eploy
an access company

# Hiring Manager Checklist

A modern E-Recruitment strategy will also consider the needs of hiring managers. Unfortunately this often means giving hiring managers access to a the full ATS and expecting them to learn its intricacies—resulting in low adoption rates and a breakdown in the online recruitment process.

**In this checklist, consider your hiring managers and grade each of the statements as before.**

Job Requisitions

Talent Pooling

Process Optimisation

Candidate Assessment

Recruitment Analytics

| | Currently use | Not required | Required |
|---|---|---|---|
| Hiring Managers can raise requests for new jobs, including creating jobs from a library of approved roles | ☐ | ☐ | ☐ |
| Job Requisitions are managed through a controlled authorisation process | ☐ | ☐ | ☐ |
| Hiring Managers have access to talent pools to source candidates directly | ☐ | ☐ | ☐ |
| Candidates can be contacted directly via the portal using predefined templates or ad-hoc emails | ☐ | ☐ | ☐ |
| Hiring Managers can authorise job offers from within the portal | ☐ | ☐ | ☐ |
| Hiring Managers can view and authorise workers timesheets via the portal | ☐ | ☐ | ☐ |
| Hiring Managers can set their availability slots for interviews and assessments from within the portal | ☐ | ☐ | ☐ |
| Hiring Managers can review candidate references from within the portal | ☐ | ☐ | ☐ |
| Hiring Managers have access to reports & analytics such as time to hire and campaigns | ☐ | ☐ | ☐ |