

## iCIMS Hiring Tool – Store Manager QRG

### Description

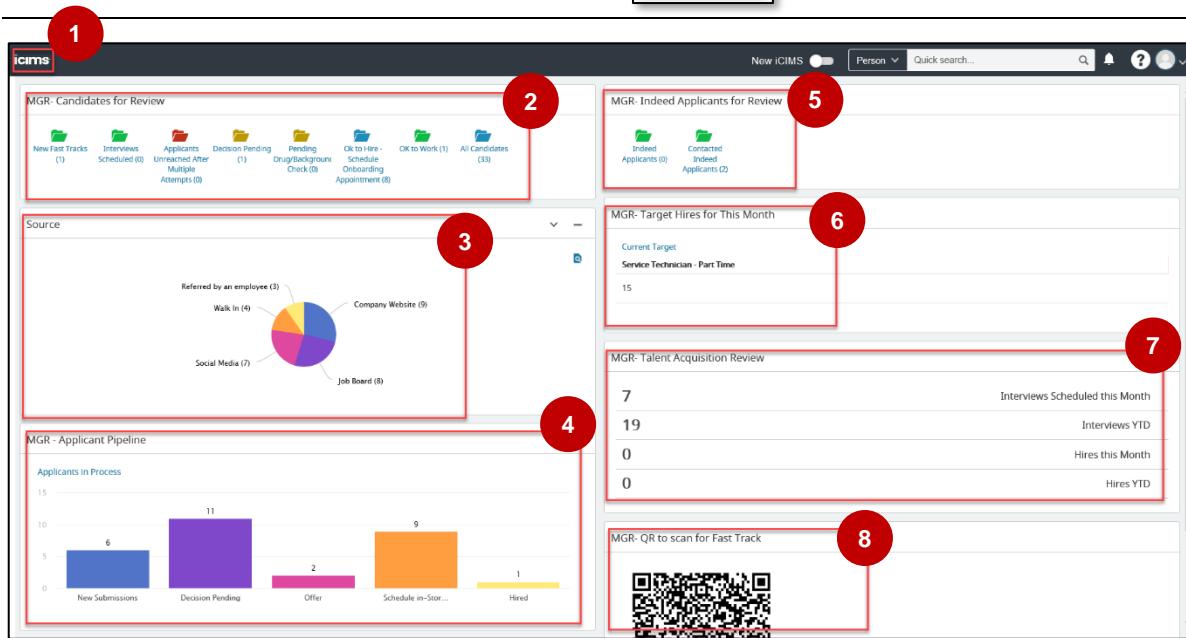
The iCIMS Hiring Tool assists with recruiting efforts for potential employees. It is used by Stores, Regional Offices, and the Recruiting Department to track an applicant's status during their hiring journey.

### Login

Access iCIMS through your Okta dashboard.



### Dashboard Overview



The screenshot shows the iCIMS Store Manager Dashboard with several key sections highlighted by numbered callouts:

- 1. iCIMS Home Button**: Located in the top left corner of the dashboard header.
- 2. Candidates for Review Folders Box**: A grid of hiring folders including New Fast Tracks, Interviews Scheduled, Applicants Unmatched After Multiple Attempts, Decision Pending, Pending Onboarding/Onboarding Check, Ok to Hire - Onboarding Appointment, Ok to Work, and All Candidates.
- 3. Source Box**: A pie chart showing applicant sources: Referred by an employee (3), Walk In (4), Social Media (7), Job Board (8), and Company Website (9).
- 4. MGR - Applicant Pipeline Box**: A bar graph showing applicant status: New Submissions (6), Decision Pending (11), Offer (2), Schedule in-Store Onboarding (9), and Hired (1).
- 5. Indeed Applicants for Review**: A list of Indeed applicants: Indeed Applicants (0) and Contacted Indeed Applicants (0).
- 6. Target Hires for This Month**: A box showing the current target for Service Technician - Part Time is 15.
- 7. Talent Acquisition Review**: A table showing current target hiring goals:
 

|    |                                 |
|----|---------------------------------|
| 7  | Interviews Scheduled this Month |
| 19 | Interviews YTD                  |
| 0  | Hires this Month                |
| 0  | Hires YTD                       |
- 8. QR Code to scan for Fast Track**: A QR code for scanning to apply for the Fast Track application process.

