



HRsoft

Talent Management Software

2200 Lucien Way, STE 201, Maitland, FL 32751

RECRUITview eQuest Aggregator

HRsoft – eQuest
Setup and Workflow



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HRSOFT - EQUEST INTEGRATION

The HRsoft integration with eQuest, one of the world's largest and most utilized job board distributors, allows HRsoft Recruitment users access to thousands of job boards and social media sites worldwide. In addition to paid job boards, eQuest offers free postings to its Advantage Network job boards and search engine sites.

Through the Posting Center screen, HRsoft users can now post jobs to their Internal and External Corporate Career Sites and to their eQuest Job Boards in one seamless process.

A. EQUEST SETUP

The eQuest initial setup, Posting and Unposting screens as well as the tracking and posting failure notification processes are detailed below.

I. EQUEST SETUP

Clients wishing to create an eQuest account should contact eQuest:

Bob Jaworski
bjaworski@equest.com
978.500.0967

eQuest will provide clients with a training session on how to set up the additional services through their Administration Portal. If you have any questions related to your eQuest Job Board setup, please visit the eQuest Support Portal at: <https://support.equest.com/>

Once this is completed, the client can contact HRsoft support to enable and setup eQuest in their system.

II. HRSOFT SETUP

EXTERNAL CAREER SITE MAPPING

Once setup of all Job Board Services with eQuest is completed, it is important to contact HRsoft support at Support@HRsoft.com so that we can complete the mapping of your services to your External Career Sites. This ensures that for clients with multiple External Career Sites (different divisions/languages), the Apply Link in the job board posting is linked to the corresponding career site application page.

User Note: Users must keep in mind the dependency of eQuest postings on External Career Site postings. Jobs posted to eQuest with no corresponding External Career Site postings result in Apply Links to invalid posting pages.

EQUEST MANDATORY FIELDS

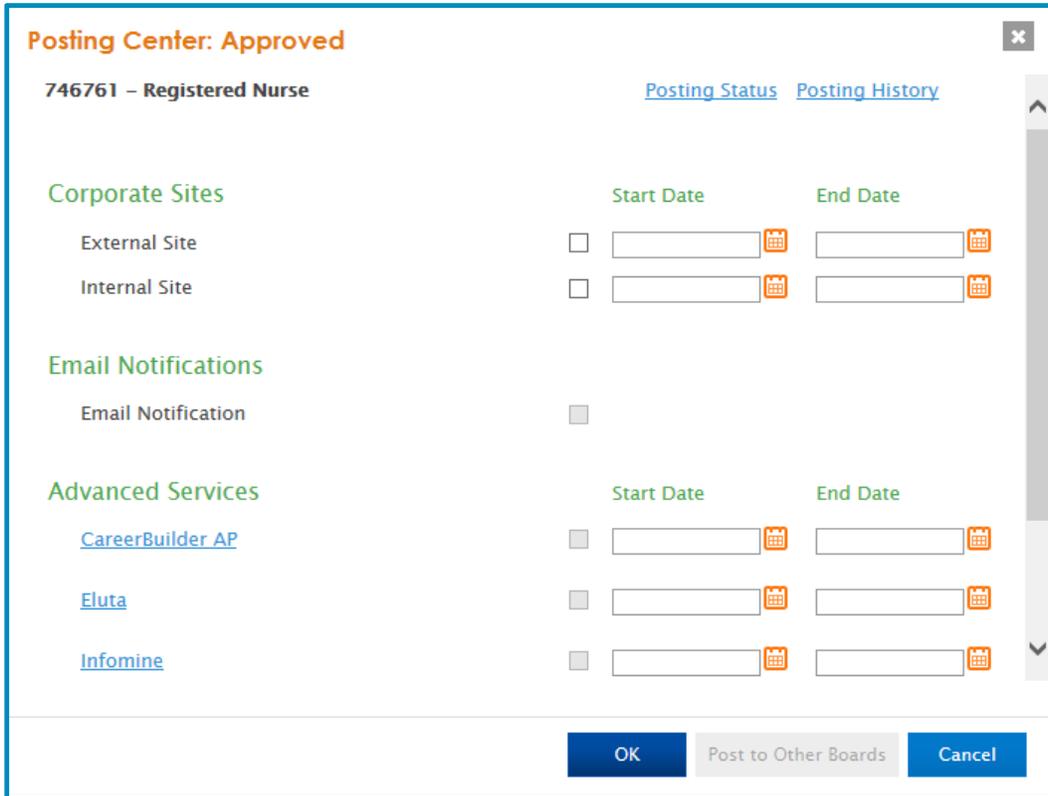
Once your account is enabled for eQuest, the below fields in RECRUITview required by eQuest are made mandatory:

- A. Job Category field on Job Preferences tab
- B. Part time/Full time pre-defined requisition field
- C. Permanent or Contract pre-defined requisition field

B. eQUEST WORKFLOW

I. POSTING TO eQUEST

To post a job to eQuest, select the job and click the Post button to display the Posting Center screen:



Posting Center: Approved [Close]

746761 - Registered Nurse [Posting Status](#) [Posting History](#)

Corporate Sites

	Start Date	End Date
External Site	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Internal Site	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>

Email Notifications

Email Notification	<input type="checkbox"/>
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Advanced Services

	Start Date	End Date
CareerBuilder AP	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Eluta	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Infomine	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>

OK **Post to Other Boards** **Cancel**

The eQuest button on the Posting Center screen remains disabled until the user selects an External Career Site posting target. This ensures that the posting is accessible through the eQuest Job Board Apply Link.

In the case of multiple External Career Sites, the user must post to the eQuest Job Board(s) corresponding to the selected Career Site(s).

Once an External Career site is selected, the eQuest button is enabled on the Posting Center screen:

Posting Center: Approved ✕

746761 – Registered Nurse [Posting History](#)

Corporate Sites

External Site	<input checked="" type="checkbox"/>	Start Date	05/29/2015	End Date	07/03/2015
Internal Site	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>

Email Notifications

Email Notification

Advanced Services

CareerBuilder AP	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Eluta	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>

OK
Post to Other Boards
Cancel

Clicking “Post to Other Boards” **posts** the job to the career sites selected on the Posting Center screen, submits the job information to eQuest and displays the eQuest posting wizard.

User Note: If multiple jobs are selected, eQuest is disabled on the Posting Center screen and a note is displayed.

Posting Center: Approved ✕

137155 – Nurse Assistant [Posting Status](#) [Posting History](#)

746761 – Registered Nurse [Posting Status](#) [Posting History](#)

eQuest Posting is currently disabled due to having multiple jobs selected.

