RecruitASP

empowering recruitment

User Manual

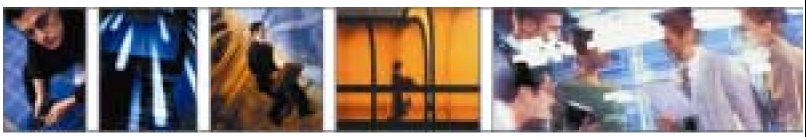


TABLE OF CONTENTS

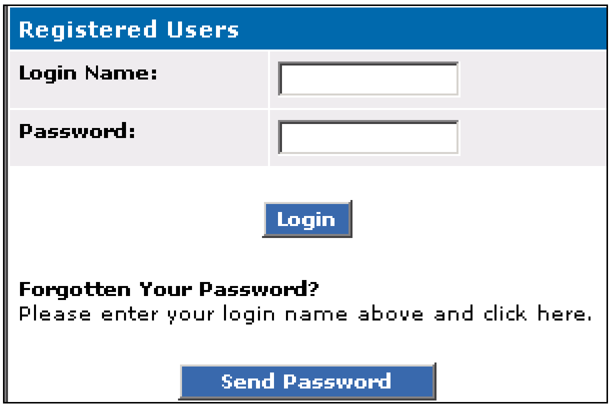
STARTING CORPORATE RECRUITMENT CENTRE RIV

You must have a login name and password to access the CRC - RIV This identifies you as a valid user.

To start

1. Click the Internet explorer Icon on your PC desktop or you can access via your Intranet. Enter the URL HTTP://clientname.recruitasp.com.au/login and a dialog box appears on the window

2. Enter your username is (first letter of their first name and last name i.e. csmith password is the same)

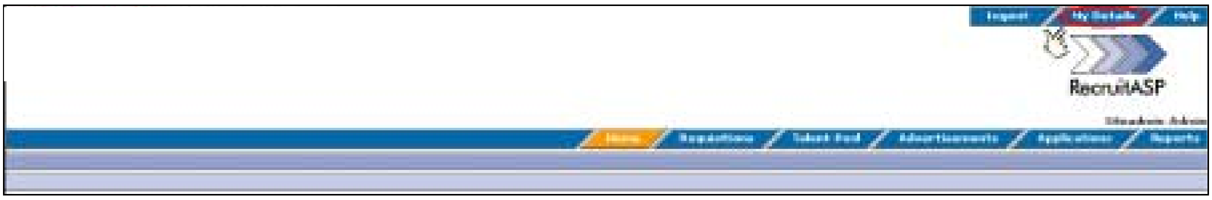


3. Click on Login

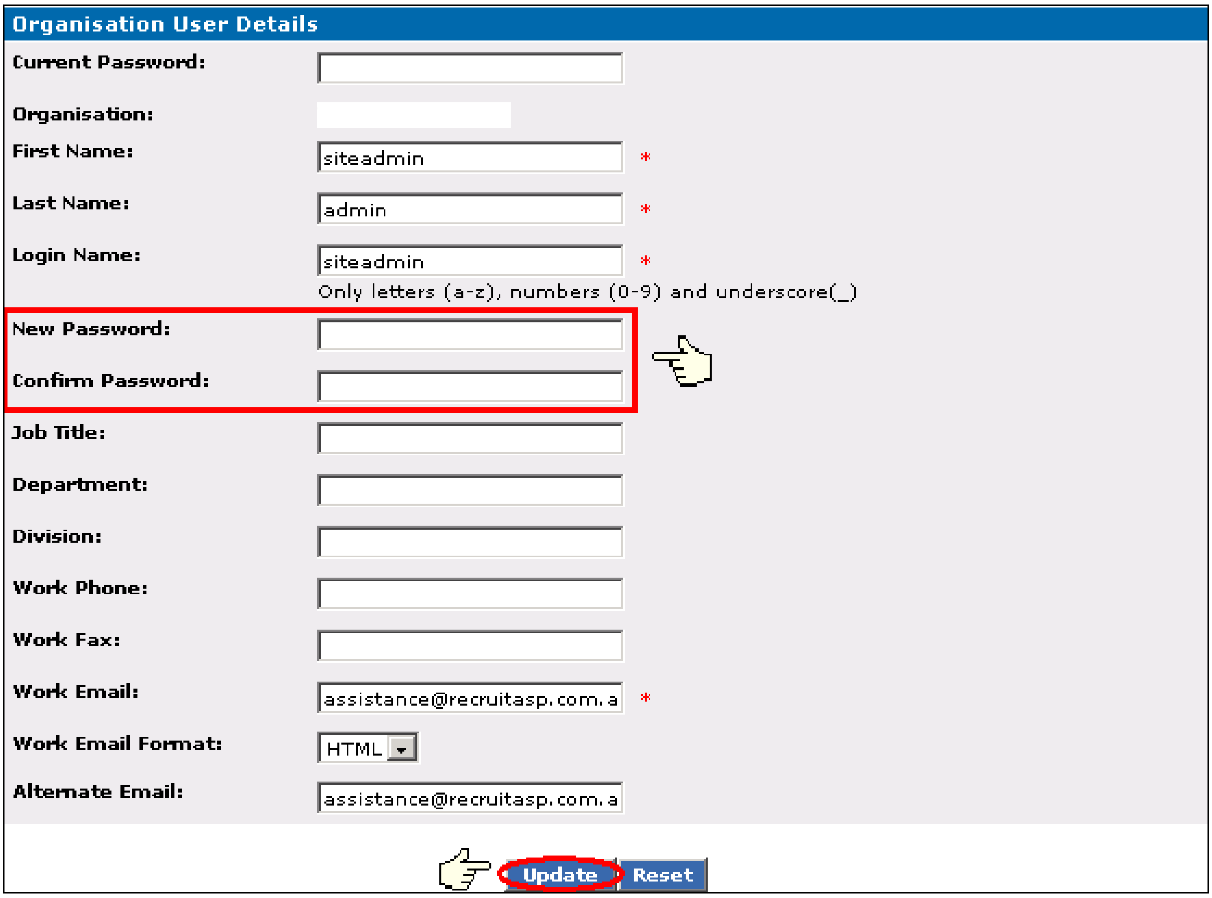
User Menu

Change your contact details

1. Click on the **My Details** tab on the top navigation bar



2. You can update your contact details and change your password



3. Click **update**

Requisition Manager

Requisition Manager

The purpose of Requisition Manager is to enable Client to create requisitions for job vacancies. The requisitions can then be released either internally or to suppliers, such as recruitment agencies. Once a requisition is approved a job ad can be created for it and placed on the company corporate web site and directly onto external job boards.

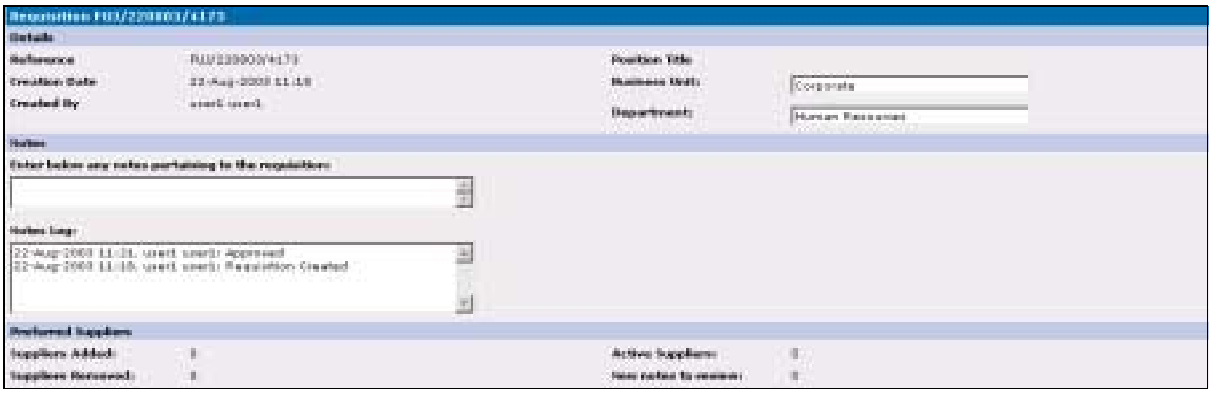
Creating a Requisition

When a requisition is raised it remains in Draft mode until it is either Submitted for Approval or Closed.

1. Click on the **Requisition** link on the second level navigation bar.

2. Click on the **Create Requisition** link.
3. The Job Requisition Initiation page is displayed.

4. The **List of Values dialog** window opens. This dialog box lists all the Business Unit from which you can choose. To display the Departments for each Business Unit, click on the plus symbol (**+**) next to the Department.
5. Click on the **List of Values** button next to Position Title to select the position title from the list of values.
6. Click on the **Create** button to create the requisition.
7. The requisition is created and additional fields are displayed. Please note that only part of the page is shown below.



8. If you selected a Position, the *Position Description* field will be pre-filled for you. Otherwise, click on **PD Library** to select a PD title.

9. Enter any notes about the requisition into the *Notes* field.

10. The *Notes Log* field displays a history of the notes that have been entered and the actions performed on the requisition. You cannot enter information into the *Notes Log* field.

11. Next, select the **List Of Values** box next to the *Approver* field and choose the consultant to approve the requisition.

12. You can then proceed to select the originator, and recruiters assigned to the requisition from the List of Values.

13. Continue filling out the details known by entering data in the fee text fields

14. You will create a questionnaire for the requisition. Candidates applying for the position must complete questionnaires that are included with requisitions. The results of the questionnaire can be used to filter the candidates to find the most suitable applicants.

15. Click on the **Create/Edit** link.

16. The first step of the Questionnaire Builder wizard appears. The first step of the Wizard is used to select a questionnaire group. A questionnaire group is a set of pre-defined questions that have been set up for a specific role or purpose.

17. Click on the radio button for the questionnaire group you want to select. You don't have to select a group.

18. Click on the **Next** button.

19. The questions in the questionnaire group are displayed. You can remove or re-order the questions here using the *Question Number* drop-down list.

20. Click on the **Next** button to continue.

21. The **Select Questions from Pool** page is displayed. You use this page to select additional questions to be added to the questionnaire. To do this, click on *Selection* checkbox for each question to be selected.

22. Click on the **Next** button.

23. All the questions for the questionnaire are displayed. Again, you can remove or re-order the questions here.

24. Click on the **Next** button.

25. The **Confirmation** page is displayed. You can preview the questionnaire here and use the Previous button to return to steps you want to change. When you are happy with the questionnaire, click on the **Save** button.

26. Now click on the **Close** button to return to the requisition.

27. Enter rest of the necessary fields on the requisition form.

28. Enter the job description into the *Job Description* field. (If a PD title is selected from the PD library, Job Description is auto populated)

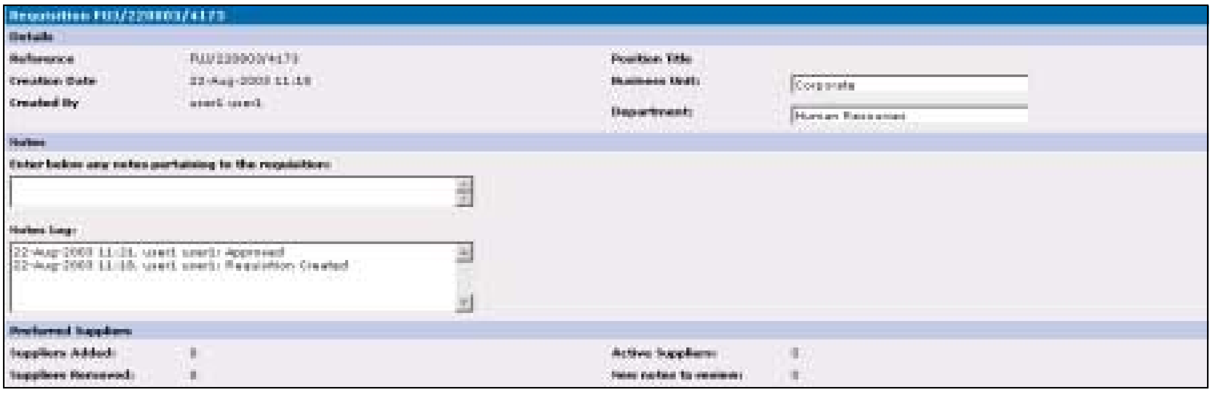
29. Finally, click on the **Update** button to save the requisition and the

questionnaire.

Submitting a requisition for approval

When a requisition is first created it is in draft mode and can only been seen by the person who created it. Before a job ad can be created for the requisition, it must be approved and then released. Once the requisition has been created it can be submitted for approval.

You will now submit the requisition for approval.



1. Open the *Change Status* to drop-down list and choose *Submitted for Approval*.
2. You must select an Approver for the requisition. To do this, click on the **List of Values** button next to the field and choose the person who will approve the requisition from the dialog window that appears.
3. Enter any notes about the requisition being submitted into the *Notes* field.
4. Then click on the **Update** button to submit the requisition for approval.
5. E-mail will be sent to the approver letting them know a requisition has been submitted for their approval.

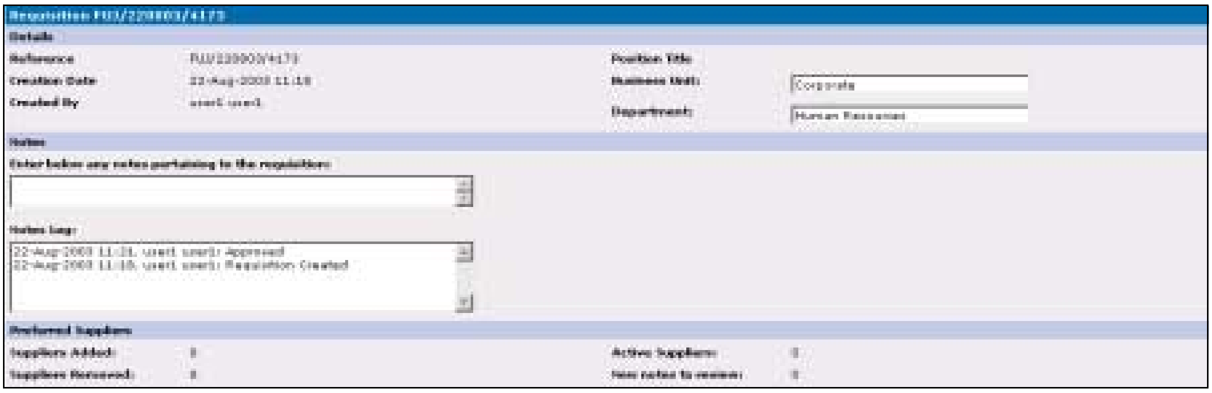
Approving the requisition

If you are responsible for approving and releasing your organisation's requisitions, you will receive e-mail when a requisition has been submitted for your approval. You can then review the requisition and approve it.

If insufficient information has been entered into the requisition or there is some other reason why you can't accept it, it can be set back to Draft. This will send e-mail to the requisition drafter letting them know the requisition has not been approved.

You will now log in as the Approver and approve the requisition.

