



**EmployeeConnect**  
*Work. Flow. Smarter.*

# Recruitment

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A manual designed to guide you on how to utilize the EmployeeConnect Recruitment module.

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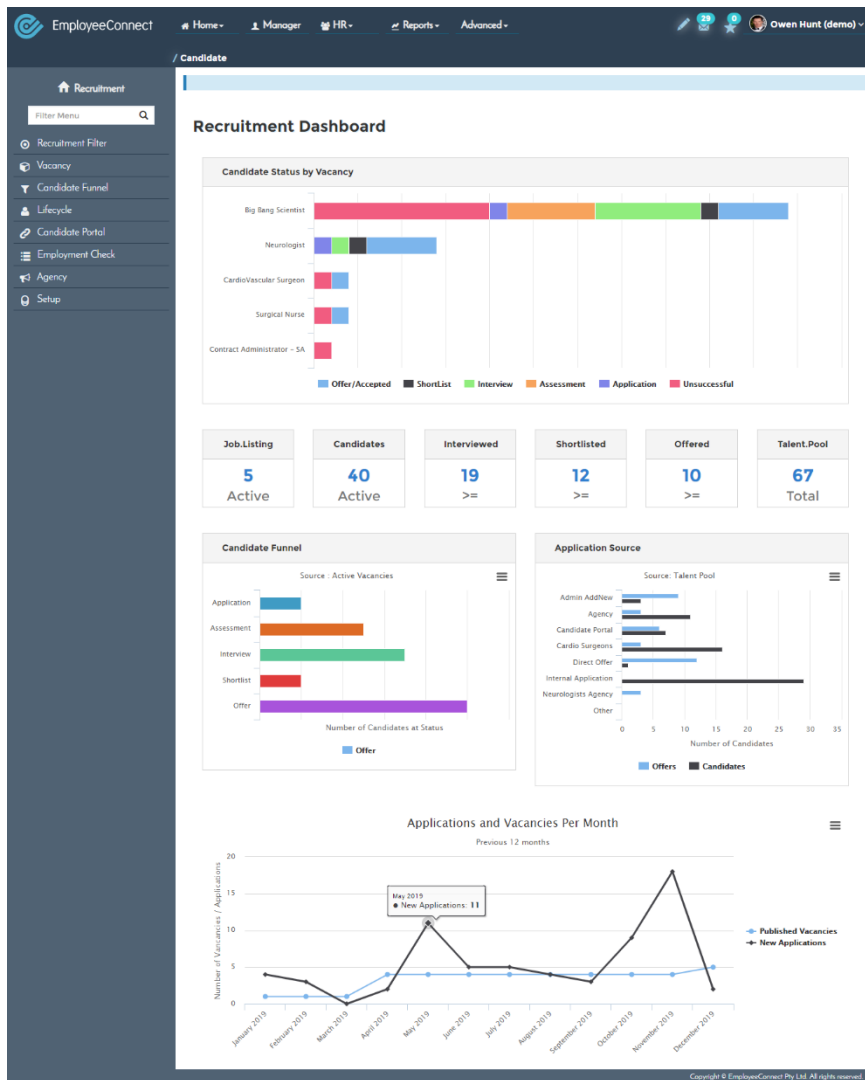
# Introduction

This manual is designed to help you use the EmployeeConnect Recruitment module with a focus on the On-boarding features.

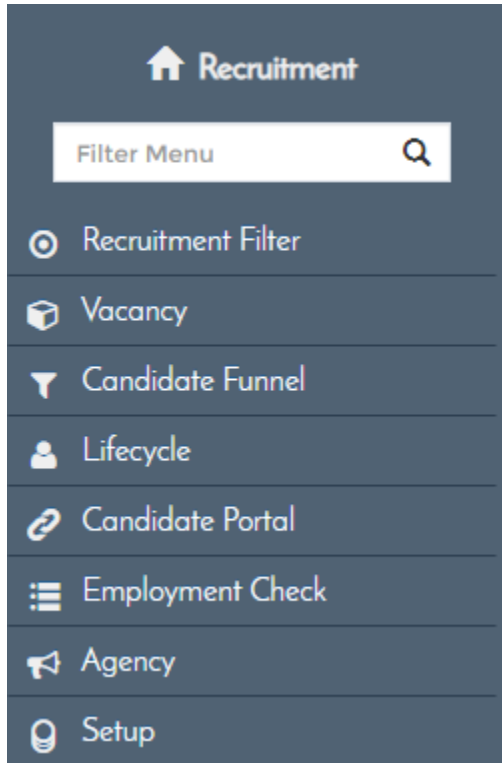
Some features described on the manual are used by either HR or the Recruitment Administrator while some links are available to Managers and Employees. This guide will help you understand the functions of the menu items under the Recruitment module.

You may jump to the Step up anytime to see how a recruitment admin can setup a Job Listing template and move forward to the process until on-boarding.

# Recruitment



## Recruitment Side Menu



The Recruitment side menu offers quick access to the most common components and features or HR Administrators use to do their jobs.

Navigate each of the side menu items and see the sub menus, each side menu offers more features to make your recruitment tasks easier.

## Recruitment Filter

Leverage the recruitment filter to look for specific Resources, Job listings, Candidates or even Application statuses in the EmployeeConnect Platform.

Click Set Filter to view the filter options.



Click Set Filter to option the Recruitment Filter page. Set the desired parameters to filter the information that will be displayed for the next set of screens in the recruitment module.

## How to Set Recruitment Filter

1. Click HR > Recruitment

2. Click Recruitment Filter
3. Click Set Filter

✓ Save

### Recruitment Filter

|                    |                                       |
|--------------------|---------------------------------------|
| Job Listing        | <input type="text"/>                  |
| Recruitment Source | <input type="text"/>                  |
| Candidate Type     | <input type="text"/>                  |
| Application Status | <input type="checkbox"/> Junk/Void    |
|                    | <input type="checkbox"/> Unsuccessful |
|                    | <input type="checkbox"/> Referral     |
|                    | <input type="checkbox"/> Application  |
|                    | <input type="checkbox"/> Assessment   |
|                    | <input type="checkbox"/> Interview    |
|                    | <input type="checkbox"/> Shortlist    |
|                    | <input type="checkbox"/> Offer        |
|                    | <input type="checkbox"/> Accepted     |
|                    | <input type="checkbox"/> OnBoarding   |

### Sort Order

Candidate Sort Order

4. Set your parameters
5. Click Save



## Search Talent Pool

This function allows you to quickly sort through your list of candidates without having to click on each one. Very helpful when you have a large pool of talent and would just like to pick from a specific category.

✔ Save

Search Talent Pool

Favorite 🔒

Recruitment Source

Candidate Type

Candidate Status (ctrl-click) 

- Junk/Void
- Unsuccessful
- Referral
- Application
- Assessment

Vacancy / Assessment

Vacancy

Job Location

Rating  1  2  3  4  5

Review Panel

Candidate Application

Candidate Name

Email

Submit Date

Notice Period

Resume Search

Key Words  And  Or

Key 1

Key 2

Key 3

Talent Search

Talent Tags (max.5)  And  Or

- Accounting
- Good with Numbers
- gunsales
- HeadHunter
- Heavy Licence
- Sales Experience
- Smart

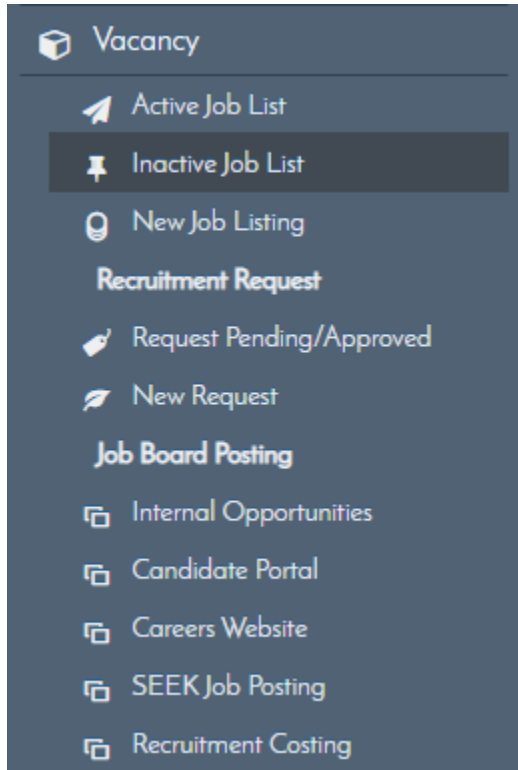
🗑️ Clear Search

### How to Search Talent Pool

1. Click HR > Recruitment
2. Click Recruitment Talent Pool
3. Click Search Talent Pool
4. Set your parameters from the available fields on the form
5. Click Save

## Vacancy

Vacancy from the side menu gives you quick access to the common tools used in the recruitment process. Access pages to create new job listings to recruitment requests and integrations to 3<sup>rd</sup> party sites like SEEK job postings can be seen here.



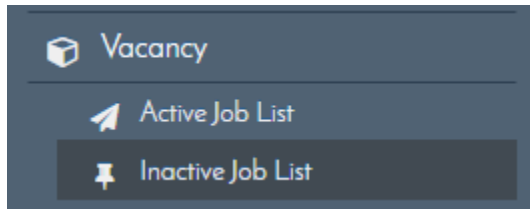
## Active Job List

All your active job listings appear here.

| Job Listing          |                               |         |            |              |            |           |           |         |             |          |           |                |           |                      |                    |  |
|----------------------|-------------------------------|---------|------------|--------------|------------|-----------|-----------|---------|-------------|----------|-----------|----------------|-----------|----------------------|--------------------|--|
| JobList ID           | Title                         | Preview | Candidates | Unsuccessful | Assessment | Interview | Shortlist | Offer + | Position ID | Location | Work Type | New Hire Count | Published | Published Start Date | Published End Date |  |
| 20                   | Dr. Strange Level Neurologist |         | .3         | .0           | .0         | .0        | .0        | .2      |             | Sydney   | Full-time | 1              |           | 2019-12-12           |                    |  |
| EAEKR544CDI635QGMONQ | Contract Administrator - SA   |         | .1         | .0           | .0         | .0        | .0        | .0      |             | Adelaide |           |                |           |                      |                    |  |
| 4DHMIOP3NF9L63D539H6 | Surgical Nurse                |         | .2         | .0           | .0         | .0        | .0        | .1      | POS016      |          |           |                |           | 2019-01-16           |                    |  |
| LVA8YA5IDE           | CardioVascular Surgeon        |         | .2         | .0           | .0         | .0        | .0        | .1      |             | Sydney   |           |                |           | 2013-04-01           |                    |  |
| OSYPSLCEI2           | Neurologist                   |         | .7         | .0           | .0         | .1        | .1        | .5      |             | Sydney   | Casual    |                |           | 2013-04-01           |                    |  |
| XOQ2DWMQBH           | Big Bang Scientist            |         | .28        | .5           | .5         | .6        | .1        | .5      |             | Sydney   | FullTime  |                |           | 2013-04-01           |                    |  |

Rows 1 to 6 of 6

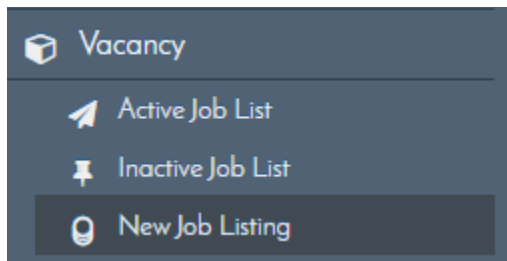
## Inactive Job List



Jobs deactivated are not deleted in the recruitment module but can be found listed here.

| Job Listing   |                      |                |         |            |             |          |           |                |                      |                    |
|---|----------------------|----------------|---------|------------|-------------|----------|-----------|----------------|----------------------|--------------------|
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |                      |                |         |            |             |          |           |                |                      |                    |
|   | JobList ID           | Title          | Preview | Candidates | Position ID | Location | Work Type | New.Hire Count | Published Start Date | Published End Date |
|   | 18                   | beer filter    |         | . 0 .      |             |          |           | 1              |                      |                    |
|   | 17                   | beer recycler  |         | . 0 .      |             |          |           | 1              |                      |                    |
|   | 16                   | beer drinker   |         | . 0 .      |             |          |           | 1              |                      |                    |
|   | 15                   | beer taster    |         | . 0 .      |             |          |           | 1              |                      |                    |
|   | 14                   | test test test |         | . 0 .      |             |          |           | 1              |                      |                    |
|   | SIYPYFXBRPBZ6NUDR6PL | craigtest2     |         | . 0 .      |             |          |           |                |                      |                    |
|   | UIOMYDEAD1LJBADOOWR6 | craigtest      |         | . 0 .      |             |          |           |                |                      |                    |
|   | 68RVCX8NIPQF4HHDSS6N | www            |         | . 0 .      |             |          |           |                |                      |                    |
|   | ZYJBB623ZAEBP9JWDTN2 | hgf            |         | . 0 .      |             |          |           |                |                      |                    |

## New Job Listing



Your recruitment team can create new job listings from this sub menu. All new Job listings made Active will appear on the Active job List menu. You have several options to post these job listings on different places like the Careers Website and your Candidate Portal, you can even publish this to your internal staff.

✓ Save

### Job Listing

Title  \*

Active Status  Active  Inactive \*

Publishing Job Posting Position / Salary Costing

Publish Start Date

Publish End Date

Recruitment Owner Owen Hunt

New Hire Count  ▼

### Delivery

Publish Internal Staff

Publish Careers Website

Publish Candidate Portal

Portal Questionnaire

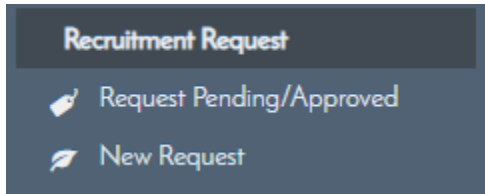
Video URL

### Comments

Comments

## Recruitment Request

Requests for candidates to fill staff post can be posted here. You can also view the filed requests and see their status on the Request Pending/Approved page.



### How to Create a New Request

1. Click HR > Recruitment
2. Click Vacancy
3. Click New Request

A screenshot of the 'Recruitment Request' form. At the top left is a green 'Save' button. Below it is a light blue header with the text 'Recruitment Request'. The form fields include: 'Title' (text input with a red asterisk), 'Active Status' (radio buttons for Pending, Approved, Active, Inactive with a red asterisk), a tabbed interface with 'Request' selected, 'Submit By' (Owen Hunt), 'Submit Date' (2019-12-17), 'New Hire Count' (dropdown with '1'), 'Request Reason' (dropdown), 'Hiring Start Date' (calendar icon), 'Replace Employee' (checkbox), 'Justification' (text area), and 'Attachment' (Choose File button, No file chosen).

4. Enter a Title for your Recruitment Request
5. Select a Status, set it to Active to make sure it will appear on the list
6. Select a Request Reason
7. Hiring Start Date

8. There are other options like tagging for a replacement
9. Click Through the other tabs to check the other fields you can setup for your recruitment request

✔ Save

**Recruitment Request**

Title \*

Active Status  Pending  Approved  Active  Inactive \*

Request
Position
Remuneration
Job Listing

|             |  |
|-------------|--|
| Position    | <input style="width: 95%; height: 20px;" type="text"/>                                   |
| Manager     | <input style="width: 95%; height: 20px;" type="text"/>                                   |
| Company     | <input style="width: 95%; border: 1px solid #ccc;" type="text" value="EmployeeConnect"/> |
| Location    | <input style="width: 95%; border: 1px solid #ccc;" type="text"/>                         |
| OrgUnit     | <input style="width: 95%; border: 1px solid #ccc;" type="text"/>                         |
| Cost Centre | <input style="width: 95%; border: 1px solid #ccc;" type="text"/>                         |
| Attachment  | <input type="button" value="Choose File"/> No file chosen                                |

**Employment**

|                       |  |
|-----------------------|--|
| Work Type             | <input style="width: 95%; border: 1px solid #ccc;" type="text"/>   |
| Industrial Instrument | <input style="width: 95%; border: 1px solid #ccc;" type="text"/>   |
| Work FTE              | <input style="width: 95%; border: 1px solid #ccc;" type="text" value="1.0"/>   |
| Work Hours            | <input style="width: 95%; border: 1px solid #ccc;" type="text" value="8.00"/>  |
| Work Period           | <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Daily"/>   |
| Contract Start Date   | <input style="width: 95%; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/> |
| Contract End Date     | <input style="width: 95%; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/> |

✓ Save

### Recruitment Request

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

Request   Position   **Remuneration**   Job Listing

Pay Basis

Currency

Salary \$

Pay Rate \$

Pay Grade

Salary Detail

### Individual Components

Component 1

Amount 1 \$

Component 2

Amount 2 \$

Component 3

Amount 3 \$

Component 4

Amount 4 \$

Component 5

Amount 5 \$

### Recruitment Request

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

Request Position Remuneration **Job Listing**

Recruitment Budget \$ ..

Currency AUD ▾

#### Job Listing

Position Description

Detail Info

Bullet Point 1

Bullet Point 2

Bullet Point 3

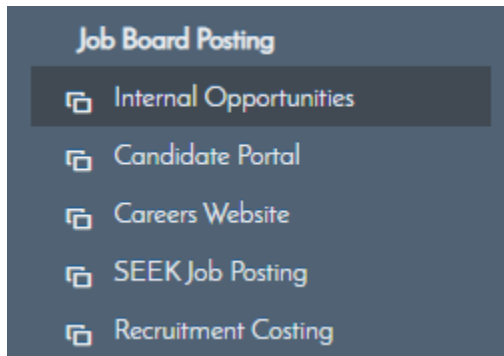
Experience

10. Click Save to save the changes you made.



## Job Posting Board

Active Job listing from the Vacancy side menu can be seen here. Remember the delivery options from when we discussed how to create new job listings? Those listings can be posted here.



## Internal Opportunities

These are the listings you've made available to internal employees.

| Career Opportunities   |                               |            |          |                |           |                      |
|--|-------------------------------|------------|----------|----------------|-----------|----------------------|
| <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |                               |            |          |                |           |                      |
| View   | Position                      | Post Date  | Location | Hiring Manager | Work Type | ID                   |
|  | Dr. Strange Level Neurologist | 2019-12-12 | Sydney   |                | Full-time | 20                   |
|  | Surgical Nurse                | 2019-01-16 |          | Fouts, Dan     |           | 4DHM1OP3NF9L63D539H6 |
|  | Big Bang Scientist            | 2013-04-01 | Sydney   | Owen Hunt      | FullTime  | XOQ2DWMQBH           |
|  | Neurologist                   | 2013-04-01 | Sydney   | Owen Hunt      | Casual    | O5YPSLCE12           |
|  | CardioVascular Surgeon        | 2013-04-01 | Sydney   | Owen Hunt      |           | LVA8YA5IDE           |
|  | Contract Administrator - SA   |            | Adelaide |                |           | EAEKR544CD1635QGMONQ |

Rows 1 to 6 of 6

Click the 'Arrow' button to view more details about the job listing.

# Candidate Portal



You can publish Job listings from here to your Candidate Portal.

## How to Publish job Listings to the Candidate Portal

1. Click HR > Recruitment
2. Click Vacancy on the side menu
3. Click Candidate Portal

**Publish** Last Update - 2019-11-01

Search Clear Advanced .xls

| View | Position                      | Post Date  | Location | Hiring Manager | Employment Type | ID                   | URL   |
|------|-------------------------------|------------|----------|----------------|-----------------|----------------------|---|
|      | Dr. Strange Level Neurologist | 2019-12-12 | Sydney   |                | Employment      | 20                   | http://210.8.166.122:5001/default.aspx?Username=sa.guest&LoginID=8MD5+4598E6696118F0999EC07D66FFB7236&flag=20                   |
|      | Surgical Nurse                | 2019-01-16 |          | Fouts, Dan     | Full-time       | 4DHMIOP3NF9L63D539H6 | http://210.8.166.122:5001/default.aspx?Username=sa.guest&LoginID=8MD5+4598E6696118F0999EC07D66FFB7236&flag=4DHMIOP3NF9L63D539H6 |
|      | Big Bang Scientist            | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | XOQ2DWMQBH           | http://210.8.166.122:5001/default.aspx?Username=sa.guest&LoginID=8MD5+4598E6696118F0999EC07D66FFB7236&flag=XOQ2DWMQBH           |
|      | Neurologist                   | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | OSYPSLCEI2           | http://210.8.166.122:5001/default.aspx?Username=sa.guest&LoginID=8MD5+4598E6696118F0999EC07D66FFB7236&flag=OSYPSLCEI2           |
|      | Contract Administrator - SA   |            | Adelaide |                |                 | EAEKR544CD163SQCMONQ | http://210.8.166.122:5001/default.aspx?Username=sa.guest&LoginID=8MD5+4598E6696118F0999EC07D66FFB7236&flag=EAEKR544CD163SQCMONQ |

Rows 1 to 5 of 5

4. Click Publish
5. Select Which Portal Data to publish

Save

**Candidate Portal Publish**

Portal Data  \*

Database  \*

Last Update 1/11/2019 4:52:25 PM

6. Select the Database
7. Click Save

## Careers Website

Your active job listings can be published to the Careers website too.

### How to publish Job listings to Careers Website

1. Click HR > Recruitment
2. Click Vacancy
3. Careers Website

| View | Position                      | Post Date  | Location | Hiring Manager | Employment Type | ID         |
|------|-------------------------------|------------|----------|----------------|-----------------|------------|
|      | Dr. Strange Level Neurologist | 2019-12-12 | Sydney   |                | Employment      | 20         |
|      | Big Bang Scientist            | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | XOQ2DWMQBH |
|      | Neurologist                   | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | O5YPSLCE12 |

Rows 1 to 3 of 3

4. Click Publish
5. Input the Email Dropbox to publish this to
6. Optionally tick the Nightly update if desired
7. Click Save

## SEEK job Posting



Create new Seek Job Listings from this page.

