

**TRAINING SESSION
WELCOME !**

INES SMARTRECRUITERS
FOR HOTELS



Who will be training you today?



Matthieu MORICE

**SMARTRECRUITERS IMPLEMENTATION
COORDINATOR**

To demonstrate Smartrecruiters solution and answer questions of the use of features.



Léonie de LESTANG

**TALENT ACQUISITION PRODUCT
OWNER**

To answer specific questions about the solution and contextualize about configuration choices.



Firath J. FRANCIS

T&C DIGITAL PROGRAM, DIRECTOR

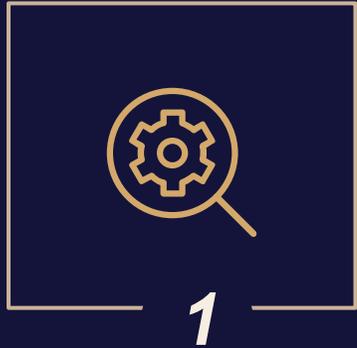
To provide strategy & vision on Talent Acquisition digital ecosystem.

Before we get started...

- ✓ Please note that your line has been MUTED
- ✓ Please put your questions in the “QUESTIONS WINDOW”
- ✓ Put your screen in “FULL SCREEN” mode to view all content
- ✓ This call will be RECORDED and SHARED for those who are not able to attend

...Let's Go!

TRAINING OBJECTIVES



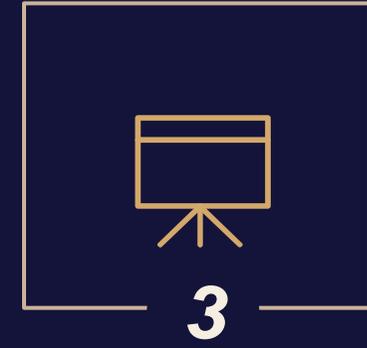
DISCOVER & UNDERSTAND YOUR NEW RECRUITING SYSTEM

Discover the system step-by-step and understand feature purposes according to recruiting roles



APPROPRIATE & ADOPT SMARTRECRUITERS

Training is a key part of change management in order to equip end-users with the needed knowledge and skills and enable them to use in an autonomous way the new solution



TRAIN RELEVANT TARGETS ON THE SOLUTION

This training session consists in training 'Super Users' and sharing key messages so that they can cascade training to the local level.

AGENDA

Part 1: Recruitment Experience

1 SmartRecruiters connection from INES

- From “My recruitment” to “Talent Acquisition SmartRecruiters”
- Process Overview – Roles & Responsibilities

2 Create a job

- Create - Use a template or Copy a Job
- Applicable Rules Labour Law for Mandatory and Prohibited Postings
- Details: Organizational Structure
- Hiring Team, Headcount & Publication

3 Publish a job

- Publish your job with or without approval
- Advertise
- Share a job (Recommendations, social networks, etc.)

4 Job Management

- Job Posting Details :
 - People Tab Overview
 - Sourcing
 - Activity
 - Job Ad
 - Job details
 - Hiring process

AGENDA

Part 2: Candidate Experience

5 Candidate Experience

- Job Ad & Profile Creation
- Auto Reply
- Candidate Portal

7 Conclusion & Next Steps

- Questions / Answers
- Support

6 Candidate Management

- Candidate Profile
- Send emails to candidates
- Consent status - GDPR
- Candidate's hiring process
- Review
- Schedule an interview
- Share a candidate
- Differ / Reject / Mark as withdrawn
- Assign candidates to another job
- Hire
- Automated Job Closing

AGENDA

Topics not covered during the training session

8

Assessments

- Non-Executive & Non-Corporate – TalentMeter
- Executive & Corporate - SHL

Screening questions

Reporting

- Analytics for Recruiters
- Report Builder for T&C regions

Internal Mobility

- Referral

01

SMARTRECRUITERS CONNECTION FROM INES

PROCESSES & KEY NOTIONS

What is INES?

INES – INTEGRATED ENGAGEMENT SERVICES

Talent Acquisition

- Attraction
- Selection
- Hiring
- Operational efficiency



Talent Management

- Performance
- Talent Evaluation
- Succession planning



Learning & Development

- Onboarding
- Leadership Development
- Brands: service culture
- Job related skills
- Community learning



T&C Digital
Platform (INES)



How to manage roles in the Heartist Portal?

INES

As a GM you need to be set as T&C Administrator of your Hotel:

1

ACCOR

ibis London Earls Court
LONDON, GB
My hotel is under roll-out, INES hub Administrator have access to my hotel Ines environment.

Management of Services

GENERAL MANAGER: No General Manager for now	INES ADMINISTRATOR <i>i</i>
	Manage <i>v</i>
EXECUTIVE <i>i</i>	SCOPE MANAGEMENT <i>i</i>

2

- My Admin Actions *^*
- My Employees' Positions
- My Hotel(s)/Organization(s):
- ibis London Earls Court
- Northern Europe
- T&C Back Office *↗*

1

You are connected on INES and navigate on your Heartist Portal.

2

You will be able to manage your organization. You can click on "My Admin Actions and select your Hotel. In this case "Ibis London Earls Court"



How to manage roles in the Heartist Portal?

INES

As a GM you need to be set as T&C Administrator of your Hotel:

The screenshot displays the Heartist Portal interface. On the left, there are three service cards: 'Learning & Development' (SUBSCRIBED), 'Talent Acquisition (SmartRecruiters)' (SUBSCRIBED), and 'Talent Acquisition - Smartrecruiters Internal Mobility - Hotels' (SUBSCRIBED). Each card has a 'Manage Services' button. A yellow box with the number '1' highlights the 'Manage Services' button for the 'Talent Acquisition - Smartrecruiters - Hotels' card. On the right, a sidebar menu is visible with items: 'AccorLive', 'Search a Colleague', 'Feedback for Development', 'Invite My Colleagues', 'Mentoring for All', 'My Learning', 'My Admin Actions', 'My Employees' Positions', 'My Hotel(s)/Organization(s):', 'ibis London Earls Court', 'Northern Europe', and 'T&C Back Office'.

1
You scroll down on your screen and you can view the recruitment system: SmartRecruiters. Two services are active: SmartRecruiters – Hotels, SmartRecruiters – Internal Mobility – Hotels. You can click on “Manage Services” to manage employee’s roles for SmartRecruiters.



How to manage roles in the Heartist Portal?

INES

As a GM you need to be set as T&C Administrator of your Hotel:

← Back to ibis London Earls Court

Talent Acquisition - Smartrecruiters - Hotels

Talent Acquisition - Smartrecruiters - Hotels

Specific Roles

Recruiter
Employee entitled to follow up on the Talent Acquisition (SmartRecruiters) process (e.g. request, approve, screen and select)

1

Q Type a name

Patrick EUROPE × Vijaya TESTUSER × Sekou TESTUSER ×

AccorLive

Search a Colleague

Feedback for Development

Invite My Colleagues

Mentoring for All

My Learning

My Admin Actions

My Employees' Positions

My Hotel(s)/Organization(s):

ibis London Earls Court

Northern Europe

T&C Back Office

1

You will be able to set your employees as recruiters. As a result, they will be able to access MartRecruiters and take actions as recruiter in the system. You can search by name you employee. He will be added automatically in the list below the search tab.



Services Activations in INES

DEMONSTRATION From "My Recruiting" to "Talent Acquisition SmartRecruiters"

Modules

Heartist Portal



Talent Acquisition (TA): SmartRecruiters

Who

Recruiter

T&C Region

The screenshot shows a dark blue navigation menu for the Heartist Portal. At the top is the logo. Below it are several menu items: 'Home', 'My Profile' (with a dropdown arrow), 'My Notifications', 'My Benefits' (with a dropdown arrow), and 'AccorLive' (with an external link icon). A dashed horizontal line separates the 'Recruiter' section from the 'T&C Region' section. In the 'T&C Region' section, there are 'Search a Colleague' and 'Invite My Colleagues'. At the bottom, there is a 'My Recruiting' section with an upward arrow, containing 'Recruitment (Taleo)' and 'Recruitment (Smartrecruiters)'. A red box highlights the 'Recruitment (Smartrecruiters)' item, with a red circle containing the number '1' next to it.

The screenshot shows the Talent Acquisition (TA) SmartRecruiters interface. At the top, there is a navigation bar with 'JOBS' and 'PEOPLE' tabs, a search bar, and a notification bell icon with a red '1'. A red box highlights the 'S' logo in the top left corner, with a red circle containing the number '2' next to it. Below the navigation bar, there are tabs for 'TASKS (0)' and 'ACTIVITY'. The main content area shows a 'Share something with your team...' input field and a notification that says 'You do not have any notifications yet'. On the right side, there is a sidebar with several widgets: 'At-a-Glance' showing 25 Active Jobs, 20 Total Candidates, and 13 New Candidates; 'Approvals' showing 0 Offers, 0 Jobs, and 0 Delegations; and 'Upcoming Interviews' showing no interviews scheduled.

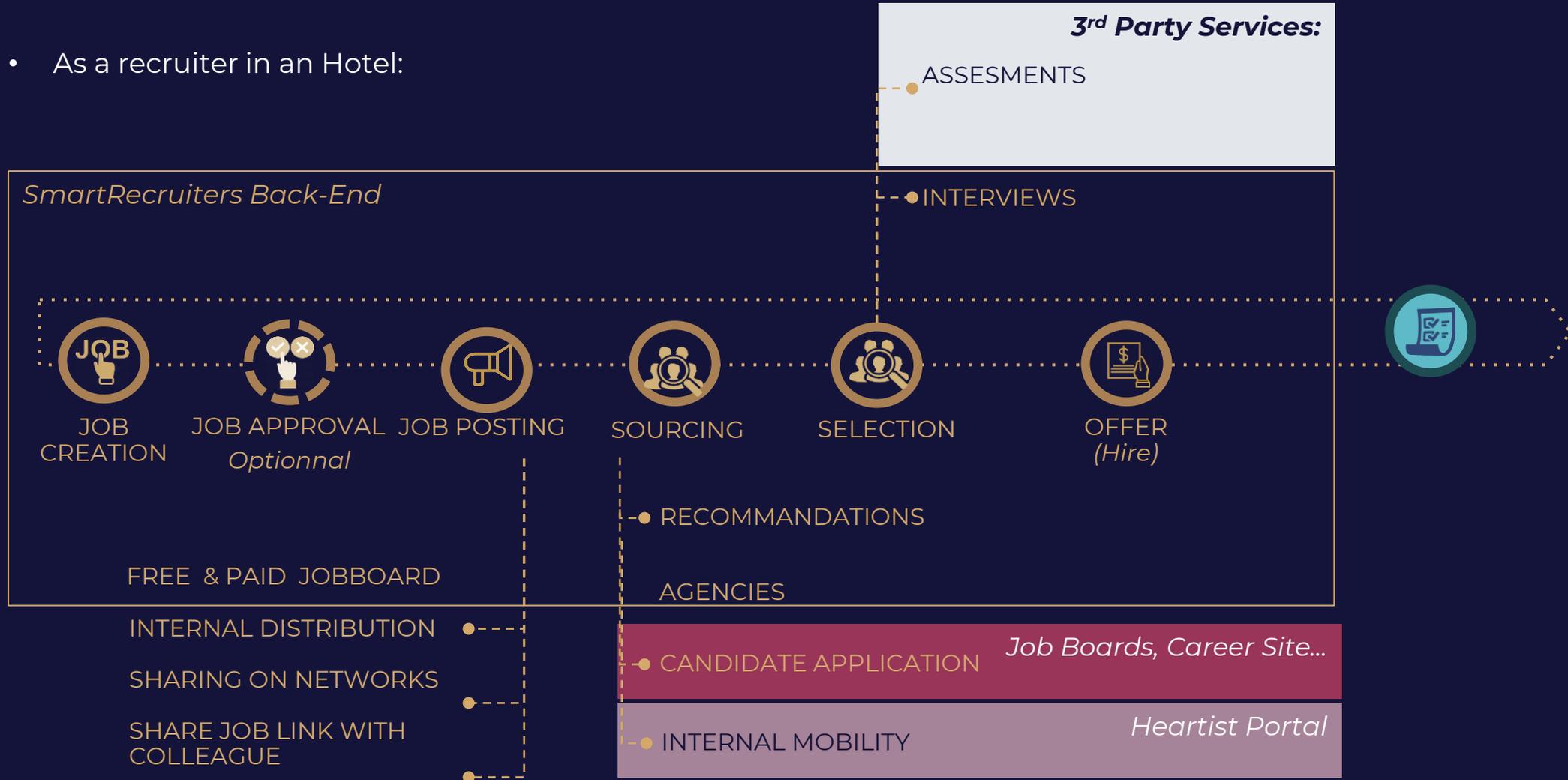
Hotel view if already deployed with Taleo : user can connect on INES



