Organisational Structure

CREATING AND MAINTAINING YOUR HIERACHY

Introduction

You will already have an established organisational structure within Talentlink, but we understand that things change, and so do structures – this guide will outline everything you need to know about maintaining your structure, from creating new levels, to the impact of amending or removing levels from your organisational structure within Talentlink.

This guide will also give you an overview of organisational structures and all the essential information you need to know to make an informed decision as how best to maintain your structure, moving forward.

The guide includes the following topics;

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

Top tips

Important Information

Best Practice

1. Understanding your organisational structure

When building a recruitment process for an organisation within Talentlink, the organisational structure is the foundation of that process and is the reflection of your establishment within Talentlink.

Your structure links to what managers will see when raising a requisition, what you see on a report and potentially what your users will have access to.

The structure within Talentlink is broken down into **levels;**
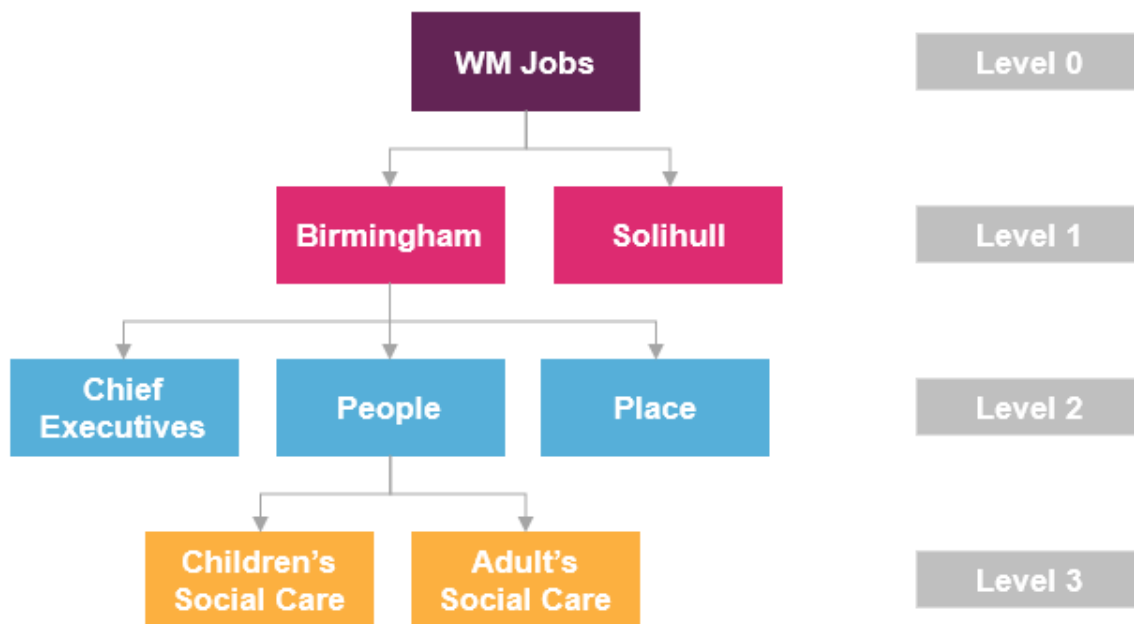
WM Jobs sits at the top of these levels, and you are able to build from your **Level '1' organisation**, onwards.

You can build as many levels as you like, but if you decide to build more levels or amend your structure, there are factors you need to consider;

You can add as many levels as you like to reflect your establishment, **but you are only able to report up to Level '3' on any ad-hoc reports**.

