

Organisation Properties

DEFINING YOUR JOB REQUISITION AND CONDITIONS FORM

Introduction

Through Organisation Properties, you are able to select and manage which fields appear on your organisation's Job Requisition Template and your Conditions Form, after creating custom fields through Configurable Field Management.

This guide outlines;

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2. Defining Job Requisition/Conditions Form context	7-13
3. Troubleshooting/FAQs	14-15

Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your [title] queries.



Top tips



Important Information



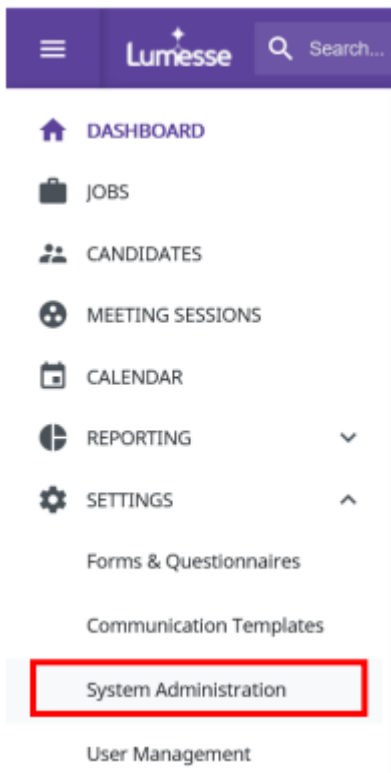
Best Practice

1. Understanding your 'Level 1' Organisation Properties

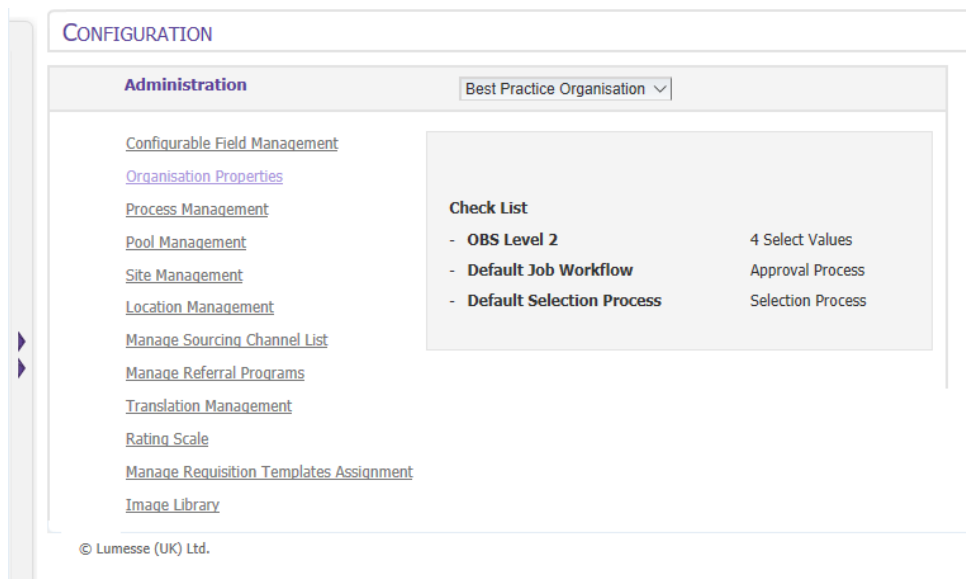
Through Organisation Properties on Talentlink, you are able to manage your Organisational Breakdown Structure and also, for your '**Level 1' Organisational Level**, you can define the fields which appear on your Job Requisition Template and your Conditions Form within your Talentlink environment.

You may have several levels within your structure on Talentlink, but the configuration of your 'Level 1' organisation will impact what your end users will see when using the system and therefore, has more availability for you to configure your environment when managing your Organisation Properties.

