

How to Send Applicants to a Hiring Manager

This job aid provides step-by-step directions for sending applicants to a Hiring Manager for review. All permission groups can send applicants to a Hiring Manager.

Hiring Managers have two options for reviewing applicants: review only applicants that were shortlisted by HR or review all applicants. If you are a Hiring Manager, refer to *How to View Applicants (for hiring managers)* for guidance.

ADDING A HIRING MANAGER

The steps in this section begin after the job description has been approved and the HR User is ready to create the requisition. Refer to [How to Create a Requisition](#) for guidance.

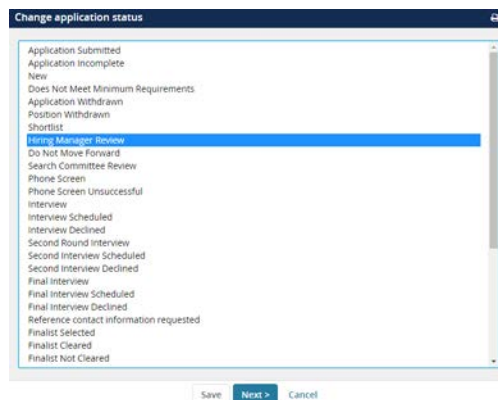
1. Create a requisition.
2. Confirm name of hiring manager in the **Hiring Manager** field (auto-populated with details from the position number). If no name is listed, add one.
3. Complete the remaining requisition fields.

OPTION 1: SHORTLISTING APPLICANTS FOR HIRING MANAGER

The steps in the section are for Hiring Managers who only want to review applicants that have been shortlisted by HR. If they would like to review all applicants, refer to Option 2 below (page 3).

You must know how to view and change an applicant’s status. Refer to [How to Manage Applicants](#) for guidance.

1. Click **Status** of the applicant; select **Hiring Manager Review**.



TalentLink Tip: Use the “Bulk move” action to move multiple applicants at the same time to **Hiring Manager Review** status. Refer to the [How to Manage Applicants](#) job aid or watch the training video on the [TalentLink page](#) of the Human Resources website.

2. Click "Next>" to review status change.
3. Review and set email preferences.


Additional users from Job

- Assistant recruiter
- Client Manager
- Chairperson
- Initiator
- Reporting to Manager
- Search Committee Member

Additional users from Offer

- Assistant recruiter
- Reporting to Manager
- School/Dept HR




































Other additional users

E-mail from:*

E-mail subject:*

E-mail body:* Merge fields

B *I* U ~~S~~                                   

OPTION 2: HIRING MANAGER REVIEWS ALL APPLICANTS

The steps in this section are for Hiring Managers who want to review all applicants who have applied to the job. If they only want to review shortlisted applicants, refer to Option 1 (page 1).

It's essential to know how to view and change an applicant's status to ensure a Hiring Manager can review all applicants. Refer to [How to Manage Applicants](#) for guidance.

Ensure all applicants are in one of these nine statuses:

- New (default status)
- Shortlist
- Hiring Manager Review
- Do Not Move Forward
- Search Committee Review
- Interview
- Second Round Interview
- Final Interview
- Finalist Selected

Note: Applicants must be in one of the above statuses for a Hiring Manager to review. Because the "New" status is the default for all new applicants, applicants will automatically be viewable to the Hiring Manager. However, if you move an applicant's status from "New" to another status, they must be in one of the nine statuses above if a Hiring Manager needs to review.

Refer to *How to view applicants (for hiring managers)* to learn the steps a hiring manager takes to view applicants.