

Simply Personnel Recruitment Manager

Adding a New Applicant and Applicant Maintenance

Simply Recruitment: Applicant Maintenance.

This document provides step-by-step guide for users to give an easy understanding to set up new applicant and applicant maintenance.

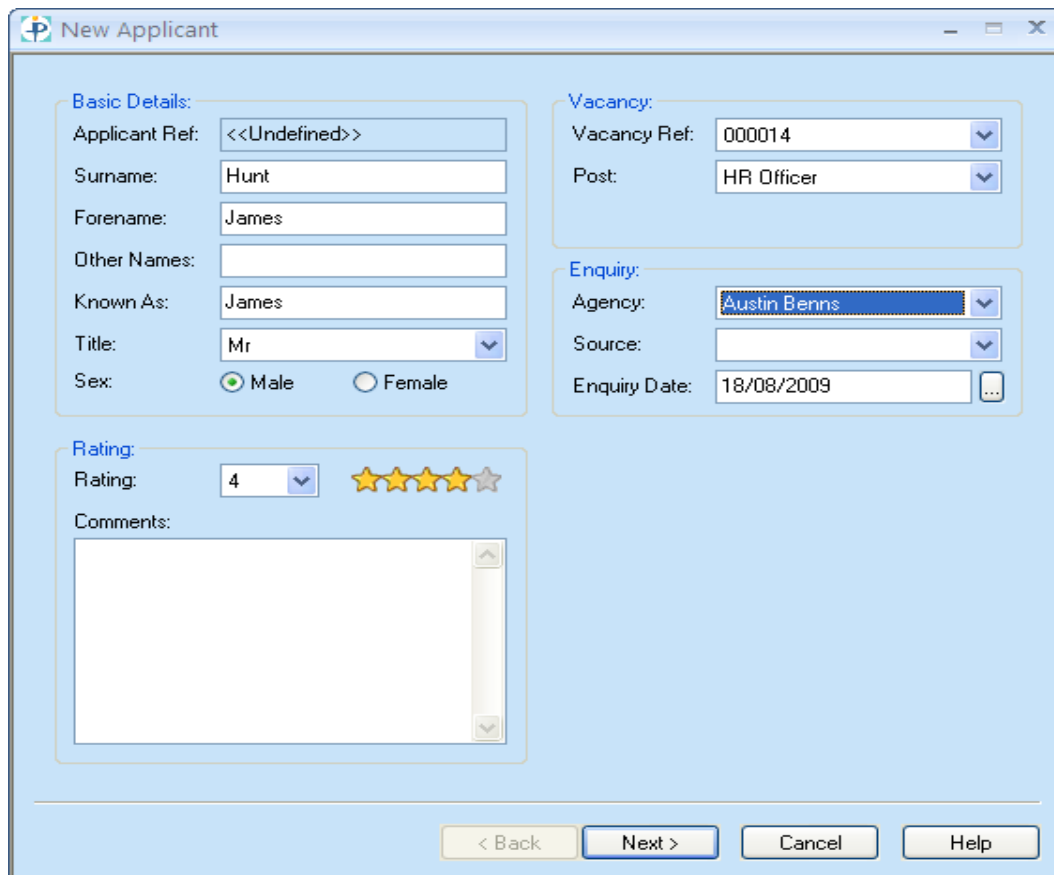
If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

Thank you
The Simply Personnel Team.

To add a new applicant select the tab from the Recruitment Manager dashboard.

New Applicant
Record a new applicant against a vacancy

This will then open up another window.



