

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

Good afternoon, Arya Stark!

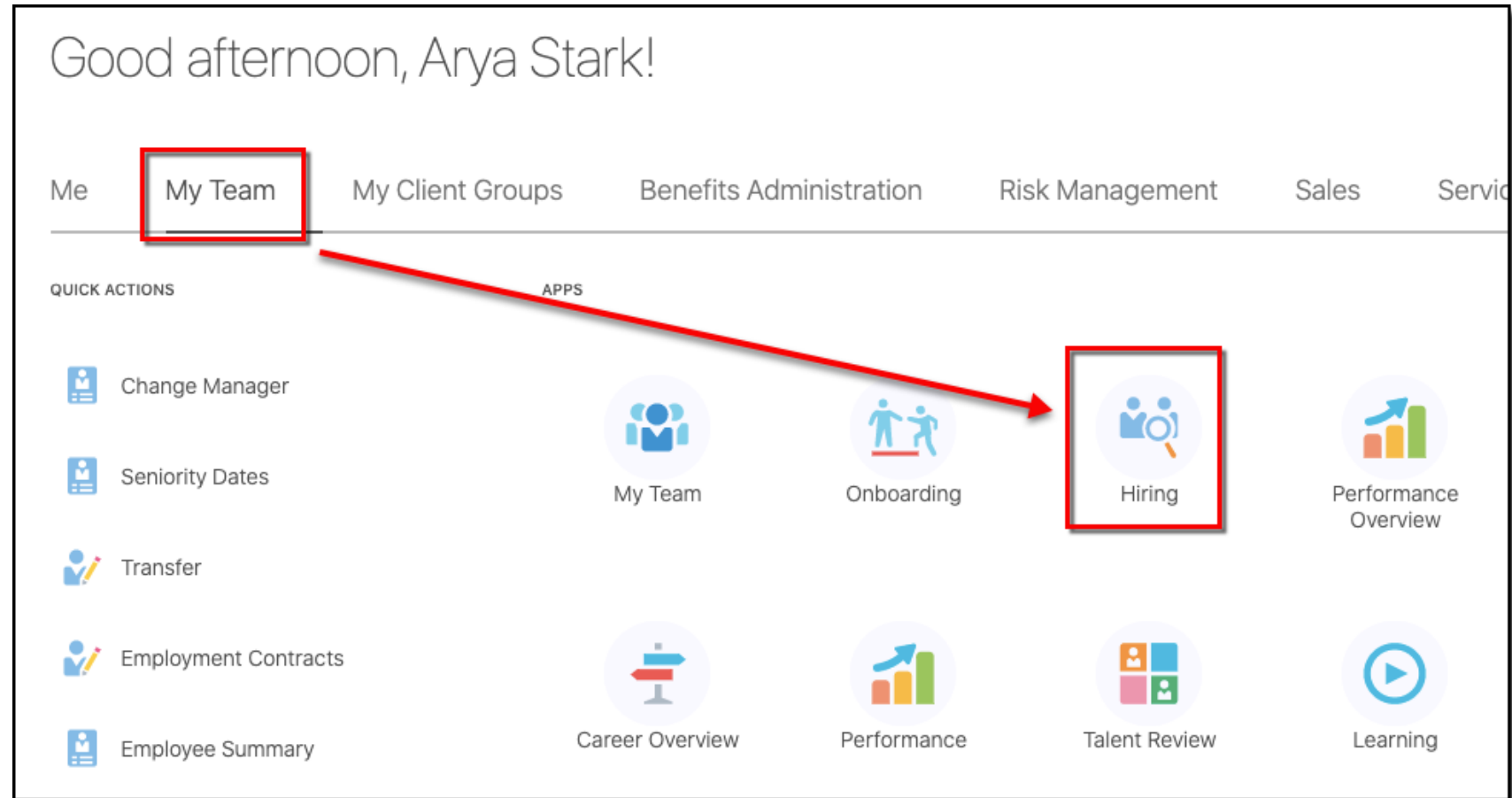
Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS

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

APPS

- My Team
- Onboarding
- Hiring**
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning

A screenshot of the MSS (Managing Candidate Pools) interface. At the top, it says "Good afternoon, Arya Stark!". Below this is a navigation bar with several tabs: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "My Team" tab is highlighted with a red box. Below the navigation bar, there are two main sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains five items: "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", and "Employee Summary". The "APPS" section contains eight items: "My Team", "Onboarding", "Hiring", "Performance Overview", "Career Overview", "Performance", "Talent Review", and "Learning". A red arrow points from the "My Team" tab in the navigation bar to the "Hiring" app icon in the "APPS" section. The "Hiring" app icon is also highlighted with a red box.

