

ICIMS Hiring Manager User Guide

University of Massachusetts
Medical School



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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. This system will be replacing the current applicant tracking system HR Logix. 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. Business practice changes and system differences from HR Logix will be highlighted and explained as well.

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.

During the first week after going live, Human Resources will operate a call center during business hours to assist with questions/issues.

If you have a question, please call extension: **508-856-8500**.

We look forward to working with you!

The iCIMS implementation team.

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 1st 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

2011-1008	Test Job 2
2011-1010	Senior Clinical Analyst
2011-2666	Animal Tech II
2011-2669	Assoc Dir Admin & Fin
2011-2671	R&D Associate I

[More Resu](#)

Pending Jobs

2011-1029	Academic Administrator II
2011-1035	Academic Personnel Specialist
2011-1036	Academic Administrator I
2011-1038	Academic Administrator I
2011-1040	Academic Administrator I

[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:

Job Code:

Requisition Number:

Job Folder: Pending Approval

Title*:

Working Title:

Position Number:

Category:

Position Type*:

Hire Type*:

Union Code:

Exempt/Non-Exempt Status:

Funding Source 1*:

Funding Source 2:

Funding Source 3:

of Openings: 1

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 information that has prefilled.

General Information	
Template:	MB2108, Asst Program Director
Job Code:	MB2108
Requisition Number:	
Job Folder:	Pending Approval
Title*:	Asst Program Director
Working Title:	Asst Program Director
Position Number:	
Category:	Management
Position Type*:	
Hire Type*:	
Union Code:	W60 - Non-Unit Professional - Non Union Position
Exempt/Non-Exempt Status:	Exempt
Funding Source 1*:	
Funding Source 2:	
Funding Source 3:	
# of Openings:	1

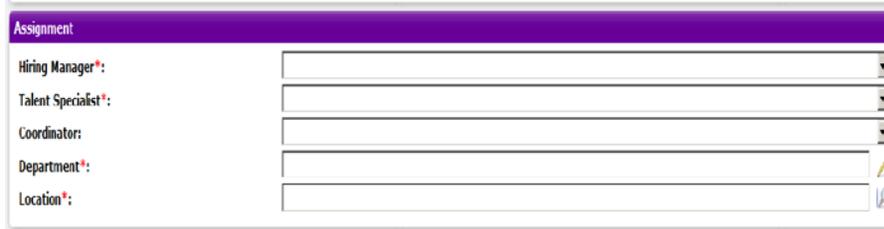
Step 6: Complete the following fields:

- **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
- **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.



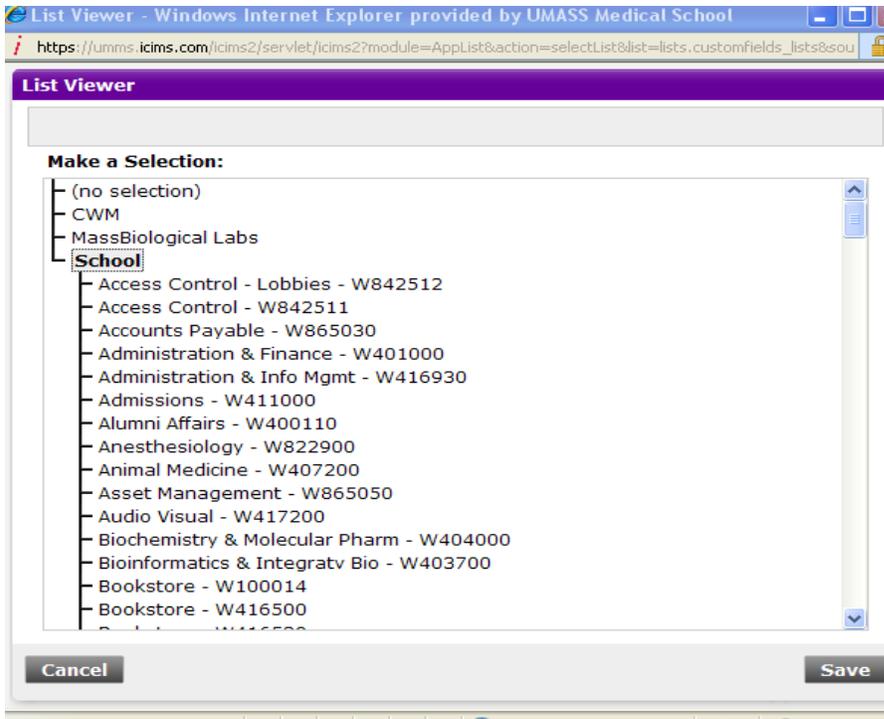
The screenshot shows the 'Assignment' section of the iCIMS interface. It contains five fields, each with a dropdown arrow on the right: 'Hiring Manager*', 'Talent Specialist*', 'Coordinator', 'Department*', and 'Location*'. The 'Department*' field has a small pencil icon to its right, indicating a list picker.

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 address bar shows the URL: https://umms.icims.com/icims2/servlet/icims2?module=AppList&action=selectList&list=lists.customfields_lists&sou. The window title is 'List Viewer'. The main content area is titled 'Make a Selection:' and displays a tree view of departments. The 'School' department is selected and highlighted. Below the tree view are 'Cancel' and 'Save' buttons.

- (no selection)
- CWM
- MassBiological Labs
- School**
 - 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
 - Bookstore - W416500

Step 11: Click Save.

Step 12: Location field.

This is pre-populated from the job code template but can be changed.

Click on the drop down arrow and select **Type Name**. Type the first word of the location you want to use such as “Lake” for Lake Ave. Click the Search Icon  and then the drop down arrow and make your selection

Assignment	
Hiring Manager*:	sharon vieira, sharon.vieira@umassmed.edu
Talent Specialist*:	Eric Cousins, Eric.Cousins@umassmed.edu
Coordinator:	Nicole Baptiste, nicole.baptiste@umassmed.edu
Department*:	School - Access Control - W842511
Location*:	School, 55 Lake Ave North, Worcester, Massachusetts, 01605, United States

Step 13: Compensation.

Compensation information will be populated by the Talent Specialist after the requisition has been submitted.

