

Vacancy documents/notes in new applicant management (live January/February)

Purpose and scope

We're working on adding the last core functionalities to our new applicant management. Vacancy documents/notes is part of this project and entails the documents and notes that are attached to the vacancy (project).

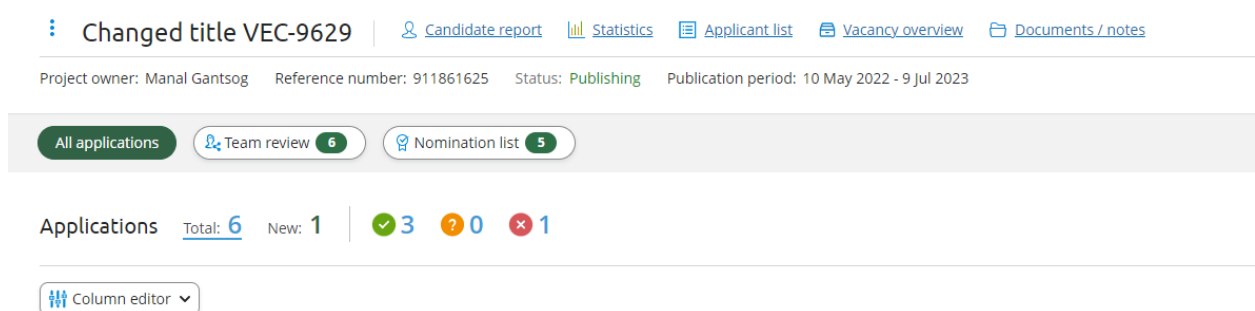
Description

The vacancy documents/notes menu is visible on the vacancy applicant list page. Clicking on it will open a modal window where you can see the attached documents and notes. Notes can be added, edited or deleted. Documents can be added or deleted. There's a vertical scrollbar for long lists of documents and/or notes.

When this new functionality goes live, existing vacancy documents and notes from the old applicant management will be migrated once to the vacancy documents/notes in the new applicant management.

