

## Recruitment Management 365

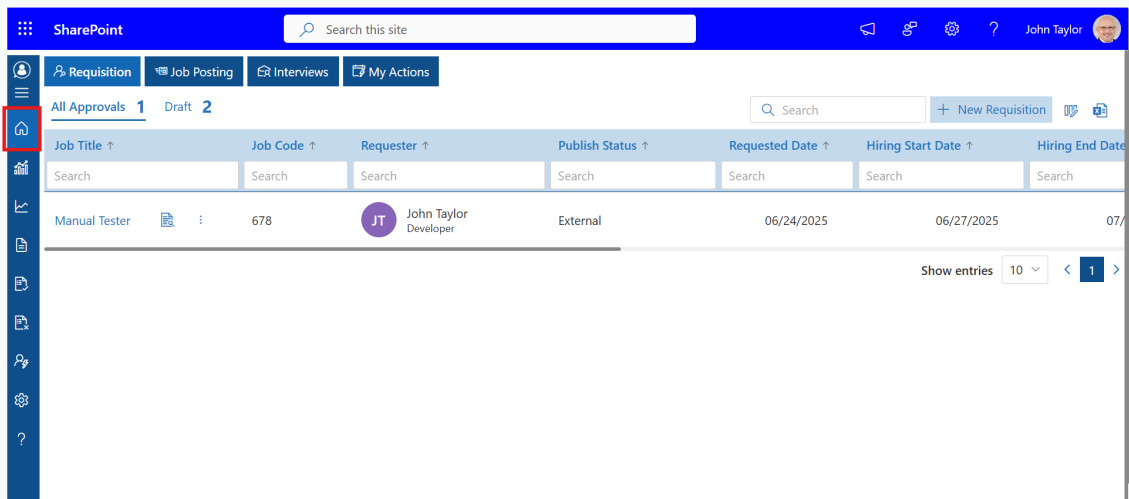
### ◀ Admin Guide

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## Home Page

Streamline your hiring process with Recruitment Management 365 – your centralized solution for efficient, compliant, and collaborative talent acquisition.



The screenshot displays the SharePoint interface for Recruitment Management 365. The top navigation bar includes the SharePoint logo, a search bar, and user information for John Taylor. The left sidebar shows the site structure, with the 'Home' icon highlighted. The main content area features a 'Requisition' section with tabs for 'All Approvals' (1) and 'Draft' (2). Below this is a table of requisitions with columns for Job Title, Job Code, Requester, Publish Status, Requested Date, Hiring Start Date, and Hiring End Date. The first row shows a requisition for 'Manual Tester' with Job Code 678, requested by John Taylor (Developer) on 06/24/2025, with a hiring start date of 06/27/2025 and an end date of 07/01/2025. The bottom right corner shows a 'Show entries' dropdown set to 10 and a pagination control showing page 1 of 1.

Job Title ↑	Job Code ↑	Requester ↑	Publish Status ↑	Requested Date ↑	Hiring Start Date ↑	Hiring End Date ↑
Manual Tester	678	John Taylor Developer	External	06/24/2025	06/27/2025	07/01/2025

**Requisition:** A requisition is a formal request to initiate the process of filling a position. It typically outlines key information such as the role, department, qualifications needed, and necessary approvals. This request is usually submitted for review and must be authorized before proceeding with recruitment activities.

