

The Hiring Manager



The Purpose of RecruiterBox



1. To improve the hiring experience for candidates.



2. To have a more efficient method for posting jobs, and organizing applications



3. To find the best pool of candidates for hiring managers to interview.



How does this change the hiring process for you?

- Using this tool will not change hiring practices. However, the applications look different, and the way you receive your applications is different.



Email alert



- HR will send you an email to let you know when your applications are sent.
- This email will include important information you need to know about hiring in Maine State Government.
- It will also have the list of candidates who have applied for the position.



HR will forward applications to you in separate emails for each candidate. A link in the email will redirect you to the application, resume, and cover letter on RB.



The email you receive will be from your HR Representative in charge of recruiting

Note: All email will have the same subject line

The screenshot displays an email interface. At the top, there are tabs for 'All', 'Unread', and 'Mentions', along with sorting options 'By Date' and 'Newest'. The inbox list contains five entries, all from 'Jessica Crosby' with the subject 'Candidate for review: [Name] (Office Specialist I)'. Red arrows point to the subject lines of each entry. The selected email on the right shows the sender's profile, the subject 'Candidate for review: Kelly Mills (DOT Test)', and the recipient 'Hire, Direct'. The email body contains the text 'Jessica Crosby has sent a candidate profile for your review:' followed by a list of links: '[J. Candidate](#)', '[Office Specialist I](#)', and '[Current stage: Email Applications of Qualified Candidates](#)'.

Sender	Subject	Date
Jessica Crosby	Candidate for review: J. Candidate (Office Specialist I)	Thu 2:28 PM
Jessica Crosby	Candidate for review: I. Wantajob (Office Specialist I)	Thu 2:28 PM
Jessica Crosby	Candidate for review: K. Hiremepls (Office Specialist I)	Thu 2:28 PM
Jessica Crosby	Candidate for review: B. Agoodemply (Office Specialist I)	Thu 2:28 PM
Jessica Crosby	Candidate for review: T. Qualified (Office Specialist I)	Thu 2:28 PM

Thu 6/7/2018 2:28 PM
Jessica Crosby <reviews+120o7oy@mainebhr.recru>
Candidate for review: Kelly Mills (DOT Test)

To: Hire, Direct

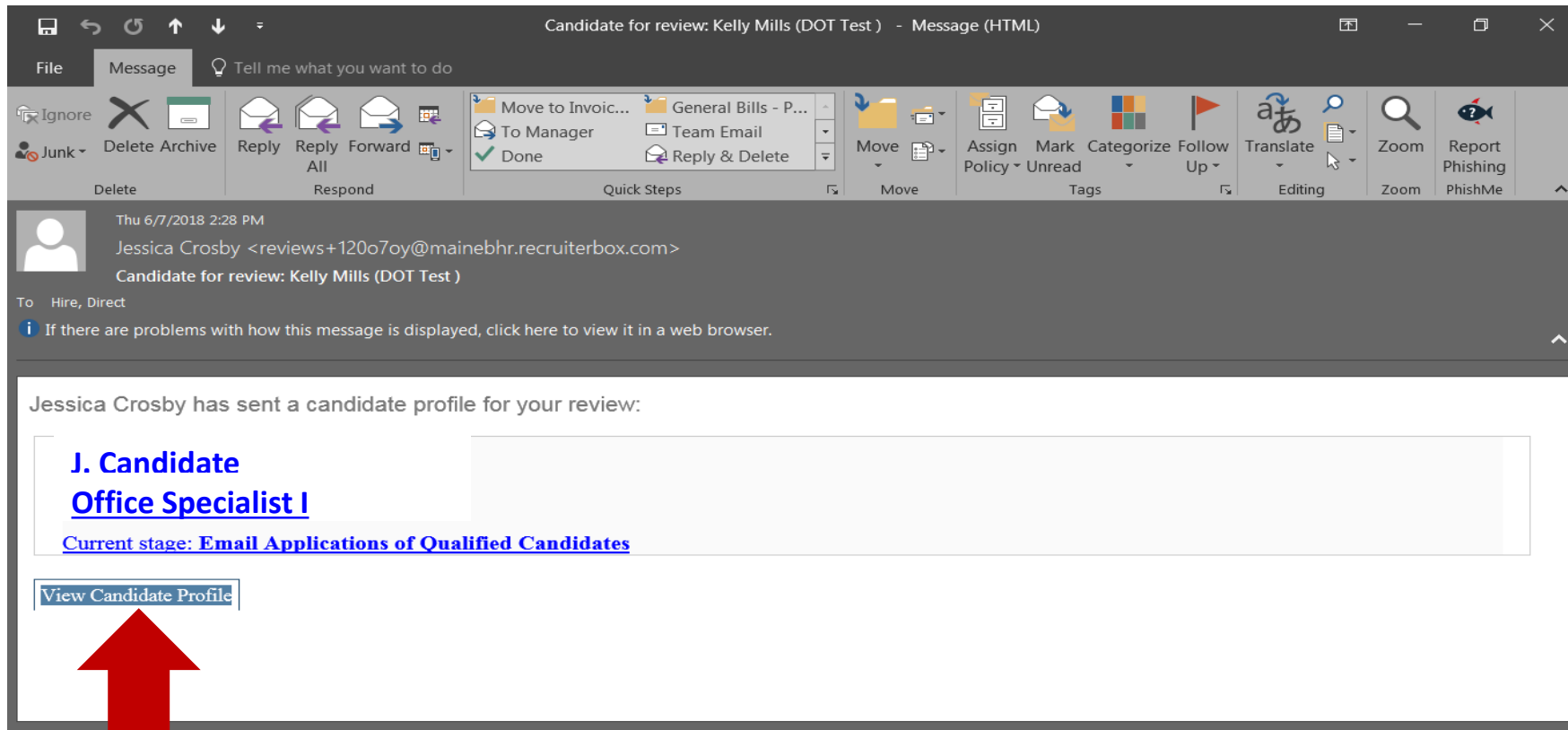
If there are problems with how this message is displayed, click here to view it in a web browser.

