exempt Status	Exempt
# of Openings	1

Funding Source: Select the appropriate funding source(s).	
Funding Source 1*	
Funding Source 2	
Funding Source 3	
Funding - Provide additional information as needed. If you selected "other" as the funding source, you must provide specific details regarding that funding source.	

**Step 6:** Complete the following fields:

- **Working Title:** Pre-populated. Hiring manager can enter the name of the working title if it is different than the Job Title. This title will appear on all postings, internal and external.
- **Position Number:** Enter only if your department is using position control.
- **Category:** Pre-populated from the job title
- **Position Type:** Select from drop down
- **Hire Type:** Select from drop down
- **Union Code:** Pre-populated but can be changed
- **Funding Source 1:** Select from drop down
- **Funding Source 2:** Select if applicable
- **Funding Source 3:** Select if applicable
- **# of Openings:** Pre-populated with 1. UMCH has an exception for per diem requisitions.

**Step 7: Complete the Assignment Section.**

**Hiring Manager** will default to current user name but another person can be designated.


**Tip: iCIMS allows two users to be assigned to a job requisition. The requisition creator and user assigned in the hiring manger field will have access. There is also a view hiring manager field which will give "view" access only to the person name in this field.**

The screenshot shows the 'Assignment' form in iCIMS. It contains several fields: 'Hiring Manager\*' (text input with search icon), 'View Only Hiring Manager' (text input with search icon), 'Talent Specialist\*' (dropdown menu), 'Coordinator' (dropdown menu), 'Department\*' (text input with search icon and edit icon), 'Location\*' (text input with search icon), and 'Additional Locations' (text area with a 'New' button).

**Step 8: Select the Talent Specialist.**

**Step 9: Select the Coordinator.**

**Step 10: Select the Department.**

Click on the **Show List Picker** icon  to select the SBU (CMW, Mass Biological Labs, School) then select the appropriate Department.

The screenshot shows the 'List Viewer' window in Internet Explorer. The browser title is 'List Viewer - Windows Internet Explorer provided by UMASS Medical School'. The address bar shows the URL: 'https://umms.icims.com/icims2/servlet/icims2?module=AppList&action=selectList&list=lists.customfields\_lists&sou'. The main content area is titled 'List Viewer' and contains a 'Make a Selection:' section. The selection list is expanded to show 'School' with a sub-list of departments including: 'Access Control - Lobbies - W842512', 'Access Control - W842511', 'Accounts Payable - W865030', 'Administration & Finance - W401000', 'Administration & Info Mgmt - W416930', 'Admissions - W411000', 'Alumni Affairs - W400110', 'Anesthesiology - W822900', 'Animal Medicine - W407200', 'Asset Management - W865050', 'Audio Visual - W417200', 'Biochemistry & Molecular Pharm - W404000', 'Bioinformatics & Integratv Bio - W403700', 'Bookstore - W100014', and 'Bookstore - W416500'. At the bottom of the window are 'Cancel' and 'Save' buttons.

**Step 11: Click Save.**

**Step 12: Location field.**

All Commonwealth Medicine locations have a "CWM" suffix. For CWM users, search for "CWM" in the location field to display valid CWM locations. For all other departments, search by location name (be careful not to select a location with a suffix of CWM).

Click on the drop down arrow and select **Type Name**. Type your search as noted above. Click the Search Icon and then the drop down arrow and make your selection

— Type Name —  
— Create Company —  
South Street-School - 333 South Street Shrewsbury, Massachusetts 01545 United States  
**Search Results for 'south'**  
MCI Cedar Junction-CWM, Route 1A, South Walpole, Massachusetts, 02071, United States  
MCI Plymouth-CWM, Myles Standish Forest, PO Box 207, South Carver, Massachusetts, 02366, United States  
SLJ, 305 South Street, Jamaica Plain, Massachusetts, 02130, United States  
South County Pedi Clinic, 340 Thompson Road, Webster, Massachusetts, 01570, United States  
South Middlesex Cor Ctr-CWM, 135 Western Avenue, Framingham, Massachusetts, 01701, United States  
South Street-CWM, 333 South Street, Shrewsbury, Massachusetts, 01545, United States  
South Street-School, 333 South Street, Shrewsbury, Massachusetts, 01545, United States  
State Labs-CWM, 305 South Street, Jamaica Plain, Massachusetts, 02130, United States  
State Labs-School, 305 South Street, Jamaica Plain, Massachusetts, 02130, United States

**Step 13: Compensation and Posting & Sourcing**

Compensation over 100K require the President's Office Approval. Post Type must be selected

**Compensation**  
Salary Grade 46  
Target Salary  
Relocation Offered  
Approval by the President's Office Required (Salaries over 100K)\*

**Posting & Sourcing**  
Post Type\*  
Sourcing Preferences-List specific sourcing options that have been successful in the past  
Sourcing Challenges-Indicate any prior challenges in finding candidates for this role

**Step 14: Complete the Additional Data information**

**Additional Data**  
Shift\*  
Hours/Week  
Job Group 38  
Position Eligible for VISA Sponsorship

- Select the appropriate shift.
- Enter the appropriate weekly hours.
- Job Group cannot be changed.
- Answer position eligible for VISA sponsorship

## Step 15: Requisition Justification

Justification for the requisition must be entered here.

### Requisition Justification

Justification 1) Reason for Vacancy. 2) Describe the critical need to fill this position immediately. 3) Elaborate on less costly options that have been considered in lieu of filling this position. 4) If temporary support indicate the expected length of assignment.\*

## Step 16: Enter **Interview Team** names. **Required Information for OFCCP**

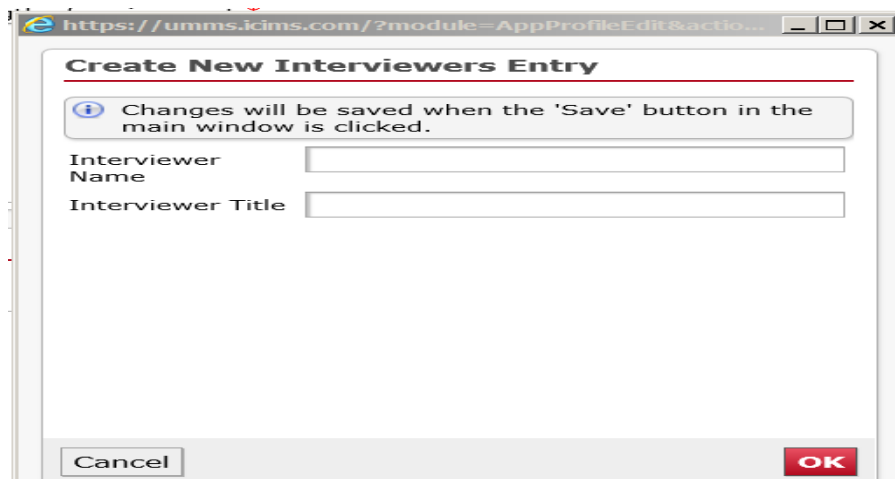
Click **New** to add employees who will be part of the interview team.

### Interview Team


Interviewers\* New

Enter the **Interviewer Name** and **Interviewer Title** then click **OK**.

Repeat steps as necessary to add all members of the interview team.



