User Guide

Vacancies

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1. Vacancies Overview

The **Vacancies** module allows HR users to manage vacancies across the organisation in terms of:

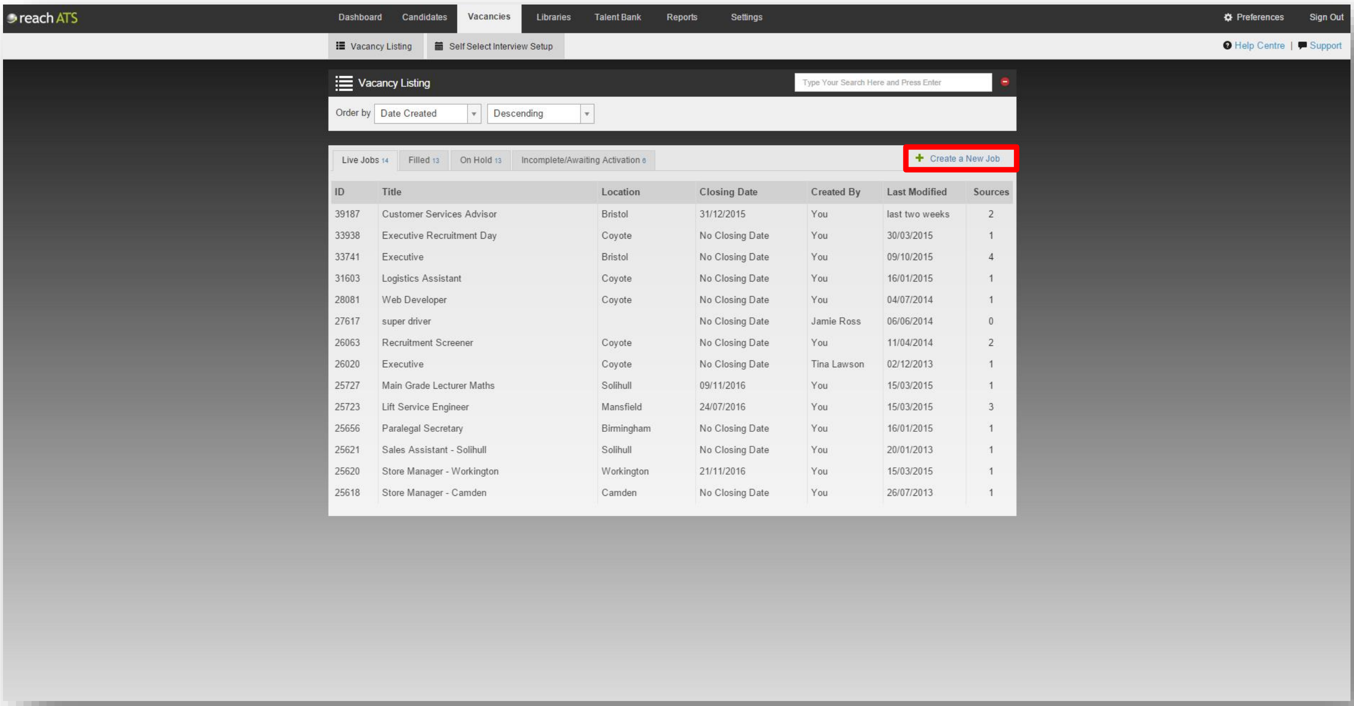
- Creating new vacancies and editing existing vacancies
- Adding job details text and assigning documents for candidate download
- Selecting the appropriate workflows to set the process candidates will follow
- Publishing vacancies on the career site or intranet
- Releasing vacancies to agencies
- Assigning vacancies to internal hiring managers
- Changing the status of jobs to active, filled, on-hold or archived

New jobs can be prepared in advance and activated at the appropriate time.

