

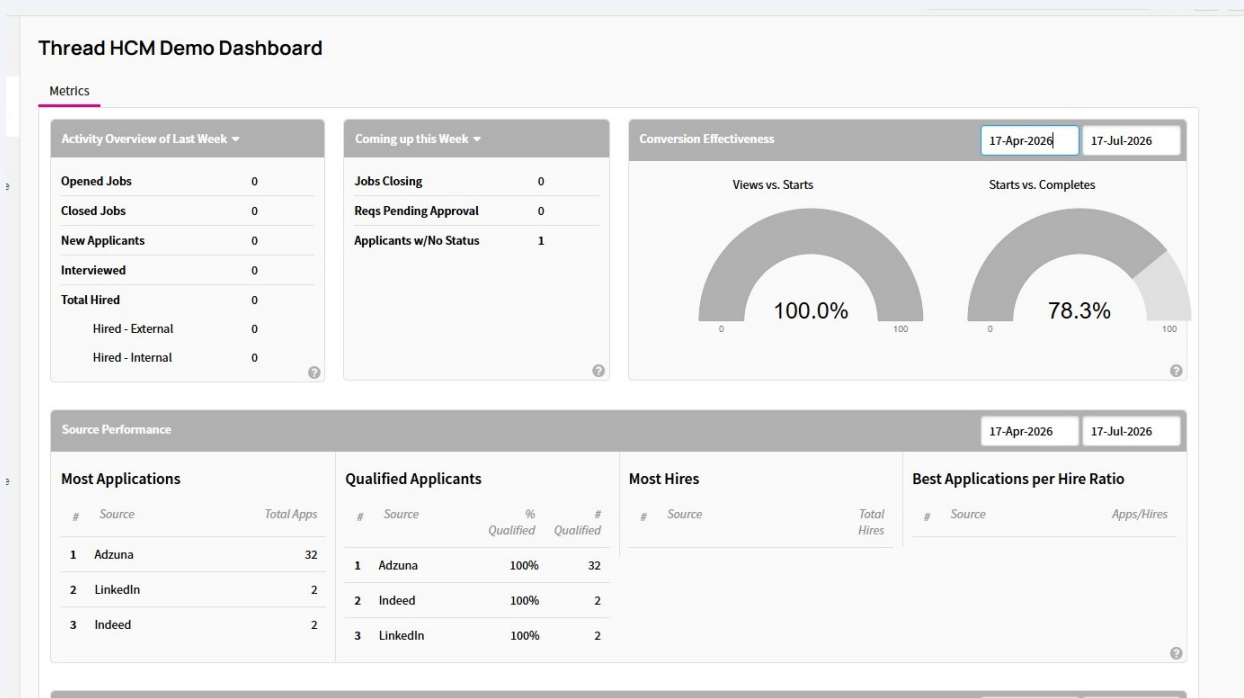
# How to Hire an Employee from Applicant Tracking (iHire, ATS)



Learn how to access and review candidate onboarding information directly through the iSolved Hire dashboard. This guide simplifies the navigation process so you can quickly locate specific applicant records for your hiring needs.

1

Navigate to <https://admin.isolvedhire.com/dashboard/?id=1341&name=dashboard>



2

Navigate to 'All Applicants' via the 'Applicants' side menu



Applicants

Candidate Marketplace

Jobs

Reports

Inbox

Add

Marketplace

All Applicants

Applicants By Job

Incomplete Apps

Hiring Pipeline

eForm Dashboard

All Department

All Statuses

All Tags

Qualified

All Sources

All Jobs

Active Jobs

Accountant - 774485

Automotive Technician - 1089042

Benefits Administrator - 774490

Benefits Coordinator - 801826

HCM Office Manager - 1105939

Human Resources Assistant - 93798

Active

18-Apr-2026

17-Jul-2026

Show Sent Emails

Filter

Note: Due to a large number of Statuses and/or Sources, you may experience a delay in using the search filters at this time.

