



VACANCIES MODULE

INSTRUCTION MANUAL



OTYS Recruiting Technology

CONTENT

1	Introduction	4
1.1	About the Vacancies module	4
1.2	Instruction objective	4
1.3	Instruction structure	4
2	Basic functions.....	5
2.1	Search and filter	5
2.2	Create new vacancy.....	5
3	Fill in the details of your vacancy	7
3.1	Fill widgets with information.....	7
3.2	Available widgets	8
4	Execute actions on one vacancy	10
4.1	Introduction	10
4.2	Match vacancies	10
4.3	Joined candidates.....	11
4.4	External parties	11
4.5	Delete	12
4.6	More	12
4.7	Previous/next	13
4.8	New window	13
5	Execute actions on multiple vacancies.....	15

1 | INTRODUCTION

1.1 ABOUT THE VACANCIES MODULE

A first step in the recruitment process is to compile attractive and findable vacancies. Without vacancies it is, after all, a challenge to find suitable candidates. The Vacancies module in OTYS GO! offers a wide range of functionalities that make it easier to optimise your vacancies to help you find the right candidate in the most efficient manner.

1.2 INSTRUCTION OBJECTIVE

These instructions are intended for OTYS clients, to enable them to use and configure the Vacancies module in OTYS Go! You will learn how to use the settings in the Vacancies module and how to configure the different widgets and batch actions. It focuses in more detail on the Vacancies module, and the more general actions (such as setting filters) are discussed as well but not to any great extent. In this instruction we will refer to other instruction manuals, if necessary.

1.3 INSTRUCTION STRUCTURE

These instructions will continue by explaining how to get started with the following:

- Basic functions
- The widgets in the detail window of the vacancy
- The action buttons, for example, for matching and linking a vacancy
- Batch actions for editing multiple vacancies simultaneously.

Each chapter begins with an introduction, after which the various operations are discussed by subject/section.

2 | BASIC FUNCTIONS

2.1 SEARCH AND FILTER

To be able to find the right vacancy in your system you can use the extensive OTYS filter and search functionality. The Search functionality is located in the right panel of your screen. Here you can add multiple criteria to get the right result. If you want to use this combination of search criteria again, you can save the search as a filter. The filter can then be found in the left panel of the screen and allows you to execute your saved search again at a later time with one click. How these functions can be best used is described in the instruction manual 'Lists, search & match'. We decided to describe this functionality in a separate instruction manual because its operation is the same for multiple modules in OTYS.

2.2 CREATE NEW VACANCY

You can create a new vacancy in the Vacancies module in several ways:

- Create an empty vacancy
- From the profile
- Via a form

For each method, we will explain how to create a vacancy.

2.2.1 CREATE AN EMPTY VACANCY

Through this method, you can create a vacancy from a blank format. You can do this via the following steps:

1. Click the green '+' symbol at the top of your screen.
2. Choose 'Empty vacancy'.
3. Enter all the possible information at 'General', 'Advanced' and 'Images and files'.
4. Click on the Disk icon to save the changes.

2.2.2 FROM THE PROFILE

Vacancy creation from a profile is aimed at quickly retrieving a previously created vacancy. This is especially useful if you process frequently recurring positions with little or no modifications to the vacancy. For example, you create a vacancy for a Java Developer and save the fully completed vacancy. Each subsequent time you need a Java Developer, you can load this profile so that the vacancy can be published immediately.

2.2.3 VIA A FORM

Use this function to compose vacancies via a form that will (partly) be completed with information from a dossier. You can read in detail how this works in the instruction manual 'Dossiers'.

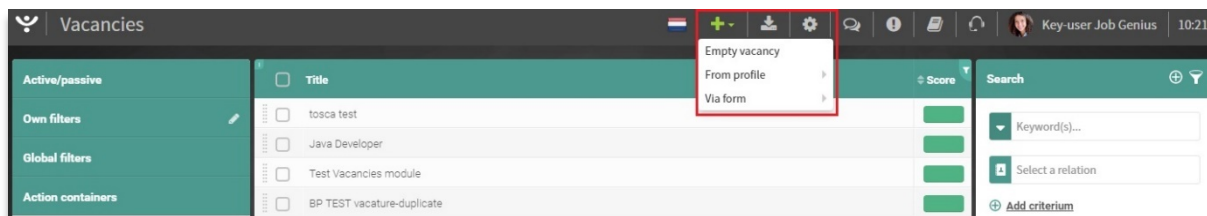


Fig. 1 – Ways to create a vacancy.

