

# Hiring Manager Evaluation

- Candidate(s) that a recruiter submits for review and approval to the assigned hiring manager
- Submission is prompted when the hiring manager name is selected in the “Assigned To” field
- Hiring manager captures notes about a candidate under the “Hiring Manager Notes” text box
- Approval process for candidate as part of this stage include the following statuses:

## Candidate Review

- Selected by the hiring manager which will allow the listed candidate to move to the next stage
- Notification is auto-prompted to the recruiter and recruiting manager for status change on candidate approval

## Interview

- A candidate must be in the “Candidate Review” stage to interview
- Hiring manager conducts interview with candidate
- Interview Date, Time, and Associated Notes added to the appropriate fields

## No Offer

- Selected by the hiring manager which will remove the candidate from the job
- Stops the candidate lifecycle process and moves the candidate automatically to the “New” status
- Automatically removes the job from candidate-related list of “Active Job Applications”
- Notification is auto-prompted to the recruiter and recruiting manager for status change on candidate approval

## Offer

- Selected by the hiring manager which will automatically convert the candidate to an

“employee”

- End of the candidate lifecycle process and the start of the onboarding process
- As an employee, the individual will no longer show on the candidate pool

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Revision #3

Created Mon, Oct 19, 2020 1:43 PM by [Kathleen Murray](#)

Updated Wed, Jun 23, 2021 1:47 PM by [Kathleen Murray](#)