ONLINE CV & VACANCY PRESENTATION

INSTRUCTION MANUAL

OTYS Recruiting Technology

CONTENT

1 | INTRODUCTION

1.1 ABOUT ONLINE CV AND VACANCY PRESENTATION

In OTYS Go! you can quickly draw the attention of your relations to CVs, and of candidates to vacancies, in an interactive way. Using the Online CV Presentation and the Online Vacancy Presentation, you hand over your control of the procedure status. You propose a CV to a relation, who indicates whether there is interest or not, and the system automatically ensures that your database is updated. Online Vacancy Presentation works in the same way, only here a vacancy is proposed to a candidate who can respond. Because the system automatically processes all responses, you do not need to perform any double work and you are assured of a clean and accurate database. Online CV Presentation and Online Vacancy Presentation can be used separately, but work according to the same principle. For this reason they are explained in a single instruction manual.

1.2 INSTRUCTION OBJECTIVE

These instructions are intended for OTYS Go! clients, to enable them to configure and use Online CV Presentation and Online Vacancy Presentation. These allow the user to make significant time savings by proposing a candidate to a relation, or matching a vacancy and a candidate.

1.3 INSTRUCTION STRUCTURE

After this introduction we will explain the available functions and possible actions you can execute with Online CV Presentation and Online Vacancy Presentation:

- Configure and use Online CV Presentation
- Configure and use Online Vacancy Presentation

2 | USE ONLINE CV PRESENTATION

The Online CV Presentation brings a candidate directly to the attention of your relations. This feature ensures that you can keep data updated quicker and more efficiently in your database. The functioning of the Online CV Presentation is simple: if you have a suitable candidate for a particular vacancy in your database, you can propose them in an interactive way to your relation (matched to the vacancy). The relation, in turn, indicates whether they are interested in the candidate. This feedback is automatically processed in your system. The procedure status will automatically be updated - so that manual input is a thing of the past.

2.1   PROPOSE A CANDIDATE

A candidate can be proposed via the Candidates module. Go to the candidate you want to suggest to a relation. In the right column, next to the name of the candidate, you will find a number of action buttons.
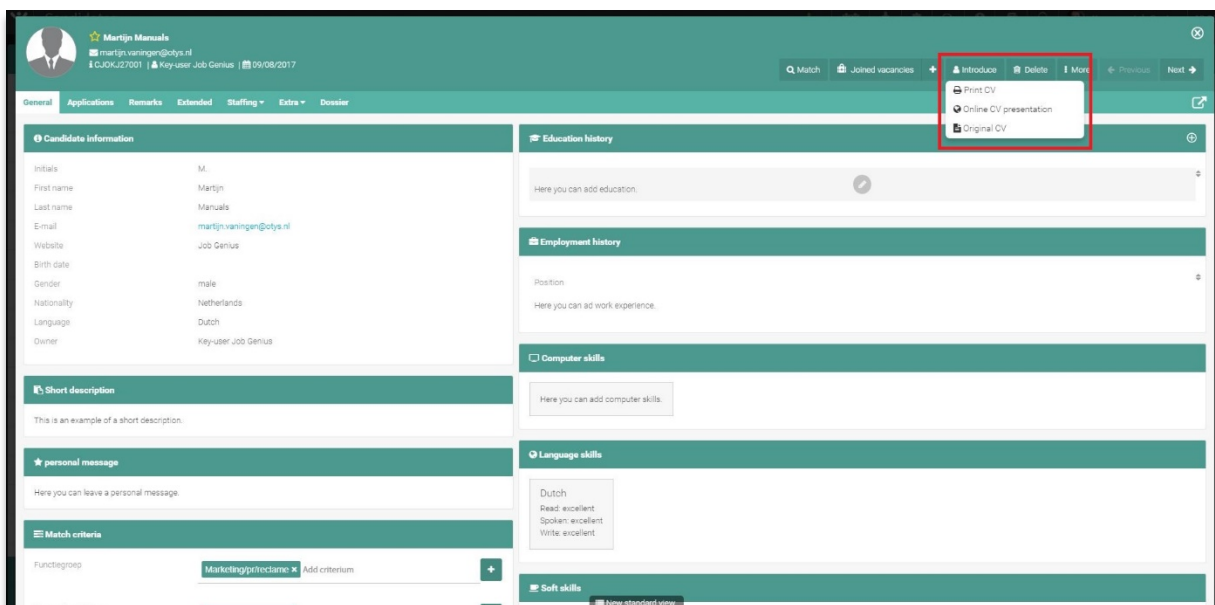

