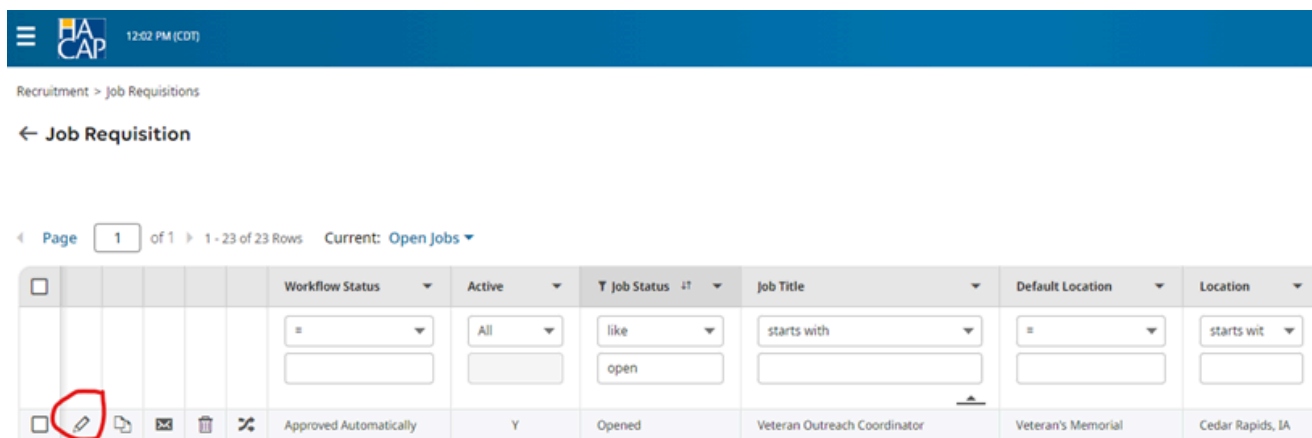


How to use Recruiting in UKG


In order to see your job postings in UKG, you'll go to:

Team > Recruitment > Job Requisition

The **Job Requisition** page will allow you to see all of the jobs that you have access to.



The screenshot shows the UKG Job Requisition page. At the top, there is a blue header with the UKG logo and the text "12:02 PM (COT)". Below the header, there is a breadcrumb trail: "Recruitment > Job Requisitions". A back arrow and the text "Job Requisition" are also present. Below this, there is a pagination bar: "Page 1 of 1 1 - 23 of 23 Rows Current: Open Jobs". The main part of the page is a table with columns: "Workflow Status", "Active", "Job Status", "Job Title", "Default Location", and "Location". The first row of the table shows a job requisition with the title "Veteran Outreach Coordinator" and location "Cedar Rapids, IA". A red circle highlights the pencil icon in the first column of the table, which is used to edit a job requisition.

	Workflow Status	Active	Job Status	Job Title	Default Location	Location
	=	All	like	starts with	=	starts wit
			open			
	Approved Automatically	Y	Opened	Veteran Outreach Coordinator	Veteran's Memorial	Cedar Rapids, IA

Once you're in the **Job Requisition** page and you see the open position that you are hiring for, there will buttons off to the left of the job posting that all do different things.

Start by clicking on the pencil icon. Once you do that, it will take you into the actual job requisition (the job posting online) and you will also be able to see a list of all of the applicants that have applied to your position so far.

Once you find an applicant that you are interested in interviewing, you can select the first box on the left (it's a checkbox) and off to the right there's a button that says **Communicate**. HR has created a bunch of templates for Hiring Managers to use for specific communication.

Once you click on **Communicate**, a new box will pop up. You will need to click on the hour glass off to the top right in order to open up all of the communication templates.

Communicate: 1 Applicant(s)

Email

Template To Use

Select Template

From *

Please Enter E-Mail

Subject *

Subject

Message

B I U S | | | | Default (Noto...

Add Tags

Close

Cancel Send

POWERED BY TINY

You will see HR **AND** Hiring Manager communication templates. Once you select a template, **all you have to do is change the parts that are bolded with < > around it**. If you see something in these template that you want re-worded differently or if you would like to add something to the message, you can do this at any time. All of the templates are completely customizable!

Communicate: 1 Applicant(s)

Email

Template To Use

Hiring Manager - In-Person Interview

From *

donotreply@saashr.com

Subject *

Invitation for In-Person Interview for (JOB_REQUISITION_TITLE) position with (COMPANY_NAME)

Message

B I U S | | | | Default (Noto... 14pt

Hi (ACCOUNT_FIRST_NAME),

We have reviewed your application for our (JOB_REQUISITION_TITLE) position and we are impressed. We would like to move forward in the interview process and invite you to an in-person interview.

Please contact <NAME OF INTERVIEWER> at <PHONE NUMBER> or <HACAP EMAIL ADDRESS> to schedule a time to meet.

The interview will last about <30 MINUTES> and you will have a chance to discuss the (JOB_REQUISITION_TITLE) position and learn more about (COMPANY_NAME).

We look forward to talking with you

Sincerely,

<NAME OF INTERVIEWER>

Add Tags

Cancel Send

POWERED BY TINY

IMPORTANT

- Anything that's **bolded** with < > around it needs to be filled out by the Hiring Manager.
- Anything that isn't bolded that has {} around it will automatically be filled in by the system. No action is needed on your part.

