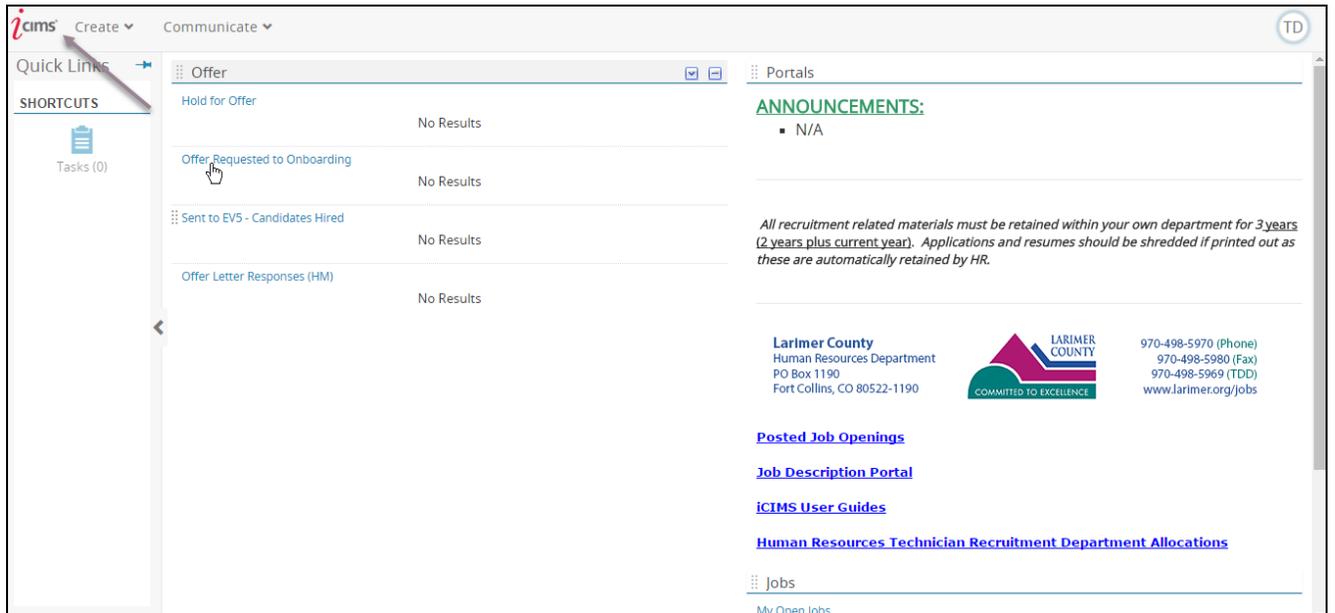
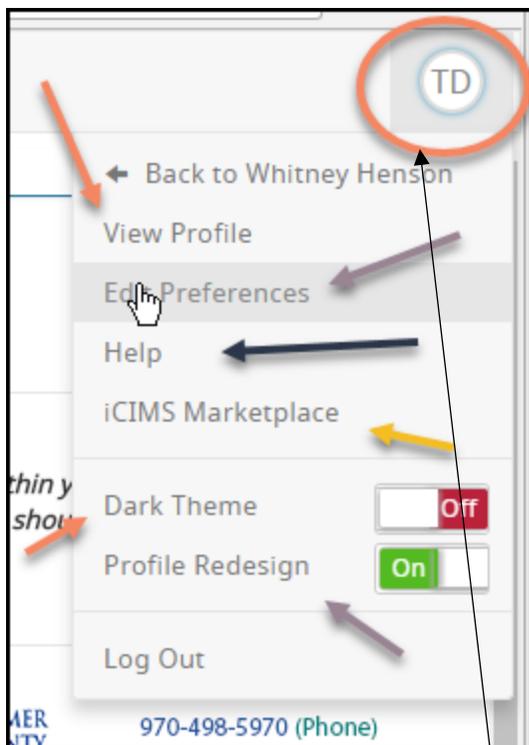