- iCIMS Home Button** – Click this icon to return to the dashboard.
- Candidates for Review Folders Box** – Hiring folders that represent applicant recruiting status and include the action items associated with each applicant.
- Source Box** – Hyper-linked pie chart where applicant's source can be viewed, including: Referred by an employee, Walk In, Social Media, Job Board, and Company Website.
- MGR – Applicant Pipeline Box** - Hyper-linked bar graph chart where applicant's status can be viewed including: New Submissions, Decision Pending, Offer, and Schedule in-Store Onboarding status. The 'Applicants in Progress' link can be clicked to view applicant names and status.
- Indeed Applicants for Review** – Applicants who have applied through Indeed. These applicants have not been screened by the Recruiting Department.
- Target Hires for the Month Box** – Indicates the position and how many hires are the target for the month. The 'Current Target' shows target hiring goal for the month.
- Talent Acquisition Review Box** - Indicates interviews scheduled for the current month, interviews scheduled year to date, hires for the current month, and hires for year to date.
- QR Code to scan for Fast Track Box** - Applicants may scan the QR code to be taken directly to the "Fast Track" application process. Once they apply, they will appear in the New Fast Tracks folder.

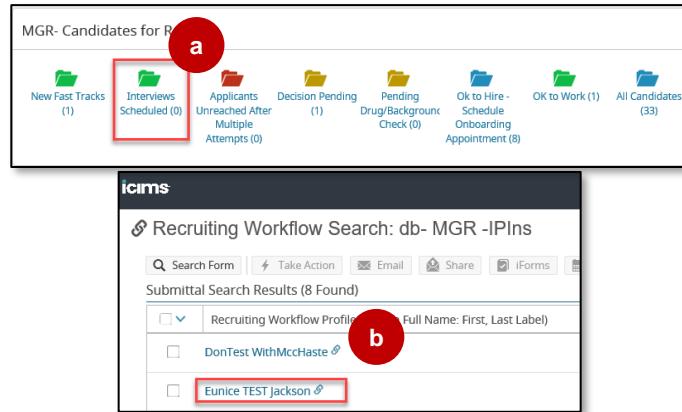
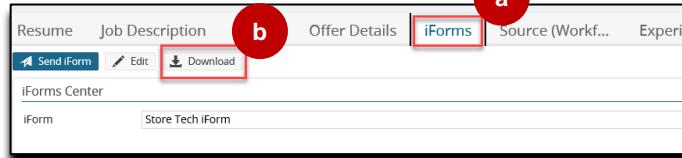
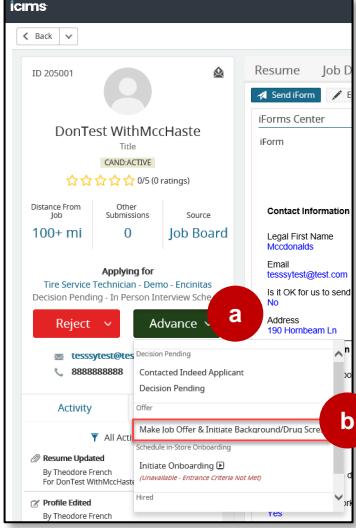
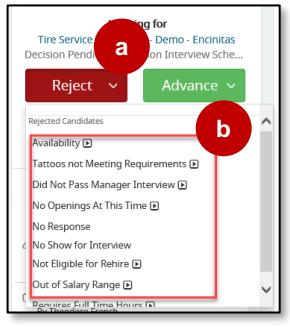
**Workflow Folders** The Store Manager Workflow folders are the hiring folders which represent applicant recruiting status and include the action items associated with each applicant.