1. You can see that the requisition to be approved has a Status of *Submitted for Approval* on the **Requisition Summary** page.
2. Click on the **Job Req** link to update the requisition.
3. The Job Requisition is displayed. Please note that only part of the page is shown below.



4. Open the *Change Status* to drop-down list and choose *Approved*.
5. Click on the *Update* button

Advertisement

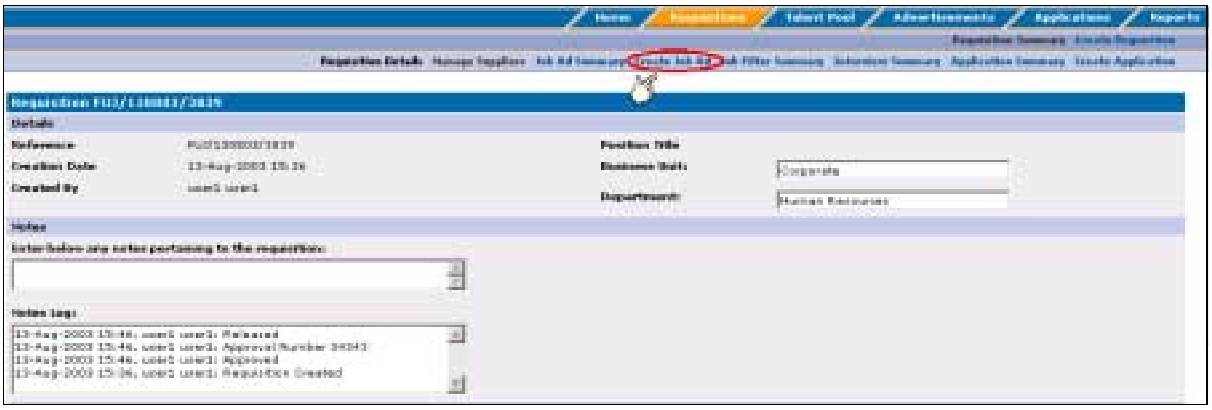
ADVERTISEMENT

Advertisement is the facility where clients can create, edit, archive or delete their online job advertisements. It is also the point where you can specify the distribution of your jobs to other job boards.

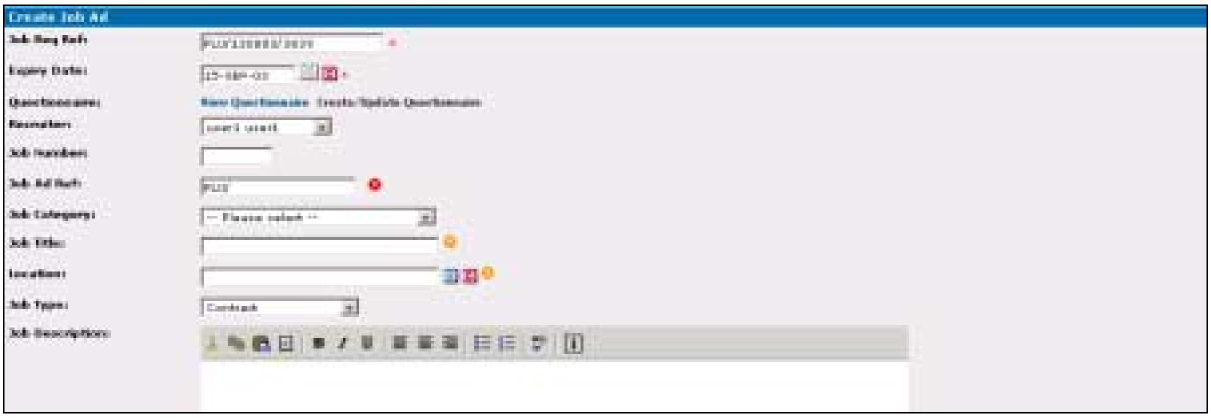
Creating a job ad for the requisition

Once a requisition has been released you can create a job advertisement that can be placed on your corporate Web site, intranet or external job boards. If you are posting the job ad onto job boards, you will need to either manually send the report to the job board or set up an automatic schedule. The jobs are sent to the job boards selected using the Advertisement service.

1. Display the requisition for which you will create the job ad.



2. Click on the **Create Job Ad** link.
3. The **Create Job Ad** page is displayed.



4. Most of the information on this screen is pre-filled with the information entered into the requisition.
5. Enter a job reference number into the *Job Reference* field.
6. Enter the date the position starts into the *Start Date* field. This field is a free text field, so you can enter the date on which the job starts, just the month, or *ASAP*.
7. The *CV Format* drop-down list is used to select the format in which you will

accept CVs from candidates.

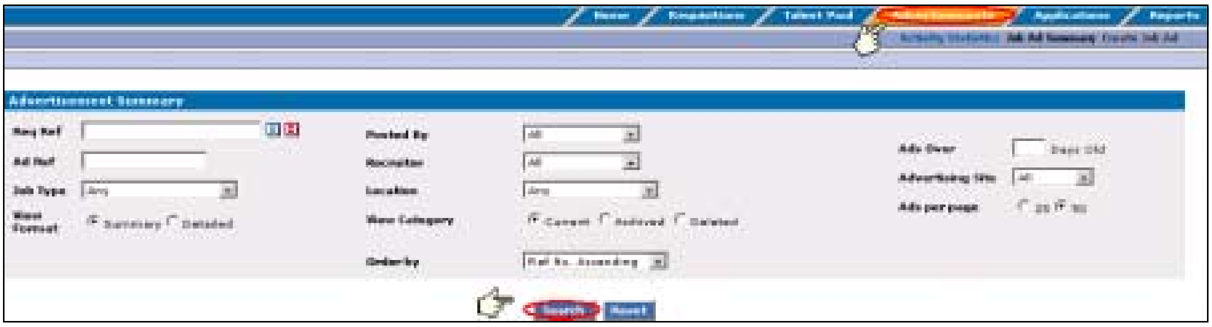
8. Click on the checkbox for each job site to which you want the job ad sent.
9. Fill out the job site-specific fields for the job sites selected.
10. Finally, click on the **Submit New Job** button.
11. A page appears showing you how the job ad will appear on the job boards and other sites you selected.

Working with Jobs

WORKING WITH JOBS

Searching for Job Ads

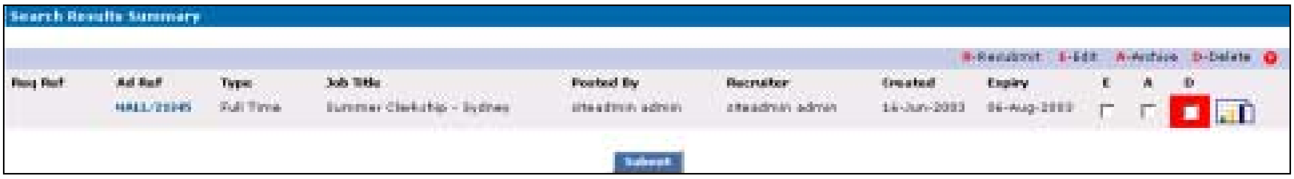
1. Click on the **Advertisement** tab.



2. You can search for Job Ads using one or more of the fields on this page. You can search for Jobs Ads that have been *archived* or *deleted* as well as the *current* Job Ads.

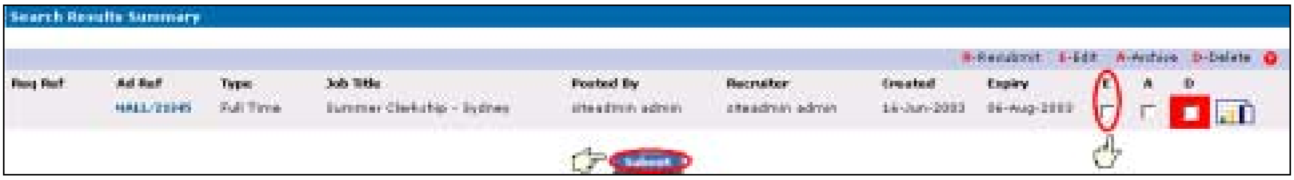
3. You will be searching using the defaults. To do this, click on the **Search** button.

4. The **Search Results Summary** page is displayed listing all the Job Ads that meet the search criteria.



Editing Job Ads

Job Ads can be easily edited after they have been submitted, but only by the user that submitted them.



1. Click on the *E* checkbox for each Job Ad you want to edit.

2. Click on the **Submit** button.

3. A page appears telling you how many Job Ads have been **tagged** for editing.

4. Click on the **Edit Job Ad** button.

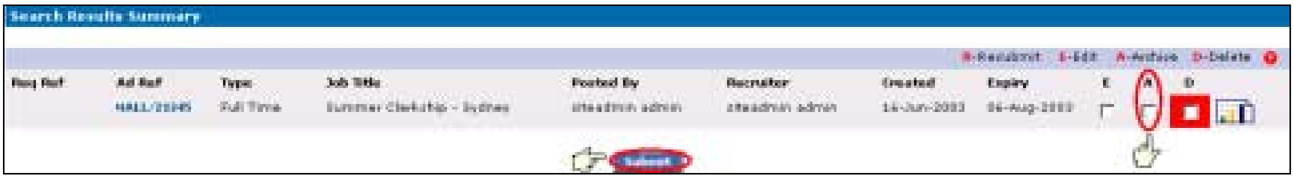
5. The job ad is displayed in edit mode for you to make your changes.

6. If you are just editing one job, click on the **Submit Edits** button. If you are editing more than one Job Ad, click on the **Submit then Next Record** button to save the changes made and move on to the next job ad for

editing.

Archiving Job Ads

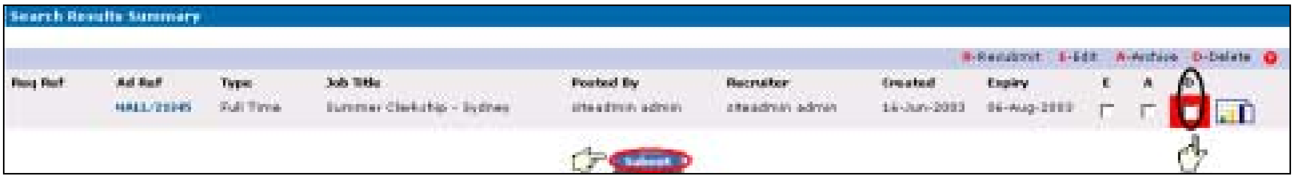
Job Ads are automatically archived after **21** days unless you change the archive date when entering the Job ad. You can manually archive Job Ads at any time. You will still be able to search for, edit, or delete the Job Ads after they have been archived. Archived Job Ads are kept for three months, after which time they are automatically deleted.



1. Click on the *A* checkbox for each Job Ad you want to archive.
2. Click on the **Submit** button.
3. A page appears telling you the number of jobs that were archived.

Deleting Job Ads

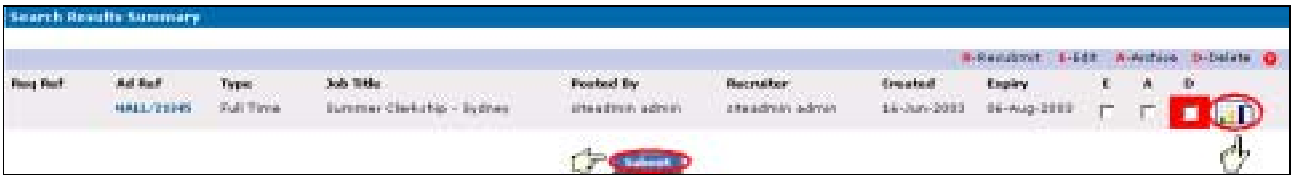
If you have created a Job Ad in error or want to remove a job, the Job Ad Management service provides a facility for you to delete jobs. If you delete a job it is removed from the web site and will be permanently deleted from the site after one week.



1. Click on the *D* checkbox for each Job Ad you want to delete.
2. Click on the **Submit** button.
3. A page appears telling you the number of Job Ads that where deleted.

Activity statistics

You can view the activity statistics for each Job Ad in the system. This information will tell you the number of people that have viewed, printed, e-mailed to a friend or applied for online.



1. Click on the **Activity Statistics** button for the Job Ad.
2. A window appears showing the statistics.

Job Reference : TOSH/123/HJ						
Site	Summary	Detailed	To Friend	Printed	Daily Email	Apply Online
12-AUG-03						
Site User	6	5	0	0	0	1
11-AUG-03						
Site User	1	1	0	0	0	1

Application Manager

APPLICATION MANAGER

The Application Manager service is used to manage the applications received for Job Ads that have been posted on the corporate web site and job boards.

You can also create an application if you receive a candidate by phone, e-mail or fax and you would like to track them with the rest of the applications for the position.

Applying for jobs

Candidates can apply for jobs either online through the Client Internet sites. Applications can also be created manually using the Application Manager service. You should now apply for the job online to see how the application is handled. The jobs can be found by clicking on the Search link in the Quick Job Search section at the Clients Careers web site. The following section shows you how to apply.

View	Position	Job Reference
☐	Tester	FUJ/1234
Test		

View	Position	Job Reference
☐	Marketing Assistant	FUJ/1233/HJ

- 4 Create/edit Job Adverts and dispatch to all media
- 4 Manage all applicants from a single desktop
- 4 Create your own Talent Pool
- 4 Filter, rank and screen candidates.
- 4 Produce metrics on your recr...

1

View Selected

1. To view a job click on its *View* checkbox.
2. Then click on the **View Selected** button.
3. The **Job Search Details** page is displayed showing the details of the job.
4. You can apply for the job online, print it or e-mail it to a friend.
5. Click on the **Apply Online** button. (Follow the registration procedure)
6. Fill out the details required in the application form.
7. Then click on the **Submit** button.
8. The application is submitted.

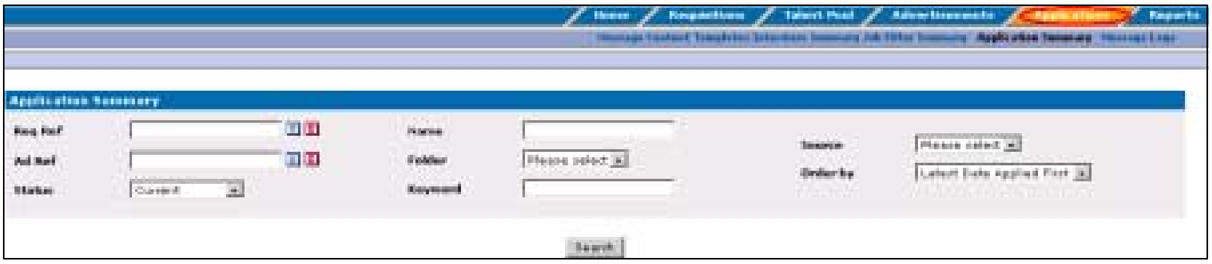
Creating manual applications

You can create manual applications for candidates that may have applied for positions either through the post, e-mail or by fax. (You need to be in the specific requisition details page to create a manual application for the requisition.)

1. Click on the **Create Application** link. On the second level navigation bar on the requisition details page.
2. The **Create Application** page is displayed.
3. Enter the required fields. The fields on this page are self-explanatory.
4. Click on the **Save** button.
5. The application is created and displayed on the Application Summary page.