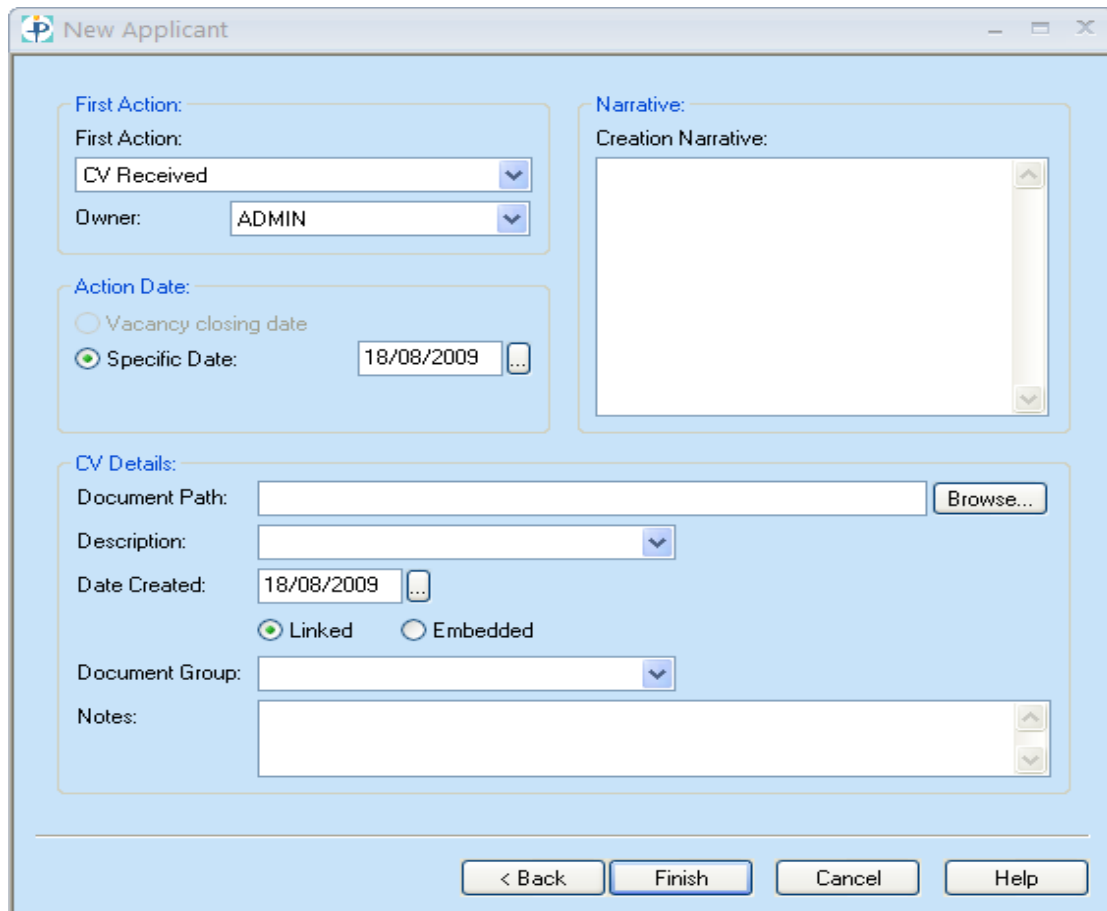
The screenshot shows a window titled "New Applicant" with the following fields and options:

- Basic Details:**
 - Applicant Ref: <<Undefined>>
 - Surname: Hunt
 - Forename: James
 - Other Names: (empty)
 - Known As: James
 - Title: Mr
 - Sex: Male Female
- Vacancy:**
 - Vacancy Ref: 000014
 - Post: HR Officer
- Enquiry:**
 - Agency: Austin Bennis
 - Source: (empty)
 - Enquiry Date: 18/08/2009
- Rating:**
 - Rating: 4 (represented by 4 yellow stars and 1 grey star)
 - Comments: (empty text area)

At the bottom of the window are four buttons: < Back, Next >, Cancel, and Help.

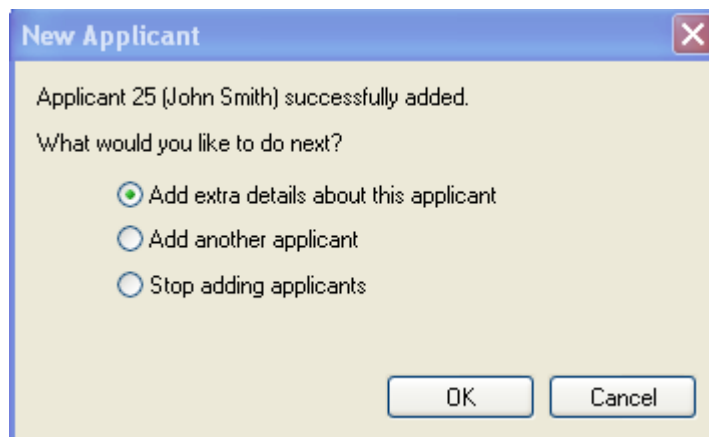
Enter the applicants surname and forename, the vacancy applied for and where the enquiry came from. Click on next to move to the next page, there are field to enter the applicants address and other contact information and also attach their photo to the records.