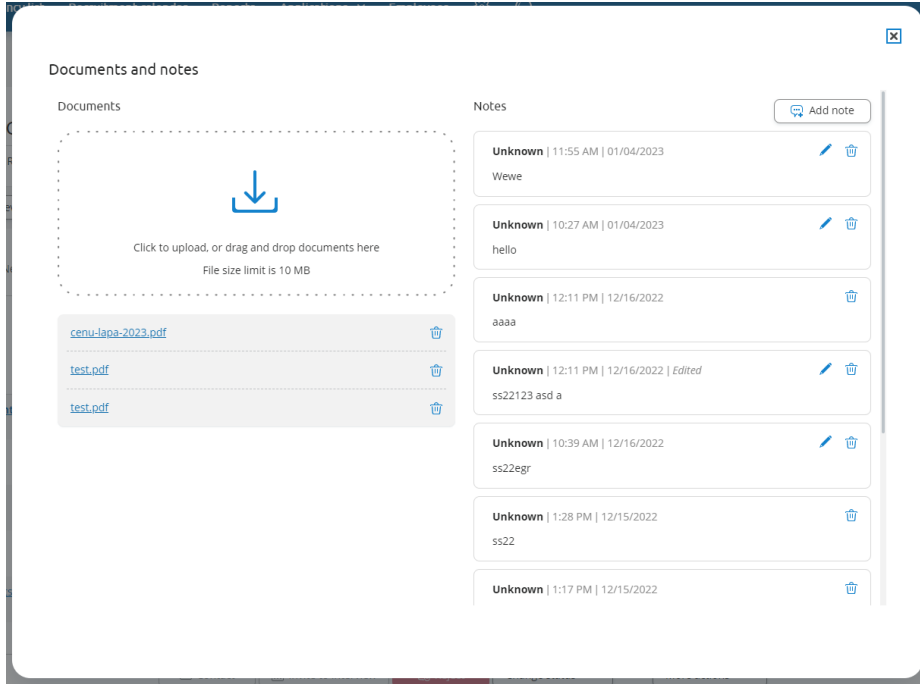
Workflow

1. Vacancy documents/notes is located in the top bar in the vacancy applicant list page:

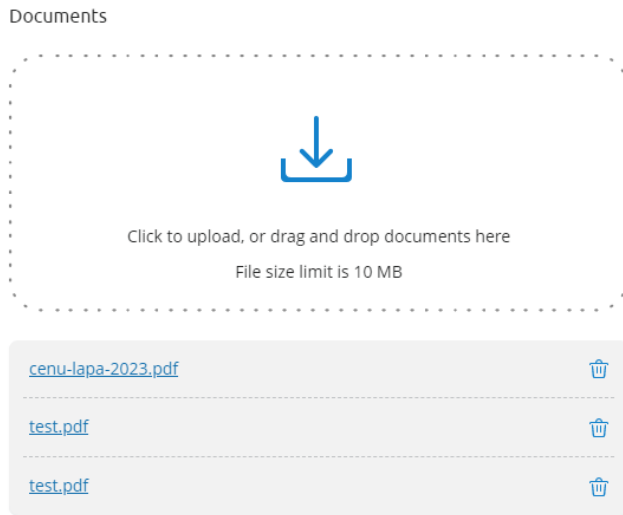


The screenshot shows the top navigation bar of the vacancy applicant list page. It includes a breadcrumb trail: [Changed title VEC-9629](#) | [Candidate report](#) | [Statistics](#) | [Applicant list](#) | [Vacancy overview](#) | [Documents / notes](#). Below the breadcrumb, there is a row of project information: Project owner: Manal Gantsog, Reference number: 911861625, Status: Publishing, and Publication period: 10 May 2022 - 9 Jul 2023. The main navigation area contains three tabs: 'All applications' (selected), 'Team review' with a count of 6, and 'Nomination list' with a count of 5. Below the tabs, there is a summary of applications: 'Applications Total: 6 New: 1' followed by status indicators: 3 green checkmarks, 0 orange question marks, and 1 red X. At the bottom of the screenshot, there is a 'Column editor' dropdown menu.

2. When clicking on documents/notes, a modal window will appear:



3. On the left side of the modal window you can add, delete and see vacancy documents:



4. On the right side of the modal window you can add, edit and delete vacancy notes:

Notes

Add note

Unknown | 11:55 AM | 01/04/2023

Wewe



Unknown | 10:27 AM | 01/04/2023

hello



Unknown | 12:11 PM | 12/16/2022

aaaa



Unknown | 12:11 PM | 12/16/2022 | Edited

ss22123 asd a



Unknown | 10:39 AM | 12/16/2022

ss22egr



Unknown | 1:28 PM | 12/15/2022

ss22



Unknown | 1:17 PM | 12/15/2022



Change status button in new applicant management (live January/February)

Purpose and scope

We want to provide the option to change the status of a candidate without having to send an email and/or go through a workflow. With the new status change button you can now easily change a candidate status.

Description

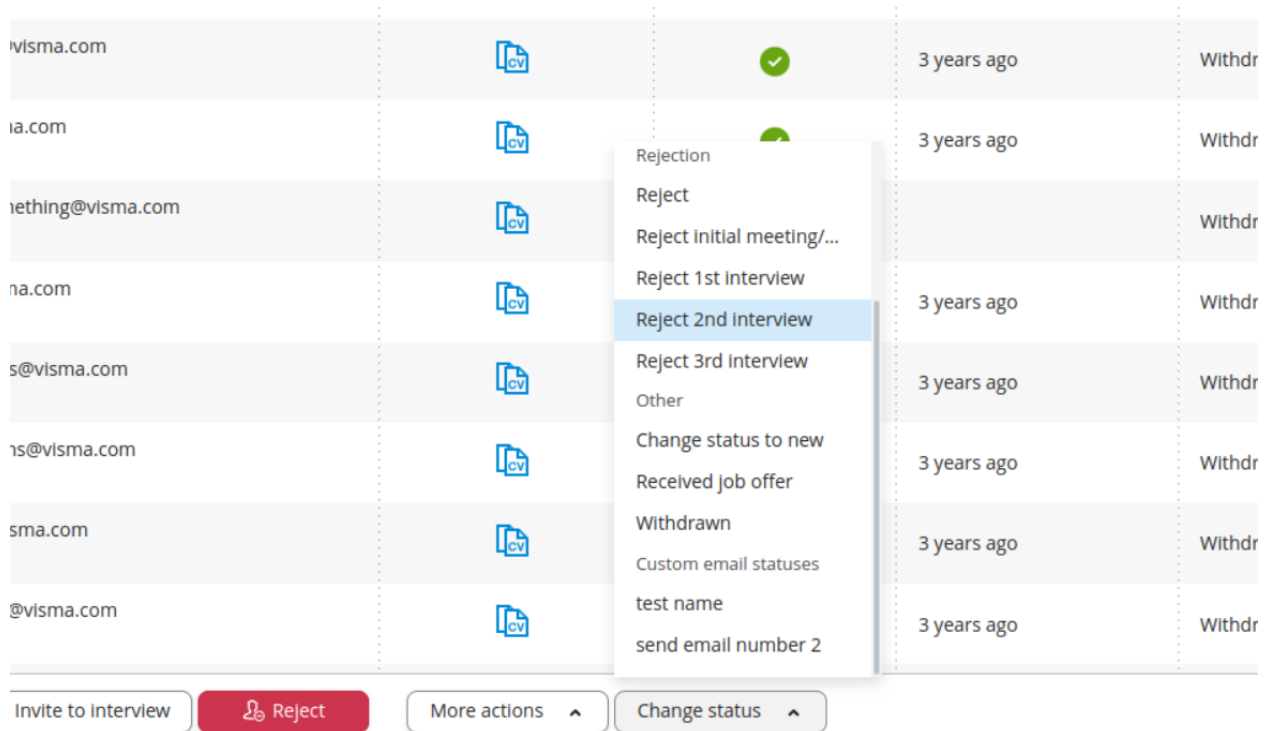
The change status button is placed in the footer of the vacancy applicant list and in the footer of the candidate card. Clicking on it will open a dropdown with all the status options. You can change the status for one candidate or a bulk of candidates. After you've completed the action, a toaster message will appear to confirm the result.

