



HRsoft
Talent Management Software

RECRUITview

Release Notes - Version 9.4

SEPTEMBER 2016

CONTENTS

1. RECRUITVIEW ENHANCEMENTS	3
2. RECRUITVIEW IMPROVEMENTS	12

1. RECRUITview Enhancements

Enhancement Details

1 Multiple Locations/Categories:

Multiple locations/categories relevant to job can now be selected under the Corporate Sites section of the job's Preferences tab. All locations/categories added to the job will display on the Career Site once the job is posted.

Selecting multiple locations/categories in a job:
On the Preferences tab of the job, enter the Primary job Category/Location

Job Details

Save
Cancel
Post
Unpost
Close
Note
Transfer
More

Requisition	Description	Skills	Screening Questions	Approvals	Preferences
Website Category	- Please choose -				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> * <div style="margin-left: 10px; border: 1px solid #ccc; padding: 2px;">+ Add</div> </div>
Industry Category	- Please choose -				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> </div>
Job Category	- Please choose -				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> </div>
Job Location					<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">+ Add</div> </div>
Country	- Please choose -				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> * </div>
State/Province	- Please choose -				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> * </div>
City					<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; width: 100px;"></div> * </div>

Job Details

Save
Cancel
Post
Unpost
Close
Note
Transfer
More

Requisition	Description	Skills	Screening Questions	Approvals	Preferences
Super Category	Consultant				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> * </div>
Website Category	WRI Brazil				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> * <div style="margin-left: 10px; border: 1px solid #ccc; padding: 2px;">+ Add</div> </div>
Industry Category	Health and social services				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> </div>
Job Category	Health Care				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">v</div> </div>

If more locations/categories are needed, click the Add button beside the locations/categories drop down. An Additional Website Categories section displays allowing you to select a second category.

Job Details

Requisition | **Description** | **Skills** | **Screening Questions** | **Approvals** | **Preferences**

Website Category *

Additional Website Categories

Website Category

Job Details

Requisition | **Description** | **Skills** | **Screening Questions** | **Approvals** | **Preferences**

Job Location

Country *

State/Province *

City *

Additional Locations

Country

State/Province

City

Once the second location/category is selected, click the Save button. The additional location or category is saved and displays under the Additional Website Categories section.

Job Details

Save Cancel Post Unpost Close Note Transfer More

Requisition | **Description** | **Skills** | **Screening Questions** | **Approvals** | **Preferences**

Super Category: *

Website Category: * Add

Additional Website Categories



WRI Europe edit delete

Job Location Add

Country: *
 State/Province: *
 City: *

Additional Locations

Cordoba, Córdoba, Spain edit delete
 Bologna, Bologna, Italy edit delete

Click the Add button to add more locations/categories.
 To edit/delete a location or category, click the edit  or delete  icons.

This feature is available to clients using Career Site version 5_3_0. Please contact your Account Manager to have your career site upgraded to this version and have this feature enabled.

2 Final Disposition Easy Access:

For easier access, the Final Disposition drop down has been moved to top of the Candidate Details screen, below the Status fields.


Job Details | Candidate Details

Hire/UnHire Transfer/Move Change Status Copy Decline More

Status:

Final Disposition: Save

Profile | **Application** | **Screening** | **Messages** | **Reminders** | **History**

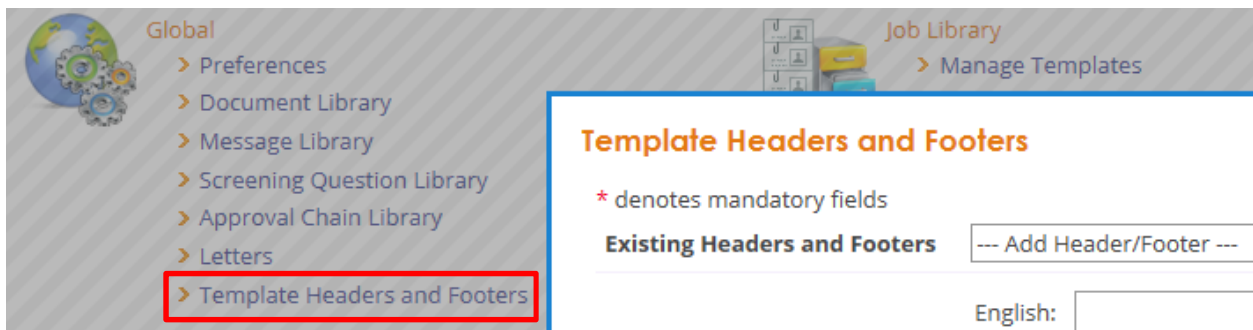
 [Candidate Profile](#)

3 Header/Footer for Job Templates/Descriptions:

The Template Headers and Footers module gives RECRUITview Administrators the ability to create job description headers/footers that can be added to a job template. Jobs created from the template display the header or footer above or below the job description field. The header/footer text cannot be edited once a job is created from a template.

A. To create a header/footer:

1. Click the ADMINISTRATION button.
2. On the Global Settings menu, click Template Headers and Footers. The Template Headers and Footers window opens.



3. Enter a header/footer name
4. Enter the text
5. Select the radio button to indicate whether the text should appear above or below the job description
6. Click Add/Update to save the new header/footer

Template Headers and Footers

* denotes mandatory fields

Existing Headers and Footers --- Add Header/Footer ---

Header/Footer Name *

Header/Footer

Header Footer

Active Active Inactive

B. To add a header/footer to a template:

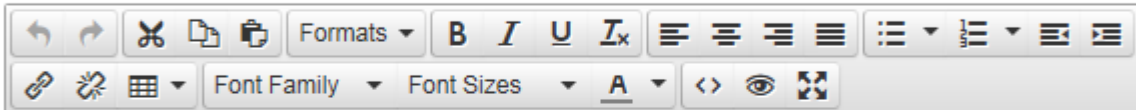
When creating a job template, a header drop down appears above the job description text box allowing the Administrator to select the appropriate header for the job template. Similarly, a footer drop down appears below the job description box.

