­IBM BrassRing on Cloud

**Hiring Manager Quick Reference Guide**

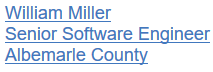
This Quick Reference Guide is provided without branding and can be edited by your organization as needed.

## eLinks

* eLinks allow the recruitment team to send resumes or CVs and other information about candidates, or reqs for approval by using email.
* An eLink is a hyperlink included in an email that takes you to a candidate’s resume, CV, req, or a form.
* eLinks can be responded to with comments during the screening process of candidates.
* eLink activity is tracked. Recruiters can see whether someone has viewed or responded to an eLink.
* Internet access is required to open an eLink.
* Select Help () in the eLink window to assist with any additional questions.

## Opening eLinks

1. **Open the email** containing the eLink and read the message included by the Sender.
2. Select the **candidate’s name** to open the eLink and review the candidate’s resume.



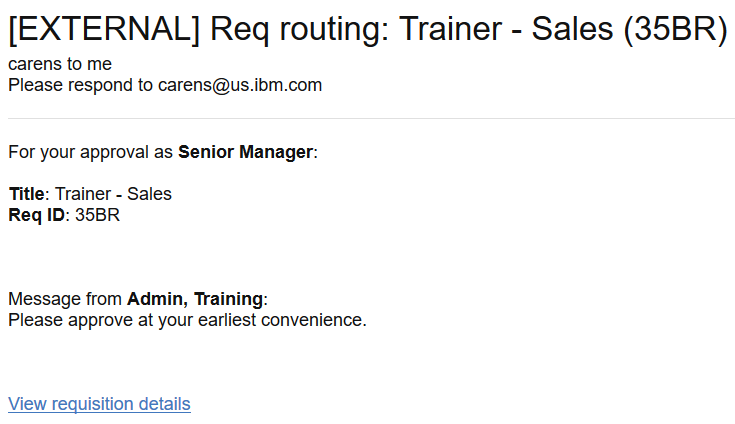
## Reviewing eLinks

Select the menu items to review the information in the eLink. Not all menu items might be included with the eLink.

*  Opens the candidate’s resume and cover letter if the candidate included one.
*  Opens a summary of the candidate’s contact information, education, and employment information.
*  Opens a PDF image of the resume, if the candidate uploaded their resume when applying.
*  If included, can be used to check the candidate’s HR Statuses.
*  If included, can be used to view or complete any forms, for example Job Response forms. Forms are divided into *Forms to view* and *Forms to complete* as needed.
*  Select Respond to provide feedback. Feedback is sent to the sender’s email Inbox.

## Approving Reqs by using eLinks

1. To approve a req by using an eLink, select **View requisition details** in the email:



1. The Req opens in a browser window.
   1. Enter a message into the *Message text field* to send a message to the next approver.
   2. The *Req notes* field should be used to indicate what needs to be edited on the req before it is posted.
2. Select either **Approve** or **Decline** as needed.
3. Select **OK.**