



WORKFORCE ONE

Talent Recruitment

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Talent Recruitment Configuration

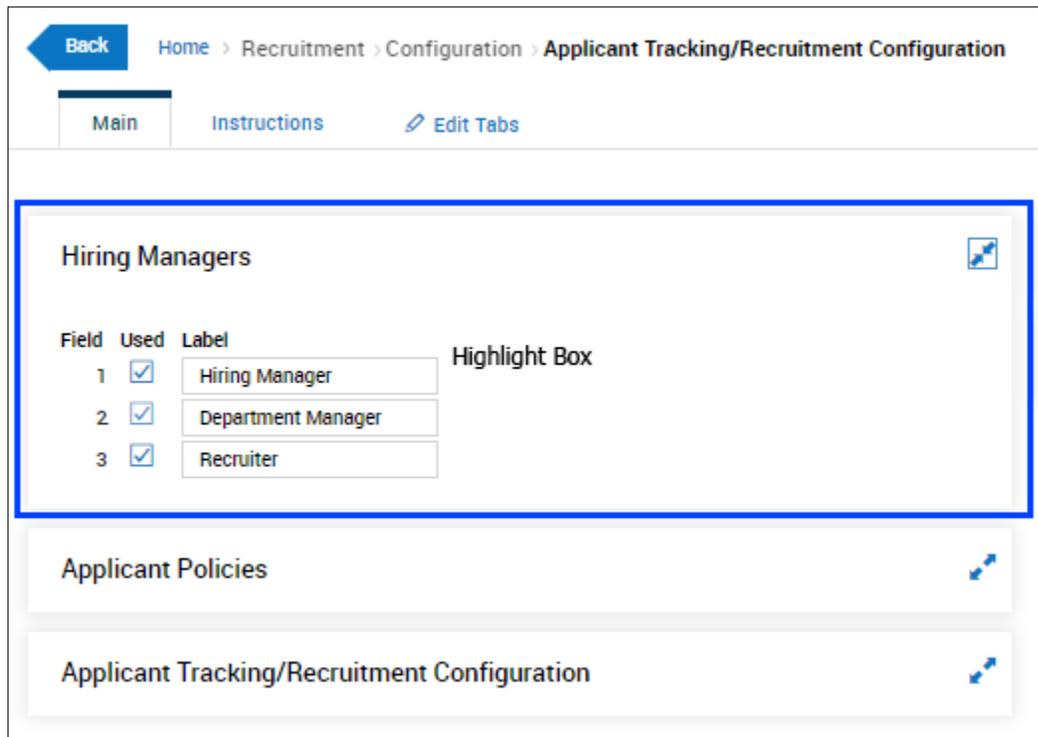
This document will demonstrate how to set up a job requisition, link the job requisition on hiring sites like indeed, monster, as well as your own. We will also go over how the candidate would apply to the job and how we can track the progress of their recruitment and communication between both parties.

First, let's start off with setting up a job requisition.

Setting up a Job Requisition

1. Select the **Hamburger Menu**.
2. Select **Recruitment**.
3. Select **Configuration**.
4. Select **Configuration** again.

The main tab is displayed. The hiring managers pane allows you to specify up to three Hiring Managers for each Job Requisition.



Back Home > Recruitment > Configuration > Applicant Tracking/Recruitment Configuration

Main Instructions Edit Tabs

Hiring Managers

Field	Used	Label
1	<input checked="" type="checkbox"/>	Hiring Manager
2	<input checked="" type="checkbox"/>	Department Manager
3	<input checked="" type="checkbox"/>	Recruiter

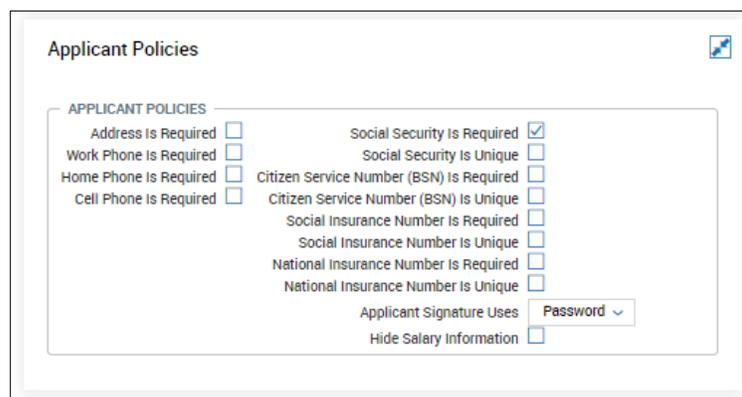
Highlight Box

Applicant Policies

Applicant Tracking/Recruitment Configuration

5. Select the Applicant Policies pane.

Applicant Policies allow you to determine which fields are required for applicants.

