



# 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

Brand  
Accor Sandbox

Job Title \* USE TEMPLATE  
Start typing your job title to view templates

Location \* FILL MANUALLY  
Issy-les-Moulineaux, IDF, France

☐ Employees can work remotely

Job Ad Language \*  
English - English (US)

Company Description  
B I U   
Describe what makes your company great

Job Description  
B I U   
Describe the responsibilities and keys to success of the job

Qualifications  
B I U   
Describe the requirements and skills needed for the job

Complete all **fields**

Indicate **Assessment Type**

Complete all **job fields**

ADD MORE DETAILS

Global \*  
Accor Global

Region \*  
Greater China

Geographic Area \*  
Austria\_T

Hotel Region North America \*  
Hotel Mercure Graz City

Segment \*  
Please select

Job Category \*  
1

Job Sub-Category \*  
1-1

Job \*  
1-1 description

Job Type \*  
Type1

Job Schedule \*  
Sched1

Currency - Compensation  
Please select

Salary (Pay Basis)  
Base1

Minimum Salary

Maximum Salary

Assessment Type  
Auto Talent Meter

Industry \*  
Hospitality

Function \*  
Accounting/Auditing

Experience Level \*  
Associate

Type of Employment \*  
Full-time

# CREATE A JOB WITHOUT APPROVAL

3




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

## ADD HIRING TEAM

Name or Email	Select Hiring Role	ADD TO TEAM
<input type="text"/>	<input type="text"/>	
 Aude Filionneau	Recruiter	REMOVE

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**

## HEADCOUNT

				ADD	▼
Position Open Date	Target Start Date *	Position Type	Position ID		
 Aug 31, 2022		New	<input type="text"/>		

Automatically unpublish job


	<input type="text"/>
---	----------------------

# CREATE A JOB WITH AN APPROVAL

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

ADD HIRING TEAM

Name or Email  Select Hiring Role

 Aude Fillonneau

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

HEADCOUNT

Position Open Date  Target Start Date  Position Type  Position ID

Automatically unpublish job ☐

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

APPROVERS

All of the following team members need to approve

☐ Sequential approval  
Approval requests are sent in an order that you can configure.


☒ Parallel approval  
Approval requests are sent to all approvers at once.

☒ All approvers must approve

☐ At least one approver must approve

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

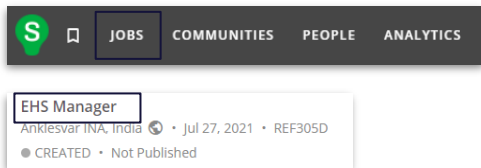
Comment on approval request



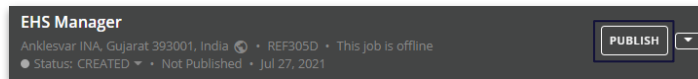
Once the approval workflow is launched,  
you won't be able to edit it.

# PUBLISH A JOB EXTERNALLY

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



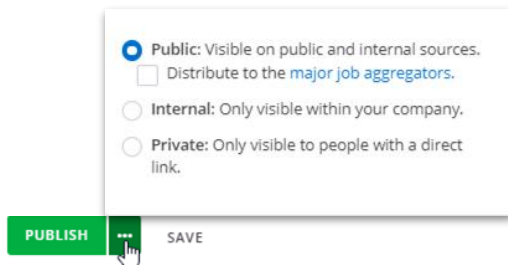
- 2 Click on **PUBLISH**



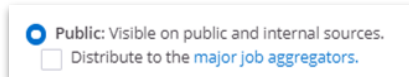
- 3 Verify all informations are correct.  
Click on the two **NEXT** buttons



- 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**"