Viewing an application

The Application Manager function is accessed from the Navigation Bar by clicking **Application**. On the first page is a link to the Application on the top navigation bar. From this page the user can search through the database of applications on the system for applications matching their search requirements.

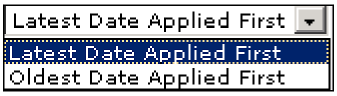


1. Click on the **Application** tab the main navigation bar
2. The Application search page is displayed.

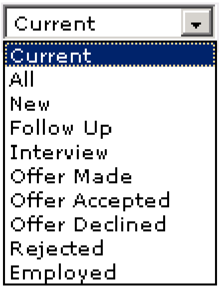
Search / Filter Candidates

To search for applications the user can enter the criteria of the application(s) they are looking for by entering data in the search box provided. Shown below are the fields by which searches can be made.

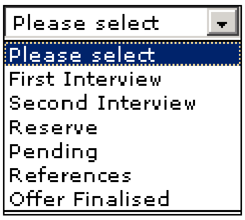
1. Enter the **Candidates Name** to search a candidate who has applied for a job.
2. Click on the Drop down to select the **Order By** from which the search has to be carried



3. Select the Status in which, the user wants the search result to appear by selecting the **status** drop down list.



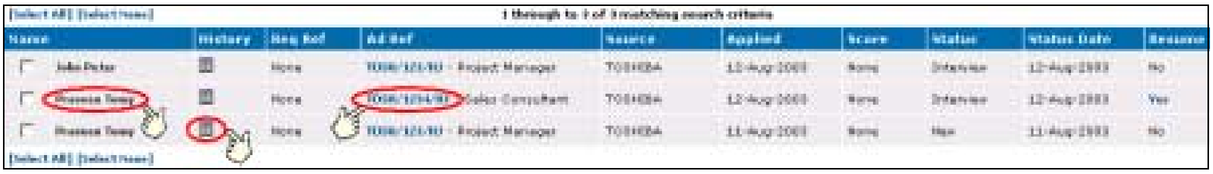
4. Click on the Drop down to select the **Folder** on which the search has to be carried out.



5. Now click the **Search** button to return applications according to the search criteria specified.

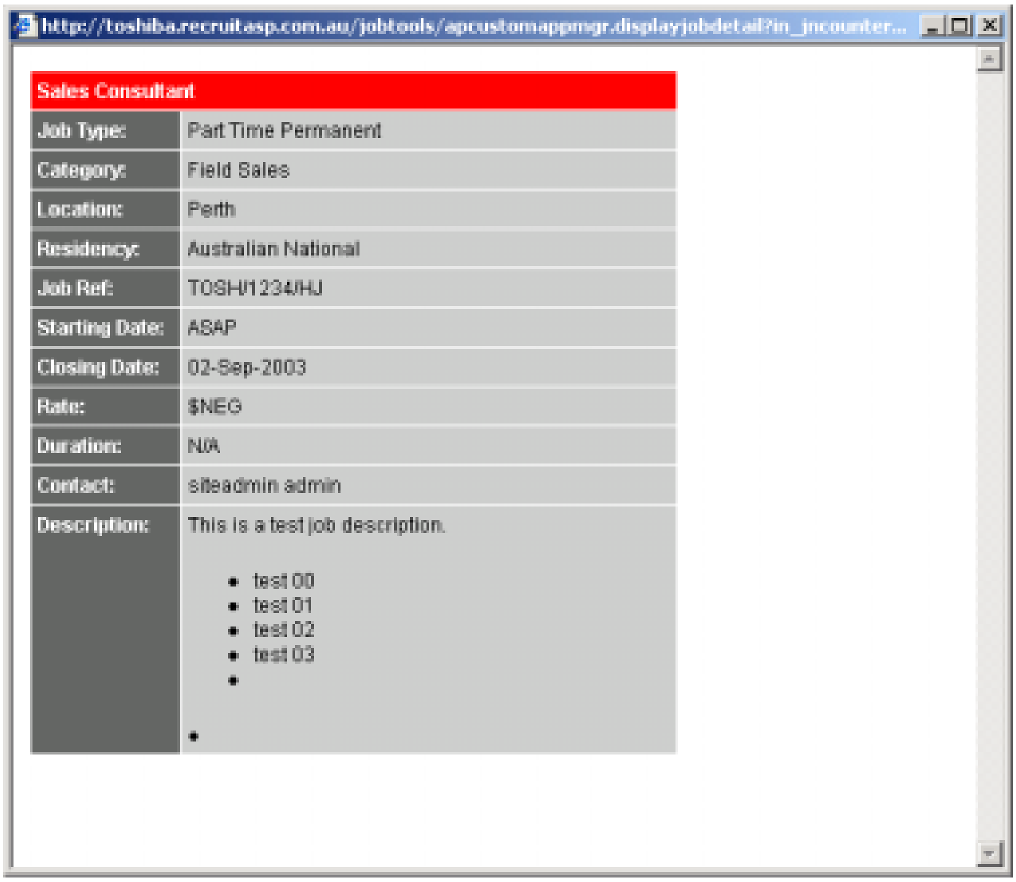
Application Summary

From the Application Summary page you can drill-down into various functions and view details associated with the candidate's application as shown below.



Appropriate batch processes can be actioned from this level. Duplicate candidates can be identified and duplicate applications can be deleted or rejected.

1. Click on the **Ad Ref** number to view the summary page and it open a new window showing the Job Ad details as shown below.



2. Click on the **History** icon to display entire list of applications the candidate has applied for.

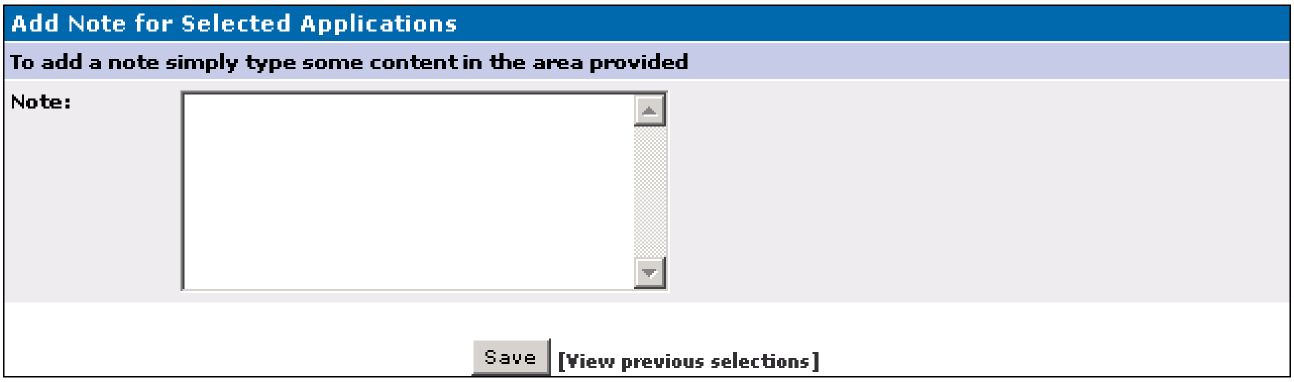
Batch Action Menu

Batch Actions Menu

Actions menu is a simple tool, which enables you to change folders, reject candidates, and send messages to candidates in batch

Add Notes

1. Click on the **tick box** adjacent to the candidates name
2. Click on the **Action** drop down
3. Select **Add Notes**

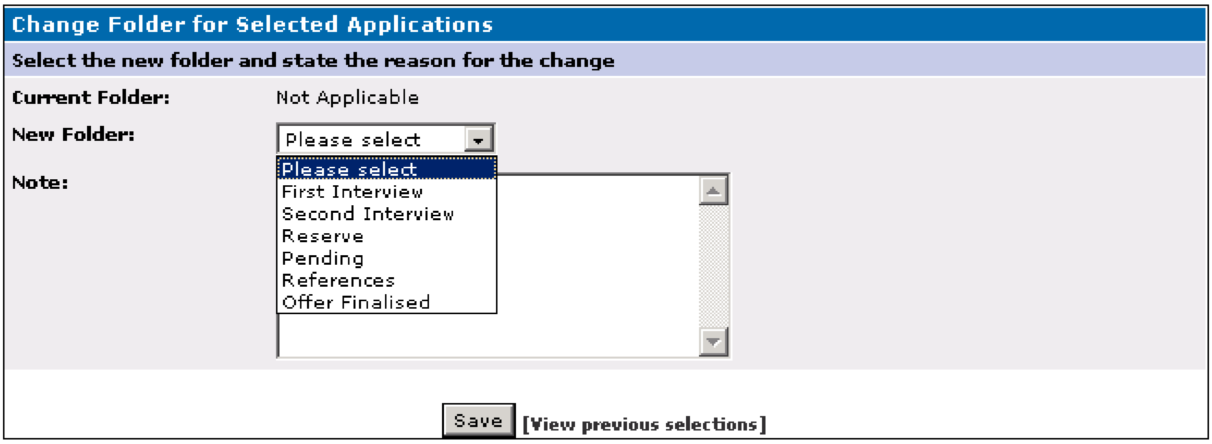


4. User can also click on the **"view previous selection"** link to view previous messages sent to the candidate.

5. Add notes on the given field and Click **Save**

Change Folder

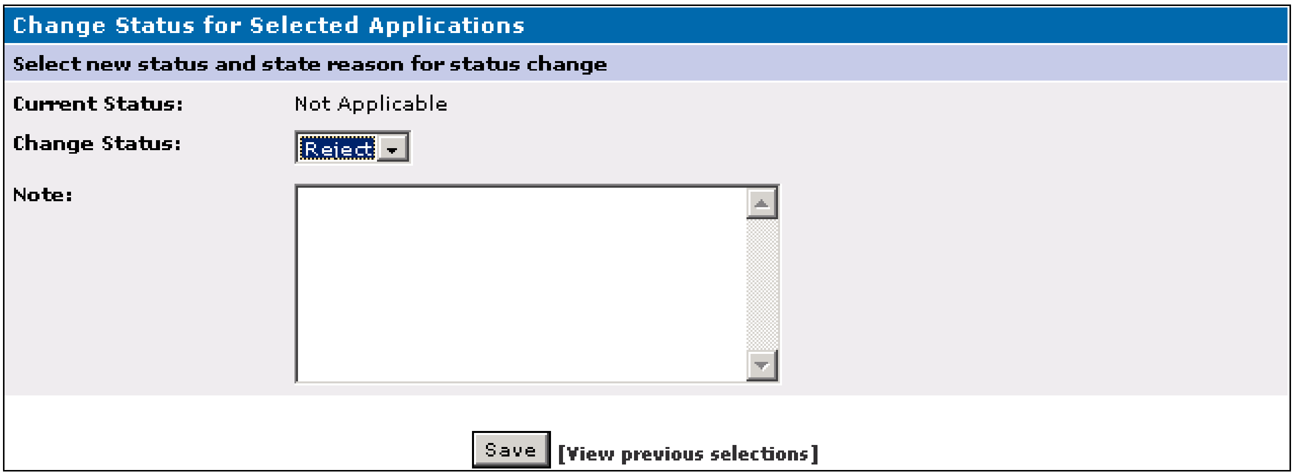
1. Click on the **tick box** adjacent to the candidates name
2. Click on the **Action** drop down
3. Select **Change Folder**
4. Click **process**



5. Select the Folder form the list and Click Save

Reject Candidate

1. Click on the **tick box** adjacent to the candidates name
2. Click on the **Action** drop down
3. Select **Reject**
4. Enter notes



5. User can also click on the **"view previous selection"** link to view previous messages sent to the candidate.

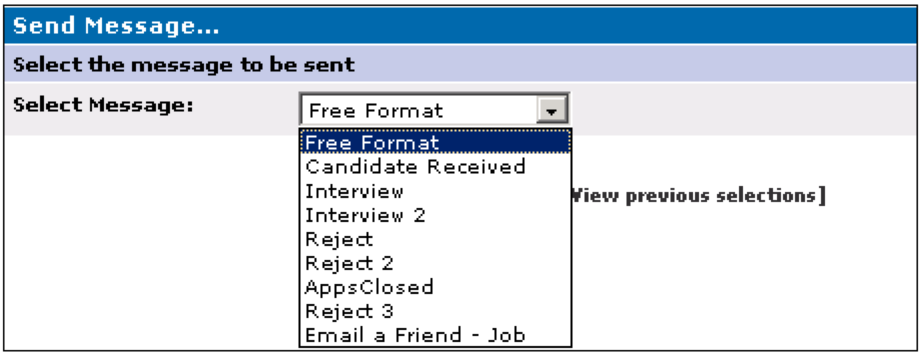
6. Click **Save** after step 4

Note

By using the reject function "**Reject Emails**" are **not** send to the selected candidates. Only the candidate status is changed. Rejected emails are sent using the "Sent Message to Candidate" function.

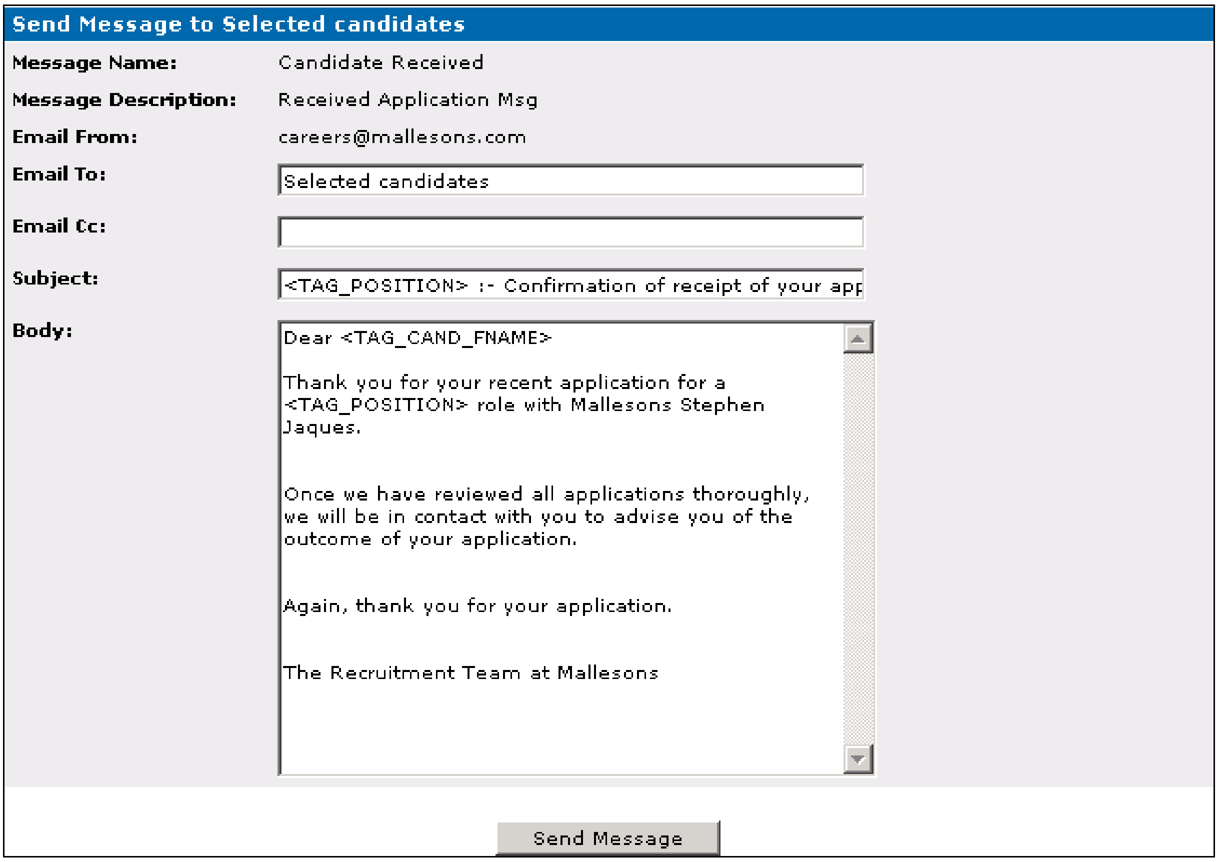
Send Message to Candidate

1. Click on the **tick box** adjacent to the candidates name
2. Click on the **Action** drop down
3. Select **Send Message to Candidate**
4. Click **process**



5. Select the **Message** from the dropdown
6. User can also click on the **"view previous selection"** link to view previous messages sent to the candidate.