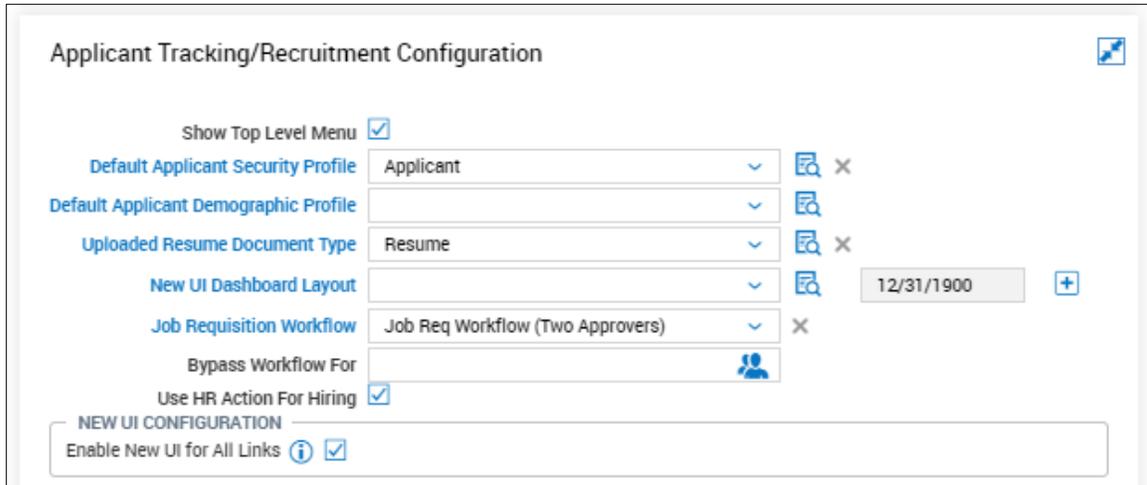


Applicant Policies

APPLICANT POLICIES

Address Is Required <input type="checkbox"/>	Social Security Is Required <input checked="" type="checkbox"/>
Work Phone Is Required <input type="checkbox"/>	Social Security Is Unique <input type="checkbox"/>
Home Phone Is Required <input type="checkbox"/>	Citizen Service Number (BSN) Is Required <input type="checkbox"/>
Cell Phone Is Required <input type="checkbox"/>	Citizen Service Number (BSN) Is Unique <input type="checkbox"/>
	Social Insurance Number Is Required <input type="checkbox"/>
	Social Insurance Number Is Unique <input type="checkbox"/>
	National Insurance Number Is Required <input type="checkbox"/>
	National Insurance Number Is Unique <input type="checkbox"/>
	Applicant Signature Uses <input type="text" value="Password"/>
	Hide Salary Information <input type="checkbox"/>

6. Select the Applicant Tracking/Recruitment Configuration pane.



The screenshot shows the 'Applicant Tracking/Recruitment Configuration' interface. It includes several settings:

- Show Top Level Menu
- Default Applicant Security Profile: Applicant (dropdown menu)
- Default Applicant Demographic Profile: (empty dropdown menu)
- Uploaded Resume Document Type: Resume (dropdown menu)
- New UI Dashboard Layout: (empty dropdown menu)
- Job Requisition Workflow: Job Req Workflow (Two Approvers) (dropdown menu)
- Bypass Workflow For: (empty dropdown menu with a person icon)
- Use HR Action For Hiring
- NEW UI CONFIGURATION: Enable New UI for All Links

Additional elements include a date field set to 12/31/1900 and a plus sign icon.

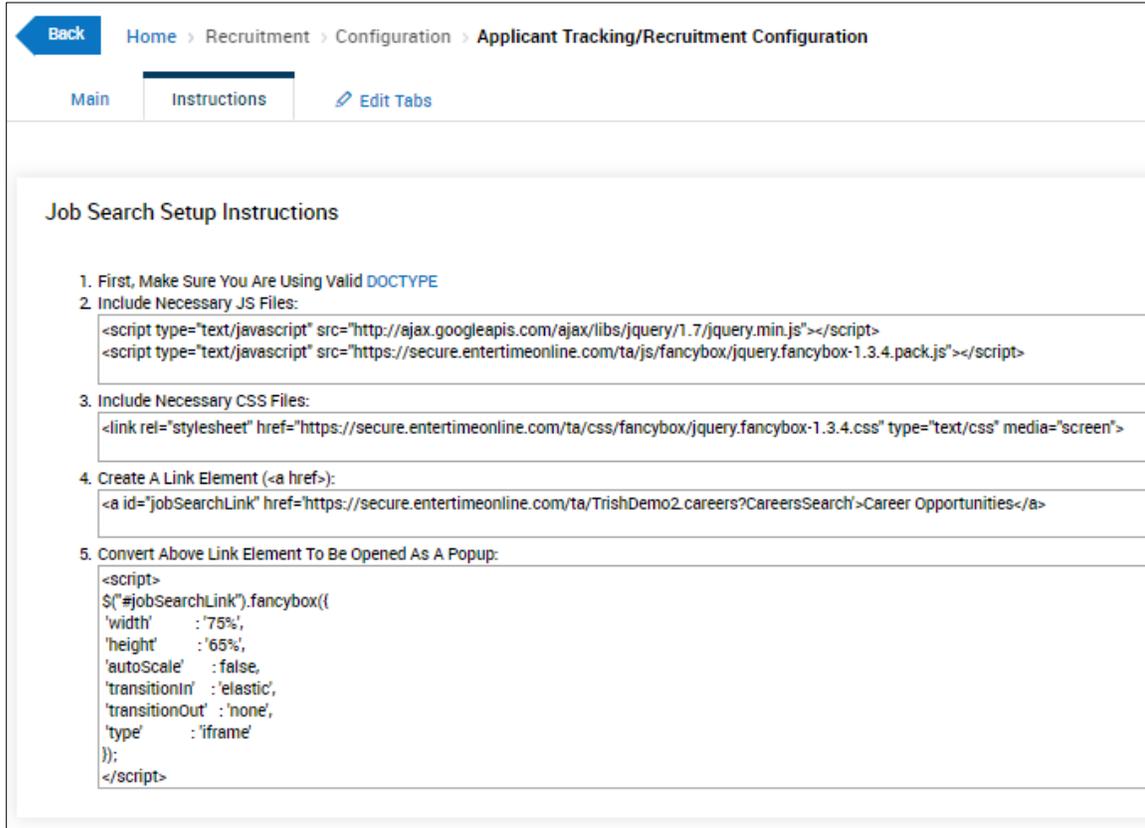
After you've chosen your settings, your requisition is complete.

