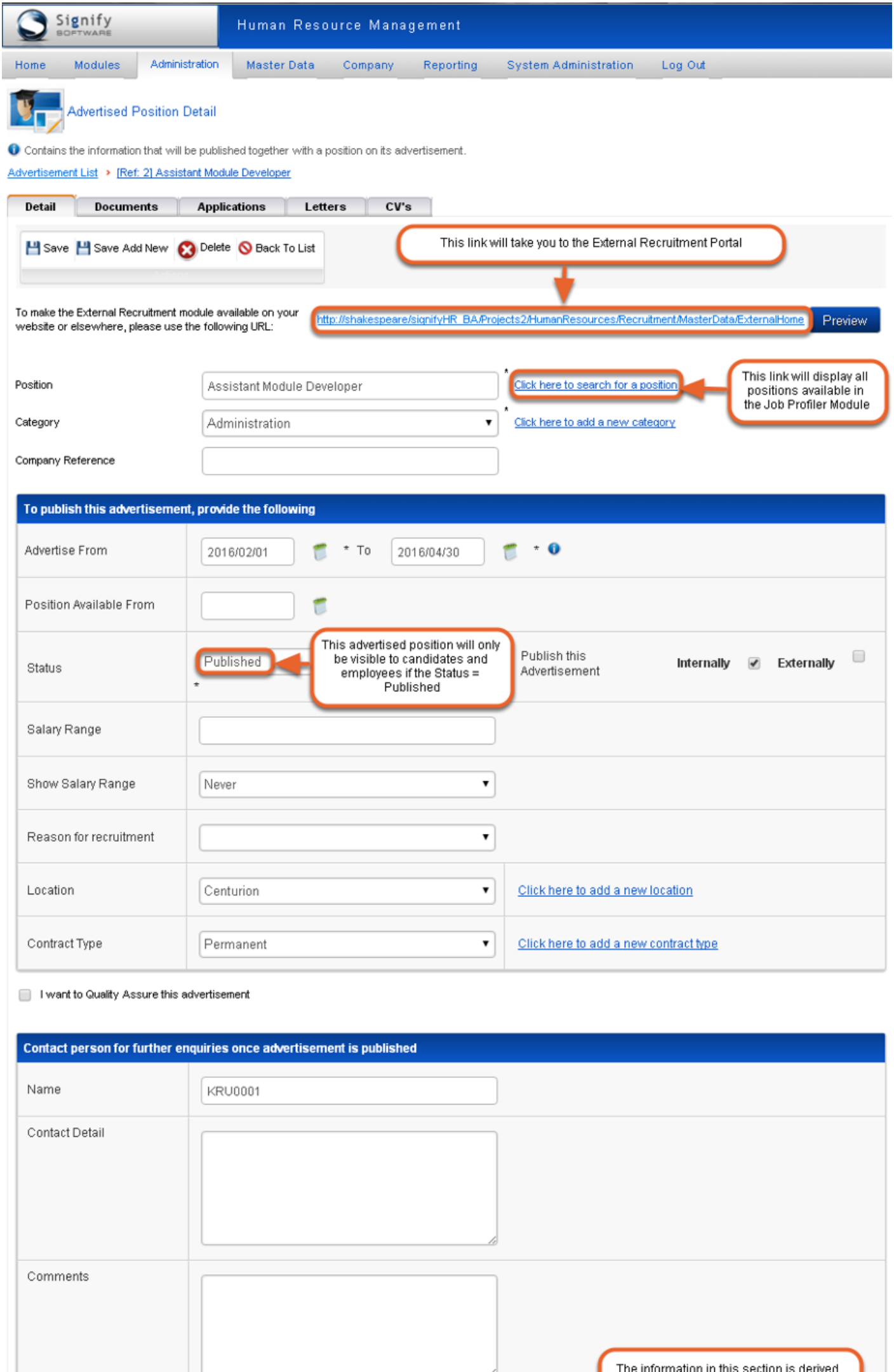
Create and Edit an Advertisement

Create an advertisement for a position

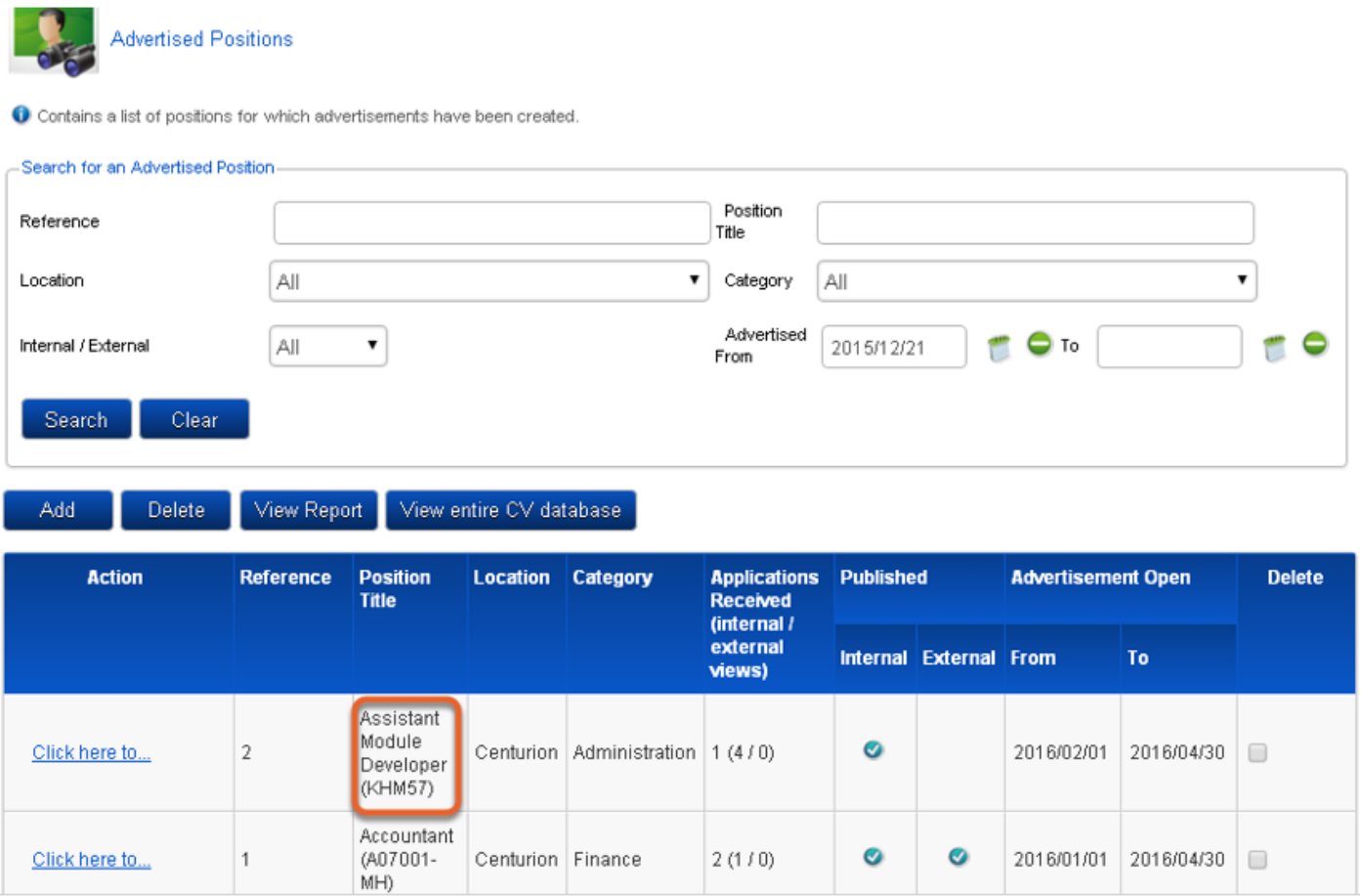
Follow these steps to create a new advertisement for a position:

- 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:


Signify SOFTWARE
Human Resource Management
Home
Modules
Administration
Master Data
Company
Reporting
System Administration
Log Out
Advertised Position Detail
Contains the information that will be published together with a position on its advertisement.
Advertisement List
[Ref: 2] Assistant Module Developer
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
Position Available From
Status
Published
This advertised position will only be visible to candidates and employees if the Status = Published
Publish this Advertisement
Internally
Externally
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

