MEMO CARDS
FOR RECRUITERS

Hotel name, Country
PRESENTATION TITLE AND DATE

MEMO CARDS FOR RECRUITERS

TOPICS

System overview 1

- Navigation
- Profile Overview (account, settings)
- Access help

Create a job 2

- Create & approve a job
- Publish a job externally
- Publish a job internally
- Create a custom candidate source tracker URL
- Cancel a job

Manage candidates 3

- Create a candidate (manually / upload resume)
- Review a candidate
- Convert a candidate
- Assign a candidate
- Inbox
- Schedule an interview
- Reject a candidate

4 Make a referral

5 Create an offer

6 Analytics & Dashboards

7 Send a consent request

CREATE A JOB

0 Click on the 'Plus' button and select 'Create Job'

Click on Use template to display the list - you will also access recent jobs

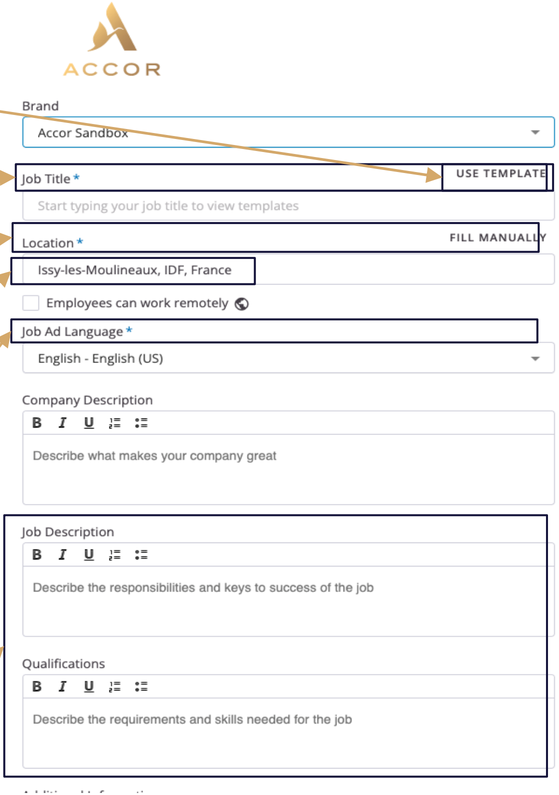
Specify the job title

Enter either the location of the job

Tick the box if possibility of remote work

Select the language for your Job Ad

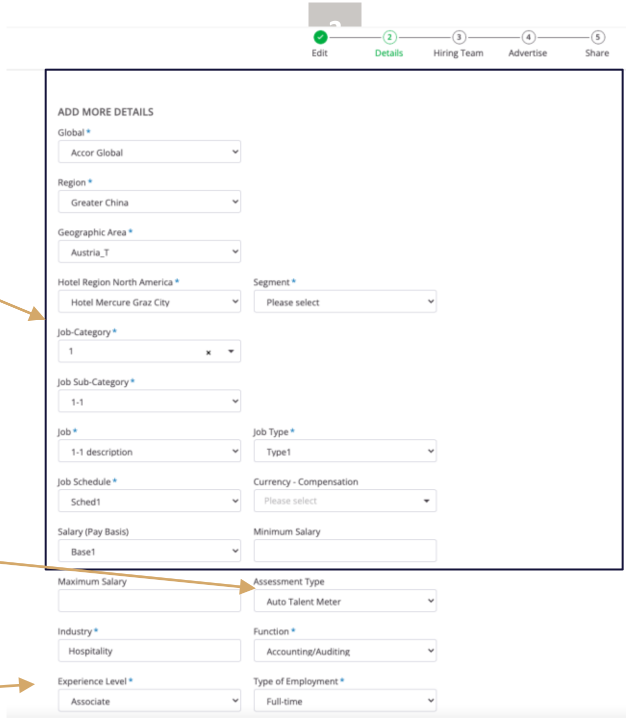
If they are not included in the job template,write the job description and the qualifications expected