Process Overview

TALENT ACQUISITION

- As a recruiter in an Hotel:



User Roles

SCOPE DEFINITION

User roles:

User Role Name	Company Settings	Analytics	Report Builder	Create a Job	Hiring Team	Access All Jobs	Access Group
<i>Accor Recruiter</i>	NO - Cannot access company configurations in Administration/Career Page Setup/Templates or Configuration lists in Settings/Admin	YES - Can access Analytics dashboards	NO - Cannot access Report Builder or read/download the generated reports	YES - Can create a job and access the Marketplace via the link in the top navigation bar	YES - Can access a job and its candidates if part of the job's hiring team	NO - Must be part of a job's hiring team to access the job and its candidates	LIMITED - Can access a job and its candidates to view some information and perform some actions on the job and its candidates if a member of the job's Access Group
<i>T&C Region</i>	NO - Cannot access company configurations in Administration/Career Page Setup/Templates or Configuration lists in Settings/Admin	YES - Can access Analytics dashboards	LIMITED - Can create/delete/share/read and download reports with data restrictions for sensitive fields and access group.	YES - Can create a job and access the Marketplace via the link in the top navigation bar	YES - Can access a job and its candidates if part of the job's hiring team	LIMITED - Can access a job and its candidates to view some of its information and take only some actions unless user is a member of the job's hiring team	FULL- Can perform all actions on job and its candidates if member of job's Access Group
<i>Basic</i>	NO	NO	NO	NO	YES	NO	LIMITED
<i>Employee</i>	NO	NO	NO	NO	YES	NO	NO



User Profiles

TA – PROCESSES & KEY NOTIONS

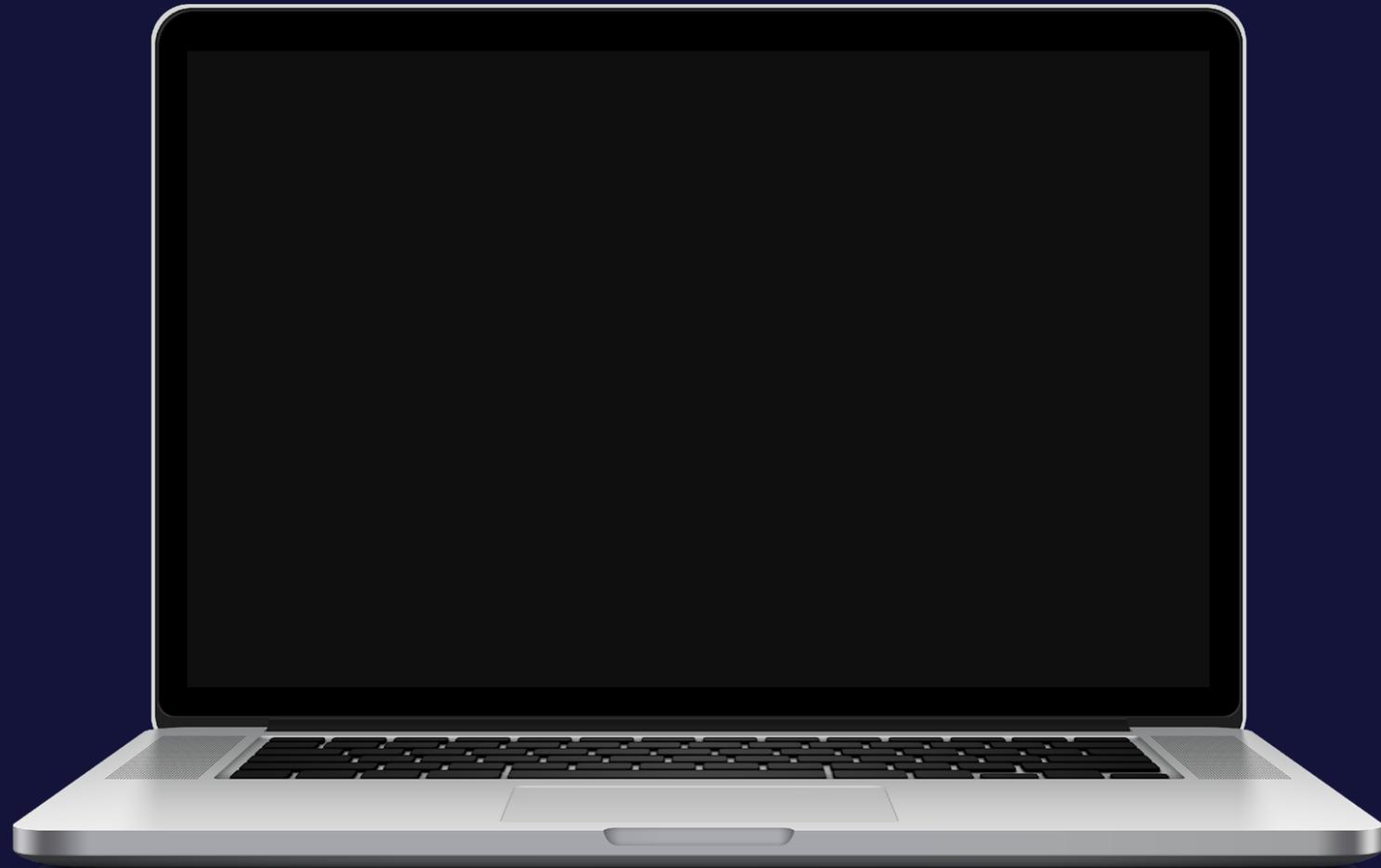


02

CREATE A JOB

Let's create a first job together

DEMONSTRATION



Create a job

Step 1 - Create - Use a Template or Copy a Job

1

Select your brand: your logo will appear automatically

2

Enter the job Title
Click on Use template to display the list - you will also access recent jobs.

3

Enter your city, it will appear automatically or add a street address by filling it manually.

4

Tick the box if possibility of remote work

5

Select the language for your job Ad

Create job

1 Create 2 Details 3 Hiring Team 4 Advertise 5 Share



Brand
1 Accor Sandbox

Job Title* 2 USE TEMPLATE
Start typing your job title to view templates

Location* 3 FILL MANUALLY
Issy-les-Moulineaux, IDF, France

Employees can work remotely 4

Job Ad Language* 5
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

TEMPLATES

RECENT JOBS

- DE - Banquet Attendant
Issy-les-Moulineaux
- DE - Bellperson
Issy-les-Moulineaux
- DE - Chef de Partie
Issy-les-Moulineaux
- DE - Doorman
Issy-les-Moulineaux
- DE - Empfangsmitarbeiter
Issy-les-Moulineaux
- DE - Food & Beverage Manager
Issy-les-Moulineaux
- DE - Food & Beverage Supervisor
Issy-les-Moulineaux
- DE - General Manager
Issy-les-Moulineaux
- DE - Haustechniker
Issy-les-Moulineaux
- DE - Host/ Guest Relations Manager
Issy-les-Moulineaux
- DE - Houseperson
Issy-les-Moulineaux
- DE - Koch
Issy-les-Moulineaux
- DE - Koordinator
Issy-les-Moulineaux
- DE - Personnel d'Etages (H/F)
Issy-les-Moulineaux



Best Practice:

To easily search for a templates : enter **the first 3 letters** of the item you are looking for (Intuitive search enabled)

It is also possible to retrieve the description of a job newly created from the "Recent Jobs" tab.



Create a job

Step 1 - Create a job from scratch

1

Enter your Company description

2

Enter the job description

3

Enter the qualifications required for the job

4

The Additional Information section allows you to indicate additional information to the job (Capture Candidates)

5

Add video links to your job (Youtube, Vimeo or Digi-Me)

Company Description

B I U ☰ ☰

1 Describe what makes your company great

Job Description

B I U ☰ ☰

2 Describe the responsibilities and keys to success of the job

Qualifications

B I U ☰ ☰

3 Describe the requirements and skills needed for the job

Additional Information

B I U ☰ ☰

4 Describe your perks and culture

Add Videos

5 Youtube, Vimeo or Digi-Me video

Save this as a template

NEXT  PREVIEW



Best Practice:

- The Company Description and Additional Information fields will be automatically restarted when a new job is created.
- Click on View Examples to display other companies job descriptions and find inspiration for your own - you can import the example and edit it before clicking NEXT.



Create a job

Step 1 – Job Preview

NEXT

PREVIEW

1

By clicking **Preview**, you can visualise your job advertisement as it will be visible to the candidate, before clicking **Next** in step 1,



Food & Beverage Manager

London, UK
Full-time
Job Type: Type1
Job Schedule: Sched1

Company Description

Why work for Accor?

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit <https://careers.accor.com/>

Do what you love, care for the world, dare to challenge the status quo! #BELIMITLESS

Job Description

Food & Beverage Manager

Are you a passionate foodie who is not afraid of thinking outside the box? Then, we have the job for you! As a Food & Beverage Manager, you will strategically lead the team to take guest satisfaction to the next level.

What is in it for you:

In 3-4 bullet points, showcase the benefits and perks of working at the property
Employee benefit card offering discounted rates in Accor worldwide
Learning programs through our Academies and the opportunity to earn qualifications while you work
Opportunity to develop your talent and grow within your property and across the world!
Ability to make a difference in the local community through our Corporate Social Responsibility activities, like Planet 21

What you will be doing:

Lead, mentor and train the Food & Beverage Operations team
Ensure Food & Beverage relevant brand standards are maintained
Strategize on new products and service offerings
Create unforgettable experiences for our guests

Qualifications

Your experience and skills include:
Service focused personality is essential and previous leadership experience required



Hi Jean-Paul, looks like you already have a Smart Account. Use it today to apply quickly and accurately!

