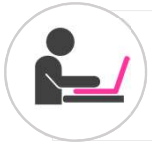# Job Wizard Webinar

Nicola Warner
Resourcing Business Partner
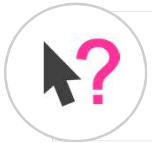
Monday, 3 June 2019

Job Wizard Launch

A beta version of the new Job Wizard has been deployed to Sandbox with 19.1 to allow users time to take a look and understand the functionality
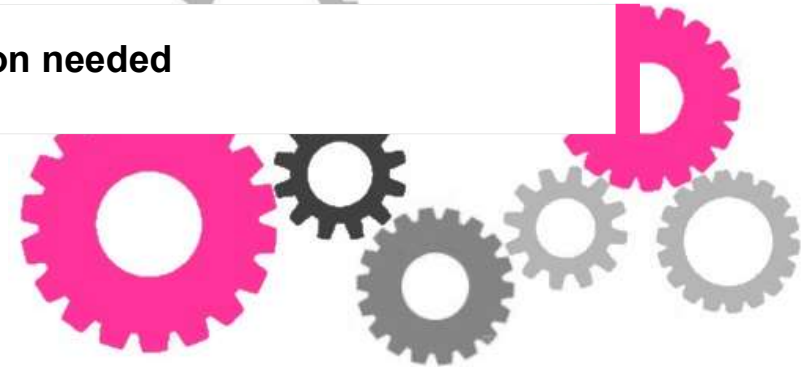
Updates have been made to the functionality as part of 19.2

This will then be deployed to all live slices with 19.3, which will include additional functionality

There is no additional configuration needed

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Overview

The new Job Wizard provides a more convenient and intuitive way to create jobs, thanks to its modern look and feel and improved usability

It will make it easier for all users (especially hiring managers) to create jobs

The wizard uses machine learning algorithms to make suggestions to the end user

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Overview

Features you can expect...

- **Mobile friendly, as the user has a one-page experience**

- **Jobs can be saved as 'Drafts' allowing a user to continue later**

- **Flexible in terms of what areas/sections are visible to users**

Next phases of development...

- **Upload job attachments in the Job Wizard**

- **Preview merge fields in the job description**

- **Guided tour**

- **Learning tips**

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How does it work?

Job Wizard Configuration

Under 'Organisational Properties' you are now able to configure the Job Wizard

You can choose the default job description format (HTML or TEXT) for your organisation

You can hide sections of the Job Wizard for Advanced/MSS users

If a section is hidden, the section will be hidden to all users no matter the level of access

JOB WIZARD CONFIGURATION

DEFAULT JOB DESCRIPTION FORMAT

HTML

STEPS CONFIGURATION

STEP NAME	ADVANCED	MSS
Job details - Administrative data	☑	☑
Job details - Contract data	☑	☑
Job details - Attachments	☑	☑
Teams	☑	☑
Job Description	☑	☑

Accepted upload file types for candidate

Assign Recruitment Context

Job Wizard configuration

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

CANCEL   SAVE

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Points of consideration

Update of training materials used for new users or Manager Self Service users

Configuration of the Job Wizard

Review of process

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Thank you – questions?

Nicola Warner
Resourcing Business Partner