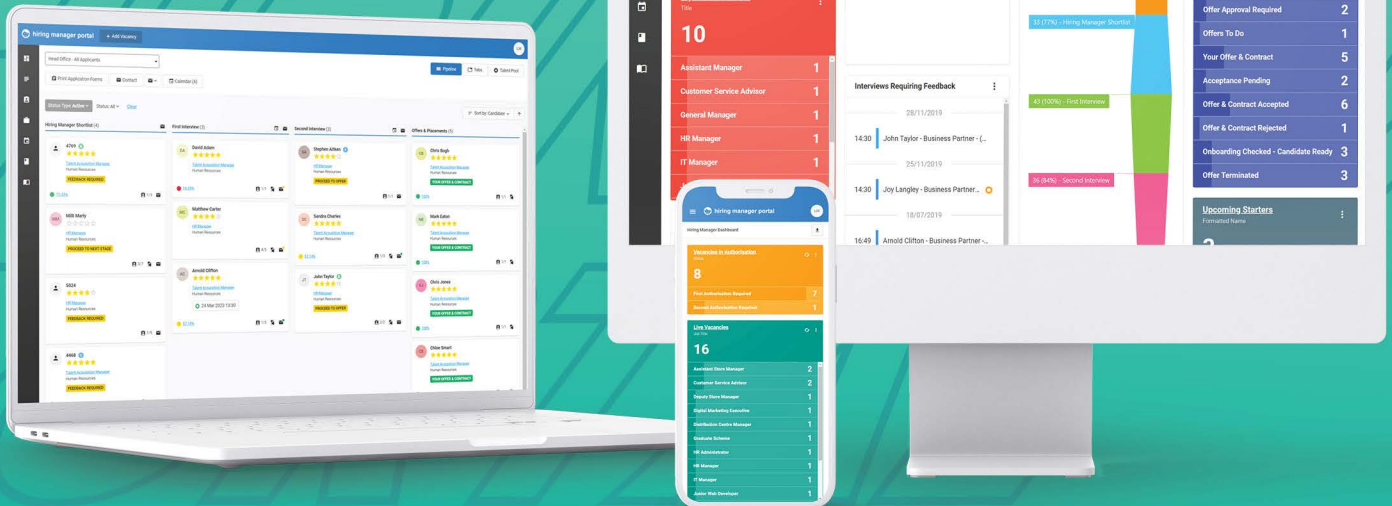




HIRING MANAGER PORTAL

**KEEP YOUR HIRING
MANAGERS ENGAGED**
AND YOUR PROCESS ON TRACK



Working more effectively with hiring managers is a top priority for many modern recruitment teams. It's important that recruiters and hiring managers both have the tools they require to work together to collectively make great hires. With Eploy, every stakeholder in the recruitment journey has the right tools, at the right time, in the right place.

The better way to raise your vacancies

Hiring managers can select job descriptions from a library, from previous roles or raise new requests on demand. New jobs pass through your approval process, within Eploy, to get sign-off from relevant people - ensuring both consistency, quality and efficiency before job publishing.

The smoother way to select top talent

Eploy works with you and is tailored to your selection process. For example, recruiters can manage the initial sifting and screening using Eploy's intelligent skills matching tools to identify potential talent. Then, your hiring managers can view details of the shortlisted candidates and even schedule their availability for interviewing. At every step in the process everyone is notified automatically by Eploy - helping you keep recruitment on track and on time.



Improve Engagement

Work better with hiring managers and ensure compliance



Speed Up Processes

Quickly spot bottlenecks in vacancy authorisation



Efficient Interviews

Reduce time spent scheduling interviews by moving online



Mobile Recruiting

Works beautifully on tablet, smartphone, laptops & desktops



Get Pro-active

Enable access to your talent pools of qualified candidates



Quality of Hire

Auto skills matching helps managers identify top talent



HIRING MANAGER PORTAL

Specify your hiring team for each vacancy and **work collaboratively**.

Brief the team and capture essential requirements to find the right talent.

Request to Recruit

Get every recruitment campaign off to a great start with Eploy's complete Job Requisition Management tools that ensure consistency, compliance and authorisation.



hiring manager portal

LM

Add Vacancy

Details

Requisition Details

Job Title:

Talent Acquisition Manager

Work Location / Department:

Human Resources

Function:

Support Centre

Department:

Human Resources

Location:

Midlands - West

Salary & Requirements

*Reason for Hire?

Please Select

Vacancy Type:

Permanent

Interval:

Yearly

Salary From:

£40,000

Salary To:

£45,000

Hours Per Week:

37.5

Positions Available:

1

Advertising Details

About The Role

As the Talent Acquisition Manager your key responsibility is to hire the correct candidates that fit your organisation's targets and aspirations. This may also include updating current and designing new recruitment procedures, supervising the recruitment team and reporting on its performance.

