



Subject: Action Required for HCM Recruiting

Recently, we have been experiencing some misunderstandings about training requirements and access to the various portions of WyoCloud, and specifically the Recruitment Module. There is a separate recruitment learning plan that is required for all *supervisors, search committee members, and approvers on approval chains*. If you are in one of the groups listed, you will need to ensure you have taken the “HCM Recruiting System Access” training so employees can be hired, rehired and/or transferred in a timely manner.

Instructions: To locate and enroll in this learning plan, log into the [Employee LearnCenter](#), click on Course Catalog then search for “HCM Recruiting”. Locate the learning plan titled “HCM Recruiting System Access” and click the [blue plus sign](#) to the right to enroll. You can then click on the title and begin completing the trainings. There are 4 short courses to complete the module, and all must be completed for access.

Please note: This training is not automatically added to your learning plan. You will need to add/enroll in this course. If you are unsure if you’ve taken the training, you can check the “My Transcript” screen for verification.

Recruitment: In order to ensure proper reporting in the system, supervisors need to be recorded as the “Hiring Manager” to eventually load into HCM. Employees serving on search committees are “collaborators” who need access to candidate materials will not gain access unless this training has been completed. Supervisors of supervisors need to ensure that their entire chain of command has taken the training so that correct approvals for all recruiting activities are generated and obtained as part of the requisition process.

Please contact IT Help Desk or HR at 307-766-2377 with any questions you may have regarding access to HCM Recruiting and the HCM Recruiting Access Training. Please feel free to come to any of the upcoming open labs.

Resources

- [HR Website](#)
- [Quick Reference Guides](#)

Contact Information

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