To navigate to 'Organisation Properties', log-in to Talentlink, and from the left-hand toggle menu, under '**Settings**', select '**System Administration**';




From the list, select '**Organisation Properties**';




On the left-hand side of the screen, you will see the Level '0' organisation for WMJobs, and your Level '1' organisations which sits underneath it;

WM Jobs > [Home](#) > [Configuration](#) > Organisation Management







Search for organization

 WM Jobs

-  Best Practice Organisation

On the right-hand side of your screen, you will see the properties for your Level '1' organisation;

Organisation Properties

Organisation Name	Training Demo *
Code	TD000 *
Description	<input type="text"/>
Father Organisation	No Father Organisation.
Mobile Access	<input type="checkbox"/>
Currency for Cost Tracking	AFN *
Default Document Security Rule	No Security * Activate Specific Document Keys
Data Privacy Statement for Hires	7 Years *
Default Data Privacy Statement value	1 Year *
Expiration period for job invitations (Please enter a value between 1 and 30)	15 * Days
Anonymous applications	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show date of birth in PIF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Enforce Salary range check	<input type="radio"/> Yes <input checked="" type="radio"/> No
Standard (flexible) Job Ad Template	<input checked="" type="checkbox"/>
Interview schedule in job context	<input checked="" type="checkbox"/>
Default organisation branding:	Company Default
Default organisation supplier branding:	Company Default
Email signature	<input type="text"/>   
Letter signature	<input type="text"/>   
Rating Scale for Candidates:	Please select
Accepted upload file types for candidate Assign Recruitment Context Define Job Requisition format for Permanent Recruitment Define Job Requisition format for Contractor Recruitment Define Condition Form format for Permanent Recruitment Define Condition Form format for Contractor Recruitment	

* Required Field



If you can't see this screen, right-click on your Level '1' organisation, and select 'Edit'

The following table outlines the meaning of each field on your Level '1' organisation properties page if applicable to the WMJobs set-up on Talentlink;

Field	Definition
Organization Name	This is the name of your Level '1' organisation
Code	This is the unique code linked to your organisation level within Talentlink
Description	If entered, this would describe the organisation
Mobile Access	Gives users access to the mobile version of TalentLink. This can be switched off for individual users.
Currency for Cost Tracking	The currency used to calculate costs in the organisation – please note, that this is not widely used
Default Document Security Rule	This should be set to 'No Security' . This relates to functionality within Talentlink which we are not currently using
Data Privacy Statement for Hires	This should be set as '7 years' as per Data Protection Guidelines
Default Data Privacy Statement value	This should be set as '1 year' as per Data Protection Guidelines
Expiration period for job invitations	This relates to candidates being invited to a job within Talentlink. This isn't functionality widely used, therefore, this should be set as 15
Anonymous applications	This will be set to no, as anonymization is currently configured within your selection process on Talentlink
Show date of birth in PIF	This should be set to 'No' to adhere to equal opportunities
Enforce Salary range check	This should be set to 'No' – this means that the salary offered in the condition form must be within the range defined in the job requisition
Standard (flexible) Job Template	This should be set to 'No' - specifies the type of job advert available. Selecting the checkbox enables users to create job adverts. De-selecting the checkbox enables use of a job advert template which contains information pre-defined by the Global or Local System Administrator
Interview schedule in job context	This switches on your ' <i>Interview Scheduler</i> ' tab. Please note – once this is activated, it cannot be switched off or unticked

The fields underneath which relate to 'Branding' are defaulted to 'Company Default'.

2. Defining your Job Requisition/Conditions Form Context

To start selecting and managing fields/context, on your Organisation Properties page for your Level '1' organisation, at the bottom of the page, you will see the following options;

[Accepted upload file types for candidate](#)
[Assign Recruitment Context](#)
[Define Job Requisition format for Permanent Recruitment](#)
[Define Job Requisition format for Contractor Recruitment](#)
[Define Condition Form format for Permanent Recruitment](#)
[Define Condition Form format for Contractor Recruitment](#)

The two options you will be focusing on are '**Define Job Requisition format for Permanent Recruitment**' and '**Define Condition Form format for Permanent Recruitment**';

[Accepted upload file types for candidate](#)
[Assign Recruitment Context](#)
[Define Job Requisition format for Permanent Recruitment](#)
[Define Job Requisition format for Contractor Recruitment](#)
[Define Condition Form format for Permanent Recruitment](#)
[Define Condition Form format for Contractor Recruitment](#)



'**Contractor Recruitment**' is a functionality which is not being used in our Talentlink environment, therefore, no context needs to be defined for these options. Ensure you always select '**Permanent Recruitment**'






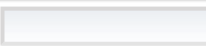

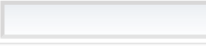














Defining your Job Requisition Context

To define the context for your job requisition, select '**Define Job Requisition format for Permanent Recruitment**'.