Fig. 1 – Propose a candidate to your relation

When you click on 'Propose', and then on 'Online CV Presentation', a new window will open in which you must complete four fields.

- Employer
  In the 'Employer' field, type the name of the relation to whom you want to propose the candidate. The field automatically searches for matching names so you can search for a relation by typing a few letters only.

- Contact

  Select the contact from the company to whom you will propose the candidate.
- Vacancy

  Once you have completed the previous two fields, you can add the vacancy for which the candidate must be proposed.
- Website

  If you have multiple websites linked to your OTYS system, select here on which website your relation will see the CV.

Click Process and an email will open. The contact will receive an email with the details of the candidate and the information of the appropriate vacancy. The candidate is automatically matched to the vacancy in the system so you do not have to perform this operation. If the match status is set, the status in the appropriate procedure will automatically change.

2.2   SET THE EMAIL TO THE CONTACT

You can determine the content of the email to the contact. Please note, this is only possible for OTYS GO! key users. A link is automatically created that takes you to the vacancy on the site which shows the candidate data. You can set the content of the email as a template using the OTYS UTS Manager #635. The functioning of the UTS Manager is explained in the UTS Manager instruction manual.
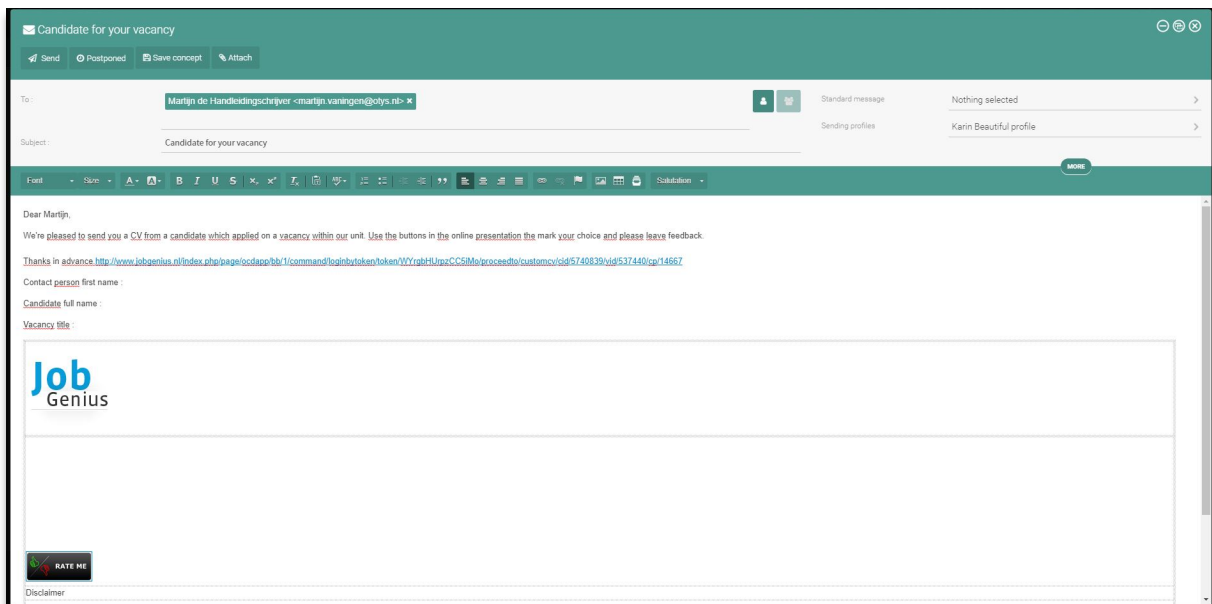

