

Simply Personnel Recruitment Manager

Action Codes

Simply Recruitment: Action Codes

This document provides step-by-step guide for users to give an easy understanding on setting up your recruitment flow.

If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

Thank you

The Simply Personnel Team.

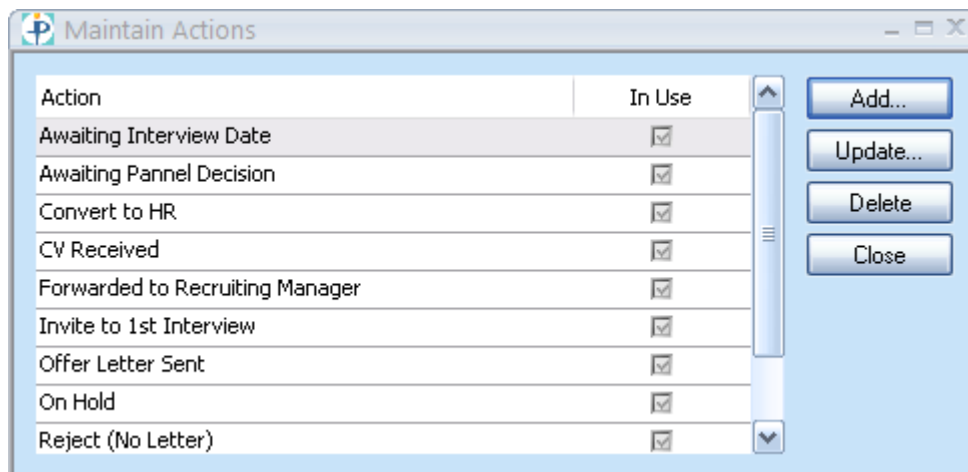
To set up your recruitment flow, enter the recruitment manager and select System Setup.



Then select Action Codes.

