

# iHire Hints

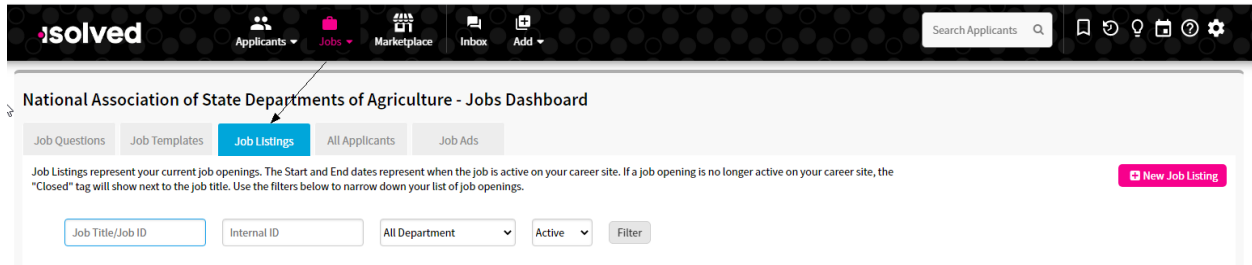
## What to do once you have posted a Job Listing!!!!

You will hopefully receive an eMail when someone responds to a Job Listing you have posted but it will be a good idea to keep an eye out at least once a day for any new activity on jobs you have posted.

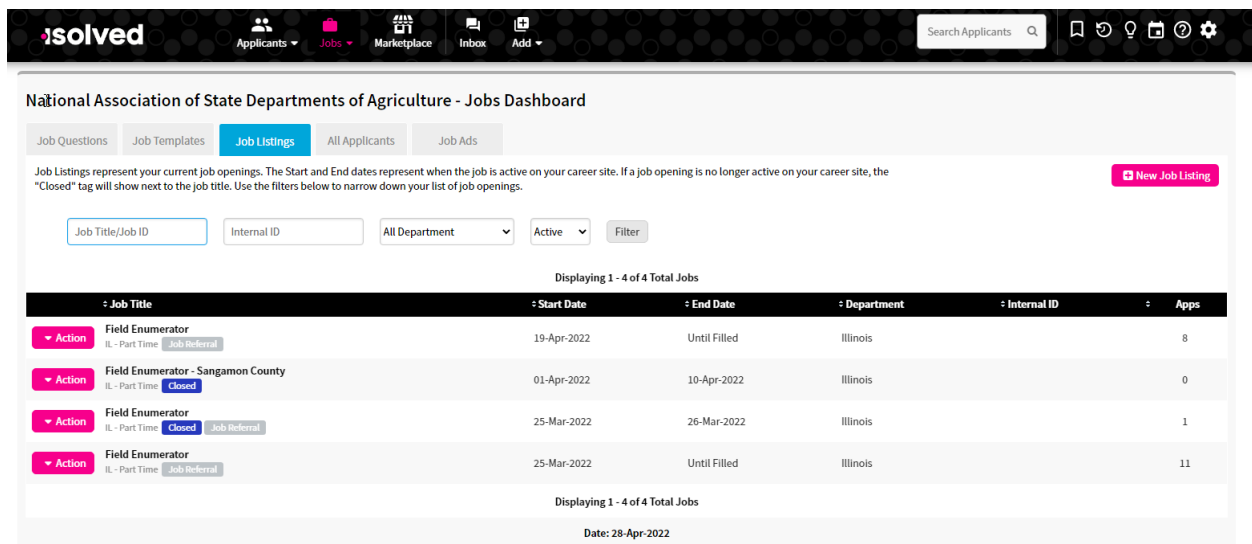
Start by logging in at the Sign in page <https://admin.isolvedhire.com/> with the user name (eMail) and password you set up after getting invite eMail from isolved Hire. (currently in the works is to get the iHire link within iSolved so you don't have to use a separate login for iHire – stay tuned)

### View Applicants

First click on Jobs in the header then click on the Job Listings tab



After clicking on the Job Listings tab you will get a screen like below that will list all jobs the supervisors in your state have posted. (alternately you can click on the All Applicants tab but that will mix all the applicants together and you won't know if they are responding to your listing or your neighboring supervisors listing) If you are unsure which listing is yours you can click on the pink Action button to the left of the Job Title and select edit and in the upper right hand corner of the screen that pops up it will show you who created that Job Listing.



Now to view the “applicants”. That is not really the correct term as these people have simply replied to a Job Listing at this point – they have not actually applied or completed an application yet.