## How to Create a New SEEK Job Listing

1. Click HR > Recruitment
2. Click Vacancy
3. Click SEEK Job Posting

| SEEK Job Listing     |                               |             |          |                 |        |            |             |  |
|----------------------|-------------------------------|-------------|----------|-----------------|--------|------------|-------------|--|
| New SEEK Posting     |                               |             |          |                 |        |            |             |  |
| JobList ID           | Title                         | Position ID | Location | Employment Type | Posted | Post Date  | Expire Date |  |
| XOQ2DWMQBH           | Big Bang Scientist            |             | Sydney   | Full-time       | ●      |            |             |  |
| O5YPSLCE12           | Neurologist                   |             | Sydney   | Full-time       | ●      | 2019-04-11 | 2019-05-11  |  |
| LVA8YA51DE           | CardioVascular Surgeon        |             | Sydney   | Full-time       | ●      |            |             |  |
| 4DHM1OP3NF9L63D539H6 | Surgical Nurse                | POS016      |          | Full-time       | ●      |            |             |  |
| EAEKR544CD163SQGMONQ | Contract Administrator - SA   |             | Adelaide |                 | ●      |            |             |  |
| 20                   | Dr. Strange Level Neurologist |             | Sydney   | Employment      | ●      |            |             |  |

Rows 1 to 6 of 6

4. Click the '+' button to create a new SEEK Job listing

✓ Save

SEEK Job Posting

**Publish to SEEK**     Post     Expire     Pending

**Active Status**     Open     Closed

**Title**

Publishing    Job Posting    Salary / Category    Invisible Salary Ranges

**SEEK Status**

Recruiter

Recruitment Owner    Owen Hunt

Recruiter FullName     \*

Recruiter Email     \*

Recruiter Team

Delivery

Apply Email   

Apply URL   

Video URL   

Screening ID   

Template ID   

Template Item Name 1   

Template Item Value 1   

Template Item Name 2   

Template Item Value 2   

Template Item Name 3   

Template Item Value 3

5. Populate the form, required fields are marked with the red asterisk
6. You are given the option to Post, Expire or Set the Job listing to Pending
7. Click on the different tabs to further set parameters to you Job listings

SEEK Job Posting

✔ Save

**Publish to SEEK**     Post     Expire     Pending

**Active Status**     Open     Closed

**Title**  \*

Publishing
Job Posting
Salary / Category
Invisible Salary Ranges

**Work Permit Requirement**

**Work Type**  \*

**Pay Type**  \*

**Currency**  AUD

**Minimum Band Type**

**Minimum Band Name**

**Minimum Band Amount**  \*

**Maximum Band Type**

**Maximum Band Name**

**Maximum Band Amount**  \*

**Salary Detail**

**Categorisation**

**Nation**

**State**

**Location**  \*

**Area**

**Classification**

**SubClassification**  \*

We have a SEEK Integration guide that shows you the few requirements on how to properly setup your SEEK Integration with EmployeeConnect. Please see the guide from the EmployeeConnect Knowledgebase articles available online.

# Recruitment Costing

| Recruitment Costing  |                               |             |          |          |                    |               |               |             |          |              |           |  |
|----------------------|-------------------------------|-------------|----------|----------|--------------------|---------------|---------------|-------------|----------|--------------|-----------|--|
| Request ID           | Title                         | Position ID | Location | Currency | Recruitment Budget | Internal Cost | External Cost | Total Cost  | Status   | Request Date | Submit By |  |
| XOQ2DWMQBH           | Big Bang Scientist            |             | Sydney   | AUD      | \$40,000.00        | \$23,001.23   | \$15,000.00   | \$38,001.23 | Open     |              |           |  |
| OSYPSLCEI2           | Neurologist                   |             | Sydney   |          |                    |               |               |             | Open     |              |           |  |
| LVA8YASIDE           | CardioVascular Surgeon        |             | Sydney   |          |                    |               | \$222.00      | \$222.00    | OPEN     |              |           |  |
| Q6ECFMFFG6           | Paediatric Surgeon            |             | Sydney   |          |                    |               |               |             | Closed   |              |           |  |
| MOMZG5MZU14FMEJILA3A | Test Accountant - sam         | POS007      | Sydney   |          |                    |               |               |             | CLOSED   |              |           |  |
| 4DHMIOP3NF9L63D539H6 | Surgical Nurse                | POS016      |          |          |                    |               |               |             | Open     |              |           |  |
| EAEKR544CDI63SQGMONQ | Contract Administrator - SA   |             | Adelaide |          |                    |               | \$1.23        | \$1.23      | Open     |              |           |  |
| CF6QHKIDON3XMZY6G9TI | Test of Position Creation     | 1018        | Sydney   |          |                    |               |               |             | approved |              |           |  |
| 7                    | zzz3                          | POS000      |          |          |                    |               |               |             | Approved |              | Owen Hunt |  |
| 12                   | CraigTest                     |             |          | AUD      |                    |               |               |             | Approved | 2019-05-09   | Owen Hunt |  |
| 18                   | beer filter                   |             |          | AUD      |                    |               |               |             | Approved | 2019-12-11   | Owen Hunt |  |
| 20                   | Dr. Strange Level Neurologist |             | Sydney   | AUD      | \$800.00           |               |               |             | Open     |              |           |  |

Rows 1 to 12 of 12

This page gives you a quick overview of the recruitment cost in table form. You will see the request ID number, Recruitment Title, Location, Budget, Internal Cost etc. from this page. You can click on the ‘arrow’ button to see more details about the entry.

Save

### Recruitment Costing

JobList ID: XOQ2DWMQBH  
 Title: Big Bang Scientist  
 Position:  
 Company:  
 Location: Sydney  
 Employment Type: Full-time

### Budget

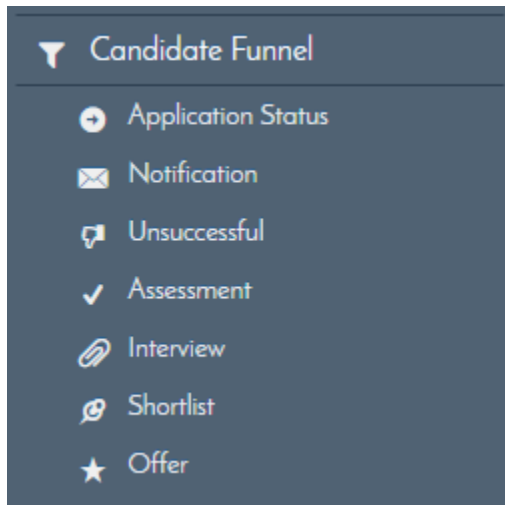
Recruitment Budget: \$ 40,000  
 Currency: AUD

### Actual Costs

| Category           | Type     | Item    | Amount | Attachment |
|--------------------|----------|---------|--------|------------|
| Job Board          | Internal | pencils | 23,000 |            |
| Recruitment Agency | Internal | ruler   | 1      |            |
| Recruitment Agency | External | JobCo   | 15,000 |            |

Rows 1 to 3 of 3

## Candidate Funnel



The Candidate funnel gives you access to tools to view your candidate's recruitment status from their assessment, interview, shortlist status or even until they have received an offer.

The sub menus on the screenshot will open a screen with the list of candidate status that you may find helpful.

## Candidate Status

Access the full list of candidates you have on the platform from the Candidate Status page. Access it by:

1. Click HR > Recruitment
2. Click Candidate funnel from the side menu
3. Click Application Status

| Dash Board | ID   | Last Name      | First Name | Resume | Promote | Drop | Funnel      | Status      | Rating | DNH | Edit | Job Listing                   | Location | JobList ID | Submit Date | Type     | Source |
|------------|------|----------------|------------|--------|---------|------|-------------|-------------|--------|-----|------|-------------------------------|----------|------------|-------------|----------|--------|
|            | 1091 | Tester         | Petre      |        |         |      | Offer       | Offer       | ☆☆☆☆☆  |     |      | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-16  |          | OFFER  |
|            | 1090 | Hunt           | Owen       |        |         |      | Offer       | Offer       | ☆☆☆☆☆  |     |      | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | External | CUEST  |
|            | 1089 | Doe            | John       |        |         |      | Application | Application | ☆☆☆☆☆  |     |      | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | Admin    | Admin  |
|            | 1088 | TEST           | Joseph     |        |         |      | Assessment  | Assessment  | ☆☆☆☆☆  |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-12-06  |          | OFFER  |
|            | 1083 | withOrgLocComp | test       |        |         |      | Assessment  | Assessment  | ☆☆☆☆☆  |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-26  |          | OFFER  |

4. Click the 'Arrow' button to open a detailed view of the candidate entry on the table
5. Some fields can also be set from this table, so feel free to change them from here if needed
6. Click Submit if you made any change on the table

## Notification

You can send notifications to the candidates from this page. We can send different notification e.g. unsuccessful application, Interview schedule, Offers, assessments etc.

| Candidate Email Notification  |      |           |            |        |           |        |             |                               |          |            |                |             |          |        |              |
|---|------|-----------|------------|--------|-----------|--------|-------------|-------------------------------|----------|------------|----------------|-------------|----------|--------|--------------|
| Filter  |      |           |            |        |           |        |             |                               |          |            |                |             |          |        |              |
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |      |           |            |        |           |        |             |                               |          |            |                |             |          |        |              |
| Email   | ID   | Last Name | First Name | Resume | Sent Date | Events | Status      | Job Listing                   | Location | JobList ID | JobList Status | Submit Date | Type     | Source |              |
|   | 1091 | Tester    | Petre      |        |           |        | Offer       | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-16  |          | OFFER  | Petre Tester |
|   | 1090 | Hunt      | Owen       |        |           |        | Offer       | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | External | GUEST  | Owen Hunt    |
|   | 1089 | Doe       | John       |        |           |        | Application | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | Admin    | Admin  | John Doe     |
|   | 1088 | TEST      | Joseph     |        |           |        | Assessment  | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | Open           | 2019-12-06  |          | OFFER  | Joseph TEST  |



## How to Send Notification

1. Click HR > Recruitment
2. Click Candidate Funnel from the side menu
3. Click Notification
4. Click on an 'envelope' button to bring up the notification screen
5. Click Save to send the notification

✔ Save

**Candidate Notification : Email**

Candidate ID 1091

Candidate Name Petre Tester

Email

Mobile

Comments

**Notification**

Method  Email  Mobile

Subject

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📧

Dear [First\_Name] [Last\_Name],

Regarding your application for the position of [Vacancy\_Name] at [Company\_Name]...

Yours sincerely,

Human Resources

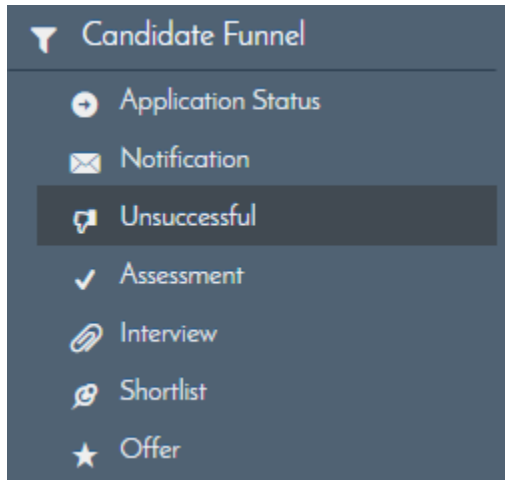
[Company\_Name]

Body

SMS Text

Attachment  No file chosen

## Unsuccessful Candidate



View your list of unsuccessful candidates from this page, you can also drop applications, assessments etc. from here as well.

### How to Drop Candidates

1. Click HR > Recruitment
2. Click Candidate Funnel from the side menu
3. Click Unsuccessful

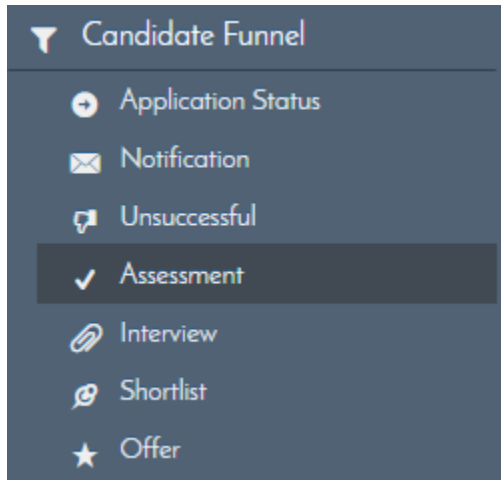
Filter

Search Clear Advanced xls

| Update and Send | Date Sent | ID   | Last Name      | First Name | Resume | Drop | Status      | Rating | DNH | Job Listing                   | Location | JobList ID | Submit Date | Type  |
|-----------------|-----------|------|----------------|------------|--------|------|-------------|--------|-----|-------------------------------|----------|------------|-------------|-------|
|                 |           | 1089 | Doe            | John       |        |      | Application | ☆☆☆☆☆  |     | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | Admin |
|                 |           | 1088 | TEST           | Joseph     |        |      | Assessment  | ☆☆☆☆☆  |     | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-12-06  |       |
|                 |           | 1083 | withOrgLocComp | test       |        |      | Assessment  | ☆☆☆☆☆  |     | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-26  |       |
|                 |           | 1076 | again3         | test123    |        |      | Assessment  | ☆☆☆☆☆  |     | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |       |
|                 |           | 1075 | again2         | test       |        |      | Junk/Void   | ☆☆☆☆☆  |     | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |       |
|                 |           | 1074 | again          | testme     |        |      | Assessment  | ☆☆☆☆☆  |     | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |       |

4. Click the 'thumbs down' or drop button to tag the candidate as unsuccessful  
You will notice that button only appears for candidates who are not already on the Unsuccessful Status

## Assessment



Access the candidates ready for assessment from this sub menu. You can update and promote their status here meaning from assessment, you can send them up for interview with a click of a button.

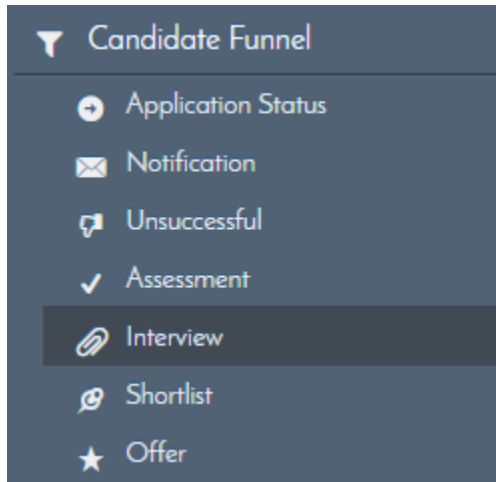
| Candidate Assessment                      |      |                |            |        |         |            |        |     |     |                    |          |            |             |      |
|---|------|----------------|------------|--------|---------|------------|--------|-----|-----|--------------------|----------|------------|-------------|------|
| Filter                                    |      |                |            |        |         |            |        |     |     |                    |          |            |             |      |
| Search [ ] Clear [ ] Advanced [ ] xls [ ] |      |                |            |        |         |            |        |     |     |                    |          |            |             |      |
| Assess                                    | ID   | Last Name      | First Name | Resume | Promote | Status     | Rating | Kms | DNH | Job Listing        | Location | JobList ID | Submit Date | Type |
|   | 1088 | TEST           | Joseph     |        |         | Assessment | ☆☆☆☆☆  |     |     | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-12-06  |      |
|   | 1083 | withOrgLocComp | test       |        |         | Assessment | ☆☆☆☆☆  |     |     | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-11-26  |      |
|   | 1074 | again          | testme     |        |         | Assessment | ☆☆☆☆☆  |     |     | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-11-25  |      |
|   | 1073 | test6          | test5      |        |         | Assessment | ☆☆☆☆☆  |     |     | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-11-25  |      |

Rows 1 to 4 of 4

### How to Promote a Candidate from Assessment to Interview

1. Click HR > Recruitment
2. Click Candidate Funnel
3. Click Assessment
4. Click the 'Promote' or the Promote button to send the candidate from Assessment to Interview
5. This will remove that entry from the current list since that candidate is now under the Interview status (next topic to discuss)

## Interview



The Interview page allows you to set interview schedules for the candidates. Here is a screenshot of the Interview screen right when you click it from the side menu. You can click on the ‘+’ button to add a new interview or the ‘arrow’ button to view the current interview detail.

| Candidate Interview   |         |      |           |            |        |         |           |       |        |                   |                |            |                |                   |                    |          |            |             |
|---|---------|------|-----------|------------|--------|---------|-----------|-------|--------|-------------------|----------------|------------|----------------|-------------------|--------------------|----------|------------|-------------|
| Filter  |         |      |           |            |        |         |           |       |        |                   |                |            |                |                   |                    |          |            |             |
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |         |      |           |            |        |         |           |       |        |                   |                |            |                |                   |                    |          |            |             |
| Interview   | Add New | ID   | Last Name | First Name | Resume | Promote | Status    | Notes | Survey | Outlook iCalendar | Interview Date | Start Time | Interview Type | Primary Evaluator | Job Listing        | Location | JobList ID | Submit Date |
|   |         | 1073 | test6     | test5      |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-11-25  |
|   |         | 1065 | pers      | testing    |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-29  |
|   |         | 1062 | five      | test       |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-17  |
|   |         | 1061 | 456       | test       |        |         | Interview |       |        |                   | 2019-11-12     | 06:15      | Telephone      |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-17  |

## How to Add a Candidate Interview

1. Click HR > Recruitment
2. Click Candidate funnel from the side menu
3. Click Interview
4. Click the '+' button to add a Candidate Interview


✓ Save

### Candidate Interview

Name (ID) test5 test6 (1073)  
 Job Listing Big Bang Scientist

Interview Notification

Interview Type

Interview Date  

Interview Site

Start Time

Duration


### Instructions


Attachment  No file chosen

Comments

Survey

### Evaluators

Primary 

|   | Name | Position |  |  |  |  |
|---|------|----------|--|--|--|--|
|  |      |          |  |  |  |  |

Rows 0 to 0 of 0

5. Select an Interview Type
6. Set an Interview Date
7. Set the Site/Location
8. Set the Start time
9. You may also attach documents for any instructions
10. Click the picker to select Evaluators or Interviewers
11. Click the notification tab to set how the candidate will receive the interview info

✔ Save

**Candidate Interview**

Name (ID) test5 test6 (1073)

Job Listing Big Bang Scientist

Interview

Notification

Send Now

Sent Date

Method  Email  Mobile

Email

Mobile

Subject

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Hi [First\_Name] [Last\_Name],

You are invited to interview for the position of : [Vacancy\_Name]

Interview Type : [Interview\_Type]

Interveiw Date : [Interview\_Date]

Start Time : [Interview\_Start\_Time]

Duration : [Interview\_Duration]

Site : [Interview\_Site\_Name]

SMS Text

Attachment  No file chosen

Substitution 
 First\_Name, Last\_Name, Native\_Name, Vacancy\_Name, Company\_Name  
 Manager\_Name, Hiring\_Manager\_Name, Position\_Name, Location\_Name  
 Interview\_Type, Interview\_Date, Interview\_Start\_Time, Interview\_Duration, Interview\_Evaluator\_Name  
 Interview\_Site\_Name, Interview\_Site\_Detail

12. Click Save to save the interview details and send the interview details out

## How to Promote Candidate Status to Shortlist

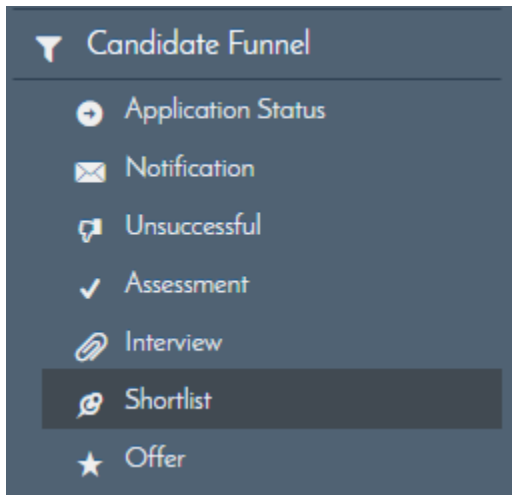
Candidates who’ve passed the interview process can be shortlisted. This is easily done on the Interview page by clicking on the ‘Promote’ or thumbs up button.

1. Click HR > Recruitment
2. Click Candidate Funnel from the side menu
3. Click Interview
4. Click the ‘Promote’ button under the promote column to shortlist the candidate

| Interview | Add New | ID   | Last Name | First Name | Resume | Promote | Status    | Notes | Survey | Outlook iCalendar | Interview Date | Start Time | Interview Type | Primary Evaluator | Job Listing        | Location | JobList ID | Submit Date |
|-----------|---------|------|-----------|------------|--------|---------|-----------|-------|--------|-------------------|----------------|------------|----------------|-------------------|--------------------|----------|------------|-------------|
|           |         | 1073 | test6     | test5      |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-11-25  |
|           |         | 1065 | pers      | testing    |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-29  |
|           |         | 1062 | five      | test       |        |         | Interview |       |        |                   |                |            |                |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-17  |
|           |         | 1061 | 456       | test       |        |         | Interview |       |        |                   | 2019-11-12     | 06:15      | Telephone      |                   | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-10-17  |

This will remove the candidate from the current table/list. The candidate will move to the next funnel Shortlist which is discussed next.