With this new change status menu also comes some changes in the more actions menu. 'Send job offer', 'Withdraw' and 'Change status to new' will be removed from the more

actions menu. These actions are in fact status changes and are therefore now presented in the change status menu.

Workflow

1. Select one or more candidates.
2. You can now proceed to the change status button, which is located in the footer of the vacancy applicant overview:



3. When you click on the button, a dropdown will appear.
4. Click on a status to change candidate(s) status.
5. A toaster message will appear to confirm the status change of the candidate(s).

Bugs and improvements

Department column in column editor (live now)

We've added a new column to the new column editor in the vacancy applicant list. This column is named Department and can now be used in our new applicant management.

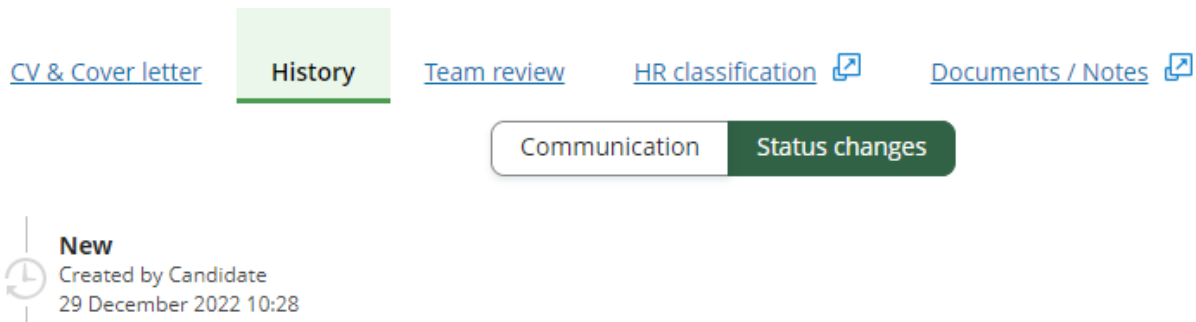
Applications Total: 7 New: 1 0 0 0

Column editor

	Contact	Applied	Attachments	Department	Status
<input checked="" type="checkbox"/> Name	maurice.eppenga@visma.com	24/11/2022		Bestuur	New
<input checked="" type="checkbox"/> Contact	maurice.eppenga@visma.com	07/12/2021		Bestuur	Invited to first interview
<input checked="" type="checkbox"/> Applied	maurice.eppenga@visma.com	07/12/2021		Bestuur	Invited to first interview
<input checked="" type="checkbox"/> Attachments	maurice.eppenga@visma.com	12/10/2022		Bestuur	Invited to first interview
<input type="checkbox"/> Department	maurice.eppenga@visma.com	07/12/2021		Bestuur	Rejected
<input type="checkbox"/> Evaluation	maurice.eppenga@visma.com	07/12/2021		Bestuur	Received job offer
<input type="checkbox"/> Last Updated	maurice.eppenga@visma.com	07/12/2021		Bestuur	Engaged
<input checked="" type="checkbox"/> Status					
<input type="checkbox"/> Average Rating					
<input type="checkbox"/> Age					
<input type="checkbox"/> Screening (%)					
<input type="checkbox"/> Category					
<input type="checkbox"/> Last Edited By					

