

# **Gebruikershandleiding**

voor het nieuwe kandidaten management  
in Visma EasyCruit



< Application handling

**Recruitment Specialist** | 
 [Candidate report](#) | 
 [Statistics](#) | 
 [Vacancy overview](#) | 
 [Documents / Notes \(1\)](#)

Project owner: Ellen Snedal Reference number: - Status: Publishing Publication period: 1 Apr 2022 - 1 Sep 2023

[All applications](#) | 
 [Team review 7](#) | 
 [Nomination list 2](#)

Applications Total: 7 New: 1 ✓ 3 ⚠ 0 ✗ 0

Column editor

<input type="checkbox"/>	Name	Screening (%)	Contact	Attachments	Evaluation	Last Updated	
<input type="checkbox"/>	<a href="#">Harald Hansen</a> <span>New </span>		Harald.Hansen@test.no 12345678			a year ago	N
<input type="checkbox"/>	<a href="#">John Doe</a> <span></span>	100%	john@doe.ut		<span>✓</span>	5 days ago	Videointerview


[Contact](#)  | 
 [Invite to interview](#)  | 
 [Reject](#)  | 
 [Change status](#)  | 
 [More actions](#)


*In het bovenste menu kan je informatie vinden over de vacature zoals statistieken, vacature overzicht, documenten/notities, referentienummers, publicatieperiodes en meer.*

← Application handling

## ⋮ Recruitment Specialist

[Candidate report](#) | [Statistics](#) | [Vacan](#)

 Edit vacancy | Reference number: - | Status: **Publishing** | Publication period: 1 A

 Close vacancy

 Delete vacancy

Team review **7**

Nomination list **2**

Applications | Total: **7** | New: **1** |  **3** |  **0** |  **0**

 Column editor ▾

*Je kunt ook vacatures bewerken, sluiten en verwijderen door het menu naast de vacaturetitel te openen.*

< Application handling

**Recruitment Specialist** | [Candidate report](#) | [Statistics](#) | [Vacancy overview](#) | [Documents / Notes \(1\)](#)

Project owner: Ellen Snedal Reference number: - Status: **Publishing** Publication period: 1 Apr 2022 - 1 Sep 2023

**All applications** | [Team review](#) **7** | [Nomination list](#) **2**

Applications **Total: 7** **New: 1** | **3** **0** **0**

Column editor

<input type="checkbox"/>	Name	Screening (%)	Contact	Attachments	Evaluation	Last Updated	Status	Average Rating
<input type="checkbox"/>	<a href="#">Harald Hansen</a> 		Harald.Hansen@test.no 12345678					5.00
<input type="checkbox"/>	<a href="#">John Doe</a> 	100%	john@doe.ut				Interview	

Contact Invite to interview

Door op de verschillende nummers te klikken, kan je filteren op evaluatie\*, nieuw en alle sollicitanten.

\*Deze evaluaties vervangen de oude rangschikking 1/2/3.

Applications Total: 7 New: 1 ✓ 3 ⚠ 0 ✗ 0

Search...

*Met onze nieuwe kolom editor kan je kiezen welke kolommen je wilt zien en in welke volgorde.*

Column editor ^

- Change order by drag and drop
- Screening (%)
  - Contact
  - Attachments
  - Evaluation
  - Last Updated
  - Status
  - Age
  - Category
  - Last Edited By
  - Application date
  - Average Rating
  - Department
  - Language
  - Exempt Public List

Screening (%)	Contact	Attachments	Evaluation	Last Updated	Status	Average Rating
	Harald.Hansen@test.no 12345678			a year ago	New	5.00
6	john@doe.ut		✓	5 days ago	Videointerview	
6	example@mail.ut		✗	10 months ago	Rejected	
	ellen.snedal@gmail.com		⚠	17 days ago	Rejection after first interview	
6	ellen.snedal@visma.com 90055512		✓	5 days ago	Saved	5.00
6	ellen.snedal@visma.com 90055510 		✓	6 months ago	Offer letter sent	5.00
	ellen.snedal@visma.com			8 months ago	Offer letter sent	5.00

Contact
 Invite to interview
 Reject
 Change status ^
 More actions ^

Visma EasyCruit Overview Vacancy list Recruitment calendar Ellen S. [Test] Multiplex

< Application handling New version

**Recruitment Specialist** [Candidate report](#) [Statistics](#) [Vacancy overview](#) [Documents / Notes \(1\)](#)

Project owner: Ellen Snedal Reference number: - Status: Publishing Publication period: 1 Apr 2022 - 1 Sep 2023

