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Automating your recruiting with TalentLink - Configuration Guide

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Summary

This document details the system configuration requirements to create an “end-to-end” recruitment process in Lumesse TalentLink that utilises all of the available functionality when it comes to automation.

By following these recommended configuration steps, users can benefit from high efficiencies when it comes to time and cost to hire.

TalentLink Automation Features

Each of the features summarised in the table below provide TalentLink Users with a configuration option to enable automation of a particular recruiting process or transaction.

Each feature and the related configuration recommendations are described in more detail in the following chapters in this document.

FEATURE	CONFIGURATION
Job Requisition Format	Recruiter specific fields not displayed to MSS user Default field values set
My Jobs App	Add New Job option active on Workspace app
Rate Card	Active with defined qualifiers
Team Member Template	Active with defined qualifiers
User Personal Settings: Personal Job Template	Active with default values pre-populated
Approval Process	Automatic Ignition active Default Communication Template active
Job Advert Template	Active with defined qualifiers
Site Management Auto-posting Rules	"One Click" site configured with auto-posting rule to all sourcing channels active
Default Application Process	Default Internal & External application processes configured Create candidate pack automatically active Automatic reply for application active
Questionnaires	Advanced screening questions active; auto-reject, auto-proceed
Default Dispatching Rules	Auto-reject rule active Auto-start Selection Process active
Default Selection Process: Prescreening Step	Initiate next step automatically enabled

Default Selection Process: CV Review Step	Step communication template defaults configured Task properties defined Expected Output: Feedback Report & Decision Auto Actions: Initiate next step automatically enabled Auto Actions: Reject Applicant enabled Contact candidate with Reject Email Template enabled and delay set
Default Selection Process: Interview Step	Step communication template defaults configured Task properties defined Expected Output: Feedback Report & Decision Auto Actions: Initiate next step automatically enabled Auto Actions: Reject Applicant enabled Contact candidate with Reject Email Template enabled and delay defined Default other interviewers set
Default Selection Process: Templates used in Hiring Process	Emails to candidate: defaults defined Messages to recruiter: defaults defined
User Personal Settings: User Preferences	Meeting information default settings defined
User Personal Settings: Event Notification	Settings and alerts activated
My Recruitment App	Active on Homepage
Feedback Forms: Interview feedback form	Form includes fields to capture offer details using branching fields
Condition Form Format	Recruiter specific fields not displayed to MSS user Default field values set
Template Management: MS Word Contract Template	Template configured with conditional formatting based on condition form values
Organisation Properties Enable Auto-closing	Active and days defined

Job Creation

The job creation process can be highly automated to allow users to create new requisitions in TalentLink in a minimal amount of time and with minimal clicks. This is achieved through the levels of configuration described in this section.

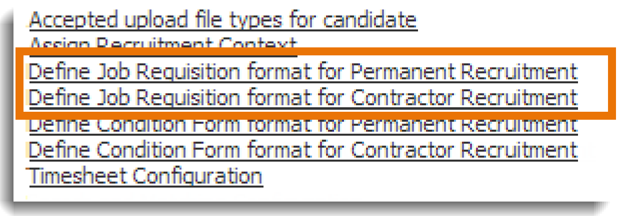
Job Requisition Format

Recommended configuration to support automation;

- Recruiter specific fields not displayed to MSS User
- Default field values set

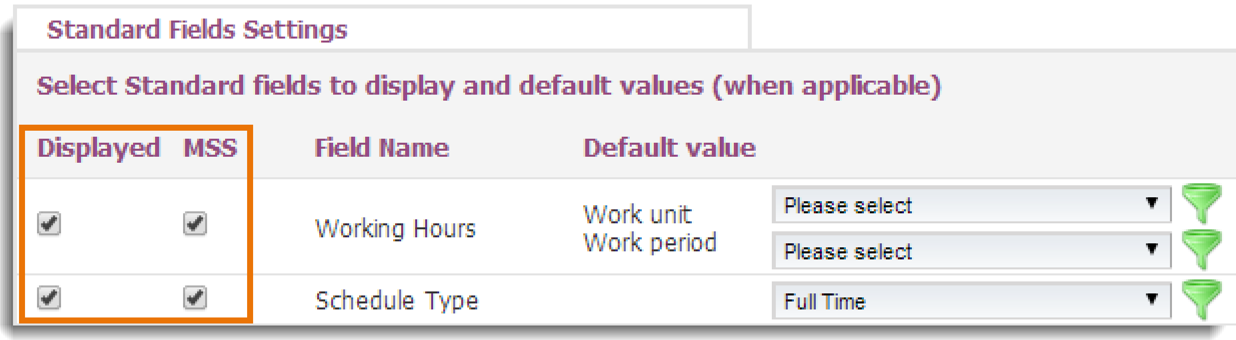
You can define a job requisition format for permanent recruitment and another for contractor recruitment. These enable you to define possible/required information that must be provided when creating contractor or permanent job requisitions.

1. To define a format, select the appropriate link from the *Organization Properties* page:
   - **Define Job Requisition format for Permanent Recruitment**
   - **Define Job Requisition format for Contractor Recruitment**

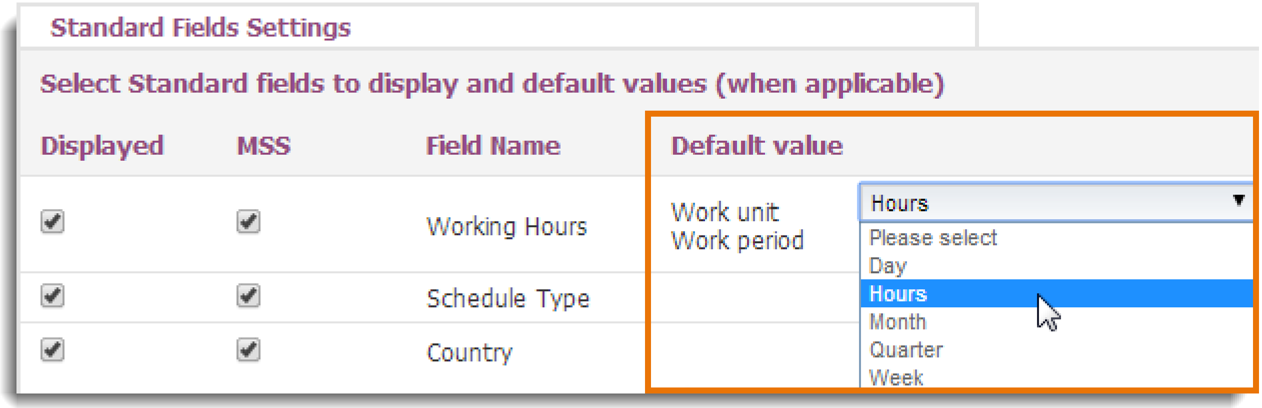


2. Select which fields you want to display to Advanced users or MSS users in the Job Requisition form.

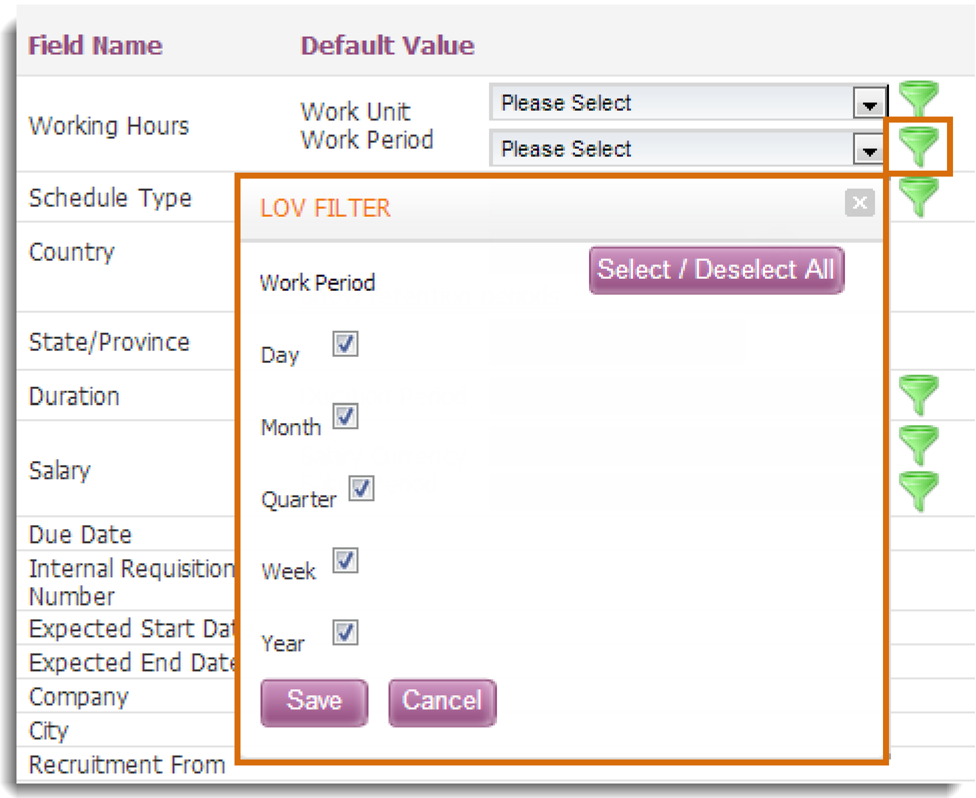
   Selecting **Displayed** will make the field visible to Advanced users. Selecting **MSS** will make the same field visible to users with access to the MSS portal. If a field is not selected in the MSS column that field will not be seen by MSS users - only Advanced users will be able to see and complete it.



