



Cloud HR Systems

New e-Recruitment Module Release August 2014

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Your Next Generation e-Recruitment Solution

1 e-Recruitment Portal for Applicants

1.1 New Applicants

When an applicant is a first time user of the portal, they are asked to provide their e-mail address as a first step, so the system can take them through the process of creating their account. They are then asked for some general personal details like name, address, date of birth. The next step will ask them to attach their CV (this is mandatory, although it can be made non-mandatory). The applicant will also have the choice to attach their LinkedIn profile, which can be used to pre-fill certain fields within the system as well as bringing through other LinkedIn detail, like Education and Work History details not included in their CV.

1.2 Existing Applicants

An 'Existing Applicant' is someone who has already created an account and applied for a Vacancy. The portal will determine this by asking the applicant for their e-mail address. If Subscribe-HR recognises their e-mail address, the applicant will be taken to the details page for the Vacancy. If they have provided their CV previously, they will not need to re-attach this, unless they want to do so with a more up-to-date version. If a CV is mandatory and they have not previously attached one, they will be asked to do so if CV is mandatory for that Vacancy / Job.

1.3 Apply with LinkedIn

When applying for a Vacancy / Job for the first time, an applicant can use 'Apply with LinkedIn' to pre-populate fields in the Subscribe-HR e-Recruitment Portal. The Apply with LinkedIn integration will send from LinkedIn to Subscribe-HR, the Applicant's LinkedIn Position/s and Education details. The LinkedIn integration will manually prompt the Applicant to refresh their LinkedIn profile each week, or they can refresh as they wish at any time using the LinkedIn refresh button on their Profile page. LinkedIn does not provide the facility in their API to automatically update this data.

1.4 Curriculum Vitae (CV)

When a first time applicant applies for a position, it is mandatory for them to attach a CV when prompted (unless you have disabled this mandatory feature). They will also be asked if they would like to attach their LinkedIn Profile data at the same time. You can choose to make it non-mandatory to attach a CV when someone is first registering and applying for a Vacancy / Job. This will need to be configured by Subscribe-HR. If you make this non-mandatory at first, but then make it mandatory that they attach their CV for another future Vacancy / Job, we can configure it so they will not be able to go past their profile page, for that particular Vacancy / Job, without attaching their CV. If they have already attached their CV and it was more than 3 months

prior to the current Vacancy / Job they are applying for, they will be asked if they want to update their CV and refresh it.

1.5 Refer-Ability

The Subscribe-HR Refer option allows for people to log into their LinkedIn, Facebook or Twitter accounts and share Jobs with their contacts directly. When they select their desired avenue, e.g. LinkedIn, Facebook or Twitter, this will load their choice into a widget that will then allow the user to select which contacts they would like to share the Vacancy / Job with. Multiple contacts can be selected. The user can also choose to send an e-mail to recipient/s by selecting the e-mail icon. Once they send the invitation using LinkedIn or Facebook, it will be received by the recipient/s into their respective LinkedIn or Facebook accounts. It is also possible to share the position as a tweet into the referrer's Twitter account. The person who made the referral and the person who applies based on the referral will be tracked automatically within the Recruitment Administration module (Manage Tool – Referral Tab). There is a Workflow e-mail that can be triggered to send to all Employees, informing them of vacancies / Jobs that have been posted by your organisation, and asking them to use the Refer option in the portal, to share Vacancies / Jobs with their contacts using LinkedIn, Facebook and Twitter. There is also an option to be able to e-mail a friend directly. Click on the e-mail icon when you have selected the refer option on the front page of the Job Board. Subscribe-HR will also track referrals via e-mail.

1.6 Account Profile

The account profile of an Applicant contains the following information: Details. Education. Work History. Certificates and Licenses. References. Applications History. Interviews. Vacancy Alerts. At the end of the Application process for each Vacancy / Job, the Applicant will be prompted as to whether they would like to enter any profile details. Profile details are:

- Details. This form contains general applicant details. It also includes Twitter, Facebook and LinkedIn profile Details.
- Education and Qualifications. This form contains the Education details, which are copied from the Applicant's LinkedIn Account as part of the Apply with LinkedIn option as well as the Manual LinkedIn Refresh. LinkedIn records are marked with a LinkedIn Icon. It also contains the Education and Qualifications records that can be entered manually.
- Work History. This form contains work history details, which are copied from the Applicant's LinkedIn Account as part of the Apply with LinkedIn process and the Manual LinkedIn Refresh. LinkedIn records are marked with a LinkedIn Icon. It also contains the Work History records that can be entered manually.
- Certificates and Licenses. This form contains Certificate and License records that can be manually entered.