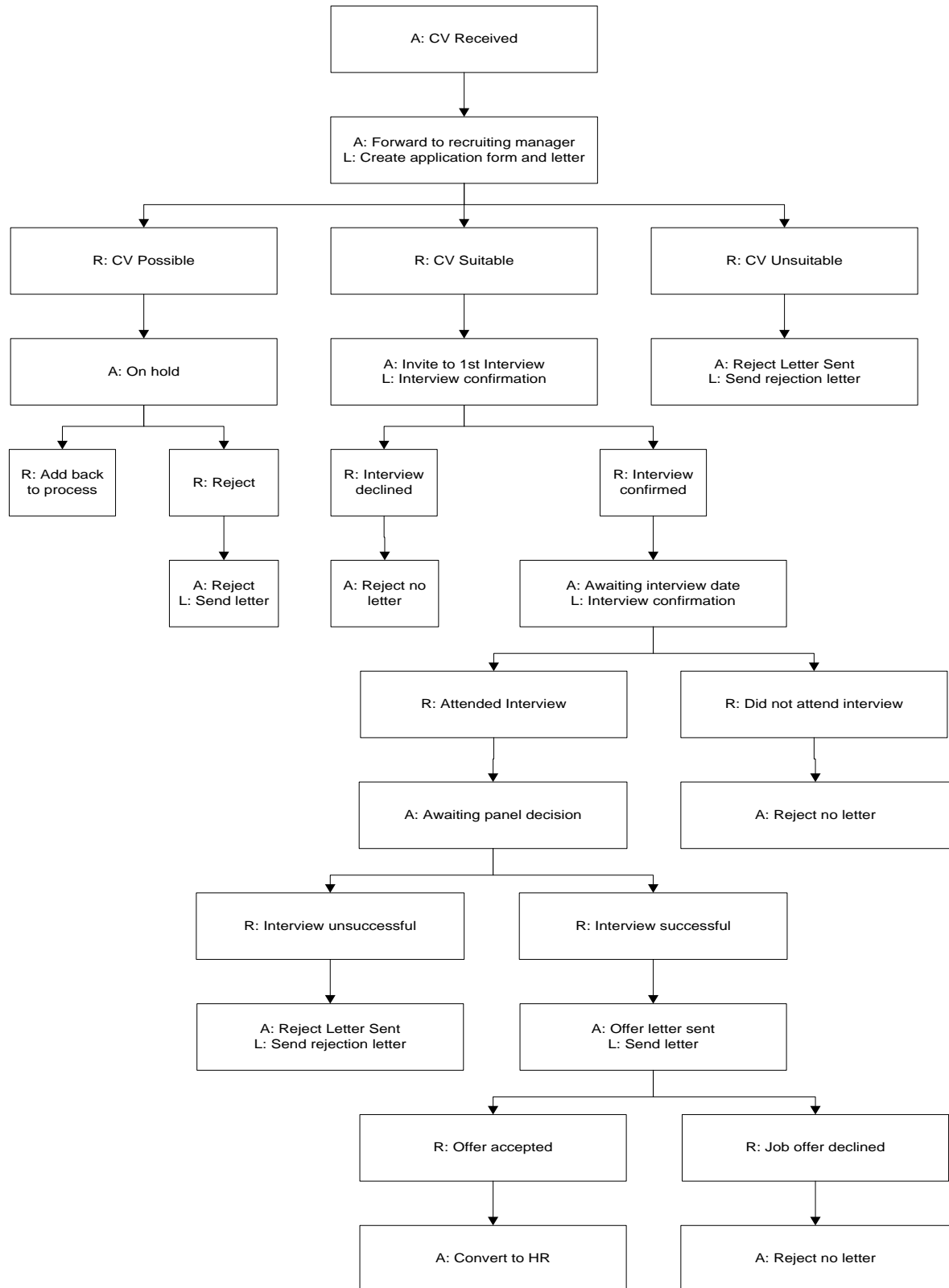


A window will appear in the centre of the screen, this is where you add your action codes.

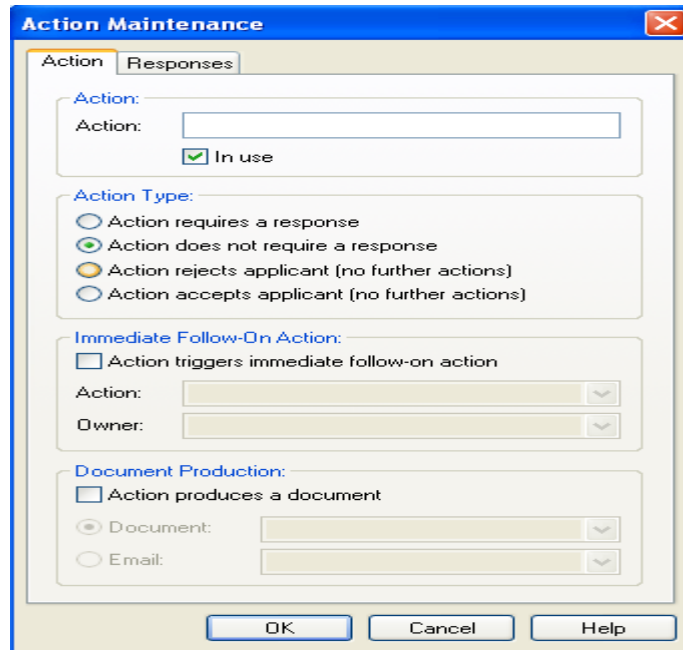


Before adding your action codes it may be useful to draw out your recruitment flow and split them in to 3 sections. Action/ Responses/ Documents

The document on the next page is a good example:



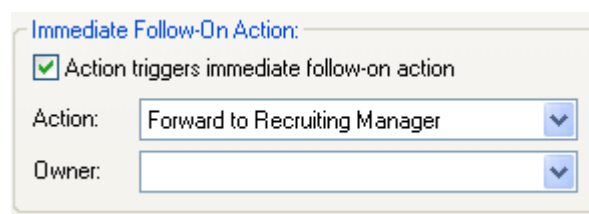
Start by adding all of you actions, do this by clicking on the ADD button



Enter the action code in the box marked Action and then select the action type as Action does not require a response. Repeat the process until you have added all of your actions.

