

Create and Edit an Advertisement

Create an advertisement for a position

Follow these steps to create a new advertisement for a position:

- On the **Advertised Positions** page click the **Add** button to open the page where the details of the advertisement can be captured.
- All fields marked with a * are compulsory and must be completed else you will not be able to save the information.
- The following page is displayed:



Advertised Position Detail

Contains the information that will be published together with a position on its advertisement.

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Detail Documents Applications Letters CV's

Save Save Add New Delete Back To List

This link will take you to the External Recruitment Portal

To make the External Recruitment module available on your website or elsewhere, please use the following URL:

http://shakespeare/signifyHR_BA/Projects2/HumanResources/Recruitment/MasterData/ExternalHome

Preview

Position Assistant Module Developer

[Click here to search for a position](#)

This link will display all positions available in the Job Profiler Module

Category Administration

[Click here to add a new category](#)

Company Reference

To publish this advertisement, provide the following

Advertise From	2016/02/01	To	2016/04/30	Publish this Advertisement	Internally <input checked="" type="checkbox"/>	Externally <input type="checkbox"/>
Position Available From						
Status	Published	This advertised position will only be visible to candidates and employees if the Status = Published				
Salary Range						
Show Salary Range	Never					
Reason for recruitment						
Location	Centurion			Click here to add a new location		
Contract Type	Permanent			Click here to add a new contract type		

I want to Quality Assure this advertisement

Contact person for further enquiries once advertisement is published

Name	KRU0001
Contact Detail	
Comments	

The information in this section is derived

Save the advertisement

- When all required details have been entered, click the **Save** button to submit the advertisement.
- When the page is closed, the completed advertisement is visible on the **Advertised Positions** list page as per the example below



Advertised Positions

Contains a list of positions for which advertisements have been created.

Search for an Advertised Position

Reference	<input type="text"/>	Position Title	<input type="text"/>
Location	All	Category	All
Internal / External	All	Advertised From	2015/12/21 To <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Action	Reference	Position Title	Location	Category	Applications Received (internal / external views)	Published		Advertisement Open		Delete
						Internal	External	From	To	
Click here to...	2	Assistant Module Developer (KHM57)	Centurion	Administration	1 (4 / 0)	<input checked="" type="checkbox"/>		2016/02/01	2016/04/30	<input type="checkbox"/>
Click here to...	1	Accountant (A07001-MH)	Centurion	Finance	2 (1 / 0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/01/01	2016/04/30	<input type="checkbox"/>

Edit an advertisement

Once an advertisement has been saved it is shown in the Advertised Position list page. The following actions are available once you have located the desired position:

- **View/Edit Advertisement** takes you back to the *Advertised Position Detail* page discussed in the previous section.
- **View/Edit Applications** opens a list of applications submitted against the advertisement.



Advertised Positions

Contains a list of positions for which advertisements have been created.

Search for an Advertised Position

Reference Position Title

Location Category

Internal / External Advertised From To

Action	Reference	Position Title	Location	Category	Applications Received (internal / external views)	Published		Advertisement Open		Delete
						Internal	External	From	To	
Click here to...	2	Executive Media Developer (231457)	Centurion	Administration	1 (4 / 0)	<input checked="" type="checkbox"/>		2016/02/01	2016/04/30	<input type="checkbox"/>
Click here to...		View / Edit Advertisement View / Edit Applications	Centurion	Finance	2 (1 / 0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/01/01	2016/04/30	<input type="checkbox"/>

Detail Tab

- To update the advertisement select the **View/Edit Advertisement** option.
- Update the information where required and click Save.

Apart from the advertisement details already specified, the following tabs are also made active when an advertisement is saved the first time.

- Documents
- Applications
- Letters
- CV's

[Detail Tab](#) Page not found or type unknown

Documents Tab

- Click the *Documents* tab to open the *Documents* page
- This page contains documents that are uploaded against the position's job profile in the *Job Profiler* module.
- These documents can be downloaded here or in the Job Profiler module but no documents can be added directly to the advertisement itself.



PLEASE NOTE: If document inheritance is OFF for the job profile that this position falls under, these documents originate from the position itself, and may be added or deleted from this page. If document inheritance is ON however, these documents originate from the job profile that the position falls under, and may ONLY be added or deleted via the Job Profiler module

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Download File	Name	Description	Document Type
	Use Case Diagrams.docx	Use Case Diagrams	

Applications Tab

- Click the *Applications* tab to display the *Applications Received* page.
- Information displayed here is applicable to the individuals that manage the applications received and appointments/rejections.

The detail of the applications will be discussed in detail further on in the document.



Manage applications for a position.

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Select	Action	Reference	Surname	Name	Employee Number	E-mail Address	Move to category	Change Status to	Rejection Reason (if applicable)	Reason for applying	Letters/Documents Sent	Source	CV	Received from
<input type="checkbox"/>	Add	3 - Internal	Kruidenier	Marli	KRU0001	marli.kruidenier@signify.co.za Send E-mail		Application submitted			0	HR Selected	CV of Marli Kruidenier	Applicant (21 Jan 2018 12:00)

Letters Tab

- Click the *Letters* tab to open the *Recruitment Letters* page.

The standard recruitment letters automatically apply to this position advertisement unless one or more are selected here and specifically customised. The customisation is not performed here but in the Email Templates section of Administration.

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Detail
Documents
Applications
Letters
CV's

+ Customise a Letter
 🗑️ Delete a Customised Letter
 🚫 Back To List

Reference	Letter Name	Letter Code	Delete
101709	Recruitment Application Interview Invitation Letter	RECRUITMENT_APPLICATION_INTERVIEW_RECADV_2	<input type="checkbox"/>

Select a Letter to Customise
Delete a Customised Letter
Back To List

Customise a letter type

- The *Recruitment* module is installed with a number of standard letters similar to the page example above.
- Sometimes there may be a need to use branded or custom developed letters instead of the standard ones. To customise a letter type:
 - Select the *Administration* option in the top menu bar.
 - Select the *Configure Letter Types* option.

[Customise a letter type](#)

Configure Letter Types

- A list of available letters will be displayed, in the *Configure Letter Types* page as seen below.

Displays a list of the possible e-mail types that can be sent to applicants applying for a position. The e-mail types can be made available for sending to applicants and their display name changed.

Action	Letter Type	Description	Item Order	Available for sending	Default
View/Edit	Application Confirmation Letter	Application Confirmation Letter	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View/Edit	Recruitment Custom Letter 1	Recruitment Custom Letter 1	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit	Recruitment Custom Letter 2	Recruitment Custom Letter 2	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>

Configure Letter Type Detail

- Select the *View/Edit* hyperlink next to the applicable letter type to be modified.

- The letter details will be displayed as it is shown in the *Configure Letter Type Detail* page below.
- Modify the relevant fields and click *Save*.



i Specify the display name of an e-mail type sent to applicants applying for a position. Also indicate whether an e-mail type is available for sending to applicants.

[Configure Letter Types](#) > [\[Ref. 1\] Application Confirmation Letter](#)

Detail

Save Back

Letter Type *

Description

Item Order *

Available for sending

Default Value

[Save](#) [Back To List](#)

CV's Tab

- Click the *CV's* tab to open the following page.
- This page contains ad hoc CV's that are uploaded against the position by the manager or administrator of the advertisement.

[CV's Tab](#) Image not found or type unknown

Revision #2

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