Enter the information if you have it (it is not mandatory) and click on next until you get to the last page. (below)



Select where the applicant will start on your recruitment flow and if you have it you can attached their C.V.

Once you have finished, click finish and select your required option.

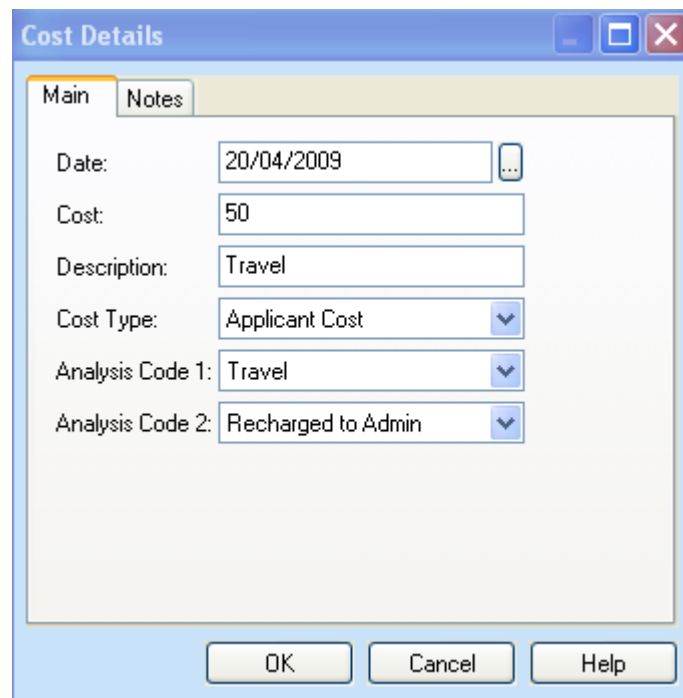


To search through you existing applicant and enter further detail on their record select them from the Existing Applicants tab on the main dashboard.



Once you are in the applicant's records you will notice that the first three tabs on the bottom row are the ones that you have to complete when you add a new applicant, if you now have these details i.e. their address then you can add it now.

You will notice that there is a tab marked **costs**, this is where you can log all the cost that the applicant has accrued during the recruitment process.



