GO! AUTOSCORE

MANUAL

OTYS Recruiting Technology

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1 | INTRODUCTION

1.1 ABOUT GO! AUTOSCORE

You can place different widgets on your Go! dashboards. This allows you to create one or more dashboards to give you an overview of your tasks and follow them up immediately.

By placing the 'Vacancy parser' widget on your dashboard, you can add job vacancy texts or job profiles to your Go! dashboard to create a vacancy directly in your system.

Go! AutoScore is an extension of this. If you enable this option, after dragging the vacancy text or job profile, a vacancy will be created and a search for suitable candidates in your database will start immediately. The semantic search technology of Actonomy is used for this. Matching candidates are automatically linked to the vacancy so that you can view and assess them immediately. This enables you to quickly import a vacancy (received from a customer or found on the internet) into your OTYS system and look for suitable candidates in your database.

1.2 PURPOSE OF THIS MANUAL

You can activate and configure Go! AutoScore in your OTYS system yourself. In this manual we explain how to do this and how to use the AutoScore function.

1.3 STRUCTURE OF MANUAL

This manual starts with an introduction chapter about the added value of Go! AutoScore. Then it discusses the features of the module.

A distinction is made between:

- Activation & configuration of Go! AutoScore
- Use of Go! AutoScore

2 | ACTIVATION & CONFIGURATION OF GO! AUTOSCORE

2.1 ACTIVATION OF GO! AUTOSCORE

As a key user you can determine whether this AutoScore process should take place after a vacancy has been processed with the 'Vacancy parser' widget:

1. In OTYS Go! click on your own name in the top right corner and select 'Client settings'.
2. In the search field on the right, search for keyword 'autoscore'.
3. Open the setting 'AutoMatch - Activate Go! AutoScore for client' on the left-hand side.
4. Select the desired setting ('Active' or 'Disabled') and click on 'Save'.

Once you have activated this option, the Automatch process will automatically run for vacancies that are parsed with the 'Vacancy parser' widget.

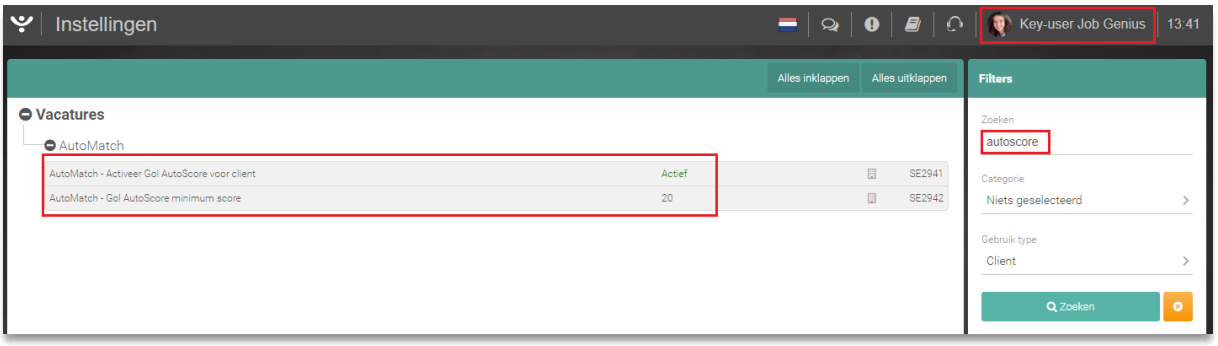

Fig. 1 – Activation and configuration of Go! Autoscore

2.2 CONFIGURATION OF GO! AUTOSCORE

As a key user you can determine the minimum score for a candidate to be linked to a vacancy with this process:

1. In OTYS Go! click on your own name in the top right corner and select 'Client settings'.
2. In the search field on the right, search for keyword 'autoscore'.
3. Open the 'AutoMatch - Go!' AutoScore minimum score' setting on the left.
4. Enter the desired minimum score percentage without the percentage sign (e.g. '60' and click 'Save').

What a desirable percentage is for you will depend on multiple factors. If you have a large database of candidates, you will have more potential matches (so you may need a higher minimum score). The same percentage for a smaller database of candidates will lead to fewer or no matches (so you may need a lower minimum score). So in the beginning you may need to try this out to decide what minimum score you need.

2.3 PLACE VACANCY PARSER WIDGET ON YOUR DASHBOARD

As previously indicated, Go! AutoScore works for vacancies created in the 'Vacancy parser' widget. If there is no 'Vacancy parser' widget on your dashboard yet, you can add it as follows:

1. Open the dashboard where you want to place the widget.
2. Click on the 'Configure dashboard' icon at the top.
3. Click on 'Vacancy parser' on the right-hand side of the 'Add widgets' panel.
4. The widget is now on your dashboard. You can place it in a different position and adjust the size.
5. Click on the icon 'Configure dashboard' again at the top to return to the regular mode of your dashboard.

