ANGELO GORDON HIRE DIRECT USER GUIDE

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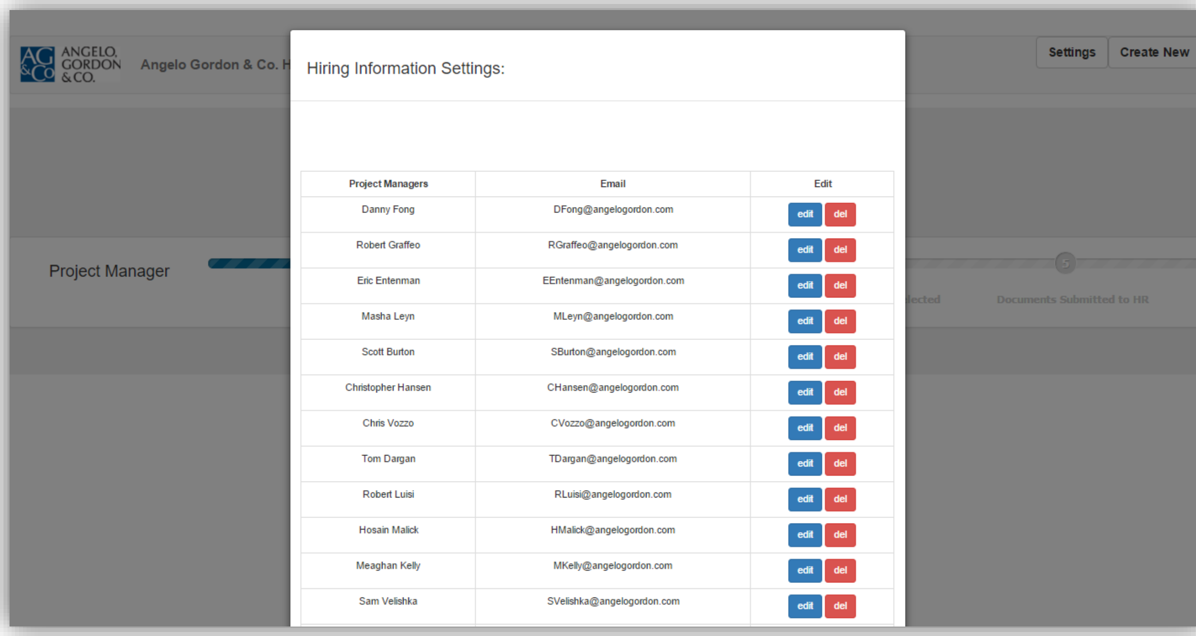
Step1: Initial Setup

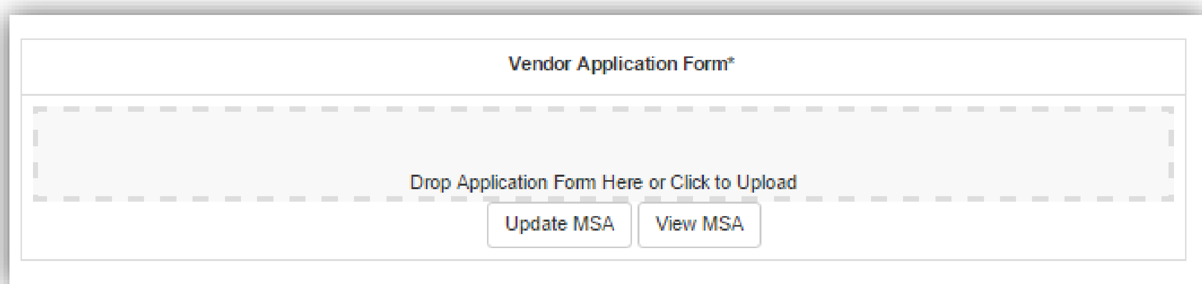
Please log into the system to view all processes.

