reach ATS®

Quick Start Guide

Create a New Job

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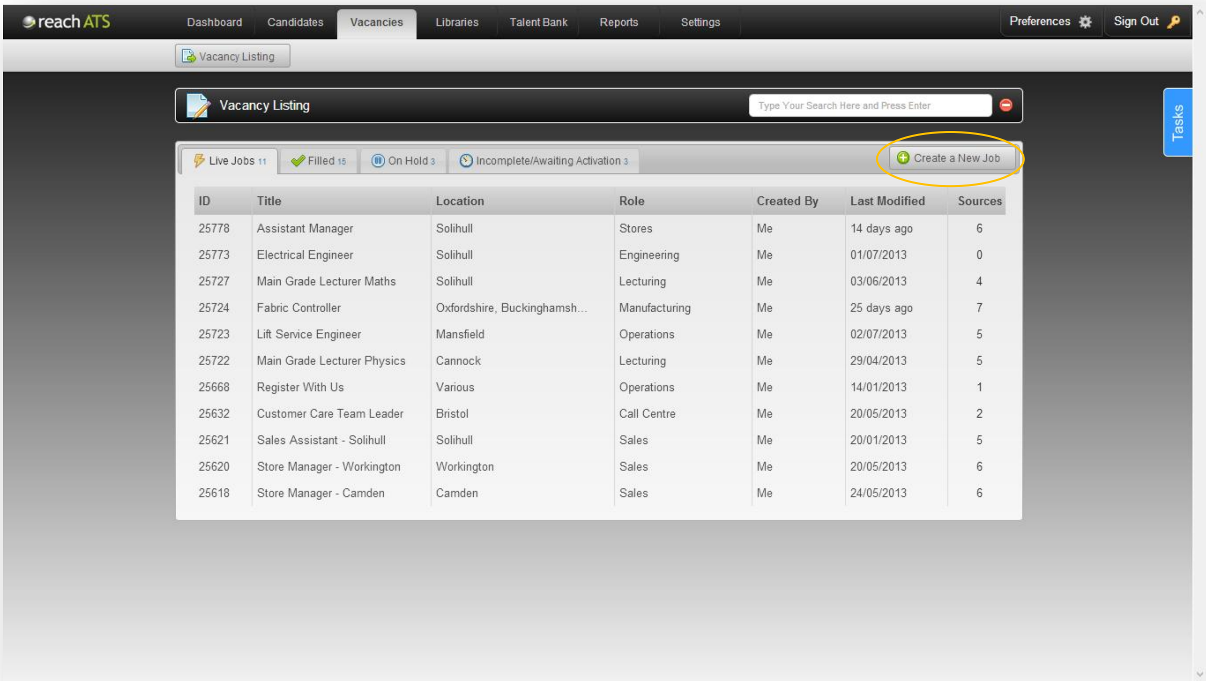
1. Create a New Job

To create a new job, click **Create a New Job** from the main **Vacancy Listing** screen.

Figure 1: Vacancy Listing



2. Fill in 'Job Details'

This screen is used to collect core details regarding the new job and consists of several short sections of text boxes and drop down selectors.

Use the **Quick Address** drop down to Autofill your work locations. Please note that you can overtype any field e.g. rename the City/Location to suit your requirements.

3. Fill in 'Contact'

This screen is used to set the closing date & time of the vacancy (if applicable) and to gather job related contact details.

The **HR Contact** name and contact details are collected for email correspondence and reporting purposes.

The **Client Reference** is an optional field, should you wish to associate the vacancy with another internal process.

Use the optional **Closing Date** to stop candidates from applying at midnight on the set date, unless a **Closing Time** is set (format: 17:00). In addition, the vacancy will be removed from the website as soon as the closing date & time has passed.

The **Number of Hires** required field is defaulted to 1 person but this can be amended as required.

The **1st** and **2nd Interview Date** fields are optional fields that you may wish to use, if your website displays these details next to each job.

4. Add your 'Job Advert Text'

This screen allows you to input the details that will be presented to candidates when they view the job on your **Company Vacancy Pages**.

Write the advert text into the large text area - or cut & paste from an existing document. Use formatting tools (e.g. Bold, Bullets etc.) to present the job advert to suit your preferences.

To see the job advert including formatting click **Preview**.

5. Set 'Hire Details' (optional)

This *optional* screen allows you inform the system the required start date and job location of the new employee for this vacancy.

If entered, these details are included in the **Hiring Report** to show how many new employees you need, where you need them and when you need them by.

6. Allocate 'Hiring Managers'

This screen allows you to determine which Hiring Managers in your organisation should be able to view candidates for this role.

Any Hiring Manager that is not allocated for this job will **not** see the job listed in their Candidates View.

To Allocate Hiring Managers to a role:

1. **Select a Hiring Manager** from the drop down list in the Hiring Managers tab
2. **Repeat** as required to add more Hiring Managers

Allocated Hiring Managers will appear in the listing in the Hiring Managers tab.

N.B. to add or remove Hiring Managers from this list, click **Settings > Account User Listing**.

7. Set 'Workflows'

Workflows determine which application form and recruiter process candidates for this role will pass through.

To set your Workflows against a job, click the Workflows tab then:

1. **Select a Flow Type** from the drop down list in the Workflows tab
2. **Select a Workflow** from the drop down list
3. **Repeat** as required to add more Workflows (e.g. add Internal Workflow, Agency Workflow)

Allocated Workflows will appear in the listing in the Workflows tab.

8. Select 'Sources'

This tab allows you to choose where to publish the job (e.g. Your Website). In the Reach system, each avenue that can supply candidates is referred to as a **Source**.

Any number of Sources can be attached to a job.

To set Sources against a job, click the Sources tab then:

1. **Select a Workflow** from the drop down list in the Sources tab
2. **Select a Source** from the drop down list
3. **Repeat** as required to add more Sources

Allocated Sources will appear in the listing in the Sources tab.

The Apply URL is unique for each selected source so each individual candidate source is tracked for reporting purposes (see the **Candidate Source Analysis** report).

9. Select any 'Files'

This tab allows you to select files for candidates to download when they apply online for the job.

Files are provided from the **File Library**. For instance, the Job Description drop down selector in this screen will show all files stored in the File Library of type **Job Description**.

To set a file for download, select it in the appropriate field.

10. Activate Your Job

When you have created your new job it will be stored in the **Incomplete / Awaiting Activation** tab in your **Vacancy Listing**.

When you are ready to release the new job, use the **Activate** action:

1. Click the **Incomplete / Awaiting Activation** tab
2. Click the **Job Title**
3. From the Options bar click **Activate**

The **Job Status** will immediately change to **Live** and the job will be listing in the **Live Jobs** tab.

Your vacancy is now live:

- If the **Company Website** source has been selected, the job will instantly appear on your Vacancy pages (and on your Intranet if setup).
- If any **Agency Suppliers** have been selected, your Agency Contacts will be emailed details of their New Assignment.
- In addition, **Job Alert Emails** will be sent instantly to candidates whose preferences match the new job.
- If you are posting to any **Third Party Websites**, the Application Links are now activated and can be prepared for advertising.