

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:

Jigsaw let us DISCOVER your talent 0870 950 3335

HOME | LOGIN | FORGOT PASSWORD | HELP

Welcome to Jigsaw from Discover Retail

Welcome to Jigsaw from Discover Retail, to access your personalised area please enter your login name and password below. If you have forgotten your password please click on the forgotten password link on the menu bar. If you need any further information on Jigsaw and how it can help your recruitment process please visit our help section or contact us on 0870 950 3335

login name

password

Login

JIGSAW HELP <

DISCOVER RETAIL <

DISCOVER HEADOFFICE <

DISCOVER CATERING <

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Once you have entered your 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

Your login name

New candidates added to Jigsaw that are awaiting review

Overview of candidates that are awaiting interview feedback

Forthcoming Interviews

Add New Vacancy

View all current vacancies

The screenshot shows the Jigsaw Welcome Screen. At the top, there is a header with the Jigsaw logo, the text 'let us DISCOVER your talent', and the phone number '0870 950 3335'. Below this is a menu bar with links: 'JIGSAW HOME', 'VACANCIES', 'STATS', 'HELP', and 'LOGOUT'. The main content area features a 'Welcome to Jigsaw.' message, followed by a brief description of the system's purpose. Below this, there are sections for 'Recent Updates' and 'Interview Details'. The 'Recent Updates' section shows 'There has been 0 new applications >>' and 'There are 0 applicants waiting for interview feedback >>'. The 'Interview Details' section shows a table with columns: 'Date/Time', 'User', 'Type', 'Candidate', 'Location', 'Positions', and 'Options'. The table currently displays 'No interviews arranged for specified time scale'. On the right side of the screen, there are two buttons: 'ADD NEW VACANCY' and 'VIEW VACANCIES'. The footer contains the copyright notice '© 2007 Discover Retail Limited. All rights reserved'.

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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.

The screenshot shows the Jigsaw Vacancy Overview interface. At the top, there's a header with the Jigsaw logo, the text "let us DISCOVER your talent", a phone number "0870 950 3335", and a navigation bar with links: "JIGSAW HOME", "VACANCIES", "STATS", "HELP", and "LOGOUT". Below the header is a banner with four images: a woman, a coffee machine, a roll of fabric, and three icons (umbrella, wine glass, and two upward arrows). To the right of the banner is a button "ADD NEW VACANCY" and a link "ALL VACANCIES". The main heading is "Vacancy Overview" with the subtext "Displaying all live vacancies for all sites." Below this is a table with the following columns: "Ref No", "Position Title / Brand", "Location", "Date Posted", "No CV's", "Status", "User", and "Options". The table contains six rows of data. To the right of the table is a link "View all expired and filled vacancies" with a checkbox. At the bottom is a copyright notice "© 2007 Discover Retail Limited. All rights reserved".

Location

Vacancy reference number

Job title and brand

Date vacancy was added to Jigsaw

Confidential vacancy

View all previous vacancies

ADD NEW VACANCY

ALL VACANCIES

Add new vacancy

Number of applications

Overview of vacancy status

User name

Option to view full vacancy details

| Ref No | Position Title / Brand | Location | Date Posted | No CV's | Status | User | Options |
|--------|----------------------------|----------|-------------|---------|---------------------|------------|---------|
| 12 | Unit Manager / Burger King | Abington | 27-02-2007 | 2 | Interviews Arranged | Shaun Kirk | |
| 13 | Unit Manager / KFC | Abington | 27-02-2007 | 3 | Interviews Arranged | Shaun Kirk | |
| 14 | Unit Manager / Eat in | Abington | 27-02-2007 | 2 | Offers | Shaun Kirk | |
| 15 | Unit Manager / KFC | Abington | 27-02-2007 | 0 | New Vacancy | Shaun Kirk | |
| 16 | Unit Manager / Eat In | Fleet | 21-03-2007 | 0 | New Vacancy | Shaun Kirk | |
| 17 | Unit Manager / KFC | Membury | 21-03-2007 | 0 | New Vacancy | Shaun Kirk | |