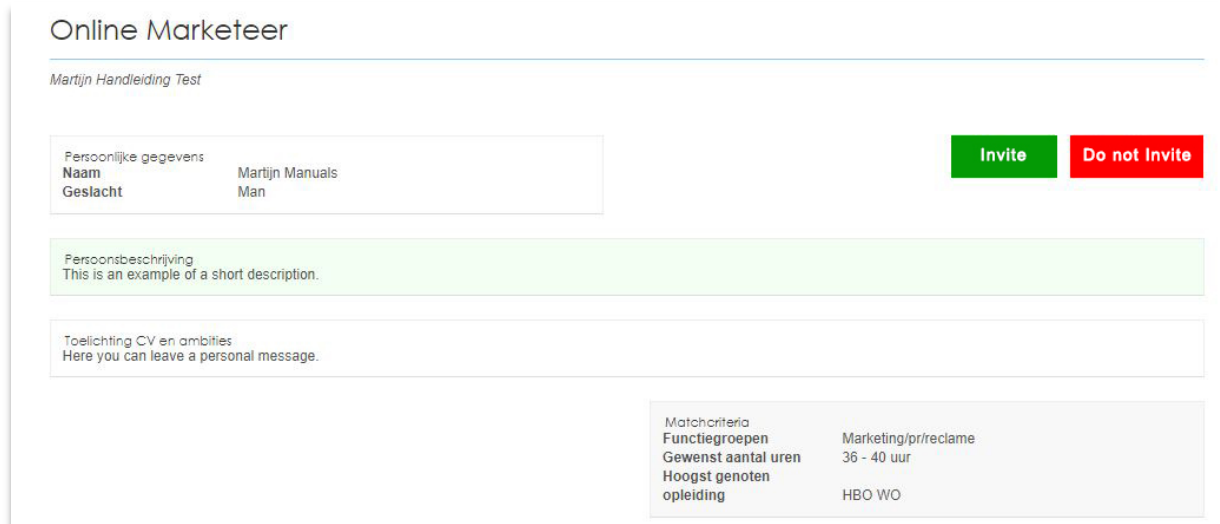*Fig. 2 – Email to the appropriate contact with the link to the proposed candidate.*

2.3   CONFIRMATION BY THE CONTACT

After the contact has clicked on the link in the email, they have two options: To invite the candidate for an interview (green button 'Invite'), or to reject the candidate (red button 'Do not invite').

2.3.1 INVITE/DO NOT INVITE CANDIDATE

The system will ask you to motivate your choice, whether you choose 'Invite' or 'Do not invite'. You give your motivation, click send, and everything is saved in the system immediately.

You can find the status of the procedure at the candidates matched to the vacancy.

Fig. 3 – Invite or reject a candidate

2.3.2 VIEW CONTACT'S RESPONSE

If you have set that the response of the relation to the CV activates a specific match status, then this and any other comment can be found in the Candidate detail. The user can click from the email directly on the Candidate button to get to the candidate's profile. The match status is now set for the procedure, and under 'Quick assessment' you can find the response of the relation.

2.4 ADDITIONAL OPTIONS ONLINE CV PRESENTATION

If you are an OTYS Go! key user, you have extra options you can set for the Online CV Presentation. For these, you need to go to Client settings by clicking on your name in the top right corner. At 'Filters' you search for the term 'Online' and press enter. In the bottom left corner of your screen you will find four additional options at Online CV Presentation.

2.4.1 DISABLE AUTOMATIC TEXTKERNEL EXTRACTION – SE1967

If an Online CV Presentation is opened automatically, OTYS Go! will check by default if a candidate CV is available (which is uploaded by the candidate in the 'CV upload' field, or has been marked by a back office user with file type 'Curriculum Vitae') and whether any Textkernel extraction was performed. If this is the case, OTYS Go! will automatically perform a Textkernel extraction and overwrite all existing fields with data from the Textkernel extraction. By enabling this setting, this automatic process of Textkernel extraction when opening an Online CV Presentation will be disabled.