- Referees. This form contains Referee records that can be manually entered.
- Applications History. This contains a history of Vacancies / Jobs that have been applied for previously with current Status, as well as the possibility to complete or withdraw applications..
- Interviews. This form contains interview booking details for the most current Active Vacancies.

1.7 Vacancy Alerts

Alerts sent based on a particular Job Alert that an Applicant has registered for.

1.8 Agency

Agencies can use the Agency Registration Page to sign-up to submit applicants to the e-Recruitment portal. They can use the login page to login in to the system after they have registered.

Note: All data captured in the functionality above, is also captured in the Recruitment Administration Module.

It is key to note, that if you would like to link any of the Profile details to any of the questions in the SHaRe questionnaire tool (Recruitment,) this can be done by linking the answers to the questions (Form Field Option).

1.9 Applicants can Assign Themselves to Interview

Applicants can assign themselves to interview time slots. HR Managers can send emails through the recruitment administration module to let them know if a timeslot is free for vacancy (interview stage).

1.10 Deactivation and Reactivation

An Applicant can de-activate their account from within their profile after they have logged in. If the Applicant chooses to de-activate, they will be informed that their account will be de-activated. If the applicant chooses to do this, they will be automatically logged out. An Applicant can re-activate their account, simply by using their user name and password to login. If the Applicant account is inactive, they will be asked if they want to re-activate their account. If they choose yes, their account will become active again. By de-activating their account, the Applicant will not be included in Talent Cube/s and any active Job Alerts will be de-activated. The Applicant will receive no communication from the Applicant Tracking System if they have an inactive account.

1.11 Browser Message in Job Description

Under the Job Description in the e-Recruitment Portal, there is a system message which outlines the browsers that are supported, e.g. Firefox,

Chrome, Safari and IE version 7 or later. If someone tries to login to the e-Recruitment portal with a browser that is not supported, they will be automatically told by the system that their browser is not supported.

1.12 Help

An Applicant can read about how to use the e-Recruitment Portal by accessing the Help section on the e-Recruitment Portal (Job Board). The Help section explains how to use the e-Recruitment system.

1.13 Cookies

We use cookies to store the User Name and Password of Applicants for up to 3 Years. This means that after an Applicant has registered to apply for a Job / Vacancy for the first time, the system will record these details so the applicant, when returning to the portal, will not have to provide it again for up to 3 years, if they are applying for another position.

1.14 Change Password

An existing applicant can request a new Password from the Subscribe-HR e-Recruitment Portal. This functionality is available for existing users who have forgotten their password and wish to apply for a Vacancy / Job, or to login to their profile area to perform a task. Please see the Workflows section for detail relating to 'Workflow e-mail,' which is sent to a user who has requested a Password Change. If you attempt to login unsuccessfully more than 5 times, you will be locked out for 30 Minutes. If you reset your password from within your account area (Profile Page), you will be sent an e-mail confirming that you have done this. If an existing user simply wishes to change their password (not forgotten it but wish to change it), this can be done from within the Profile page

1.15 Forgot Password

If an existing Applicant has forgotten their password, they can request a new password from the home page of your organisation's Job/Career page. The Applicant will need to provide the e-mail address they used when originally signing-up. When they provide their User Name (e-mail address) and submit it, they will be sent an e-mail to that e-mail address, outlining their new auto-generated password (this will be a 32 character password). In the e-mail, there will be a link, which the applicant can click, that takes them back to the login section. The applicant can use this auto-generated password, to login, along with their User Name. When the applicant logs in, they will be asked to provide this auto-generated password again. Once the applicant submits this, they will then be asked to create a new password, and confirm that password. The new password needs to have minimum of 8 characters. Once the applicant has done this successfully, they will be directed to the Profile page.