### Create New Interviewers Entry

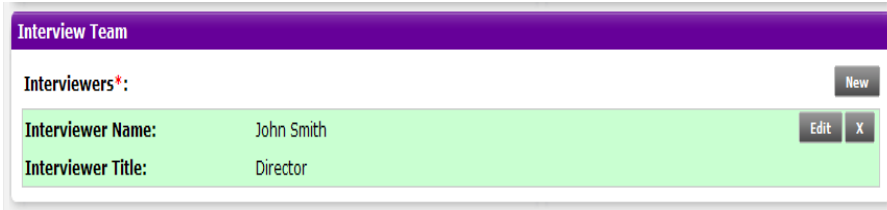
 Changes will be saved when the 'Save' button in the main window is clicked.

Interviewer Name

Interviewer Title

## Step 17: Review the list of interviewers

- Click **Edit** to update interviewer information
- Click **X** to delete an interviewer



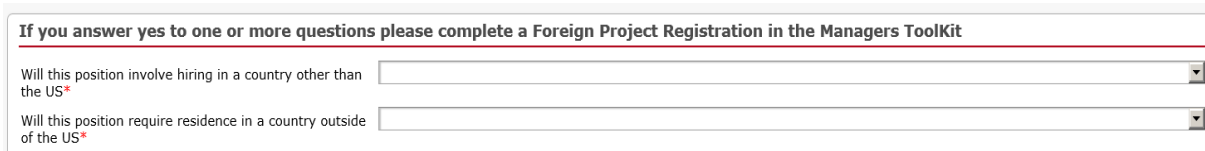
**Interview Team**

Interviewers\* New

Interviewer Name:	John Smith	<span>Edit</span> <span>X</span>
Interviewer Title:	Director	

## Step 18: Foreign Project Registration.

Click the **drop down arrow** and answer **Yes** or **No** to questions regarding hiring and residence outside of the US.



**If you answer yes to one or more questions please complete a Foreign Project Registration in the Managers ToolKit**

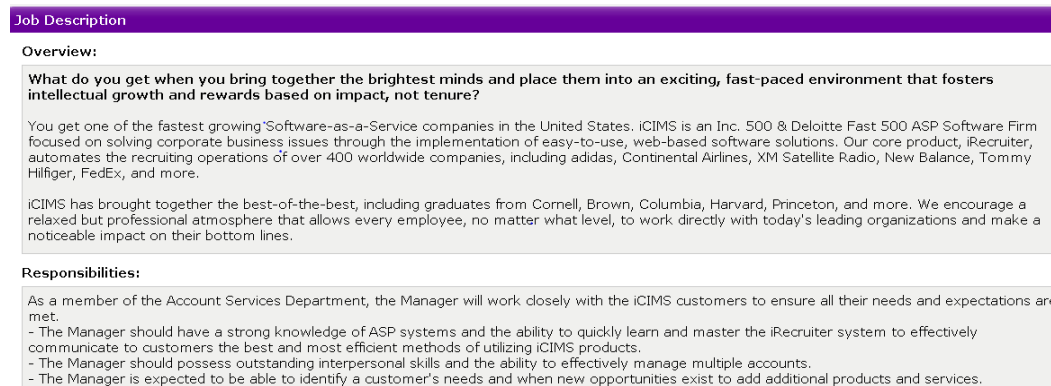
Will this position involve hiring in a country other than the US\*

Will this position require residence in a country outside of the US\*

**Note:** If you answer **Yes** to either question, you must complete the **Foreign Project Registration** form located in the **Manager's Toolbox**.

## Step 19: Click Next.

**Step 20:** Review the **Job Description** information. Your talent specialist can help you with any updates or changes.



**Job Description**

**Overview:**

**What do you get when you bring together the brightest minds and place them into an exciting, fast-paced environment that fosters intellectual growth and rewards based on impact, not tenure?**

You get one of the fastest growing Software-as-a-Service companies in the United States. iCIMS is an Inc. 500 & Deloitte Fast 500 ASP Software Firm focused on solving corporate business issues through the implementation of easy-to-use, web-based software solutions. Our core product, iRecruiter, automates the recruiting operations of over 400 worldwide companies, including adidas, Continental Airlines, XM Satellite Radio, New Balance, Tommy Hilfiger, FedEx, and more.

iCIMS has brought together the best-of-the-best, including graduates from Cornell, Brown, Columbia, Harvard, Princeton, and more. We encourage a relaxed but professional atmosphere that allows every employee, no matter what level, to work directly with today's leading organizations and make a noticeable impact on their bottom lines.

**Responsibilities:**

As a member of the Account Services Department, the Manager will work closely with the iCIMS customers to ensure all their needs and expectations are met.

- The Manager should have a strong knowledge of ASP systems and the ability to quickly learn and master the iRecruiter system to effectively communicate to customers the best and most efficient methods of utilizing iCIMS products.
- The Manager should possess outstanding interpersonal skills and the ability to effectively manage multiple accounts.
- The Manager is expected to be able to identify a customer's needs and when new opportunities exist to add additional products and services.



**Tip:** Use the **Previous** icon to make any changes to the req.

The following DEEO statement is required on all job descriptions.

*As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.*

Additional Data: List any extra information needed on the position.

<b>Additional Data</b>
<b>Additional Information</b>
This position is located within a federal correctional facility in Devens, MA.


**Step 21:** Click **Finish**.

\

# Job Requisition Approval

Select your approvers according to the information noted below for each business unit.

### Edit Approval List

 You have marked this job as pending approval.

Select your approvers in the following order to ensure the approval process to flow correctly. If you make an error in order you will have to manually move the approvers after you have finished selecting. **Be sure to hit the "begin approval" button at the top left to start the electronic approval process.**

**Commonwealth Medicine:**

- Manager/Division Administrator
- Department Head/Department Administrator
- Charlene Cutroni, Associate Director Reporting and Metrics, CWM Finance
- Michelle Jones-Johnson, Director of Human Resources, Talent Management
- Talent Specialist

**Medical School:**

- Manager/Division Administrator
- Department Head/Department Administrator
- Michelle Jones-Johnson, Director of Human Resources, Talent Management
- Talent Specialist

**MassBiologics:**

- Manager/Division Administrator
- Johanna Breeden, Budget & Finance
- John Finch, Deputy Director, Administration
- Michelle Jones-Johnson, Director of Human Resources, Talent Management
- James Mack, Talent Specialist

[View/Edit Email Message](#)

Note: If you do not customize the default message, the template for this approval type will be used.

Search Approvers

**Add Approver**

**Step 2:** Type the last name of the approver in the Search Approvers field and then click on the drop down arrow. Select their name from the drop down menu.