Corporate Sites

External Site	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Internal Site (May-25-2015 To Jun-29-2015)	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>

Email Notifications

Email Notification

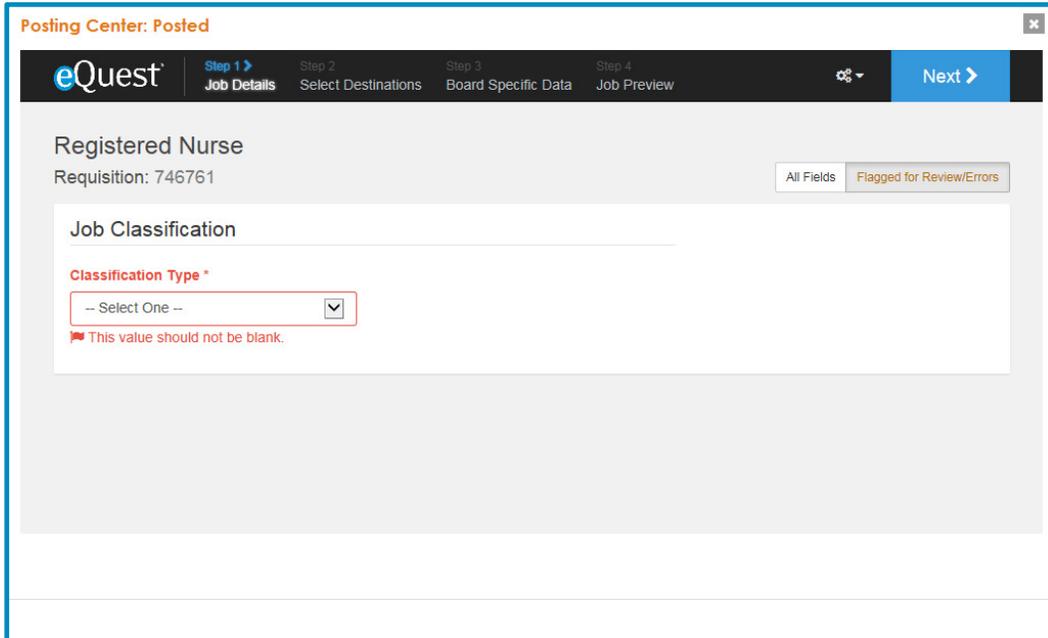
Advanced Services

CareerBuilder AP	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Eluta	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Infomine	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>

OK
Post to Other Boards
Cancel

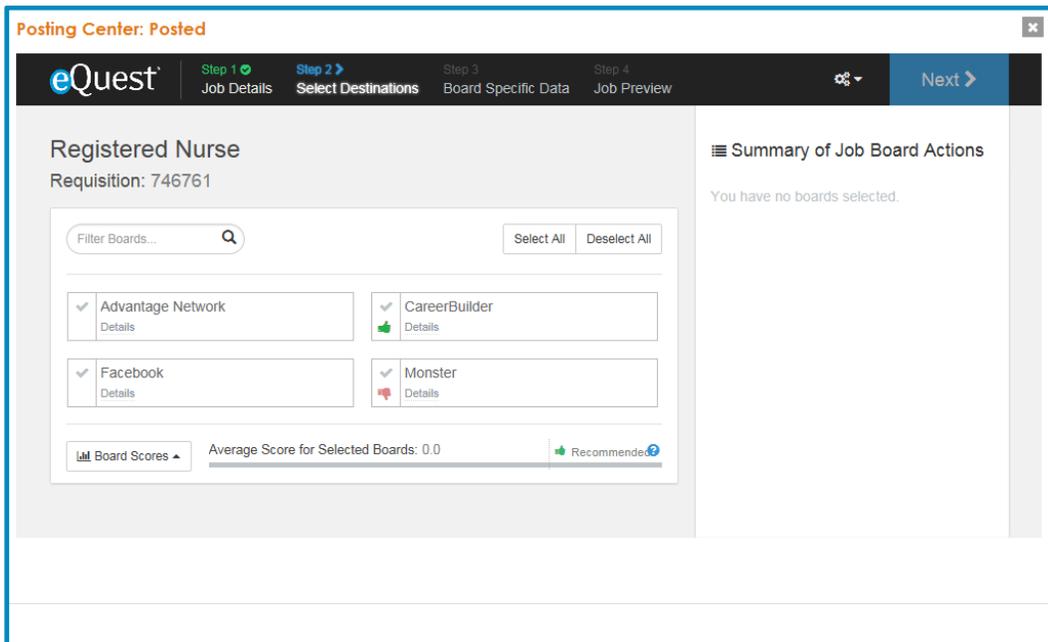
Step 1 – Job Details

In this step, you must complete any outstanding required details that may be missing from the submitted job data.

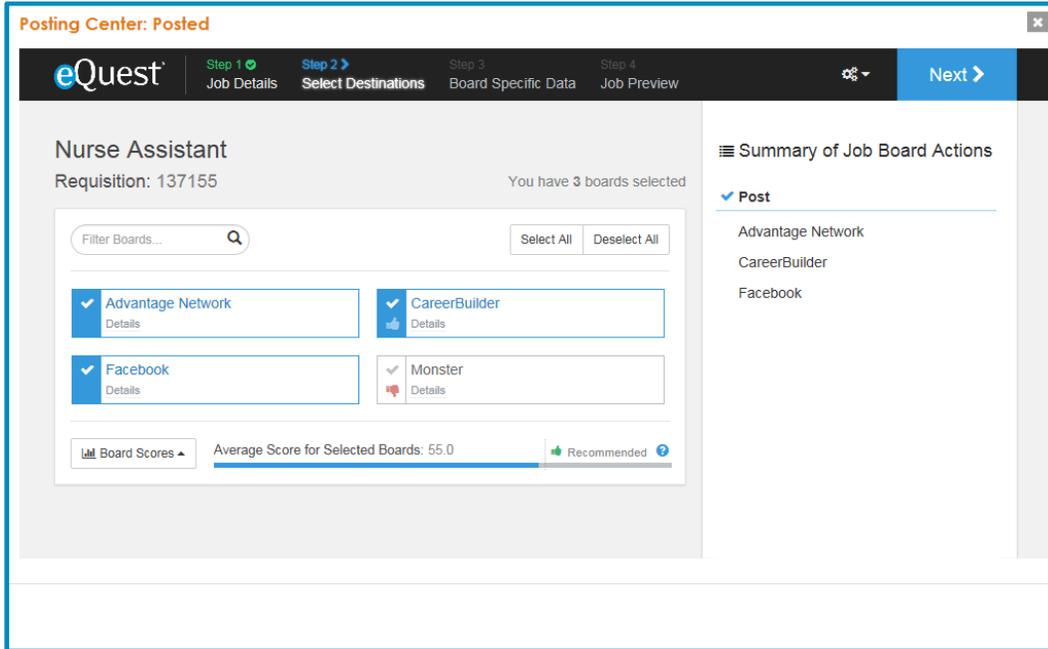


Step 2 – Select Destinations

In Step 2, you will be presented with all configured Job Boards and must select at least one before going to the next step.