Once added go back in to you first action, i.e CV Received and select update, you can now start to link this to documents and responses.

You can set up an immediate follow-on action by ticking the box in the middle of the window and then select the action from the drop down menu.



You can also link documents up to the action by ticking the box and the bottom of the window and then selecting either document of email and then choose the template (these templates are produce in the Personnel Manager)

Document Production:

Action produces a document

Document: Interview Confirmation

Email:

If a response is required, select the Action Type (action requires a response)

Action Type:

Action requires a response

Action does not require a response

Action rejects applicant (no further actions)

Action accepts applicant (no further actions)

Then select the second tab at the top of the window marked Responses.

Action Maintenance

Action Responses

Response Time (Working Days):

Default response time can be changed by user

Default: 5

Maximum: 0

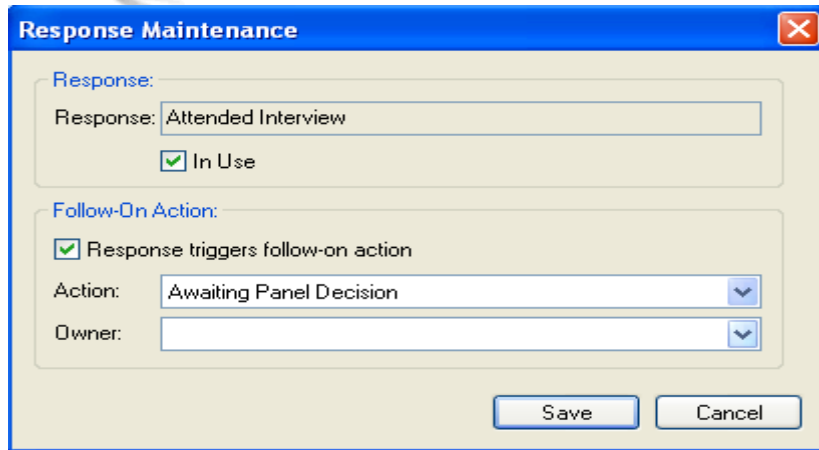
Responses:

Response	In Use
Attended Interview	<input checked="" type="checkbox"/>
Did not attend interview	<input checked="" type="checkbox"/>

Add... Update... Delete

OK Cancel Help

Click on add and add you response that is linked to this particular action



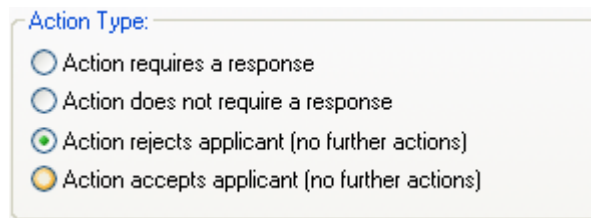
Response Maintenance

Response:
Response:
 In Use

Follow-On Action:
 Response triggers follow-on action
Action: ▼
Owner: ▼

Then select the follow-on action than link to that response, repeat this process until you cover all of the actions and they are linked up to the correct responses.

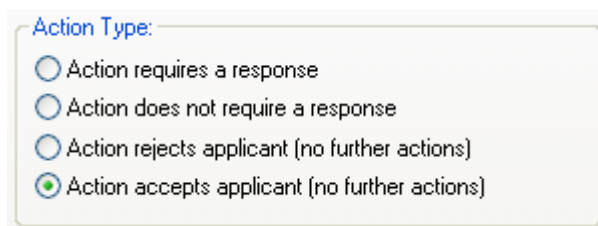
If you have and action that does not need to follow on to another action i.e, rejection or accepting of the position, there are two more options in the Action Types.



Action Type:

- Action requires a response
- Action does not require a response
- Action rejects applicant (no further actions)
- Action accepts applicant (no further actions)

This will stop the recruitment flow and reject the applicant.



Action Type:

- Action requires a response
- Action does not require a response
- Action rejects applicant (no further actions)
- Action accepts applicant (no further actions)

This will stop the recruitment flow and accept the applicant.