1. Click "New Requisition" to add a requisition.

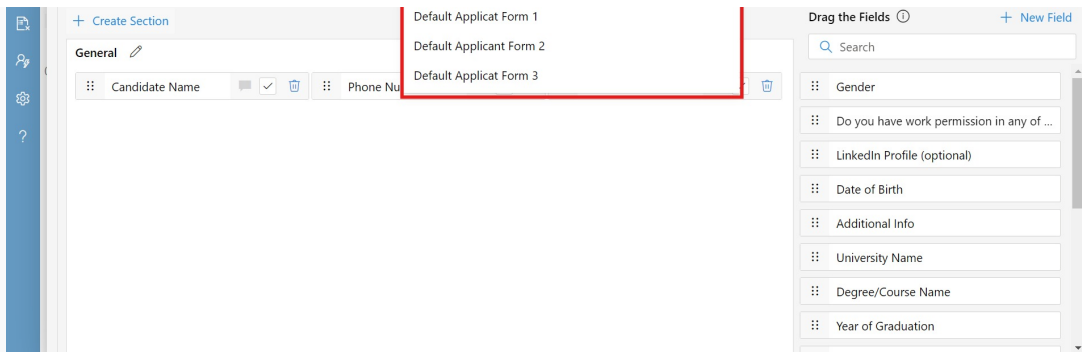
The screenshot shows the SharePoint interface for managing requisitions. At the top, there's a search bar and a '+ New Requisition' button highlighted with a red box. Below this is a table with columns: Job Title, Job Code, Requester, Publish Status, Requested Date, Hiring Start Date, and Hiring End Date. The first row shows a requisition for 'Manual Tester' with Job Code '678', Requester 'John Taylor Developer', Publish Status 'External', Requested Date '06/24/2025', Hiring Start Date '06/27/2025', and Hiring End Date '07/27/2025'. A 'Show entries' dropdown is set to 10.

2. There are two form options available in the template. The first option is a basic form, while the second includes additional sections such as compensation details, work schedule, and more. Complete the form and proceed by clicking the "Next" button.

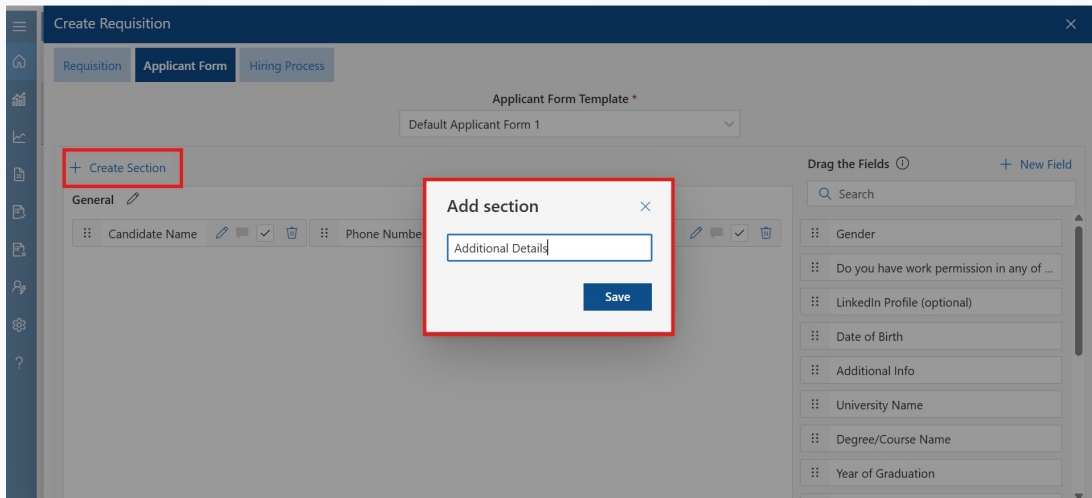
The screenshot shows the 'Create Requisition' form. The 'Requisition Form Template' dropdown menu is open, showing two options: 'Default Requisition Form 1' and 'Default Requisition Form 2'. The 'Default Requisition Form 1' option is highlighted with a red box. Other fields visible include Job Code, Location, Publish Status, Approval Flow, General information (Number of Positions, Years of Experience, Priority), Job Type, Minimum Annual Budget, Maximum Annual Budget, Hiring Start Date, Hiring End Date, Work mode, and Job Description.

3. The Applicant Form section provides three predefined templates: a basic version, one with educational and personal details, and a comprehensive version including work experience and additional sections. Select and complete the appropriate form, then click 'Next' to proceed.