3. You can set default field values for your organization if required by selecting them from each list.



4. You can also filter which values appear in LOVs by clicking and selecting values as required.



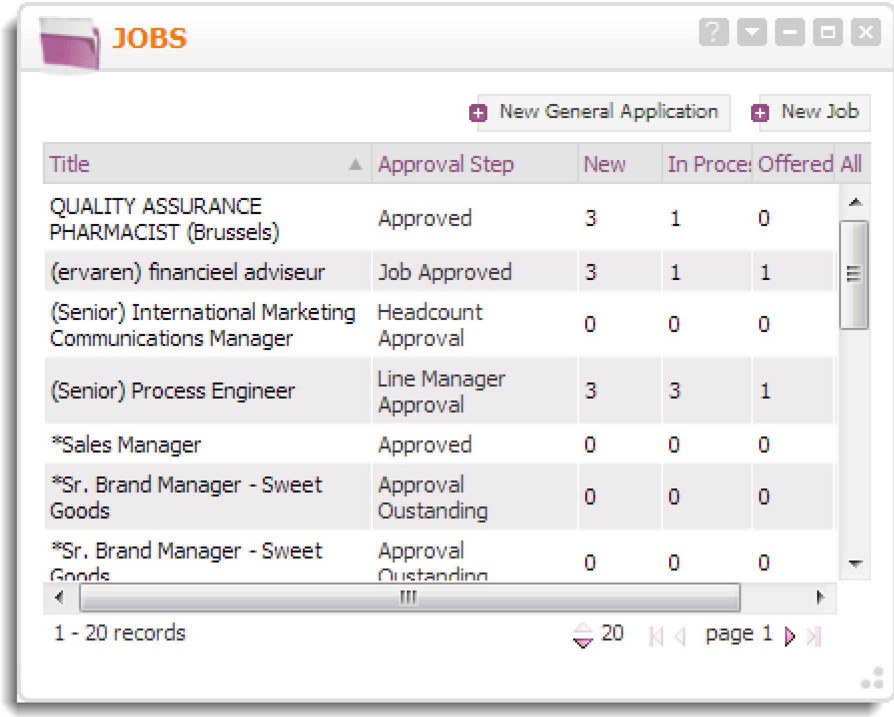
Jobs Workspace App

Recommended configuration to support automation;

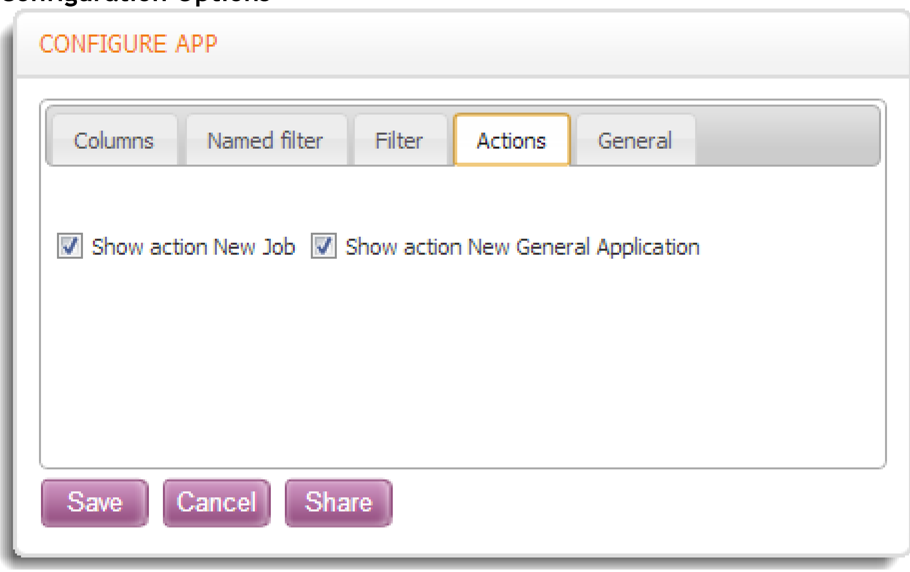
- The Jobs App should be made available to MSS users on their default workspace
- 'Show action New Job' option active.

The App lists all your jobs, including contract jobs, that have reached the approval stage and gives you direct access to applicants.

Through configuration you can create new jobs and General Applications directly from this App if you enable this option in the *Action* tab of the Configuration area.



Configuration Options



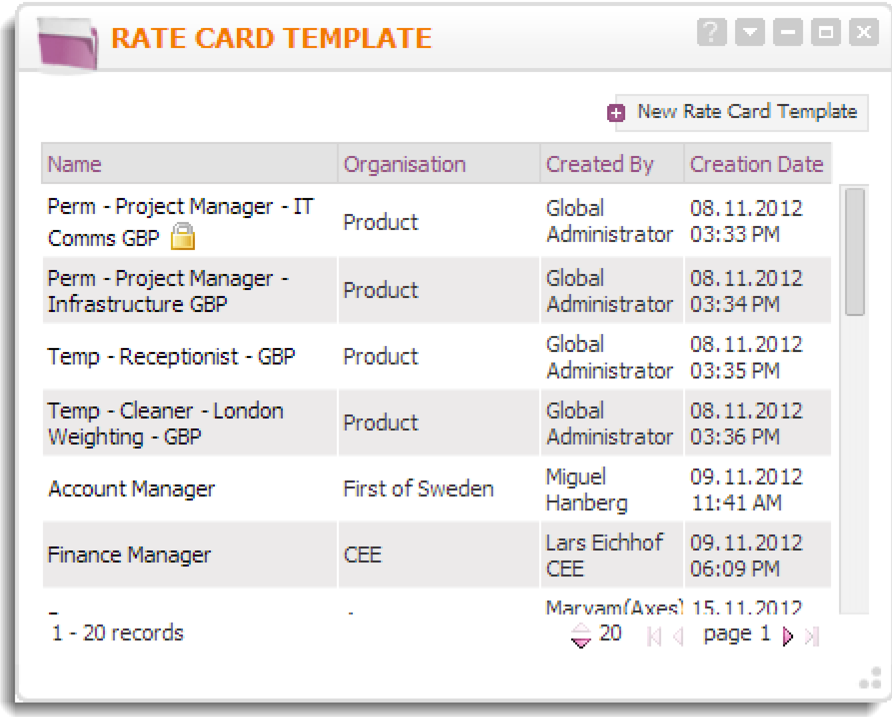
Rate Card Template

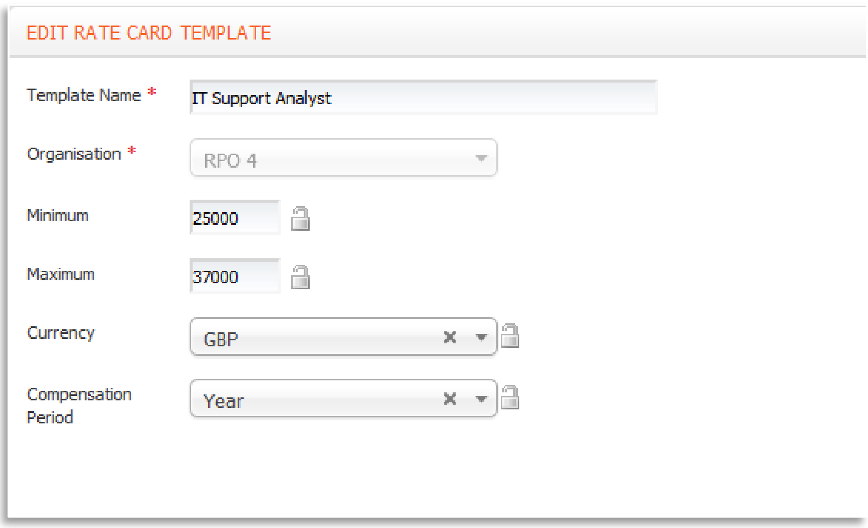
Recommended configuration to support automation;

- Define rate card templates through the App
- Assign templates to the organisation in Administration Settings

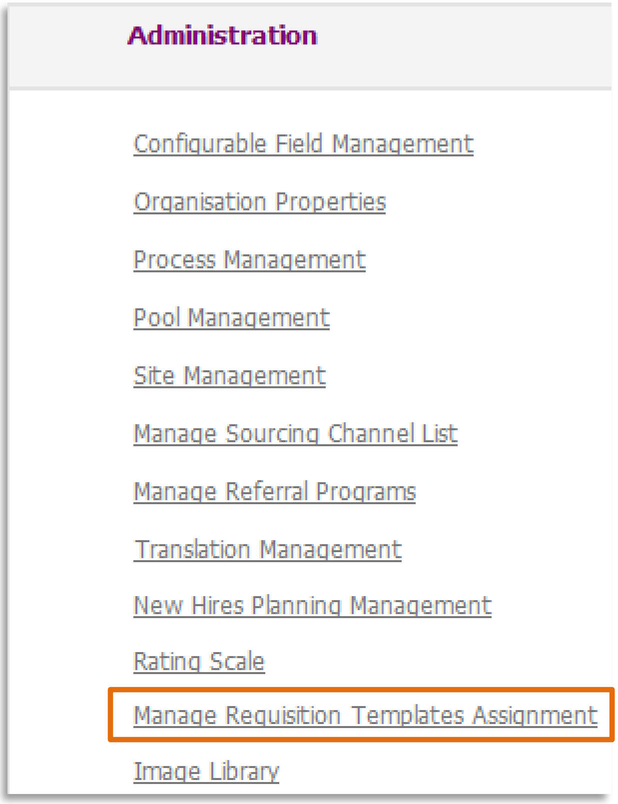
By configuring a rate card template and assigning it to an organisation through the settings all relevant salaries or salary ranges can be automatically populated on a new requisition.

Rate card templates are configured from the workspace App.

