



Cloud HR Systems

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ABN: 86 132 590 277

Subscribe-HR e-Recruitment Setup Guide

Quick Summary:

1. Custom Iframe
2. General Settings: Colours, Logo/Icons, Portal URL, Agencies, Talent Cubes, LinkeDin, Stepping tool
3. Microsteps- Application form- Portal
4. On Line Portal Settings
5. Export Settings
6. Portal Colours and Confirmation
7. Correspondence and Headers and Footers
8. Recruitment Workflows
9. ShaRe Canvases
10. Interviews
11. Agencies
12. Users and Hiring Managers
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19. Workflows E-mail Notification
20. Publications
21. New Vacancy Wizard



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Please note: All configurations, and Customisations require a specification. Standard templates are available. These will be implemented in a staging environment. This environment is for testing purposes.

The Client will need to test and sign off on these before they are released to production.



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Background

The purpose of this document is to cover the aspects of the Subscribe-HR system that are needed to be configured prior to use of the system as a Recruitment Job Board and applicant management tool.

Document Conventions

This document has been formatted to provide links to external information in the following format.

Document: gives the name of a reference document or template.

Wiki: gives a link to related information on the Subscribe- HR wiki.

Video: provides access to a video link. For the recruitment setup videos are loaded into one area of the Subscribe-HR website. Fill in the form on this link.

<http://www.subscribe-hr.com.au/videos/solution-training-e-recruitment>

Then use the following password: Subscribe-HR Customer Training

Each of the links in the video sections can then be opened.

System: Provides a link into the Subscribe- HR system for the related area.

1 Back Ground Recruitment System Documentation

This section covers all the documentation available on the Recruitment system.

Wiki: The below link provides top-level access to wiki content on the Recruitment System.

<http://wiki.subscribe-hr.com.au/Recruitment-Module>

Documents: The below link provides access to all the Recruitment setup documents.

<https://subscribehhr.zendesk.com/entries/51285585-Subscribe-HR-e-Recruitment-Release-Documents>

Video:

<http://fast.wistia.net/embed/iframe/6px86e9x0j?popover=true>

System: The below link shows the Recruitment Dashboard.

<https://www.subscribe-hr.com/cb/app/recruitment>



2 Custom Iframe Setup

The custom iframe is explained in the below links.

Document: Click this link to open the document.

[Custom Iframe Document Link](#)

Video:

<http://fast.wistia.net/embed/iframe/n9yatpa5oq?popover=true>

3 General Settings

These settings are located in Maintenance and govern the base Recruitment system setup.

Wiki: This link gives an explanation of each recruitment system setting.

<http://wiki.subscribe-hr.com.au/Recruitment>

System:

<https://www.subscribe-hr.com/cb/app/maintenance/domain/SystemSettings/1/details/?t=7>

Video:

<http://fast.wistia.net/embed/iframe/kerm3048ha?popover=true>

4 Online Portal Settings

These settings are located in Maintenance and set the default Portal Settings.

Wiki: This link gives an explanation of the Portal Settings.

<http://wiki.subscribe-hr.com.au/Recruitment>

System: The system link to Online Portal Settings is shown below.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/OnlinePortalSettings/1/details/>

Video:

<http://fast.wistia.net/embed/iframe/jxouqgiip1?popover=true>

5 Export Settings

The export settings define the account options to send Vacancies to Online Job Boards.

Wiki: This link gives an explanation of the system export settings.

<http://wiki.subscribe-hr.com.au/Setting-up-export-settings>

System: Select the below link to open the system export settings.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/ExportSettings>

Video:

<http://fast.wistia.net/embed/iframe/q97i287nu1?popover=true>



6 Portal Colours and Confirmation

These settings are located in Maintenance and govern the colour of the Recruitment portal.

Wiki: This link gives an explanation of the colours and Confirm text. Refer to the Recruitment Portal Customization section.