Geriatrics Nurse - 766932

Description Requisition Skills Screening Questions

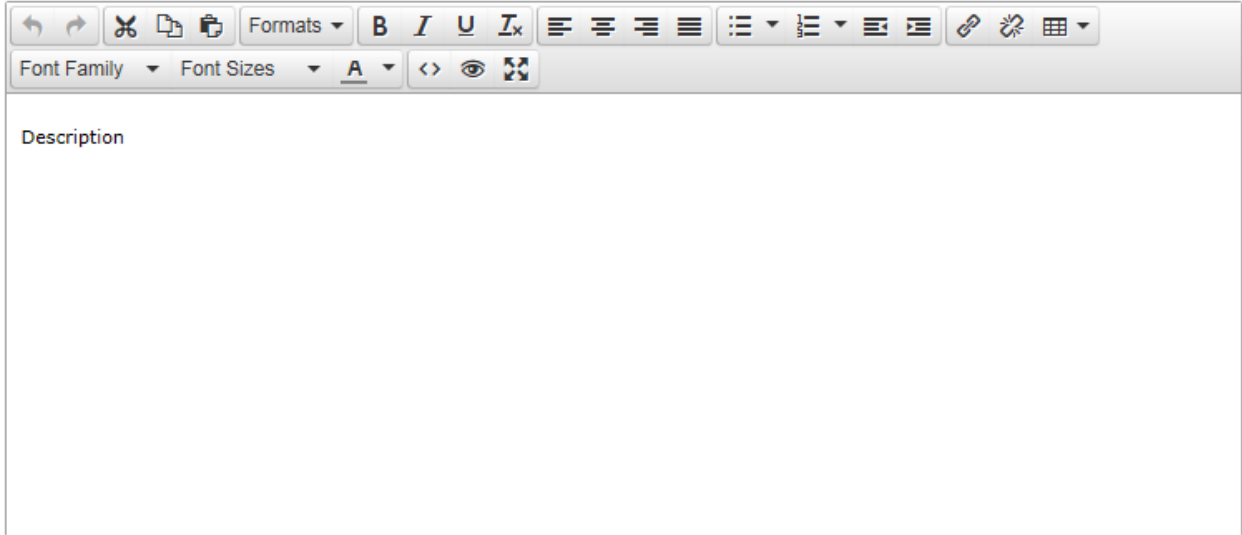
Header :

Our mission is to provide quality care with compassion and respect for each individual patient.



Footer :

- C. Header/Footer in job:
When creating a job from template, the header and footer texts appear above and below the job description box and are unmodifiable:

<div data-bbox="217 216 399 254"> <p>Description</p> </div> <div data-bbox="228 273 470 304"> <p>Copy from existing Job</p> </div> <div data-bbox="235 304 1291 338"> <p>Job Number : <input type="text"/> Or Select a Job ----Copy from a template Job---- <input type="button" value="Add"/></p> </div> <div data-bbox="228 359 1177 388"> <p>Our mission is to provide quality care with compassion and respect for each individual patient.</p> </div> <div data-bbox="228 403 1463 934">  </div> <div data-bbox="228 953 1136 982"> <p>Thank you for visiting our Career Site. Learn more about our organization at www.abc.com</p> </div> <div data-bbox="217 1031 1421 1062"> <p>Once posted to the Career Site, the header/footer texts appear as part of the job description.</p> </div> <div data-bbox="168 1108 1497 1171"> <p><i>This feature is available to clients using Career Site version 5_3_0. Please contact your Account Manager to have your career site upgraded to this version and have this feature enabled.</i></p> </div>	<p>4 Candidate Change Status</p> <p>Candidate email screen has been improved on Candidate Email windows to make clear to users where email messages to the candidates can be entered. A Notes box was also added to the Change Status window.</p>
--	--

Change Status

766915 - (Posted) Patron
[New Applications](#)
Travis, Charissa - wameme@hotmail.com

SELECT new status: Keep Current Status "New Applications (Rejected)" ▼

Status Note: Keep Current Status Note(s)

Message Type: All Messages ▼

Select Message: - Please choose - ▼

Message to Candidate

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Font Family, Font Sizes, Text Color, Background Color, Source Code, Full Screen, Print.

Note

OK Cancel

5 Candidate Messages Subject

The candidate # in candidate emails has been moved to the end of the Message Subject:

i If there are problems with how this message is displayed, click here to view it in a web browser.

From: no-reply-HelpDeskEN@e-cruit.com
 To: Maria Tepper
 Cc:
 Subject: Driver's Licence Information: 15943204

Application to Workstream Support

Job Title: Registered Nurse
Job Number: CAAR766915
Candidate: Travis, Charissa (15943204) – Charissa.Travis@gmail.com

2. RECRUITview Improvements

#	Improvement Details
1	<p>Other Users View actions taken by Administrator or Recruiter Plus User</p> <p>When taking an action such as messaging or adding a note to another user's Candidate/Job through the Other Users Jobs' view, the action is now logged by the system as taken by the acting user, as opposed to the job owner.</p>
2	<p>Hiring Manager Search Function</p> <p>No results were being returned when the ALL Candidate Group is selected on the Candidate Search screen. This has been resolved.</p>
3	<p>Candidate Counts</p> <p>Candidate counts on the candidate pane and candidate pipeline column were not refreshing consistently after certain actions are taken, such as copying a candidate. This has been resolved.</p>
4	<p>Job Printout</p> <p>Job Printout layout on IE browser has been adjusted.</p>