Click on the Settings tab on the upper right corner of the home page, the Hiring Information Settings modal window will pop up on top of the main page. The detailed information of project managers, vendors, potential position titles, and email templates are all listed within the same page.

The blue Edit button is for editing information for each row. The red Del button helps delete the unwanted entries. Save the entries by clicking on the Save button.



Add an application form by clicking on the dashed boxes to select a file, and then save it to the system.



To add a new vendor of either category, click on the add button on the lower right corner to proceed. Each field is set as a required field. The user will not be able to save the information until everything is filled out.

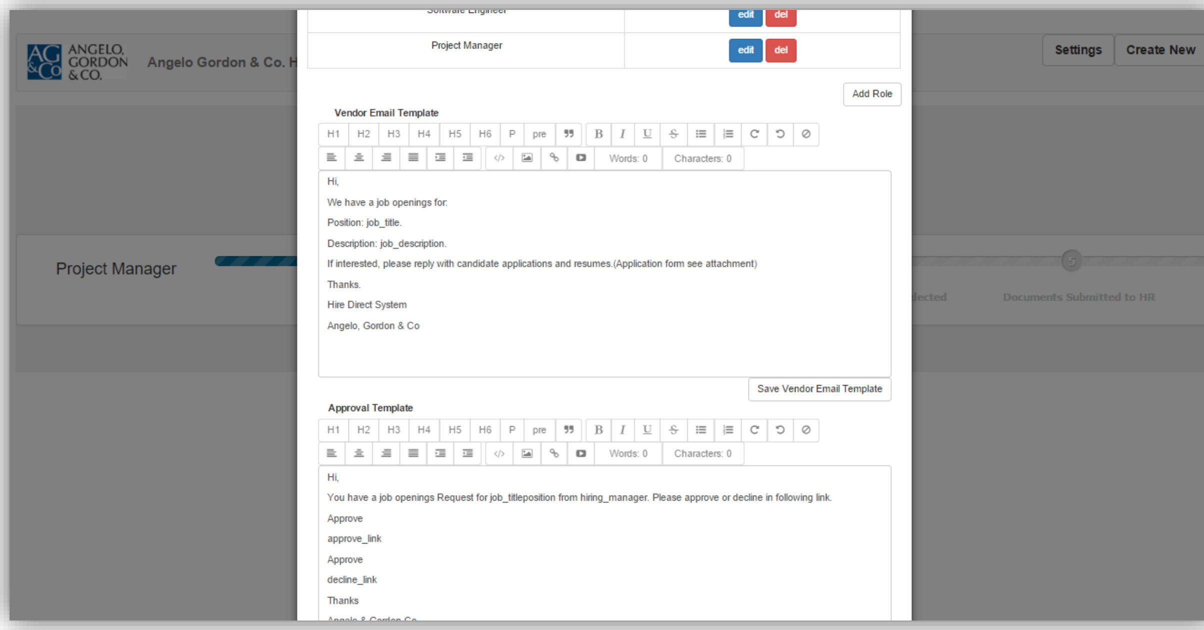
General Vendors*	Email*	Phone #*	Fax	MSA*	Edit
Privosoft	example@example.com	100010	10101	Drop MSA Here or Click to Upload Update MSA View MSA	edit del
JK Partners	example@example.com	100010	10101	Drop MSA Here or Click to Upload Update MSA View MSA	edit del

Add General Vendor

Special Vendors*	Email*	Phone #*	Fax	MSA*	Edit
Modis	example@example.com	100010	10101	Drop MSA Here or Click to Upload Update MSA View MSA	edit del
Cra Advisors	example@example.com	100010	10101	Drop MSA Here or Click to Upload Update MSA View MSA	edit del
IVP	example@example.com	100010	10101	Drop MSA Here or Click to Upload Update MSA View MSA	edit del

