

# ANGELO GORDON HIRE DIRECT USER GUIDE

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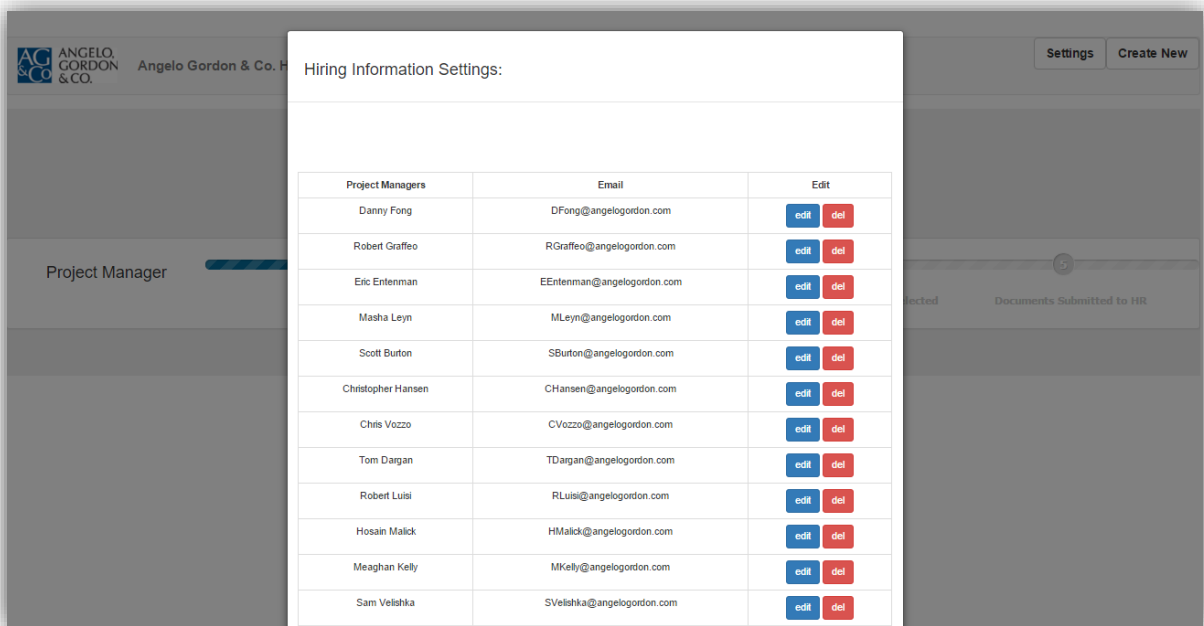
ANGELO, GORDON & CO. 245 Park Ave, New York City, NY

### 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.

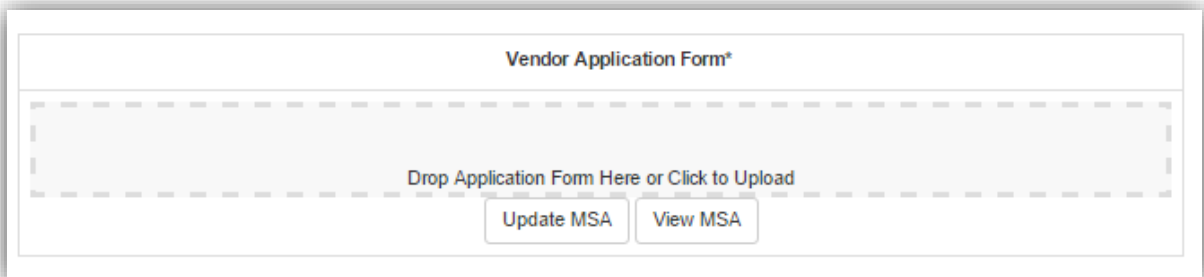
The blue Edit button is for editing information for each row. The red Del button helps delete the unwanted entries. Save the entries by clicking on the Save button.



The screenshot shows a modal window titled "Hiring Information Settings:" overlaid on a web application interface. The modal contains a table with three columns: "Project Managers", "Email", and "Edit". The table lists ten project managers, each with their name and email address. To the right of each email address are two buttons: a blue "edit" button and a red "del" button. The background of the application shows a sidebar with "Project Manager" selected and a top navigation bar with "Settings" and "Create New" buttons.

Project Managers	Email	Edit
Danny Fong	DFong@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Robert Graffeo	RGraffeo@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Eric Entenman	EEntenman@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Masha Leyn	MLeyn@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Scott Burton	SBurton@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Christopher Hansen	CHansen@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Chris Vozzo	CVozzo@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Tom Dargan	TDargan@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Robert Luisi	RLuisi@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Hosain Malick	HMalick@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Meaghan Kelly	MKelly@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>
Sam Velishka	SVelishka@angelogordon.com	<a href="#">edit</a> <a href="#">del</a>

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



The screenshot shows a "Vendor Application Form\*" upload interface. It features a large dashed rectangular box for file selection. Below the box is the text "Drop Application Form Here or Click to Upload". At the bottom of the interface are two buttons: "Update MSA" and "View MSA".

