

## iCIMS Frequently Asked Questions for Managers and Administrative Staff Supporting Recruitment

**Q: *Where do I go to login? What if I don't regularly use the UMass Chan system?***

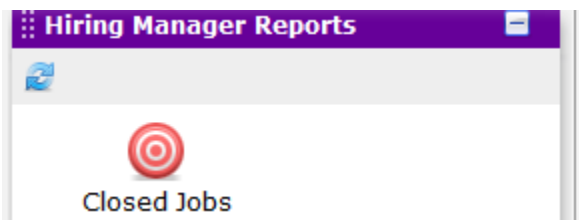
A: iCIMS can be accessed from the web at UMMS.ICIMS.COM or from HDRL's internal web page. You log in using your UMass user name and password.

**Q: *The system pre-populates union codes but some are incorrect for benefitted and per-diem positions.***

A: The system populates the requisition information based on the job code. Any changes to the union code will need to be done manually when creating the requisition.

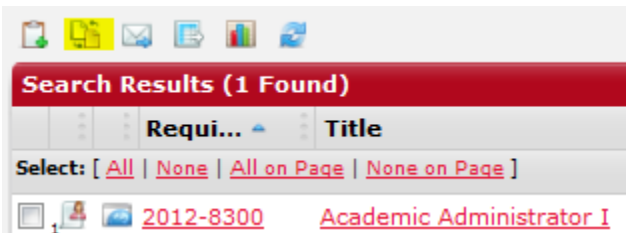
**Q: *How is a requisition closed and how is a hiring manager notified?***

A: After a candidate has accepted a position, your Talent Specialists will close the requisition which will then move on your dashboard to closed jobs.



**Q: *Can you copy a closed requisition?***

A: Yes. Access the closed requisition inside the closed jobs list, select it and click the **copy** icon. It is then necessary to confirm all of the information on the copied requisition to make sure such items as shift, hire type and interviewers are correct. Yes. This was covered in training.



**Q: *Can the approvers list be auto-populated?***

A: No, this cannot be done at this time.

**Q: *Can the requisition creator change or add interviewers to the list once the requisition is created?***

A: No. After a requisition is created and approved only the talent specialist can make edits. If you need to edit this information simply contact your talent specialist.

**Q: Can we make hours/week a required field when creating the requisition?**

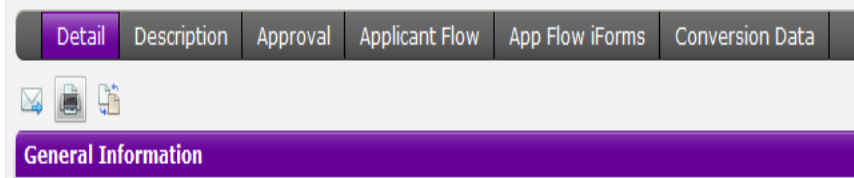
A: Based on the usage and needs across the organization making this a system requirement isn't appropriate. However, individual departments can require this as part of their business practice.

**Q: What does the system do when a requisition approver declines approval?**

A: The decline action will send the requisition back to the originator.

**Q: How do you print information on the dashboard?**

A: There is a print icon on below the candidate detail tabs on the dashboard:



**Q: How is the determination being made on who is designated a hiring manager vs. requisition creator-administrative role.**

A: The system identifies the requisition creator role as the person logged into the system and actually pulling up the New Job Template and proceeding to fill out the necessary fields on the requisition. The hiring manager field is identified as the decision making authority for the hiring process and should be filled in with the name of the hiring manager that will be reviewing the applicant pool and making decisions on each candidate's status.



**Q: During the system conversion what will determine the initial user assignments in iCIMS?**

A: The listed manger in HR-Logix will be the one transferred into iCIMS. Administrative staff user's assignment will be determined by talent specialist in consultation with business units.

**Q: Some HR-Logix generated emails get sent to the spam-folder. Will iCiMs prevent this?**

A: This has to do with your Outlook email not HR Logix or iCIMS. The school helpdesk can help with this issue.