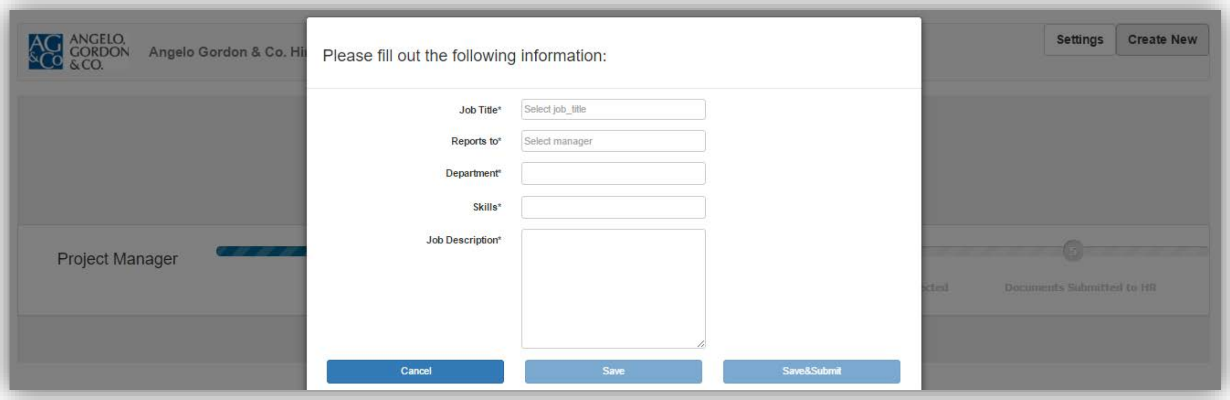
Add Special Vendor

Edit the email details at the template section if any modification is needed. This is a global setting of the emails thus when modifying the content here indicates all future emails would follow the template inserted here.

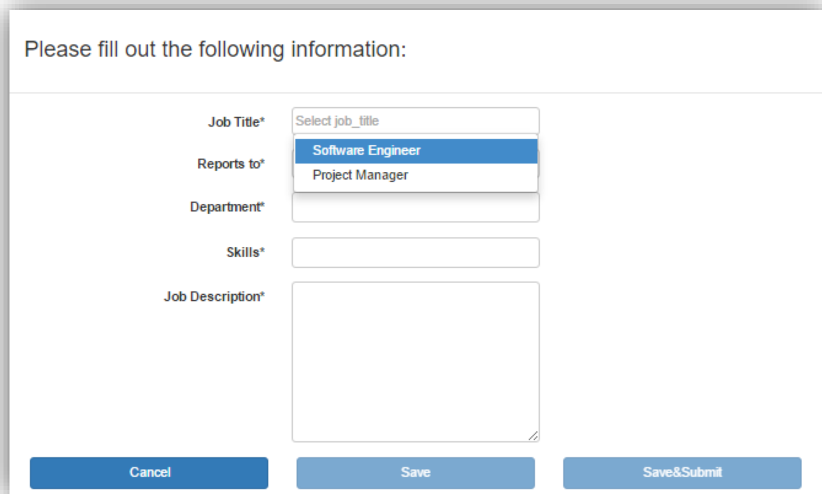

ANGELO, GORDON & CO.
Angelo Gordon & Co. H
Settings
Create New
Project Manager
Documents Submitted to HR
Project Manager
edit
del
Add Role
Vendor Email Template
H1 H2 H3 H4 H5 H6 P pre
Words: 0
Characters: 0
Hi,
We have a job openings for:
Position: job_title.
Description: job_description.
If interested, please reply with candidate applications and resumes.(Application form see attachment)
Thanks.
Hire Direct System
Angelo, Gordon & Co
Save Vendor Email Template
Approval Template
H1 H2 H3 H4 H5 H6 P pre
Words: 0
Characters: 0
Hi,
You have a job openings Request for job_titleposition from hiring_manager. Please approve or decline in following link.
Approve
approve_link
Approve
decline_link
Thanks

