Unable to Add a User as a Hiring Manager

Problem

The Hiring Coordinator is attempting to add another user as a Hiring Manager on a requisition but cannot find that person in the list.

Why

- The Hiring Coordinator does not have access to the org code in which the Hiring Manager resides.
- The Hiring Coordinator has added the parent-level org code (example: ABO or ADF) to his or her BAR and has not added the specific department-level org code to his or her BAR.

Solution

1. Using the BAR, the Hiring Coordinator must request the specific department level org code in which the Hiring Manager resides.
   a. After the BAR is approved and the data is fed to UNMJobs (up to 6 hours) the Hiring Coordinator should be able to see the intended Hiring Manager.