There is a balance between your organisation structure reflecting your establishment for reporting, but **the bigger you build your organisation – the more maintenance** you will need to do to keep all your levels up-to-date.
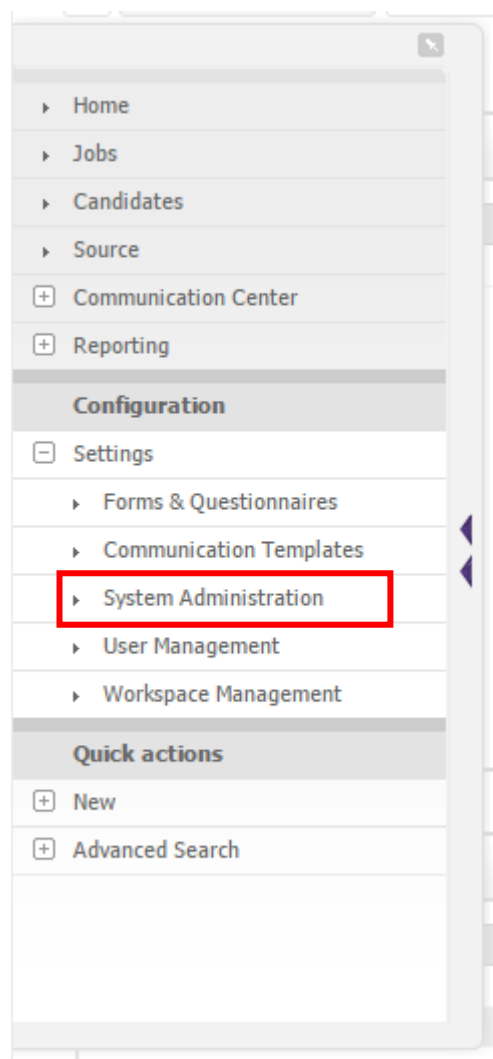
We normally recommend an organisational structure is built up to **3 levels**

If you need to create another **Level '1'** organisation for your establishment, **please contact the WM Jobs Team** through our Service Centre.

2. How do I add a new level?

Once you are logged into Talentlink, navigate to the left-hand toggle menu and select **'Settings'**, then **'System Administration'**;
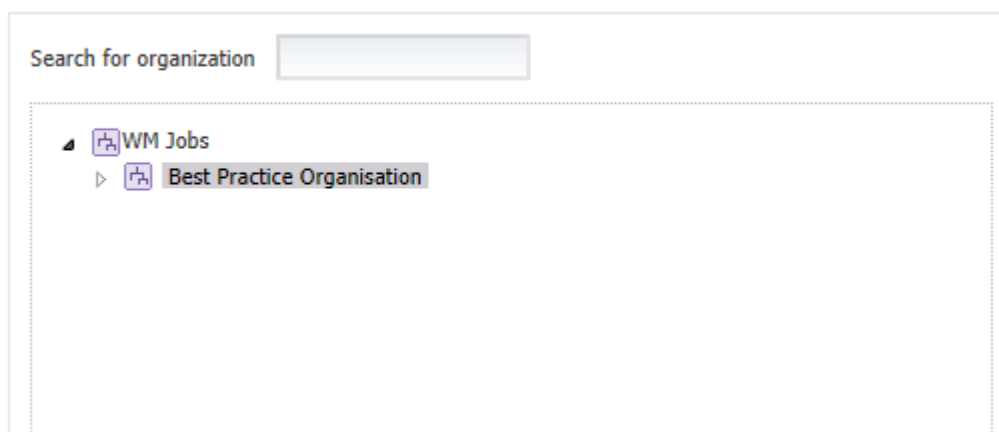