Cost Details

Main Notes

Date: 20/04/2009

Cost: 50

Description: Travel

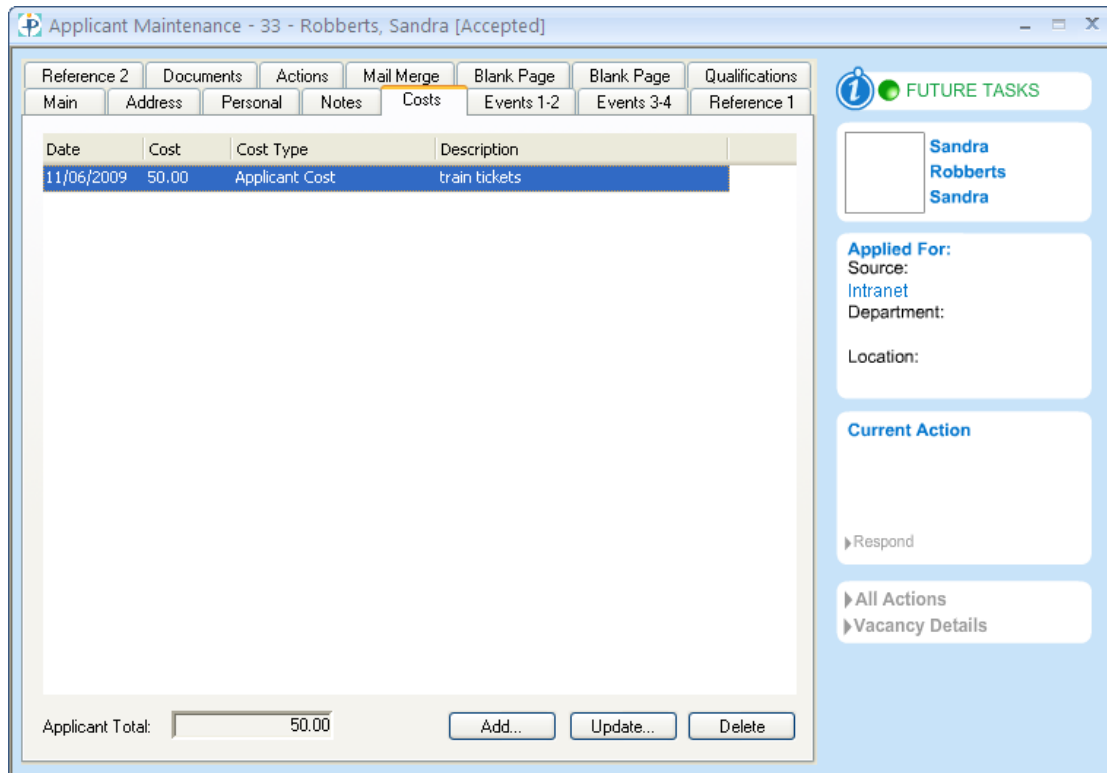
Cost Type: Applicant Cost

Analysis Code 1: Travel

Analysis Code 2: Recharged to Admin

OK Cancel Help

Fill in the information and then click on save.

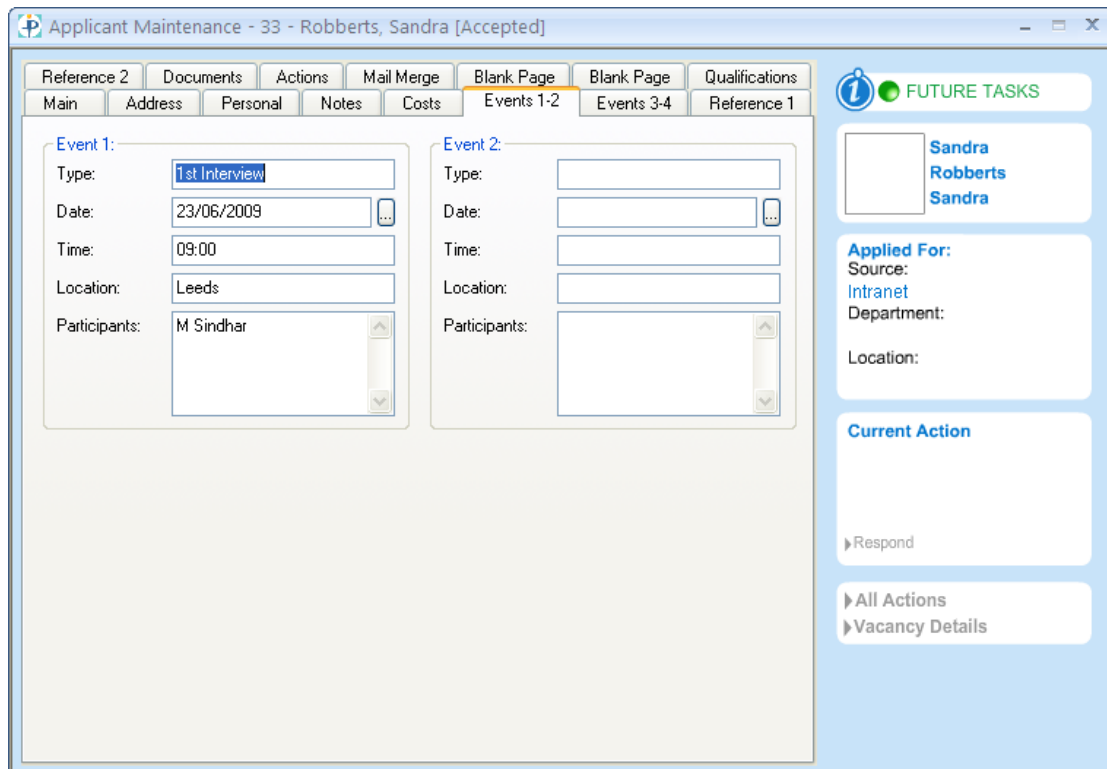


| Date | Cost | Cost Type | Description |
|------------|-------|----------------|---------------|
| 11/06/2009 | 50.00 | Applicant Cost | train tickets |

Applicant Total:

You will then start to get a historic record of all costs relating to the applicant.

