

MEMO CARDS FOR MANAGERS



Hotel name, Country
Presentation title and date

MEMO CARDS ON JOBS

- 01 | Approve a job
- 02 | Add internal notes
- 03 | See the sourcing tab
- 04 | See the activity tab

MEMO CARDS ON CANDIDATES

- 01 | Add a candidate (manually)
- 02 | Add a candidate (upload a resume)
- 03 | Review the candidate
- 04 | Edit reviews
- 05 | Add notes on candidates (only if the manager is mentioned)

APPROVE A JOB

0

When a recruiter creates a job and add you as approver for the job, you will receive an email **notification**.

Two options are available:

1

Click on **Approve**

2

Click on **View Details**

Pending New Positions (1)

Position Open Date	Sep 24, 2021	Target Start Date	Oct 29, 2021	
Position Type	New	Position ID	REF7866	

Approvers

1  Marine M_Charles

3

APPROVE

DON'T APPROVE



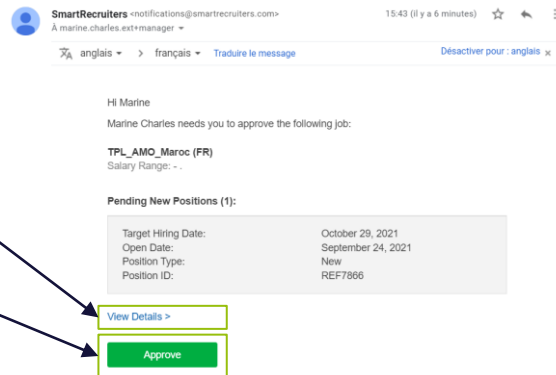
1

By clicking on **Approve**, the position is directly approved without opening a page in your browser

2

A page opens up in your browser on the job details tab and you have the choice:

- **Approve**
- **Don't approve**



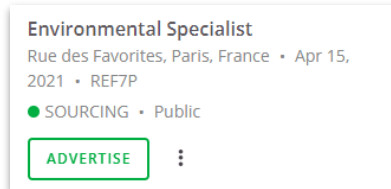
If you click on Approve directly from the email, the job is approved and there is **no way to cancel this approbation**.