**Candidates for Review Folders**

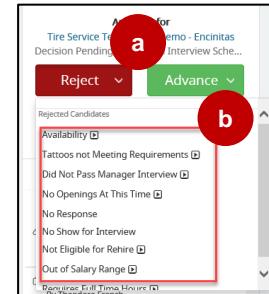
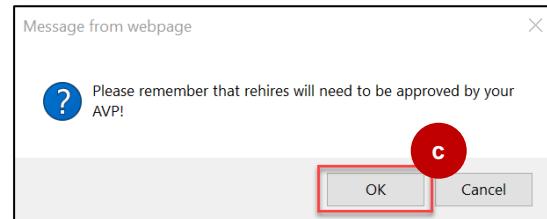
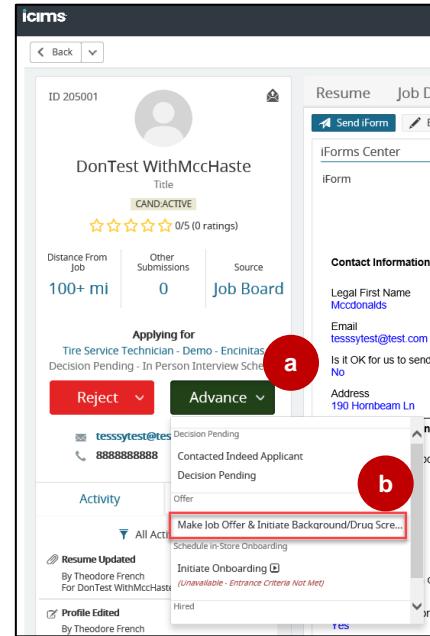
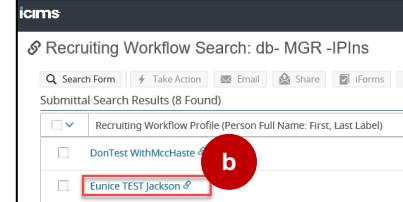
| Folder                                                                                                                                  | Applicant Status                                                                                            | Actions                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>New Fast Tracks (1)                                | Applicants that have scanned the QR code and filled out their application.                                  | After interviewing applicant, you may advance or reject them.                                                                                                                                           |
| <br>Interviews Scheduled (8)                           | Upcoming applicant interviews, sent over by recruiting team.                                                | Visibility to interviews that are scheduled. Move candidate to appropriate folder within 48 hours of having an interview. If action is not taken, a notification will be sent to store manager's email. |
| <br>Applicants Unreached After Multiple Attempts (0)   | Applicants that the Recruiting Team could not reach.                                                        | Attempt to reach applicant or you may reject them.                                                                                                                                                      |
| <br>Decision Pending (1)                               | Applicants for whom the Store Manager has not yet made a hiring decision.                                   | Use as a place holder if several candidates are being interviewed and a hiring decision will be made between candidates.                                                                                |
| <br>Pending Drug/Background Check (0)                  | Applicants who have been sent to Accurate but their results have not been returned.                         | Visibility to candidates who are still pending with Accurate.                                                                                                                                           |
| <br>Ok to Hire - Schedule Onboarding Appointment (8) | Applicants that have passed their background and drug screening and are approved to hire.                   | Schedule their onboarding appointment.                                                                                                                                                                  |
| <br>OK to Work (1)                                   | Applicants that have been added to Workday and have completed all onboarding activities.                    | Applicants are ready to be scheduled to work.                                                                                                                                                           |
| <br>All Candidates (33)                              | All applicants who have applied for any position at your store location.                                    | Quick reference to search for any applicant that has applied for a position at your store location.                                                                                                     |
| <br>Indeed Applicants (0)                            | Applicants who applied through Indeed. These applicants have not been screened through the Recruiting Team. | Attempt to reach applicant to set up interview. After interview, advance them to Make Job Offer status which will place them in the Pending/Drug Background Check folder, or reject candidate.          |
| <br>Contacted Indeed Applicants (2)                  | Applicants who have been contacted.                                                                         | Use as a placeholder for Indeed applicants that Store Manager has contacted or left a message for.                                                                                                      |

