### Hiring Manager’s Recruiting Quick Reference Guide

#### Tips

- 📚 is the Home button.

Start typing in a field for it to auto-populate with available selections.

- Big, blue buttons will advance you to the next step.

A detailed Hiring Manager’s Manual & webinar training is available under the **Other** menu on your recruiting dashboard.

Click on your initials in the upper right corner to log out.

OHR Employee Services 501-686-5650

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### Create a Requisition to Advertise to Hire

1. Prior to starting, be sure you have removed all pop-up blockers in order to have full access and views.
2. Log into **My Compass** [https://uams.stage.sumtotal.host/](https://uams.stage.sumtotal.host/)
3. Click on **UAMS Employees**
4. Click on 🔄 icon
5. Click on **Job Search: iCIMS Dashboard**
6. Click on **Create > Requisition**
7. In the **Position #/SAP Job Title** field enter **Allocate New Position** to request a new position OR type in the position name or the correct position # to fill an existing position.
8. In the **Request Type** field, select **New Position to Post** for a new position or select either **Replace/Backfill to Post** or **Reclass to Post** for an existing position.
9. Complete all other applicable fields. Fields with a red asterisk (*) are required.
10. Click on ➡️ Next
11. Enter job **Overview**, **Responsibilities** and **Qualifications** (if information is already filled in, you may edit as needed).
12. Click on ✅ Finish
13. In the **Add Approvers** field, select **Global Approval List**
14. Select the applicable **Request Type** and a suggested approval list will populate. Add approvers as needed with the **Person** selection in the **Add Approvers** field. Contact your HR Representative if you need to delete or skip an approver.
15. Click on 🔄 Save & Begin Approval
16. Click **Ok** on the pop-up box
Delimit/Disposition Candidates

1. Access My Compass (see directions under Create a Request to Advertise to Hire).
2. From your dashboard, click on your requisition in the list under HM: Open Jobs.
3. Click on the People tab.
4. Click on the Expand arrow to the left of the BIN entitled New Submissions.
5. Click on the Expand arrow to the left of the Statuses with new candidates.
6. Click on the candidate’s name.
7. Disposition the candidate: Click on the Reject button and select reason to reject; OR click on the Advance button.
8. If advancing, click on Show More Statuses.
9. Select the Status for the next step for the candidate.

Request an Offer for a Candidate

1. Access My Compass (see directions under Create a Request to Advertise to Hire).
2. Follow the steps under Delimit/Disposition Candidates and Reject all the candidates except for the one to whom you wish to make a job offer.
3. Advance the candidate you want to hire to the Request/Prepare Offer – Go to Offer Details status.
4. Click on the Offer Details tab.
5. Click on the Edit button under the Offer Details tab.
6. Enter the correct Action Type (Hire, Rehire or Transfer) – IMPORTANT: Former and current employees must be entered as Rehire or Transfer. An incorrect Action Type could result in a delayed start date.
7. Complete all other applicable fields. Fields with a red asterisk (*) are required.
8. Click on Save.
9. Select the Status Request Offer Approval.
10. In the Add Approvers field, select Global Approval List.
11. Select the applicable Request Type and a suggested approval list will populate. Add approvers as needed with the Person selection in the Add Approvers field. Contact your HR Representative if you need to delete or skip an approver.
12. Click on Save & Begin Approval.
13. Click on Ok on the pop-up box.