Compensation	
Salary Grade:	46
Min:	USD \$ <input type="text"/> Yr. <input type="text"/>
Max:	USD \$ <input type="text"/> Yr. <input type="text"/>

Step 14: Complete the Additional Data information

Additional Data	
Shift*:	Day
Hours/Week:	<input type="text"/>
Job Group:	38

- Select the appropriate shift.
- Enter the appropriate weekly hours.
- Job Group cannot be changed.

Step 15: Requisition Justification differs for CWM and the School.

Commonwealth Medicine:

Justification for the requisition is entered here.

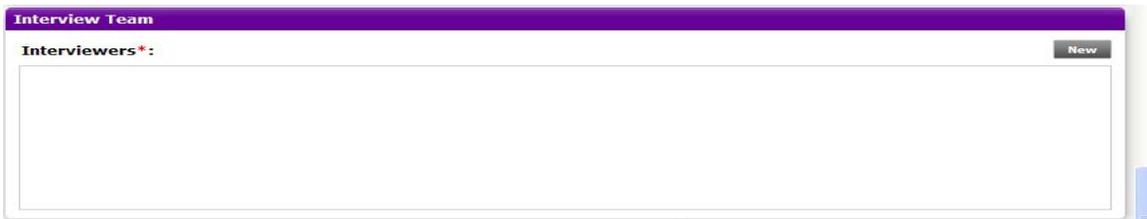
A screenshot of a web form titled "Requisition Justification". The form has a purple header bar with the title. Below the header, the word "Justification:" is followed by a large, empty rectangular text input area.

Medical School:

Select **Managers Toolkit** and select the **UMass School Requisition Justification** form. Complete and follow the instructions for emailing.

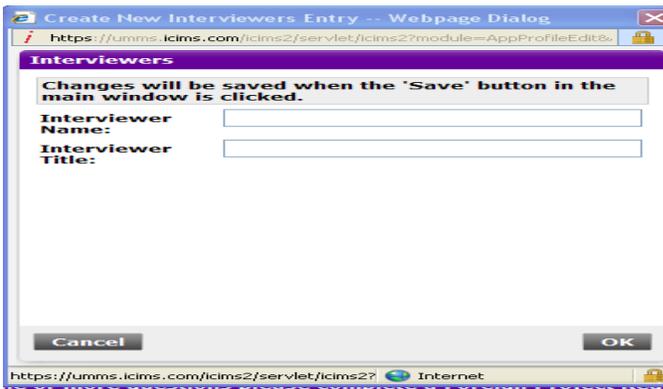
Step 16: Enter **Interview Team** names.  *Required Information for OFCCP*

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

A screenshot of a web form titled "Interview Team". The form has a purple header bar with the title. Below the header, the text "Interviewers*:" is followed by a large, empty rectangular text input area. A "New" button is located in the top right corner of the input area.

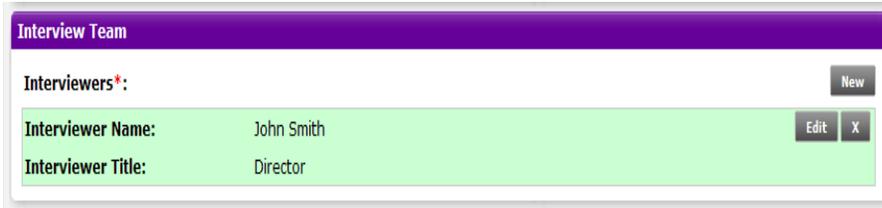
Enter the **Interviewer Name** and **Interviewer Title** then click **OK**.

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

A screenshot of a web browser window showing a dialog box titled "Interviewers". The dialog box has a purple header bar with the title. Below the header, there is a message: "Changes will be saved when the 'Save' button in the main window is clicked." Below this message are two input fields: "Interviewer Name:" and "Interviewer Title:". At the bottom of the dialog box are "Cancel" and "OK" buttons. The browser's address bar shows the URL: "https://umms.icims.com/icims2/servlet/icims2?module=AppProfileEdit&".

Step 17: Review the list of interviewers

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



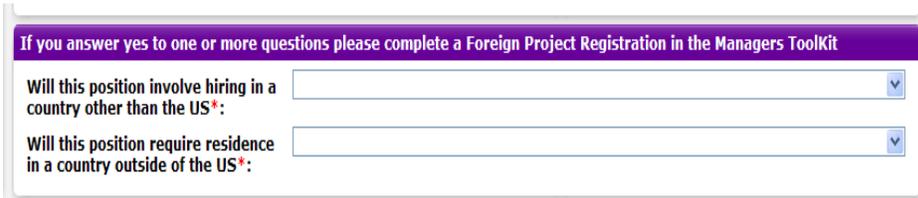
Interview Team

Interviewers* New

Interviewer Name:	John Smith	Edit X
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

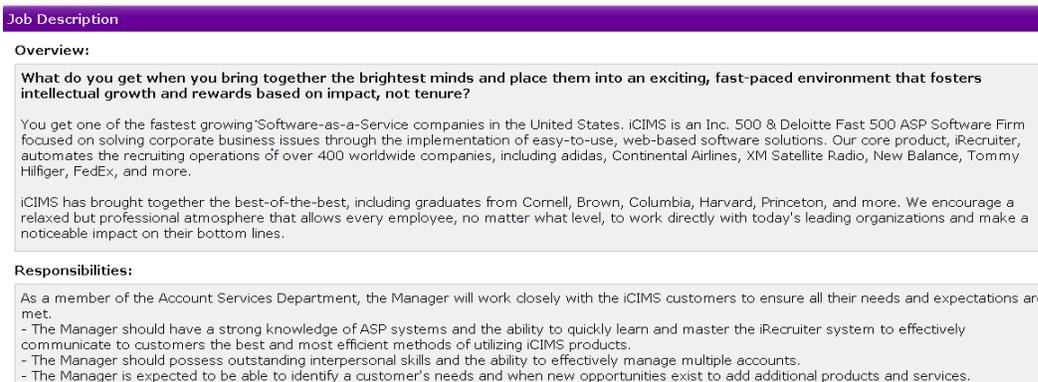
Will this position involve hiring in a country other than the US*:

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.

Any additional information can be put into **Additional Data**.