Search Approvers:

Search Global Lists:

Approver

— Type Name —

**Search Results for 'dugard'**

Boomer Dugard, ecajd53@verizon.net

Carol Dugard, Carol.Dugard@umassmed.edu

Numa Dugard, numa.dugard@umassmed.edu

Oreo Dugard, oreo.dugard@umass.edu

**Step 3:** Click **Add Approver** button. Repeat as necessary to add additional approvers.

Search Approvers

[Add Approver](#)

Approver	Email	Status
⋮ Carol Dugard	carol.dugard@umasstest.edu	Pending <span style="float: right;">⌵ ✖</span>
⋮ sharon vieira	sharon.vieira@umassmed.edu	Pending <span style="float: right;">⌵ ✖</span>

**Step 5:** Click **Begin Approvals** Link.

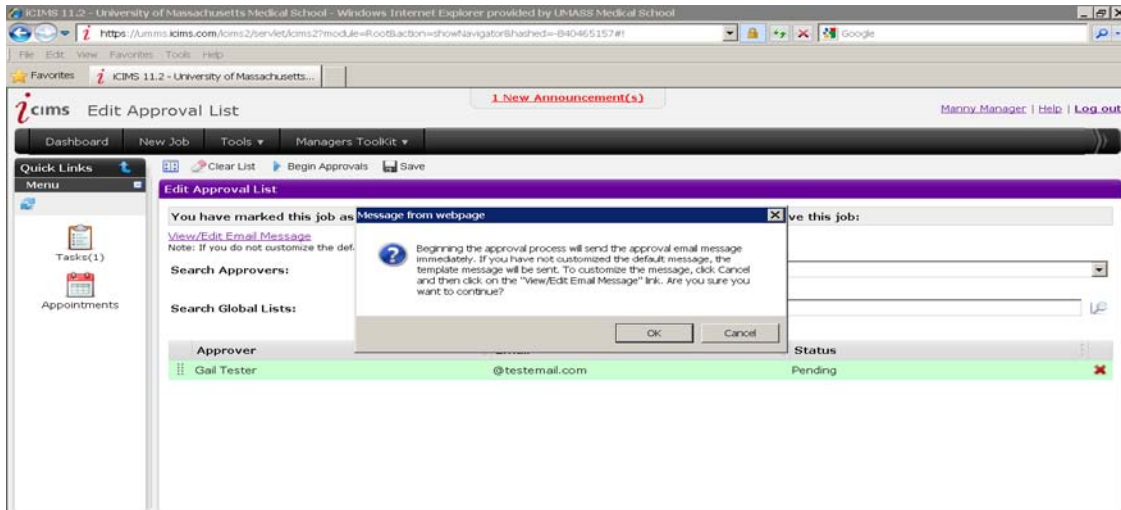
**IMPORTANT:** You must click this link to start the approval process. Clicking the “Save” button will not start the process it will only save the approver listing that you have created.

Person ▾
Job ▾
Company ▾
Search ▾

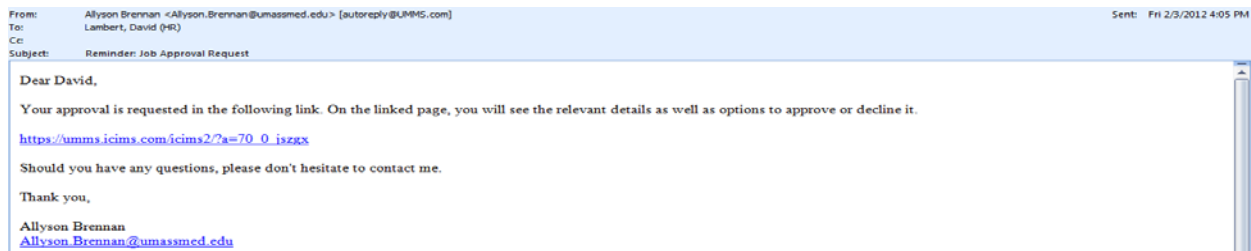
:k Links



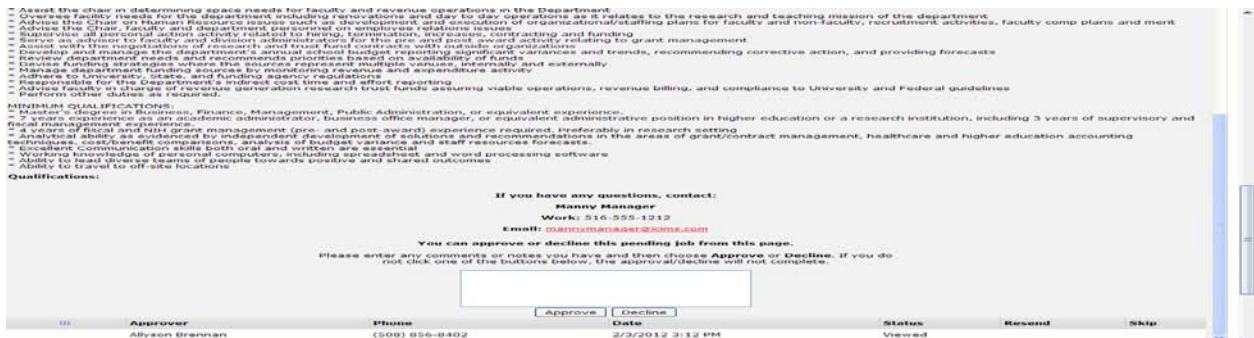
**Step 6:** Message window will appear, Click OK.



An email will be generated and sent to the hiring manger requesting they approve the requisition.



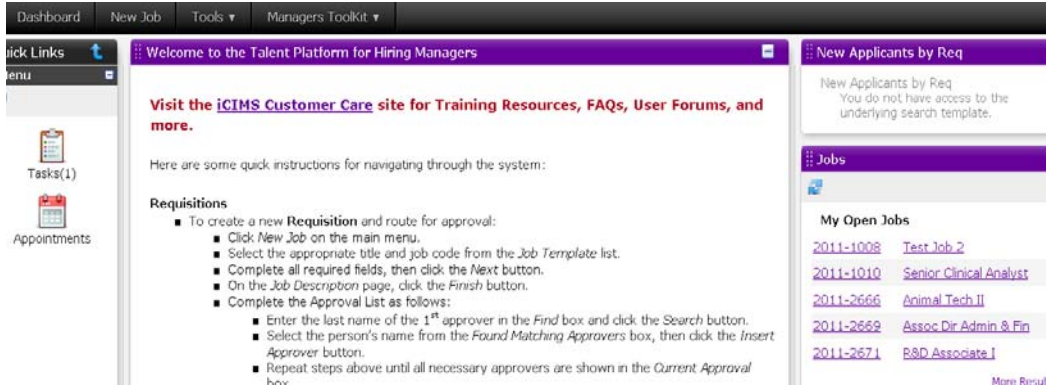
In the email the hiring manger will click on the hyperlink and approve the job.




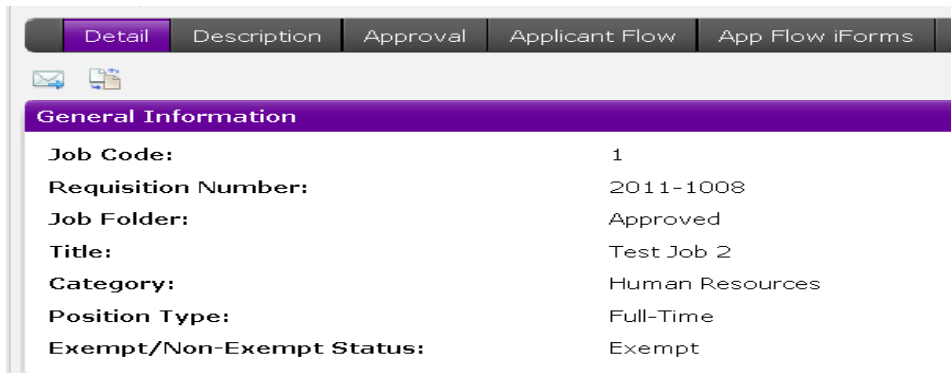
Once the requisition has been approved by all approvers, the Talent Specialist will contact the hiring manager.

