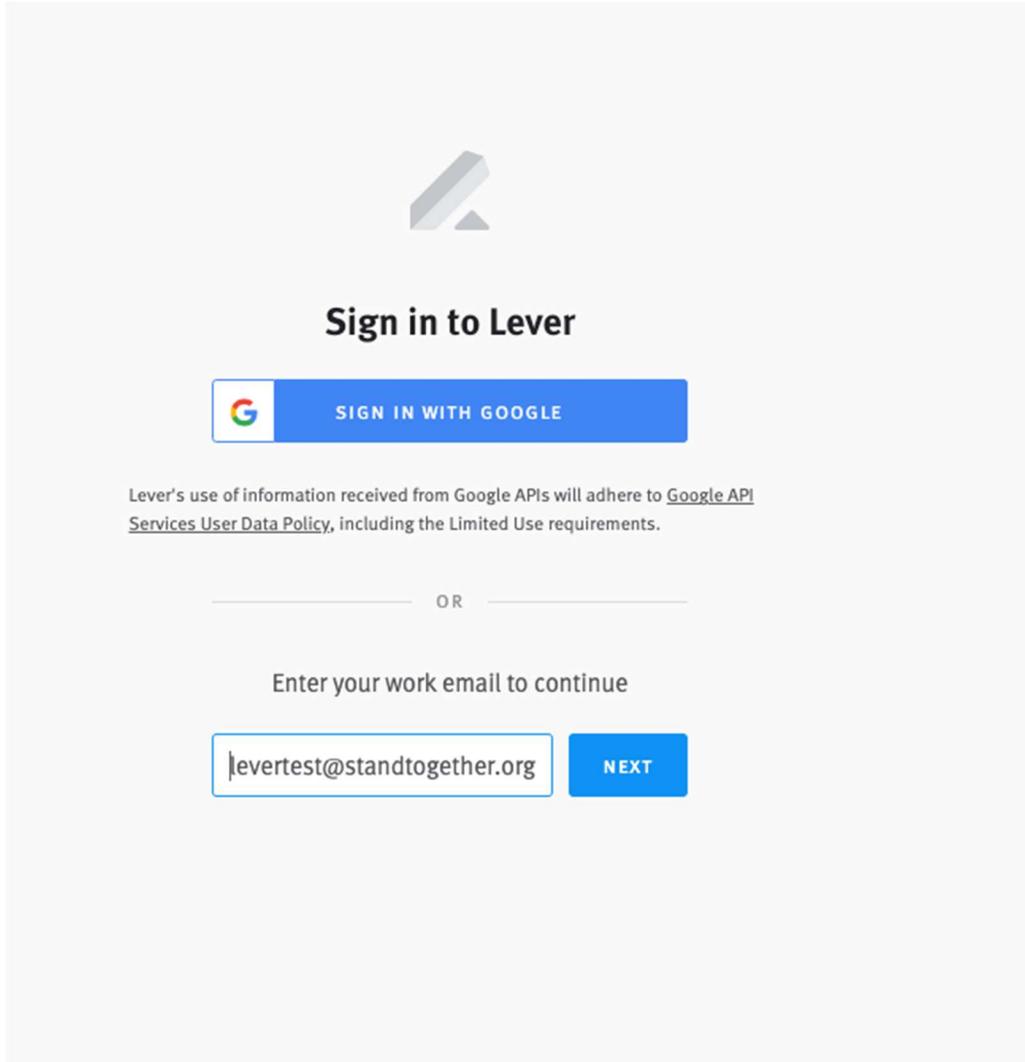


Lever Guide for Stand Together Fellowships Partners

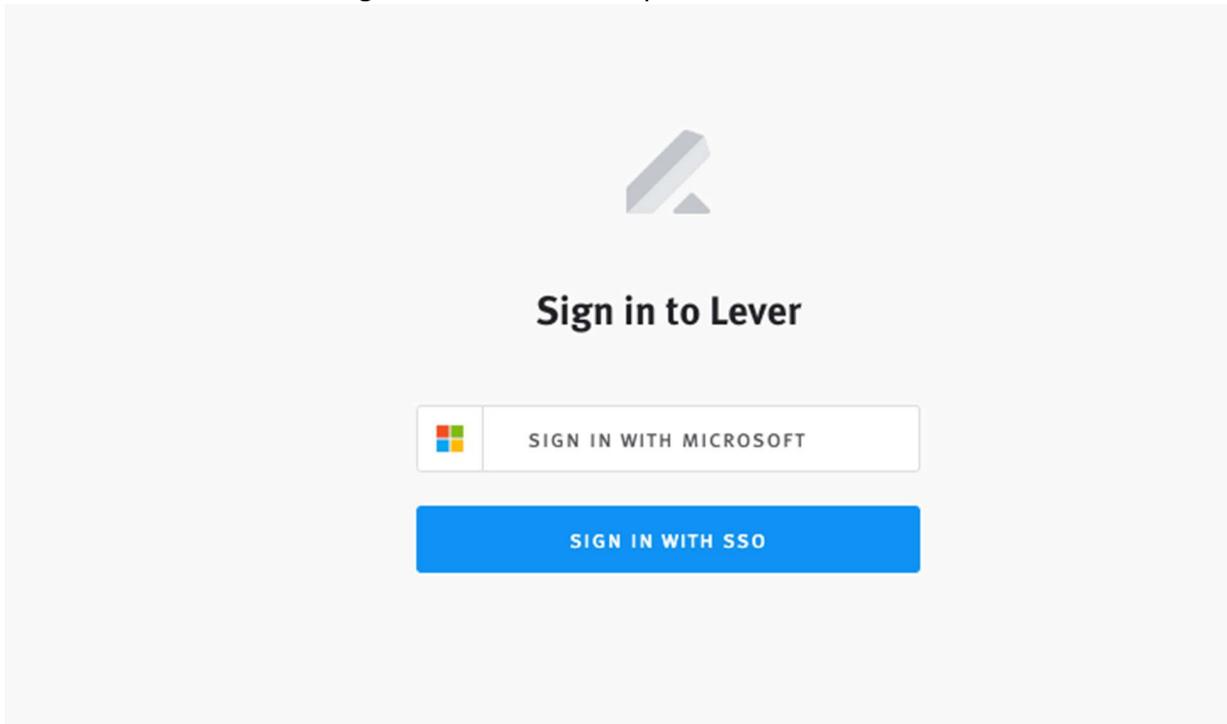
1. Getting Started

1.1. The first time you log in to Lever, you will want to sync your account. To do so, go to hire.lever.co. From the log-in screen, enter your Stand Together email address in the box at the bottom of the screen