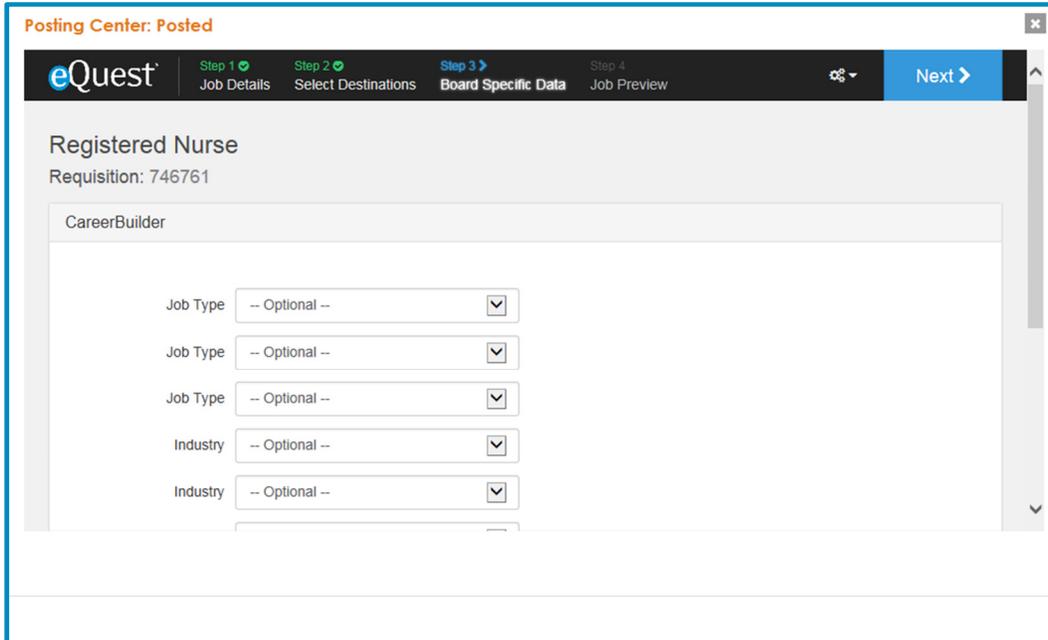


Once the user selects a job board, the Next button is enabled. Clicking **Next** takes you to Step 3.



Step 3 – Board Specific Data

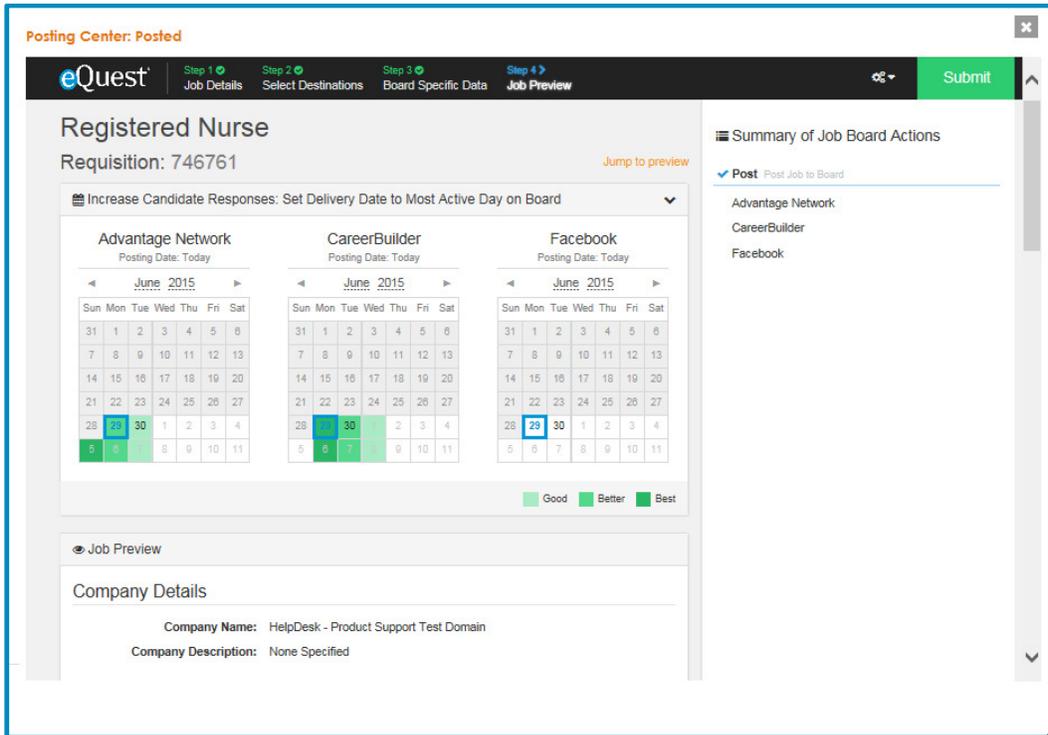
In Step 3, you will be prompted to complete any board specific data that is still outstanding:



Step 4 – Job Preview

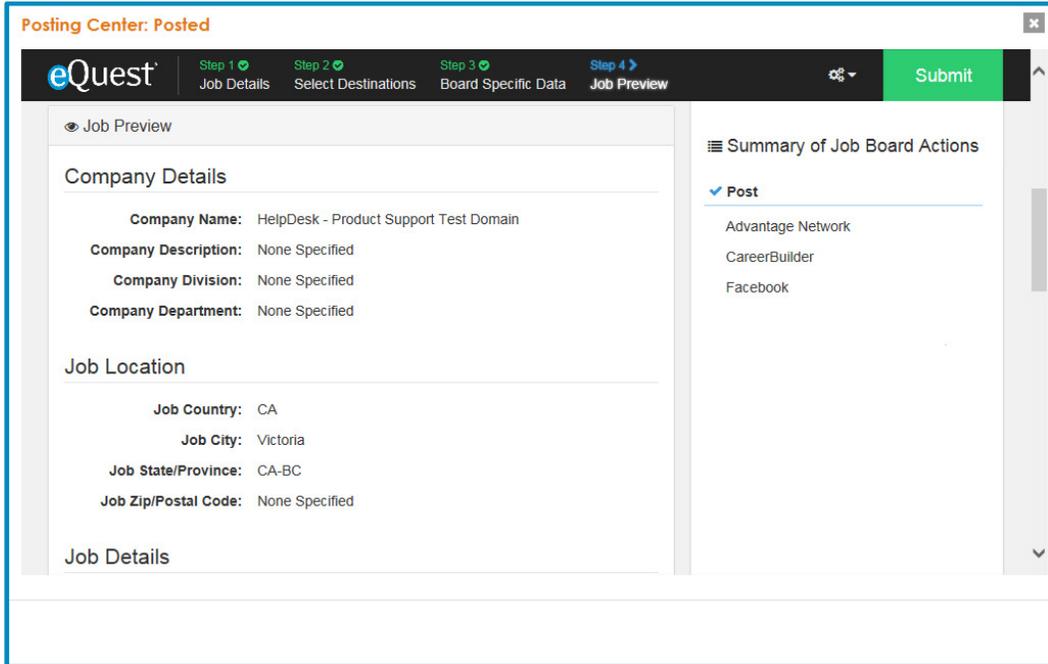
Clicking **Next** will take you to the final step of posting, where you can make changes to the selected posting date(s). eQuest makes suggestions by highlighting Good, Better and Best Posting Dates for maximum candidate visibility at the selected Job Boards.

