

## User Guide

# Managing Workflows



Strictly Commercial in Confidence





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#### 1. About Workflows

A **Workflow** is the defined set of stages of the recruitment process that a candidate passes through until they are eventually hired or rejected from the vacancy.

The workflow consists of two distinct sections:

- Candidate application form
- Recruiter stages

Within each stage of the process, the HR user has complete control over the activities they want to occur including:

- Form sections and questions that are included in the online application form
- Set killer questions (*i.e. picklist answers that disqualify the candidate*)
- Set scoreable questions (i.e. picklist answers to score candidate's suitability)
- Set any automated emails to the candidate
- Recruitment process stages
- Set hiring manager screening forms
- Set HR recruiter forms (e.g. schedule interview, setup offer letter etc.)
- Set merge documents to be produced automatically
- Set additional candidate forms (e.g. medical declaration, payroll details etc.)
- Set automated reference check requests and submissions
- Set automated internal emails (e.g. new starter IT requirements etc.)

Once a workflow has been created, it is available to process candidates for any live vacancy.

For instance, if a 'Senior Management Workflow' has been created, this flow can be attached to any individual vacancy (*e.g. a Marketing Manager vacancy*). Candidates applying for this role will follow both the online application form questions and the recruitment process that HR have specified is to be used for a senior management position.

For complete flexibility, you can create workflows of different types to process different types of candidates. Examples include:

- External workflows (to process candidates that apply from an external source)
- Internal workflows (to process candidates that currently work for the organisation)
- Agency workflows (to process agency submissions)
- Paper form workflows (to process scanned copies of paper application forms)

There is no limit on the number of workflows that can be created.

Workflows are accessed and managed from the Workflow Library.



#### 2. Workflow Library

The workflow library contains all of the workflows that have been created by your organisation, organised by type.

To access the Workflow Library:

- 1. Click the Libraries tab
- 2. Click Workflows

Figuro	1.
FIQUIE	1.

Click Libraries to access the Workflow Library

Files Libr	ary 📄 🖂 Email Library 📄 🌄 <u>Workflow Li</u>	brary	Form Library				
Wor	kflow Library			Туре	e Your Search Here and Press Ente	ir:	
Externa	I 🎄 Internal 👘 Agency 🖉 Pap	er Form	Registration		Create a	a New Workflow	
ID	Workflow Name		Created	Created By	Last Modified	Usage	
1104	College Lecturing Staff		03/12/2012	Stuart Wheeler	03/12/2012	2	
1105	College Support Staff	D	03/12/2012	Stuart Wheeler	03/12/2012	0	
768	Customer Care Team Leader	Ð	22/11/2011	Stuart Wheeler	25/04/2012	2	
1220	Electrical Engineer	D	01/07/2013	Stuart Wheeler	01/07/2013	2	
891	General Science Engineers	D	05/07/2012	Stuart Wheeler	22/08/2012	0	
1231	Housing Officers	D	21/07/2013	Stuart Wheeler	21/07/2013	1	
1140	LGV Driving Staff	Ð	07/01/2013	Stuart Wheeler	07/01/2013	0	
1111	Lift Engineers	Þ	10/12/2012	Stuart Wheeler	10/12/2012	1	
785	Local Staff	D	24/01/2012	Stuart Wheeler	25/04/2012	1	
1233	Mechanical Engineer	D	26/07/2013	Stuart Wheeler	26/07/2013	0	
781	Neighbourhood Housing Officers	Ð	18/01/2012	Stuart Wheeler	21/07/2013	1	
853	Paralegal Staff	Þ	01/04/2012	Stuart Wheeler	01/04/2012	2	
779	Professional Staff	Ð	11/01/2012	Stuart Wheeler	11/01/2012	2	
738	Sales Staff		23/10/2011	Stuart Wheeler	23/10/2011	5	
827	Site Manager	D	13/02/2012	Stuart Wheeler	10/05/2012	1	
739	Store Management	Þ	23/10/2011	Stuart Wheeler	23/10/2011	4	
934	Store Sales	Eb	06/09/2012	Stuart Wheeler	06/09/2012	1	

Each tab contains workflows that process candidates from a specific source type:

**External** flows process candidates that apply from any external source including your own website, press ads, jobsites, social media, career fairs, job centres etc.

Internal flows process candidates that currently work for the organisation.

