my COMPASS

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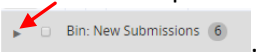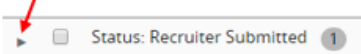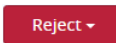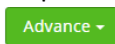
Click on your initials in the upper right corner to log out.

OHR Employee Services 501-686-5650
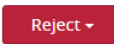
Create a Requisition to Advertise to Hire

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/
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

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University of Arkansas for Medical Sciences

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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. .
6. Click on the **Expand** arrow ▶ to the left of the **Statuses** with new candidates.

7. Click on the candidate's name.
8. Disposition the candidate: Click on the [Reject ▾] button and select reason to reject; OR click on the [Advance ▾] button.
9. If advancing, click on **Show More Statuses**.
10. 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**) – <mark>IMPORTANT:</mark> 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. Click on [Advance ▾]
10. Select the Status **Request Offer Approval**.
11. In the **Add Approvers** field, select **Global Approval List**.
12. 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.
13. Click on [💾 Save & Begin Approval] .
14. Click **Ok** on the pop-up box.