

Simply Personnel Recruitment Manager

Adding a New Vacancy & Vacancy Maintenance

Simply Recruitment: Adding a New Vacancy & Vacancy Maintenance.

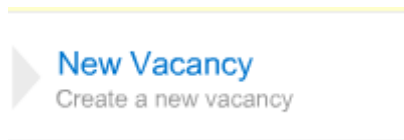
This document provides step-by-step guide for users to give an easy understanding on how to add a new vacancy and amend the details.

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.

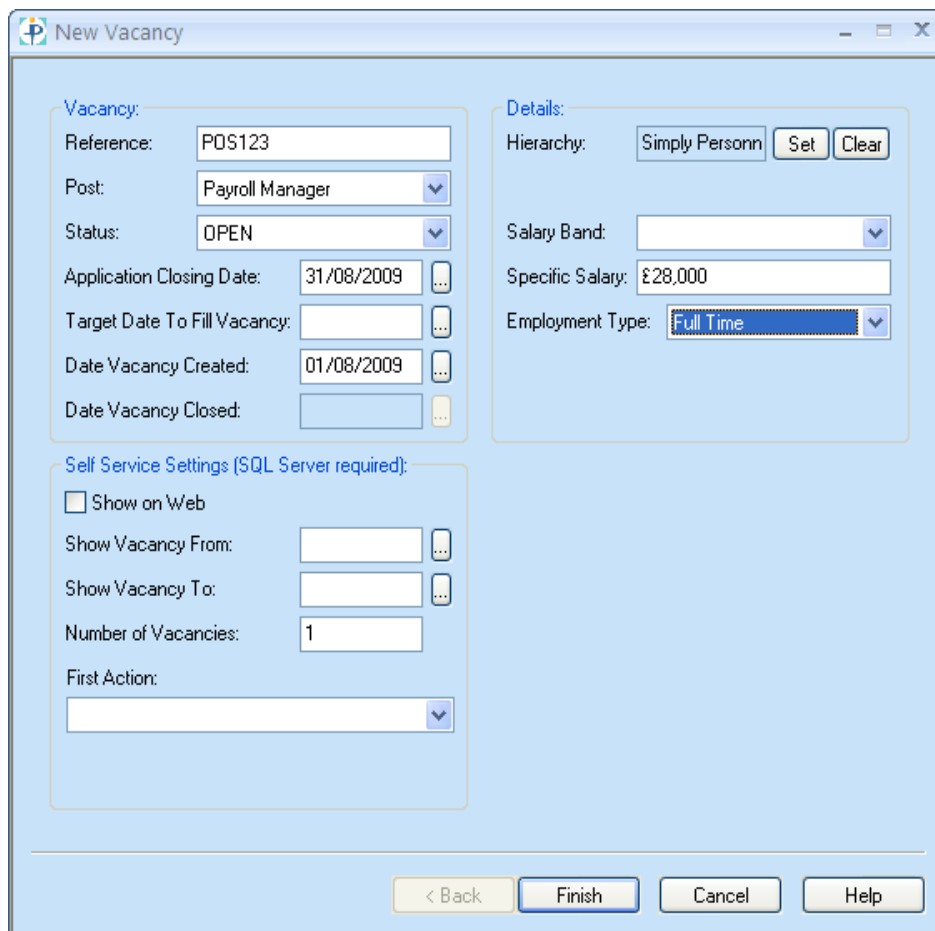
To add a new vacancy in your recruitment module select New Vacancy.



This will open up the following window.

Enter a reference number, assign it to a post (position in your company) and enter the closing dates, location and salary.

Note: if you have the self service module you can show the vacancy to you employees.

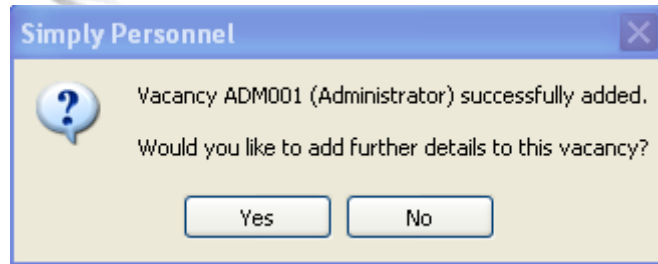


The "New Vacancy" window contains the following fields and controls:

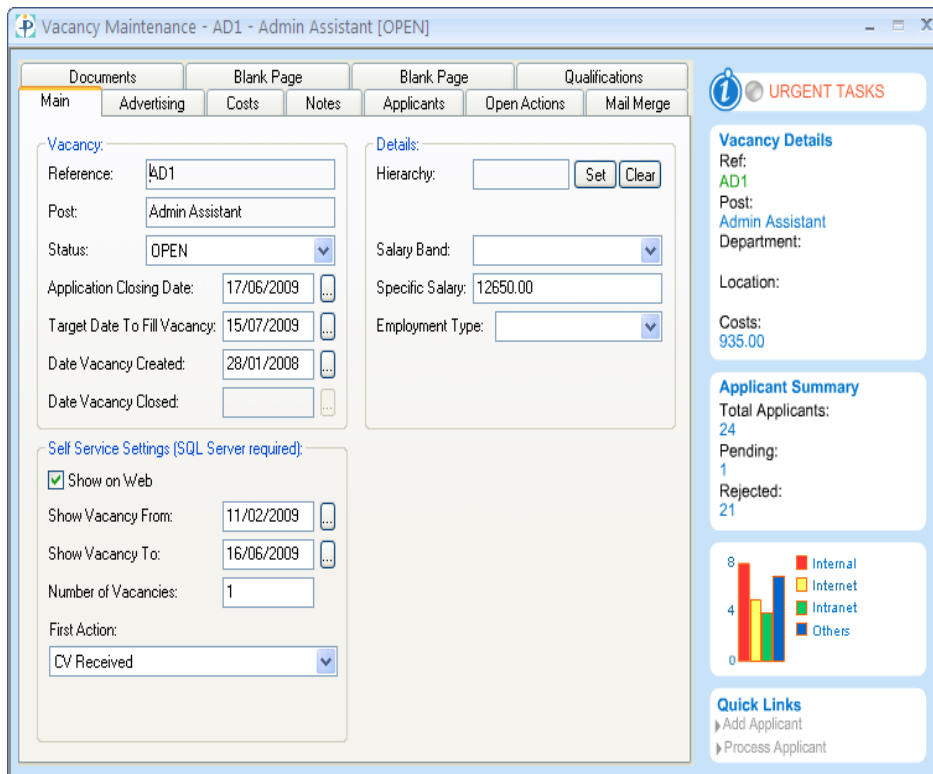
- Vacancy:**
 - Reference: POS123
 - Post: Payroll Manager
 - Status: OPEN
 - Application Closing Date: 31/08/2009
 - Target Date To Fill Vacancy: (empty)
 - Date Vacancy Created: 01/08/2009
 - Date Vacancy Closed: (empty)
- Details:**
 - Hierarchy: Simply Personn [Set] [Clear]
 - Salary Band: (empty)
 - Specific Salary: £28,000
 - Employment Type: Full Time
- Self Service Settings (SQL Server required):**
 - Show on Web
 - Show Vacancy From: (empty)
 - Show Vacancy To: (empty)
 - Number of Vacancies: 1
 - First Action: (empty)

Buttons at the bottom: < Back, Finish, Cancel, Help

Once you have completed all the required information, click on finish. The system will confirm that the vacancy has been added and ask you if you would like to enter any further details.

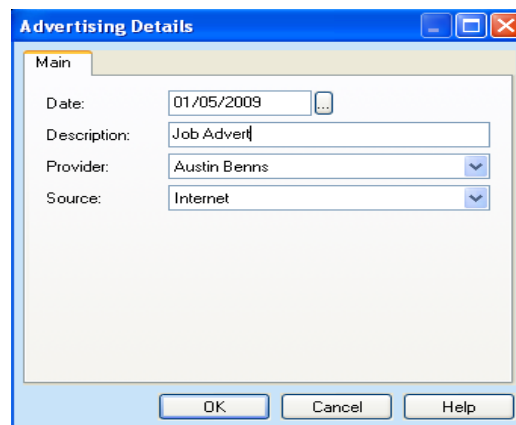


If you select YES you will be taken through to the vacancy details page:

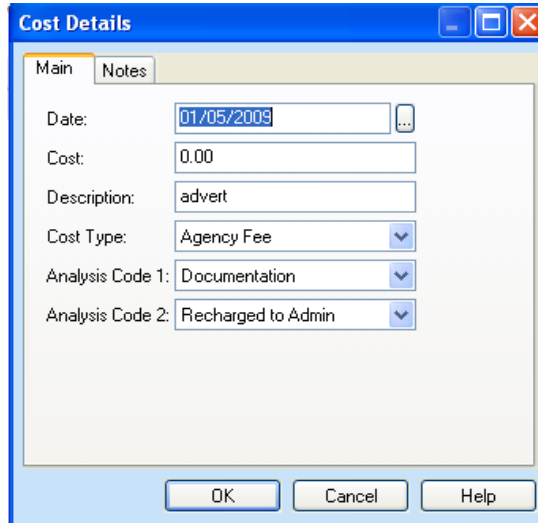


The main page will show the information that you entered when you created the vacancy it is also where you will change the status once the vacancy has been filled.