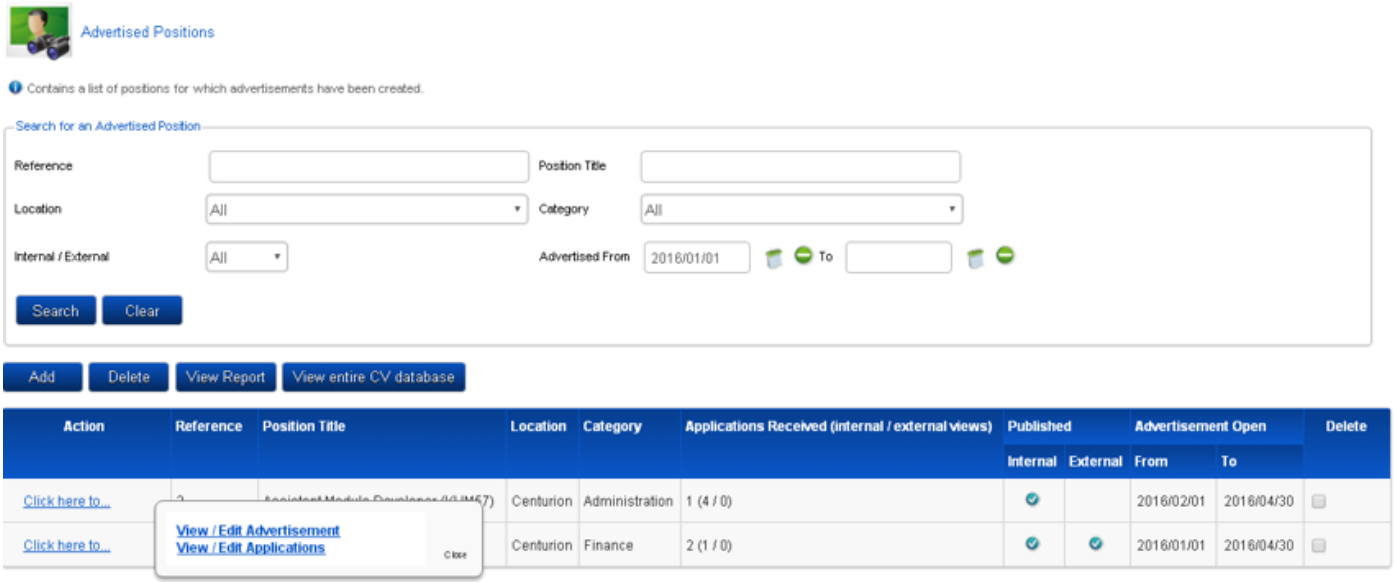
- When all required details have been entered, click the ***Save*** button to submit the advertisement.
- When the page is closed, the completed advertisement is visible on the ***Advertised Positions*** list page as per the example below



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.



Detail Tab

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

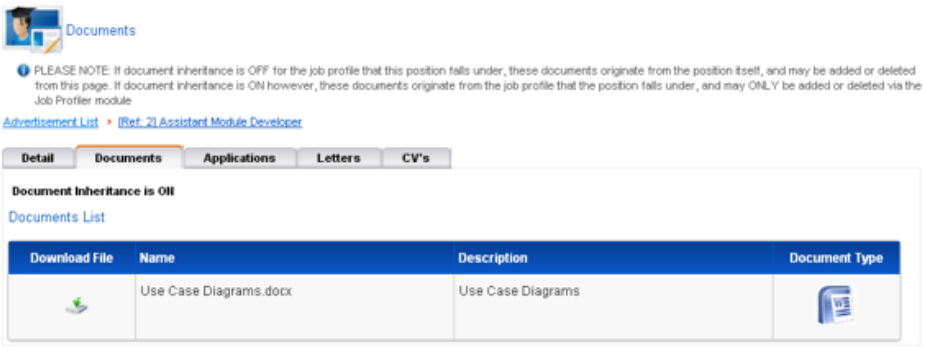
Apart from the advertisement details already specified, the following tabs are also made active when an advertisement is saved the first time.