So if a CV is present without Textkernel extraction, there will be no automatic Textkernel extraction when you open an Online CV Presentation.

2.4.2 DISPLAY CANDIDATE DOCUMENT FIELDS - SE1634

By enabling this setting an additional tick box, 'Online CV Presentation', will be displayed in the document item of the Candidates dossier. By ticking this box the document will be displayed in the Online CV Presentation of the candidate, to enable the contact to download the document.

2.4.3 DISPLAY CANDIDATE NOTE FIELDS - SE1837

By enabling this setting, all completed candidate note fields will be displayed in the Online CV Presentation.

2.4.4 DISPLAY PRINT BUTTON - SE1605

By activating this setting, a 'Print' button will be displayed in the Online CV Presentation, so that a relation is able to print the data of the candidate.

3 | ONLINE VACANCY PRESENTATION

The idea behind the Online Vacancy Presentation is the same as that of the Online CV Presentation. With the Online Vacancy Presentation you can bring vacancies directly to the attention of the candidate. They indicate whether there is interest for the position and the feedback is directly incorporated in the database.

3.1 PROPOSE A VACANCY

To propose a candidate, go to the Vacancies module in OTYS Go!, open a vacancy and click on the action button to display the candidates matched to the vacancy. Note, if there are no candidates matched to the vacancy, it is not possible to send an Online CV Vacancy Presentation.
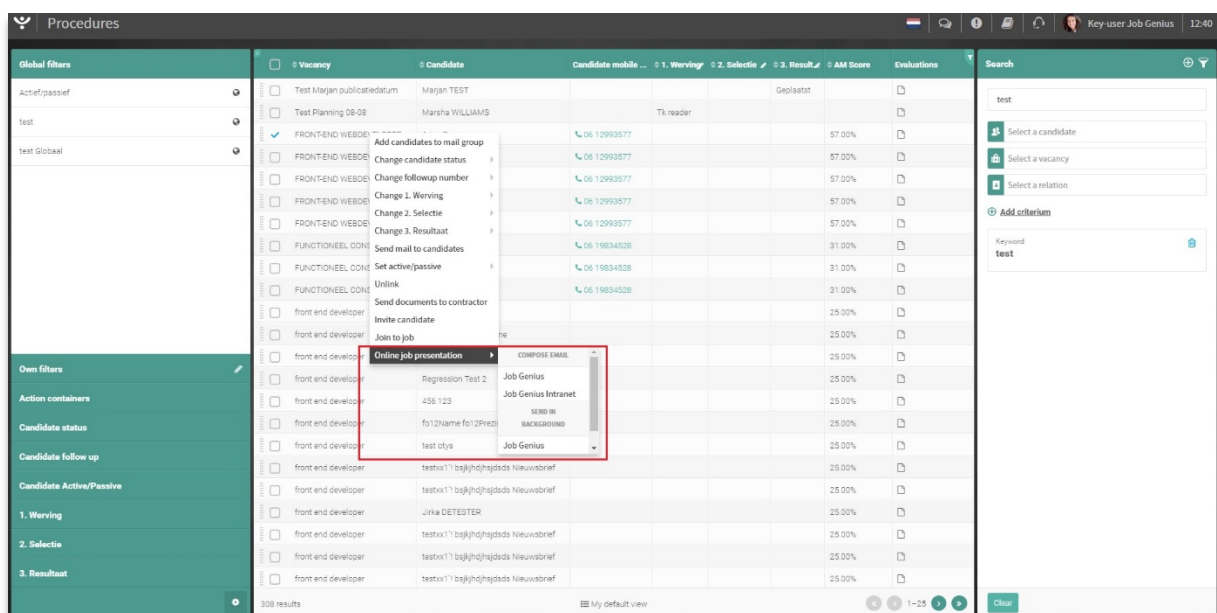

Fig. 4 – Propose a vacancy to a candidate

Once you are in the overview of matched candidates, you can send the vacancy, either to an individual candidate, or in batch to a group of candidates. To do this, right-click (or first select multiple candidates to work in batch) and select 'Online Vacancy Presentation'. You can choose whether you want to display the email to the candidate or immediately send it. If you choose the latter option you will first have to confirm.