**Agency** flows process candidates that have been submitted to the organisation via a preferred agency supplier.

**Paper Form** flows are used to process candidates that have completed their application form offline and posted it into the organisation. The HR Administrator enters key details into a shortened workflow for paper based applications and has the option to upload a scanned copy of the completed paper form.

**Registration** flows process candidates that click the 'register with us' button on your website.



Please note that you can have as many workflow types for your organisation as you need - contact Reach Support to request new types at any time.

Click the workflow name to open the options bar.

🕎 wo	orkflow Library			Туре	e Your Search Here and Press Ente		
Extern	nal 🎄 Internal 👘 Agency 🛿 🖉 Pa	per Form	Registration		🕒 Create a	New Workflow	
ID	Workflow Name		Created	Created By	Last Modified	Usage	
1104	College Lecturing Staff		03/12/2012	Stuart Wheeler	03/12/2012	2	
1105	College Support Staff	C)	03/12/2012	Stuart Wheeler	03/12/2012	0	
768	Customer Care Team Leader	Ch.	22/11/2011	Stuart Wheeler	25/04/2012	2	
1220	Electrical Engineer	Ch.	01/07/2013	Stuart Wheeler	01/07/2013	2	
891	General Science Engineers	D	05/07/2012	Stuart Wheeler	22/08/2012	0	
1231	it Copy Archive I 💿 /	App Form	Q Overview	Stuart Wheeler	21/07/2013		
1140	LGV Driving Staff		07/01/2013	Stuart Wheeler	07/01/2013		
1111	Lift Engineers	 Dh	10/12/2012	Stuart Wheeler	10/12/2012	1	
785	Local Staff	En	24/01/2012	Stuart Wheeler	25/04/2012	1	
1233	Mechanical Engineer	En	26/07/2013	Stuart Wheeler	26/07/2013	0	
	Neighbourhood Housing Officers	Dh	18/01/2012	Stuart Wheeler	21/07/2013	1	
781				Stuart Wheeler	01/04/2012	2	
781	Paralegal Staff	Dh	01/04/2012	Oldari Titioolol			
781 853 779	Paralegal Staff Professional Staff	D) Dh	01/04/2012	Stuart Wheeler	11/01/2012	2	
781 853 779 738	Paralegal Staff Professional Staff Sales Staff	Ð,	01/04/2012 11/01/2012 23/10/2011	Stuart Wheeler Stuart Wheeler	11/01/2012	2	
781 853 779 738 827	Paralegal Staff Professional Staff Sales Staff Site Manager	01 01 01	01/04/2012 11/01/2012 23/10/2011 13/02/2012	Stuart Wheeler Stuart Wheeler Stuart Wheeler	11/01/2012 23/10/2011 10/05/2012	2 5	

Figure 2: Workflow options bar

The first three buttons allow you to edit, copy or archive the workflow.

The second three buttons provide an overview of the workflow process.

Personal Details			
Title *	Mr.	~	
First Name *			
Surname *			
Email Address *			
Address *			
Town / City *			
County *	Please Select an Option	~	
Country *	Please Select an Option	~	
Postcode *			
Home Telephone *			
Mobile Number *			
Do you have the right to work in the UK? *	Please Select an Option	~	

Figure 3: Click 'App Form' to see a preview of the candidate online application form



Workflow Sur	nmary	
General Science Engine	eers	
This workflow is used to proce	s external candidates for general scientific roles e.g. Scientific Software Engineers	
STAGE NAME	DESCRIPTION	
HR REVIEW	HR Administrator reviews the candidate's Application Form progresses the candidat or rejects them. This action marks the stage as complete and moves the candidate Review	te to the next stage of the process, to the next stage – Hiring Manager
HIRING MANAGER REVIEW	Hiring Manager reviews the candidate's Application Form (and CV if supplied) and n candidate to the next stage of the process, or to reject them. This action marks the candidate to the next stage – Shortlisted	nakes the decision to Progress the stage as complete and moves the
SCHEDULE INTERVIEW	Recruiter enters the date and time of the scheduled Interview. This action marks the candidate to the next stage – Interview Outcome.	e stage as complete and moves the
SHORTLISTED	Candidates at this stage have been successfully reviewed by HR and are now short the candidate to to next stage when they are ready to schedule an interview. This a and moves the candidate to the next stage – Schedule Interview	listed. HR Administrator progresses ction marks the stage as complete
INTERVIEW OUTCOME	Recruiter intenviews the candidate at the scheduled time When the intenview has be progresses the candidate to the next stage – Offer of Employment or rejects the ca	en completed, the recruiter ndidate from the process.
PREPARE OFFER OF EMPLOYMENT	Recruiter enters some key Contract Details relating to the candidate into the syster complete and moves the candidate to the next stage - Contract of Employment.	m. This action marks the stage as