2. Create a New Job

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

Figure 1: Vacancy Listing



To create a new job, the following sections are completed:

- **Job Details**
- **Contact**
- **Job Advert Text**
- **Start Date**
- **Hiring Managers**
- **Workflows**
- **Question Sets**
- **Sources**
- **Files**

When a new job has been created and the **Activate** button is clicked:

- The advert will instantly appear on your **Corporate Website**
- The job will instantly be distributed to any **Selected Agency Suppliers**
- **Job Alert Emails** will be sent instantly to matching candidates
- The job advert is ready to posted to any **Job Boards and Social Media Feeds**

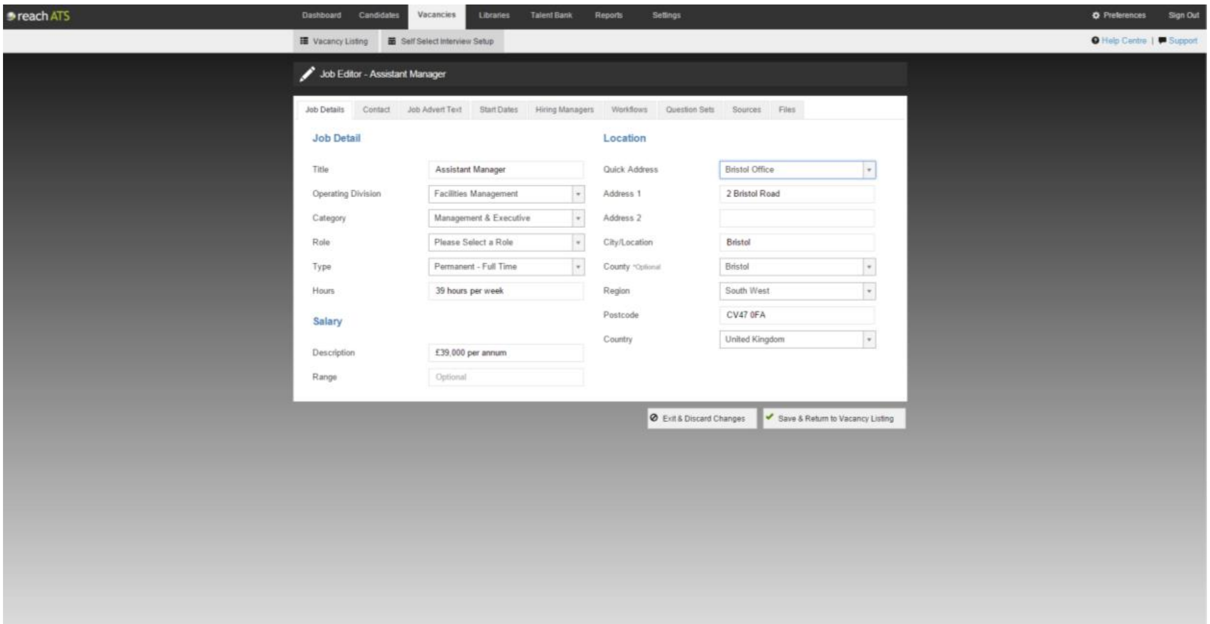
Clicking the **Create a New Job** button opens the **Job Editor** at the first tab – **Job Details**.

3. 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.