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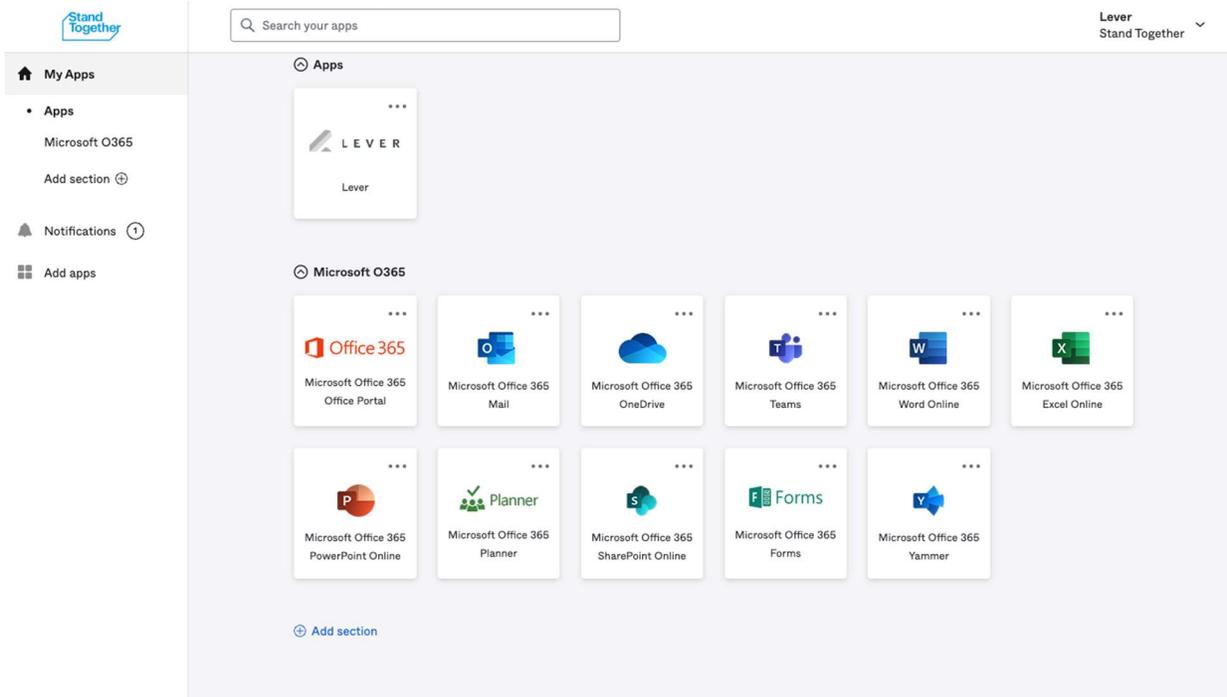
1.2. Then click on the Sign In with Microsoft option



1.3. You should then be logged back into Lever

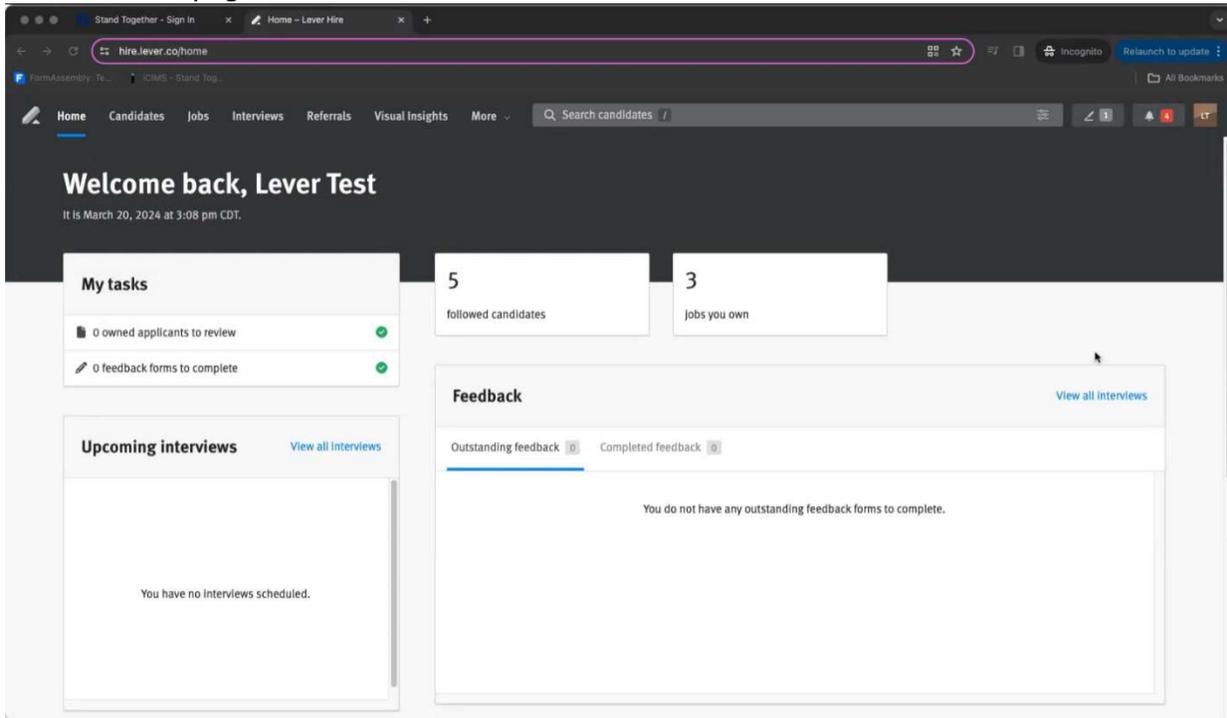
1.3.1. You may be prompted to re-enter your Stand Together email address and password