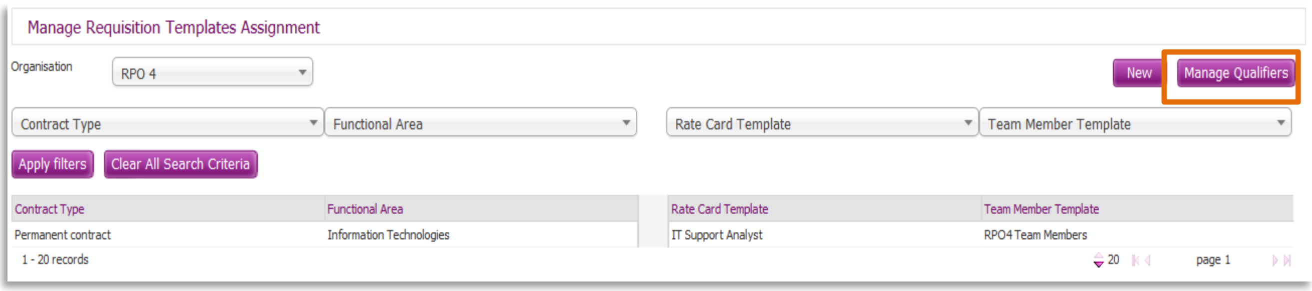


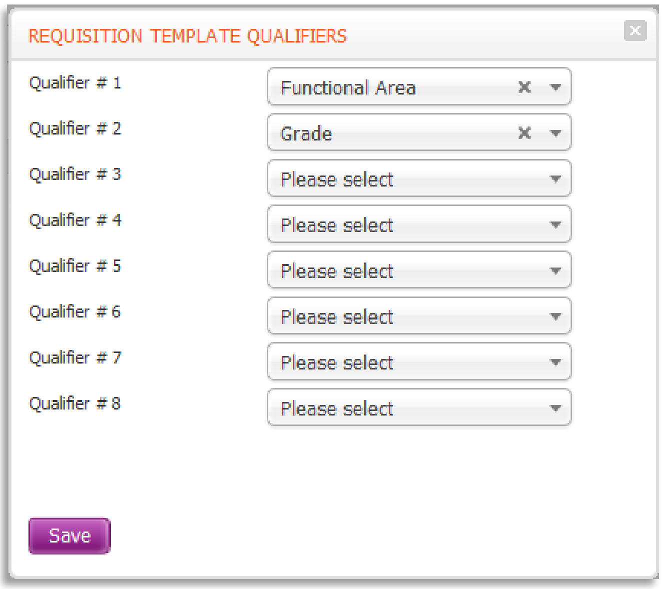


After the rate card templates have been configured they're assigned to an organization from the Administration Settings, Manage Requisition Templates Assignment section.

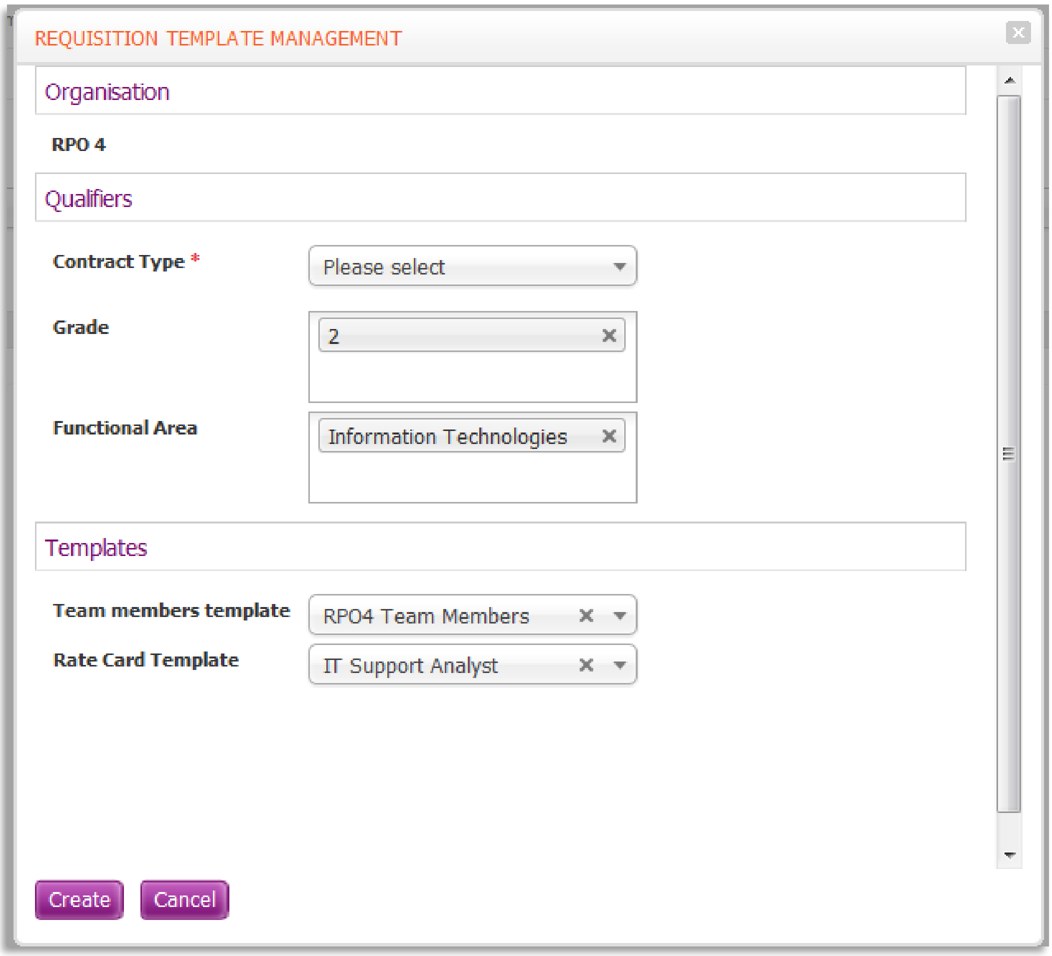


From here, it's possible to manage the relevant qualifiers to apply templates to. Qualifiers are fields used in the job requisition form and up to 8 different qualifiers in any combination can be used to assign the appropriate template to a requisition.





After the qualifiers are selected, the appropriate assignment of templates can be defined.



Team Member Template

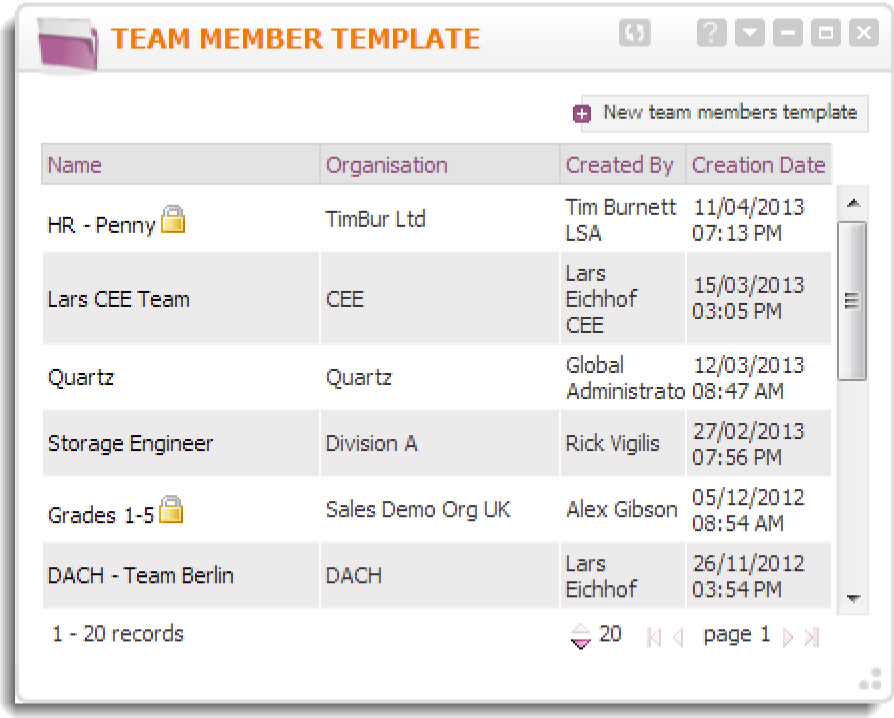
Recommended configuration to support automation;

- Define team member templates through the App
- Assign templates to the organisation in Administration Settings

Team Member Templates are configured from the workspace App.

This App enables you to define a template to pre-select recruiting and operational team members for specific organizations. When a user creates a job in a particular organization the team members will be loaded automatically.

You can also create new Team Members Templates directly from this App if you enable this option in the *Actions* tab of the Configuration area.



After the Team Member Templates have been configured they're assigned to an organization from the Administration Settings, Manage Requisition Templates Assignment section in the same way as a Rate Card Template.

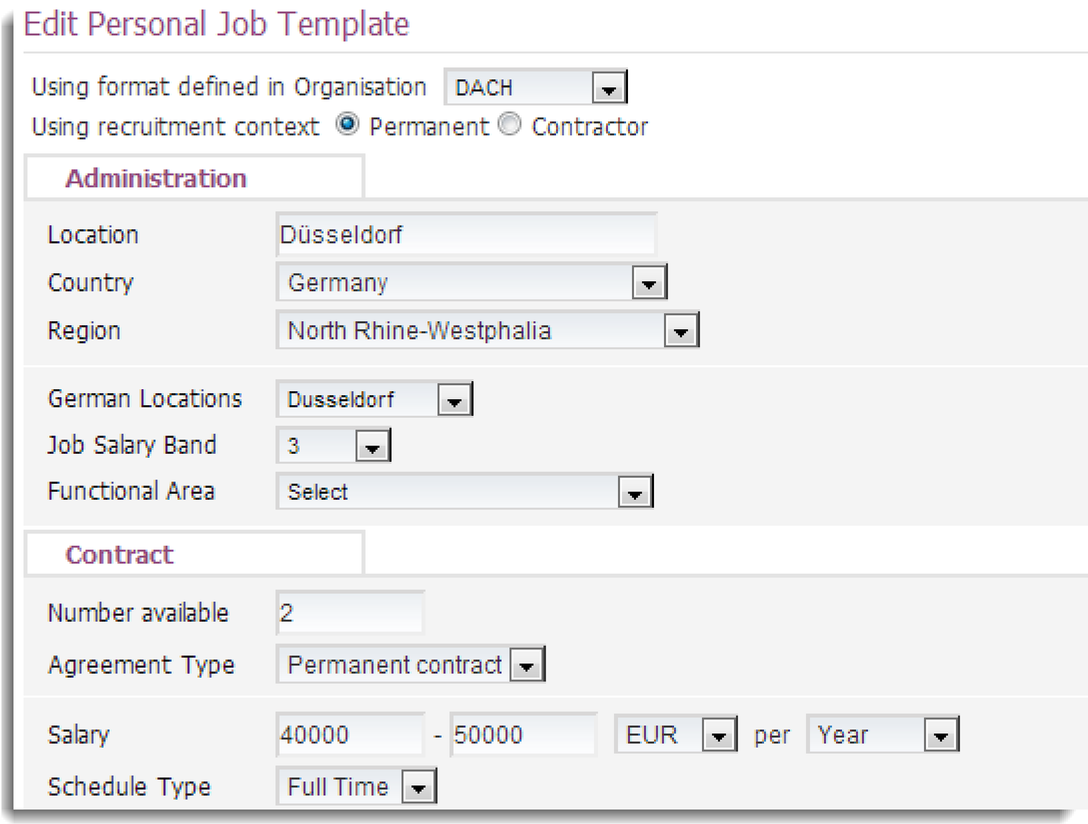
Personal Job Template

The Personal Job Template is used to make the completion of a requisition as simple as possible for infrequent users like hiring managers. The template enables a manager to store their personal default settings, such as their preferred location. When used in conjunction with Team Member templates and Rate Card templates, a requisition can be almost entirely auto-populated.

