Jigsaw

User Manual
Version 1

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Introduction to Jigsaw

Jigsaw has been created to help simplify the process of managing Welcome Break vacancies; helping us to keep in touch electronically in addition to traditional methods.

Key Features

- Allows you to inform us of vacancies 24/7.

- Keeping both parties up to date with each stage of the recruitment process.

- Communicate site specific requirements in addition to company standard job descriptions for each vacant role.

- Communicate whether a vacancy is live or confidential enabling us to define the correct urgency and status.

- Enables both parties to always have an accurate vacancy list; site specific 24/7.

- View DISCOVER RETAIL performance statistics 24/7.

- Enabling each site to build a database of candidates accessible 24/7.

System Requirements

- Internet Connected PC

- Windows Internet Explorer 5+

- Javascript Enabled

Logging On To Jigsaw

To access Jigsaw you will need to open internet explorer and navigate to:

http://jigsaw.discoverretail.co.uk

NB: Please write your login name and password below for safe keeping.

Login name: …………………………………….

Password: …………………………………….

Once you have entered you login name and password in the designated fields on the home page click on the **login** button. You will be then taken into the Jigsaw programme specific to your site.

Forgotten password

If you have forgotten your login name or password, please click on the link ' FORGOT PASSWORD' on the menu bar at the top of the page. From here you will be requested to enter the email address that is associated with your site.

Your forgotten password will be sent to your nominated email address.

If you are unsure of the email address associated with your account please contact Discover Jigsaw Support.

Welcome Screen - Navigation

Once you have logged on to Jigsaw you will see an overview of all the activity that has taken place since your last visit. You can return to this screen at anytime by clicking on the '**JIGSAW HOME'** link on the menu bar at the top of the page.

Menu bar Navigation

Jigsaw

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JIGSAW HOME | **VACANCIES** | **STATS** | **HELP** | **LOGOUT**

Add New Vacancy

Your login name

Welcome _____ **to Jigsaw.**

From here you can track the progress of all your live jobs that we are currently working on.
Below you will see all the changes that have been made and have not been checked.

ADD NEW VACANCY

VIEW VACANCIES

View all current vacancies

New candidates added to Jigsaw that are awaiting review

Recent Updates

There has been **0** new applications **>>**

Overview of candidates that are awaiting interview feedback

There are **0** applicants waiting for interview feedback **>>**

Interview Details

Forthcoming Interviews

Showing confirmed interviews for the next 1 week ▼ Go

Date/Time	User	Type	Candidate	Location	Positions	Options
			No interviews arranged for specified time scale			

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Recent Updates

This section includes new applications and interview feedback.

New applications

Shows the number of candidates that are waiting for your review; clicking this link will show a break down of all new applications and will detail which vacancy they are interested in.

Waiting for interview feedback

Displays the number of candidates waiting for interview feedback from your site; clicking the link will provide detailed information about each candidate interview.

Interview Details

This section will display information to each interview you have arranged for the forthcoming week. To view interviews for following weeks click on the drop down list to view.

Vacancy Overview

The vacancy overview screen can be accessed at any point in the programme by clicking the **VACANCIES** link on the menu bar at the top of the page **or** by clicking on the **VIEW VACANCIES** button on the welcome screen. (The welcome screen is accessed by clicking the **'JIGSAW HOME'** link on the menu bar at the top of the page)

This screen details all live vacancies highlighting the vacancy reference number, status, date added, location, job title, brand, user name, how many CV's have been posted, and options (clicking options will allow you to view the original posting of the vacancy) and user confirmation.

Add new vacancy

Location

Number of applications

Vacancy reference number

Job title and brand

Overview of vacancy status

Date vacancy was added to Jigsaw

User name

Confidential vacancy

Option to view full vacancy details

View all previous vacancies

Vacancy Ref No

This is our internal reference number used to track each individual vacancy.

Confidential Vacancy

All vacancies that have been added to Jigsaw which have been marked as confidential are highlighted in orange.

View all expired and filled vacancies

Once checked this will display all the vacancies that have been added to Jigsaw – including vacancies that have been filled and have expired.

Vacancy Status

This gives you a quick overview of the status of each vacancy.

User name

If you have access to vacancy details for multiply site it will display the user within that site which is controlling this vacancy.

View Vacancy Details

If you click on the magnifying glass icon it will take you into the full details for each vacancy.

Adding a New Vacancy

You can access the '**ADD NEW VACANCY'** screen by clicking on the '**ADD NEW VACANCY'** button from the welcome screen or from the vacancy overview screen

Position Details

Complete this section with the vacancy details; job title, brand, salary and benefits for the specific role.

Location Details

This information will already be pre-populated with the details of your site, you can edit this information if required.

Job Description / Additional Notes

Please provide us with any additional information; this will help us find the ideal candidate, this information will always be confidential.

Confidential Vacancy

Ticking this box will ensure the vacancy is confidential; therefore not advertised or communicated to the agency PSL .

Saving the Vacancy

Once you have finished entering all the information, click on the **save** button at the bottom of the page. The vacancy will be added to Jigsaw and Discover Retail will be notified immediately.

