

iCIMS Enhancements Summary – February 2013

The following is a summary of the iCIMS enhancements that went live February 2013. For more details regarding the enhancements, please see the "iCIMS Links for More Details" section at the end of this page. The enhancements will further streamline the recruiting process from posting job openings to the requisition approval process all in support of our compliance obligations.

1) "View Only" User Provides an "At A Glance" Update

Overview: An additional "View Only Hiring Manager" user has been added to iCIMS that will provide "view only" access to the assigned job requisitions. The view only access means the user can view all the same information as the hiring manager but cannot alter or edit it.

Benefit: The view only access will allow other managers a convenient "at a glance" status update of the assigned job requisitions.

2) New Fields Added/Changed to Streamline the Job Approval Process

Several new fields have been added or changed in the New Job Requisition section in iCIMS:

1. Position Number:

Overview: Instructional text has been added to guide hiring managers in determining if an established "Position Number" is required.

Benefit: Position numbers serve as verification to the talent team that the role they wish to fill has been granted budgetary approval. (Please note that not all departments have assigned position numbers).

2. Funding:

Overview: A free text field has been added to allow hiring managers to enter more specific information for approvers.

Benefit: The funding text field allows for more details to be provided regarding the funding for the position and to the approval process.

3. Budgetary Concerns:

Overview: The following budgetary fields have been added: "Relocation Offered" (Yes/No); "Target Salary" (free text field); "Position Eligible for VISA Sponsorship" (Yes/No).

Benefit: The budgetary fields have been added to provide the talent team with critical information about the recruiting budget for the position and to streamline steps.

4. Requisition Justification:

Overview: The "Requisition Justification" field is now a required field. This field now instructs hiring managers to provide specific information regarding the need to fill the position.

Benefit: This enhancement will significantly streamline the approval process by eliminating the extra steps of completing a separate Requisition Justification form.

3) Job Approval Page for Access to Instructions

Overview: The Strategic Business Units (UMMS, MassBiologics and Commonwealth Medicine) information has been added to the Job Approval page and the Global Approval field has been removed.

Benefit: Adding the more detailed instruction page to iCIMS supports a more time efficient process for the Strategic Business Units.

iCIMS Links for More Details

- Please click here to go to the "Careers Recruiting Resources" website to retrieve details on how to [Access to iCIMS Enhancements on Recruiting Resources Website](#) (see Quick Links)
- Please click the [iCIMS Hiring Manager User Guide](#) for more details to "Creating a New Job Requisition in iCIMS" (pages 8-14) or for more details on the "iCIMS Job Requisition Approval Process" (pages 15-17).