7. Click **Next**



8. Make changes on the body of the letter if needed and click send message.

View Candidate Application Form

VIEW CANDIDATE APPLICATION FORM

From the Application Summary page

1. Click on the **Name** of the application you want to view.
2. The candidate's application is displayed.

3. Click **save**

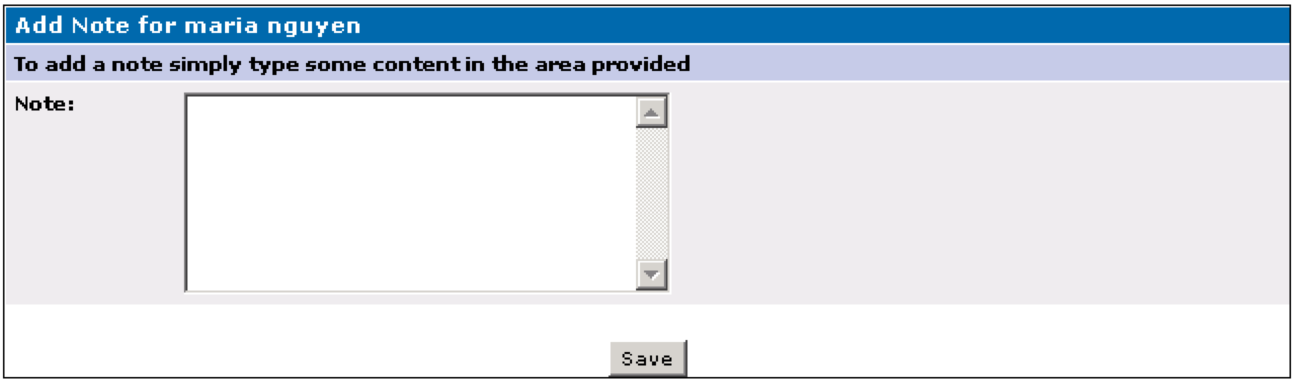
Performing Actions on an Application

PERFORMING ACTIONS ON AN APPLICATION

There are a number of actions that can be performed on an application. These include send message to the candidate, add notes, change status, make offer, accept offer, decline offer, edit offer made, employed.

Add Notes

1. Click on the **tick box** adjacent to the candidates name
2. Click on the **Action** drop down
3. Select **Add Notes**



4. Add notes in the given field and Click Save

Change Status and Change Folder

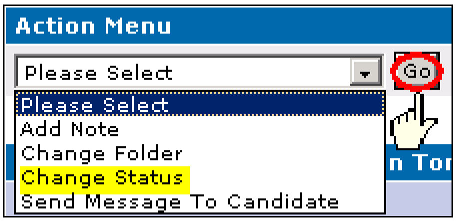
Applicants can be moved to a different status at each stage of the recruitment process. This makes it easier to keep track of all the applicants and to manage the applicants in an organised way.

Once a candidate is reviewed they can be moved to the next stage in the recruiting process. Listed below are the steps involved in changing a candidate's status. To put a candidate into a folder the same steps are followed after the Change Folder action has been selected.

1. Click on the **Applicant Name** on the **Application Summary** page

2. The Application form appears with the full applicant details

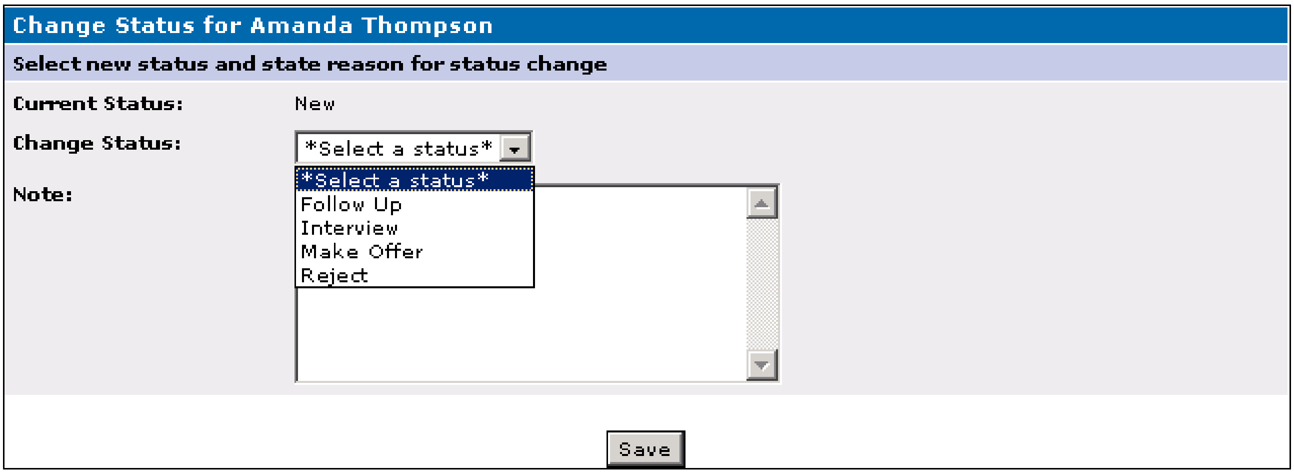
3. Open the *Action Menu* drop-down list on the top left hand corner and choose the ***Change Status*** *option*



4. Click on the **Go** button.

5. **Change Status page** appears as shown below.

6. Use the Drop down list to select the new status to which the applicant is moved.

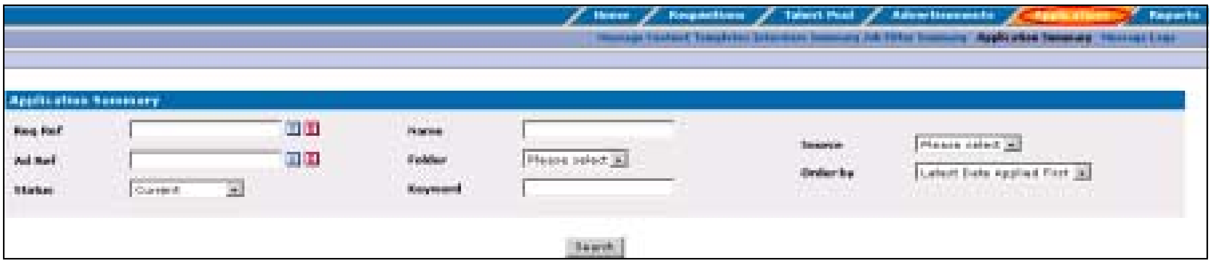


7. Enter **Notes** in the notes field if required

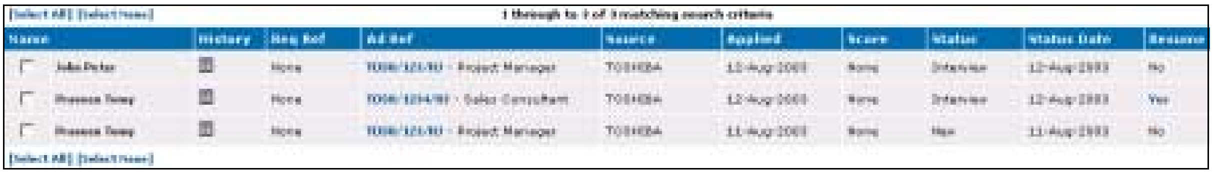
8. Click Save to change the candidate's status.

Create Interview

1. Click on the **Application** icon on the top navigation bar

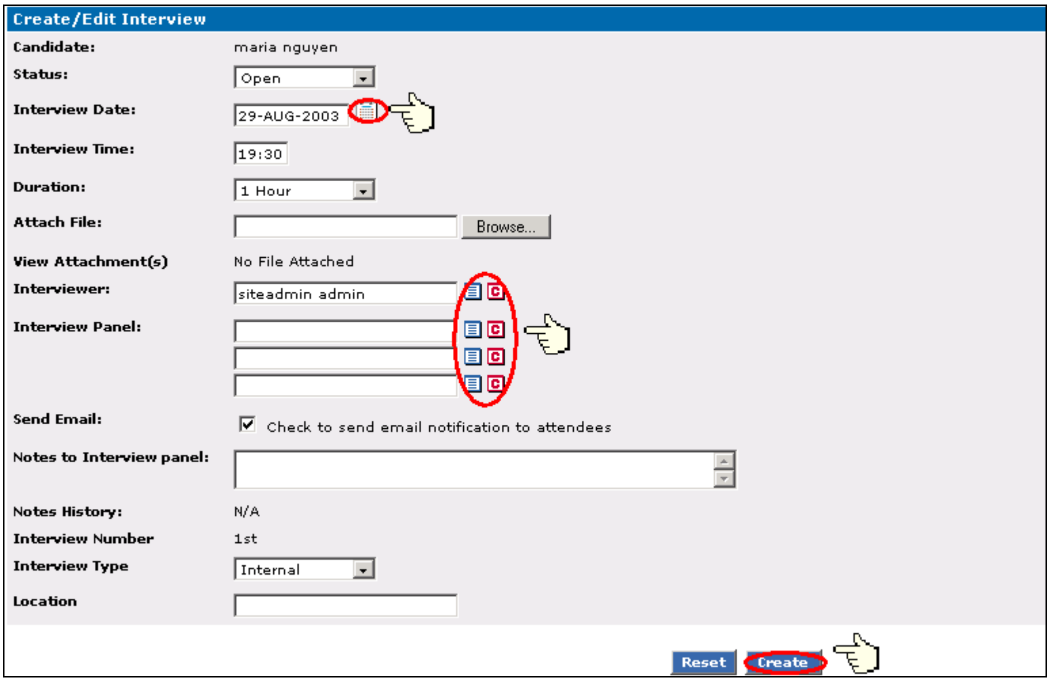


2. Enter the search criteria to find the short listed candidate
3. Click on the **candidate's name**



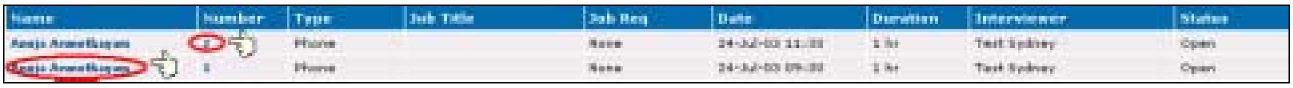
4. The candidate application details page appears
5. Click on **Create Interview** link on the third navigation bar.

6. Create / Edit interview page appears.



7. Fill in the respective fields on the Interview page
8. Leave the status as open
9. Use the icon to select the dates for the interview

10. Fill in the start time (eg 09:30)
11. Use the drop down list to chose the duration of the interview
12. Click on the Browse button to upload any relevant interview files or documents.
13. Click on the to select the Interviewer and the interview panel member respectively.
14. Enter notes for the interview panel in the notes field provided.
15. Select from the drop down the interview type.
16. Enter the location of the interview
17. Click **create**
18. Confirmation page appears



Name	Number	Type	Job Title	Job Req	Date	Duration	Interviewer	Status
[illegible]	2	Phone		None	24-Jul-03 11:30	1 hr	Test Sydney	Open
[illegible]	1	Phone		None	24-Jul-03 09:30	1 hr	Test Sydney	Open

Note

- You can use the interview functionality only after the candidate status has been changed to Interview.
- View the interview summary page by clicking the number on the confirmation page
- Click on the Candidate name to view the candidate details.
- Repeat the same procedure for interview 2 also.

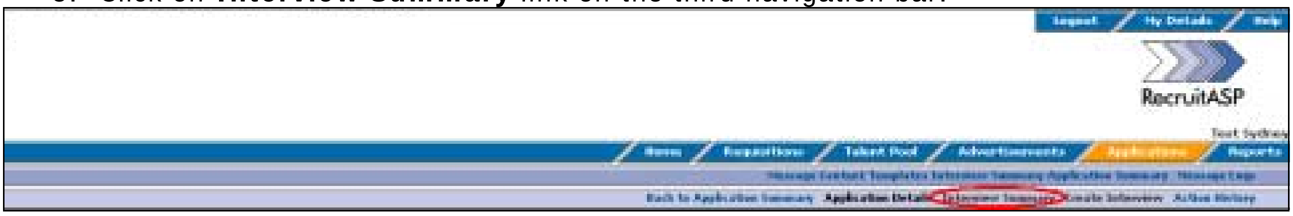
View Interview Summary

To view the interview summary for a candidate

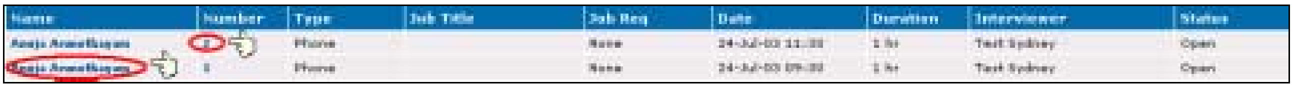
1. Click on the **Application** icon on the top navigation bar