Email

Template To Use
Hiring Manager - In-Person Interview

From *
donotreply@saashr.com

Subject *
Invitation for In-Person Interview for (JOB_REQUISITION_TITLE) position with (COMPANY_NAME)

Message

B I U Default (Noto... 14pt

Hi (ACCOUNT_FIRST_NAME),

We have reviewed your application for our (JOB_REQUISITION_TITLE) position and we are impressed. We would like to move forward in the interview process and invite you to an in-person interview.

Please contact <NAME OF INTERVIEWER> at <PHONE NUMBER> or <HACAP EMAIL ADDRESS> to schedule a time to meet.

The interview will last about <30 MINUTES> and you will have a chance to discuss the (JOB_REQUISITION_TITLE) position and learn more about (COMPANY_NAME).

We look forward to talking with you!

Sincerely,

<NAME OF INTERVIEWER>

POWERED BY TINY

Add Tags

Cancel Send

NOTE: It's important to remember that when you communicate with an applicant through UKG, they will receive your message to their personal email account, **but your message is going to be sent through an automated email address (a do-not-reply email account).** If they hit reply to your automated message, you won't receive their message back. **All of the templates have a section included where you can give them your contact information so they know how to reach you.**

HA CAP 11:46 AM (CST) Search

Veteran Outreach Coordinator

Job Requisition #: 554092966 | Type: Internal & External | Status: Opened | 37 New Applications | 37 Total Applications | 15 Days Open

Job Req. Info Applications

Quick Filters

Job Application Status

☒ All Applications

☐ New Applications

Applicant Type

☐ External

☐ Internal

☐ Returning Employee

Applications

Page 1 of 2 1 - 20 of 37 Rows Current: [System]

	First Name	Last Name	Primary Email	Application Status	Job Application Hiring Stage	App
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	Defi
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	Defi
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	Defi
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	Defi

Quick Actions

Add Evaluation Questionnaire

Update Hiring Stage

Communicate

View

Update Application Rank

Once you've finished up interviewing and you're ready for HR to make an official offer to one of your candidates, please select the candidate and click on **Update Hiring Stage**.

Edit Job Applications Hiring Stages



Set hiring stages for selected Job Applications

Hiring Stage

Request to Extend Offer

Actual Date *

05/17/2024

Cancel

OK

Make sure to update the Hiring Stage to ***Request to Extend Offer***.
This will notify HR that you want us to offer the position to this candidate.

NOTE: Please leave the ***Actual Date*** as today's date, not the date you want them to start on. **Always leave the Actual Date field alone**, as we've learned it can throw things off if you change it.

Recruitment > Job Requisitions

← Job Requisition

Head Start Assistant Teacher

Job Requisition #: 570826339 | Type: Internal & External | Status: Opened | 2 New Applications | 2 Total Applications | 4 Days Open

Job Req. Info Applications

Quick Filters

Job Application Status

- ☒ All Applications
- ☐ New Applications

Applicant Type

- ☐ External
- ☐ Internal
- ☐ Returning Employee

Hiring Stages

- ☐ Without Hiring Stages
- ☐ With Hiring Stages (0)

Applications

Page 1 of 1 1 - 2 of 2 Rows Current: [System]

	First Name	Last Name	Primary Email	Application Status	Job Application Hiring Stage	Applicant Ques
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received	

Quick Actions

- Add Evaluation Questionnaire
- Update Hiring Stage
- Communicate
- View
- Update Application Rank

Supporting Documents

A maximum of 5 files are allowed to be selected per upload.

Upload Document

Once you've submitted the ***Request to Extend Offer***, one of the buttons off to the left of their name will open up their ***Applicant Profile***. Once you're in their Applicant Profile, you are able to leave HR any specific instructions that you want regarding the offer being made to your candidate.

Recruitment > Candidates > Applicants

← Applicant Information

Kim Kardashian
Hired On: 03/20/2024 | Current Employee Status: Not In Payroll

Main Resume Communications Extra **Applications** Edit Tabs

Applications

Page 1 of 1 | 1 - 2 of 2 Rows | Current: [System]

Update Hiring Stage Add Evaluation Questionnaire View Report

Once you open up the **Applicant's Profile**, off to the right there is a small box with dots in it. This is the notes section.

Recruitment > Candidates > Applicants

← Applicant Information

Kim Kardashian
Hired On: 03/20/2024 | Current Employee Status: Not In Payroll

Main Resume Communications Extra **Applications** Edit Tabs

Applications

Page 1 of 1 | 1 - 2 of 2 Rows | Current: [System]

Update Hiring Stage Add Evaluation Questionnaire View Report

Notes

No notes to display

Add Note *

Kim already has her CDA, so please offer her \$17.96 an hour instead of \$15.57.
Kim is also traveling for fashion week so she let me know she cannot attend orientation on July 8th. Please ask her if she can attend orientation on July 22nd instead!

Cancel Save

Please include everything that you are used to sending HR over email when you would like us to extend an offer to a candidate (examples would be including the candidates start date, rate of pay, etc.) **All of this communication moving forward will be through UKG rather than email**, so the more information you can provide the better!

Recruitment > Candidates > Applicants

← Applicant Information

Kim Kardashian
Hired On: 03/20/2024 | Current Employee Status: Not In Payroll

Main Resume Communications Extra **Applications** Edit Tabs

Applications

Page 1 of 1 | 1 - 2 of 2 Rows | Current: [System]

Update Hiring Stage Add Evaluation Questionnaire View Report

Once you save your note, the box will change to red and HR will be able to see what you wrote!

Important Information Regarding the Notes Tab

Applicants and Employees are **NOT** able to see the notes that you enter here, however **ALL** Directors and Managers have access to see all of these notes. **Please use this field appropriately.**

What Managers Should Add to the Notes Tab:

All Recruiting Details!

