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.

Viewing Your Open Requisitions
To view your open requisitions and candidates, select Reqs >View my reqs > Open from the top menu.

Viewing Your List of Candidates
To view the list of candidates for a position, click the requisition’s orange folder.

The Total candidates 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.

Viewing a Candidate’s Talent Record
To view a candidate’s Talent Record, click the candidate’s name (hyperlink).
ASPIRE Talent Record

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.

When finished, click Send.

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