All applications **Team review 7** Nomination list 2

**Team Review** Total: 7

<input type="checkbox"/> Name	Average rating	<a href="#">Open all</a>
<input type="checkbox"/> <a href="#">Angelica Astrom</a> Pending team review 0/1	Average rating: 0.00 (0 review(s))	▼
<input type="checkbox"/> <a href="#">Ellen Snedal</a>	Average rating: 5.00 (1 review)	▼
<input type="checkbox"/> <a href="#">Ellen Snedal</a> Pending team review 1/2	Average rating: 5.00 (1 review)	▼

[Contact](#) [Inv](#) [Conditions](#)

*Door op het "Groepsbeoordeling" tab te klikken, krijg je een overzicht van alle uitstaande en voltooide beoordelingen. Je kunt sorteren op naam of gemiddelde beoordeling.*

Visma EasyCruit Overview Vacancy list Recruitment calendar

All applications Team review (7) Nomination list (2)

Applications Total: 7 New: 1 3 0 0

Column editor

Name	Screening (%)	Contact	Attachments	Status	Time	Average Rating
<a href="#">Harald Hansen</a> New		Harald.Hansen@test.no 12345678				
<a href="#">John Doe</a>	100%	john@doe.ut				
<a href="#">Angelica Astrom</a>	100%	example@mail.ut			10 months ago	5.00
<a href="#">Hans Knutsen</a>	50%	ellen.snedal@gmail.com		?	17 days ago	
<input checked="" type="checkbox"/> <a href="#">Mille Gregersen</a>	100%	ellen.snedal@visma.com 90055512		✓	5 days ago	5.00

1 of 7 selected.

Contact Invite to interview Reject Change status More actions

Harald Hansen  
 John Doe  
 Angelica Astrom  
 Hans Knutsen  
 Mille Gregersen

Harald.Hansen@test.no  
 john@doe.ut  
 example@mail.ut  
 ellen.snedal@gmail.com  
 ellen.snedal@visma.com

12345678  
 john@doe.ut  
 example@mail.ut  
 ellen.snedal@gmail.com  
 ellen.snedal@visma.com

CV  
 CV  
 CV

10 months ago  
 17 days ago  
 5 days ago

5.00  
 5.00

Proceed  
 Other  
 Custom  
 Delete candidate

Share for team review  
 Save application  
 Add to nomination list

Door de kandidaat te selecteren, kan je acties uitvoeren, uitnodigingen voor een sollicitatiegesprek verzenden of afwijzingsmails versturen vanuit het menu onderaan. Dit menu is ook beschikbaar op de detailpagina van de kandidaat.

All applications Team review 7 Nomination list 2

Applications Total: 7 New: 1 3 0 0

Column editor

	Name	Screening (%)	Contact	Attachments	Status	Time	Notes	Average Rating
<input type="checkbox"/>	<a href="#">Harald Hansen</a> New		Harald.Hansen@test.no 12345678					
<input type="checkbox"/>	<a href="#">John Doe</a>	100%	john@doe.ut		<span>✓</span>	5 days ago	Videointerview	
<input type="checkbox"/>	<a href="#">Angelica Astrom</a>	100%	example@mail.ut		<span>✗</span>	10 months	Initial meeting/phone interview 1st interview 2nd interview 3rd interview	
<input type="checkbox"/>	<a href="#">Hans Knutsen</a>	50%	ellen.snedal@gmail.com					
<input checked="" type="checkbox"/>	<a href="#">Mille Gregersen</a>	100%	ellen.snedal@visma.com 90055512				Saved	5.00

Door de kandidaat te selecteren, kan je ook eenvoudig de status wijzigen vanuit het menu onderaan. Dit menu is ook beschikbaar op de detailpagina van de kandidaat.

- Interview
- Rejection
- Other
- Custom

1 of 7 selected.