3 | FILL IN THE DETAILS OF YOUR VACANCY

3.1 FILL WIDGETS WITH INFORMATION

Each recruiter has their own preference with regard to the content and layout of a vacancy. This makes sense, since not all vacancies are suitable within the same professional field. The OTYS Go! detail screens are set by default, and we tried to keep things as logically organised as possible. Nevertheless, there will always be data in this view that is not relevant to your vacancy and that you therefore do not want to include in your vacancy. In OTYS Go! all data is placed in so-called widgets. Each of the widgets contains its own source of information, such as 'Terms of employment'. By adding this widget you can, of course, explain the terms of employment of the vacancy under this header. Not only can you personalise the vacancy by adding widgets, it is also possible to arrange the layout of the vacancy to your liking. By playing around with this you can determine what the best view of your vacancy is as the candidate opens it. The instruction manual 'Detail views' helps you to optimally set up your own detail screens.

Setting up the widgets is done in the following way:

1. Hover your cursor over the bar of a widget until a pencil appears in the upper right corner.
2. Click on the pencil to enter all the details.
3. Click the Disk symbol to save the information.

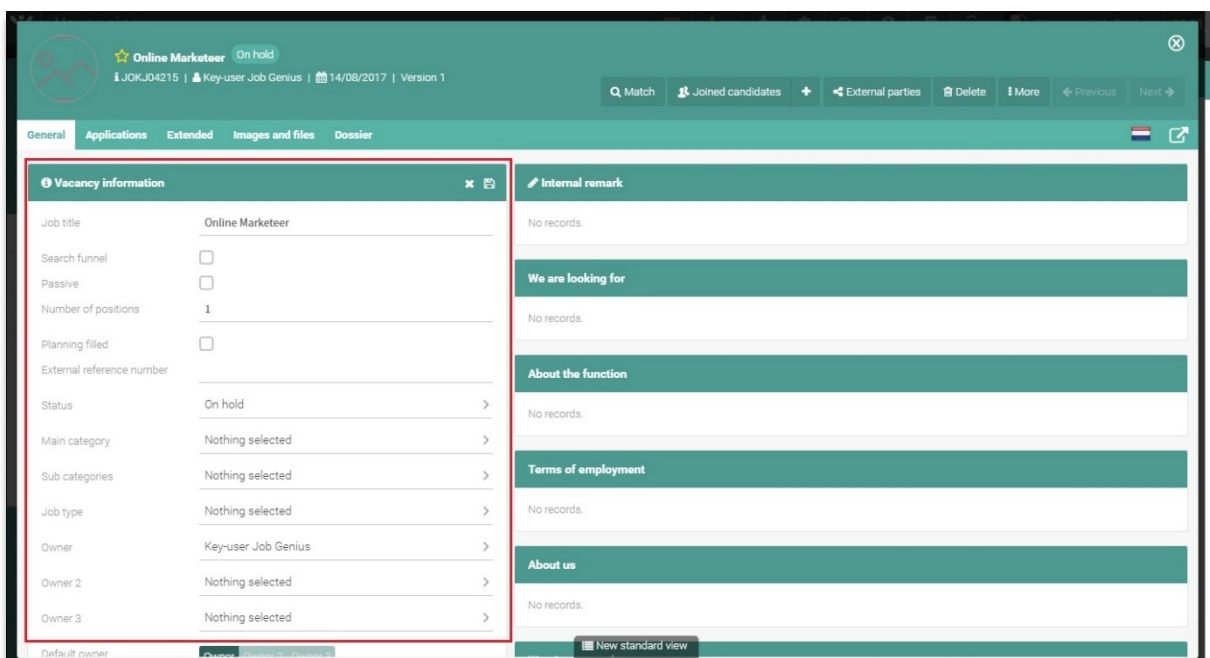


Fig. 2 – Example of how to provide the widget 'Vacancy information' with information.