On the *User Information* page, select **Personal Job Template** from the **Settings** dropdown list.

Select the Organization and the Recruitment Context (Permanent or Contractor) for which you want to pre-define values.

Pre-define information for the job opening page, then click **Save**.



The user will have these values already pre-filled when they create a job for the selected recruitment context in the specified organization.

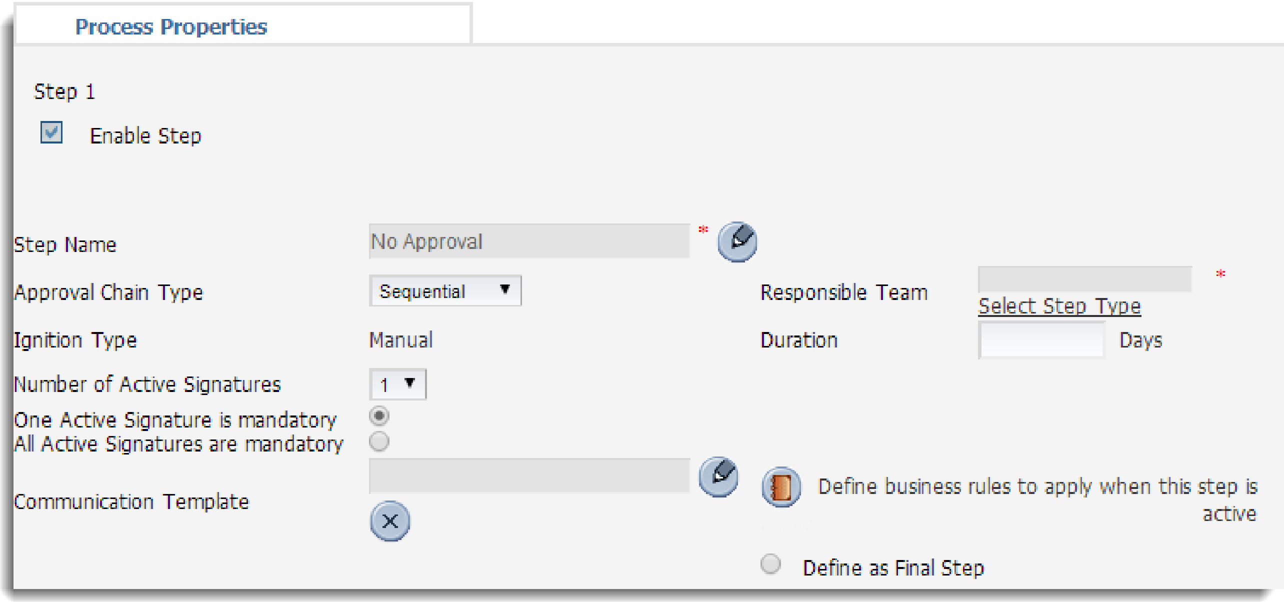
Job Approval

Automation of the approval process in TalentLink is quick and easy and can dramatically decrease the time taken to approve recruitment.

Recommended configuration to support automation;

- Activate automatic ignition of steps
- Define default communication template

The Approval Process is defined in the **Process Properties** section. The process is built up from a number of Steps.



From here you can select the **Ignition type**.

> By selecting an **Automatic ignition**, once the approval chain starts, TalentLink automatically submits the next step when the signature(s) is received. Where Automatic is selected a check box **From Approver of the Preceding Step** is displayed. The check box is selected by default and approval emails are sent from the configured email address. If this check box is not selected approval emails will be sent from the email address configured in the communication template used for the step.

Communication Templates are also defined here for each of the enabled approval steps.

Job Posting

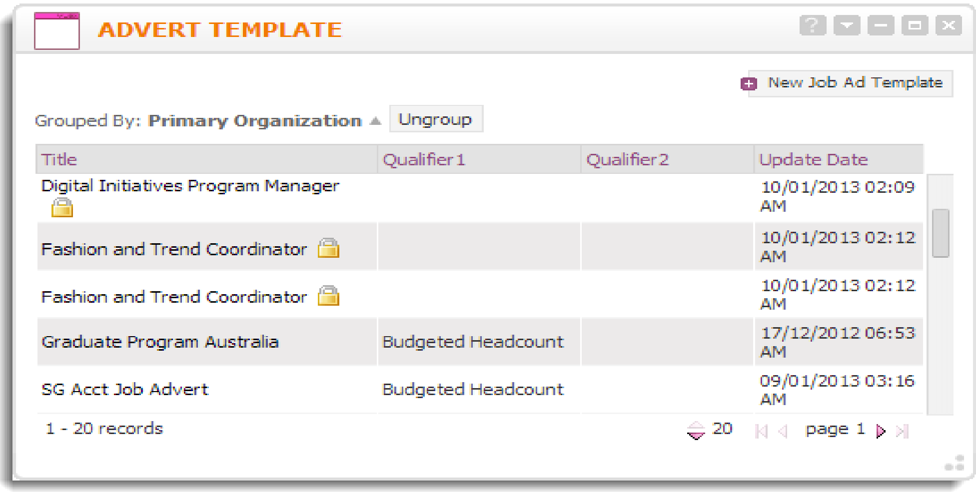
Creating and posting job adverts can be quick and simple through effective configuration of templates and auto-posting rules.

Job Advert Template

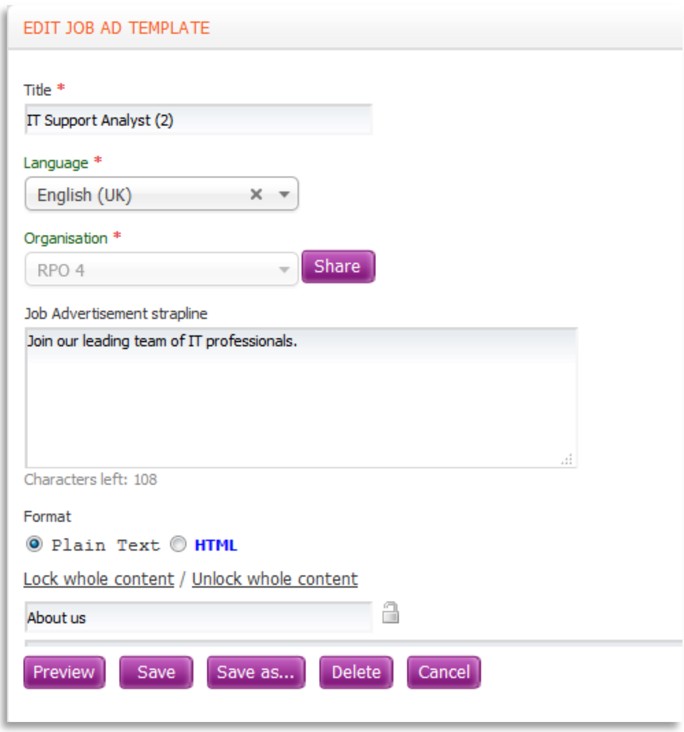
Recommended configuration to support automation;

- Define Job Advert Templates through the workspace App
- Assign templates to the organisation in Administration Settings

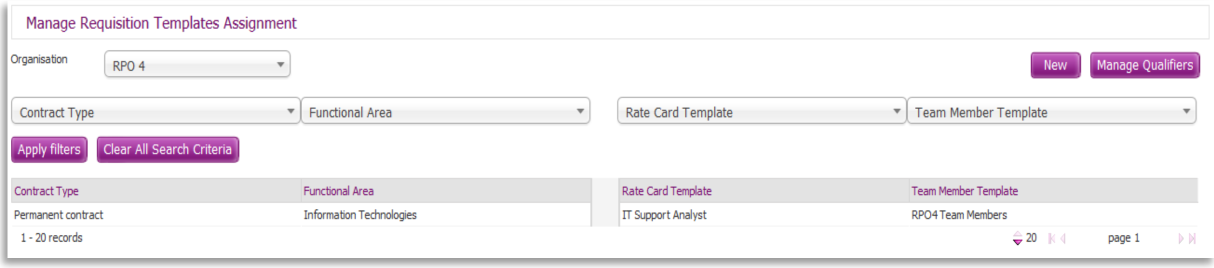
Advert Templates are configured from the workspace App. The App is aimed at driving efficiency and standardization and enables users to view and manage advert templates.



From here, it's possible to create fully populated adverts as well as lock and unlock the content.



After the Job Advert Templates have been configured they're assigned to an organization from the Administration Settings, Manage Requisition Templates Assignment section in the same way as a Rate Card and Team Member Templates.



ⓘ Job Advert Templates can only be assigned to Organisations where the Standard Flexible Job Advert setting is not active in the Organisation Properties.

Site Management Auto-posting Rules

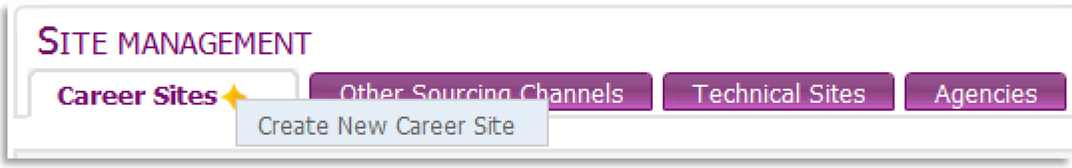
Auto-posting Rules can create huge time savings when it comes to posting an advert. Configured in Site Management these rules allow users to select any number of configured posting channels to be auto-posted to in one click.