**Indeed Applicants for Review Folders**

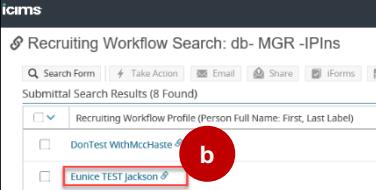
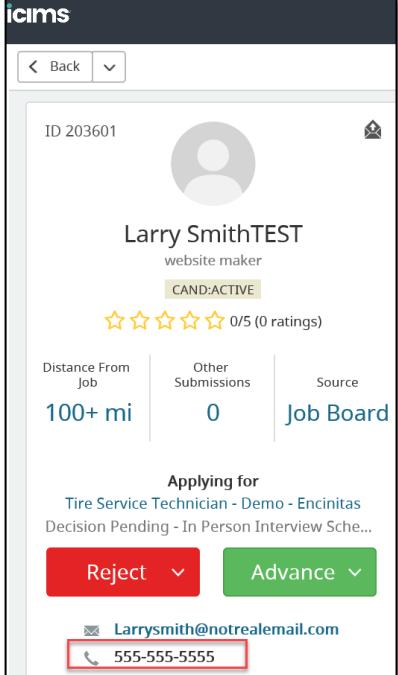
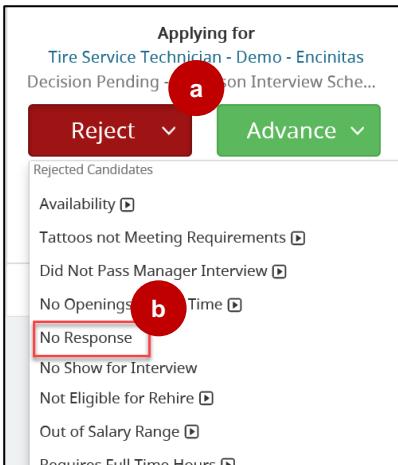
**Interviews  
Scheduled  
Folder**

| Step |                                                                                                                                                                                                                                                                                                                                                                    | Description                                                                          |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1    | <p>a. Click the <b>Interviews Scheduled</b> folder to reveal applicants scheduled for an interview using iCIMS</p> <p>b. Click the name of the applicant who will be interviewed</p>                                                                                                                                                                               |    |
| 2    | <p>If you would like to view/print the application on file:</p> <p>a. Click the 'iForms' tab</p> <p>b. Click the <b>Download</b> button to view the application (Store Tech iForm)</p>                                                                                                                                                                             |    |
| 3    | <p>To proceed with the hiring process:</p> <p>a. Click the green <b>Advance</b> box</p> <p>b. Click <b>Make Job Offer &amp; Initiate Background/Drug Screening</b> from the drop-down list</p> <p>**The applicant will automatically be sent to Accurate for their drug screening and background check.</p>                                                        |   |
| 4    | <p>To remove the applicant from consideration:</p> <p>a. Click the red <b>Reject</b> box</p> <p>b. Click reason for removing candidate from the dropdown list</p> <p>**Regional Recruiters will inform applicant.</p> <p><b>NOTE:</b> The expectation is that store managers will move candidate to appropriate folder within 48 hours of having an interview.</p> |  |

| New Fast Tracks Folder | Step | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | 1    | <p>a. Click the <b>New Fast Tracks</b> folder to reveal applicants that have scanned the QR code and filled out their application</p> <p>b. Click the name of the applicant who you are advancing</p>                                                                                                                                                                                                                                                                     |
|                        | 2    | <p>To proceed with the hiring process:</p> <p>a. Click the green <b>Advance</b> box</p> <p>b. Click <b>Make Job Offer &amp; Initiate Background/ Drug Screening</b> from the drop-down list</p> <p>c. AVP approval must be received before rehiring an applicant. If approval has been received, click the <b>OK</b> button when reminder message appears.</p> <p>The applicant will automatically be sent to Accurate for their drug screening and background check.</p> |
|                        | 3    | <p>To remove the applicant from consideration:</p> <p>a. Click the red <b>Reject</b> box</p> <p>b. Click reason for removing candidate from the drop-down list</p> <p>**Regional Recruiters will inform applicant.</p>                                                                                                                                                                                                                                                    |