- Documents
- Applications
- Letters
- CV's

Detail Tab

Documents Tab

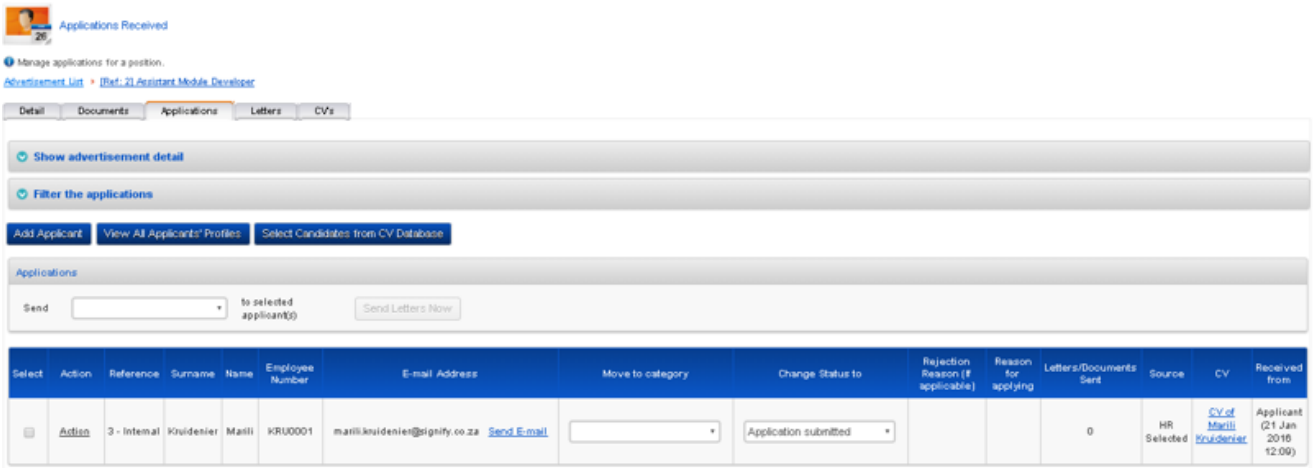
- Click the *Documents* tab to open the *Documents* page
- This page contains documents that are uploaded against the position's job profile in the *Job Profiler* module.
- These documents can be downloaded here or in the Job Profiler module but no documents can be added directly to the advertisement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



Applications Tab

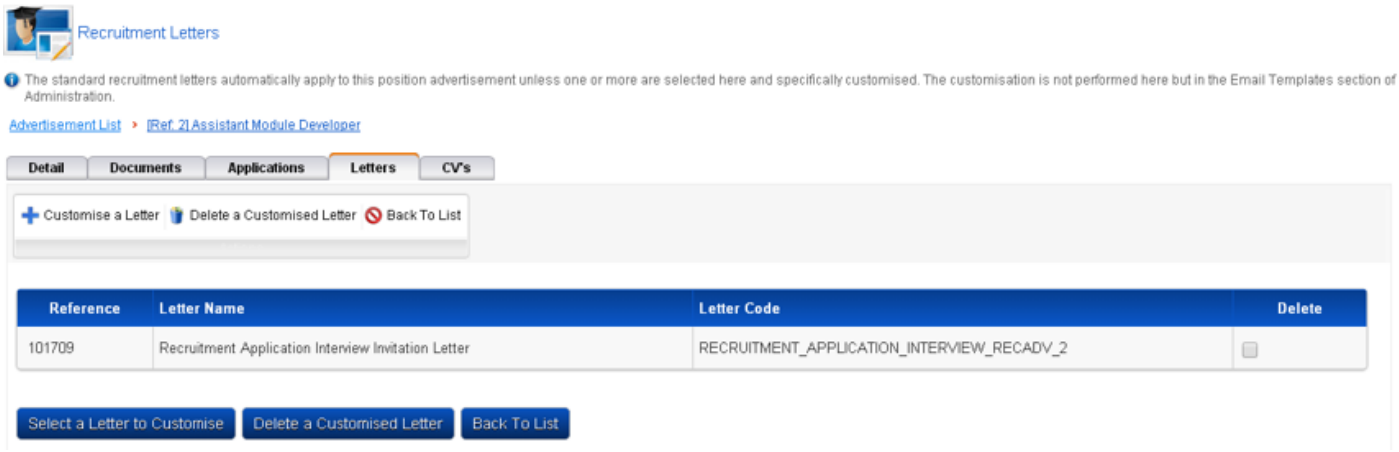
- Click the *Applications* tab to display the *Applications Received* page.
- Information displayed here is applicable to the individuals that manage the applications received and appointments/rejections.