At the screen above click on the pink action button in front of the Job Listing you wish to explore and then in the box that pops up click on View Applicants and you will get a screen like below:

As you work through the list of applicants you can change the “Status” in the far right column to help you keep track of the “status” of your applicants.

isolved Applicants Jobs Marketplace Inbox Add

Search Applicants

Displaying 1-4 of 4 Total Jobs

Job Title Start Date End Date Department Internal ID Apps

Action Field Enumerator IL - Part Time Job Referral 19-Apr-2022 Until Filled Illinois 8

All Statuses Active

Qualified 19-Apr-2022 28-Apr-2022 Show Sent Emails Filter

Displaying 1 - 7 of 7 Total Candidates

| Name   | Date        | Met BQ | Avg Rating | Status |
|--|-------------|--------|------------|--------|
| 1. Action Alex                               | 28-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 2. Action Michael - Copied Application Notes | 27-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 3. Action Todd                               | 25-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 4. Action Lada                               | 22-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 5. Action Aaron                              | 22-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 6. Action Lisa                               | 20-Apr-2022 | Yes    | ☆☆☆☆☆      |        |
| 7. Action Scott                              | 20-Apr-2022 | Yes    | ☆☆☆☆☆      |        |

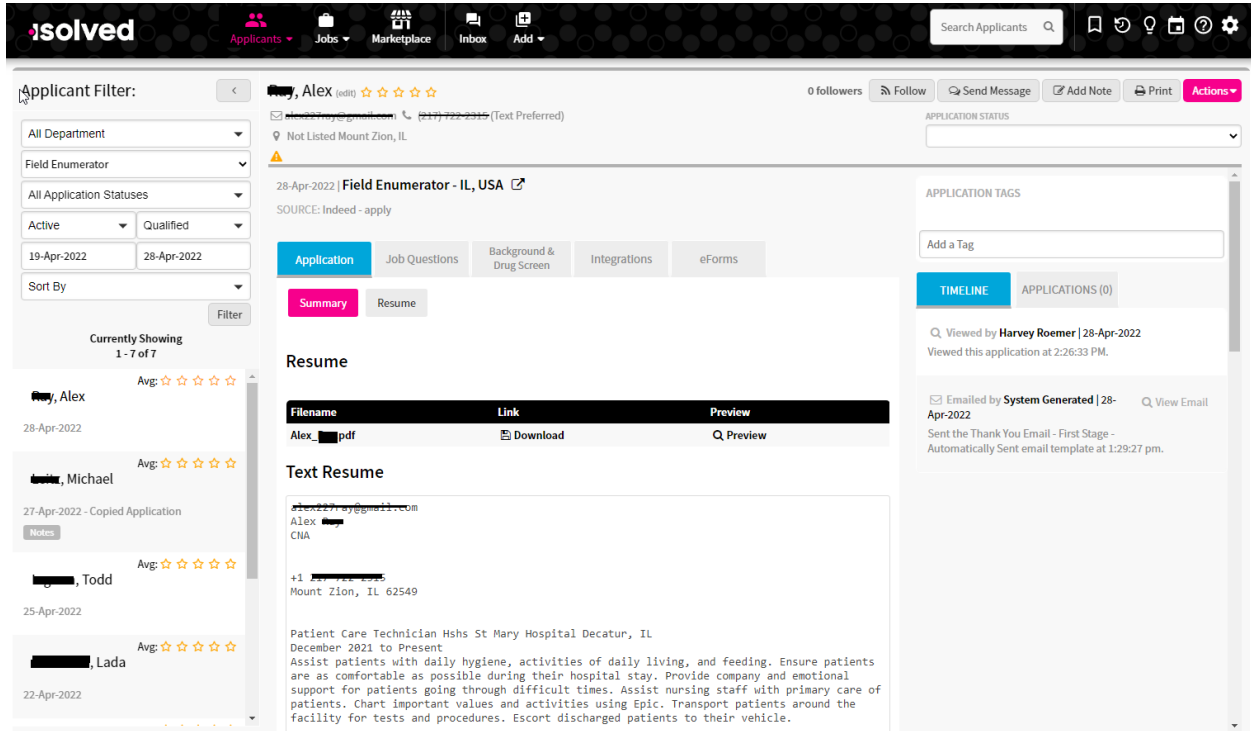
Select All - Select None

Displaying 1 - 7 of 7 Total Candidates

Manage Selected Applicants: Action Spotlight Update Status Change Archive Email

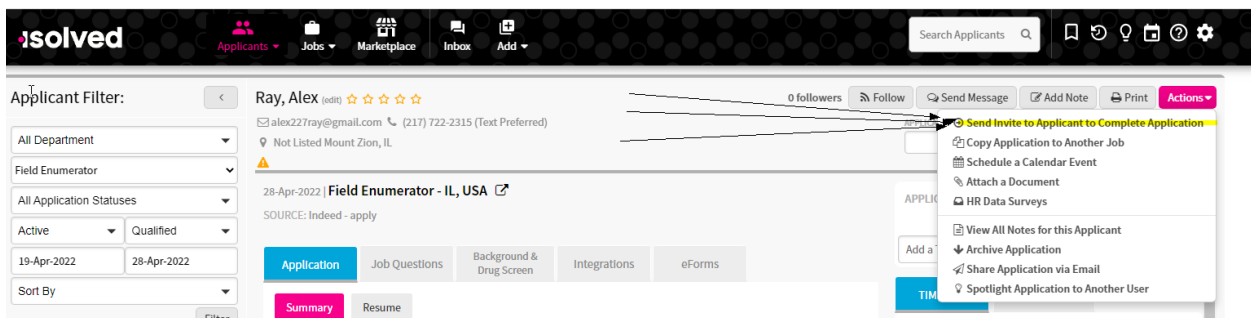
Continue on next page.....