Post Your Job Online

Now let's talk about posting the job online. It's a relatively short process. Let's walk through it now.

1. Select the **Hamburger Menu**.
2. Select **Recruitment**.
3. Select **Configuration**.
4. Select **Configuration** again.
5. Select the **Instructions** tab.

The window below is displayed. To post the Job Requisition on your company website, or on job boards online, copy the appropriate URL for the selected job requisition. When applicants go to these pages, your company's theme colors, logo, name and time, with time zone will now display in the header of these pages.



The screenshot shows a web interface for 'Applicant Tracking/Recruitment Configuration'. The breadcrumb trail is 'Home > Recruitment > Configuration > Applicant Tracking/Recruitment Configuration'. There are three tabs: 'Main', 'Instructions' (which is selected), and 'Edit Tabs'. The main content area is titled 'Job Search Setup Instructions' and contains five numbered steps with code snippets:

1. First, Make Sure You Are Using Valid DOCTYPE
2. Include Necessary JS Files:

```
<script type="text/javascript" src="http://ajax.googleapis.com/ajax/libs/jquery/1.7/jquery.min.js"></script>
<script type="text/javascript" src="https://secure.entertimeonline.com/ta/js/fancybox/jquery.fancybox-1.3.4.pack.js"></script>
```
3. Include Necessary CSS Files:

```
<link rel="stylesheet" href="https://secure.entertimeonline.com/ta/css/fancybox/jquery.fancybox-1.3.4.css" type="text/css" media="screen">
```
4. Create A Link Element (<a href>):

```
<a id="JobSearchLink" href="https://secure.entertimeonline.com/ta/TrishDemo2.careers?CareersSearch">Career Opportunities</a>
```
5. Convert Above Link Element To Be Opened As A Popup:

```
<script>
$( "#JobSearchLink" ).fancybox({
  'width'      : '75%',
  'height'     : '65%',
  'autoScale'  : false,
  'transitionIn'  : 'elastic',
  'transitionOut' : 'none',
  'type'       : 'iframe'
});
</script>
```

When applicants go to these pages, your company's theme colors, logo, name and time, with time zone will now display in the header of these pages.

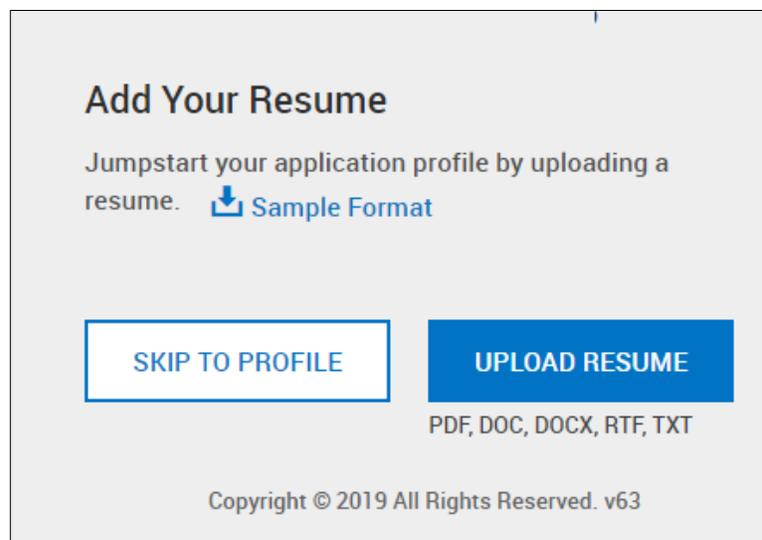
The can scroll through all open jobs listed and select it for more details. Once they're in the job requisition, they can review all the details about that job and apply for it there.

Applying for a Job Online

Applicants will need a profile whether they see a job immediately or just want to have a profile for possible future openings. If they see a job they're interested in, they would log in and apply easily if they've already uploaded a profile. Otherwise, they can set one up on the spot.