Before Hiring a Candidate:

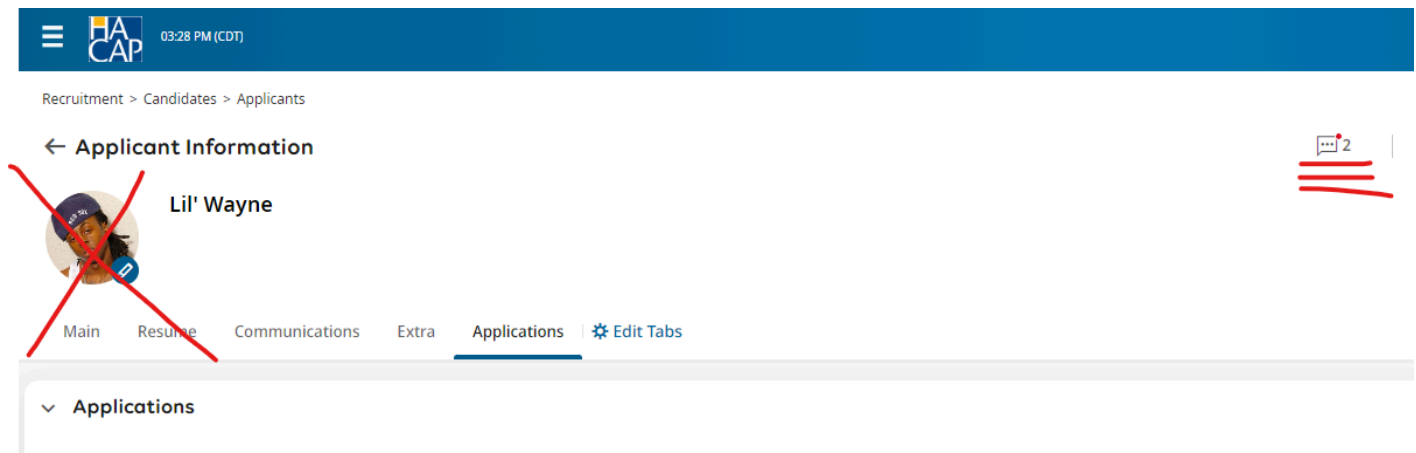
- Interview Date/Time Details
- Candidate No Call/No Showed for the Interview
- You've reached out to the candidates 3 times to schedule an interview, but they did not return your calls
- The candidate interviewed well but they lack experience, so you encouraged them to start out as a Substitute Teacher first to gain more experience
- The applicant is looking for specific hours/location/pay/etc.

Extending an Offer to a Candidate: Once you are ready to have HR offer a position to the candidate of your choice, please use the notes field to let us know the following...

- The date that you would like your candidate to start on
- The candidates rate of pay
- Any other specific hiring details.

What Managers Should NOT Add to the Notes Tab:

- Worst candidate **EVER**
- Smelled funky and appeared unkept
- Meh... Did okay
- Absolutely do not hire this person!!!
- Medical or accommodation notes
- No demographic information on the candidate, such as their age, marital status, etc.



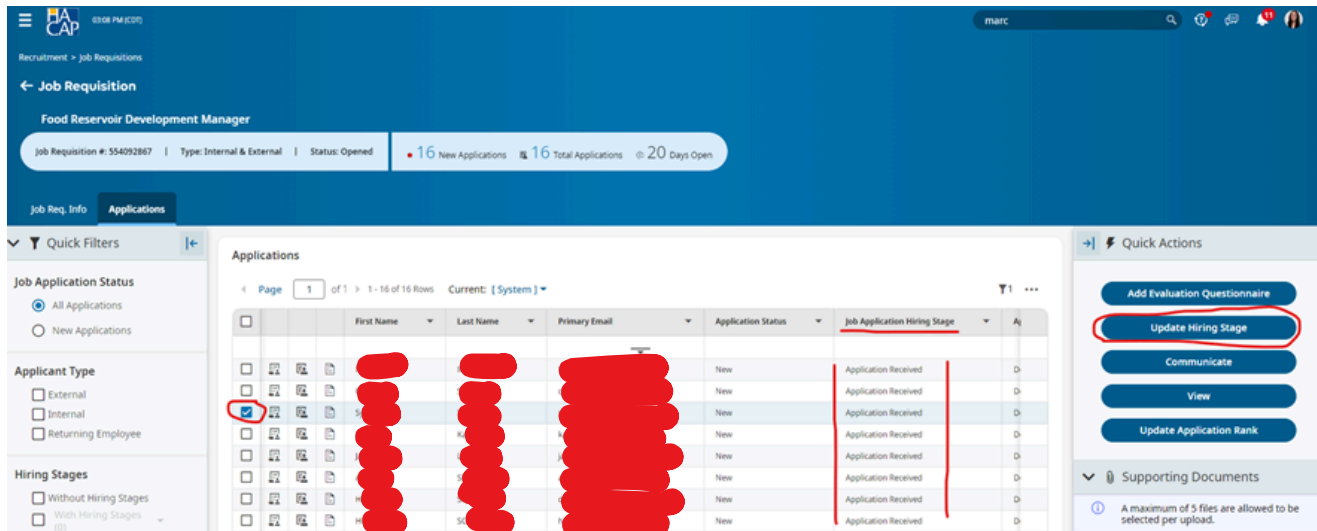
HR's Hiring Process

Once HR receives the Request to Extend Offer notification, we will reach out to the candidate and offer the position to them. **Please allow this process to take up to 24 hours.** HR will continue to let you know via HACAP email if your candidate has accepted or declined the position, along with any other specific hiring details.