Figure 2: Job Details Screen



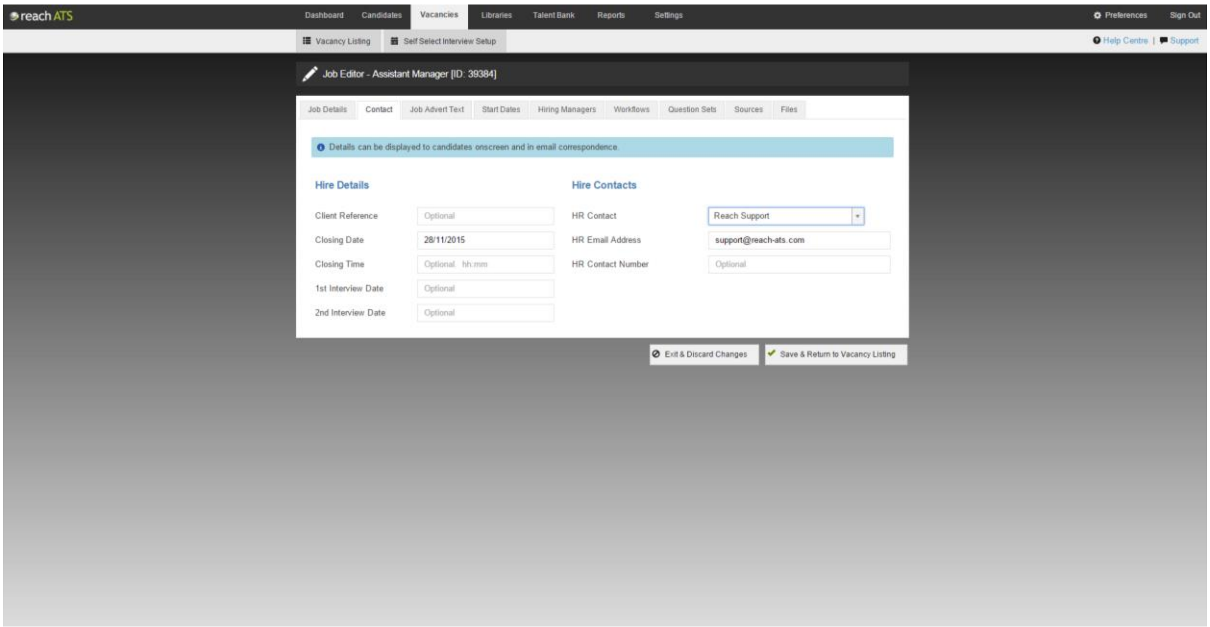
4. Contact

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

The screen consists of two short sections composed of text boxes and drop down selectors.

- HR Contact
- HR Contact Number
- HR Contact Email Address
- 1st Interview Date
- 2nd Interview Date
- Client Reference
- Closing Date
- Closing Time

Figure 3: Hire Information Screen



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 **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.

5. Job Advert Text

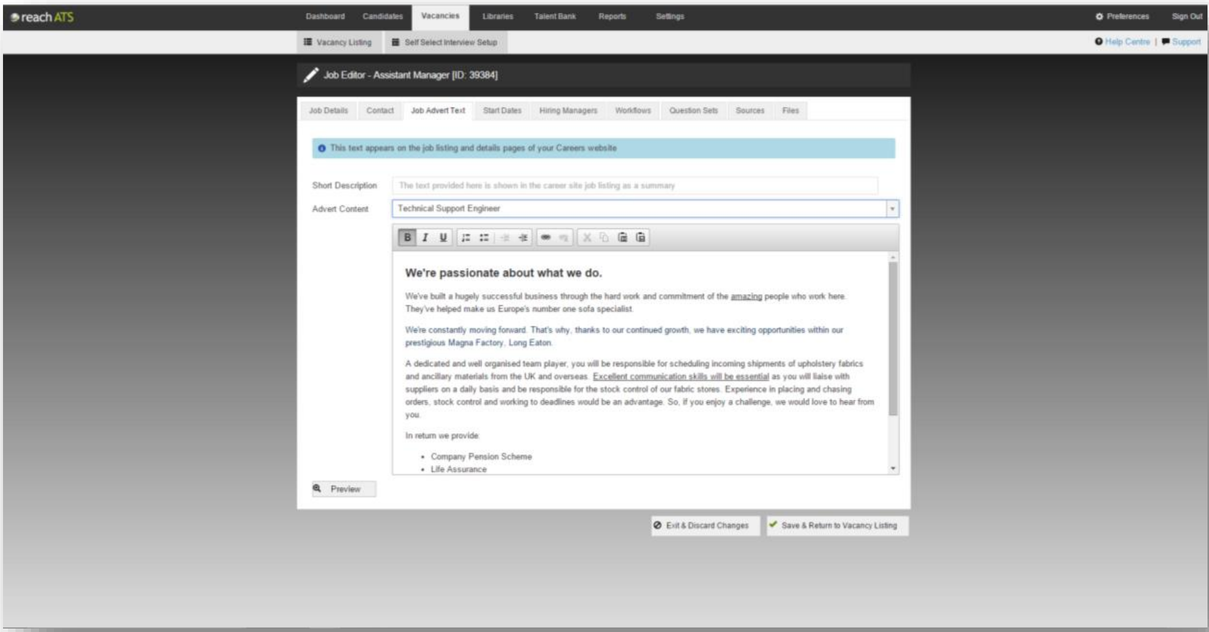
The **Job Advert** screen allows you to input the details that will be presented to candidates when they view the job on your **Company Vacancy Pages and external job adverts**.