I'm interested

Refer a friend

SHARE THIS JOB



Powered by

SmartRecruiters (Data Processor)

[Privacy Policy](#) and [Terms of Use](#)



Create a job

Step 2 – Job Details

Without Approval:

1

Complete the **job details** to ensure accuracy in your reporting. Fields may reflect your organizational structure and business/validation/reporting needs.

2

The four fields at the bottom **“Industry”, “Function”, “Experience Level” and “Type of Employment”** are used to reference and map with job boards search engines - they are standard and cannot be changed

ADD MORE DETAILS

1 Global *
Accor Global x

Region *
Northern Europe x

Geographic Area *
United Kingdom x

Hotel Region Northern Europe *
ADAGIO LONDON WHITECHAPEL x

Job-Category *
Culinary x

Job Sub-Category *
Kitchen x

Job *
Executive Chef x

Job Type *
Permanent x

Job Schedule *
Full-Time x

Currency - Compensation
Please select

Salary (Pay Basis)
Please select

Minimum Salary
[Empty field]

Maximum Salary
[Empty field]

Assessment Type
Please select

Does this job require an approval process ? *
No x

2 Industry *
Hospitality

Function *
Customer Service

Experience Level *
Associate

Type of Employment *
Full-time



Best Practice:

Dependencies are made between the fields so as to complete and offer you the choices related to your establishment.

Create a job

Step 3 - Hiring Team, Headcount & Publication

Without Approval:

1

Enter **your hiring team** and the role of each.

By default, the job creator is automatically added to the hiring team.

2

Add your headcount details and add additional positions as necessary

3

Publish your job, and choose your posting options

“Public”: Visible on public and internal sources, Distribute to the major job agregators

“Internal”: Only visible within your company

“Private”: Only visible to people with a direct link

The screenshot shows a multi-step process for creating a job. At the top, a progress bar indicates five steps: Edit, Details, Hiring Team (current), Advertise, and Share. The 'Hiring Team' section, labeled '1', has a text input for 'Name or Email' and a dropdown for 'Select Hiring Role'. Below it, a team member 'Aude Fillonneau' (AF) is listed with the role 'Recruiter' and a 'REMOVE' button. The 'Headcount' section, labeled '2', includes a table with columns for 'Position Open Date' (Aug 31, 2022), 'Target Start Date*', 'Position Type' (New), and 'Position ID'. An 'ADD' button is next to the table. Below the table is a date picker for 'Automatically unpublish job'. The 'Publishing Preferences' section, labeled '3', has radio buttons for 'Public', 'Internal', and 'Private'. The 'Public' option is selected, and a checkbox for 'Distribute to the major job aggregators' is checked. At the bottom, there are 'PUBLISH' and 'SAVE' buttons, with a '4' label next to the 'SAVE' button.

4

You can **Save** your work for future reference



Best Practice:

This information can be modified even after the validation and publication of the item.

Forecast possible by entering the post's opening date and desired start after the creation. Thus allowing you to advance on this part and save time for your core business.



Create a job

Step 3 - Hiring Team, Headcount & Approvals

With Approval:

1

Enter **your hiring team** and the role of each.

By default, the job creator is automatically added to the hiring team.

2

Add your headcount details, add additional positions as necessary

3

Complete your approval chain if required, add any comments and submit for approval.

Progress bar: Create (1) Details (2) **Hiring Team (3)** Advertise (4) Share (5)

ADD HIRING TEAM

1

Name or Email	Select Hiring Role	
<input type="text"/>	<input type="text"/>	<input type="button" value="ADD TO TEAM"/>
AF Aude Fillonneau	<input type="text"/>	<input type="button" value="REMOVE"/>

JOB APPROVALS

2

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

APPROVERS

3

Approvals will be sent in the order below

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

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

Comment on approval request

ADD PUBLISHING PREFERENCES



Create a job

Step 3 – Approvals Details

With Approval:

For sequential and parallel approvals, simply review the list of approvers and add an optional comment. SmartRecruiters will include this comment in the approval emails.

1

Sequential Approval:

If the approval does not have a predefined string, choose the sequence and add the approvers by name: Set the order of the approvers by dragging them up and down the list.

1

2

3

ADD HIRING TEAM

Name or Email: Aude Fillonneau x

Select Hiring Role: Recruiter

ADD TO TEAM

Please add at least one Hiring Manager, Recruiter or Executive to the hiring team.

APPROVERS

Approvals will be sent in the order below

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

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

Please Choose Approver

Comment on approval request

Add a comment

ADD PUBLISHING PREFERENCES

SUBMIT FOR APPROVAL SAVE

2

Parallel Approval:

For parallel approvals, choose whether all or at least one must approve.

3

Click **Submit** for Approval to save the work and send the requests. SmartRecruiters will record, but will not publish the work, and will take you directly to the job profile.



Best Practice:

Job postings cannot be published until approved. Approvers will receive the request by email. You can monitor their approvals from the Role Details tab on the role profile page.



03

PUBLISH A JOB

Create a job

Step 3 – Publish your approved Job

With Approval:

1

Once your job is approved, navigate to your approved job, select **Publish**, either from the Jobs list or from the Job record itself (top right button).

Continue through the job steps, publish the job on Step 3.

Food & Beverage Manager demo
Issy-les-Moulineaux, France • Jul 5, 2022 • REF6T
● SOURCING • Not Published

PUBLISH ⋮ 1

New In-review Interview Offered Hired

1 2 3 4 5
Edit Details Hiring Team Advertise Share

ADD HIRING TEAM

Name or Email Select Hiring Role ADD TO TEAM

AF Aude Fillonneau Recruiter REMOVE

HEADCOUNT ADD

Position Open Date Target Start Date* Position Type Position ID

Aug 31, 2022 New

Automatically unpublish job 2

ADD PUBLISHING PREFERENCES

Public: Visible on public and internal sources
 Distribute to the major job aggregators EDIT LIST

Internal: Only visible within your company

Private: Only visible to people with a direct link

PUBLISH SAVE

2

You can also choose a date to automatically unpublish the job



Job boards Coverage status



Job Boards free of charges :

- Jooble
- FlexJobs Organic
- Cleverism
- AboutJobsSponsored
- CV-Library
- Neuvoo
- Rulla
- JuJu Organic
- Arbeitnow.com
- WayUp Organic
- ZipRecruiter Organic
- Adzuna
- Trovit
- Crunchbase
- Careerjet
- JobInventory
- Recruit.net
- LinkedIn Limited Listings
- jobrapido
- Equality Magazines
- Indeed
- Monster Controlled Listings



Paid job boards

**Also available
depending on their request.**



Create a job

Step 4 - Advertise

1

Search for job boards, select existing job board contracts by typing your company name or select your choice from the marketplace, bookmark those offers for next time and check out your cart

2

If no advertising needed, reach the next step by clicking on **“Skip advertising”** from the top right corner.

Advertise your job

Maître d'Hôtel (M/W) - Hotel Borogo San Felice | Località S. Felice, 53019 Castelnuovo Berardenga SI, Italy | English

SKIP ADVERTISING ->

1 2 3 4 5
Create Details Hiring Team Advertise Share

Select boards and checkout 0 boards ORDER

YOUR BOARDS JOB BOARD MARKETPLACE

Search 1

Bookmarks

You don't have any bookmarked items yet.

Other Job Boards

\$543	\$450	\$45	\$35
Devex One 30-day job posting to Devex One job posting to Devex	Authentic Jobs 1 job posting for 30 days 30-day job posting on on Authentic Jobs	Engineer Nexus Single Job Post - 60 Day Post Post your engineering jobs on Engineer Nexus 60 day period	Engineer Nexus Single Job Post - 45 Day Post Post your engineering jobs on Engineer Nexus 45 day period
ADD	ADD	ADD	ADD
\$25	\$380	\$0	\$0

2



Best Practice :

Bookmark your contracts to make it easier to find them next time.



Create a job

Step 5 – Share

With and Without Approval:

1

Share your job on your personal **social networks**

Share your job

test job start date | New York, NY, USA | English

1 SHARE THIS JOB ON SOCIAL NETWORKS
Share this job publishing on LinkedIn, Twitter, Facebook

LINKEDIN FACEBOOK TWITTER

2 Done. Take me to the job.

2

These options are not mandatory, click Done. **Take me to the job.**



04

JOB MANAGEMENT

Job Management

Job Record - People Tab Overview

1

Job summary and status

2

People tab: List of candidates who have expressed interest in this specific job

3

Take bulk action on your candidates from within the job

4

Instant visibility of candidates' status for the position in their recruitment process

The screenshot displays the 'Food & Beverage Manager' job record in the 'People' tab. At the top, the job title is highlighted with a '1'. Below it, the location 'London, UK' and status 'SOURCING' are visible. A navigation bar shows various stages: New, In-review (1), Interview, Offered, Hired, All active (1), Leads, Withdrawn, and Rejected. The 'In-review' stage is highlighted with a '4'. Below the navigation bar, the 'PEOPLE' tab is selected, highlighted with a '2'. A search bar and an 'ADD CANDIDATE' button are present, with the search bar highlighted by a '3'. On the left, a 'Status' filter is shown, with 'Lead (0)' highlighted by a '5'. The main area shows a list of candidates, with 'Steve Testo' selected. An 'Actions' menu is open for this candidate, showing options like 'Change the status of 1 candidate', 'Hire 1 candidate', 'Message 1 candidate', etc. The 'ADD CANDIDATE' button is highlighted with a '6'.

5

Advanced filtering options

6

Possibility to import one or more candidates for the job (CV import). If you manually add a candidate to the job, it will be added and tagged to Lead. A Lead is someone who has not yet applied to a job on their own, but have been assigned to a job for consideration.



Best Practice:

It is possible to filter candidates based on their answers to pre-selection questions.



Job Management

Sourcing Tab Overview

1

At a Glance :

Instant visibility of the number of opening days, applications, candidate in interview and cost spent for the publication of the position on job posting sites

2

Applications by Sources :

Identify the source candidate, Have a precise idea of where your candidates come from and how the job is advertised.

3

Top Candidates :

Allows you to identify the best profiles for the role based on the assessment and star rating performed.

Chef de smartrecruiters

30 rue Madeleine Vionnet, Aubervilliers, France • REF207D • <https://smrtr.io/64xVJ>
● Status: FILLED • Public • Jul 13, 2021

ADVERTISE

2 New	1 In-review	1 Interview	— Offered	— Hired	4 All active	1 Leads	— Withdrawn	1 Rejected
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PEOPLE SOURCING ACTIVITY JOB AD JOB DETAILS HIRING PROCESS

1 At-a-Glance

52 DAYS OPEN	6 APPLICATIONS
2 INTERVIEWED	— SPENT

2 Applications by source

6

- Paid —
- Referrals 1
- Organic 2
- Agencies —
- CRM 3

3 Top Candidates

SA SOMAI ADEL Interview
★★★★☆

Job Boards [Browse More](#)



Job Management

Activity Tab Overview

1

View all activity as it relates to the job. Great to use after some time off.