Recommended configuration to support automation;

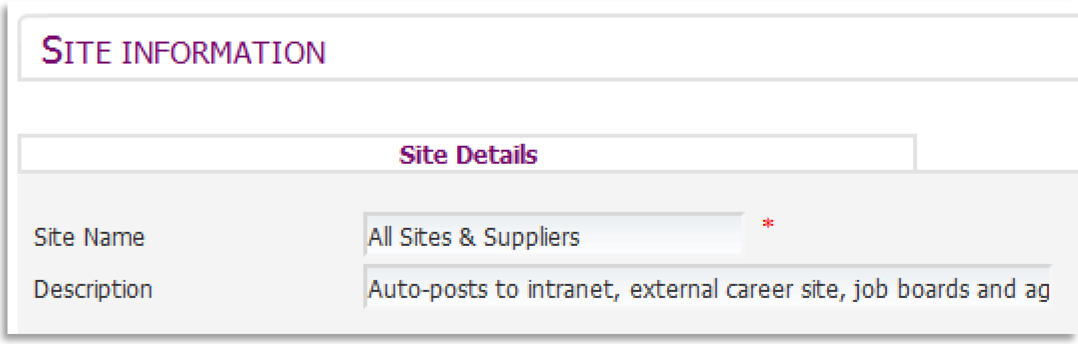
- Create a 'One-Click' Career Site with auto-posting rules to all standard posting channels.

To display the *Site Management* page, from the **Settings** section of the left dynamic menu, select **System Administration**, then **Site Management**.

From the **Career Sites** tab create a new career site



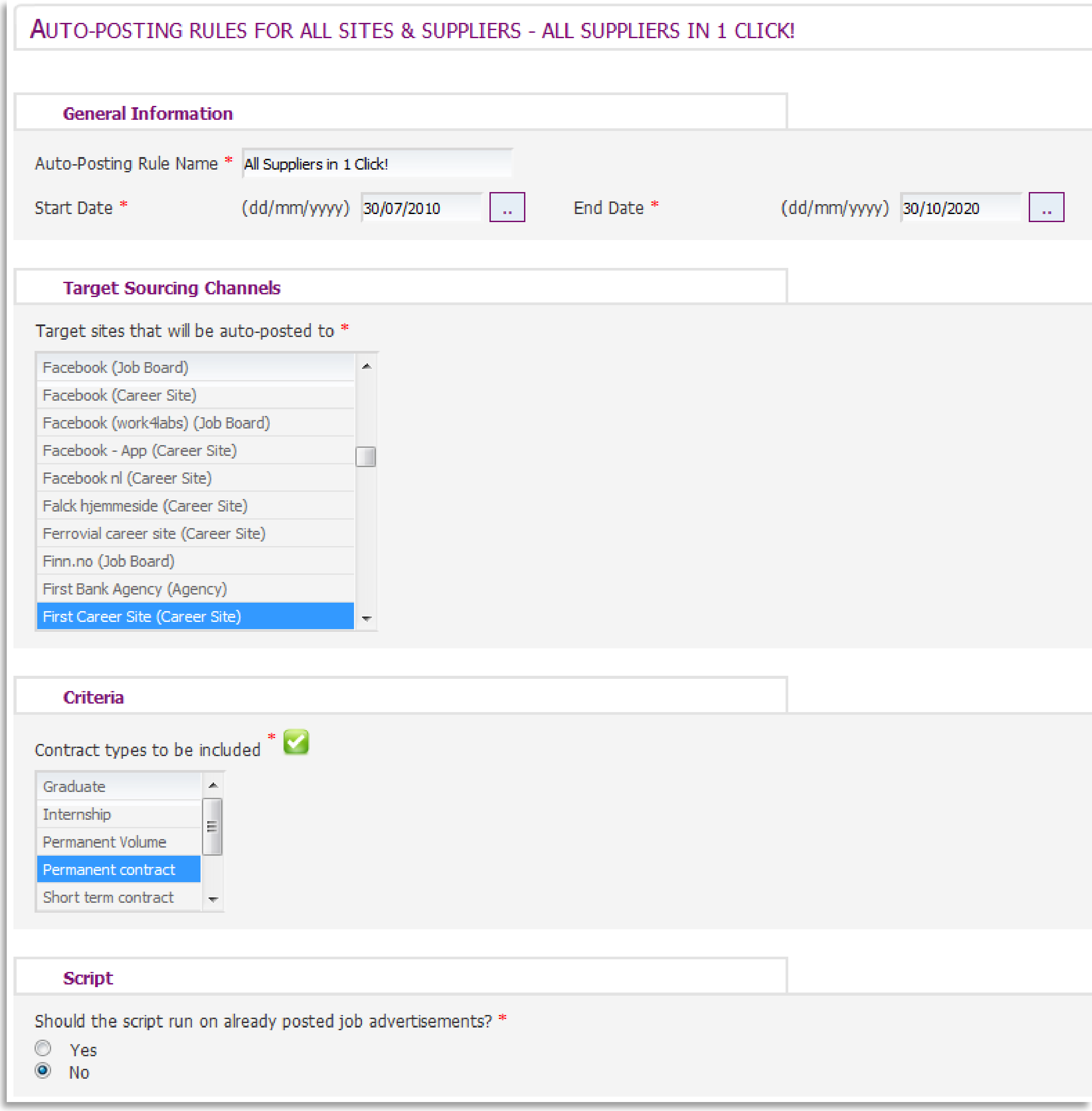
Define a name for the site in the **Site Information.**



From the bottom of the *Site Information* page, select **Auto-Posting Rules**.

Click to create a new rule

Enter the information as required and choose all relevant target sites. At the bottom of the page in the **Script** section, you can enable auto-posting of jobs that are already posted on the original site. If you select **No,** the auto-posting rule only applies to jobs posted in the future.



Application & Prescreening

Some of the greatest process efficiencies can easily be achieved through TalentLink's powerful automatic prescreening tools. Through default application processes, candidate questionnaires and default dispatching rules, recruiters and hiring managers can enjoy the benefits of only having to review candidates who pass minimum, or even advanced, requirements for a role.

Default Application Process

Recommended configuration to support automation;

- Define internal and external application processes

Each Default Application Process is created:

- Per organization
- Per language
- Per contract type

Having a default Application Process enabled means that all postings in a particular organization and created in a certain language use this Application Process. However, recruiters can still edit this process when posting the job if necessary.

From the *Process Management* page, in the **Default Application Process** section, select **Manage Assignment**.

DEFAULT APPLICATION PROCESS MANAGEMENT

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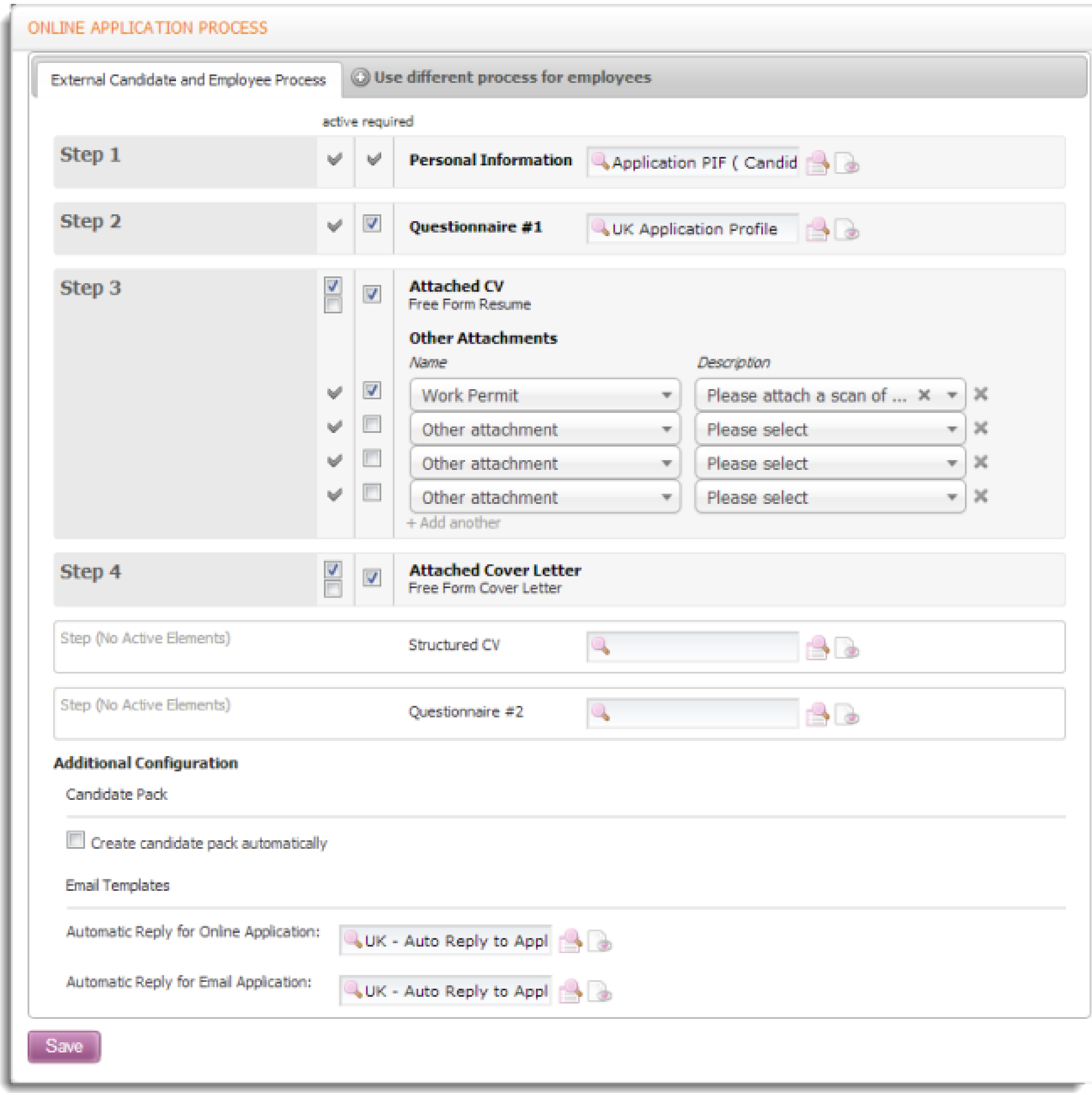
Organization

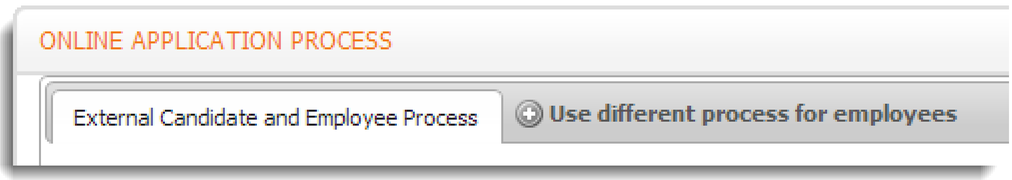
Accelerator US

Language (All)	Requisition Type (All)	Content		Pre-Screening Rules
Arabic	ANY - DEFAULT	Empty	Edit	Edit
Chinese	ANY - DEFAULT	Empty	Edit	Edit
Danish	ANY - DEFAULT	Empty	Edit	Edit
Dutch	ANY - DEFAULT	Empty	Edit	Edit
English (UK)	ANY - DEFAULT	Empty	Edit	Edit
English (US)	ANY - DEFAULT	Empty	Edit	Edit
Estonian	ANY - DEFAULT	Empty	Edit	Edit
Finnish	ANY - DEFAULT	Empty	Edit	Edit
Flemish	ANY - DEFAULT	Empty	Edit	Edit

On the *Default Application Process Management* page, select the first **Edit** link in the language row for which you want to set up a default Application Process.