3. Click the **Candidate Pools** tab

4. You can enter a keyword or apply a filter to search for existing candidate pools

OR

5. Click **Add** to create a new candidate pool

6. If creating a new one, enter the **candidate pool info**

7. Select an **Ownership Type**

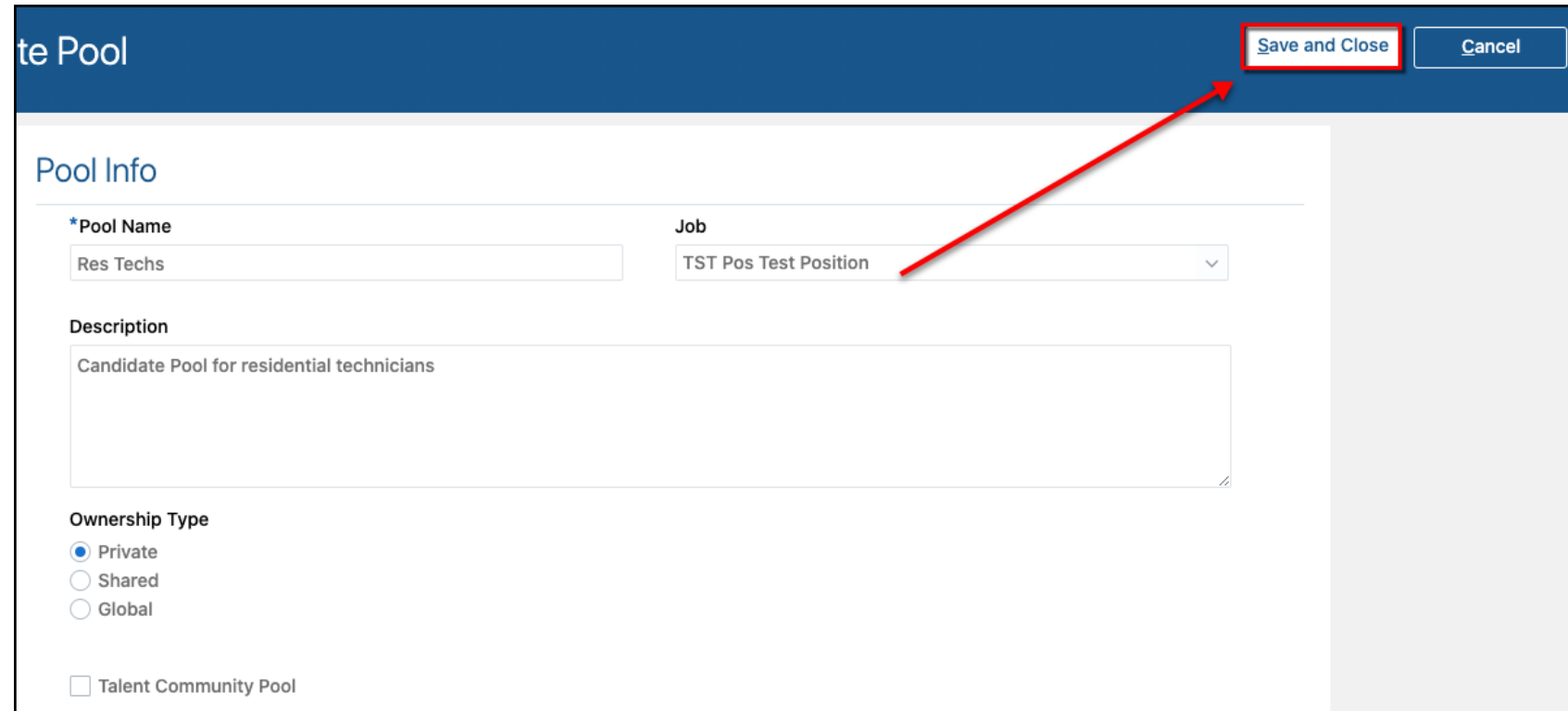
**Note:** Depending on the type selected (Private, Shared, or Global) additional fields might be displayed

