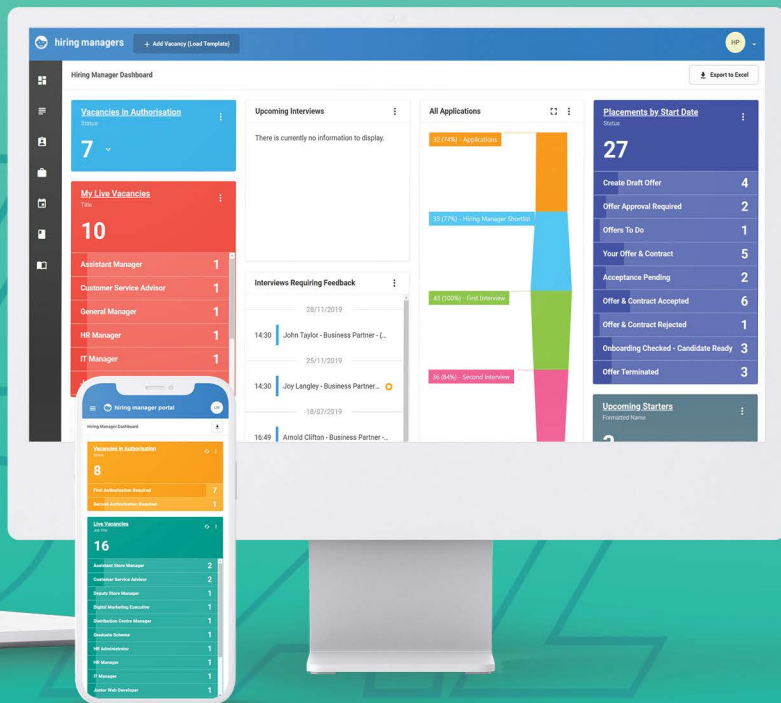
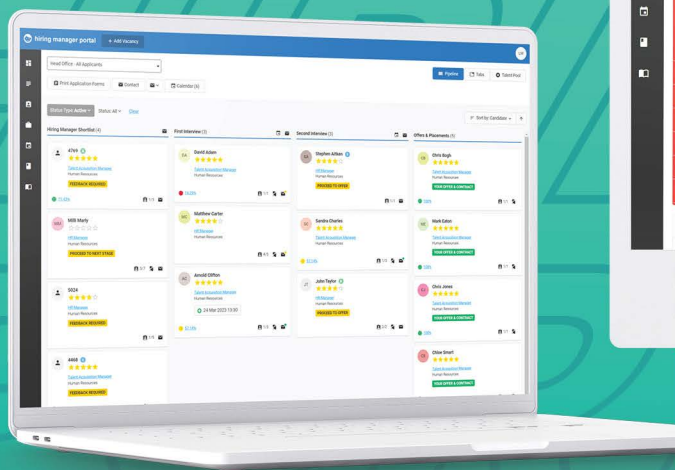




HIRING MANAGER PORTAL

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

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

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

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

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

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.

Assess & Progress

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

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

Quick Ratings provide an instant visual overview of candidate suitability.

EH Elaine Harrell
Assistant Store Manager (ID:1024)

★★★★☆

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

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

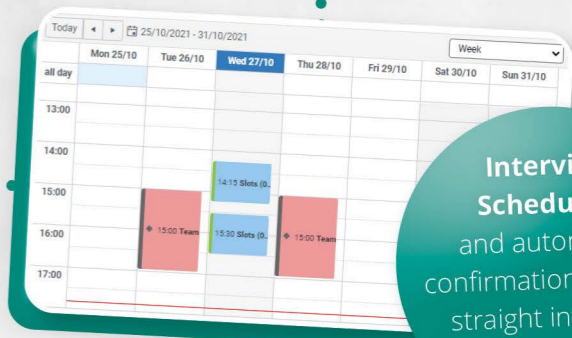
*First Authorisation Required: Type here to select...
Regional Manager (North Region...)

*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.



Interview Scheduling and automated confirmations synced straight into your calendars.