Events 1-2 and Event 3-4 are where you would put the information about the interviews that will take place of any other events related to the applicant.



Event 1:

Type:

Date:

Time:

Location:

Participants:

Event 2:

Type:

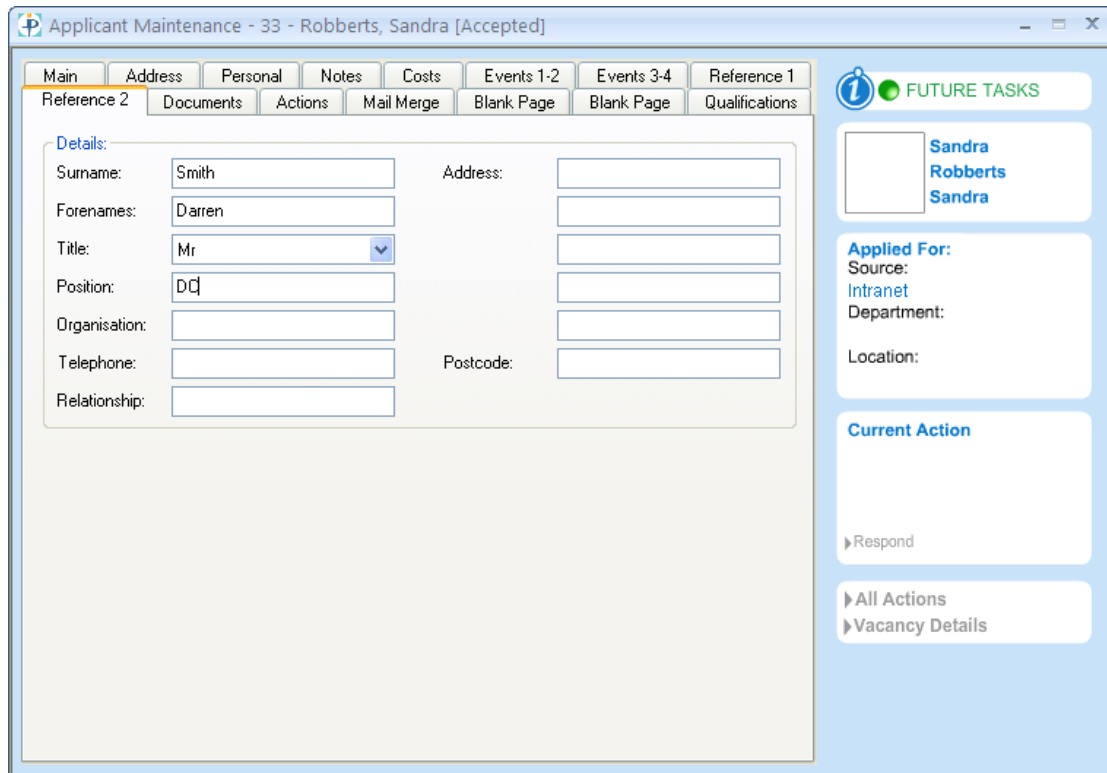
Date:

Time:

Location:

Participants:

Reference 1 and Reference 2 are where you would insert their reference contacts.