If the user chooses to make updates to the posting dates based on eQuest’s recommendations, the user must remember to make the corresponding changes to the External Career Site posting dates in RECRUITview to ensure the posting is accessible on the career site for the entire posting period. To do this, the user must close the window, click Post in RECRUITview again, and make changes to the External Career Site posting date, then proceed to post to eQuest for the new period.



A list of the job boards is displayed on the right of the screen under “Summary of Job Board Actions”.

A preview of the posting is also presented on the same screen, and by scrolling down you can view all job details.



Posting Center: Posted

eQuest | Step 1 Job Details | Step 2 Select Destinations | Step 3 Board Specific Data | Step 4 Job Preview | Submit

Job Preview

Company Details

- Company Name:** HelpDesk - Product Support Test Domain
- Company Description:** None Specified
- Company Division:** None Specified
- Company Department:** None Specified

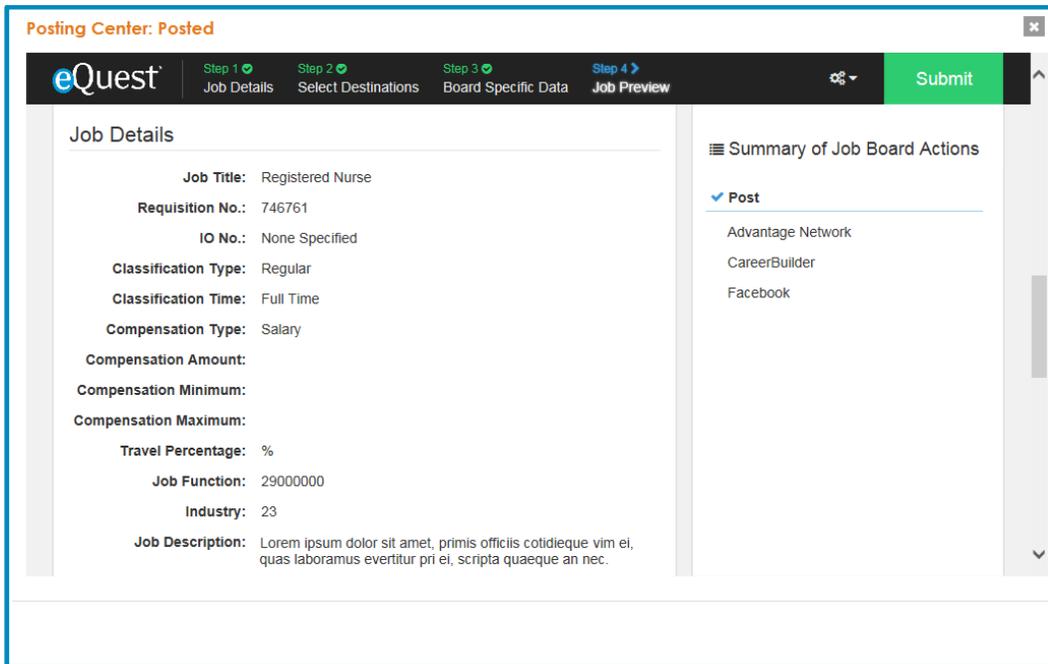
Job Location

- Job Country:** CA
- Job City:** Victoria
- Job State/Province:** CA-BC
- Job Zip/Postal Code:** None Specified

Job Details

Summary of Job Board Actions

- Post**
 - Advantage Network
 - CareerBuilder
 - Facebook



Posting Center: Posted

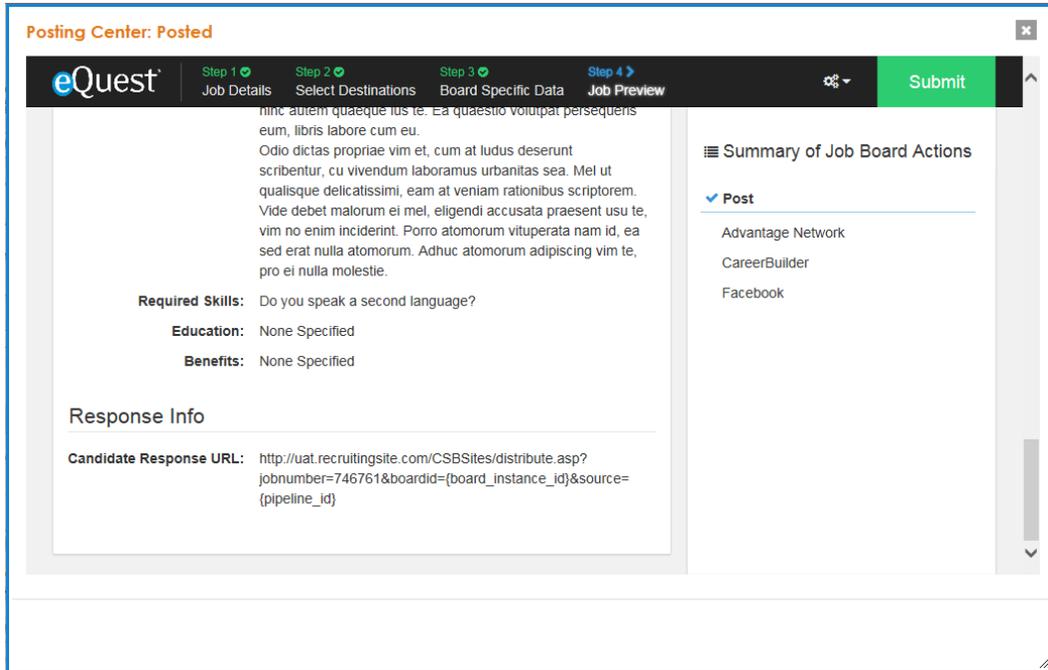
eQuest | Step 1 Job Details | Step 2 Select Destinations | Step 3 Board Specific Data | Step 4 Job Preview | Submit

Job Details

- Job Title:** Registered Nurse
- Requisition No.:** 746761
- IO No.:** None Specified
- Classification Type:** Regular
- Classification Time:** Full Time
- Compensation Type:** Salary
- Compensation Amount:**
- Compensation Minimum:**
- Compensation Maximum:**
- Travel Percentage:** %
- Job Function:** 29000000
- Industry:** 23
- Job Description:** Lorem ipsum dolor sit amet, primis officis cotidieque vim ei, quas laboramus evertitur pri ei, scripta quaeque an nec.

