



HRsoft
Talent Management Software

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RECRUITview Release Notes

This document is intended to share the new look and feel plus additional functionality we have incorporated into RECRUITview Release 8.8



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PREFACE

Confidential

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1. User Interface

Our new user interface is clean and simple. It is modern looking and aligns with industry standards for colors and elements. There is a lot of white space on the screen without compromising any data. The color palette is easy to view and is designed to enable us to better visually organize information on each page.




























2. Your Company Brand

We would like to include your company brand on the home page of your site. In order to do this we need a high resolution image preferably a vector format (EPS, SVG, AI). If not available then a high resolution PSD or PNG file. These can normally be supplied by your marketing department.

3. Icons

We have employed a consistent use of icons throughout RECRUITview. If you hover over the icon you will be presented with a word that represents the intent of the icon.

Some of the icons that you will see throughout include:

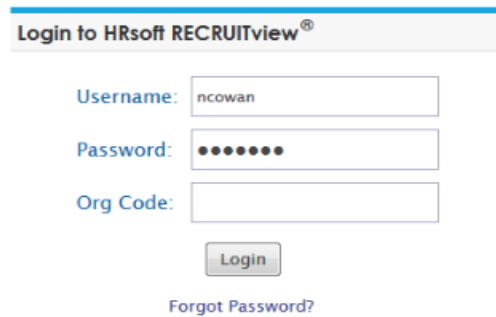
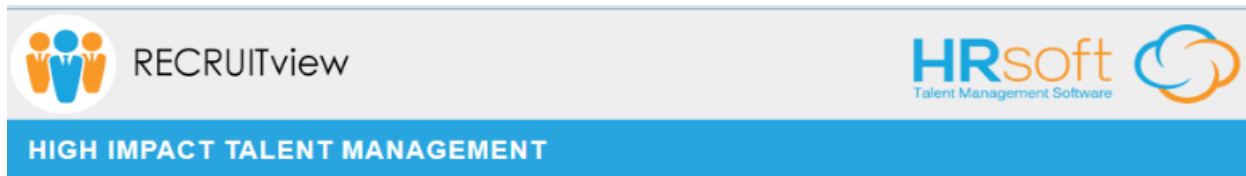
	Filter		Refresh		Reminder
	Print		Calendar		Post
	Save		Cancel		Background Check
	Unpost		Delete Job		Note
	Job Transfer		More		Cost
	Email Candidate		Pick List		Clear Text
	New		Add Candidate		Help
	Reply		Forward		Email
	Hold Release		Candidate Transfer		Approve Job

4. Browsers

IE 9, IE 10 and IE 11 are supported browsers. We are currently testing and certifying Chrome, Firefox and Safari.

5. Login Screen

We have updated the login screen to reflect our new company branding and product branding. Your new UAT can be found at: <https://recruitment-uat.hrsoft.com>

The login form is titled "Login to HRsoft RECRUITview®". It contains three input fields: "Username:" with the text "ncowan", "Password:" with masked characters "••••••", and "Org Code:". Below the fields is a "Login" button. At the bottom of the form is a link that says "Forgot Password?".

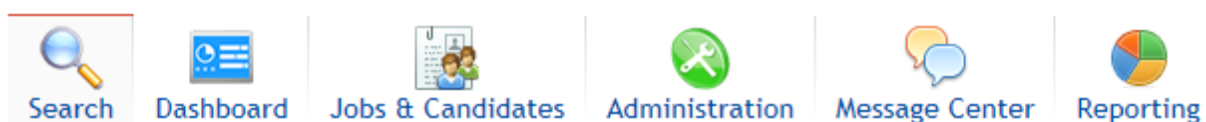
HRsoft Recruitment, Version: 6.3.13 (ecWebdev34)

6. Modal Windows

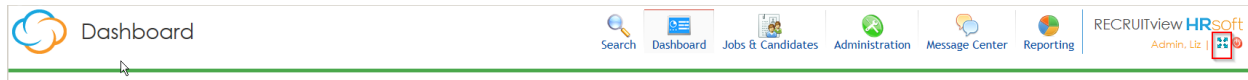
We have introduced the use of modal windows throughout RECRUITview. This dramatically improves the user experience by allowing access to a variety of areas on your site without having to load any new pages. This allows for fast, focused text interaction.

7. Navigation

Navigation is quick and easy. Main functionality icons are located in the top menu when you log on to RECRUITview. Tabs have been replaced by these new icons:

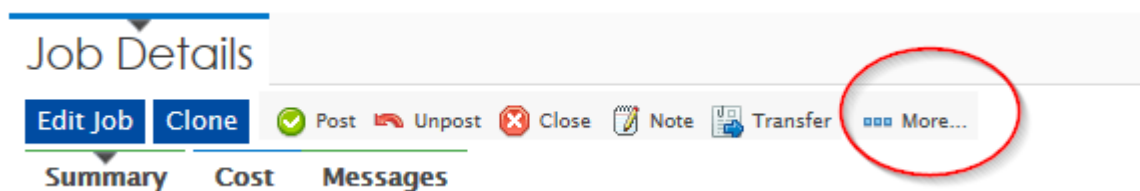


If you are using IE 11 you have the ability to fully maximise the screen and hide the task bar. Simply use the maximise icon located next to your login name on the right hand side of the screen. Use this to toggle back to normal mode when you want to.