Jessica Crosby has sent a candidate profile for your review:

- [J. Candidate](#)
- [Office Specialist I](#)
- [Current stage: Email Applications of Qualified Candidates](#)

A link will redirect you to the candidate profile, resume, and cover letter on RB

NOTE: The link will expire after 30 days, if this happens, contact your HR, they will send you a new link.

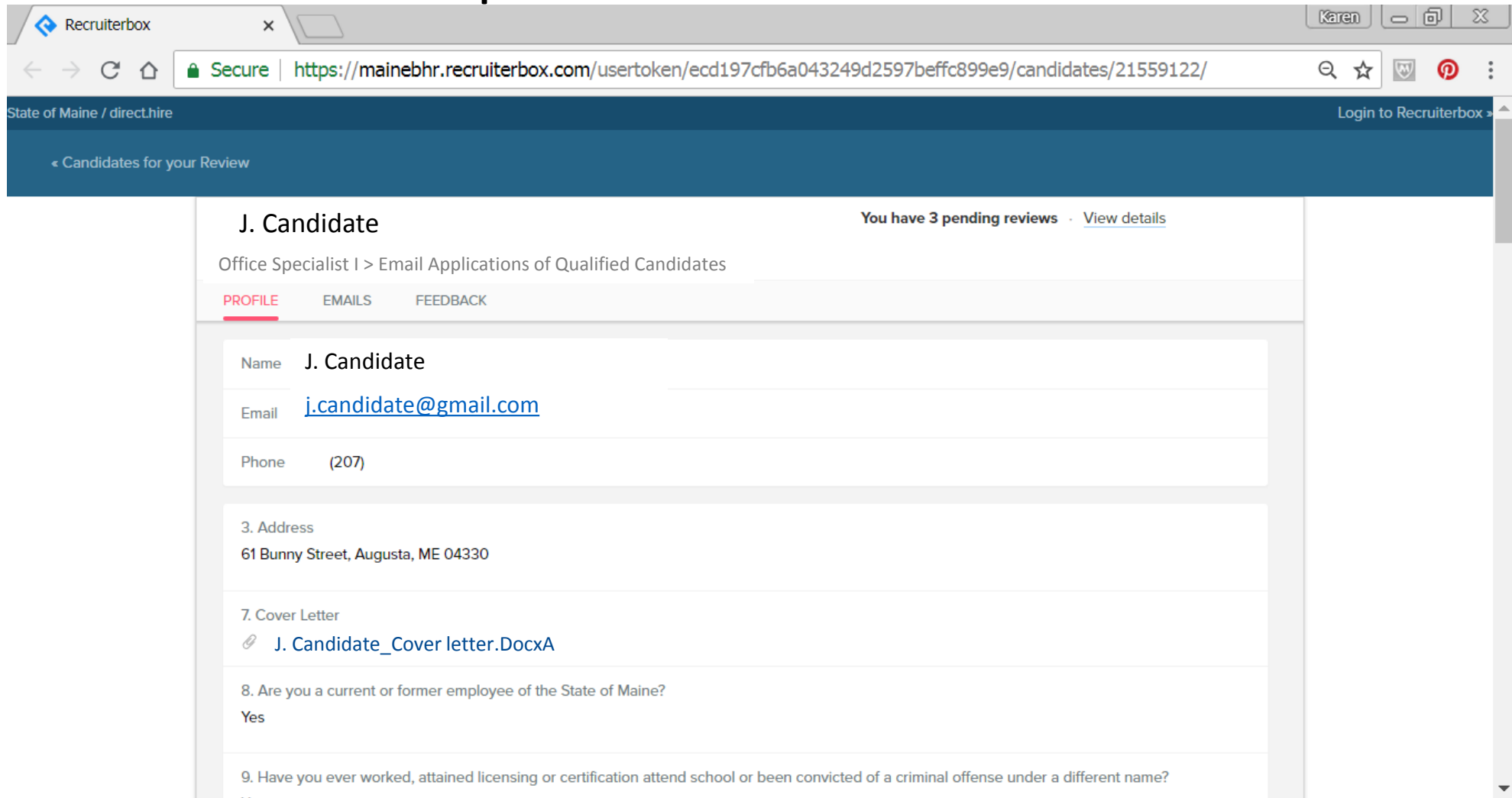


The profile you are linked to will include

- Candidate Name
- Email
- Address
- Cover letter
- Resume
- Application



When you click, your web browser will open the candidate profile



The screenshot shows a web browser window with the following details:

- Browser Tab:** Recruiterbox
- Address Bar:** <https://mainebhr.recruiterbox.com/usertoken/ecd197cfb6a043249d2597beffc899e9/candidates/21559122/>
- Page Header:** State of Maine / direct.hire | Login to Recruiterbox
- Breadcrumb:** < Candidates for your Review
- Section Header:** J. Candidate
- Review Status:** You have 3 pending reviews · [View details](#)
- Navigation:** PROFILE (selected), EMAILS, FEEDBACK
- Profile Fields:**
 - Name:** J. Candidate
 - Email:** j.candidate@gmail.com
 - Phone:** (207)
 - 3. Address:** 61 Bunny Street, Augusta, ME 04330
 - 7. Cover Letter:** [J. Candidate_Cover letter.DocxA](#)
 - 8. Are you a current or former employee of the State of Maine?** Yes
 - 9. Have you ever worked, attained licensing or certification attend school or been convicted of a criminal offense under a different name?**

