



User Guide

Managing Recruiter Files

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1. About Recruiter Files

Recruiter files are used throughout the entire recruitment process and examples include:

- Job Descriptions
- Person Specifications
- Location Maps
- Job Offers
- Employment Contracts
- Policy Documentation
- Training Information
- Checklists etc.

Files can be attached to emails and sent to any recipient including candidates, HR recruiters or referees etc. at any time.

In addition files can be associated with a vacancy and downloaded by candidates directly from the online application form.

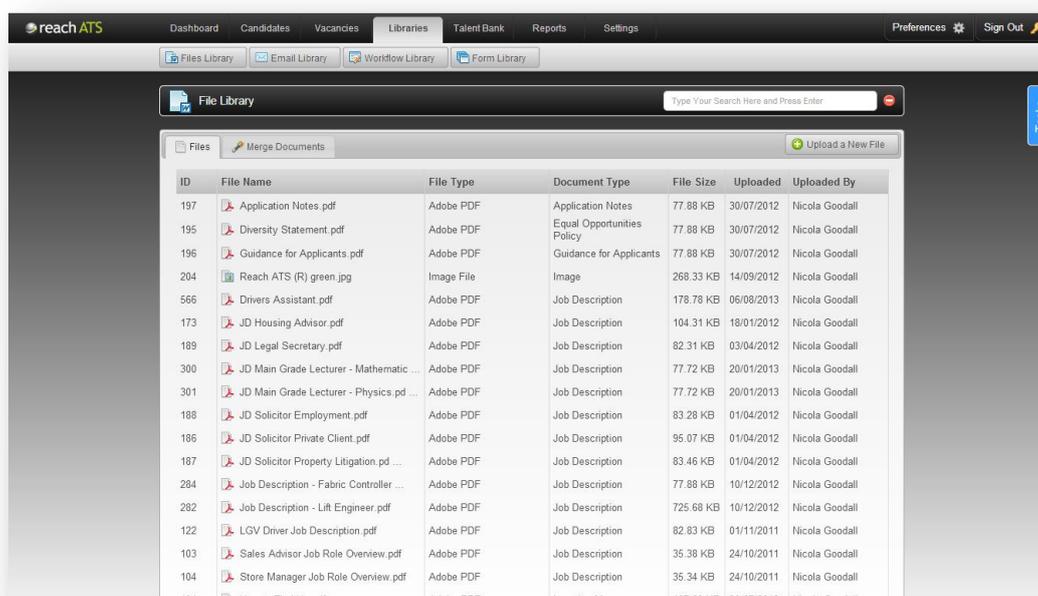
Recruiters can upload merge files to the system to be automatically populated by the system and distributed on demand.

2. File Library

Recruiter files are uploaded and stored in the File Library. To access the File Library:

1. Click the **Libraries** tab
2. Click **File Library**

Figure 1: Click Libraries to access the file library

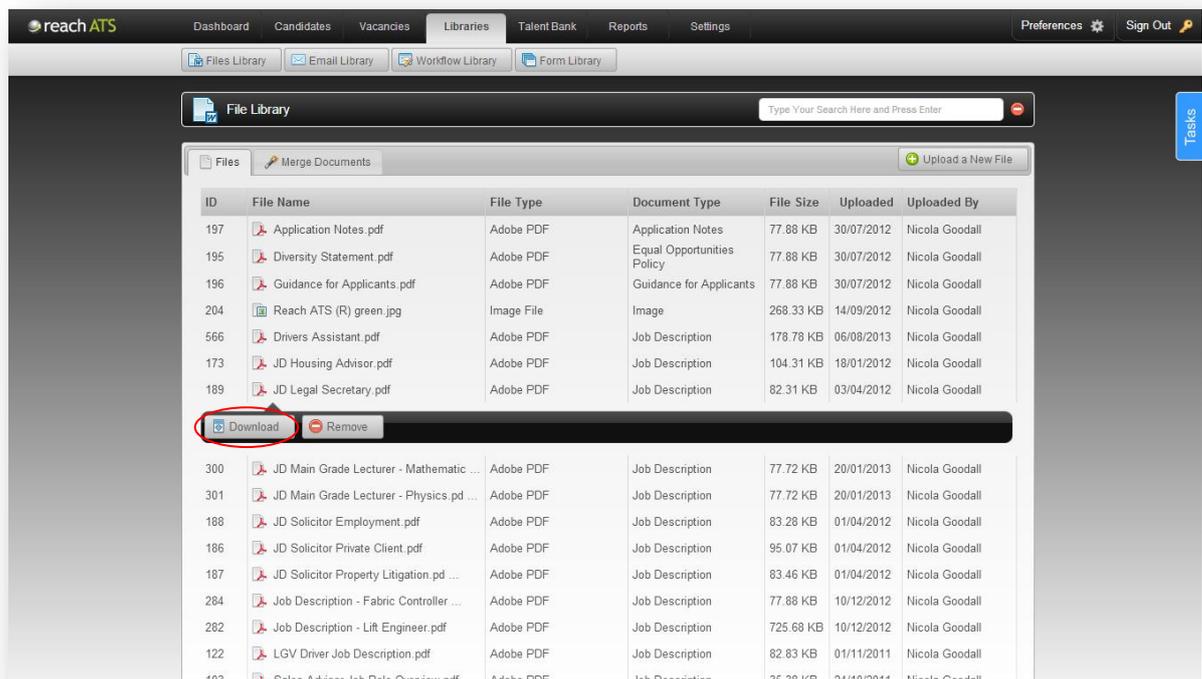


Files are organised by:

- **File ID** (assigned by the system at the point of upload)
- **File Name** (assigned by the recruiter during upload)
- **File Type** (picked up by the system automatically e.g. PDF)
- **Document Type** (assigned by the recruiter during upload e.g. CRB Form)
- **File Size** (shown by the system automatically e.g. 4.6MB)
- **Uploaded** (date of file upload)

To download a file, click the name of the file and then **Download**.

Figure 2: Click the download button to access the file



Please note: PDF files will open in a new tab and other file types will download to your PC.

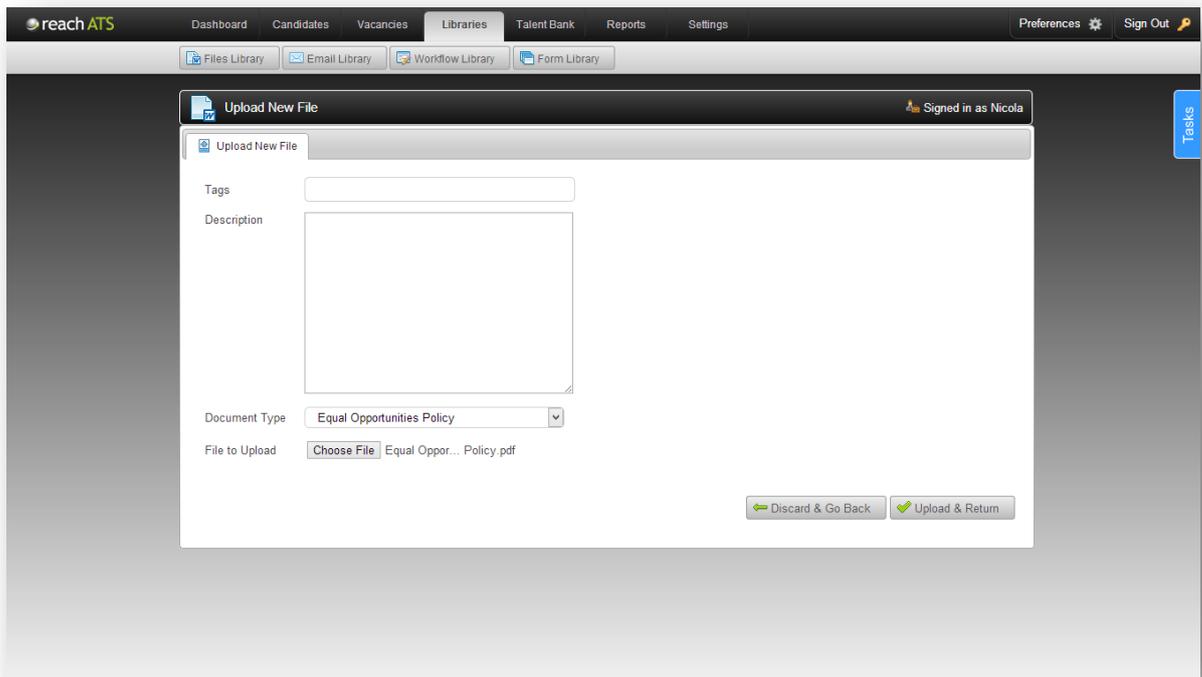
To remove a file from the library use the **Remove** button.