1.4. Going forward, you should access Lever through Okta and then click on the Lever title on the Okta homepage.



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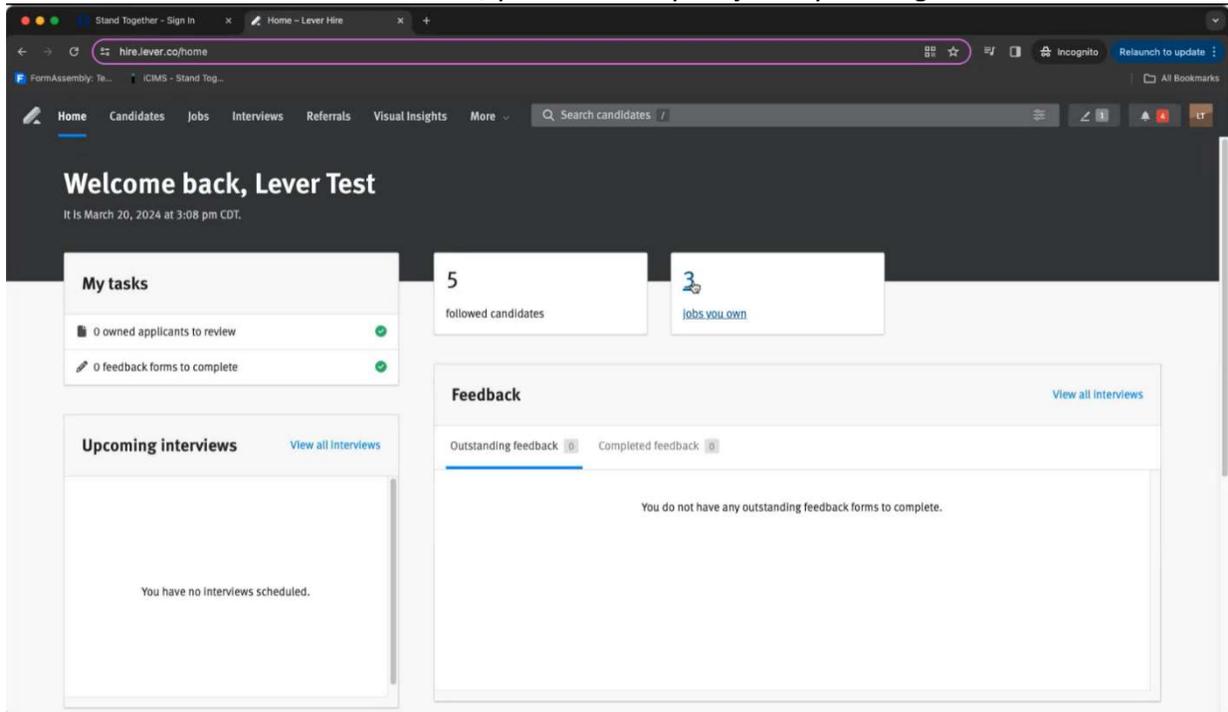
1.5. When you click on Lever from the Okta homepage, you will be taken to the Lever home page.



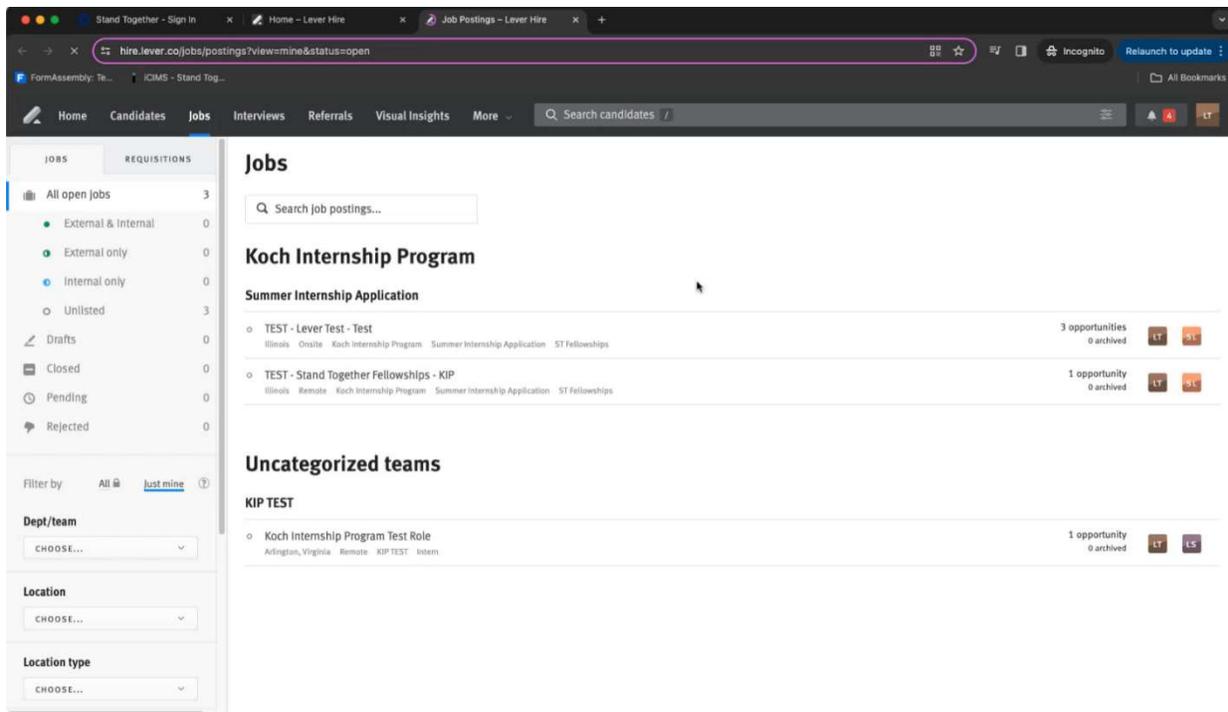
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2. Jobs