2. Enter the search criteria to find the short listed candidate
3. Click on the **candidate's name**

4. The candidate application details page appears
5. Click on **Interview Summary** link on the third navigation bar.



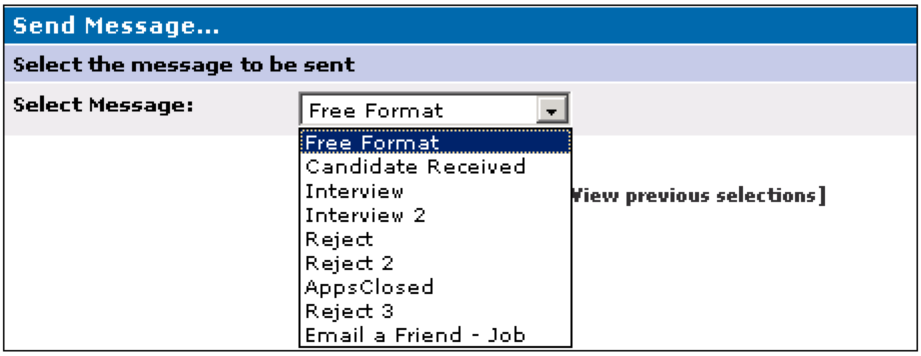
6. Interview Summary page appears



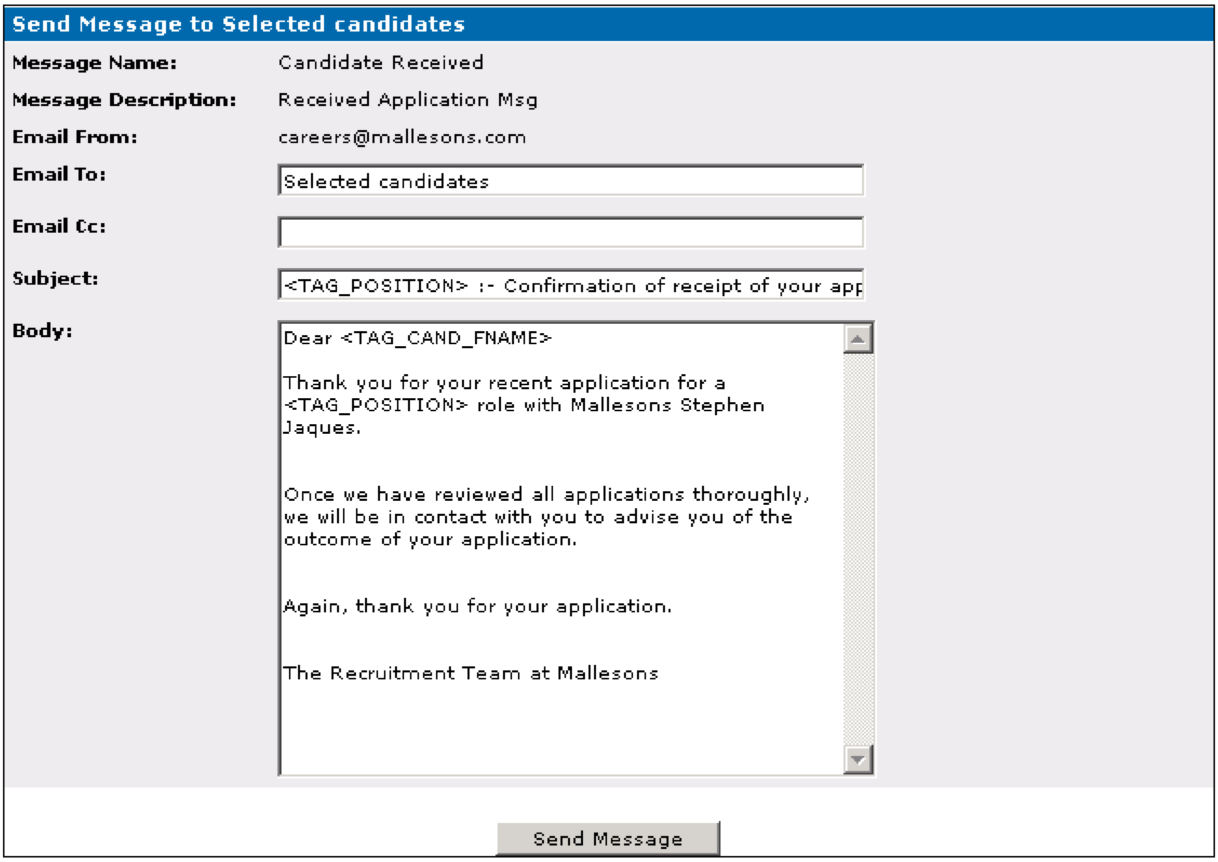
7. Click on the Candidate name to view the candidate details.
8. Clicking the number on the summary page to view the interview schedule page.

Send Message to Candidate

1. Click on the **Action** drop down
2. Select **Send Message to Candidate**
3. Click **process**



4. Select the **Message** from the dropdown
5. Click **Next**

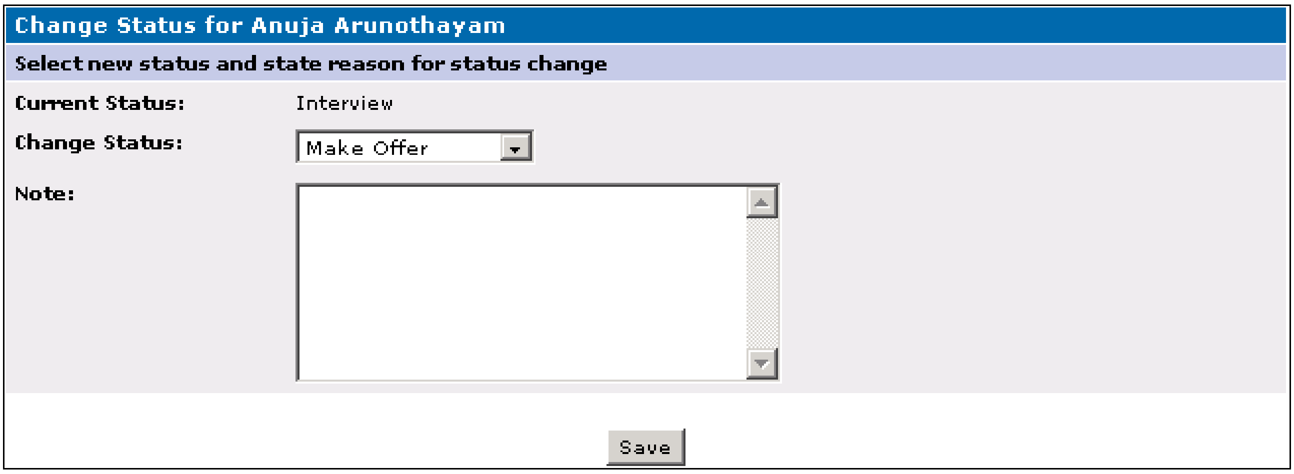


6. Make changes on the body of the letter if needed and click send message.

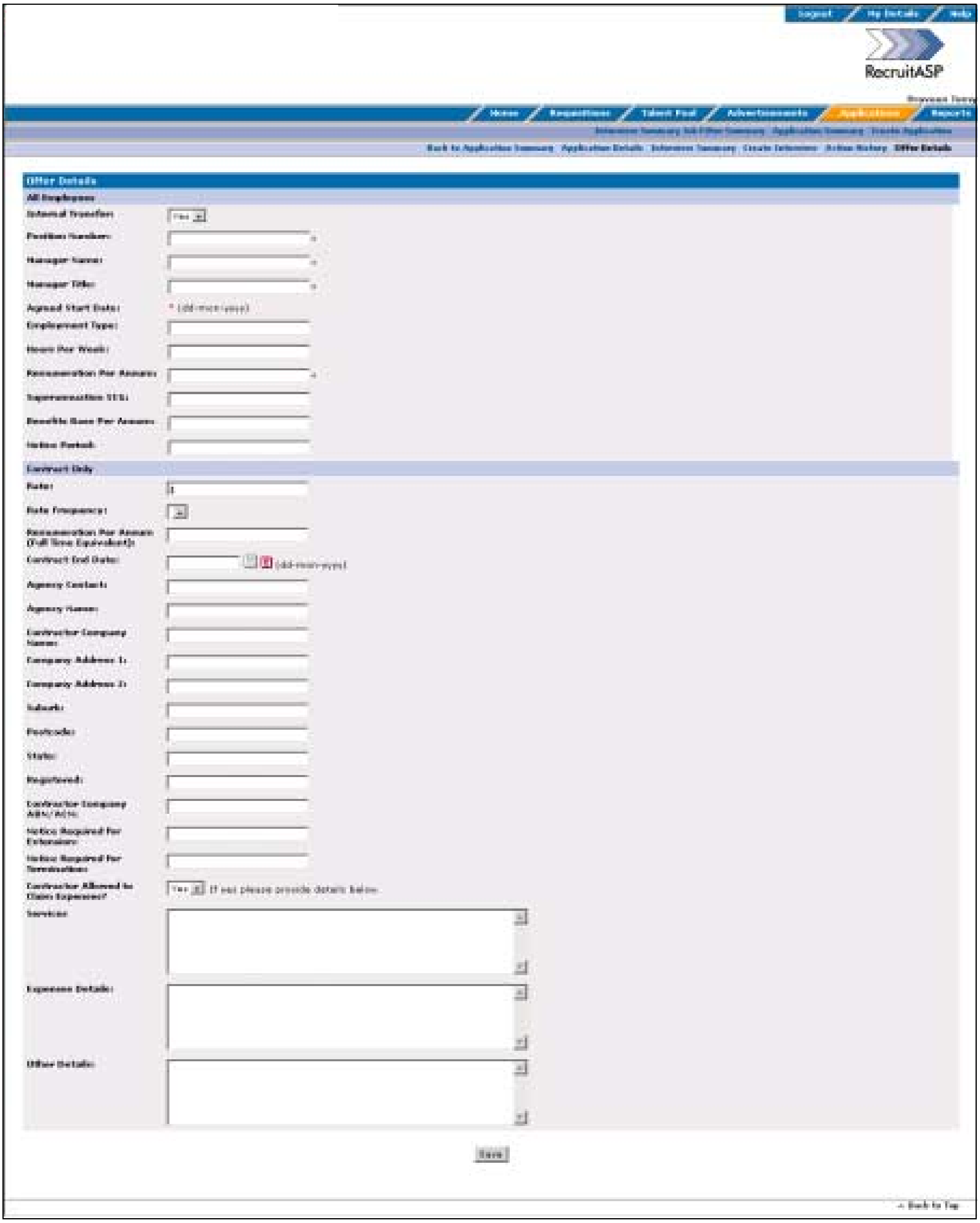
Make Offer

You can record details of the offer made to a candidate once the folder of the application is changed to offer made.

1. Open the *Action Menu* drop-down list in the application form and choose the ***Change Status*** *option*
2. Click on the **Go** button.
3. State the reason for the change page appears.



4. Enter **notes** in the notes field
5. Click **save** to display the Offer Details page.
6. The Offer Details Page appears.



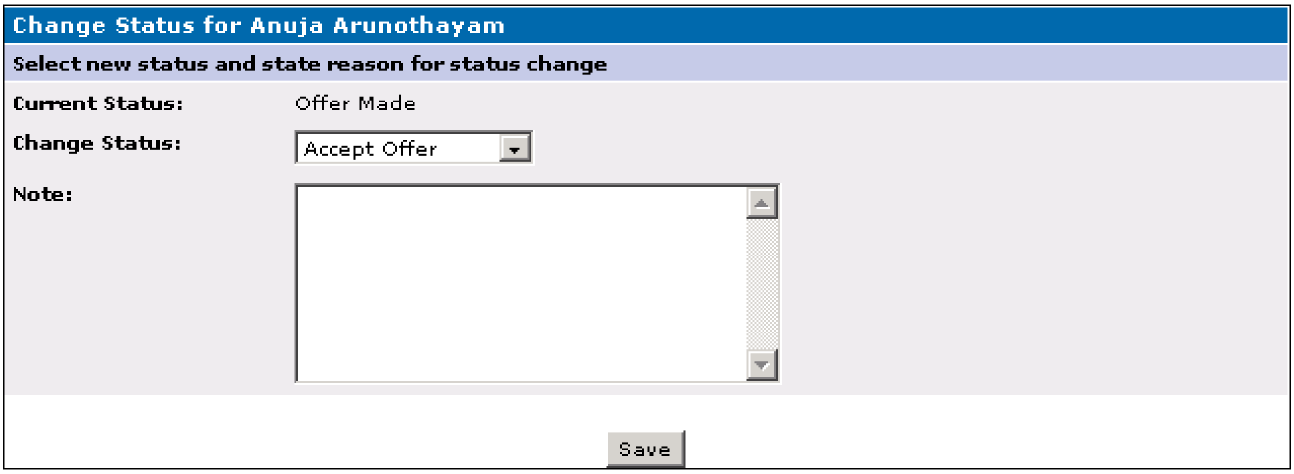
7. Fill the Offer details form and click **Save**

8. Once the candidate accepts the offer, the candidate status can be changed to **Offer Accepted.**

Accept Offer

You can record details of the offer accepted by the candidate once the accepts the offer made.

1. Open the *Action Menu* drop-down list in the application form and choose the ***Change Status*** *option*
2. Click on the **Go** button.
3. State the reason for the change page appears.

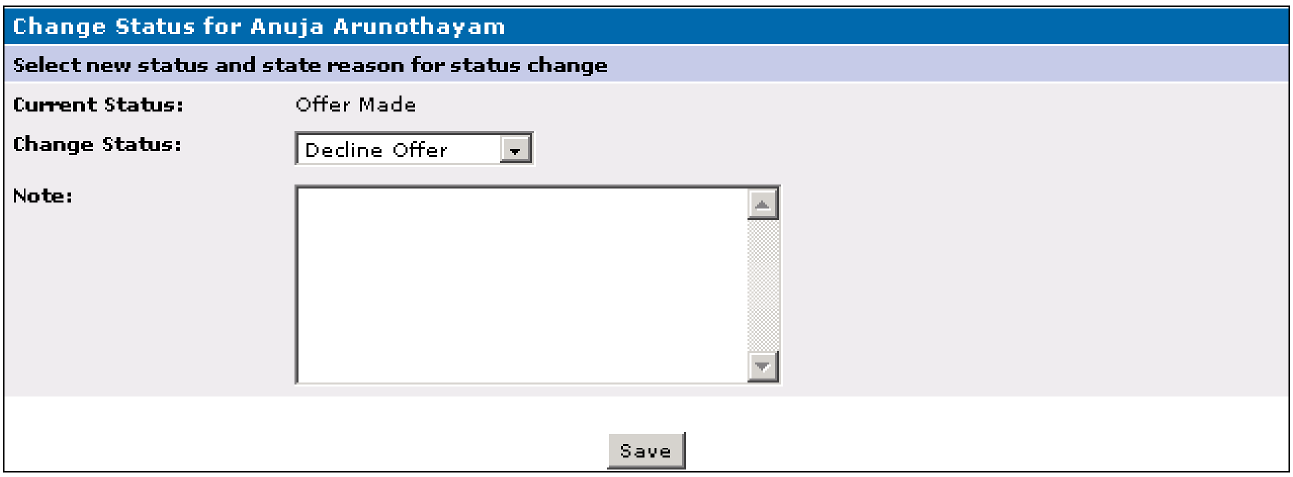


4. Enter **notes** in the notes field
5. Click **save** to display the Offer Details page.
6. The Offer Details Page appears.
7. Make changes on the Offer Details if needed and click save.

Decline Offer

You can record details of the offer accepted by the candidate once the accepts the offer made.

1. Open the *Action Menu* drop-down list in the application form and choose the ***Change Status*** *option*
2. Click on the **Go** button.
3. State the reason for the change page appears.



4. Enter **notes** in the notes field
5. Click **save** to display the Offer Details page.
6. The Offer Details Page appears.
7. Make changes on the Offer Details if needed and click save.

