

MEMO



To: Management
From: Ralph Hatem, Manager, Human Resources
Date: April 12, 2023
Subject: NJOYN Management Learning

Dear PRH Managers,

As a follow up to the memo titled “NJOYN Launch”, we will be hosting a learning session with Managers on how to post jobs and recruit talent in **NJOYN**.

Effective May 8, 2023 there will be a new standard work for posting and filling positions.

The process will be:

1. Manager will fill job requisition in NJOYN. Approvals will be triggered in NJOYN.
2. Your HR Consultant (HRC) will review and activate the posting.
3. Following the passing of the posting closing date, your HRC will then move forward with the appropriate applicants.
4. You will be notified to review your dashboard. You'll then review the applications and resumes directly on NJOYN. You'll then select the appropriate candidate.
5. Where applicable, interviews/references will be coordinate by HR.
6. The successful applicant will then be given an offer to review, and then accept or decline the position.

As the manager, you'll be able to track the progress of your competition directly in NJOYN.

Invitations to NJOYN Learning Sessions will go out by email. As a Manager, you should join “NJOYN Workshops for Managers”, but we also suggest you join “NJOYN Workshops for Everyone”.

Go live date: **May 8, 2023**

NJOYN user guides will be posted on Staff Resources: <https://www.pemreghos.org/staffresources>

To log in to your manager view: <http://www.njoyn.com/client/pembroke>

For the log in info, use your PRH email (firstname.lastname@prh.email) and your PRH password. NJOYN uses Single-Sign On (SSO).

If you have any questions, please reach out to your HR Consultant:

Micayla Sewell (micayla.sewell@pemreghos.org) or

Shelby Roy (shelby.roy@pemreghos.org)