<http://wiki.subscribe-hr.com.au/Recruitment>

System: Refer to the Recruitment Portal Customization section of this page.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/SystemSettings/1/details/?t=7>

Video:

<http://fast.wistia.net/embed/iframe/b09mfjzv1?popover=true>

7 Correspondence

The correspondence documents are merge templates that are used to communicate with your applicants.

Wiki: This link gives an explanation of the configuration of the system correspondence.

<http://wiki.subscribe-hr.com.au/Creating-New-Correspondence>

System: Clicking the below link takes you to the system correspondence. Click on the Type field to sort for the Recruitment correspondence.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/Correspondence>

Video:

<http://fast.wistia.net/embed/iframe/nsqtio5jc6?popover=true>

7.1 Correspondence Header and Footer

This section will allow you to embed a Header and Footer on each of your correspondence items.

Wiki: The link below describes how to update the Correspondence Header and Footer.

http://wiki.subscribe-hr.com.au/Editing-correspondence#Correspondence_Header_and_Footer

System: Click the link below for access to the Correspondence Header and Footer.

<https://www.subscribe-hr.com/cb/app/maintenance/Domain/CorrespondenceTemplate/>

Video:

<http://fast.wistia.net/embed/iframe/dhymh4x13h?popover=true>



8 Recruitment Workflows

These settings are located in Maintenance and govern the correspondence matrix that is set for each Vacancy on the Recruitment portal.

Wiki: This link gives an explanation of how the workflows are configured.

<http://wiki.subscribe-hr.com.au/Setting-up-recruitment-workflows>

System: Refer to the below link to see the standard recruitment workflows.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/RecruitmentWorkflow>

Video:

<http://fast.wistia.net/embed/iframe/zh8q14oyci?popover=true>

9 SHaRe Module

The SHaRe canvas is used to get applicants to answer questions related to the vacancy. There are many useful features in this Module.

Wiki: The below link explains the usage of the SHaRe module.

<http://wiki.subscribe-hr.com.au/SHaRe-Module>

System: Click the below link to open the SHaRe Module.

<https://www.subscribe-hr.com/cb/app/survey>

Video:

<http://fast.wistia.net/embed/iframe/3ct1xffo1t?popover=true>

10 Interview Functions

The system is setup to send correspondence to applicants when the Interview actions have been run against the applicant record.

Wiki: There are two main functions that send applicants information about Interviews. The action/Interview function which is in the below link.

<http://wiki.subscribe-hr.com.au/Vacancies-manage-the-vacancy#Interview>

Wiki: The schedule an Interview function is documented on the below link.

http://wiki.subscribe-hr.com.au/Schedule-an-interview#Email_Applicants_for_Free_Timeslots

System: The links below are for the vacancy id =1.

<https://www.subscribe-hr.com/cb/app/recruitment/domain/Vacancies/1/VacancyManagementTool/new/details/>

<https://www.subscribe-hr.com/cb/app/recruitment/InterviewTimeslot/?v=1>

Video:

<http://fast.wistia.net/embed/iframe/tw3pnf6q60?popover=true>



11 Contract Sign-Off

The contract sign-off feature (APP), allow you to send a contract to Applicants Automatically via one authorization point. The authorizer can be selected from e drop down field. You will need to set-up your contract templates prior to using this feature. Once the contract is sent to the Authoriser, if they make changes to the contract, these changes will be automatically tracked. Once the contract is sent to the applicant in the Jobs Board, they will need to use a security code and their user name and password to access the system. Please check all e-mail correspondence communication templates prior to launch. There are Contract Sign-Off terms that can also be included in this process.

12 Agency Submissions

The Agency option allows recruitment agencies to register applicants via the recruitment portal. There is a field on the vacancy to “disable agency submissions”. Also a field “Allow Agencies” in system settings\recruitment to enable agencies.

Wiki:

<http://wiki.subscribe-hr.com.au/Using-the-agency-portal>

System: Refer to the field Allow Agencies.

