

Hiring Manager – MyHR Recruiting



Recruiters



Recruiting

The purpose of this guide is to provide hiring managers with a few tips and tricks for creating a job requisition and managing candidates in Dayforce Recruiting.

Applicable For:



All Hiring Managers



More on this topic is available in MyPath



Pro Tip: Add Recruiting to your favorite links!

1 Job Requisitions

➤ Click the Recruiting icon.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	Assigned Recruiter
PROGRAMS_AND_OPERATIONS - VL1103_SUBJECT_MATTER_EXPERT_LEAD	30		Marty Manager	14	3	1	Georgina Pinta...

As a Hiring Manager you can:

- View the Job Requisitions opened by your Recruiter.
- Check status of your job requisitions.
- Communicate directly with your recruiter.
- Open and view the Job Requisition and Posting details.

2 Managing Your Candidates

Pro Tip: After selecting the first candidate, you can navigate through resumes by using the toggle bar.

Job Requisition Title	ID	Indicators	Status	Hiring Manager	Days Open	Candidates	New
Assistant Manager	1		Open	Mark Gustav	1364	6	

➤ Team up with your Recruiter to communicate candidate status updates and for your individual support needs.

➤ Use the tags, flags and notes to quickly communicate hiring decisions and information to your recruiter.

➤ Select the job requisition title from your requisition list.

➤ Candidates that have applied to the job are available for you to view inside the requisition.

Candidate Name	Indicators
kim.gardner	
Emily Employee	
Aaron Associate	

➤ Refresh | Favorites | Filter | View | Profile | Notes | Status | Screen | Hire | Decline

Candidate Name	Indicators	Location	Status
Greg Beck +1 (248) 330-1869		Milford, MI	Manager declined resume
tommy Rug Rat		Orlando, FL	Manager accepted resume

Pro Tip: You can select multiple candidates using the CTRL on your keyboard. Or select all from the candidate page, then use the top arrows to toggle.

3 Offering a Position and Disposition Notices

- Offer letters and candidate disposition notices are sent out by your recruiter.
- After the job requisition has been filled, HR will create the new hire employee profile and assign pre-employment onboarding activities for you.
- Your recruiter will close the job posting and requisition.