Complete all fields

Indicate Assessment Type

Complete all job fields

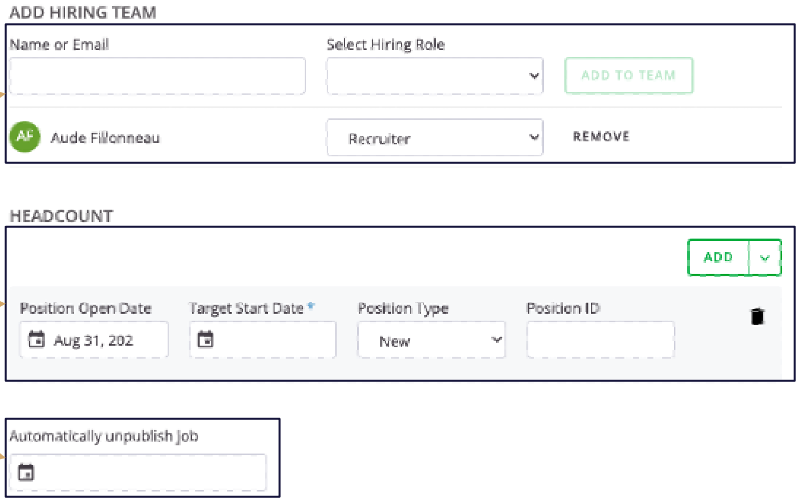


CREATE A JOB WITHOUT APPROVAL

3

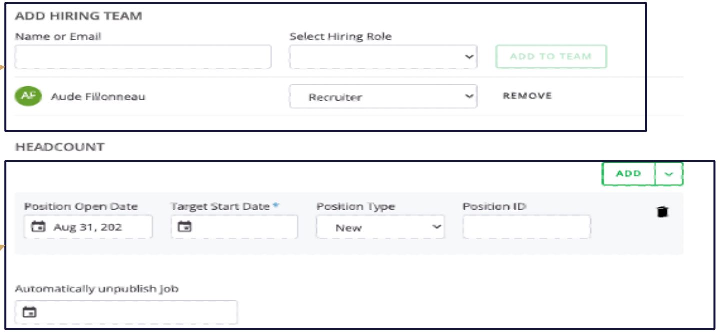
Add the **Hiring team**
Your name is automatically appearing as a member

Complete **headcount** information : dates of opening and start, type position and position ID
If necessary, add the date when the job will be **automatically unpublished**



CREATE A JOB WITH AN APPROVAL

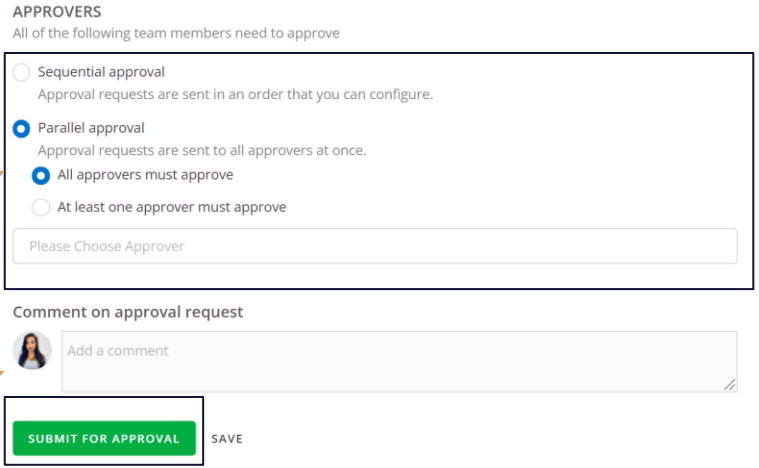
Add the **Hiring team**
Your name is automatically appearing as a member



Complete **headcount** information : dates of opening and start, type position and position ID

Choose the **approval workflow type** and indicate the name of approvers

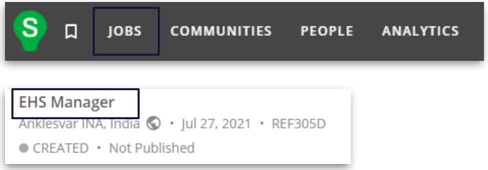
Add a **comment** to the approvers (optional and click on **"Submit for Approval"**



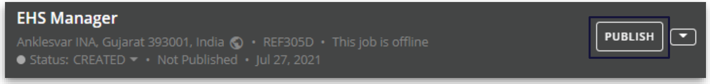
Once the approval workflow is launched, **you won't be able to edit it.**

PUBLISH A JOB EXTERNALLY

1 Click on the **JOBS** tab and open the job

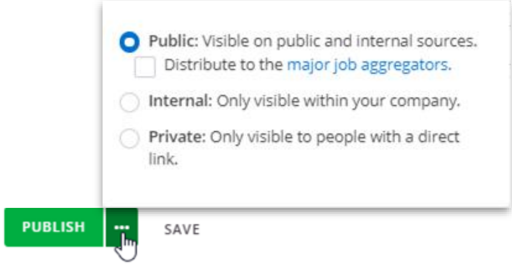


2 Click on **PUBLISH**

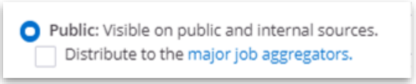


3 Verify all informations are correct. Click on the two **NEXT** buttons

4 Click on the **3 dot-button** to choose the type of publication



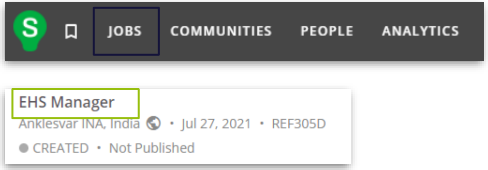
5 Deselect "Distribute to the major job aggregators"
Select **"Public : Visible on public and internal sources"**