If your candidate accepts the position, HR will send them an official offer letter through UKG. Once your candidate accepts or declines the offer letter, all Hiring Managers should receive a notification on UKG letting you know if they accepted or declined it. HR will then continue to work with the candidate to get them fully onboarded.

Tips & Tricks

How to Categorize Applicants in Recruiting - 1st Way



When you're in the **Job Requisition** page and you go to **Applications**, you can select the candidate that you're not interested in interviewing/hiring and then off to the right you can select **Update Hiring Stage**. You can also see off to the right that all of your candidates will automatically be assigned the Hiring Stage of Application Received.

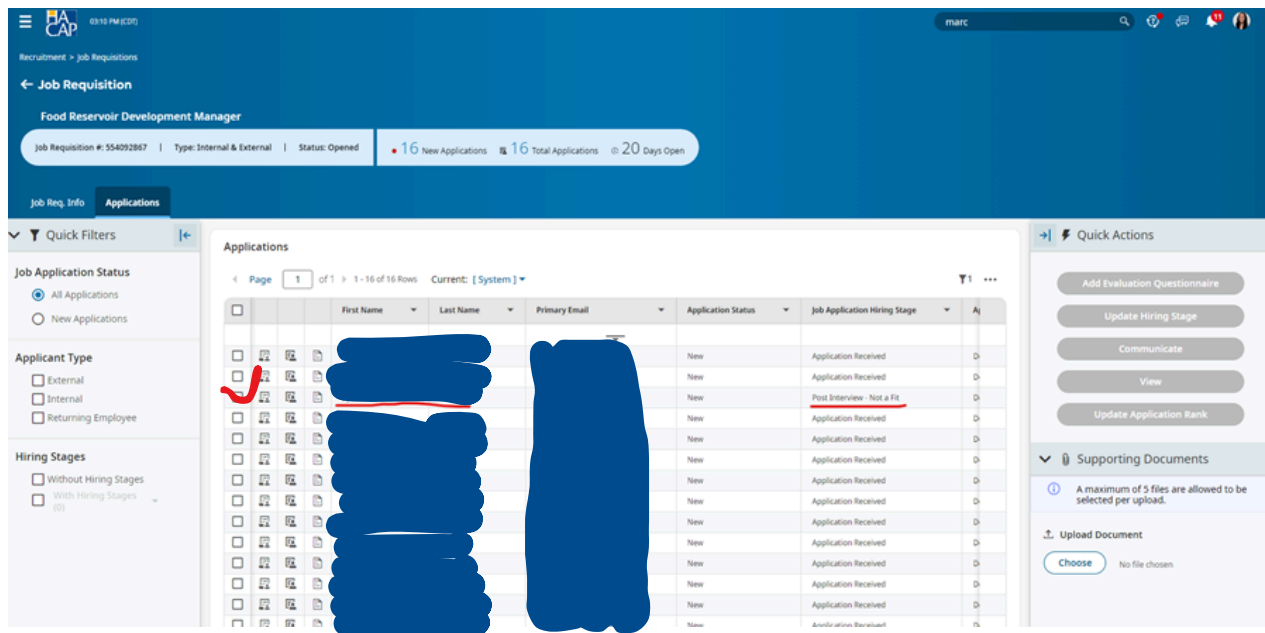
Edit Job Applications Hiring Stages ✕

Set hiring stages for selected Job Applications

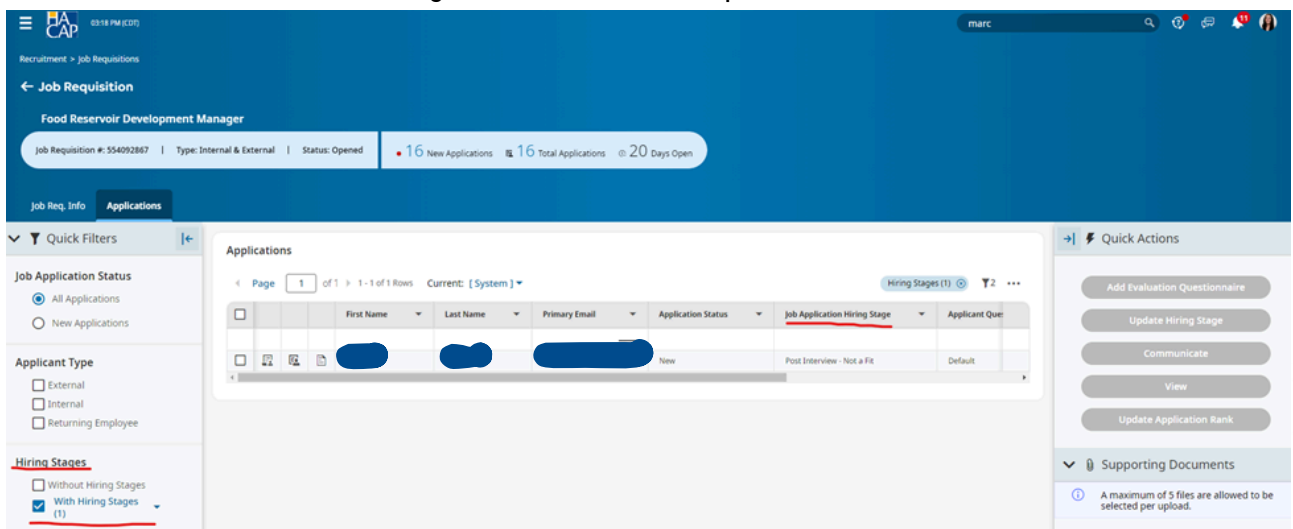
Hiring Stage

Actual Date *

Once you select **Update Hiring Stage**, you can change it to whatever you'd like. For this example since we aren't interested in hiring this candidate, I'm going to mark the Hiring Stage as **Post Interview - Not a Fit**. Again, make sure to always leave the **Actual Date** field alone.