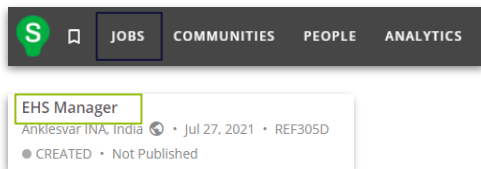


- 6 Click on **PUBLISH**

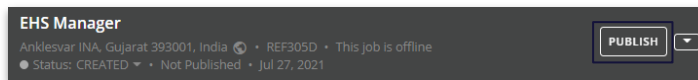


# PUBLISH A JOB INTERNALLY

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



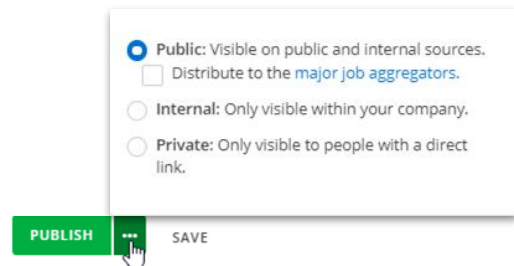
- 2 Click on **PUBLISH**



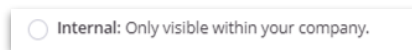
- 3 Verify all informations are correct. Click on the two **NEXT** buttons



- 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**

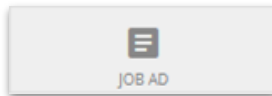


# CREATE A CUSTOM CANDIDATE SOURCE TRACKER URL

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



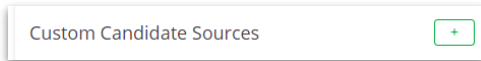
- 2 Click on **Job Ad** tab



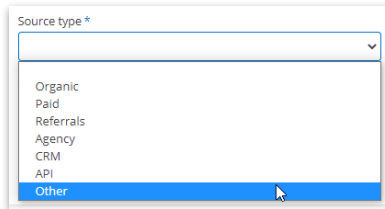
- 3 Click on the **Title of the Job** within the ad box



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

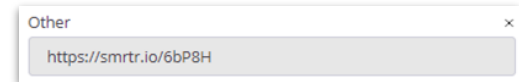


- 5 Select your **Custom Candidate Source**  
Click on **Create URL**



CREATE URL

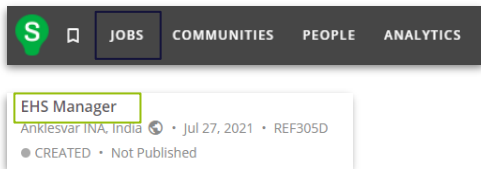
- 6 Copy the generated **URL**



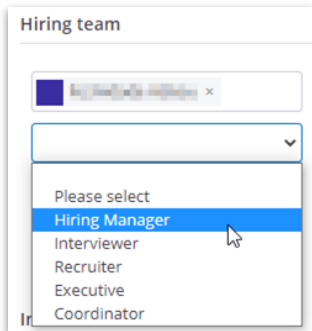


# ADD INTERVIEWERS TO HIRING TEAM

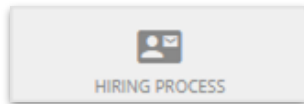
- 1 Click on the **JOBS** tab and open the job



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



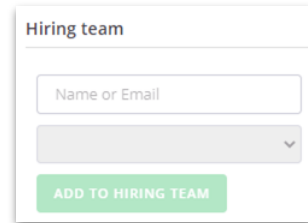
- 2 Click on **Hiring Process** tab



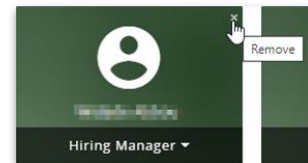
- 5 Click on **Add to Hiring Team**



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



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



# CANCEL A JOB

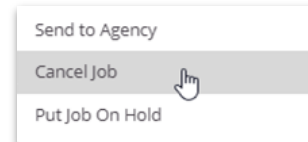
- 1 Click on the **JOBS** tab and open the job



- 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

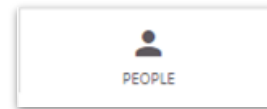
- 1 Click on the **JOBS** tab and open the job



- 2 Open the job



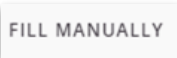
- 3 Click on **People** tab



- 4 Click on **Add candidate**



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

A form for creating a candidate. It has fields for 'First Name \*', 'Last Name \*', 'Email \*', 'Website or social network', 'Source type \*' (a dropdown menu), 'Job \*' (with 'HR Executive' selected), and 'Source \*'. There is an 'Upload avatar' link next to a circular placeholder. At the bottom right are 'CANCEL' and 'ADD CANDIDATE' buttons. A 'MORE' link is also present.