Step2: Create New Process

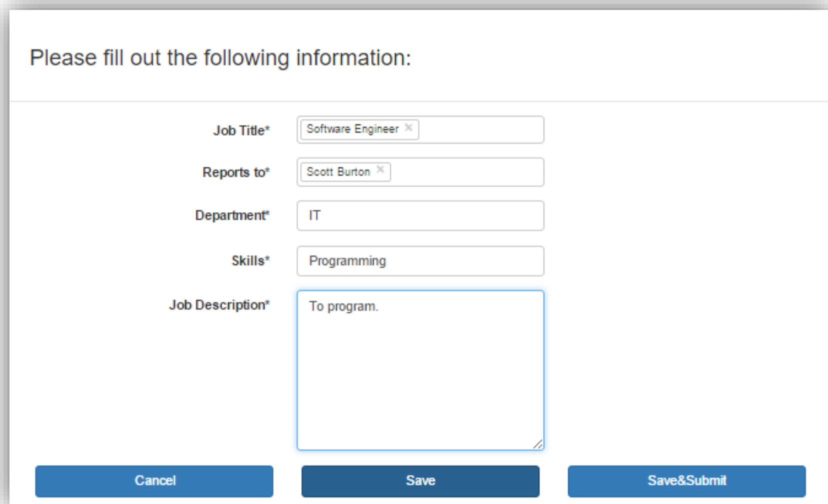
Click on the Create New button to add a new searching process. A modal window with a blank form looks as follows:



Choose from the drop-down lists of the first two categories. This can be modified in the Settings page. All of the employee detailed information is built into the system thus the user may simply choose from a list of Hiring Managers.

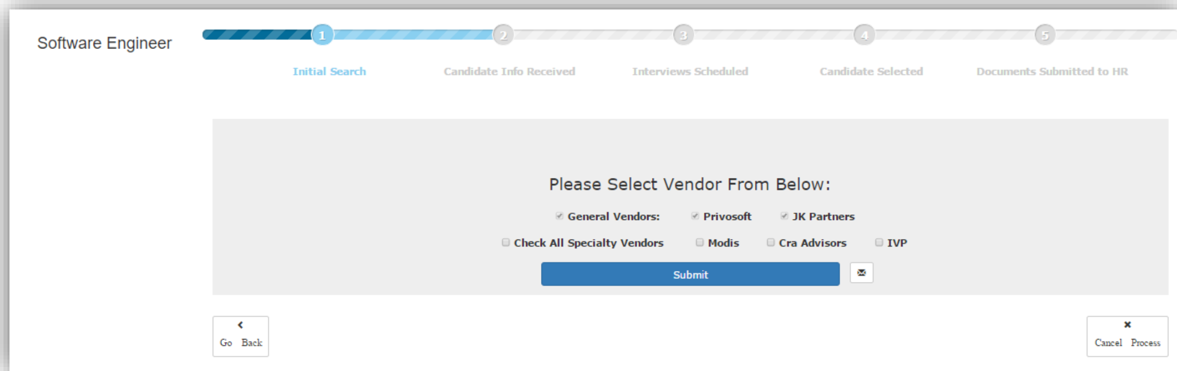


The example shows the result of adding a new process to the system: to create a process called Software Engineer, Reports to Scott Burton, IT department, with a skill of Programming. The new process looks as follows:



Click on Save & Submit to initiate the process. It will automatically jump to the vendor selection step. The user may select desired vendors to proceed.