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

Additional Information:

SUPERVISION RECEIVED:
Reports to Director of Product Discovery or designee.

SUPERVISION EXERCISED:
None

ENVIRONMENTAL WORKING CONDITIONS:
Job may involve working with or near toxic or infectious materials. Employee will be required to follow MRL SOPs and policies.

Step 21: Click Finish.

iCIMS Create New Job [Manny Manager](#) | [Help](#) | [Log out](#)

Dashboard New Job Tools Managers ToolKit

Quick Links   

Job Requisition Approval

Commonwealth Medicine and Mass Biologics:

Select your approvers in the following order to ensure they are listed as such which will allow the approval process to flow correctly. If you make an error in order you will have to manually move the approver after you have finished selecting.

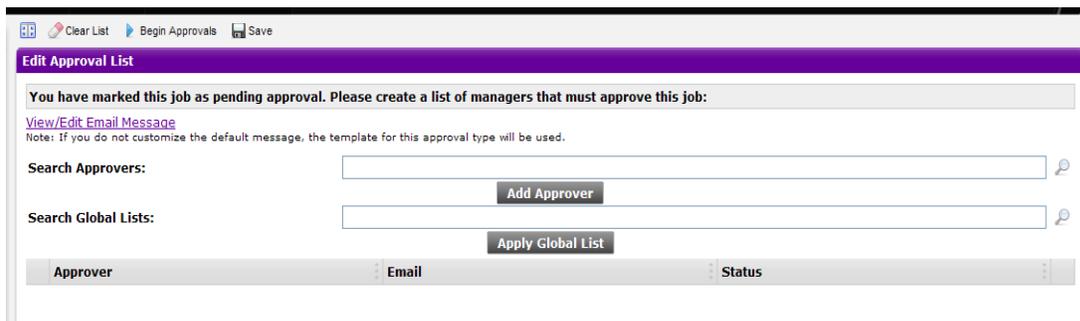
- Manager/Division Administrator
- Department Head/Department Administrator
- Charlene Cutroni, Associate Director Reporting and Metrics, CWM Finance
- Michelle Jones-Johnson, Director of Human Resources, Talent Management
- Talent Specialist

Medical School:

Select your approvers in the following order to ensure they are listed as such which will allow 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.

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

Step 1: From Search Approvers: Use the Search  Icon



Clear List Begin Approvals Save

Edit Approval List

You have marked this job as pending approval. Please create a list of managers that must approve this job:

[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

Search Global Lists: 
 Apply Global List

Approver	Email	Status
----------	-------	--------

Step 2: Select appropriate approver by clicking on their name from the drop down menu or manually type in a name.

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.

Edit Approval List

You have marked this job as pending approval. Please create a list of managers that must approve this job:

[View/Edit Email Message](#)

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

Search Approvers: Robin Pollier, robin.pollier@umassmed.edu

Add Approver

Search Global Lists:

Apply Global List

Approver	Email	Status
Alan Brown	Alan.Brown@umassmed.edu	Pending
Abigail Averbach	Abigail.Averbach@umassmed.edu	Pending
Cynthia Ring	Cynthia.Ring@umassmed.edu	Pending
Charlene Cutroni	Charlene.Cutroni@umassmed.edu	Pending
Robin Pollier	robin.pollier@umassmed.edu	Pending

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.

Edit Approval List

You have marked this job as pending approval. Please create a list of managers that must approve this job:

[View/Edit Email Message](#)

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

Search Approvers: Robin Pollier, robin.pollier@umassmed.edu

Add Approver

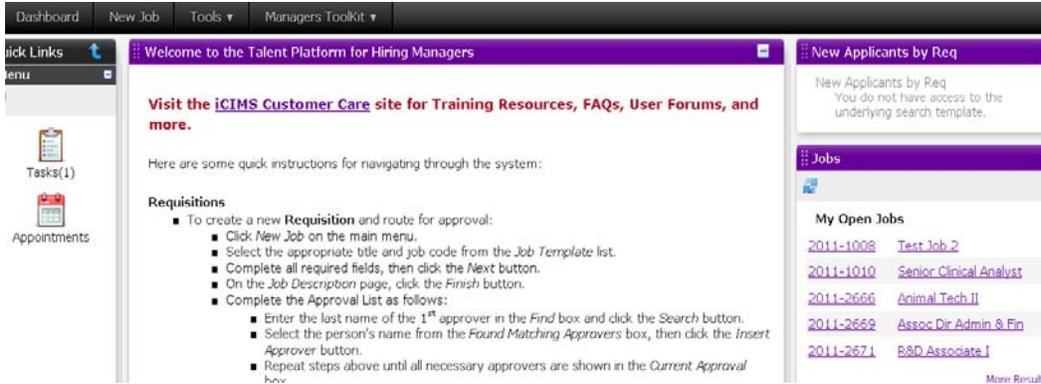
Search Global Lists:

Apply Global List

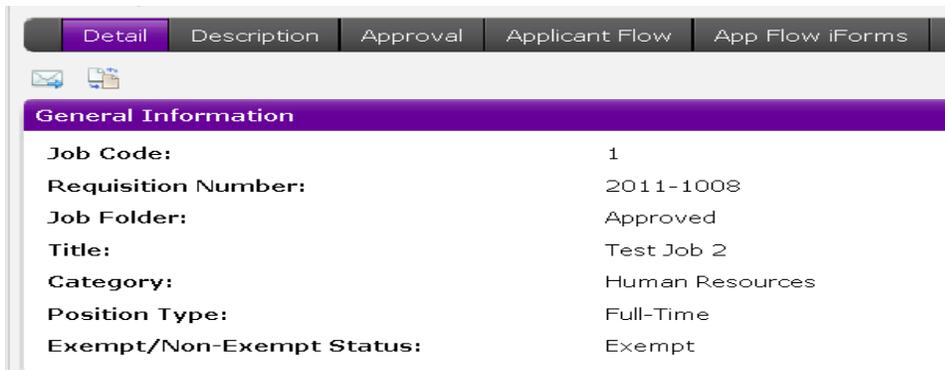
Approver	Email	Status
Alan Brown	Alan.Brown@umassmed.edu	Pending
Abigail Averbach	Abigail.Averbach@umassmed.edu	Pending
Cynthia Ring	Cynthia.Ring@umassmed.edu	Pending
Charlene Cutroni	Charlene.Cutroni@umassmed.edu	Pending
Robin Pollier	robin.pollier@umassmed.edu	Pending