# Copying A Job Requisition

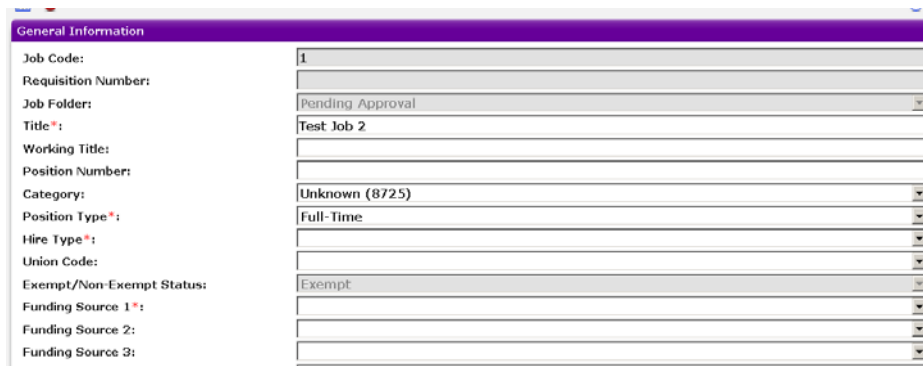
**Step 1:** While on your dashboard page, select the job requisition that you wish to copy.



**Step 2:** Click on the copy icon 



**Step 3:** This will bring you to the job template with all fields completed that were on the job req you copied. Follow the “create new job” instructions for completing the req.



# Reviewing Dashboard

**Step 1:** To view the candidate pool, click **Dashboard**.

**Dashboard** | Manny Manager | Help | Log out

Dashboard | New Job | Tools | Managers Toolkit

**Quick Links** | **Welcome to the Talent Platform for Hiring Managers**

Visit the [iCIMS Customer Care site](#) for Training Resources, FAQs, User Forums, and more.

Here are some quick instructions for navigating through the system:

**Requisitions**

- To create a new **Requisition** and route for approval:
  - Click **New Job** on the main menu.
  - Select the appropriate title and job code from the **Job Template** list.
  - Complete all required fields, then click the **Next** button.
  - On the **Job Description** page, click the **Finish** button.
  - Complete the **Approval List** as follows:
    - Enter the last name of the 1<sup>st</sup> approver in the **Find** box and click the **Search** button.
    - Select the person's name from the **Found Matching Approvers** box, then click the **Insert Approver** button.
    - Repeat steps above until all necessary approvers are shown in the **Current Approval** box.
    - Click the **Begin Approvals** button.
- To view current **Requisitions**:
  - Select the link under **My Open Jobs** in the **Jobs** panel at the right side of the Dashboard.
- To view pending **Requisitions** and the approval status:
  - Select the under **Pending Jobs** in the **Jobs** panel at the right side of the Dashboard.
  - Click the **Approval** tab to see the current approver and status.

**Candidates**

- In a **Requisition**, click on the **Applicant Flow** tab.
- Candidates are grouped by their current status. To view the candidates in a given status, click the + symbol to expand the selection.
- To view a Candidate's profile, click on the Candidate's name.
- To review multiple Candidates, use the above step and navigate through the list by using the navigation arrows in the upper right as appropriate.

**Updating Candidates' Status**

- Check the box next to the Candidate(s) name.
- Click the **Take Action** button at the top of the tab.
- Select the appropriate **Action Step** and follow the prompts to completion.

**My Applicants (All)**

My Applicants (All)

**Jobs**

**My Open Jobs**

2011-1008	Test Job 2
2011-1010	Senior Clinical Analyst
2011-1029	Academic Administrator II
2011-1035	Academic Personnel Specialist
2011-1036	Academic Administrator I

[More Results...](#)

**Pending Jobs**

2012-8269	Accountant, Staff III
2012-8276	Academic Administrator I
2012-8277	Academic Administrator I
2012-8278	Academic Administrator I
2012-8279	Academic Administrator I

[More Results...](#)

**Regional Open Jobs**

2011-2688	Admin Asst I	modified
2011-2697	Admin Assistant I	modified

**Step 2:** For the **Hiring Manager** user look under **Jobs** and in **My Open Jobs** and search for the requisition.

**Job Search: Open Jobs Assigned to HM**

Dashboard | New Job | Tools | Managers Toolkit

**Search Results (32 Found)**

Requisition Number	Title
2011-2690	Assoc Dir Admin & Fin
2011-2695	Admin Asst I
2011-2696	Accountant, Staff II
2011-2698	Accounts Payable Coord III
2011-2699	Academic Resrch Administrator
2011-2711	Accountant, Staff III
2011-2715	Marketing Analyst
2011-2722	Marketing Coordinator
2011-2732	Asst Dir, Human Resources
2011-2747	Assoc Director, EAP
2011-2762	Asst Program Director
2011-2778	Adm Dir, Grad Med Ed

**Step 3:** For the **Requisition creator** user look under **Quick Links** and select the **Jobs Created** link and search for the requisition.

**Job Search: Jobs Created**

Dashboard | New Job | Tools | Managers Toolkit

**Search Results (34 Found)**

Requisition Number	Title	Hiring Manager	Company	Location	Location	Updated Date	Job Folder
2011-8243	Academic Administrator I	Manny Manager	Commonwealth	US-MA	Writgewater	1/25/2012 3:41:18 PM	Approved
2011-8224	Academic Administrator I	Manny Manager	School	US-MA	Shrewsbury	1/30/2012 3:39:01 PM	Approved
2011-8307	Academic Administrator IV	Clara Orlando	School	US-MA	Shrewsbury	2/3/2012 3:07:51 PM	Pending Approval
2011-2685	Academic Personnel Specialist	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-2691	Academic Personnel Specialist	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-2720	Academic Personnel Specialist	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-2695	Accountant, Staff II	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-2703	Accountant, Staff III	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-2711	Accountant, Staff III	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
2011-0268	Accountant, Staff III	Manny Manager	School	US-MA	Shrewsbury	2/2/2012 5:25:46 AM	Approved
2012-0203	Accountant, Staff III Grant	Manny Manager	School	US-MA	Shrewsbury	2/1/2012 2:25:51 PM	Pending Approval
2011-2694	Accounting Coordinator	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
2011-2710	Accounting Coordinator	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
2011-2724	Accounts Payable Coord II	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
2011-2681	Acct Payable Rep II	Manny Manager	MassBiologics	US-MA	Boston	1/25/2012 3:41:21 PM	Approved
2011-2738	Adm Dir, Grad Med Ed	Manny Manager	School	US-MA	Shrewsbury	1/29/2012 3:41:21 PM	Approved
2011-2778	Adm Dir, Grad Med Ed	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
2011-2678	Admin Assistant I	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved

**Step 3:** Click on the **Requisition Number** and you will go the requisition detail.

The screenshot shows the 'Detail' tab of the Managers ToolKit interface. The 'General Information' section contains the following data:

- Job Code:** MB1014
- Requisition Number:** 2011-1035
- Job Folder:** Approved
- Title:** Academic Personnel Specialist
- Working Title:** Academic Personnel Specialist
- Category:** Administrative Professional
- Union Code:** Non Union Position-W60-Non Unit Professional
- # of Openings:** 1 (1 remaining)

The 'Assignment' section includes:

- Hiring Manager:** Manny Manager, mannymanager@icims.com
- Talent Specialist:** Test Recruiter, cand20@person.icims.com
- Location:** Commonwealth Medicine, 333 South Street, Shrewsbury, Massachusetts 01545, United States

The 'Additional Data' section shows **Job Group:** 31.

