



# Hiring Manager Handbook

# Review Requests

If you have a review request, it means someone needs you to review a candidate. You will receive an email when someone sends you a request.

The screenshot displays the Paycor Recruiting dashboard. The top navigation bar includes 'Home', 'Analytics', 'Create a Candidate', and 'Request Job Approval'. The main content area shows a table of review requests. The 'Review Request' column is highlighted with an orange box and a callout. The table lists candidates and their associated reviewers.

Job Title	Review Request	Schedule Phone Screen	Phone Screen Scheduled	Schedule Interview	Interview Scheduled	Offers
Backup Consultant San Francisco 59404 Sales March 30, 2015 Promote	Lily Aldren		● 1st Buddy Garrity ● 1st Joey Gladstone ● 1st Kelly Kapowski		● 1st D.j. Tanner	Bobby Flay Rod Kimble
Software Engineer - Expert Session Fort Collins 634 Customer Support August 23, 2017 Promote	Elaine Benes				● Scott Pilgrim 2nd Leonard Swanson ● 1st Ace Ventura	
Personal Trainer Fort Collins 890 Other December 15, 2017 Promote	Axl Rose				● 1st Elaine Benes 1st Alfredo Linguini <sup>3,9</sup> 1st Benny Rodriguez <sup>3,5</sup>	
OA - Software Engineer - Sales Associate - NY New York 992 Sales November 8, 2018 Promote					● 1st Derrick Rose	
SC - Inside Sales Associate Chicago 1031 Sales December 17, 2018 Promote				2nd Charlie Pace	● 2nd Dakota Fanning ● 1st Ben Franklin <sup>3,6</sup> 2nd Bill Pulman <sup>4,0</sup>	

The sooner you respond to review requests, the faster your company makes hires.



# Home Dashboard

From the Home page, click on the **My Jobs** tab. Then click on the job title.

The screenshot shows the Paycor Recruiting Home Dashboard. The 'My Jobs' tab is selected in the top navigation bar. The dashboard displays a list of jobs with columns for job details, candidate lists, and status. An orange callout box points to the 'My Jobs' tab, and another points to the 'Options' button in the bottom right corner.

Job Title	Location	Status	1st Candidate	2nd Candidate	3rd Candidate
Backup Consultant	San Francisco 59404	34	1st Buddy Garrity 1st Joey Gladstone 1st Kelly Kapowski	1st D.j. Tanner	Bobby Flay Rod Kimble
Software Engineer - Expert Session	Fort Collins	16	1st Tyler Jones	Scott Pilgrim 2nd Leonard Swanson 1st Ace Ventura	
Personal Trainer	Fort Collins	0	1st Brian Murphy 1st Hope Solo <sup>4 1</sup> 1st Brick Tamland	1st Elaine Benes 1st Alfredo Linguini <sup>3 9</sup> 1st Benny Rodriguez <sup>3 5</sup>	
Software Engineer - Sales Associate - NY	New York	5		1st Derrick Rose	
SC - Inside Sales Associate	Chicago	0		2nd Charlie Pace	2nd Dakota Fanning 1st Ben Franklin <sup>3 6</sup> 2nd Bill Pulman <sup>4 0</sup>

Clicking the **My Jobs** tab will display all the jobs that you are assigned as a Hiring Manager on

The **Options** button allows customization of your dashboard page settings

If you do not see the job that you are looking for, ask your HR team to assign you to it!



# Job Record

By clicking on a job title, you will see its **Candidate Breakdown**. Next, click a candidate name.

The screenshot displays the Paycor Recruiting interface. The top navigation bar includes 'Home', 'Analytics', 'Create a Candidate', and 'Request Job Approval'. The main header shows the job title 'Personal Trainer, z\_Bazooka Inc.' with details: Job ID: 890, Job Status: Active, Priority: Normal, Location: Fort Collins, CO, 80524. There are 'PROMOTE' and 'Email' buttons. Below the header, there are tabs for 'Candidate Breakdown', 'Job Newsfeed and Description', and 'Add a Candidate to this Job'. The 'Candidate Breakdown' tab is active, showing a table with columns: Name, Current Status, Comment, and Last Updated. The table is grouped into sections: 'INTERVIEW: 3', 'PHONE SCREEN: 3', and 'REVIEW: 1'. An orange callout box highlights the candidate 'Elaine Benes' in the 'INTERVIEW: 3' section.