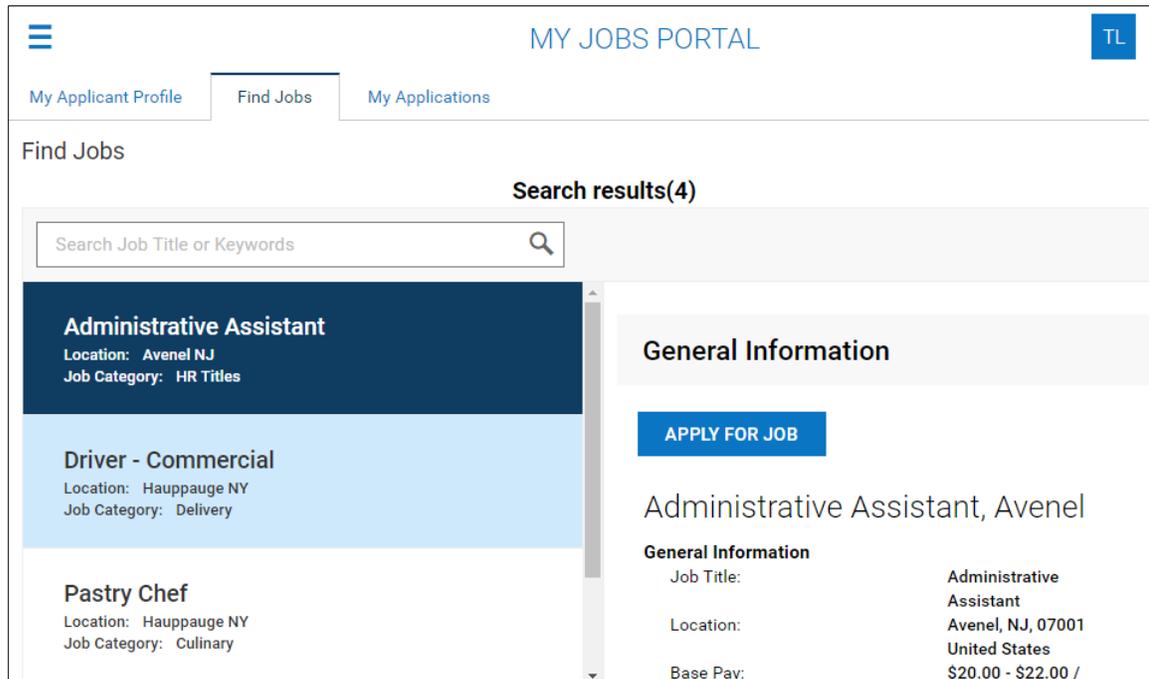
1. Select the **Create New Account** button.
2. Enter all applicable information like email address, name, password, etc.
3. Select **Save & Continue**.

The following window will display allowing the applicant to upload their resume which will prepopulate most of their profile automatically.



The screenshot shows a light gray window titled "Add Your Resume". Below the title, it says "Jumpstart your application profile by uploading a resume." followed by a blue download icon and the text "Sample Format". There are two buttons: a white button with a blue border labeled "SKIP TO PROFILE" and a solid blue button labeled "UPLOAD RESUME". Below the "UPLOAD RESUME" button, the supported file formats "PDF, DOC, DOCX, RTF, TXT" are listed. At the bottom of the window, the copyright notice "Copyright © 2019 All Rights Reserved. v63" is displayed.

Once they are logged in, they can see what jobs are open in the Find Jobs tab of the portal.



The screenshot shows the 'MY JOBS PORTAL' interface. At the top, there are navigation tabs: 'My Applicant Profile', 'Find Jobs', and 'My Applications'. The 'Find Jobs' tab is active. Below the tabs, there is a search bar with the text 'Search Job Title or Keywords' and a magnifying glass icon. To the right of the search bar, it says 'Search results(4)'. Below the search bar, there are three job listings:

- Administrative Assistant**
Location: Avenel NJ
Job Category: HR Titles
- Driver - Commercial**
Location: Hauppauge NY
Job Category: Delivery
- Pastry Chef**
Location: Hauppauge NY
Job Category: Culinary

The 'Administrative Assistant' job is highlighted in dark blue. To the right of the job listings, there is a 'General Information' section for the selected job. It includes an 'APPLY FOR JOB' button and the following details:

General Information	
Job Title:	Administrative Assistant
Location:	Avenel, NJ, 07001 United States
Base Pay:	\$20.00 - \$22.00 /

4. Scroll through the positions available.
5. Select Apply For Job button to begin the application process.
6. Select the **My Applications** tab to view the jobs they've applied to and their status.

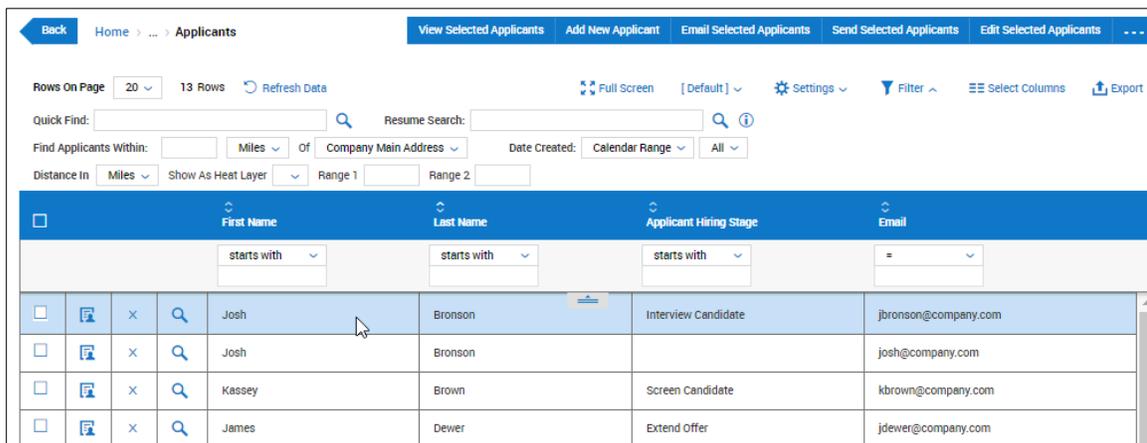
That concludes the instructions on applying for a position using the online system.

