HIRING MANAGER STEPS & GUIDELINES

The Alliance uses an online applicant tracking software, iCIMS, to track incoming applicants for AmeriCorps Host Sites across the state. This guide provides information on Hiring Manager expectations and the application steps members will go through prior to onboarding with the Alliance for the upcoming service term.

For any questions regarding the application process, please contact Kyle Kline: kkline@mnyouth.net 651-272-7959.

APPLICATION STEPS: All applicants are required to complete three steps prior to being offered an Alliance AmeriCorps position: the online application, an Alliance phone screening and a Host Site interview
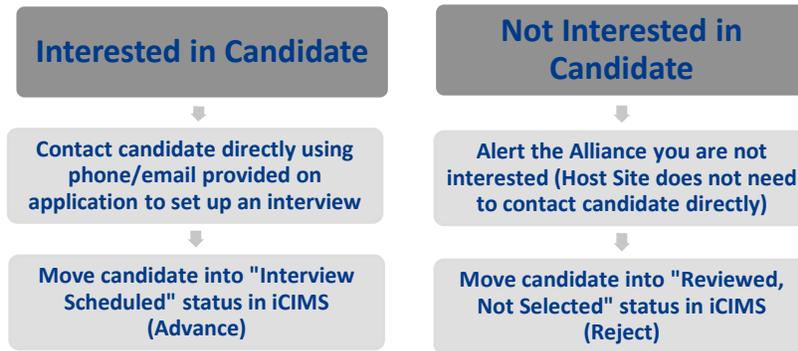

ONLINE APPLICATION: The online application portal provides information about all of our available Host Sites. Candidates select a Host Site and complete the application. Once this application has been submitted for one Host Site, it is simple for the applicant to submit this material to additional Host Sites (strongly recommended to candidates). Once an application comes through our portal, the Recruitment Team will review the information; if the candidate meets basic eligibility requirements, a phone screening will be scheduled. *Host Sites that recruit candidates should send them directly to this online application and instruct them to search for their specific Host Site to apply.*

ALLIANCE PHONE SCREENING: The purpose of the Alliance phone screening is to provide additional information about the commitment and benefits of serving in AmeriCorps through Minnesota Alliance With Youth. Phone screening questions will provide the Alliance with initial information about a candidate's experience and qualifications. *If candidates pass the phone screening, Hiring Managers will receive an email indicating a new candidate has been submitted for their review.*

HOST SITE REVIEW & INTERVIEW: Once candidates are submitted to the Host Site in iCIMS, Hiring Managers may review their application and notes from the phone screening.

Upon initial review, if the Hiring Manager is…

Interested in Candidate	Not Interested in Candidate
Contact candidate directly using phone/email provided on application to set up an interview	Alert the Alliance you are not interested (Host Site does not need to contact candidate directly)
Move candidate into "Interview Scheduled" status in iCIMS (Advance)	Move candidate into "Reviewed, Not Selected" status in iCIMS (Reject)

The Host Site interview should provide the candidate with a taste of what serving at that site would look like day-to-day. Hiring Managers and Supervisors are allowed to ask the Alliance-provided interview questions, as well as any questions approved during the Host Site application process.

Following the interview, if the Hiring Manager…

Wants to Make an Offer to Candidate	Does Not Want to Make an Offer to Candidate
Make an Unofficial Offer to candidate	Contact candidate to thank them for the interview & inform them you are not interested
Move candidate into "Offer Requested" status in iCIMS (Advance)	Move candidate into "Interviewed, Not Selected" status in iCIMS (Reject)

Once the Recruitment Team sees candidates have been moved to Offer Requested, the Alliance will send candidates the formal offer via email.

OFFER LETTER & ONBOARDING: Hiring Managers will be included on the offer email. Host Sites will be asked to determine the candidate's primary service site at this time. Once Promise Fellow candidates have accepted the offer, they will be given preliminary onboarding information. Formal onboarding information and steps will be provided to the member in May, 2018.

GUIDE TO iCIMS STATUSES: It is crucial to keep candidates up to date using statuses in iCIMS. This helps the Alliance understand where candidates are in the process and allows us to provide the best applicant experience possible. *Please view the iCIMS tutorial video for additional instructions on how to use these statuses.*

To change a candidate's bin or status:

1. You will be able to move candidates into different bins/statuses once they appear in the "Hiring Manager Review" bin.

2. Select the checkbox to the left of the candidate's name.

3. Using either the "Advance" green button or the "Reject" red button, select the appropriate status for the candidate

iCIMS Step One (candidate is in Hiring Manager Review bin)

- **Advance Button** ⟶ **Interview Scheduled** (Hiring Manager has scheduled an interview with the candidate)
- **Reject Button** ⟶ **Reviewed Not Selected** (Hiring Manager has reviewed application, but does not want to move forward

iCIMS Step Two (after candidate Host Site interview)

- **Advance Button** ⟶ **Offer Requested** (Hiring Manager conditionally offered position and candidate accepted)
- **Reject Button** ⟶ **Interview Not Selected** (Hiring Manager interviewed applicant, but did not select for position)