2

View the next scheduled interviews for this job.

Chef de smartrecruiters

30 rue Madeleine Vionnet, Aubervilliers, France • REF207D • <https://smrtr.io/64xvJ>
● Status: FILLED • Public • Jul 13, 2021

ADVERTISE

2 New	1 In-review	1 Interview	— Offered	— Hired	4 All active	1 Leads	— Withdrawn	1 Rejected
----------	----------------	----------------	--------------	------------	-----------------	------------	----------------	---------------

PEOPLE SOURCING ACTIVITY JOB AD JOB DETAILS HIRING PROCESS

- Testy Leo expressed interest in Chef de smartrecruiters
Aug 26, 2021 1
- Sophie Koam rated **clode francois** ★★★★★ for Chef de smartrecruiters
[Comment](#) · [Agree](#) · Aug 12, 2021
- Clotilde Pissot has been added as a referral lead to Chef de smartrecruiters
Jul 23, 2021
- ADEL R_SOMAI rejected **clode francois**
Jul 20, 2021

Upcoming Interviews

2

No interviews scheduled



Job Management

Job Ad Tab Overview

1

Job Ad provides the ability to duplicate the job ad, but change the title or language.

The screenshot displays the 'Job Management' interface for a job titled 'Food & Beverage Manager'. At the top, the job details are shown: 'London, UK • REF5N • https://smrtr.io/9LR9R' and 'Status: SOURCING • Public • Jul 4, 2022'. There are 'ADVERTISE' and 'SHARE' buttons. Below this is a progress bar with stages: New, In-review (1), Interview, Offered, Hired, All active (1), Leads, Withdrawn, and Rejected. A navigation bar includes 'PEOPLE', 'SOURCING', 'ACTIVITY', 'JOB AD', 'JOB DETAILS', and 'HIRING PROCESS'. The main content area shows the job card for 'Food & Beverage Manager (Default)' with details: 'London, UK • https://smrtr.io/9LR9R' and 'Public • Jul 4, 2022 • English - Engli'. A dropdown menu is open for the 'EDIT JOB' button, showing 'Make referrals' and 'Duplicate' options. A callout box with the number '1' points to the 'Duplicate' option. To the right of the job card is a dashed box containing a plus sign and the text 'Create additional job ad'.



Job Management

Job Details overview

1

View open positions and pending / approved position approval processes and comments

2

View all job details, including internal notes added by your hiring team



Best Practice:

Iron out all the important data points needed for a job, both for reporting and reference.

The screenshot shows the 'Food & Beverage Manager' job details page. At the top, it displays the job title, location (London, UK), REF5N, and a status of 'SOURCING' with a green dot. There are 'ADVERTISE' and 'SHARE' buttons. Below this is a navigation bar with tabs for 'New', 'In-review' (1), 'Interview', 'Offered', 'Hired', 'All active' (1), 'Leads', 'Withdrawn', and 'Rejected'. A secondary navigation bar includes 'PEOPLE', 'SOURCING', 'ACTIVITY', 'JOB AD', 'JOB DETAILS', and 'HIRING PROCESS'. The main content area is divided into three sections: 'Headcount' with an 'ADD' button; 'Open Positions (1)' with a table showing one position with an open date of Jul 4, 2022 and a target start date of Jul 20, 2022; and 'Job Fields' with various attributes like 'Global', 'Region', 'Geographic Area', and 'Segment'. On the right side, there are two columns of detailed job information, including 'Job Schedule', 'Salary (Pay Basis)', 'Maximum Salary', 'REF code', 'Target date for hiring', 'Function', 'Type of Employment', 'Internal Notes', and 'Attachments'. A '1-1 description' tooltip is visible over the 'Job Schedule' field. A '2' is highlighted in a box in the 'Internal Notes' section, which currently contains no notes.



Job Management

Hiring Process Tab Overview

1

View open, pending and approved positions approval processes and comments

2

View all job details, including internal notes added by your hiring team



Best Practice:

Iron out all the important data points needed for a job, both for reporting and reference.

The screenshot shows the 'Food & Beverage Manager' job page. At the top, it displays the job title, location (London, UK), REF5N, and a status of 'SOURCING' with a green dot. There are 'ADVERTISE' and 'SHARE' buttons. Below this is a navigation bar with tabs for 'New', 'In-review' (1), 'Interview', 'Offered', 'Hired', 'All active' (1), 'Leads', 'Withdrawn', and 'Rejected'. A secondary navigation bar includes 'PEOPLE', 'SOURCING', 'ACTIVITY', 'JOB AD', 'JOB DETAILS', and 'HIRING PROCESS'. The main content area is divided into three sections: 'Headcount' with an 'ADD' button; 'Open Positions (1)' with a table showing one position with an open date of Jul 4, 2022 and a target start date of Jul 20, 2022; and 'Job Fields' with a list of attributes including Global, Region (Greater China), Geographic Area (Austria_T), Hotel Region North America, and Segment. On the right side, there is a '1-1 description' panel with various fields like Job Schedule, Salary, REF code, Target date for hiring, Function, Type of Employment, Internal Notes, and Attachments. A '2' is highlighted in a box next to the 'Internal Notes' section, which currently contains no notes.



Job Management

Hiring Process Tab Overview

1

Hiring Process Tab allows you to view the Hiring Team, Hiring Process, and Interview Scorecard.

2

Preview the **hiring process** assigned to this particular job. Hiring Processes may fluctuate depending on the job. Hiring Processes are configured by Admins.

3

Add or edit **Hiring Team members** associated with this particular job .

The screenshot displays the 'Food & Beverage Manager' job page. At the top, it shows the job title, location (London, UK), reference number (REF5N), and URL. Below this is a navigation bar with tabs for 'New', 'In-review' (1), 'Interview', 'Offered', 'Hired', 'All active' (1), 'Leads', 'Withdrawn', and 'Rejected'. A secondary navigation bar includes 'PEOPLE', 'SOURCING', 'ACTIVITY', 'JOB AD', 'JOB DETAILS', and 'HIRING PROCESS' (1). The main content area is titled 'Hiring process for this job' (2) and shows a 'Default hiring process' with stages: 'IN-REVIEW' (Skills Test), 'INTERVIEW' (Team Interview, Final Interview), and 'OFFERED' (To Be Hired). Below this is a 'Hiring team' section (3) with a search box for 'Name or Email' and an 'ADD TO HIRING TEAM' button. A modal window shows 'Ines SmartRecruiters' as a Recruiter. A callout box encourages inviting other people to increase collaboration.



Best Practice:

Hiring Teams are important to complete. Collaboration and communication happen here

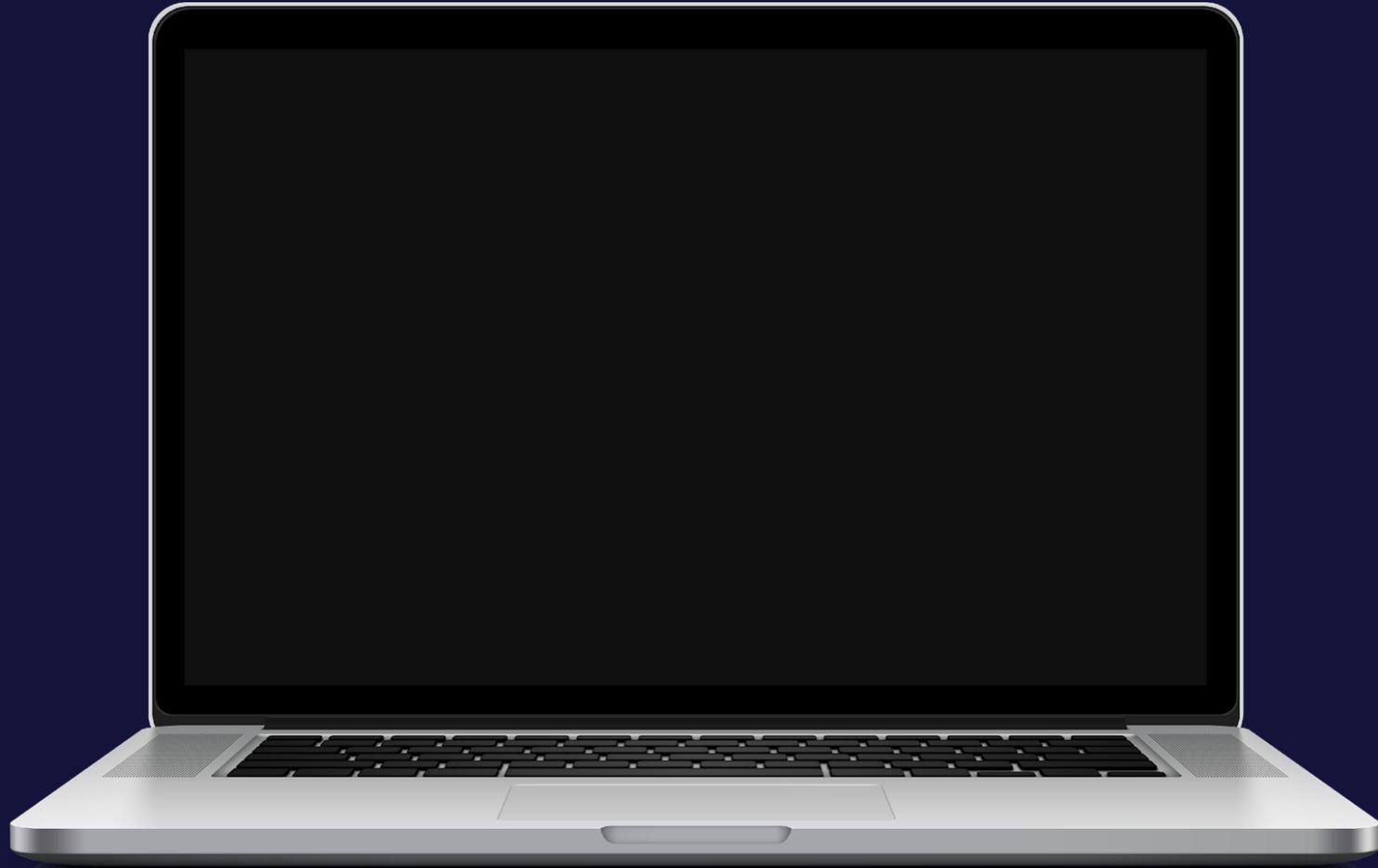


05

CANDIDATE EXPERIENCE

Let's apply for a job

DEMONSTRATION



The Candidate Experience

Auto Reply

1

Candidates will receive an Auto Reply when they submit their application, that also grants them access to the candidate portal if desired.

Auto Reply are configured by your admin, and get applied based on the job detail values you select when creating your job

Subject

Thank you for your application to [m_job_title] at Accor

Message

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] Add merge field

Add form

{Other.CompanyLogos1}

Dear [m_applicant_first_name],

We have received your application for the position of [m_job_title] and are currently reviewing your experience and qualifications.

If you would like to review your candidate file, click here.

If your profile corresponds to our requirements, a member of our Talent & Culture Department will contact you soon.