Vacancy Details

The Vacancy Details screen can be accessed by clicking on the magnifying glass icon on the right hand side of the Vacancy Overview Screen. This screen details the candidates and the status of progress for each vacancy.

To access a candidate's CV click on the [W] icon on the vacancy details screen. This will open the candidates CV in Microsoft Word.

Jigsaw reference number

Candidate reference number

Formatted word CV

Candidate details

Invite candidate for interview

Back to list of vacancies

Interview details

View / edit vacancy details

Regret candidate

Offer candidate

Candidate status

Edit Vacancy

To access the edit vacancy screen, click on the magnifying glass icon (right hand side next to the vacancy listing) on the **vacancy details** screen.

When you have made any amendments, click on the **Save Changes** button (bottom of screen) to confirm.

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JIGSAW HOME | VACANCIES | STATS | HELP | LOGOUT

ADD NEW VACANCY
ALL VACANCIES
VACANCY DETAILS
INTERVIEWS

Edit Vacancy

Viewing vacancy information for Unit Manager - KFC. If you wish to make any changes to this vacancy please amend the form below and click the save button.

Position Details

Position Title *	Unit Manager
Brand *	KFC
Salary From *	£22,000
Salary To *	£25,000
Benefits	

Location Details

Location/Site	Abington
Location Name	Abington
Address	M74, Junction 13
Address	Biggar
Town/City	Lanarkshire
Postcode	ML12 6RG

Job Description

Has to have a KFC background

Additional Information

Confidential	☐
Vacancy Contact	Shaun Kirk

Save Changes   Back to Job Detials

*Mandatory fields

Viewing Candidate Details

To view candidates information; click on ⬚ icon on the 'vacancy details' screen
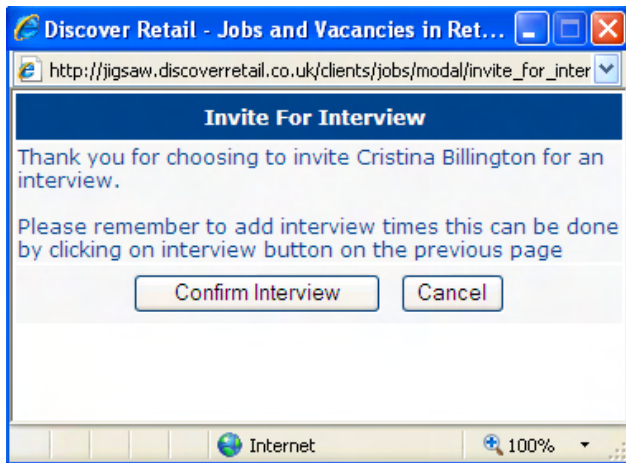
Candidate details

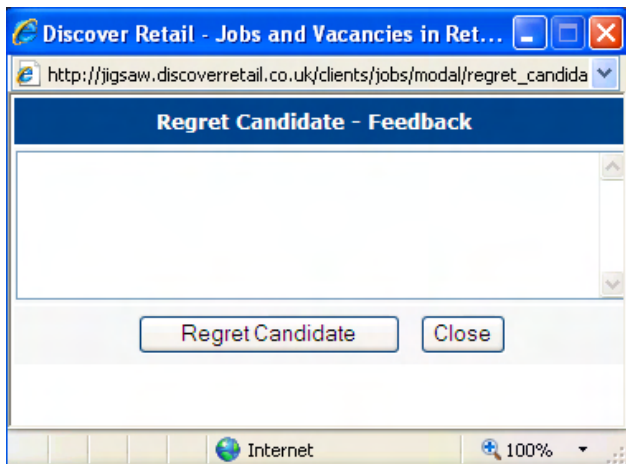Employment details

Any additional notes

Invite for interview

To invite a candidate for interview click on icon on the **'vacancy details'** screen. A new window will open requesting confirmation.
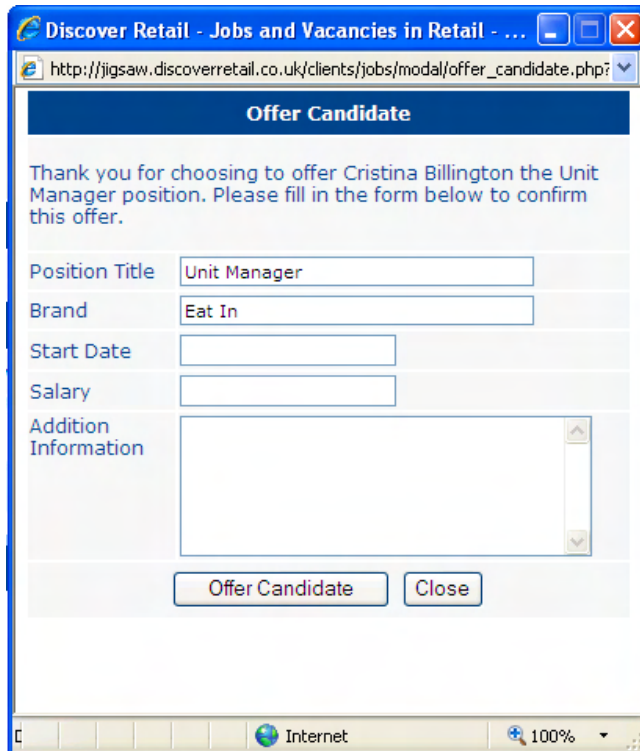

Regret candidate

To regret a candidate click on . Icon on the **'vacancy details'** screen. A new window will open requesting feedback. Please provide detailed feedback.