Displaying 1 - 4 of 4 Total Candidates

|    | Cronofy Invite | Name                | Tags    | Date        | Job Title                 | Source   | Met BQ | Avg Rating | Status        |
|----|----------------|---------------------|---------|-------------|---------------------------|----------|--------|------------|---------------|
| 1. | Action Invite  | CANNON, JASMINE     |         | 16-Jun-2026 | Human Resources Director  | Indeed   | Yes    | ☆☆☆☆☆      | Not Qualified |
| 2. | Action Invite  | itssolver, Benef    |         | 23-Jun-2026 | Benefits Administrator    | LinkedIn | Yes    | ☆☆☆☆☆      |               |
| 3. | Action Invite  | Weriga, Abdishakur  |         | 22-Jun-2026 | Human Resources Assistant | Adzuna   | Yes    | ☆☆☆☆☆      | Not Qualified |
| 4. | Action Invite  | Klemmensen, Bradley | SH Test | 04-Jun-2026 | Office Controller         | LinkedIn | Yes    | ☆☆☆☆☆      | Not Qualified |

Select All - Select None

Displaying 1 - 4 of 4 Total Candidates

Manage Selected Applicants: Action Update Status Change Archive Email SH Assessments

Need help? Search the Help Content

Common All Applicants Questions

Don't see Messages tag

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Need help? Search the Help Content

Common All Applicants Questions

Don't see Messages tag

## 4 Click "Onboarding"

The screenshot shows the applicant profile for JASMINE CANNON. The 'Onboarding' tab is highlighted with an orange circle. The profile includes contact information, application status (Not Qualified), and a timeline of events. The 'Onboarding' tab is the first of several tabs: Questions, Assessments, Background & Drug Screen, Integrations, Onboarding, eForms, and Questionnaires. The 'Onboarding' tab shows a 'Very High job match score' of 95% and a list of skills analysis.

**Applicant Filter:**

- Department: All Department
- Position: Human Resources Director - 774498
- Application Statuses: All Application Statuses
- Tags: All Tags
- Active: 18-Apr-2026
- Qualified: 17-Jul-2026
- Sort By: [Dropdown]
- Filter

**Applicant Profile: CANNON, JASMINE**

Contact: jasmine.cannon@hirehub.careers | Cell 1 (770) 335-6780 (Text Preferred)  
Location: N/A ATLANTA, GA 30058

**Application Status:** Not Qualified

**Application Tags:** Add a Tag

**Timeline:** APPLICATIONS (0)

- Status Changed by System Generated | 16-Jun-2026  
Status: Not Qualified  
Status Automatically Assigned On Application Completion at 6:28:04 pm
- Emailed by System Generated | 16-Jun-2026  
Sent the Thank You Email - First Stage - Automatically Sent email template at 6:28:03 pm.

**Onboarding Tab:**

**Summary** Resume

**Very High job match score**  
A very high candidate match indicates JASMINE has relevant experience and very strong overlapping skills.  
Help improve match accuracy

**Skills Analysis** Expand skills analysis

**Top matched skills**

- Employee Relations
- Employee Engagement
- Problem Solving
- Performance Management
- Human Resource Strategy
- Interpersonal Communications
- Human Resource Management
- Planning
- Decision Making

**Top skills to grow**

- Operational Excellence
- Healthcare Industry Knowledge
- Financial Management
- Risk Mitigation
- Engagement Surveys
- State Laws
- New Hire Orientations
- Performance Improvement
- Performance Appraisal

## 5 Click 'Start Process'

The screenshot shows the applicant profile for JASMINE CANNON. The 'Start Process' button is highlighted with an orange circle. The profile includes contact information, application status (Not Qualified), and a timeline of events. The 'Start Process' button is located in the 'Onboarding' tab, which is the first of several tabs: Questions, Assessments, Background & Drug Screen, Integrations, Onboarding, eForms, and Questionnaires. The 'Start Process' button is a blue button with the text 'Start Process'.