Applicant Maintenance - 33 - Robberts, Sandra [Accepted]

Main Address Personal Notes Costs Events 1-2 Events 3-4 Reference 1
Reference 2 Documents Actions Mail Merge Blank Page Blank Page Qualifications

Details:

Surname: Address:

Forenames:

Title:

Position:

Organisation:

Telephone: Postcode:

Relationship:

FUTURE TASKS

Sandra Robberts Sandra

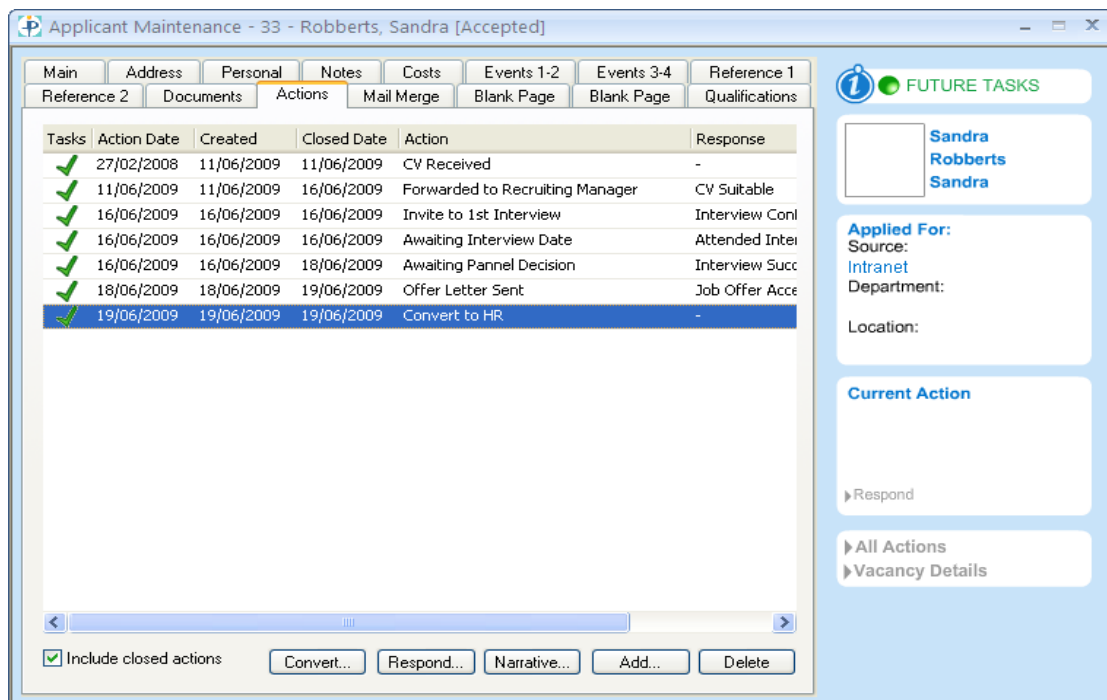
Applied For:
Source: Intranet
Department:
Location:

Current Action

Respond

All Actions
Vacancy Details

Action Codes will show what stage the applicant is in your recruitment flow. You can move them on to the next stage by selecting respond.



Applicant Maintenance - 33 - Robberts, Sandra [Accepted]

Main Address Personal Notes Costs Events 1-2 Events 3-4 Reference 1
Reference 2 Documents Actions Mail Merge Blank Page Blank Page Qualifications

| Tasks | Action Date | Created | Closed Date | Action | Response |
|-------|-------------|------------|-------------|---------------------------------|----------------|
| ✓ | 27/02/2008 | 11/06/2009 | 11/06/2009 | CV Received | - |
| ✓ | 11/06/2009 | 11/06/2009 | 16/06/2009 | Forwarded to Recruiting Manager | CV Suitable |
| ✓ | 16/06/2009 | 16/06/2009 | 16/06/2009 | Invite to 1st Interview | Interview Conl |
| ✓ | 16/06/2009 | 16/06/2009 | 16/06/2009 | Awaiting Interview Date | Attended Inter |
| ✓ | 16/06/2009 | 16/06/2009 | 18/06/2009 | Awaiting Pannel Decision | Interview Succ |
| ✓ | 18/06/2009 | 18/06/2009 | 19/06/2009 | Offer Letter Sent | Job Offer Acce |
| ✓ | 19/06/2009 | 19/06/2009 | 19/06/2009 | Convert to HR | - |

