Release Notes

EasyCruit 14.9

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Welcome to our Latest Release

At Lumesse we are very proud that EasyCruit continues to be the preferred choice for businesses worldwide looking for a best-in-class recruiting solution. Affordable, flexible, quick and easy to use, EasyCruit supports all the foundational features a busy recruiting organisation needs, plus extras such as Social Recruitment, HTML emails and Employer Branding that help make your campaigns really stand out.

Lumesse EasyCruit continues to deliver customer value through its new releases, providing features that make the user experience more efficient and enjoyable.

We hope you enjoy our new release of Lumesse EasyCruit!

We are Implementing Your Ideas!

Here at Lumesse we understand that our Release Notes and documentation are important you in understanding the new capabilities of EasyCruit.

Our teams work to constantly improve the features we offer you and we gather feedback in two ways:

- Ideas:

  Through our customer portal (www.lumesse.com/community) where all customers and employees of Lumesse can share their enhancement requests or new feature ideas.

  We welcome your ideas on any aspect of our EasyCruit service, from its functionality to its documentation and training.

- Account Manager Feedback:

  Our Account Managers welcome your ideas and feed them into our teams.

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Features Included in this Release

The features included in the 14.9 release are listed below, and more details about each item are available within this document. Some items are deployed to all customers, and others may require activation as described.

Feature	Availability
Panel Review (see page 6): Submit applicants to internal and external reviewers.	Deployed to customers who have the collaborative review feature
Improvements to the Candidate Profile display (see page 8)	Deployed to all customers
Easier unsubscribe from job agent (see page 9)	Deployed to all customers with JobAgent. Standard template updated. Customers may need to update their JobAgent template.
More than five custom email templates (see page 9)	10 email templates are deployed to customers who have the custom email template feature. Additional templates (up to 20) require activation by Lumesse.
cut-e integration upgrade (see page 10)	Deployed to customers who already have cut-e integration configured
Progressively save candidate creation/edit (see page 12)	Deployed to all customers
Set allowable file types (see page 12)	Deployed to all customers
Restore applicant to new status (see page 14)	Deployed to all customers
Warning when trying to post a job without an online application (see page 14)	Deployed to all customers
Define contact person for AMS (see page 15)	Deployed to all customers who have the AMS channel
Finn Executive support for leadership category (see page 15)	Deployed to all customers who have the Finn Executive channel
Finn.no republish job (see page 15)	Deployed to all customers who have any of the Finn channels
Vacancy reference number available as a merge field (see page 16)	Deployed to all customers
Date filter available in advanced search (see page 16)	Deployed to all customers
Paste from Word button removed from HTML editor menu (see page 16)	Deployed to all customers

Solutions Included in this Release

Solution Number	Salesforce Number	Bug Description	Solution Description
EC-252	262868	Internet Explorer 11 (IE11) doesn't wrap text in a text area box.	
EC-256	262508	**Password too short** error appears when using IE11 to edit users' Access Control settings.	
EC-257	265982	Pop-up notes form is not draggable in IE11.	
EC-262	265255	Sometimes new user creation generates a random password.	
EC-249		PDF fails to open in cases where there are any characters present which are not encoded for western character sets.	PDF report except for Candidate Report is resolved.

EasyCruit 14.9 New and Improved Features

Panel Review

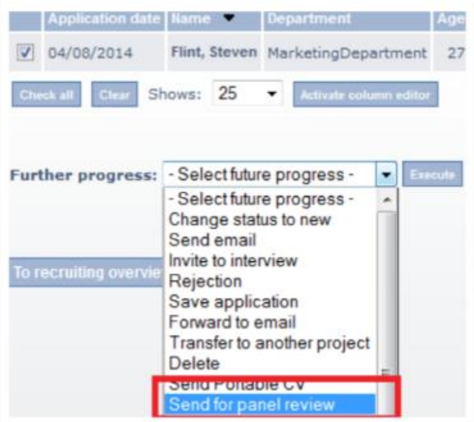
Why? Quickly and easily request feedback from your colleagues on shortlisted candidates.

How? Invite internal and external stakeholders to review shortlisted candidates. Reviewers can then quickly review multiple candidates. You can view stakeholder feedback and average ratings.

This feature requires the collaborative review feature to be activated as a pre-requisite.

If you already have the collaborative review feature, you now see an additional option in the **Further progress** dropdown for a candidate.

From the **Application list** or a candidate record, select **Submit to panel review** from the **Further progress** options, then click **Execute**.