**Applicant Filter:**

- Department: All Department
- Position: Human Resources Director - 774498
- Application Statuses: All Application Statuses
- Tags: All Tags
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**Onboarding Tab:**

**isolved**

**Start Process**

**Integrations By HR Fuse**

6 Click here

Initiate Candidate Onboarding

iSolved Legal Code\*

New Hire Onboarding

Hiring an applicant that has never worked for your organization before? Click Here and begin the new hire paperwork!

Start New Hire Process

Rehire Onboarding

Have an applicant that has worked for your organization before and you are needing to rehire them? Click here to begin the re-hire paperwork!

Note - Rehiring is only available for employees who have a termination status and are eligible for rehire in iSolved.

Start Rehire Process

Integrations By HR Fuse

7 Click "Page 5"

Initiate Candidate Onboarding

iSolved Legal Code\*

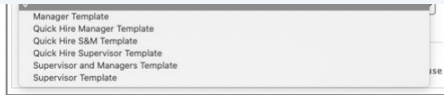
iSolvedHire - iHire1

Onboarding Template\*

- ✓ Manager Template
- Quick Hire Manager Template
- Quick Hire S&M Template
- Quick Hire Supervisor Template
- Supervisor and Managers Template
- Supervisor Template

ise

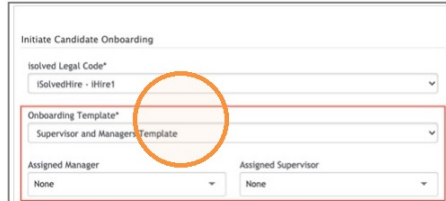
## 8 Click here



Manager Template  
Quick Hire Manager Template  
Quick Hire S&M Template  
Quick Hire Supervisor Template  
Supervisor and Managers Template  
Supervisor Template

Additional drop-down options are displayed based on the Onboarding Template selected. These may take a moment to populate since this information is pulled from your settings in iSolved. Assigned Manager or Supervisor or both will be displayed.

3. Choose the desired **Assigned Manager** and/or **Supervisor** from their corresponding drop-down lists.



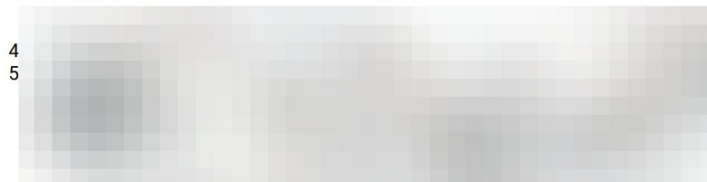
Initiate Candidate Onboarding

Solved Legal Code\*  
(SolvedHire - iHire1)

Onboarding Template\*  
Supervisor and Managers Template

Assigned Manager  
None

Assigned Supervisor  
None



4  
5

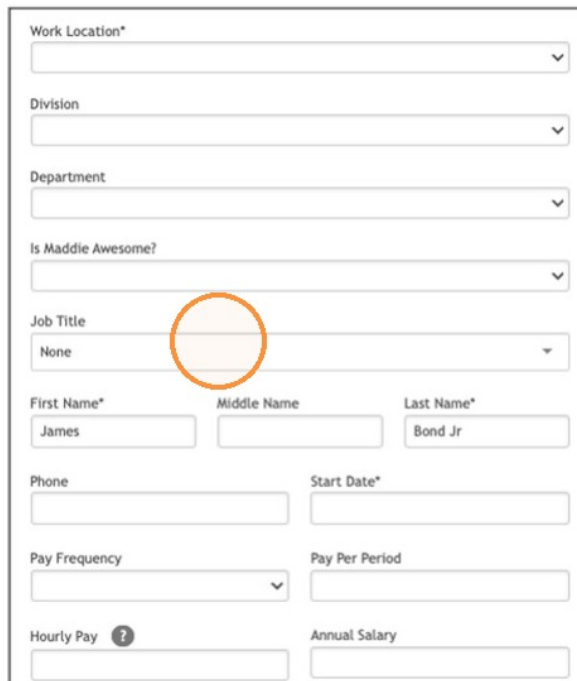
ding drop-down menus.  
initial) should be added if it's  
form but should be updated

liam F. Jensen III", this  
ormation is being sent to

iSolved, we recommend that you complete the fields as best you can.