A pop-up window will then appear and you'll see the fields available in your environment. The fields are split up into different sections. Firstly, you will see the '**Standard Field Settings**';

Define Job Requisition format for Permanent Recruitment
























Properties			
Name	Training Demo		
Code	TD000		
Form under definition	Job Requisition for Permanent Recruitment		

Standard Fields Settings			
Select Standard fields to display and default values (when applicable)			
Displayed	MSS	Field Name	Default value
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Working Hours	Work unit Hours  Work period Week  
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Type	Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Country	 
<input type="checkbox"/>	<input type="checkbox"/>	Region	
<input type="checkbox"/>	<input type="checkbox"/>	Duration	Duration Period Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Salary	Salary Currency Please select   Salary period Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Start Date	
<input type="checkbox"/>	<input type="checkbox"/>	Internal Job Number	
<input type="checkbox"/>	<input type="checkbox"/>	Expected Start Date	
<input type="checkbox"/>	<input type="checkbox"/>	Expected End Date	
<input type="checkbox"/>	<input type="checkbox"/>	Company	
<input type="checkbox"/>	<input type="checkbox"/>	City	
<input type="checkbox"/>	<input type="checkbox"/>	Recruitment from	
<input type="checkbox"/>	<input type="checkbox"/>	Replacement	
<input type="checkbox"/>	<input type="checkbox"/>	Area of responsibility	Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Position Type	Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Cost Center	Please select  
<input type="checkbox"/>	<input type="checkbox"/>	Budgeted	Please select  

These are the standard fields within Talentlink.

Activating Configurable LOV's

Underneath, you will see 'Configurable LOV';

Configurable LOV					
Activate Configurable LOV and select default values					
Displayed	MSS	Field Name	Default value	Area	Required
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job type category (Parent: Sector)	Select 'Sector' 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sorting Location (Parent: Sub Region)	Select 'Sub Region' 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate salary search	Please select 	Administration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sub location (Parent: Sorting Location)	Select 'Sorting Location' 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grade	Please select 	Contract	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Safeguarding check	Please select 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Working pattern	Please select 	Administration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Essential car user	Please select 	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Advertising	Please select 	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Political restriction	Please select 	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Reason for vacancy	Please select 	Administration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Interview type	Please select 	Administration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sub Region	Please select 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	On line application required	Please select 	Job Advertising	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sector	Please select 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region	Please select 	Administration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Specific (Parent: Job type category)	Select 'Job type category' 	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Subject/Key Stage (Parent: Job Specific)	Select 'Job Specific' 	Administration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Advert Logo	Please select 	Job Advertising	
<input type="checkbox"/>	<input type="checkbox"/>	SAND Locations	Please select 	Job Advertising	
<input type="checkbox"/>	<input type="checkbox"/>	Dudley locations	Please select 	Job Advertising	
<input type="checkbox"/>	<input type="checkbox"/>	Staffordshire locations	Please select 	Job Advertising	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employer Name	Please select 	Administration	<input checked="" type="checkbox"/>

You will see fields here which have been created by WMJobs (Global System Administrators) and you will see the configurable LOV's you have created within your environment through Configurable Field Management.



If you have created a **new configurable LOV**, **this will normally sit at the end of the list** here – easier to find!

To the left of each field name, you will see two tick boxes with the options of '**Displayed**' and '**MSS**';

Displayed MSS

☒
☒

If you tick 'Displayed', this field will now appear in your Job Requisition Template and become active.

If you have Manager Self Service users who raise vacancies on Talentlink, you can control what fields will appear in the Job Requisition Template by ticking or un-ticking 'MSS' next to each field. One selected, these will become active.



Note that you are **unable to select a field, solely to display for MSS users**

For Configurable LOV's, you are able to set a default value for that list of values within your Job Requisition and also, filter which options are visible to an end user.

Selecting a default value

Next to the field name, you will see the drop-down list of values, with the default set as 'Please select';

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Working pattern	Please select	
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From the drop-down list, select the value you wish to set as a default;

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Working pattern	Flexible hours	
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This will now be the default when a new vacancy is raised on Talentlink.