Copying A Job Requisition

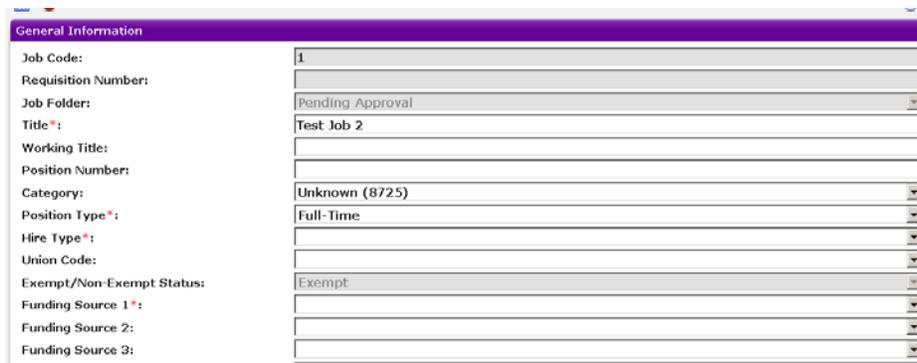
Step 1: While on your dashboard page, select the job requisition that you wish to copy.



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**.

Quick Links

- Tasks (3)
- Appointments
- Jobs Created (54)

Welcome to the Talent Platform for Hiring Managers

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 - Complete all required fields, then click the **Next** button.
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 - Complete the **Approval List** as follows:
 - Enter the last name of the 1st 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 manager
- 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

Search Results (32 Found)

Requisition Number	Title
<input type="checkbox"/> 2011-2690	Assoc Dir Admin & Fin
<input type="checkbox"/> 2011-2695	Admin Asst I
<input type="checkbox"/> 2011-2696	Accountant, Staff II
<input type="checkbox"/> 2011-2698	Accounts Payable Coord III
<input type="checkbox"/> 2011-2699	Academic Resrch Administrator
<input type="checkbox"/> 2011-2711	Accountant, Staff III
<input type="checkbox"/> 2011-2715	Marketing Analyst
<input type="checkbox"/> 2011-2722	Marketing Coordinator
<input type="checkbox"/> 2011-2732	Asst Dir, Human Resources
<input type="checkbox"/> 2011-2747	Assoc Director, EAP
<input type="checkbox"/> 2011-2762	Asst Program Director
<input type="checkbox"/> 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

Search Results (54 Found)

Requisition Number	Title	Hiring Manager	Company	Location	Location	Updated Date	Job Folder
<input type="checkbox"/> 2011-8243	Academic Administrator I	Manny Manager	Commonwealth	US-MA	Writgewater	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-8224	Academic Administrator I	Manny Manager	School	US-MA	Shrewsbury	1/30/2012 3:39:01 PM	Approved
<input type="checkbox"/> 2011-8307	Academic Administrator IV	Clara Orlando	School	US-MA	Shrewsbury	2/3/2012 3:07:51 PM	Pending Approval
<input type="checkbox"/> 2011-2685	Academic Personnel Specialist	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2691	Academic Personnel Specialist	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2710	Academic Personnel Specialist	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2720	Academic Personnel Specialist	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2695	Accountant, Staff II	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2723	Accountant, Staff III	Manny Manager	Commonwealth	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-2711	Accountant, Staff III	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:18 PM	Approved
<input type="checkbox"/> 2011-0268	Accountant, Staff III	Manny Manager	School	US-MA	Shrewsbury	2/2/2012 5:25:46 AM	Approved
<input type="checkbox"/> 2012-0203	Accountant, Staff III Grant	Manny Manager	School	US-MA	Shrewsbury	2/1/2012 2:25:51 PM	Pending Approval
<input type="checkbox"/> 2011-2694	Accounting Coordinator	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
<input type="checkbox"/> 2011-2710	Accounting Coordinator	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
<input type="checkbox"/> 2011-2724	Accounts Payable Coord II	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
<input type="checkbox"/> 2011-2691	Accts Payable Rep II	Manny Manager	MassBiologics	US-MA	Boston	1/25/2012 3:41:21 PM	Approved
<input type="checkbox"/> 2011-2738	Adm Dir, Grad Med Ed	Manny Manager	School	US-MA	Shrewsbury	1/29/2012 3:41:21 PM	Approved
<input type="checkbox"/> 2011-2728	Adm Dir, Grad Med Ed	Manny Manager	School	US-MA	Shrewsbury	1/25/2012 3:41:21 PM	Approved
<input type="checkbox"/> 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. The 'General Information' section contains the following data:

Job Code:	MS1014
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 shows:

Interviewers:	Interviewer Name:	Manny
	Interviewer Title:	Pres

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

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

The screenshot shows the 'Description' tab of the Managers ToolKit. The 'Job Description' section includes an 'Overview' and 'Responsibilities'.

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.

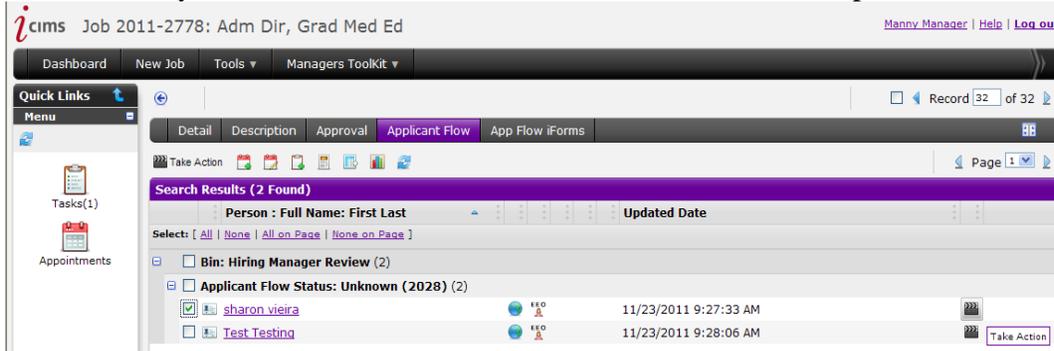
Responsibilities:
MAJOR RESPONSIBILITIES: * Independently functions as Medical School resource addressing inquiries concerning procedure, paperwork and deadlines for all faculty personnel actions and interpreting academic personnel policy and governance documents. * Independently process faculty appointments 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.