Key duties may involve:

- Review recruitment software and suggest the best option for company needs
- Research and choose job advertising options which work best for your organisation
- Work in partnership with business leaders to research and design a consistent

Hiring Team

Main Contact

Line Manager - Human Resources

Additional Hiring Managers:

Type here to select...

Regional Manager (North Region...)

HR Business Partner (Liverpool ...)

Cancel

Save As Draft

Continue

Brief for Recruitment Team:

Ideally would like to find someone with experience in sectors but would be willing to consider other industries.

Advertise Internally?

☒ Yes

☐ No

Advertise Externally?

☒ Yes

☐ No

Authorisation for Increase

This authorisation process is triggered as you are raising a request for an increase to your current headcount. Once approved your vacancy will go to the resourcing team for final checks ahead of going live on your website.

Authorisation Process

Type here to select...

Regional Manager (North Region...)

*First Authorisation Required:

Type here to select...

Managing Director (Leadership T...)

*Second Authorisation Required:

Type here to select...

Managing Director (Leadership T...)

Draft - 27 Oct 2021 13:51 - Line Manager

Cancel

No Longer Required

Submit For Approval

Ensure your vacancy requisitions pass through **authorisation & approval** before launching the campaign.

Approvers receive secure **email** authorisation requests.

Vacancy Authorisation Request - Talent Acquisition Manager (ID:1036)

burbohdemo42@eploy.co.uk

Mon, 17 May

Your Logo

Hi Regional Manager,

There is a vacancy awaiting your approval:

Vacancy: Talent Acquisition Manager (ID: 1036)

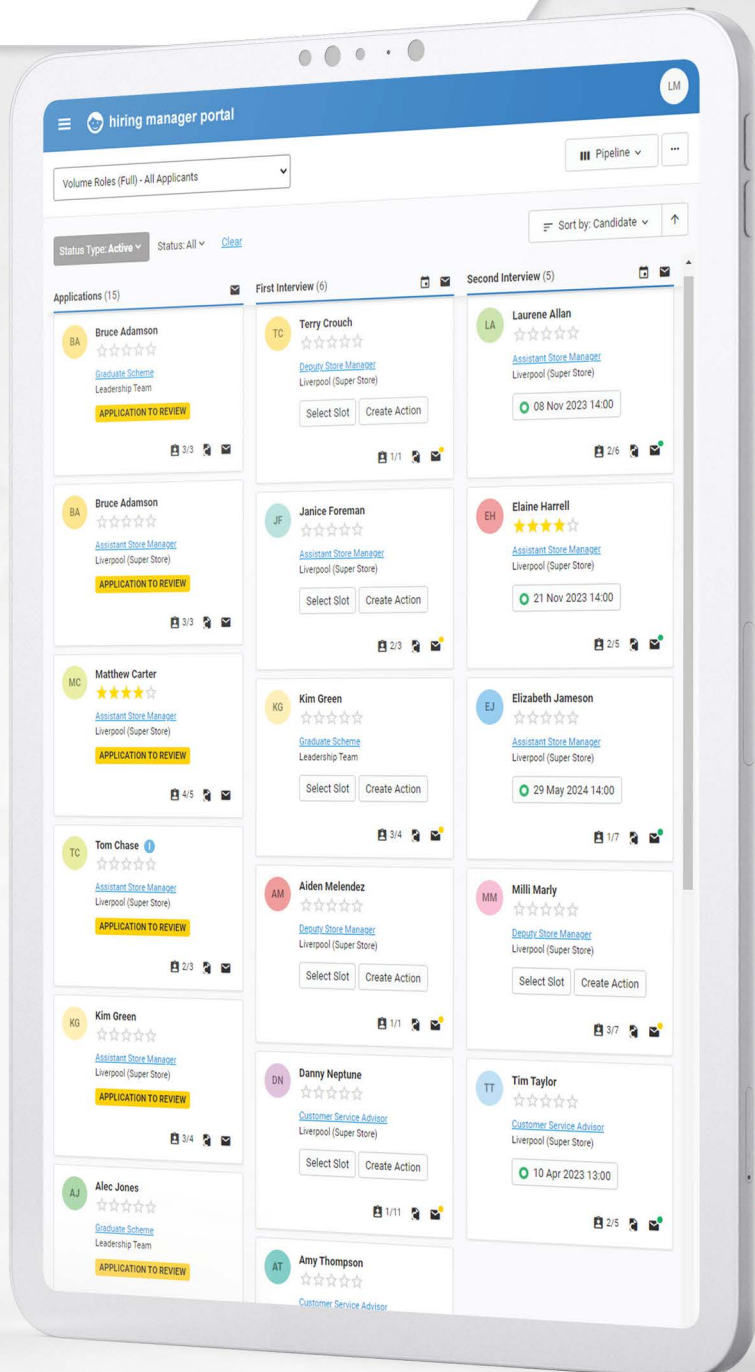
[Click here to View and Authorise](#)

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Deploy MANAGER PORTAL

Assess & Progress

Drag-and-Drop pipelines ensure hiring managers make better candidate assessments and keep your recruitment on track.