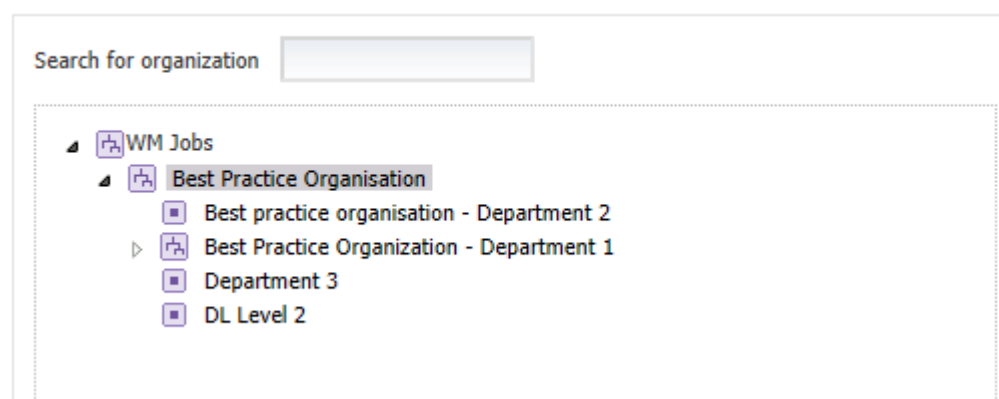Then select **'Organisation Properties'** for your organisation;
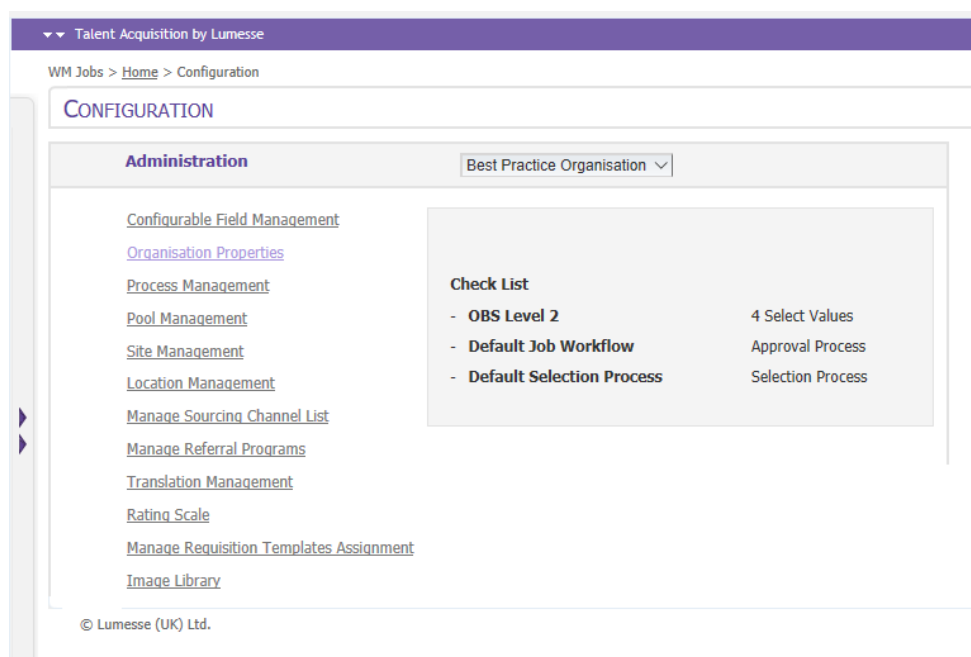
On the left-hand side of the screen, you will see the Level '0' organisation for WMJobs, and your Level '1' organisations which sits underneath it;

If you select the arrow next to your Level '1' organisation, you will see the next levels which sits underneath this – your Level '2' tiers;

If a level has another level branching from it, you will see the **branching icon** next to that level;

If a level has another no other levels underneath it or anything branching from it, you will see a **stop icon**;

To create a new level, **right click the level you wish to add to**, and select 'Add' – so for example, if I wanted to add another department under my Level '1' organisation, I would right click in this example, 'Best Practice Organisation' and click 'Add';

Once you click 'Add', you will asked to enter several details, but three fields are marked mandatory **'Organisation Name'**, **'Code'** and **'Expiration period for job invitations'**;

The **'Organisation Name'** will be the name that appears on your organisational structure and on any reports where the relevant level is selected.

'Code' needs to be unique to your organisational level, or Talentlink will not allow you to proceed with adding the level. We normally recommend the cost code or number relating to that level in your establishment.

Here, you can also add a description of the organisation level and under 'Father Organisation', it tells you what level sits above the one you have just created.

'Expiration period for job invitations' relates to functionality which is not greatly used within the system, therefore, would recommend the value to set to **15**.

You can set an email signature and letter signature at this level, but is usually set at Level '1', if at all.


Check out our **'Branding'** section on the Service Centre for more about email signatures and personalising your communications

Once you have entered all the relevant details, click the **'Save'** icon;

