Configuration

Recruitment: Introduction to the Recruitment & Selection Module

The **Recruitment & Selection Module** manages advertisements for positions up to the point where an employee can be appointed to a position. These advertisements can be placed for both internal and external candidates.

Recruitment: Module Configuration

Configuring the Recruitment & Selection module is fairly basic.

- Click ***System Administration*** *on the* ***Administration Menu.***
- Click ***System Administration*** **|** ***Tools*** **|** ***Configuration***

Recruitment: Module Configuration

Recruitment: Configuration Sections

On the left hand menu: Click ***Framework*** **|** ***Human Resources*** **|** ***Recruitment*** to open the Configuration Module Setting Detail page

Recruitment: Configuration Sections

Recruitment: Configuration Module Setting Detail

- Settings can be modified by the administrator
- An audit trail is created for changes made in this section
- When done, click **Update Settings** to submit the changes
- In many instances settings are cached by your browser. To ensure that the settings are effective immediately click the **Clear Application Cache** button
- Click on the Home button on the left hand side to exit the Configurations page

Recruitment: Configuration Module Setting Detail

Selected Setting Description

Recruitment - Notify manager of application

- If selected the manager will receive a notification if one of his direct employees reporting to him apply for an advertised position.

Recruitment - Show rating sections on application

- If ticked will, for each application, display sections (e.g. qualifications required) in which to indicate if the application makes the requirements in that section.

Recruitment - Thank you message when submitting an application

- A courtesy message displayed to employees after submitting their applications.

Recruitment - Show only advertisements for positions reporting directly to a chief position

- Once a chief position has been defined, everyone in that organisational node reports to that person

Recruitment - The maximum allowed uploadable size of an external applicant's CV document. This value is measured in BYTES.

- The size stipulated here will determine the size of the CV document the applicant can upload

- The page example above has a default size that allows for a 5 megabytes (5242880 bytes) CV document to be uploaded.

Recruitment - The number of hours / days the email link will be active for applicants that apply for an advertised position on the External Recruitment Portal(The value specified must be in seconds)

- The signify system sends a link to an external applicant when they apply for a specific position. This link determines the number of hours/days the link should be active before it expires

Recruitment - The number of hours / days the email link will be active for recruitment agents that apply for an advertised position on the External Recruitment Portal(The value specified must be in seconds)

- The signify system sends a link to an external agent when they apply for a specific position. This link determines the number of hours/days the link should be active before it expires

Recruitment - The URL of the system that acts as the external module of the entire recruitment module

- This URL is where the external recruitment system is accessed

Recruitment - The absolute URL of the system that acts as the index page of the ERM

- This is the absolute URL where the index page of the External Recruitment Module is accessed

Recruitment - Show link on advertised positions to allow chief position to see positions advertised in their org unit

- This setting allows the chief position to see other positions that are advertised within the organisational unit

Recruitment - Declaration when recruitment application is submitted (No acceptance required if no declaration)

- A declaration message when the application is submitted. If there is no declaration then acceptance is not required

Module Active

- Determines if the Recruitment & Selection module is active in the Signify HR system

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Revision #1
Created 2021-03-28 16:19:39 UTC
Updated 2021-03-28 16:20:32 UTC