Instructions for Reviewing Requisitions/Applications

I. Opening Hiring Manager Module
1. Click on *Internet Explorer*.
2. Type the Hiring manager web address
   https://rsccd.igreentree.com/HiringManager/HMPage_Login.ASP in the *address* field and press
   Enter. The Hiring Manager login screen appears. You may save this address in your "Favorites"
3. Type your user name in the *Login Name* field and press **Tab**. Type your pass word (remember that
   your password is case-sensitive) in the *Password* field and click on **Login**. The *Hiring Manager*
   screen appears.
   <u>**Do not share password to maintain confidentiality of the Screening Process**</u>

II. Viewing Requisitions (To view the status of your requisition and view the applicants that applied to your
requisition)

1. Click on *Reqs* in the main menu. The *My Reqs* option appears, click on it.
2. Click on the single and double arrow button at the bottom of the screen to navigate to other pages if
   needed. You may also use the *List These Reqs* dropdown to manage the list of the reqs
3. Click on the requisition number (in the Req # column) to open a requisition. A new window is
   opened and the requisition is displayed. You may add your Screening Committee members at this
   time, if you have already submitted their names to HR.
4. Click on the *Close* button to close this window and return to the *My Reqs* section.

III. Viewing Applicants from *My Reqs* (The Screening Committee will only be able to review "complete"
applications during the *screening period*).

Once the screening date is scheduled and submitted to HR, the Screening Committee Chair will receive an
email with the Paper Screening Package from HR and it will also serve as notification that applications are
available for review on line.

**<u>The Screening Committee must schedule a meeting to establish the process, calendar, screening
criteria, etc before reviewing the applications.</u>**

The Committee may review applications as a group or individually. **Applications will be reviewed online
at https://rsccd.igreentree.com/HiringManager/HMPage_Login.ASP, anytime (24/7), anywhere with
computer access during the screening period.** Screening Committee members who submitted a signed
"Statement of Confidentiality" form will be allowed to access and review applications.

1. Click on *Reqs* in the main menu. The *My Reqs* option appears, click on it.
2. To view applicants and their documents, click on the + *symbol* to expand the requisition. (Click the –
   symbol to go one step back)
3. The applicants that have applied to your requisition will be displayed. To expand the applicant's
   information, click on the + *symbol*.
4. To view the documents click on the + *symbol* to display a list of the documents submitted.
5. Click on the *folder symbol* next to the document to review. A new window is opened and the
   document is displayed.
6. You may use the hard copy of the Screening Review Form to take notes for each applicant. *Type
   your initials* under comments to mark that you have reviewed the application. However, do not type
   your comments on iGreentree.