3. Upload a File

To upload a new file to the system:

1. Click the **Libraries**
2. Click **Upload a New File**
3. Click **Choose File** and locate the file to upload
4. Select the appropriate **Document Type** (e.g. *Location Map*)
5. Click **Upload & Return**

Figure 3: Upload a new file to the system



If your file contains merge tags it should be uploaded as document type **Merge Document** regardless of the purpose of the file.

4. Set Files for Candidate Download

Candidates can download files from the Job Advert page and the Job Application Form.

This is controlled via the **Job Files** tab of the job editor.

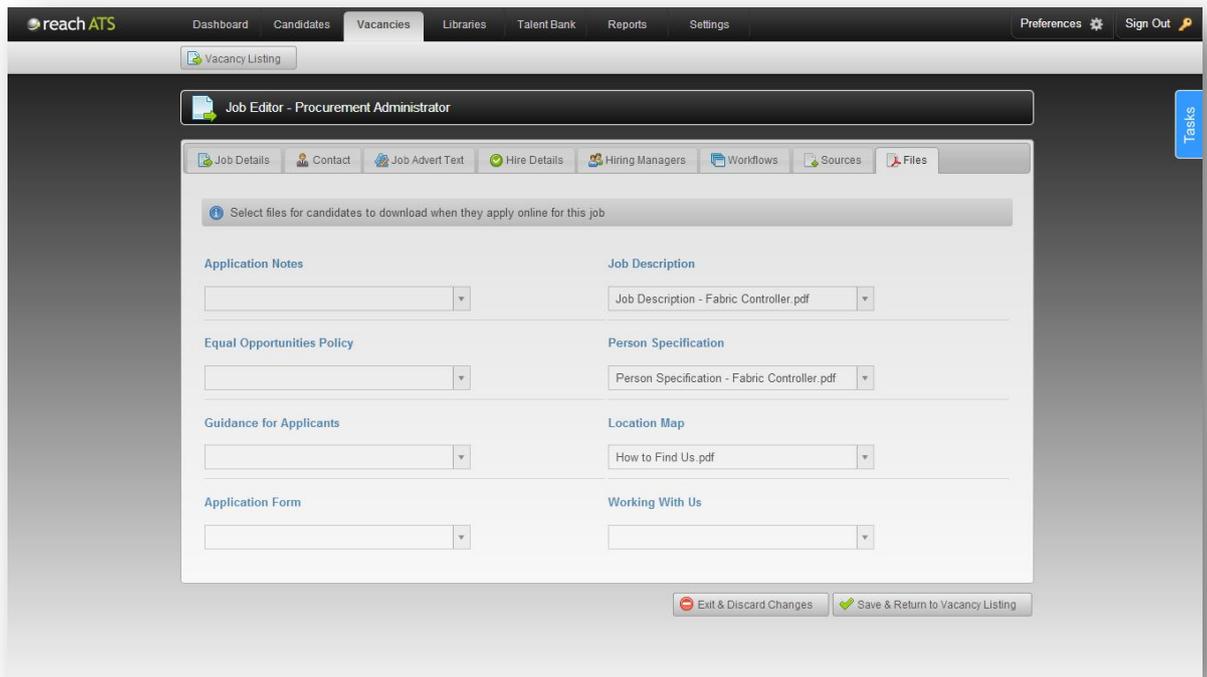
There are eight different types of files that candidates can download from your website:

- Job Description
- Person Specification
- Location Map
- Working With Us Brochure
- Application Notes
- Equal Opportunities Policy
- Guidance Notes for Applicants
- Soft Copy Application Form

To select a document for download, click the relevant drop down list for the file type.

The Files that appear in each drop down are managed from the File Library and can be added/edited/removed at any time.

Figure 4: Set job files for candidate download via the Files tab of the job editor



5. Attach Files to Email Templates

Any file that is stored in the File Library can be attached to an email template. Attach as many files as necessary to the template but be aware the recipient may have a limit on the size of emails that can be delivered.

Figure 5: Attach a file to the email if required