The 'Interview Team' section lists:

- Interviewers:** Manny Manager (Interviewer Name), Pres (Interviewer Title)

At the bottom, there are two questions regarding foreign project registration, both answered 'No':

- Will this position involve hiring in a country other than the US? No
- Will this position require residence in a country outside of the US? No

**Step 4:** Click on **Description** to view the Job Description information.

The screenshot shows the 'Description' tab of the Managers ToolKit interface. The 'Job Description' section includes:

**Overview:**  
 GENERAL SUMMARY OF POSITION: Under the direction of the Administrator or designee, the Academic Personnel Specialist is responsible for the administrative, computer and data management support of the Medical School's Personnel Action Committee, Faculty Council and Women's Faculty Committee. In addition, works closely with faculty chairs, academic administrators and others with regard to faculty hiring, appointments and promotions processes.

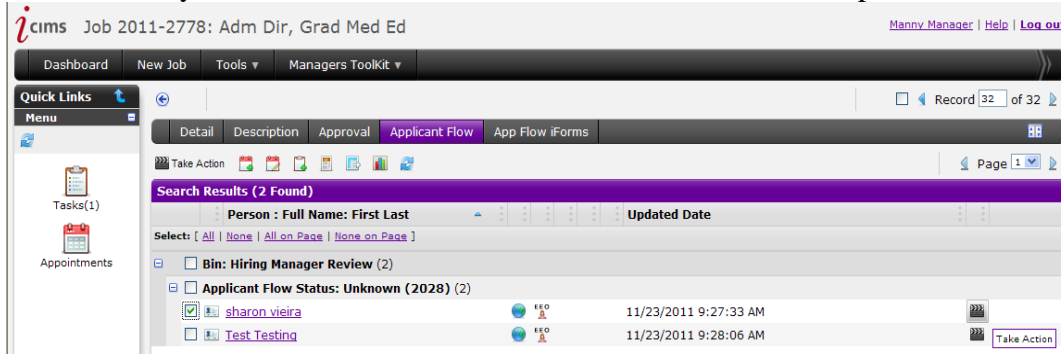
**Responsibilities:**  
 MAJOR RESPONSIBILITIES: \* Independently functions as Medical School resource addressing inquiries concerning procedure, paperwork and deadlines for all faculty personnel actions and interpreting academic personnel policy and governance documents. \* Independently process faculty appointments and promotions in a timely manner upon approval of Executive Council. \* Compose and prepare correspondence for the Vice Provost for Faculty Administration relating to all faculty appointments, promotions and other faculty personnel actions. \* Generate reports using data from the faculty database and from other sources; present the findings in these reports to various groups within the institution. \* Coordinate special projects for the Vice Provost such as five year departmental reviews and faculty exchange programs. \* Function as support staff to the Personnel Action Committee. Schedule monthly meetings, develop agendas and prepare materials for meetings. Record recommendations of committees and follow up on assigned tasks. \* Function as support staff to Faculty Council; provide detailed minutes of the proceedings and publish minutes as needed. \* Work closely with the Women's Faculty Committee to review salary and promotion data and to organize special events. \* Assist in the coordination of programming for new faculty orientations and workshops related to the academic promotions process. \* Perform other duties as required. **MINIMUM QUALIFICATIONS:** \* Bachelor's degree, or equivalent experience \* 3 years of work-related experience \* Ability to interpret University promotions and tenure policies and guidelines, and meet performance deadlines in a dynamic environment. \* Experience handling complex, diverse and confidential matters. \* Demonstrated ability to work independently utilizing initiation and discretion. \* Excellent oral and written interpersonal communication skills to interact with all levels of personnel, both internal and-external, particularly Senior Academic Administration including the Chancellor, Provost and Department and Division Chairs. \* Demonstrated ability in preparing reports and performing analysis of data. \* Strong computer application skills particularly with data bases, preferably PeopleSoft, and familiarity with related applications such as Query reporting, SQL and Crystal. Working knowledge of Microsoft Office programs including Excel, Word, NT System.

**Step 5:** Click on **Approval** to view the requisition approval information.

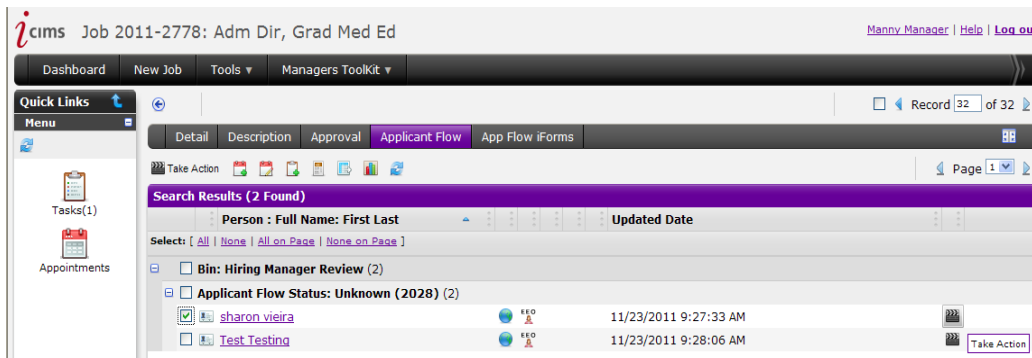
The screenshot shows the 'Approval' tab of the Managers ToolKit interface. The 'Job Approval' section contains a table with the following data:

Approver	Phone	Date	Status	Resend	Skip
David Jones		9/19/2011 2:36 PM	Skipped by Gail Barrell		

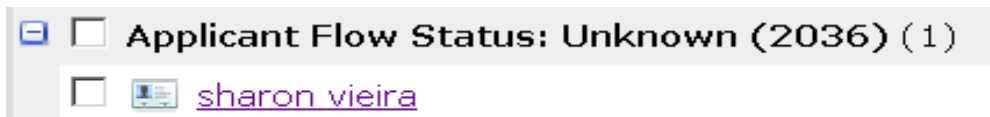
**Step 6:** Click on **Applicant Flow** tab to view the applicants that your Talent Specialist has forwarded to you for review. Click the “+” next to the status to expand



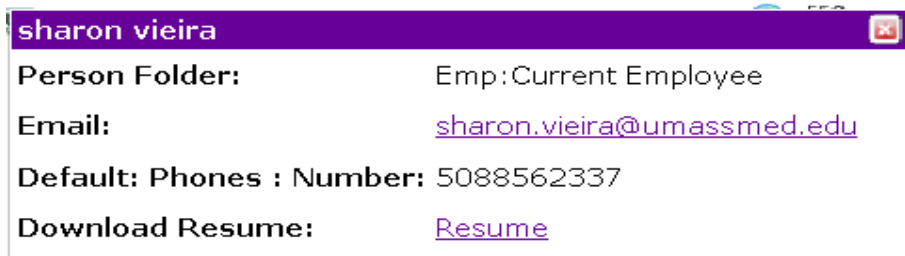
**Step 7:** Inside the **applicant flow** tab, click on **Applicant** name to view their information.