Since the dashboard is personal, users who want to use the vacancy parser need to place it manually on their dashboard. More information about changing your dashboard can be found in the 'Dashboard Module' manual.

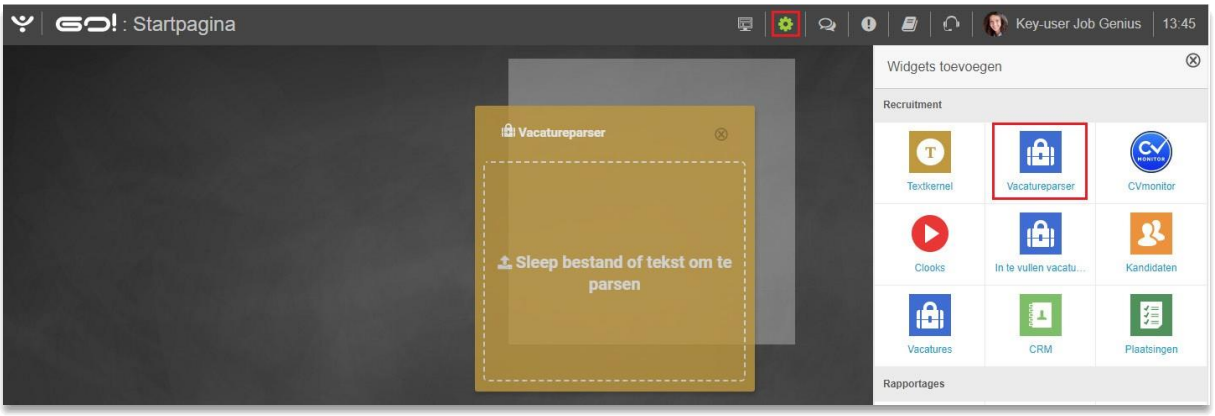

Fig. 2 – Add a vacancy parser widget to your dashboard

2.4 ADD AUTOSCORE COLUMN

It is possible to display a column in which you can see the score percentage of the candidates linked by AutoScore. You can add this column as follows:

1. Open the Procedures Module.
2. Click on the name of the list view at the bottom.
3. Click on the 'Configuration' icon next to the list view where you want to place the AutoScore column.
4. On the left side of the list of available columns, click the 'AutoScore' column to move it to the list on the right with selected columns.
5. If desired, drag the column on the right to the position where you want it.
6. Click on 'Save' at the bottom right.

If you have added the column to a (global) list view also used by your colleagues, this will automatically become visible to your colleagues. If your colleagues use a different list view, they will need to add the column themselves as described above.