You will then see the level you have created highlighted in purple to the left of the screen;
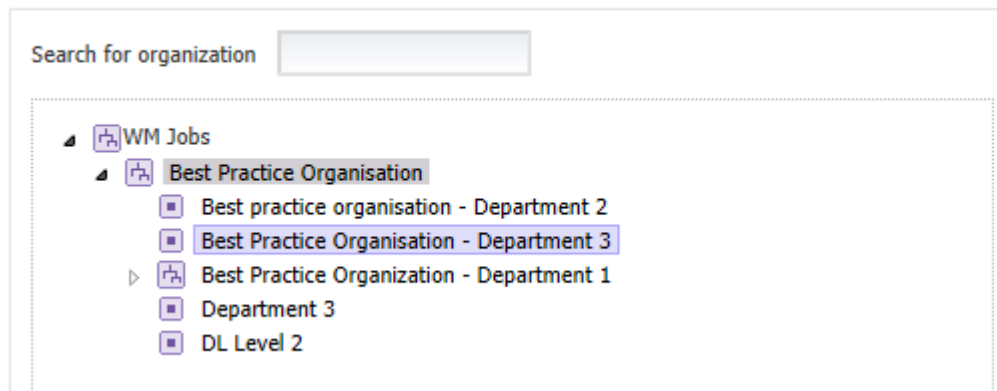
If you wish to amend any of the details you have just entered, you can right click the organisation and click 'Edit';
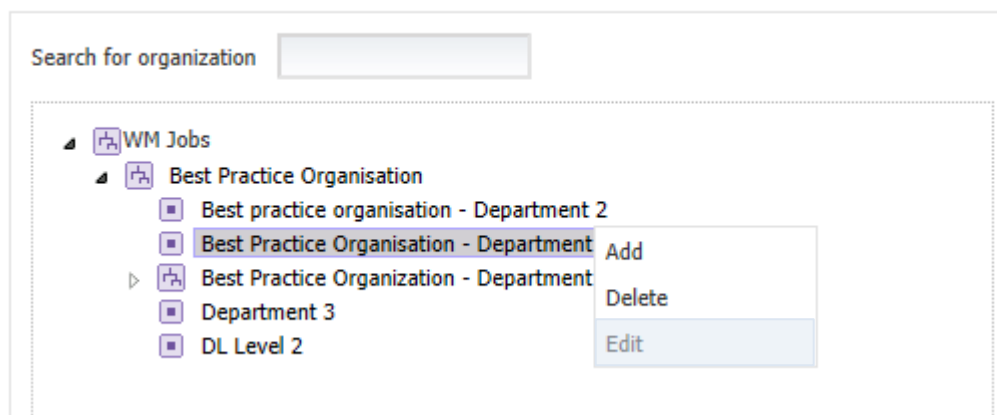
3. Amending/renaming levels

By editing your organisation levels, you can amend the names of your organisational levels and the codes associated with them.

> By amending the names of your organisations, **this will affect your reporting**

If you change the names of established levels within your structure you have advertised vacancies against, all future reporting will appear will the amended organisational name and will not show the historic value.

Deleting levels

> If you **delete** an organisation level you have advertised a vacancy against, **you will no longer be able to report on this value and will not show for historic data**

We strongly suggest that no levels of your organisation are deleted for this purpose. Once deleted, we will be unable to retrieve this.

If a value if no longer required, we would recommend that you edit the name of this organisation to **'DO NOT USE'**

If you pre-fix **'DO NOT USE'** with a **'Z',** this will appear at the bottom of any lists your organisation appears on, which in turn will help users select the correct level within your structure when raising requisitions

5. Troubleshooting/FAQ's

I've added a new level, but several users can't see this on their structure – why?

This is linked to user roles - if you have added a new level to your organisation and have limited the access of that user to one specific level within your organisation, you will need to allocate them the relevant rights and roles to view the new level you have created.

So for example, if you have MSS users within your organisation who only have access to their service area, if you create a new level where their current organisation level is no longer relevant, you need to ensure you give these users access to the new level that you have created. We would also recommend that you remove the roles for the old organisation, so it eliminates the possibility of manager's raising job requisitions against the incorrect organisation, but understand that this can be time consuming.

The system won't allow me to add a new level

This could be for numerous reasons – it may be linked to the unique code for the organisation you are trying to add. If this code has already been allocated to another level within your structure, the system will not allow for this to be added and you will see the below error message appear at the top of your screen;

Organization with given code already exists EID: cd893d4f-ccfa-4f4c-9611-25c52b1df4e2 ✕
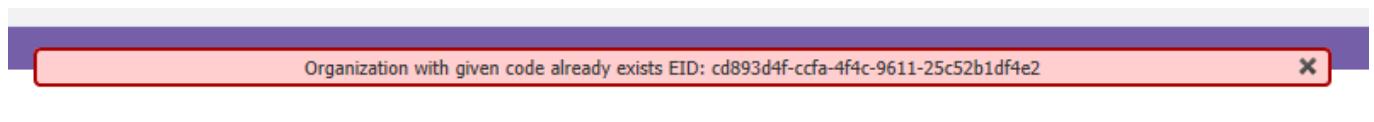
You also need to ensure you are trying to add a level to one that you have access to. If you are trying to add a level to the Level '0' of WM Jobs, this may not be possible.

If you are trying to add a level to a level lower than this and are unable to, we would recommend that you check your user roles through **User Management**.

You can now maintain your Organisational Structure within Talentlink!

We have outlined in this guide the essential information you need to manage and create new levels within your organisational structure to reflect your establishment and the factors you need to consider whilst doing so.

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

Organisational Structure 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.