

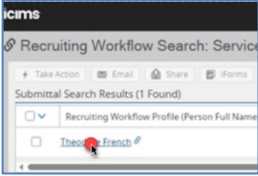
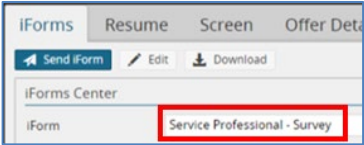
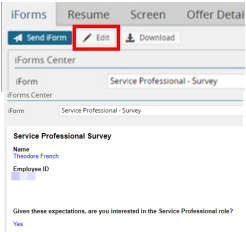
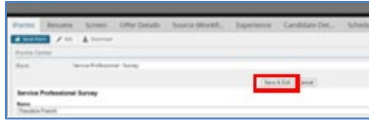


iCIMS Hiring Tool - Service Professional Promotion QRG

Description 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 **not** need to complete the Job Change Form on the KC.

Procedure Follow these steps in the iCIMS Hiring Tool System to transition current, part-time employees to Service Professionals.

Step	Action	
1	Go to your iCIMS Hiring Tool.	
2	Select the Service Professional Applicants folder.	
3	Select an employee by clicking directly on their name.	
4	Confirm that the Service Professional – Survey option is displaying in the iForm field. If it is not, select it from the dropdown.	
5	Click Edit . The Service Professional Survey form should auto-populate the form with information about the employee.	
6	Click Save & Exit .	
7	Now, interview the candidate.	
8	REQUIRED: After interviewing the employee, all promotions to the Service Professional MUST be approved by your VP/AVP before advancing the candidate in iCIMS.	

Procedure

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