By applying to job opportunities with Accor, your candidate profile is retained in our Talent Pool for 2 years following your last activity date. Being part of our Talent Pool allows your profile to be visible to the Recruiters within your geographic area and they may reach out to you directly for consideration for potential job opportunities. If you do not wish to be part of our Talent Pool, you can request data deletion from our system, as per the GDPR regulation, by sending an e-mail to gdp@ines-helpdesk.freshdesk.com

We thank you for your interest in [m_company_name].

Best regards,
Talent & Culture Department
[m_company_name]

Replies to this message are undeliverable and will not reach the Talent & Culture Department. Please do not reply.

Example : Test

Moen 10:47 (il y a 5 minutes) ☆ ↶ ⋮

À moi

🌐 anglais > 🇫🇷 français Traduire le message Désactiver pour : anglais x

Dear AudreyTEST,

We have received your application for the job of Executive Assistant with Moen. Your application will be reviewed and you will be contacted by a Human Resources Representative if your background and qualifications match the needs of the position.

You can track the status of your application by logging into your profile and clicking on the link to view the status of all positions you applied to.

This is an automated email response. Please do not reply.

Thanks again,
Moen Human Resources

[Access my SmartRecruiters Profile](#)

Please do not share or forward this email. It may grant access to your SmartProfile and applications

Réception 10:51 85%

M Moen 10:47
À : Audrey Aubry >

Thank you for applying to Moen

Dear AudreyTEST,

We have received your application for the job of Executive Assistant with Moen. Your application will be reviewed and you will be contacted by a Human Resources Representative if your background and qualifications match the needs of the position.

You can track the status of your application by logging into your profile and clicking on the link to view the status of all positions you applied to.

This is an automated email response. Please do not reply.

Thanks again,
Moen Human Resources

[Access my SmartRecruiters Profile](#)

Please do not share or forward this email. It may grant access to your SmartProfile and applications



The Candidate Experience

Candidate Portal

Example

1

External applicants can track their application status (high level) through their candidate portal

External candidates can view all email communication, update diversity screening questions, and withdraw their application through their portal

The screenshot shows the Smartr Candidate Portal interface. The top navigation bar includes links for Home, My SmartrProfile, My Jobs, CareerCompass, Smartr Blog, and a NEW badge. The user's name, Jean-Paul Sartre, is displayed in the top right corner. The main content area is divided into two columns. The left column, titled 'Application Actions', contains a section for 'Update Job Preferences' which indicates it takes 2 minutes and offers to discover matching job offers based on location, job title, or employment type. Below this is a green button labeled 'See more actions'. The right column features a 'Welcome back, Jean-Paul!' message, followed by a 'My applications' section with a 'No job applications yet' message and a button to 'Apply to jobs and track your applications here.'. Below that is a 'Top recommendations' section with the text 'Based on profile, preferences and your past applications' and three placeholder cards. At the bottom, it states 'No recommendations were found yet.' and provides instructions to ensure the SmartrProfile has enough information for recommendations.

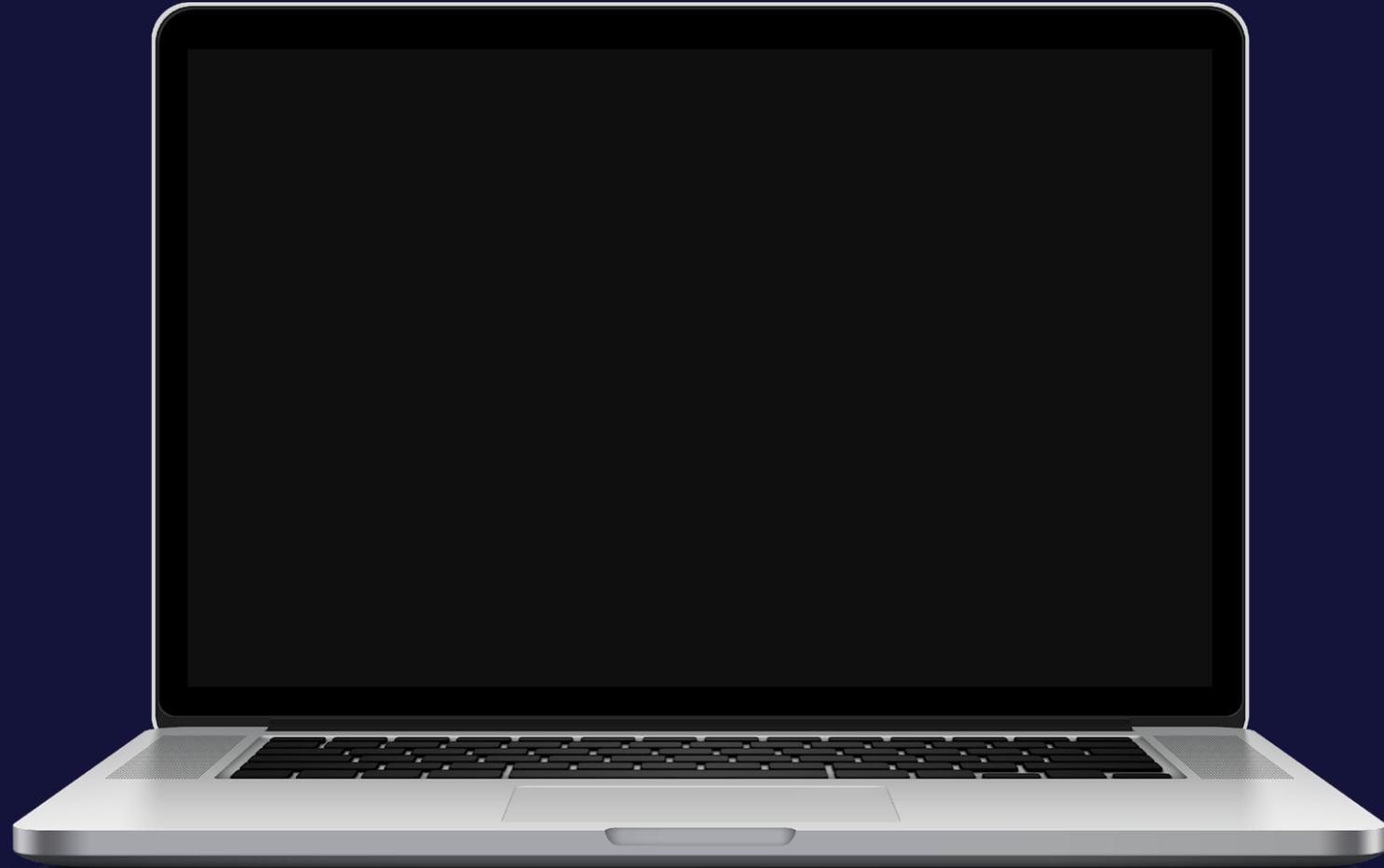


06

CANDIDATE MANAGEMENT

Let's manage candidates

DEMONSTRATION



Candidate Management

Candidate Profile



Main Points:

All information as it relates to a candidate - from basic to detailed, including assessment results, attachments, offer letters, etc. Information is either fed in manually or parsed from a resume.

- **Emails:** Where you communicate with the candidate
- **Reviews:** Where you review a candidate. If interview scorecards are assigned, they'll appear here as well for review
- **Interview:** Where you schedule interviews
- **Notes:** Internal communications with hiring team members and notes about the candidates
- **Activity:** Candidate activity in chronological order
- **Offer:** Where offer approvals are captured, as well as offer letters generated and sent to the candidate
- **More:** Where you can review screening questions, or hire a candidate

1

View the candidate's personal information and access the social profile they applied with. You can change their contact details if necessary.

2

View the candidate's source, the date of their application and the average of the ratings assigned to them. The arrow takes you to the next candidate on your list or selection of candidates.

Steve Testo Marketing Project Manager at Hoist Group
0635926398
steve.testo@yopmail.com

Experience ADD

Jan 2017 - Jan 2019 2 years, a month	Marketing Project Manager Hoist Group Hoist Group develops and supplies systems, products and services to independent hotels & hotel chains in Europe and the Middle East. Developed a new marketing strategy based on Inbound Marketing, to increase lead generation and brand awareness. Social media management (Instagram, Twitter & LinkedIn) with ... SHOW MORE	⋮
Jan 2015 - Jan 2017 2 years, a month	Marketing Project Manager Orange Orange S.A., formerly France Télécom S.A. Orange S.A., formerly France Télécom S.A., is a French multinational telecommunications corporation. Assisted the launch of new BtoB offers : market studies, pricing, sales training, user stories. Kept track on clients satisfaction through surveys and analyzing results (strong analytical skills with ... SHOW MORE	⋮
Jan 2013 - Jan 2015 2 years, a month	Marketing Project Manager BV Promo BV Promo is a french supplier of promotional products. Social Media Management : Using CMS tools (Hootsuite) to manage Facebook, Twitter, LinkedIn, keeping track on metrics (Engagement, Reach, Leads). Internal Communication Management : keeping everyone informed and motivated. Assisted the ... SHOW MORE	⋮

Education ADD

Sep 2015 - Jun 2017 a year, 10 months	Master - Master's Degree : Marketing & Brand Awareness IAE Gustave Eiffel Créteil, France	⋮
--	--	---

Food & Beverage Manager ☆☆☆☆☆
London, United Kingdom • REFSN
From agefiph on Jul 5, 2022

SKILLS TEST In Review

New In Review Interview Offered Hired

Attachments ADD

[Resume](#)

Assessments

Background Check	BROWSE
Behavioral Assessment	BROWSE
Reference Check	BROWSE
Skills Test	BROWSE
Video Interview	BROWSE

Other applications



Candidate Management

Request Consent

The screenshot displays a candidate profile for Steve Testo, Marketing Project Manager at Hoist Group. The profile includes contact details: phone number 0635926398 and email steve.testo@yopmail.com. A 'Consent status' pop-up window is overlaid on the profile, showing a warning icon and the text 'Consent required'. The pop-up window has a 'CLOSE' button and a green 'REQUEST CONSENT' button. A red box labeled '1' highlights the padlock icon next to the candidate's name, and another red box labeled '2' highlights the 'REQUEST CONSENT' button.

1

Under the candidate's profile, select the "padlock" next to the candidate's name, this action will allow you to ask the candidate's consent to be present in our database in accordance with GDPR standards.



Main Points:

It is very important to ensure that candidates applying for your job offers have given their consent to be present in the database in accordance with GDPR standards. Without this consent, the candidate's profile will be deleted in 30 days.