- **Click on the 'Advert Content' drop down to load up pre-existing advert templates.**
- Write the advert text into the large text area
- Or cut & paste from an existing document using the 'Paste from Word' tool.

Use the formatting tools to present the job advert to suit your preferences.

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

Figure 4: Job Advert Text Screen



6. Hire Details

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 **Report's** section to show how many new employees you need, where you need them and when you need them by.

7. Hiring Managers

The **Hiring Manager** 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.

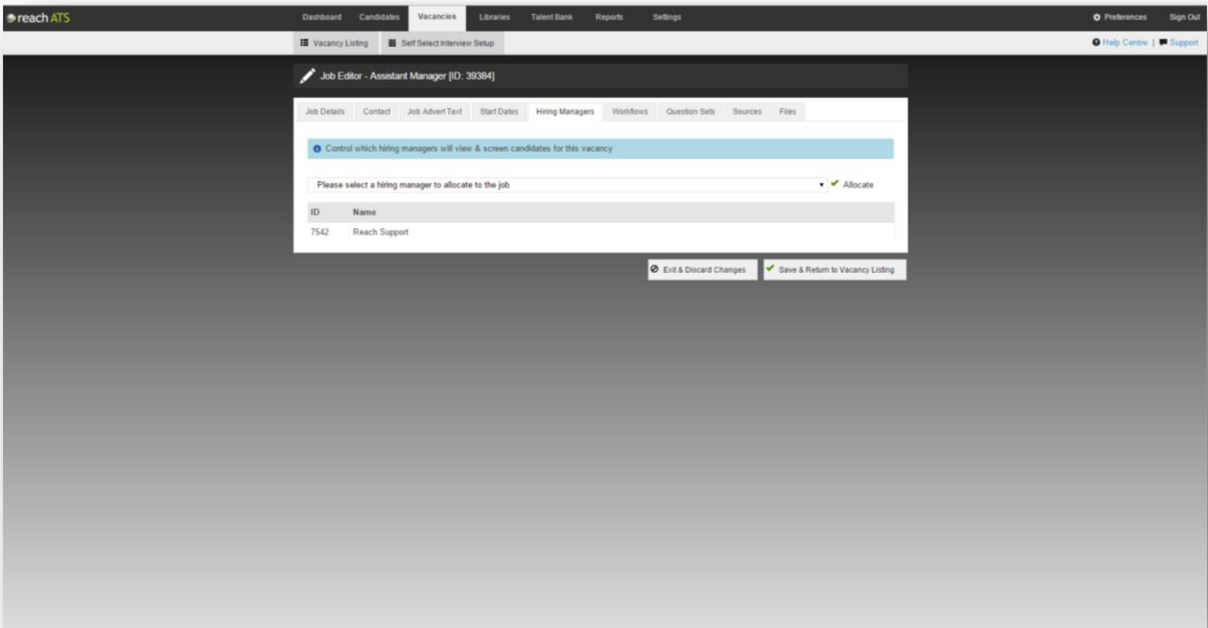
To Allocate Hiring Managers to a role:

1. **Select a Hiring Manager** from the drop down list in the Hiring Managers tab – click **attach**
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**.