3.2 SET THE CANDIDATE EMAIL

You can edit the content of the email to the candidate. Please note, this is only possible for OTYS GO! key users. A link is automatically created that takes you to the vacancy on the site which shows

the vacancy data. You can set the content of the email as a template using the OTYS UTS Manager #638. The functioning of the UTS Manager is explained in the UTS Manager instruction manual.

3.3   CONFIRMATION BY THE CANDIDATE

The response of the candidate can be found in the detail screen of the appropriate candidate in the Candidates module. If a candidate has expressed an interest in the vacancy, the vacancy will appear under the header 'Applications' in the candidate detail screen. The candidate has the option to send the vacancy to someone else in their network.
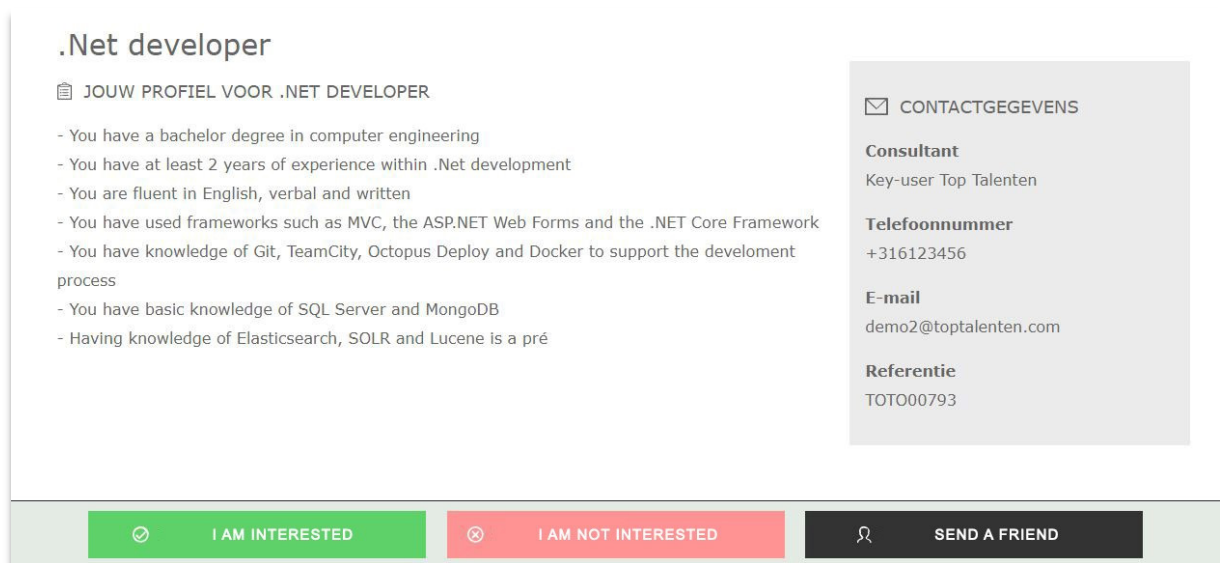

Fig. 5 – The screen shown to the candidate after a vacancy is proposed to them

3.4   ADDITIONAL OPTIONS ONLINE VACANCY PRESENTATION

If you are an OTYS Go! key user, you have extra options you can set for the Online Vacancy Presentation. For these, you need to go to Client settings by clicking on your name in the top right corner. At Filters, search for the term 'Online' and press enter. In the bottom left corner of your screen you will find two additional options for Online Vacancy Presentation.

3.4.1   DISPLAY ADDRESS VACANCY - SE1234
Enabling this setting will display the address of the vacancy (if entered) in the Online Vacancy Presentation. The address details can be entered in a vacancy by editing them and going to the tab 'Street and house number'.

3.4.2   DISPLAY PRINT BUTTON - SE1599
By activating this setting, a 'Print' button will be displayed in the Online Vacancy Presentation, so that a candidate is able to print the data of the vacancy.