Figure 4: Click 'Summary' to see descriptions of each stage of the recruitment process

Figure 5: Click 'Overview' to see each stage of the recruitment process inc. emails and activities

General Science Engine	rView J	Ambulance
This workflow is used to process	external candidates for general scientific roles e.g. Scientific Software Engineers	
STAGE NAME	DESCRIPTION	
HR REVIEW ♦	HR Administrator reviews the candidate's Application Form progresses the candidate or rejects them. This action marks the stage as complete and moves the candidate t Review	e to the next stage of the process, to the next stage – Hiring Manage
	Stage Emails	
	On entry send " <u>Application Form Received - Store Manager</u> "	
	On rejection send " <u>Failed Screening</u> "	
	Additional Forms	
	Referee 1 completes <u>Referee 1 Request</u> (Optional)	
	Referee 2 completes Referee 2 Request (Optional)	
	Referee 3 completes <u>Referee 3 Request</u> (Optional)	
HIRING MANAGER REVIEW	Hiring Manager reviews the candidate's Application Form (and CV if supplied) and mu candidate to the next stage of the process, or to reject them. This action marks the candidate to the next stage - Shoritisted	akes the decision to Progress the stage as complete and moves the
	Stage Emails	
	On rejection send "Failed Screening"	

To change the name of the workflow, click **Edit** in the options bar and then **Properties**.

Replace the current workflow name and then press Save Properties.



#### 3. Candidate Stages

To review the candidate stages for any workflow, click **Edit** in the options bar.

The candidate stages tab will be displayed on screen. Click App Form Preview at any time.

Stages for External Workflow "General Science Engineers"			
Hack to Workflow Listing App Form Preview Recruiter Stages Oveniew			
🗳 Candidate Stages 🛛 🛔 Recruiter Stages 🛛 🍓 Properties		List Ordering Locked - Click to Unlock	
New Stage		G Add Stage	
PERSONAL DETAILS	Components: 🌍 12	Edit Oelete	1
AVAILABILITY	Components: 🌍 3	Edit Oelete	
EQUAL OPPORTUNITIES	Components: 🌍 3	Edit Oelete	
REFERENCES	Components: 🌍 9	Edit Oelete	
ABOUT YOU	Components: 🌍 9	Edit 🕒 Delete	
SUBMIT APPLICATION	Components: 🌍 4	Edit Oelete	
	Components: 🌍 1	Edit Oelete	
			~

Figure 6: Workflow candidate stages

Each stage is a section of the online application form that will be completed by the candidate.

By default, the stages will be locked to prevent form sections being moved unintentionally. To turn on drag & dropping of the stages, click **List Ordering Locked - Click to Unlock** (and click the link again to lock).

- To add a new stage, type the stage name into the new stage box and then Add Stage. Drag and drop the new stage to the position required within the form.
- To delete a stage, click **Delete** on the section row.
- To amend the questions for any stage, click Edit on the stage row.

This action shows all of the individual components contained within the form section including:

- The component text (e.g. the question text 'What is your notice period?)
- The component type (e.g. free text box, dropdown, upload file etc.)
- If the component is mandatory or not
- How the component will be displayed on screen (*adjacent to or underneath the question text*)



Figure 7: Editing a form section

Candidate Stage "Availability"						
🖨 Back to Workflow's Stage List 📝 Preview						
Scomponents 🖏 Properties				Create	a New Component	
What is your current notice period? (If	Text Boxes	*	Layout: [[]] Horizontal	Edit	C Delete	
When are you available from?	Date Pickers	*	Layout: [[]] Horizontal	Edit	C Delete	
What is your minimum salary expectation	Text Boxes	*	Layout: [[]] Horizontal	De Edit	C Delete	
					~	

Click Edit to amend the individual question.

Figure 8: Edit a question (or any component)

Free Text Box Componer		
Go Back to 'Availability'		_
🜍 Component Options 🏻 🧐 Lo	ok & Feel	_
Component Type	The Text Box * *	
Question Text	What is your current notice period? (If applicable)	
Merge Tag	Optional v	
Tooltip Text	Optional	
Layout	Horizontal O Vertical	
Required?	V What is your current notice period? (If applicable)	
	👩 Saue & Add Another 🛛 🛷 Saue & Det	

A comprehensive overview of component types is available in a separate user guide and in the Help Centre.

