



## User Guide

# Vacancies



Prepared By: Reach Support



Page

### CONTENTS

		•
1.	Vacancies Overview	3
2.	Create a New Job	3
3.	Job Details	4
4.	Contact	4
5.	Job Advert Text	5
6.	Hire Details	6
7.	Hiring Managers	6
8.	Workflows	7
9.	Question Sets	8
10.	Sources	9
11.	Files	10
12.	Job Activation	11



### 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

Order b	acancy Listing							
Order b				Type Your Search H	ere and Press Enter			
	y Date Created * Descending	v						
Live J	obs 14 Filled 13 On Hold 13 Incomp	lete/Awaiting Activation s			+ Create	a New Job		
ID	Title	Location	Closing Date	Created By	Last Modified	Sources		
39187	Customer Services Advisor	Bristol	31/12/2015	You	last two weeks	2		
33938	Executive Recruitment Day	Coyote	No Closing Date	You	30/03/2015	1		
33741	Executive	Bristol	No Closing Date	You	09/10/2015	4		
31603	Logistics Assistant	Coyote	No Closing Date	You	16/01/2015	1		
28081	Web Developer	Coyote	No Closing Date	You	04/07/2014	1		
27617	super driver		No Closing Date	Jamie Ross	06/06/2014	0		
26063	Recruitment Screener	Coyote	No Closing Date	You	11/04/2014	2		
26020	Executive	Coyote	No Closing Date	Tina Lawson	02/12/2013	1		
25727	Main Grade Lecturer Maths	Solihull	09/11/2016	You	15/03/2015	1		
25723	Lift Service Engineer	Mansfield	24/07/2016	You	15/03/2015	3		
25656	Paralegal Secretary	Birmingham	No Closing Date	You	16/01/2015	1		
25621	Sales Assistant - Solihull	Solihull	No Closing Date	You	20/01/2013	1		
25620	Store Manager - Workington	Workington	21/11/2016	You	15/03/2015	1		
25618	Store Manager - Camden	Camden	No Closing Date	You	26/07/2013	1		

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.



Reports Settings			• Preferences	Sign Out
			O Help Centre	E Support
Workflows Question Sets	Sources Files			
Location				
Quick Address	Bristol Office +			
Address 1	2 Bristol Road			
Address 2				
City/Location	Bristol			
County "Optional	Bristol +			
Region	South West *			
Postcode	CV47 0FA			
Country	United Kingdom *			
2		_		
Exit & Discard	Changes Save & Return to Vacancy I	listing		
	Report Settings Westflows Deletion files Location Outck Address Address 1 Address 2 City/Location County Optimum Region Postcode County Exit & Discard	Aquoti Buttops Versitions Densitie Serie Files Location Cation Belated Address 2 Entrato Read Address 2 Entrato Read Capy Cathon Belated County Cathon Be	Alexon Settings	Rayoti Buttings     Workfors: Durstin Site     Location     Location     Belated     Address 1   2 Bristal Office     Carly "Claumi"   Belated     County "Claumi"     Belated     County     Under Kingdom     State S Return to Vacancy Listing

### 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
- 1<sup>st</sup> Interview Date

- 2<sup>nd</sup> Interview Date
- Client Reference
- Closing Date
- Closing Time



#### Figure 3: Hire Information Screen

⇒ reach ATS	Dashboard Candidates	Vacancies Libraries Talent	Bank Reports Settings			O Preferences Sign Out
	I Vacancy Listing S	elf Select Interview Setup				O Help Centre   🗭 Support
	🖋 Job Editor - Assistant	t Manager [ID: 39384]				
	Job Details Contact	Job Advert Text Start Dates Hiring	g Managers Workflows Question	Sets Sources Files		
	O Details can be display	yed to candidates onscreen and in email	correspondence.			
	Hire Details		Hire Contacts			
	Client Reference	Optional	HR Contact	Reach Support +	3	
	Closing Date	28/11/2015	HR Email Address	support@reach-ats.com		
	Closing Time	Optional. hh:mm	HR Contact Number	Optional		
	1st Interview Date	Optional				
	2nd Interview Date	Optional				
			€ En 4 Do	and Changes 🛛 🗲 Seve & Return to Vaca	ng Uiting	

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 **1**<sup>st</sup> and **2**<sup>nd</sup> **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