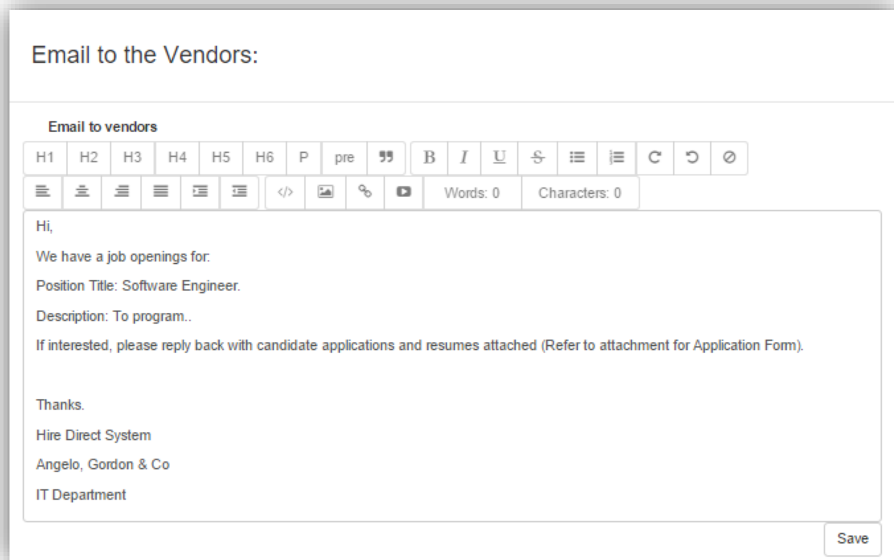
Step3: Vendor Selection



The General Vendors category is selected by default and cannot be deselected. The user may choose as many Specialty Vendors as he/she wants. All vendor listings can be modified in the Settings Page.

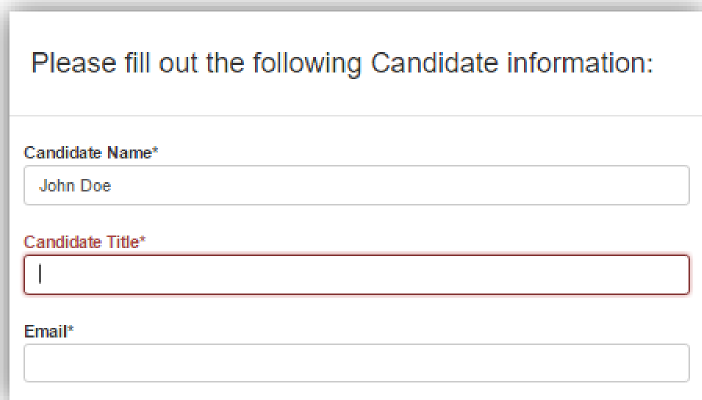
Click on the email icon to edit the content of the emails sent to vendors. Then click on the Save button to save and continue. The submit button would generate the edited email to the selected vendors.

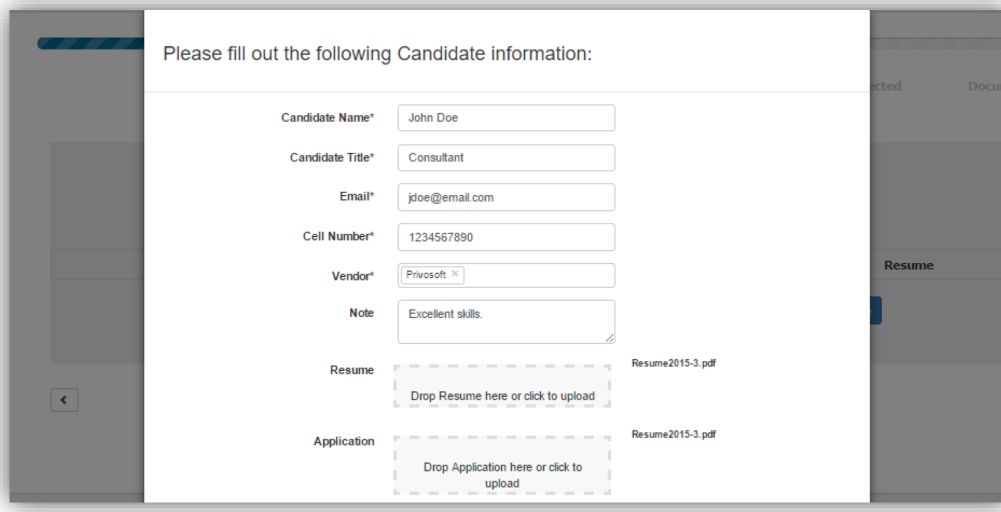
You may go back to the last step by clicking on the Go Back button in the lower left corner, and cancel this entire process by pressing the Cancel Process button in the lower right corner. These actions function at any time of the entire process. If a process is cancelled by the user, it would show up under the Cancelled tab. All information will be stored and the cancelled processes can be re-initiated at any time.