2.1. From the Lever home screen, you can view your jobs by clicking on Jobs You Own.

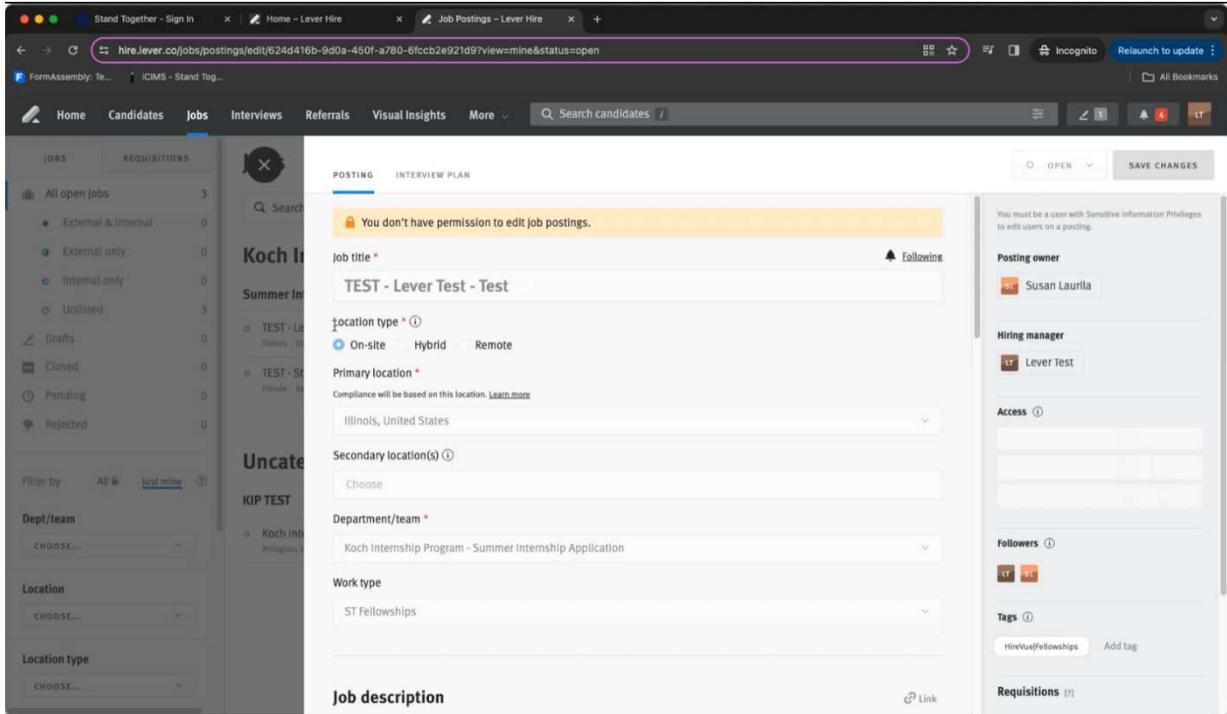


2.2. On the Jobs screen, you can view your job postings. To view a posting, click on the job title.



2.3. Clicking on the job title should bring up the job details. You will not have editing permission, so please reach out to the Stand Together Fellowships team if there is a need to update the posting.

Lever Guide for Stand Together Fellowships Partners



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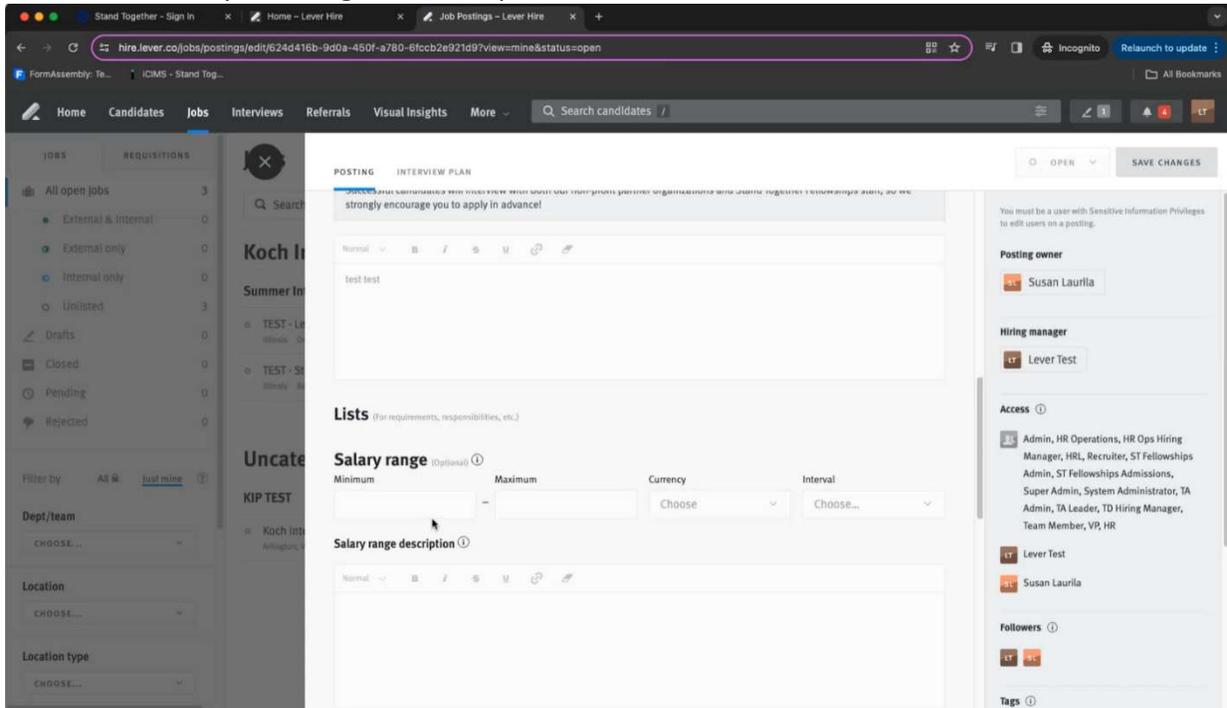
2.4. You should review the job location type. On-site jobs are in office only, Remote jobs are jobs available to in-office or purely remote work.