2 e-Recruitment Portal for Agencies

If 'Allow Agencies' is enabled in the System Settings, Agencies can create a profile and submit applicants through the Portal.

2.1 Agency Details

While creating or updating their profile, Agencies can provide their name, contact, phone, fax, mobile, email, website, address, password, rate and terms of business.

Once the profile is created, Agencies are able to create applicants. Their details page is similar to the details page when an Applicant is logged in.

Agencies can load Applicant details and then submit them through the recruitment workflow defined in the vacancy details.

3 e-Recruitment Portal Settings (Easy Configuration for Portal)

Basic set-up of the e-Recruitment Portal can be done within settings in Subscribe-HR.

3.1 Theme (Customiser)

The configuration points are: Change Fonts. Change CSS colour and Change logo. If more detailed customisation is required, the IDE can be used for this. The IDE can be used by either a Subscribe-HR resource, or your own JavaScript skilled resource, to customise the portal. IDE certification through Subscribe-HR is required prior to any use of the IDE. These configuration options are located in Settings within Subscribe-HR.

3.2 URL

The e-Recruitment solution can now also auto-generate a Portal URL, which is also located in Settings. This is based on companyname.jobs.subscribe.com.

3.3 Settings

You can configure these settings to show, in the Management Tool and against the Applicant's record, if they are an undesirable applicant.

3.4 LinkedIn Data Import

Data Import can be configured to outline which LinkedIn data is copied from LinkedIn to Subscribe-HR as part of the Apply with LinkedIn integration.

3.5 Applicant Manual Score

Based on multiple people logging in to score Applicants, you can choose whether the output of the score (the number shown) is a sum or an average.

3.6 Graduate Recruitment

There is a Graduate Recruitment option, which allows you to post graduate vacancies to a separate Jobs Board, in the e-Recruitment Portal.

4 Social Media Integration

4.1 LinkedIn

New Registration and Update LinkedIn Information (Refresh). There are two parts to the LinkedIn Integration. One is Referral Integration, which can be done from the portal and also from the e-Recruitment module. The other is the Apply with LinkedIn integration, which allows a user to Apply using their LinkedIn account. If they do apply with LinkedIn, the integration will pre-populate Applicant Masterfile details and also passes LinkedIn Positions and LinkedIn Education data into Subscribe-HR. Once an Applicant has performed the initial transfer of data (on Application using LinkedIn), they will have the option to manually refresh this. This refresh can be done from the profile settings in the e-Recruitment Portal. There is a refresh message that will be show automatically each month. This is shown when the user logs in on the Applicant main Profile details page. All the LinkedIn data that is sent from LinkedIn to Subscribe-HR can be queried using the Search Tool in the Manage Tool, The Search Tool in Talent Cubes and The IQ Search Tool. There is also a LinkedIn Referrer option for Recruitment Administration system administrator users.

4.2 Twitter

Applicants can submit a link to their Twitter account, which will enable recruiters to go to the Twitter website to view tweets and other activity. Applicants can also share Jobs / Vacancies with their Twitter contacts by posting it as a Tweet into their account.

5 Recruitment Module

The Recruitment Module has new features.

5.1 Manage Tool

The Manage Tool is the main set-up area for processing Applicants. There are many features in the Manage Tool, which are used by Recruiters to manage Applicants.

5.1.1 Click on Name of Applicant

Opens up work area where all applicant details are located. The work area contains Quick View access points to: View Resume, Record Costs and Export Summary. There are activity notes, which can be typed in and recorded in chronological order underneath. This area also records other contact types, like manually sent e-mails and workflow e-mails. On the right hand side of the work area, you can access a snapshot of the number of applications an individual has applied for. To hide this work-space, Click the Applicants Name again.

5.1.2 Progress and Reject Buttons (Red and Green Buttons)

By clicking these buttons, you can quickly process applicants. Reject will mark them as unsuccessful and automatically send an e-mail to the applicant saying that they are unsuccessful. If these buttons are used at any stage, they will send the same workflow e-mail message (note, it is a generic message). These buttons appear at all stages in the Management tool, except interview and contract sign-off. Please see Workflow e-mails for further details.