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

burbohdemo42@eploy.co.uk

Mon, 17 May 2021

Your Logo

Hi Regional Manager,
There is a vacancy awaiting your approval:
Vacancy: Talent Acquisition Manager (ID: 1036)

[Click here to View and Authorise](#)

© Eploy 2020

Approvers receive secure **email** authorisation requests.

hiring manager portal

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 manager portal

Volume Roles (Full) - All Applicants

Status: Active Status: All Clear

Sort by: Candidate

Applications (15)

Applications (15)	First Interview (6)	Second Interview (5)
BA Bruce Adamson Graduate Scheme Leadership Team APPLICATION TO REVIEW	TC Terry Crouch Quality Store Manager Liverpool (Super Store) Select Slot Create Action	LA Laurene Allan Assistant Store Manager Liverpool (Super Store) 08 Nov 2023 14:00
BA Bruce Adamson Assistant Store Manager Liverpool (Super Store) APPLICATION TO REVIEW	JF Janice Foreman Assistant Store Manager Liverpool (Super Store) Select Slot Create Action	EH Elaine Harrell Assistant Store Manager Liverpool (Super Store) 21 Nov 2023 14:00
MC Matthew Carter Assistant Store Manager Liverpool (Super Store) APPLICATION TO REVIEW	KG Kim Green Graduate Scheme Leadership Team Select Slot Create Action	EJ Elizabeth Jameson Assistant Store Manager Liverpool (Super Store) 29 May 2024 14:00
TC Tom Chase Assistant Store Manager Liverpool (Super Store) APPLICATION TO REVIEW	AM Aiden Melendez Quality Store Manager Liverpool (Super Store) Select Slot Create Action	MM Mill Marly Quality Store Manager Liverpool (Super Store) Select Slot Create Action
KG Kim Green Assistant Store Manager Liverpool (Super Store) APPLICATION TO REVIEW	DN Danny Neptune Customer Service Advisor Liverpool (Super Store) Select Slot Create Action	TT Tim Taylor Customer Service Advisor Liverpool (Super Store) 10 Apr 2023 13:00
AJ Alec Jones Graduate Scheme Leadership Team APPLICATION TO REVIEW	AT Amy Thompson Customer Service Advisor	

Contact 1 Candidate

Send Preview

Select Template

Signatures Attach Merge Fields

From: Line Manager -line.manager@eploy.me

To: Mr Akram -ssootakram@eploy-donots...

Subject: Your Offer Details

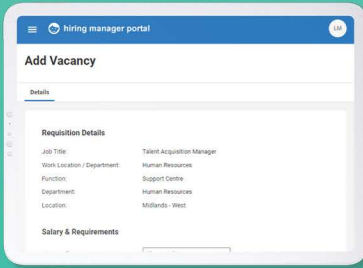
Your Logo

CandidateFormattedName!

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

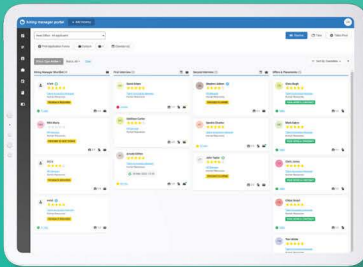


HIRING MANAGER PORTAL: FEATURES



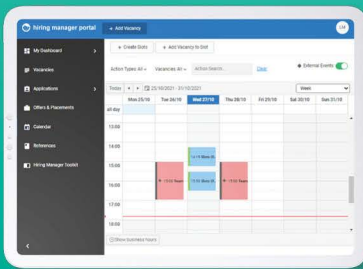
Vacancy Requisitions

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



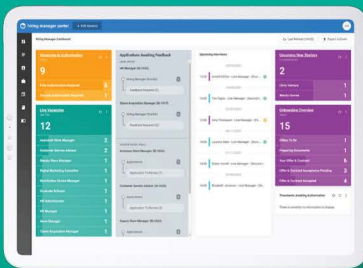
Workflow Management

- 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



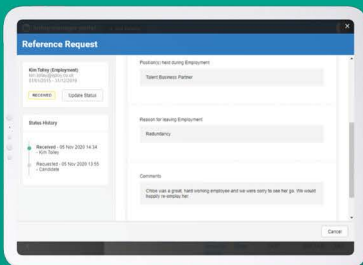
Access & Collaboration

- 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