

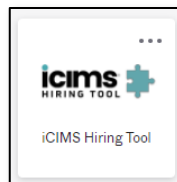
iCIMS Hiring Tool – Regional Office Manager QRG

Description

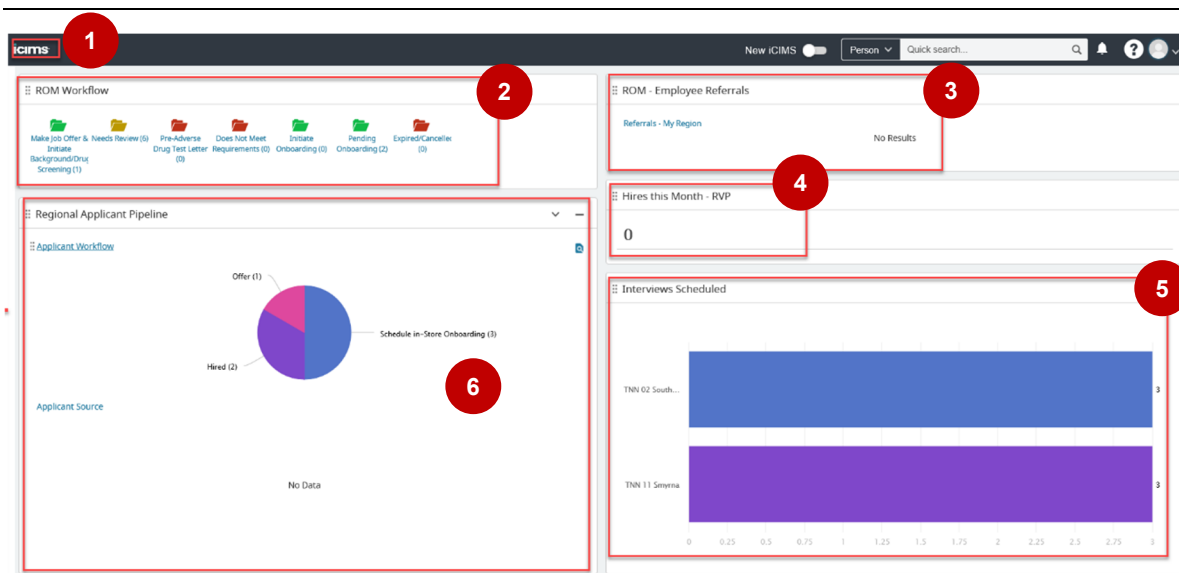
The iCIMS Hiring Tool assists with recruiting efforts for potential employees. It is used by stores, Regional Offices, and the Recruiting Department to track an applicant's status during their hiring journey.

Login

Access iCIMS through your Okta dashboard.



Dashboard Overview






1. **iCIMS Home button** – Click this icon to return to the dashboard.
2. **ROM Workflow** box – Hiring folders which represent the Regional Office's recruiting steps.
3. **Employee Referrals** box – Indicates the applicants that disclose they have been sourced by an existing employee.
4. **Hires this Month - RVP** box – Indicates the total number of hires within the region for the current month.
5. **Interviews Scheduled** box – Indicates how many interviews are scheduled at each store within the region for the current month.
6. **Regional Applicant Pipeline** box – Hyperlinked pie chart where every applicant sent to the store can be reviewed by status, including Pre-Hire and Offer status. The **Applicant Workflow** link can be clicked to view where the applicant is chronologically in their hiring status. The **Applicant Source** link can be clicked to view the source where the applicant came from.

ROM Workflow Folders


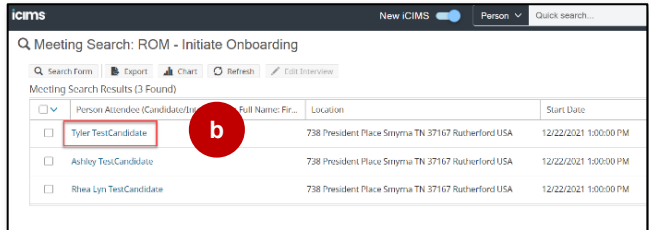
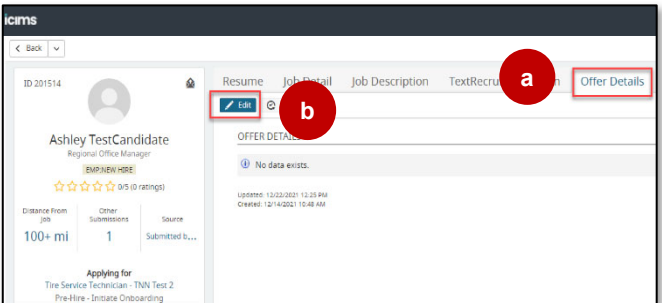
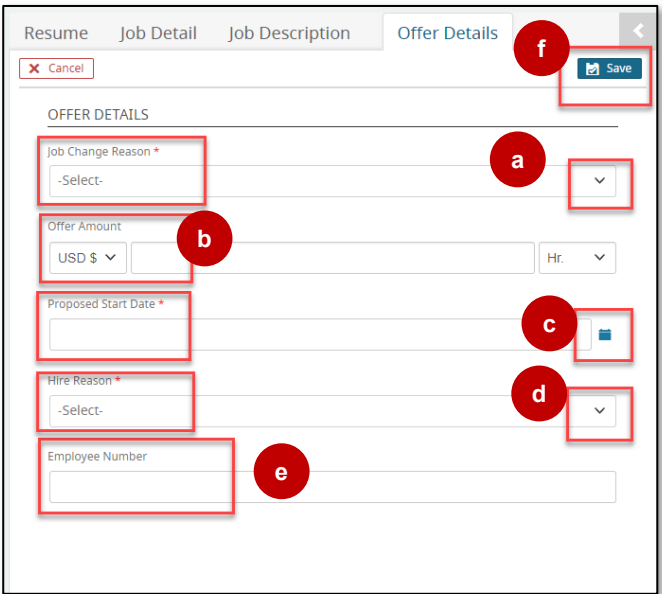
The ROM Workflow folders are hiring folders which represent the Regional Office's recruiting steps.