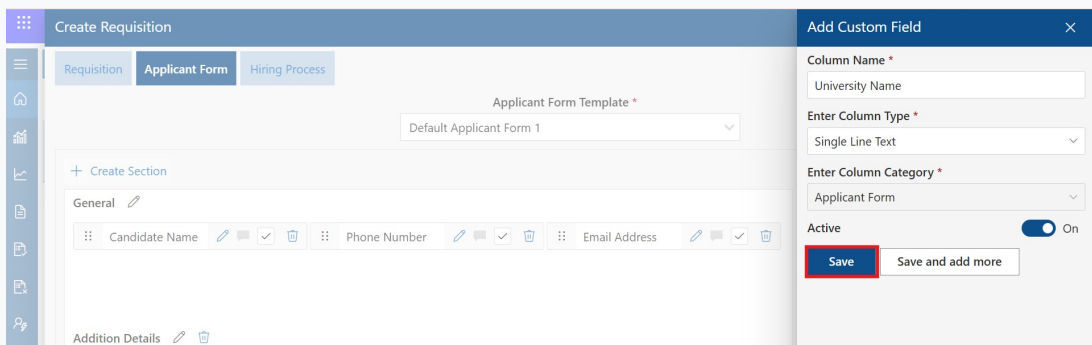
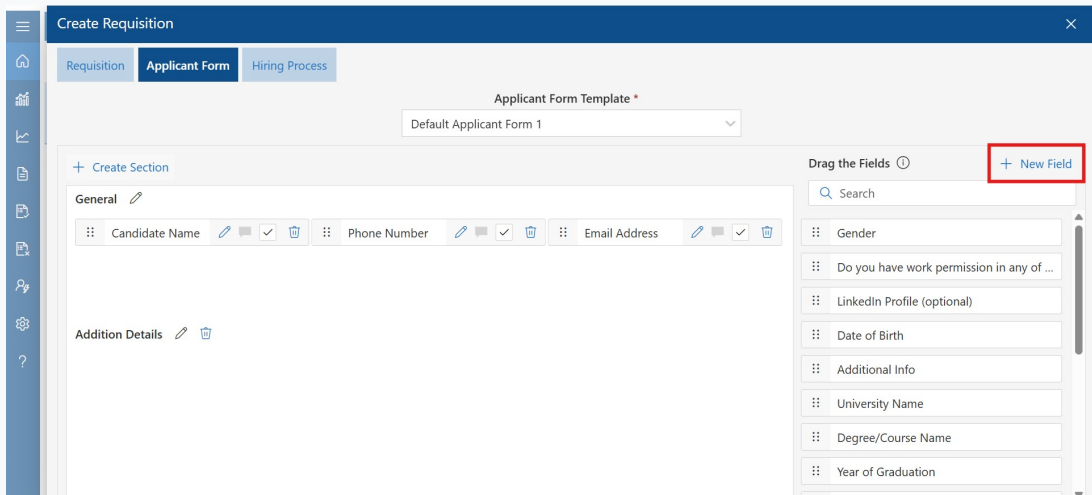
The screenshot shows the 'Create Requisition' form with the 'Applicant Form Template' dropdown menu open. The 'Default Applicant Form 1' option is highlighted with a red box. The 'Applicant Form' tab is selected in the top navigation bar.



4. Use the **Create Section** button to add a new section and organize fields logically.



5. Add a custom field by clicking **+ New Field**, entering the required details, and clicking **Save**.



6. For each field, you can edit field name, add comments, mark it as mandatory using the checkbox, or delete it if no longer needed.

Create Requisition

Applicant Form

Applicant Form Template \*

Default Applicant Form 3

+ Create Section

General

Current Location Candidate Name Phone Number Email Address Date of Birth Gender

Education

Degree/Course Name Year of Graduation GPA/Percentage

Drag the Fields

Search

Additional Info

University Name

7. From the right-hand panel, drag any field into the relevant section of the form.

Create Requisition

Applicant Form

Applicant Form Template \*

Default Applicant Form 1

+ Create Section

General

Candidate Name Phone Number Email Address

Addition Details

References (optional)

Drag the Fields

Search

Degree/Course Name

Year of Graduation

GPA/Percentage

Company Name

Job Title/Role

Employment From Date

Employment To Date

Technical Skills

Current Location

Back Next

8. After completing the hiring process configuration, click the **Save** button to finalize and save the requisition.

Create Requisition

Hiring Process

Hiring process flow Template \*

Three section two stage

Sourced

Screening

Screening 1

Screening 2

Interview

There are no scorecards for this section, please import them

Import Scorecard

9. Click **+ Add Stage** under the **Screening** section to insert an additional stage in the screening process.

The screenshot shows the 'Create Requisition' form with the 'Hiring Process' tab selected. The 'Hiring process flow Template' is set to 'Three section two stage'. The 'Screening' section is active, and a '+ Add stage' button is highlighted with a red box. A modal dialog is open for adding a new stage, with 'Screening 3' entered and a 'Save' button highlighted with a red box.