**Q: If you schedule an interview in iCIMS and export to your Outlook can you change the privacy settings in the appointment?**

A: You can manage this in your Outlook settings.

**Q: As a system user can you forward a batch of candidate resumes at once to a manger outside of iCIMS for review?**

A: No. Each candidate's resume must be opened and saved to a computer and then attached to an email.

**Q: *Is it possible to open up the interview scheduler function to other parties?***

A: No. Only system users have access.

**Q: *Will the invite function work with the South St room reservations in Outlook?***

A: Yes, as long as you put the South St room into the same field as the email address and not the location field.

**New Interview**

Cancel Invitation Add to Outlook Schedule Time Slots

Interview with **Boomer Dugard ()** for **Academic Administrator II (8299)** scheduled by **Jack Manager**.  
[Invite Boomer Dugard]

**Required:**

**Optional:**

**Q: *When a candidate is sent an interview email will they see other interviewers and or candidates on the email distribution list?***

A: No. The candidate will only see the sender's email address.

**Q: *How will reference checks be handled?***

A: Reference checks will be conducted outside of iCIMS following your current business practices.

**Q: *Is the single sign on the same as my Outlook login for email?***

A: Yes

**Q: *Do you always have to use the drop-down lists when entering information into fields?***

A: No. You can type or partial type words and hit return. iCIMS is a smart system and often will find it on the list for you.

**Q: *Can the interviewer completed status be selected if you haven't previously scheduled the interview in the system?***

A: Yes. Be aware that iCIMS will assign the date you do this action as the interview date.

**Q: *Can you schedule interviews in the system without sending them an email?***

A: Yes. Use the scheduler function to enter the date and time into the system and don't enter any invitees. This will log the interview in the system but not send an email.

**Q: *Will the system email candidates who are not selected?***

A: The system won't automatically send an email to a candidate. By the time a requisition is closed, the Talent Specialist will contact candidates who were not selected.

**Q: *Does the interview function track multiple interviews of a candidate?***

A: The notes tab inside a candidate detail will reflect all interviews.

Contact	Cand. Details	Licenses/References	Login	Resume	iForms	Notes	Schedule
<b>Search Results (4 Found)</b>							
From : Full Name: First ...	Subject	Sent/Start Date					
Select: [ All   None   All on Page   None on Page ]							
<input type="checkbox"/> Jack Manager	<a href="#">Not most qualified</a>	2/14/2012 11:42:55 AM					
<input type="checkbox"/> Jack Manager	<a href="#">Candidate Withdrew</a>	2/14/2012 11:37:51 AM					
<input type="checkbox"/> Jack Manager	V:Contact:\$T{Contact}.\$F{T...	2/14/2012 11:37:08 AM					
<input type="checkbox"/> Jack Manager	<a href="#">Interview with Demo App3 f...</a>	2/13/2012 2:00:00 PM					

**Q: *Once position control is in place will it auto-populate?***

A: Not for the initial iCIMS rollout. This requires an iCIMS and PeopleSoft interface which is planned for a later phase.

**Q: *Will clinical side (UMMHC) employees have system access?***

A: Yes if they all have UMass Chan system logins.

**Q: *Will hiring managers be able to see candidates and or actions of their prior requisitions?***

A: A hiring manager has access to all requisition information for the last two years in the closed requisition bin.

**Q: *How long should hiring managers maintain their own notes on the candidate evaluation and interview process?***

A: Two years.

**Q: *How long will iCIMS maintain the closed job data?***

A: Forever as this information is part of the permanent system data.

**Q: *Will or is there a process established to determine business unit needs for reports?***

A: For rollout there are a number of reports built into the system. Going forward HRDL will develop a process for developing additional reports to meet business unit needs.

**Q: *What will the system display for applicant regarding their status? Will disposition determinations reflect on their view?***

A: After applying for a position their status will reflect where the applicant is in the process. Statuses visible to candidates are: Received Submission, Under Review, No Longer Under Consideration, Extended Contingent Offer and Hired.