

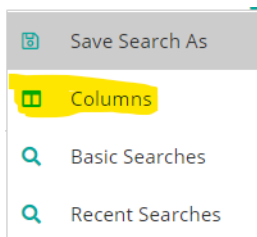


Silkroad Hiring Manager Quick Guide

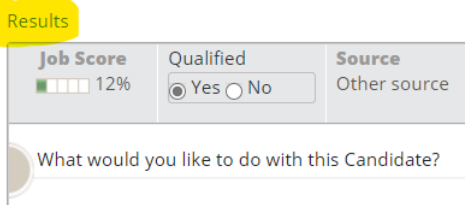
1. Log In to Silkroad with the Single Sign in <https://stetson-openhire.silkroad.com/>
2. On the left side of the screen click on the hamburger button to open the menu.
3. Click on the (<) next to Jobs.
4. Click on Track all jobs.
5. Click on the job title to open the job posting.
6. Click on the number hyperlinked under resumes.
7. Click on the 3 dots on the right-hand side of the screen



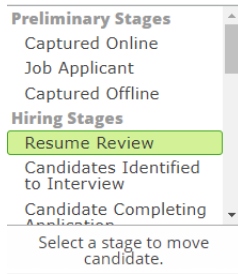
8. Click on Columns



9. Select “Disposition” and then click Apply
10. Click on “Enter Date” this will put the applicants in order of when they applied.
11. The Human Resources Services Administrator (HRA) will review each applicant as long as they are qualified, according to the job description, and their desired salary is within the budgeted salary their current stage will be moved to “Resume Review.”
12. Click on the hyperlinked name of the candidate to open their application.
13. After reviewing the candidate’s application scroll back to the top of the screen and click on “Results” to go back to the main page and move on to the next candidate for review.



14. Once the hiring manager feels that they have enough candidates (typically 4-5) they will move the candidate from “Resume Review” to “Candidates Identified to Interview”
 - On the right side of the application, you will see the “Preliminary Stages” section click on “Candidates Identified to Interview”



15. The hiring manager will then email the HR Services Administrator to let them know the candidates had been identified.
16. The HR Services Administrator will prescreen the candidates. Once the HR Services Administrator has qualified the candidates, they can be invited to complete a virtual interview via SparkHire.
17. The hiring manager will identify what questions they would like the candidate to be asked. The HR Services Administrator will send the invite to each candidate. A link of the completed video will be sent to the Hiring Manger.