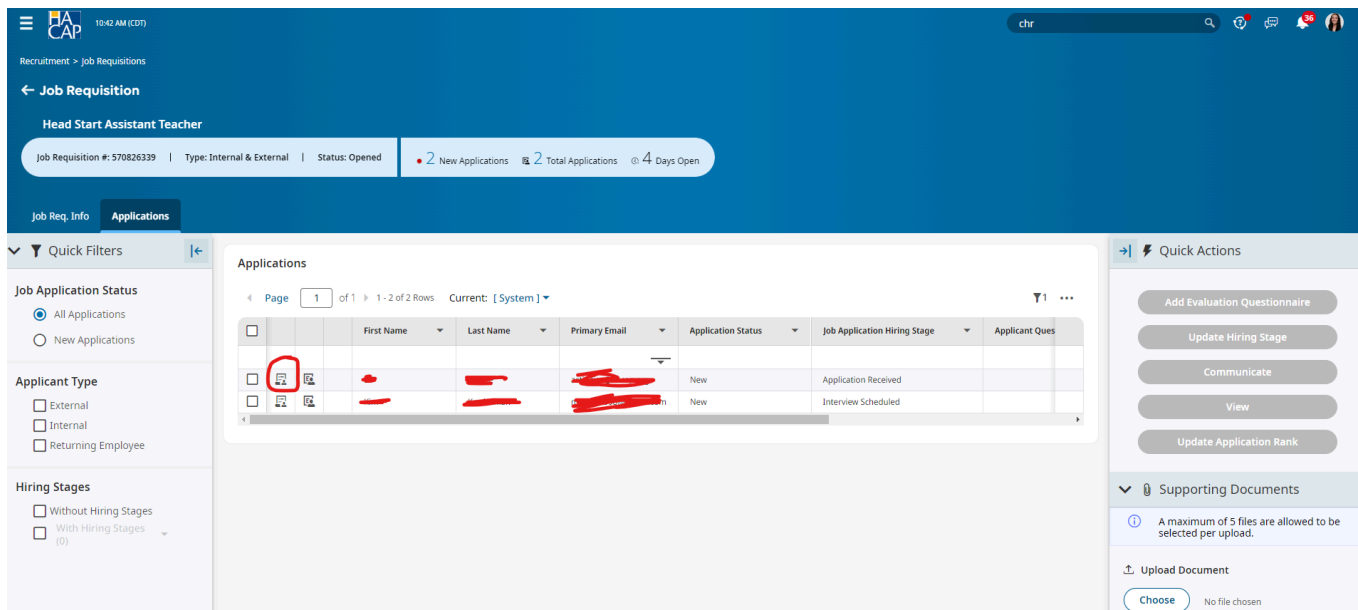


Once you update the Hiring Stage for the candidate, their **Job Application Hiring Stage** will change. **All Hiring Managers MUST change the Job Application Hiring Stage for every single candidate**, that way the whole Hiring Team **AND** HR knows where you're at in the process.

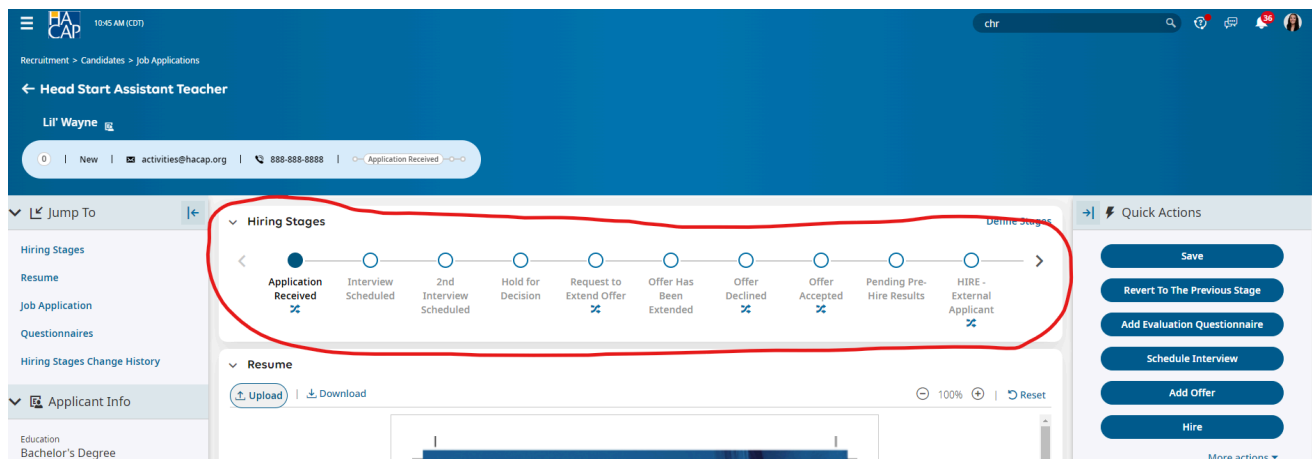


Once you have more candidates marked in certain Hiring Stages, you can click off to the left where it says **Hiring Stages** and select **With Hiring Stages** and you can generate a list of all of the candidates that you want to see with that specific Hiring Stage. For this example I clicked on **With Hiring Stage** and selected that I wanted to see all of the candidates that are marked with **Post Interview - Not a Fit** and it brought up our one candidate.