Name	Current Status	Comment	Last Updated
<b>INTERVIEW: 3</b>			
<a href="#">Elaine Benes</a>	Interview Scheduled	Karl Kapowie, 2/13/2018, 9:00 am Hello Tommy Turmoil, Please submit a scorecard for your Phone Screen/Interview. To do so, please click the link below: Complete the Scorecard Event: Interview Date: Feb 13, 2018 11:00 AM Candidate: Elaine Benes Job: Personal Trainer All the best, Newton This email was sent from a notification-only email address that cannot accept incoming email. For further assistance, please contact Newton's Support Team at support@newtonsoftware.com >>>	2/12/2018
<a href="#">Alfredo Linguini</a> <sup>3,9</sup>	Interview Scheduled	Karl Kapowie, 2/13/2018, 7:00 am Hello Martha and Tommy, Please submit a scorecard for your Phone Screen/Interview. To do so, please click the link below: Complete the Scorecard Event: Interview Date: Feb 13, 2018 6:00 AM Candidate: Alfredo Linguini Job: Personal Trainer All the best, Newton This email was sent from a notification-only email address that cannot accept incoming email. For further assistance, please contact Newton's Support Team at support@newtonsoftware.com >>>	2/12/2018
<a href="#">Benny Rodriguez</a> <sup>3,5</sup>	Interview Scheduled	Karl Kapowie, 2/12/2018, 3:29 pm Hello Martha and Bob, Please submit a scorecard for your Phone Screen/Interview. To do so, please click the link below: Complete the Scorecard Event: Phone Screen Date: Feb 12, 2018 3:29 PM Candidate: Benny Rodriguez Job: Personal Trainer All the best, Newton This email was sent from a notification-only email address that cannot accept incoming email. For further assistance, please contact Newton's Support Team at support@newtonsoftware.com >>>	1/12/2018
<b>PHONE SCREEN: 3</b>			
<a href="#">Brick Tamland</a>	Phone Screen Scheduled	Karl Kapowie, 2/12/2018, 12:33 pm Interview Cancelled by Karl Kapowie.	2/12/2018
<a href="#">Hope Solo</a> <sup>4,1</sup>	Phone Screen Scheduled	Karl Kapowie, 2/13/2018, 7:00 am Hello Tommy, Please submit a scorecard for your Phone Screen/Interview. To do so, please click the link below: Complete the Scorecard Event: Phone Screen Date: Feb 13, 2018 6:00 AM Candidate: Hope Solo Job: Personal Trainer All the best, Newton This email was sent from a notification-only email address that cannot accept incoming email. For further assistance, please contact Newton's Support Team at support@newtonsoftware.com >>>	2/12/2018
<a href="#">Brian Murphy</a>	Phone Screen Scheduled	Tommy Turmoil, 3/27/2018, 10:10 am Hello Tommy, Please submit a scorecard for your Phone Screen/Interview. To do so, please click the link below: Complete the Scorecard Event: Phone Screen Date: Jan 13, 2018 8:00 AM Candidate: Brian Murphy Job: Personal Trainer Note: At this time you will need to login to Newton in order to submit a scorecard. In a few weeks you will be able to submit a scorecard without logging in. All the best, Newton Have a question, please contact Newton's sup>>>	1/12/2018
<b>REVIEW: 1</b>			
<a href="#">Axl Rose</a>	Review Requested	-	1/12/2018
<b>+ INACTIVE: 1</b>			

Click on the candidate's name to view more information about them and visit their candidate profile

This page shows all candidates moving through the job's hiring process. You can also access a candidate's profile by clicking on them through the home dashboard



# Job Newsfeed and Job Description

By clicking Job Newsfeed and Description, you will see the job description and details related to the lifecycle of this position.

The screenshot displays the Paycor Recruiting interface for a job titled "Personal Trainer, z\_Bazooka Inc." with Job ID: 890, Job Status: Active, Priority: Normal, and Location: Fort Collins, CO, 80524. The interface includes a navigation bar with options like Home, Analytics, Integrations, Create a Candidate, and Request Job Approval. A search bar is at the top left, and a "Get Help" button is at the top right. The main content area is divided into several sections:

- Job Details:** Shows the job title, ID, status, priority, and location.
- Candidate Breakdown:** A tabbed interface with "Job Newsfeed and Description" selected. A callout box points to the "Add a Candidate to this Job" button.
- Approval History:** A timeline of events including "New Approval" by Tommy Turmoil, "Approval Revi..." by Phoebe Phelps, "1st Approver" by Bob Hope, "2nd Approver" by Bonnie Bigfoot, and "Activation" by Phoebe Phelps.
- Comments and Messaging:** A list of messages from Phoebe Phelps, including "This job was Activated," "Ready to Activate," and "Job Approved" (twice, on behalf of Bonnie Bigfoot and Bob Hope). It also shows an email to Bonnie Bigfoot and another to bhope@java.com.
- Job Description:** A section titled "Personal Trainer" with a description: "We are currently looking for a dedicated and energetic personal trainer who has the ability to motivate clients to push themselves towards healthier lifestyles." It lists "Required" and "Preferred" qualifications.