The screenshot shows the 'Candidate Pools' management page. On the left is a navigation menu with options: Job Requisitions, Candidate Search, Campaigns, Candidate Pools (highlighted with a red box), and Job Offers. The main content area is titled 'Candidate Pools' and contains a search bar with a 'Keywords' input field (also highlighted with a red box), a 'Show Filters' button, and an 'Add' button (highlighted with a red box). A red arrow points from the 'Candidate Pools' menu item to the 'Add' button. Below the search bar is an 'Actions' dropdown menu and a 'Sort By' dropdown menu set to 'Candidate Pool Name - A'. A message below the search bar reads 'No results found. Check your search criteria' with a magnifying glass icon.

The screenshot shows the 'Pool Info' form. It has two columns: '\*Pool Name' and 'Job'. The '\*Pool Name' field contains 'Res Techs'. The 'Job' dropdown menu is set to 'TST Pos Test Position'. Below these is a 'Description' text area containing 'Candidate pool for residential technicians'. At the bottom is the 'Ownership Type' section with three radio buttons: 'Private' (selected), 'Shared', and 'Global'.

## 8. Click **Save and Close**

**Note:** A brief notification will appear indicating the candidate pool was created



The screenshot shows the 'Candidate Pool' form in the MSS system. The form is titled 'Candidate Pool' and has a blue header bar. In the top right corner of the header bar, there are two buttons: 'Save and Close' (highlighted with a red box and a red arrow) and 'Cancel'. Below the header bar, the form is divided into sections: 'Pool Info', 'Description', and 'Ownership Type'. The 'Pool Info' section contains a text input field for 'Pool Name' with the value 'Res Techs' and a dropdown menu for 'Job' with the value 'TST Pos Test Position'. The 'Description' section contains a text area with the value 'Candidate Pool for residential technicians'. The 'Ownership Type' section contains three radio buttons: 'Private' (selected), 'Shared', and 'Global'. At the bottom of the form, there is a checkbox for 'Talent Community Pool' which is currently unchecked.

9. To add applicants to a candidate pool, return to the **Candidate Search** page
10. Click the **ellipsis (. . .)** for the desired applicant
11. Select **Add to Candidate Pool**

The screenshot displays the 'Candidate Search' interface. On the left, a navigation sidebar includes 'Job Requisitions', 'Candidate Search' (highlighted with a red box), 'Campaigns', 'Candidate Pools', and 'Job Offers'. The main content area is titled 'Candidate Search' and shows 'Candidates (500)'. It features a search bar, a 'Show Filters' button, and a 'Sort By' dropdown set to 'Relevance'. A list of three candidates is shown, each with a checkbox and an ellipsis menu icon. The first candidate is Blair, Roneisha (5538) from Lansing, MI, US. The second is Matsumoto, Brittany (5548) from Lansing, MI, US. The third is Sutton, Joshua (5577) from Lansing, MI, US. A red arrow points from the 'Candidate Search' sidebar item to the ellipsis menu of the first candidate. This menu is also highlighted with a red box and contains the following options: 'Add to Requisition', 'Add to Candidate Pool' (which is highlighted by the mouse), 'Add Interaction', and 'Send Message'.

12. Select the desired **candidate pools**

13. Click **Save and Close**

**Note:** a brief notification will appear indicating the applicant was added to the candidate pool

Add to Candidate Pool

Save and Close Cancel

Candidates (1) ▾

Select Pools

| Pool Name | Owners       |
|-----------|--------------|
| Res Techs | Arya S Stark |

14. To view the applicants in the pool, click back on the **Candidate Pools** tab

15. Click on the title of the desired **pool**

Candidate Pools

Job Requisitions

Candidate Search

Campaigns

Candidate Pools

Job Offers

Pools

Keywords  Show Filters

Actions ▾

Sort By Candidate Pool Name - A ▾

Res Techs 1 New 1 Total

Private

Owners  
Arya S Stark

16. View the applicant(s) in the candidate pool

**Note:** Additional actions can be completed by clicking the **Actions** button or the **ellipsis** (. . .)

**End of Procedure**

Candidates

Candidate Name or Number  Show Filters

Actions ▾

Sort By Candidate Added - New t ▾

Blair, Roneisha (5538) Not Contacted, New

Lansing, MI, US