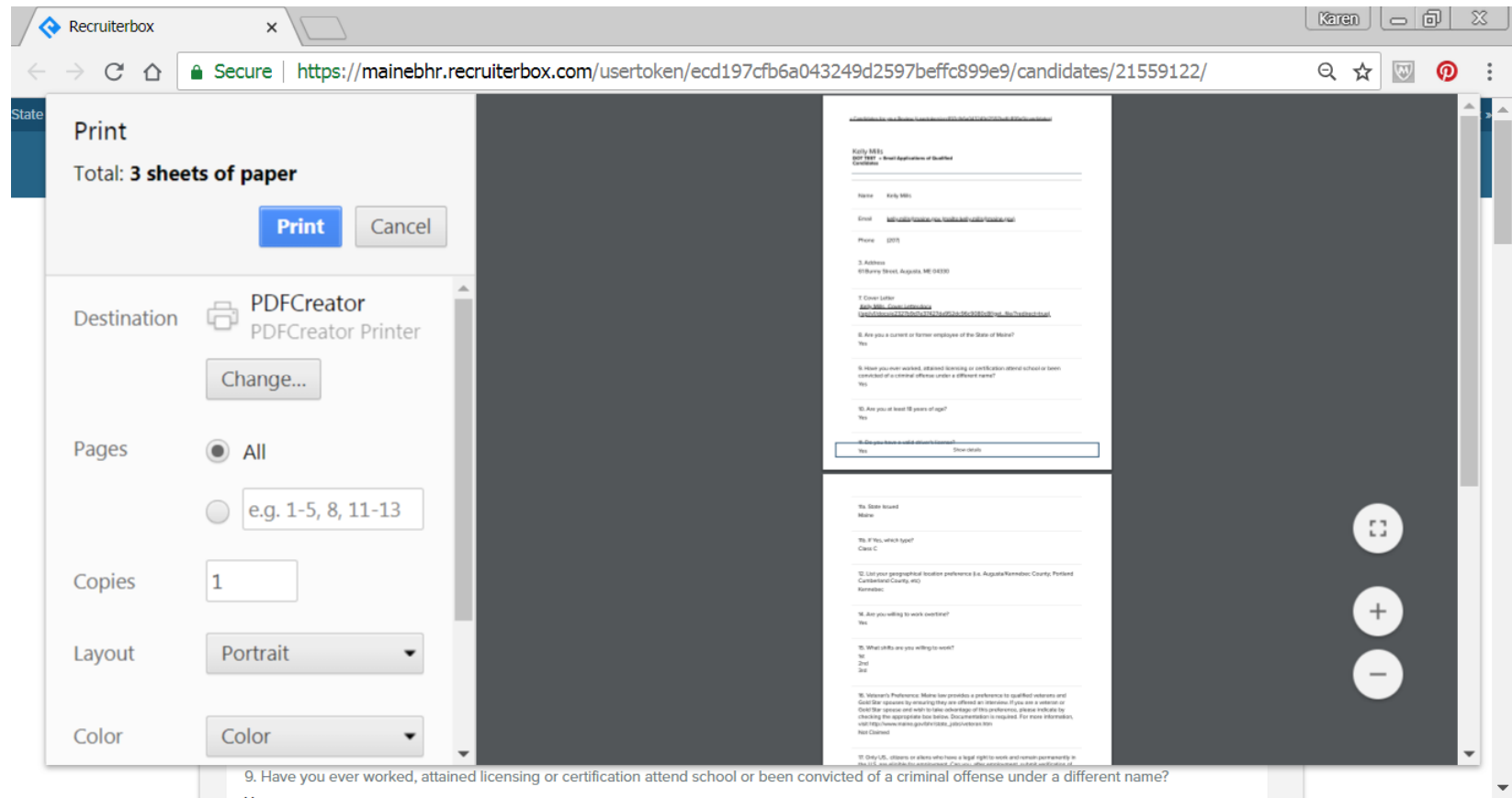
What will you do?

- Review applications/resume/cover letter online
 - or-
- Print from the screen
 - or-
- Save as a PDF (save them to their own file folder electronically)