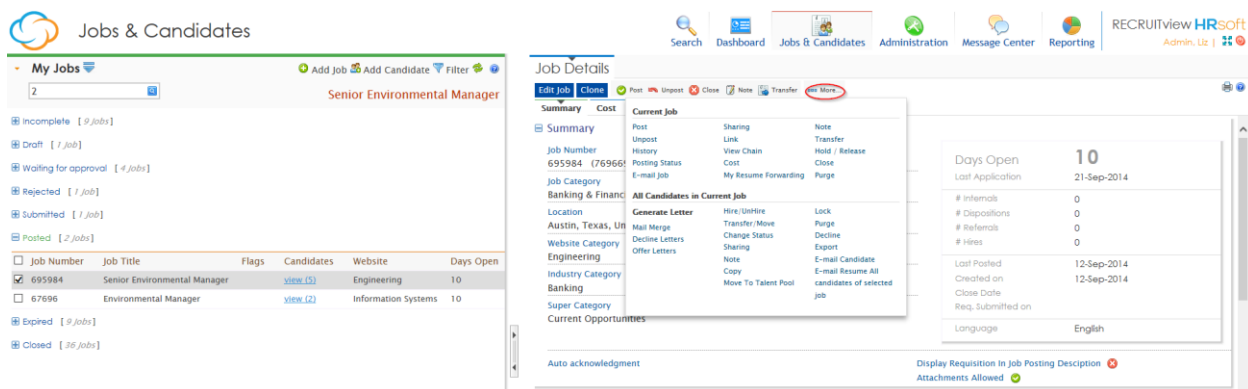


The second tier menu has also been removed, all other relating sub-tasks can be accessed directly from the top menu of the main icon that you have selected.

When you select the Jobs & Candidates icon, the Job section is open when you land on this page. The job related icons/functions that are most often used are now within easy reach.

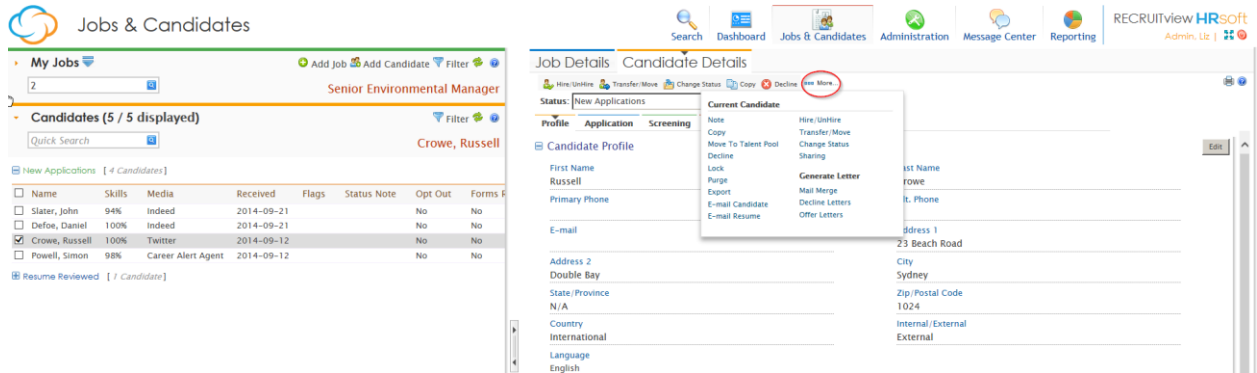


Selecting the “More” icon from this menu opens up another window that allows you to directly access all other functionality relating to the job. This eliminates the need for a multi tiered menu system.



When the Candidate section is open you also have the ability to select the “More” icon that will allow you to directly access all other functionality relating to the candidate.





Jobs & Candidates

My Jobs [2] Add Job Add Candidate Filter

Candidates (5 / 5 displayed) Filter

Quick Search

New Applications [4 Candidates]

Name	Skills	Media	Received	Flags	Status Note	Opt Out	Forms
<input type="checkbox"/> Slater, John	94%	Indeed	2014-09-21	No	No	No	No
<input type="checkbox"/> Defoe, Daniel	100%	Indeed	2014-09-21	No	No	No	No
<input checked="" type="checkbox"/> Crowe, Russell	100%	Twitter	2014-09-12	No	No	No	No
<input type="checkbox"/> Powell, Simon	98%	Career Alert Agent	2014-09-12	No	No	No	No

Resume Reviewed [1 Candidate]

Job Details **Candidate Details**

Status: New Applications

Current Candidate

Profile Application Screening

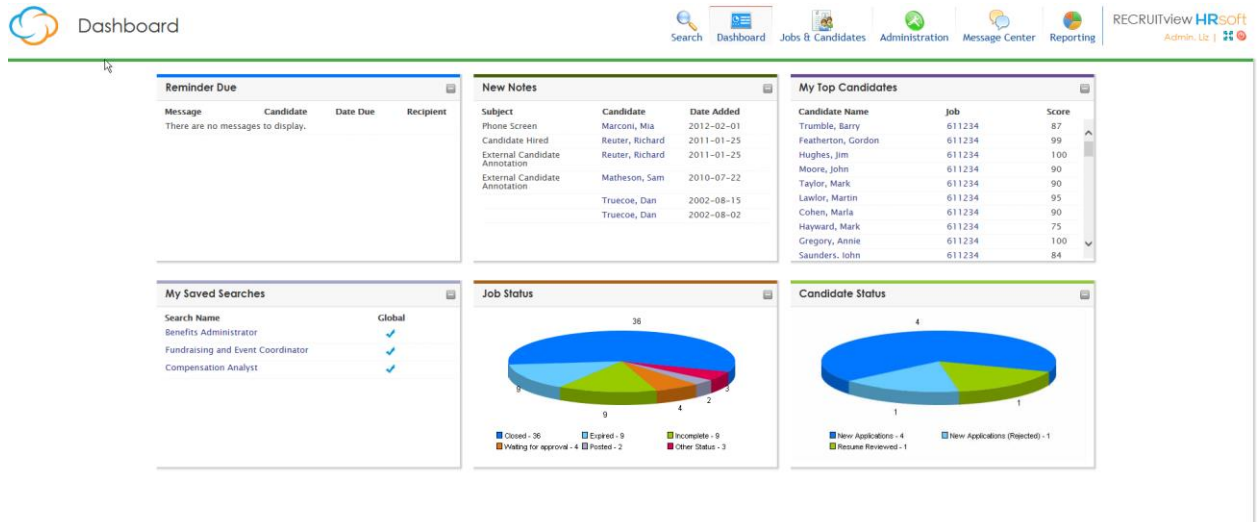
Candidate Profile

First Name: Russell
Primary Phone:
E-mail:
Address 2: Double Bay
State/Province: N/A
Country: International
Language: English