Editing offer made

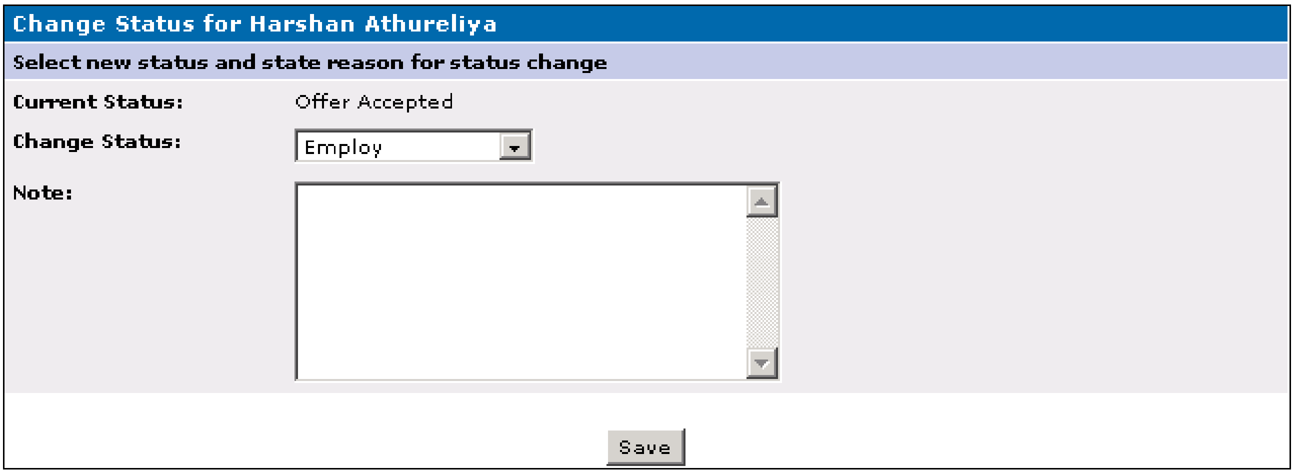
You can edit record details of the offer made to a candidate once the status of the application changes to offer made.

1. Open the Action menu drop-down list and choose **edit offer made** option.
2. Click on the Go button.
3. The **Offer Details** page is appears. Make changes and Click **Save** to save all the new changes.

Employed

Once the candidate accepts the offer the candidate's status is changed to **Employed**.

1. Open the *Action Menu* drop-down list in the application form and choose the ***Change Status*** *option*
2. Click on the **Go** button.
3. State the reason for change page appears



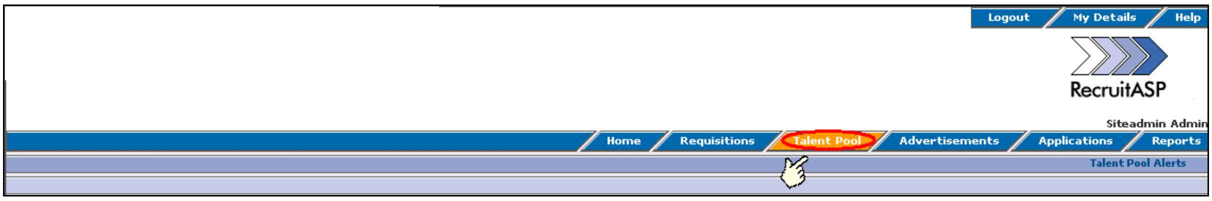
4. Select Employed from the Status drop down list.
5. Click **Save**

Talent Pool

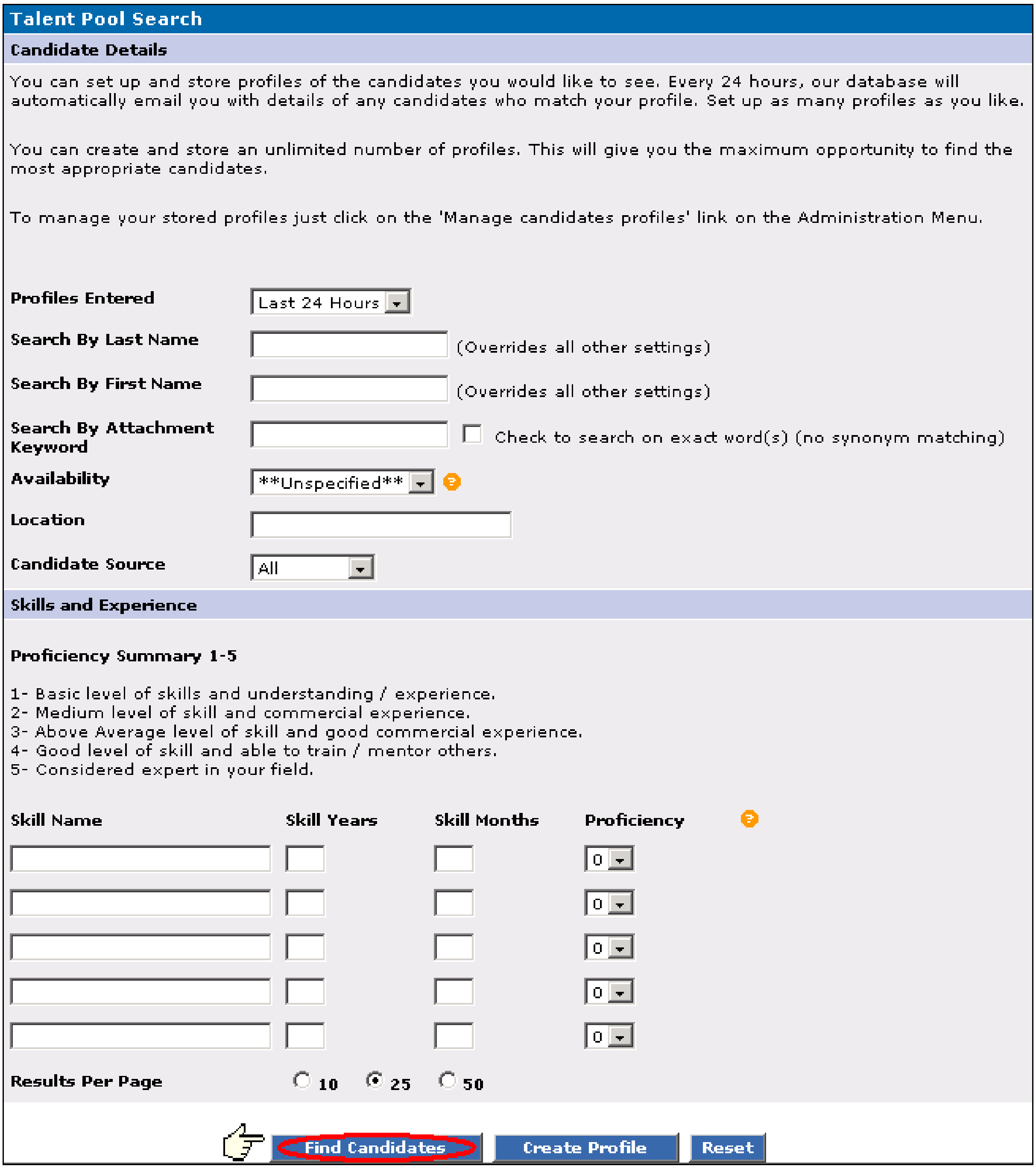
TALENT POOL

Finding Candidates

1. Click on the **Talent Pool** Link on the top navigation.



2. Click on the Search for candidates link.
3. The **Candidate Search** page is displayed.



Talent Pool Search

Candidate Details

You can set up and store profiles of the candidates you would like to see. Every 24 hours, our database will automatically email you with details of any candidates who match your profile. Set up as many profiles as you like.

You can create and store an unlimited number of profiles. This will give you the maximum opportunity to find the most appropriate candidates.

To manage your stored profiles just click on the 'Manage candidates profiles' link on the Administration Menu.

Profiles Entered Last 24 Hours

Search By Last Name (Overrides all other settings)

Search By First Name (Overrides all other settings)

Search By Attachment Keyword Check to search on exact word(s) (no synonym matching)

Availability **Unspecified**

Location

Candidate Source All

Skills and Experience

Proficiency Summary 1-5

1- Basic level of skills and understanding / experience.
2- Medium level of skill and commercial experience.
3- Above Average level of skill and good commercial experience.
4- Good level of skill and able to train / mentor others.
5- Considered expert in your field.

Skill Name	Skill Years	Skill Months	Proficiency
			0
			0
			0
			0
			0

Results Per Page 10 25 50

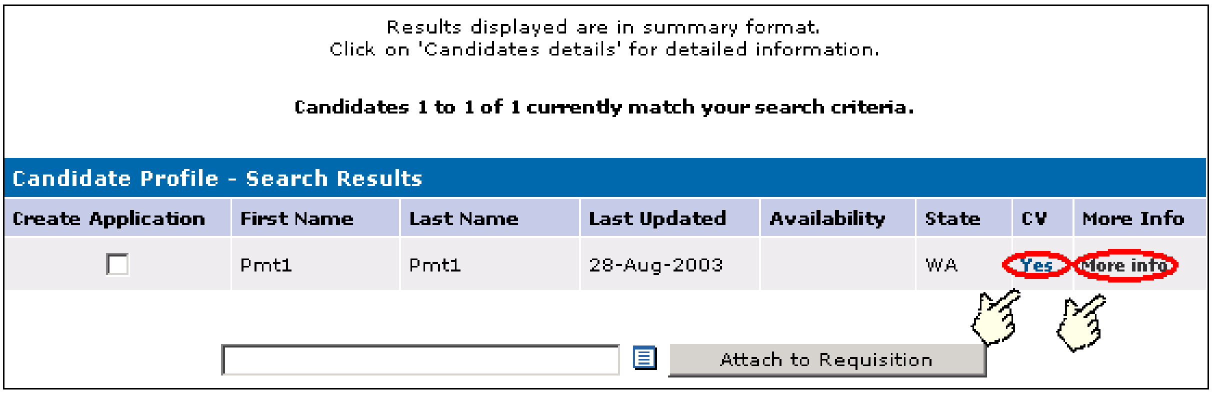
Find Candidates | Create Profile | Reset

4. Use the following table to complete the fields on this page.

Field name	Entry requirements
Profiles Entered	Open the drop-down list and choose the time period for the search. This will display all the candidates that have announced their availability within the selected time frame.
Search by Last Name	If you know the family name of the candidate for whom you are searching, enter the name into this field.
Search by First Name	If you know the first name of the candidate for whom you are searching, enter the name into this field.
Search by Attachment Keyword	You use this field to search for keywords that appear in attachments candidates have submitted, for example their resume.
Availability	Open the drop-down list and choose the availability of the candidates.
Location	Type the geographical location in which you are searching for candidates into this field.
Candidate Source	Open the drop-down list and choose the source by which candidates registered for work.
Skill Set	Complete the skills required for the position by entering the skill into the *Skill* field, the number of months experience in the *Months* field and select the proficiency level from the *Proficiency* drop-down list.

5. Click on the **Find Candidate** button to start the search.

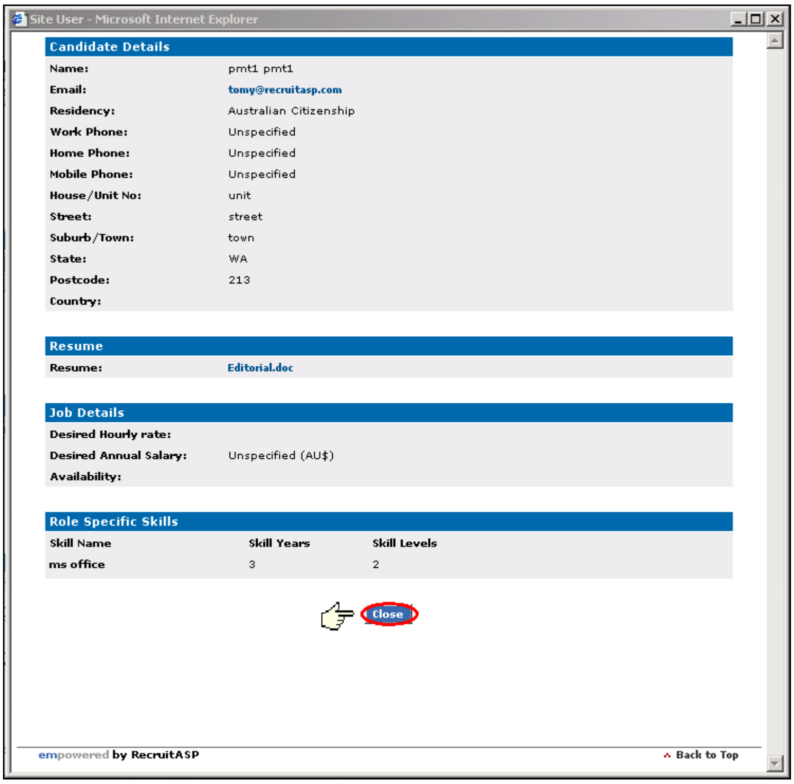
6. The Candidate Profile Search Results page is displayed.



7. If no candidates were found a message will appear on this page telling you there were no matches and to change your search criteria.

8. Click on the **More info** link to view the candidate's details.

9. A new window opens showing the **Candidate Details** page for the candidate is displayed. Please note that only part of the window is shown below.

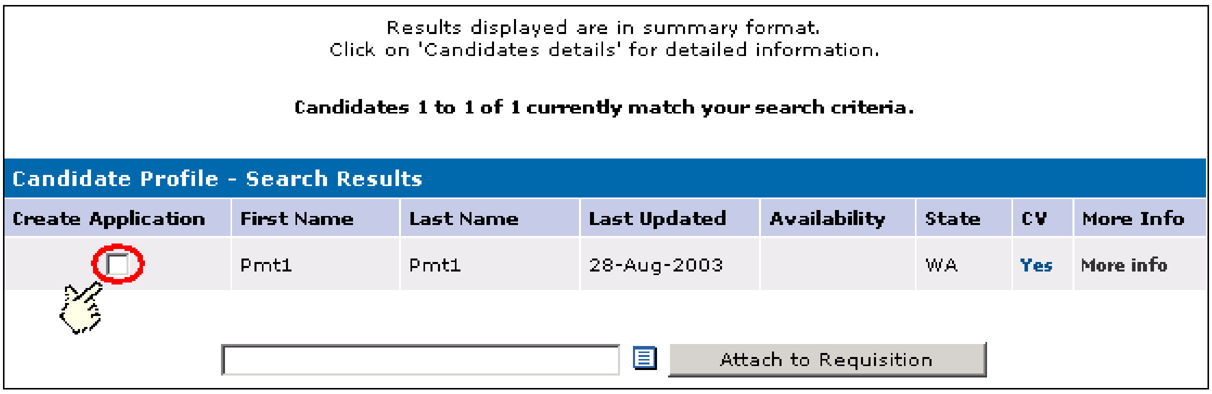


10. From this page, you can view the candidate's resume, if they have stored it online, by clicking on the relevant link.