10. Click **+ Add Stage** under the **Interview** section to define more interview stages as required.

The screenshot shows the 'Create Requisition' form with the 'Hiring Process' tab selected. The 'Interview' section is active, and a '+ Add stage' button is highlighted with a red box. A modal dialog is open for adding a new stage, with 'Interview 3' entered and a 'Save' button highlighted with a red box.

11. Click the **Import Scorecard** button to import predefined scorecards for each stage.

The screenshot shows the 'Create Requisition' form with the 'Hiring Process' tab selected. The 'Import Scorecard' button is highlighted with a red box.

Final round + Add stage

Round 1

Create Requisition Score Card

Add Selected Questions : 2

Search

Questions	Department	Job Title	Users Access	Global Access	Is Mandatory	Category	Complexity Level
<input checked="" type="radio"/> Do you have the required educa...			All Users	Yes	No		
<input checked="" type="radio"/> Are you legally authorized to wo...			All Users	Yes	No		
<input type="radio"/> Are you available to work full-ti...			All Users	Yes	No		
<input type="radio"/> Are you willing to relocate/travel...			All Users	Yes	No		
<input type="radio"/> Can you confirm that you meet t...			All Users	Yes	No		

Show entries 10 < 1 2 >

Save

Create Requisition

Requisition Applicant Form Hiring Process

Hiring process flow Template \*

Three section two stage

Sourced

Screening

Interview

Scorecard Questions of Screening 1

1	Are you legally authorized to work in the job location ?	
2	Do you have the required education or certifications for this position ?	

12. Within the scorecard section, click **Add** to choose how you want to include evaluation questions:
- Add Question:** Allows you to define individual questions as needed.
- Add Bulk Questions:** Enables you to upload multiple questions in one action.

Create Requisition Score Card

Add Selected Questions : 0

+ Add questions

+ Add Bulk Questions

Questions	Department	Job Title	Users Access	Global Access	Is Mandatory	Category	Complexity Level
<input type="radio"/> Do you have the required educa...			All Users	Yes	No		
<input type="radio"/> Are you legally authorized to wo...			All Users	Yes	No		
<input type="radio"/> Are you available to work full-ti...			All Users	Yes	No		
<input type="radio"/> Are you willing to relocate/travel...			All Users	Yes	No		
<input type="radio"/> Can you confirm that you meet t...			All Users	Yes	No		

Show entries 10 < 1 2 >

Save

13. Each question includes configurable attributes such as category, complexity,

access level, and relevant associations.

The screenshot shows the 'Create Requisition' form with the 'Score Card' tab selected. The main table lists questions with columns for Department, Job Title, Users Access, and Global Access. A 'Save' button is at the bottom left. A 'Add Question Details' sidebar is open on the right, showing fields for Question, Department, Job Title, Category, Complexity Level, Is mandatory, Global Access, and Users Access.

**Job Posting::** A job posting is a public announcement for an available position within an organization. It is based on the requisition details and informs potential candidates about the job role, key responsibilities, required qualifications, and how to apply. These postings are typically shared across multiple platforms such as the company's career site, job portals, and social media channels.

1. To create a new job posting, click on the "+ New Job Posting" button.

The screenshot shows the SharePoint 'Job Posting' page. The page has a navigation bar with 'Requisition', 'Job Posting', 'Interviews', and 'My Actions'. The 'Job Posting' tab is selected. The main content area shows a table of job postings with columns for Job Title, Job Code, Job Post Status, Publish Status, Requester, Positions, and Location. A '+ New Job Posting' button is highlighted in the top right corner.