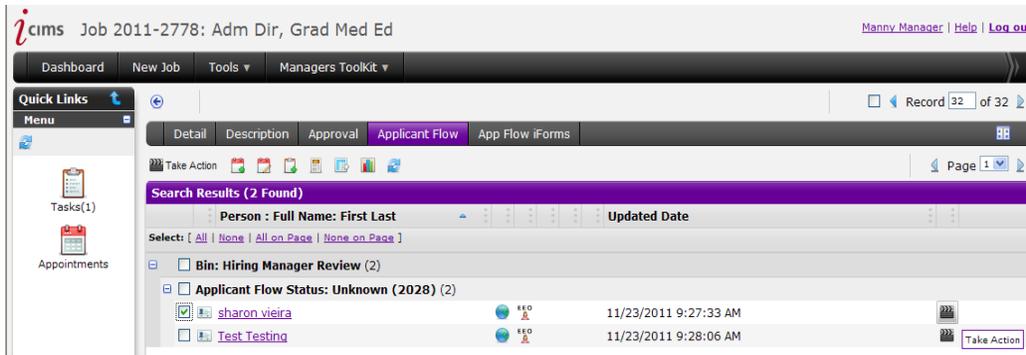
The screenshot shows the 'Approval' tab of the Managers ToolKit. It displays a table with the following data:

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

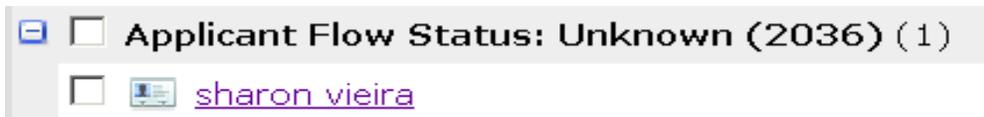
Step 6: Click on **Applicant Flow** tab to view the applicants that your Talent Specialist has forwarded to you for review. Click the “+” next to the status to expand



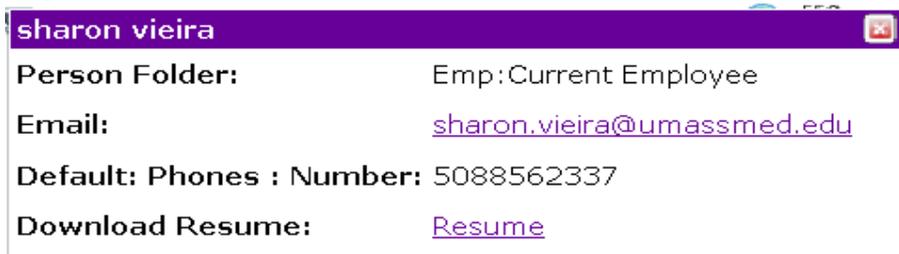
Step 7: Inside the **applicant flow** tab, click on **Applicant** name to view their information.



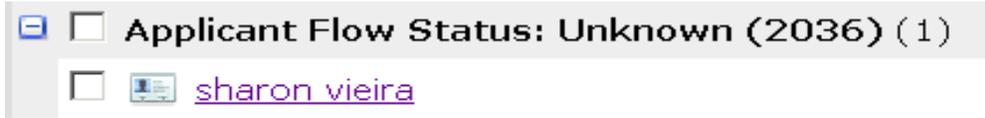
Step 8: Click on  **quick information** icon next to the **Applicants** name



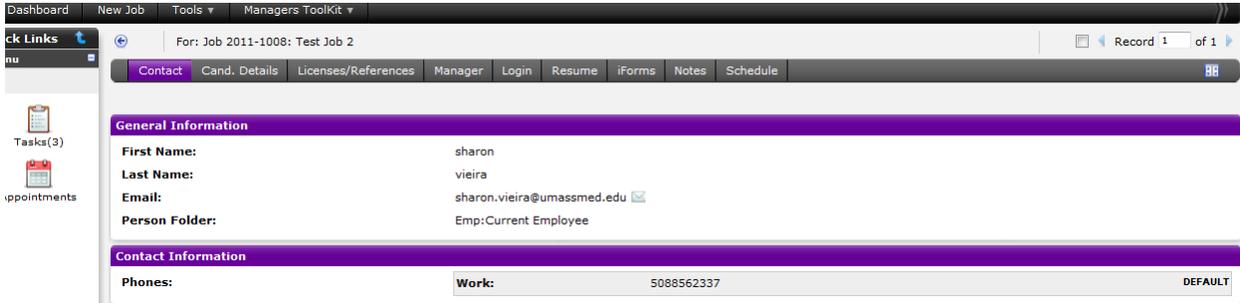
A pop up window will appear with a link for the applicants resume. Click on the link for the resume and you will be able to view it. Close resume when done and you will be back to your original screen.



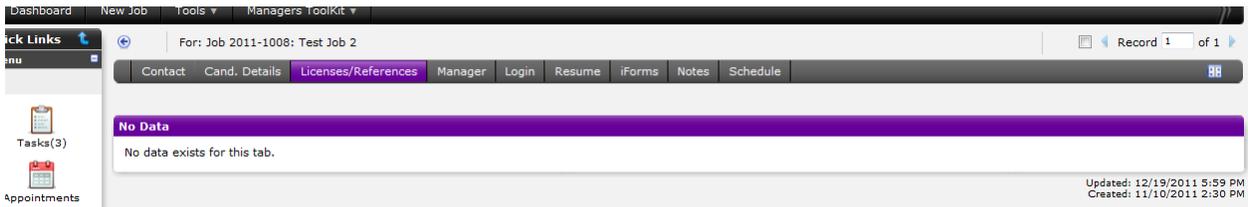
Step 9: Click on the **applicant** name.