How to Categorize Applicants in Recruiting - 2nd Way



When you're in the **Job Requisition** page and you go to **Applications**, you can click on this second box that says **View Job Application**.



If you are getting ready to interview a candidate, you can click on the second circle that says Interview Scheduled.

Hiring Stage Modification



Please enter actual date for hiring stage.

Actual Date *

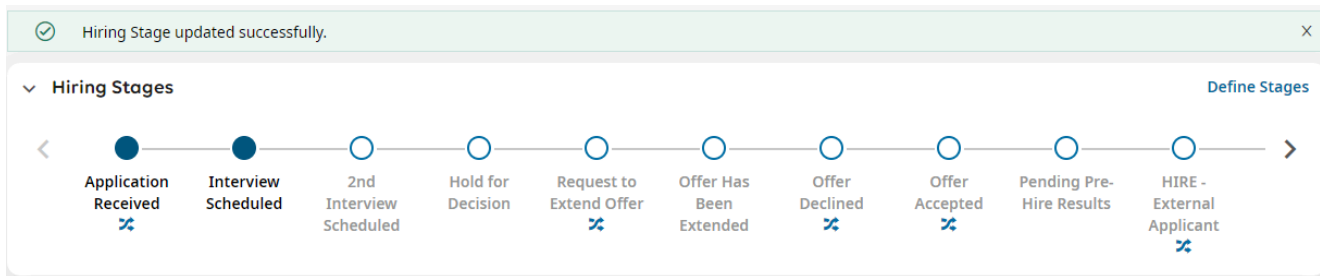
06/14/2024



Cancel

OK

Another box will come up with an **Actual Date** to enter. **Please leave this as today's date.**



Once you have submitted it, the color of the circle will change **blue**, so this view can give you a better understanding of the steps in order that you can take.

Recruitment > Job Requisitions

Job Requisition

Head Start Assistant Teacher

Job Requisition #: 570826339 | Type: Internal & External | Status: Opened | 2 New Applications | 2 Total Applications | 4 Days Open

Job Req. Info Applications

Quick Filters

Job Application Status

All Applications (Selected)

New Applications

Applicant Type

External

Internal

Returning Employee

Hiring Stages

Without Hiring Stages

With Hiring Stages (0)

Applications

Page 1 of 1 | 1 - 2 of 2 Rows | Current: [System]

	First Name	Last Name	Primary Email	Application Status	Job Application Hiring Stage	Applicant Ques
<input type="checkbox"/>	Lif	Wayne	activities@hacap.org	New	Interview Scheduled	
<input type="checkbox"/>						
<input type="checkbox"/>						

Quick Actions

Add Evaluation Questionnaire

Update Hiring Stage

Communicate

View

Update Application Rank

Supporting Documents

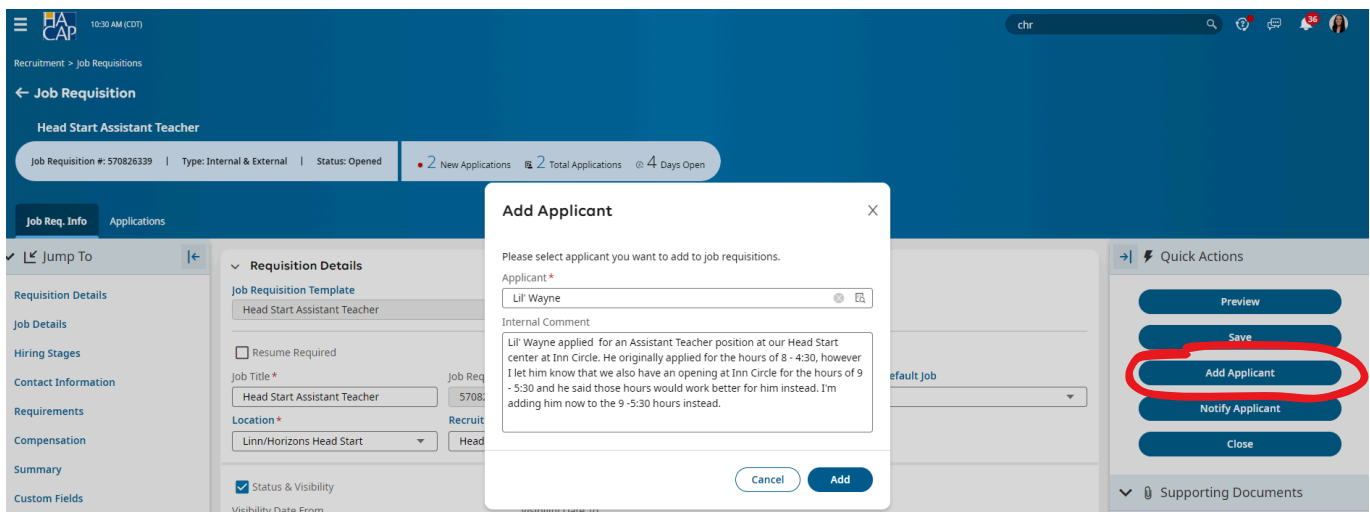
A maximum of 5 files are allowed to be selected per upload.

Once you go back to the **Applications** screen, you can see that by clicking on that box, it automatically updated the **Job Application Hiring Stage** for you this way.