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



Letters Tab

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



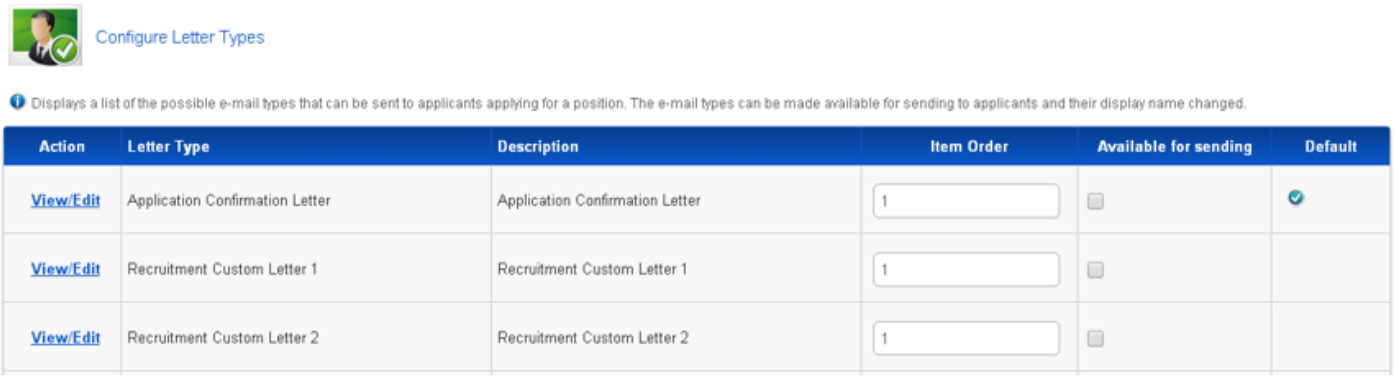
Customise a letter type

- 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

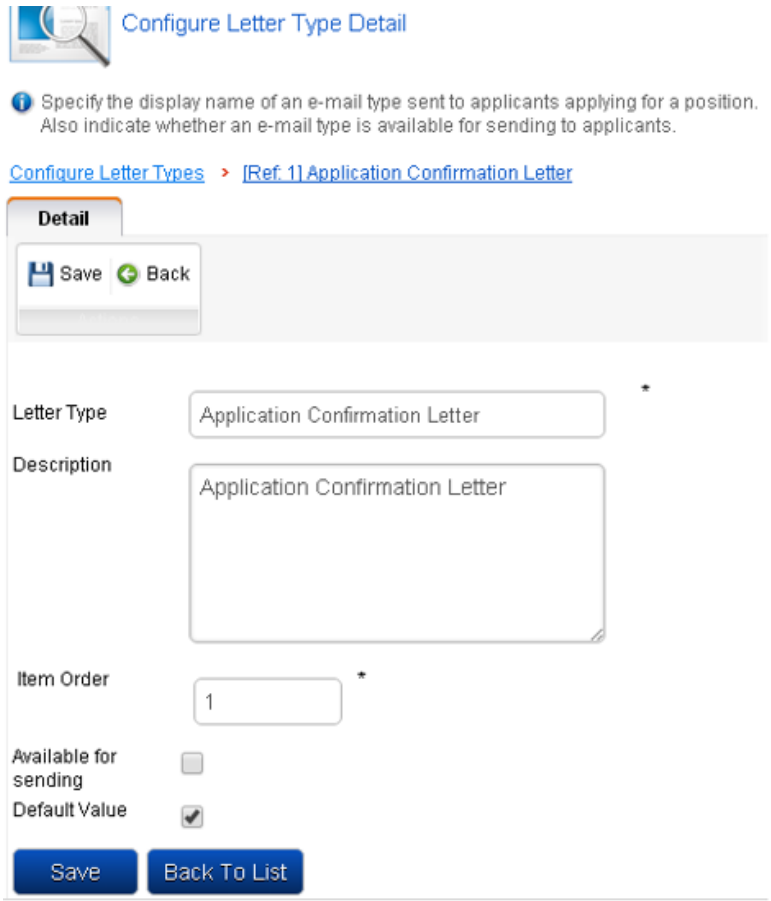
- A list of available letters will be displayed, in the *Configure Letter Types* page as seen below.



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*.



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

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