Simply Personnel
Recruitment Manager

Setting Up Your System

Simply Recruitment: System Setup

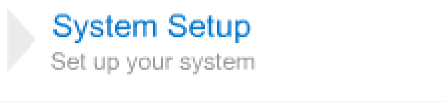
This document provides step-by-step guide for users to give an easy understanding on setting up your system.

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

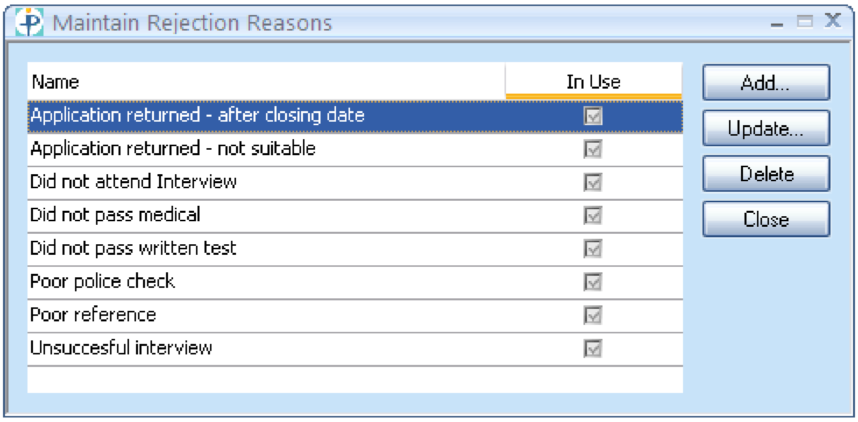
The Simply Personnel Team.

To set up your Recruitment Manager first you need to select the Recruitment Manager tab from the main dashboard, then System Setup.



Your first option is Rejection reasons.

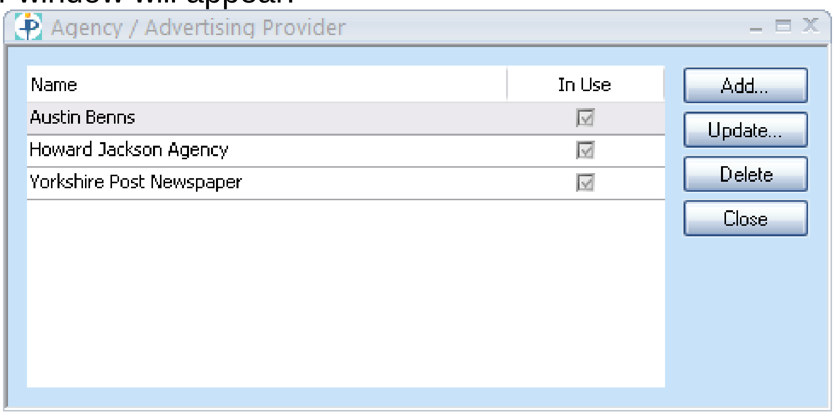
Select this and another window will appear, to add the rejection reasons click on add and type in the box. Then click on save.



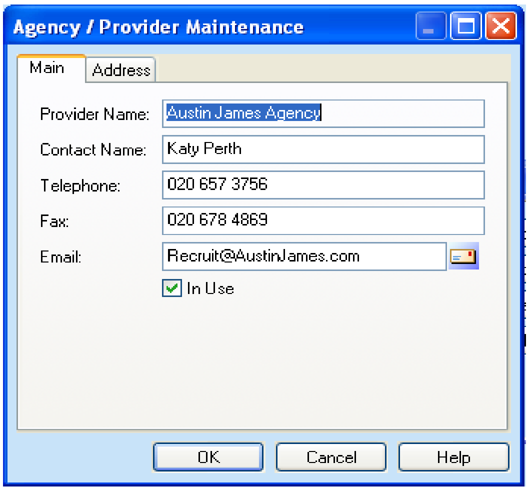
To set up you action codes please refer to the manual labelled Action Codes.

Agency/Provider. This is where you can keep a log of all address and contact details for your different agency and/or providers.