Address 1: 23 Beach Road
City: Sydney
Zip/Postal Code: 1024
Internal/External: External

Context Menu: Hire/Unhire, Copy, Move To Talent Pool, Lock, Purge, Generate Letter, Mail Merge, Decline Letters, Offer Letters, E-mail Candidate, E-mail Resume.

8. Dashboard



Dashboard

Reminder Due

Message	Candidate	Date Due	Recipient
There are no messages to display.			

New Notes

Subject	Candidate	Date Added
Phone Screen	Marconi, Mia	2012-02-01
Candidate Hired	Reuter, Richard	2011-01-25
External Candidate Annotation	Reuter, Richard	2011-01-25
External Candidate Annotation	Matheson, Sam	2010-07-22
External Candidate Annotation	Truecoe, Dan	2002-08-15
External Candidate Annotation	Truecoe, Dan	2002-08-02

My Top Candidates

Candidate Name	Job	Score
Trumble, Barry	611234	87
Featherston, Gordon	611234	99
Hughes, Jim	611234	100
Moore, John	611234	90
Taylor, Mark	611234	90
Lawlor, Martin	611234	95
Cohen, Maria	611234	90
Hayward, Mark	611234	75
Gregory, Annie	611234	100
Saunders, John	611234	84

My Saved Searches

Search Name	Global
Benefits Administrator	
Fundraising and Event Coordinator	✓
Compensation Analyst	✓

Job Status

36 Closed - 36, 9 Expired - 9, 4 Pending for approval - 4, 2 Incomplete - 9, 2 Other Status - 2

Candidate Status

4 New Applications - 4, 1 New Applications (Rejected) - 1, 1 Resume Reviewed - 1

The Dashboard is newly introduced; this is your landing page on login. This provides a visual summary of key metrics collected by the system – all together on one page – and easily accessible from here.

The portlets can be arranged, in the order you would like to see them displayed, by clicking in the heading section of the portlet and then dragging and dropping the portlet to the area on the page you would like it to be displayed in.

If you would prefer not to see the data that is displayed within a portlet you can minimize the portlet and then you will just see the heading.

The Dashboard includes several portlets including:

- Reminders Due – will display any reminders as of the reminder due date, for recipient and originator. Reminders display for other users with visibility to the job, only if the Broadcast option is selected. Once you have clicked on the candidate name and viewed the reminder it will automatically be cleared from this portlet.
- New Notes – will display any unviewed Candidate Notes for all users with visibility to the candidate, unless Hide Note is selected by the originator of the note. Once you have clicked on the candidate name and viewed the note it will automatically be cleared from this portlet.
- My Top Candidates – your most qualified candidates (with scores of 75% or higher) based on candidates answers to the skills questions. You can click on a candidate and go directly to the Candidate Detail page to view all information relating to this candidate, or click on the Job Number to go directly to the Job Detail page.
- My Saved Searches – a list of the saved searches available to you on the Search Page. Click on any of the search names and it will take you straight to the search page where you can then run that particular search.
- Job Status – analytics on the current status of your jobs. This will show you the top 5 statuses based on number of jobs. The rest are grouped together under “Other Status”. Included are jobs in an active status that are owned by or shared to the user. Hovering over a pie slice will give you a text representation of what that slice represents.
- Candidate Status – analytics on the current status for candidates who have applied within the last year. This will show you the 5 statuses with the most number of candidates. The rest are grouped together under “Other Status”. Included are candidates in an active status that are owned or shared to the user, including duplicates. Hovering over a pie slice will give you a text representation of what that slice represents.

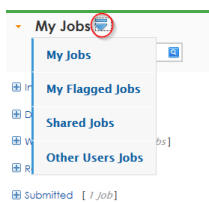
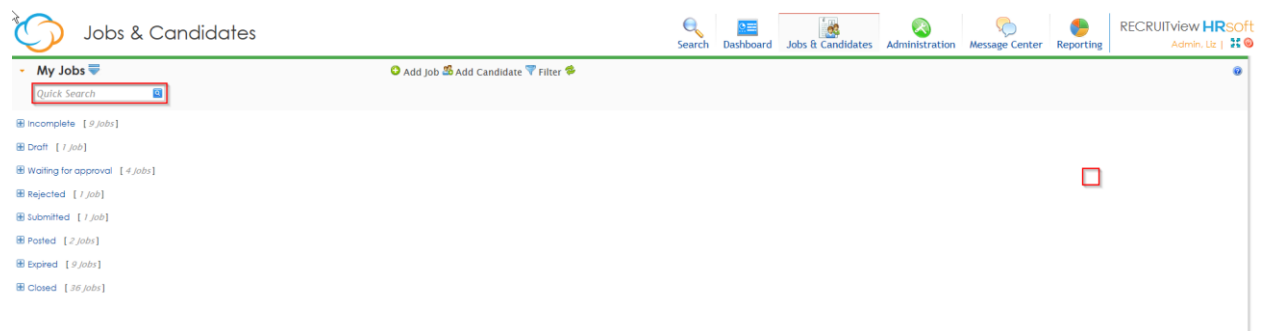
9. Jobs & Candidates

A. Candidate Section and Job Section

There are two sections, the Candidate section and the Job section. The Job section will be open when you land on this page.

