iCIMS Basics 101

icims' Create ↔	Communicate 💙		TD	
Quick Links 🔸	ii Offer		ii Portals	
SHORTCUTS Tasks (0)	Hold for Offer	No Results	ANNOUNCEMENTS: • N/A	
	Offer Requested to Onboarding	No Results		l
	Sent to EV5 - Candidates Hired	No Results	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 the own externation of the strength watering of the UP.	l
	Offer Letter Responses (HM)	No Results	these are automatically retained by HK.	
	c		Larimer County Human Resources Department PO Box 1190 Fort Collins, CO 80522-1190	l
			Posted Job Openings	I
			Job Description Portal	ľ
			iCIMS User Guides	
			Human Resources Technician Recruitment Department Allocations	
			ii Jobs	
			My Open Jobs	

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**.

orms	Workflows	Email	Notes	Tasks	Schedule	Role	Attachments	Referral	s	1
Schedul	e Appointment	O T A	•	Intervie	w with En	nilv	×	Today	Week +	< >
	14 Sun	15 M	on	Carson	co Room: shout	Emily Car	100	19 Fri	20 S	at
EDT				Wed, Jun 17,	2:00 pm - 4:00 p	om (2 hour	s)			
12011			_	Conferen	ice Room	2:00 pm	- 4:00 pm			
1.2PM				Chaunce Abigail B	son y Everett ern	2:00 pm 2:00 pm 2:30 pm	- 2:30 pm - 4:00 pm			
1PM				Delete			Edit			
2PM					2:00 pm - 4:00 p	pm ml_				

Please note that the iCIMS

Calendar is separate from your google calendar and will only show appointments scheduled in iCIMS.

icims' Create - Communicate -					
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	Hold for Offer	No Results			
Tasks (0)	Offer Requested to Onboarding	No Results			
	Sent to EV5 - Candidates Hired	No Results			
	Offer Letter Responses (HM)	No Results			

- 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			
All recruitment related materials m resumes should be shredded if prir	<i>ust be retained within yo ted out as these are auto</i>	<i>ur own department for 3<u>years (2 years plus current</u> matically retained by HR.</i>	year). Applications and
Larimer County Human Resources Department PO Box 1190 Fort Collins, CO 80522-1190	LARIMER COUNTY COMMITTED TO EXCELLENCE	970-498-5970 (Phone) 970-498-5980 (Fax) 970-498-5969 (TDD) www.larimer.org/jobs	
Posted Job Openings A			
lob Description Portal B			
CIMS User Guides C			

- 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		
My Open Jobs 🔺		
	No Results	
My Closed Jobs B		
	No Results	
My Pending Jobs C		
	No Results	
" Kay Baparta		
:: 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.