New Hire Report Hiring Leaders

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:

Step 2

Locate the My Wellstar Jobs & Applicants tile:

Step 3

Scroll down to the New Hire Report – Hiring Managers section:
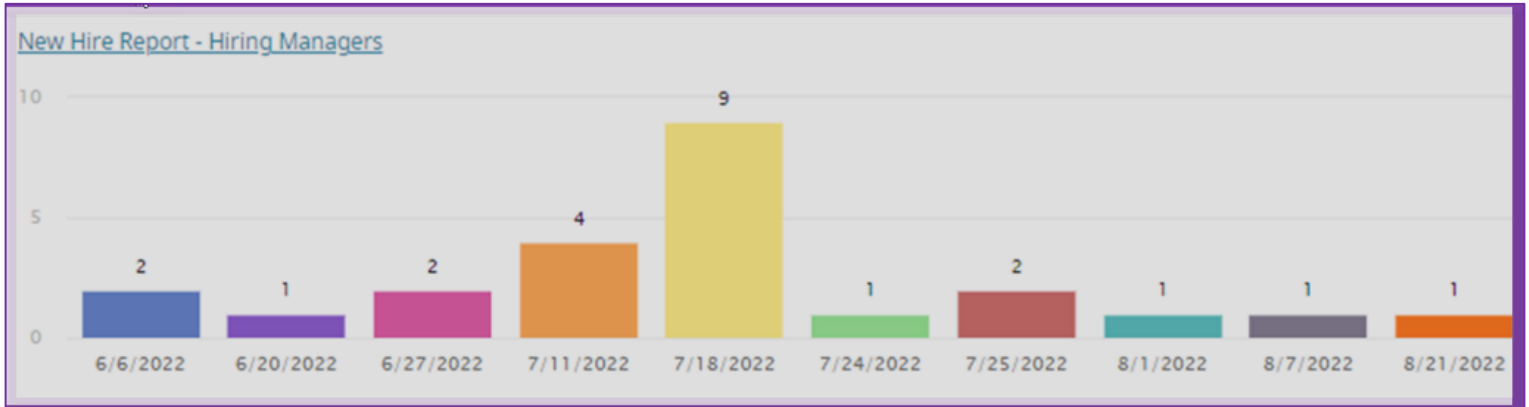
Step 4

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.
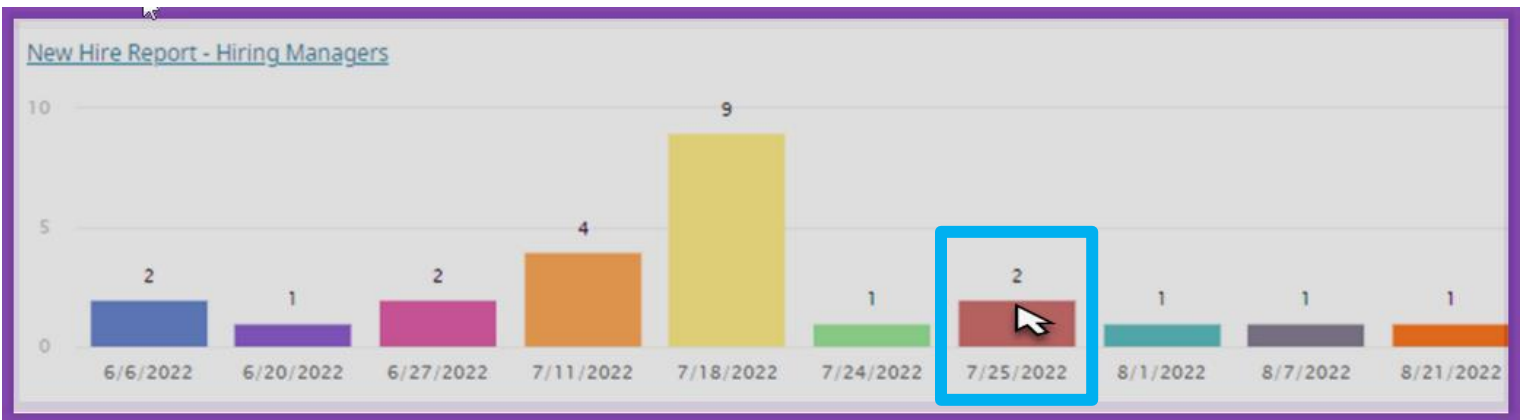- Please reach out to your candidate's pre-boarding coordinator with any questions you may have related to the candidate's progress.

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

Status	*Definition/Meaning*
External Preboarding, Refresh Preboarding, Send to Lawson	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.
Conditional Clearance	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.
Final Clearance	New Hire has met all minimum requirements and may begin employment.
Delayed – Min Qualifications Pending	New Hire is delayed due to not meeting minimum qualifications. Examples for this delay include missing licensure or certification, incomplete drug screen, incomplete background.
Delayed – Candidate Requested	New Hire has requested a delayed start date.
Delayed – Employee Health Pending	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.