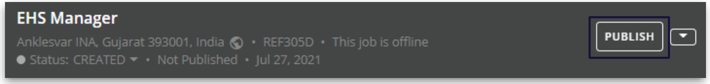
6 Click on **PUBLISH**

PUBLISH A JOB INTERNALLY

1 Click on the **JOBS** tab
and open the job

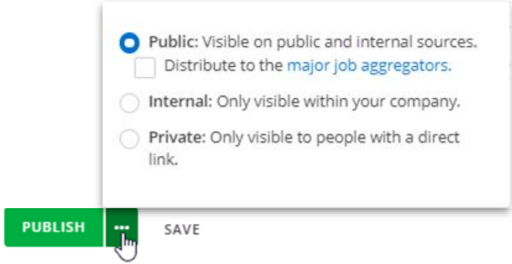


2 Click on **PUBLISH**

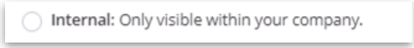


3 Verify all informations are correct.
Click on the two **NEXT** buttons

4 Click on the **3 dot-button** to choose
the type of publication



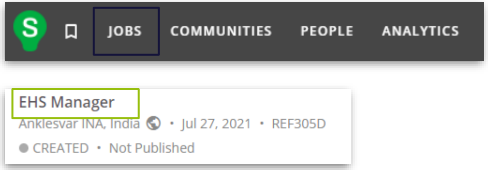
5 Deselect "Distribute to the major job aggregators"
Select **"Internal: Only visible within your company"**



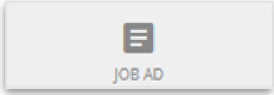
6 Click on **PUBLISH**

CREATE A CUSTOM CANDIDATE SOURCE TRACKER URL

1 Click on the **JOBS** tab and open the job

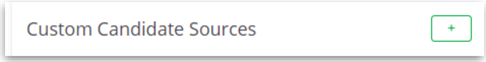


2 Click on **Job Ad** tab

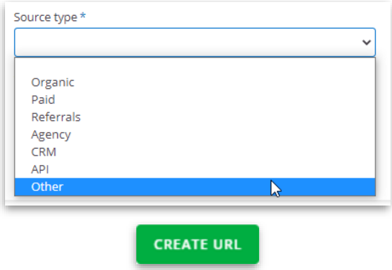


3 Click on the **Title of the Job** within the ad box

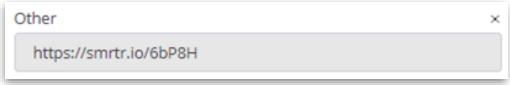
4 Press the **+** sign next to Custom Candidate Sources



5 Select your **Custom Candidate Source**
Click on **Create URL**

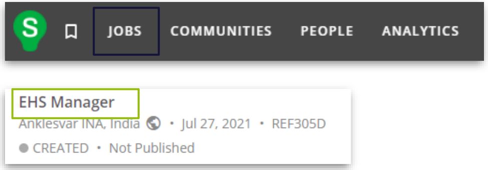


6 Copy the generated **URL**

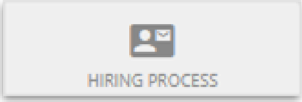


ADD INTERVIEWERS TO HIRING TEAM

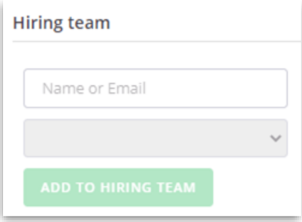
1 Click on the JOBS tab and open the job



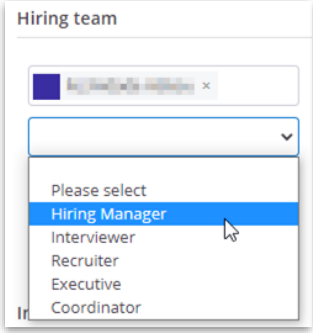
2 Click on Hiring Process tab



3 Type in a user name or email to add a user to the hiring team

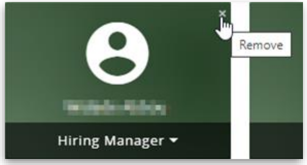


4 Select 'Interviewer' as a hiring team role for the user



5 Click on Add to Hiring Team

Use the X in the top right corner of the user to remove them

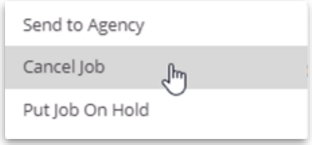


CANCEL A JOB

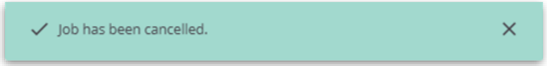
1 Click on the JOBS tab and open the job