Step4: Create New Candidate

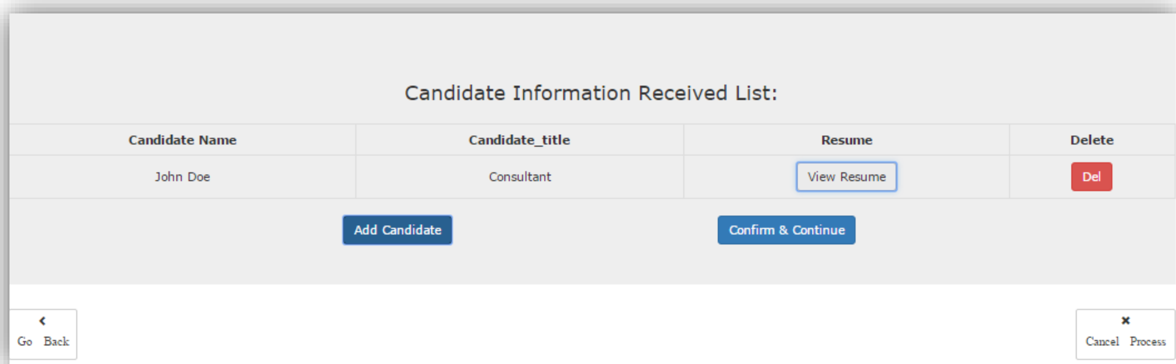
Click on Create New to add a new candidate. We add a candidate named John Doe as an example, titled as Consultant. To add a resume and application form, click on the dashed boxes or drag the file and release. An unfilled required field will be marked red and the system would stop the user from proceeding.



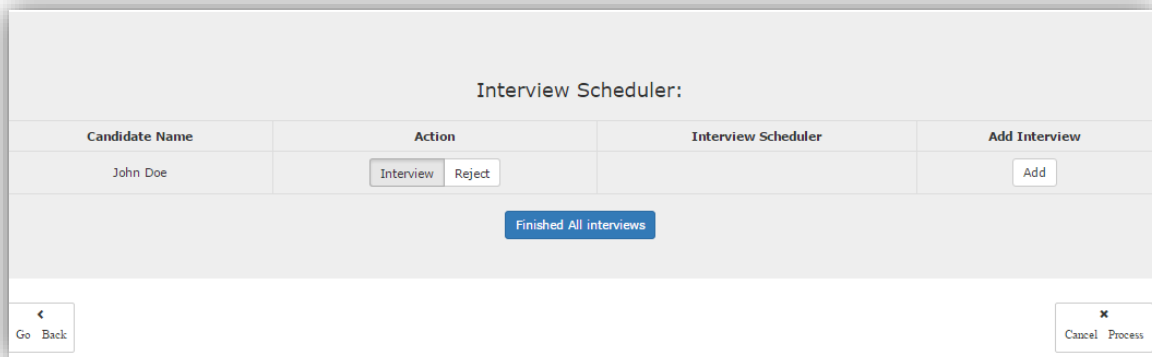


After saving the information, the candidate will show up in the table. The uploaded information can be viewed by the View buttons. The file will show up on a separate browser tab.