Change the details as necessary and then click Save & Add Another or Save & Return.



#### 4. Recruiter Stages

To review the recruiter stages for any workflow, click Edit in the options bar.

The candidate stages tab shown initially, so click the **Recruiter Stages** tab.

reach ATS Dashboard Candidates Vacancies Libraries Talent Bank nces 🙀 Sign Ou 🕞 Files Library 🖾 Email Library 🗔 Workflow Library Stages for External Workflow "General Science Engir 🗢 Back to Workflow Listing 📝 App Form Preview 📝 Recruiter Stages Overview 🝰 Candidate Stages 🛛 🛔 Recruiter Stages 🛛 🍓 Properties List Ordering Locked - Click to Unlock Select Stage Type Select Completion Type 👻 🕄 Add Stage New Stage Select Group HR REVIEW SCREEN 8 🖂 Edit Oelete Edit 🕒 Delete HIRING MANAGER REVIEW SCREEN 8 SCHEDULE INTERVIEW INTERVIEW Edit Oelete 8 Edit Oelete SHORTLISTED SHORTLIST 8 INTERVIEW 8 🖂 Edit Oelete INTERVIEW OUTCOME Edit Oelete PREPARE OFFER OF EMPLOYMENT OFFER 8 🗅 Edit Oelete CONTRACT OF EMPLOYMENT CONTRACT a 🖂 🥹 ACCEPTED OFFER APPOINTED 3 Edit 🕒 Delete

Figure 9: Workflow recruiter stages

Each stage is a separate step within the recruitment process that candidates will progress through or be rejected from.

By default, the stages will be locked to prevent recruitment stages being moved unintentionally. To turn on drag & dropping of the stages, click List Ordering Locked -Click to Unlock (and click the link again to lock).

To add a new stage:

- Type the stage name into the new stage box
- Choose a group (i.e. the tab in the candidate listing for this stage)
- Set a stage type (e.g. Screening, Schedule Interview etc.)
- Set the completion type (i.e. recruiter completes stage or system completes stage)
- Click Add Stage

The new stage will appear at the bottom of the list. Drag and drop the new stage to the position required within the process.

To delete a stage, click **Delete** on the section row.

To amend the process for any stage, click Edit on the stage row.



Figure 10: Edit the Stage Properties of a recruiter stage

Recruiter Stage "Schedu	e Interview" 🎍 Signed in	as Linda
🖶 Back to Workflow's Stage List		Ľ
Stage Properties 🛛 🖂 Email	C Additional Forms	
Name	Schedule Interview	
Group	Interview V	
Stage Type	Schedule Interview	
Completion Type	Recruiter Completes Manually	
Description/Notes	Recruiter enters the date and time of the scheduled Interview.	
	This action marks the stage as complete and moves the candidate to the next stage - Interview Outcome.	
	Save Propertie	S

The Stage Properties tab allows you to edit the stage name as well as the group, stage type and completion type.

The **Description / Notes** field is very important since it is shown in two key places:

- 1. In the *workflow summary* and *workflow overview* screens to explain the purpose of the stage within the recruitment process
- 2. In the *candidate record card* to explain to the recruiter the actions that need to take place at the candidate's current stage

Amend any details as required and then click Save Properties.

reach ATS	Dashboard	Candidates Vacancies Libraries Talent Bank Reports Settings		Preferences	🗱 Sign Out 🎾
	Recruite	er Stage "Interview Outcome"	٨.	Signed in as Linda	
	👄 Back to Work	ow's Stage List			ľ
	Stage Prop	arties 🔄 Emails 💽 Additional Forms			
	ID	Email Template Name	Stage Event	3 Add	
	3398	Interview Confirmation	On Stage Enter		
	1159	Failed Interview	On Stage Rejection		

Figure 10: Edit the emails that are sent at a recruiter stage



The system can automatically send email templates when a candidate:

- Enters a stage
- Is rejected from a stage
- Withdraws their application at a stage
- Completes a stage

To trigger an automated email at a recruiter stage, edit the stage then click the **Emails** tab then **Add**.