2 Click on the three dots next to the Advertise button of a unpublished job

3 Select Cancel Job



4 Confirmation message appears



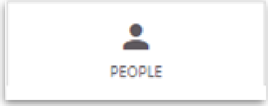
5 Status is updated

CREATE A CANDIDATE MANUALLY

1 Click on the **JOBS** tab and open the job

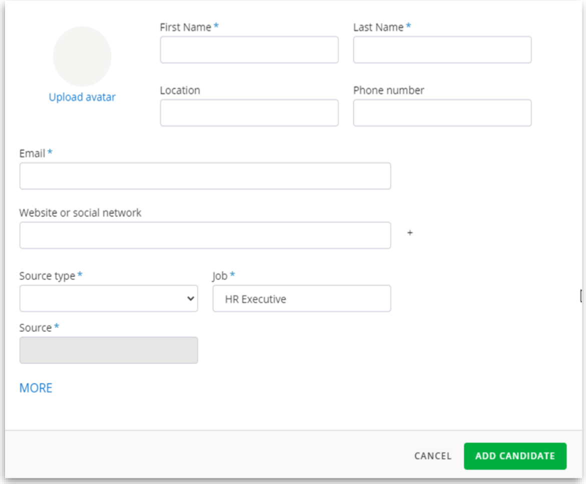
2 Open the job

3 Click on **People** tab



4 Click on **Add candidate**

5 Click on **Fill Manually**, fill in the form and click on **Add Candidate**

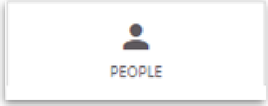


CREATE A CANDIDATE : UPLOAD RESUME

1 Click on the **JOBS** tab and open the job

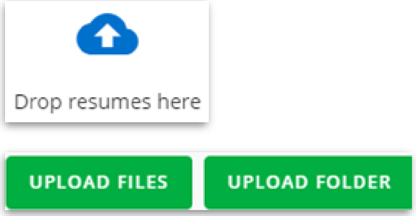
2 Open the job

3 Click on **People** tab



4 Click on **Add candidate**

5 Drop **resumes** or upload them by clicking on **Upload Files** or **Upload Folder**

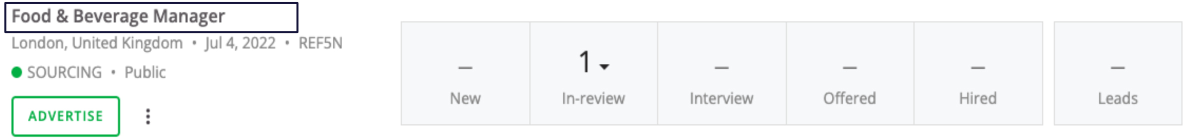


6 Verify all information and click on **Add candidate**

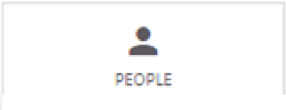
REVIEW A CANDIDATE

1 Click on the **JOBS** tab and open the job

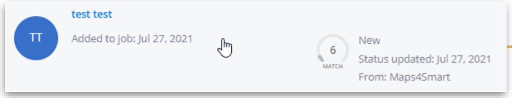
2 Open the **job** (with candidates assigned to it)

