QUICK PROCEDURE

REVIEW, INTERVIEW, OFFER, HIRE, REJECT

1   Login to Insight OHC
2   From the Dashboard screen, look for the job in the My Candidates or My Requisitions section
3   Click the Job Title to open the list of candidates (in the My Candidates section the Candidates tab is already chosen; In the My Requisitions section click the Candidates tab)

REVIEW
4   Navigate to candidates by clicking name, clicking donut step name (Referred, Interview, Offer), or using the dropdown menu
5   Can perform mass actions by clicking box next to candidate name(s) and choosing an action from the dropdown menu
6   Action menu choices are Send Notices or Print Apps when viewing All Candidates
7   Action menu choices are "Move to" any step other than the one chosen to view by the menu or donut navigation
8   When using name to open an application, navigate between applications by clicking Previous and Next as desired
9   Application of the applicant you are viewing can be printed by clicking Print button on right top of screen
10 Action for the candidate you are viewing can be made from the Actions button at the top
11 Navigation within the application is available using the Quick Jump section and the tabs to the right of Application
12 Print Applications to paper or pdf is available at the All Candidates view using the Action Print Apps

INTERVIEW
13 Candidates moved to the Interview Step can have an interview scheduled per candidate with or without an interview schedule setup
14 An individual interview can be scheduled by clicking "Unscheduled" and completing the Interview Details form
15 On the Interview Details form , Raters (Interviewers) can be chosen per candidate if not already chosen in the Hire Workflow
16 A pre-configured interview schedule can be setup using the "Hire Workflow" tab and clicking the "Customize Workflow" button
17 Raters can be selected within the "Customize Workflow" at the Interview step or other steps added to the interview (see "Choose Raters" Quick Procedure)
18 Click the Edit (pencil) button to choose raters for an interview step,
19 When raters complete a candidate, the rating will show in the appropriate interview step. The Hiring Manager or HR Liaison can move the candidate based on ratings received.
20 Repeat for all candidates chosen for interview
21 In the Referred section you can scroll to see applicants yet to move through the workflow. The donut navigation gives you a snapshot of where all candidates are in the workflow.

OFFER

22 Move selected Candidate(s) to the Offered section and complete the data items (date, amount, comment) and click "Save & Submit"
23 The Offer will remain pending until Accepted or Rejected
24 When response is received click the Pending link on the Candidate line and enter the date, any comments and choose Accepted or Rejected
25 Move the Candidate who accepted to the Hire section
26 Move the Candidate who declined to the Rejected section

HIRE

27 Hire action should be completed to show Start Date and Orientation Date.
28 Leave "Keep Active on Eligible List" as No
29 Click "Save & Close" to hold or "Save & Continue to next Step" to move to Approvals tab
30 On Approvals tab click "Save & Continue to next Step"
31 On Attachments tab Drag and Drop or browse for Status Sheet
32 Click "Save & Close" to hold or "Save & Continue to next Step" to release to Human Resources for authorization

REJECT

33 Go to the Dashboard and select the job under My Candidates
34 Open all steps with active candidates
35 Reject Candidates on each step by using the Actions dropdown menu
36 Choose the Reason from the dropdown list
37 Add any comments
38 Click Save button in upper right corner.