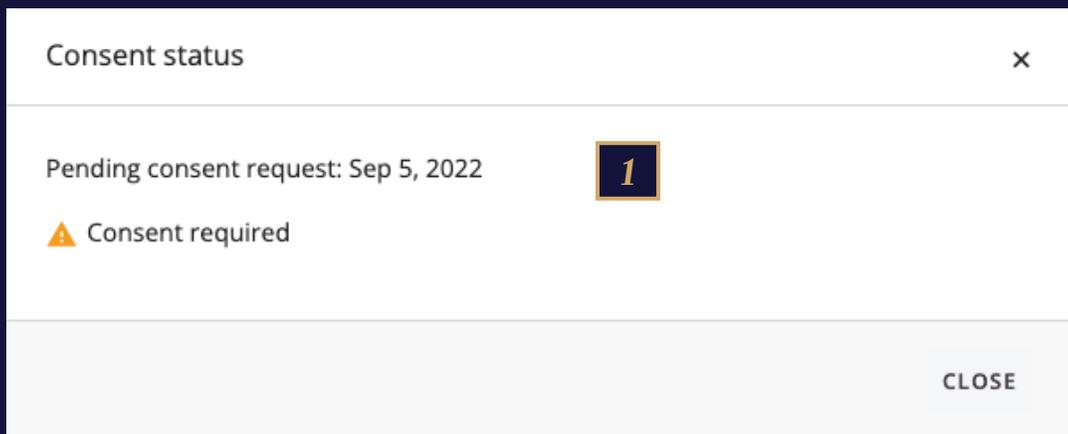
2

Click on "Request consent", the candidate will receive an email asking for their agreement.



Candidate Management

Request Consent



Consent status

Pending consent request: Sep 5, 2022

Consent required

CLOSE



Christelle Jouin

RRH et Chef de projets RH chez DOCAPOSTE

Brie Comte Robert

+33683034248

chrisrayon@hotmail.com

1

The status of the consent request remains pending until the candidate gives us approval.

2

Once the candidate's consent has been given, a "validated" check mark appears on the lock



Candidate Management

Candidate Profile

1

The CV information is collected within the profile (CV parsing). The CV is attached and can be downloaded. Attachments sent by the candidate in response to a message sent from SmartRecruiters will also be attached here.

2

Depending on the hiring process and selection in the organizational field of the job, the access and result of assessments will be visible in this section. (Talent Meter – Auto or manual and SHL) View high-level status of assessments.

Experience 1 ADD

Jan 2017 - Jan 2019 2 years, a month	Marketing Project Manager Hoist Group Hoist Group develops and supplies systems, products and services to independent hotels & hotel chains in Europe and the Middle East. Developed a new marketing strategy based on Inbound Marketing, to increase lead generation and brand awareness. Social media management (Instagram, Twitter & LinkedIn) with ... SHOW MORE	⋮
Jan 2015 - Jan 2017 2 years, a month	Marketing Project Manager Orange Orange S.A., formerly France Télécom S.A. Orange S.A., formerly France Télécom S.A., is a French multinational telecommunications corporation. Assisted the launch of new BtoB offers : market studies, pricing, sales training, user stories. Kept track on clients satisfaction through surveys and analyzing results (strong analytical skills with ... SHOW MORE	⋮
Jan 2013 - Jan 2015 2 years, a month	Marketing Project Manager BV Promo BV Promo is a french supplier of promotional products. Social Media Management : Using CMS tools (Hootsuite) to manage Facebook, Twitter, LinkedIn, keeping track on metrics (Engagement, Reach, Leads). Internal Communication Management : keeping everyone informed and motivated. Assisted the ... SHOW MORE	⋮

Education ADD

Sep 2015 - Jun 2017 a year, 10 months	Master - Master's Degree : Marketing & Brand Awareness IAE Gustave Eiffel Créteil, France	⋮
Sep 2014 - Jun 2015 10 months	Bachelor - Bachelor's Degree : Marketing Management IAE Gustave Eiffel Créteil, France	⋮

SKILLS TEST

In Review

New In Review Interview Offered Hired

MOVE FORWARD ⌵ **REJECT** ⋮

Attachments ADD

[Resume](#) 1

Assessments

Background Check 2	BROWSE
Behavioral Assessment	BROWSE
Reference Check	BROWSE
Skills Test	BROWSE
Video Interview	BROWSE

Other applications

All applications
View all past and previous applications at once



Candidate Management

Candidate Profile - Candidate's progression throughout the process

1

Your hiring process is reflected through a list of sub-statuses that you can assign to your candidate at any time to track their progress.

2

The main stages "In review", "Interview", "Offered" and "Hired" are assigned automatically according to the actions you carry out on the candidate's profile.

Default hiring process

Food & Beverage Manager ☆☆☆☆☆
London, United Kingdom • REF5N
From agefiph
on Jul 5, 2022

SKILLS TEST
In Review

New In Review Interview Offered Hired

MOVE FORWARD < REJECT ⋮

- New
- In Review
- Skills Test
- Interview
- Team Interview
- Final Interview
- Offered
- TO BE HIRED
- Hired

Manual Assesment – Talent Meter
Hiring process or Auto assesment

Training Session ☆☆☆☆☆
Ukiah, CA • REF200E
From Other
on Sep 2, 2022

New

New In Review Interview Offered Hired

MOVE FORWARD < REJECT ⋮

- New
- In Review
- * Hiring Team Screen
- Test Assignment
- Interview
- * Team Interview
- Test Assignment
- Final Interview
- Offered
- To be hired
- Hired
- Video Interview



Candidate Management

Candidate Profile – Send emails to candidates

1

Use personalized email templates to quickly get in touch with your candidates. Merge fields make it easier to retrieve candidates or job data at the time of sending. You can edit the message, add blind copy recipients, and attach documents when sending.

2

The candidate's responses will be received in your inbox and synchronized in the SmartRecruiters candidate profile for easy access to your history of exchanges.

CV **Christophe Viaud**

Responsable at U EXPRESS Coop Atlantique, St Maixent l'Ecole

Loudun, fr
+33780558580
Chrisvien86@yopmail.com

Edit contact info

Emails | Reviews | Interviews | Notes (1) | Activity | Forms | More

1 Select template

- ✓ EN - Ines_TalentMeter_Assessment_Questionnaire Manual
- EN - Manual Assessment - SHL hiring process
- Job-Specific Capture Resume Acknowledgement, New Candidate

Add attachment | BCC

Format | B | I | U | | | | | | | Add merge field | Add form

{Other.CompanyLogos1}

Dear [m_applicant_first_name],

In follow up to your recent application to [m_job_title], we invite you to complete our online assessment as the next phase in our selection process.

Please complete our Assessment Questionnaires at your earliest convenience. On average, this process takes approximately 30-40 minutes, and it will be available in multiple languages.

Thank you for your time and effort to complete this step.

Best regards,
Talent & Culture Department
[m_company_name]

Replies to this message are undeliverable and will not reach the Talent & Culture Department. Please do not reply.

2 SEND MESSAGE

There are no messages to or from Christophe Viaud

Candidate List

Training Session ☆☆☆☆

Ukiah, CA • REF200E

From Other
on Sep 2, 2022

New

New In Review Interview Offered Hired

MOVE FORWARD **REJECT**

Attachments ADD

Resume

Assessments

Background Check	BROWSE
Behavioral Assessment	BROWSE
Reference Check	BROWSE
Skills Test	BROWSE
Video Interview	BROWSE

Other applications

All applications



Best Practice:

- All general communication with the candidate is to be completed via the emails tab.
- Emails can only be sent to the candidate via this tab
- Use a template or free text
- Multiple formatting options are available.
- You can add attachments and Bcc your colleagues on the communication.



Candidate Management

Candidate Profile – Review

1

Capture an overall rating, leaving detail as to why you selected the rating you did.



Main Points:

Rating system:

- 1 ★ Definitely not
- 2 ★ No
- 3 ★ Maybe
- 4 ★ Yes
- 5 ★ Strong yes

CV **Christophe Viaud**

Responsable at U EXPRESS Coop Atlantique. St Maixent l'Ecole

Loudun, fr
+33780558580
Chrisvien86@yopmail.com [Edit contact info](#)

Emails **Reviews** Interviews Notes (1) Activity Forms More ▾

Overall Rating* **1**

Enter your feedback

[CANCEL](#) [SUBMIT REVIEW](#)

[Click here to see all the reviews you have access to.](#)

Candidate List ▾ **1**

Training Session **1**

Ukiah, CA • REF200E
From Other
on Sep 2, 2022

New

New In Review Interview Offered Hired

[MOVE FORWARD](#) ▾ [REJECT](#) ⋮

Attachments [ADD](#)

Resume



Candidate Management

Candidate Profile – Schedule an Interview

CV **Christophe Viaud**
Responsible at U EXPRESS Coop Atlantique. St Maixent l'Ecole

Loudun, fr
+33780558580
Chrisvien86@yopmail.com [Edit contact info](#)

Emails | Reviews | **Interviews** | Notes (1) | Activity | Forms | More ▾

No interviews for Christophe Viaud have been scheduled yet.

SCHEDULE INTERVIEW **1**

3

Select which team members to invite or add new interviewers, then check their availability.

4

Select the type of interview, its duration, its title, modify the interviewers, add a meeting room and, if necessary, an internal comment.

Back New Interview with Kenna Crispin-Bauer (phone: 433456789)

2

Pick a time

Step On-Site Interview Where Job location

Tuesday, March 5, 2019

Add calendars PST

Hiring Team

- Kenna Crispin-Bauer
- Henry HM
- Kenna Basic User

3:00 am

4:00 am

5:00 am

6:00 am

7:00 am

8:00 am

9:00 am

9:00 am - 9:30 am Interview (Hiring Manager Screen) - Kenna Crispin-Bauer and Kenna Sandbox

Details

Interview type Hiring Manager Screen Duration 30 mins

Event title for interviewers Interview (Hiring Manager Screen) - Kenna Crispin-Bauer and Kenna Sandbox

Who

- Kenna Crispin-Bauer × Select interviewers

Resources

Select resources

Note

Add note to interviewers for this time slot

Add Cancel

1

Schedule a new interview

2

Select a time slot.



Candidate Management

Candidate Profile – Schedule an Interview

1

You can customize your interview confirmation emails thanks to pre-configured templates.

2

You can add a message for interviewers.

Interview options

Make interview invitations private

Summary - Interview on Saturday Sep 3, 2022 (CEST)

No interviews scheduled yet. Click and drag to schedule an interview

– Remove invite to candidate

EN - Invitation to Candidate for Personal Interview Details 📎

Invitation to Interview for [m_job_title]

Format **B** *I* U **☰** **☰** **🔗** **🗨️** **A-** **A-** **🖼️** Add merge field - Add form -

{Other.CompanyLogos1} **1**

Dear [m_applicant_first_name],

Thank you very much for your application and interest in our opportunity for [m_job_title] at [m_job_location_address]. Based on your unique talents and experience, we would be very interested in speaking with you regarding this opportunity.

Kindly advise if the below interview timing will work for your schedule.

Interview:
Date:
Time:
Location:

Should the above time and day not work for you, please let us know and we will be happy to arrange an alternative.

We look forward to speaking with you regarding this exciting opportunity.

Best regards,
Talent & Culture Department
[m_company_name]

Replies to this message are undeliverable and will not reach the Talent & Culture Department. Please do not reply.

+ Add message to interviewers **2**

CANCEL **SEND**



Candidate Management

Candidate Profile – Modify or cancel an Interview

1

Modify, Cancel or Schedule a new interview

2

Check the status of invitations and resend them if necessary

3

View information from previous interviews

Upcoming Interviews SCHEDULE NEW

JOB LOCATION
September 3, 2021 • 10:00 AM - 10:30 AM (GMT+2)
Azusa, CA, USA
Candidate declined [RESEND INVITE](#)

Scheduled by Agathe de Rasilly on Sep 2, 2021 at 6:27 PM

10:00 AM - 10:30 AM	Final Interview	Agathe de Rasilly Interviewer	✓
---------------------	-----------------	----------------------------------	---



Candidate Management

Candidate Profile – Share about a candidate

1

Enter your notes quickly, share the candidate profile with your colleagues or ask a colleague to rate the candidate using @mentions and #hashtags.