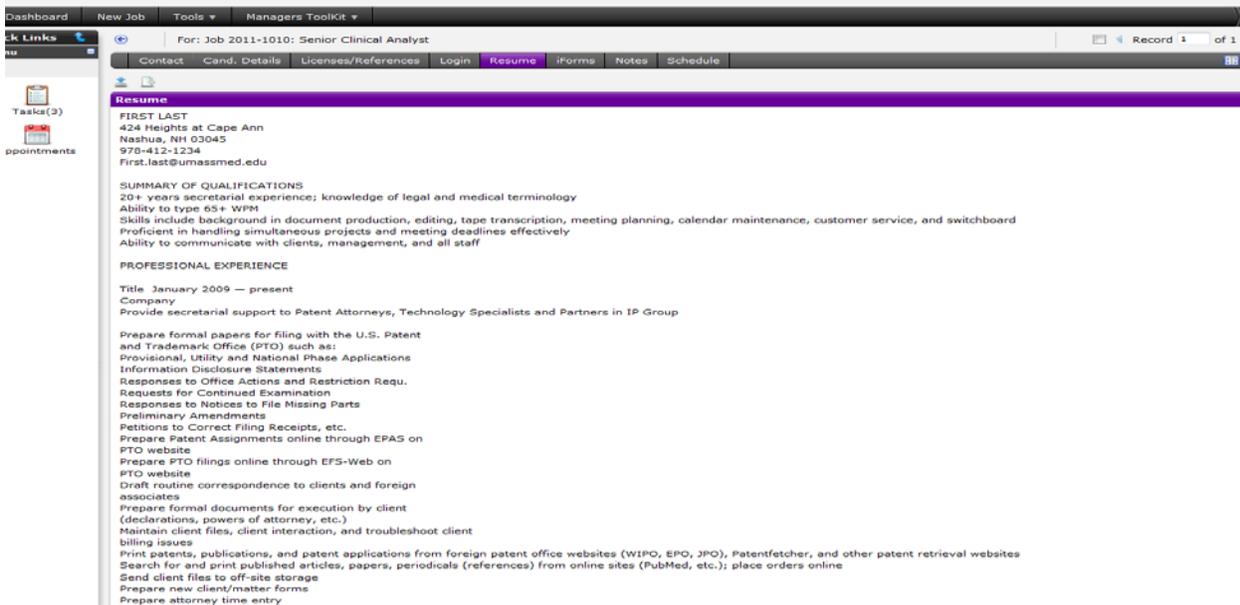
Step 10: You will go to the candidate page and land on **Contact** information.



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
 Full-Time
 Part-Time
 Temporary

Are you eligible to work in the U.S.?
 Yes No

Are you age 18 or over?
 Yes No

Willing to Relocate?
 Yes No

How did you hear about us?

Date Available to Start | Desired Salary

Step 14: Click on Notes to view the cover letter and notes on the candidate.

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

Page 1

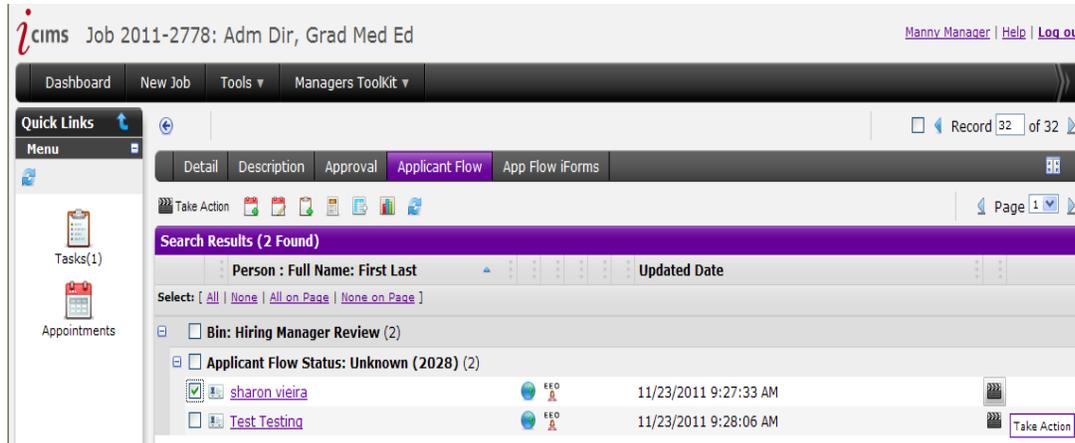
Search Results (3 Found)

From : Full Name: First Last	Subject	Sent/Start Date	Contact Type	Job : Title
Manny Manager	Blank	12/6/2011 1:54:11 PM	Submission Note	Senior Clinical Analyst
Tricia McCubrey	Forwarding Great Possibility ...	9/30/2011 11:30:00 AM	Appointment	
Tricia McCubrey	Interview with Candy Candid...	9/30/2011 9:00:00 AM	Interview	Senior Clinical Analyst

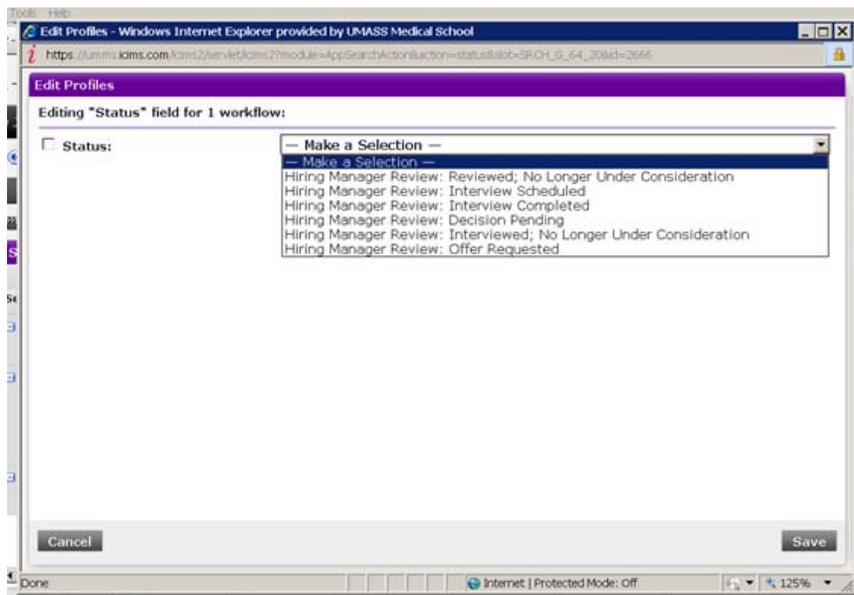
Taking Action on Applicants

-  **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:

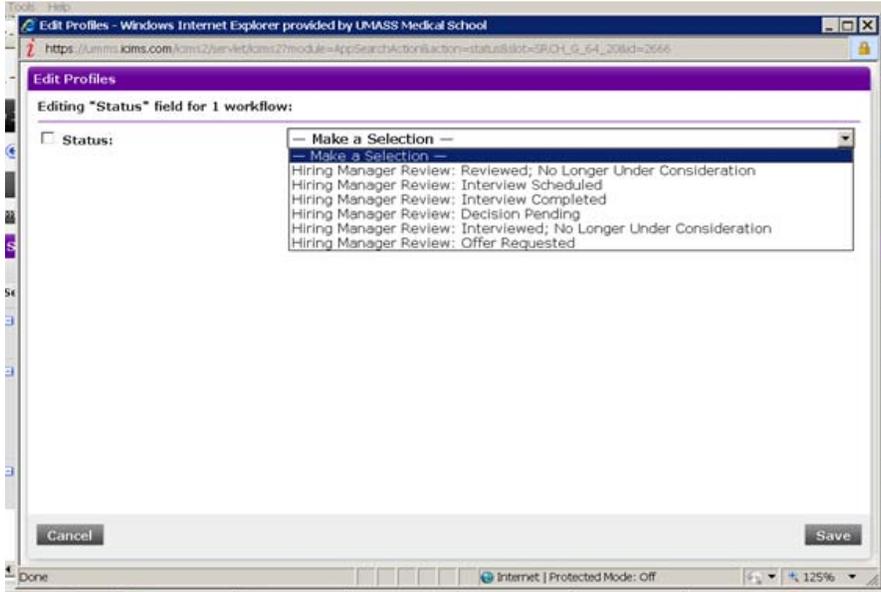
Hiring Manager Review	Applicant Flow Status	When to Use	Disposition
	Reviewed, No longer Under Consideration	HM no Longer interested in candidate	Candidate not most qualified Took another job Candidate Withdrew Unable to Contact UMCH-Failed Security Clearance Candidate salary requirements does not match Did not Meet Position Qualifications Other (Explain)
	Interview Scheduled	HM schedules interview	None
	Interview Completed	HM marks as interview completed	None
	Decision Pending	HM has the candidate under consideration	None
	Interviewed; No Longer Under Consideration	HM has interviewed the candidate and they are no longer under consideration	Candidate not most qualified Took another job Candidate Withdrew Candidate salary requirements does not match Did not Meet Position Qualifications Other (Explain)
	Offer Requested	HM would like to make an offer	None

Schedule Interviews



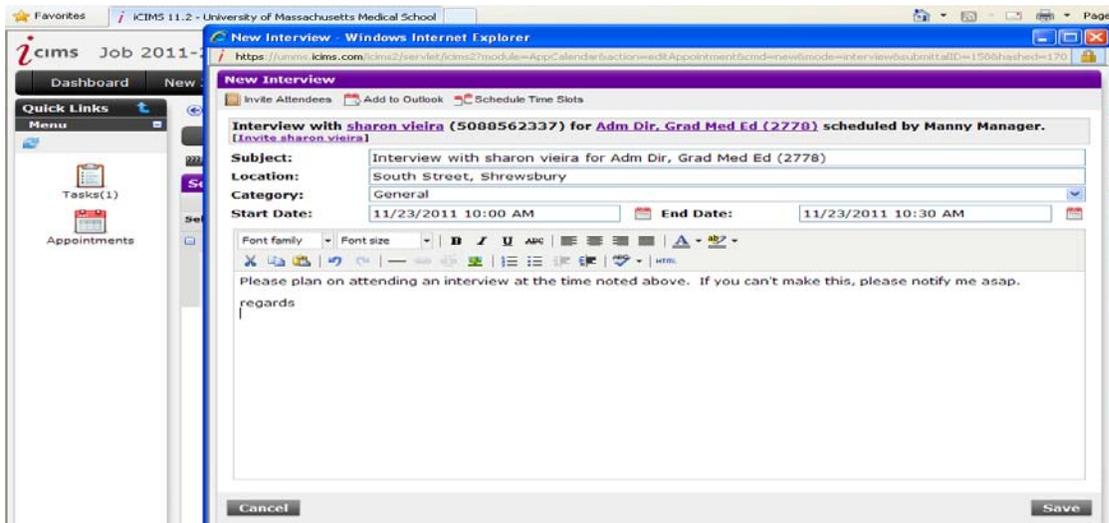
Note: all interviews need to be scheduled through iCIMS to be in compliance with OFCCP.

Step 1: Choose **Interview scheduled** from the drop down menu and click **Save**.



Step 2: Email window will open. Click on **Invite Attendees**, and draft your email to the applicant. Send email when completed.

- You can change the subject field.
- You also have the option of adding interviewers to this email by cc'ing them.
- Emails from iCIMS are compatible with Outlook.



Step 3: Status will change on the applicant. Repeat for other applicants and select the appropriate status.

The screenshot shows the iCIMS Applicant Flow interface. The top navigation bar includes 'Dashboard', 'New Job', 'Tools', and 'Managers Toolkit'. The main content area displays search results for 'Bin: Hiring Manager Review (2)'. The results are organized into a table with columns for 'Person : Full Name: First Last' and 'Updated Date'. Two results are visible: 'Test Testing' and 'sharon vieira', both with an 'Applicant Flow Status' of 'Interview Scheduled' and an 'Updated Date' of 11/23/2011 9:28:06 AM and 11/23/2011 9:33:04 AM respectively. The interface also includes a 'Quick Links' sidebar with 'Tasks(1)' and 'Appointments', and a 'Take Action' toolbar.