Offer candidate

To offer the candidate click on ✔ icon on the '**vacancy details'** screen. A new window will open requesting details of offer.

Interview details

You can access this screen by clicking on the '**interviews'** button on the '**vacancy details'** screen.

Add new interview times

Confirms the date and time of interview with each candidate.

Interview status

Displays all interview times that have allocated;

Status open – No candidate has been assigned to this time.
Status filled – This time slot has been allocated to a candidate.

Back to vacancy overview

Candidate Name

Location of the interview

Indicates whether feedback has been provided

Opens interview details and options to provide feedback, invite for next interview stage, offer candidate, regret candidate.

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JIGSAW HOME | VACANCIES | STATS | HELP | LOGOUT

ADD NEW VACANCY
ALL VACANCIES
VACANCY DETAILS
INTERVIEWS

Interview Details

Viewing a interview times for Unit Manager - KFC. If you wish to add an new interview time please click on the add new interview time button below. To leave feed back on a particular interview or to arrange a new interview please click on the option below.

Add New Interview Time / Date

Confirmed interview times

Date	Interview Strat Time	Type	Candidate	Location	Status	Options
		OJE	Chris Keward		open	🔍
		OJE	Stephen Cartfield		open	🔍
28-03-07	11:00 AM	First Interview	Stephen Cartfield	Abington	closed	🔍
28-03-07	02:00 PM	First Interview	Douglas Jeram	Abington	closed	🔍
28-03-07	03:00 PM	First Interview	Chris Keward	Abington	closed	🔍

Available interview times

Date	Interview Strat Time	Location	Status
28-03-07	04:00 PM	Abington	open
28-03-07	03:00 PM	Abington	filled
28-03-07	02:00 PM	Abington	filled
28-03-07	12:00 PM	Abington	open
28-03-07	11:00 AM	Abington	filled
29-03-07	01:00 PM	Abington	open

Back to Jobs Details

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Adding New Interview Time
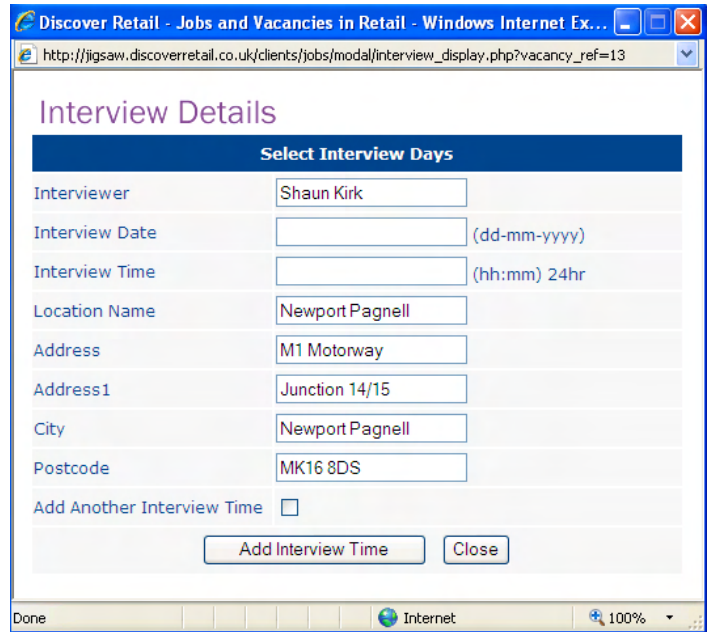
To add new interview times to Jigsaw you need to click on the **Add New Interview Time / Date** button on the 'interview details' screen. A new window will open requesting confirmation of new times and location.

The interviewer name and location details are automated – edit as required.

Enter interview date in dd-mm-yyyy format.

If you need to add more than one interview time; tick the 'add another interview time' box. The screen will remain open allowing you to add further dates and times.

When completed click '**close**'. The information will then be displayed on the 'interview details' screen.

Interview information

The interview information screen can be accessed by clicking on the magnifying glass icon on the '**interview details**' screen. Here you leave interview feedback and invite the candidate to the next interview stage, or offer or regret.

Feedback

Enter your feedback in the box provided. Click 'Save' to submit.

Invite for next interview stage

To invite the candidate to the next stage; select the required option from the drop down list and click Save. A new window will open to confirm.

Regret candidate

To regret the candidate select the regret option from the drop down list and click Save. A new window will open for regret feedback and to confirm.

Offer Candidate

To offer a candidate; select the **'offer'** option from the drop down list and click Save. A new window will open, the offer candidate form will need completion click offer candidate to confirm.

Additional Notes

Additional Notes