2

Choose the type of note you want to post

The screenshot displays a candidate profile for Christophe Viaud, who is a Responsible at U EXPRESS Coop Atlantique in St Maixent l'Ecole. The profile includes contact information such as location (Loudun), phone number (+3377777777), and email (aude@yopmail.com). The 'Notes' tab is selected, showing a search bar with '#Christophe Viaud' and a dropdown menu for note types. The dropdown menu options are: 'Open note' (A note that everyone with access to the candidate can see), 'Direct message' (A note between you and a colleague that admins can't see), 'Everyone' (Everyone at your company), and 'Note to self' (A note that only you and admins can see). A 'POST' button is visible next to the search bar.



Candidate Management

Candidate Profile – Fill out the interview scorecard

1

View the history of exchanges and evaluations on this candidate.

CV **Christophe Viaud**

Responsable at U EXPRESS Coop Atlantique. St Maixent l'Ecole

Loudun
+3377777777
aude@yopmail.com

Edit contact info

Emails | Reviews (1) | Interviews | Notes (1) | **Activity** | Forms | More ▾

You rated **Christophe Viaud** ★★★★★☆ for **Training Session** in **New step**

Perfect !

[Comment](#) · [Agree](#) · [Edit](#) · a few seconds ago

You updated profile of **Christophe Viaud**

30 minutes ago

You created a note

Training test

[Comment](#) · [Agree](#) · [Delete](#) · 2 hours ago ·

You added **Christophe Viaud** to **Training Session**

2 hours ago



Candidate Management

Candidate Profile – Differ

1

Select Defer from the ellipses. Select a date for when to be reminded to re-engage the candidate, and a note that is visible to users with access to this candidate.



Main Points:

- Once deferred, SmartRrecruiters adds the event to the Notes tab of the candidate's profile and to Hireloop so that the whole team knows this candidate had been deferred; why; and for how long.
- Deferred candidates are also clearly marked in the People page's list and on the Applicant list (of the job).

RESUME/CV REVIEW
In Review

New In Review Interview Offered Hired

MOVE FORWARD REJECT

Mark as Withdrawn
Add to job
Add to community
Remove from this job
Defer
Delete

Attachments

Resume

Assessments

Background Check BROWSE
Behavioral Assessment BROWSE
Reference Check BROWSE
Skills Test BROWSE

Defer Candidate

Deferring candidate does not alert candidate

Until when
Sep 4, 2021

Note
The applicant isn't available until December.

CANCEL DEFER

Account Manager ★★★★★
Azusa, CA • 127352
Referred by Kylie R_Miller
on Jul 21, 2021

Deferred
Deferred by Marine Charles until Sep 4, 2021
"The applicant isn't available until December."
Re-engage • Edit

RESUME/CV REVIEW
In Review

New In Review Interview Offered Hired

MOVE FORWARD REJECT



Candidate Management

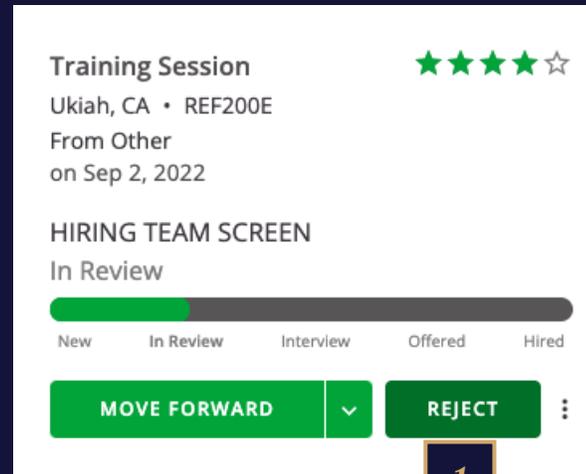
Candidate Profile – Reject a candidate

1
Reject a candidate

2
Choose the deadline for sending the email

3
Choose the rejection email template

3
Choose if you want to display “Hiring team” in signature



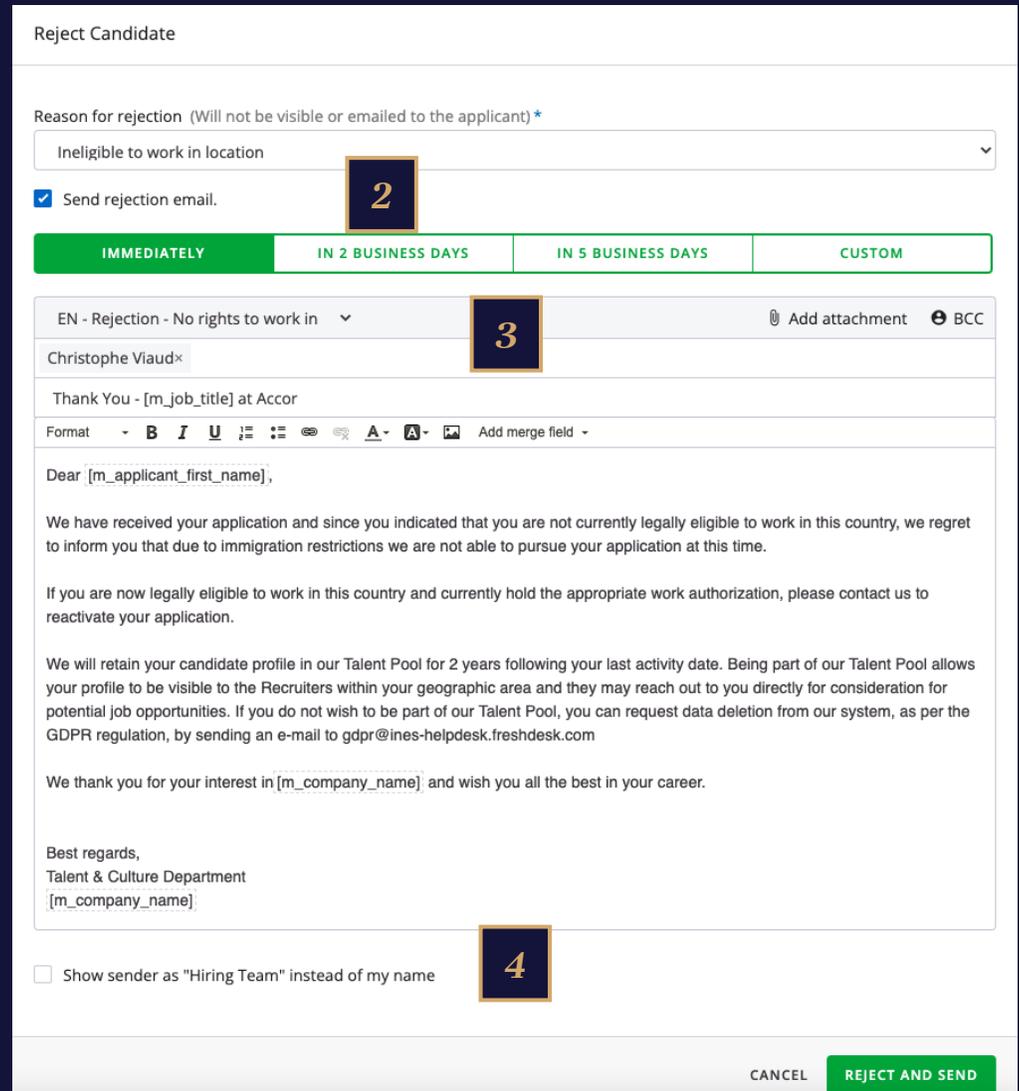
Training Session ★★★★★
Ukiah, CA • REF200E
From Other
on Sep 2, 2022

HIRING TEAM SCREEN
In Review

New In Review Interview Offered Hired

MOVE FORWARD **REJECT**

1



Reject Candidate

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

Ineligible to work in location

Send rejection email.

IMMEDIATELY **IN 2 BUSINESS DAYS** **IN 5 BUSINESS DAYS** **CUSTOM**

EN - Rejection - No rights to work in Add attachment BCC

Christophe Viaud*

Thank You - [m_job_title] at Accor

Format B I U Link Image Add merge field

Dear [m_applicant_first_name],

We have received your application and since you indicated that you are not currently legally eligible to work in this country, we regret to inform you that due to immigration restrictions we are not able to pursue your application at this time.

If you are now legally eligible to work in this country and currently hold the appropriate work authorization, please contact us to reactivate your application.

We will retain your candidate profile in our Talent Pool for 2 years following your last activity date. Being part of our Talent Pool allows your profile to be visible to the Recruiters within your geographic area and they may reach out to you directly for consideration for potential job opportunities. If you do not wish to be part of our Talent Pool, you can request data deletion from our system, as per the GDPR regulation, by sending an e-mail to gdpr@ines-helpdesk.freshdesk.com

We thank you for your interest in [m_company_name] and wish you all the best in your career.

Best regards,
Talent & Culture Department
[m_company_name]

Show sender as "Hiring Team" instead of my name

CANCEL **REJECT AND SEND**

2

3

4



Candidate Management

Candidate Profile – Mark as withdrawn

1

Mark as Withdrawn

2

Select a reason for Withdrawal



Best Practice:

- It is best practice to always disposition candidates when closing a requisition. Rejecting a candidate typically means they were not a fit for the position by the company's decision, whereas candidate withdrawn typically means the candidate withdrew their application.

- A candidate can choose to mark themselves as withdrawn via the candidate portal, or if they tell you that they are no longer interested you can manually mark them as withdrawn with the correct reason.

Training Session ★★★★★

Ukiah, CA • REF200E
From Other
on Sep 2, 2022

HIRING TEAM SCREEN
In Review

New In Review Interview Offered Hired

MOVE FORWARD **REJECT**

Attachments

Resume

Assessments

Background Check

Mark as Withdrawn 1

Add to another job

Remove from this job

Defer

Delete

Add employee badge

Mark as Withdrawn

Are you sure you want to mark Christophe Viaud as withdrawn?

Reason for Withdrawal

2

✓ Select a reason

Took another job

Compensation

Personal reasons

Not willing to relocate

Commute

Cultural fit

Lack of recruiter follow-up

Confusing job description

Will stay in current company

Not interested in the first place

Training Session ★★★★★

Ukiah, CA • REF200E
From Other
on Sep 2, 2022

Withdrawn
Personal reasons

ASSIGN TO ANOTHER JOB **CONVERT**



Candidate Management

Candidate Profile – Assign to another job

1

You just rejected a candidate but you might want to assign them to one of your pools or to another open job. The **"Assign to another job"** button allows you to cut and paste the application. The candidate will then appear as new.