## Shortlist



This is the next step in the Candidate Funnel, shortlisted candidates will appear on this list and can be further promoted down to the Offer status. Steps will be discussed below.

| Candidate Shortlist   |         |      |           |            |        |         |           |       |      |         |              |              |                    |          |            |             |          |
|---|---------|------|-----------|------------|--------|---------|-----------|-------|------|---------|--------------|--------------|--------------------|----------|------------|-------------|----------|
| Filter  |         |      |           |            |        |         |           |       |      |         |              |              |                    |          |            |             |          |
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |         |      |           |            |        |         |           |       |      |         |              |              |                    |          |            |             |          |
| Reference   | Add New | ID   | Last Name | First Name | Resume | Promote | Status    | Notes | Date | Outcome | Referee Name | Organisation | Job Listing        | Location | JobList ID | Submit Date | Type     |
|   |         | 1028 | Hunt      | Owen       |        |         | Shortlist |       |      |         |              |              | Neurologist        | Sydney   | OSYPSLCEI2 | 2019-05-31  | External |
|   |         | 1025 | Hunt      | Owen       |        |         | Shortlist |       |      |         |              |              | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-05-31  | External |

Rows 1 to 2 of 2

## How to Add a Reference

1. Click HR > Recruitment
2. Click Candidate Funnel
3. Click Shortlist
4. Click the '+' button to add a reference



### Candidate Reference

Name (ID) Owen Hunt (1028)  
Job Listing Neurologist

Referee Notification

Referee Name

Title

Organisation

Type

Email

Phone

Mobile

Description

Attachment  No file chosen

5. Click the Notification tab, this will allow you to send a notice to the reference and contact them
6. Click Save after making sure all the needed information relevant to your company requirements are set

## How to Promote Candidate to Offer

1. Click HR > Recruitment
2. Click Candidate Funnel
3. Click Shortlist
4. Click the 'Thumbs up' button or promote offer button to move the candidate status to offer

Candidate Shortlist

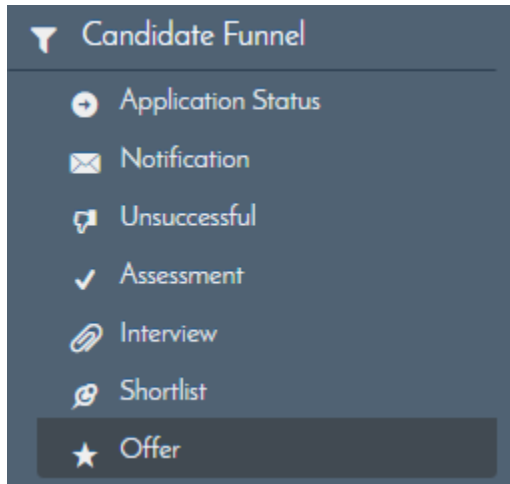
Filter

Search Clear Advanced xls

| Reference | Add New | ID   | Last Name | First Name | Resume | Promote | Status    | Notes | Date | Outcome | Referee Name | Organisation | Job Listing        | Location | JobList ID | Submit Date | Type     |
|-----------|---------|------|-----------|------------|--------|---------|-----------|-------|------|---------|--------------|--------------|--------------------|----------|------------|-------------|----------|
|           |         | 1028 | Hunt      | Owen       |        |         | Shortlist |       |      |         |              |              | Neurologist        | Sydney   | OSYPSLCE12 | 2019-05-31  | External |
|           |         | 1025 | Hunt      | Owen       |        |         | Shortlist |       |      |         |              |              | Big Bang Scientist | Sydney   | XOQ2DWMQBH | 2019-05-31  | External |

Rows 1 to 2 of 2

## Offer



Offer page allows you to see candidates who passed the recruitment process and are viable to be given an employment offer.

### How to Send a Candidate Offer

1. Click HR > Recruitment
2. Click Candidate Funnel
3. Click Offer

| Offer Letter | ID   | Last Name       | First Name | Resume | Status     | Workflow | Workflow Status           | Send to Candidate | Offer Sent Date  | Offer Expiration | Start Date | Job Listing                   | Location | JobList ID           | Submit Date | Type     | Offer Panel                          |
|--------------|------|-----------------|------------|--------|------------|----------|---------------------------|-------------------|------------------|------------------|------------|-------------------------------|----------|----------------------|-------------|----------|--------------------------------------|
|              | 1052 | asfd            | asdf       |        | Offer      |          |                           |                   |                  |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-07-04  |          |                                      |
|              | 1053 | Fouts           | Dan        |        | Onboarding |          |                           |                   |                  |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2018-11-14  |          |                                      |
|              | 1027 | Hunt            | Owen       |        | Accepted   |          | Approved #1493 2019-10-09 |                   |                  |                  | 2019-09-04 | Big Bang Scientist            | Sydney   | XOQ2DWMQB4           | 2019-05-31  | External | A27F149C-A00A-4F89-B65C-C600FF5B4498 |
|              | 1041 | Hunt            | Owen       |        | Offer      |          |                           |                   |                  | 2019-12-20       | 2019-12-16 | Big Bang Scientist            | Sydney   | XOQ2DWMQB4           | 2019-08-23  | External | 0DB5AD27-EH45-4B58-A6D6-D72A37EEE7E  |
|              | 1045 | Hunt            | Owen       |        | Onboarding |          |                           |                   |                  |                  |            | Big Bang Scientist            | Sydney   | XOQ2DWMQB4           | 2019-09-23  |          |                                      |
|              | 1046 | Hunt            | Owen       |        | Offer      |          |                           |                   |                  |                  |            | Big Bang Scientist            | Sydney   | XOQ2DWMQB4           | 2019-08-23  |          |                                      |
|              | 1090 | Hunt            | Owen       |        | Offer      |          |                           |                   |                  |                  |            | Dr. Strange Level Neurologist | Sydney   | 20                   | 2019-12-12  | External |                                      |
|              | 1020 | KK              | Aaron      |        | Offer      |          |                           |                   |                  |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-05-09  | External |                                      |
|              | 1038 | pokyt           | dave       |        | Offer      |          |                           |                   |                  |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-07-11  | External |                                      |
|              | 1091 | Tester          | Petre      |        | Offer      |          |                           |                   | 2019-12-16 12:29 |                  | 2019-12-16 | Dr. Strange Level Neurologist | Sydney   | 20                   | 2019-12-16  |          | C23C8664-8726-4F95-9BAF-DOCB1A69633D |
|              | 1014 | The Magnificent | Balthazar  |        | Offer      |          |                           |                   |                  |                  |            | CardioVascular Surgeon        | Sydney   | LVA8YAS1DE           | 2019-04-02  |          |                                      |
|              | 1042 | The Rabbit      | Harvey     |        | Offer      |          |                           |                   |                  |                  |            | Surgical Nurse                |          | 4CHMMDP5NF8L63DS3946 | 2019-08-29  | External |                                      |

4. Click the 'Arrow' button to send the offer letter
5. Candidate Offer Word-Merge page is displayed, see screenshot below
6. This form can be customized to include the Offer details, Employment information and remuneration if you choose to add it



## Candidate Offer Word-Merge

Job Listing

Big Bang Scientist

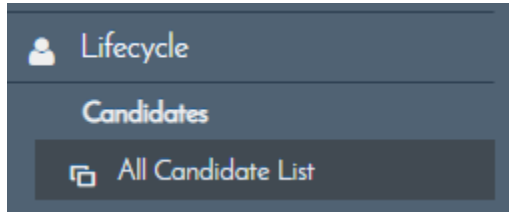
| Candidate             | Offer   | Employment | Remuneration |
|-----------------------|---|------------|--------------|
| Candidate ID          | 1041  |            |              |
| First Name            | <input type="text" value="Owen"/>               | *          |              |
| Last Name             | <input type="text" value="Hunt"/>               | *          |              |
| Email                 | <input type="text" value="demo@datakiosk.com"/> |            | *            |
| <b>Postal Address</b> |   |            |              |
| Street 1              | <input type="text"/>                            |            |              |
| Street 2              | <input type="text"/>                            |            |              |
| Suburb                | <input type="text"/>                            |            |              |
| State                 | <input type="text"/>                            |            |              |
| PostCode              | <input type="text"/>                            |            |              |

7. Click Save to send the offer to the candidate

## Life Cycle

Access your list of candidates, interview calendar, Offer status and on boarding information from here. You can quickly add a new candidate or an existing staff that wants to apply to job listings from here too.

### All Candidates



Access the All Candidates List if you wish to view all candidates in the platform. You can proceed to then view and edit their information from the table here by clicking the 'arrow' button.

| Candidates |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
|------------|------|-----------|------------|---------------------------------|--------|-------------|-----|-----------|---------|-------------------------------|----------|------------|----------------|-------------|----------|--------|
| Filter     |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
| Search     |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
| Clear      |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
| Advanced   |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
| xls        |      |           |            |                                 |        |             |     |           |         |                               |          |            |                |             |          |        |
| Edit       | ID   | Last Name | First Name | Email                           | Resume | Status      | DNH | Event Log | Add New | Job Listing                   | Location | JobList ID | JobList Status | Submit Date | Type     | Source |
|            | 1091 | Tester    | Petre      | sheryll.tan@employeeconnect.com |        | Offer       |     |           |         | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-16  |          | OFFER  |
|            | 1090 | Hunt      | Owen       | demo@datakiosk.com              |        | Offer       |     |           |         | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | External | CUEST  |
|            | 1089 | Doe       | John       | JohnDoe@myemail.com             |        | Application |     |           |         | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | Admin    | Admin  |
|            | 1088 | TEST      | Joseph     | armancabale22@gmail.com         |        | Assessment  |     |           |         | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | Open           | 2019-12-06  |          | OFFER  |
|            | 1087 | TEST      | Arman      | armancabale22@gmail.com         |        | OnBoarding  |     |           |         |                               |          |            |                | 2019-12-06  |          | OFFER  |

You can modify their candidate status here and jump directly to another, for example his status is currently set to Interview you can move ahead and set it to offer directly without moving from one status to the next from this form.

### How to Edit Candidate information

1. Click HR > Recruitment
2. Click Lifecycle from the side menu
3. Click All Candidate list
4. Click 'arrow' button to edit the candidate info
5. Set the Candidate status found on the form below
6. Click Save to save your changes

**Candidate**

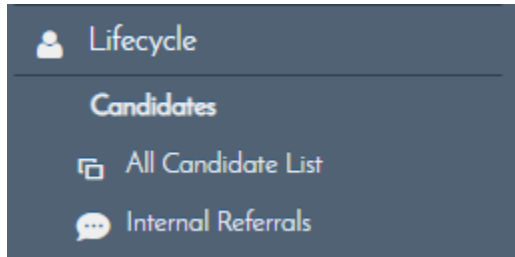
|             |  |   |
|-------------|--|---|
| First Name  | <input type="text" value="Petre"/>                           | * |
| Last Name   | <input type="text" value="Tester"/>                          | * |
| Email       | <input type="text" value="sheryll.tan@employeeconnect.com"/> | * |
| Mobile      | <input type="text"/>   |   |
| Postcode    | <input type="text"/>   |   |
| Profile URL | <input type="text"/>   |   |
| Resume      | <input type="button" value="Choose File"/> No file chosen    |   |
| Attachment  | <input type="button" value="Choose File"/> No file chosen    |   |

**Recruitment**

|                    |  |   |
|--------------------|--|---|
| Candidate Status   | <input type="text" value="Offer"/>                             | ▼ |
| Recruitment Source | <input type="text" value="OFFER"/>                             | ▼ |
| Job Listing        | <input type="button" value="☰"/> Dr. Strange Level Neurologist |   |
| Comments           | <input type="text"/>   |   |
| Created            | 2019-12-16 10:30   |   |

## Internal Referrals

This page lists all the internal applicants from your organization.



You can view the referee for this internal candidate by following the steps below:

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Internal Referrals

| Candidates  |      |           |            |        |              |                |               |                      |                             |          |                  |
|---|------|-----------|------------|--------|--------------|----------------|---------------|----------------------|-----------------------------|----------|------------------|
| Filter  |      |           |            |        |              |                |               |                      |                             |          |                  |
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |      |           |            |        |              |                |               |                      |                             |          |                  |
| Referral  | ID   | Last Name | First Name | Resume | Status       | Referred By ID | Referral Name | Referral Position    | Job Listing                 | Location | JobList ID       |
|   | 1067 | Hunt      | Owen       |        | Unsuccessful | demo           | Owen Hunt     | Director of Medicine | Contract Administrator - SA | Adelaide | eaekr544cd163sqq |
| Rows 1 to 1 of 1  |      |           |            |        |              |                |               |                      |                             |          |                  |

4. Click the 'arrow' button to view the employee referee

Internal Referral

Referral ID: 1067  
 Referred By: Owen Hunt  
 Date of Referral: 2019-11-07  
 Job Listing: Contract Administrator - SA  
 Relationship:   
 Comments:

Candidate

First Name:  \*

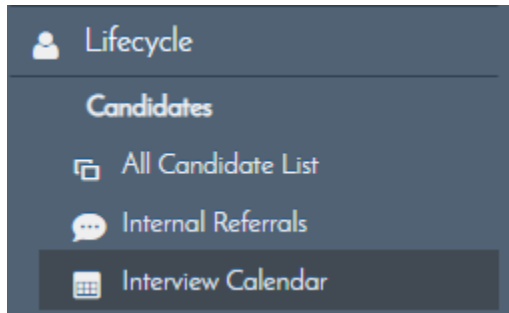
Last Name:  \*

Email:  \*

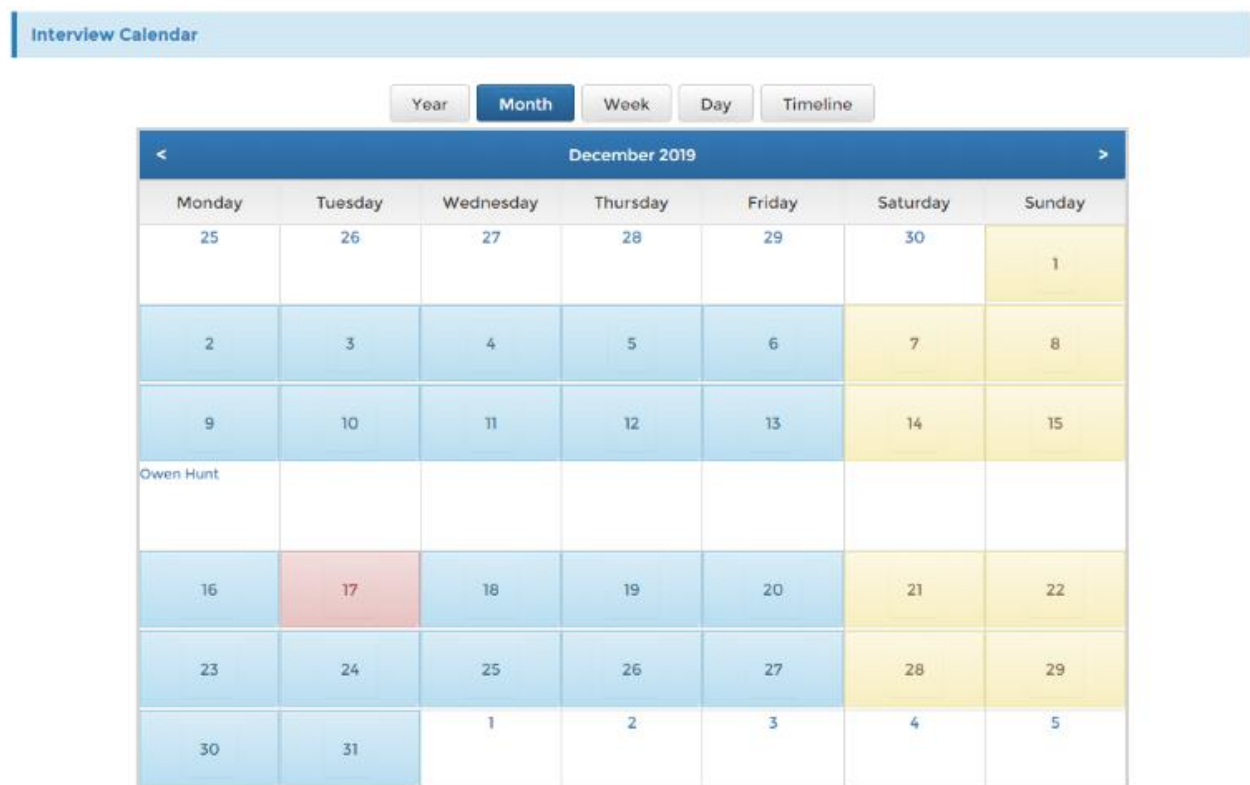
Mobile:

Resume:  No file chosen

## Interview Calendar



Take advantage of the interview calendar when setting up meetings with candidates.



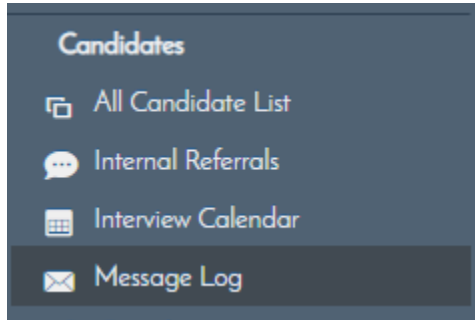
### How to View the Interview Calendar

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Interview Calendar



## Message Log

You can view a log of all the messages you sent out to your candidates from here.



### How to View Message Log

1. Click HR > Recruitment
2. Click Lifecycle from the side menu
3. Click Message Log

| Message Log |      |           |            |                                 |        |                  |                     |  |  |
|-------------|------|-----------|------------|---------------------------------|--------|------------------|---------------------|--|--|
| Message     | ID   | Last Name | First Name | Address                         | Status | Local Timestamp  | System Timestamp    | Subject                                  |  |
|             | 1091 | Tester    | Petre      | sheryll.tan@employeeconnect.com | sent   | 2019-12-16 12:29 | 2019-12-16 12:29:34 | Offer of Employment with EmployeeConnect |  |
|             | 1012 | Hunt      | Owen       | demo@datakiosk.com              | sent   | 2019-12-13 10:04 | 2019-12-13 10:04:34 | Test Message 2019-12-13 10:03            |  |
|             | 1013 | Hunt      | Owen       | demo@datakiosk.com              | sent   | 2019-12-13 10:04 | 2019-12-13 10:04:34 | Test Message 2019-12-13 10:03            |  |

4. Click the 'arrow' button to view the message log

**Message Log**

Candidate Name (ID)      Petre Tester (1091)

Message Address      sheryll.tan@employeeconnect.com

Timestamp      2019-12-16 12:29:34

Status      sent

Subject      Offer of Employment with EmployeeConnect

---

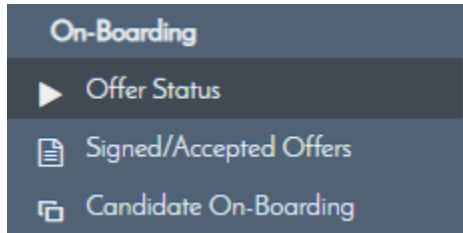
**Message**

**Hi Petre!**

**We are pleased to offer you the position  
Dr. Strange Level Neurologist.**

## Offer Status

Quickly view the status of all the candidates you've sent an offer to. You can also view the offer and resend it from here if you wish.



### How to send Candidate Offer

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Offer Status

| Candidate Offer |              |      |           |            |        |           |          |                          |                   |                 |                  |            |
|-----------------|--------------|------|-----------|------------|--------|-----------|----------|--------------------------|-------------------|-----------------|------------------|------------|
| Offer           | Offer Letter | ID   | Last Name | First Name | Resume | Status    | Workflow | Workflow Status          | Send to Candidate | Offer Sent Date | Offer Expiration | Start Date |
|                 |              | 1059 | 123       | rgtest     |        | Interview |          | Pending #1538 2019-12-02 |                   |                 | 2019-11-28       | 2019-10-16 |
|                 |              | 1059 | 123       | rgtest     |        | Interview |          | Pending #1538 2019-12-02 |                   |                 | 2019-11-28       | 2019-10-16 |

4. Click the 'arrow' button to view the offer
5. Click the 'envelope' button to open the offer
6. Click Save on the Candidate Offer Send form to send the offer to the candidate

✔ Save

**Candidate Offer Send**

Name (ID) rgtest 123 (1059)

Job Listing Big Bang Scientist

Offer Letter offer.pdf

Offer Expiration Date 2019-11-28

**Notification**

Sent Date

Method  Email  Mobile \*

## Signed/Accepted Offers

View the status of candidate offers from this page.

