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 (e.g., 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.