2.5. You should also review the job description and lists to confirm the description and job requirements are accurate.

The screenshot displays the Lever HR system interface for editing a job posting. The browser address bar shows the URL: `hire.lever.co/jobs/postings/edit/624d416b-9d0a-450f-a780-6fcc2e921d9?view=mine&status=open`. The navigation menu includes Home, Candidates, Jobs, Interviews, Referrals, Visual Insights, and More. The main content area is titled 'POSTING' and 'INTERVIEW PLAN'. The job title is 'Koch Internship Program - Summer Internship Application'. The 'Work type' is set to 'ST Fellowships'. The 'Job description' field contains the following text: 'Opening based on a template for: Koch Internship Program. The Koch Internship Program (KIP) is a paid, 10-week experiential learning program run by Stand Together Fellowships that offers meaningful work experience at non-profits all over the country tackling some of our nation's most pressing challenges. Throughout your internship with a partner organization, Stand Together Fellowships hosts virtual professional development sessions every Thursday from 1-5 pm ET, wherein you will be mentored by seasoned professionals as you craft a capstone project on the topic that matters most to you. Interns will receive either a \$5,500 or \$3,300 stipend from Stand Together Fellowships depending on whether they are participating full-time (40 hours/week) or part-time (28 hours/week). Successful candidates will interview with both our non-profit partner organizations and Stand Together Fellowships staff, so we strongly encourage you to apply in advance!'. The 'Posting owner' is Susan Laurila, and the 'Hiring manager' is Lever Test. The 'Access' section lists various roles with permissions, including Admin, HR Operations, HR Ops Hiring Manager, HRL, Recruiter, ST Fellowships Admin, ST Fellowships Admissions, Super Admin, System Administrator, TA Admin, TA Leader, TD Hiring Manager, Team Member, VP, HR. The 'Followers' section shows Lever Test and Susan Laurila. The 'Tags' section is currently empty.

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2.6. Finally, please review the Salary Range. You can differentiate jobs by part-time and full-time and this section will reflect the KIP stipend (\$3,300 for part-time, \$5,500 for full-time). If your role is open to either option, then the salary range should show the entire stipend range between part-time and full-time.



Lever Guide for Stand Together Fellowships Partners

3. Opportunities and Candidates

3.1. Opportunities reflect who has applied for your role. To view them, click on Opportunities next to the job listing.

The screenshot shows the 'Jobs' section of the Lever HR system. On the left, there is a sidebar with filters for 'All open jobs' (3), 'External & Internal' (0), 'External only' (0), 'Internal only' (0), 'Unlisted' (3), 'Drafts' (0), 'Closed' (0), 'Pending' (0), and 'Rejected' (0). Below the filters are dropdown menus for 'Dept/team', 'Location', and 'Location type'. The main content area is titled 'Jobs' and features a search bar 'Search job postings...'. Below this, there are two job listings under the heading 'Koch Internship Program'. The first listing is 'Summer Internship Application' with two opportunities: 'TEST - Lever Test - Test' (0 archived) and 'TEST - Stand Together Fellowships - KIP' (1 opportunity, 0 archived). The second listing is 'Uncategorized teams' with one opportunity: 'Koch Internship Program Test Role' (1 opportunity, 0 archived). A callout box says 'Click to see active opportunities'.

3.2. Clicking on opportunities will take you to the All Candidates screen. From here, you can view all candidates for that job and where they are in the hiring process.

The screenshot shows the 'All candidates' page in the Lever HR system. The top navigation bar includes 'Home', 'Candidates', 'Jobs', 'Interviews', 'Referrals', 'Visual Insights', and 'More'. The main content area is titled 'All candidates' and features a search bar 'Search jobs' and an 'ADD CANDIDATE' button. Below the search bar, there are tabs for 'Lead' (0), 'Applicant' (0), and 'Interview' (3). A progress bar shows the hiring process stages: HIREVUE INTERVIEW (1), RECRUITER SCREEN (0), HIRING MANAGER REVIEW (1), HIRING MANAGER SCREEN (1), PANEL INTERVIEW (0), OFFER (0), BACKGROU... CHECK (0), and HIRED (0). Below the progress bar, there are three candidate entries: 'Sus M Laurila' (HIREVUE INTERVIEW), 'Kiran Test' (HIRING MANAGER REVIEW), and 'Susan Laurila' (HIRING MANAGER SCREEN). Each entry shows the candidate's name, the job title 'TEST - Lever Test - Test', and the status of their application.

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3.3. When looking at the applicants for your job posting in Lever, you will see them in several different stages:

- **HireVue Interview:** these candidates have applied (or are in the process of completing their applications) to KIP/KAP
- **Recruiter Screen:** these candidates are in the process of completing an initial screening call with the Stand Together Fellowships Admissions Team
- **Hiring Manager Review:** these candidates have completed their application and have had an initial screening call with Stand Together Fellowships to confirm eligibility. You should review these applicants to determine:
 - If you want to interview: move the candidate to Hiring Manager Screen from the candidate profile screen and leave a note on the candidate's profile indicating you will be interviewing them
 - If you want to decline: leave a note to let the Stand Together Fellowships team know they should be declined
- **Hiring Manager Screen:** these candidates are ready to be interviewed or have been interviewed by you. After you interview them, please communicate directly with the candidate on how you want to proceed. The Stand Together Fellowships team also asks that:
 - If you want to offer: leave a note on the candidate's profile indicating you would like to make an offer to the candidate after interviewing them
 - If you want to decline: leave a note to let the Stand Together Fellowships they should be declined
- **Panel Interview:** the candidate is in the process of completing their Admissions Interview, which will determine if they will participate in KIP/KAP

The screenshot displays the Lever HR system interface. At the top, there are navigation tabs for Home, Candidates, Jobs, Interviews, Referrals, Visual Insights, and More. A search bar for candidates is visible. The main content area is titled 'All candidates' and features a funnel visualization showing the number of candidates at each stage: 1 HireVue Interview, 0 Recruiter Screen, 2 Hiring Manager Review, 0 Hiring Manager Screen, 0 Panel Interview, 0 Offer, 0 Background Check, and 0 Hired. Below this, there are two sections: 'HIREVUE INTERVIEW' and 'HIRING MANAGER REVIEW'. The 'HIREVUE INTERVIEW' section lists one candidate, Sus M Laurila, with a status of 'TEST - Lever Test - Test' and a date of 3/15/24. The 'HIRING MANAGER REVIEW' section lists two candidates: Susan Laurila (status: 'TEST - Lever Test - Test', date: 3/19/24) and Kiran Test (status: 'TEST - Lever Test - Test', date: 3/19/24).