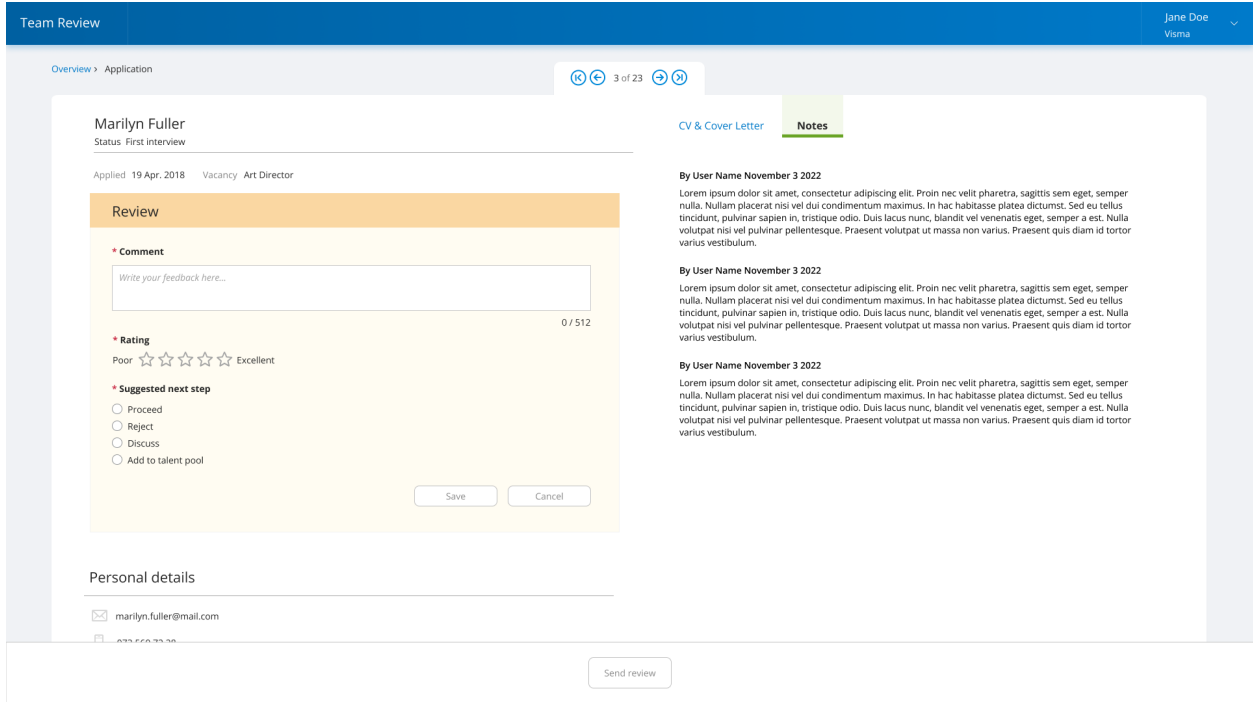
Status changes in history tab (live January/February)

We've renamed the 'Communication' tab in the candidate card in new applicant management to 'History' tab with a 'Communication/Status changes' toggle below (see screenshot below). Now you're not only able to see all communication logs, but you're also able to see all the candidate status changes in this new log overview.



Display of candidate notes in team review platform (live January/February)

Many clients expressed the need for sharing information about candidates with reviewers. Therefore we've added a tab in the team review platform where all candidate notes from EasyCruit for that specific candidate are presented. In this way recruiters are able to share all necessary information about the candidates with the reviewer(s).



LinkedIn integration for job postings (live now)

With our new LinkedIn integration it's now possible to post Basic Jobs on LinkedIn. All you have to do is add your LinkedIn company ID to your EasyCruit company information (see screenshot below). If you don't know how to find your LinkedIn company ID, here's a guide to help you out: <https://www.linkedin.com/help/linkedin/answer/a415420/associate-your-linkedin-company-id-with-the-linkedin-job-board-faqs?lang=en>

If you have multiple organizations in one EasyCruit environment, we also have the option to enter a LinkedIn company ID per department.

Company information - Settings ⓘ

Main My EasyCruit Privacy policy Retention Policy About Media Contact person Misc properties

Choose partner-ID for posting channel

No partner-ID is registered

Add / Edit partner-id

Channel:

Partner-ID:

Comment:

LinkedIn

LinkedIn company ID:

These external job posts create a comprehensive job seeking experience for LinkedIn members and are visible to candidates actively conducting a job search or viewing the LinkedIn page of a company. Certain Basic Jobs may be promoted to LinkedIn members through targeted recommendations in the Recommended Jobs feature in LinkedIn.

For customers who purchased Job Slots, LinkedIn offers Job Wrapping which copies all jobs published to your career site or jobs' source and allows job posters to prioritize specific jobs in Job Slots. It requires minimal technical effort and is based on the same technology supporting millions of Basic Jobs. Any jobs not placed into a Job Slot appear as Basic Jobs on LinkedIn and on your company's Page.