# CREATE A CANDIDATE : UPLOAD RESUME

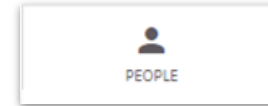
1 Click on the **JOBS** tab and open the job



2 Open the job



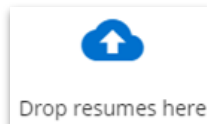
3 Click on **People** tab



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)

Food & Beverage Manager

London, United Kingdom • Jul 4, 2022 • REF5N

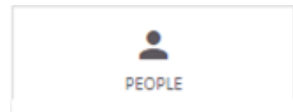
● SOURCING • Public

ADVERTISE

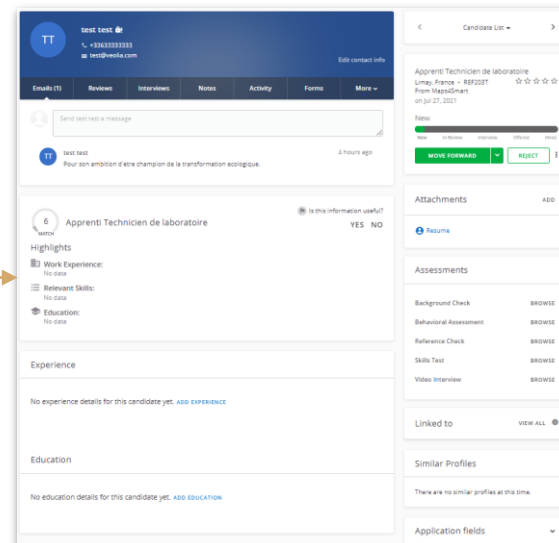
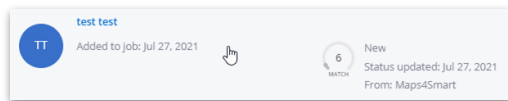


—	1	—	—	—	—
New	In-review	Interview	Offered	Hired	Leads

- 3 Click on **People** tab



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

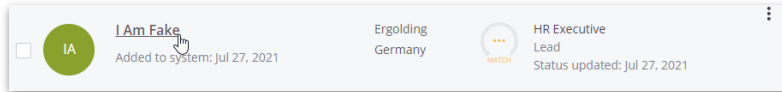


# CONVERT A CANDIDATE

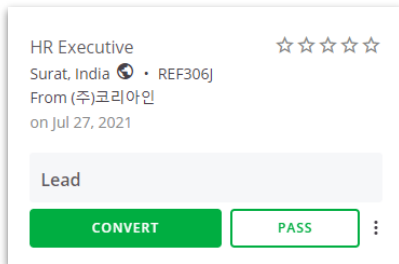
1 Click on the **PEOPLE** tab



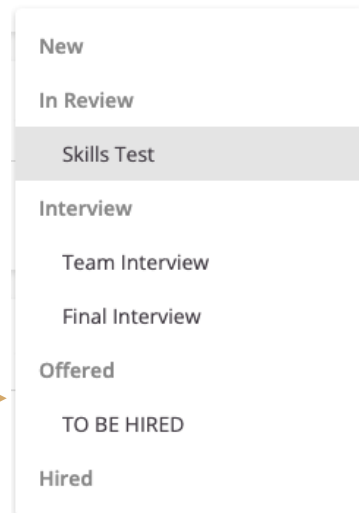
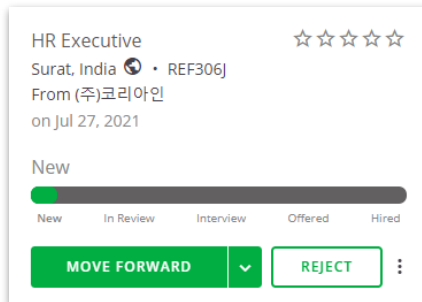
2 Locate the **candidate** and click on their name