ADD INTERNAL NOTES

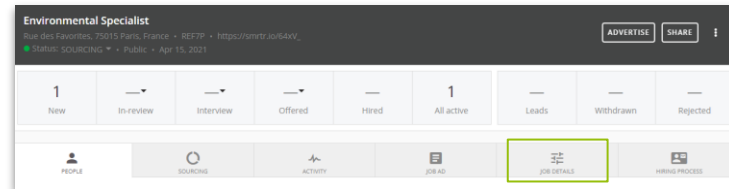
1 Click on **Jobs**



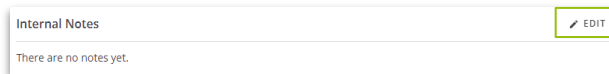
2 Click on the job



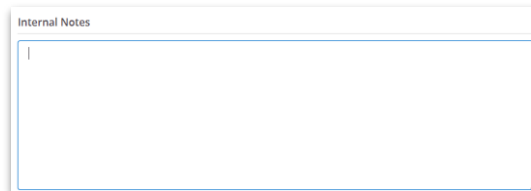
3 Click on the tab **Job details**



4 In **Internal notes**, click on **Edit**



5 Write your internal note on the **offer**



6 Click on **Save**

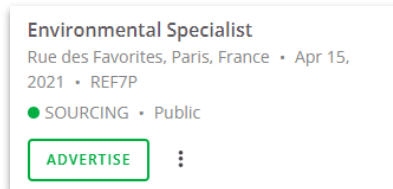


SEE THE SOURCING TAB

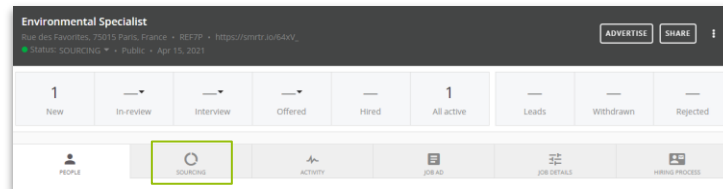
1 Click on **Jobs**



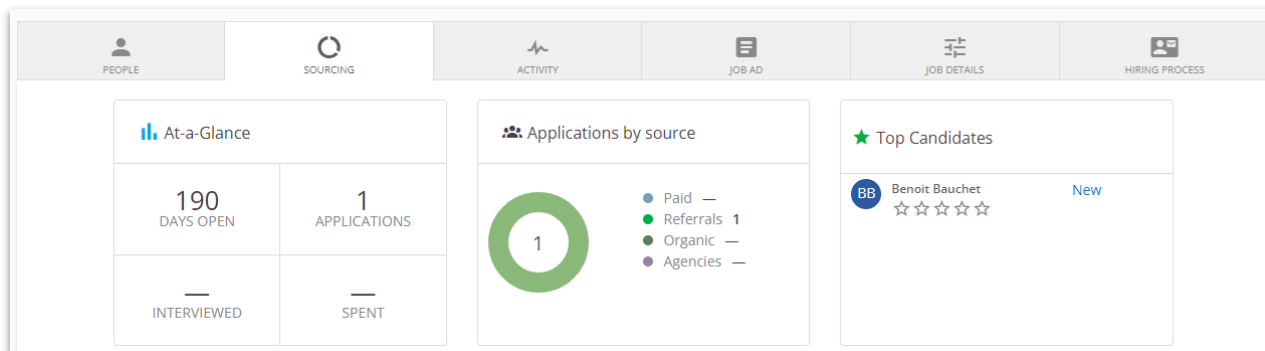
2 Click on the job



3 Click on the **Sourcing** tab



4 Access all the information regarding Sourcing on the selected offer

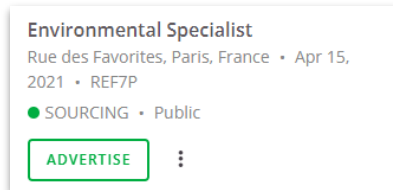


SEE THE ACTIVITY TAB

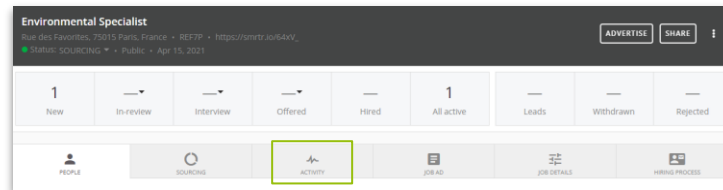
1 Click on **Jobs**



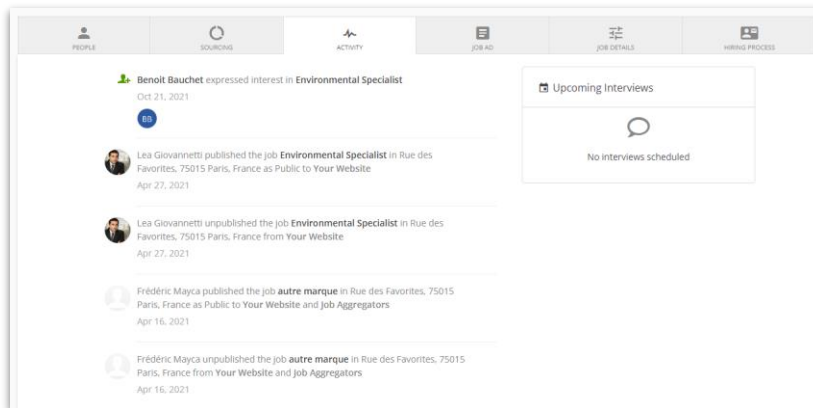
2 Click on the job



3 Click on the **Activity** tab



4 Access all the information regarding the activity on the selected offer

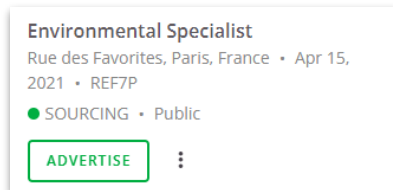


ADD A CANDIDATE (MANUALLY)

1 Click on **Jobs**



2 Click on the job

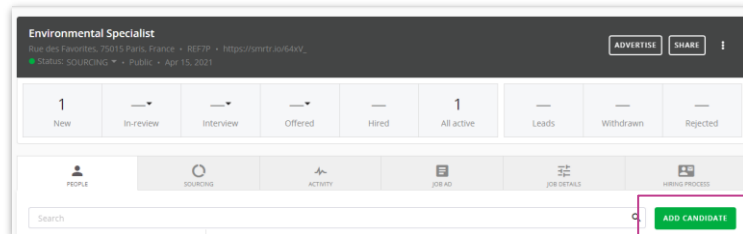


4 Click on **Fill manually**
And fill the fields

FILL MANUALLY

A white form titled 'Add candidate'. It contains several input fields: 'First Name *', 'Last Name *', 'Location', 'Phone number', 'Email *', and 'Website or social network'. There is an 'Upload avatar' button with a circular icon. Below these is a 'Source type *' dropdown menu and a 'job *' dropdown menu showing 'Environmental Specialist'. At the bottom is a 'Source *' input field and a 'MORE' link.

