



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 shows the Paycor Recruiting interface with a table of review requests. The table has columns for Job Details, Candidates Pipeline, Review, Phone Screen, Interview, and Offer. The Review column is highlighted with an orange box, and a callout box points to it with the text: "The Review Request column lists all of the candidates you are being requested to provide your feedback on".

Job Title	Candidates Pipeline	Review	Phone Screen	Interview	Offer
EDITOR Job ID: 414 Oxford, Oxfordshire Editorial Promote	Passive: 4 Job Seeker: 0 Active: 8 Inactive: 402 Back Burner: 2 Hired: 79		1st Fyodor Dostoevsky 1st ... King of Gondor	2nd John Keats ^{3.7} 1st Susan Sontag 1st Gandalf The White ^{4.8}	Frodo Baggins Toni Morrison Edgar Poe
PUBLISHER Job ID: 438 San Francisco, CA Art & Design Promote	Passive: 0 Job Seeker: 0 Active: 10 Inactive: 0 Back Burner: 0 Hired: 0	Jonathan Franzen	1st ...		Jane Austen John Keats Philip Roth
COPY WRITER Job ID: 436 Oxford, Oxfordshire Editorial Promote	Passive: 1 Job Seeker: 5 Active: 4 Inactive: 0 Back Burner: 0 Hired: 1	Edgar Poe David Foster Wallace	1st Chimamanda Adiche 1st Charles Dickens		

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 top navigation bar includes 'Home', 'Analytics', 'Integrations', 'Admin', 'Create a Candidate', 'Create a Job', 'Request Job Approval', and 'Marketplace'. The main content area is divided into sections for 'Active Jobs', 'Drafts', and 'Approvals'. A search bar and filter options are visible. A dropdown menu for 'My Jobs' is open, showing options like 'My Jobs (Default)', 'Executive Jobs', 'Team Member Jobs', 'Other Jobs', and 'All Jobs'. A table displays job listings with columns for 'Candidates Pipeline', 'Review', 'Phone Screen', 'Interview', and 'Offer'. Annotations highlight the 'My Jobs' tab and the 'Options' button.

My Jobs (Default)

Job ID	Candidates Pipeline	Review	Phone Screen	Interview	Offer
Executive Jobs	Passive: 4		1st Fyodor Dostoevsky	2nd John Keats ^{3.7}	Frodo Baggins
Team Member Jobs	Job Seeker: 0		1st Aragorn King of Gondor	1st Susan Sontag	
Other Jobs	Active: 8			1st Gandalf The White ^{4.8}	
All Jobs	Inactive: 402				

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 shows the Paycor Recruiting interface. The top navigation bar includes 'Home', 'Analytics', 'Create a Candidate', and 'Request Job Approval'. The main header displays 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 points to the candidate names in the 'INTERVIEW: 3' section.

Name	Current Status	Comment	Last Updated
INTERVIEW: 3			
Elaine Benes	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
Alfredo Linguini ^{3,9}	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
Benny Rodriguez ^{3,5}	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
PHONE SCREEN: 3			
Brick Tamland	Phone Screen Scheduled	Karl Kapowie, 2/12/2018, 12:33 pm Interview Cancelled by Karl Kapowie.	2/12/2018
Hope Solo ^{4,1}	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
Brian Murphy	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
REVIEW: 1			
Axl Rose	Review Requested	-	1/12/2018
INACTIVE: 1			

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." (Job ID: 890, Status: Active, Priority: Normal, 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 present at the top left. 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 highlights the "Add a Candidate to this Job" button.
- Approval History:** A timeline of events including "New Approval Tommy Tur...", "Approval Revi... Phoebe Ph...", "1st Approver Bob Hope", "2nd Approver Bonnie Bigf...", and "Activation Phoebe Ph...".
- 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 email notifications.
- 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 title 'Backup Consultant - z_Bazooka Inc.' are shown, along with a 'Posting Response - Company Website' tag. A progress bar indicates the candidate's status: 'Phone Screen Scheduled', 'Posting Response', 'Review', 'Schedule a Phone Screen' (1st), 'Interview', 'Offer', and 'Hire'. A toolbar on the right contains icons for a clock (reminders), quotation marks (comments), an envelope (email), a speech bubble (text messages), and a right arrow (navigation). A red button labeled 'Inactivate this Candidate' is also visible. The newsfeed on the left shows three items: a phone screen scheduling notification, an email from Diego Disaster, and a review request. The resume on the right includes contact information, an objective, a qualification summary, and professional experience.

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.bazookan.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

The screenshot displays the Paycor Recruiting interface. At the top, there are navigation links: Home, Analytics, Create a Candidate, and Request Job Approval. The main header shows the candidate's name, Beatrice Collins, and her role, Backup Consultant at z_Bazooka Inc. A progress bar indicates the current stage is 'Phone Screen Scheduled'. Below this, a 'Newsfeed' section shows three messages: a phone screen scheduling notification, an 'Echo Email' notification, and a 'Review Requested' notification. On the right, a 'Resume' viewer shows the candidate's profile, including contact information, an objective, a qualification summary, and professional experience. A settings menu is open in the top right corner, with an orange callout box pointing to the settings icon. The callout box contains the text: 'Customize email alerts, message templates, and other account info from the settings icon.' The settings menu includes options for Notification Settings, Message Settings, Interview Teams, Account Info, and Sign Out.

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

Posting Response Review 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,
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.bazookan.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

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

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 interface. The page is divided into several 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 notification 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"

The screenshot displays the Paycor Recruiting interface. At the top, the navigation bar includes 'Home', 'Analytics', 'Integrations', 'Create a Candidate', and 'Request Jobs'. The 'Message Settings' tab is active in the top navigation. On the left sidebar, 'My Templates' is highlighted. The main content area is divided into 'My Settings' and 'Email Address and Signature'. Under 'My Settings', 'Email Address and Signature' is selected. The 'Email Address and Signature' section includes a warning about email verification, a 'Sender Full Name' field with the value 'Diego Disaster', a 'Sender Email Address' field with the value 'diego@deliverymethod.com' and a green 'Email Verified' indicator, and an 'Email Signature' section with a rich text editor. The signature preview shows 'Diego Disaster', 'z_Bazooka Inc.', and a link to 'http://www.bazookan.com'. A 'Save' button is located in the top right corner of the settings area.

Ensure that your personal email signature is updated



Frequently Asked Questions

How do I change my password?

Log in to <https://recruitingbypaycor.com/login>, 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.