### How to View Signed/Accepted Offers

1. Click HR > Recruitment
2. Click Lifecycle from the side menu
3. Click Signed/Accepted Offers

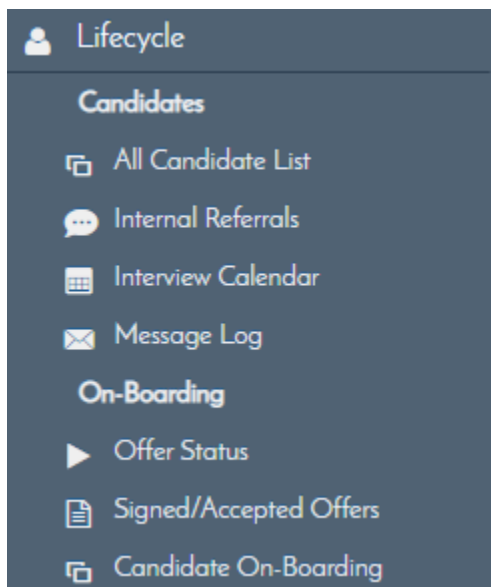


| Offer Letter | ID     | Last Name | First Name                     | Email      | Candidate Status | Workflow | Workflow Status | Workflow Date | Sent Date        | Expiration Date | Signature | Date Signed | Signed Name | Start Date | Manager       | Position                      | Company         | Location | OrgUnit | Job Listing                   | JobList ID |
|--------------|--------|-----------|--------------------------------|------------|------------------|----------|-----------------|---------------|------------------|-----------------|-----------|-------------|-------------|------------|---------------|-------------------------------|-----------------|----------|---------|-------------------------------|------------|
| 1091         | Tester | Petre     | sheryl.tan@employeeconnect.com | Offer      |                  |          |                 |               | 2019-12-16 12:29 |                 |           |             |             | 2019-12-16 | Owen Hunt     | Dr. Strange Level Neurologist | EmployeeConnect | Sydney   |         | Dr. Strange Level Neurologist | 20         |
| 1088         | TEST   | Joseph    | arman.abulu22@gmail.com        | Assessment |                  |          |                 |               |                  |                 |           |             |             | 2019-12-15 | Soufia, Sammy | Big Bang Scientist            | EmployeeConnect | Sydney   |         | Big Bang Scientist            | XXQZDWMQBH |

4. You have the option to view the offer and signature if the offer was accepted
5. Click the 'pdf' button to view the offer
6. Click the 'arrow' button to view the electronic signature

## Candidate On-Boarding

On-board your candidates from this page. This quickly allows you to view the candidates in the platform and see their information at a glance. Follow the steps below to on-board a candidate.



## How to On-Board Candidates

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Candidate On-Boarding

| Candidate On-Boarding   |      |           |            |        |                                       |                   |           |            |                               |          |            |             |          |
|---|------|-----------|------------|--------|---------------------------------------|-------------------|-----------|------------|-------------------------------|----------|------------|-------------|----------|
| Filter  |      |           |            |        |                                       |                   |           |            |                               |          |            |             |          |
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |      |           |            |        |                                       |                   |           |            |                               |          |            |             |          |
| On Board  | ID   | Last Name | First Name | Status | Verify                                | OnBoarding Invite | Sent Date | Start Date | Job Listing                   | Location | JobList ID | Submit Date | Type     |
|   | 1091 | Tester    | Petre      | Offer  | <span style="color: yellow;">●</span> |                   |           | 2019-12-16 | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-16  |          |
|   | 1090 | Hunt      | Owen       | Offer  | <span style="color: yellow;">●</span> |                   |           |            | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | External |

4. Click the 'arrow' button to configure the on-boarding details and invite

✔ Save

### New Employee On-Boarding

Effective Date  \*

Last name  \*

First name  \*

Person ID

User Profile
Personal
Employment
Remuneration
Provisioning
Tasks

#### System Access

Login UserName

Login Password

2-factor Authentication

Login Enabled

Security Group

Configuration

#### Work Contact

Work Email

Work Mobile

Work phone

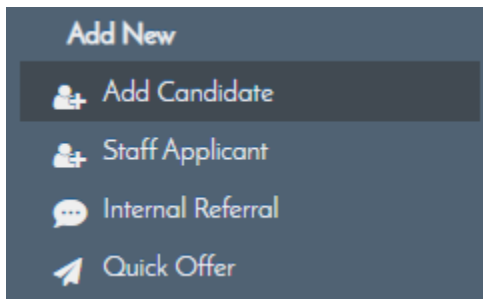
Extension

This is the form used to configure the invite that will be sent to the candidate. Input the Username the candidate will be using to login to the site to begin on-boarding. Make sure the Login Enabled tickbox is enabled/ticked, the user will not be able to login without it.

5. Work email can be set to the candidate's personal email since he might not have a company email setup at this point
6. Leave the Configuration setting to On Boarding
7. Click Save to send the invite

More details about the onboarding process can be accessed from the On-boarding guide and from this [link](#).

## Add Candidate



You can add candidate here into your organization. The Add candidate form will allow you to add specific candidate details and their recruitment status. Follow the steps below to add a new candidate.

### How to Add Candidate

1. Click HR > Recruitment
2. Click Lifecycle from the side menu
3. Click Add Candidate

### Candidate

First Name  \*

Last Name  \*

Email  \*

Mobile

Postcode

Profile URL

Resume  No file chosen

Attachment  No file chosen

### Recruitment

Candidate Status  ▼

Recruitment Source  ▼

Job Listing

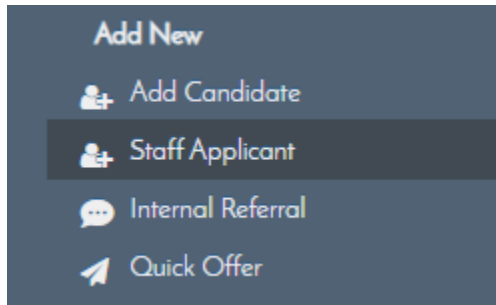
Comments

Created 2019-12-18 15:10

4. Input the candidate First and Last Name
5. Input the Email
6. Select the Candidate Status
7. Select the Recruitment Source
8. Click the Job listing button to pick from the available Job list
9. Click Save to save the changes

This Candidate will then appear on the in your organization's candidate list.

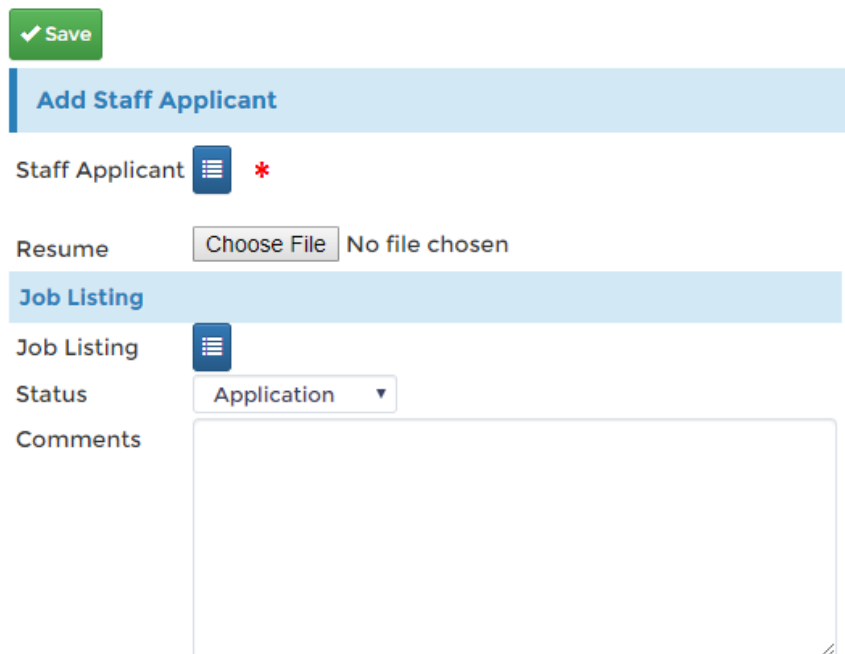
## Staff Applicant



This feature allows you to pick internal staff as candidates. Very helpful for movement within the organization eliminating the need to enter all the candidate information manually and streamlining the process.

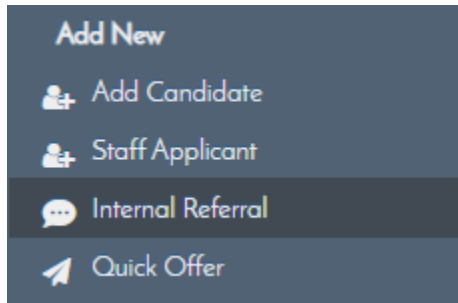
### How to Add Staff Applicant

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Staff Applicant

The screenshot shows a web interface for adding a staff applicant. At the top left is a green 'Save' button with a checkmark. Below it is a light blue header bar with the text 'Add Staff Applicant'. Underneath, there is a label 'Staff Applicant' followed by a blue menu icon and a red asterisk. Below that is a 'Resume' section with a 'Choose File' button and the text 'No file chosen'. The next section is 'Job Listing', which has a blue menu icon. Below that is a 'Status' dropdown menu currently set to 'Application'. At the bottom is a 'Comments' section with a large, empty text area.

4. Click the Staff Applicant button to pick a current employee from the list
5. Optionally add a Resume attachment
6. Click the Job Listing button to select a job list
7. Set the Status
8. Click Save to save your changes

## Internal Referral



Take advantage of the Internal Referral feature of EmployeeConnect. This feature will allow you to enter a Candidate with you as the referee. Follow the steps below on how to add an Internal Referral.

### How to Add Internal Referral

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Internal Referral

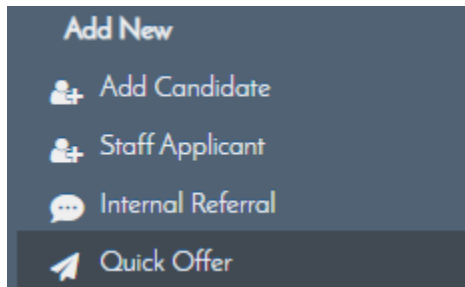
A screenshot of the 'Internal Referral' form. At the top left is a green 'Save' button with a checkmark. Below it is a light blue header bar with the text 'Internal Referral'. The form fields are: 'Referred By' (Owen Hunt), 'Date of Referral' (2019-12-18), 'Job Listing' (a menu icon), 'Relationship' (a dropdown menu), and 'Comments' (a large text area). Below this is a light blue header bar with the text 'Candidate'. The candidate fields are: 'First Name' (text input with a red asterisk), 'Last Name' (text input with a red asterisk), 'Email' (text input with a red asterisk), 'Mobile' (text input), and 'Resume' (a 'Choose File' button followed by 'No file chosen').

4. Click the Job Listing button to pick a job from the active list
5. Optionally set Relationship from the picker
6. Input the Candidate First name and Last Name
7. Input the Email Address



8. Fill up the other fields in the form, all required fields are marked with the red asterisk
9. Click Save to save your changes

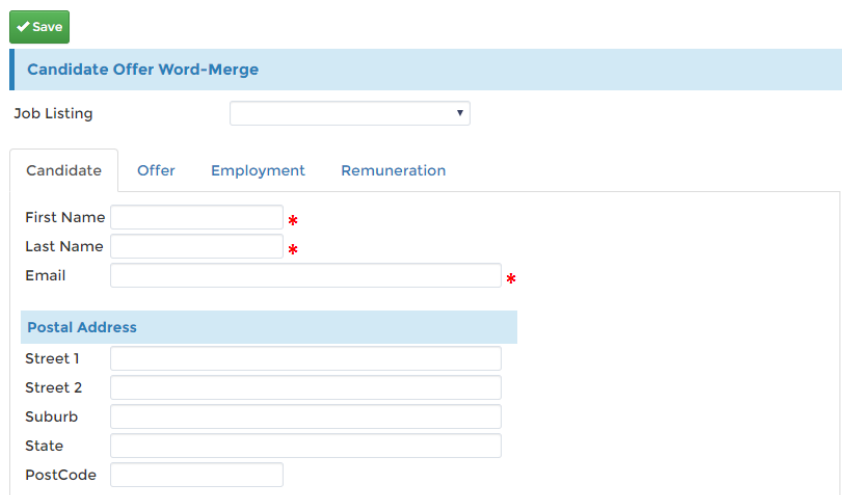
## Quick Offer



Use the Quick Offer function to make an offer without going through the other steps and process previously outlined in the guide.

### How to Create a Quick Offer

1. Click HR > Recruitment
2. Click Lifecycle
3. Click Quick offer

A screenshot of a web form titled 'Candidate Offer Word-Merge'. At the top left is a green 'Save' button with a checkmark. Below the title is a 'Job Listing' dropdown menu. The form has four tabs: 'Candidate', 'Offer', 'Employment', and 'Remuneration'. The 'Candidate' tab is selected. It contains the following fields: 'First Name' (required), 'Last Name' (required), and 'Email' (required). Below these is a 'Postal Address' section with fields for 'Street 1', 'Street 2', 'Suburb', 'State', and 'PostCode'. Red asterisks are placed to the right of the First Name, Last Name, and Email fields.


4. Input the Candidate First and Last Name
5. Input the Email, kindly make sure this is an email he can access as he/she will be receiving the offer from here
6. Click the Offer tab to view the Offer form


✓ Save


**Candidate Offer Word-Merge**


Job Listing

Candidate Offer Employment Remuneration

Start Date  


Probation Date  











End Date  

Offer Expiration (End-of-Day)  

**Offer Letter**


Offer Template  \*

Additional Inclusions  Edit

| Available                         |   | Selected |
|-----------------------------------|---|----------|
| Position                          |    |          |
| Casual Hours 3 day                |    |          |
| Employment Type                   |    |          |
| Recognition of Continuous Service |    |          |
| Maximum Term Contract             |    |          |
| Hours of Work - Casual            |   |          |
| Hours of Work - Full-Time         |  |          |
| Hours of Work - Part-Time         |  |          |
| Remote Housing                    |  |          |
| Expense Payment Benefit           |  |          |

Attachment  No file chosen

7. Click the Start date for the candidate if accepts the offer
8. Click the Probation period needed
9. Set an End date for his employment this is optional
10. Set an Offer Expiration where the offer will be valid, he/she will need to accept this before the set expiration date
11. Set the other fields as required
12. Click the Employment tab to customize the Employment details


 Save


### Candidate Offer Word-Merge

Job Listing

Candidate Offer **Employment** Remuneration

#### Position

Manager 

Position 

Company

Location

Organisation Unit

#### Employment

Industrial Instrument


Classification


Public Holiday Group

Work Type

Work Hours

Work Period

Contract Start Date  

Contract End Date  

13. Click the Manager button to pick a Manager from the list, this can always be changed later
14. Click the Position button to select a position to assign this candidate once he accepts the offer
15. Select which company, helpful if you manage several companies, they will be listed here
16. Select an Organisation Unit from the drop-down
17. Further customize the form and click the Remuneration tab to enter remuneration details

✔ Save

**Candidate Offer Word-Merge**

Job Listing ▼

Candidate
Offer
Employment
Remuneration

|                  |  |
|------------------|--|
| Pay Basis        | <input type="text" value="▼"/>   |
| Currency         | <input type="text" value="▼"/>   |
| Salary           | <input type="text"/>   |
| Pay Rate         | <input type="text"/>   |
| NonStandard Rate | <input type="text"/>   |
| Pension          | <input type="text"/>   |
| Package Value    | <input type="text"/>   |
| Pay Grade        | <input type="text" value="▼"/>   |
| Comments         | <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> |

**Individual Components**

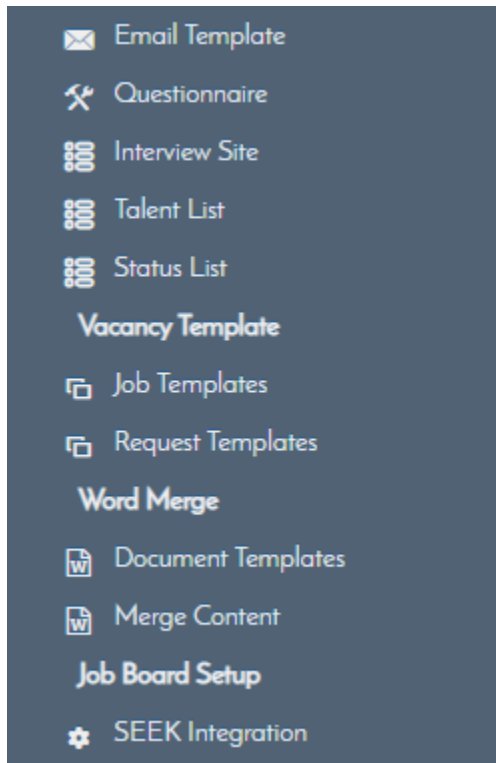
|             |                                    |
|-------------|------------------------------------|
| Component 1 | <input type="text" value="▼"/>     |
| Amount 1    | <input type="text" value="\$ .."/> |
| Component 2 | <input type="text" value="▼"/>     |
| Amount 2    | <input type="text" value="\$ .."/> |
| Component 3 | <input type="text" value="▼"/>     |
| Amount 3    | <input type="text" value="\$ .."/> |
| Component 4 | <input type="text" value="▼"/>     |
| Amount 4    | <input type="text" value="\$ .."/> |
| Component 5 | <input type="text" value="▼"/>     |
| Amount 5    | <input type="text" value="\$ .."/> |

18. Enter the Remuneration details here
19. Remember to click the Save button to save all the information you entered from the Quick Offer
20. This enters his data to the Lifecycle > Offer Status page. You may click the Envelope button to send the offer to the candidate from there
- 21.

## Setup

Most forms that can be used through the recruitment process like Job templates, interview/questionnaires etc. can be configured here. EmployeeConnect allows you to setup templates so you can reuse them and reconfigure anytime.

### Job Template



When creating Job requests, there are many similar fields for each vacancy. To alleviate the workload for recruiters, the ability to create templates for jobs are available, this eliminates the need to create one from scratch every time.

### How to create Job Templates

1. Click HR
2. Click Recruitment
3. Click Setup
4. Click Job Templates

You will be redirected to the job templates page as seen on the screenshot below. This will display the list of job templates configured in the platform, you can edit or add a new template as needed.

| Job Template  |            |                 |                        |          |           |  |
|---|------------|-----------------|------------------------|----------|-----------|--|
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |            |                 |                        |          |           |  |
| Edit  | JobList ID | New Job Listing | Title                  | Location | Work Type |  |
|   | 3          |                 | CardioVascular Surgeon | Sydney   |           |  |
|   | 4          |                 | Paediatric Surgeon     | Sydney   |           |  |
|   | 9          |                 | CardioVascular Surgeon | Sydney   |           |  |
|   | 10         |                 | CardioVascular Surgeon | Sydney   |           |  |
|   | 11         |                 | CardioVascular Surgeon | Sydney   |           |  |
|   |            |                 |                        |          |           |  |

Rows 1 to 5 of 5

5. Click the 'Edit' (blue arrow) button to edit a Job Template

Save
 Delete

**Job Template**

Template ID 3

Title  \*

Publishing
Job Posting
Position / Salary
Costing
Review Panel

New Hire Count

**Delivery**

Portal Questionnaire

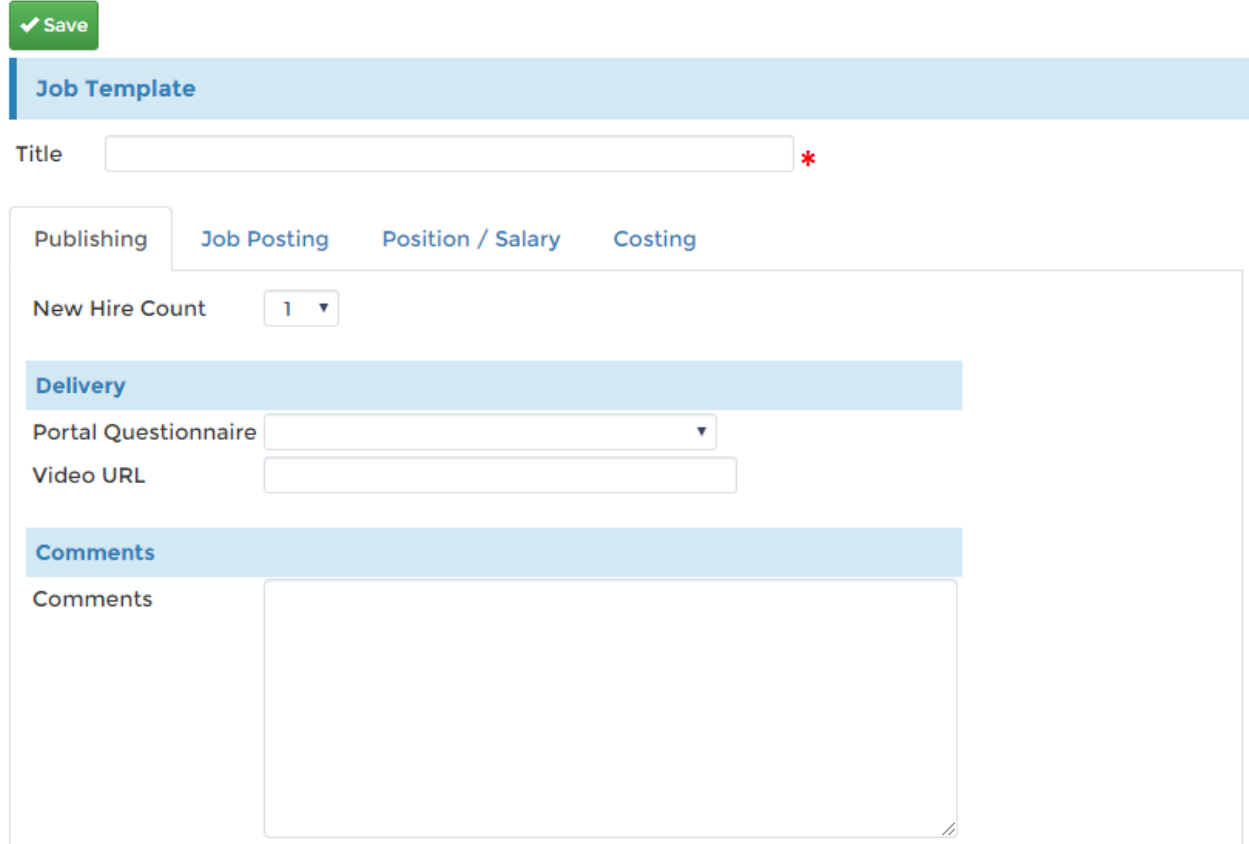
Video URL

**Comments**

Comments

You may change the title, Publishing information and other data related to the job posting from here. Proceed with the next step if you wish to create a new job template.