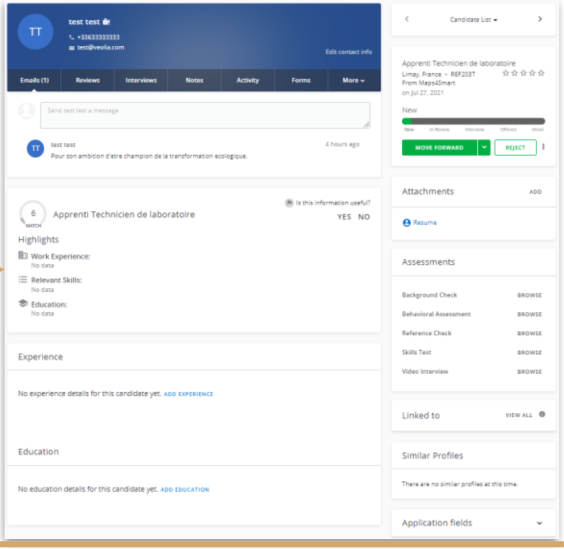


3 Click on **People** tab



5 Select a **candidate** to view their **profile**

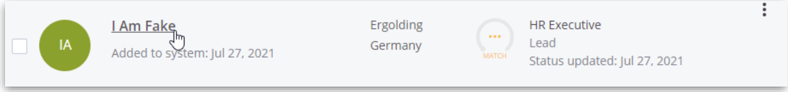




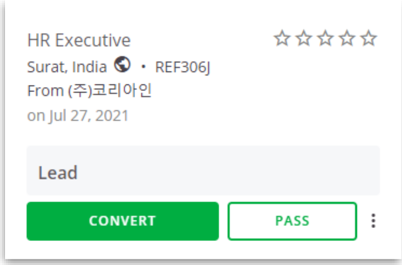
CONVERT A CANDIDATE

1 Click on the **PEOPLE** tab

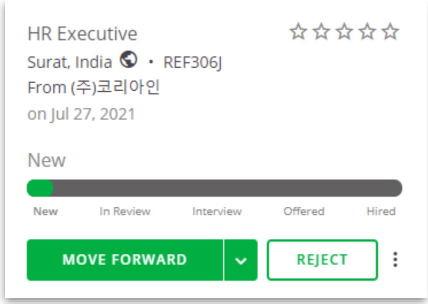
2 Locate the **candidate** and click on their name

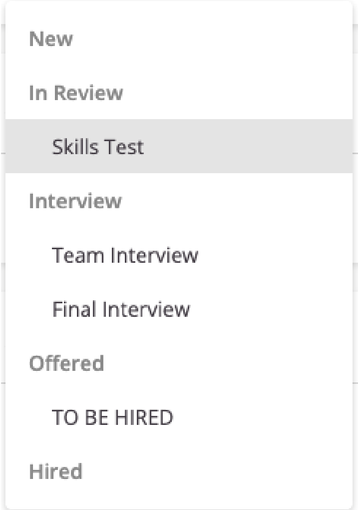


3 On the candidate's profile, click in **CONVERT**



5 **Status** can be updated according to process
Click on the arrow above the status bar to display the **hiring process**

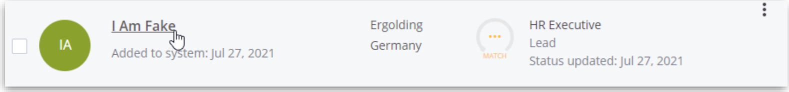




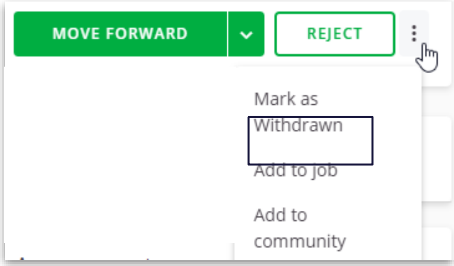
ASSIGN A CANDIDATE

1 Click on the **PEOPLE** tab

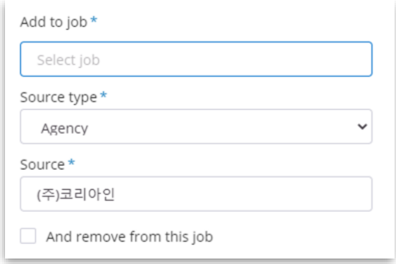
2 Locate the **candidate** and click on their name



3 On the candidate's profile, click on the 3 dots and select **Add to job**



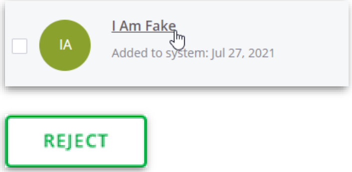
5 Select the **job** and the **source type**
Tick the box if the candidate has to be removed from the other job they are assigned to



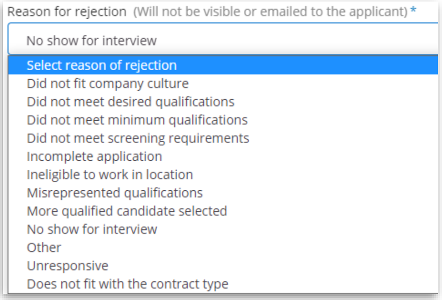
5 Click on **ADD** to confirm
The job now appears on the candidate's profile

REJECT A CANDIDATE

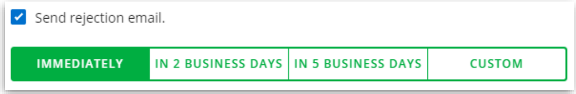
1 Locate the **candidate** and select **Reject** tab