11. Click on the **Close** button to return to the **Candidate Profile Search Results** page.

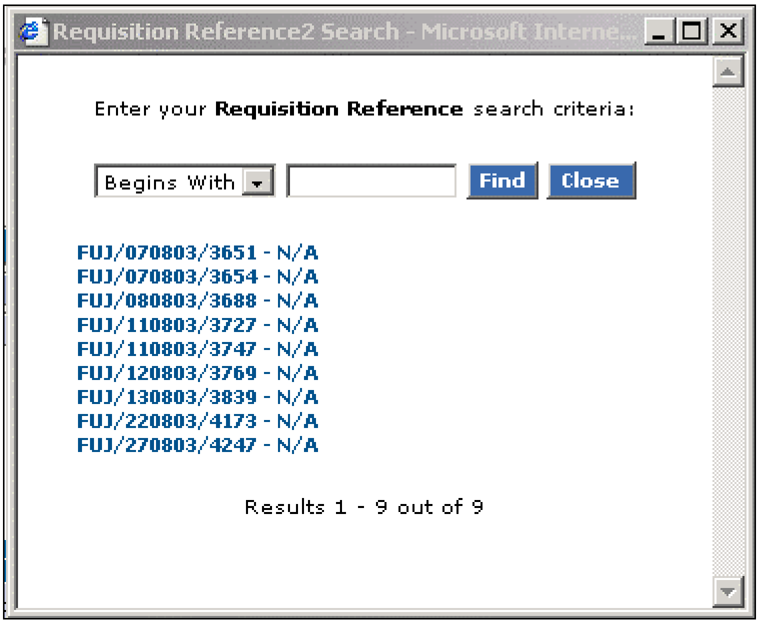
Attaching a Candidate to a Requisition

You can create an application for a candidate and attach it to a requisition.



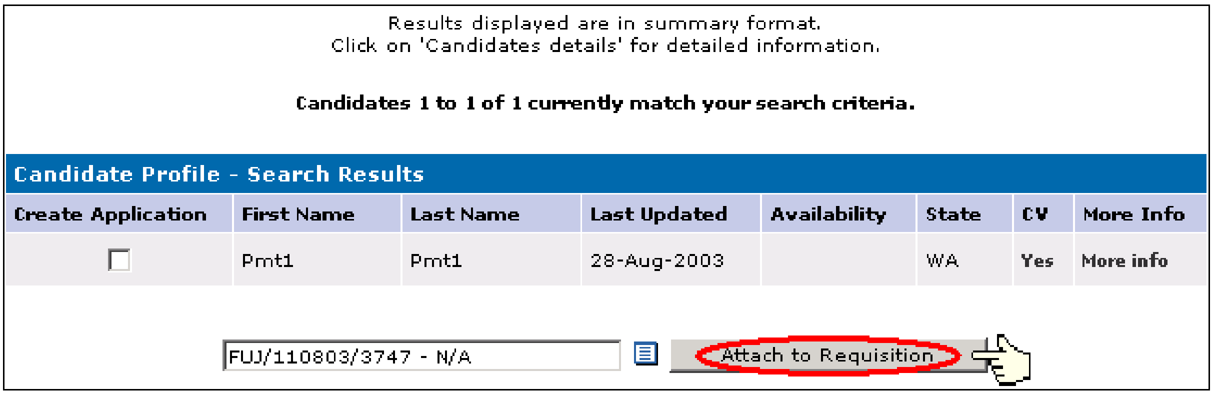
1. Click on the **List of Values** button next to the **Attach to Requisition** button.

2. The **List of Values** dialog box appears listing all the requisitions.



3. Click on the requisition to which the application will be attached.

4. The window closes and the requisition number is displayed in the text field.



5. Click on the **Attach to Requisition** button.

Searching for candidates from a requisition

You can also search for candidates from a requisition, once a requisition is approved.

1. Click on the **Requisition** tab on main navigation bar.

2. Click on the **Requisition Summary** link and search for the requisition you require.

3. Once you find the requestion, click on the **Job Req** link and the requisition details page is shown. Note that only part of the page is displayed below.

Requisition FUJ/220803/4173

Details

Reference	FUJ/220803/4173	**Position Title**	PD Library
Creation Date	22-Aug-2003 11:18	**Business Unit:**	Corporate
Created By	user1 user1	**Department:**	Human Resources

Notes

Enter below any notes pertaining to the requisition:

Notes Log:

22-Aug-2003 11:21, user1 user1: Approved
22-Aug-2003 11:18, user1 user1: Requisition Created

Preferred Suppliers

Suppliers Added:	0	**Active Suppliers:**	0
Suppliers Removed:	0	**New notes to review:**	0

Status and Contacts

Originator	user1, user1	**Current Status**	Approved
Approver	user1 user1	**Change Status To**	Select a status
Recruiter	user1 user1		

4. In the requisition details page, click on the **Search for Candidates** button displaying at the bottom of the page.

5. The Candidate Profile – Search results will display candidates fitting the criteria of the requisition drawn from the client database. Note only part of the page is displayed below.

Results displayed are in summary format.
Click on 'Candidates details' for detailed information.

Candidates 1 to 7 of 7 currently match your search criteria.

Candidate Profile - Search Results

Create Application	First Name	Last Name	Last Updated	Availability	State	CV	More Info
☐	Pmt1	Pmt1	28-Aug-2003		WA	Yes	More info
☐	Karen	Bedford	14-Aug-2003	21-Aug-2003	NSW	Yes	More info
☐	Sarah	Smith	12-Aug-2003	07-Aug-2004	NSW	Yes	More info
☐	Peter	Peter	08-Aug-2003		NSW	Yes	More info
☐	Joe	Bloggs	08-Aug-2003		NSW	Yes	More info
☐	Jo	Hague	08-Aug-2003	08-Aug-2003	NSW	Yes	More info
☐	Leon	Andrews	08-Aug-2003	08-Aug-2003	NSW	Yes	More info

FUJ/220803/4173 - N/A | Attach to Requisition

6. Click on the *Create Application* checkbox for each suitable candidate.

7. Click on the **Attach to Requisition to link the** candidate to the specific requisition. (Note that the requisition number is auto populated)

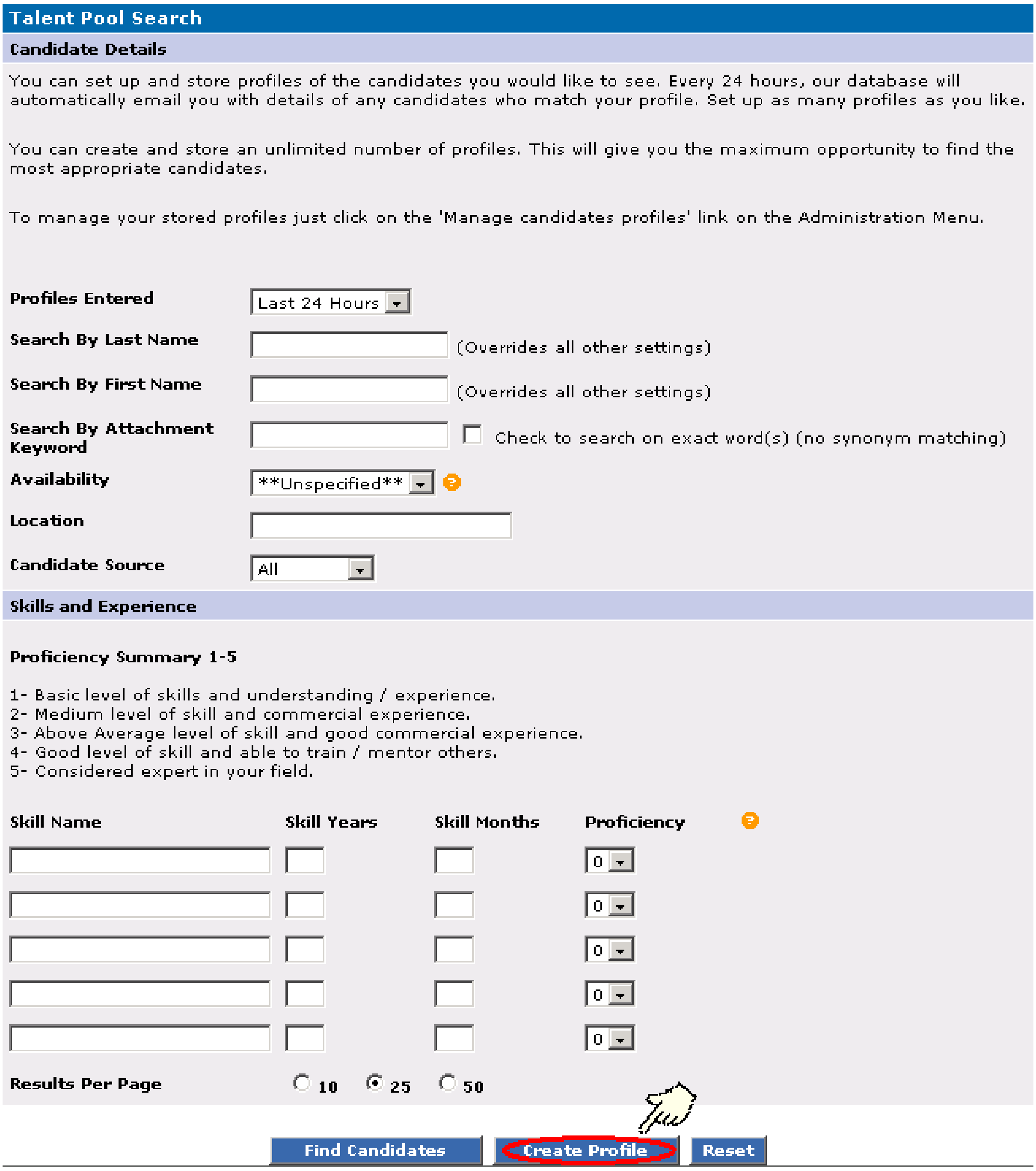
CREATING AN E-MAIL ALERT

Overview

If you didn't find any suitable candidates when conducting a search, you can create an e-mail alert. The e-mail alert will send e-mail to you listing candidates with profiles matching your job profiles.

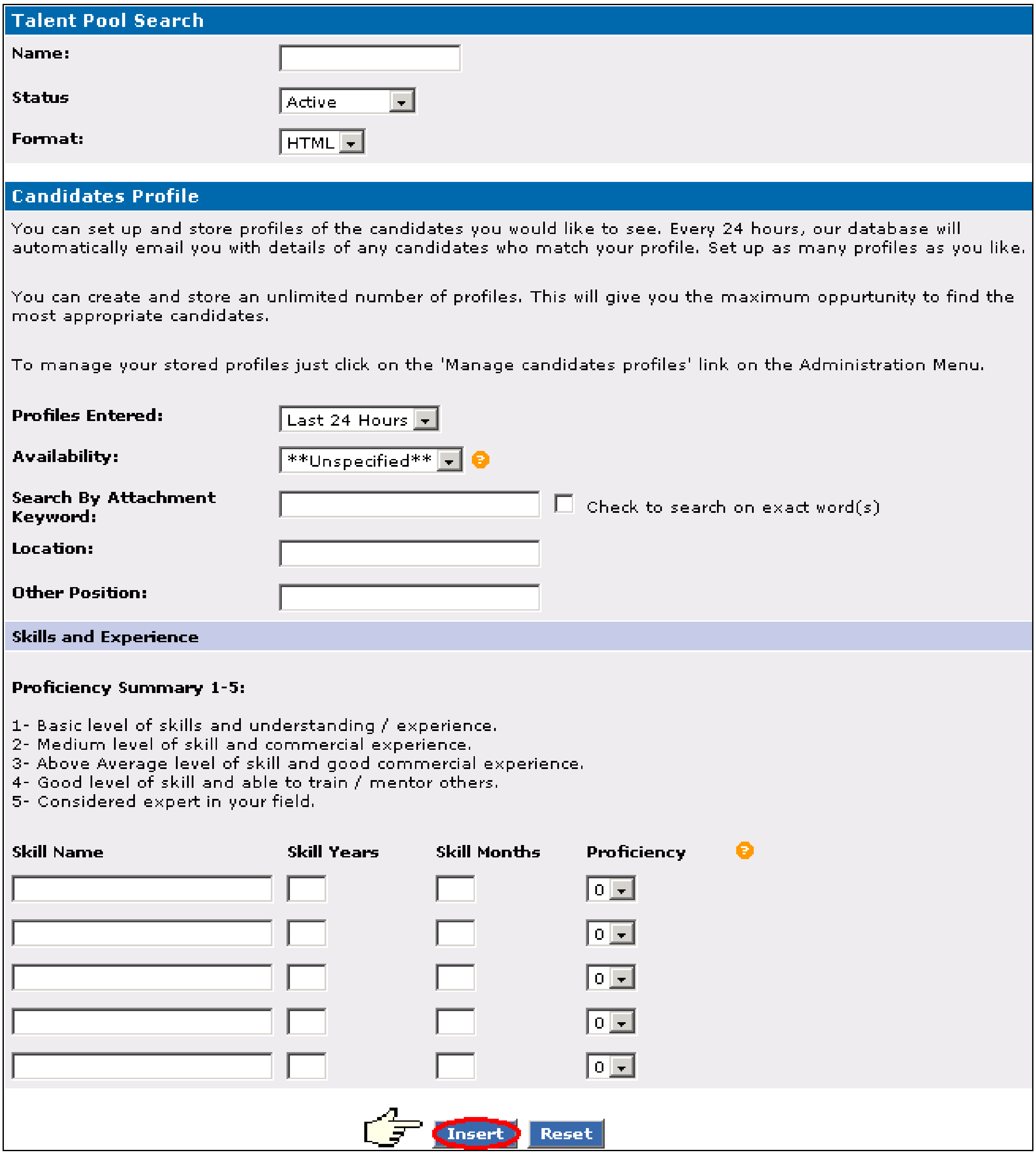
Creating the Alert

1. Display the **Candidate Search** page. Please note that only part of the page is displayed below.



2. Click on the **Create Profile** button at the bottom of the page.

3. The **Candidate Search** page is displayed. Please note that only part of the page is displayed below.



4. Use the following table to complete the fields on the page.

Field name	Entry requirements
Name	Enter the name of your search.
Status	Choose the status of the search. If the search is active, you will get daily e-mails containing your search results. A suspended search does not send you e-mails.
Format	Select the format in which the report will be delivered.
Profiles Entered	Open the drop-down list and choose the time period for the search. This will display all the candidates that have announced their availability within the selected time frame.
Availability	Open the drop-down list and choose the candidate's availability period.
Search by Attachment Keyword	You use this field to search for keywords that appear in attachments candidates have submitted, for example their resume.
Location	Enter the geographical location in which you are searching for candidates.
Skill Set	Complete the skills required for the position by entering the skill into the *Skill* field, the number of months experience in the *Months* field and select the proficiency level from the *Proficiency* drop-down list.

5. Make any changes to the Candidate search criteria.
6. Click on the Insert button at the bottom of the page.
7. The Email Profiles page is displayed.