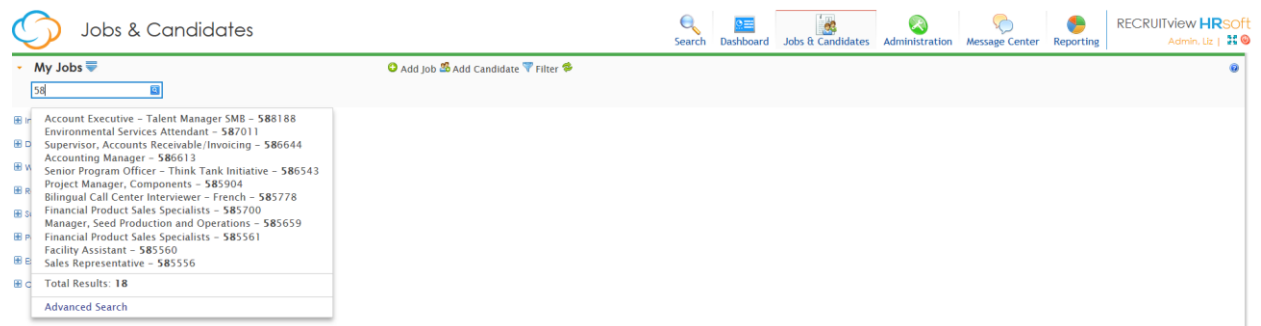
B. Quick Search

We have added a Quick Search feature for Jobs and Candidates. For Jobs this will allow you to immediately search in “My Jobs” or you can drill down into any of the job folders that are available under My Jobs.

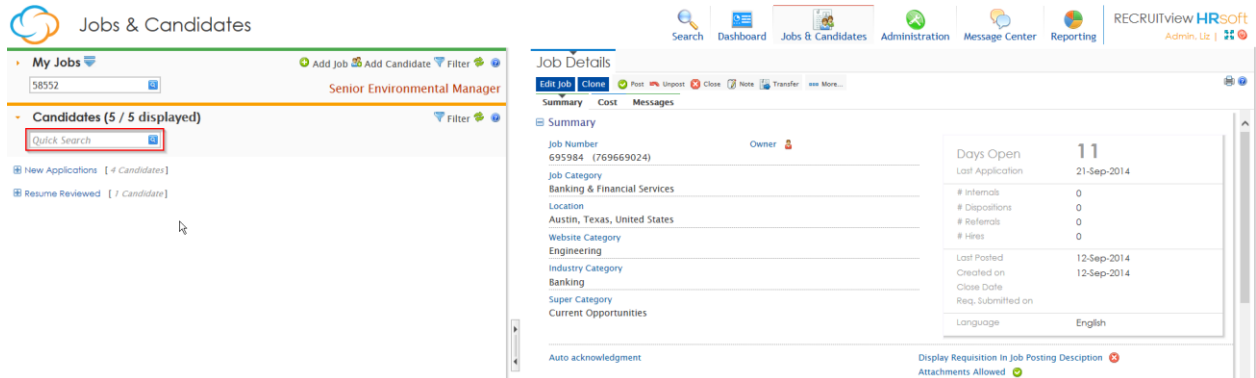


Or by selecting the drop-down arrow to the right of My Jobs you will be provided a drop down list of all your other groups of Jobs – you can now select which group of jobs you would like to run the quick search on.

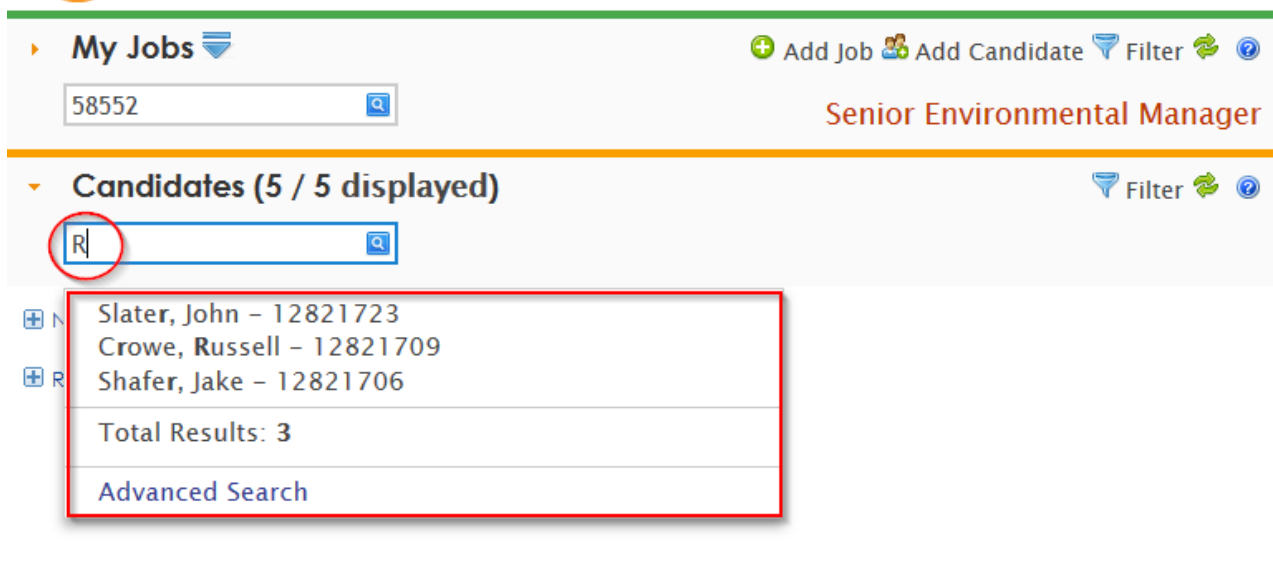
As soon as you start to enter your Quick Search Criteria you will be provided all results that meet the search criteria in a dynamic fashion:



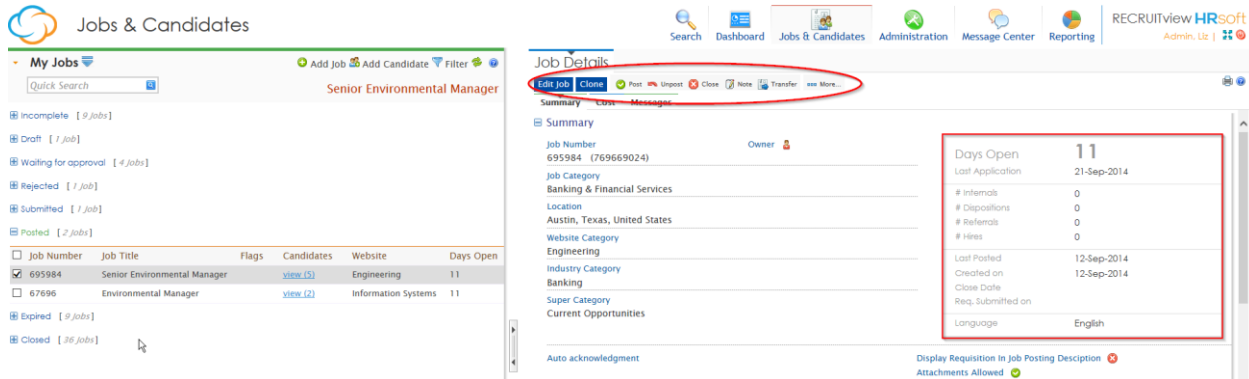
For Candidates the Quick Search feature will allow you to enter your search criteria or you can drill down into any of the candidate folders that are available under Candidates:



As soon as you start to enter your Quick Search Criteria you will be provided all results that meet the search criteria in a dynamic fashion:



Once you have selected the job you want to view, you will be presented with a split screen displaying the Job details on the right hand side of the page:



The most commonly used job related functions are now within easy reach. You can quickly choose to edit the Job or Clone the Job. Radio buttons including Post, Unpost, Close, Note, Transfer and More are available.

C. Job Analytics

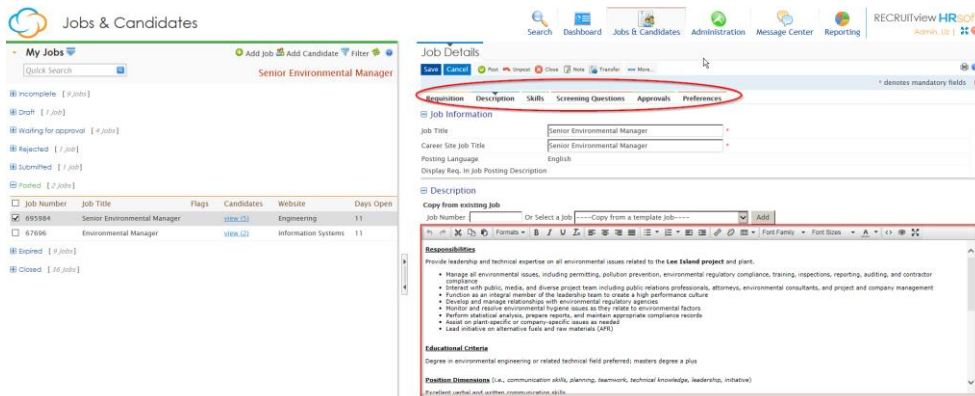
You will notice the Job analytics (outlined in red above) this provides a quick view of metrics associated with this job.

D. Edit Job

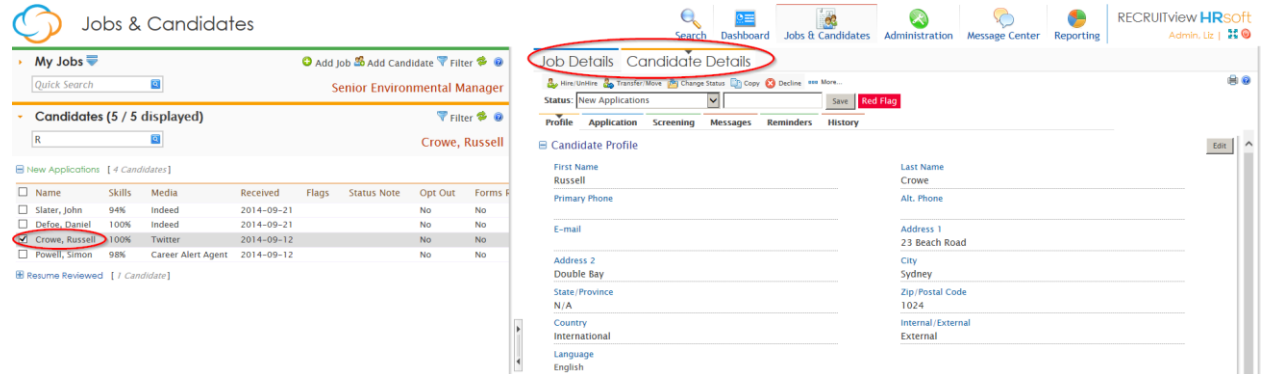
Selecting Edit Job presents the Job details with multiple tabs to allow you to quickly access the information you are wanting to review. These tabs have replaced the radio buttons.