If you need to set up the same default Application Process for both internal and external candidates, enter all the data in the *External Candidate and Employee Process* tab.



To define two separate Application Processes, select the *Use Different Process for Employees* tab. Two similar sections are displayed on the same screen, one defining the process to be used by external candidates and the other by employees.

All job advertisements created for jobs in this particular organization and in the selected language follow this default Application Process, unless they are edited by recruiters during posting.

Default Dispatching Rules

Dispatching rules enable recruiters to filter large numbers of applications by defining questions to be completed by candidates. Pre-screening like this also defines possible actions to be automatically taken by the system depending on the answers to these questions. Applications are filtered and candidates are dispatched in accordance with the selected criteria in templates.

Recommended configuration to support automation;

- Configure default 'standard' auto-reject rules against default application process
- Configure default 'standard' auto start the selection process against default application process

Each default pre-screening rule is created:

- Per organization
- Per language
- Per contract type

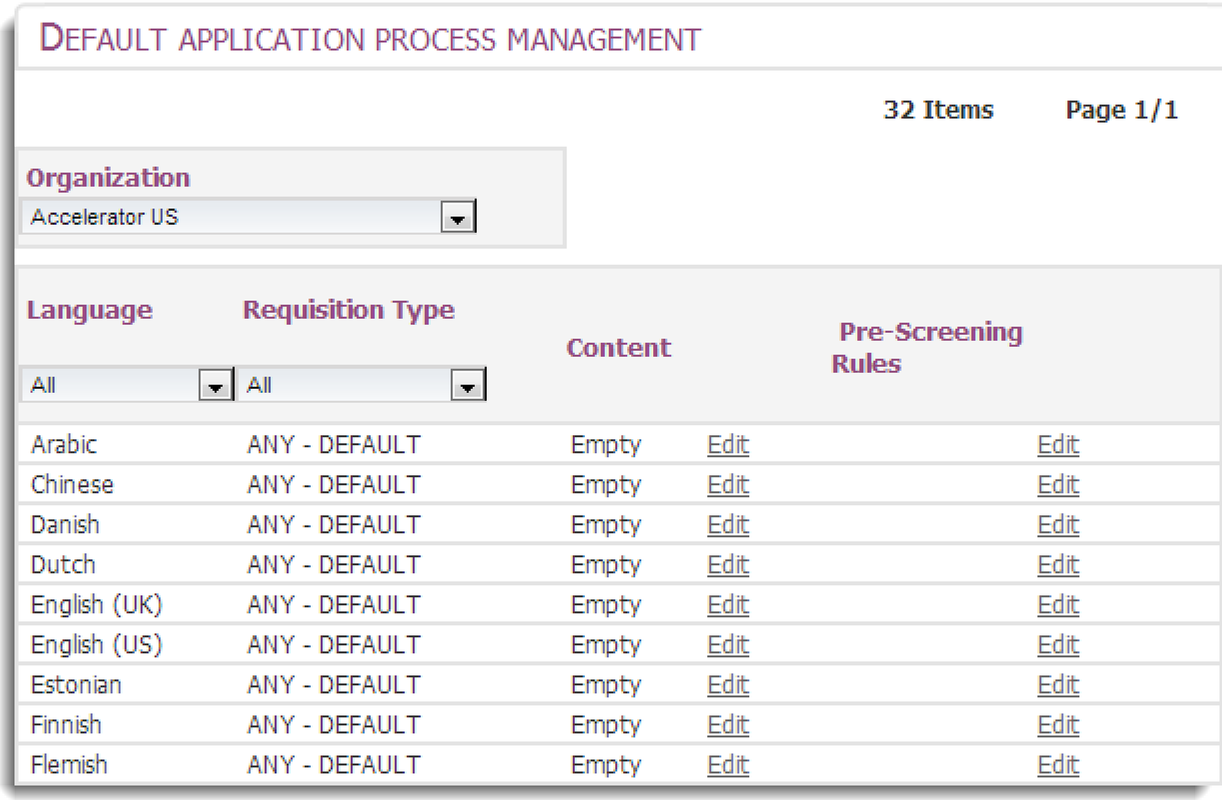
Having a default pre-screening rule enabled means that all applications for posted jobs belonging to a particular organization and created in a certain language follow this rule. However, recruiters can still edit/add/remove pre-screening rules at job level.

Pre-screening rules are of the following types:

- Reject applicant
- Link applicant to another job
- Automatically start the Selection Process of the candidate

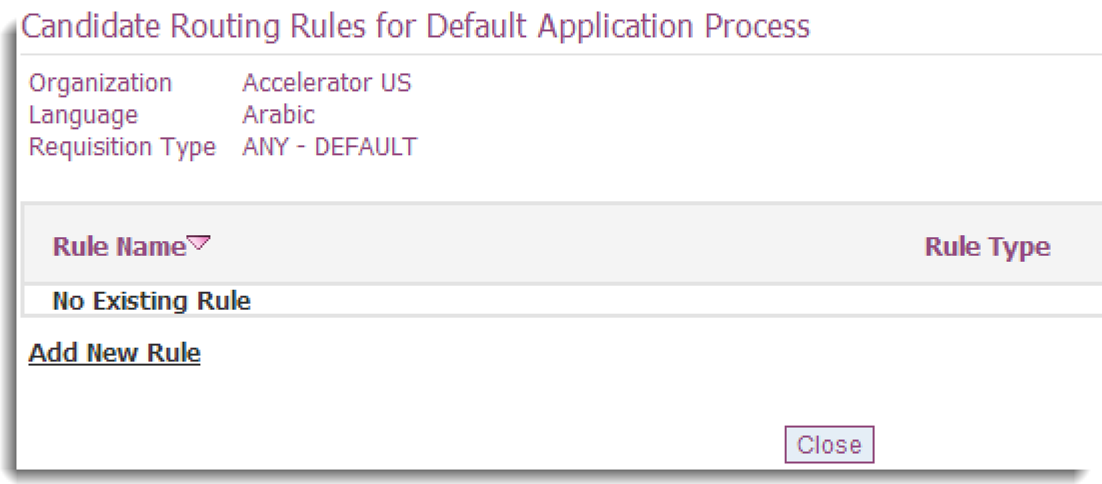
To define a default pre-screening rule a default Application Process must exist, because rules are based on templates defined in the Application Process.

From the *Process Management* page, in the **Default Application Process** section select **Manage Assignment**.



Language	Requisition Type	Content		Pre-Screening Rules
All	All			
Arabic	ANY - DEFAULT	Empty	Edit	Edit
Chinese	ANY - DEFAULT	Empty	Edit	Edit
Danish	ANY - DEFAULT	Empty	Edit	Edit
Dutch	ANY - DEFAULT	Empty	Edit	Edit
English (UK)	ANY - DEFAULT	Empty	Edit	Edit
English (US)	ANY - DEFAULT	Empty	Edit	Edit
Estonian	ANY - DEFAULT	Empty	Edit	Edit
Finnish	ANY - DEFAULT	Empty	Edit	Edit
Flemish	ANY - DEFAULT	Empty	Edit	Edit

Select the second **Edit** link in the language row for which you want to set up a pre-screening rule.