3 Click on **Add Candidate**



4 Click on **Add candidate**

ADD CANDIDATE



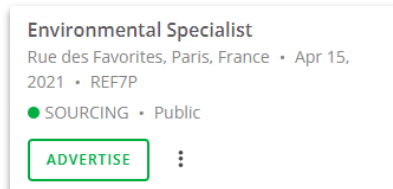
Candidates can be added **only** if they are linked to a job.

ADD A CANDIDATE (UPLOAD A RESUME)

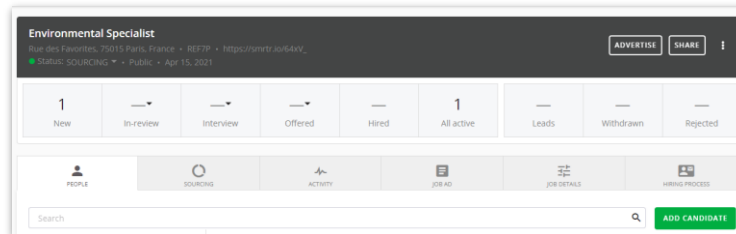
1 Click on **Jobs**



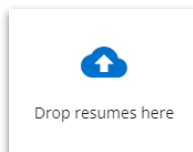
2 Click on the job



3 Click on **Add Candidate**



4 Drop resumes or upload them by clicking on **Upload files** or **Upload folder**



5 Check the information and click on **Add Candidate**

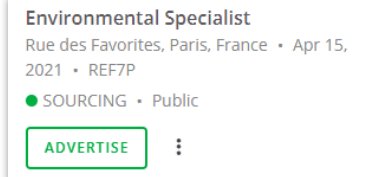


REVIEW THE CANDIDATE

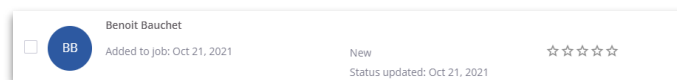
1 Click on **Jobs**



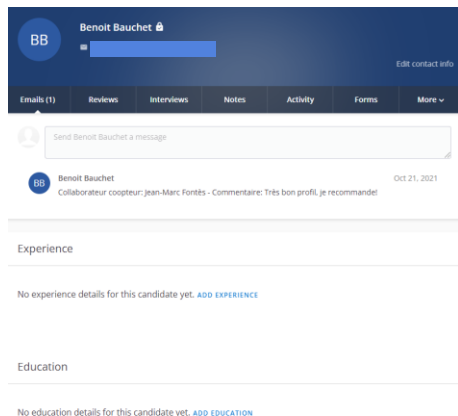
2 Click on the job



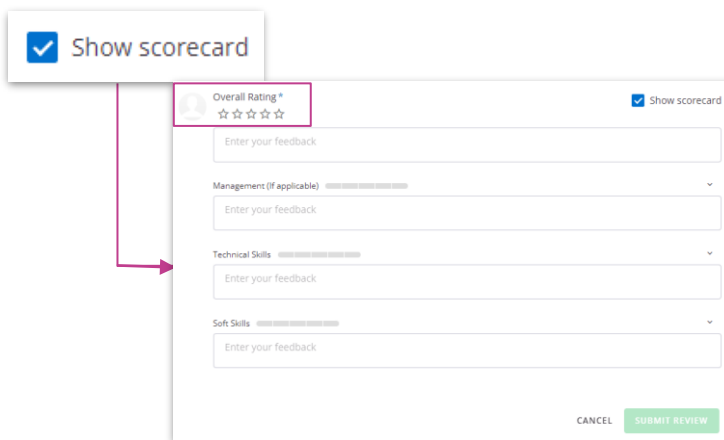
3 Click on **the candidate to be rated**



4 Click on the tab **Reviews**



5 Tick **Show scorecard** and fill in the **overall rating** (required) and the fields regarding **skills**

A screenshot of a 'Show scorecard' form. The 'Show scorecard' checkbox is checked. The 'Overall Rating*' field is highlighted with a pink rectangular box and shows five stars. Below this are four sections for feedback: 'Management (if applicable)', 'Technical Skills', and 'Soft Skills', each with a progress bar and a text input field. At the bottom right, there are 'CANCEL' and 'SUBMIT REVIEW' buttons.

6 Click on **Submit Review**

SUBMIT REVIEW

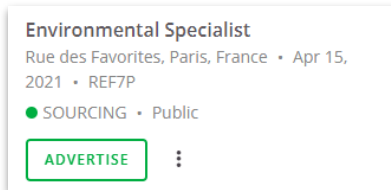
Best practices for
interview reports
are shared **slide 12**