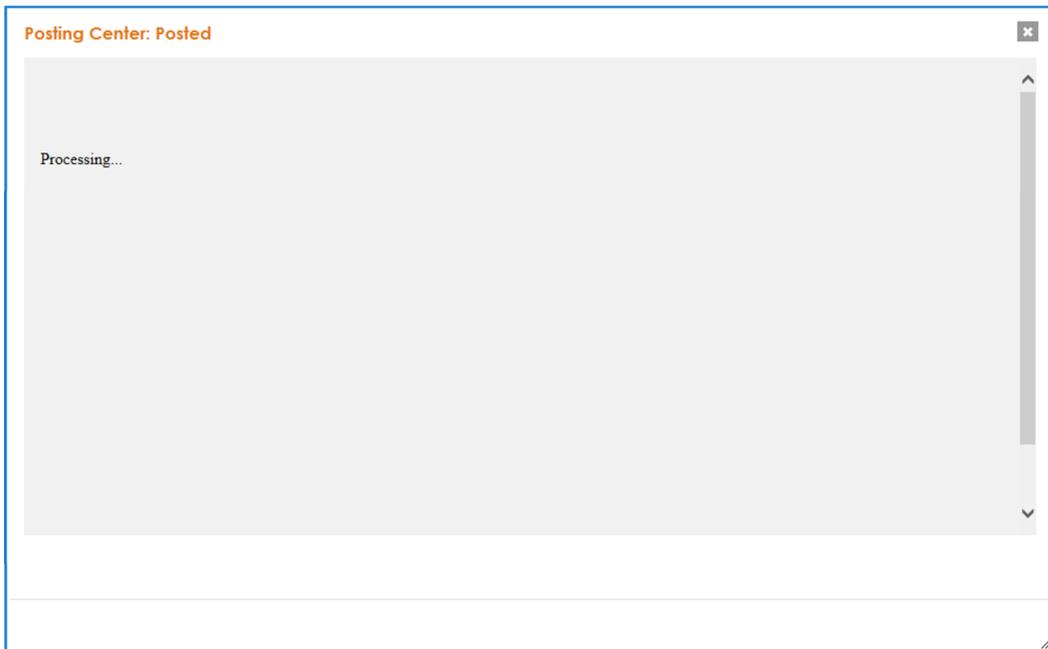
Summary of Job Board Actions

- Post**
 - Advantage Network
 - CareerBuilder
 - Facebook



Clicking **Submit** submits the posting(s) for processing.

User Note: Closing the window before processing is completed will result in a failure to post to eQuest.



II. TRACKING OF POSTINGS

eQuest posting(s) are logged on the Posting Info section of the Job Details screen, the Posting History screen and the Posting Status screen:

Posting Info Section on Job Details Screen:

Posting Info				
	Days Left	Start Date	EndDate	Duration
Corporate Sites				
 External Site	35	29-May-2015	03-Jul-2015	36
Other Services				
 eQuest – Advantage Network		29-May-2015		
 eQuest – CareerBuilder		29-May-2015		
 eQuest – Facebook		29-May-2015		

When a job is submitted to eQuest by the user, the Days Left, EndDate and Duration of the posting remain blank until the job is successfully posted on the destination Job Board. Until then, the fields are left blank and the posting is marked with a  icon to indicate the posting is waiting for the Job Board to process.

Posting Info				
	Days Left	Start Date	EndDate	Duration
Corporate Sites				
 External Site	35	29-May-2015	03-Jul-2015	36
Other Services				
 eQuest – Advantage Network	35	29-May-2015	03-Jul-2015	36
 eQuest – CareerBuilder	35	29-May-2015	03-Jul-2015	36
 eQuest – Facebook	35	29-May-2015	03-Jul-2015	36

The eQuest postings’ Days Left, End-Date and Duration are all displayed once the posting is successfully posted to the Job Board(s). A  icon is displayed to indicate the posting is posted at the Job Board.

Posting Status Screen:

Posting Status

746761 – Registered Nurse

Corporate Sites	Days Left	Start Date	End Date	Duration
External Site	35	29-May-2015	03-Jul-2015	36

Email Notifications

None of the selected jobs are posted to any Email Notification Targets.

Other Services	Days Left	Start Date	End Date	Duration
eQuest – Advantage Network	35	29-May-2015	03-Jul-2015	36
eQuest – CareerBuilder	35	29-May-2015	03-Jul-2015	36
eQuest – Facebook	35	29-May-2015	03-Jul-2015	36

Posting History Screen:

History

<u>eQuest – Advantage Network</u>	
Status	Posted
Date Posted	29-May-2015 12:00 AM
Expiry Date	03-Jul-2015 12:00 AM
Service	Other Service

<u>eQuest – CareerBuilder</u>	
Status	Posted
Date Posted	29-May-2015 12:00 AM
Expiry Date	03-Jul-2015 12:00 AM
Service	Other Service

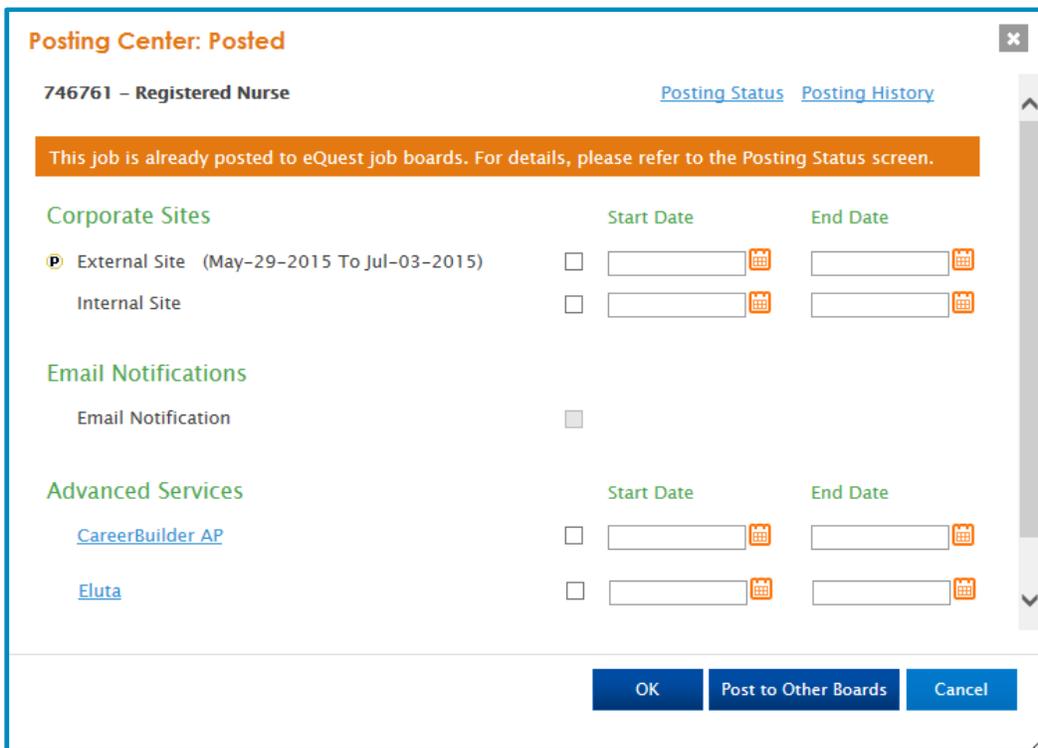
<u>eQuest – Facebook</u>	
Status	Posted
Date Posted	29-May-2015 12:00 AM
Expiry Date	03-Jul-2015 12:00 AM

If the job fails to post for Job Board related reasons (e.g. exhausted inventory), the client's main contact is sent an HRsoft automated system email notification letting them know that the posting failed. The user can then log in to eQuest to see detailed information related to the posting failure. Please refer to the Posting Failure Notification section below.