Figure 11: Add an automated email to a recruiter stage

Email Templa							
	te Library - Recruiter Stag	ge Interview Outcome				×	
Diago	a Calaat a Tamalata					î d	
Pleas	e Select a Template					_	
New Stat	ff Returning Staff (	Duniversal					
	ata 5	<u> </u>				_	
ID	Email Template Name		Created	Created By	Last Modified	Files	
311	Application Form Received	ł	18/01/2012	Stuart Wheeler	07/03/2013 08:50AM	2	
379	Application Form Received	d - Legal Secretar	03/04/2012	Stuart Wheeler	03/04/2012 04:10AM	1	
214	Application Form Received	d - LGV Drivers	01/11/2011	Stuart Wheeler	24/07/2013 09:55AM	0	
206	Application Form Received	d - Sales Advisors	24/10/2011	Stuart Wheeler	05/02/2012 04:09PM	1	
201	Application Form Received	d - Store Manager	23/10/2011	Stuart Wheeler	05/02/2012 04:13PM	1	
602	Contract - IT		25/10/2012	Stuart Wheeler	25/10/2012 04:12AM	1	
D Provis	Sond Email On	Plages Salact					
		Please Select					
603	Contract - Marketing	Stage Entry	25/10/2012	Stuart Wheeler	25/10/2012 04:12AM	4	
601	Contract - Sales	Stage Completion	25/10/2012	Stuart Wheeler	25/10/2012 04:13AM	1	
204	Failed Interview	Candidate Rejection	23/10/2011	Stuart Wheeler	02/08/2012 05:51AM	0	
715	Failed Interview - Support	Candidate Withdrawal	23/05/2013	Stuart Wheeler	23/05/2013 07:54AM	0	
202	Failed Screening		23/10/2011	Stuart Wheeler	02/08/2012 05:38AM	0	
615	Initial Offer Letter Attacher	ł	21/11/2012	Stuart Wheeler	21/11/2012 02:49PM	4	
412	Interview Confirmation		02/08/2012	Stuart Wheeler	13/12/2012 09:58AM	0	
413	Interview Success		02/08/2012	Stuart Wheeler	01/08/2013 07:10AM	0	
714	Offer & Contract - Merge (	Contract	22/05/2013	Stuart Wheeler	22/05/2013 04:40PM	3	

The list of emails contained within the Email Library will be presented for selection.

Click the email template that you want to send automatically and then set when the email should be sent:

- Stage Entry
- Stage Completion
- Candidate Rejection
- Candidate Withdrawal

Click Use to set the email for automatic sending.

The Additional Forms tab shows the additional forms that can be filled in at the stage.



Figure 12: Additional Forms tab



Additional forms can be completed by:

- The candidate
- The hiring manager
- The HR recruiter
- The candidate's referees

To set an additional form for completion at a recruiter stage, edit the stage then click the **Additional Forms** tab then **Add**.

. 01111	istary - noorano, stage schedule interview						
	Please Select a Form						
ID	Form Name		Created	Created By	Last Modified	Usage	
1148	Checkbox Skills	Ū1	18/01/2013	Stuart Wheeler	18/01/2013	0	
742	Contract Acceptance		24/10/2011	Stuart Wheeler	24/10/2011	0	
1208	Contract Setup - Merge Cares		22/05/2013	Stuart Wheeler	22/05/2013	0	
740	Contract Setup - Sales Advisors		24/10/2011	Stuart Wheeler	24/10/2011	0	
780	Contract Setup - Solicitors	Ū1	11/01/2012	Stuart Wheeler	11/01/2012	0	
741	Contract Setup - Store Managers	D	24/10/2011	Stuart Wheeler	24/10/2011	0	
847	Contract Setup Reach New Starters		31/03/2012	Stuart Wheeler	31/03/2012	0	
979	Contract Setup Testing Form	D	27/09/2012	Stuart Wheeler	27/09/2012	0	
854	Criminal Records Check		02/04/2012	Stuart Wheeler	02/04/2012	0	
1065	Group Previous Employment (Full)		19/10/2012	Stuart Wheeler	19/10/2012	0	
1069	Interview Details	D:	24/10/2012	Stuart Wheeler	24/10/2012	0	
A	dd as Optional Form	orm				_	
						_	
1187	Job Requisition Form		25/02/2013	Stuart Wheeler	27/02/2013	0	
1146	Lecturing Skills	D)	18/01/2013	Stuart Wheeler	18/01/2013	0	
1142	Legal Skills		14/01/2013	Stuart Wheeler	14/01/2013	0	
1255	Manager Interview Availability		26 days ago	Stuart Wheeler	26 days ago	0	
1254	Manager Interview Feedback		06/09/2013	Stuart Wheeler	06/09/2013	0	
1212	Manager Schedule Interview	C)	07/06/2013	Stuart Wheeler	07/06/2013	0 🗸	

Select either Add as Optional Form or Add as Required Form to set the form for completion at this stage.