EDIT REVIEWS

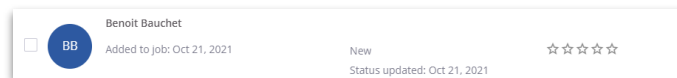
1 Click on **Jobs**



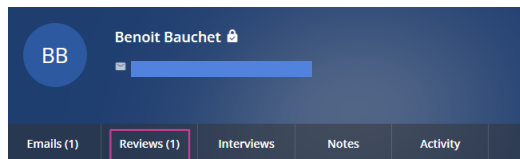
2 Click on the job



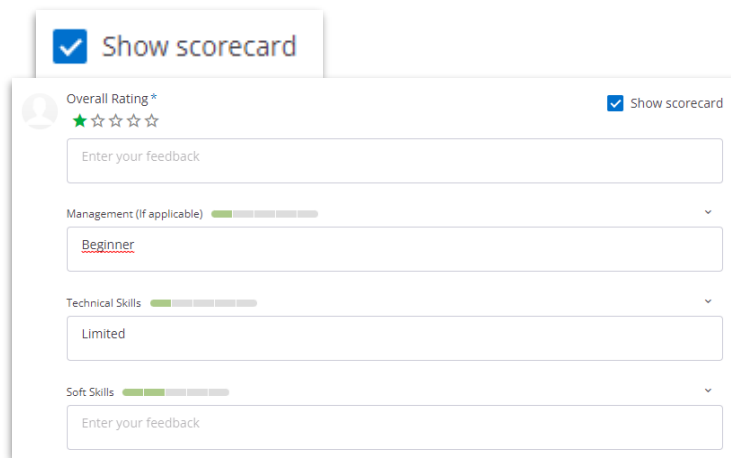
3 Click on **the candidate to be rated**



4 Click on **Reviews** then **Edit**



5 Tick **Show scorecard** and **edit** the fields regarding **skills**



6 Click on **Submit Review**

SUBMIT REVIEW

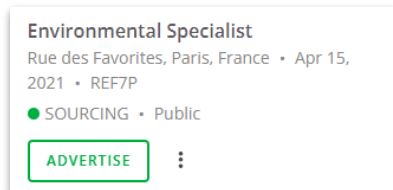
Best practices for
interview reports
are shared **slide 12**

ADD NOTES ON CANDIDATES

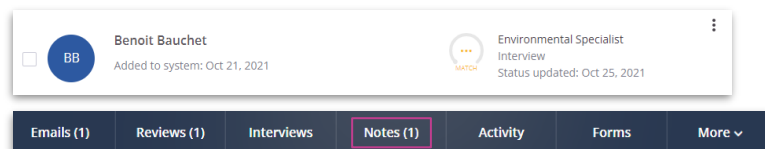
1 Click on **Jobs**




2 Click on the job



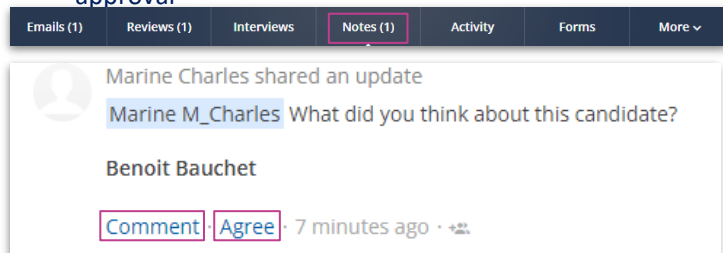
3 Click on the **candidate** then on the tab **Notes**



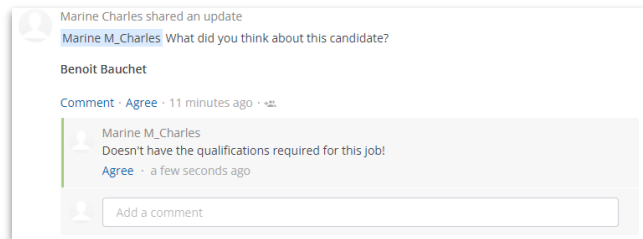
Please note that you can add notes on a candidate only when you are mentioned by a recruiter. Otherwise, this message appears:

 You do not have any notifications yet

4 As a manager, you can click on **Comment** to add a note and on **Agree** to show your approval



5 Write your note and click on **Enter on your keyboard** to **publish** the note



To notify a member of the recruitment team, you must use
@ + last name and first name

BEST PRACTICES FOR INTERVIEW REPORTS

In order for recruiters and managers to easily rank the candidates seen in interview, the interviewer can identify the following values:

- ★★★★★ application deemed to be the most suitable for the position
- ★★★★★ candidate's skills correspond to the prerequisites of the position
- ★★★★ to be re-evaluated if needed depending on the progress of other applications
- ★★★ does not have the skills required for the position
- ★★ to be excluded



Comments should be specific, so that they cannot be misinterpreted.

Golden rule: make sure the comment could be read by the candidate



The report must comply with our diversity and non-discrimination commitments.

The decision must fit into this framework.



Each interview has to be documented and accessible in SmartRecruiters.

The recruiter can complete their report with additional information or following a second interview.