

Hiring Manager Insights

This streamlined, personalized dashboard offers insights that make it possible for hiring managers to get the information they need quickly. The dashboard comes with two levels of drill-down, making it possible to access granular information that the hiring manager requires, in just a few clicks.

Benefits

This feature empowers hiring managers with a personalized dashboard, including just the statuses and information relevant to their positions and candidates. Hiring managers can quickly access statuses to their open positions, their candidates and personalized trends such as time to hire and time to fill. These are additions to the ATS homepage, all existing functionality such as the Inbox and Watch List will remain intact.

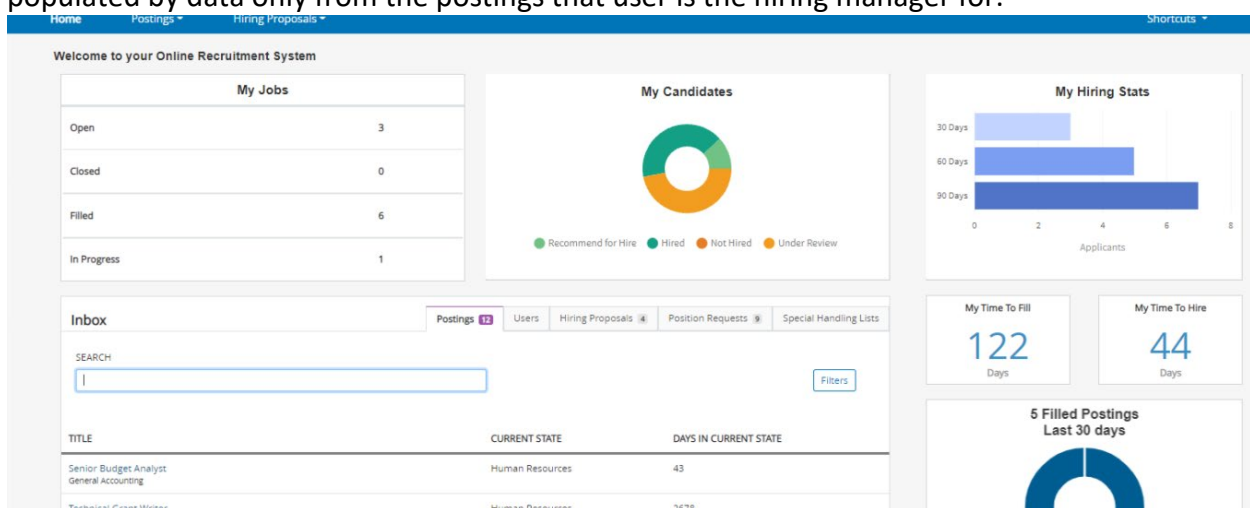
When hiring managers have the information they need at their fingertips, they don't need to request status updates from HR, freeing up the talent team to focus elsewhere. With fewer delays, the hiring process moves faster.

How to Enable Hiring Manager Insights

Hiring Manager Insights will automatically be turned on for all user groups entitled "Hiring Manager" on 12/13/21. The ability to add or remove user groups can be done in the Admin Module.

Components of the Hiring Manager Insights

Five new visualizations have been added to the ATS homepage. The visualizations are populated by data only from the postings that user is the hiring manager for.



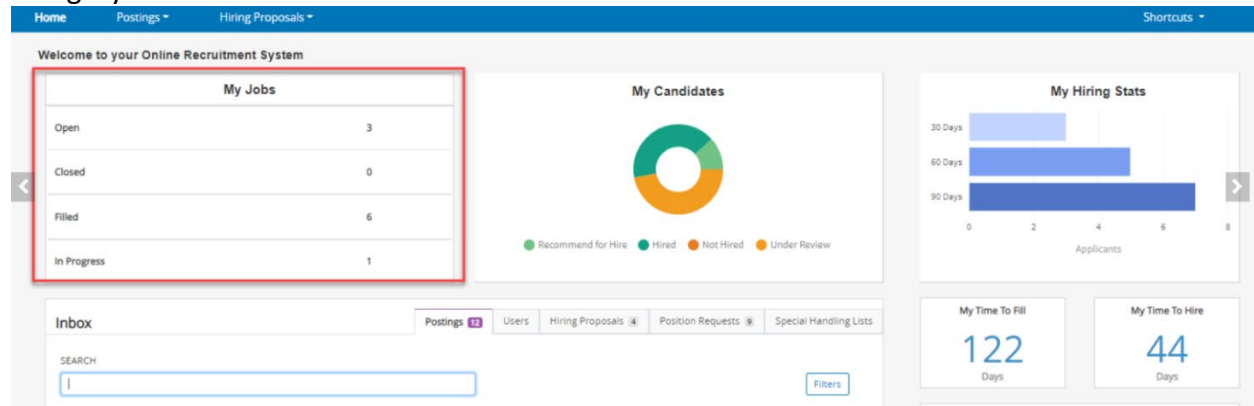
New widgets:

- **My Jobs:** lists the number of postings in the following four states: Open, Closed, Filled, or In Progress
- **My Candidates:** displays the percentage of candidates in the following four states: Recommend for Hire, Hired, Not Hired, or Under Review
- **My Hiring Stats:** displays the hiring trends for the hiring manager's postings, based on the number of candidates hired in the last 30, 60, and 90 days.
- **My Time to Fill:** tells the user how fast the hiring process is moving by reporting the average number of days between the date the posting is created and the date the candidate enters a workflow state that is marked "is considered hired."
- **My Time to Hire:** tells the user how quickly the best candidates are identified by reporting the average number of days between the date a candidate submits an application and the date a candidate enters a workflow state that is marked "is considered hired."

Drill-Down functionality

My Jobs drill-down

Hiring managers can click into any of the four states to see a list of postings in that particular category.



A new page is opened that displays specific information about those postings. In the upper left-hand corner, the user can switch to another status without having to go back to the main dashboard. In the upper right-hand corner, hiring managers can export this data as an Excel spreadsheet by clicking on the Excel icon.

Posting Title	Posting Number	Created Date	Current Status	Division	Department	Location Id	Min Salary	Mid Salary	Max Salary	last Updated
Assistant Biology Professor	AS082P	08/10/2020 11:03 AM	Human Resources	Administration (72000001)	Administration (74000001)	134	\$64,702	\$79,195	\$95,826	10/04/2021 03:08 PM

Showing 1 to 1 of 1 entries (filtered from 600 total entries)

Hiring managers can further drill-down by clicking into the posting title, and they will be directed to that posting page in ATS. From here, they can take any action that is necessary.

Postings / Administrative Staff / Assistant Biology Professor (Human Resources) / Summary

Posting: Assistant Biology Professor (Administrative Staff)

Current Status: Human Resources

Position Type: Administrative Staff
Department: Administration

Created by: system user2
Owner: Human Resources

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Applicants | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details

Classification information

The Office of Human Resources uses employment information to confirm whether an applicant meets minimum qualification and experience requirements and the hiring department uses employment information to assist with salary determinations, therefore, an applicant should complete this section in its entirety. Please do not indicate "See Resume". Applications indicating "See Resume" may not receive full consideration for employment. A resume may be submitted as a supplement in the documents needed to Apply section of the application. Resume information may supplement but is not a substitute for completing in detail this application. Please be sure to provide all of your employment history in this section. As you describe your work history, highlight the knowledge, skills, and abilities you possess that demonstrate your qualifications for the position for which you are applying. List your present or most recent position **FIRST** then add additional work history by clicking the Add Employment history entry button. List separately each job held and your duties for each position. If you have had more than one position with any employer, list separately each position held. Include any unpaid experience, military experience, or temporary employment. Do not include work for which you received course credit.

My Candidates drill-down

Hiring managers can click into any of the four states to see a list of candidates in that particular category.

Welcome to your Online Recruitment System

My Jobs	
Open	3
Closed	0
Filled	6
In Progress	1

My Candidates

Legend: ● Recommend for Hire ● Hired ● Not Hired ● Under Review

My Hiring Stats

Days	Applicants
30 Days	3
60 Days	5
90 Days	7

5 Filled Postings

My Time To Fill: 122 Days

My Time To Hire: 44 Days

Inbox: Postings (3), Users, Hiring Proposals (4), Position Requests (3), Special Handling Lists

SEARCH:

Filters

A new page is opened that displays specific information about those candidates. In the upper left-hand corner, the user can switch to another status without having to go back to the main dashboard. In the upper right-hand corner, the hiring manager can export this data as an Excel spreadsheet by clicking on the Excel icon.