**Required:**

- Personal Trainer Certification.
- Must be able to work around a flexible schedule.
- Working knowledge of standard gym equipment and their use.
- Professional and friendly demeanor in client facing roles.
- Able to represent Big Max Muscles at both local and regional events.
- Learn and research the newest breakthroughs in the fitness world.

**Preferred:**

- Ability to create an organized dietary plan for clients based on their needs.
- Knowledge of rehabilitation training.



# Candidate Record

By clicking on a candidate name, you will see the **Candidate Profile**.

The screenshot displays the Paycor Recruiting interface for a candidate named Beatrice Collins. The top navigation bar includes 'Home', 'Analytics', 'Create a Candidate', and 'Request Job Approval'. The candidate's name and role, 'Backup Consultant - z\_Bazooka Inc.', are shown at the top. A progress bar indicates the current stage is 'Phone Screen Scheduled'. The left sidebar contains navigation options like 'Requests', 'Folders', 'Recent Items', and 'Follow-Ups'. The main newsfeed area shows several items, including a message from Diego Disaster and a 'Review Requested' notification. The right side of the page displays the candidate's resume, which includes contact information, an objective, a qualification summary, and professional experience. An orange callout box at the top right highlights a toolbar with icons for reminders, comments, email, text messages, and navigation. Another orange callout box on the left points to the newsfeed items, and a third on the right points to the resume content.

The newsfeed tracks as you and your team communicate with your candidate, comment on their profile, or move them through the process

Use these widgets to leave comments, send emails and text messages, as well as leave reminders for yourself or move on to the next candidate

From here, you can manage the candidate, leave comments, and send emails. The right hand side of the page contains the candidate's resume and application. The left hand side holds the candidate's newsfeed.



# Proceed or Pass

Paycor Recruiting

Home Analytics | Create a Candidate Request Job Approval

Get Help 6

Beatrice Collins Posting Response - Company Website Add a Tag  
Backup Consultant - z\_Bazooka Inc.

Phone Screen Scheduled Posting Response Review Phone Screen Interview Offer Hire

Inactivate this Candidate

Click on a stage to move the candidate into that stage

Use the red button to pass on the candidate

Newsfeed Scorecards - 0 Schedule Phone Screen

All Events 0 Comments 0 Messaging 1 Status 3 System 0

Diego Disaster - Schedule 1st Phone Screen 1 minute ago  
This candidate looks qualified. Please bring her in for a phone screen.

Diego Disaster | Echo Email - Email to 2 recipients 1 minute ago  
To: David Dealkowski, Diego Disaster  
Attached: Beatrice Collins.docx  
Subject: Review Requested: Beatrice Collins for Backup Consultant  
Hello David and Diego,  
Please take a moment to review Beatrice Collins for our Backup Consultant opening.  
You can go directly to this record in Paycor Recruiting by clicking the link below:  
[Beatrice Collins](#)  
Thank You  
Diego Disaster  
z\_Bazooka Inc.  
<http://www.bazooka.com>

Diego Disaster - Review Requested 1 minute ago

Jimmy Li - Posting Response Mar 30, 2015 3:59 pm

Resume Profile Metadata + Add File

Beatrice Collins.docx Mar 30, 2015 3:59 pm

**Beatrice Collins**  
1528 Kinsley Drive  
Phoenix, AZ 42334  
Home (511) 414-0036  
bcollins@javastartup.com

**Objective:**  
Hard-working and goal-oriented professional with more than 15 years of experience as a **Consultant**, now seeking a challenging position of a senior analyst in an organization where I will get an opportunity use my all skills to benefit the organization

**Qualification Summary:**  
Diligent and skilled analyst with the excellent analyzing skills, expert in market research and analysis, knowledge of time management, excellent written and oral communication skills, good interpersonal skills, excellent presentation and organization skills, other Core Competencies include:

**Professional Experience:**  
ABC Financial Corporation, Franklin  
From 2004 to present  
Government Affairs Analyst

- Working on the position of senior analyst and handling all the duties of this position efficiently and successfully, these duties are:
- Mainly responsible for handling a team of financial analyst and analyzing their work efficiently
- Planning and developing new strategies and plans with the help of the management to increase the business
- Providing help and support to the employees
- Responsible for analyzing financial information and financial reports/statements
- Maintaining a good relationship with the other analysts

There are 0 other records with this email address

If you like the candidate, click into the stage you would like to move the candidate to. If you want to pass, click the red button.



# Settings

Paycor Recruiting

Home Analytics Create a Candidate Request Job Approval

Beatrice Collins  
Backup Consultant - z\_Bazooka Inc.

