

User Guide

Managing Recruiter Files

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Strictly Commercial in Confidence





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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

ach ar S	Dashboa	rd Candidates Vacancies Librarie ibrary	rary	Reports Settings			Preterences 🛠 Se	gn Ou
	Fi	e Library			Type Your Search Here and Press Enter		ress Enter	
	Files	Arge Documents					C Upload a New File	
	ID	File Name	File Type	Document Type	File Size	Uploaded	Uploaded By	
	197	Application Notes.pdf	Adobe PDF	Application Notes	77.88 KB	30/07/2012	Nicola Goodall	
	195	Diversity Statement.pdf	Adobe PDF	Equal Opportunities Policy	77.88 KB	30/07/2012	Nicola Goodall	
	196	D. Guidance for Applicants.pdf	Adobe PDF	Guidance for Applicants	77.88 KB	30/07/2012	Nicola Goodall	
	204	ia Reach ATS (R) green.jpg	Image File	Image	268.33 KB	14/09/2012	Nicola Goodall	
	566	Drivers Assistant.pdf	Adobe PDF	Job Description	178.78 KB	06/08/2013	Nicola Goodall	
	173	D. JD Housing Advisor.pdf	Adobe PDF	Job Description	104.31 KB	18/01/2012	Nicola Goodall	
	189	D. JD Legal Secretary.pdf	Adobe PDF	Job Description	82.31 KB	03/04/2012	Nicola Goodall	
	300	D. JD Main Grade Lecturer - Mathematic	Adobe PDF	Job Description	77.72 KB	20/01/2013	Nicola Goodall	
	301	D Main Grade Lecturer - Physics.pd	Adobe PDF	Job Description	77.72 KB	20/01/2013	Nicola Goodall	
	188	D. JD Solicitor Employment.pdf	Adobe PDF	Job Description	83.28 KB	01/04/2012	Nicola Goodall	
	186	D Solicitor Private Client.pdf	Adobe PDF	Job Description	95.07 KB	01/04/2012	Nicola Goodall	
	187	D. JD Solicitor Property Litigation.pd	Adobe PDF	Job Description	83.46 KB	01/04/2012	Nicola Goodall	
	284	D. Job Description - Fabric Controller	Adobe PDF	Job Description	77.88 KB	10/12/2012	Nicola Goodall	
	282	D. Job Description - Lift Engineer.pdf	Adobe PDF	Job Description	725.68 KB	10/12/2012	Nicola Goodall	
	122	D. LGV Driver Job Description.pdf	Adobe PDF	Job Description	82.83 KB	01/11/2011	Nicola Goodall	
	103	D. Sales Advisor Job Role Overview.pdf	Adobe PDF	Job Description	35.38 KB	24/10/2011	Nicola Goodall	
	104	D. Store Manager Job Role Overview.pdf	Adobe PDF	Job Description	35.34 KB	24/10/2011	Nicola Goodall	
	194	B How to Find Us odf	Adobe PDF	Location Map	107.63 KB	30/07/2012	Nicola Goodall	



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

reach ATS	Dashboa	rd Candidates Vacancies Librari ibrary 🖾 Email Library 🕞 Workflow Lib	rary	Reports Settings				Preferences 🛱	
	Fi	ie Library		_	Type Your Search Here and Press Enter				ļ
	Files	P Merge Documents					🕒 Upload a New File		
	ID	File Name	File Type	Document Type	File Size	Uploaded	Uploaded By		
	197	Application Notes.pdf	Adobe PDF	Application Notes	77.88 KB	30/07/2012	Nicola Goodall		
	195	Diversity Statement.pdf	Adobe PDF	Equal Opportunities Policy	77.88 KB	30/07/2012	Nicola Goodall		
	196	D. Guidance for Applicants.pdf	Adobe PDF	Guidance for Applicants	77.88 KB	30/07/2012	Nicola Goodall		
	204	💼 Reach ATS (R) green.jpg	Image File	Image	268.33 KB	14/09/2012	Nicola Goodall		
	566	Drivers Assistant.pdf	Adobe PDF	Job Description	178.78 KB	06/08/2013	Nicola Goodall		
	173	D Housing Advisor.pdf	Adobe PDF	Job Description	104.31 KB	18/01/2012	Nicola Goodall		
	189	D Legal Secretary.pdf	Adobe PDF	Job Description	82.31 KB	03/04/2012	Nicola Goodall		
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	300	📡 JD Main Grade Lecturer - Mathematic	Adobe PDF	Job Description	77.72 KB	20/01/2013	Nicola Goodall		
	301	🝌 JD Main Grade Lecturer - Physics.pd	Adobe PDF	Job Description	77.72 KB	20/01/2013	Nicola Goodall		
	188	JD Solicitor Employment.pdf	Adobe PDF	Job Description	83.28 KB	01/04/2012	Nicola Goodall		
	186	D Solicitor Private Client pdf	Adobe PDF	Job Description	95.07 KB	01/04/2012	Nicola Goodall		
	187	D Solicitor Property Litigation.pd	Adobe PDF	Job Description	83.46 KB	01/04/2012	Nicola Goodall		
	284	🕵 Job Description - Fabric Controller	Adobe PDF	Job Description	77.88 KB	10/12/2012	Nicola Goodall		
	282	🝌 Job Description - Lift Engineer.pdf	Adobe PDF	Job Description	725.68 KB	10/12/2012	Nicola Goodall		
	122	🕟 LGV Driver Job Description.pdf	Adobe PDF	Job Description	82.83 KB	01/11/2011	Nicola Goodall		
	103	Sales Advisor Job Role Overview odf	Adobe PDF	Job Description	35.38 KB	24/10/2011	Nicola Goodall		

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

reach ATS	Dashboard Candidates Vacancies Libraries Talent Bank Reports Settings Image: Files Library	Preferences 🐲 Sign Out 🔎
	🕞 Upload New File & Signed in as Nin	cola gg
	Upload New File	
	Tags	
	Description	
	Document Type Equal Opportunities Policy	
	🖛 Discard & Go Back 🛛 🖋 Upload & Return	
		-
_		

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

reach ATS	Dashboard Candidates Vacancies Libraries Talent Bank	Reports Settings	Preferences 👙 🛛 Sign Out 🔎
	Vacancy Listing		
	Job Editor - Procurement Administrator		asks
	🔓 Job Details 🔹 Contact 🛛 🎪 Job Advert Text 🥝 Hire Details 🔒	& Hiring Managers 🕞 Workflows 🔒 Sources 🕞 Files	
	Select files for candidates to download when they apply online for this	ob	
	Application Notes	Job Description	
	•	Job Description - Fabric Controller.pdf	
	Equal Opportunities Policy	Person Specification	
	*	Person Specification - Fabric Controller.pdf *	
	Guidance for Applicants	Location Map	
	v	How to Find Us.pdf	
	Application Form	Working With Us	
	v	٣	
		Exit & Discard Changes	ia l

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

reach ATS	Dashboard Candidates Vacancies	Libraries Talent Bank	Reports Settings ary		Preferences	🗱 Sign Out 🔑
	Email Template					Tasks
	Template Details 🛛 Template Content	File Attachments				
	File Name	File Type	Document Type	File Size Uploaded	O Add	
	Kow_to_ming_os.pai	Adobe PDP	Location Map	107.63 KD 30/07/2012		
		_			_	
			•	Discard & Go Back to Listing	Save & Return	
-		_	_			_