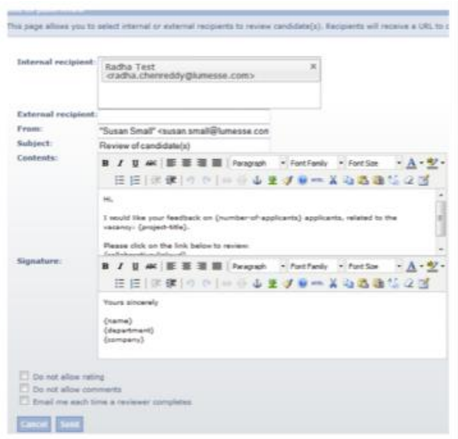


Select the internal and external recipients who you want to review your selected candidates by typing in the relevant fields. The internal recipients list is limited to users who are part of the the department the vacancy is from.

Enter the email addresses of any external recipients.

Enter your **From address** – this defaults to the logged in user's email address, but can be changed, for example to a *no reply* email.

The subject and content of the email defaults to that of the template (configured under **Settings > Response Mails > Other**).



The mail merge tags include the project title, how many applicants have been submitted to the reviewer for review, and the URL from which the reviewers undertake their review (reviewers do not need to log in to EasyCruit to undertake their review).

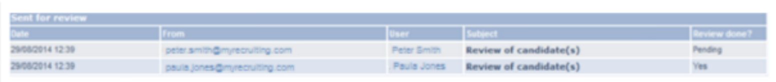
The tickbox options at the bottom of the editor are:

Tickbox	Description
Do not allow rating	Ticking this box means reviewers cannot provide a 1-7 rating for a candidate.
Do not allow comments	Ticking this box means that reviewers cannot provide textual comments against a candidate.
Email me each time a reviewer completes	Ticking this box means that you as the logged in user receive an email when a reviewer completes the review of their candidates. For example if you send candidates to five people for them to review, you receive five emails in return.

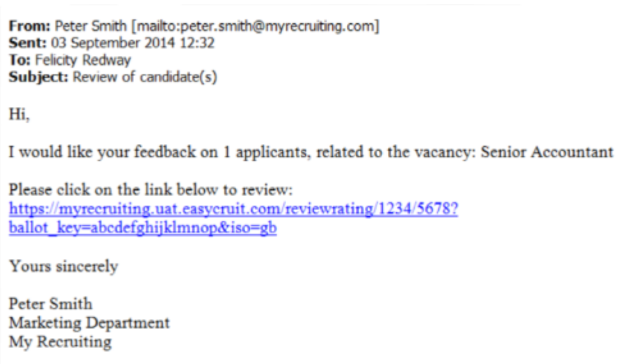
Click **Send**.

From the recruiting overview you can see that the candidates are now in the **Panel Review** row. Clicking on this item displays a list of candidates who have been submitted for review, and you can see the average ratings against each candidate.

From within a candidate record, click on **Recruiting Activities List** to display the date and time stamp of the email that was sent, and a copy of the email. The final column shows whether the recipient has completed the review (Yes) or not (Pending).



Reviewers receive the email you sent and can click the UR to go to a unique page where they can review the candidates.


From: Peter Smith [mailto:peter.smith@myrecruiting.com]
Sent: 03 September 2014 12:32
To: Felicity Redway
Subject: Review of candidate(s)

Hi,

I would like your feedback on 1 applicants, related to the vacancy: Senior Accountant

Please click on the link below to review:
https://myrecruiting.uat.easycruit.com/reviewrating/1234/5678?ballot_key=abcdefghijklmnop&iso=gb

Yours sincerely

Peter Smith
Marketing Department
My Recruiting

Reviewers can click the name of the candidate to see an overview of their profile, CV and cover letter. They can then provide their rating and comments as appropriate, and can click **Send**.

This marks the review as complete in the **Recruitment Activities List** for that candidate, and the requestor is sent an email advising that the review is complete if they opted for that service.

Improvements to the Candidate Profile display

Why? Easier access to candidate documents, and visibility of candidate panel ratings.

How? The candidate record page has been updated to show the average rating and your rating for a candidate on the top section of the page (if collaborative rating is activated). The Candidate CV and cover letter are now at the top of the screen for easier access.

Easier Un-Subscribe from Job Agent

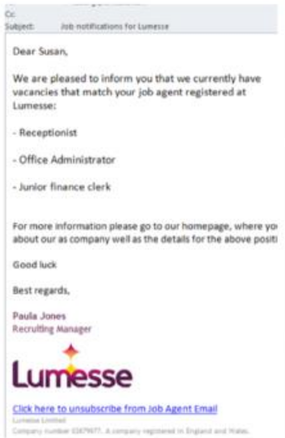
Why? Improve your candidate experience and reduce administrative work for recruiters.