Another window will appear:

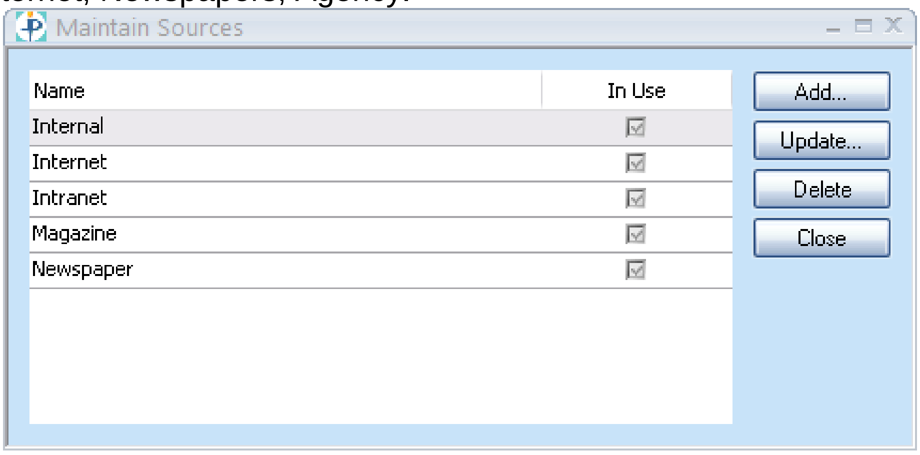


Click on add and fill in the details required.



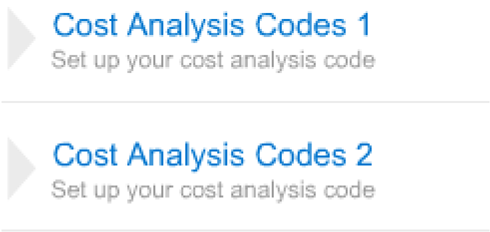
Source:

Select this to add your different sources of the origin of an applicant. For example ; Internet, Newspapers, Agency.

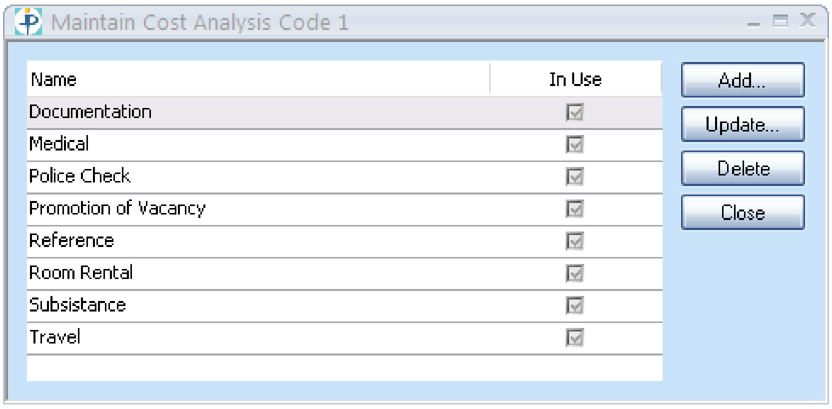


Click on add, type in the box and then click on save.

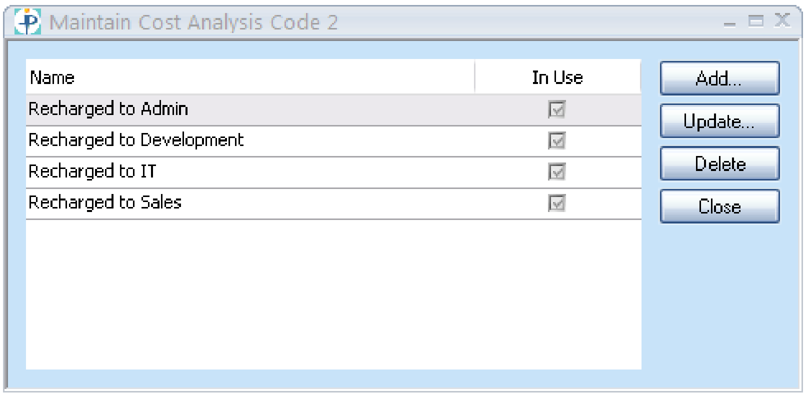
Cost Analysis Codes:



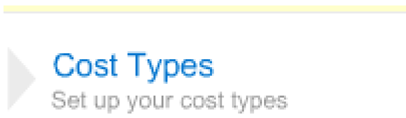
This is where you can split up your costs. i.e use cost analysis code 1 for keeping track of what the cost relates to.