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	<div style="border: 1px dashed gray; padding: 5px;">                     Drop MSA Here or Click to Upload  <input type="button" value="Update MSA"/> <input type="button" value="View MSA"/> </div>	<input type="button" value="edit"/> <input type="button" value="del"/>
JK Partners	example@example.com	100010	10101	<div style="border: 1px dashed gray; padding: 5px;">                     Drop MSA Here or Click to Upload  <input type="button" value="Update MSA"/> <input type="button" value="View MSA"/> </div>	<input type="button" value="edit"/> <input type="button" value="del"/>

Special Vendors*	Email*	Phone #*	Fax	MSA*	Edit
Modis	example@example.com	100010	10101	<div style="border: 1px dashed gray; padding: 5px;">                     Drop MSA Here or Click to Upload  <input type="button" value="Update MSA"/> <input type="button" value="View MSA"/> </div>	<input type="button" value="edit"/> <input type="button" value="del"/>
Cra Advisors	example@example.com	100010	10101	<div style="border: 1px dashed gray; padding: 5px;">                     Drop MSA Here or Click to Upload  <input type="button" value="Update MSA"/> <input type="button" value="View MSA"/> </div>	<input type="button" value="edit"/> <input type="button" value="del"/>
IVP	example@example.com	100010	10101	<div style="border: 1px dashed gray; padding: 5px;">                     Drop MSA Here or Click to Upload  <input type="button" value="Update MSA"/> <input type="button" value="View MSA"/> </div>	<input type="button" value="edit"/> <input type="button" value="del"/>

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

Project Manager

Settings Create New

Vendor Email Template

Add Role

H1 H2 H3 H4 H5 H6 P pre **B** *I* U 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

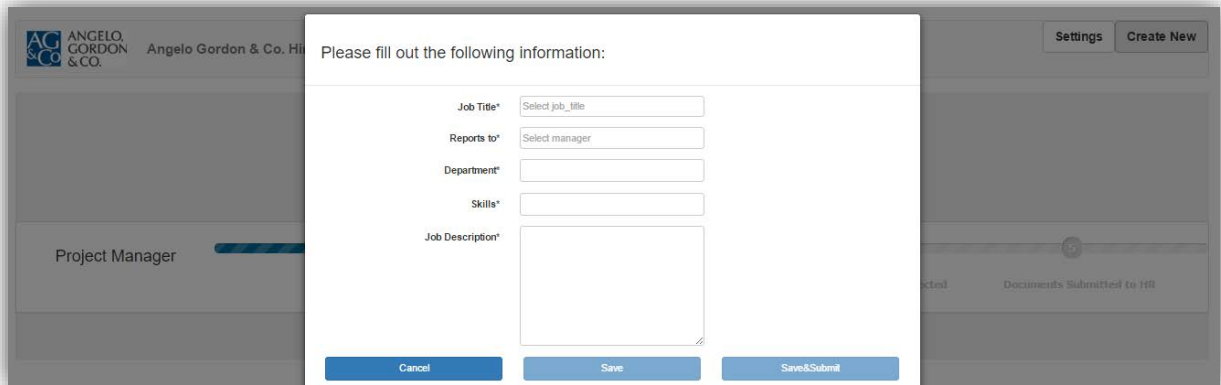
Approval Template

H1 H2 H3 H4 H5 H6 P pre **B** *I* U 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  
Angelo & Gordon Co