3.2 AVAILABLE WIDGETS

To describe a vacancy as detailed as possible, you can choose from the following widgets:

- Images
Add images to the vacancy so that these are published on the website.
- Benefits
In general, people want to know the terms of employment before they apply for a vacancy. This field allows you to describe the terms of employment.
- Corporate culture
Describe your corporate culture so that candidates can decide whether they are suitable for the company before they apply.
- Company profile
You can describe the overall company profile here.
- Internal information
Add any files you cannot fit in the vacancy text. This is for internal use and the files will not be published.
- Dossier
The dossier is an important item in the various OTYS modules. For a detailed description please read the instruction manual 'Dossiers'.
- Extra
Using the widget Extra you can create text fields allowing you to choose the name of the widget. A useful widget if you want to disclose information that is not covered by the current widgets.
- Financial information
Add data such as salary, bonus schemes, etc.
- Job requirements
Describe what minimum requirements the candidate must meet for this position.
- Additional information
Please describe additional information that cannot be filed under other widgets, such as reference to special arrangements within the company.
- Internal remarks
Add any specific information about the vacancy that is of importance for internal use. This will not be displayed when you publish the vacancy.
- Match criteria
Select match criteria for the vacancy so that the system can automatically create a match with candidates who meet the criteria. In addition, it ensures that you can filter your candidates so that you can do a targeted search for a vacancy. Think for example of type of education, years of work experience, etc.
- Publication
Use this widget to determine in which linked sites and in what language the vacancy will be published.

- Application options
Use this function to specify whether the client, the owner of the vacancy and/or an additional recipient receives an email upon receipt of applications.
- Statistics
Statistics show how many times a vacancy was shown, how many applications there were and how many people were hired.
- Vacancy information
Brief summary of the vacancy in a text box. What is the job title, how many candidates are needed, what is the status, etc.
- Job texts
This widget is a combination of widgets Job description, Job requirements, Terms of employment, Company profile, Corporate culture and an additional field. These are the most common fields within a vacancy and the widget Vacancy texts ensures you do not need to drag each widget separately to the vacancy.
- Responsible contacts
Use this widget to record the contact person for the vacancy.
- Workplace
Space to enter contact details of the company with the open vacancy.
- Job description
This widget is where you describe the position in further detail.

Not all widgets will be made public upon publication of the vacancy. Some widgets are partly public, others are visible only to you. It is up to you to decide what will be visible. The 'Preview' button will display what the vacancy will look like when you publish it. This function will be discussed in detail further in this manual.

With regard to the widgets, you should freely experiment to find out what works best for you.

4 | EXECUTE ACTIONS ON ONE VACANCY

4.1 INTRODUCTION

If you have created a vacancy, you will find some action buttons in the window. These buttons let you easily navigate through your vacancies, and quickly make a match with candidates from your Candidates module. This chapter explains what these buttons do and how to use them.

4.2 MATCH VACANCIES

The Match button enables you to automatically match candidates from the database with your vacancy. A match occurs when the set criteria of a candidate matches a vacancy.

Matching of a vacancy is done in two ways:

- Match to candidates
- Match to relations

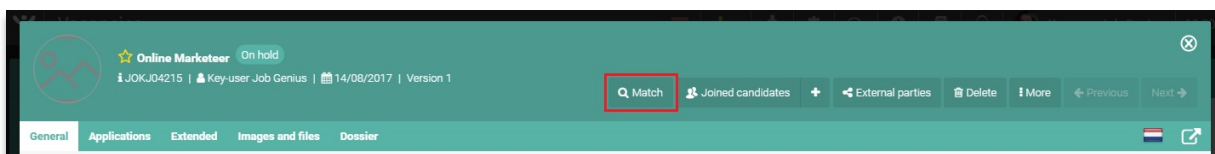


Fig. 3 - Search for candidates who match your vacancy

4.2.1 MATCH TO CANDIDATES

To find suitable candidates for your vacancies, follow these steps:

1. Click on 'Match' and then on 'Match to candidates'.
2. A new window will open where you can change the criteria and filters. In the middle of the screen are the candidates who meet the vacancy criteria.
3. Select the candidate, or several candidates (more about this in Chapter 5), right-click and select Join to vacancy [vacancy name]'.
4. Candidates are directly joined to your vacancy.