5.1.3 Actions

5.1.3.1 Unsuccessful

Unsuccessful send e-mail. Unsuccessful send no e-mail. This is a variation on the Reject option in Progress and Reject. Please see Workflow e-mails for more details.

5.1.3.2 Position Filled

Position Filled send e-mail. Position Filled send no e-mail. This e-mail can be used if you would like to tell the candidate that the position has been filled by hiring another Applicant/s.

5.1.3.3 Withdraw

This e-mail can be used if the candidate calls and withdraws themselves from the recruitment process. The applicant can also withdraw themselves from a Vacancy Application process by clicking the withdraw option within the Vacancy History area of the e-Recruitment Portal.

5.1.3.4 Hired

This option is to be used if you wish to hire an Applicant and you are not using the Core-HR module. If you use this option, it will mark the Applicant as hired in their profile status.

5.1.3.5 Create Employee

This option can be used if you are using both the e-Recruitment modules and Core-HR. When this is selected, you can take Applicant/s through the new employee transfer process. If this is done, it will copy all Applicant details over

to the Core-HR system. You will need to provide check dates and checked by information if you wish to transfer Education and Qualifications and Work History information. For Certificates and Licenses, you will also need to tick the checkbox "Current". For Skills, you will make the compliant look-up option equal to "Yes" for the Skills to be copied through to Core-HR. Please note that if you want skill types to be captured automatically in questionnaires using the SHaRe module, you can use the "Form Field" option to set this up.

5.1.3.6 New Employee

If you are using both the e-Recruitment solution and the Core-HR solution, you can Transfer Employees from e-Recruitment to Core-HR. This means you can transfer existing employees who have been hired (you can do one or multiple at once). You are not able to transfer a mix of Applicants and Employees at the same time. If you select the Applicant/s or Employee/s you wish to transfer, you then enter the details of those you wish to transfer. Once these are entered, you can check them before transferring. Once you transfer, the system will transfer all main details as well as any Certificate and License, Education and Qualifications and Work History details. If a current Employee is being hired (transferred from one role to another), it will create new records for each of these points as well as creating a new Job Record, which will change their current Job to the Job they have just been hired for.

5.1.3.7 Send General E-mail

You can send a general e-mail to single or multiple contacts using this feature. There is also an option here to send the e-mail in 24 hours from the time you click send.

5.1.3.8 Interview

Standard Interview timeslots can be scheduled. These interview timeslots can then be used for Vacancy specific interviews. Once available interview timeslots have been assigned against a Vacancy, if an applicant is moved to the interview stage, they will be sent notifications via e-mail that they should login to the Subscribe-HR e-Recruitment Portal and select an available interview timeslot. When booking an Interview, interview panels can be set-up and panel members sent automated e-mails informing them on their interview booking. System Administrators can see all interviews and Hiring Managers can see interviews that belong to them only. The system will tell you if an interviewer has a double booking. Note: the system does not validate whether a room is double booked. Active Directory integration would be required for this. This is not standard. We suggest a company called OneLogin. They specialise in AD integration. Interviewers can view their bookings from the interview calendar.

5.1.3.9 E-mail sending

There are three main options based on sending e-mails when you progress people to different stages of the recruitment workflow in the Manage Tool. Send No e-mail. Send E-mail. Send E-mail in 24 Hours.

5.1.4 Progress Applicant

5.1.4.1 Back

This option can be used if you wish to regress single or multiple applicants to a prior step in the process.

5.1.4.2 Forward

This option can be used if you wish to progress single or multiple Applicants to a subsequent step in the process.

5.1.5 Hide

The Hide option removes from view, any unsuccessful/inactive Applicants.

5.1.6 Search

The Search feature allows you to set-up multiple queries so you can search all Applicant records for all individuals that match your search queries for that particular Vacancy. The Everywhere option found at the top of the list will search through all Applicant data (based on Questions Answered, LinkedIn Positions and LinkedIn Education) and tell you which key word/s have been matched to the Applicant (If there are one or many being searched for). The search tool will also tell you where in the Employee Record the key word has been found.