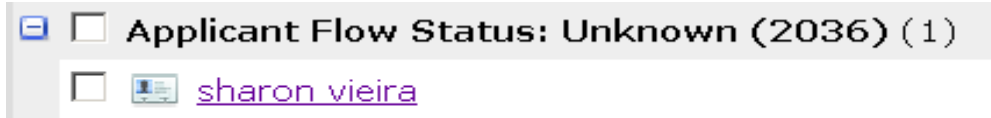
**Step 8:** Click on  **quick information** icon next to the **Applicants** name



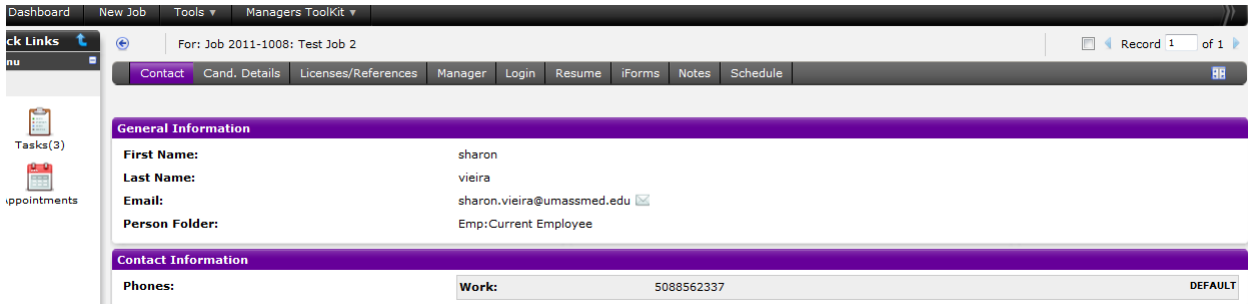
A pop up window will appear with a link for the applicants resume. Click on the link for the resume and you will be able to view it. Close resume when done and you will be back to your original screen.



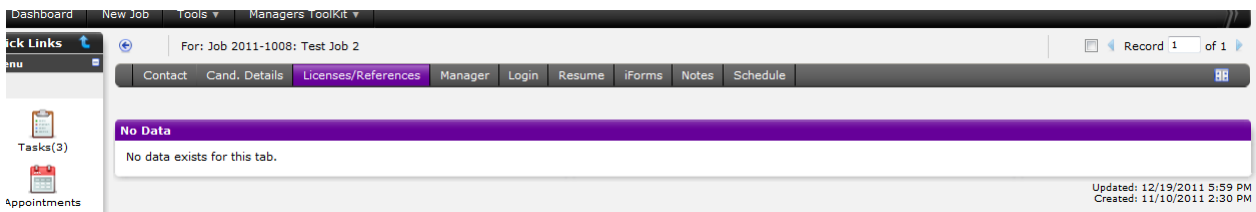
**Step 9:** Click on the **applicant** name.



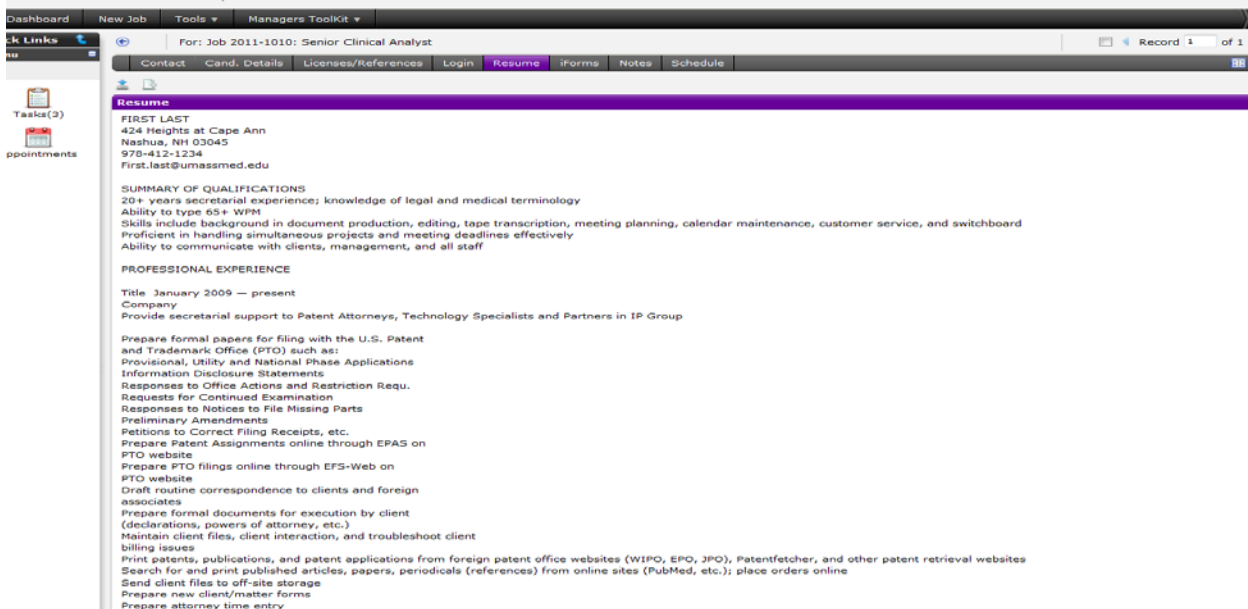
**Step 10:** You will go to the candidate page and land on **Contact** information.



**Step 11:** Click on **License/References** to view this information.



**Step 12:** Click on **Resume** to view this information.



### Step 13: Click on iForms to view the application

Dashboard | New Job | Tools | Managers Toolkit

For: Job 2011-1010: Senior Clinical Analyst | Record 1 of 1

Contact | Cand. Details | Licenses/References | Login | Resume | **iForms** | Notes | Schedule

Send iForm(s)

#### iForms Center

**iForm:** AT: Standard Employment Application


### EMPLOYMENT APPLICATION


**The University of Massachusetts Medical School is an equal opportunity and affirmative action employer. Applicants and employees are considered for positions and are evaluated without regard to race, color, creed, religion, gender, age, sexual orientation, gender identity and expression, genetic information, covered veteran status, national origin, disability, ancestry, or any other characteristic protected by law.**

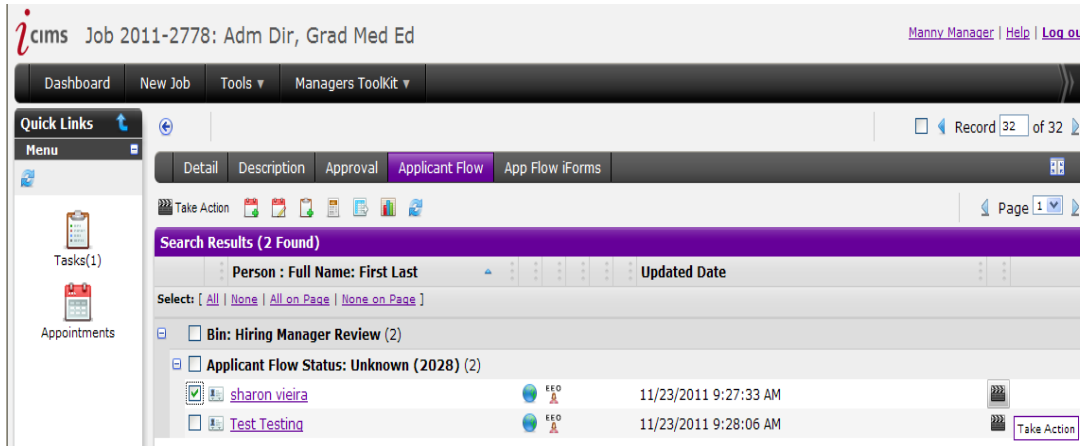
**Please answer all questions completely. Please do not provide any information not specifically requested on this Employment Application form.**