Figure 5: Allocate Hiring Managers Screen



8. Workflows

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

Any number of Workflows can be attached to a job, to process candidates from different sources.

For example, Jobsite Applications (*External Workflow*) Agency Submissions (*Agency Workflow*), Existing Employees (*Internal Workflow*) can all complete differing forms & processes based on the selected Workflow.

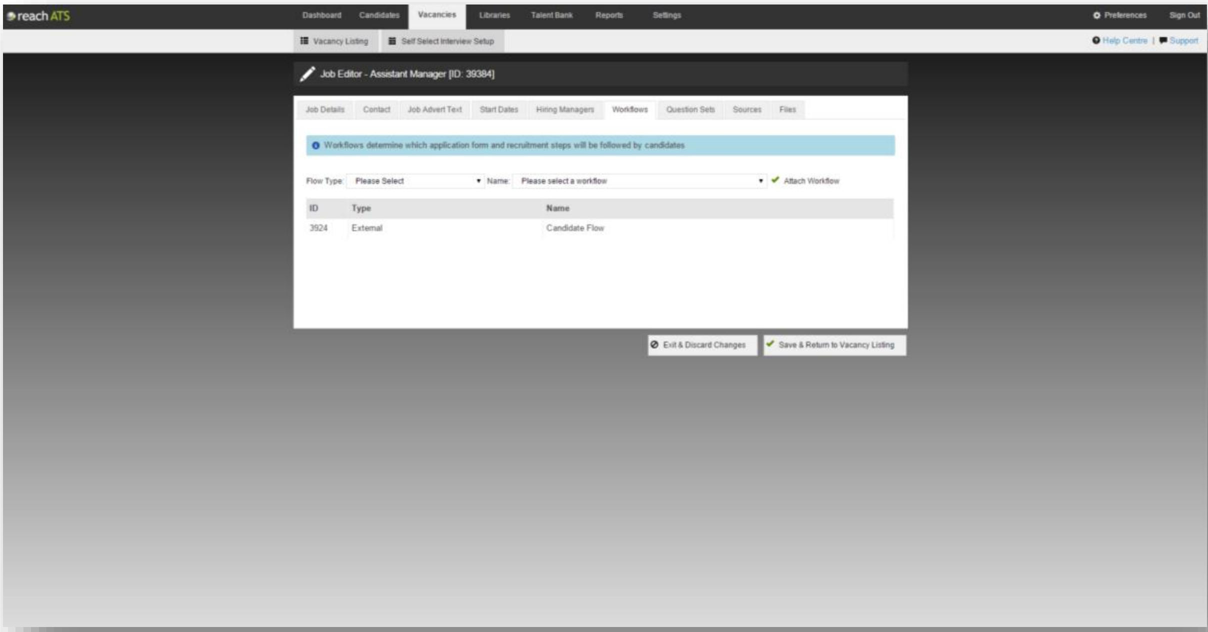
Workflows are created and managed in the **Workflow Library**.