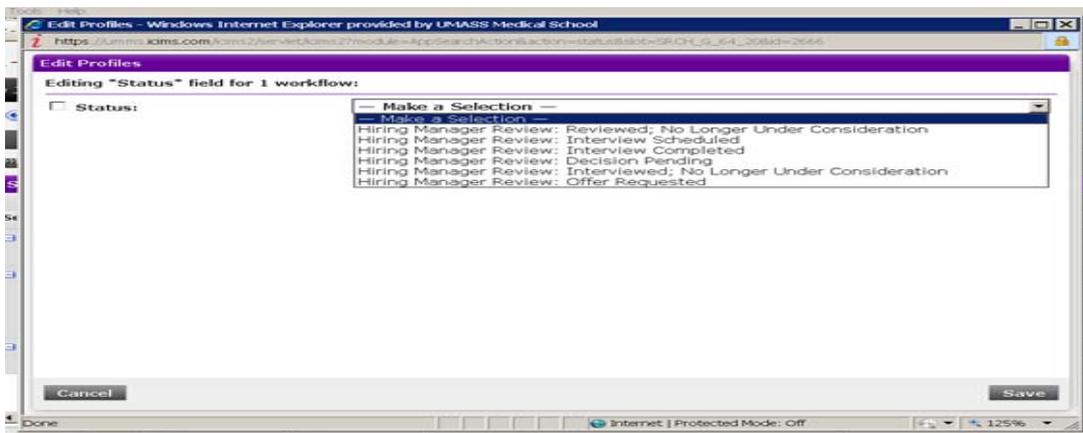
Person : Full Name: First Last	Updated Date
Test Testing	11/23/2011 9:28:06 AM
sharon vieira	11/23/2011 9:33:04 AM

Requesting Offer and Closing out Candidates

 **Required Information for OFCCP.**

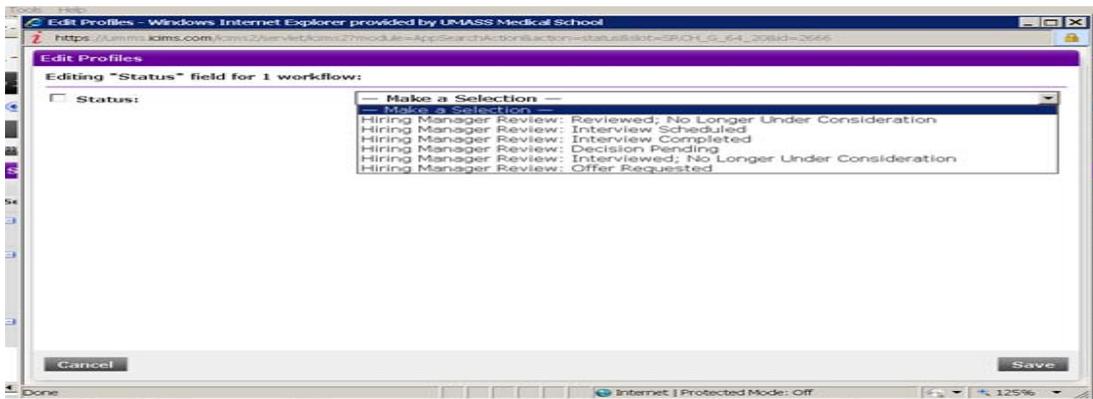
Step 1: Once a decision is made, action needs to be taken on each candidate. For the candidate you want to request a hire:

- Click on the **Select** box for that candidate and click on the **Take Action** icon.
- Select **Hiring Manager Review: Offer Requested**, then
- Click **Save**. This will send a notification to your Talent Specialist.

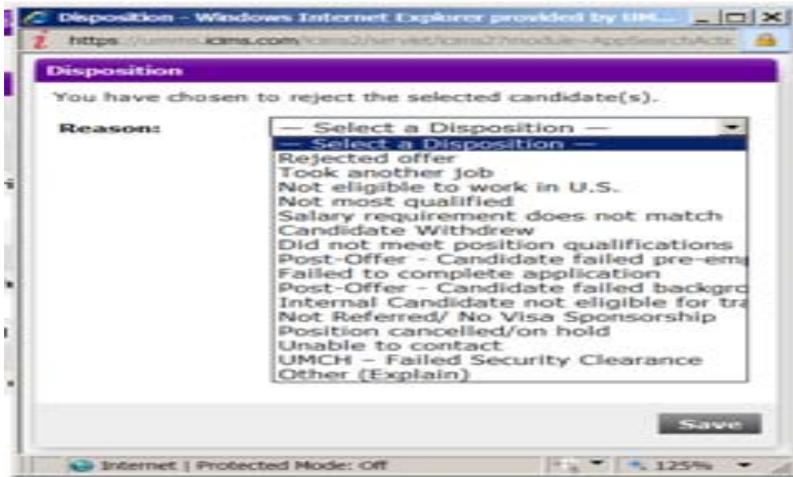


Step 2: Update the status on each of the remaining candidates.

- 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**.



Description of Dispositions:

Hiring Manager Review	Applicant Flow Status	When to Use	Disposition
	Reviewed, No longer Under Consideration	HM no Longer interested in candidate	Candidate not most qualified Took another job Candidate Withdrew Unable to Contact UMCH-Failed Security Clearance Candidate salary requirements does not match Did not Meet Position Qualifications Other (Explain)
	Interview Scheduled	HM schedules interview	None
	Interview Completed	HM marks as interview completed	None
	Decision Pending	HM has the candidate under consideration	None
	Interviewed; No Longer Under Consideration	HM has interviewed the candidate and they are no longer under consideration	Candidate not most qualified Took another job Candidate Withdrew Candidate salary requirements does not match Did not Meet Position Qualifications Other (Explain)
	Offer Requested	HM would like to make an offer	None

Step 4: Status will change on any candidate that had an action taken. The Talent Specialist will make the actual offer to the selected candidate.

Search Results (1 Found)	
Person : Full Name: First Last	Updated Date
Select: [All None All on Page None on Page]	
<input type="checkbox"/> Bin: Hiring Manager Review (1)	
<input type="checkbox"/> Applicant Flow Status: Reviewed; No Longer Under Consideration (1)	
<input type="checkbox"/> Test Testing	 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	Adm Dir, Grad Med Ed	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

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

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.