Reports

Are there various reports available to tell me what applications are out there, who has applied, where they are in the hiring process, etcetera? Oh, yes, there are! Let's look at some now.

1. Select the hamburger menu.
2. Select **Recruitment**.
3. Select **Applicants**.

The following window is displayed. This report will allow managers to track, view, and edit the progress of all applicants. It will also allow you to view, manually add an applicant, email an applicant, or edit select applicants from this menu bar. This report is only for Applicants and will not display employees.

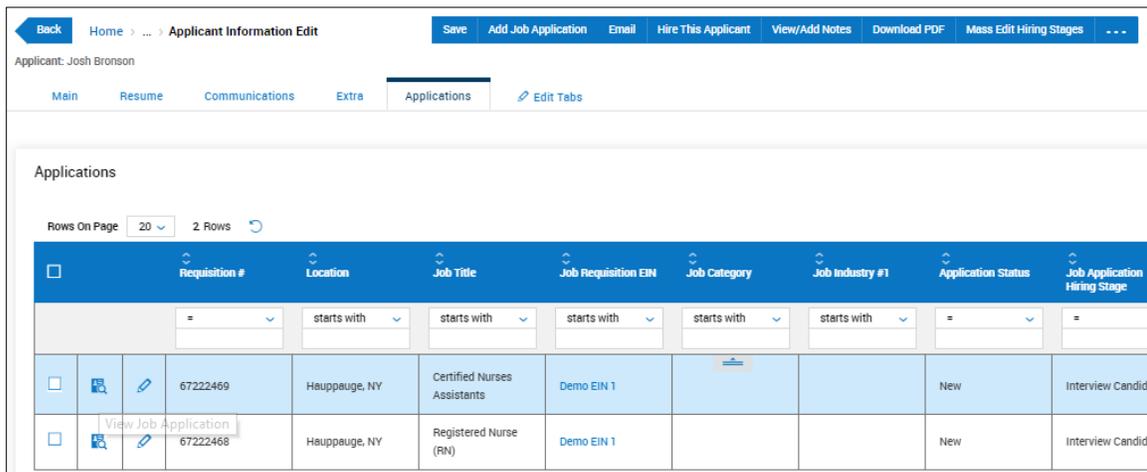


The screenshot shows the 'Applicants' report interface. At the top, there is a navigation bar with 'Back' and 'Home > ... > Applicants'. Below this are several action buttons: 'View Selected Applicants', 'Add New Applicant', 'Email Selected Applicants', 'Send Selected Applicants', and 'Edit Selected Applicants'. The interface includes search and filter options like 'Quick Find', 'Resume Search', and 'Find Applicants Within'. A table displays a list of applicants with columns for 'First Name', 'Last Name', 'Applicant Hiring Stage', and 'Email'. Each row has a 'starts with' dropdown menu. The table contains the following data:

	First Name	Last Name	Applicant Hiring Stage	Email
<input type="checkbox"/>	Josh	Bronson	Interview Candidate	jbronson@company.com
<input type="checkbox"/>	Josh	Bronson		josh@company.com
<input type="checkbox"/>	Kassey	Brown	Screen Candidate	kbrown@company.com
<input type="checkbox"/>	James	Dewer	Extend Offer	jdewer@company.com

4. Select this icon to view the applicant's information.

The following window is displaying all the jobs that a person has applied for in our company.