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

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

Figure 6: Allocate Workflow Screen



9. Question Sets

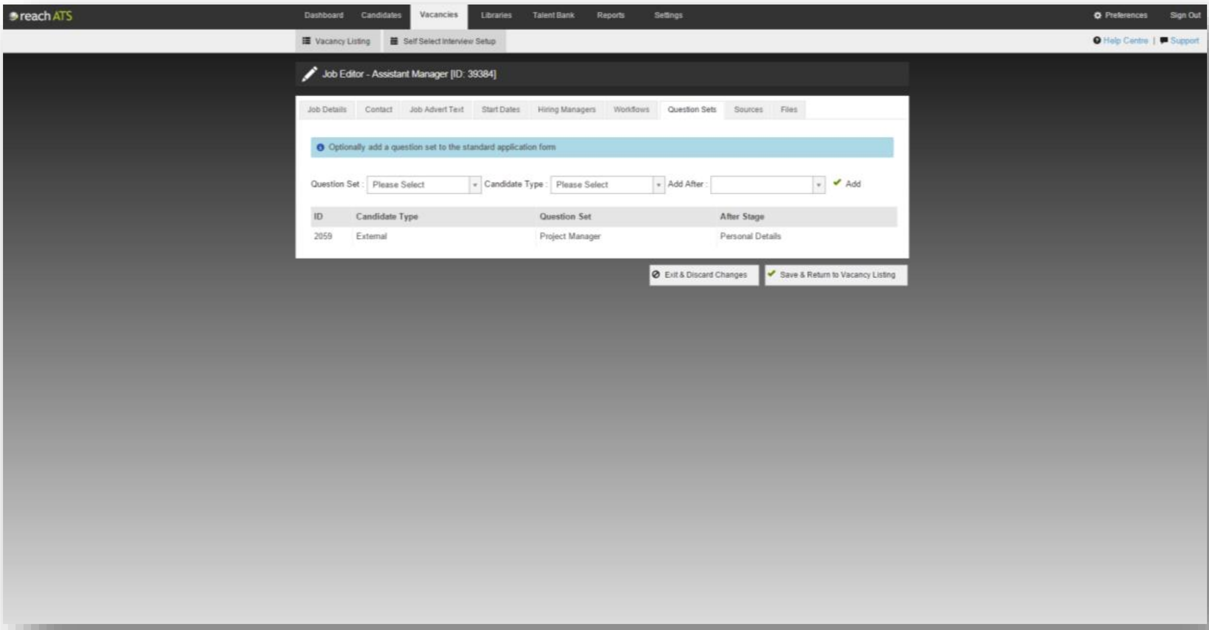
Question Sets are pre-stored questions that allow you to collect additional information needed for specific roles within the application form.

For example – if you had a driving position and wanted to ask candidates if they have a full UK driving licence.

Within Question Sets, you can insert excluding questions to prevent candidates that do not meet the minimum criteria from proceeding with their application.

For example – if a candidate did not have a Full UK driving license for a driving role, they would not be able to proceed with their application.

Figure 7: Inserting Question Sets



To set your Question Sets against a job, click the Question Set then;

1. **Select a Question Set** from the drop down list
2. **Select the Candidate Type (External/Internal)** from the drop down list
3. **Select the section** within the application form you would like the question set to be displayed.
4. **Click Attach** and Repeat if necessary.

Once selected, you can preview the question set by clicking on the Question Set and selecting '**Preview**'.

10. 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**.

Knowing the source of a candidate's application allows the system to process the candidate according to the correct Workflow.

For example, candidates applying from the Company Intranet source can be processed via the Internal Candidates form.

Any number of Sources can be attached to a job.

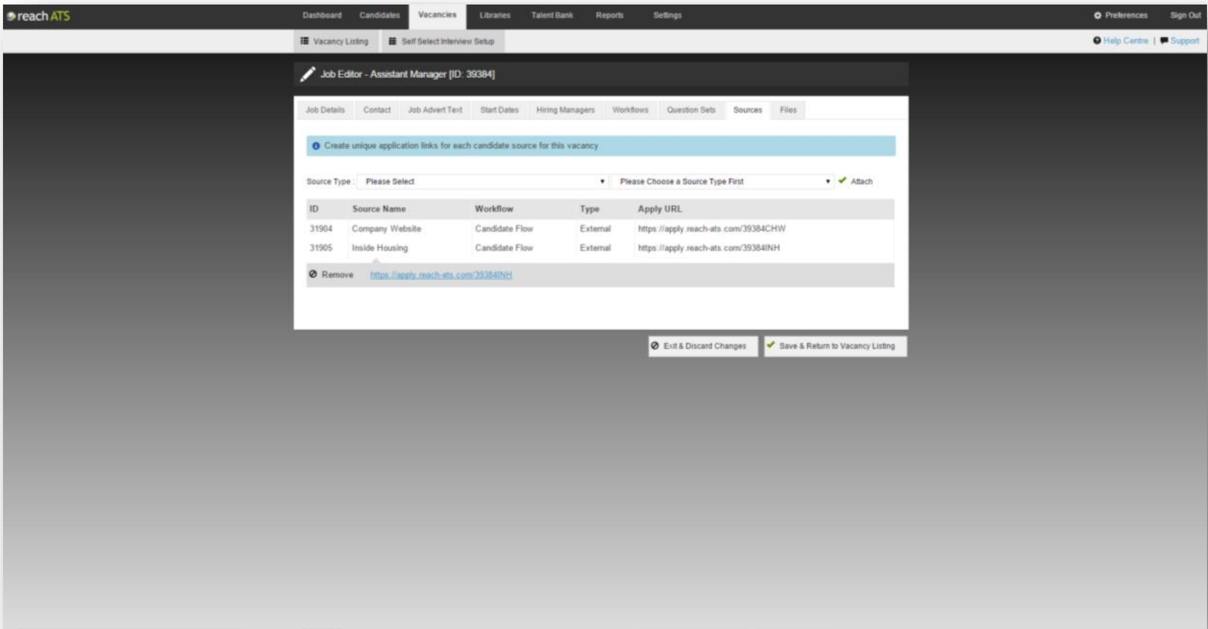
To set Sources against a job, click the Sources tab then:

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).

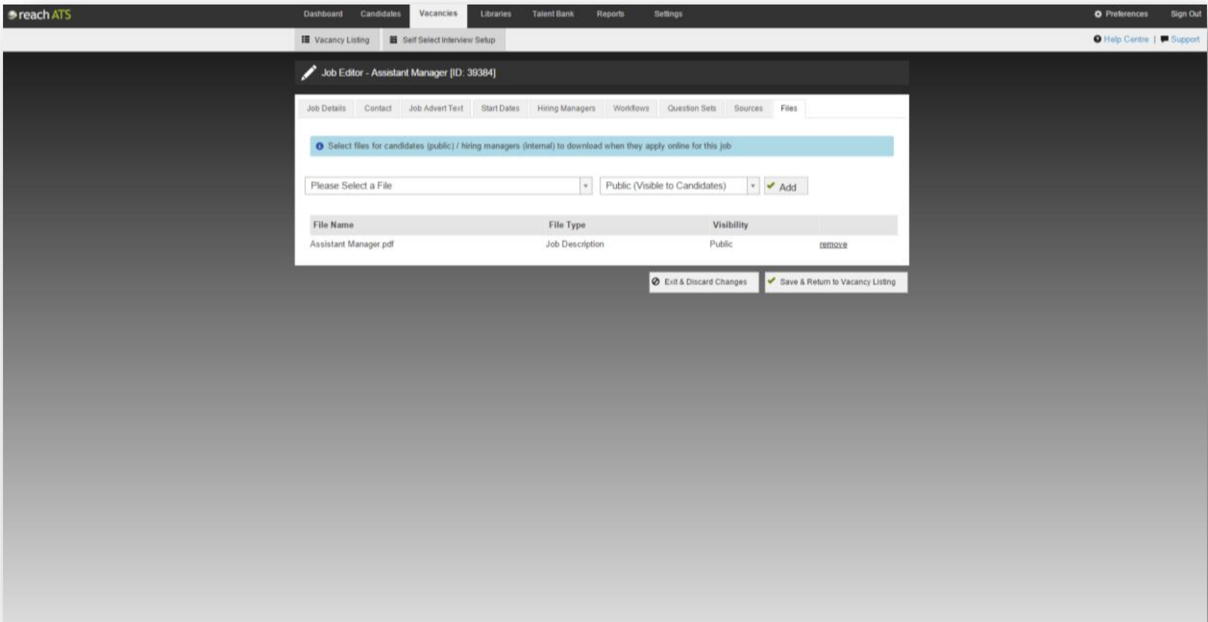
Figure 8: Allocate Sources Screen



11. Files

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

Figure 9: Files Screen



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**.

12. Job Activation

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.