### ● reach ATS<sup>®</sup>

Controllerer Controllerer Production Controllerer Controllerer Controllerer Controllerer	Prelivrences Sign Ov     Help Centre   P Suppor
🖍 Job Editor - Assistant Manager (ID. 39384)	
Job Details Contact Job Advert Text Start Dates Hinng Managers Workflows Question Sets Sources Files	
This text appears on the job listing and details pages of your Careers website	
Short Description The test provided here is shown in the career site job fisting as a summary	
Advert Content Technical Support Engineer *	
B I U I I I + + + • • • X % G G	
We're passionate about what we do.     We're built a bugely successful business through the hard work and commitment of the <u>amacing</u> people who work here.     They're highed make as Europix number one selfs specialist.     We're constantly moving forward. Traft way, there to our continued growth, we have exciting opportunities within our     prectigious Margin Factory. Long Exam.     A deducated and well organized train player, you ill be responsible for scheduling incoming playments of upbolismly tackets     and accitary materials trum the kine of and commissing factory. Long Exam.     A deducated and well organized train player, you ill be responsible for the scheduling incoming schedules and tackets     and accitary materials trum the kine down overses. Excellent Commitcation shalls and base with     useful and well organized train player, you ill be responsible for the scheduling incoming schedules and during and chaving     orders, stock control and working to deadlines would be an advantage. So, if you eejoy a challenge, we would love to hear from     you.     In nuture we provide:         • Company Pension Scheme         • Lide Assumce	
R Preview	

### 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

### reach ATS<sup>®</sup>

ereach ATS	Dashboard Candidates Vacancies Libraries Talent Bank Reports Settings	O Preferences Sign Out
	III Vacancy Listing III Self Select Interview Setup	O Help Centre   🗭 Support
	🖍 Job Editor - Assistant Manager (ID: 39384)	
	Job Details Contact Job Advert Text Start Dalves Hiring Managers Wonflows Question Sets Sources Files	
	Control which hilling managers will view & screen candidates for this vacancy	
	Please select a hiting manager to allocate to the job 🔹 et allocate	
	ID Name	
	7542 Reach Support	
	🖉 Exit & Discard Changes 🛛 🕈 Save & Return to Vacancy Listing	

### 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

### reach ATS<sup>®</sup>

ich ATS	Dashboard Candidates Vacancies Libraries TalentBank Reports Settings	O Preferences Sign Out
	III Vacancy Listing III Self Select Interview Setup	O Help Centre   🖛 Support
	🖋 Job Editor - Assistant Manager (10: 39394)	
	Job Details Contact Job AdvertText StartDates Hinng Managers Woxflows Question Sets Sources Files	
	Workflows determine which application form and recruitment steps will be followed by candidates	
	Plow Type Please Select • Name Please select a workflow • 🗸 Attack Workflow	
	ID Type Name	
	3924 External Candidate Flow	

### 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

### ● reach ATS<sup>®</sup>

reach ATS	Dunboard Candidet Vacancies Labraries Taiet/Bank Reports Setings	Preferences Sign Out     Gentre   = Support
	🖍 Job Editor - Assistant Manager (IO: 39384)	
	Job Details Contact Job Advent Text Start Dates Hinng Managers Wontflows Question Sets Sources Files	
	O Optionally add a question set to the standard application form	
	Question Set: Please Select + Candidate Type: Please Select + Add After + Add After	
	ID         Candidate Type         Question Set         After Stage           2059         External         Project Manager         Personal Details	
	🖉 Evit & Discard Changes 🛛 🛩 Savie & Return to Vacancy Listing	

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).

ereach ATS	Dashboard Candidates Vacancias Libraries Talent Bank Reports Settings	Preterences Sign Out
	III Vacancy Listing 🗰 Self Select Inteniew Setup	O Help Centre   🗭 Support
	🖍 Job Editor - Assistant Manager (10: 39384)	
	Job Details Contact Job Advert Text Start Dates Hiring Managers Workflows Quersfor Sets Sources Files	
	O Create unique application links for each candidate source for this vacancy	
	Source Type - Please Select   Please Choose a Source Type First	
	ID Source Name Workflow Type Apply URL	
	31904 Company Website Candidate Flow External https://apply.reach-ats.com/39384CHW	
	31905 Inside Housing Candidate Flow External https://apply.reach-ats.com/35384/INH	
	🖉 E.D.E.& Discael Changes 🧳 Save & Return Ib Vacancy Listing	

#### 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.