EPLOY ACADEMY

Hiring Manager Training

Hiring Manager Training from Eploy Academy

When launching a new ATS, engaging your key stakeholders and Hiring Managers is vital to ensure a smooth and successful rollout. With dedicated Hiring Manager Training services from Eploy Academy, you'll be able to take advantage of the following benefits:

Fully bespoke training, delivered by Eploy experts with over 12 years combined experience on training Eploy users

Consistent delivery across your whole Hiring Manager population, ensuring everyone receives the same message

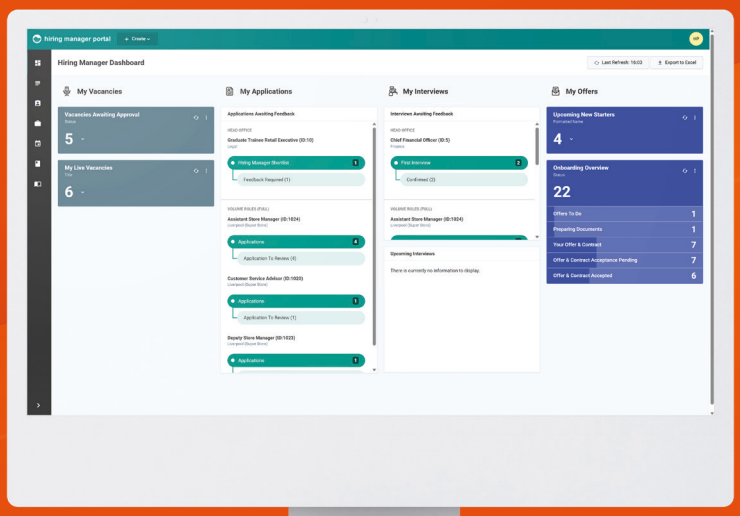
Videos and guides can be hosted locally, by yourselves, and made available either via your LMS or in the Hiring Manager Portal itself (or both!), ensuring your Hiring Managers have quick and easy access to training and guidance documents if they need a refresher

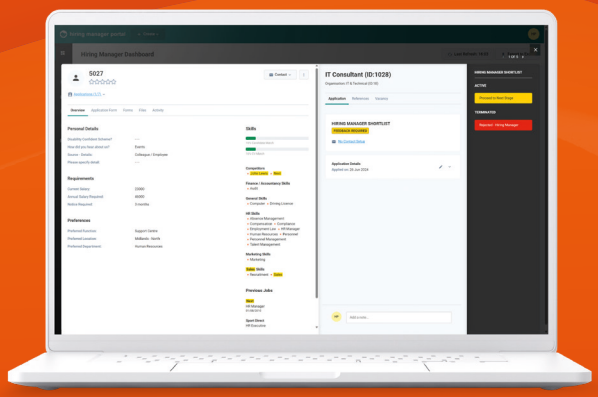
What's covered?

Whichever training option you choose (see next page), the following topics are covered as standard:

- **Hiring Manager Portal Introduction**
- **Vacancy Requisition and Authorisation**
- **Candidate Registration and Application**
- **Reviewing Applications**
- **Scheduling, managing and conducting Interviews**
- **Offer Creation, Authorisation and Onboarding Overview**

All training materials produced will be based on your system and will be tailored to match your requirements, including the option of bespoke, business specific content, if required.





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What options are available?

There are 3 training options available.

Hiring Manager Training sessions

Typically delivered remotely, these sessions last from between 60 to 90 minutes, depending on your process and any additional content required. These sessions can be delivered on-site if required, up to a maximum of 4 sessions per day. There is a limit of 50 attendees per session.

Hiring Manager Portal User Guide

A complete, tailored, user guide providing everything your Hiring Managers need to know about your Hiring Manager Portal and processes. This guide can be written using your own document templates and will be delivered to you as a MS Word document, which you can update as required to add any additional content you need. As it's your document, you're also free to update it yourselves as your processes change and your use of the system matures.

Hiring Manager Training Videos

7 fully scripted and professionally produced training videos, which can be embedded in to your Hiring Manager portal or hosted locally by yourselves. You'll receive one full-length end-to-end process overview video and 6 bite-sized videos. All videos are produced in 4k resolution, ensuring they look great regardless of which device you watch them on.

How to book

To purchase Hiring Manager Training from Eploy Academy, please speak to your Eploy Implementation Manager or Account Manager, or get in touch at **info@eploy.co.uk**.