Connect

Good afternoon, Arya Stark!

Me | **My Team** | My Client Groups | Benefits Administration | Risk Management | Sales | Servic

QUICK ACTIONS

APPS

1. Select **My Team** to display your manager functions
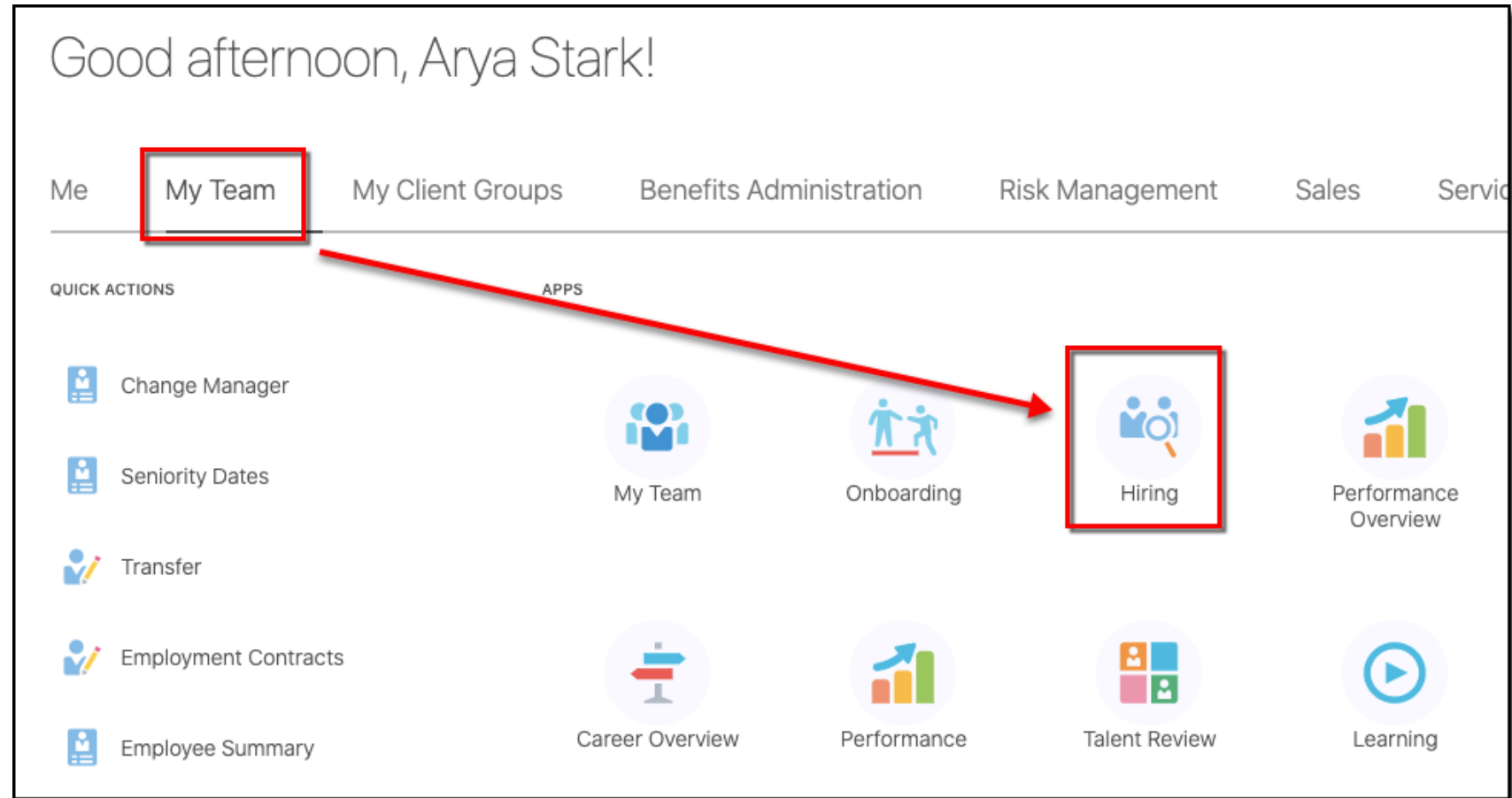
2. Click **Hiring**

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary

My Team

Onboarding

Hiring

Performance Overview

Career Overview

Performance

Talent Review

Learning

Connect

Job Requisitions

Requisitions

☐ Add

Keywords 🔍   Show Filters   Hiring Team Role   Recruiter, Hiring Manager, Collaborator ✕

Sort By   Creation Date - New to O ∨

3. Use a **keyword** or edit the search **filters** to locate the desired job req

Registered Dietitian Sr_Test (24)
Draft - In Progress
Standard
MI, United States

Applications: 0
Prospects: 0

•••

Accounting & Comp Mgr (13)
Posting - In Progress
Standard
MI, United States

Applications: 0
Prospects: 0

•••

Supervisor 2A_Test (6)
Open - Posted
Standard
Lansing, MI, United States

Applications: 21
Prospects: 11

•••

Registered Dietitian Sr_BN TEST_2 (5)
Open - Posted
Standard
MI, United States

Applications: 0
Prospects: 3

•••

Registered Dietitian Sr_Test (2)

Applications: 1

•••

loud.com/hcmUI/faces/FuseWelcome?_adf.ctrl-st...