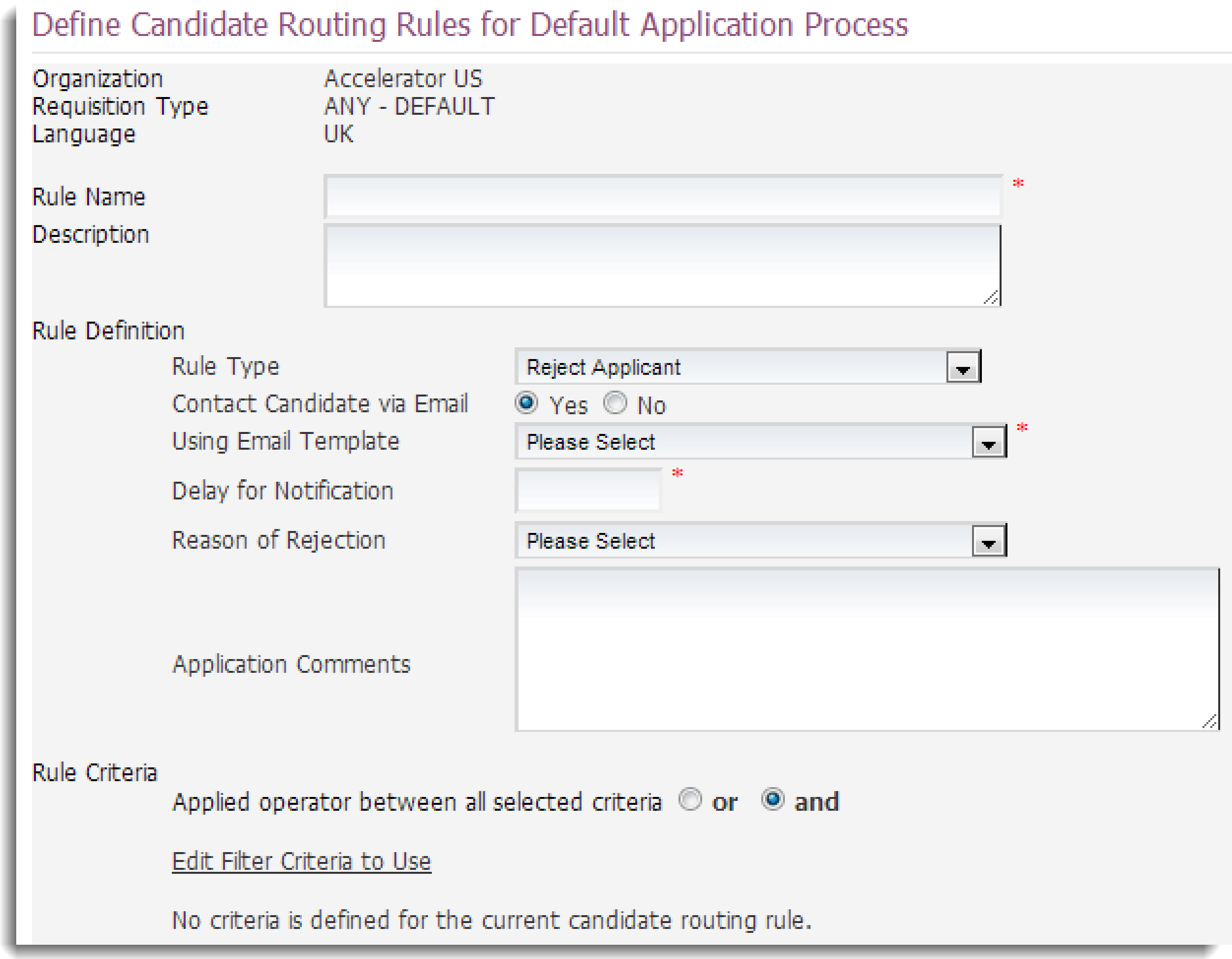


Click **Add New Rule** to define a pre-screening rule for this Application Process. If you set up different processes for each contract type, you can also set up different pre-screening rules for each contract type.

Reject Applicant

From the *Define Candidate Routing Rules for Default Application Process* page, type the **Rule Name** and an optional **Description**.

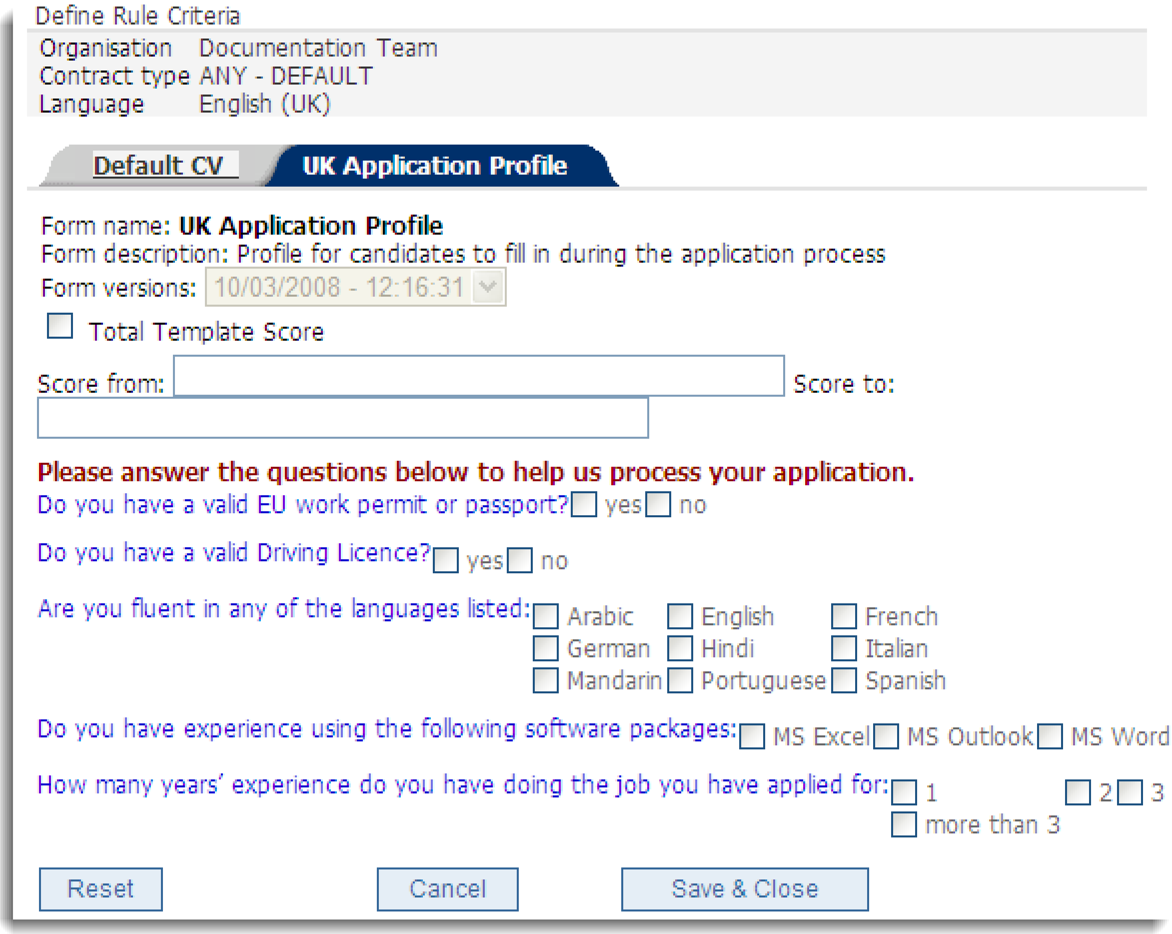
Select **Reject Applicant** as the **Rule Type** and select if the candidate will be notified by email.



Enter other information as required. **Delay for Notification** is the number of days to wait before sending the rejection email.

To set your rule criteria, define if the operator is **or** or **and** then select **Edit Filter Criteria to Use**.

Select the criteria that will disqualify the candidate - they will be rejected if their selections match yours. You can either define the prompts which the candidate must fill in or you can set a score range if you have a scored template.

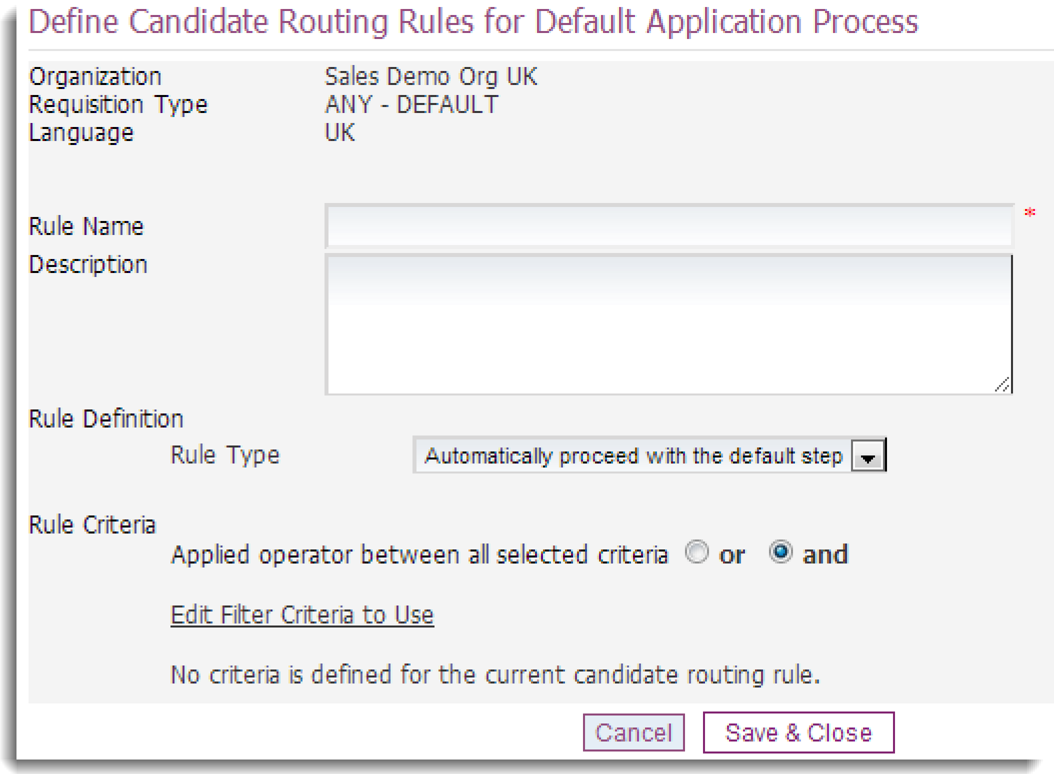


Click **Save & Close**.

Automatically Proceed With The Default Step (Default Application Process)

