

iCIMS Hiring Tool – Corporate Hiring Manager Dashboard

Description

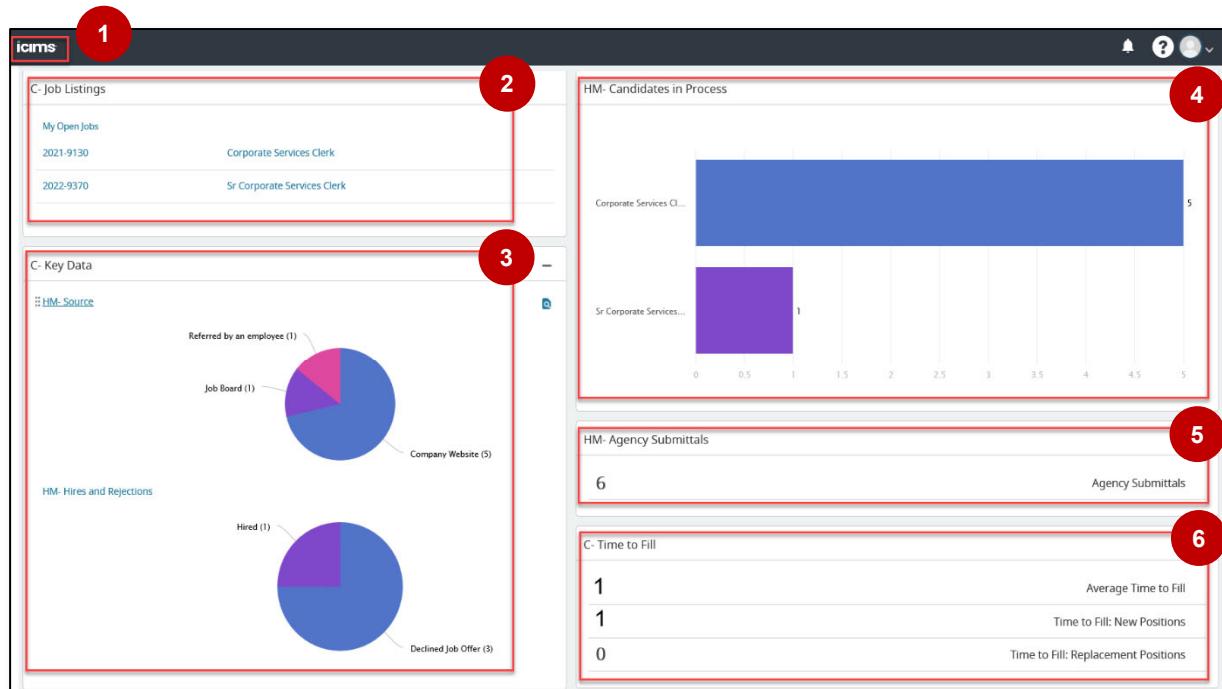
The iCIMS Hiring Tool assists with recruiting efforts for potential employees. The hiring managers have access to all open positions associated within their department and the ability to view the status and resumes of all candidates within the hiring process. They also gain insights into crucial hiring metrics.

Login

Access iCIMS through your Okta dashboard.



Dashboard Overview



1. **iCIMS** home button – Click this icon to return to the dashboard.
2. **Job Listings** – Positions associated to hiring manager; any positions that are open will appear in this box. Click the **My Open Jobs** link to view the available positions and candidates' resumes.
3. **Key Data** box – Hyperlinked pie charts that indicate the source of candidates. The **Source** hyperlink shows the candidates' names and details. The **Hires and Rejections** hyperlink shows the ratio between the number of hired candidates and the number of candidates that have declined their offer.
4. **Candidates in Process** box – Hyperlinked bar graphs that indicates the number of candidates who are in the hiring process, by open position.
5. **Agency Submittals** box – Indicates how many candidates are in process that were submitted by an agency. Click hyperlinked candidate number to view the candidate position and status in chronological order.
6. **Time to Fill** box – Indicates the time it takes to fill positions for the current calendar year. The hyperlinked numbers show the overall average time to fill for all positions, new positions, and replacement positions.

Questions

If you have any additional questions, please contact your Corporate Recruiter.