View all expired and filled vacancies ☐

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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


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[JIGSAW HOME](#) | [VACANCIES](#) | [STATS](#) | [HELP](#) | [LOGOUT](#)






[ADD NEW VACANCY](#)
[ALL VACANCIES](#)

Add New Vacancies

Please fill in the form below and click on save to add a new vacancy to jigsaw.

| Position Details | |
|------------------|-----------------------------------|
| Position Title * | <input type="text"/> |
| Brand * | <input type="text"/> |
| Salary From * | <input type="text"/> |
| Salary To * | <input type="text"/> |
| Benefits | <div><div></div><div></div></div> |

| Location Details | |
|------------------|--|
| Location/Site | Newport Pagnell <input type="button" value="v"/> |
| Location Name | <input type="text" value="Newport Pagnell"/> |
| Address | <input type="text" value="M1 Motorway"/> |
| Address | <input type="text" value="Junction 14/15"/> |
| Town/City | <input type="text" value="Newport Pagnell"/> |
| Postcode | <input type="text" value="MK16 8DS"/> |

| Job Description | |
|-----------------------------------|--|
| <div><div></div><div></div></div> | |

| Additional Information | |
|------------------------|---|
| Confidential | <input type="checkbox"/> |
| Upload Files | <input type="text"/> <input type="button" value="Browse..."/> |

Add Job to Jigsaw

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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  icon on the vacancy details screen. This will open the candidates CV in Microsoft Word.



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Vacancy Details

Below is an overview of the Unit Manager - KFC position. From here you can manage interviews, placements and regrets. If you need help on any of the information please click on the help button above. If you wish to return the list of current vacancies please click on the view vacancies button to the right.

[ADD NEW VACANCY](#)


[ALL VACANCIES](#) ← Back to list of vacancies

[VACANCY DETAILS](#)

[INTERVIEWS](#) ← Interview details

| Ref No | Position Title / Brand | Location | Date Posted | No CV's | Status | Options |
|--------|------------------------|----------|-------------|---------|---------------------|---|
| 13 | Unit Manager / KFC | Abington | 27-02-2007 | 3 | Interviews Arranged |  |

Ref No **Candidate Name** **CV** **Details** **Invite For Interview** **Regret** **Offer** **Status**

| | | | | | | | | |
|----|-------------------|---|---|---|---|---|-----------------------|--------------------|
| 17 | Stephen Cartfield |  |  |  |  |  | Invited For Interview | ← Regret candidate |
| 18 | Douglas Jeram |  |  | | | | ← Regretted | ← Offer candidate |
| 19 | Chris Keward |  |  |  |  |  | Invited For Interview | ← Candidate status |

[Back To All Jobs](#)

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Jigsaw reference number

Candidate reference number

Formatted word CV

Candidate details

Invite candidate for interview

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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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.

[ADD NEW VACANCY](#)

[ALL VACANCIES](#)

[VACANCY DETAILS](#)

[INTERVIEWS](#)

| Position Details | |
|------------------|---|
| Position Title * | <input type="text" value="Unit Manager"/> |
| Brand * | <input type="text" value="KFC"/> |
| Salary From * | <input type="text" value="£22,000"/> |
| Salary To * | <input type="text" value="£25,000"/> |
| Benefits | <div></div> |

| Location Details | |
|------------------|---|
| Location/Site | <input type="text" value="Abington"/> |
| Location Name | <input type="text" value="Abington"/> |
| Address | <input type="text" value="M74, Junction 13"/> |
| Address | <input type="text" value="Biggar"/> |
| Town/City | <input type="text" value="Lanarkshire"/> |
| Postcode | <input type="text" value="ML12 6RG"/> |

| Job Description | |
|---|--|
| <div>Has to have a KFC background</div> | |

| Additional Information | |
|------------------------|---|
| Confidential | <input type="checkbox"/> |
| Vacancy Contact | <input type="text" value="Shaun Kirk"/> |