How? Candidates can click on the **Unsubscribe** link directly from the job alert email, instead of needing to log in to the Candidate Portal.

This feature requires an EasyCruit administrator to update the job alert email template, and to include the **Unsubscribe** link merge field.

To access the job alert email template, navigate to **Settings > Response mails** and then click for the JobAgent.

The Job Agent template is now available as an HTML email template if customers have HTML emails activated. This is automatically added to the standard Job Agent email template, and you can add the merge tag {unsubscribe-link} to your email if you have customized the template previously.


Cc:
Subject: Job notifications for Lumesse

Dear Susan,

We are pleased to inform you that we currently have vacancies that match your job agent registered at Lumesse:

- Receptionist

- Office Administrator

- Junior finance clerk

For more information please go to our homepage, where yo about our as company well as the details for the above positi

Good luck

Best regards,

Paula Jones
Recruiting Manager

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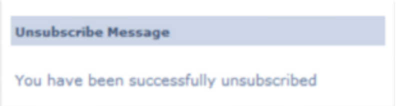
Click here to unsubscribe from Job Agent Email

When a candidate clicks on the URL from their Job Agent email, they are directed to a page confirming that they have successfully unsubscribed.



By default this page is branded as per your main company home page, with a link back to the main company website. If you require changes to the default branding, or want to include additional information such as **Click here to return our company home page**, please contact your account manager.

More than Five Custom Email Templates

Why? Increase the number of selection process statuses and steps. Examples of how custom email templates can be used include:

- Confirmation for a manually added candidate
- Sending reminders to candidates
- Sending a follow up survey
- Advising of next steps/delays
- Advising of a withdrawn/cancelled position
- Requesting additional information such as medical history/security checks
- New employee information (welcome pack)

Custom email templates can also be used as a status for recruiters to easily categorise candidates, such as:

- Reason for rejection
- Tag for further action

How? Customers who already have the custom email template feature activated now have ten email templates available.

To access the custom email templates, navigate to **Settings > Response mails**. At the bottom of the screen you see the custom email templates section, where you can click to modify the content of the template.

Custom Email Template:	
Confirm manual candidate	Send a confirmation of receipt of a manually entered candidate application
Candidate Reminder	Email candidate to remind them of interview. Enter date and time manually.
Feedback survey	Email candidate a link to survey on our recruitment process
Notification of Delay	Inform candidate of delay in recruitment activities
Vacancy withdrawn	Notify candidates that the vacancy has been withdrawn and that no further a
Request for additional info	Request more information from the candidate
Send welcome pack	Send company welcome pack to new hire
Rejection: No work authority	Rejection reason: no authority to work
Tag: Star candidate	Flag candidates who are stars and may be suitable for upcoming positions

If you would like the custom email template feature activated, or would like to increase the number of templates to 20, please contact your account manager.

cut-e Integration Upgrade

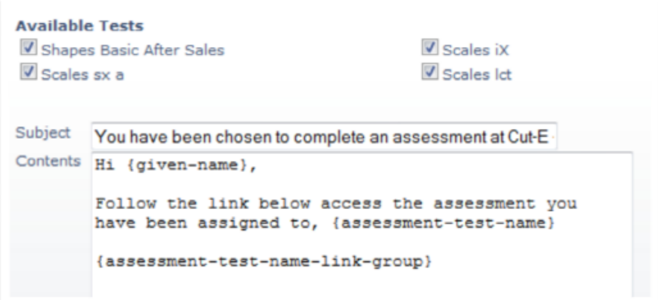
Why? Easier screening of candidates and improved candidate experience.

How? This release improves the cut-e test assessment integration as follows:

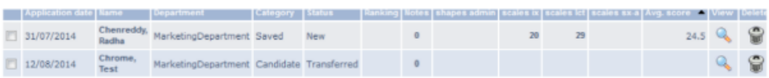
- Ability to send one email to candidates with links to multiple tests.
- EasyCruit can display scores. and links to reports for all test types (where a customer has a single project ID)
- EasyCruit can display a custom report (where a customer has a single project ID).
- EasyCruit can be configured to only show links to specific reports which a customer uses, and additional links with no reports behind them are not displayed.

Please contact your account manager if you would like to review or initiate your cut-e integration.