III. REPOSTING

Reposting a job must be done on both the External Career Site as well as on eQuest (if the job is posted to eQuest job boards) in order to ensure postings are in sync.

To do that, the user selects the job and clicks the **Post** button to open the Posting Center screen.



The screenshot shows a dialog box titled "Posting Center: Posted" for job "746761 - Registered Nurse". It includes a message: "This job is already posted to eQuest job boards. For details, please refer to the Posting Status screen." Below this, there are sections for "Corporate Sites", "Email Notifications", and "Advanced Services".

	Start Date	End Date
<input checked="" type="checkbox"/> External Site (May-29-2015 To Jul-03-2015)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Internal Site	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Email Notification		
<input type="checkbox"/> CareerBuilder AP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Eluta	<input type="text"/>	<input type="text"/>

Buttons at the bottom: OK, Post to Other Boards, Cancel.

To repost a specific Career Site target, the user must re-select the checkbox. Doing so will automatically reset the start and end dates to the default posting period with today as the start date.

Posting Center: Posted

746761 – Registered Nurse [Posting Status](#) [Posting History](#)

This job is already posted to eQuest job boards. For details, please refer to the Posting Status screen.

Corporate Sites	Start Date	End Date
<input checked="" type="checkbox"/> External Site (May-29-2015 To Jul-03-2015)	<input checked="" type="checkbox"/> 05/29/2015	<input type="checkbox"/> 07/03/2015
<input type="checkbox"/> Internal Site	<input type="checkbox"/>	<input type="checkbox"/>

Email Notifications

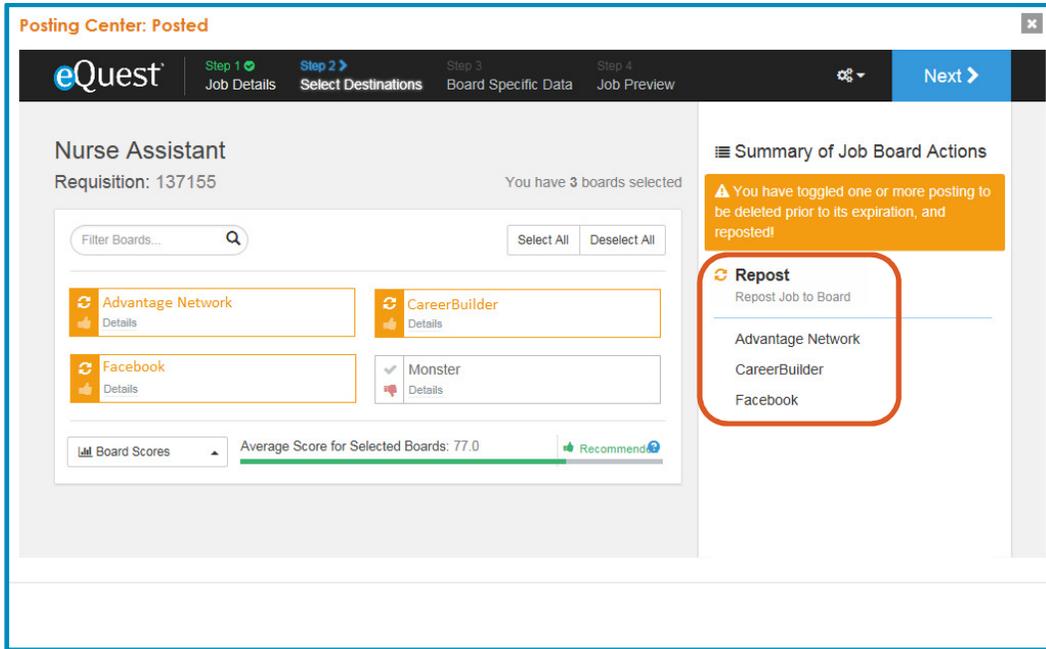
Email Notification

Advanced Services

	Start Date	End Date
<input type="checkbox"/> CareerBuilder AP	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Eluta	<input type="checkbox"/>	<input type="checkbox"/>

Clicking “Post to Other Boards” opens the eQuest window.

The user must select the job board to repost and click the tile until it turns orange and appears listed on the right side of the screen under “Repost”.



The jobs displayed under the Repost title on the right side of the screen will now be reposted for the default eQuest posting duration of 1 month. The information in the Posting Info table on the Job Details screen, as well as on the Posting History screen and the Posting Status screen in RECRUITview is now updated with the new dates.

VI. UPDATING JOB BOARD POSTING

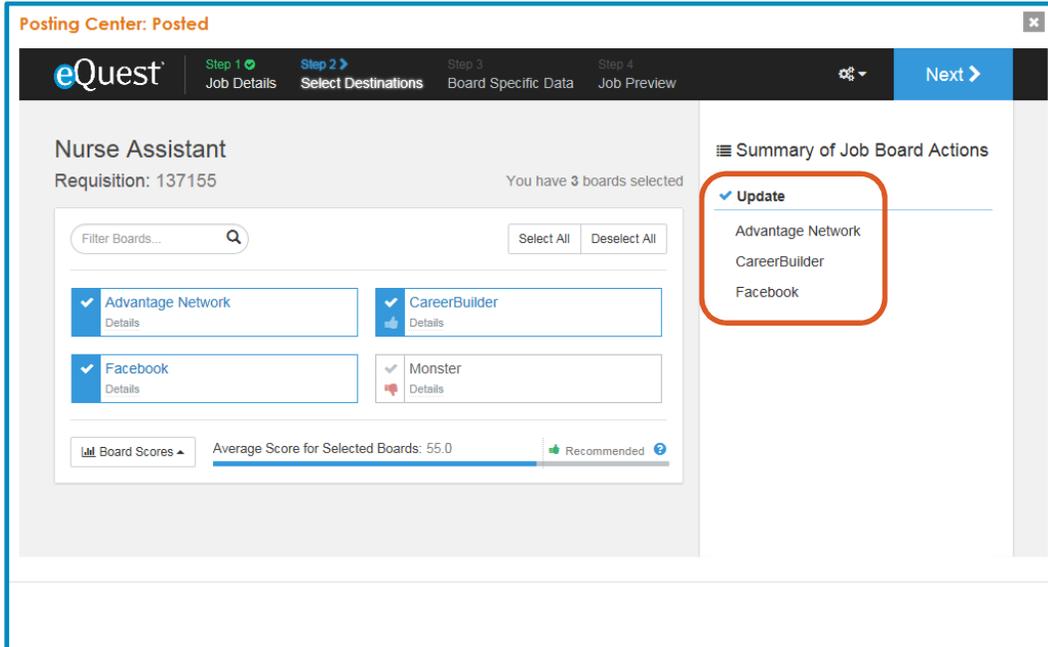
Updating a job board posting through eQuest sends the current job information to the job board, but does not modify the posting’s start and end dates.