E. Rich Text Editor

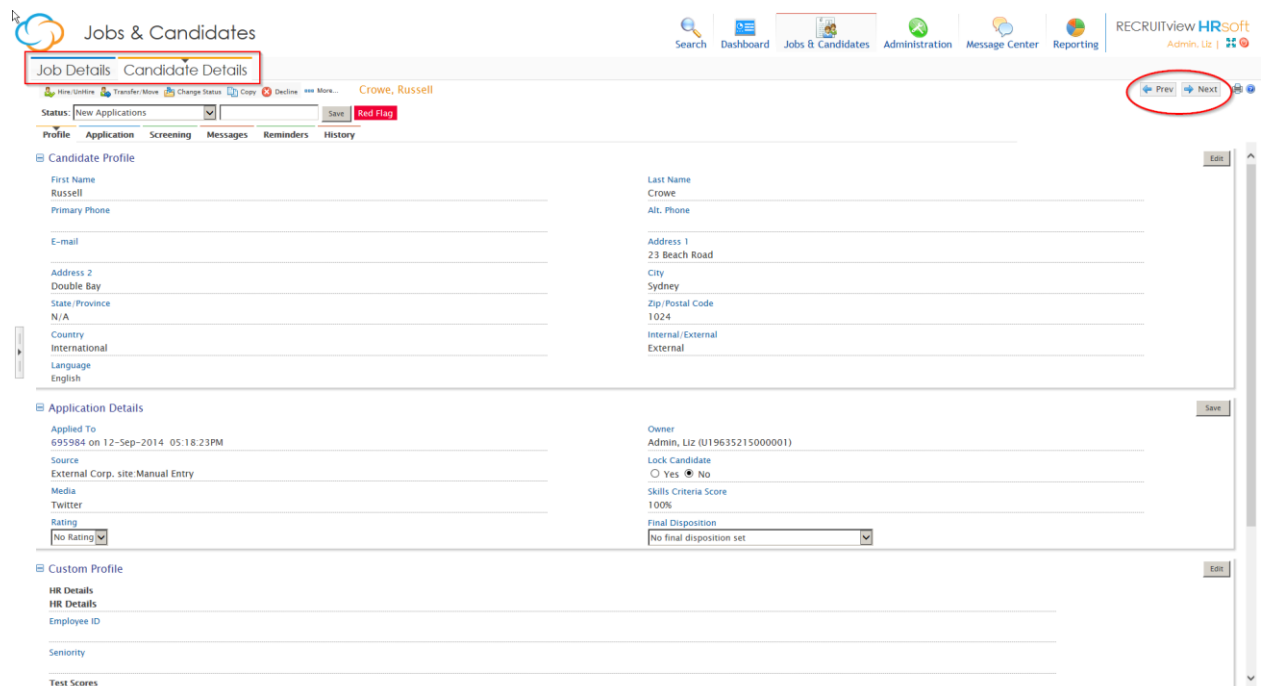
We have also introduced a new Rich Text Editor that is used throughout RECRUITview delivering an enhanced text experience for users creating and editing text.




Selecting one of the candidates who has applied for the Job from the left hand pane will open their candidate details in the candidate section in the right hand pane. You now have both the Job and Candidate Section tabs available, this enables you to toggle back and forth between the two sections as needed.



Expanding the Candidate Section, allows you to view all the information associated with this candidate in a full screen mode. You can use the Job Details Candidate Details Tabs highlighted in red to toggle between the job and the candidate in full screen mode.



F. Prev and Next arrows

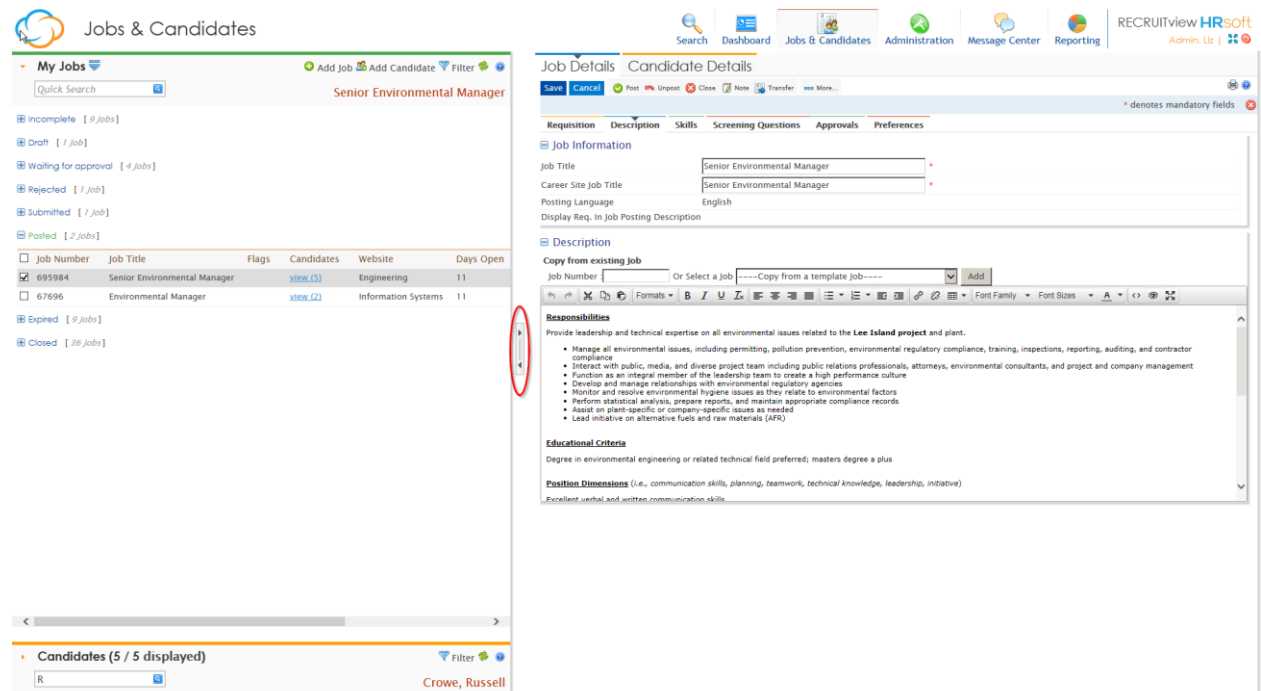
You now have available to you the Prev and Next arrows. These allow you to rotate through all the candidates who have applied for this Job.