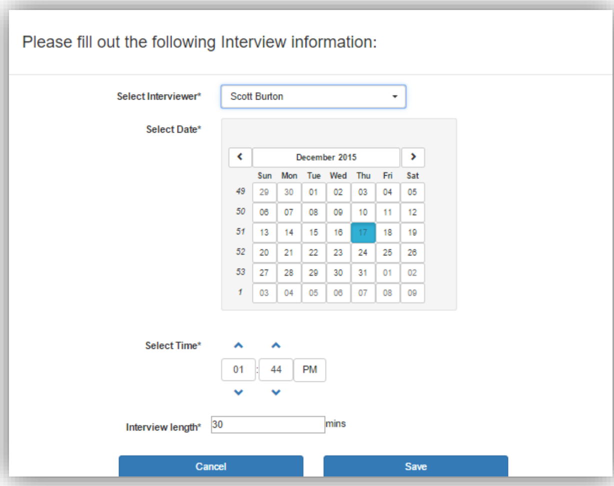
Step5: Schedule for Interviews



Click on the Add button located within the Add Interview Category to schedule for an interview.

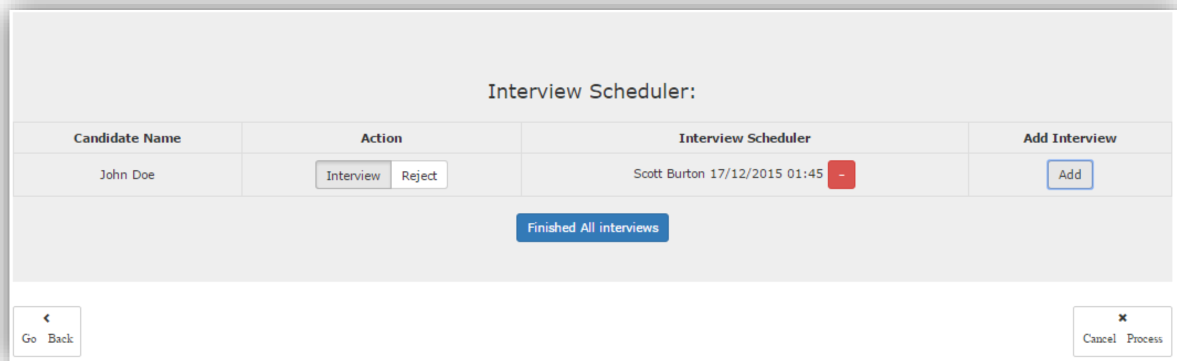


To create a new interview schedule, select the interviewer from the drop down list, and then select an appropriate date and time for interviews. Then click on Save.



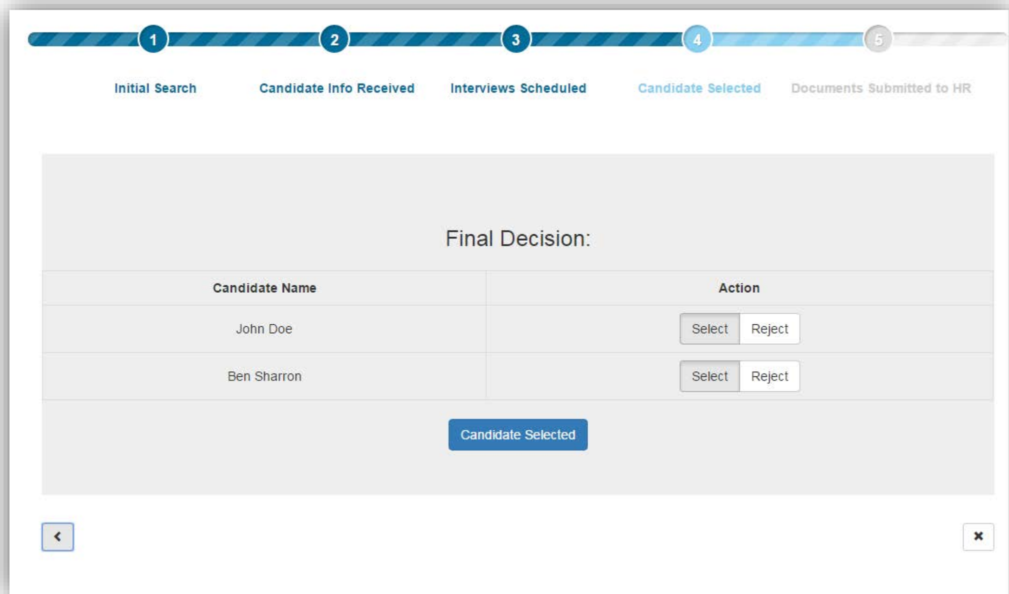
In the Interview Scheduler section, we can see the scheduled date and time. The user can use the red dashed button to remove the interview time, and schedule as many interviews by as many interviewers as he/she may. The same interviewer can appear more than one time for the same candidate.