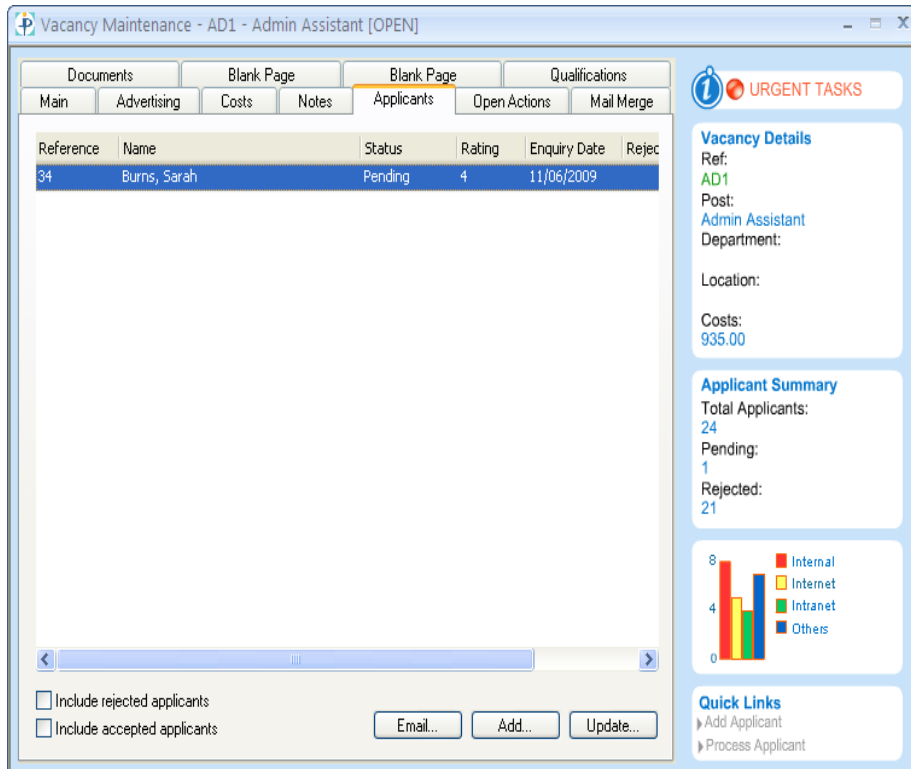
You can keep a record of all of the advertising by entering it on the advertising page click on add at the bottom of the page and completed the details.



You can also keep track of the cost for each vacancy by completing the box in the costs page.

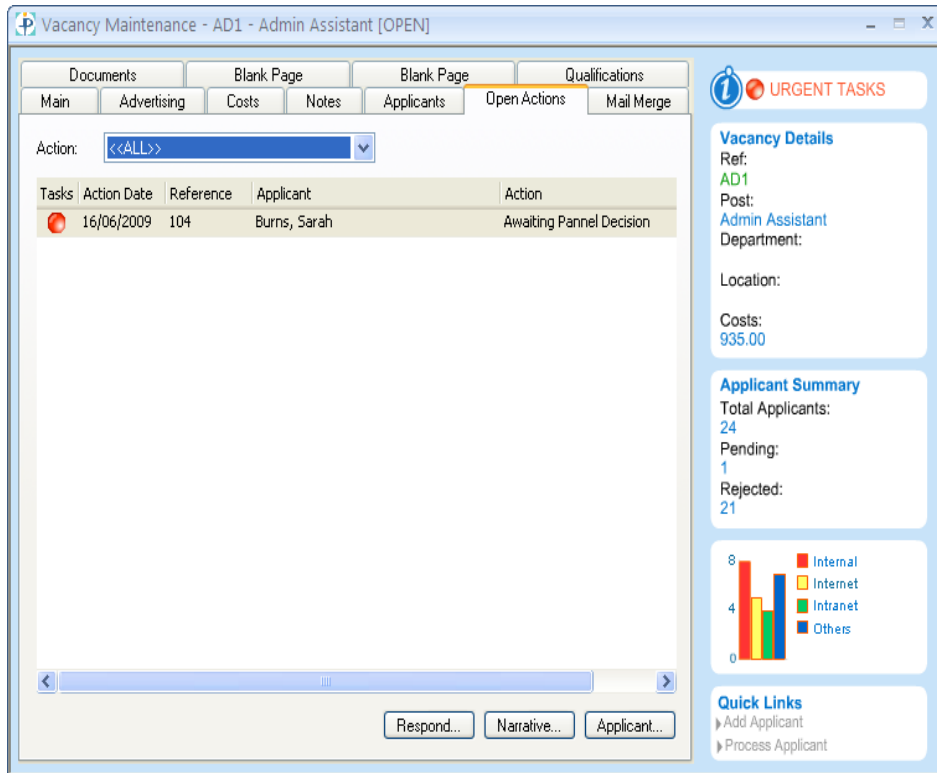


The Applicant page is where you can add an applicant to the vacancy, if you highlight the applicant you can send them an email or go directly to their applicant record.