2

Select the position to which the candidate should be assigned

3

Select the position to which the candidate should be assigned

Training Session ★★★★★
Ukiah, CA • REF200E
From Other
on Sep 2, 2022

Withdrawn
Personal reasons **1**

ASSIGN TO ANOTHER JOB **CONVERT** ⋮

Add to job

Add to job *

Food & Beverage Manager **2**

Source type *

Other ▼

Source *

Other **3**

And remove from this job

CANCEL **ADD**



Candidate Management

Candidate Profile – Hire a candidate

1

Complete the Hire Form and upon confirming the hire the candidate's status will change to hired.

2

The Net Hiring Score is an evaluation grid for the hiring process, it is sent to the hired candidate and the manager 90 days after the starting date.

CV **Christophe Viaud**
 Responsable at U EXPRESS Coop Atlantique. St Maixent l'Ecole
 Loudun
 +3377777777
 aude@yopmail.com
 Edit contact info

Emails | Reviews | Interviews | Notes | Activity | Forms | More ▾

Confirm Hiring

Start Date Send Net Hiring Score survey to * **2**

CONFIRM HIRING

Experience

ADD

Jan 2013 - Sep 2018 5 years, 9 months	Responsable U EXPRESS Coop Atlantique. St Maixent l'Ecole Missions spécifiques : Inculquer au niveau des hommes (ex ED), les politiques commerciales/humainesde	⋮
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Candidate List ▾

EN - Food & Beverage Supervisor

Paris, France • REF199G
 From Other
 on Sep 2, 2022

New

New In Review Interview Offered Hired

MOVE FORWARD < **REJECT** ⋮

New

- In Review ADD
- Skills Test
- Interview
- Team Interview
- Final Interview
- Offered BROWSE
- TO BE HIRED **1** BROWSE
- Hired BROWSE



Candidate Management

Candidate Profile – Automated Job Closing



Best Practice:

When no more open positions remain on the job, SmartRecruiters will ask you if you'd like to unpublish the job and reject all remaining candidates.

This is a recommendation but not mandatory. Close out real time to ensure quality Analytics

Congrats on making a hire!

Would you like to unpost the job and reject remaining candidates?

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

Did not meet desired qualifications

Immediately In 2 business d... In 5 business d... Custom

Rejection Letter (friendly) Add attachment BCC

Thanks for applying at [m_brand_name]

Dear [m_applicant_first_name],

Thank you for your interest in the [m_job_title] position at [m_brand_name].
Unfortunately, we are unable to offer you a role at this time. I'm sorry it didn't work out for now, but please stay in touch with us, as we are constantly hiring.

I wish you the best of luck in your job search.

Best regards,
[m_employee_first_name] [m_employee_last_name]

Yes, send No, thanks



Knowledge Check

KEY TRAINING POINTS TO REMEMBER



When a job is closed, all applications must be closed, so that the 2-year data retention period can begin.



When the recruiter fills the application, a consent request must be sent. If the candidate does not accept it within 30 days, their data is deleted from the system.



For the sake of traceability and collaboration, communications to candidates should be carried out via the tool as much as possible.



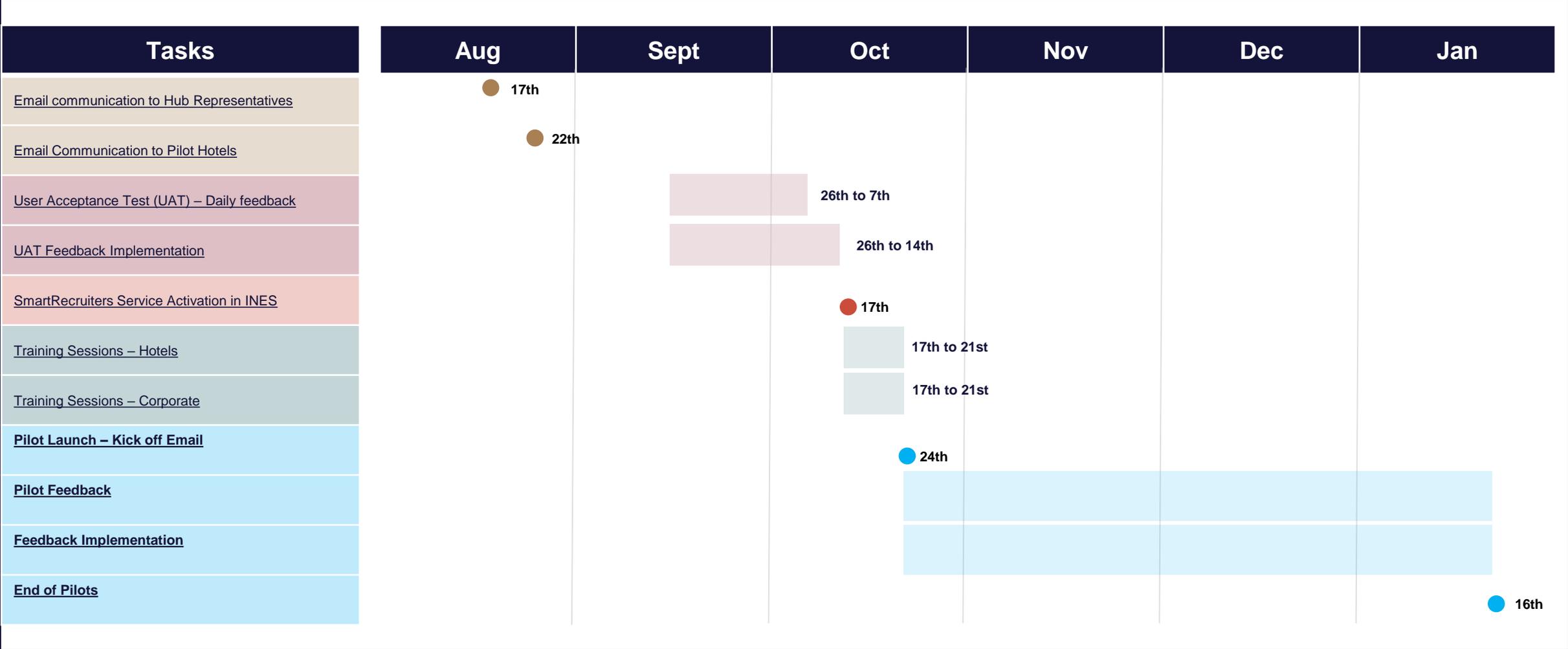


**Do you
have any
questions?**

07

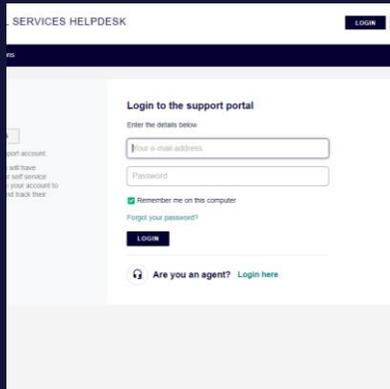
CONCLUSION

Next Steps after our training session:



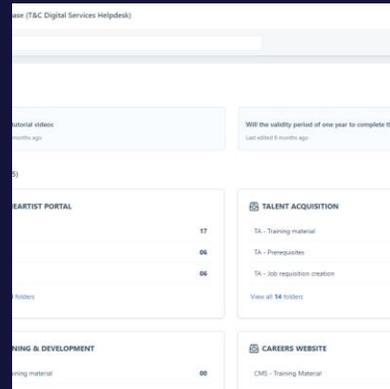
Access to the support

Training Materials & FAQ



CUSTOMER CARE PLATFORM

Ticketing process on [Freshdesk](#) to raise bugs and enhancement requests



Frequently Asked Questions

Available on [Freshdesk](#)



SUPPORT MATERIALS

Available on Customer Care platform [Freshdesk](#):

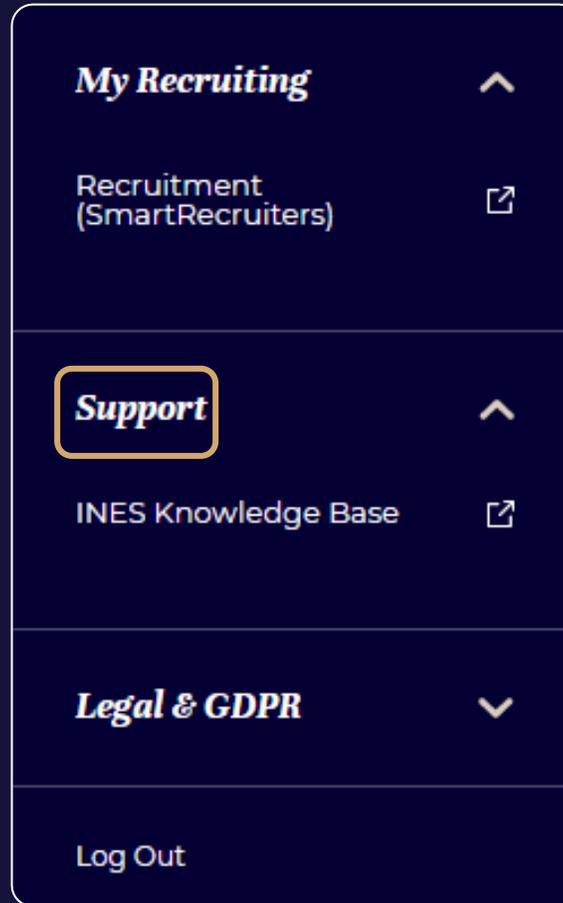
- Training sessions
- Memo Cards
- Mobile App guide



Access to the support

One link, several points of access

On the Heartist Portal:



The screenshot shows a user menu with the following items:

- My Recruiting** (with an upward arrow icon)
- Recruitment (SmartRecruiters) (with an external link icon)
- Support** (highlighted with a red border and an upward arrow icon)
- INES Knowledge Base (with an external link icon)
- Legal & GDPR** (with a downward arrow icon)
- Log Out



Access to the support

One link, several points of access

If you need to raise a bug or a suggested improvement on the solution, please connect on Freshdesk by opening a [new ticket](#)

User needs to sign-up if they don't have an account.

Or sign-in if they have already an account.

The screenshot shows the 'T&C DIGITAL SERVICES HELPDESK' header with 'LOGIN' and 'SIGN UP' buttons. The main content area is split into two columns. The left column, titled 'Welcome!', contains a 'SIGN UP WITH US' button and text explaining the benefits of creating an account. The right column, titled 'Login to the support portal', contains a form with fields for 'Your e-mail address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Forgot your password?' link. A 'LOGIN' button is positioned below the form. At the bottom right, there is a link for agents: 'Are you an agent? Login here'.





Thank You!



ACCOR

RAFFLES \ ORIENT EXPRESS \ BANYAN TREE \ DELANO \ SOFITEL LEGEND \ FAIRMONT \ SLS \ SO \ SOFITEL \ RIXOS
ONEFINESTAY \ MANTIS \ MGALLERY \ 21C \ ART SERIES \ MONDRIAN \ PULLMAN \ SWISSÔTEL \ ANGSANA \ 25HOURS HOTELS
HYDE \ MÖVENPICK \ GRAND MERCURE \ PEPPERS \ THE SEBEL \ MANTRA \ NOVOTEL \ MERCURE \ ADAGIO
MAMA SHELTER \ TRIBE \ BREAKFREE \ IBIS \ IBIS STYLES \ IBIS BUDGET \ JO&JOE \ HOTELF1