2. There are three sections: Requisition, Applicant Form and Hiring Process.
3. In the Requisition section, complete the form. In this section, recruiters define the job requirements and details for new positions, including the job title, description, qualifications, and salary range. This helps in creating a clear and detailed job posting.

The screenshot shows the 'Create Job Posting' form with the 'Requisition' tab selected. The form has fields for Job Code, Job Title, Department, Location, and Publish Status. A 'Requisition Form Template' dropdown is also visible.

**General**

Number of Positions: 9 | Years of Experience: 1-3 years | Priority: High

Job Type: Regular | Minimum Annual Budget: \$ 80000 USD | Maximum Annual Budget: \$ 90000 USD

Hiring Start Date: 06/27/2025 | Hiring End Date: 07/27/2025 | Work mode: Work mode

Job Description: Choose Template: Select a Template

4. Click on Next Button.

**Create Job Posting**

**General**

Number of Positions: 9 | Years of Experience: 1-3 years | Priority: High

Job Type: Regular | Minimum Annual Budget: \$ 80000 USD | Maximum Annual Budget: \$ 90000 USD

Hiring Start Date: 06/27/2025 | Hiring End Date: 07/27/2025 | Work mode: Remote

Job Description: Choose Template: Select a Template

Normal | B | I | U | | | |

We are seeking a skilled and visionary **Cloud Architect** to design, implement, and manage scalable, secure, and high-performance cloud infrastructure solutions. The ideal candidate will have deep expertise in cloud platforms (e.g., AWS, Azure, GCP), excellent problem-solving abilities, and a strategic mindset to align cloud strategies with business objectives.

**Next**

5. In the Applicant Form section, you can create sections by dragging the fields. Here, job seekers fill out their personal and professional information to apply for a job. This includes fields for their name, contact details, education, work experience, and skills, as well as options to upload their resume and cover letter.

**Create Job Posting**

Requisition | **Applicant Form** | Hiring Process

Applicant Form Template: Default Applicant Form 1

+ Create Section

**General**

Candidate Name | Phone Number | Email Address

**Drag the Fields**

Gender | Do you have work permission in any o... | LinkedIn Profile (optional) | Date of Birth | Additional Info | University Name | Degree/Course Name | Year of Graduation