<https://www.subscribe-hr.com/cb/app/maintenance/domain/SystemSettings/1/details/?t=7>

Video:

<http://fast.wistia.net/embed/iframe/i7rqt39sy?popover=true>

13 Users and Hiring Manager Group

Users are divided into Recruitment administrators and Hiring Managers who are set to a Self Service Group that has the “Enable Hiring Manager Filter” switch on. You can then allocate Recruitment object and field permissions.

Wiki: The below shows the hiring manager in the system.

http://wiki.subscribe-hr.com.au/Vacancies-details-file#Assigning_a_Hiring_manager

System: Open a group on the system to see the hiring manager field.

<https://www.subscribe-hr.com/cb/app/maintenance/Domain/Group/>

Video:

<http://fast.wistia.net/embed/iframe/nv3q5qq140?popover=true>



14 Setup Talent Cubes

Talent Cubes are used to capture applicant records from queries or Expressions of Interest Vacancies.

Wiki: The below link gives an explanation of talent cubes setup.

<http://wiki.subscribe-hr.com.au/Talent-Cubes-adding-Talent-Cubes>

System: Select the below link to open the system Talent Cubes.

<https://www.subscribe-hr.com/cb/app/recruitment/domain/TalentPool>

Video:

<http://fast.wistia.net/embed/iframe/7f4mksfdhs?popover=true>

15 Expressions of Interest

The Expressions of Interest vacancy enables the passive capture of people interested to join your company.

Wiki: The below link defines the expression of interest.

http://wiki.subscribe-hr.com.au/ERecruitment_Portal#Expression_of_interest_E2.80.93_new_profile

System: Refer to the Vacancy for the Expressions of interest field.

<https://www.subscribe-hr.com/cb/app/recruitment/Domain/Vacancies/>

Video:

<http://fast.wistia.net/embed/iframe/c2g0qvvh8?popover=true>

16 System Testing

System testing is vital to give the applicant a good experience through the process of applying for your Vacancies and being responded to with the actions that are carried out against their records.

Video:

<http://fast.wistia.net/embed/iframe/xz8f3w461x?popover=true>

17 Facebook Job Page

To embed your Jobs Portal into your Companies Facebook page follow the instructions on the below wiki page.

Wiki:

<http://wiki.subscribe-hr.com.au/Corporate-Facebook-Page>



An example Subscribe-HR Facebook page is shown on the below link.

https://www.facebook.com/pages/Enterprise-People-Loving-Technology-for-HR-Professionals/204709239541919?sk=app_1487986484796158&ref=page_internal

18 Applying for a vacancy on Seek

The steps are:

1. Applicant applies on Seek using (Seek) user name and password
2. Provides CV, Letter and basic details to Seek.
3. Seek sends confirmation email with notice that Service provider (SHR) will contact them shortly to complete application.
4. SHR receives CV, Letter and basic information and sends email to applicant to finalise application. Email contains link to job portal.
5. Using link provided, Applicant logs in on Job Portal (Microsite) using Email address and PW provided in SHR email. This email is called the Seek Acknowledgement email (SAE).
6. Applicant finishes application as per Microsteps.
7. Data is written to SHR data base and is listed in the system in the appropriate vacancy.

<http://wiki.subscribe-hr.com.au/Vacancies-publications-online#Publishing to SEEK.com.au>

19 Workflows (e-mail Notifications)

Ensure that all required workflow (e-mail notifications) are marked as active. E.g. Forgot Password, De-Activate Account, Interview, Manage Tool etc

20 Publications

Your Vacancies will load to Indeed unless you untick this option in Settings / Recruitment

Others options include Seek, CareerOne and Adzuna. Adzuna and Indeed are free services. If you wish to use their paid services you will need to contact them individually to set this up.



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21 New Vacancy Wizard

The New Vacancy Wizard aims to provide a faster way for you to create a Vacancy, and search the data related to your current Employees and previous Applicants in your system before publishing your Vacancy to a Job Portal. The whole process can be completed in a smart pop-up window which will be triggered through a link on the Subscribe-HR e-recruitment dashboard.

The following wiki link describes the New Vacancy Wizard:

<http://wiki.subscribe-hr.com.au/New-Vacancy-Wizard>