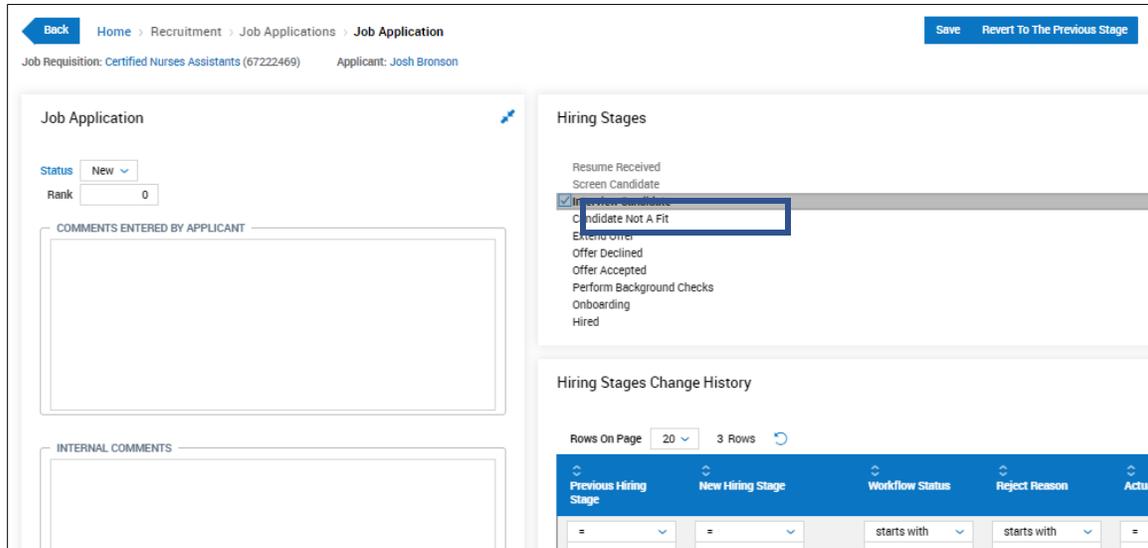


The screenshot shows the 'Applicant Information Edit' window for 'Applicant: Josh Bronson'. The interface has tabs for 'Main', 'Resume', 'Communications', 'Extra', 'Applications', and 'Edit Tabs'. The 'Applications' tab is active, showing a table of jobs applied for. The table has columns for 'Requisition #', 'Location', 'Job Title', 'Job Requisition EIN', 'Job Category', 'Job Industry #1', 'Application Status', and 'Job Application Hiring Stage'. The table contains the following data:

	Requisition #	Location	Job Title	Job Requisition EIN	Job Category	Job Industry #1	Application Status	Job Application Hiring Stage
<input type="checkbox"/>	67222469	Hauppauge, NY	Certified Nurses Assistants	Demo EIN 1			New	Interview Candidate
<input type="checkbox"/>	67222468	Hauppauge, NY	Registered Nurse (RN)	Demo EIN 1			New	Interview Candidate

- Select this icon to view the application in detail. 

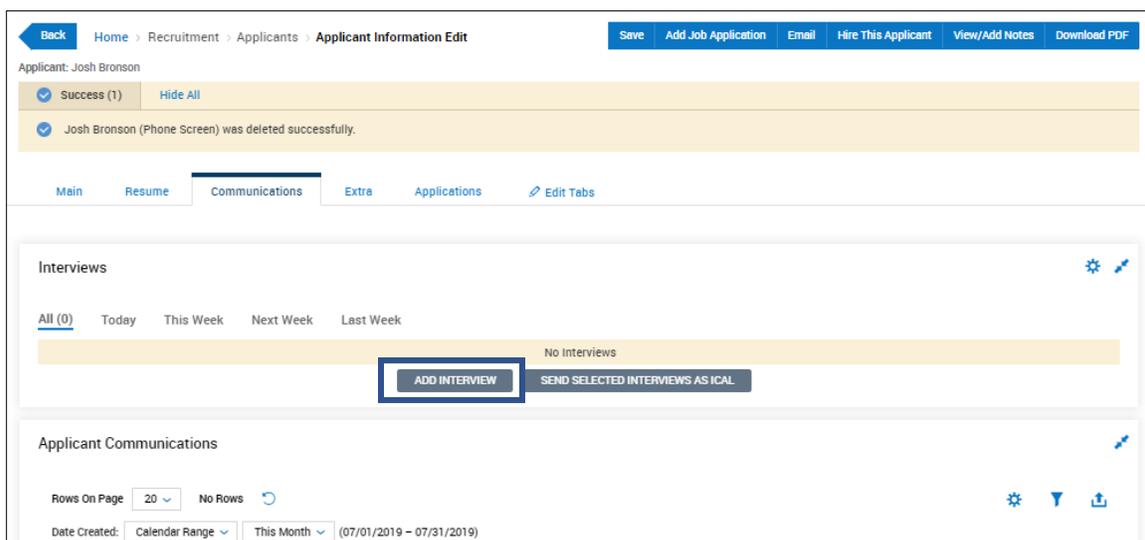
This window is displayed. Besides tracking the various stages of the applicant, you can select a status of New, Reject, or OK. You can also rank them in order of hiring preference. Hiring Stages Change History provides an audit trail of the hiring stage of the individual for this particular job application.