6. Click on Next Button.

**Create Job Post**

Applicant form 1

+ Create Section

**General**

Candidate Name | Phone Number | Email Address

**Drag the Fields**

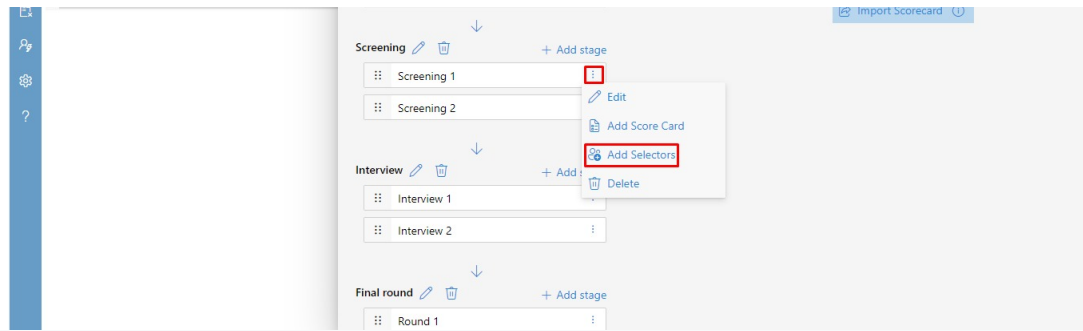
Applicant Form 1



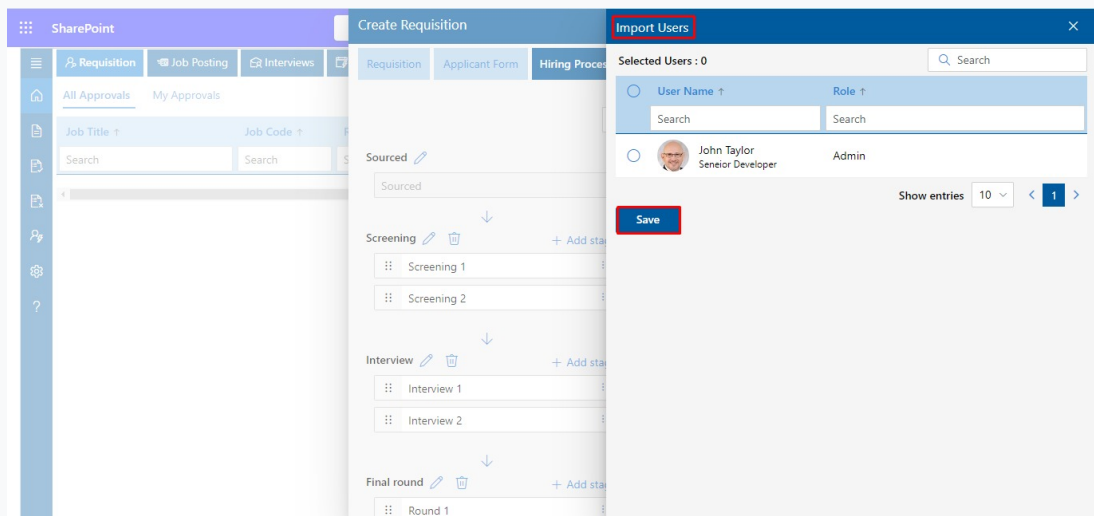
- Here, we will map the job posting with the hiring process. This section outlines the various stages of the recruitment process, from reviewing applications and conducting interviews to making job offers and onboarding new hires. It ensures a structured and organized hiring workflow.

- By clicking on the Edit button, you can add a scorecard.

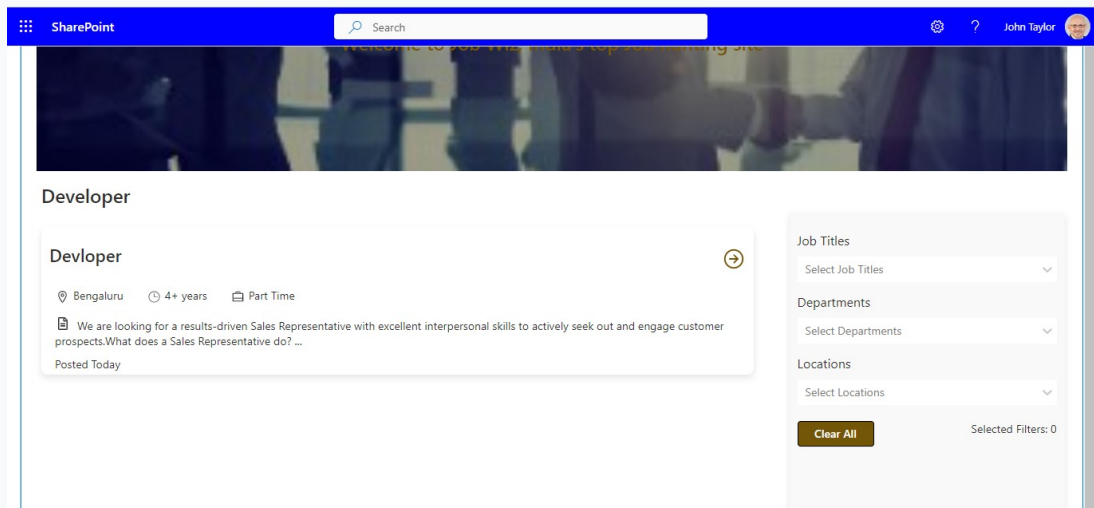
- By clicking on the Edit button, you can also add selectors.



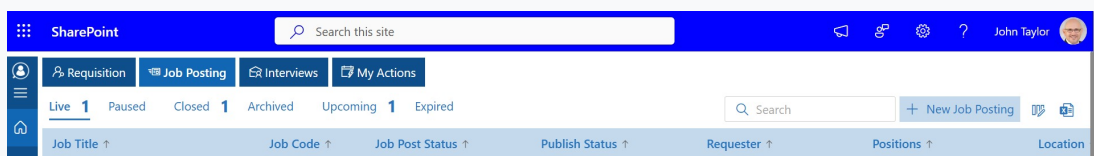
10. After clicking on the selector option in the edit tab, you'll find the option to choose a user according to your preference and then save your selection. You can also import new users into the system.