Contact Invite to interview Reject Change status More actions



Recruitment Specialist

New version

5 of 7

Applicants

Mille Gregersen

Status Saved

Evaluation

CV & Cover letter

History

Team review

CV

Cover letter

Shared for team review

Added to the

Applied 28 April 2022

Privacy policy (v0)

[ellen.snedal@visma.com](mailto:ellen.snedal@visma.com)

90055512 (mobile)

English (UK)

Address -

Attachments

CV

Open

*Je kunt CV-gegevens bewerken en afdrucken met behulp van de pictogrammen naast de naam van de kandidaat.*

*Bij de tabbladen kan je schakelen tussen de verschillende detailweergaven.*

Contact

Invite to interview

Reject

Change status

More actions

< Recruitment Specialist

New version

5 of 7



Applicants

Mille Gregersen

Status Saved

Shared for team review

Applied 28 April 2022

Privacy policy (v0)

English (UK)

Address -

Attachments

CV

Open

*Je kan schakelen tussen de communicatiegeschiedenis en statuswijzigingen.*

CV & Cover letter

History

Team review

Communication

Status changes

- Gjennomgang av kandidat(er) - Recruitment Specialist  
Email sent by Ellen Snedal (441451)  
10 October 2022 10:55  
Delivered
- Review of applicant(s) - Recruitment Specialist  
Email sent by Fredrik Treider (399917)  
6 October 2022 09:44  
Delivered
- Gjennomgang av kandidat(er) - Recruitment Specialist  
Email sent by Ellen Katrine Snedal (270211)  
26 August 2022 11:04  
Delivered
- Review of applicant(s) - Recruitment Specialist  
Email sent by Ellen Snedal (441451)  
13 May 2022 08:51  
Delivered

Contact

Invite to interview

Reject

Change status

More actions



Applicants

## Mille Gregersen

Status Saved

Shared for team review

Applied 28 April 2022

Privacy policy (v0)

[ellen.snedal@visma.com](mailto:ellen.snedal@visma.com)

90055512 (mobile)

English (UK)

Address -

### Attachments

CV



Open

*Je kan schakelen tussen de communicatiegeschiedenis en statuswijzigingen.*

CV & Cover letter

History

Team review

Communication

Status changes

#### Saved

Updated by Fredrik Treider (399917)  
3 May 2023 10:35

#### Invited to first interview

Updated by Sylvia Lam (485403)  
12 April 2023 22:27

#### Invited to first interview

Updated by Sylvia Lam (485403)  
12 April 2023 22:27

#### Invited to first interview

Updated by Ellen Katrine Snedal (270211)  
16 March 2023 16:17

#### Evaluated

Updated by Ellen Snedal (441451)  
29 April 2022 08:54

Contact

Invite to interview

Reject

Change status

More actions

Visma EasyCruit Overview Vacancy list Recruitment calendar Ellen S. [Test] Multiplex

< Recruitment Specialist New version

5 of 7

*Details over de voltooide en uitstaande groepsbeoordelingen van de kandidaat zijn hier inzichtelijk. Je kan ook jouw eigen beoordeling toevoegen.*

**Mille Gregersen**

Status Saved Evaluation ✔ ? ✘

Shared for team review Added to the nomination list

Applied 28 Apr Privacy policy (v) ellen.snedal@visma.com 90055512 (r) English (UK)

Address -

Attachments

Review
Reject
Change status ^
More actions ^

[CV & Cover letter](#) [History](#) **Team review**

**Reviewer(s)**

Reviewer	Status	Due date
Ellen Snedal	Completed	-
fredrik.treider@visma.com	Deadline passed	30/10/2022
ellen.katrine.snedal@visma.com	Deadline passed	20/10/2022

**Review(s)** + Add own review

Average rating: **5.00** Status: 1 of 3 reviews completed

**By Ellen Snedal 13 May 2022**

Rating ★★★★★

Comment  
Good candidate  
Suggest next step

Recruitment Specialist

New version

5 of 7



Applicants

Mille Gregersen

Status Saved

Evaluation ✔ ? ✘

CV & Cover letter

History

Team review



- CV
- Cover letter
- HR classification
- Documents / Notes
- Other applications / Duplicates

*We werken aan het herbouwen van de HR-classificatie en kandidaat documenten/notities. In de tussentijd brengen deze links je naar de klassieke versie.*

Added to the nomination list Shared for team review

Applied 28 Apr

Privacy policy (v)

ellen.sned

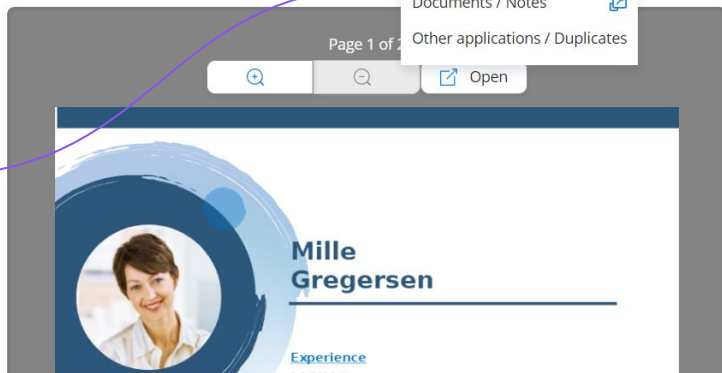
90055512 (t

English (UK

Address -

Attachmen

CV



Contact

Invite to interview

Reject

Change status

More actions

Recruitment Specialist

5 of 7

Applicants

Mille Gregersen

Status: Saved

Evaluation ✓ ? ✗[CV & Cover letter](#)[History](#)[Team review](#)[HR classification](#)