5.1.7 Auto Progress

The Auto Progress tool allows you to progress Applicants in a fast, efficient, bulk manner. This can be done based on Auto Score, Manual Score, Both Average or Both Sum. You can choose which stage to send them to. You can use a Percentage, based on scores, which will give you the number of Applicants who are in the top 50%. When this is selected, there is an automatically calculated number, which is shown next to the percentage. You can also select a specific number of people, which will be progressed by typing in that number.

At the bottom of the Auto Progress feature, real time results will be shown, so you can progress in an informed manner. The auto progress is done for those applicants at the stage you are currently viewing. There is also an option to automatically send unsuccessful e-mails to those who you are not auto progressing as an Action. If you have set-up a search and then Auto Progress, based on the search results that are in view, the Auto Progress option will automatically send unsuccessful e-mails to those who are not in the defined Auto Progress definition, as well as all those who are not in the

search result. If you don't set-up a search, the Auto Progress will function against all applicants in that stage.

5.1.8 Position

The position option allows you to quickly switch between Vacancies.

5.1.9 Step

Step allows you to view Applicants at the relevant steps that have been defined in Recruitment Workflows, which is located in Maintenance. Recruitment Workflows can be assigned to Vacancies.

5.1.9.1 Incomplete

Any Applicant that does not complete a Vacancy application will be in the Incomplete stage. You can choose to process an Incomplete Applicant to any stage of the Vacancy Recruitment Workflow for that Vacancy. ** This should show up in Path.

5.1.9.2 Contract Sign-Off

This is a Stage which can be selected in the Recruitment Workflow. If someone is progressed to the Contract Sign-off Stage, the user will have the option to send a contract, either from their computer or merged from the system (with merge details). When the contract is sent to the Applicant, there will be a security code generated and this code is to be used by the Applicant to accept the contract. Contracts can be checked before sending and can also be resent. There is a feature that can be turned on/off that will not allow the applicant to be transferred to HR, unless the contract has been accepted by the Applicant.

5.1.10 Auto Score

Auto Score is calculated by Adding up: SHaRe questionnaire scores, with Keyword Scoring, Certificate and License Profiling, Work Experience and Education & Qualifications. The Key Words section in the Vacancy Folder, is used so scoring can occur based on Data coming from an Applicant's LinkedIn Profile and also Skills (Manually Entered or fed through from the SHaRe Module).

5.1.11 Manual Score

Manual Score can be used so that a single recruiter or an interview panel, or recruitment team, can enter their scores for the Applicant. If multiple scores are entered an average will be provided.

5.2 Applicant Folder Update

5.2.1 Applicant Contact Summary

Every contact point with an applicant is recorded in the Applicant Contact Summary form. This includes comments, which can be typed into the work space in the Manage Tool.

5.3 Applicant Vacancy Score Summary

Score Summary records both Auto Scoring from the SHaRe Module, Qualifications, Certificates and Licenses etc, as well as Manual Scoring, which can be inserted by either one person or multiple people.

5.4 Applicant Path

This is a very important new feature in the Subscribe-HR e-Recruitment System. It records every single interaction that an Applicant has with your organisation right from the start of their communication with you via the Subscribe-HR e-Recruitment Portal. Prior to someone applying for a Vacancy, they can sign themselves up to receive Job Alerts. When they do this, the person is written into a Talent Cube. If this person then submits an expression of interest, Subscribe-HR will validate against the e-mail address they are using, and write into the applicant's Path, that their first interaction with your organisation from a Recruitment Perspective, was them signing up for a Job Alert, then their expression of interest is recorded. If they then apply for a Vacancy, this application is recorded in their path, and so on. The Path is used for analysis, so you can see what the journey was for a successful Applicant and you can start collecting data about the successful Applicant's Path attributes. IQ Searches appear in the Path record for an Employee also. The reason for this, is that we are aiming, in future releases, to provide analysis of what makes a successful Applicant / Employee based on the Path of these individuals. Talent Cube History is also included in the Applicant Path.

5.5 Talent Cube History

Each time an Applicant ends up in a Talent Cube, based on a definition specified by you, or being moved there from within Talent Cubes using Talent Cubes tools, a historical Record is created.