To view details of one specific applicant you will again tap on the “action” button this time to the left of the applicants name in the above table and then click on “view” in the box that pops up.



You will want to take some time to review all the information the applicant has provided for you. They may have uploaded a resume that you can review or they may have simply listed all their resume type info out for you.

It is at this point you will want to contact this applicant by phone and discuss the job with them to see if they would be a good fit for your crew. If they sound like a good candidate then you can proceed to send them an application. In the upper right hand corner tap on the pink action button and then click on “Send Invite to Applicant to Complete Application” (see below)



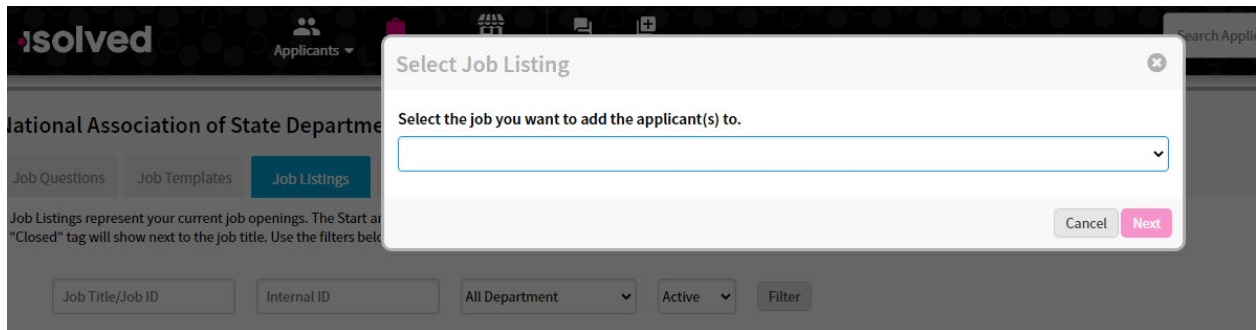
They will receive an eMail to take them through the steps to complete the application.

## WHEN YOU ARE READY TO HIRE AN APPLICANT:

1. If you live within 150 miles round trip of the applicant, set up an in person meeting to discuss the job & collect the information needed for their I-9 form and background check.
2. **Please make copies of their:**
  - a. Driver's license
  - b. Social security card
3. **Ask for their:**
  - a. Birth date
  - b. Confirm their address, phone number and email
4. Please contact Budget & Accounting Technician, Katherine Kimball, 517-324-5334, katherine.kimball@usda.gov to let her know that you are ready to hire an applicant.
5. Go to the APPLICANT tab in iHire
  - a. select the correct candidate
  - b. email the application to Katherine
6. Katherine will complete the background check and let you know if they can be hired.
7. If their background check is clear, Katherine will integrate their application into iSolved and initiate their onboarding paperwork.
  - a. **NOTE:** Please create a work email for them so that email can be used for the onboarding process as it will become their User ID. When it has been set up, let Katherine know.
  - b. **IMPORTANT:** Please let Katherine know where you would like their ipad to be shipped to, the new hire of the Supervisor.
8. The applicant will complete the onboarding process and Katherine will assign them an enumerator ID number, notify Julie (to send an ipad) & Denise (to send out new hire info and order business cards). She will also notify the supervisor, Brooke and Tynisha.

### Hiring without Indeed:

If you have someone who you want to hire and feel they are ready to begin the application process there is a way to get them into iHire so they can complete the online application without ever having responded to a Job Listing on Indeed etc. After you login like before look in the header bar for the Add icon on the right. Tap or hover over it then tap on the Add Applicant in the box that pops up. You will then get the below which is a drop down to select an existing Job Listing you want to add them to. This can be a Closed Job or a Current one but it needs to be one you created to make it clearer when they show up on the applicants listing. This is where naming your Job Listing something unique helps out a bunch!



You will then be asked to complete a bit of basic info for your applicant and then you will click the pink button in the lower right hand corner (see form below) that says “Add Applicant”. This person will then show up in your Job Listing as an applicant and you proceed as before where you did “Send Invite to Applicant to Complete Application”

### Add Applicant to Field Enumerator - Sangamon County

Complete the fields below to manually add an applicant or select Upload Resume Files to add many applicants at a time.

**Email Address\***

*Password will be first initial, last name, and current year e.g. jsmith2022*

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#### Contact Information

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>First Name*</b>                 | <b>Last Name*</b>                     |
| <input type="text"/>               | <input type="text"/>                  |
| <b>Contact Number</b>              | <b>Contact Number Type</b>            |
| <input type="text"/>               | Cell <input type="button" value="v"/> |
| <b>Preferred Method of Contact</b> |                                       |
| <input type="button" value="v"/>   |                                       |

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#### Current Address

**Address 1**

**Address 2**

|  |   |
|--|---|
| <b>Country/Territory</b>                       | <b>State/Province</b>                     |
| United States <input type="button" value="v"/> | Virginia <input type="button" value="v"/> |
| <b>City</b>                                    | <b>Zip or Postal Code</b>                 |
| <input type="text"/>                           | <input type="text"/>                      |