To reject a candidate, toggle the Interview/Reject button off to the Reject side. Click on Finished All Interviews to proceed.


Interview Scheduler:
Candidate Name
Action
Interview Scheduler
Add Interview
John Doe
Interview
Reject
Scott Burton 17/12/2015 01:45
-
Add
Finished All interviews
Go Back
Cancel Process

Step6: Final Selection

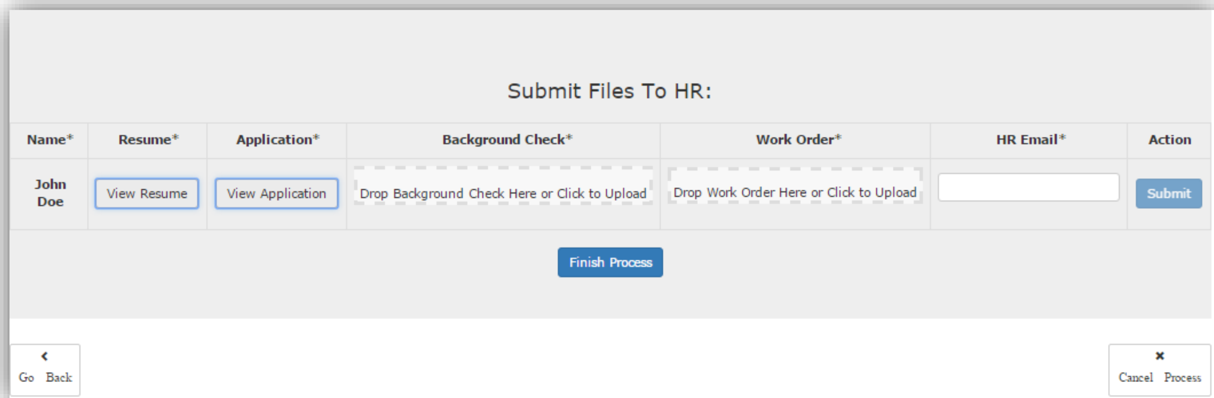
Click on Finished All Interviews button to stop interviewing all candidates and move on to the next step. The interview scheduler section may disappear from the current page. Select or reject John Doe for final decisions. Here let's accept John Doe as a desired candidate for this position.



Press Candidate Selected to proceed from the current step. This step only provides the user buttons to make final decisions. Then it comes to the onboarding processes.

Step7: Send Files to HR

In the table below, click on View Resume to view the uploaded resume as pdf on a separate tab, and View Application would bring you to the application form on a separate tab.



To upload a Background Check or Work Order, click on the dashed box to upload from personal devices, or drag the existed files into the dashed boxes and release. After the files have been uploaded to the database, two view buttons would appear to authorize the user to double check the files and proceed.

A text box with HR Email label is placed before the final action button. It allows the user to add as many targeted email addresses to send all files to as he/she wants.

Press Submit button to end the candidate seeking process and send all files to the HR Department and proceed.