## iCIMS Basics 101

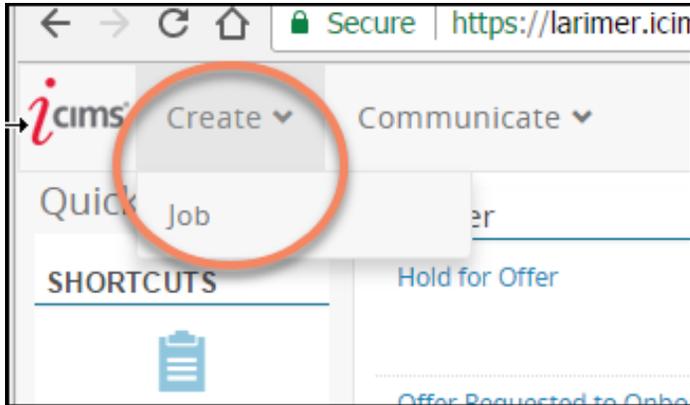


1. This is what your Dashboard looks like. You have the ability to rearrange the displayed information on this page to look however you like.  
The **iCIMS** symbol in the top left corner will direct you back to your dashboard from any other screen you may be viewing.

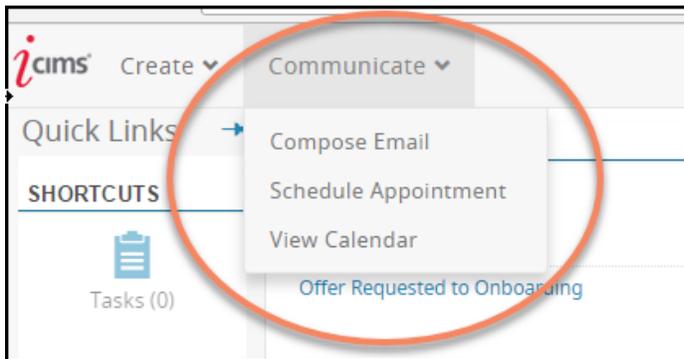


2. The image in the top right hand corner that displays your first and last initials will take you to:
  - a. **View Profile**

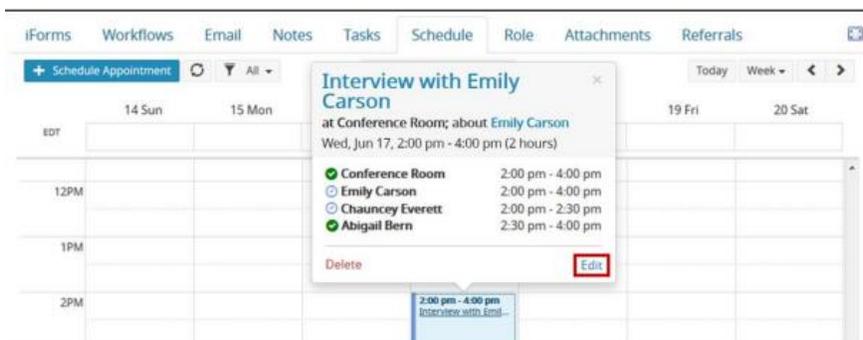
- b. **Edit Preferences**
- c. **Help**- which directs you to iCARE Support
- d. Theme setting of your home screen to **light** or **dark theme**
- e. **Profile design**