NOTE: It's always going to show you a list of all of the candidates that have applied for the position, and you don't have the ability to move them to inactive like our old applicant tracking system did. Going forward with our new system, all Hiring Managers **MUST** change the Job Application Hiring Stage for every single candidate, that way the whole Hiring Team **AND** HR knows where you're at in the process. Once you're ready to start interviewing your candidates, you can select the **With Hiring Stages** button and you can run a list that will bring up all of the candidates that you are interested in!

How to Add Applicants to your Open Position

Reminder: If you have a current employee that is interested in applying for a new position, we will always want them to formally apply internally through UKG. **HOWEVER**, if you have multiple job openings and you have a candidate that is interested in more than one position, instead of making them apply separately for every single position, you do have the ability to add them to a Job Requisition (as long as they've applied for a job through UKG at least once before).



You will simply open up the **Job Requisition** and off to the right there will be a button that says **Add Applicant**. Once you hit **Add Applicant**, the applicant will automatically be listed under the **Applications** section of the new position.

How to Notify Candidates that they were NOT Selected for the Position

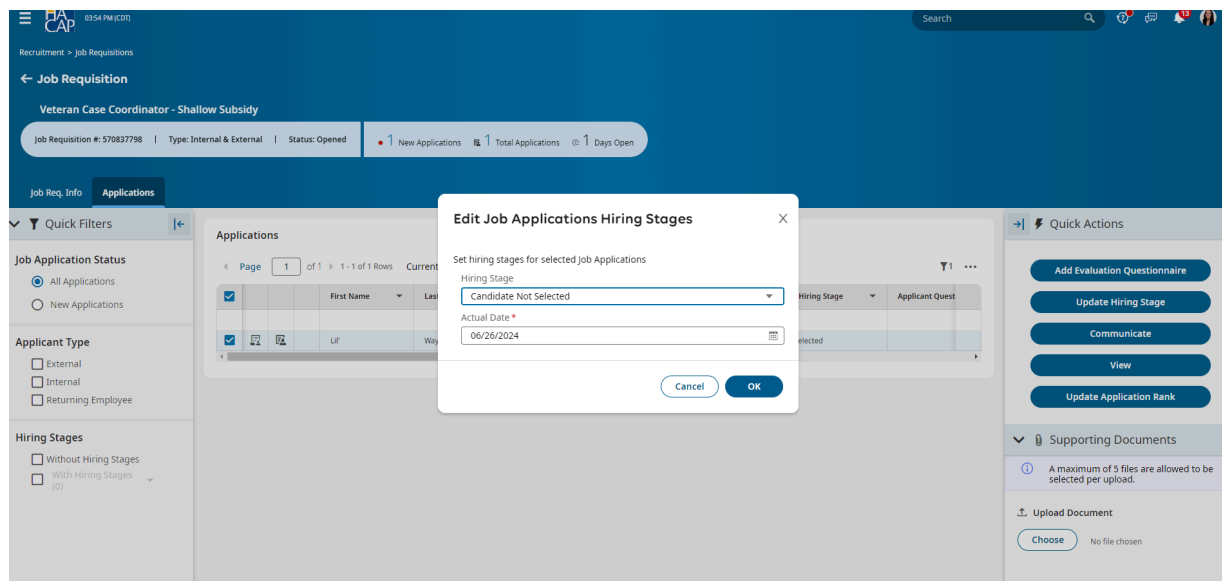
As your applications start to come in, it's up to the Hiring Managers on whether you would like to let candidates know that you will not be moving forward with them right away, **OR** if you would like to email them all at once at the end once you are ready to close the position on the HACAP careers page. Regardless of which way you choose to do this, **all candidates that do not get hired for the position that they applied for needs to have the Hiring Stage of Candidate Not Selected.**

1st Way - If you want to message candidates one by one as they come in:

The screenshot shows the HACAP Applications page. On the left, there are filters for 'Application Status' (All Applications, New Applications), 'Applicant Type' (External, Internal, Returning Employee), and 'Hiring Stages' (Without Hiring Stages, With Hiring Stages). The main area displays a table of applications with columns for First Name, Last Name, Primary Email, Application Status, and Job Application Hiring Stage. The first row is selected, and a red circle highlights the 'Update Hiring Stage' button in the 'Quick Actions' panel on the right. The 'Update Hiring Stage' button is also highlighted with a red circle in the 'Quick Actions' panel.

	First Name	Last Name	Primary Email	Application Status	Job Application Hiring Stage
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	Application Received

You will open up the **Job Requisition** and click on **Applications**. Select the candidate that you are not interested in, and off to the right click on **Update Hiring Stage**. Then you will select **Candidate Not Selected**.



Once you click **OK**, it will update their Hiring Stage in our system to this **AND** it will also generate an automatic email that will go out to the candidate letting them know this. The email will come from a donotreply email account.



donotreply@saashr.com

To Kim Kardashian

Jun 27 at 9:41 AM

Hi Kim,

We appreciate you taking the time to express your interest in the Veteran Case Coordinator - Shallow Subsidy position. We carefully reviewed your information and we have decided to pursue other applicants who more closely match the requirements/preferences for the position.

