

# Visma EasyCruit release notes

February 2024

## New interview booking workflow (1st of February)

### Purpose and scope

We've rebuilt the interview booking workflow and the corresponding email templates. This will also be the basis for the upcoming calendar integration and new email templates. This new functionality has been tested by a few customers and some of their feedback has already been processed for this release.

### Description

This rebuild marks the next chapter of our EasyCruit new platform. We've taken parts of the old interview booking functionality and improved on that based on customer feedback. The new templates are the first of many to come, with new and improved design and functionalities.

The new interview booking workflow opens in a modal window. In the first step you have to enter the interview details. Some important changes that we've implemented there:

- You can select internal interviewers that are either admins or have access to the department that the candidate applied for.
- You can also add external interviewers, so they don't have to be added as a user in EasyCruit.
- You can add either an on-site location (saved address directory) or choose "Online".

When all mandatory fields have been filled, you can proceed to the next step. Here you'll see the following new functionalities:

- A preview of your email. In this way, you can check if all data and styling are correct before you send the email to the candidate.
- An overview of the filled-in interview details from the previous step.

If you want to make changes to the email, you can click on the edit button (pencil icon). This will bring you to the edit template page where you'll see the following new functionalities:

- An overview of all the available merge fields. These can be used by clicking in either one of the editors and/or subject field and then clicking on the desired merge field (also see info text in workflow itself), which will place the merge field in the desired location.
- A new and improved editor.

After you've made the desired changes, you can save them, and you'll return to the previous step. In the preview, you can see how the made changes are displayed for the candidate. When you're satisfied, you can send the invitation by clicking on the "Send invitation" button.

Candidates will receive a new and improved confirmlink (make sure the confirmlink merge field is present in the email template) for responding to the interview proposal. They will be able to either confirm, propose a new time or withdraw their application. Once an answer has been selected, the result will be shared with the interviewers and within EasyCruit itself.

The interview details will then be displayed in the candidate profile just like before. There you'll also be able to edit the interview details. The checkbox "Notify all participants by email" is checked by default, if you wish to notify all participants of the changes that you have made. If you do not wish to notify, you may uncheck the checkbox.

Interviews will also be visible in the recruitment calendar, in the same way as with the old interview workflow. This applies to both the recruitment calendar on the start page and the recruitment calendar in the old platform.

Some important general changes compared to the old interview booking:

- There will be no reminder email option.
- There will be no option to not send an email. If you do not want to send an email to the candidate, you can use the change status menu instead. This will result in missing interview details, so you have to take that into account.

## Workflow

1. Invite a candidate for an interview, either from the candidate list or the candidate profile.
2. A modal window opens. Fill all the mandatory fields in order to proceed to the next step.

**Invite to Interview** ✕

Selected candidate  
Maurice Eppenga

\*Date  
10/22/2023

\*Interview type  
Select interview type

\*Start time  
⌚

\*Duration  
Select duration

Attending internal interviewers  
🔍

[+ Add external interviewer](#)

\*Location  
 On-site  Online

[Continue](#)

3. A preview and overview are presented. Click on the edit button (pencil icon) to make changes to the email.

**Invite to Interview**

Recipient: maurice.eppenga@visma.com  
 Sender: noreply@easycruit.com  
 Subject: Invitation to First Interview

Dear Maurice,

We refer to your application for the advertised position of Assistant to the Regional Manager, and are pleased to advise that your application has successfully progressed to the next stage of our recruitment process.

We now wish to invite you to attend an interview.

Date: 16/11/2023  
 Time: 13:00  
 Duration: 60  
 Interviewer(s): Sherry Fahimi  
 Address: Main Street 1  
 Directions:

If you have any special needs or requirements with regard to the arrangements, please highlight this to us as soon as possible.

Selected candidate: Maurice Eppenga

Interview type: First interview

Attending internal interviewers: Sherry Fahimi

Attending external interviewers: Mark Johnson

Interview date & time: 11/16/2023 13:00-14:00

Buttons: Back, Send invitation

4. Edit the template and click on “Apply changes” (or “Cancel”) to return to the email preview again. As indicated, “Cancel” will undo all made changes and “Apply changes” will update the email with the made changes.

**Invite to Interview**

\*Recipient: maurice.eppenga@visma.com  
 \*Sender: noreply@easycruit.com

\*Subject: Invitation to First Interview

\*Content

Format | Font | Size | **B** *I* U **A** | [Icons]

Dear Candidate first name ,

We refer to your application for the advertised position of Advertisement title , and are pleased to advise that your application has successfully progressed to the next

Merge fields

- Candidate
- Candidate first name
- Candidate last name
- Candidate full name
- Candidate salutation
- Candidate gender salutation
- Password recovery link
- Department

Buttons: Back, Apply changes, Cancel, Send invitation

5. When you’re finished, click on “Send invitation” and the candidate will be notified.

6. The interview details will be displayed in the candidate profile afterward.

**Interview details** [Edit](#)

📅 16 November 2023 | ⌚ 13:00-14:00 | 📍 Main Street 1

**Interview type:** 1st interview

**Interviewers:** Mark Johnson, Sherry Fahimi

**Interview status:** Pending

7. You can always edit the interview details later if needed by clicking on edit on the top right corner of the interview details box.