To send a single email to candidates with multiple tests for candidates to undertake, select the tests you wish to send.



Once a candidate completes the test(s), you can see their scores for each test, including an average where appropriate.



When you drill into a candidate and click on the **Assessments Results** tab, you can see the full details of the test results, including a link to the relevant PDF reports available for that test (as configured by your Lumesse consultant).

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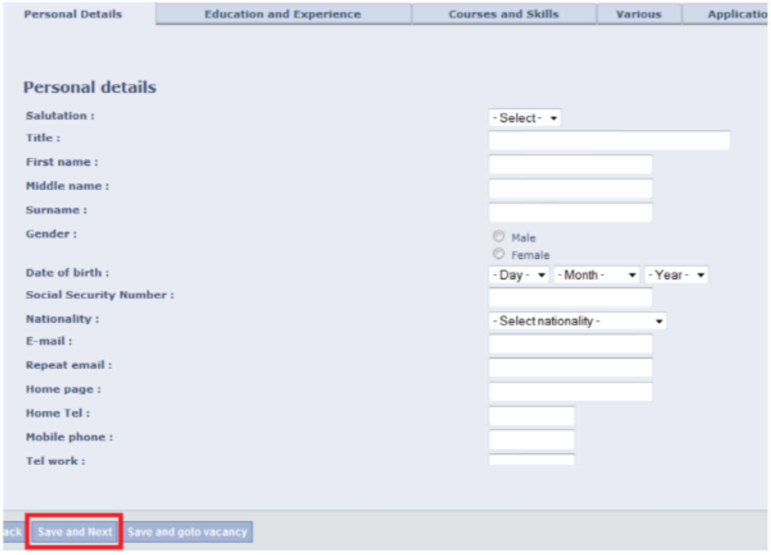
Progressively save Candidate Creation/Edit

Why? Intuitive user interface, quicker and easier to create and edit candidates.

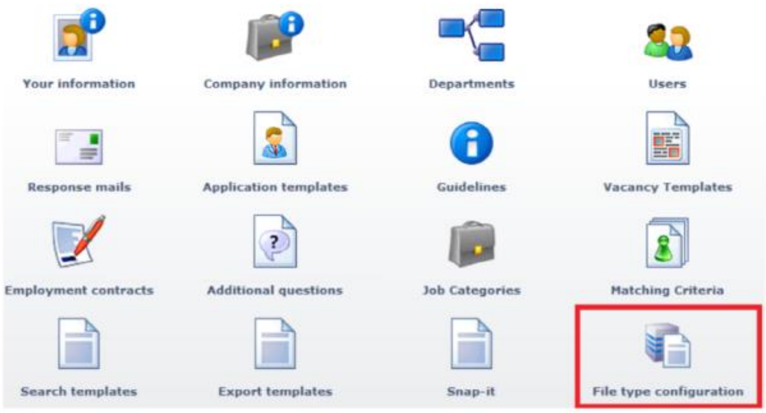
How? The **Next** button has changed to **Next and Save** meaning that it saves the candidate record as you progress through. When you create a new candidate, you can now go directly to the vacancy at any stage of the candidate creation.



Set Allowable File Types

Why? Ensure users can open and view uploaded documents.

How? From **Settings** the Administrator now has a new **File type configuration** button.



Clicking **File type configuration** enables the administrator to select and de-select the file types which can be uploaded by candidates and EasyCruit users. By default, all file types are selected as allowable.

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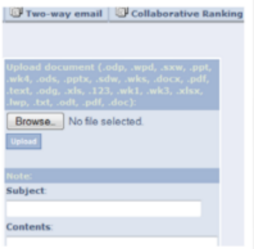
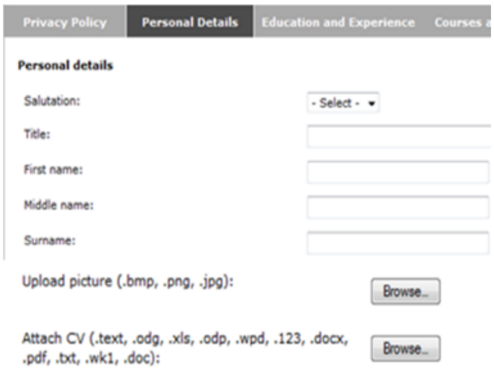
Candidates and EasyCruit back office users are warned as to which file types are permitted.





Restore Applicant to New Status

Why? More control over applicant status.

How? Ability to change the applicant status to **New**, in case of incorrect assignment.