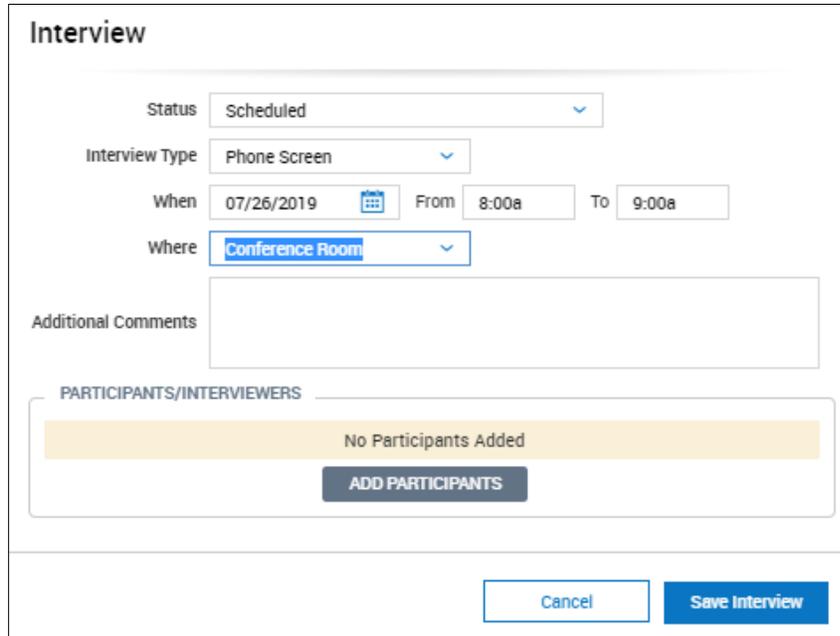
- Let's select the **Interview Candidate** option since we have decided they may be a good fit.
- Select the **Back** button.

- Select the icon to view Josh's record. 

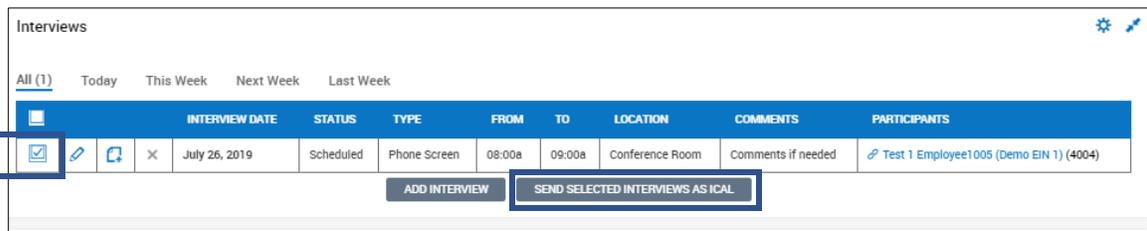
This window displays and allows us to set up the interview and communicate with him there.



- Select **Add Interview**.
The interview pop-up displays.



- Enter all the appropriate information in the interview pop-up and then select the **Save Interview** button.
You will return to the Applicant Information Edit window.



	INTERVIEW DATE	STATUS	TYPE	FROM	TO	LOCATION	COMMENTS	PARTICIPANTS
<input checked="" type="checkbox"/>	July 26, 2019	Scheduled	Phone Screen	08:00a	09:00a	Conference Room	Comments if needed	Test 1 Employee1005 (Demo EIN 1) (4004)

- Select the interview checkbox.
- Select the **Send Selected Interviews as ICAL** to email the individual the interview information and download to their calendar.
This pop-up will display allowing you to choose what email you want to send to the applicant. Emails can be created as templates or written as you go.

Send Applicant Email: Josh Bronson

Template To Use: - Select Template -

To: "Josh Bronson" <jbronson >

⚠ Interview attendees will be included in email.

From:

Subject:

B I U ABC |   |     | Font Family:  Font Size: 

Message

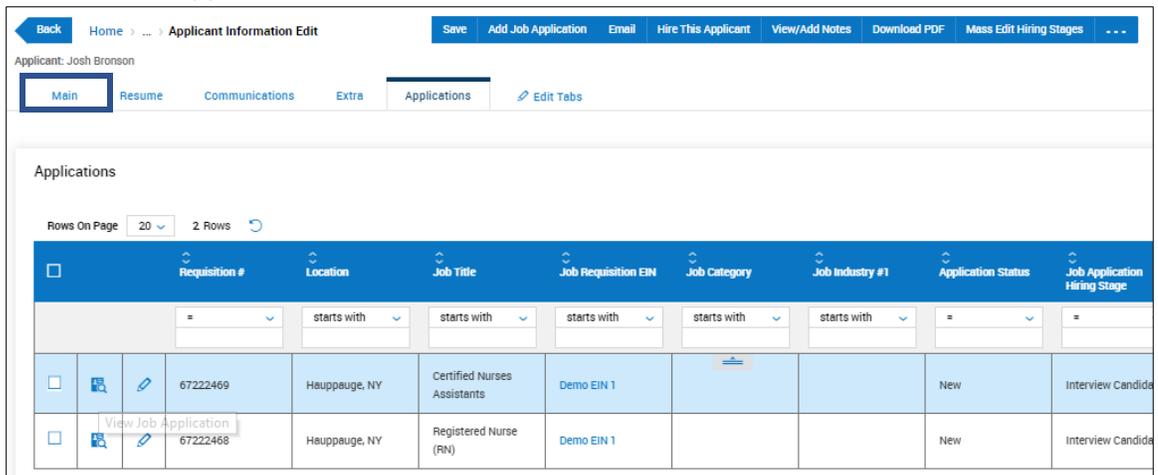
[Close](#) [Send Email](#)

13. Select the appropriate template. Fill out the rest of pop-up with the appropriate information.
14. Select the **Send Email** button.
15. Select the **Save** button at the Applicant Information Edit window.

Deciding Not to Hire Someone

You've now completed the steps to setting up an interview and emailing them through the system. Now let's assume we've decided not to move further with this applicant.