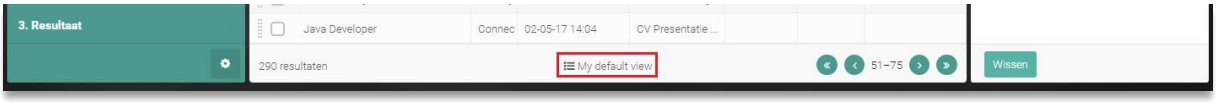

Fig. 3 – Click on the name of the list view

Fig. 4 – Click on the 'Configuration' icon next to the current view

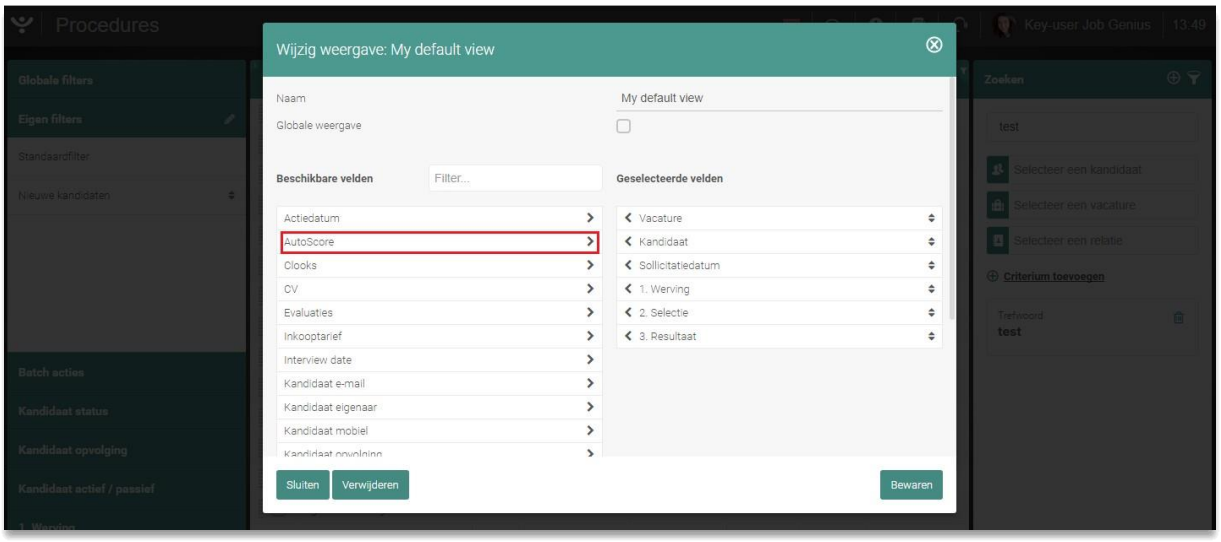

Fig. 5 – Add the 'Autoscore' column to your view

3 | USE OF GO! AUTOSCORE

3.1 PARSE VACANCY

Once you have activated and configured Go! AutoScore, you can easily use it as follows:

1. Open the dashboard where you have placed your 'Vacancy parser' widget (see Section 2.3).
2. Select a vacancy text or (Word/PDF) file with a job profile in another window and drag it to your 'Vacancy parser' widget.
3. As soon as you release your mouse button, the vacancy will be parsed. This will take a few seconds.
4. After this process has been completed, the vacancy will open automatically.

The vacancy is now in your system. If the AutoScore function is activated, matching candidates will automatically be linked to the vacancy.

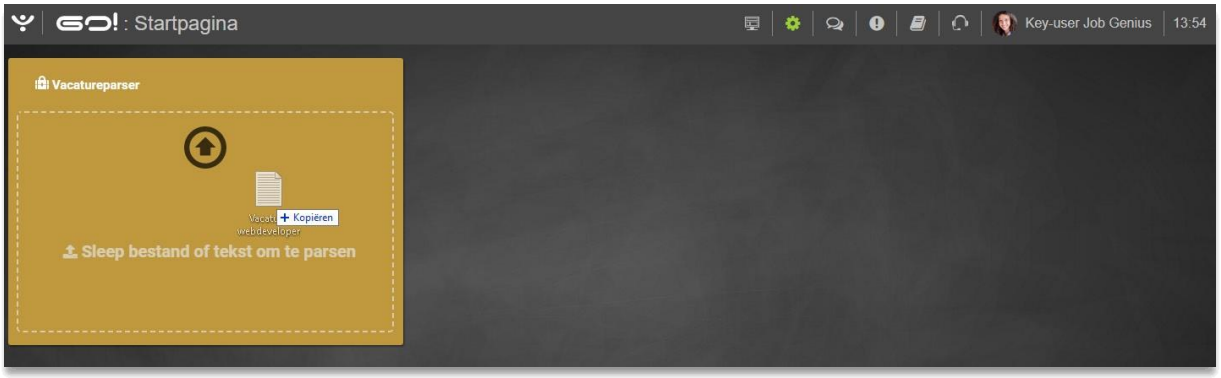

Fig. 6 – Drag a vacancy (text) into the 'Vacancy parser' widget

Parsing a vacancy allows you to quickly import a vacancy into your OTYS system. Note that (just as with Textkernel for a CV) the result must still be checked (and corrected where necessary) before, for example, you publish the vacancy.

3.2 VIEW AND ASSESS MATCHES

After the vacancy has been created, the candidates matched by AutoScore will automatically be linked to the vacancy.

After parsing, you will immediately see the number of candidates matched at the top right behind the 'Linked candidates' button. Clicking on this button opens a new tab with the matched candidates. If you have included the AutoScore column in your list view (see Section 2.4), you will also immediately see the score percentage.

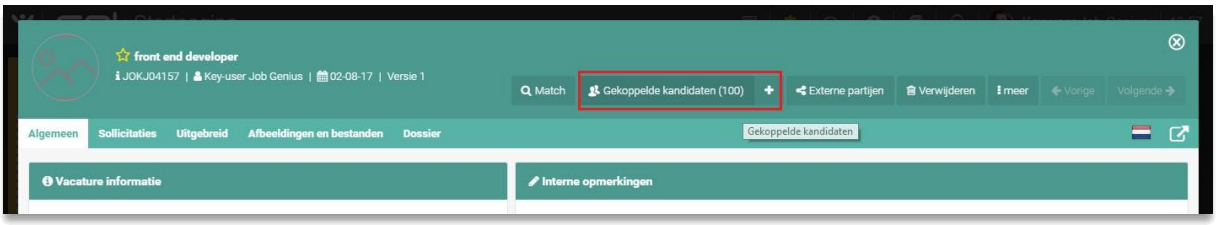

Fig. 7 – View which linked candidates have been matched

Fig. 8 – The score percentages per candidate

Clicking on a candidate on the list allows you to view them and assess their suitability. You can record this assessment by editing the linking status between the candidate and the vacancy. You can read more about this in the 'Procedures Module' manual.