#### 5. Creating and Copying Workflows

To create a new workflow, open the Workflow Library and click Create a New Workflow.

Although you can create new workflows at any time, we recommend that you always copy an existing workflow and amend it as necessary.

Copying an existing workflow instead of creating a workflow offers the following benefits:

- Saves lots of time no need to add each stage, forms and activities from scratch
- Ensures consistency
- Allows you to modify any aspect of the flow as necessary

To copy a workflow, click the workflow and select Copy in the options bar.

ach AIS	Dashboard	Canordates Vacancies Libr	anes Ta	ient Bank Repo	Settings		Preterences	sign Out 🏓
_	Files Libr	rary 🛛 🖂 Email Library 🔤 Workflow	Library	Form Library				_
	🕎 Wor	kflow Library				Type Your Search Here and Press Enler		
	Externa	al 💩 Internal 👘 Agency 🖉 P:	aper Form	Registration		Create a	New Workflow	Ľ
	ID	Workflow Name		Created	Created By	Last Modified	Usage	
	1104	College Lecturing Staff		03/12/2012	Stuart Wheeler	03/12/2012	2	
	1105	College Support Staff	Đ	03/12/2012	Stuart Wheeler	03/12/2012	0	
	768	Customer Care Team Leader	Q <sub>0</sub>	22/11/2011	Stuart Wheeler	25/04/2012	2	
	1220	Electrical Engineer	Ch	01/07/2013	Stuart Wheeler	01/07/2013	2	
	891	General Science Engineers	C)	05/07/2012	Stuart Wheeler	22/08/2012	0	
	Edit	Copy Archive	App Form	Q Overview	Summary			
	1231	Housing Officers	Ę6	21/07/2013	Stuart Wheeler	21/07/2013	1	
	1140	LGV Driving Staff	Q1	07/01/2013	Stuart Wheeler	07/01/2013	0	
	1111	Lift Engineers	D)	10/12/2012	Stuart Wheeler	10/12/2012	1	
	785	Local Staff	Q1	24/01/2012	Stuart Wheeler	25/04/2012	1	
	1233	Mechanical Engineer	Ęŋ.	26/07/2013	Stuart Wheeler	26/07/2013	0	
	781	Neighbourhood Housing Officers	C)	18/01/2012	Stuart Wheeler	21/07/2013	1	
	853	Paralegal Staff	C)	01/04/2012	Stuart Wheeler	01/04/2012	2	
	779	Professional Staff	Co.	11/01/2012	Stuart Wheeler	11/01/2012	2	
	738	Sales Staff		23/10/2011	Stuart Wheeler	23/10/2011	5	
	827	Site Manager	C)	13/02/2012	Stuart Wheeler	10/05/2012	1	
	739	Store Management	Eh	23/10/2011	Stuart Wheeler	23/10/2011	4	

Figure 12: Copy an existing workflow

Name the new workflow and select a type (e.g. External, Internal etc.).

By default all candidate and recruiter stages will be copied but you can switch the stage off if required.

Click Copy & Return to add the new workflow to the listing.

Click Copy Workflow & Edit Stages to create the new flow and amend the candidate or recruiter stages.



Figure 13: Name the flow and select stages

reach ATS Dashboard	Candidates Vacancies Libraries TalentBank Reports Settings	references 🗱 🛛 Sign Out 🔎					
Files Library	Email Library 🕞 Workflow Library						
Сору \	Vorkflow 'General Science Engineers'						
Сору	Copy						
Name	General Science Managers						
Source Type Description	External V This workflow is used to process external candidates for						
	general managerial roles e.g. Scientific Software Managers						
	Candidate Stages						
	Copy Personal Details						
	Copy Availability						
	Copy Equal Opportunities						
	Copy References						
	Off About You						
	Copy Submit Application						
	Copy Application Complete						

#### 6. Archive a Workflow

If a workflow is no longer required, it can be archived. This means that it will no longer appear in the workflow library.

To archive a workflow:

- 1. Click the workflow
- 2. In the options bar, click Archive

The workflow will be removed from the listing immediately.