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**

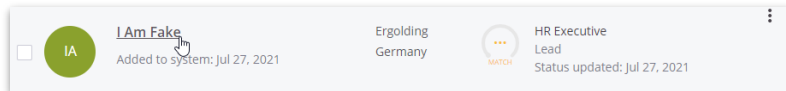


# ASSIGN A CANDIDATE

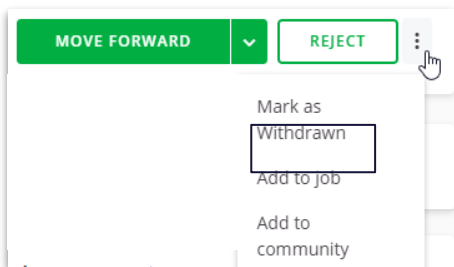
1 Click on the **PEOPLE** tab



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

A form titled 'Add to job \*'. It contains a 'Select job' input field, a 'Source type \*' dropdown menu with 'Agency' selected, and a 'Source \*' input field with '(주)코리아인' entered. At the bottom is a checkbox labeled 'And remove from this job'.

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

☐ **IA** **I Am Fake**  
Added to system: Jul 27, 2021

REJECT

4 Select an **email template**

- ✓ Select template
- CN - Rejection - No rights to work in the country
  - CN - 拒绝函
  - CN - 拒绝函 - 个人面试后
  - DE - Absage
  - DE - Absage nach persönlichem Vorstellungsgespräch
  - DE - Rejection - No rights to work in the country
  - EN - Rejection - No rights to work in the country
  - EN - Rejection Letter
  - EN - Rejection Letter, Following Personal Interview
  - ES - Carta de rechazo
  - ES - Carta de Rechazo en el Proceso Selectivo después de la Entrevista Personal
  - ES - Rejection - No rights to work in the country

2 Select a **reason for rejection**

Reason for rejection (Will not be visible or emailed to the applicant) \*

No show for interview

Select reason of rejection

- Did not fit company culture
- Did not meet desired qualifications
- Did not meet minimum qualifications
- Did not meet screening requirements
- Incomplete application
- Ineligible to work in location
- Misrepresented qualifications
- More qualified candidate selected
- No show for interview
- Other
- Unresponsive
- Does not fit with the contract type

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

☐ Show sender as "Hiring Team" instead of my name

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

☒ Send rejection email.