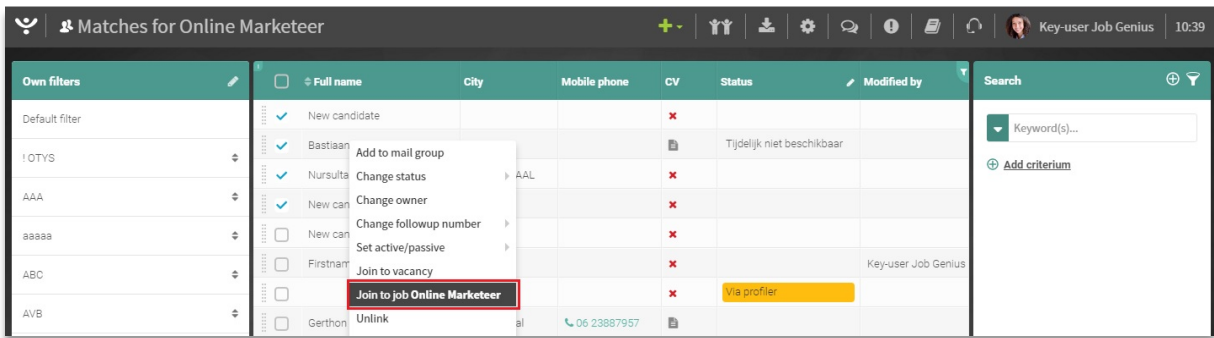


Fig. 4 - Join a candidate to your vacancy using the Match function.

4.2.2 MATCH TO RELATIONS

The function 'Match to relations' works in the same way as 'Match to candidates', only at the level of relations.

4.3 JOINED CANDIDATES

Click this button to access the overview of all candidates who have been joined to this vacancy. You can manually search for candidates to join these to a vacancy by using the '+'. In addition, you can use 'Joined candidates' to search for specific candidates for your vacancy with the match criteria that you can customise to your requirements in this screen.

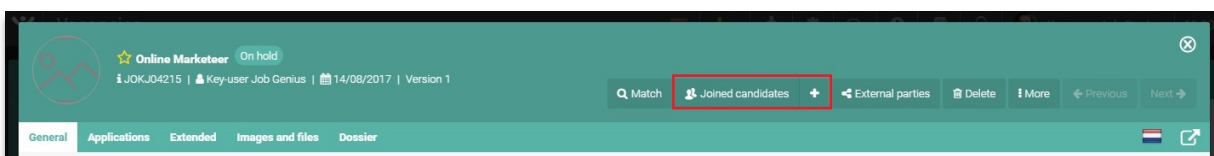


Fig. 5 - Overview of joined candidates.

4.4 EXTERNAL PARTIES

The 'external parties' button works as a multiposter. By clicking this button, your vacancy will be published in external sites that are linked to your environment. Note that this only applies if you are using external parties.

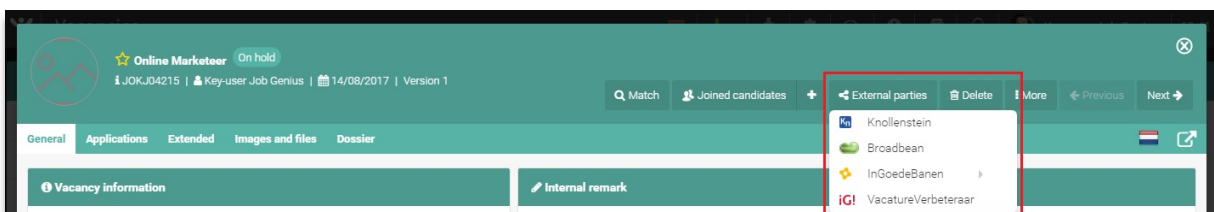


Fig. 6 - Publish vacancies directly on external websites.

4.5 DELETE

This button removes the vacancy. Clicking the button will open a new window that prompts you for confirmation.

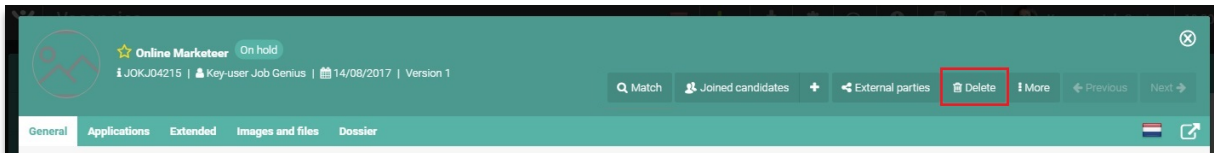


Fig. 7 – Delete a vacancy.