PERSONAL			
Last Name	First Name	Middle	
Address (Number & Street, Apartment or Box No.)			
City	State/Province	Country	Zip/Postal Code
Home Phone	Work Phone	Cell/Mobile Phone	
Other Phone	E-mail Address		
Desired Type of Employment			
<input type="checkbox"/> Full-Time			
<input type="checkbox"/> Part-Time			
<input type="checkbox"/> Temporary			
Are you eligible to work in the U.S.?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you age 18 or over?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Willing to Relocate?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about us?			
Date Available to Start	Desired Salary		

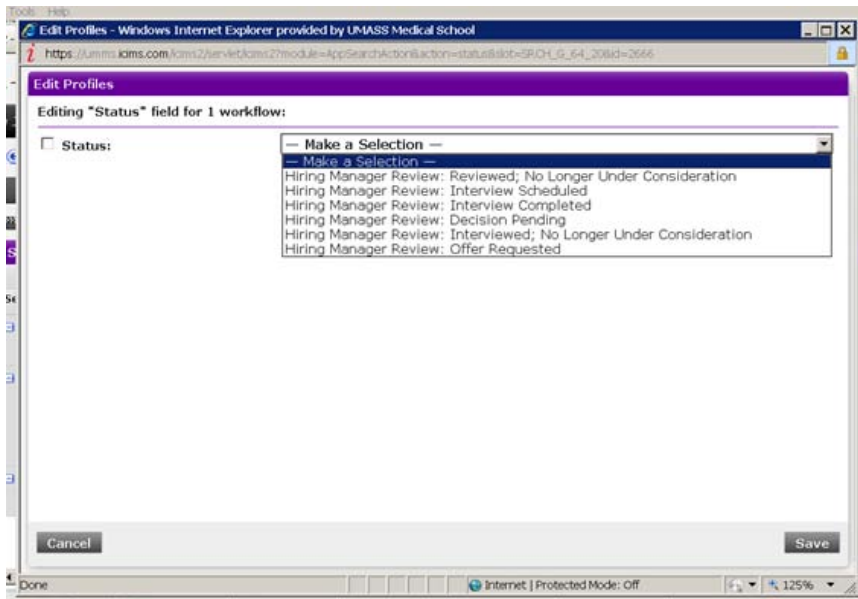
## Taking Action on Applicants

-  **Tip:** When you are taking action on applicants, you can select more than one at a time. For example, if you wanted to send an email to two candidates to set up interviews, you would check the **Select** box for each and then click the **Take Action** icon. An email would go to both applicants but they would see only their name.

**Step 1:** Click on the **Select** box for the applicant and click on the **Take Action**  icon



**Step 2:** Choose an action from the drop down menu and click **Save**.





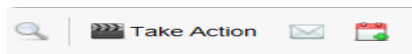
## Description of Dispositions:

Applicant Flow Status Selection	When to use	Disposition	Communication Center/Auto Reply	Talent Specialist Action Column	Submittal Status, visible to candidates
Reviewed; No Longer Under Consideration	HM no longer interested in candidate.	Candidate not most qualified	Pursuing Other Candidates/Not Most Qualified. Not an auto response.	Letter needs to be sent immediately. Talent Specialist will send the letter from the communication center.	Reviewed Not Selected
		Took another job			
		Not eligible to work in U.S.			
		Salary requirement does not match			
		Candidate Withdrew			
		Did not Meet Position Qualifications			
		Post-Offer - Candidate failed pre-employment health screening			
		Rejected offer			
		Unable to Contact			
		Post-Offer - Candidate failed background screening			
		Internal Candidate not eligible for transfer			
		Failed to complete application			
		Not Referred/No Visa Sponsorship			
		Position Cancelled/on hold			
		UMCH - Failed Security Clearance			
		Other (Explain)			
Reviewed; No Further Interest	HM no longer interested in candidate for any position within the organization	None		Letter needs to be sent immediately. Talent Specialist will send the letter from the communication center.	Reviewed Not Selected
Interview Scheduled	HM scheduling interview	None	Interview Scheduled - Opens up a calendar request and you can invite the candidate and others.		Under Review
Interview Completed	HM marks interview as completed.	None	No Letter		Under Review
Decision Pending	Instead of creating a new status of Under Consideration this status is what should be used.	None	No Letter		Under Review
Interviewed; No Longer Under Consideration	HM chooses this status once the candidate is interviewed and is no longer under consideration. Disposition should also be chosen.	Candidate not most qualified	No auto reply/Rejection Letter interviewed sent	Letter needs to be sent immediately. Talent Specialist will send the letter from the communication center.	Interviewed; No Longer Under Consideration
		Took another job			
		Not eligible to work in U.S.			
		Salary requirement does not match			
		Candidate Withdrew			
		Did not Meet Position Qualifications			
		Post-Offer - Candidate failed pre-employment health screening			
		Rejected offer			
		Unable to Contact			
		Post-Offer - Candidate failed background screening			
		Internal Candidate not eligible for transfer			
		Failed to complete application			
		Unable to obtain visa sponsorship			
		Position Cancelled/on hold			
		Other (Explain)			
Interviewed; No Further Interest	HM no longer interested in candidate for any position within the organization	None		Letter needs to be sent immediately. Talent Specialist will send the letter from the communication center.	Interviewed; Not Selected
Offer Requested	HM would like to make an offer.	None	None	Report needs to be created for Talent Specialist dashboard as an alert.	Under Review
Completing iCIMS Requirements	HM updates all information for candidate workflow	None	None	Report needs to be created for Talent Specialist dashboard as an alert.	Under Review

## Schedule Interviews



**Note:** all interviews need to be added to iCIMS to be in compliance with OFCCP.



**Step 1:** Click on the red interview icon (next to envelope) to record interview

**Step 2:** Email window will open. If you are scheduling interviews through Icims; Click on Invite Attendees, draft your email to the applicant including a subject. Send email when completed. You also have the option of adding interviewers to this email by cc'ing them. Emails from iCIMS are compatible with Outlook.

If not using Icims to schedule interviews, don't click "invite attendees" but do document the interview information and save.

The screenshot shows the 'New Interview' form in a web browser. The form is titled 'New Interview' and has a sub-header 'Invite Attendees Add to Outlook Schedule Time Slots'. The main content area contains the following fields:

- Subject:** Interview with sharon vieira for Adm Dir, Grad Med Ed (2778)
- Location:** South Street, Shrewsbury
- Category:** General
- Start Date:** 11/23/2011 10:00 AM
- End Date:** 11/23/2011 10:30 AM

Below the form fields is a rich text editor with a toolbar. The text in the editor reads: "Please plan on attending an interview at the time noted above. If you can't make this, please notify me asap. regards". At the bottom of the form are 'Cancel' and 'Save' buttons.

**Step 3:** The status will change on the applicant to "interview scheduled". Repeat for other applicants and select the appropriate status.