**Edit Interview details** ✕

**\*Duration**  **\*Start time**

**Attending internal interviewers**

✕ 🔍

[+ Add external interviewer](#)

✕ 🔍 🗑️

**\*Location**

On-site  Online

✕ 🔍


Notify all participants of changes via email

8. Candidate will receive an email with the confirmlink. After clicking on the confirmlink, they will see the following page:

## Assistant to the Regional Manager

### Interview invitation

You have been invited to an interview for the Assistant to the Regional Manager position. Please review the date and time and respond to the invitation below.

 Date 7 February 2024	Start-time and duration 10:00, 60 minutes	Location Online
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Select your response


Confirm  Propose a new time  Withdraw application

9. After selecting an answer, the page will keep displaying the selected answer until the confirmlink has expired.

## Assistant to the Regional Manager

### Interview invitation

You have been invited to an interview for the Assistant to the Regional Manager position. Please review the date and time and respond to the invitation below.

 Date 7 February 2024	Start-time and duration 10:00, 60 minutes	Location Online
---	--	--------------------

Select your response

Confirm  Propose a new time  Withdraw application

- You have confirmed the invitation!** The recruitment team has been informed of your response and a calendar invitation is sent to your email address. If you wish to reschedule or have any questions, please contact the recruitment team directly.

# New email templates for interview booking (1st of February 2024)

## Purpose and scope

Together with the new interview booking workflow, we've created new email templates. We've replaced the old interview templates and also added some extra email templates to give admins more possibilities for customizing.

## Description

We've rebuilt four email templates:

- Initial meeting/telephone interview
- First interview
- Second interview
- Third interview

We've created four new email templates:

- Invitation for interviewers to a new interview
- Notification for candidates about interview changes
- Notification for interviewers about interview changes
- Confirmlink reply notification

All of these templates have a completely new design and we've added the following functionalities:

- A sender field, so you could set a shared recruitment email address as the default sender, for example. If you leave the sender field empty, email sending will follow the same logic as before (most of the time the user's email address is used).
- An overview of all the available merge fields. These can be used by clicking in one of the editors or subject field and then clicking on the desired merge field (also see info text in workflow itself), which will place the merge field in the desired location.
- A new and improved editor.
- Every email template will now have the option to add attachments. It is now possible to, for example, attach travel directions or information about the company.

If you want to see how an email would look like for the candidate, you can click on the “Preview” button. The merge fields will be displayed as general data like “Candidate’s first name”.

Some important general changes compared to the old email templates for interview booking:

- There will be no option to not send an email. If you do not want to send an email to the candidate, you can use the change status menu instead.
- There will be no delay option.
- There will be no reminder option.

**IMPORTANT NOTE:** email templates from old interview booking will be copied to the new email templates. After the release of new interview booking, you have to do a check yourself to make sure the text is still properly aligned and all merge fields are in place.

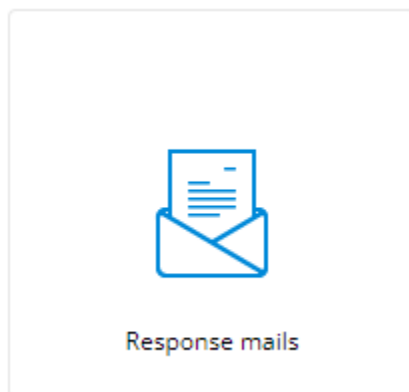
Some merge fields have been removed:

- {route}
- {veibeskrivelse}
- {bekreftlink}

Be sure to also check for different languages and departments if you’ve made customisations there.

## Workflow





1. Navigate to the response emails tile in admin settings.





2. Click on one of the interview templates.




## Meeting invitation / rejection:

 Initial meeting/telephone interview	Email for invitation to the information meeting/telephone interview.
 First interview	Email for invitation to the first interview.
 Second interview	Email for invitation to the second interview.
 Third interview	Email for invitation to the third interview.



### 3. Select a department.



























**Template management**  
Selected department  
No department selected  
Change department   
 

**Edit email template - First interview**  

 Please start by selecting for which department you want to edit the template. You do that on the left-hand side under "Change department".

### 4. Start editing the email.

**Template management**  
Selected department  
**ADMINISTRATOR**  
Change department   
 

**Edit email template - First interview**   
Language   
 English (UK)  Polish  Italian  Greenlandic  Kazakh  Lithuanian   
Sender   
  
\*Subject  
  
\*Content  
Format  Font  Size  **B**  *I*  U  A          
Dear **Candidate first name** ,  
We refer to your application for the advertised position of **Advertisement title** , and are pleased to advise that your application has successfully progressed to the next stage of our recruitment process.  
We now wish to invite you to attend an interview.  
Date: **Interview date**  
Time: **Interview start time**  
**Interview\_duration**  
Interviewer(s): **Internal interviewers**  
Address: **Interview address**  
Dear Name:  
Merge Fields   
Candidate   
Candidate initials  
Candidate nickname  
Candidate first name  
Candidate middle name  
Candidate last name affix  
Candidate last name  
Candidate birth name affix  
Candidate birth name  
Candidate full name  
Candidate username  
Candidate salutation

### 5. Click on "Preview" to see how your changes will be perceived by the receiver.

[Preview](#)

### 6. When you're done, click on "Save" to save your changes.

[Save](#)