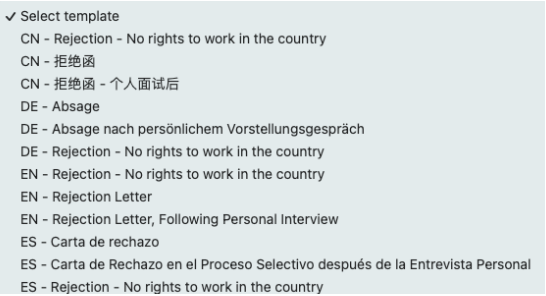
2 Select a **reason for rejection**



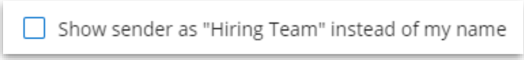
3 Leave the box ticked if you don't want the candidate to **receive an email**
Select the **sending time**



4 Select an **email template**



5 Choose if you want **your name to appear** in the email signature

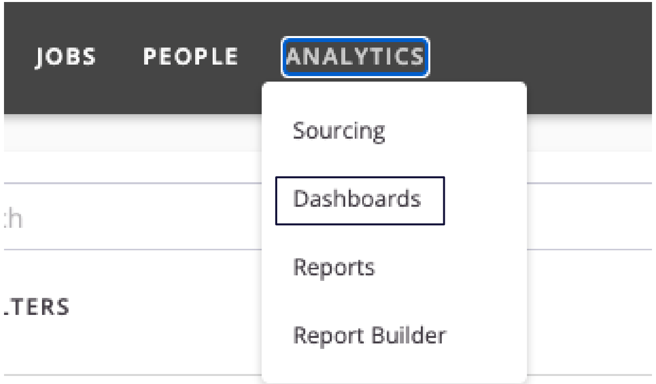


6 Click on **REJECT AND SEND**

HIRING PLAN ANALYTICS

1

Click on **Analytics** and on **Dashboards**

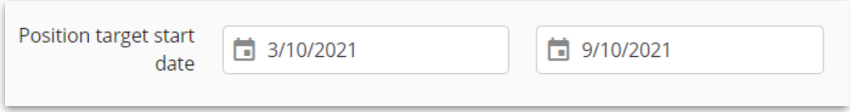


2

Click on **Hiring Plan**

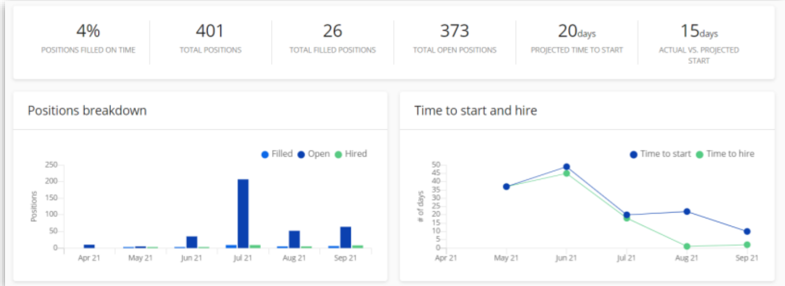
3

Filter on the **dates** wanted



4

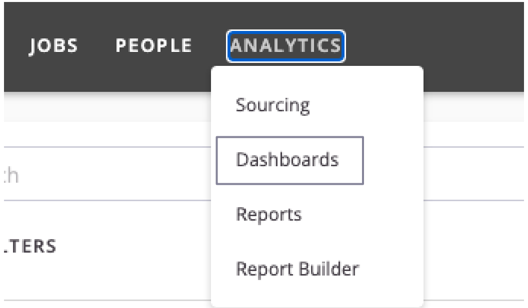
Analytics appear according to the dates chosen



