

### About this Role

The Hiring Manager role in ASPIRE provides you quick access to view the credentials of candidates who have applied to a requisition where you are listed as the hiring manager AND the candidates are in a status of *Manager Review* or higher.

### Protect Confidentiality

Like any system at Harvard that provides access to confidential data, you are responsible for maintaining a candidate's confidentiality. Simply stated, you should not share information on *any* candidates with others who are not directly involved in the search

### Manager Expectation

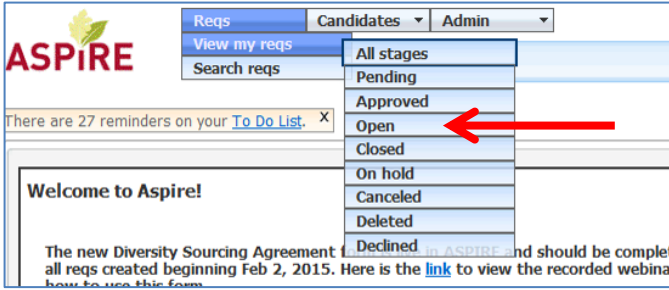
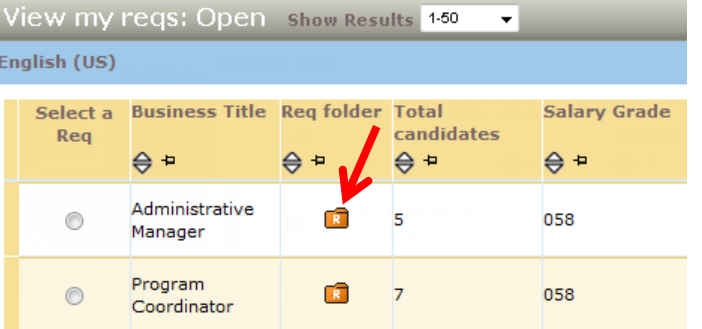
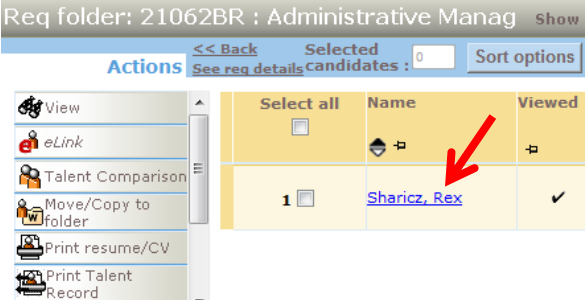
You should make a periodic task of reviewing each of your open requisitions and providing feedback to your recruiter on the next steps (e.g., phone screen, interview, decline, etc.) for each of the candidates moved to **Manager Review**. Be aware that you will receive automated e-mails when your requisition opens and closes. These emails are informational and do not require any action on your part.

### Accessing ASPIRE

Here are some important tips when using ASPIRE:

- The only web browsers supported are Internet Explorer, Firefox on Windows, and Firefox on a Mac.
- Many of the pages use pop-up windows, make sure to turn off your browser's pop-up blocker (Tools>Pop-up Blocker>Turn Off Pop-up Blocker).

To access ASPIRE, navigate to: <https://trm.brassring.com/harvard>. Make this URL a favorite in your browser.

<b>Viewing Your Open Requisitions</b> To view your open requisitions and candidates, select <b>Reqs &gt; View my reqs &gt; Open</b> from the top menu.	
<b>Viewing Your List of Candidates</b> To view the list of candidates for a position, click the requisition's <b>orange folder</b> .  <i>The <b>Total candidates</b> field indicates the total number of candidates that have applied to the position – regardless of status. The number of candidates you can view may be less because your view is restricted to candidates in Manager Review or higher.</i>	
<b>Viewing a Candidate's Talent Record</b> To view a candidate's Talent Record, click the candidate's name (hyperlink).	

## ASPIRE Talent Record

## Talent Record: Winfrey, Oprah

20679BR: Staff Assistant III (HR)

1000 Michigan Avenue  
Chicago, Illinois 60609  
617-555-1212  
Oprah@oprah.com

**Candidate type:**  
External  
**HR Status:**  
Accepted Other Harvard Position  
**HR status date:**  
30-Jul-2014  
**HR status updated by:**  
Manager, Automation

**Notes:**  
N/A  
**Form:**  
N/A  
**Comm:**  
N/A

Contact Details Resume/CV Cover Letter Experience/Education

Oprah Winfrey  
1000 Michigan Avenue 617-555-1212

Pop-up window for resume (and cover letter)

View this tab if cover letter is not included with the resume

Open PDF

## View a Candidate's Resume and Cover Letter

After clicking on a candidate's name, ASPIRE's Talent Record page opens with a pop-up window displaying the candidate's PDF resume. You can also access the text-only version (no formatting) of the candidate's resume by clicking the **Resume/CV** tab (shown above). If you close the resume pop-up window, It can be reopened by clicking the **Open PDF** button on the right side of the screen.

## Where is the Cover Letter?

Most candidates upload their resume and cover letter as a single document – if after scrolling through the pop-up resume window you do not see the cover letter, click the **Cover Letter** tab to view it.

## eLink Candidate Talent Records

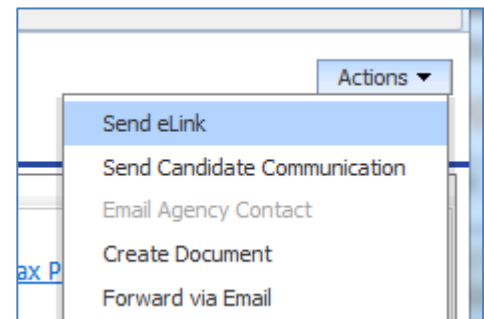
You can forward a candidate's Talent Record by using the **Actions** menu in the top right and selecting **Send eLink** from the dropdown list.

In the pop-up window, click the **List** button to select the Harvard employee(s) you are sending the candidate information to.

To: (system users)

List&gt;&gt;

When finished, click **Send**.



If you need assistance in using this role, please contact your Recruiter.