Filtering values available

Next to the drop-down list of values, you will see a green funnel icon;

To filter values, click onto the icon.

A list will then appear of all the options which sit in your LOV;

LOV FILTER

Working pattern

Select / Deselect All

Standard

☒

Casual

☒

Job share

☒

On call

☒

Shift work

☒

Term time

☒

Zero hours

☒

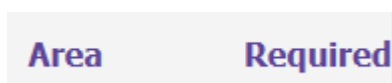
You can then tick or untick which options appear to an end-user.

Once you have selected the options, scroll to the bottom of the window and click **'Save'**.

If you limit the options within a list, you will see the funnel icon turn from green, to red;



Next to each field within your Configurable LOV list, you will see two other columns, which are **'Area'** and **'Required'**;



'Area' relates to what part of the job requisition the field will appear in. For the custom fields you have created, you will see either 'Job Administration' or 'Contract'. **'Required'** shows if the field is mandatory or not.

The options shown in these columns are chosen when the field is created within **Configurable Field Management** – you can find more about Configurable Field Management on the topic homepage located on our Service Centre.

Activating Free Form Fields

Underneath the list of Configurable LOV's, will then be a list of the Free Form Text Fields which sit in your Talentlink environment;

Activate Configurable Free Form Fields					
Displayed	MSS	Field Name	Default value	Area	Required
<input type="checkbox"/>	<input type="checkbox"/>	Cost centre	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Contact e-mail	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Employer	-	Administration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Closing date	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Interview dates	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Location Search:	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Location search	-	Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Salary	-	Contract	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Location Address	-	Administration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No Online Application	-	Administration	

To active a field, this would be the same as activating an LOV – select 'Displayed' to the left of the field. If you wish this field to be visible to an MSS user, tick 'MSS'.

As data needs to be entered into a Free Form Field, please note there is no option here to set a default value.

Again, you have 'Area' and 'Required' which indicate the area the field sits within the Job Requisition and if the field is required.

Re-arranging your Configurable Fields

Once you have activated the fields you wish to use in your Job Requisition Template, you are able to re-order these to the order you want them to appear when a requisition is being completed.

Underneath activating Configurable LOV's and Free Form fields, you will see 'Order';

Order			
Drag and Drop Below to Rearrange The Order		List of Values	Free Form Field
Administration		List of Values	List of Values #
Employer Name	✓		484
Front Office ID	✓		485
Advertising Location	✓		486
Region	✓		206
Sub Region	✓		45
Sorting Location	✓		2
Job Location Address		✓	371
Sector	✓		202
Job type category	✓		1
Job Specific	✓		207
Subject/Key Stage	✓		208
Working pattern	✓		14
Candidate salary search	✓		10
Safeguarding check	✓		13
Closing date		✓	10

You'll see that these are split into the **area** they appear on your job requisition;

Administration
Contract
Job Advertising
Job Description

To re-order the list, simply drag and drop a field to move it into the order you want it.

Once you have made all the changes you need, scroll to the bottom of the window and click, '**Save**'.

Defining your Conditions Form Context

To define the context for your organisation's Conditions Form, from the Organisation Properties page, select '**Define Condition Form format for Permanent Recruitment**';

[Define Job Requisition format for Contractor Recruitment](#)
[Define Condition Form format for Permanent Recruitment](#)
[Define Condition Form format for Contractor Recruitment](#)

When activating fields on your organisation's Conditions Form, you will see an extra activate column in addition to 'Displayed' and 'MSS' (as detailed on **Pages 9-10**).

You will now also see **'Candidate'**;

Displayed	MSS	Candidate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once you define the offer conditions for a successful candidate within Talentlink, you are able to send that candidate an offer through 'Send Offer'. By selecting this option, this field will become available for it to be shared with the candidate.



Note that you are **unable to select a field, solely to display for candidates** as well as MSS users

You are able to set a default value for a field (as detailed on **Page 10**) but you are unable to filter options with a Conditions Forms as you are able to do with a Job Requisition Template.



If you are using Contracts within Talentlink, please note, the some fields which are activated in your Conditions Form may link to a merge field within the Contract. Before you de-active values on your Conditions Form, **ensure that your Contract will not be impacted**

You can see whether the field is required or not (as detailed on **Page 11**) – 'Area' does not apply to fields which sit on your Conditions Form.