Conversely when you expand the Job Section you will have the same functionality available to click through all the Jobs that were presented as a result of the search that you ran.

10. Expanding and Collapsing Panes



You have the ability to collapse and expand the data you are seeing on this page by using the icon that you will see displayed vertically on any page where you are able to expand or collapse an area of data. On the Jobs and Candidates page when you select a job from the list of available jobs the page will expand to show the details of the job selected on the right hand side (the Job section).



Jobs & Candidates

My Jobs

Quick Search

Senior Environmental Manager

Incomplete [9 Jobs]

Draft [1 Job]

Waiting for approval [4 Jobs]

Rejected [1 Job]

Submitted [1 Job]

Posted [2 Jobs]

Job Number	Job Title	Flags	Candidates	Website	Days Open
695984	Senior Environmental Manager	view (3)	Engineering	11	
67696	Environmental Manager	view (2)	Information Systems	11	

Expired [9 Jobs]

Closed [36 Jobs]

Candidates (5 / 5 displayed)

Filter

Crowe, Russell

Job Details

Save Cancel Post Unpost Close New Transfer See More...

Requisition Description Skills Screening Questions Approvals Preferences

Job Information

Job Title Senior Environmental Manager

Career Site Job Title Senior Environmental Manager

Posting Language English

Display Req. In Job Posting Description

Description

Copy from existing job

Job Number Or Select a Job Copy from a template job Add

Responsibilities

Provide leadership and technical expertise on all environmental issues related to the Lee Island project and plant.

- Manage all environmental issues, including permitting, pollution prevention, environmental regulatory compliance, training, inspections, reporting, auditing, and contractor compliance
- Interact with public, media, and diverse project team including public relations professionals, attorneys, environmental consultants, and project and company management
- Function as an integral member of the leadership team to create a high performance culture
- Develop and manage relationships with environmental regulatory agencies
- Monitor and resolve environmental hygiene issues as they relate to environmental factors
- Perform statistical analysis, prepare reports, and maintain appropriate compliance records
- Assist on plant-specific or company-specific issues as needed
- Lead initiative on alternative fuels and raw materials (AFR)

Educational Criteria

Degree in environmental engineering or related technical field preferred; masters degree a plus

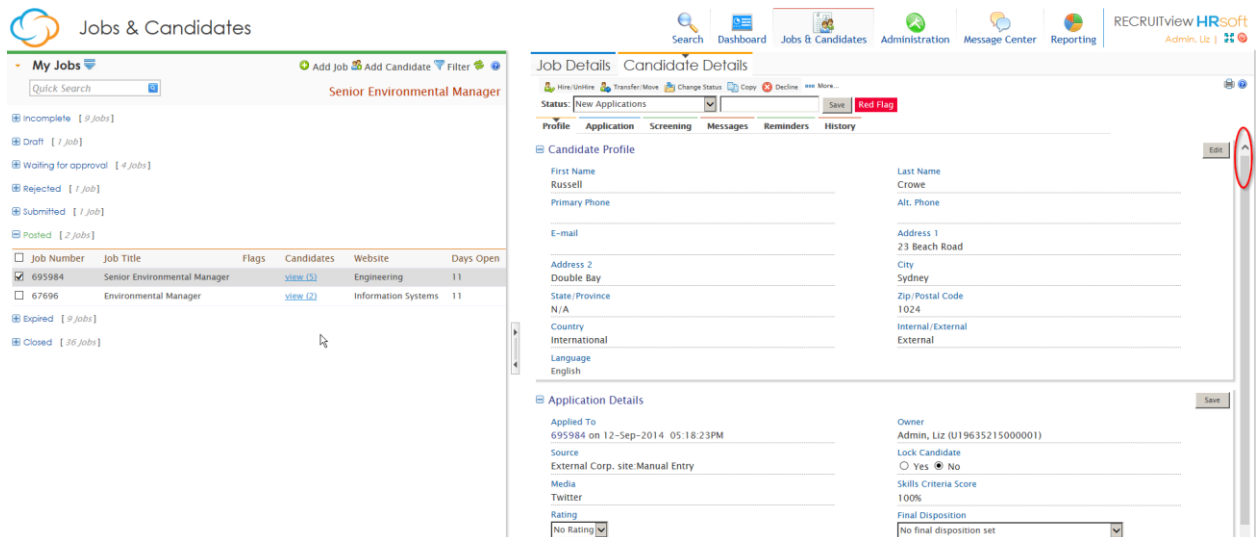
Position Dimensions (i.e., communication skills, planning, teamwork, technical knowledge, leadership, initiative)

Excellent verbal and written communication skills.