IMMEDIATELY IN 2 BUSINESS DAYS IN 5 BUSINESS DAYS CUSTOM

6 Click on **REJECT AND SEND**

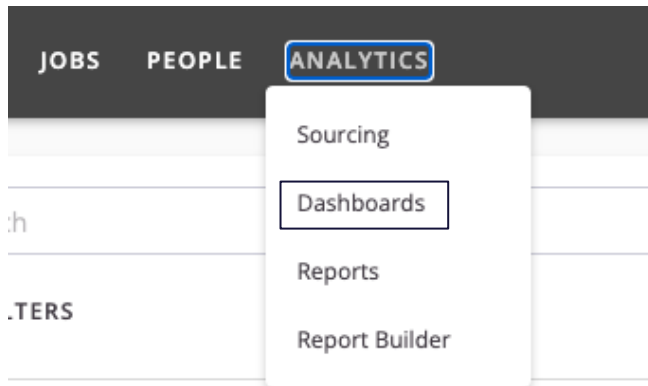
REJECT AND SEND



# HIRING PLAN ANALYTICS

1

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



3

Filter on the **dates** wanted

Position target start date

3/10/2021

9/10/2021

2

Click on **Hiring Plan**

HIRING SUCCESS

**HIRING PLAN**

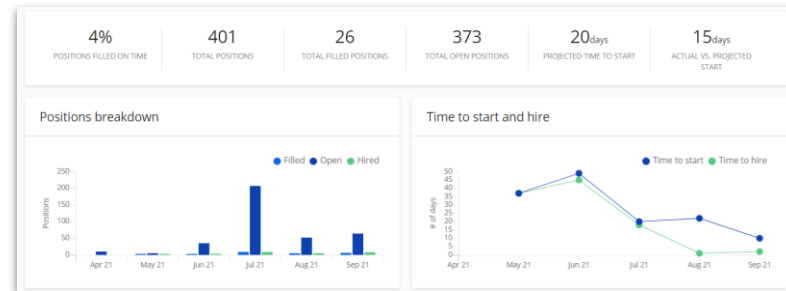
CANDIDATE PIPELINE

HIRES

INTERVIEWS

4

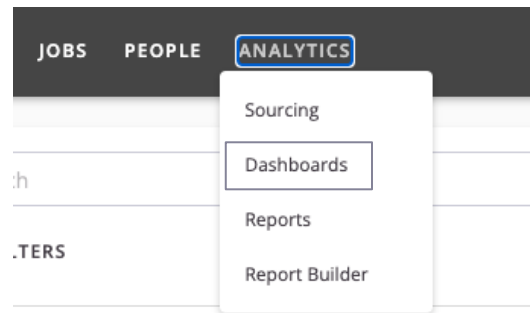
Analytics appear according to the dates chosen