You can re-order the fields on your Conditions Form and how they appear to your end user (as detailed on **Pages 11-12**)

On your Conditions Form, as 'Area' doesn't apply, you will see that the view when re-arranging your fields is different;

Order			
Drag and Drop Below to Rearrange The Order		List of Values	Free Form Field
Employee Number			<input checked="" type="checkbox"/>
Working pattern		<input checked="" type="checkbox"/>	

As a column for each field, it will be identified whether that field is an LOV of a Free Form Field, by showing a purple tick under the appropriate column.












Once you have activated or made the changes you need to on your Conditions Form, scroll to the bottom of the window and click **'Save'**.

3. Troubleshooting/FAQ's

I am unable to active/de-activate a field within my Job Requisition Template or Conditions Form – why?

If you are unable to active/de-active a field, more than likely, the field you are trying to manage is a **global field** which sits in the system. This means that only Global System Administrators are able to active/de-activate the field.

An example of this would be the field, 'Safeguarding check';

<input type="checkbox"/>	<input type="checkbox"/>	Safeguarding check	<div>Please select</div>		Administration	✓
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Working pattern	Baseline personnel security (BPS)		Administration	✓
<input type="checkbox"/>	<input type="checkbox"/>	Essential car user	DBS		Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Advertising	DBS & BPS		Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Political restriction	DBS Enhanced Adults		Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Reason for vacancy	DBS Enhanced Adults & Childrens		Administration	
<input type="checkbox"/>	<input type="checkbox"/>	Interview type	DBS Enhanced Children		Administration	
<input type="checkbox"/>	<input type="checkbox"/>		DBS Enhanced no barred list check		Administration	
<input type="checkbox"/>	<input type="checkbox"/>		DBS standard		Administration	✓
<input type="checkbox"/>	<input type="checkbox"/>		Not required		Administration	
<input type="checkbox"/>	<input type="checkbox"/>		Please select		Administration	

This is a field which was created to be used by all subscribers within the partnership, therefore, ultimate control of the field lies with the WMJobs Team so that this can't be de-activated or no values changed so this doesn't affect reporting.

If you are in a position where you want to de-activate what you suspect is a Global Field, raise a Service Centre ticket with the team and this can be removed for you.

If you suspect that the field you are trying to active/de-active isn't a global field, it could be that you do not have the **necessary roles under User Management** to manage the conditions of your Job Requisition Template or Conditions Form.

I've created a field within Configurable Field Management and the field isn't appearing when I'm defining my context – why?

This could be because the **business rules** haven't been defined for the field that you have created under Configurable Field Management.

In order for a field to appear when you are defining your Organisation Properties, it needs to be specified which area the field sits – in the Job Requisition or Conditions Form.

For more information, refer to our Topic Home Page – **Configurable Field Management** on the Service Centre.

Will de-activating a field/filtering values affect reporting?

No – if you de-active a value or filter a value within an LOV list, this value still sits within the system and will pull through for historic data if you are reporting on the field. By de-activating or filtering a value, you are in essence, removing this from an end users point of view.

By de-activating a value on a job requisition, this will no longer appear on your job context page for a vacancy and the same applies to your conditions form.

Be mindful before de-activating values – if you are using a merge field within a communication template which is pulling from a field in your job requisition form and you de-activate this field, the merge field will no longer populate data.

As outlined in the guide, this also applies to your conditions form and if you are using contracts. If you de-activate a value on your conditions forms which maps to a field used in your contracts, the merge field will no longer populate data.

You can now define the context for your Job Requisition Template and Conditions Form!

We have outlined in this guide the essential information you need to manage the fields which appear in your Job Requisition Template and Conditions Form and factors to take into account when managing your system context.

Please refer to the **Configurable Field Management** Training Guide on how to create and link custom fields to include in your environment within Talentlink.

For more on configuration topics, please visit our solutions page on the Service Centre at <http://wmemployers.freshdesk.com/helpdesk>



Organisation Properties is a short module featured in our **Open House Configuration Training**. If you or any colleagues are interested in attending an open house training session, please contact the team who will be able to provide you with further information.