Save Changes

Back to Job Details

*Mandatory fields

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Viewing Candidate Details

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

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[ADD NEW VACANCY](#)

[ALL VACANCIES](#)

[VACANCY DETAILS](#)

[INTERVIEWS](#)

Candidate Information

Viewing candidate information for Robert Cameron

| Candidate Details | |
|-------------------|--------------------------------------|
| Salutation | <input type="text" value="Mr"/> |
| Firstname | <input type="text" value="Robert"/> |
| Lastname | <input type="text" value="Cameron"/> |
| Location | <input type="text"/> |

| Employment Details | |
|--------------------|--|
| Last Employer | <input type="text" value="Mcdonalds"/> |
| Last Job Title | <input type="text" value="Store Manager"/> |
| Current Salary | <input type="text" value="£15000"/> |
| Desired Salary | <input type="text" value="£16000"/> |

| Additional Notes | |
|---|--|
| <div>Very interested in Welcome Break</div> | |

| Candidate CV | |
|--------------|--|
| Candidate CV |  download |

[Back to Jobs](#)


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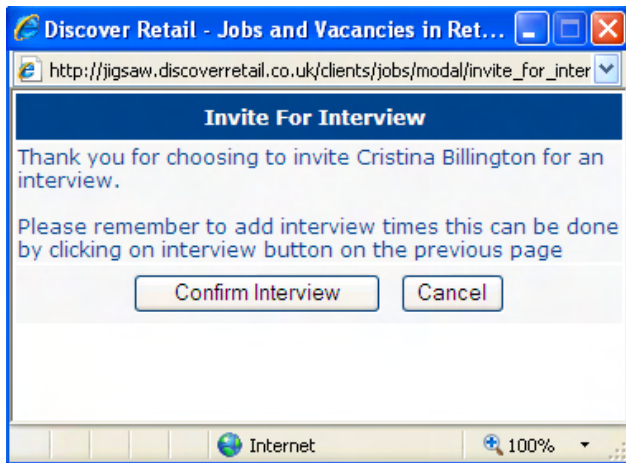
Candidate details