Email Alert Profiles

FUJITSU Admin - Sending to assistance@recruitasp.com.au

Name	Status	Format
and	Active	HTML
Tomy	Active	HTML

Create Email Profile

8. The profile is created an added to your list of stored profiles.

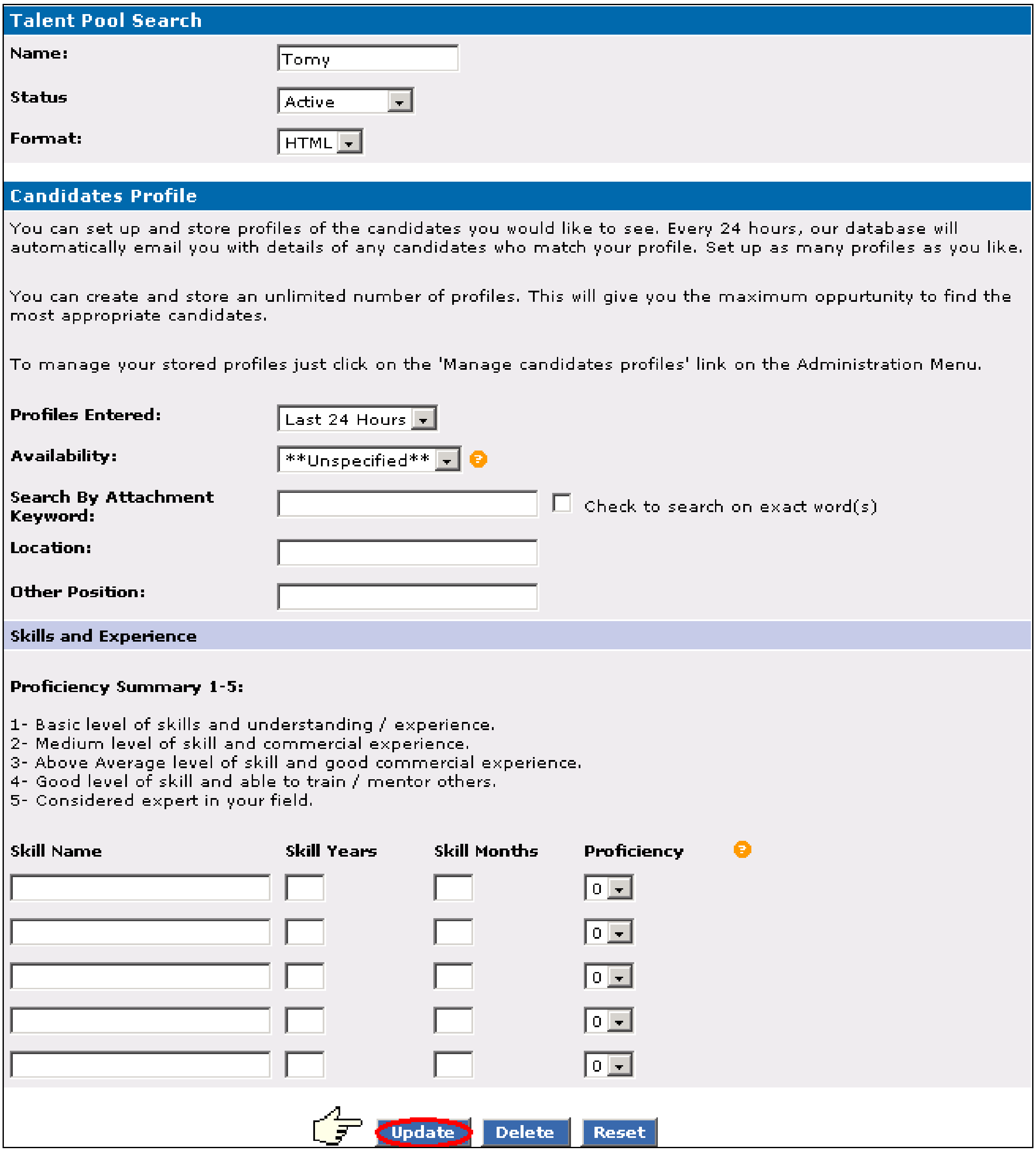
EDITING A STORED PROFILE

1. Click on the Manage Candidate Alert Profiles link.
2. The **Email Profiles** page is displayed.

Email Alert Profiles		
FUJITSU Admin - Sending to assistance@recruitasp.com.au		
Name	**Status**	**Format**
and	Active	HTML
Tomy	Active	HTML

Create Email Profile

3. Click on the Name link for the profile you want to edit.
4. The Candidate Search page is displayed. Please note that only part of the page is shown below.

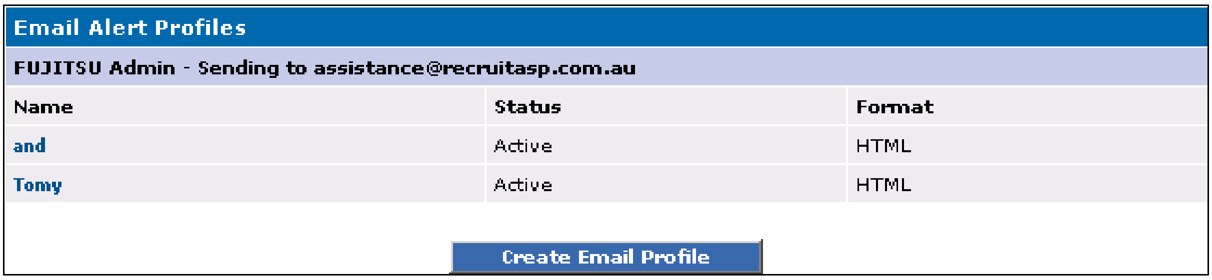


5. Make the necessary changes.
6. Click on the **Update** button when you are happy with the changes you have made.

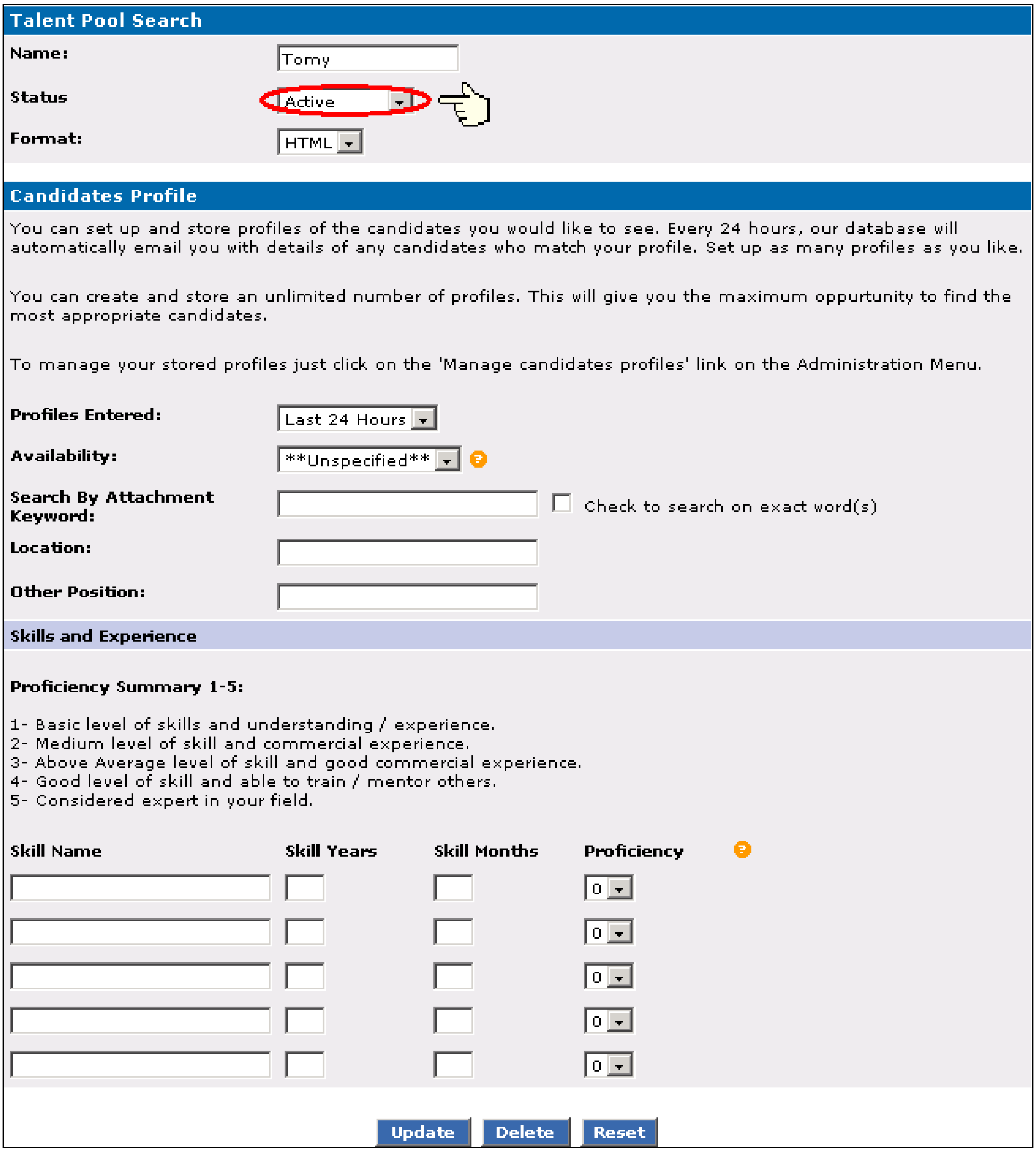
Suspending a Stored Profile

When you have finished with an e-mail alert, you can suspend it so you no longer receive daily e-mails listing candidates that meet your requirements. You can, at any time, activate the profile again and to receive a listing of suitable candidates.

1. Click on the Manage Candidate Alert Profiles link.
2. The **Email Profiles** page is displayed.
3. Click on the **Name** link for the profile you want to suspend.



4. The Candidate Search page is displayed. Please note that only part of the page is shown below.



5. Choose Suspended from the Status drop-down list.

6. Click on the Update button when you are happy with the changes you have made.

7. The Email Profiles page is displayed again and you can see the Status of the profile has changed from Active to Suspended.

Email Alert Profiles		
FUJITSU Admin - Sending to assistance@recruitasp.com.au		
Name	**Status**	**Format**
and	Active	HTML
Tomy	Active	HTML

Create Email Profile

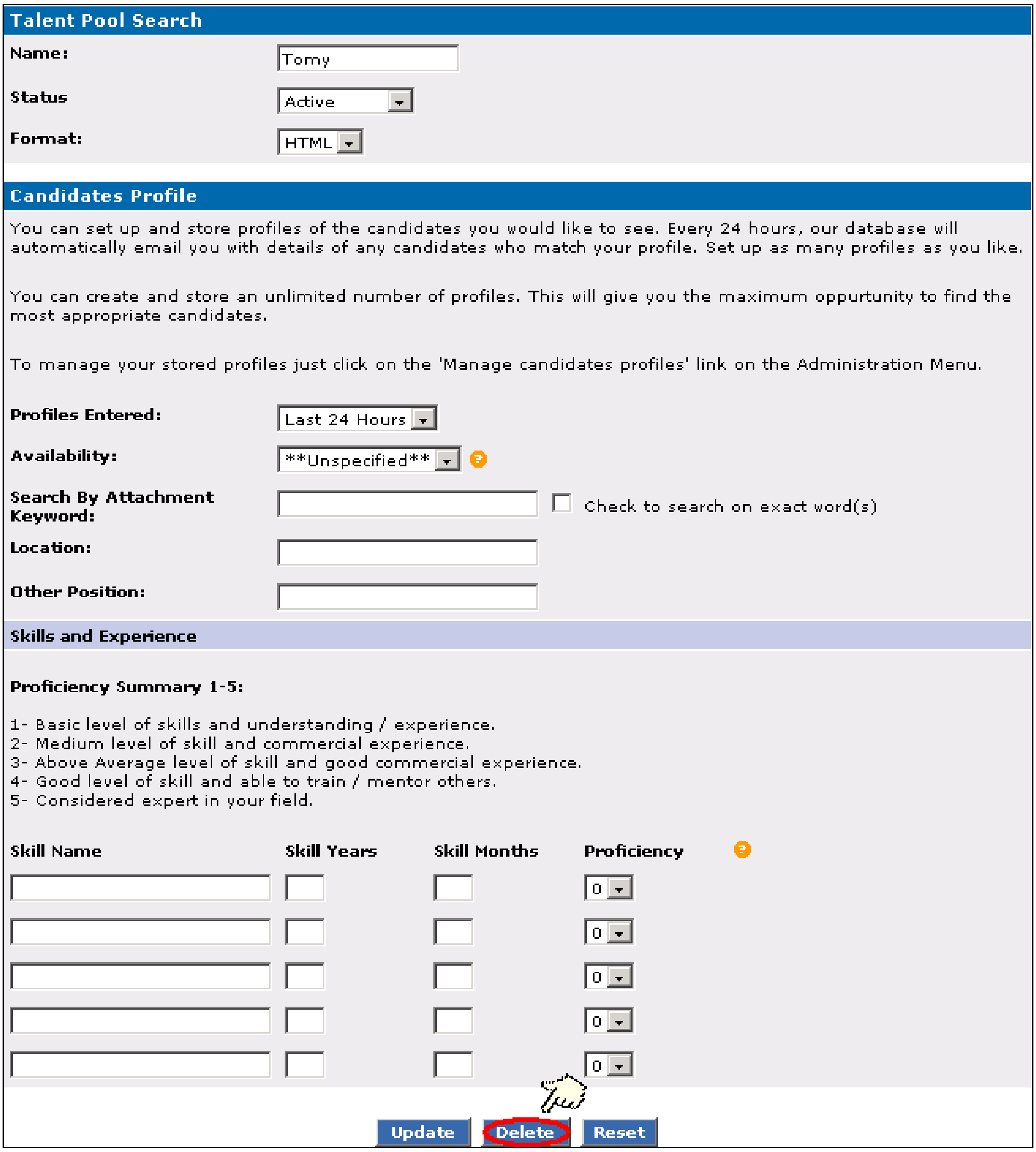
Deleting a Stored Profile

Email Alert Profiles		
FUJITSU Admin - Sending to assistance@recruitasp.com.au		
Name	**Status**	**Format**
and	Active	HTML
Tomy	Active	HTML

Create Email Profile

8. Click on the **Name** link for the profile you want to delete.

9. The **Candidate Search** page is displayed. Please note that only part of the page is displayed below.



Talent Pool Search

Name: Tomy

Status Active

Format: HTML

Candidates Profile

You can set up and store profiles of the candidates you would like to see. Every 24 hours, our database will automatically email you with details of any candidates who match your profile. Set up as many profiles as you like.

You can create and store an unlimited number of profiles. This will give you the maximum oppurtunity to find the most appropriate candidates.

To manage your stored profiles just click on the 'Manage candidates profiles' link on the Administration Menu.

Profiles Entered: Last 24 Hours

Availability: **Unspecified**

Search By Attachment Keyword: Check to search on exact word(s)

Location:

Other Position:

Skills and Experience

Proficiency Summary 1-5:

1- Basic level of skills and understanding / experience.
2- Medium level of skill and commercial experience.
3- Above Average level of skill and good commercial experience.
4- Good level of skill and able to train / mentor others.
5- Considered expert in your field.

Skill Name	Skill Years	Skill Months	Proficiency
			0
			0
			0
			0
			0

Update Delete Reset

1. Click on the Delete button.
2. You are returned to the Email Profiles page and the profile has been deleted from the list.