4.6 MORE

The option 'More' offers a variety of action buttons.

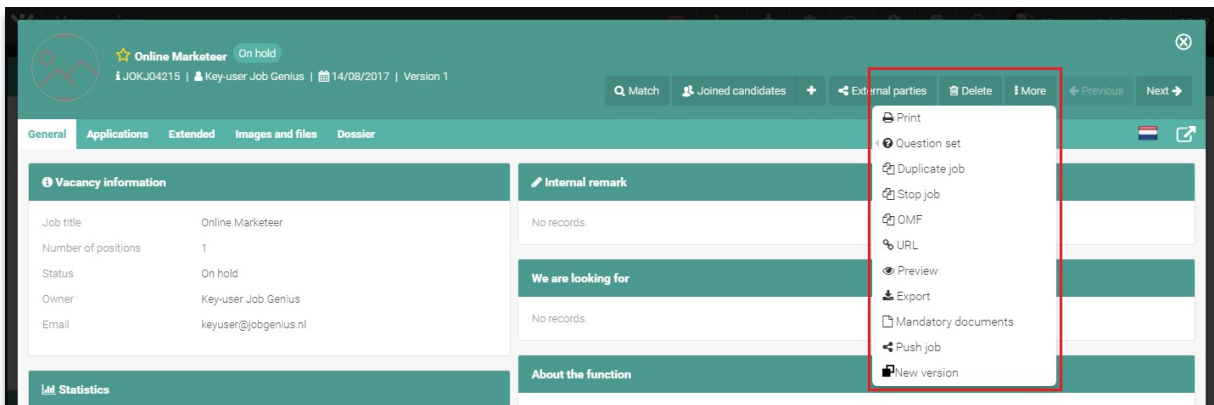


Fig. 8 – Action button 'More'.

4.6.1 PRINT

The option 'Print' lets you open or print the vacancy in a template of your choice.

1. Click on 'More', then 'Print'.
2. A new window will open. Choose your print template and choose the print method.
3. Press 'Print'. The window will close automatically.

4.6.2 QUESTION SET

The question set is shown when a candidate applies for a vacancy. If a known candidate applies again through your site, you can use a set of questions that the candidate must answer to get a more complete profile. You can create a question set yourself, so that the candidate must complete the required fields that are important for you to know. If these fields are not completed, the candidate will not be able to apply. This makes future applications easier for the candidate because saved data

in their profile is automatically used for future applications, and the candidate therefore has less to complete and can finish their application more quickly.

4.6.3 COPY VACANCY

This option copies the vacancy so you do not have to create it again. Useful if you want to use a vacancy from a few months ago again, and do not wish to create it again.

4.6.4 EXAMPLE

If you have completed the vacancy, but are unsure how it will be displayed online, use this button to see an example. The vacancy will automatically open in a new tab and give a reliable depiction of the published vacancy. Through this function you can detect errors and missing items before the vacancy is published.

4.6.5 REQUIRED DOCUMENTS

If you want to have certain documents of the applicant, such as an ID card, you can make this a requirement when a candidate applies. The document which is made mandatory must be submitted before a candidate can apply.

4.6.6 SEND VACANCY VIA CHAT

Sending vacancies via chat is part the OTYS Go! chat function. For a detailed description of the chat function, please see the Chat in OTYS Go! instruction manual.

4.7 PREVIOUS/NEXT

Use this to jump to the previous or next vacancy in your selection. If you made a selection based on a filter or search, the 'Previous' or 'Next' buttons will display a different result than when you arrived at this vacancy from the total overview.

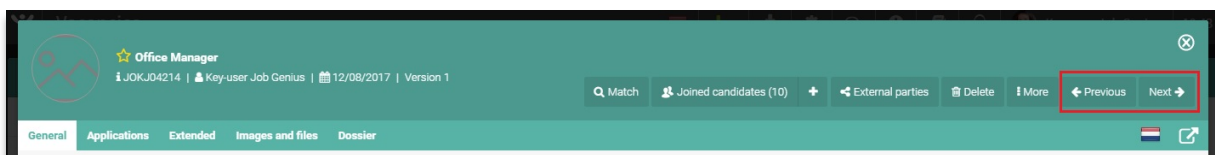


Fig. 9 – Navigate between vacancies.