## 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:

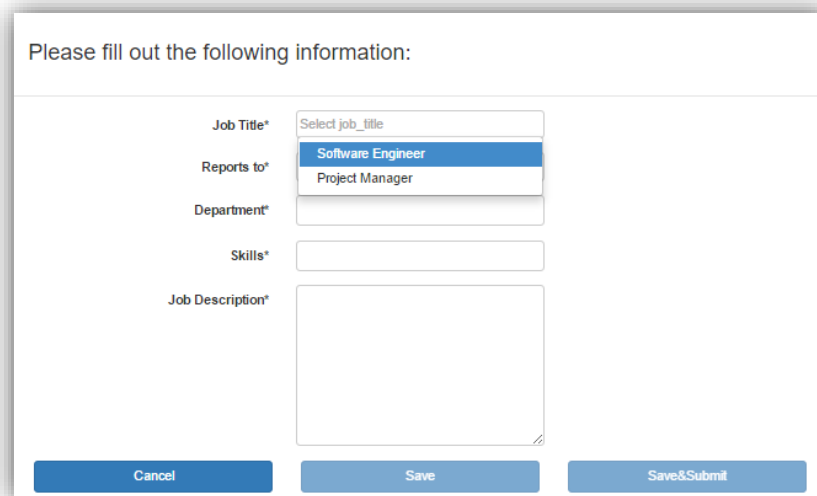


The screenshot shows a modal window titled "Please fill out the following information:" overlaid on a web application interface. The application header includes the logo for "ANGELO, GORDON & CO." and the text "Angelo Gordon & Co. Hi". The modal form contains the following fields:

- Job Title\***: A dropdown menu with the placeholder text "Select job\_title".
- Reports to\***: A dropdown menu with the placeholder text "Select manager".
- Department\***: A text input field.
- Skills\***: A text input field.
- Job Description\***: A large text area for entering the job description.

At the bottom of the modal, there are three buttons: "Cancel", "Save", and "Save&Submit". The background application interface is dimmed, showing a "Project Manager" role and a "Documents Submitted to HR" section.

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.



This image is a close-up of the modal form from the previous image. The "Job Title\*" dropdown menu is open, showing two options: "Software Engineer" (highlighted in blue) and "Project Manager". The "Reports to\*" dropdown menu is also open, showing two options: "Software Engineer" and "Project Manager". The other fields remain empty.

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:

Please fill out the following information:

Job Title*	Software Engineer ✕
Reports to*	Scott Burton ✕
Department*	IT
Skills*	Programming
Job Description*	To program.

Cancel Save Save&Submit

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 screenshot shows a recruitment process interface for a 'Software Engineer' position. At the top, a progress bar indicates five steps: 1. Initial Search (active), 2. Candidate Info Received, 3. Interviews Scheduled, 4. Candidate Selected, and 5. Documents Submitted to HR. The main content area is titled 'Please Select Vendor From Below:' and contains several vendor selection options: 'General Vendors' (checked), 'Privosoft' (checked), 'JK Partners' (checked), 'Check All Specialty Vendors' (unchecked), 'Modis' (unchecked), 'Cra Advisors' (unchecked), and 'IVP' (unchecked). Below these options is a blue 'Submit' button and an email icon. At the bottom left, there is a 'Go Back' button with a left arrow, and at the bottom right, there is a 'Cancel Process' button with an 'x' icon.

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.

Email to the Vendors:

**Email to vendors**

H1 H2 H3 H4 H5 H6 P pre **B** *I* U

Words: 0 Characters: 0

Hi,  
We have a job openings for:  
Position Title: Software Engineer.  
Description: To program..  
If interested, please reply back with candidate applications and resumes attached (Refer to attachment for Application Form).  
  
Thanks.  
Hire Direct System  
Angelo, Gordon & Co  
IT Department

Save

#### 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.

Please fill out the following Candidate information:

**Candidate Name\***

**Candidate Title\***

**Email\***



Please fill out the following Candidate information:

Candidate Name\*

Candidate Title\*

Email\*

Cell Number\*

Vendor\*

Note

Resume  Resume2015-3.pdf

Application  Resume2015-3.pdf

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

Candidate Information Received List:

Candidate Name	Candidate_title	Resume	Delete
John Doe	Consultant	<a href="#">View Resume</a>	<a href="#">Del</a>

[Add Candidate](#)
[Confirm & Continue](#)

[Go Back](#)
[Cancel Process](#)

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

Candidate Name	Action	Interview Scheduler	Add Interview
John Doe	<input type="button" value="Interview"/> <input type="button" value="Reject"/>		<input type="button" value="Add"/>

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.

Please fill out the following Interview information:

Select Interviewer\*

Select Date\*

Select Time\*

Interview length\*  mins

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	<input type="button" value="Interview"/> <input type="button" value="Reject"/>	Scott Burton 17/12/2015 01:45 <input type="button" value="-"/>	<input type="button" value="Add"/>

### 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.

Candidate Name	Action
John Doe	<input type="button" value="Select"/> <input type="button" value="Reject"/>
Ben Sharron	<input type="button" value="Select"/> <input type="button" value="Reject"/>

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.

**Submit Files To HR:**

Name*	Resume*	Application*	Background Check*	Work Order*	HR Email*	Action
John Doe	<a href="#">View Resume</a>	<a href="#">View Application</a>	Drop Background Check Here or Click to Upload	Drop Work Order Here or Click to Upload	<input type="text"/>	<a href="#">Submit</a>

[Finish Process](#)

[Go Back](#) [Cancel Process](#)

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.

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