Employment details

Any additional notes

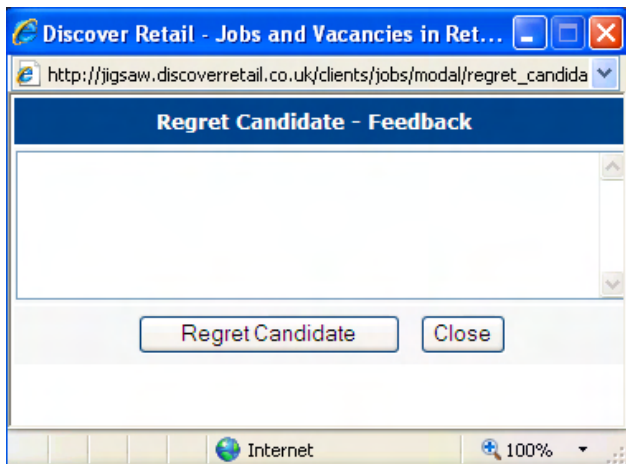
Invite for interview

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



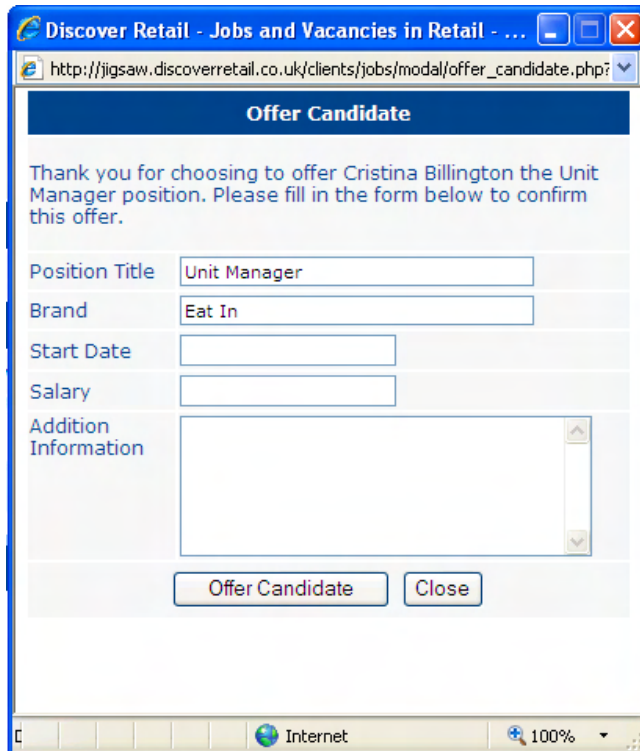
Regret candidate

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.



The screenshot shows a web browser window titled "Discover Retail - Jobs and Vacancies in Retail - ...". The address bar displays the URL: http://jigsaw.discoverretail.co.uk/clients/jobs/modal/offer_candidate.php?. The page has a blue header with the title "Offer Candidate". Below the header, a message reads: "Thank you for choosing to offer Cristina Billington the Unit Manager position. Please fill in the form below to confirm this offer." The form contains the following fields: "Position Title" with the value "Unit Manager", "Brand" with the value "Eat In", "Start Date" (empty), "Salary" (empty), and "Addition Information" (a large text area). At the bottom of the form are two buttons: "Offer Candidate" and "Close". The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

Interview details

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

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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 VACANCY](#)

[ALL VACANCIES](#)

[VACANCY DETAILS](#)

[INTERVIEWS](#)

Add new interview times

[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 | |

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.

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](#)

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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Adding New Interview Time

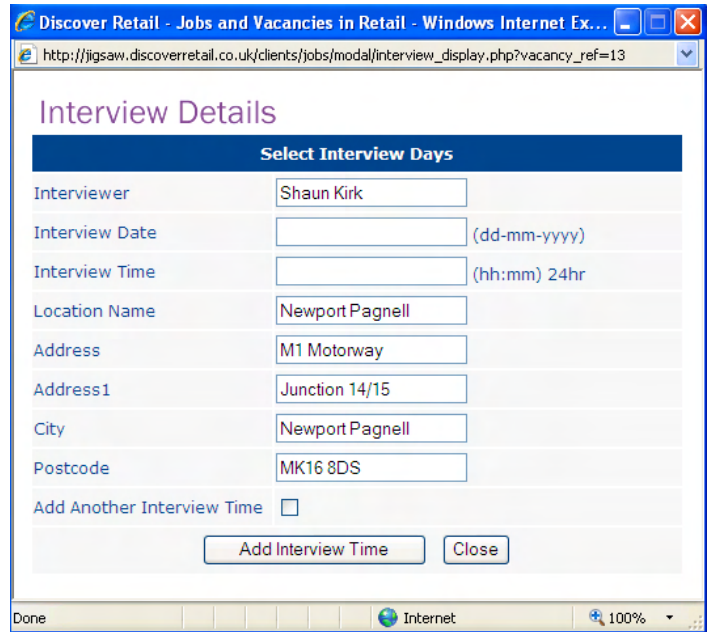
To add new interview times to Jigsaw you need to click on the **Add New Interview Time / Date** button on the **'interview details'** screen. A new window will open requesting confirmation of new times and location.

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.