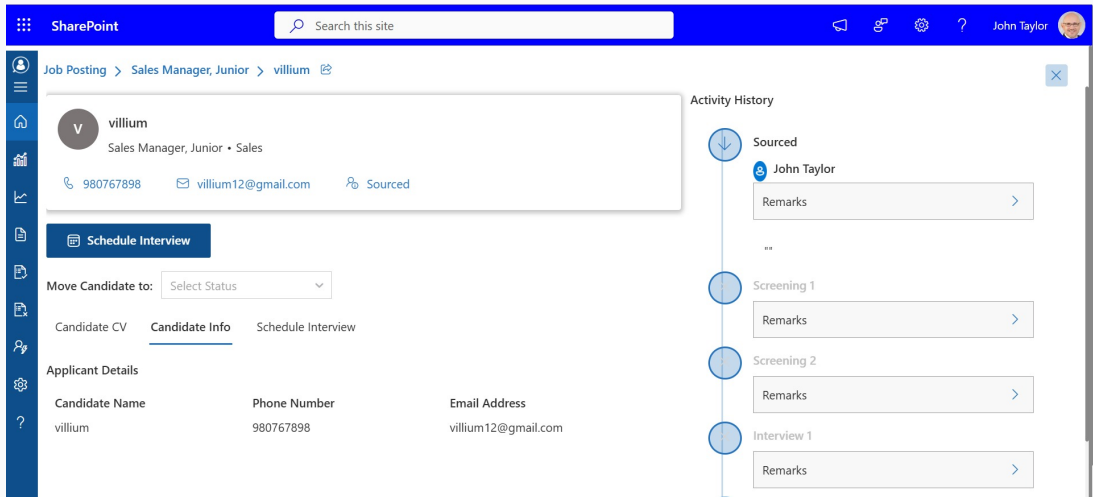
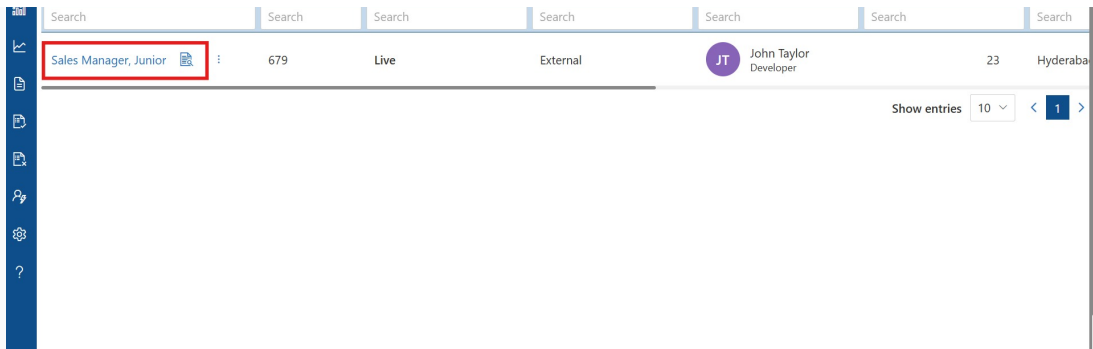


11. After clicking Submit, you can see the job post in the Job Posting section.
12. You can now view this job posting in the internal portal.