Posting Response - Company Website Add a Tag

Phone Screen Scheduled

Schedule a Phone Screen

Newsfeed Scorecards - 0

Schedule Phone Screen

All Events 0 Comments 0 Messaging 1 Status 3 System 0

Diego Disaster - Schedule 1st Phone Screen 1 minute ago

This candidate looks qualified. Please bring her in for a phone screen.

Diego Disaster | Echo Email - Email to 2 recipients 1 minute ago

To David Dealkowski, Diego Disaster  
Attached Beatrice Collins.docx  
Subject Review Requested: Beatrice Collins for Backup Consultant

Hello David and Diego,  
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You can go directly to this record in Paycor Recruiting by clicking the link below:  
[Beatrice Collins](#)

Thank You  
Diego Disaster  
z\_Bazooka Inc.  
<http://www.bazooka.com>

Diego Disaster - Review Requested 1 minute ago

Jimmy Li - Posting Response Mar 30, 2015 3:59 pm

Beatrice Collins  
1528 Kinsley Drive  
Phoenix, AZ 42334  
Home (511) 414-0036  
bcollins@javastartup.com

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- Providing help and support to the employees
- Responsible for analyzing financial information and financial reports/statements
- Maintaining a good relationship with the other analysts

There are 0 other records with this email address

Recruiting Version 18.0.3

Settings

DD Diego Disaster  
z\_Bazooka Inc. - Standard  
z\_Vero Homes, Inc. - Standa...

Notification Settings  
Message Settings  
Interview Teams  
Account Info  
Sign Out

Customize email alerts, message templates, and other account info from the settings icon.





# Notification Settings

The screenshot shows the 'Notification Settings' page in the Paycor Recruiting system. The page is divided into three main sections: 'My Jobs', 'Scorecards', and 'Job Approval'. Each section contains various notification options with checkboxes for 'Notification Center' and 'Email'. Two callout boxes provide additional information: one points to the bell icon in the top right corner, and another points to the 'Notification Center' and 'Email' checkboxes in the 'My Jobs' section.

**My Jobs**  
The settings below determine how you will be notified of activity on jobs you are assigned to.

- Notify me of new applicants for my jobs:  Notification Center  Email
- Exclude applicants who are auto-rejected:  (You will not be notified when candidates do not meet the Minimum Qualifications for the job.)
- Notify me of Generic Site Applicants:  Notification Center  Email
- Notify me when another user edits one of my jobs/candidates:  Notification Center  Email
- Notify me when a message is received from the candidate:  Notification Center  Email
- Notify me of offer letter updates for my candidates:  Notification Center  Email

**Scorecards**  
If your company uses scorecards, the settings below determine how frequently you will be notified of submissions.

Notify me when there are scorecard updates for one of my jobs:  Notification Center  Email

Notification Frequency

- Often: Notify me whenever a scorecard is submitted
- Rarely: Only notify me when all the scorecards for an event have been submitted

**Job Approval**  
If your company uses a job approval process, the settings below determine how frequently you will be notified of progress.

Notify me when the status of a job approval I requested changes:  Notification Center  Email

Notification Frequency

- Often: Notify me when someone moves a job forward
- Rarely: Only notify me when a job is activated or denied

**Callout 1:** The bell icon is the notification center. It will let you know when an action has happened in the system.

**Callout 2:** You can be notified via email or the notification center when certain actions within the system take place.

If you want to be alerted when new applicants apply to a position or messages are received from a candidate, make sure to check the boxes pictured above.



# Message Settings

Modify existing message templates and create unique custom templates for future use under "my templates"

Paycor Recruiting Home Analytics Integrations Create a Candidate Request Job Get Help 59+ Settings

View Company: z\_Bazooka Inc. Save

Notification Settings **Message Settings** Interview Questions Account Info

My Settings **My Templates** Shared Templates

My Settings

- Email Address and Signature
- Echo Email
- Thank You Letters

Email Address and Signature

When an email is sent on your behalf, it will use the details entered below. If you choose an email that does not match your username, make sure you have verified that email address. Changing this email address will update the address you use to send emails from the system. It will NOT affect the login email associated with this account.

- ★ Sender Full Name
- ★ Sender Email Address  ✔ Email Verified
- ★ Email Signature

**B** **I** **U** Arial 12 A- ...

Diego Disaster  
z\_Bazooka Inc.  
<http://www.bazookan.com>

Screenpresso

Ensure that your personal email signature is updated



# Frequently Asked Questions

## How do I change my password?

Log in to [Paycor.com/Newton-Software](https://paycor.com/Newton-Software), click on the settings icon at the top right of the screen and click **Account Info**. If you forget your password, click sign in and select **Forgot Password**.

## Can I edit any candidate in Paycor Recruiting?

You will need your HR team to assign you to a job before you can view comments and edit candidate profiles.

## Anything Else?

Check with your HR team! They may have company specific instructions, hiring processes, or training materials to help you.

