

## How to View New Team Members and Transfers via iCIMS

Hiring Managers and two Leaders above the hiring manager can now view the status of all transfers and new team members per department in iCIMS by hire date. Follow the steps below to find out how!

### Step 1

Log into iCIMS:

The screenshot shows the iCIMS dashboard with several key sections:

- My Actions:** A summary of key metrics:
 

0	New Applicants to Review
0	Candidates Needing Action Taken
0	Candidates Reviewed this Week
0	Offers in Progress
5	Candidates in Interview Status
0	Offers Extended
- My Wellstar Jobs:** A table of open jobs:
 

Requisition ID	Job Title	Recruiter : Full Name: First Last (Non-Sortable)	Cost Center : Department Name	FTE
2021-71370	HR Agent - Operations Center	Vanessa Tomlinson	HR Service Center	1.0
2021-71372	HR Agent - Operations Center	Vanessa Tomlinson	HR Service Center	1.0
2022-81205	HR Ops Center Manager	Vanessa Tomlinson	HR Service Center	1.0
- My Wellstar Jobs & Applicants:** A central dashboard with:
  - All My Wellstar jobs:** A pie chart showing job status: Open (2), Not Approved (4), Cancelled (7), and Closed (Filled) (23).
  - All My Wellstar Applicants by Status:** A horizontal bar chart showing counts for Interview Requested (4), Interview Scheduled (5), Interview Completed (7), Send to Lawton (1), Conditional Clearance (1), and Final Clearance (2).
  - Hiring Leader Hierarchy Report for Wellstar jobs:** A horizontal bar chart showing 2 jobs under Danielle Mason.
  - My Process Level Open/Pending Reqs:** A pie chart showing Wellstar Shared Services (043).
  - My Candidates in Onboarding:** A horizontal bar chart showing 2 candidates.

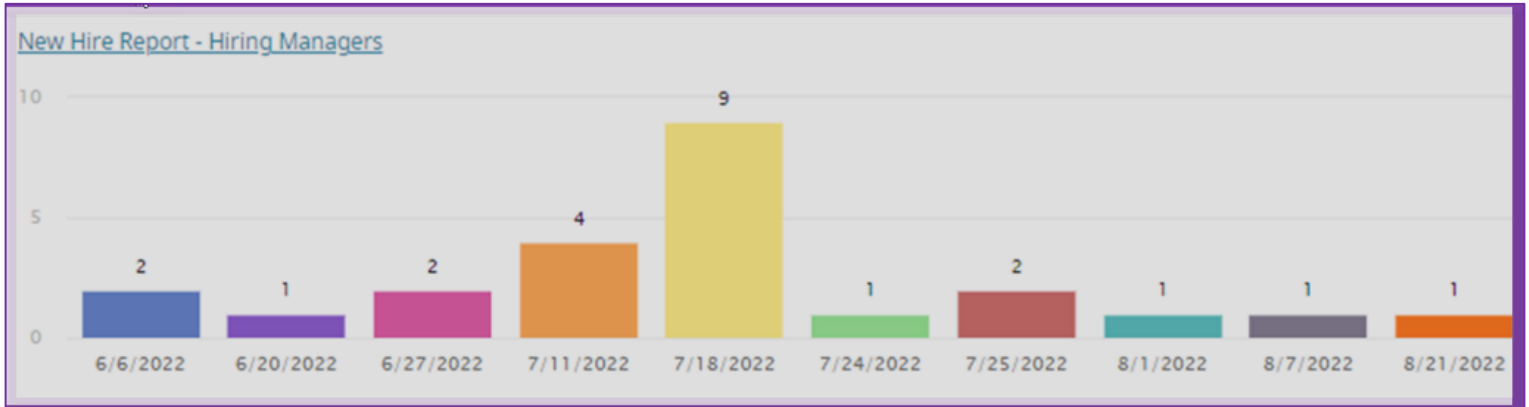
### Step 2

Locate the **My Wellstar Jobs & Applicants** tile:

This close-up view highlights the 'My Wellstar Jobs & Applicants' tile, which contains the same pie chart and bar charts as shown in the previous screenshot, providing a detailed look at the job status distribution and applicant flow.