From the **Further progress** dropdown, users can now select **Change Status to new**. This results in the candidate returning to the **New** status. In addition to this improvement, the existing status of **None** has been re-named to **New**.

Warning when Trying to Post a Job without an Online Application Form

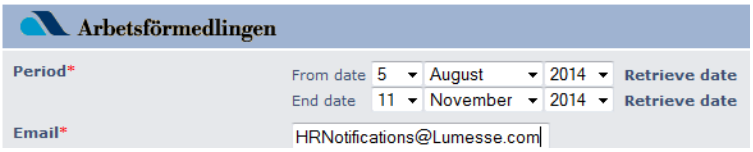
Why? Reduce unintended errors, improve the intuitive nature of the system design.

How? EasyCruit displays a warning asking if this is intentional if you try to post a job without an online application form. You can click Cancel to go back and include an application form, or Continue to post without an application form.

Define Contact Person for AMS

Why? More control over AMS notification recipient

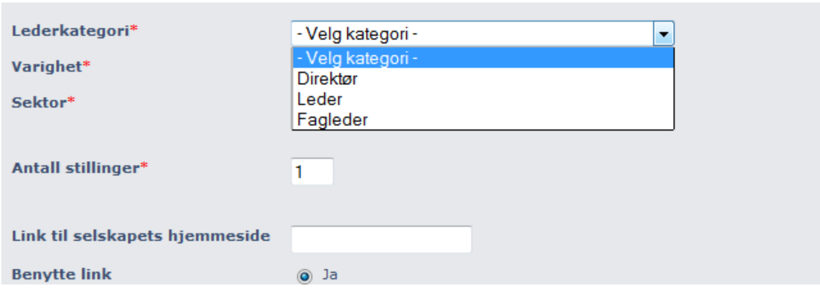
How? When posting a job to AMS, you can enter the email address of the person who should receive notifications from AMS on whether the posting to the AMS job board has been successful or not, and if unsuccessful, what the reasons were.



Finn Executive Support for Leadership Category

Why? Increased visibility of jobs posted to the Finn job board.

How? You now have the ability to select a leadership category when posting to the Finn Executive job board. This makes the posted job available to candidates who opt to search by leadership category.

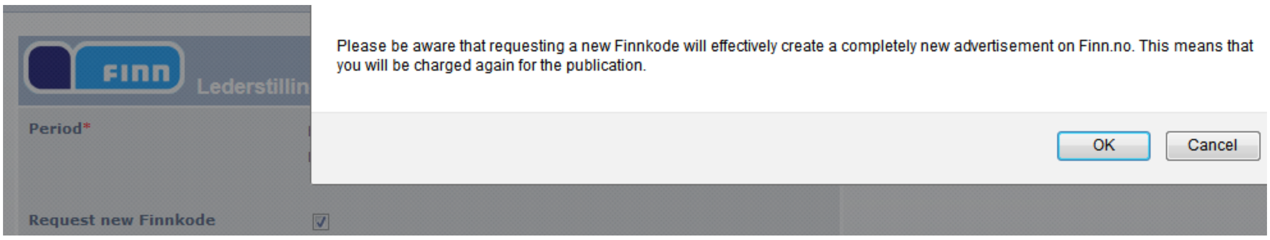


Finn.no Republish Job

Why? Reduced administration when re-posting a job to the Finn job board.

How? If you need to re-publish a job after the 42 day expiry period for Finn, you can select Request new Finnkode. This which will assign a new Finnkode enabling you to republish the job, instead of having to create a new vacancy from scratch, thus saving time and effort.

ⓘ You will be charged by Finn for the new advertisement if a new Finnkode is requested.



Vacancy Reference Number Available as a Merge Field

Why? Increase flexibility in the use of email templates.

How? The Vacancy Reference Number is available as a merge field for email templates {vacancy-ref-number}. Customers can use this to identify to which vacancy project the candidate is linked.

Another great example of how to use this is to send a follow up survey to customers using a survey tool such as Questback. By entering the Questback survey URL, you can include the merge field for the vacancy reference number as part of the URL, so the survey links to the specific surveys set up for that vacancy.

Date Filter for Advanced Search

Why? Increased search capability to find candidates of the best fit.

How? The advanced search page now includes a date filter (the same as the simple search) for applications received before or after a specific date.

Paste from Word Button Removed from HTML Editor Menu

Why? More intuitive layout and design

How? The **Paste from Word** button has been removed from the HTML editor menu as it is no longer useful for users due to the new versions of Microsoft Word.