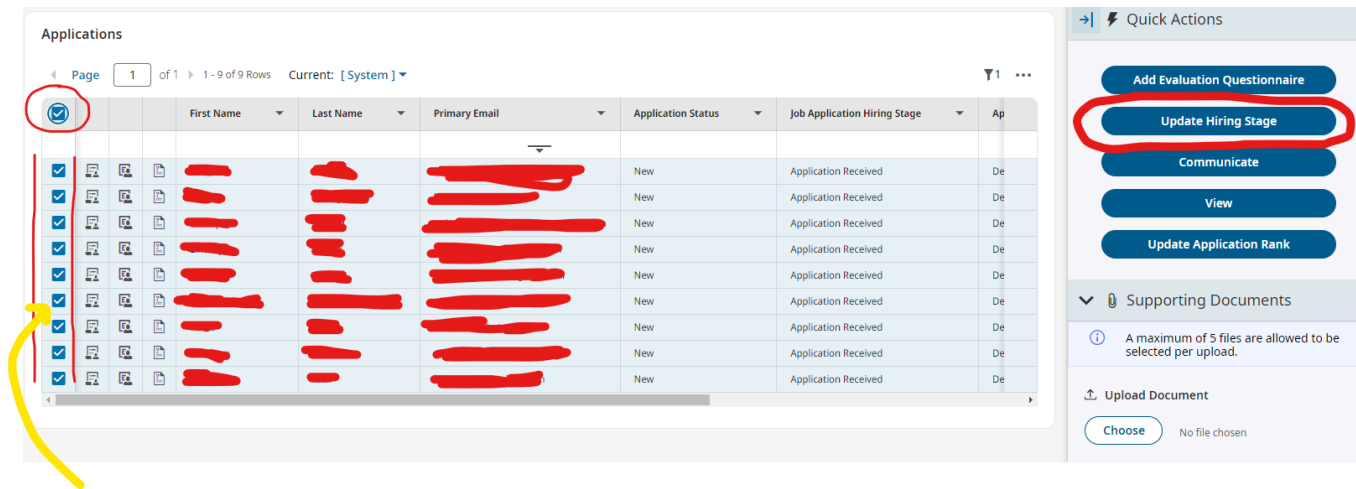
Thank you for your interest. While you were not selected for this position, we encourage you to apply again in the future for openings that match your qualifications.

We wish you good luck in your future endeavors.

Sincerely,

Human Resources

2nd Way - If you want to message all candidates at the end when you're ready to close the job posting:



You will open up the **Job Requisition** and click on **Applications**. Select the top left box and that will select all of the candidates for you at once. **MAKE SURE** to unselect the one candidate that you hired (when you do this it will not unselect all of the other candidates). Then click off to the right on **Update Hiring Stage**. Then you will select **Candidate Not Selected**.

NOTE: HR does not prefer which preference Hiring Managers would like to, however before your position closed, we need to see all of the candidates with a Hiring Stage of either **HIRED** or **Candidate Not Selected**. By leaving the Hiring Stage as Application Received (what it auto-populates to) this does not let us know what the status is on the remaining candidates.

HR's Expectations for All Hiring Managers Using UKG Recruiting

- When you **first** communicate with applicants online, **please use the communication templates that we have created for all hiring managers to use.**
- All job offers that you would like HR to make MUST be requested through UKG.** If you send us an email asking us to offer out a position, we will ask you if you have submitted the request through UKG first. Instructions on how to request to extend an offer to candidates are on pages 5-6.
- Once you request to extend an offer, you MUST use the notes field that is in the applicants account.** Please tell us when you would like the candidate to start, their rate of pay, and any other important hiring details. **Moving forward, this information will be tracked through UKG, not HACAP email.** If you do not leave me a note, I will automatically assume that you want them to start ASAP and if your job posting has a pay range, I will assume it is the minimum amount.
- All Hiring Managers MUST change the Job Application Hiring Stage for every single candidate,** that way the whole Hiring Team AND HR knows where you are at in the process.
- All Hiring Managers **MUST** notify all of the candidates that were not selected for the position. There are two different ways that you can do this. Instructions for how to do this are on pages 15-17.

Additional Information

- If you are attached to any Job Requisition in UKG, you will receive a notification through UKG **AND** a email to your HACAP email account **EVERY TIME** you have a candidate that applies for one of your positions. UKG cannot send you one email a day with every candidate that has applied to your job in the past 24 hours. You can either receive a notification/email every time a candidate applies, **OR** we can completely turn it off for you so you won't receive any notifications/emails at all. Please let HR know if this is your preference.
- UKG is able to ask candidates questions based on their qualifications. Our old applicant tracking system used to rate candidates with one out of five stars based on how they answered these questions. **UKG does not rate candidates based on how they answered these questions**, but you can still see exactly how the candidate answered the questions that you asked.
- Previously in our old applicant tracking system when HR would offer a position to a candidate and they would accept, **HR was manually removing these job postings off of Bird Dog**. We would remove these job postings fairly quickly so no one could apply to the position anymore. However with UKG, **the system will automatically remove the job postings once we hire a candidate, BUT it will only remove the job posting once the candidate has completed all of their pre-hire requirements (Background Checks, Physical, Fit for Duty test, etc.)** This means that if you have a candidate that accepts a position, the job posting will probably still be available online for a while until the candidate complete their pre-hire requirements. **You may still have candidates apply for the position in the meantime, even though the position has already been filled.**

Additional Information

- If you ever see anything that you want added or changed to the Hiring Manager communication templates going forward, please let Alivia know. I can also create custom templates for you if there's specific communication that you would like to use with candidates that isn't already in a template!
- While implementing Recruiting in UKG, we've learned that there's **MULTIPLE** ways to get to the exact same place, so everything you've learned in this packet is mostly based off of how HR likes to use the system. It's very beneficial to take the extra time to explore the system and to learn the various ways that you can do the same actions. This will help you to eventually figure out the ways that work best for you.

As always, if you have any questions regarding Recruiting in UKG, feel free to reach out to HR at any time!