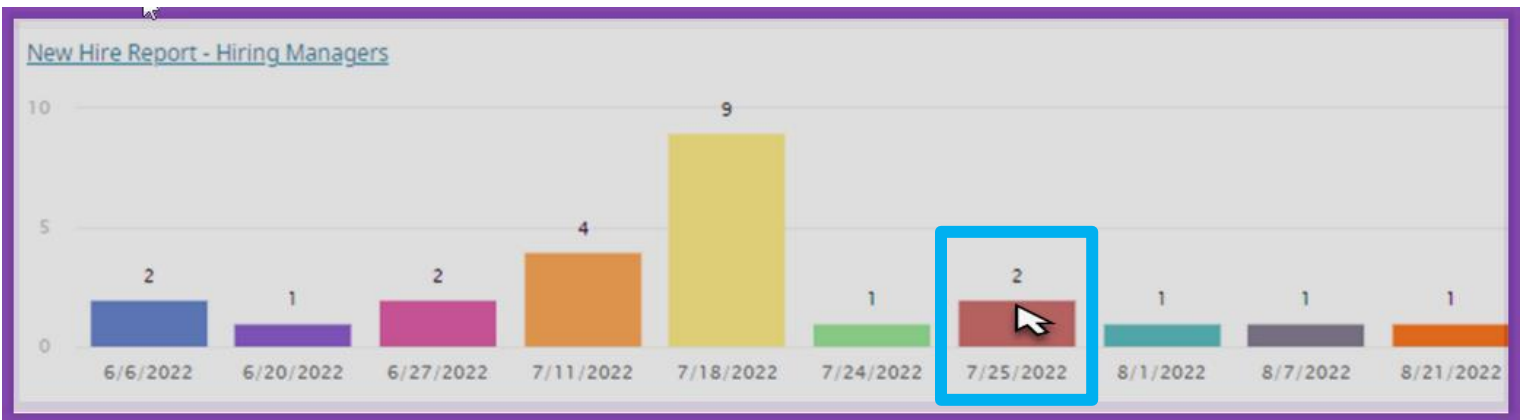
## Step 3

Scroll down to the [New Hire Report – Hiring Managers](#) section:



## Step 4

Click on a [Start Date](#) to view the status of transfers and new team members scheduled to start for that week.



## Step 5

On this screen, you can view your candidate's overall onboarding **Status\*** (1), **Full Name** (2), as well as other valuable information.

\*A legend of all Statuses and their respective definitions/meanings has been included at the end of this tip sheet for your reference.

### Important Items to Note:

- You can click on your candidate's name, and it will take you to their iCIMS profile where you can review their resume, contact information, etc.
- Please reach out to your candidate's pre-boarding coordinator with any questions you may have related to the candidate's progress.

## Export Report

You can export an Excel spreadsheet report for review. Select **Tentative Start Date** (1) and then select **Export** (2) from the **More** drop-down.

## iCIMS Status Legend

<i>Status</i>	<i>Definition/Meaning</i>
<b>External Preboarding, Refresh Preboarding, Send to Lawson</b>	These statuses are for internal preboarding use and denote that the New Hire is in the preboarding process. No action is required of the leader for these statuses. New Hire will be assigned one of the statuses below as they progress through the preboarding process.
<b>Conditional Clearance</b>	New Hire has received conditional clearance to begin employment. They may begin work onsite with this status after completing required orientation. Outstanding requirements are monitored for completion. Final Clearance will be provided once all outstanding requirements have been met.
<b>Final Clearance</b>	New Hire has met all minimum requirements and may begin employment.
<b>Delayed – Min Qualifications Pending</b>	New Hire is delayed due to not meeting minimum qualifications. Examples for this delay include missing licensure or certification, incomplete drug screen, incomplete background.
<b>Delayed – Candidate Requested</b>	New Hire has requested a delayed start date.
<b>Delayed – Employee Health Pending</b>	New Hire is delayed due to not meeting Employee Health requirements. Examples for this delay include pending test results, missed health screening appointment, Covid vaccination.