5.6 Job Alerts

There are two ways in which Job Alerts Work. You can receive Job Alerts without registering as an Applicant by Signing up to Job Alerts in the home page of the Subscribe-HR Job Board. Or you can enter Job Alerts as an Applicant, through the Applicant Profile options once you have logged into your user area. Therefore, you do not have to be an Applicant to sign up for Job Alerts. You can sign up for as many Job Alerts as you choose. The e-mail address is the unique identifier. If a Job Alert user signs up for Job Alerts and then becomes an Applicant, the e-mail address will be used to take the Job

Alert history of that person and write it into the Path for that now, Applicant. If someone is sent a Job Alert and clicks on the link in the Job Alert, then comes to Apply for that Vacancy, it will record the Applicant Source for that Vacancy, and that they have come from that specific Job Alert. This will also be recorded in the Applicant Path. In the Job Alert Talent Cube, if someone exists in the Job Alert Talent Cube, and they get copied or moved from there into another Talent Cube, this history will be written into their Talent Cube History and Path History. If someone signs up for Job Alerts, they will receive information from Subscribe-HR for a Period of 90 Days. At the end of that period, they will be asked if they would like to extend for another 90 Days. They can also unsubscribe at any time. Job Alerts will be sent to the Applicant as soon as the Job/s that match/es their criteria is published. Job Alerts will only be sent to the individual based on New Jobs, not existing.

6 Talent Cubes

Talent Cubes, formerly known as Talent Pools, allow you to collect Applicant data and store this data in the Talent Cubes. In Actions, you can Send an e-mail to selected Talent Cube residents, place them into a Vacancy, a Vacancy Workflow for a Vacancy, or copy/move them to another Talent Cube. All of their activity will be recorded in the Applicant Path and Talent Cubes history. In Talent Cube (People Tab), you can see if there is a Talent Cubes Definition and conduct a search. The Definition tab allows you to set-up a profile of individuals that you would like to automatically capture in the Talent Cubes. This definition is based on things like, answers to questions, attributes that an applicant may have which has been submitted through applying for a Vacancy or Expression of Interest. There are two hard-coded Talent Cubes. One is Expression of Interest and the other is Job Alerts. Any others that you wish to set-up, can be done by creating a new Talent Cube.

7 Vacancies Update

7.1 Expression of Interest

These are set-up as Vacancies. You can set-up SHaRe questionnaires for each Expression of Interest. Expressions of Interest are automatically stored in the Expression of Interest Talent Cube. You can set-up one or multiple Expressions of Interest. They will then be located at the top of your Jobs List on your e-Recruitment Portal. If you tick "Expression of Interest" option on the Vacancy, this will post the Expression of Interest to the top of the Jobs Board – Vacancies / Jobs (e-Recruitment Portal). A configuration needs to be set-up if you have multiple Expressions of Interest. This would need to be done by a developer.

7.2 Key Words

You can enter Key Words and Scores here to enable you to search in Skills and LinkedIn information in order to have the scores for these keys words included in the overall Vacancy Score.

7.3 Custom Recruitment Portal Steps

You can still sort custom Recruitment Portal Steps and make them mandatory, or not, and set-up default custom Recruitment Portal Steps. We have removed the "Other Questions" options, because all pages in a Questionnaire, when it is set-up in SHaRe and linked to a Vacancy, will be stored under the Questions option. Any of the data input stages, like Education and Qualification, Certificates and Licenses, Reference check, Work History etc, if completed in the Recruitment stages of the Vacancy (Applicant Portal), will feed submitted data directly into the relevant areas of the Applicant profile. Questionnaires can also be set-up, using the "Form Field" option, and the answers will feed into the Applicant Profile.

7.4 Pretty URL

This is a URL that is generated when you create a Vacancy. The pretty URL is located at the end of the Generic URL that is automatically created for your organisation's e-Recruitment Portal. This is used to optimise your organisation's SEO. (e.g. companyname.jobs.subscribe.com/prettyurl).