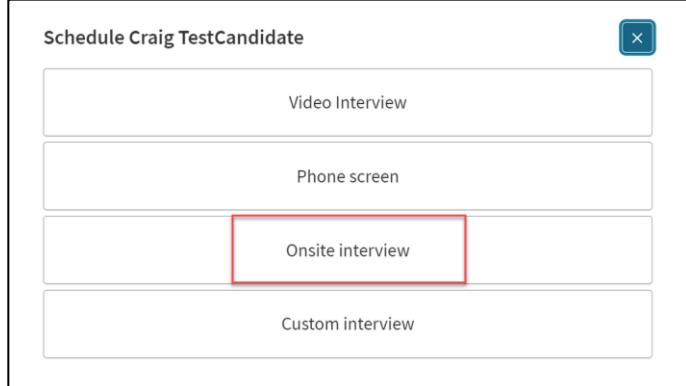
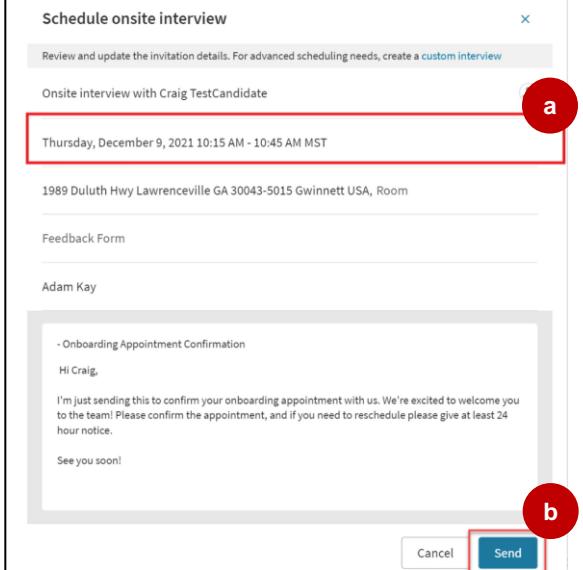


**Applicants  
Unreached  
After  
Multiple  
Attempts  
Folder**

| Step | Description                                                                                                                                                                                                                                                                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>a. Click the <b>Applicants Unreached After Multiple Attempts</b> folder to reveal applicants that the Recruiting Team could not reach</p> <p>b. Click the name of the applicant you would like to view</p>   |
| 2    | <p>The applicant's phone number is listed underneath their email. Please attempt to reach them from a local number.</p>                                                                                                                                                                          |
| 3    | <p>If applicant cannot be reached:</p> <p>a. Click the red <b>Reject</b> box</p> <p>b. Click <b>No Response</b> from the drop-down list</p> <p>**Regional Recruiters will inform applicant.</p>                                                                                                 |

| Step                                                     | Description                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OK to Hire Schedule Onboarding Appointment Folder</b> | <p>a. Click the <b>OK to Hire Schedule Onboarding Appointment</b> folder to reveal applicants that have passed their background and drug screening and are approved to hire</p> <p>b. Click the name of the applicant to prepare to schedule their onboarding appointment</p> |
| 2                                                        | <p>Call the applicant to schedule the date and time of the onboarding appointment. The applicant's phone number is listed underneath their email address.</p>                                                                                                                 |
| 3                                                        | <p>After the appointment is set:</p> <p>a. Click the green <b>Advance</b> box</p> <p>b. Click <b>Initiate Onboarding</b> from the drop-down list</p>                                                                                                                          |

**OK to Hire –  
Schedule  
Onboarding  
Appointment  
Folder  
(continued)**

|   |                                                                                                                                                                                                                                                       |                                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 4 | <p>Click <b>Onsite interview</b> from the pop-up box</p>                                                                                                                                                                                              |   |
| 5 | <p>An email confirming the date and time for the applicant will appear.</p> <ol style="list-style-type: none"> <li>To set the date or time, click on the date in the email template</li> <li>When everything is correct, click <b>Send</b></li> </ol> |  |

**Questions**

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