To do that, the user selects the job and clicks the Post button to open the Posting Center screen.

To update the posting on the Career Site, the user must re-select the Career Site target. Doing so will automatically reset the start and end dates to the default posting period with today as the start date. Unless the user wishes to extend the posting (and re-post on eQuest for an additional posting period), the user must re-enter the original posting dates.

Clicking “Post to Other Boards” opens the eQuest window, allowing updates of the posting(s) on the eQuest Job Board(s).

All presently posted job boards will appear listed on the right side of the screen under “Update”.



Updating a posting sends the job’s latest HRsoft information to the job board, but does not change the posting/expiration dates of the posting at the job board. The information in the Posting Info table of the Job Details screen, as well as on the Posting History screen and the Posting Status screen is unchanged. There are no additional eQuest charges to updating a posting.

VII. UNPOSTING FROM EQUEST

To unpost the job from eQuest, select the job and click the Unpost button to open the Unposting window.

Unposting
✕

746761 – Registered Nurse [Posting Status](#) [Posting History](#)

Corporate Sites

	Days Left	Start Date	End Date
<input type="checkbox"/> Unpost all "Corporate Sites"			
<input checked="" type="checkbox"/> External Site	35	29-May-2015	03-Jul-2015

Email Notifications

None of the selected jobs are posted to any Email Notification Targets.

Other Services

None of the selected jobs are posted to any 'Other Services' site

OK
Unpost from Other Boards
Cancel

You can now select the Career Site targets to unpost, and then click “Unpost from Other Boards” to unpost from eQuest Job Board(s) as well. When all External Career Site targets are selected, a reminder is displayed for the user to unpost from all eQuest job boards as well.

Unposting
✕

746761 – Registered Nurse [Posting Status](#) [Posting History](#)

You are unposting from all External Career sites, please ensure to also unpost from eQuest job boards.

Corporate Sites

	Days Left	Start Date	End Date
<input checked="" type="checkbox"/> Unpost all "Corporate Sites"			
<input checked="" type="checkbox"/> External Site	35	29-May-2015	03-Jul-2015

Email Notifications

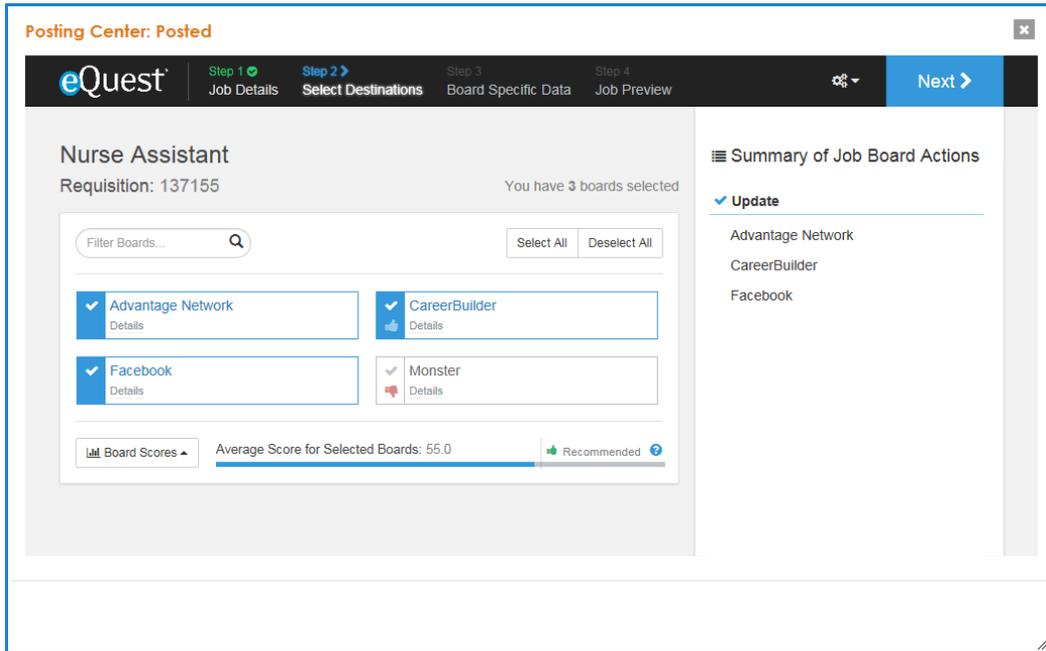
None of the selected jobs are posted to any Email Notification Targets.

Other Services

None of the selected jobs are posted to any 'Other Services' site

OK
Unpost from Other Boards
Cancel

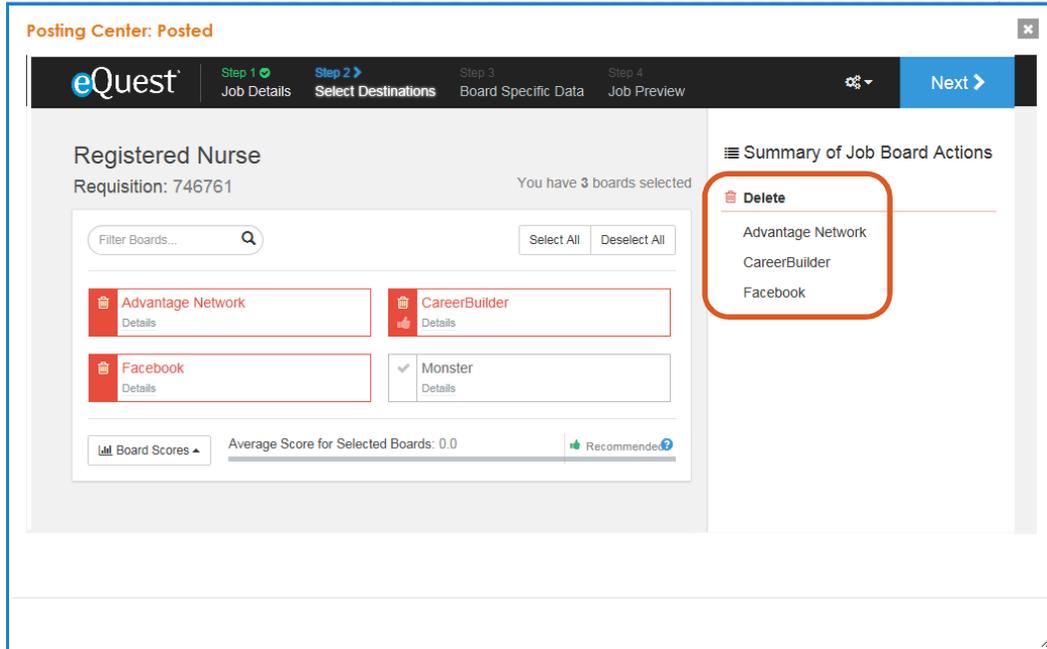
On the eQuest screen, the posted Job Board(s) are displayed and the user must double select each for deletion (the tiles turn red).