6. Click the '+' button to add a new Job template



The screenshot shows a web interface for configuring a job template. At the top left, there is a green button with a checkmark and the text 'Save'. Below this is a blue header bar with the text 'Job Template'. Underneath the header is a 'Title' label followed by an empty text input field and a red asterisk indicating a required field. Below the title field is a tabbed interface with four tabs: 'Publishing', 'Job Posting', 'Position / Salary', and 'Costing'. The 'Job Posting' tab is currently selected. Under the 'Job Posting' tab, there is a 'New Hire Count' label followed by a dropdown menu showing the number '1'. Below this are two sections: 'Delivery' and 'Comments'. The 'Delivery' section has a blue header and contains a 'Portal Questionnaire' dropdown menu and a 'Video URL' text input field. The 'Comments' section has a blue header and contains a large, empty text area for entering comments.

You can configure the job template from here. Click on the different tabs to see the form fields you can customize and setup for your custom job template. Remember these can be changed any time after they have been saved by following the previous step (step 5). Click Save to save all the settings.

## How to create a New Job Listing

1. Click HR > Recruitment
2. Click Vacancy on the side menu
3. Click new Job Listing

Save

### Job Listing

Title  \*

Active Status  Active  Inactive \*

Publishing Job Posting Position / Salary Costing

Publish Start Date

Publish End Date

Recruitment Owner Owen Hunt

New Hire Count  ▼

### Delivery

Publish Internal Staff

Publish Careers Website

Publish Candidate Portal

Portal Questionnaire

Video URL

### Comments

Comments

Setup and customize the related fields in this form similar to the Job Template. This will serve as your new job listing that will appear on the Active Job list. You can configure this to appear on different places like your Careers Website, Candidate portal or send to your internal staff. See the Delivery section for the mentioned options.



View the active Job listing from HR > Recruitment > Vacancy > Active Job List. You can see all the active job listings from this page, any new Job Listing you created should be displayed on the top.

Relevant information and tallies can be seen here, number of candidates logged, unsuccessful candidates etc. Gives you a quick overview of the job postings you've made.

| Job Listing          |                               |         |            |              |            |           |           |         |             |          |  |
|----------------------|-------------------------------|---------|------------|--------------|------------|-----------|-----------|---------|-------------|----------|--|
| JobList ID           | Title                         | Preview | Candidates | Unsuccessful | Assessment | Interview | Shortlist | Offer + | Position ID | Location |  |
| 20                   | Dr. Strange Level Neurologist |         | .0         | .0           | .0         | .0        | .0        | .0      |             | Sydney   |  |
| EAEKR544CD163SQGMONQ | Contract Administrator - SA   |         | .1         | .0           | .0         | .0        | .0        | .0      |             | Adelaide |  |
| 4DHM1OP3NF9L63D539H6 | Surgical Nurse                |         | .2         | .0           | .0         | .0        | .0        | .1      | POS016      |          |  |
| LVA8YA5IDE           | CardioVascular Surgeon        |         | .2         | .0           | .0         | .0        | .0        | .1      |             | Sydney   |  |
| OSYPSLCE12           | Neurologist                   |         | .7         | .0           | .0         | .1        | .1        | .5      |             | Sydney   |  |
| XOQ2DWMQBH           | Big Bang Scientist            |         | .28        | .5           | .5         | .6        | .1        | .5      |             | Sydney   |  |

Rows 1 to 6 of 6

Here are how the Job listings appear on the Job Boards in the platform. The screenshot below shows the listing from Careers Website Publishing.

| Careers Website Publishing |                               |            |          |                |                 |            |
|----------------------------|-------------------------------|------------|----------|----------------|-----------------|------------|
| View                       | Position                      | Post Date  | Location | Hiring Manager | Employment Type | ID         |
|                            | Dr. Strange Level Neurologist | 2019-12-12 | Sydney   |                | Employment      | 20         |
|                            | Big Bang Scientist            | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | XOQ2DWMQBH |
|                            | Neurologist                   | 2013-04-01 | Sydney   | Owen Hunt      | Full-time       | OSYPSLCE12 |

Rows 1 to 3 of 3

## How to apply for a job on the Candidate Portal

1. Click Candidate Portal
2. Click Job List

| Positions Available  |                               |          |            |           |                      |
|--|-------------------------------|----------|------------|-----------|----------------------|
| <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |                               |          |            |           |                      |
| View   | Position                      | Location | Post Date  | Work Type | ID                   |
|  | Dr. Strange Level Neurologist | Sydney   | 2019-12-12 | Full-time | 20                   |
|  | Surgical Nurse                |          | 2019-01-16 |           | 4DHM1OP3NF9L63D539H6 |
|  | Big Bang Scientist            | Sydney   | 2013-04-01 | FullTime  | XOQ2DWMQBH           |
|  | Neurologist                   | Sydney   | 2013-04-01 | Casual    | O5YPSLCE12           |

Rows 1 to 4 of 4

3. Click the 'Arrow' button to display the Job details

Apply

**Dr. Strange Level Neurologist**

Sed ac tellus vel mauris ornare scelerisque. Nullam sollicitudin ultrices dignissim. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec mattis aliquam turpis, at tincidunt diam tristique sed.

- 1
- 2
- 3

Sed porttitor risus iaculis augue porttitor, et cursus tortor tincidunt. Proin feugiat in diam at porttitor. Phasellus sodales fringilla nisi pulvinar pretium. Mauris tincidunt enim non ornare ultrices. Duis efficitur, metus quis blandit porttitor, velit elit auctor quam, ac auctor nisi nibh in eros. Nulla ut mauris imperdiet orci faucibus luctus nec non sapien. Mauris massa elit, rutrum nec convallis non, maximus at felis. Sed semper quam elefend erat pretium, ac viverra velit aliquet. Sed tincidunt pretium lacinia. Phasellus eros magna, sagittis a massa efficitur, placerat suscipit arcu.

**Requirements**

Vivamus maximus lobortis est a hendrerit. Pellentesque sem orci, egestas eu turpis ac, feugiat vulputate est. Morbi accumsan diam purus, ac faucibus tellus vehicula eu.

**Work Permit**      **Work Visa**

**Job Listing**

|            |            |
|------------|------------|
| Post Date  | 2019-12-12 |
| Work Type  | full-time  |
| Location   | Sydney     |
| JobList ID | 20         |

4. Click Apply
5. You will be redirected to the Job Application page. The form will be populated with your details but you can always update the fields.

✓ Save

Job Application

|                     |   |   |
|---------------------|---|---|
| First Name          | <input type="text" value="Owen"/>                         | * |
| Last Name           | <input type="text" value="Hunt"/>                         | * |
| Email               | <input type="text" value="demo@datakiosk.com"/>           | * |
| Mobile              | <input type="text" value="04100100100"/>                  |   |
| Availability Period | <input type="text"/>                                      |   |
| Comments            | <input type="text"/>                                      |   |
| Resume              | <input type="button" value="Choose File"/> No file chosen |   |
| Attachment          | <input type="button" value="Choose File"/> No file chosen |   |
| Submit Date         | 2019-12-12 16:42  |   |

Dr. Strange Level Neurologist


Sed ac tellus vel mauris ornare scelerisque. Nullam sollicitudin ultrices dignissim. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec mattis aliquam turpis, at tincidunt diam tristique sed.

|           |           |
|-----------|-----------|
| Work Type | Full-time |
| Location  | Sydney    |
| ID        | 20        |

6. Click Save to save the changes and submit your application

## How to add a new candidate

1. Click HR > Recruitment
2. Click Lifecycle from the side menu
3. Click Add Candidate

 Save

### Candidate

First Name  \*

Last Name  \*

Email  \*

Mobile

Postcode

Profile URL


Resume  No file chosen

Attachment  No file chosen

### Recruitment

Candidate Status  ▼

Recruitment Source  ▼

Job Listing 

Comments

Created 2019-12-12 16:26

This is the new candidate form. Fill in the form with your candidate information and attach relevant documents to his profile.

This will help when you want to check your pool and want to see a quick list of matches for your current job listings.

- 4. Click Save to save your changes

### Candidate

Your changes have been saved

|             |   |   |
|-------------|---|---|
| First Name  | <input type="text" value="John"/>                         | * |
| Last Name   | <input type="text" value="Doe"/>                          | * |
| Email       | <input type="text" value="JohnDoe@myemail.com"/>          | * |
| Mobile      | <input type="text"/>                                      |   |
| Postcode    | <input type="text"/>                                      |   |
| Profile URL | <input type="text"/>                                      |   |
| Resume      | <input type="button" value="Choose File"/> No file chosen |   |
| Attachment  | <input type="button" value="Choose File"/> No file chosen |   |

### Recruitment

|                    |  |
|--------------------|--|
| Candidate Status   | <input type="text" value="Application"/>                   |
| Recruitment Source | <input type="text" value="Admin"/>                         |
| Job Listing        | <input type="text" value="Dr. Strange Level Neurologist"/> |
| Comments           | <input type="text" value="For interview"/>                 |
| Created            | 2019-12-12 16:26   |

## How to View Candidate Status

1. Click HR > Recruitment
2. Click Candidate Funnel from the side menu
3. Click Application Status

| Candidate Status |      |                |            |        |         |      |             |             |        |     |      |                               |          |            |             |          |        |  |
|------------------|------|----------------|------------|--------|---------|------|-------------|-------------|--------|-----|------|-------------------------------|----------|------------|-------------|----------|--------|--|
| Filter           |      |                |            |        |         |      |             |             |        |     |      |                               |          |            |             |          |        |  |
| Search           |      |                |            |        |         |      |             |             |        |     |      |                               |          |            |             |          |        |  |
| Refresh Submit   |      |                |            |        |         |      |             |             |        |     |      |                               |          |            |             |          |        |  |
| Dash Board       | ID   | Last Name      | First Name | Resume | Promote | Drop | Funnel      | Status      | Rating | DNH | Edit | Job Listing                   | Location | JobList ID | Submit Date | Type     | Source |  |
|                  | 1090 | Hunt           | Owen       |        |         |      | Application | Application | ☆☆☆☆   |     |      | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | External | GUEST  |  |
|                  | 1089 | Doe            | John       |        |         |      | Application | Application | ☆☆☆☆   |     |      | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | Admin    | Admin  |  |
|                  | 1088 | TEST           | Joseph     |        |         |      | Assessment  | Assessment  | ☆☆☆☆   |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-12-06  |          | OFFER  |  |
|                  | 1083 | withOrgLocComp | test       |        |         |      | Assessment  | Assessment  | ☆☆☆☆   |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-26  |          | OFFER  |  |
|                  | 1076 | again3         | test123    |        |         |      | Assessment  | Assessment  | ☆☆☆☆   |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |          | OFFER  |  |
|                  | 1075 | again2         | test       |        |         |      | Void        | Junk/Void   | ☆☆☆☆   |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |          | OFFER  |  |
|                  | 1074 | again          | testme     |        |         |      | Assessment  | Assessment  | ☆☆☆☆   |     |      | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | 2019-11-25  |          | OFFER  |  |

4. Click the arrow button to pull up more details about the candidate

**Owen Hunt**

Dr. Strange Level Neurologist (20)    Status : Application

Location : Sydney                      Submit Date : 2019-12-12

Manager :                                      Availability :

Personal

Resume

Questionnaire

Qualifications

Assessment


Interview

References

**Pre-Employment**

5. You can click on the different icons on this screen to access the candidates progress and scores.

You can quickly check the status of the candidates interview cycle from here, see the sample screenshot on the next page showing the candidates phone interview information



**Owen Hunt**  
 Dr. Strange Level Neurologist (20)    Status : Application  
 Location : Sydney                      Submit Date : 2019-12-12  
 Manager :                                      Availability :

Personal

Resume

Questionnaire

Qualifications

Assessment

Interview

References

Pre-Employment

+ Interview

| Add Note | Interview Date | Start Time | Interview Type | Primary Evaluator |
|----------|----------------|------------|----------------|-------------------|
| +        | 2019-12-09     | 09:00      | Telephone      | Mosely, Michael   |

You can modify the candidate’s application status from here.

### How to modify the Candidate Status

1. Click HR > Recruitment
2. Click Candidate Funnel from the side menu
3. Click Application Status
4. Select a Status from the drop-down list

**Candidate Status**

▼ Filter

Refresh

Submit

| Dash Board | ID   | Last Name      | First Name | Resume | Promote | Drop | Funnel      | Status  |
|------------|------|----------------|------------|--------|---------|------|-------------|---|
| ➔          | 1090 | Hunt           | Owen       | 👍      | 👎       |      | Application | Application ▼<br>Junk/Void<br>Unsuccessful Referral<br>Application<br>Assessment<br>Interview<br>Shortlist<br>Offer<br>Accepted<br>OnBoarding |
| ➔          | 1089 | Doe            | John       | 👍      | 👎       |      | Application |   |
| ➔          | 1088 | TEST           | Joseph     | 👍      | 👎       |      | Assessment  |   |
| ➔          | 1083 | withOrgLocComp | test       | 👍      | 👎       |      | Assessment  |   |
| ➔          | 1076 | again3         | test123    | 👍      | 👎       |      | Assessment  |   |

- Click Submit to commit the changes  
You will see one candidate moved from 'Application' to 'Shortlist'

**Candidate Status**

Filter

Search Clear Advanced xls

Refresh

All committed.

|   | Dash Board | ID   | Last Name | First Name | Resume | Promote | Drop | Funnel    | Status      |
|---|------------|------|-----------|------------|--------|---------|------|-----------|-------------|
| ● |            | 1090 | Hunt      | Owen       |        |         |      | Shortlist | Shortlist ▼ |

The candidate funnel found on the side menu will show you the usual process flow of the candidate lifecycle until he reaches the part where HR decides to make an offer.

**Candidate Offer**

Search Clear Advanced xls

| Offer | Offer Letter | ID   | Last Name       | First Name | Resume | Status     | Workflow | Workflow Status | Send to Candidate | Offer Sent Date | Offer Expiration | Start Date | Job Listing                   | Location | JobList ID           | Submit Date | Type     | Offer Panel                          |
|-------|--------------|------|-----------------|------------|--------|------------|----------|-----------------|-------------------|-----------------|------------------|------------|-------------------------------|----------|----------------------|-------------|----------|--------------------------------------|
|       |              | 1052 | asdf            | asdf       |        | Offer      |          |                 |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-07-04  |          |                                      |
|       |              | 1053 | Fouts           | Dan        |        | OnBoarding |          |                 |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2018-11-14  |          |                                      |
|       |              | 1027 | Hunt            | Owen       |        | Accepted   |          |                 |                   |                 |                  | 2019-09-04 | Big Bang Scientist            | Sydney   | XOQ2DWMQBH           | 2019-05-31  | External | A27F149C-A00A-4F69-865C-C600FF5B4498 |
|       |              | 1041 | Hunt            | Owen       |        | Offer      |          |                 |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQ2DWMQBH           | 2019-08-23  | External |                                      |
|       |              | 1045 | Hunt            | Owen       |        | Offer      |          |                 |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQ2DWMQBH           | 2019-08-23  |          |                                      |
|       |              | 1046 | Hunt            | Owen       |        | Offer      |          |                 |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQ2DWMQBH           | 2019-08-23  |          |                                      |
|       |              | 1090 | Hunt            | Owen       |        | Offer      |          |                 |                   |                 |                  |            | Dr. Strange Level Neurologist | Sydney   | 20                   | 2019-12-12  | External |                                      |
|       |              | 1020 | KK              | Aaron      |        | Offer      |          |                 |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-05-09  | External |                                      |
|       |              | 1038 | poiyrt          | dave       |        | Offer      |          |                 |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCE12           | 2019-07-11  | External |                                      |
|       |              | 1014 | The Magnificant | Baltazar   |        | Offer      |          |                 |                   |                 |                  |            | CardioVascular Surgeon        | Sydney   | LVARYAS1DE           | 2019-04-02  |          |                                      |
|       |              | 1042 | The Rabbit      | Harvey     |        | Offer      |          |                 |                   |                 |                  |            | Surgical Nurse                |          | 4DHMIOP5NF9LE3DS59HG | 2019-08-29  | External |                                      |

Rows 1 to 11 of 11

Click the 'Arrow' button to open the job listing for and make an offer. The next page will show the offer form where you can select details relevant to the position you are offering the candidate.



**Candidate Offer Word-Merge**

Job Listing Big Bang Scientist

Candidate
Offer
Employment
Remuneration

Start Date

Probation Date

End Date

Offer Expiration (End-of-Day)

**Offer Letter**

Offer Template  \*

**Available**

- Position
- Casual Hours 3 day
- Employment Type
- Recognition of Continuous Service
- Maximum Term Contract
- Hours of Work - Casual
- Hours of Work - Part-Time
- Remote Housing
- Expense Payment Benefit
- AACP Accreditation

**Selected**

- Hours of Work - Full-Time

Additional Inclusions [Edit](#)

Attachment  No file chosen

Click on the different tabs to configure the offer. Always remember to click Save to save your changes.

You can then visit the Offer Status page from the side menu to view the status of offer you made for the candidate. This will list the documents and details of the offer, giving you an idea if he already accepted the offer and is ready to on-board.

Offer Status seen here.

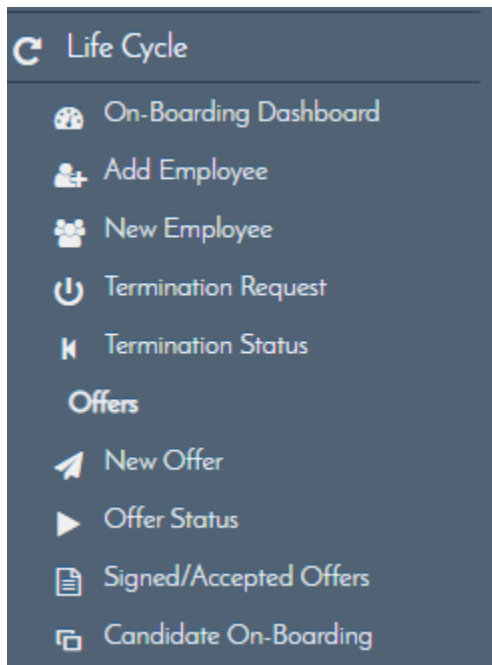
| Offer Letter | ID   | Last Name | First Name | Resume | Status       | Workflow | Workflow Status          | Send to Candidate | Offer Sent Date | Offer Expiration | Start Date | Job Listing                   | Location | Joblist ID | Submit Date | Type     | Offer Panel                          |
|--------------|------|-----------|------------|--------|--------------|----------|--------------------------|-------------------|-----------------|------------------|------------|-------------------------------|----------|------------|-------------|----------|--------------------------------------|
|              | 1059 | 123       | rgtest     |        | Interview    |          | Pending #1538 2019-12-02 |                   |                 |                  | 2019-10-16 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-16  |          | 70E8139D-B271-4C39-A217-5E4882B55975 |
|              | 1059 | 123       | rgtest     |        | Interview    |          | Pending #1538 2019-12-02 |                   |                 |                  | 2019-10-16 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-16  |          | 70E8139D-B271-4C39-A217-5E4882B55975 |
|              | 1066 | 123       | testing    |        | Unsuccessful |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-28  |          | AASAJDEC-7FE5-4E1A-98B8-276E27A8A233 |
|              | 1061 | 456       | test       |        | Interview    |          |                          |                   |                 |                  | 2019-10-31 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-17  |          | 45AA3967-7248-46F9-B70B-98B0C55A2468 |
|              | 1050 | AAAAA     | Aa         |        | Interview    |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-04  |          |                                      |
|              | 1074 | again     | testme     |        | Assessment   |          |                          |                   |                 |                  | 2019-11-29 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-11-25  |          | 59CF956E-0E81-4C39-ABD1-9E02E0E7E02  |
|              | 1075 | again     | test       |        | Junk/Void    |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-11-25  |          | B67E0A3D-F164-472D-9491-DE85D10S24A  |
|              | 1076 | again     | test123    |        | Assessment   |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-11-25  |          | EGAS4FDF-C6B0-46AE-AB39-D2E864D00BFC |
|              | 1052 | asdf      | asdf       |        | Offer        |          |                          |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCEI2 | 2019-07-04  |          |                                      |
|              | 1078 | doggie    | doggie     |        | Onboarding   |          |                          |                   |                 |                  |            |                               |          |            | 2019-11-25  |          | F1F9736-7126-4F83-963A-6CA607624A7A  |
|              | 1084 | duck      | ducky      |        | Onboarding   |          |                          |                   |                 |                  | 2019-11-29 | Director of Medicine          |          |            | 2019-11-26  |          | E38B062F-89CC-48ED-8BC6-DBF7DD088A94 |
|              | 1080 | fishy     | fishy      |        | Onboarding   |          |                          |                   |                 |                  |            |                               |          |            | 2019-11-25  |          | A694D486-0B4C-472D-9491-DE85D10S24A  |
|              | 1062 | five      | test       |        | Interview    |          |                          |                   |                 |                  | 2019-10-17 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-10-17  |          | E4EA66D4-7DFD-4495-94D6-651117BC8D03 |
|              | 1039 | Fouts     | Dan        |        | Onboarding   |          |                          |                   |                 |                  |            |                               |          |            | 2018-11-14  | OFFER    | 946F3E46-64F9-4E2F-AB16-4D5B71277764 |
|              | 1053 | Fouts     | Dan        |        | Onboarding   |          |                          |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCEI2 | 2018-11-14  |          |                                      |
|              | 1081 | froggy    | froggy     |        | Onboarding   |          |                          |                   |                 |                  |            |                               |          |            | 2019-11-25  |          | 805CDD11-0E28-4093-8716-12C0A312A71A |
|              | 1034 | ft3       | ft3        |        |              |          |                          |                   |                 |                  | 2019-06-18 |                               |          |            | 2019-06-18  |          | 88B9F6C6-3186-436F-AA2F-3D131E54355F |
|              | 1041 | Hunt      | Owen       |        | Offer        |          |                          |                   |                 |                  | 2019-12-20 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-08-23  | External | 0DB5AD27-E145-4B58-A6D6-D72A371EEE7E |
|              | 1045 | Hunt      | Owen       |        | Offer        |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-08-23  |          |                                      |
|              | 1046 | Hunt      | Owen       |        | Offer        |          |                          |                   |                 |                  |            | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-08-23  |          |                                      |
|              | 1027 | Hunt      | Owen       |        | Accepted     |          |                          |                   |                 |                  | 2019-09-04 | Big Bang Scientist            | Sydney   | XOQZDWMQBH | 2019-05-31  | External | A27F149C-A00A-4F69-865C-C60CFF8B498  |
|              | 1090 | Hunt      | Owen       |        | Offer        |          |                          |                   |                 |                  |            | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-12  | External |                                      |
|              | 1040 | jackson2  | test       |        | Offer        |          |                          |                   |                 |                  | 2019-08-02 |                               |          |            | 2019-07-31  | OFFER    | C6AE44DD-21DF-4DC6-98FF-2454A4F48C62 |
|              | 1079 | kitty     | kitty      |        | Onboarding   |          |                          |                   |                 |                  |            |                               |          |            | 2019-11-26  |          | 78342ECB-A64D-468C-AFEB-E8A09188A4D0 |
|              | 1020 | KK        | Aaron      |        | Offer        |          |                          |                   |                 |                  |            | Neurologist                   | Sydney   | OSYPSLCEI2 | 2019-05-09  | External |                                      |

Click the 'Arrow' button to view the details, you can make changes if need be, like always, remember to click save.