Applicant's Last Name	Applicant's First Name	Posting Number	Job Application	Job Application Date	Status
Test1113	nagtest1113	AS102P	1025	2020-11-13T11:09:07.000-06:00	Hired
test	24	AS111P	1095	2021-09-22T15:00:45.000-05:00	Hired
shilpa	chaudhary	AS112P	1097	2021-06-09T04:06:18.000-05:00	Hired
rb082721	rb082721	AS113P	1106	2021-08-27T14:48:36.000-05:00	Hired
Usernmrjn	Automationnmrjn	AS110P	1119	2021-09-09T01:53:48.000-05:00	Hired
shilpa	chaudhary	AS115P	1133	2021-09-14T09:31:36.000-05:00	Hired
user01	user01	AS099P	1206	2021-09-22T14:44:26.000-05:00	Hired

Showing 1 to 7 of 7 entries (filtered from 1,238 total entries)

Hiring managers can further drill-down by clicking into an applicant's last name and go directly to their job application in ATS. From there, they can take any action that is necessary.

Job application: chaudhary shilpa (Administrative Staff)
 Current Status: Hired
 Application form: Application

Full name: chaudhary shilpa
 Address: 213, Arjun Mahatej Appartmet Marathalli Bangalore, N/A 560037
 Username: shil1
 Email: shilpa.shilpa5@powerschool.com
 Phone (Primary):
 Phone (Secondary):
 Position Type: Administrative Staff
 Department: Administration

Created by: chaudhary shilpa
 Owner: Human Resources

- ★ View Posting Applied To
- ★ Preview Application
- ★ Order HireRight Background Check
- ★ Order HireRight ID Verification

Summary | Documents | Recommendations (0 of 1) | History | Reports

Personal Information

Contact information

The Office of Human Resources uses employment information to confirm whether an applicant meets minimum qualification and experience requirements and the hiring department uses employment information to assist with salary determinations, therefore, an applicant should complete this section in its entirety. Please do not indicate "See Resume". Applications indicating "See Resume" may not receive full consideration for employment. A resume may be submitted as a supplement in the Documents Needed to Apply section of the application. Resume information may supplement but is not a substitute for completing in detail this application. Please be sure to provide all of your employment history in this section. As you describe your work history, highlight the knowledge,

My Hiring Stats drill-down

Hiring managers can click into any of the three bars to see a list of candidates hired within the chosen timeframe.

Welcome to your Online Recruitment System

My Jobs	
Open	3
Closed	0
Filled	6
In Progress	1

My Candidates

My Hiring Stats

Timeframe	Applicants
30 Days	3
60 Days	5
90 Days	7

My Time To Fill: 122 Days

My Time To Hire: 44 Days

Postings: 12 | Users | Hiring Proposals | Position Requests | Special Handling Lists

SEARCH:

Filters

A new page is opened that displays specific information about those candidates. In the upper left-hand corner, the user can switch to another timeframe without having to go back to the main dashboard. In the upper right-hand corner, the hiring manager can export this data as an Excel spreadsheet by clicking on the Excel icon.

Applicant's Last Name	Applicant's First Name	Posting Number	Job Application	Job Application Date	Status
test	24	AS111P	1095	2021-09-22T15:00:45.000-05:00	Hired
shilpa	chaudhary	AS112P	1097	2021-06-09T04:06:18.000-05:00	Hired
rb082721	rb082721	AS113P	1106	2021-08-27T14:48:36.000-05:00	Hired
Usernrjn	Automationnrjn	AS110P	1119	2021-09-09T01:53:48.000-05:00	Hired
shilpa	chaudhary	AS115P	1133	2021-09-14T09:31:36.000-05:00	Hired

Showing 1 to 5 of 5 entries (filtered from 1,238 total entries)

Hiring managers can further drill-down by clicking into an applicant's last name and go directly to their job application in ATS. From there, they can take any action that is necessary.

Job application: 24 test (Administrative Staff)
 Current Status: Hired
 Application form: Application

Full name: 24 test
 Address: 1234 nowhere rd, nowhere, IL 55555
 Username: 24Test
 Email: 24test@nowhere.com
 Phone (Primary):
 Phone (Secondary):
 Position Type: Administrative Staff
 Department: Girl Location

Created by: 24 test
 Owner: Human Resources

- ★ View Posting Applied To
- ★ Preview Application
- ★ Order HireRight Background Check
- ★ Order HireRight I9 Verification

Summary | Documents | Recommendations (0 of 0) | History | Reports

Personal Information

Contact information

The Office of Human Resources uses employment information to confirm whether an applicant meets minimum qualification and experience requirements and the hiring department uses employment information to assist with salary determinations, therefore, an applicant should complete this section in its entirety. Please do not indicate "See Resume". Applications indicating "See Resume" may not receive full consideration for employment. A resume may be submitted as a supplement in the Documents Needed to Apply section of the application. Resume