8 IQ Search

IQ Search is used to set-up data analysis based on the types of Talent you need in your organisation. This analysis is based on information you have both from an HR and Recruitment perspective. The search results can be based on any fields or words in the system. If you use Copy Criteria from Vacancy and Copy Criteria from Talent Cubes, the attributes from these areas will be automatically populated in the IQ Search. In the results page, you will be able to see information like, number of Talent Cubes an individual belongs to, number of times they have appeared in IQ Search, and their source. You can use actions to copy an individual to Talent Cubes. Moving forward, we will be creating Employee Talent Cubes for the Performance Management Module so you can use Employee data for Talent Cube Management.

9 Workflows

9.1 New Account

Every time there is a new applicant, you will receive an email notifying you that a new account has been created.

9.2 Progress Applicants

When an applicant completes an application for a Vacancy, an e-mail is sent to the applicant confirming their application.

9.3 Forgotten Password e-mail x 2

One Auto Gen Password will be sent (outlining that Applicants are to use this password when logging in and that they will then be asked to submit a new password with a minimum of 8 characters when going into the system for the first time after requesting a new password). The other e-mail they receive, will be to tell them they have just changed their password.

9.4 Account locked

If the Applicant tries to login more than 5 times in a row unsuccessfully, the system will block the account. The Applicant won't be able to login or recover their password for 30 minutes. An e-mail is sent to the Applicant when the account is locked.

9.5 Account Deactivation and Reactivation

An e-mail is sent to the Applicant when they deactivate their account, to confirm that this action has taken place. Another e-mail will be sent to the Applicant if they log back in after they've reactivated their account, also confirming that this action has taken place.

9.6 Incomplete Application

An e-mail is sent out 7 days prior to the closing date of the Vacancy / Job, notifying that Applicant that their application for that Vacancy / Job is not complete.

9.7 Progress Applicants (24 Hours)

An e-mail will be sent to the Applicant when they are progressed in the workflow. It is possible to delay this email by 24 hours if the HR user chooses this option in the Vacancy Management Tool.

9.8 Employment Contract

A contract e-mail is sent when an Applicant enters the contract stage. The e-mail informs the Applicant that their employment contract is attached and that the security code, which is included in the e-mail, should be used to accept the contract. If they click on the URL and enter the code and then submit, they will be sent another e-mail confirming the acceptance of their contract submission.

9.9 Job Alerts

- Matching Vacancies. Allows an Applicant to set-up job alerts if they have not done so. At the end of their first Vacancy, if they are hired, no more Job Alerts are delivered to them.
- An e-mail is sent when someone signs up for a Job Alert. The e-mail says 'Thank you for signing up for Job Alert. We will send you notifications when Jobs with matching criteria can be applied for.'

- An e-mail is sent when a Job Alert XXXX is about to expire. The individual is asked 'Would you like to extend for an additional 90 Days?' This is sent 7 Days Prior to expiry of the Job Alert.

9.10 Interview

An applicant is sent an e-mail to inform them to select an interview time. The HR Manager is sent an e-mail when the interview time has been selected by the Applicant.

10 Additional New Features

10.1 IDE

IDE is a JavaScript development tool, which can be used by any developer, to customise the system using code. This is a more advanced tool than the Development Module. The developer is required to be certified through Subscribe-HR in order to use the IDE. Certification Costs \$1,500.00 and involves training and sitting a test.

10.2 SHaRe

The SHaRe Module, is used to set-up questionnaires to be used in the e-Recruitment process. This module can also be used for on-boarding and off-boarding, as well as for setting up questionnaires in the new Performance Management Module. Please note that you are able link the answers to questions in the SHaRe Module, to database fields.

10.3 Correspondence Templates

New correspondence templates have been set-up which relate to the new Workflow e-mails that are in the system. HTML Templates and Text templates are available. There is a setting, which allows you to change the signature of all e-mail templates in one spot. This is located in Maintenance. They allow you to insert company headers and footers.

10.4 Privacy Statement

Each client will be responsible for providing their own Privacy Statements.

10.5 Wiki

The Subscribe-HR training Wiki has been updated to include all the details of the new release, from a Power User perspective. Wiki is not available for use by Applicants, so in order for them to find out how to use the e-Recruitment Portal, they should access the 'Help' section on the e-Recruitment module Home Page Interface.