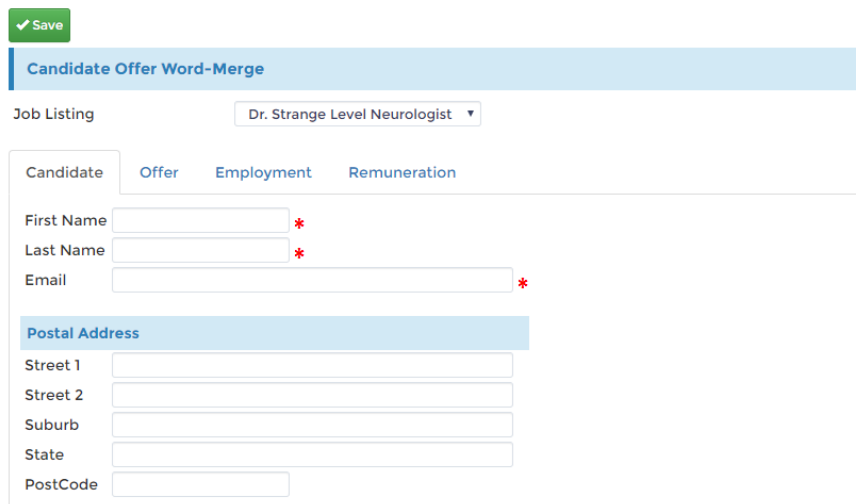
## Paperless On-Boarding

### How to create a new offer

1. As an HR Administrator, click HR > People from the top menu
2. Click Life Cycle from the side menu
3. Click New Offer



4. Select which Job Listing to send the offer from
5. Input the First Name
6. Input the Last Name

A screenshot of a web form titled 'Candidate Offer Word-Merge'. At the top left is a green 'Save' button with a checkmark. Below the title is a 'Job Listing' dropdown menu set to 'Dr. Strange Level Neurologist'. The form has four tabs: 'Candidate', 'Offer', 'Employment', and 'Remuneration'. The 'Candidate' tab is active, showing input fields for 'First Name', 'Last Name', and 'Email', each with a red asterisk indicating a required field. Below these is a 'Postal Address' section with a blue header and input fields for 'Street 1', 'Street 2', 'Suburb', 'State', and 'PostCode'.

7. Input the Email (might be his personal email at this point as he is not part of the organization yet)
8. Click Offer tab

✔ Save

Candidate Offer Word-Merge

Job Listing Dr. Strange Level Neurologist ▼

Candidate
Offer
Employment
Remuneration

Start Date

Probation Date

End Date

Offer Expiration (End-of-Day)

Offer Letter

Offer Template  ▼ \*

**Available**

- Position
- Casual Hours 3 day
- Employment Type
- Recognition of Continuous Service
- Maximum Term Contract
- Hours of Work - Casual
- Hours of Work - Full-Time
- Hours of Work - Part-Time
- Remote Housing
- Expense Payment Benefit

**Selected**

Additional Inclusions [Edit](#)

Attachment  No file chosen

9. Input the Start date, this will be his first day in the organization
10. Input the Probation date if any
11. Input the End Date for his employment
12. Input an Offer Expiration if needed, use this if you want the offer letter to only be valid within a specific time frame
13. Select an Offer Template

14. Click Employment to set his employment details, can also be done later

The screenshot displays a web interface for managing a candidate offer. At the top left, there is a green 'Save' button with a checkmark. Below it is a blue header bar with the text 'Candidate Offer Word-Merge'. Underneath the header, the 'Job Listing' is set to 'Dr. Strange Level Neurologist'. There are four tabs: 'Candidate', 'Offer', 'Employment' (which is currently selected), and 'Remuneration'. The 'Employment' section is divided into two sub-sections: 'Position' and 'Employment'. The 'Position' section includes fields for 'Manager' and 'Position', both with picker buttons (three horizontal lines in a blue square), and dropdown menus for 'Company', 'Location', and 'Organisation Unit'. The 'Employment' section includes dropdown menus for 'Industrial Instrument', 'Classification', 'Public Holiday Group', and 'Work Type', a text input for 'Work Hours', a dropdown for 'Work Period', and date pickers for 'Contract Start Date' and 'Contract End Date', each with a picker button.

15. Click the picker button to select a Manager

16. Click the picker button to select a position, can always be changed later when he gets on-board

17. Fill in the other fields in the form

18. Click the Remuneration tab to input remuneration details

**Candidate Offer Word-Merge**

Job Listing Dr. Strange Level Neurologist

**Candidate**   **Offer**   **Employment**   **Remuneration**

Pay Basis

Currency

Salary

Pay Rate

NonStandard Rate

Pension

Package Value

Pay Grade

Comments

**Individual Components**

Component 1

Amount 1

Component 2

Amount 2

Component 3

Amount 3

Component 4

Amount 4

Component 5

Amount 5

19. Click the Save button to save your changes

## How to Send the Offer Letter

1. Click HR > People
2. Click Life Cycle from the side menu
3. Click Offer Status

| Candidate Offer |              |      |           |            |        |        |          |                 |                   |                 |                  |            |                               |          |            |             |      |             |
|-----------------|--------------|------|-----------|------------|--------|--------|----------|-----------------|-------------------|-----------------|------------------|------------|-------------------------------|----------|------------|-------------|------|-------------|
| Offer           | Offer Letter | ID   | Last Name | First Name | Resume | Status | Workflow | Workflow Status | Send to Candidate | Offer Sent Date | Offer Expiration | Start Date | Job Listing                   | Location | JobList ID | Submit Date | Type | Offer Panel |
|                 |              | 1091 | Tester    | Petre      |        | Offer  |          |                 |                   |                 |                  | 2019-12-16 | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-16  |      | 633D        |

Rows 1 to 1 of 1

4. Click the Envelope button to send the offer letter to the candidate

Save

### Candidate Offer Send

Name (ID)      Petre Tester (1091)  
 Job Listing      Dr. Strange Level Neurologist  
 Offer Letter      offer.pdf  
 Offer Expiration Date

### Notification

Sent Date  
 Method       Email    Mobile +  
 Email      ptanec1@gmail.com  
 Mobile  
 Subject      Offer of Employment with [Company\_Name]

Body

We look forward to a mutually beneficial relationship. Please let Head Office know if you have any questions.

Sincerely,  
 Human Resources  
 [Company\_Name]

SMS Text

5. Select which method to send the offer to, select either Email or Mobile
6. Double check the Email address you are sending the offer to
7. Click Save to send the offer

## Candidate Receives and Accepts the Offer

1. Candidate logs on his email
2. Open the offer letter from the email
3. Click Get Started button to get redirected to the offer letter

By signing the Contract of Employment, you are acknowledging and accepting the attached PDFs.

Get Started

We look forward to a mutually beneficial relationship. Please let Head Office know if you have any questions.

4. Review the offer letter and append your Name and Electronic signature on the space provided
5. Click the Accept Offer button

**Instructions**  
Please review your offer letter and sign to accept.

**Attachments**  
[offer.pdf](#)

**Signature**  
Sheryll

Clear Sign above

Accept Offer

6. A page showing you have accepted the offer will be displayed



Accepted!



Offer status will now be showing the offer status is accepted, contract will be seen with the candidate signature. This is seen from HR > People > Life Cycle > Signed/Accepted Offers.

| Offer Letter ID | Last Name | First Name | Email                  | Candidate Status | Workflow | Workflow Status | Workflow Date    | Sent Date | Expiration Date | Signature | Date Signed      | Signed Name | Start Date | Manager       | Position           | Company         | Location | OrgUnit               | Job Listing        | JobList ID |
|-----------------|-----------|------------|------------------------|------------------|----------|-----------------|------------------|-----------|-----------------|-----------|------------------|-------------|------------|---------------|--------------------|-----------------|----------|-----------------------|--------------------|------------|
| 1027            | Hunt      | Owen       | oallgiovak@hotmail.com | Accepted         | 1453     | Approved        | 2019-10-09 09:27 |           |                 |           | 2019-10-22 12:47 | nic         | 2019-09-04 | Roger, Ramjet | Big Bang Scientist | EmployeeConnect | Sydney   | 1029 example.org unit | Big Bang Scientist | XOQDMWQBH  |
| 1010            | Horse     | Harry      | harry.horse@gmail.com  | Accepted         |          |                 |                  |           |                 |           | 2019-05-16 00:00 | cmg         | 2019-05-01 | Roger, Ramjet |                    |                 |          |                       |                    |            |
| 1059            |           |            |                        | Accepted         | 1514     | Pending         | 2019-11-15 15:18 |           |                 |           | 2019-10-22 11:43 | rg          |            |               |                    |                 |          |                       |                    |            |

## Candidate on-boarding

You may proceed with on boarding the resource once the offer has been accepted.

1. Click HR > People
2. Click Life Cycle on the side menu
3. Click Candidate On-Boarding
4. Click the 'Arrow' button to on-board the candidate

| On Board | ID   | Last Name | First Name | Status | Verify | OnBoarding Invite | Sent Date | Start Date | Job Listing                   | Location | JobList ID | Submit Date |
|----------|------|-----------|------------|--------|--------|-------------------|-----------|------------|-------------------------------|----------|------------|-------------|
|          | 1091 | Tester    | Petre      | Offer  |        |                   |           | 2019-12-16 | Dr. Strange Level Neurologist | Sydney   | 20         | 2019-12-16  |

5. On Boarding screen will be displayed

Save

Candidate On-Boarding

Name (ID)

Petre Tester (1091)

Job Listing

Dr. Strange Level Neurologist

System Data

Person ID

System-generated if ei

(ID is system-generated if empty)

Candidate Data

(Migrate Data from Candidate Portal)

6. Tick 'Candidate Data' if you are using the recruitment module, this will migrate the data from the recruitment module straight to the on-boarding page. This is helpful to bring the Resume, License etc. over without having to type them manually
7. Input a unique Person ID if you are using any for the company, otherwise leave the field blank and let the system generate one for you
8. Click the Save button to move forward and start the on-boarding process

## New Employee On-Boarding

1. You can immediately proceed with entering the other user information after the steps previously discussed

✔ Save

### New Employee On-Boarding

|                |   |   |  |  |
|----------------|---|---|--|--|
| Effective Date | <input type="text" value="2019-12-16"/> | * |  |  |
| Last name      | <input type="text" value="Petre"/>      | * |  |  |
| First name     | <input type="text" value="Tester"/>     | * |  |  |
| Person ID      | <input type="text" value="123469"/>     |   |  |  |

User Profile
Personal
Employment
Remuneration
Provisioning
Tasks

#### System Access

|                         |  |
|-------------------------|--|
| Login UserName          | <input type="text"/>                     |
| Login Password          | <input type="text"/>                     |
| 2-factor Authentication | <input type="text" value=""/>            |
| Login Enabled           | <input type="checkbox"/>                 |
| Security Group          | <input type="text" value="Employee"/>    |
| Configuration           | <input type="text" value="On Boarding"/> |

#### Work Contact

|             |                      |
|-------------|----------------------|
| Work Email  | <input type="text"/> |
| Work Mobile | <input type="text"/> |
| Work phone  | <input type="text"/> |
| Extension   | <input type="text"/> |

2. You have the option to select the effective data and user information on the form
3. Make sure the login username is correct
4. Login password is generated by the platform and will be sent to the email

5. We usually leave the security group as Employee, we can always modify this later
6. Enter his work email, for this purpose, we can use the personal email first. We can always change this later since he won't probably have any company email at this point
7. Click on the different tabs on the New Employee On-Boarding form to input other details
8. Click the Save button to save your changes

Candidate will be able to access the platform using the login credential provided to him via the New Employee On-Boarding process. They will be able to proceed with the Employee on-boarding process described in the On-boarding guide.

## Candidate Portal

Job Listings can be delivered to the Candidate Portal, however not everyone can access the candidate portal. Follow the steps below to send invites to your candidates to give them access to the Candidate Portal.

### How to Send Candidate Portal Invitation

1. Click HR > Recruitment
2. Click Candidate Portal from the side menu
3. Click Portal Invitation

| Portal Invite | ID   | Last Name | First Name | Resume | Sent Date | Events | Sent Date | Login Username | Last Login | Status      | Job Listing                   | Location | JobList ID | JobList Status | Submit Date | Type     | Source |              |
|---------------|------|-----------|------------|--------|-----------|--------|-----------|----------------|------------|-------------|-------------------------------|----------|------------|----------------|-------------|----------|--------|--------------|
|               | 1091 | Tester    | Petre      |        |           |        |           |                |            | Offer       | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-16  |          | OFFER  | Petre Tester |
|               | 1090 | Hunt      | Owen       |        |           |        |           |                |            | Offer       | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | External | CUEST  | Owen Hunt    |
|               | 1089 | Doe       | John       |        |           |        |           |                |            | Application | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | Admin    | Admin  | John Doe     |
|               | 1088 | TEST      | Joseph     |        |           |        |           |                |            | Assessment  | Big Bang Scientist            | Sydney   | XQQ2DWMQBH | Open           | 2019-12-06  |          | OFFER  | Joseph TEST  |

4. Select the Notification method, set either email or mobile
5. Click Save to send the notification

Save

Candidate Notification : Portal

Candidate ID 1091  
 Candidate Name Petre Tester

Email   
 Mobile   
 Comments

Notification

Method  Email  Mobile

Subject

**B** *I* U
Montserrat
14

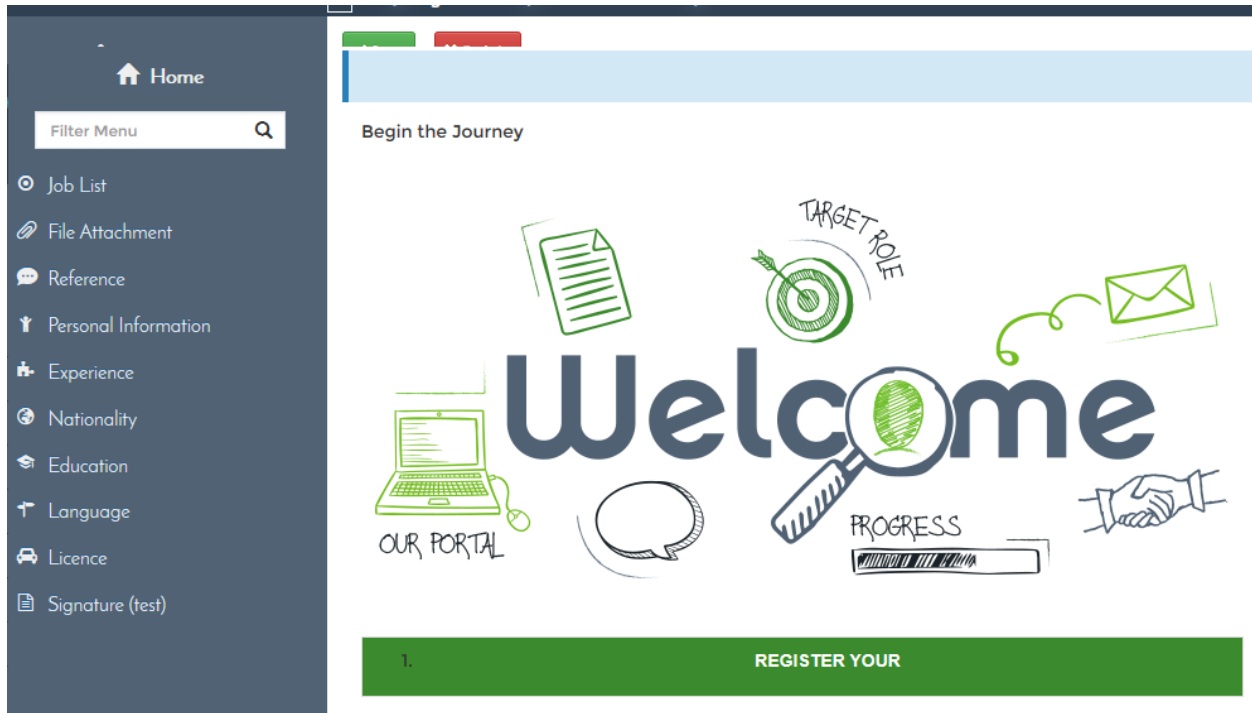
Hi [First\_Name] [Last\_Name], You are invited to login to the Candidate Portal and complete information regarding your registration/application. URL = https://www.DataKiosk.com Username = [Username] Password = [Password]

SMS Text

Attachment  No file chosen

Substitution  
First\_Name, Last\_Name, Native\_Name, Vacancy\_Name, Company\_Name  
 Manager\_Name, Hiring\_Manager\_Name, Position\_Name, Location\_Name  
 Start\_Date, Probation\_Date, Referee\_Name, URL

You can click the link from the email to access the Candidate Portal here's a preview showing the job listings etc. from the side menu.



## Application Verification

Quickly view the Candidates Application from this page. You may click on the ID to view more details related to the candidate. The Verified column will have the green icon when the candidate application has been verified.

| ID   | Last Name | First Name | Resume | Verified | Sent Date | Email                           | Last Login | Junk | Status       | Job Listing                   | Location | JobList ID           | JobList Status | Submit Date | Type     | Source   |                |
|------|-----------|------------|--------|----------|-----------|---------------------------------|------------|------|--------------|-------------------------------|----------|----------------------|----------------|-------------|----------|----------|----------------|
| 1091 | Tester    | Petre      |        |          |           | sheryll.tan@employeeconnect.com |            |      | Offer        | Dr. Strange Level Neurologist | Sydney   | 20                   | Open           | 2019-12-16  |          | OFFER    | Petre Tester   |
| 1067 | Hunt      | Owen       |        |          |           | demon@datakiosk.com             |            |      | Unsuccessful | Contract Administrator - SA   | Adelaide | eaekr544cd163sggmonq | Open           | 2019-11-07  | Internal | Internal | Owen Hunt      |
| 1011 | Schroeder | Ron        |        |          |           | craig@employeeconnect.com       |            |      | OnBoarding   |                               |          | 2                    |                | 2019-02-02  |          |          | Ron Schroeder  |
| 1007 | Giannitto | Reno       |        |          |           | reno@employeeconnect.com        |            |      | Shortlist    |                               |          | 1                    |                | 2019-01-21  |          | AGENCY   | Reno Giannitto |
| 1043 | Giannitto | Reno       |        |          |           | reno@employeeconnect.com        |            |      | Interview    |                               |          | 1                    |                | 2019-01-21  |          | AGENCY   | Reno Giannitto |

Rows 1 to 5 of 5

**Petre Tester**  
 Dr. Strange Level Neurologist (20) Status: Offer  
 Location: Sydney Submit Date: 2019-12-16  
 Manager: Owen Hunt Availability:

Personal

Resume

Questionnaire

Qualifications

Assessment

Interview

References

Pre-Employment

## Data Status

Data status gives you a quick view of the candidate’s personal information in the organization. This table will let you know which data he has entered information to in your organization, quickly see who misses what from this page. You can see the candidate name and the columns will display if he has input any info for his personal data, questionnaire, references, experience, nationality, education etc. It will be marked with the red icon if he has not entered any information on them and a green icon when data is present in that form.

| Dash Board | ID   | Last Name | First Name | Resume | Email                           | Status       | Invite | Reminder | Personal | Questionnaire | References | Experience | Nationality | Education | Language | Licence | Job Listing                   | Location | JobList ID           | JobList Status | Submit Date | Type     | Source   |               |
|------------|------|-----------|------------|--------|---------------------------------|--------------|--------|----------|----------|---------------|------------|------------|-------------|-----------|----------|---------|-------------------------------|----------|----------------------|----------------|-------------|----------|----------|---------------|
|            | 1092 | Tester9   | Peter      |        | Pianect1@gmail.com              | Offer        |        |          |          |               |            |            |             |           |          |         |                               |          |                      |                | 2019-12-18  |          | OFFER    | Peter Tester9 |
|            | 1091 | Tester    | Petre      |        | sheryll.tan@employeeconnect.com | Offer        |        |          |          |               |            |            |             |           |          |         | Dr. Strange Level Neurologist | Sydney   | 20                   | Open           | 2019-12-16  |          | OFFER    | Petre Tester  |
|            | 1090 | Hunt      | Owen       |        | demon@datakiosk.com             | Offer        |        |          |          |               |            |            |             |           |          |         | Dr. Strange Level Neurologist | Sydney   | 20                   | Open           | 2019-12-12  | External | GUEST    | Owen Hunt     |
|            | 1069 | test      | reggy      |        | rgiannitto2@gmail.com           | Unsuccessful |        |          |          |               |            |            |             |           |          |         | Big Bang Scientist            | Sydney   | XDQZ09WMBH           | Open           | 2019-11-22  |          | OFFER    | reggy test    |
|            | 1067 | Hunt      | Owen       |        | demon@datakiosk.com             | Unsuccessful |        |          |          |               |            |            |             |           |          |         | Contract Administrator - SA   | Adelaide | eaekr544cd163sggmonq | Open           | 2019-11-07  | Internal | Internal | Owen Hunt     |

## Candidate Portal Configuration

Customise your Candidate portal configuration from here. See the sample below, customize the fields like The Content, instructions, layout etc. These settings will dictate the look and layout of your candidate portal.