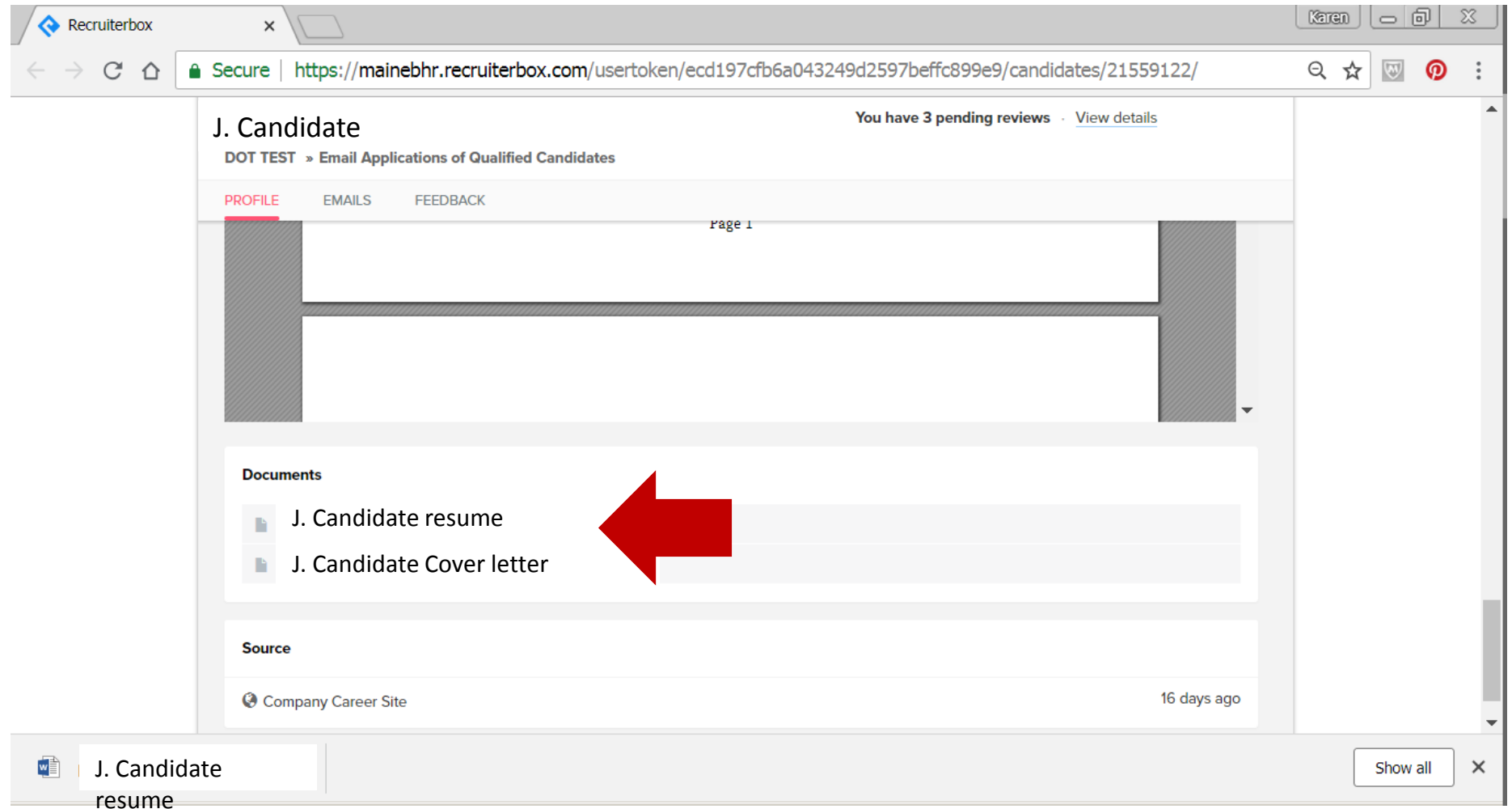
To print application from browser window

- Right click, select Print- then click print (this is how you can save it as a PDF too, you would change your printer to “Pdf creator” then save to file



The resume and cover letter

- Below the application, you will see the resume and cover letter...
- You can save or print these by clicking on the link in the documents box....



The screenshot shows a web browser window with the Recruiterbox interface. The page title is "J. Candidate" and the URL is "https://mainebhr.recruiterbox.com/usertoken/e cd197cfb6a043249d2597beffc899e9/candidates/21559122/". The page displays a candidate profile for "J. Candidate" with a "DOT TEST" status and "Email Applications of Qualified Candidates". The "PROFILE" tab is selected, and the page is on "Page 1". Below the profile, there is a "Documents" section containing two items: "J. Candidate resume" and "J. Candidate Cover letter". A red arrow points to the "J. Candidate resume" link. Below the documents section, there is a "Source" section with the text "Company Career Site" and "16 days ago". At the bottom of the browser window, a taskbar shows a document icon and the text "J. Candidate resume". A red arrow points to this taskbar entry.

Just a heads up...

When you follow the link to the application, you may notice the option to login(upper right corner of screen shot below) to RB at the top of the screen, you will not need to log in to review print or save as pdf. We are utilizing this service to collect applications, as the hiring manager, you will not need to learn how to use RB.

← → ↻ 🏠 Secure | https://mainebhr.recruiterbox.com/usertoken/e cd197cfb6a043249d2597beffc899e9/candidates/21559122/

ate of Maine / direct.hire

< Candidates for your Review

J. Candidate You have 3 pending review

Office Specialist I > Email Applications of Qualified Candidates

PROFILE EMAILS FEEDBACK

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Login to Recruiterbox >