4. Click the job req title to view the details

Supervisor 2A_Test (6)
Open - Posted
Standard
Lansing, MI, United States

Applications: 21
Prospects: 11

...

Basic Info   ✏ Edit   ⌃

Requisition Status   **Number of Openings**
Open - Posted   1

Requisition Type   **Position**
Standard   Supervisor 2A_Test (10002)

Requisition Number   **Requisition Template**
6

Requisition Title   **Languages**
Supervisor 2A_Test   American English (Default)

5. Click the **arrows** to expand or collapse each content section to view the desired information

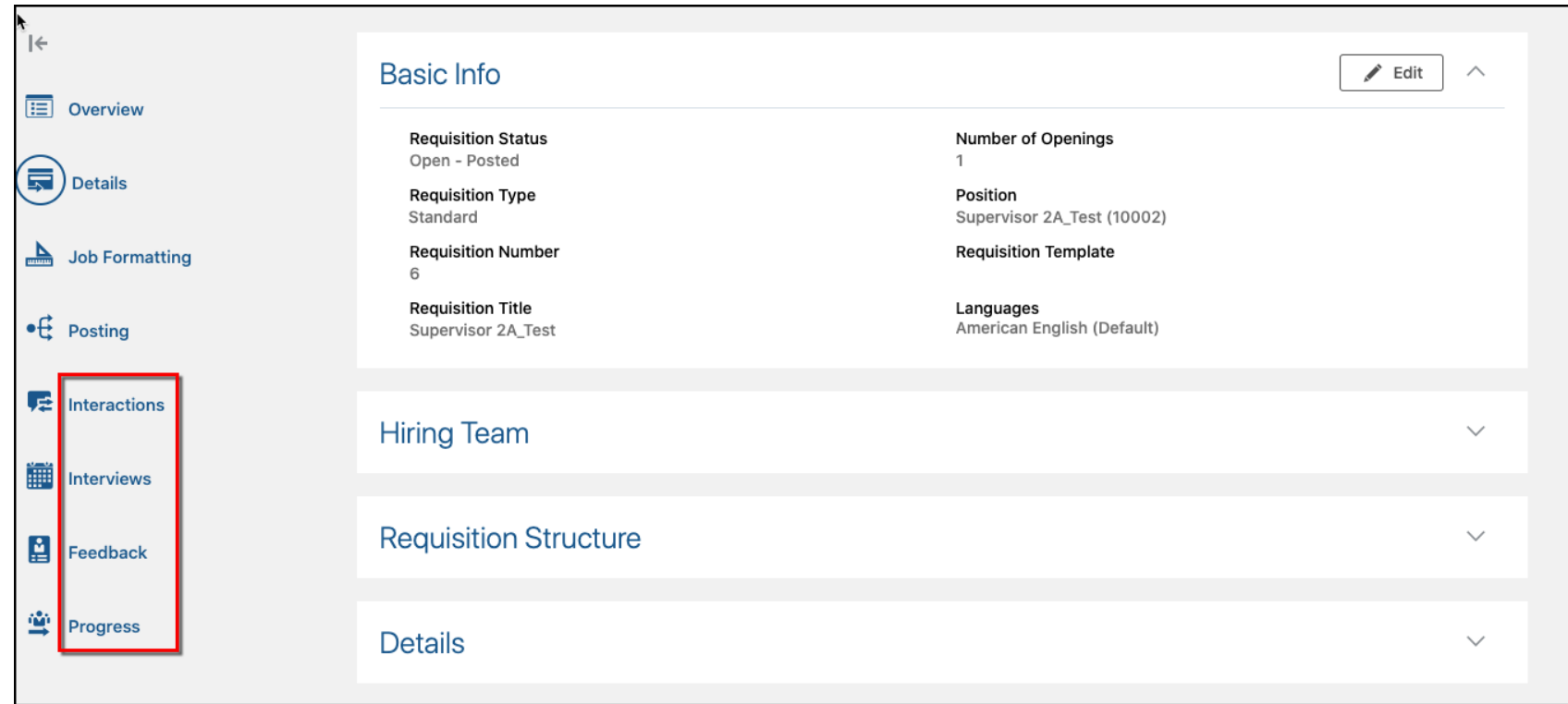Hiring Team   ⌄

Requisition Structure   ⌄

Details   ⌄

Work Requirements   ⌄

6. Click **Interactions**, **Interviews**, **Feedback**, or **Progress** to see applicant interactions, scheduled interviews, hiring team feedback, and progress of the job requisition respectively

End of Procedure