

## iCIMS Hiring Tool - Service Professional Promotion QRG

<b>Description</b>	After a store employee scans the in-store QR code (which inputs their information into the iCIMS system), you will use the iCIMS Hiring Tool to start transitioning current, part-time employees to Service Professionals.  You do <b>not</b> need to complete the Job Change Form on the KC.
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<b>Procedure</b>	Follow these steps in the iCIMS Hiring Tool System to transition current, part-time employees to Service Professionals.
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Step	Action
1	Go to your iCIMS Hiring Tool.
2	Select the <b>Service Professional Applicants</b> folder.
3	Select an employee by clicking directly on their name.
4	Confirm that the <b>Service Professional – Survey</b> option is displaying in the iForm field. If it is not, select it from the dropdown.
5	Click <b>Edit</b> . The Service Professional Survey form should auto-populate the form with information about the employee.
6	Click <b>Save &amp; Exit</b> .
7	Now, interview the candidate.
8	REQUIRED: After interviewing the employee, all promotions to the Service Professional <b>MUST</b> be approved by your VP/AVP before advancing the candidate in iCIMS.

Procedure	Step	Action
	9	In the <b>iCIMS Hiring Tool</b> , navigate to the Employee Form screen by following steps 1-3 from above.
	10	From the iForms section, select the <b>Service Professional Internal Promotion</b> option.
	11	Click <b>Edit</b> .
	12	Scroll to the bottom of the form and type your name in the <b>Requester Name</b> field.
	13	Click <b>Save &amp; Exit</b> .
	14	<p><b>Promote/Advance</b>            If you are promoting/advancing the employee, click the <b>Advance</b> button and select the <b>Service Professional Promotion</b> option from the drop-down menu.</p> <p><b>Reject</b>            If you are rejecting the employee from the Service Professional position, click the <b>Reject</b> button and select the <b>Imagine Service Professional Rejection</b> option from the drop-down menu.</p>
	15	Confirm the status of the employee (Hired or Rejected).

## Contact

If you have questions, contact your Regional Office.