# CANDIDATE PIPELINE

1

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



2

Click on **Candidate Pipeline**

HIRING SUCCESS   HIRING PLAN   **CANDIDATE PIPELINE**   HIRES   INTERVIEWS

4

Analytics appear according to the dates chosen

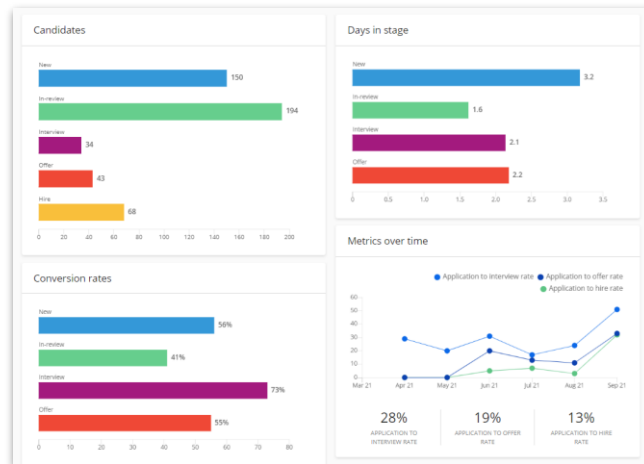
3

Filter on the **dates** wanted

Application state  
change date

3/10/2021

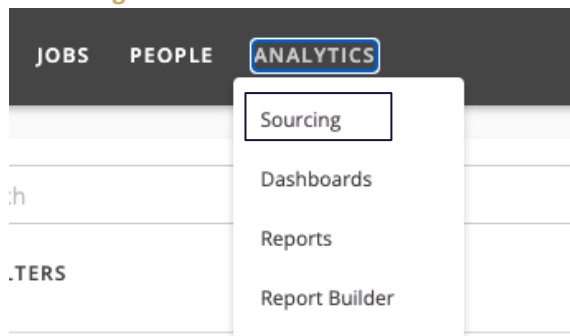
9/10/2021



# SOURCING ANALYTICS

1

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



2

Filter on the **dates** wanted

Application Creation Date ▼

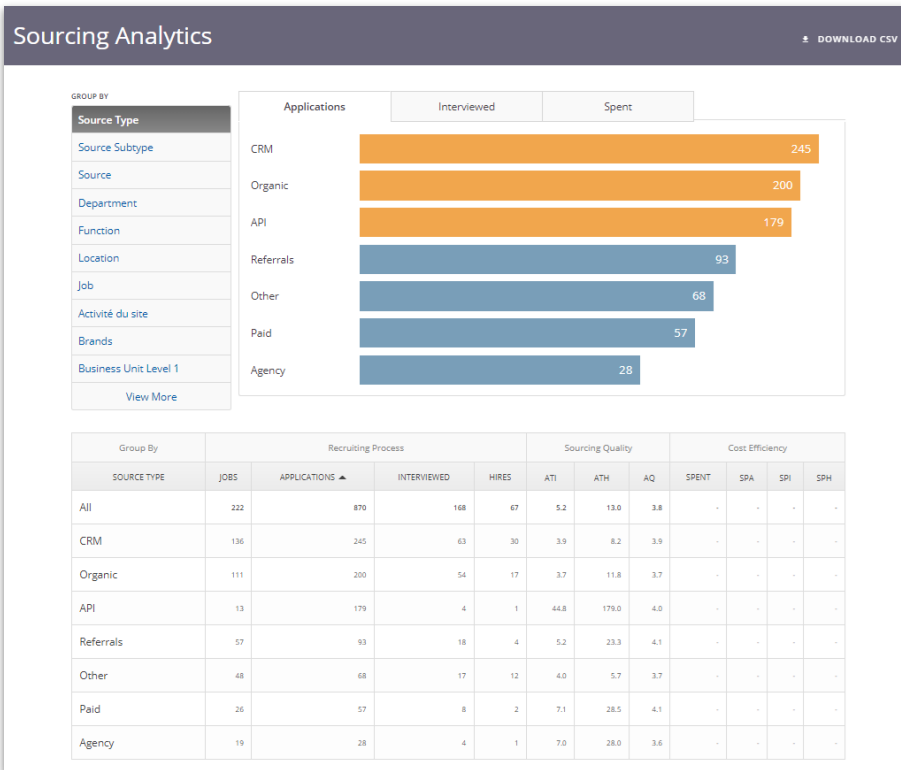
From



To

3

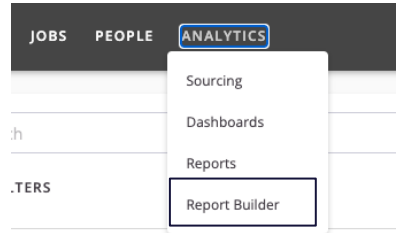
Analytics appear according to the chosen dates



# STATISTIQUES ORIGINE CANDIDATURE

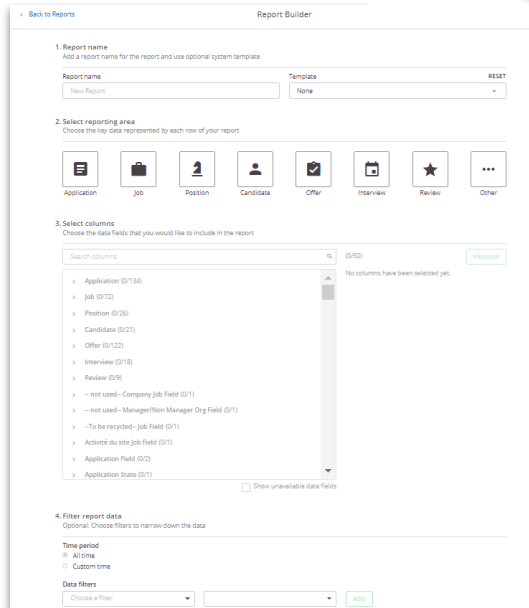
1

Click on **Analytics** and on **Report Builder**



3

Fill in the fields



**Report Builder**

1. Report name  
Add a report name for the report and use optional system template

Report name:  Template:

2. Select reporting area  
Choose the key data represented by each row of your report

Application Job Position Candidate Offer Interview Review Other

3. Select columns  
Choose the data fields that you would like to include in the report

Search columns:

No columns have been selected yet.