1. Return to the Applicant Information Edit window.



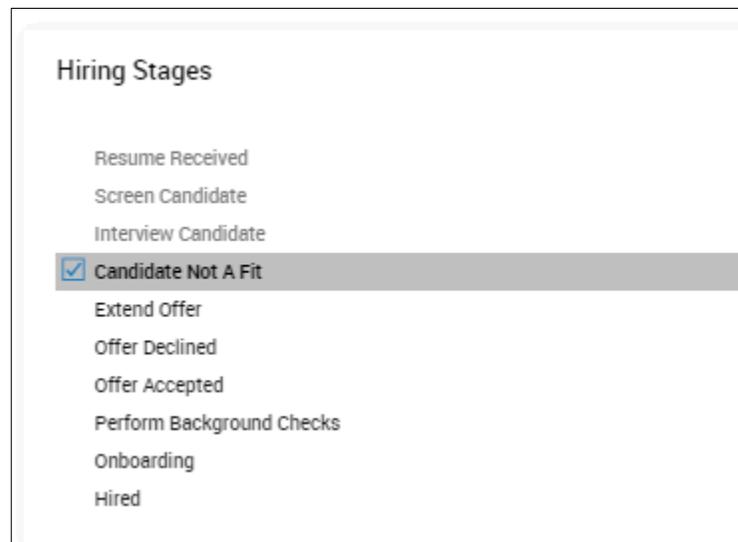
Applicant: Josh Bronson

Applications

Rows On Page: 20 | 2 Rows

	Requisition #	Location	Job Title	Job Requisition EIN	Job Category	Job Industry #1	Application Status	Job Application Hiring Stage
<input type="checkbox"/>	67222469	Hauppauge, NY	Certified Nurses Assistants	Demo EIN 1			New	Interview Candidate
<input type="checkbox"/>	67222468	Hauppauge, NY	Registered Nurse (RN)	Demo EIN 1			New	Interview Candidate

2. Select the **Main** tab.
3. Select **Candidate Not a Fit**.



Hiring Stages

- Resume Received
- Screen Candidate
- Interview Candidate
- Candidate Not A Fit
- Extend Offer
- Offer Declined
- Offer Accepted
- Perform Background Checks
- Onboarding
- Hired

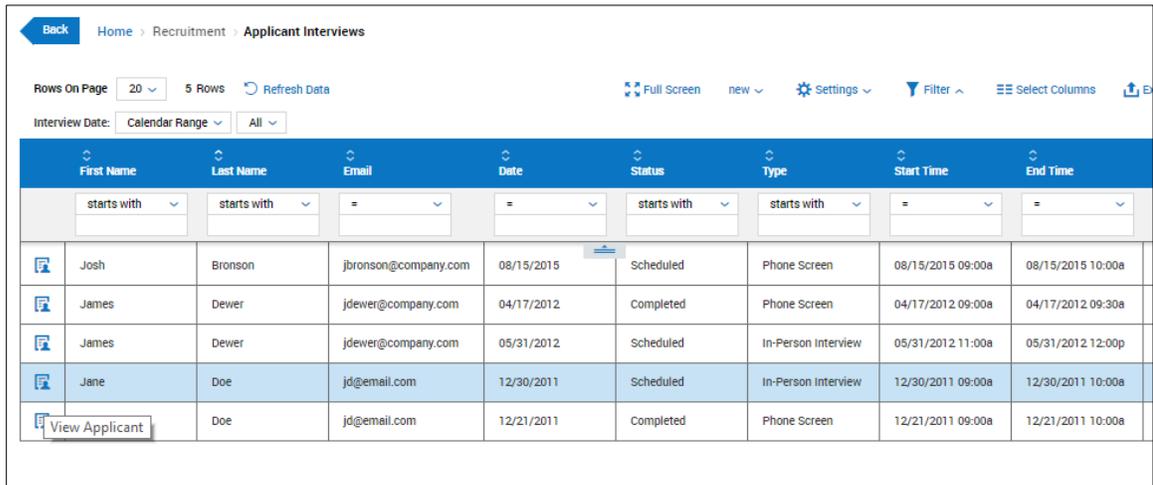
4. Select the **Save** button.

Reviewing All Applicants

At this point we want to review all our applicants. We will review where we are in the interviewing and hiring phase of our search.

1. Select the hamburger menu.
2. Select **Recruitment**.
3. Select **All Applicant Interviews**.

This will list all current applicants and their status in the interviewing process.



First Name	Last Name	Email	Date	Status	Type	Start Time	End Time
Josh	Bronson	jbronson@company.com	08/15/2015	Scheduled	Phone Screen	08/15/2015 09:00a	08/15/2015 10:00a
James	Dewer	jdewer@company.com	04/17/2012	Completed	Phone Screen	04/17/2012 09:00a	04/17/2012 09:30a
James	Dewer	jdewer@company.com	05/31/2012	Scheduled	In-Person Interview	05/31/2012 11:00a	05/31/2012 12:00p
Jane	Doe	jd@email.com	12/30/2011	Scheduled	In-Person Interview	12/30/2011 09:00a	12/30/2011 10:00a
	Doe	jd@email.com	12/21/2011	Completed	Phone Screen	12/21/2011 09:00a	12/21/2011 10:00a