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3.4. Additionally, you will also see different HireVue tags on candidates indicating where they are in the HireVue portion of the process.

- **HV – InterviewRequested:** The candidate has not accessed the program application
- **HV – InterviewCreated:** The candidate has accessed the program application, but hasn't started it
- **HV – InterviewStarted:** The candidate has started the program application
- **HV - InterviewFinished:** The candidate has finished the program application

HIREVUE INTERVIEW			
<input type="checkbox"/>	Sus M Laurila	TEST - Lever Test - Test	+1 HireVue Fellowships HV - interviewCreated

PANEL INTERVIEW			
<input type="checkbox"/>	Kiran Test	TEST - Lever Test - Test	HireVue Fellowships HV - interviewFinished

3.5. Once candidates are in the Hiring Manager Review stage, you should review their resume to determine whether you want to interview them. To view a candidate, click on their name.

The screenshot shows the ICIMS Hiring Manager interface. The top navigation bar includes Home, Candidates, Jobs, Interviews, Referrals, Visual Insights, and More. A search bar for candidates is visible. The main content area is titled 'All candidates' and shows a progress bar for candidate status: Lead (0), Applicant (0), Interview (3), Hiring Manager Review (1), Hiring Manager Screen (1), Panel Interview (0), Offer (0), Background Check (0), and Hired (0). The 'Interview' tab is selected, and the 'Hiring Manager Review' sub-tab is active. A candidate named 'Kiran Test' is highlighted, with a status of 'HV - interviewFinished' and a date of 3/25/24. The interface also shows a sidebar with 'My open jobs' and a list of job roles.

3.6. Clicking on a candidate's name will open a detailed candidate page. To view the candidate's resume, click Resume. Doing so will bring up their resume, with print and download options.

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The image shows two screenshots from the Lever HR system. The top screenshot displays the candidate profile for 'Kiran Test'. The profile includes a 'Hiring Manager Review' dropdown menu, an 'Archive' button, and a resume file named '24058_Kiran_Bangar_21026_202310030233_Resume.pdf' added on March 15, 2024. The right sidebar shows 'Opportunities (2)' and contact information for Edison, New Jersey, including email addresses and phone numbers. The bottom screenshot shows a resume viewer for Kiran Bangar, detailing his contact information, education at Rutgers Business School, relevant coursework, campus involvement, and professional experience at ULTA Beauty.

Kiran Test

Organization

TEST - Lever Test - Test
Illinois, Onsite, Koch Internship Program - Summer Internship Application, ST Fellowships

HIRING MANAGER REVIEW

24058_Kiran_Bangar_21026_202310030233_Resume.pdf
Added Mar 15, 2024

Resume Mar 15, 2024 + Add file

Owner Following (2) 2x can access Moved back Mar 19, 24 9:49 am

Edison, New Jersey
leeetaylorbuckley@gmail.com
Other: 123345678
Other: 123456788
Mobile: +18482563833
LinkedIn Recruiter connected

Kiran Bangar
46 Russell Avenue, Edison, NJ 08817
(848) 256-3833
kiran.bangar@rutgers.edu, linkedin.com/in/kiranbangar

EDUCATION:
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Rutgers Business School
Bachelor of Science, Leadership and Management
Concentration in Supply Chain Management
Newark, NJ
May 2024

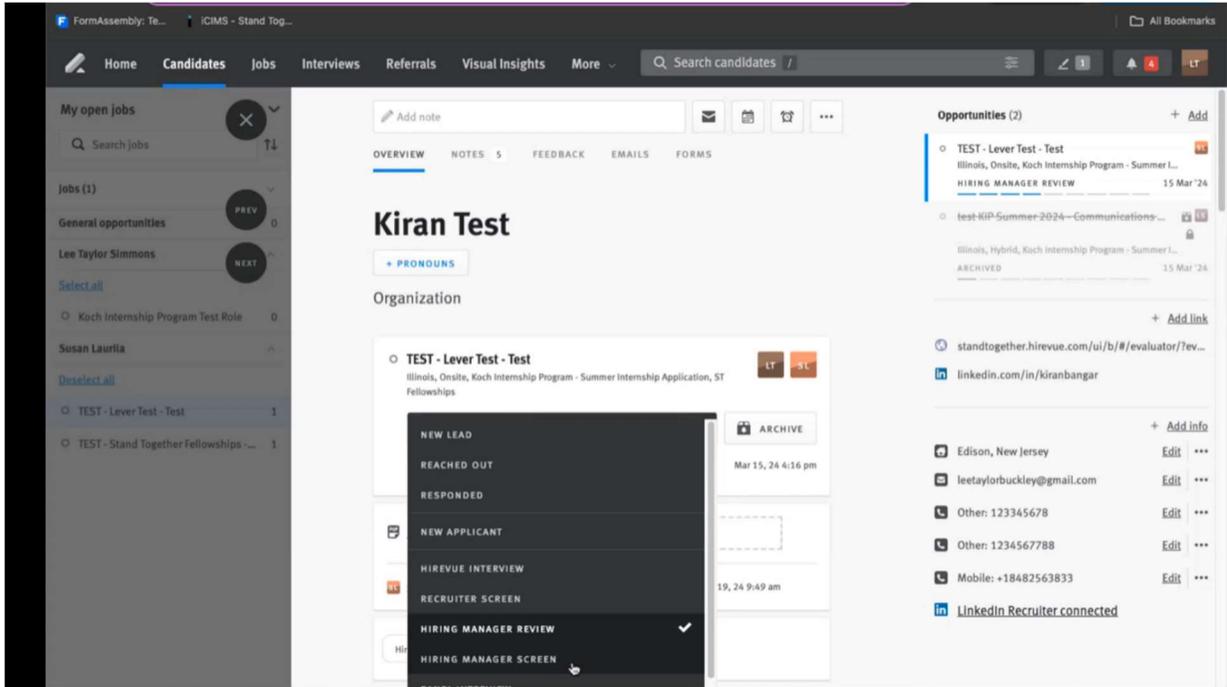
RELEVANT COURSEWORK:
• Management Info Systems, Human Resource Management, Business Ethics, Production and Operations Management, Business research methods, Demand planning & fulfillment