Save

### Candidate Portal Configuration

Configuration Name

Nightly Update

Last Update 2019-11-01 16:52

### Portal Content

Enterprise Name

🔍 **B** *I* U Montserrat ▼ 14 ▼ **A** ▼ **T** ▼

📄 ↶ ↷ </> ?

Welcome to the Candidate portal!!!

**Begin the Journey**

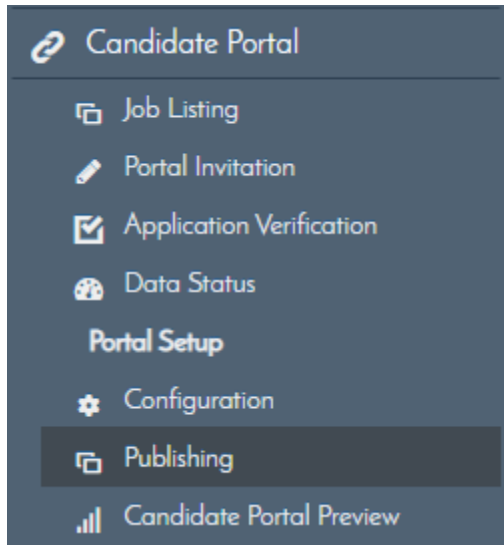
Application Confirmation

Offer Instructions

### System Defaults

- Menu Layout
- Country
- Date Format
- Time Format
- Currency
- Charset
- Language
- Time Zone
- Name Format
- Look and Feel

## Publishing



Use this page to publish your candidate portal data. Select the fields you wish to publish and click Save. Please note that a batch job will publish the portal data hourly (also seen at the end of the form)

✓ Save

### Candidate Portal Publish

Portal Data  \*

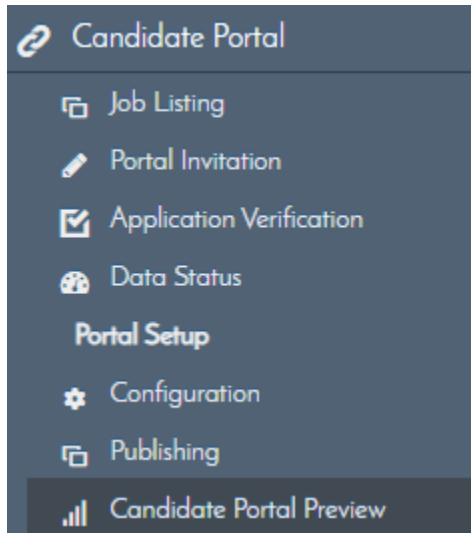
Database  \*

Last Update 1/11/2019 4:52:25 PM

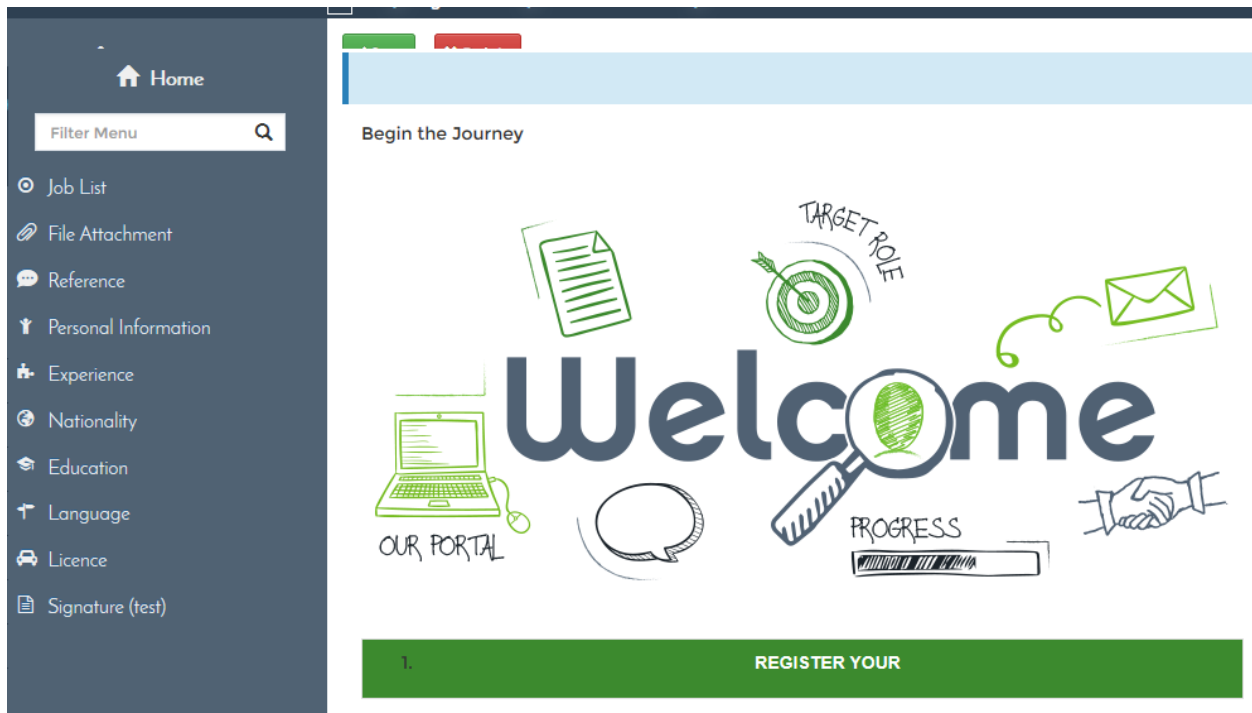
**NOTE :** A batch job will publish the portal data hourly.



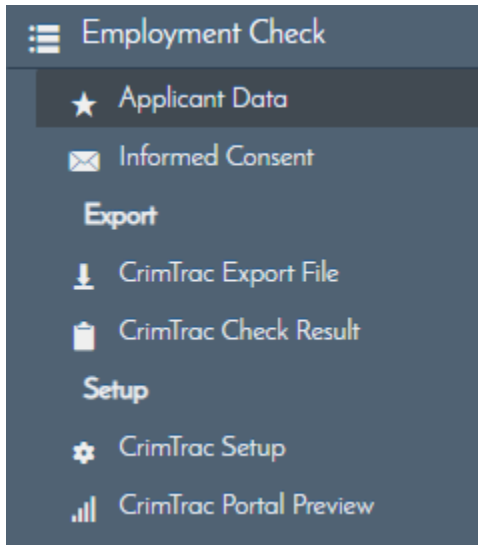
## Candidate Portal Preview



Preview the Candidate Portal layout from here without having to login or launch a separate page for the actual Candidate portal. Note that the menu will switch the Candidate Portal related menu when you do click the preview link.



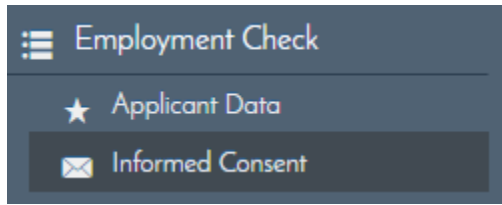
## Applicant Data



This page is straight forward and will allow you to view the candidate information like their Personal Data, History, and qualifications. Everything here can be modified just remember to click save after making your changes.

| Applicant Data |        |           |            |             |                |            |                               |          |            |                |             |          |        |
|----------------|--------|-----------|------------|-------------|----------------|------------|-------------------------------|----------|------------|----------------|-------------|----------|--------|
| Filter         |        |           |            |             |                |            |                               |          |            |                |             |          |        |
|                | Search | Clear     | Advanced   | xls         |                |            |                               |          |            |                |             |          |        |
| Dash Board     | ID     | Last Name | First Name | Status      | Check Category | Check Type | Job Listing                   | Location | JobList ID | JobList Status | Submit Date | Type     | Source |
|                | 1092   | Tester9   | Peter      | Offer       |                |            |                               |          |            |                | 2019-12-18  |          | OFFER  |
|                | 1091   | Tester    | Petre      | Offer       |                |            | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-16  |          | OFFER  |
|                | 1090   | Hunt      | Owen       | Offer       |                |            | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | External | GUEST  |
|                | 1089   | Doe       | John       | Application |                |            | Dr. Strange Level Neurologist | Sydney   | 20         | Open           | 2019-12-12  | Admin    | Admin  |
|                | 1088   | TEST      | Joseph     | Assessment  |                |            | Big Bang Scientist            | Sydney   | XOQ2DWMQBH | Open           | 2019-12-06  |          | OFFER  |
|                | 1087   | TEST      | Arman      | OnBoarding  |                |            |                               |          |            |                | 2019-12-06  |          | OFFER  |

## Informed Consent



This page will be the repository of consent letters sent out to allow Employment checks to be done for applicants. See the screenshot below. You may click on the envelope button to view the email.

| Informed Consent Email Invitation   |      |           |            |             |                  |                |                |            |                    |                  |  |
|---|------|-----------|------------|-------------|------------------|----------------|----------------|------------|--------------------|------------------|--|
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Filter</span> <div> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> </div> </div> |      |           |            |             |                  |                |                |            |                    |                  |  |
| CrimTrac Invite   | ID   | Last Name | First Name | Status      | Consent Received | Applicant Type | Check Category | Check Type | Application Source | Application Date |  |
|   | 1029 | Hunt      | Owen       | Application | False            | External       | Employment     | Standard   | GUEST              | 2019-05-31       |  |
| Rows 1 to 1 of 1  |      |           |            |             |                  |                |                |            |                    |                  |  |

Applicants for which Employment Check data has been collected

This form can be customized. Just remember to save so any of the modification you made will be saved.

Save

Candidate Notification : CrimTrac

Candidate ID 1029  
 Candidate Name Owen Hunt  
 Email   
 Mobile   
 Comments

Notification

Method  Email  Mobile

Subject

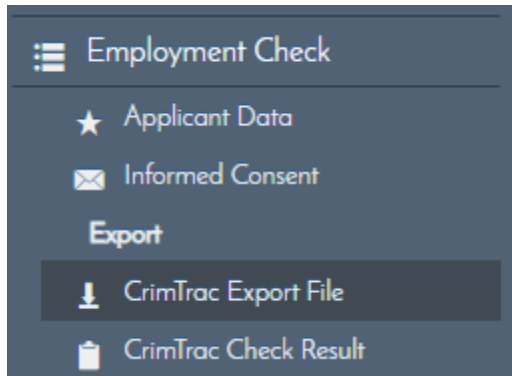
Font: Montserrat 14px
Color: A
Align: Left

Hi [First\_Name] [Last\_Name], You are invited to login to the CrimTrac Portal and complete information regarding your personal history. URL = https://www.DataKiosk.com Username = [Username] Password = [Password]

SMS Text

Attachment  No file chosen

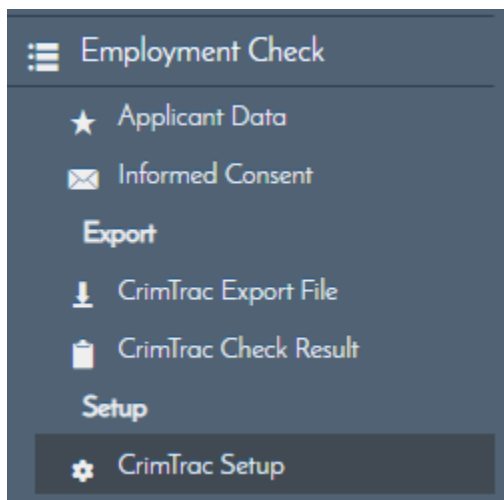
## CrimTrac Export File



Export your Crimtrac CML file from here, note that CrimTrac needs to be setup before this to function properly.

| CrimTrac Export File |                |                  |                   |                    |                  |          |                                     |
|----------------------|----------------|------------------|-------------------|--------------------|------------------|----------|-------------------------------------|
|                      | Search         | Clear            | Advanced          | xls                |                  |          |                                     |
| Dash Board           | Applicant Name | Application Date | Assessment Status | Identity Confirmed | Consent Received | XML File | Generate                            |
|                      |                |                  |                   |                    |                  |          | <input checked="" type="checkbox"/> |
| Rows 0 to 0 of 0     |                |                  |                   |                    |                  |          |                                     |

## CrimTrac Setup



Setup your CrimTrac integration from this page. Most of the ID and required data used in the form will be from your CrimTrac account. We will outline the codes/IDs needed for the setup but please coordinate with CrimTrac support for Crimtrac codes and IDs you do not have handy.



### CrimTrac Setup

Agency Name

### CrimTrac Submission

Organisation Code  \*

Office Code

Purpose

Reference Number

Additional Identifier

Priority

Priority Reason

No Consent Reason

Note

### Accredited Body

Legal Name

Address

Contact

ABN

### Legal Entity Customer

Legal Name

Address

Contact

ABN

### Third Party 1

Legal Name

ABN

### Third Party 1

Legal Name

ABN

### Organisation Code

An ACIC supplied value that is a mandatory unique identifier for the organisation submitting the Check.

### Office Code

A valid office code for the organisation submitting the Check is mandatory if Office code(s) are currently registered for the organisation.

### Purpose

A free text description of the occupation or work environment for which the check has been requested. E.g. Fire fighter, Health Worker. Mandatory for agency checks.

### Reference Number

The organisation unique reference number for the check. If the Organisation Reference Number is supplied by the organisation it must be unique for that organisation. It will be converted to uppercase by NSS.

### Additional Identifier

An additional identifier that may be used as relevant to the agency or against the check subject. e.g. Blue card number.

### Priority Reason

Mandatory if the Priority Reason of the Check is marked as Urgent.

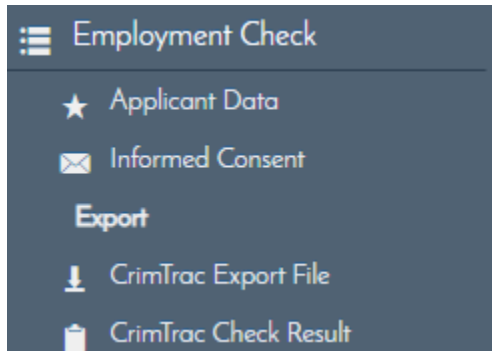
### No Consent Reason

Mandatory if the Informed Consent has not been received.

### Note

A free text field where further information can be added to a check. As well as characters permitted by the definition of text, this field also permits carriage return and line feed characters.

## CrimTrac Check Result



Employment Check Result can be found here.

## CrimTrac Portal Preview

Shows a preview of the CrimTrac Portal without having to logoff the current session and logon CrimTrac.

**NPCS Nationally Coordinated Criminal History Check**

Information Privacy Notice Results Contact

**What is a nationally coordinated criminal history check ?**

A nationally coordinated criminal history check is conducted with your informed consent to determine your suitability for a position of trust, specified field of endeavour or as required by legislation. A nationally coordinated criminal history check contains your personal information, and police information that is disclosable about you, according to the purpose of your check.

**Who completes this form ?**

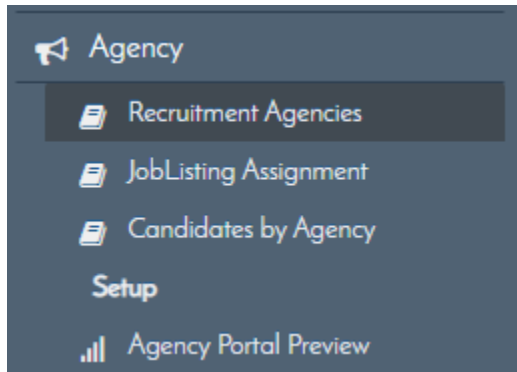
You are required to provide your personal details and informed consent to complete this form. You must also provide your identity documents, as detailed in Documents required. If you are less than 18 years of age, this form must be completed by your parent or legal guardian. You are completing this form to obtain a nationally coordinated criminal history check.

**Providing incomplete, false or misleading information**

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the Criminal Code Act 1995 (Cth).

If you become aware you have provided incorrect information you must contact the accredited body as soon as possible.

## Recruitment Agencies



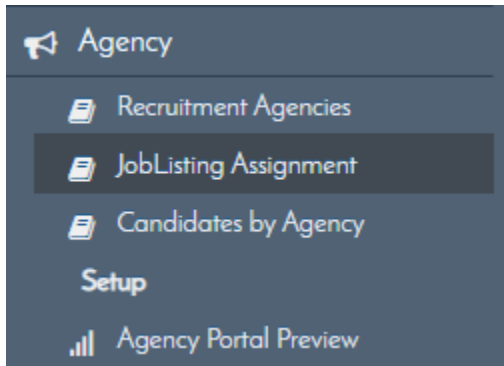
See a list of Recruitment agencies or enter new agencies in the platform here. You can use this to quickly sort out agency contacts for when you need to source out candidates. Here’s a sample of the screen from EmployeeConnect.

| Recruitment Agency   |      |   |            |                           |                  |                                     |               |
|--|------|---|------------|---------------------------|------------------|-------------------------------------|---------------|
| <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> |      |   |            |                           |                  |                                     |               |
|  | Edit | Agency  | Candidates | Service                   | Contact          | Preferred Supplier                  | Active Record |
|  |      | Agency for Scientists                         |            | Advertising Agency        | Sheldon Cooper   | <input checked="" type="checkbox"/> |               |
|  |      | Neurologists Agency                           |            | Advertising Agency        | Derrick Shepherd | <input checked="" type="checkbox"/> |               |
|  |      | Cardio Surgeons                               |            | Advertising Agency        | Christina Yang   | <input checked="" type="checkbox"/> |               |
|  |      | Paediatric Surgeons                           |            | Advertising Agency        | Tillie Potts     | <input checked="" type="checkbox"/> |               |
|  |      | Nationally Coordinated Criminal History Check |            |                           |                  | <input type="checkbox"/>            |               |
|  |      | SEEK  |            | Internet Recruitment Site |                  | <input type="checkbox"/>            |               |
|  |      |   |            |                           |                  |                                     |               |

Rows 1 to 6 of 6



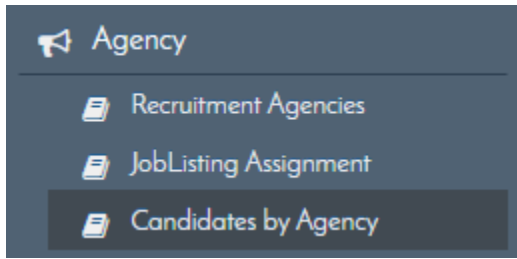
## JobListing Assignment



This page lists the Job listings with the associated Agency. If a Job listing has a link to any agency, and you need to find it, you can see them here.

| Recruitment Agency Assignment |                               |        |            |          |           |                                      |            |          |  |
|-------------------------------|-------------------------------|--------|------------|----------|-----------|--------------------------------------|------------|----------|--|
| JobList ID                    | Title                         | Agency | Candidates | Location | Work Type | Published                            | Start Date | End Date |  |
| 20                            | Dr. Strange Level Neurologist |        | . 0 .      | Sydney   | Full-time | <span style="color: green;">●</span> | 2019-12-12 |          |  |
| 18                            | beer filter                   |        | . 0 .      |          |           | <span style="color: red;">●</span>   |            |          |  |
| 17                            | beer recycler                 |        | . 0 .      |          |           | <span style="color: red;">●</span>   |            |          |  |
| 16                            | beer drinker                  |        | . 0 .      |          |           | <span style="color: red;">●</span>   |            |          |  |
| 15                            | beer taster                   |        | . 0 .      |          |           | <span style="color: red;">●</span>   |            |          |  |
| 14                            | test test test                |        | . 0 .      |          |           | <span style="color: red;">●</span>   |            |          |  |

## Candidates by Agency

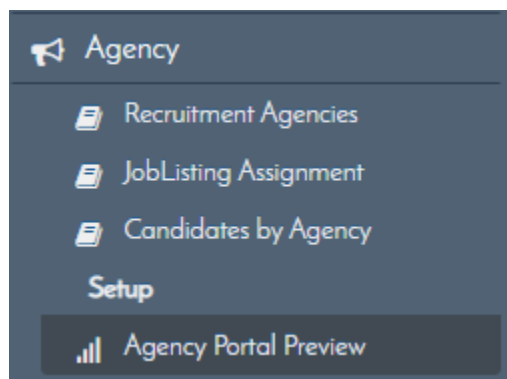


This page lists the Candidates with their associated Agency. Quickly trace where the candidate was acquired from via this functionality.