4.8 NEW WINDOW

Directly below the seven action buttons is another button:

- Open in new window

The vacancy will open in a new tab in your web browser. This button is designed for you to have multiple vacancies clearly displayed next to each other.

5 | EXECUTE ACTIONS ON MULTIPLE VACANCIES

The previously described actions all had effect on one vacancy, but it can also happen that you want to edit multiple vacancies. This can be done from the list of vacancies, of course, both from the general overview as well as from a selection you made using the filter and search functionality.

1. To do this, select multiple vacancies using the tick boxes at the beginning of each line.
2. Right-click one of the selected vacancies to see the available batch actions.
3. The batch action you select will apply to all selected vacancies.

The options are:

- Change status
For example, simultaneously change the status of multiple vacancies from 'Open' to 'Filled'.
- Set active/passive
Make multiple vacancies active or passive simultaneously.
- Publish/unpublish
Publish multiple vacancies or take them all offline simultaneously.
- Change owner
Assign vacancies in bulk to a colleague.
- Unlink
Use this option if you want to unlink the selected vacancies from all the candidates with whom they are matched at that time.
- No status
Simultaneously sets the status of multiple vacancies to neutral.
- Push vacancies
Send multiple vacancies via chat. Consult the instruction manual Chat in OTYS Go! for this procedure.
- Share results
The explanation of this function can be found in the Chat in OTYS Go! instruction manual.
- Change entry date
Change the date and time of entry.
- Change publication start date
Change the start date of the vacancy publication.
- Change publication end date
Change the end date of the vacancy publication.
- Change shortlist date
Change the shortlist date of the vacancy.
- Change published websites
Change the sites where the vacancies are published.
- Change shortlist publication website
Change the shortlist for websites that publish the vacancies.

- Change export URL
If you published a vacancy on multiple sites, on a job board and your working-at-site, for example, both vacancies will have a different URL. This function creates a unique vacancy URL so you can redirect the vacancy to one source.
- Delete
Select this option to delete multiple vacancies at the same time. The system will ask for confirmation.
- Match criteria
Use this function to simultaneously add or delete match criteria for multiple vacancies.

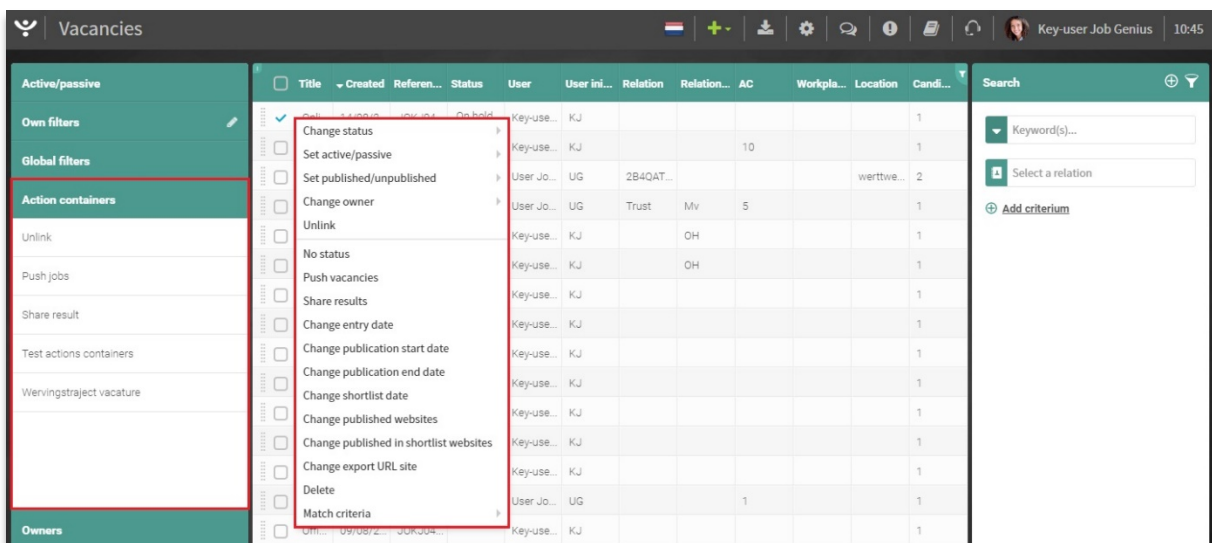


Fig. 10 – Simultaneous batch actions for multiple vacancies.