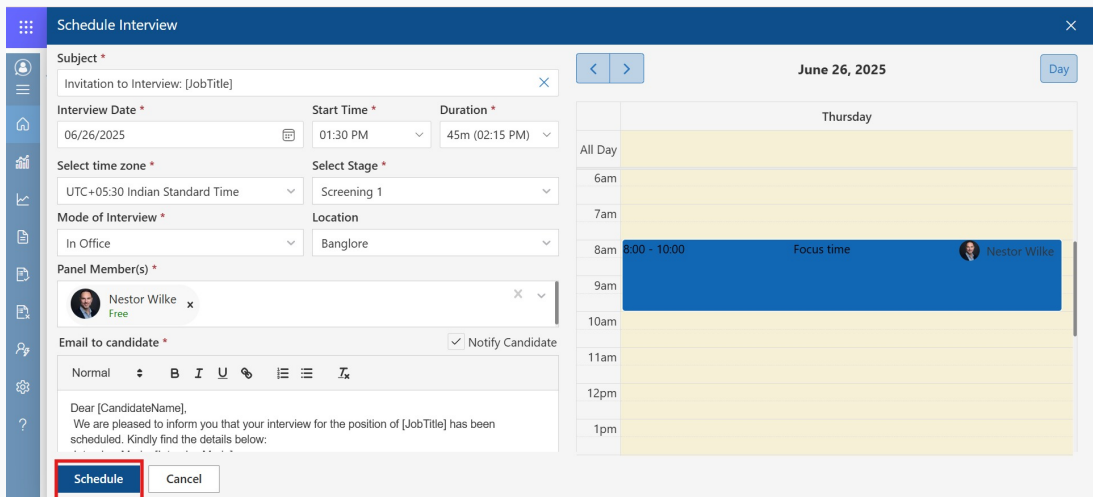


13. By clicking on the job title, you can see the candidates who have applied for it





14. You can schedule the interview by clicking on the "Schedule Interview" button and filling in the details.



## Applicant Detail List

The applicant detail list includes the name, email, job status, and phone number, along with additional information. You can also view the progress through various stages, such as screening, interviews, and the final round.



Sourced	Screening	Interview	Final round	Active	Inactive
Job Posting > Sales Manager, Junior					
<div> <input type="text"/> Search           <span>+ Actions</span> </div>					
Applicant Name ↑	Email ↑	Job Status ↑	Job Source ↑	Phone Number ↑	Applied Date ↑
<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search
<input type="radio"/> villium	villium12@gmail.com	Applied	Internal	980767898	06/25/2025
<div>             Show entries             <div>10</div> <div>1</div> </div>					

Click on the **Action** button to access multiple options such as adding new candidates, downloading candidate data, toggling view modes, or modifying visible columns in the list.

SharePoint					
<div> <input type="text"/> Search this site           <span>John Taylor</span> </div>					
1	0	0	0	0	0
Sourced	Screening	Interview	Final round	Active	Inactive
Job Posting > Manual Tester					
<div> <input type="text"/> Search           <span>+ Actions</span> </div>					
Applicant Name ↑	Email ↑	Job Status ↑	Job Source ↑	Phone Number ↑	Applied Date ↑
<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> Search
<input type="radio"/> Villium	villium@123.com	Applied	Job Portal	9287356452	
<div>             Show entries             <div>10</div> <div>1</div> </div>					

When you click on **Add Candidate**, a form will appear where you can enter candidate details and upload a resume. If Azure AI integration is enabled in the settings, the system will automatically fetch details from the uploaded resume.

SharePoint	Add Candidate		
<div> <div>1</div> <div>Sourced</div> </div> <div>Job Posting &gt; Manual Tester</div> <div> <input type="radio"/> Applicant Name ↑           <input type="text"/> Search         </div> <div> <input type="radio"/> Villium         </div>	<div> <div>Upload Resume *</div> <div>Resume_1...PM.pdf</div> </div> <div> <div>General</div> <div> <div>Candidate Name *</div> <div>john</div> </div> <div> <div>Phone Number *</div> <div>9087867845</div> </div> <div> <div>Email Address *</div> <div>johnt234@.com</div> </div> <div> <div>Sourced From</div> <div>Job Portal</div> </div> <div> <div>Submit</div> </div> </div>		

**Interview:** An interview is a formal meeting between a job applicant and one or more representatives of the hiring organization. The purpose of the interview is to assess the candidate's qualifications, experience, and suitability for the position. Interviews can take various forms, including phone interviews, video interviews, and in-person interviews, and often involve multiple rounds or stages.

**My Action:** In the Action tab, you can view candidates who have applied and been selected for the next step. From this tab, the admin can perform various hiring actions such as giving feedback, scheduling or taking interviews, moving candidates to the next stage, approving or rejecting them, and managing all other steps in the hiring process.

7/31/2025

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