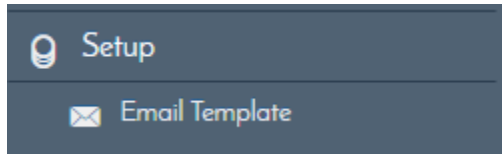
| Candidates by Agency |                                     |                                    |                                       |                                  |            |        |              |                        |          |            |                |          |
|----------------------|-------------------------------------|------------------------------------|---------------------------------------|----------------------------------|------------|--------|--------------|------------------------|----------|------------|----------------|----------|
| <input type="text"/> | <input type="text" value="Search"/> | <input type="text" value="Clear"/> | <input type="text" value="Advanced"/> | <input type="text" value="xls"/> |            |        |              |                        |          |            |                |          |
| Agency               | Submit Date                         | Dash Board                         | ID                                    | Last Name                        | First Name | Resume | Status       | Job Listing            | Location | JobList ID | JobList Status | Type     |
| Neurologists Agency  | 2019-07-11                          |                                    | 1038                                  | pouiyt                           | dave       |        | Offer        | Neurologist            | Sydney   | O5YPSLCE12 | Open           | External |
|                      | 2019-07-04                          |                                    | 1047                                  | asfd                             | asdf       |        | Unsuccessful | Big Bang Scientist     | Sydney   | XOQ2DWMQBH | Open           |          |
|                      | 2019-07-04                          |                                    | 1052                                  | asfd                             | asdf       |        | Offer        | Neurologist            | Sydney   | O5YPSLCE12 | Open           |          |
| Neurologists Agency  | 2019-07-04                          |                                    | 1037                                  | asfd                             | asdf       |        | Unsuccessful | CardioVascular Surgeon | Sydney   | LVA8YA5IDE | OPEN           | External |
|                      | 2019-01-21                          |                                    | 1043                                  | Giannitto                        | Reno       |        | Interview    |                        |          | 1          |                |          |
| Cardio Surgeons      | 2019-01-21                          |                                    | 1007                                  | Giannitto                        | Reno       |        | Shortlist    |                        |          | 1          |                |          |
| Cardio Surgeons      | 2019-01-21                          |                                    | 1008                                  | Kopoulos                         | Ari        |        | Offer        |                        |          | 1          |                |          |

Rows 1 to 7 of 7

## Agency Portal Preview



Preview your Agency Portal from this link in the Agency Portal Preview side menu. Active Job listings, Candidate lists, etc will be listed here for you to check.



## Email Template

| Candidate Notification                |                                     |  |
|---------------------------------------|-------------------------------------|--|
| <input type="text"/>                  | <input type="text" value="Search"/> | <input type="text" value="Clear"/>                         |
| <input type="text" value="Advanced"/> |                                     |  |
| Edit                                  | Message Name                        | Comments   |
|                                       | Candidate Additional Application    | Candidate submit additional application to another vacancy |
|                                       | Candidate Application Approval      | Candidate approve via email                                |

You may configure the Candidate notification settings here including the Subject and body of the email. You can also set up the sms sent to the candidate from this form. Please see the form sample below:

### Candidate Additional Application

Subject

**B**
*I*
U

Montserrat ▾
14 ▾
**A** ▾



**T!** ▾

-



</>
?

Hi [FIRST\_NAME], Thank you for your recently submitted Job Application for the position of : [VAC\_Vacancy\_Name] We look forward to assessing your application. To fully assess your suitability for the role, please make sure your profile is always up to date. Kind Regards, Recruitment Team.

SMS Text

### Substitution

## Survey

| Surveys  |           |                               |      |               |         |       |     |         |  |
|--|-----------|-------------------------------|------|---------------|---------|-------|-----|---------|--|
| <input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> |           |                               |      |               |         |       |     |         |  |
| Edit   | Questions | Name                          | Copy | Type          | Enabled | Start | End | Preview |  |
|  |           | Candidate Interview           |      | Questionnaire | True    |       |     |         |  |
|  |           | EC Interview Guide            |      | Questionnaire | True    |       |     |         |  |
|  |           | Job Application Questionnaire |      | Questionnaire | True    |       |     |         |  |

Rows 1 to 3 of 3

Edit or add new surveys from this page, you can configure the lay, survey questions etc. See the sample fields below.

**Survey Detail**

Survey
Layout
Questions

**Survey Detail**

Survey ID 512ep1nhb74a1imv9gpb

Survey Name

Description

Type  Questionnaire  Assessment

**Accessibility**

Enabled  True  False

Start Date

End Date

Scope

- Candidate
- Lifecycle
- Engagement
- OHS

## Survey Detail

Survey **Layout** Questions

### Form Layout

Assessment Pass Points

Size

Subject List

Header

Footer

## Survey Detail

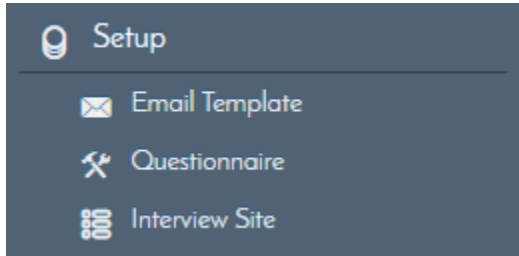
Survey **Layout** Questions

 **Questions**

| Number | Label | Question |
|--------|-------|----------|
|--------|-------|----------|

|         |  |  |
|---------|--|--|
| No data |  |  |
|---------|--|--|

## Interview Site

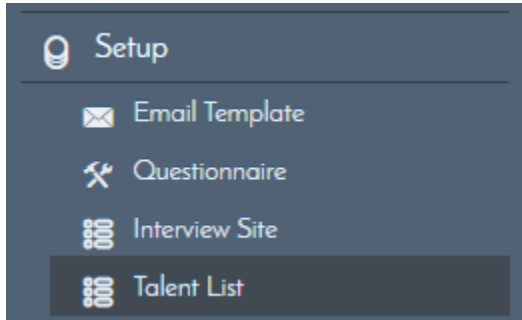


Setup your interview site from this page. You may add as many as you like and these will appear on your recruitment allowing you to pick them from the picklist.

| Interview Site                                  |                                     |                                    |                                       |   |  |
|---|-------------------------------------|------------------------------------|---------------------------------------|---|--|
| <input type="text"/>                            | <input type="text" value="Search"/> | <input type="text" value="Clear"/> | <input type="text" value="Advanced"/> | <input type="text" value="xls"/>              |  |
|   | Site ID                             | Location                           | Site Name                             | Address Detail                                |  |
| <input type="button" value="→"/>                | 1010                                | Melbourne                          | back alley                            | behind the dumpsters ask for "Vinnie" 999 xxx |  |
| <input type="button" value="+"/>                |                                     |                                    |                                       |   |  |
| <input type="button" value="Rows 1 to 1 of 1"/> |                                     |                                    |                                       |   |  |

| Interview Site                                  |                                     |                                    |                                       |   |  |
|---|-------------------------------------|------------------------------------|---------------------------------------|---|--|
| <input type="text"/>                            | <input type="text" value="Search"/> | <input type="text" value="Clear"/> | <input type="text" value="Advanced"/> | <input type="text" value="xls"/>              |  |
|   | Site ID                             | Location                           | Site Name                             | Address Detail                                |  |
| <input type="button" value="→"/>                | 1010                                | Melbourne                          | back alley                            | behind the dumpsters ask for "Vinnie" 999 xxx |  |
| <input checked="" type="checkbox"/>             |                                     | <input type="text"/>               | <input type="text" value="*"/>        | <input type="text"/>                          |  |
| <input type="button" value="Rows 1 to 1 of 1"/> |                                     |                                    |                                       |   |  |

## Talent List



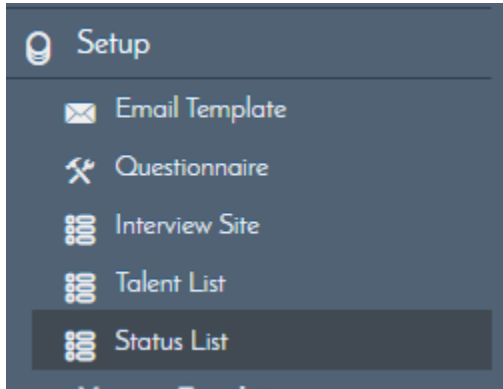
This is the Talent Pool or Talent Pool Configuration. These can all be tied and utilized from recruitment so take advantage of the feature and add those talents in the talent pool configuration.

| Talent Pool Configuration |                   |                   |       |   |                                     |
|---------------------------|-------------------|-------------------|-------|---|-------------------------------------|
|                           | Talent            | Display Value     | Order | Description                               | Active                              |
|                           | Smart             | Smart             |       | Can tie their own shoe laces in the dark  | <input checked="" type="checkbox"/> |
|                           | Sales Experience  | Sales Experience  |       | Sold condoms to Monther Theresa           | <input checked="" type="checkbox"/> |
|                           | Good with Numbers | Good with Numbers |       | At least, good with integers less than 12 | <input checked="" type="checkbox"/> |
|                           | Accounting        | Accounting        |       | Will cook-the-books like Gordon Ramsey    | <input checked="" type="checkbox"/> |
|                           | Heavy Licence     | Heavy Licence     |       | Will to go all the way with the big stuff | <input checked="" type="checkbox"/> |
|                           | Headhunter        | HeadHunter        |       | Killer Closer                             | <input checked="" type="checkbox"/> |
|                           | gunsales          | gunsales          |       |   | <input checked="" type="checkbox"/> |
|                           |                   |                   |       |   |                                     |

Rows 1 to 7 of 7



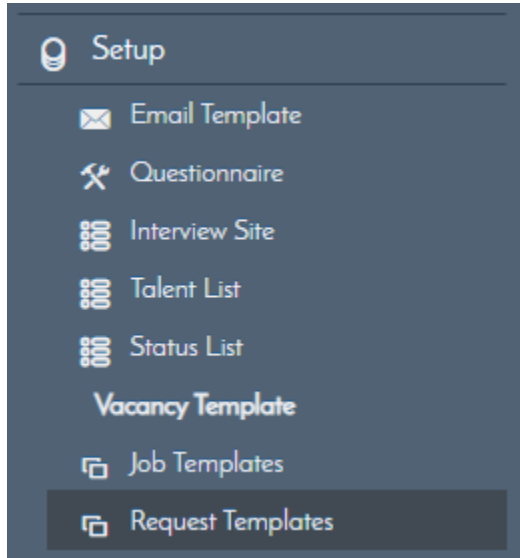
## Status List



This is where you input the Candidate Status you see from the recruitment candidate pages. You can add as much as you want and arrange the order they appear from the pick list. See the samples below that appear on the candidate’s status view from your recruitment pages.

| Candidate Status Configuration |               |              |            |       |  |  |
|--------------------------------|---------------|--------------|------------|-------|--|--|
| Status                         | Display Value | Funnel       | Promote    | Order |  |  |
| Void                           | Junk/Void     | Void         |            | 2     |  |  |
| Unsuccessful                   | Unsuccessful  | Unsuccessful |            | 4     |  |  |
| Referral                       | Referral      | Application  | Assessment | 6     |  |  |
| Application                    | Application   | Application  | Assessment | 8     |  |  |
| Assessment                     | Assessment    | Assessment   | Interview  | 10    |  |  |
| Interview                      | Interview     | Interview    | Shortlist  | 12    |  |  |
| Shortlist                      | Shortlist     | Shortlist    | Offer      | 14    |  |  |
| Offer                          | Offer         | Offer        | OnBoarding | 16    |  |  |
| Accepted                       | Accepted      | Offer        | OnBoarding | 18    |  |  |
| OnBoarding                     | OnBoarding    | Offer        | OnBoarding | 19    |  |  |
|                                |               |              |            |       |  |  |

## Request Templates



Job Requests can be setup from here, you can automatically have a request follow a format and have things like the Manager, Position etc. automatically setup for your when you select that Request from the list. You can set this up from here. See the form settings below, you can see they are familiar as this was covered previously.

**Request Template**

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

Request Position Remuneration Job Listing

New Hire Count

Request Reason

Hiring Start Date

Replace Employee

Justification


Attachment  No file chosen


### Request Template

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

- Request
- Position
- Remuneration
- Job Listing

Position 

Manager 

Company  ▾

Location  ▾

OrgUnit  ▾

Cost Centre  ▾

Attachment  No file chosen

### Employment


Work Type  ▾


Industrial Instrument

Work FTE

Work Hours

Work Period  ▾

Contract Start Date  

Contract End Date  

ant\_candidate\_request\_form&

### Request Template

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

Request

Position

Remuneration

Job Listing

Pay Basis

Currency

Salary

Pay Rate

Pay Grade

Salary Detail

### Individual Components

Component 1

Amount 1

Component 2

Amount 2

Component 3

Amount 3

Component 4

Amount 4

Component 5

Amount 5

## Request Template

Title  \*

Active Status  Pending  Approved  Active  Inactive \*

Request Position Remuneration Job Listing

Recruitment Budget \$ ..

Currency AUD ▾

### Job Listing

Position Description

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, font color, background color, text color, font size, font family, bulleted list, numbered list, indent, outdent, link, unlink, table, insert image, source code, and help.

Detail Info

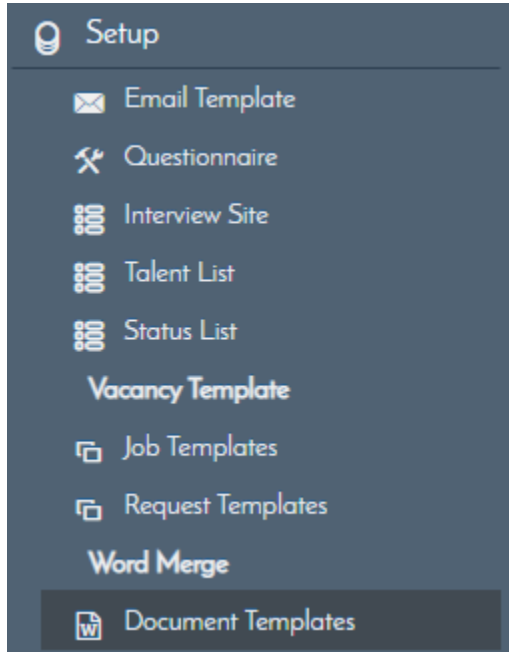
Bullet Point 1

Bullet Point 2

Bullet Point 3

Experience

## Document Templates

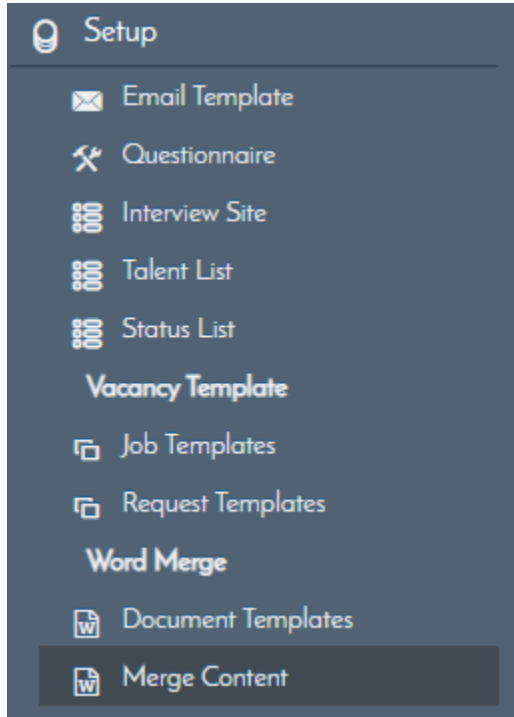


Find, add or edit your templates from here, setup your offer letters, Agreement change letters etc. from this page. Here is a view of the Document Templates, you can click on each one and find they are familiar as these are the documents you send to your candidates or letters found in the Recruitment module.

| Document Templates |                  |                           |   |                                     |                     |
|--------------------|------------------|---------------------------|---|-------------------------------------|---------------------|
|                    | Search           | Clear                     | Advanced  | Download xls                        |                     |
|                    | Template Type    | Document Name             | Document  | Active                              | Description         |
| →                  | Offer Letter     | EC Master Agreement       | EC Master Agreement.docx  | <input checked="" type="checkbox"/> | EC6.HR3.Recruitment |
| →                  | Agreement Change | Lifecycle Change Letter   | Lifecycle Change Template.docx  | <input checked="" type="checkbox"/> | EC6.HR3.Lifecycle   |
| →                  | Transfer         | Transfer Letter           | Transfer Template.docx  | <input checked="" type="checkbox"/> | EC6.HR3.Lifecycle   |
| →                  | Offer Letter     | LL QLD                    | Generic Pharmacy Assistant Contract.docx                                  | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | Example Offer Template    | Template Offer Word Merge.docx  | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | RG Test                   | Test Template Offer.docx  | <input checked="" type="checkbox"/> |                     |
| →                  | Transfer         | Example Transfer Template | Template Transfer Word Merge.docx   | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | IMS_Casual                | HR-CoE - Casual - CHANGE NOTIFICATION - Draft 021519.docx                 | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | Buildcorp Offer Letter    | 180821 GMc - Fixed Term FT Contract Employment Agreement 12132019 v2.docx | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | BC_Test                   | 180823 BJ - Full Time Employment Agreement 17062019.docx                  | <input checked="" type="checkbox"/> |                     |
| →                  | Offer Letter     | BOS                       | Unsuccessful Probation Ver1 051219.docx                                   | <input checked="" type="checkbox"/> |                     |
| +                  |                  |                           |   |                                     |                     |

Rows 1 to 11 of 11

## Merge Content



These are the clauses or inclusion you add to your contracts, you can set them up here and they will appear on the list when you customize and add notes, inclusion or clauses in your contracts.

| Document Content |  |           |   |
|------------------|--|-----------|---|
| Edit             | Pick Name  | Type      | Description   |
|                  | Employer Entity - Cape York Community Healthcare | notes     | Cape York Community Healthcare Pty Ltd  |
|                  | Whitsunday Locations                             | notes     | To be used for locums who work across all WS stores   |
|                  | Incentive - Conferences                          | notes     | To be used for Pharmacists who have conferences included in their contract as an incentive  |
|                  | Employment Type                                  | notes     | Use this clause to identify the employment type - for example Permanent Full-Time, Permanent Part-Time, Casual. If Maximum Term include commencement and end date of contract |
|                  | Hours of Work - Part-Time                        | notes     | Use this clause for part-time contracts.  |
|                  | Award Classification - Pharmacy Assistant        | notes     | Pharmacy Assistant description. Adjust classification level as required   |
|                  | Offer Expiration                                 | notes     | All offers are to have a expiration date included. Amend the clause as required.  |
|                  | Physical requirements of the role include        | inclusion |   |
|                  | Ari Special Clause                               | inclusion |   |
|                  | Peter Offer                                      | inclusion | Test Offer  |
|                  |  |           |   |

1 2 3 4 5  
 Rows 101 to 110 of 110

## SEEK Integration

EmployeeConnect can integrate the Recruitment functionality to post jobs to Seek. This document describes the requirements and details on how to successfully setup your kiosk to the Seek interface.

### Requirements

#### SEEK Account Details

All the information below can be acquired from Seek and is necessary to successfully setup the Recruitment module to Seek.

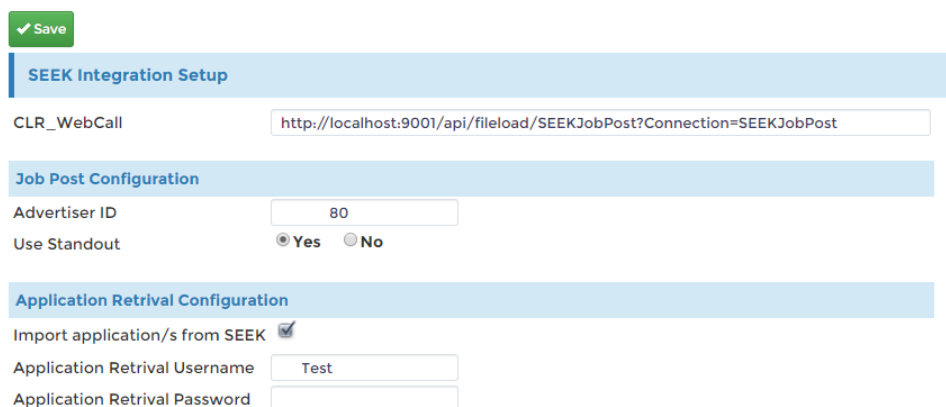
- Seek Advertiser ID: 12345678
- Seek Back-end Username: BackendUsername
- Seek Back-end Password: XXXXXXXXXX

#### Note

Your Seek back-end username is different from the normal frontend username you are using to login to the Seek website. The Seek back-end password is different too, please contact Seek support to check for these credentials if unsure.

## How to setup SEEK Integration

1. Click HR > Recruitment
2. Click Setup from the side menu
3. Click SEEK Integration



The screenshot shows a web form titled "SEEK Integration Setup". At the top left is a green "Save" button with a checkmark. The form is divided into three sections:

- Integration URL:** A label "CLR\_WebCall" is followed by a text input field containing the URL "http://localhost:9001/api/fileload/SEEKJobPost?Connection=SEEKJobPost".
- Job Post Configuration:** This section contains two fields: "Advertiser ID" with a text input field containing "80", and "Use Standout" with two radio buttons, "Yes" (selected) and "No".
- Application Retrieval Configuration:** This section contains three fields: "Import application/s from SEEK" with a checked checkbox, "Application Retrieval Username" with a text input field containing "Test", and "Application Retrieval Password" with an empty text input field.

4. Fill in the form fields with your SEEK credentials



5. Click Save.