CANDIDATE PIPELINE

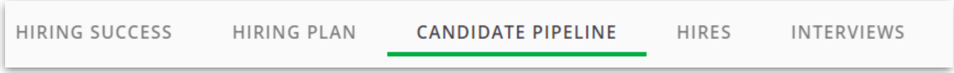
1

Click on **Analytics** and on **Dashboards**



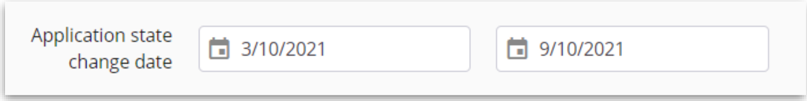
2

Click on **Candidate Pipeline**



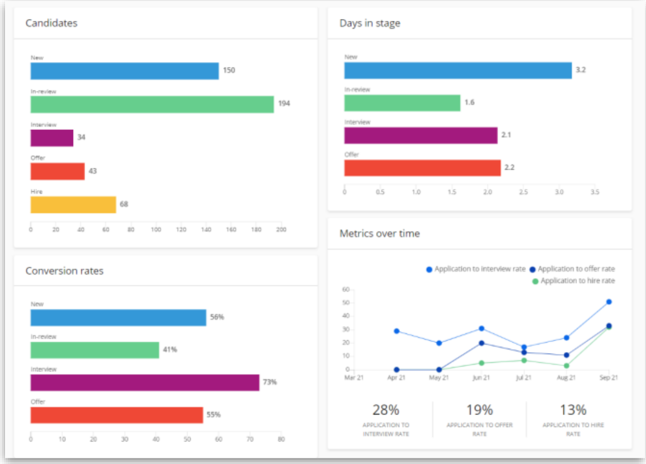
3

Filter on the **dates** wanted



4

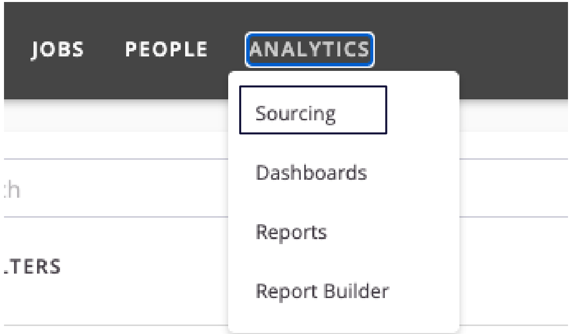
Analytics appear according to the dates chosen



SOURCING ANALYTICS

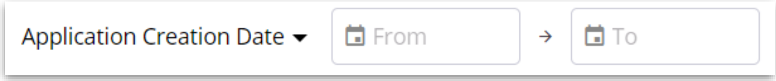
1

Click on **Analytics** and on **Sourcing**



2

Filter on the **dates** wanted



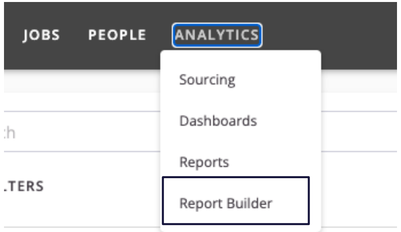
3

Analytics appear according to the chosen dates

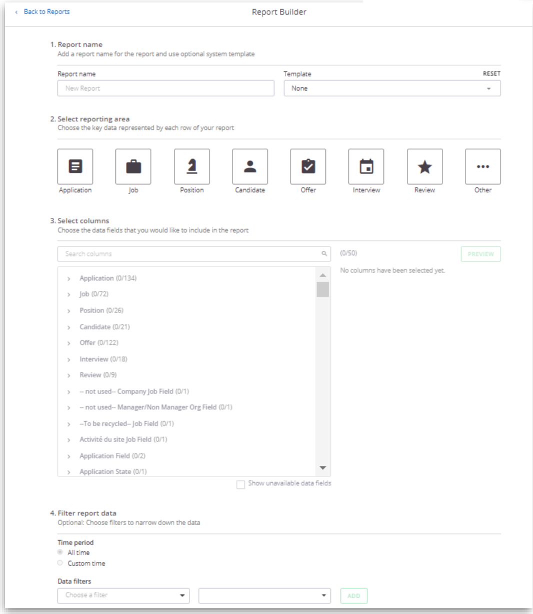
Group By	Recruiting Process				Sourcing Quality			Cost Efficiency			
SOURCE TYPE	JOBS	APPLICATIONS ▲	INTERVIEWED	HIRES	ATI	ATH	AQ	SPENT	SPA	SPI	SPH
All	222	870	168	67	5.2	13.0	3.8	-	-	-	-
CRM	136	245	63	30	3.9	8.2	3.9	-	-	-	-
Organic	111	200	54	17	3.7	11.8	3.7	-	-	-	-
API	13	179	4	1	44.8	179.0	4.0	-	-	-	-
Referrals	57	93	18	4	5.2	23.3	4.1	-	-	-	-
Other	48	68	17	12	4.0	5.7	3.7	-	-	-	-
Paid	26	57	8	2	7.1	28.5	4.1	-	-	-	-
Agency	19	28	4	1	7.0	28.0	3.6	-	-	-	-

STATISTIQUES ORIGINE CANDIDATURE

1 Click on Analytics and on Report Builder

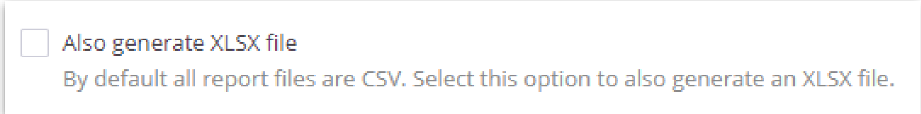


3 Fill in the fields



2 Click on Create Report

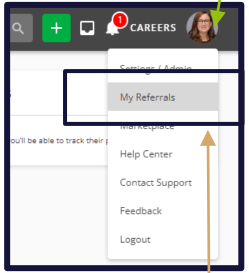
4 Tick the box if youwant the report generated as an XLSX file



