Log into Dayforce under your Manager user role.

Select Role
Manager
C Employee - Time Entry

Select **Recruiting** form the menu.



The Job Requisition screen is the first screen that displays when you access Recruiting.

≡   #	Test Site (60.2) Recruiting				4	Q 😗	<ul> <li>Mag</li> </ul>	•
«	↔ Refresh   ★ Favorites ▼ 🔽 Filter ④ View   + Nev 🕅 Reports	<b>1</b> E	xport					
C Talent Community	+ All 1 O Open 1 O On Hold O Pending Approval S Filled S Close	d (	S Cancelled	Rejected				
🚔 Job Requisitions	Job Requisition Title	ID	Indicators	Hiring Manager	Status	Days Open	Candidates	0
<ul> <li>Recently Viewed</li> <li>Assistant Environmental Techn</li> </ul>	Assistant Environmental Technician, Wildlife	54	⊙¶1	💮 Ira Lloyd	🕑 Open	155		9 ^
🏖 Talent Pools								
▶ Pinned								

Click on the Job Requisition Title to access the **Candidates** screen.



≡ #				Test Site	e (60.3) Recruiting	g		基 C	0	۵ کې
Q Search 《	🗲 Job	Requis	itions							
<ul> <li>Job Requisitions</li> <li>Recently Viewed</li> <li>Assistant Environmental Tec</li> </ul>	Assi: Coord	Assistant Environmental Technician, Wildlife     ID     Status     Openings     Recruiter     Hiring Manager       Coordination & Ecosystem Management (C&EM)     54     Open I     Lorraine Lawrence I     Ira Lloyd I								
Environmental Technologist, A	Cand	fresh	jol	bb Description Details Activity Favorites ▼	Postings	A Status - A Hire -		act v 🏳 A	dd to Talent Po	ol <del>-</del>
	+ All	) (0	New 3	In-Progress 2 Pockined 1 Offer	r Pending Approval 1	Testing/Evaluation 1	Interview 1 1			
				Candidate Name	Indicators	Status	Source	Date Applied	Score	Locatio
			Jenni	ifer Billington	<b>PP</b>	In-Progress	Client Careers Site	2/20/21, 4:5		Windingtown
			Suzy	/ Hayes	۵ 🗢	🔿 New	Client Careers Site	2/20/21, 4:5		Toronto, ON
			Eric N	Mendoza	🗩 🔿	📹 Offer Pending Approval	Client Careers Site	2/20/21, 4:1		MOntreal
			Mona	na Lisa	₽₽₽	Testing/Evaluation	Client Careers Site	2/20/21, 4:1		Happyville, C
			Roby	yn Wallaster	₽ <b>⊥</b> ₽	📀 New	Client Careers Site	2/20/21, 4:3		Toronto, ON
			Jeann	nie Westbrook	<b>₽⊥</b> ₽	In-Progress	Client Careers Site	2/20/21, 4:1		Toronto, ON
			Lillie	Holt	₽₽₽	Interview 1	Careers	2/22/21, 10:		BRAMPTON,
			• Yady	y Markham	₽ <b>⊥</b> ₽	Peclined	Client Careers Site	6/1/21, 10:2		Toronto, ON
			Sama	antha Chilkowski	040	📀 New	Client Careers Site	2/20/21, 4:1		Bolton, ON

#### How to Access Application Information

Click on the candidate's name in the Candidates list. The Candidate Record screen displays.



- The candidate's resume is available for viewing.
- Click <sup>Lownload</sup> to download a file copy.
- At the top left is the Candidate Information panel with contact number email address.



Click on Additional Documents to view any other file that was uploaded (e.g., Cover letter, Reference letters, Transcripts, etc.)

=	1			Test S	<mark>Site (60.2)</mark> Recruitir	g		사 Q 🛛 🖉 🌌 🛈 🕇
🗲 Job Re	equisition: Assistant Enviro	nmental	Technician, Wildlife	Jennifer Billington		▼ 7 of	9 🜔	
Q	Jennifer	┝	Job Requisition Assistant Envi Wildlife• 54	ronmental Technician,	Status 오 Open	Opening 1	s Recruiter	Hiring Manager 🚺 Ira Lloyd 📨
	Billington		Application Applied	Jobs				
			Resume Candidate Info	Questionnaires	Additional Docun	nents		
	1189 Winding Road Windingtown, L4K6Z3 CAN		+ Add 🛍 Delete 🛓 Dor	wnload		Uploaded B	By Candidate Date 2/20/202	1
6	<ul> <li>+1 (416)-444-6655</li> <li>b1486362@gmail.com</li> </ul>							
	Most Recent Job Title Engineering Manager							
	Most Recent Employer Company 2							
Action	S							
	date Candidate Status	•						

Click Questionnaires to view the Questionnaire the candidate completed for the application.