Campus Involvement:
- Sikh Student Association Eboard member – Marketing Director Fall 2022
- Member of the Business Association of Supply Chain Expertise (BASE) Fall 2020- Present
• Info sessions and Excel Workshops
• Professional development tools for analytical and technical skills

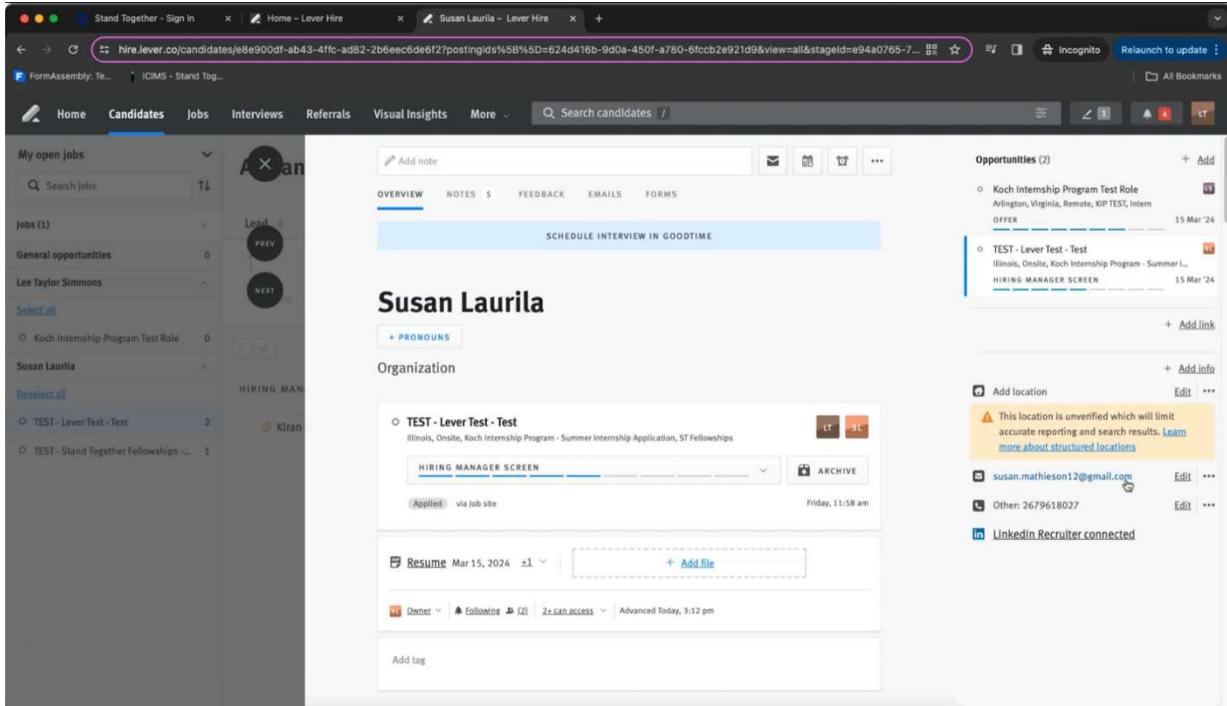
PROFESSIONAL EXPERIENCE:
ULTA Beauty, North Brunswick, NJ
Beauty Advisor March 2023- Present
• Handling sales, refunds, and exchanges
• Serving multiple guests at one time while maintaining composure during peak selling times
• Informing guests of current promotions, events, and services within the store, booking appointments for in-store events, and selling at least 5 credit cards during a 6-hour shift
• offering friendly, knowledgeable, and courteous service that always takes priority over other related duties

3.7. After you review a candidate’s resume and you decide to interview them, you will need to move the candidate to the Hiring Manager Screen stage from the drop-down menu in the job posting on the Candidate detail page.

Lever Guide for Stand Together Fellowships Partners



3.8. After you move the candidate to Hiring Manager Screen, use the candidate contact information on the right-hand side of the candidate screen to reach out to the candidate directly and schedule time to interview them.



3.9. If you are not interested in interviewing a candidate, please add a note to the candidate's page by typing your reasons for not interviewing them in the Add Note box

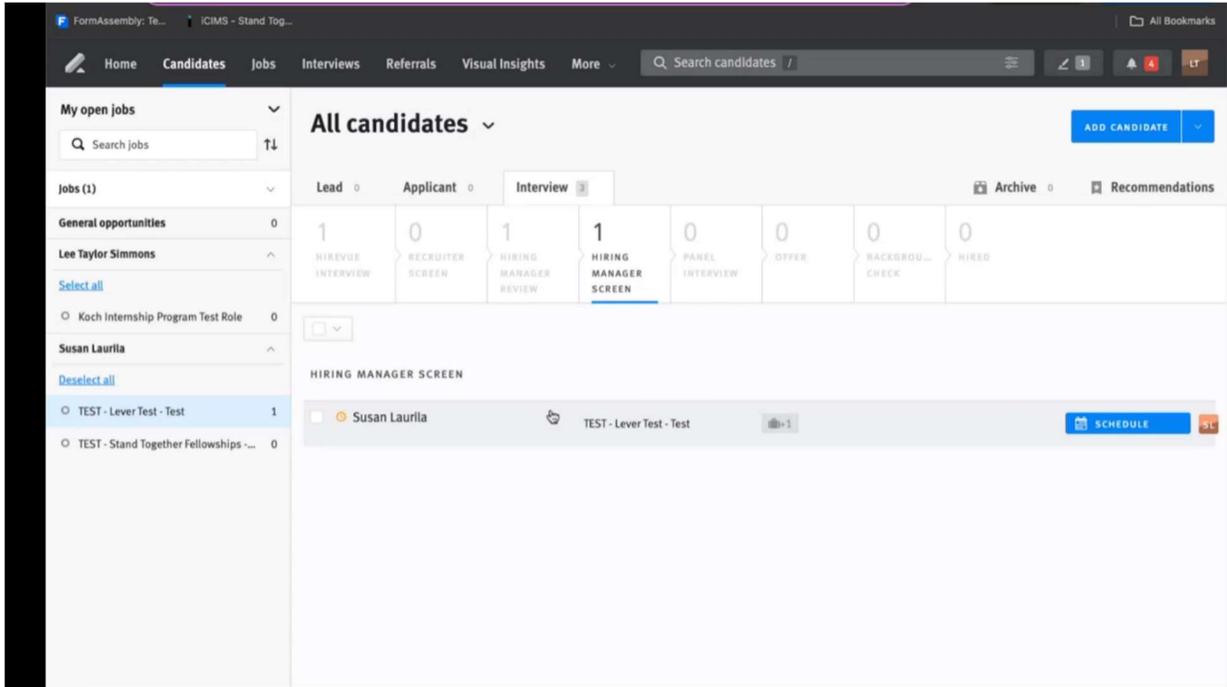
Lever Guide for Stand Together Fellowships Partners