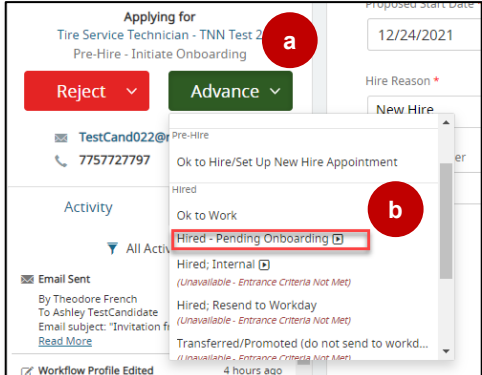
The workflow folders are color coded as follows:

- Green: Applicants moving forward in the hiring process
- Yellow: Applicants with something questionable in their background or drug screening results
- Red: Applicants that will not be moving forward in the hiring process

Folder	Applicant Status	Actions
 Make Job Offer & Initiate Background/Drug Screening (1)	Applicants have completed interview and the Store Manager has sent them to Accurate for background and drug screening.	Candidates can be placed in relevant Accurate status to circumvent waiting for Accurate.
 Needs Review (0)	Applicants require adjudication from AVP.	Advance or reject candidate per adjudication.
 Pre-Adverse Drug Test Letter (0)	Applicants do not meet requirements from their drug screening.	Follow the current Accurate process.
 Does Not Meet Requirements (0)	Applicants do not meet requirements from their background screening.	Follow the current Accurate process.
 Initiate Onboarding (0)	Applicants met requirements from Accurate and Store Manager has scheduled onboarding appointment for some time within the next 7 days.	Fill out the Offer Details page and move applicant to Hired Pending Onboarding. <i>*See Offer Details section below for further instructions on filling out the necessary information.</i>
 Pending Onboarding (2)	Applicants that have been entered into Workday.	Move applicant to 'OK to Work' status once onboarding activities are complete. Note: When applicant is moved to 'OK to Work' status store will receive an email of the status change.
 Expired/Cancelled (0)	Applicants did not complete their background or drug screening.	Follow procedure for your region.

***Offer Details**

Step	Description
1	<p>a. Click the Initiate Onboarding folder to display applicants</p> <p>b. Click the name of the applicant who needs to be sent to Workday</p>  
2	<p>a. Click Offer Details</p> <p>b. Click Edit</p> 
3	<p>a. Click the arrow and select New Hire or Rehire from the drop-down list to populate the Job Change Reason field</p> <p>b. It is not required to fill in the Offer Amount field</p> <p>c. Click on the calendar icon and select the applicants Onboarding Appointment date to populate in the Proposed Start Date field</p> <p>d. Click the arrow and select New Hire or Rehire from the dropdown list to populate the Hire Reason field; this should match the Job Change Reason field (a)</p> <p>e. If applicant is a re-hire, populate the Employee Number field with their 6-digit employee ID, if it is not already present. If they are not a re-hire, leave it blank</p> <p>f. Click Save</p> 

<p>4</p>	<p>a. Click the arrow in the green Advance box</p> <p>b. Select Hired-Pending Onboarding from the drop-down list to advance the candidate</p> <p>c. Click Continue and OK in blue popup boxes</p> <p>Note: Do not make any changes to any information in the blue pop up boxes.</p>	 <p>The screenshot shows the iCIMS Hiring Tool interface. At the top, it says 'Applying for Tire Service Technician - TNN Test 2' and 'Pre-Hire - Initiate Onboarding'. There are two buttons: 'Reject' (red) and 'Advance' (green). The 'Advance' button has a red circle 'a' next to it. Below the buttons, there is a dropdown menu for 'TestCand022@7757727797'. The dropdown menu is open, showing options: 'Ok to Hire/Set Up New Hire Appointment', 'Ok to Work', 'Hired - Pending Onboarding' (highlighted with a red box and a red circle 'b'), 'Hired; Internal', 'Hired; Resend to Workday', and 'Transferred/Promoted (do not send to workday...)'. The 'Hired - Pending Onboarding' option is the correct selection according to the instructions.</p>
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Questions

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