Reference	Name	Status	Rating	Enquiry Date	Rejec
34	Burns, Sarah	Pending	4	11/06/2009	

The open actions page will show what stage each applicant linked to the vacancy is at.




Vacancy Maintenance - AD1 - Admin Assistant [OPEN]

Documents | Blank Page | Blank Page | Qualifications

Main | Advertising | Costs | Notes | Applicants | Open Actions | Mail Merge

Action: <<ALL>>

Tasks	Action Date	Reference	Applicant	Action
	16/06/2009	104	Burns, Sarah	Awaiting Pannel Decision

URGENT TASKS

Vacancy Details
 Ref: AD1
 Post: Admin Assistant
 Department:
 Location:
 Costs: 935.00

Applicant Summary
 Total Applicants: 24
 Pending: 1
 Rejected: 21

Bar Chart Data:
 Internal: 8
 Internet: 4
 Intranet: 3
 Others: 4

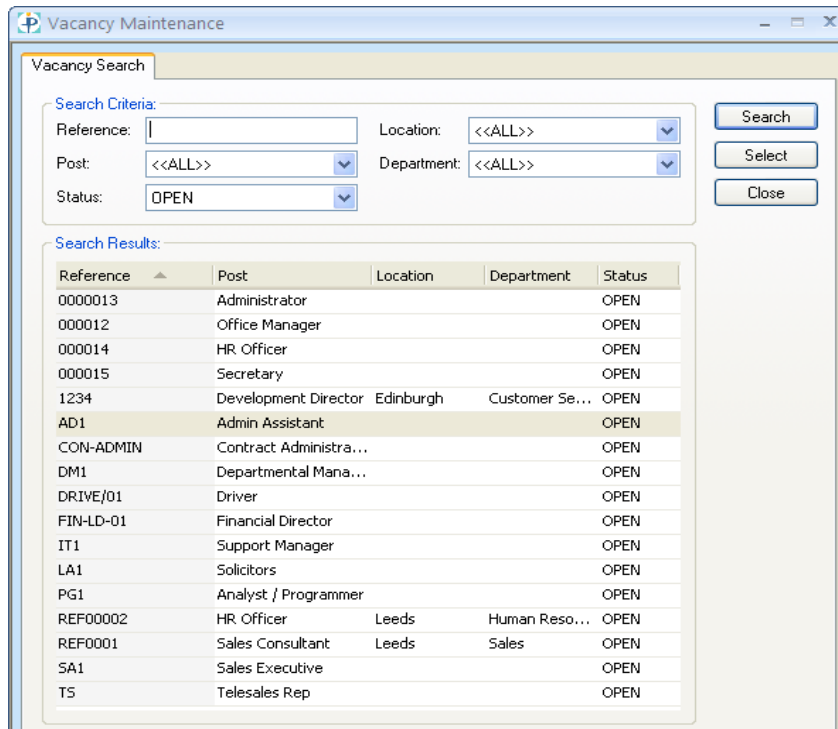
Quick Links
 Add Applicant
 Process Applicant

Respond... | Narrative... | Applicant...

To view all of your vacancy's and amend information click on Existing Vacancy from the main dashboard.

Existing Vacancy
View details for an existing vacancy

This will take you to a further window, where you can search by different methods for the vacancy.



The screenshot shows a window titled "Vacancy Maintenance" with a "Vacancy Search" tab. The search criteria section includes fields for Reference, Post, Status, Location, and Department. The search results section displays a table with columns for Reference, Post, Location, Department, and Status.

Reference	Post	Location	Department	Status
0000013	Administrator			OPEN
000012	Office Manager			OPEN
000014	HR Officer			OPEN
000015	Secretary			OPEN
1234	Development Director	Edinburgh	Customer Se...	OPEN
AD1	Admin Assistant			OPEN
CON-ADMIN	Contract Administra...			OPEN
DM1	Departmental Mana...			OPEN
DRIVE/01	Driver			OPEN
FIN-LD-01	Financial Director			OPEN
IT1	Support Manager			OPEN
LA1	Solicitors			OPEN
PG1	Analyst / Programmer			OPEN
REF00002	HR Officer	Leeds	Human Reso...	OPEN
REF0001	Sales Consultant	Leeds	Sales	OPEN
SA1	Sales Executive			OPEN
T5	Telesales Rep			OPEN



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Personnel, Training & Recruitment Software