Include closed actions

FUTURE TASKS

Sandra Robberts Sandra

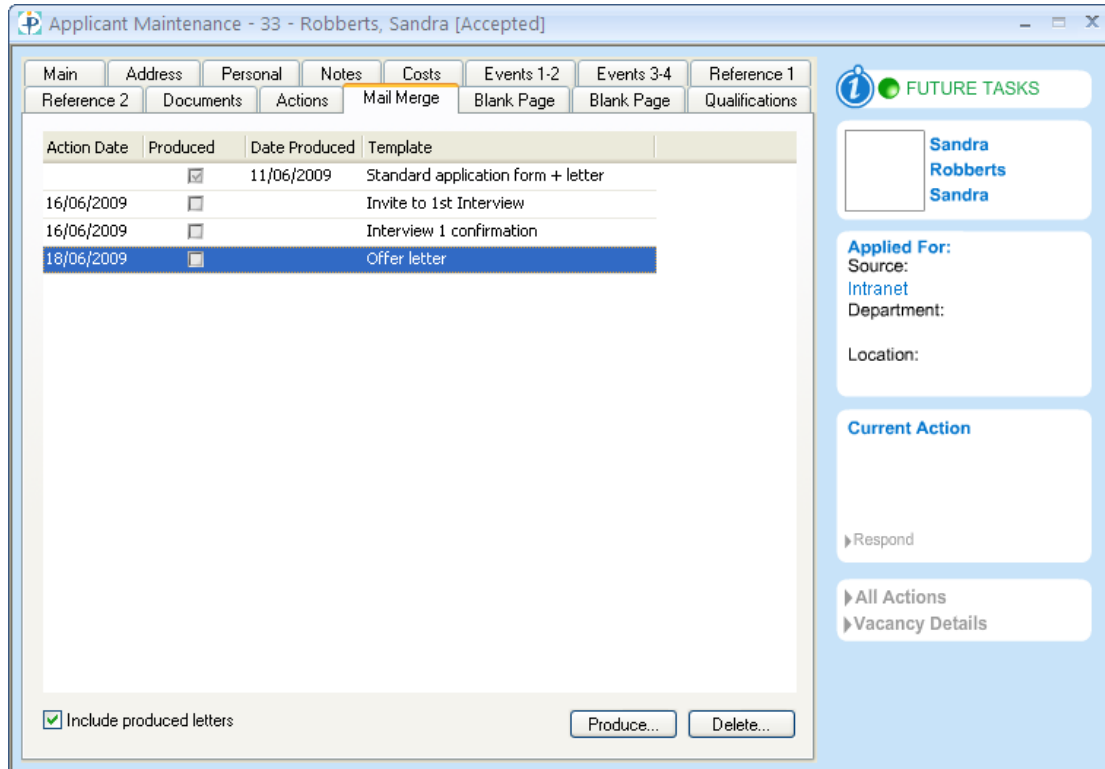
Applied For:
Source: Intranet
Department:
Location:

Current Action

Respond

All Actions
Vacancy Details

Mail Merge will show all of the letters that have been created for the applicant through the recruitment flow, click on produce to print off the document.



The screenshot shows a software window titled "Applicant Maintenance - 33 - Robberts, Sandra [Accepted]". The "Mail Merge" tab is active, displaying a table of actions:

| Action Date | Produced | Date Produced | Template |
|-------------|-------------------------------------|---------------|------------------------------------|
| 16/06/2009 | <input checked="" type="checkbox"/> | 11/06/2009 | Standard application form + letter |
| 16/06/2009 | <input type="checkbox"/> | | Invite to 1st Interview |
| 16/06/2009 | <input type="checkbox"/> | | Interview 1 confirmation |
| 18/06/2009 | <input type="checkbox"/> | | Offer letter |

At the bottom of the table area, there is a checkbox labeled "Include produced letters" which is checked. To the right of this checkbox are two buttons: "Produce..." and "Delete...".

On the right side of the window, there is a sidebar with the following sections:

- FUTURE TASKS**: A section with a green circle icon.
- Sandra Robberts Sandra**: A profile card with a placeholder image.
- Applied For:**
 - Source: Intranet
 - Department:
 - Location:
- Current Action**: A section with a "Respond" button.
- All Actions** and **Vacancy Details**: Two buttons with right-pointing arrows.