EH

Elaine Harrell
Assistant Store Manager (ID:1024)



Quick Ratings
provide an instant visual overview of candidate suitability.

Screening forms capture the essential candidate info to make better decisions.

Application - Support Centre

57.14% Set Grade

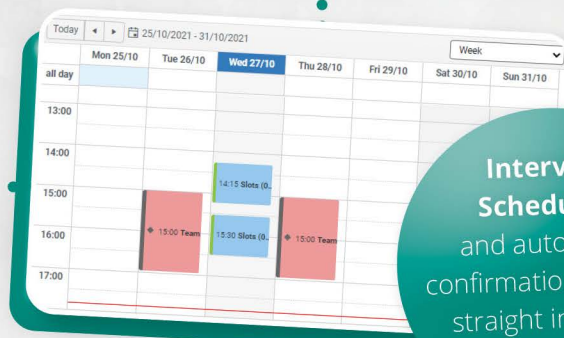
Why do you want to work for us?

Well, it seems like this is a super cool company to work for and it would be great to be able to get a job here.

Have you previously worked in a management role? 100%

Yes

Statistics



Interview Scheduling
and automated confirmations synced straight into your calendars.

Contact 1 Candidate

Send Preview

Select Template

Signatures Attach Merge Fields

From: Line Manager <line.manager@eploy.mex>

To: Mr Akram <scottakram@eploy-donots>

Subject: Your Offer Details

CC/BCC

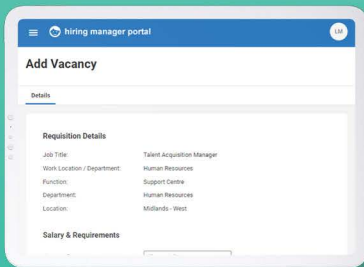
Our Logo

CandidateFormattedName!

Email & SMS Templates ensure consistent, branded communications between hiring managers and candidates.

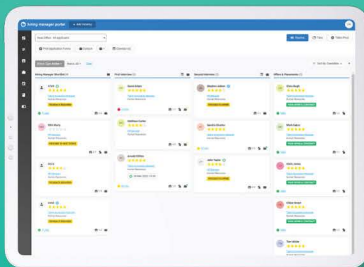


HIRING MANAGER PORTAL: FEATURES



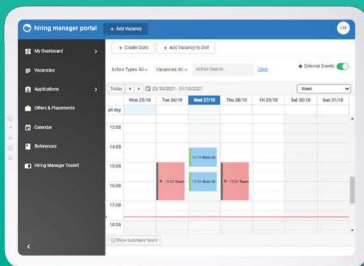
Vacancy Requisitions

- Job library
- Create from new, template or previous jobs
- Customisable requisition forms
- Authorisation process builder
- Authorisation notifications & reminders



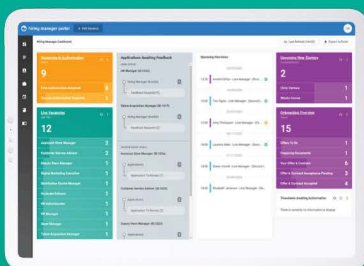
Workflow Management

- Drag-and-Drop recruitment pipelines
- Workflow stages and feedback
- Email on action updates
- Hiring manager access to talent pool
- Interview scheduling, slots & availability and day planner
- Auto-email interview details
- Supports Regional / HM Business Partners
- MS Teams & Zoom Integration



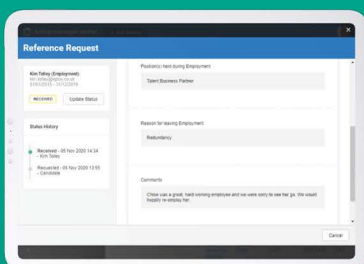
Access & Collaboration

- Mobile Responsive - access on Smartphone, Tablet, PC & Mac
- Add notes and collaborate with colleagues
- Email communications tracked within Eploy
- Live interview note taking
- Calenders sync with Office 365 & Google
- Supports 'Blind' recruiting



Hiring Manager Dashboards

- Instant access to vacancies
- Charts & analytics
- Monitor KPIs and SLAs in real-time
- Upcoming interview calendar
- Vacancy authorisation
- Visibility of next steps & tasks
- Placement & new starter information



Offers & References

- Visibility of offers and new hire information
- Offer approval processes
- Automate Reference Collection
- Reference checking and approvals

TERMS OF SERVICE

Eploy Hiring Manager portals are highly configurable. Standard features can be expanded to ensure correct mapping with your business processes. Costs will be dependent on project complexity, please contact your Eploy specialist for a tailored quotation.



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Ref: EDS-HM-02-00