The screenshot shows the 'Posting Center: Posted' interface for a 'Nurse Assistant' requisition (137155). The interface is divided into several sections:

- Navigation:** A top bar with the eQuest logo and a progress indicator showing four steps: Step 1 (Job Details), Step 2 (Select Destinations), Step 3 (Board Specific Data), and Step 4 (Job Preview). A 'Next >' button is visible on the right.
- Job Information:** The job title 'Nurse Assistant' and requisition number '137155' are displayed. A status message indicates 'You have 3 boards selected'.
- Board Selection:** A search bar labeled 'Filter Boards...' is at the top. Below it are four board selection tiles:
 - Advantage Network:** Selected (checked), with a 'Details' link.
 - CareerBuilder:** Selected (checked), with a 'Details' link.
 - Facebook:** Selected (checked), with a 'Details' link.
 - Monster:** Not selected (unchecked), with a 'Details' link.
- Board Scores:** A section showing 'Average Score for Selected Boards: 55.0' and a 'Recommended' status.
- Summary of Job Board Actions:** A sidebar on the right with a 'Summary of Job Board Actions' header and an 'Update' section listing the selected boards: Advantage Network, CareerBuilder, and Facebook.

Once the Job Board(s) are selected, the user clicks the **Next** button to complete the deletion process.



The posting information is updated accordingly in the ATS Posting Info table on the Job Details screen, as well as on the History screen and Posting Status screen.

C. TILE COLOURS AND ACTIONS

eQuest allows users to post, re-post, update and delete a job posting. The right side of the screen shows the actions to be taken on the job for each job board once the Next button is clicked.

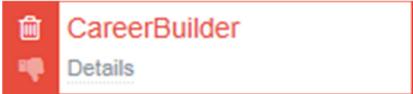
Actions:

Post: Job is posted for the job board default posting period and a job board posting credit (for paid boards) as well as an eQuest “delivery” charge apply.

Re-post: Job is re-posted for the job board default posting period. For most paid job boards, a posting credit applies to a re-post. There is also an eQuest “delivery” charge for re-posting.

Update: The current job details in HRsoft are sent to the job board to update the posting. There will be no additional charge at the job board and no “delivery” charge by eQuest. The expiration dates will not be changed.

Delete: Job is unposted from the job board.

TILE DISPLAY	ACTION taken on clicking NEXT
	No Action
	<p>Posting a job: Clicking a grey tile makes it blue, indicating a Post action will take place.</p> <p>Any boards set up in the eQuest Admin Portal to be pre-selected will appear in blue on first accessing the screen.</p> <p>Updating a posting: If the job is already posted to the job board, the tile appears in blue on accessing the screen. This indicates an update action will take place. Updating a posting re-sends the latest job details to the job board, without re-posting the job.</p>
	<p>Expired postings: Blue tiles with a clock icon indicate the posting is expired.</p>
	<p>Reposting to a board: Clicking a blue tile twice makes it Orange. This indicates that the job will be re-posted to the job board.</p>
	<p>Deleting/Unposting from a board: Clicking a blue tile once makes it Red, indicating the job will be Unposted from the job board.</p>

D. POSTING FAILURE NOTIFICATION

If a posting fails to post 5 days after the posting date at the specified Job Board:

- The main contact or Job Board Administrator on the client side receives a failure notification 5 days after the posting date.
- The failed posting is automatically deleted by the system.

The Job Board Administrator is instructed by the notification to log in directly to the eQuest Admin Portal to view details on the failures and take action to rectify the issue(s) with eQuest or the Job Board as appropriate.

User Note: Any jobs posted to eQuest with no current External Career Site postings will be automatically unposted by the system.

From: Alert@recruitingsite.com [<mailto:Alert@recruitingsite.com>]
Sent: Thursday, March 10, 2016 11:33 PM
To: HR Team
Subject: eQuest Failed Postings Notification

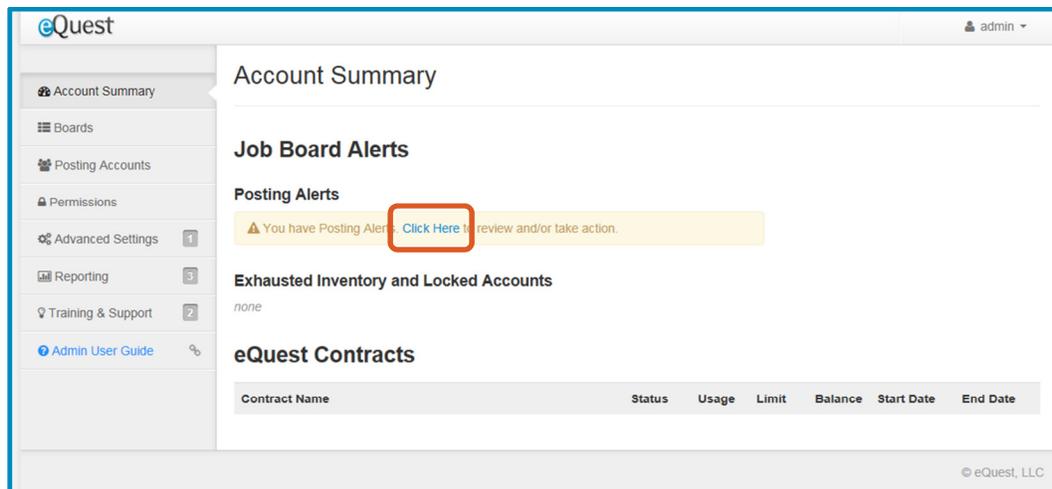
eQuest Failed Postings

The following job postings have been unposted from eQuest due to one of the following reasons:

- The job is not currently posted to an External Career Site
- The job failed to post to the Job Board through eQuest – please login to your eQuest Admin account to resolve any job board issues and then try re-posting the job(s).

JobNumber	JobTitle	Job Board	Recruiter
775320	Accounts Manager	CareerBuilder	John, Smith
775321	Registered Nurse	GlassDoor	Patricia, Miller

Recruitment System



The screenshot shows the eQuest Admin Portal interface. On the left is a navigation sidebar with options like Account Summary, Boards, Posting Accounts, Permissions, Advanced Settings, Reporting, Training & Support, and Admin User Guide. The main content area is titled 'Account Summary' and includes sections for 'Job Board Alerts', 'Posting Alerts', 'Exhausted Inventory and Locked Accounts', and 'eQuest Contracts'. A yellow alert banner under 'Posting Alerts' states 'You have Posting Alerts. [Click Here](#) to review and/or take action.' The 'eQuest Contracts' section shows a table with columns for Contract Name, Status, Usage, Limit, Balance, Start Date, and End Date.