- > Application (D134)
- > Job (D72)
- > Position (D36)
- > Candidate (D21)
- > Offer (D122)
- > Interview (D18)
- > Review (D9)
- > -- not used-- Company Job Field (D1)
- > -- not used-- Manager/Non Manager Org Field (D1)
- > --To be recycled-- Job Field (D1)
- > Activité du site Job Field (D1)
- > Application Field (D2)
- > Application State (D1)

☐ Show unavailable data fields

4. Filter report data  
Optional: Choose filters to narrow down the data

Time period  
☒ All time  
☐ Custom time

Data filters  
Choose a filter:

2

Click on **Create Report**

**CREATE REPORT**

4

Tick the box if you want the report generated as an **XLSX file**

☐ Also generate XLSX file  
By default all report files are CSV. Select this option to also generate an XLSX file.

5

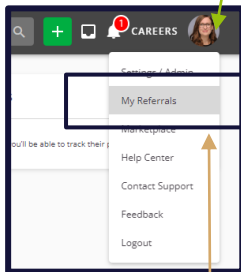
Click on **Create and run**

**CREATE & RUN**

# COOPTATION

1

Click on your photo on the top right



Click on **My referrals**

3

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

A screenshot of the 'MAKE A REFERRAL' form. The 'REFERRAL LINK' tab is selected and highlighted with a green box. The form includes fields for 'First Name', 'Last Name', 'Email Address', 'Phone', and 'How do you know this person?'. There is also a 'Recommendation or comment' field and a 'Resume' section with an 'Attach resume' button. At the bottom, there is a checkbox for authorization and a 'MAKE REFERRAL' button.

2

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

A screenshot of the 'MAKE A REFERRAL' page. It shows a search bar at the top. Below it, a list of jobs is displayed: 'Agent de Service Saint-Tropez', 'Assistant(e) RH Aubervilliers', and 'SONATE Widade\_Belgium\_Account Manager Industry Brussels'. Each job has a green 'REFER' button next to it. An arrow points from the 'REFER' button in the list to a larger 'REFER' button on the right.

REFER

4

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

A screenshot of the 'Copy Referral Link' dialog box. It shows a text input field containing the URL 'https://smrtr.io/8wBHF' and a green 'COPY LINK' button. Below the dialog box is a large green 'MAKE REFERRAL' button.

5

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

A screenshot of the 'Your Latest Referrals' section. It shows a list of referrals under the heading 'Just referred'. One referral is listed: 'MC Marine Chales Agent de Service'.

# SEND A CONSENT REQUEST

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



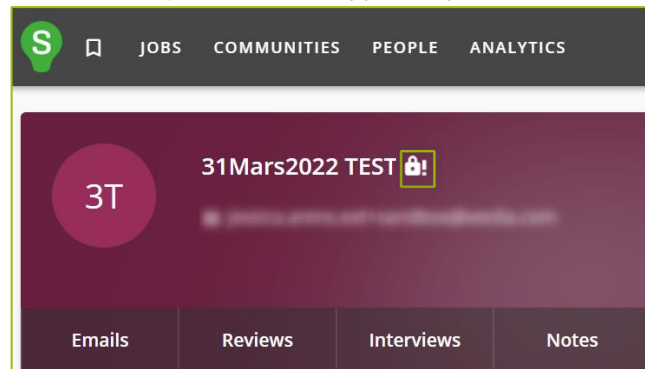
- 3 We see that the applicant created has never received a consent request, even though it is mandatory. Click on **request consent**

Consent status ×

⚠ Consent required

CLOSE REQUEST CONSENT

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



- 4 The consent request has been send

Consent status ×

Pending consent request: Mar 31, 2022

⚠ Consent required

CLOSE