- Now you will see the expand/collapse toolbar appear. Clicking on the arrow that is pointing toward the left will take the pane on the right hand side of the page and extend it all the way over to the left most point on the page. When you are done you can collapse it by selecting the collapse bar that you will see on the left most side of the page.
- Conversely clicking on the arrow that is pointing toward the right will take the pane on the left hand side of the page and extend it all the way over to the right most point on the page. When you are done you can collapse it by selecting the collapse bar that you will see on the right most side of the page.

11. Scrollbars

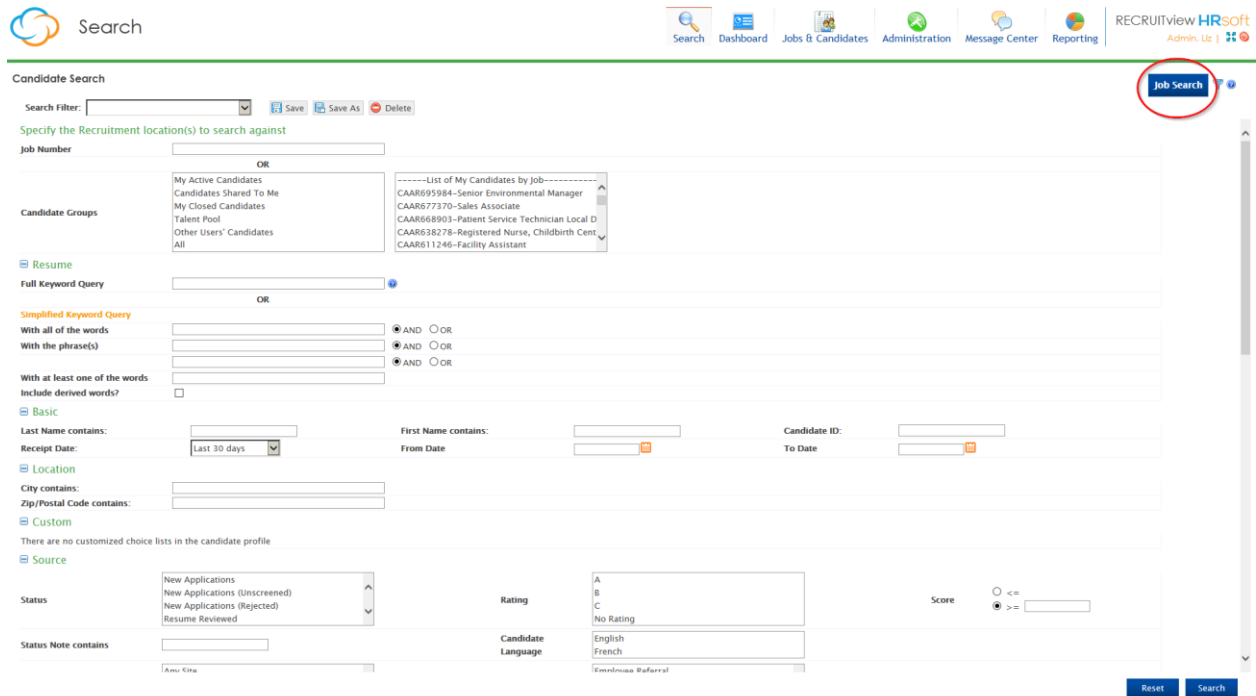
All information relating to the page that you are on is displayed in a continuous fashion. So in order to see the data at the bottom of the page you will see a vertical scroll bar located on the right hand side of the page that will enable you to scroll up and down.



12. Search

The Search tab allows you to set up a search, by selecting the criteria to search for, on either jobs or candidates. You can then save that search so it is available to use at a later time. You can select an existing saved search, modify the search criteria and then save this search under a different name. The search feature offers plenty of flexibility in the criteria available for searching.

When you land on this page you will be presented with the Candidate Search. You can toggle from the candidate search to the job search by using the Job Search or Candidate Search button located on the right hand side of the page.



Search

Candidate Search

Search Filter: Save Save As Delete

Specify the Recruitment location(s) to search against

Job Number:

Candidate Groups: OR

My Active Candidates
Candidates Shared To Me
My Closed Candidates
Talent Pool
Other Users' Candidates
All

-----List of My Candidates by Job-----
CAAR695984-Senior Environmental Manager
CAAR677370-Sales Associate
CAAR688903-Patient Service Technician Local D
CAAR638278-Registered Nurse, Childbirth Cent
CAAR611246-Facility Assistant

Resume

Full Keyword Query: OR

Simplified Keyword Query

With all of the words: AND ☐ OR ☐

With the phrase(s): AND ☐ OR ☐

With at least one of the words: AND ☐ OR ☐

Include derived words? ☐

Basic

Last Name contains: First Name contains: Candidate ID:

Receipt Date: Last 30 days From Date: To Date:

Location

City contains:

Zip/Postal Code contains:

Custom

There are no customized choice lists in the candidate profile

Source

Status: New Applications
New Applications (Unscreened)
New Applications (Rejected)
Resume Reviewed

Rating: A
B
C
No Rating

Score: <= >=

Status Note contains:

Candidate Language: English
French
Emmanuel Referral

Reset **Search**

13. Administration

The Administration icon will be available if you have been granted administration rights on your site. This gives you direct access to all the tools that you will need to use to administer the site for your organization. There are no sub-menus, all of the administrator tools are clearly displayed on one page.

Like items have been grouped together and organized on the page to make it easy for you to visually peruse and identify the tool you are looking for. We have grouped the tools under the general headings of Personal, Global, Job Library, Users, Mappings and Data.