6. Select the new employee's **Start Date** from the calendar.
7. Select the **Pay Frequency** from the drop-down list and add a **Pay per Period** (salaried employees) or **Hourly**

## 9 Click here



Work Location\*

Division

Department

Is Maddie Awesome?

Job Title  
None

First Name\* James Middle Name Last Name\* Bond Jr

Phone Start Date\*

Pay Frequency Pay Per Period

Hourly Pay ? Annual Salary

10 Click here

Additional Included Fields

When this new employee is passed over to isolved, they will appear in the Pending Employee Dashboard. Once they have successfully been hired and moved out of the Pending status, we are able to provide more data to complete the employee record. Please select which data you would like to be included below:

- ☒ HR Data Survey New
- ☒ Documents
- ☒ Employment History
- ☒ Education History

In order to pass over education history, you must select an education type. All of the education history will be passed over with this type. However, the type can be changed from within isolved at any time.

Education Type\*

College

11 Click here

isolved

Start Process

Sent to isolved

Employee ID

Date Requested

18-Oct-2018

Request Sent By

Camijo Al

Integrations By HR Fuse

12 Click here

The screenshot shows the 'Pending EE Dashboard' in the iSolved HR system. The top navigation bar includes the iSolved logo, 'DELIVERED BY iSolved QA Team', and a user profile icon with the text 'Explore iSolved People Cloud'. Below the navigation bar, the client name 'Client: iHireT - iSolvedHire' is displayed. The dashboard title is 'Pending EE Dashboard', with a 'iSolved University' link and a 'Help' button. The left sidebar contains a search bar and a menu with categories: 'EMPLOYEE MANAGEMENT', 'EMPLOYEE ADMIN TOOLS', and 'Pending EE Dashboard'. The 'EMPLOYEE ADMIN TOOLS' section includes links for 'Employee Administration', 'Employee Scheduling', 'Enrollment Management', and 'Initiate Onboarding'. The 'Pending EE Dashboard' section includes links for 'Pending Employees', 'Pending Terminations', 'Pending Workflow', 'Self-Service Management', 'Employee Analytics', and 'Employee Utilities'. The main content area shows a 'New Hires (19)' and 'Refires (3)' summary. Below this, there are instructions: '1. Select employee(s)' and '2. Select an action'. A table of pending employees is displayed with columns for selection, tabs (Applicants, Employee, Legal, Org Values, DB Initiat, Onboard, Onboardin, ESS Acco), employee details, dates, and actions. The 'Legal' tab is circled in orange. The table contains the following data:

|                          | Applicants | Employee       | Legal       | Org Values                       | DB Initiat | Onboard       | Onboardin       | ESS Acco     |
|--------------------------|------------|----------------|-------------|----------------------------------|------------|---------------|-----------------|--------------|
| <input type="checkbox"/> |            | Cinderella     | iSolvedHire |                                  | 7/20/2021  | Not Started   | Supervisor a... | Resend Activ |
| <input type="checkbox"/> |            | Vera, Damian   | iSolvedHire | Division: 100                    | 7/21/2021  |               |                 |              |
| <input type="checkbox"/> |            | Sherman, W...  | iSolvedHire |                                  | 12/7/2021  |               |                 |              |
| <input type="checkbox"/> |            | Johnson, A...  | iSolvedHire | Division: FI...<br>Department... | 12/3/2021  | Not Started   | Supervisor T... | Resend Activ |
| <input type="checkbox"/> |            | Estevez, Em... | iSolvedHire | Division: FI...<br>Department... | 12/3/2021  | Employee G... | Supervisor T... | Resend Activ |
| <input type="checkbox"/> |            | Date, Picker   | iSolvedHire | Division: FI...<br>Department... | 12/3/2021  | Not Started   | Supervisor T... | Resend Activ |