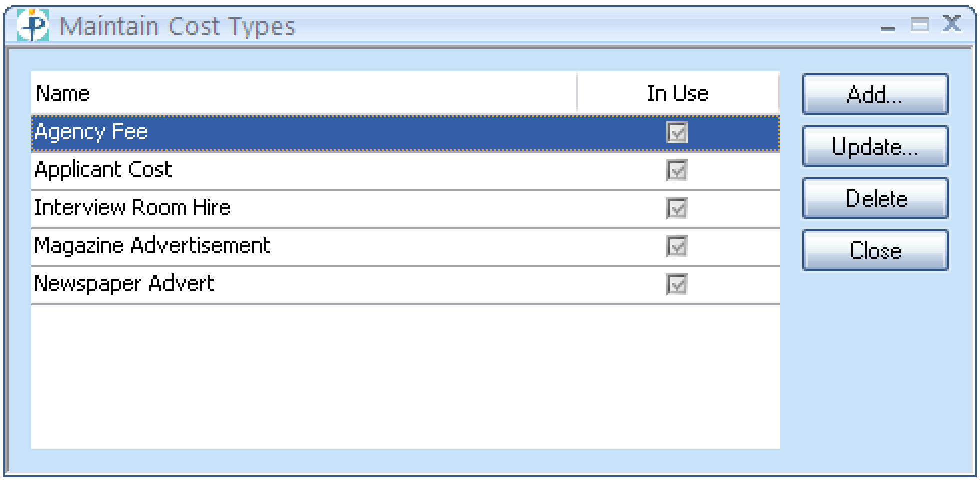
And cost analysis code 2 for keeping track of who the cost gets billed to.



To set up you cost types select the tab from the dashboard.



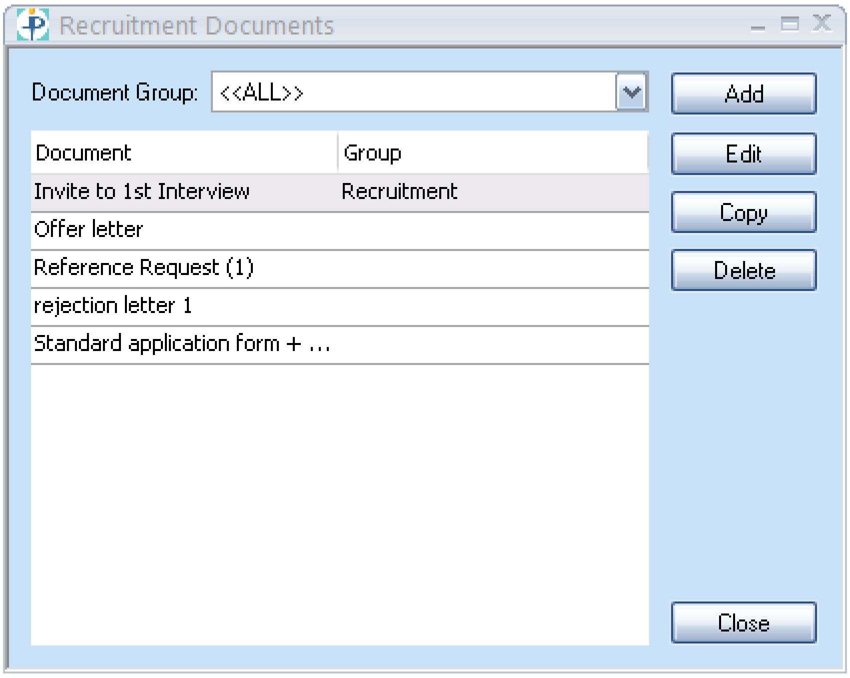
To enter the cost type click on Add, type in the box then click save.



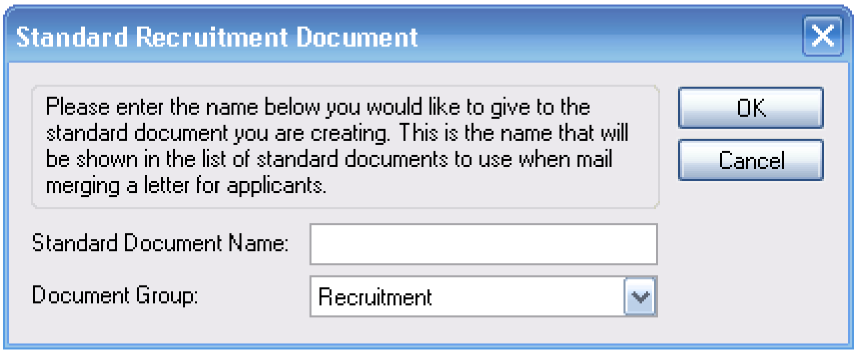
The final part to the setup of recruitment looks at recruitment documents.

Here we can develop and design all recruitment document templates, that are to be used within the recruitment flow. This process works in exactly the same way as in the 'Personnel Manager' section of personnel documents.

Clicking on Recruitment documents will show this screen.



By Clicking on ‘Add’, this next screen will Appear.



After entering the document name and clicking ‘ok’, the same page that opens in Personnel Manager will appear, prompting for ‘create new’ or ‘create from file’.

Create from file will allow you access to documents on your own system. Create new within 'word document' will allow you to create the all important templates within this module. Use the 'Mail merge' section to pull through information from the Recruitment Manager.