⋮

Other applications

Duplicates

Documents / Notes

Other applications / Duplicates

*Andere sollicitaties en duplicaten geven je een overzicht van op welke andere projecten de kandidaat heeft gesolliciteerd.*

Specialist

Other applications

If the candidate has a Career Centre Profile and applied for multiple positions, these will be displayed here. Note that you will only be able to see the other vacancies a candidate has applied for if you, yourself have access to those vacancies.

Vacancy	Applied	Status
<a href="#">HR-konsulent</a>	26-10-2022	evaluated
<a href="#">HR Konsulent</a>	05-12-2022	transferred

Additional questions

Screening questions

Radiobuttons - Points - Screening	Yes
Radiobuttons - Mandatory - Screening	Yes
Dropdown single - Points -	Yes

Contact

Invite to interview

Reject

Change status

More actions

[← Recruitment Specialist](#)

⏪ ⏩ 5 of 7 ⏪ ⏩

Applicants

Mille Gregersen

Status Saved

 Evaluation ✔️ ⚠️ ❌
[CV & Cover letter](#)
[History](#)
[Team review](#)
[HR classification](#)

ⓘ

Other applications

Duplicates

Documents / Notes

Other applications / Duplicates

Specialist

*Andere sollicitaties en duplicaten geven je een overzicht van op welke andere projecten de kandidaat heeft gesolliciteerd.*

Duplicate applications ⓘ

Here you can verify the suggested match between applications/CVs. By checking the left hand box and then pushing the verify button the match will be verified, and the Docs/Notes sections of the duplicate applications will be merged. Career Centre applications are grouped together and are marked with a 'CC' icon. When you select/deselect one of them, all of them will be selected/deselected.

<input type="checkbox"/>	Name	Vacancy	Applied	Status	Match	Verified
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">@konomikonsulent</a>	21-04-2023	offer_letter_sent	66%	No
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">Konsulent</a>	27-04-2022	offer_letter_sent	66%	No
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">HR konsulent</a>	12-04-2022	Invited to first interview	66%	No
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">Jobbkonsulent (04/2022) IKS</a>	06-04-2022	New	66%	No
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">HR-konsulent</a>	31-08-2021	trans_to_etweb	66%	No
<input type="checkbox"/>	<a href="#">Janne Jensen</a>	<a href="#">Sekretær</a>	01-02-2021	Invited to first interview	66%	No

Verify duplicate(s)

Unverify duplicate(s)

Contact

Invite to interview

Reject

Change status

More actions

< Recruitment Specialist

New version

⏪ ⏩ 5 of 7 ⏪ ⏩

Applicants

Mille Gregersen

Status Saved

Evaluation

CV & Cover letter

History

Team review

CV

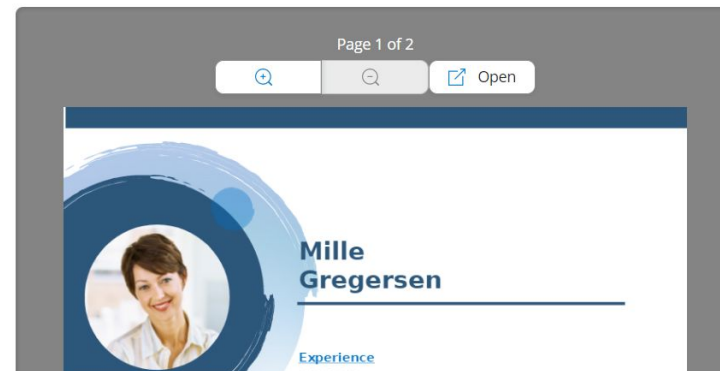
Cover letter

Shared for team review

Added to the nomination list

Applicant Specialist

*Je kan acties voltooien,  
uitnodigingen voor  
sollicitatiegesprekken verzenden  
of afwijzingsmails versturen  
vanuit het menu onderaan.*



Contact

Invite to interview

Reject

Change status ^

More actions ^