Job Requisition: Assistant Environment	tal Technician, Wildlife 🔇 Jennifer Billington 🔻 7 of 9 🔊	
♀ ► Jennifer	Job Requisition Assistant Environmental Technician, Status O Openings Recruiter Hiring Manager Wildlife• 54 Open 1 Ira Lloyd	
Billington	Application Applied Jobs	
⇔∎ ■	Resume Candidate Info Questionnaires Additional Documents	
1189 Winding Road Windingtown, L4K6Z3 CAN	e Print	ĺ
+1 (416)-444-6655 b1486362@gmail.com	Assistant Environmental Technician, Wildlife · 54	
Most Recent Job Title	External Position - Questions 06 - with Driver License + Travel	
Engineering Manager	1 Are you legally entitled to work in Canada? *	
Company 2	© Yes ○ No	
Actions	As per TRCA's Nepotism Policy, do you have a relative or close personal relationship with someone that works at	- 1
Update Candidate Status 🗸	TRCA? If yes, please provide the employee's name.	
Ontact     ✓	O Yes	
Rark as Unviewed	® No	
Add to Talent Pool	O you have the required certification / designation for this position? If you answer Yes, please identify what certification / designation you hold.	
Hire Candidate	*	
C Decline Candidate	<ul> <li>Not applicable. No specific certification / designation required for this position.</li> <li>No</li> </ul>	
Remove from Shortlist	Yes     Designation	
🔏 Remove Do Not Hire		
Add tags	Do you hold a valid driver's license that would allow you to legally operate a vehicle in Ontario? If you answer Yes, please identify what type of license you hold (G, G2, DZ, etc.).	



#### How to Shortlist a Candidate

If you want to shortlist a candidate, you can:

1. Click the dedicated "Shortlist" flag next to their name in the grid list.

≡  #				Test Site (60	2) Recruiting				# Q Ø	🛛 🗢 🌄 🛈 🗸		
«	<b>←</b> Jo	← Job Requisitions										
<ul> <li>Job Requisitions</li> <li>Recently Viewed</li> <li>Assistant Environmental Tec</li> </ul>	Ass Coor	<b>istar</b> dinati	nt E on &	nvironmental Technician, Wildlife Ecosystem Management (C&EM)	ID Stat 54 Ope	us O n <b>O</b> 1	penings	Recruiter Lorraine Lawrence	• Hiri • Ira I	ng Manager Joyd 🚯		
	Can	didat	es	Job Description Details Activity	Postings							
	🔁 R	lefresh	n	★ Favorites ▼ 🛐 Filter 👁 View   🚊 P	rofile 🔎 Notes	🚺 Status 💌	🖒 Hire 🛛 🖓 I	Decline @Co	ntact 💌 📖 💌			
	🔶 AI	+ All O New 5 O In-Progress 1 O Control Offer Accepted 1 O Interview 1 1										
				Candidate Name	Indicators	Location	Status	Date Applied	Source	Score		
			•	Jeannie Westbrook	<b>₽⊥</b> ¢	Toronto, ON	In-Progress	2/20/21, 4:16 PM	Client Careers Site	A		
			•	Lillie Holt	<b>₽≜</b> ₽	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers			
			÷	Robyn Wallaster	<b>9</b> 0	Toronto, ON	😋 New	2/20/21, 4:37 PM	Client Careers Site			
			•	Yady Markham	<b>₽≟</b> ₽	Toronto, ON	M Declined	6/1/21, 10:24 AM	Client Careers Site			
			•	Suzy Hayes	90	Toronto, ON	👍 Offer Accept	2/20/21, 4:50 PM	Client Careers Site			
		E.	÷	Samantha Chilkowski	$\mathcal{O}$	Bolton, ON	😋 New	2/20/21, 4:13 PM	Client Careers Site			
			+	Jennifer Billington	<b>\$</b>	Windingtown	🔿 New	2/20/21, 4:52 PM	Client Careers Site			
			•	Mona Lisa	<b>₽⊥</b> ₽	Happyville, ON	🙁 New	2/20/21, 4:19 PM	Client Careers Site			
			×	Eric Mendoza	90	MOntreal	🙁 New	2/20/21, 4:18 PM	Client Careers Site			

2. Another option is to access the **Candidate Record** and check the "Add to Shortlist" checkbox in the Actions panel. Click the candidate's name in the grid list to access their Candidate Record.