at the top of the page. Doing so will let the Stand Together Fellowships team know to go ahead and decline the candidate.

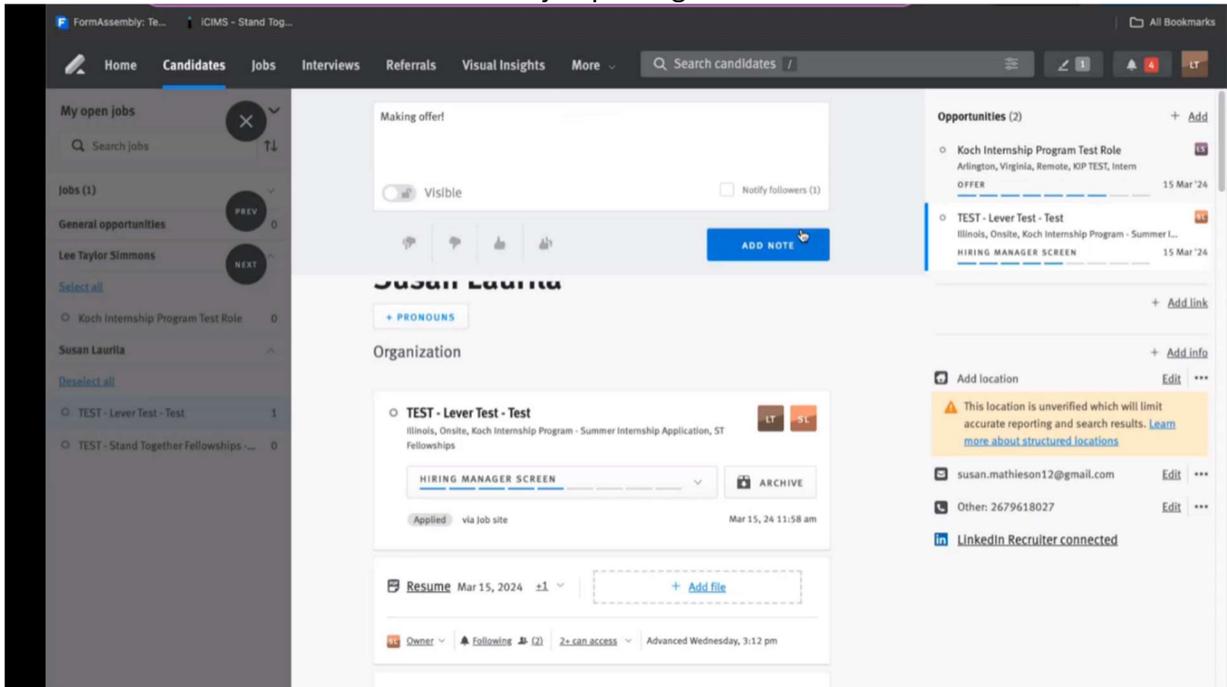
The image displays two screenshots of the ICIMS Stand Together interface. The top screenshot shows a candidate profile for 'TEST - Lever Test - Test'. A note is being added to the candidate's profile, with the text 'Reviewed resume, no research experience. not moving forward'. The note is currently visible and has an 'ADD NOTE' button. The bottom screenshot shows the 'Hiring Manager Review' section for the same candidate. It displays a conversation thread with three messages from Lee Taylor Simmons (LS) to the Hiring Manager (LT). The first message asks if the Hiring Manager can see a parsed resume. The second message asks if the Hiring Manager can see a parsed version of his resume. The third message is a response from the Hiring Manager, stating 'Regressed to Hiring Manager Review' and 'From Hiring Manager Screen'. The interface also shows a sidebar with 'My open jobs' and 'Jobs (1)', and a right-hand panel with 'Opportunities (2)' and contact information for Edison, New Jersey.

3.10. After you interview the candidate, go to the Hiring Manager Screen on the Candidates page, and select the candidate you have interviewed.

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3.11. If you decide to interview a candidate, you should let the candidate know directly whether you want to proceed with an offer or decline them. Use the Add Note field to add any interview notes and how you want to proceed with the candidate, so the Stand Together Fellowships team will know what to do next in the system. The more detail you provide, the better the Stand Together Fellowships can tailor future candidate recommendations and job postings.



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The screenshot displays the Lever HR system interface for a candidate named Lee Taylor Simmons. The main content area shows a timeline of hiring events:

- Hiring Manager Screen**: Lever Test, Making offer! (Today, 2:48 pm)
- Hiring Manager Review**: Advanced to Hiring Manager Screen (Wednesday, 3:12 pm)
- Hiring Manager Screen**: Regressed to Hiring Manager Review (Mar 19, 24 9:49 am)
- Hiring Manager Review**: Advanced to Hiring Manager Screen (Mar 18, 24 1:30 pm)

The right sidebar shows job details for "TEST - Lever Test - Test" and lists contact information for Susan Mathieson, including her email (susan.mathieson12@gmail.com) and phone number (2679618027). A warning message states: "This location is unverified which will limit accurate reporting and search results. Learn more about structured locations".