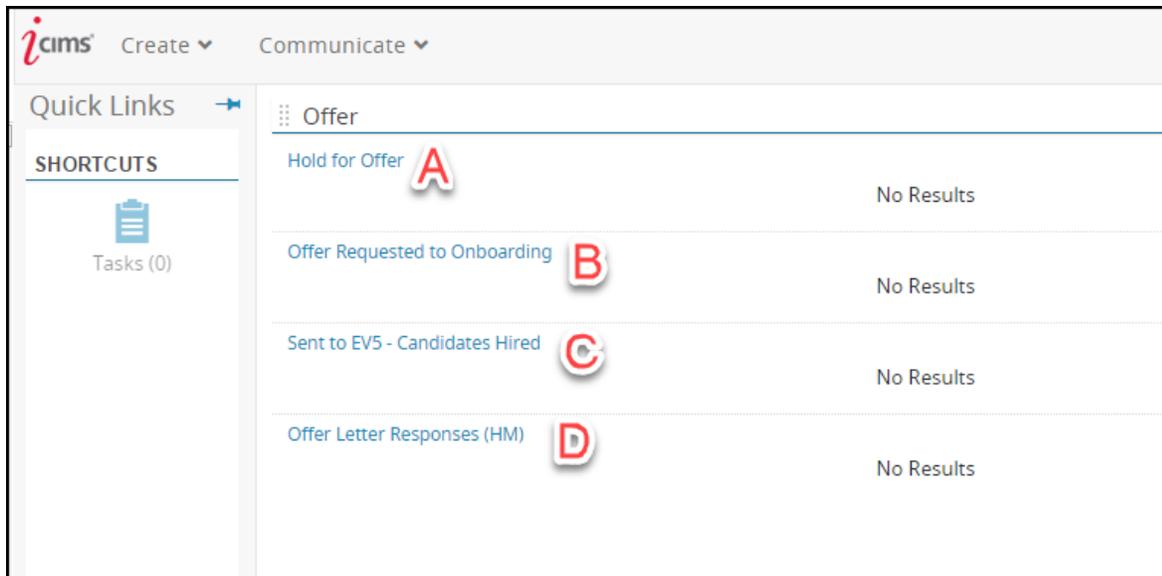
3. The **Create** tab is where you will go to create a new job posting by simply clicking on **Job** (please reference iCIMS User Guide – Creating a Job).



4. The **Communicate** tab allows you to compose and send e-mails, **Schedule Appointments** including interviews (please reference iCIMS User Guide 401- Scheduling Interviews), and allows you to see your iCIMS **Appointment Calendar**.



\*Please note that the iCIMS Calendar is separate from your google calendar and will only show appointments scheduled in iCIMS.



5. Within your offer bin are sub bins.

- ❖ A- **Hold for Offer** shows candidates that you may have in process to send out an **Offer Letter**.
- ❖ B- **Offer Requested to Onboarding** shows candidates that have had Offer Letters extended out and are currently in process of completing any required pre-employment testing, any new hire paperwork, or have completed all of their testing and paperwork and are ready to be sent through by the payroll rep to **EV-5**.
- ❖ C- **Sent to EV-5 – Candidates Hired** shows all candidates that have been sent through to **EV-5** by the payroll rep and have been closed out
- ❖ D- **Offer Letter Response (HM or Payroll)** Shows when a candidate has accepted their **Offer Letter**.

Portals

**ANNOUNCEMENTS:**

- N/A

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*All recruitment related materials must be retained within your own department for 3 years (2 years plus current year). Applications and resumes should be shredded if printed out as these are automatically retained by HR.*

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Human Resources Department  
PO Box 1190  
Fort Collins, CO 80522-1190



970-498-5970 (Phone)  
970-498-5980 (Fax)  
970-498-5969 (TDD)  
www.larimer.org/jobs

[Posted Job Openings](#) **A**

[Job Description Portal](#) **B**

[iCIMS User Guides](#) **C**

[Human Resources Technician Recruitment Department Allocations](#) **D**

6. Links

- A. **Posted Jobs Openings** directs you to our current live job list on the Virtual Courthouse.
- B. **Job Description Portal** directs you to the Job Description page on the Virtual Courthouse.
- C. **iCIMS User Guides** has additional iCIMS User Guides.
- D. **Human Resources Technician Recruitment Department Allocations** take you to the list of departments and their break down of what Technician is assigned to each department.

Jobs

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My Open Jobs **A**

No Results

---

My Closed Jobs **B**

No Results

---

My Pending Jobs **C**

No Results

---

Key Reports

7. **Jobs** bin:

- a. **My Open Jobs** will populate a list of current Open Jobs that you have access to within your department.

- b. **My Closed Jobs** will show you all of the Closed out jobs you have had access to through the year.
- c. **My Pending Jobs** will populate a list of Jobs waiting to be approved and posted that you have created or have access to view.