

Hiring Manager Guide to Paycor

1. Log in to Paycor here: recruitingbypaycor.com
 - a. If you do not have an account, reach out to HR and they will set up an account for you
2. [Request Job Approval](#)
 - a. Fill in all required areas
 - i. At the very bottom you will see a form that needs to be uploaded. Simply download the form provided, fill in the required areas, and re-upload into the drop box. ****This is where you will request the posting to; HE Jobs, LCMS Reporter, any additional postings with a fee****
 - b. Note that this will be reviewed and edited as needed by HR
 - i. This step will take place of submitting a request and recruiting form in addition to the job description. Please note that you must keep the job description on file as it is important to have talent management reviews
 - c. The request will be sent to: HR, Provost/COO, and VP of Finance to approve the posting
 - d. Once it is approved, HR will submit the posting. It will automatically be posted to: LinkedIn, Indeed, Glassdoor, and ZipRecruiter.
3. [Home Dashboard](#)
4. [New Applicant E-Mail](#): once your position is posted, you will begin to collect applicants. This is an overview of what you will see. You must move the candidate to the “recruiter screen” icon, if you want HR to pre-screen the candidate. If the candidate is not qualified, simply pass on them by selecting the red thumbs down button and choosing the reason that most aligns to why you are passing. [Passing on Candidates](#)
 - a. [Candidate Profile](#): This shows you how to review candidates profiles and their application materials. If this is a Faculty position, you will see the 4 Required questions answered under the “Application” heading on the right side.
1. HR schedules and completes pre-screen interviews
2. HR to send regrets to candidates who were inactivated
3. HR sends completed pre-screen notes to HM in Paycor
4. HM and committee review notes and determine who to move forward with for additional interviews
 - b. [Dashboard Recap](#)
5. [Candidate Communication | E-mail](#): HR highly suggests utilizing communication via Paycor. It is continuously tracked.
6. [Invitations and Scorecard Requests](#): Committee Member review. Can be sent at anytime.
7. HR will submit background check, simply moving the candidate to this stage in the hiring process will initiate HR to submit the screen
8. Director of HR must approve the salary you are planning to offer prior to extending a verbal offer, in addition to receiving a successful background check
9. Verbally offer to candidate

10. [Request Offer Approval](#): this takes place of our Payroll Auth./FAR. Complete the Offer Approval in Paycor to initiate HR sending out the official offer letter and wage statement (Contract if Faculty).

Important notes: SEE NEXT PAGE

*Whenever the system prompts you to provide a comment, please do. It is helpful for HR to review comments to track where you are in the process. Comments are private and are not available for candidates to see. Candidates will only be notified if they are sent an email from Paycor, and only be able to view the message that was sent to them. Candidates do not receive notification if they are moving stages within Paycor.

Download the [Hiring Manager Handbook](#) for help with the basic hiring process.