≡ *	Test Site (60.3) Recruiting	표 Q Ø 🗢 📷 🛈
Job Requisition: Assistant Environment	mental Technician, Wildlife 🔇 Jennifer Bilington 🔻 1 of 9 🔊	
Jennifer Billington	Job Requisition Assistant Environmental Technician, Status Open 1     Open 1     Open 1     Open 1     Open 1	Hiring Manager 💮 Ira Lloyd 📟
1189 Winding Road Windingtown, L4K623 CAN III +1 (416)-444-6655 III +1 (416)-444-6655 III + 1 (416)-444-6655 III +	Resume         Candidate Info         Questionnaires         Additional Documents           Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation         ullamoci laboris nist ul aliquip ce ac commodo consequat. Duis aute ture dolor.           Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.         Experience           Company 3 - Senior Engineering Manager (2009 > )         Company 3 - Senior Engineering Manager (2009 > )	
Actions	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.	
Update Candidate Status	Ut enim ad minim veniam, quis nostrui exercitation ullameo iabons nisi ut aliquip ex ea commodo consequal. Duis aute irure.	
Contact  K Mark as Unviewed  Add to Talent Pool  Hire Candidate	Company 2 – Engineering Manager (2007 > 2009) Loren ipsum dolor sit amet, consecteur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor. Ut enim ad minim veniam, qui nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure.	
Control Candidate  Add to Shortlist  X Remove Do Not Hire  Add tags	Company 1 - Technical Analyst (2004 > 2007) Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure.	



#### How to Update Candidate Status

As the recruiting process for the job requisition develops and you need to organize a candidate's standing, update the status accordingly.

1. Check the box to the left of the candidate's name in the grid list. Then expand the "Status" list and make a selection.

= *		Te		₩ Q	0 0	×9 0		
Q Search 《	🗲 Job Requisi	tions						
Job Requisitions     Recently Viewed     Assistant Environmental Tec     Environmental Technologist A	Assistant Coordination	Environmental Technician, Wildlife & Ecosystem Management (C&EM)	ID 54	Status Ope Open 🔮 1	nings Recruiter Lorraine L	awrence 🜖	Hiring Mana Ira Lloyd 🚺	ger
ennionnenen reenniogia, mi	Refresh	↓     Favorites ▼     ▼     Filter     ● View       New 3     ●     0-Progress 2     ●     ●	Profile Notes	BStatus ▼ Mire ▼	Decline OCo	ntact 🔻 🕞 Ad	ld to Talent Pool	🔻
		Candidate Name	Indicators	In-Progress	Source	Date Applied	Score	Locatio
		Jennifer Billington	©¢ ●⊄	Offered	Candidate Source	2/20/21, 4:5		Windingtown
2		Eric Mendoza	<b>9</b> ¢	Phone Screen	Client Careers Site	2/20/21, 4:1		MOntreal
	· 🔲 ·	Mona Lisa Robyn Wallaster	₽ <b>⊥</b> ₽ ₽ <b>⊥</b> ₽	Interview 1	Client Careers Site	2/20/21, 4:1 2/20/21, 4:3		Happyville, C Toronto, ON
		Jeannie Westbrook		Interview 2	Client Careers Site	2/20/21, 4:1		Toronto, ON BRAMPTON
		Yady Markham		Interview 3 References	Client Careers Site	6/1/21, 10:2		Toronto, ON
		Samantha Chilkowski	$\mathcal{O}$		Client Careers Site	2/20/21, 4:1		Bolton, ON

2. Another option is to access the Candidate Record and make the selection through the "Status" field in the Actions panel.





#### Filter Candidate Grid List

If the number of candidates is high, you also use the **Filter** to limit the list. As an example, below the list is filtered for candidates flagged for Interview 1.

=   *		Test Site (60.2) Recruiting	5	基 Q 🧉	9 🛛 😼 🛛 🗸						
Q Search 《	← Job Requisitions										
<ul> <li>Job Requisitions</li> <li>Recently Viewed</li> <li>Assistant Environmental Tec</li> </ul>	Assistant Environmental Technicia Coordination & Ecosystem Management (C&EM)	an, Wildlife ID 54	Status Openings Open • 1	Recruiter Hi Lorraine Lawrence <b>()</b> Ira	ring Manager I Lloyd 🚺						
	Refresh   ★ Favorites ▼  Filter	View	tes 🚯 Status 👻 🖒 Hire 🏌	Decline @Contact							
	Indicators Select Indicators				· 😣						
	Decline Reason Select a Decline Reason				• O						
	Status in v Intervie	w 1 X			· 🛛						
	Source Select a Source	Select a Source									
	Site Name	re Name Silo Name									
	Applied Date	During Select a Time Period	•		8						
	Candidate Name				8						
	Shortlisted										
	Add Filter 💙 Reset to Default		Match All Match Any	Apply Filter Clear Filter	Remove Filters						
	+ All O New O In-Progress	eclined 📫 Offer Accepted 💿 Ir	nterview 1 1								
	Candidate N	ame Indicators	Location Status	Date Applied Source	Score						
	Lillie Holt	₽ <b>⊥</b> ¢	BRAMPTON, ON 💿 Interview 1	2/22/21, 10:07 PM Careers	<b>^</b>						

For more detail instructions about accessing and viewing candidate applications, please refer to the **Manager User Guide – Dayforce Recruiting** and the Candidate Profile section.