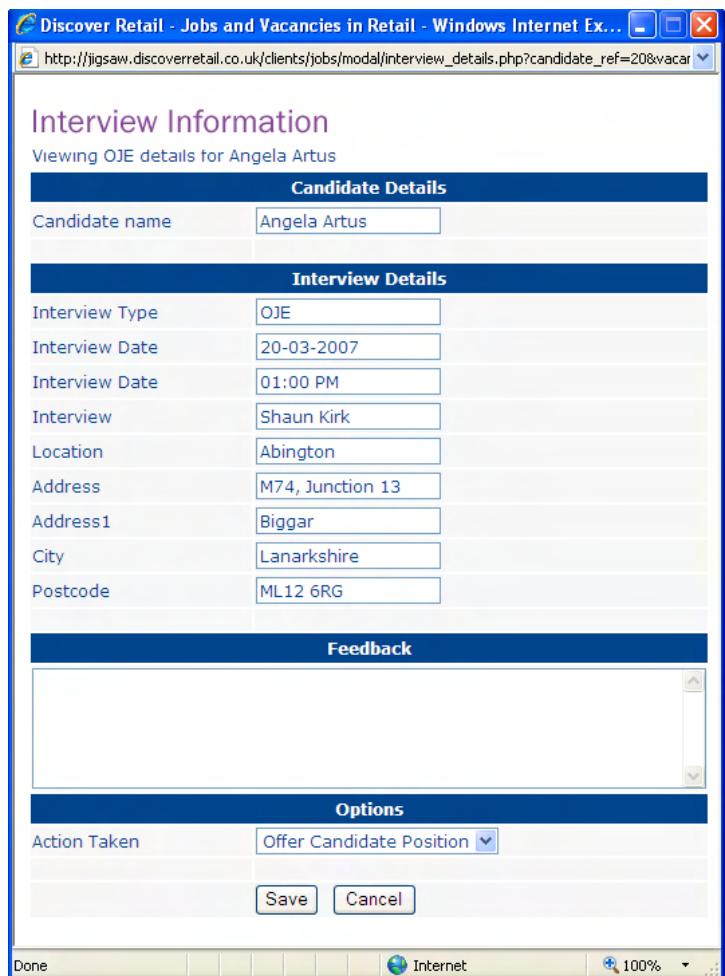
The screenshot shows a web browser window titled "Discover Retail - Jobs and Vacancies in Retail - Windows Internet Ex...". The address bar shows the URL: http://jigsaw.discoverretail.co.uk/clients/jobs/modal/interview_display.php?vacancy_ref=13. The page title is "Interview Details". Below the title is a section header "Select Interview Days". The form contains the following fields:

| | |
|----------------------------|-----------------------------------|
| Interviewer | Shaun Kirk |
| Interview Date | <input type="text"/> (dd-mm-yyyy) |
| Interview Time | <input type="text"/> (hh:mm) 24hr |
| Location Name | Newport Pagnell |
| Address | M1 Motorway |
| Address1 | Junction 14/15 |
| City | Newport Pagnell |
| Postcode | MK16 8DS |
| Add Another Interview Time | <input type="checkbox"/> |

At the bottom of the form are two buttons: "Add Interview Time" and "Close". The browser status bar at the bottom shows "Done", "Internet", and "100%" zoom.

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.



The screenshot shows a web browser window titled "Discover Retail - Jobs and Vacancies in Retail - Windows Internet Ex...". The address bar shows the URL: http://jigsaw.discoverretail.co.uk/clients/jobs/modal/interview_details.php?candidate_ref=20&vacar.... The page title is "Interview Information". Below the title is the text "Viewing OJE details for Angela Artus". The form is divided into three sections:

Candidate Details

| | |
|----------------|--------------|
| Candidate name | Angela Artus |
|----------------|--------------|

Interview Details

| | |
|----------------|------------------|
| Interview Type | OJE |
| Interview Date | 20-03-2007 |
| Interview Date | 01:00 PM |
| Interview | Shaun Kirk |
| Location | Abington |
| Address | M74, Junction 13 |
| Address1 | Biggar |
| City | Lanarkshire |
| Postcode | ML12 6RG |

Feedback

Options

| | |
|--------------|--------------------------|
| Action Taken | Offer Candidate Position |
|--------------|--------------------------|

At the bottom of the form are two buttons: "Save" and "Cancel". The browser status bar at the bottom shows "Done", "Internet", and "100%" zoom.

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