5 Click on Create and run

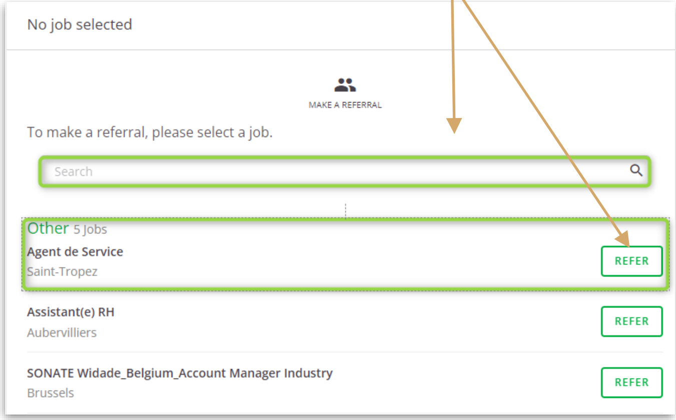
COOPTATION

1 Click on your photo on the top right

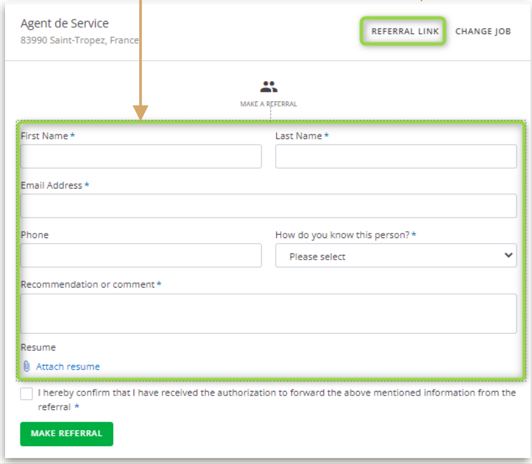


Click on **My referrals**

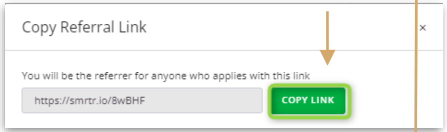
2 The list of open jobs appears, you can search a specific job via the research bar
Click on **Refer** on the selected job



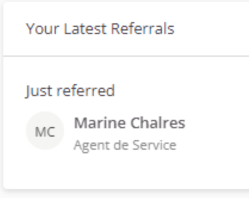
3 Choose if you want **send a referral link or complete the employee fields**



4 Click on **Copy link** or click on **Make referral**



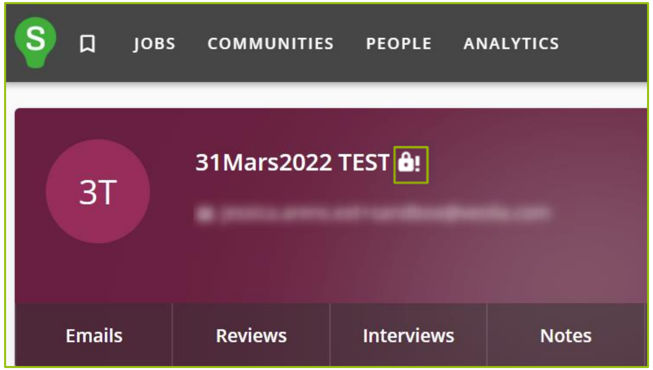
5 As employee who refers you can follow your referrals
Follow the referee thanks to the tag **Cooptation**



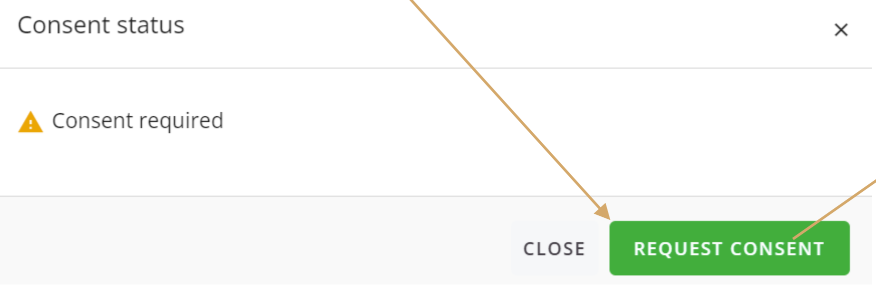
SEND A CONSENT REQUEST

1 Search for the candidate to whom you want to send the consent request from the **search bar**

2 To view the consent status
Click on the **padlock** in the applicant profile



3 We see that the applicant created has never received a consent request, even though it is mandatory.
Click on **request consent**



4 The consent request has been send