The screenshot displays the iCIMS Applicant Flow interface for Job 2011-2778: Adm Dir, Grad Med Ed. The interface includes a top navigation bar with 'Dashboard', 'New Job', 'Tools', and 'Managers Toolkit'. A 'Quick Links' sidebar on the left contains 'Tasks(1)' and 'Appointments'. The main content area shows a search results table with the following data:

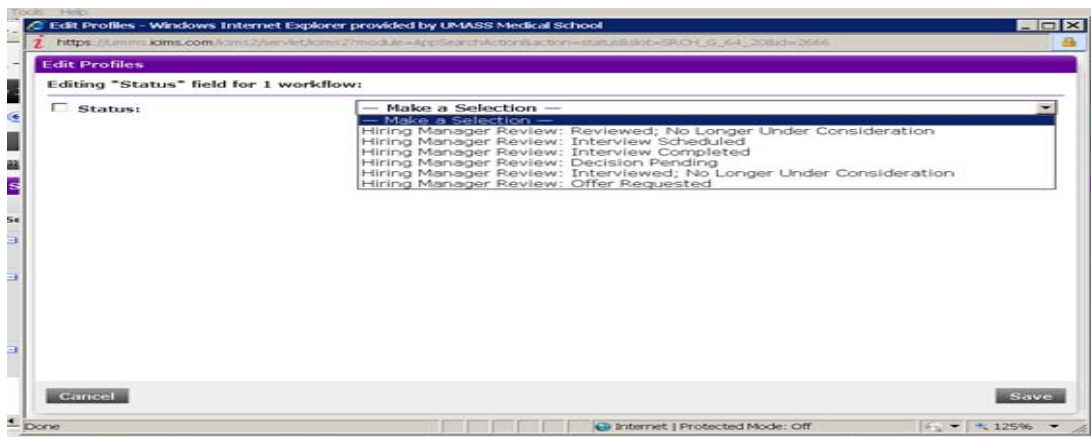
Person	Full Name	First Last	Updated Date
<b>Bin: Hiring Manager Review (2)</b>			
<b>Applicant Flow Status: Unknown (2028) (1)</b>			
<input type="checkbox"/>	<a href="#">Test Testing</a>		11/23/2011 9:28:06 AM
<b>Applicant Flow Status: Interview Scheduled (1)</b>			
<input type="checkbox"/>	<a href="#">sharon vieira</a>		11/23/2011 9:33:04 AM

## Requesting Offer and Closing out Candidates

 **Required Information for OFCCP.**

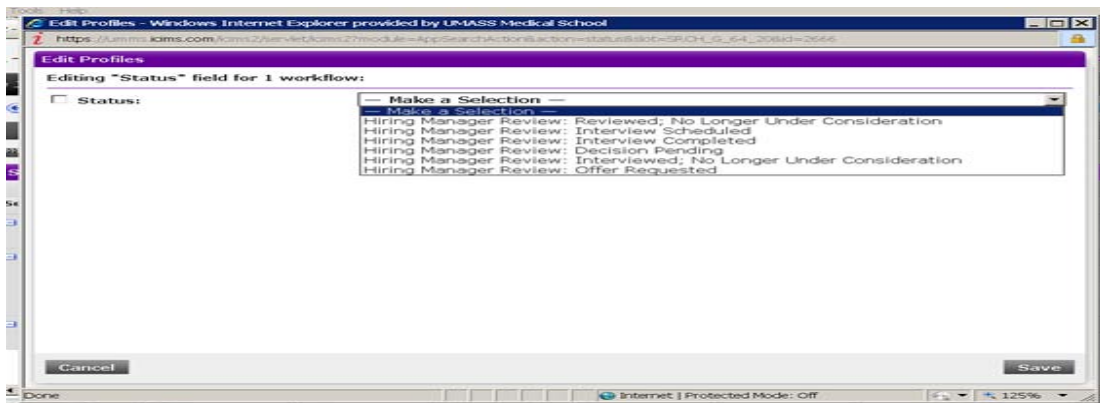
**Step 1:** Once a decision is made, action needs to be taken on each candidate. For the candidate you want to request a hire:

- Click on the **Select** box for that candidate and click on the **Take Action** icon.
- Select **Reference Check in Progress**, click save. Once references are completed, return to this section and select **Offer Requested** Click Save. **This will send a notification to your Talent Specialist who will then make the requested offer.**



**Step 2:** Update the status on each of the remaining candidates.

- Click on the **Select** box for each candidate.
- Click on the **Take Action** icon and make the appropriate selection.
- Click **Save**.




**Step 3:** Select a **Reason** from the drop down menu and **Save**.

**For description of Disposition Reasons, please refer to Page 25**



**Step 4: Status** will change on any candidate that had an action taken.

Search Results (1 Found)	
Person : Full Name: First Last	Updated Date
Select: [ <a href="#">All</a>   <a href="#">None</a>   <a href="#">All on Page</a>   <a href="#">None on Page</a> ]	
<input type="checkbox"/> Bin: Hiring Manager Review (1)	
<input type="checkbox"/> Applicant Flow Status: Reviewed; No Longer Under Consideration (1)	
<input type="checkbox"/> <a href="#">Test Testing</a>	 11/23/2011 9:44:25 AM

# Applicant View

This is what the process is like for an applicant applying for a position.

## Step 1: Applicant searches for the position.

Keywords:

Location: (All) US-MA-Auburn, US-MA-Boston, US-MA-Carver

Job Category: (All) Academic, Accounting & Finance, Administrative Professional

Strategic Business Unit: (All) Commonwealth Medicine, Mass Biologics Lab, School

Position Type: (All) Full-Time, Part-Time, Perdiem

## Step 2: Applicant reviews the job information.

Here are our current job openings. Please click on the job title for more information, and apply from that page if you are interested.

Page 1 of 1

Requisition Number	Working Title	Department	Location	Job Type	Shift	Posted Date	Salary Grade	Minimum Salary	Maximum Salary
2011-2778	<a href="#">Adm Dir, Grad</a> <a href="#">Med Ed</a>	School - Access Control - Lobbies - W842512	US-MA-Shrewsbury	Full-Time	Day	11/23/2011	46		

## Step 3: Applicant clicks on the Job Title to view additional details

<b>Requisition Number:</b>	2011-2778	<b>Exempt/Non-Exempt Status:</b>	Exempt
<b>Union Code:</b>	W80 - Non-Unit Professional - Non Union Position	<b>Job Type:</b>	Full-Time
<b>Department:</b>	School - Access Control - Lobbies - W842512	<b>Job Location:</b>	US-MA-Shrewsbury
<b>Salary Grade:</b>	46	<b>Shift:</b>	Day
<b>Minimum Salary:</b>		<b>Posted Date:</b>	11/23/2011
<b>Maximum Salary:</b>			

**More information about this job:**

Overview:

**GENERAL SUMMARY OF POSITION:**

Under the general direction of the Associate Dean, the Graduate Medical Education Administrative Director is responsible for all administrative functions of the Office of Graduate Medical Education (OGME) including, but not limited to: financial management, personnel management and support, data management and analysis, and

## Step 4: Applicant clicks the **Apply for this job Online** link

### MINIMUM QUALIFICATIONS:

- \* Master's degree in Public or Health Care Administration, or equivalent experience
- \* 5 years of senior level managerial and administrative experience in a health care setting.
- \* Demonstrated leadership, organization, analytical, communication and planning skills.
- \* Ability to manage multiple complex tasks and work well with professionals in varied organizational relationships.

### Apply for this job:

- [Apply for this job online](#)
- [Email this job to a friend](#)



[Go back to the welcome page](#)

## Step 5: Applicant will see **Login screen.**

### Job Application: Step 1 of 3:

In order to apply for this job, you must create a profile with us. If you have already created a profile, you may simply login to begin your application

### Returning Candidates, please login below:

Login Name:

Password:

Forgot your login name or password? [Retrieve Password](#)

## Step 6: Applicant completes application if they have not done so yet.

Applicant receives a confirmation on their screen after applying for the position.

Your application was submitted successfully. Thank you for applying.