Review / Select /Hire Temporary Employee Manager Quick Reference Guide



Getting Started

	Logging into Fieldglass
Home (View C Create Analytics PMO Dashboard Welcome My Work Items ••• You're all caught up! You have no work items that require your attention. My Descetty Viewed Items	Option 1) From MyBUWorks (<u>http://www.bu/edu/mybuworks/</u>) access TerrierTemps through Sourcing & Procurement (see screenshot below) Option 2) Navigate to <u>http://www.bu.edu/buworkscentral</u> Go to Procurement Tab and click on TerrierTemps tab at top Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url https://www.fieldglass.net/ and using your full e-mail as login any your BLL "Kerbergs" password
My Recently Viewed items Reeg. John T45JJS0000039 Job Seeker (Rejected) JC McDaniel. Quiana	 If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail <u>butemps@bu.edu</u>.



Hiring a Temporary Employee

Once a Job Posting is distributed to suppliers, suppliers must submit all candidates through Fieldglass. Submittals should not take place directly with Hiring Managers. Initiating and documenting all activities in Fieldglass helps to ensure data integrity, price competitiveness and supports the overall program success. If you have questions about a process, please contact the TerrierTemps Program Management Office at 617-358-1042.

Job Seeker Review-Process Overview

Job Seekers submitted by suppliers will be reviewed by the TerrierTemps Program Management Team to ensure they meet the requirements from the job posting and to shortlist the best candidates. The Hiring Manager will receive an email when job seekers are shortlisted. Email notifications contain a link to the TerrierTemps URL.

Hiring Manager Notified of Job Seekers to Review	After shortlisted by the TerrierTemps Program Management Team, the Hiring Manager will be notified via an e-mail notification that the resumes for job seekers are ready for review. The Hiring Manager will access Fieldglass and review recommended job seekers. Questions about the submittals should be directed to the TerrierTemps Program Management Team.
Hiring Manager Schedules Interview	The Hiring Manager will evaluate and identify job seeker(s) for interview, if desired. If an interview is not required, the Hiring Manager can go directly to selecting the successful candidate.
Selects Successful Candidate	The Hiring Manager will identify the successful job seeker and notify the TerrierTemps Program Management Team who will initiate the work order in Fieldglass. Onboarding activities will then be performed.

Access Job Seeker Document

From the **Job Posting** page, click on the **Job Seekers** tab to view all job seekers/candidates. All candidates that meet your requirements from the job posting will be visible to you.

Trainer	Actions 🗸 📮 🛧
BOSUJP00002506 JOB POSTING	
Progress Status Next Step Period Service Type	
⊘—⊙—⊖— Submitted Review responses 04/05/2021 to 09/03/2021 Temp	
Summary Details Job Seekers (18) Rate Details Rules Distribution Supplier Rates Interviews Approvals / Audit Trail Related	۹

There are three ways to access candidates/job seekers to review:

In the list view, a quick comparison can be done by viewing the bill rate and relative ranking/score of each job seeker.
 A more detailed, side-by-side comparison can be done by placing a check mark in the box next to all job seekers of interest; al clicking Compare.

Click the job seeker name hyperlink to view details of each candidate (see below).

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]	04/15/2021	Sternburg,	Ø	Submitted	90.0	0 Hour	USD	*****	3.0	• 🗹	Download View

Questions? Please contact the TerrierTemps Program Team: butemps@bu.edu; 617-358-1042 By clicking the job seeker's name, their details can be viewed through a pop-up window that allows you to scroll through the job seekers. The TerrierTemps PMO will add any comments from the agency in the comments section.

Click on the View Details link to be taken to the Job Seeker's individual page.

Use the Schedule Interview button to schedule interviews.

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From the Job Seeker's page:

Details Tab: View proposed rate information; the job seeker's resume, and score against requirements. The score evaluates all skills required, bill rate comparison and start date availability based on the hiring managers requirement.

Interview Tab: Click on this tab to schedule an interview or to view currently scheduled interviews.

Rating Tab: Provides a log of the Hiring Manager's rating for the job seeker.

Hire a Job Seeker

Select the successful job seeker by placing a checkmark beside them on the Job Posting Responses tab and clicking the **HIRE** button. Proceed to Work Order Creation.

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The information from the Job Posting will populate into a Work Order. You will be asked to verify the information.

Click **Continue** at the bottom of page. You will advance to the **REVIEW AND SUBMIT** tab. Review information one more time for accuracy and Click the appropriate button to save the Work Order as a draft (Complete Later), Submit, or Cancel the Work Order.

If you prefer, the TerrierTemps Program Management Team can create the Work Order for you. Once completed by the TerrierTemps Program Management Team, the work order will route for your approval.

From the Work Items list, Click on Approve under Work Order. Review Details and Click on Approve.

Period 03/31/2014 to 05/31/2014	Status Pending Approval	Job Seeker ID PCW1JS00000039	Job Posting Vehicle Operator (BOSUJP00000033)	Supplier PCWO Test Supplier 1
Approve	View Budget	More Actions 🔻		
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Accounting			Work Order Details	
Rates		Final (U	SD) Buyer Reference	Edit
ST / Hr 🖪	Straight Time		Supplier Reference	
Supplier Bill Rate		45	.08 Original Period	03/31/2014 to 05/31/2014
MSP Fee		0.000%	Site	US-DC-Washington-2807 Connecticut
Bill Rate		45	.08	Avenue Northwest

Completing Work Order On-Boarding and Evaluations

On-Boarding items include email, SAP, badge etc. These are reminders to ensure you request the appropriate access for your temporary employee. Hiring managers will receive reminder emails prior to the temporary employee starting their assignment.

At the Fieldglass Desktop, go to Work Items and select the Mark as Completed link under the Onboarding items section.

For each applicable On-Boarding item, click **Mark as Completed**. In the dialogue box, select the completion date and enter comments as necessary.

Access	Gerzon, Inr	าล			•		Mark as Complete
_{Status} Pending	Due 04/15/2021	Actor Job Posting Owner	_{Code} Access	Work Order ID BOSUWO00002491	Worker ID BOSUWK00002247	Original Recipient Matthew Barber (Hiring Manager)	
- • •							

You will receive **Worker Evaluations** when the worker has been in the assignment 14 and 30 days. At the Fieldglass Desktop, go to **Work Items** and select the link for the evaluation, click the **Evaluate and Complete** button. The evaluation will open as a pop-up window for each item (8) rank the worker on a 1-5 scale, click **Mark as Complete** when done.

Mark as C	Complete					~~
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