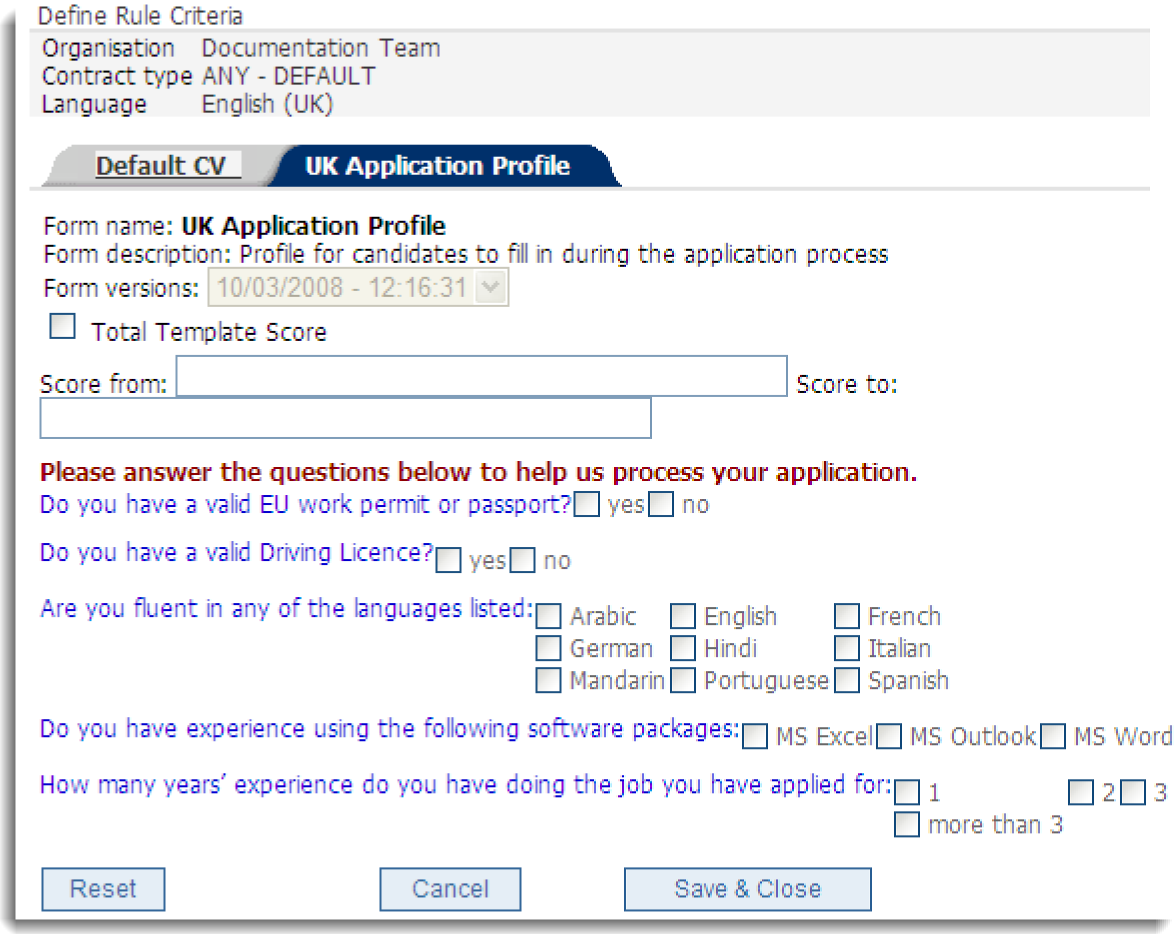
From the *Define Candidate Routing Rules for Default Application Process* page, type the **Rule Name** and an optional **Description**.

Select **Automatically proceed with the default step** as the **Rule Type**.



To set your rule criteria, define if the operator is **or** or **and** then select **Edit Filter Criteria to Use**.

Select the criteria in the profile or questionnaire of the Application Process. You can either define the prompts which the candidate must fill in or you can set a score range if you have a scored template.


Define Rule Criteria
Organisation Documentation Team
Contract type ANY - DEFAULT
Language English (UK)

Default CV | UK Application Profile

Form name: **UK Application Profile**
Form description: Profile for candidates to fill in during the application process
Form versions: 10/03/2008 - 12:16:31

☐ Total Template Score

Score from: Score to:

Please answer the questions below to help us process your application.

Do you have a valid EU work permit or passport? ☐ yes ☐ no

Do you have a valid Driving Licence? ☐ yes ☐ no

Are you fluent in any of the languages listed: ☐ Arabic ☐ English ☐ French ☐ German ☐ Hindi ☐ Italian ☐ Mandarin ☐ Portuguese ☐ Spanish

Do you have experience using the following software packages: ☐ MS Excel ☐ MS Outlook ☐ MS Word

How many years' experience do you have doing the job you have applied for: ☐ 1 ☐ 2 ☐ 3 ☐ more than 3

Reset | Cancel | Save & Close

Click **Save & Close**.

Selection

The Selection Process applies to candidates registered in the Back Office and defines all the steps that a candidate must go through before they receive a hiring offer

By using the available functionality to automate many of the transactions that take place during the selection phase, customers can benefit from greater efficiencies and time savings compared to more manual processes.

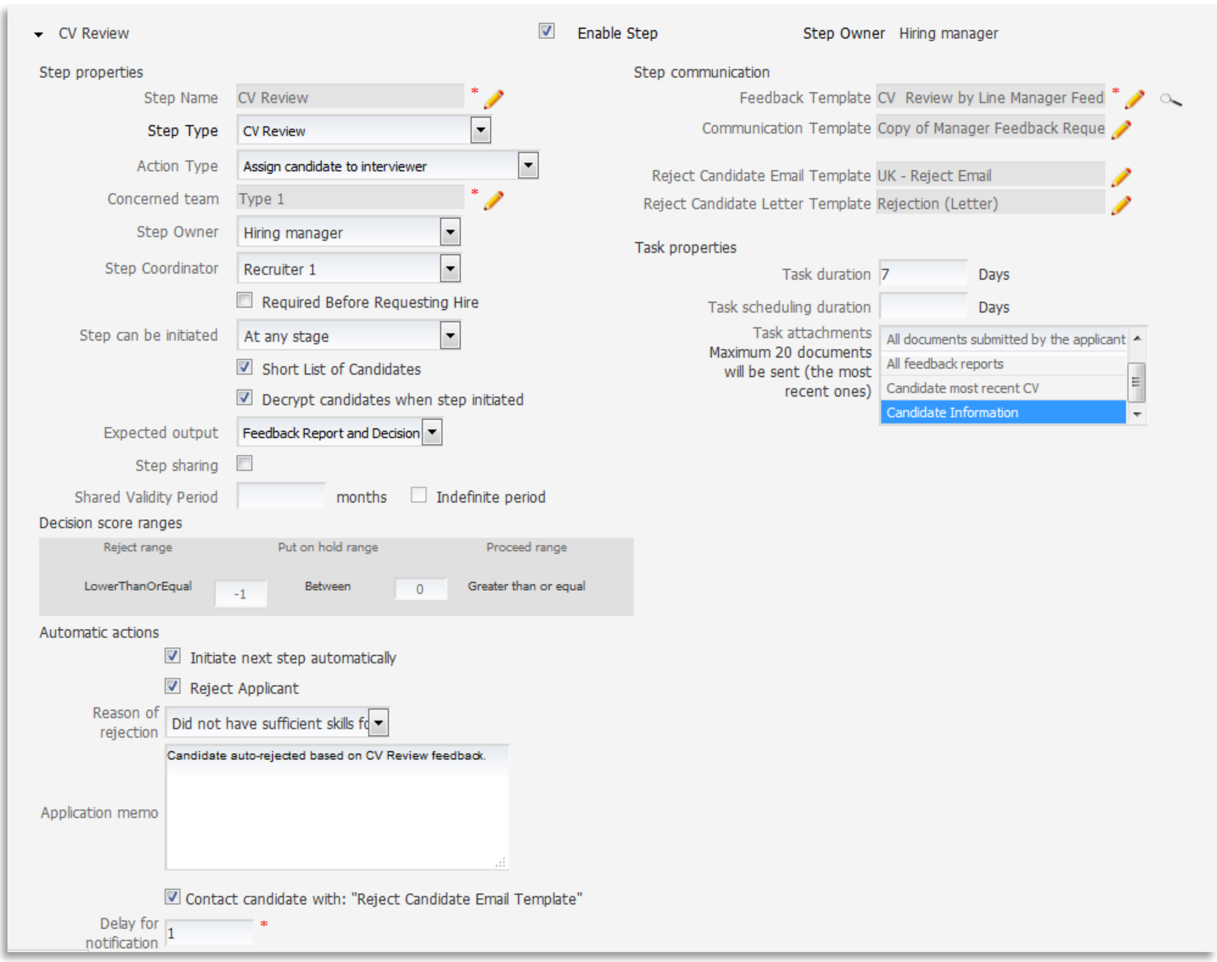
The following sections provide further details as to the recommended configuration for the standard step types in the selection process as well additional settings that support an automated approach.

Default Selection Process

CV Review Step

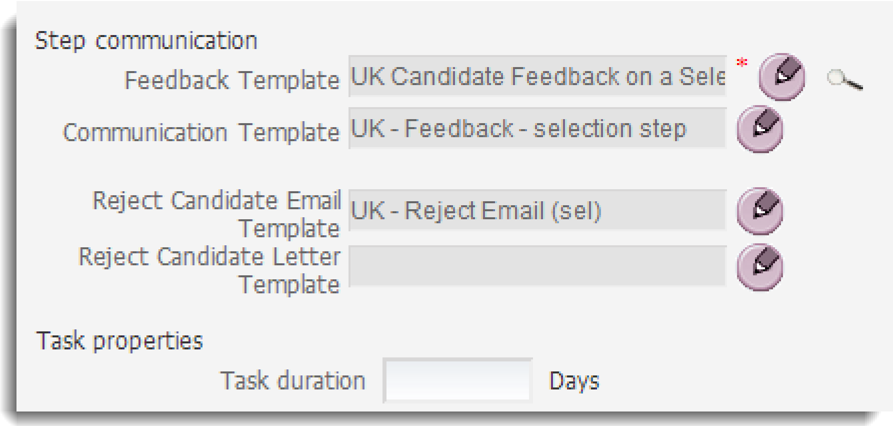
Recommended configuration to support automation;

- Step communication template defaults configured
- Task properties defined
- Expected Output: Feedback Report & Decision
- Auto Actions: Initiate next step automatically enabled
- Auto Actions: Reject Applicant enabled with reason and memo
- Contact candidate with Reject Email Template enabled and delay set



Setting the Default Communication Templates.

Click next to **Template** to select the Feedback Report or Communication Template you require.



The list of available templates is displayed. If required you can filter them by organization.

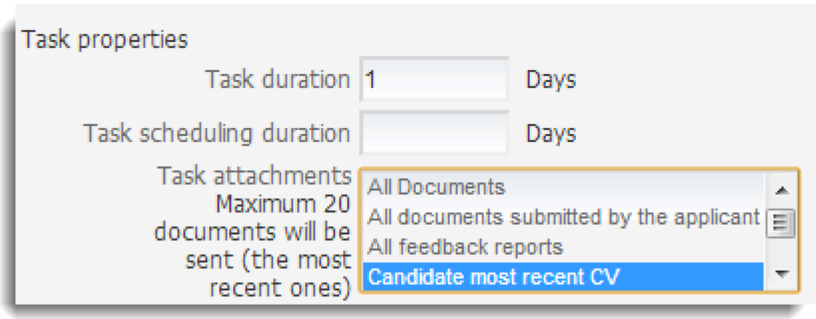
Setting the Task Properties

You can define the duration of the task, and the task scheduling duration. This is a good way of informing recruiters and coordinators that tasks are taking longer than hoped.

Type the number of days in the **Task Duration** and **Task Scheduling Duration** fields.

When this number is exceeded the user will see the task as overdue in their Communication Centre.

You can also specify what kind of documents will be sent to the user when they are requested to perform a task.



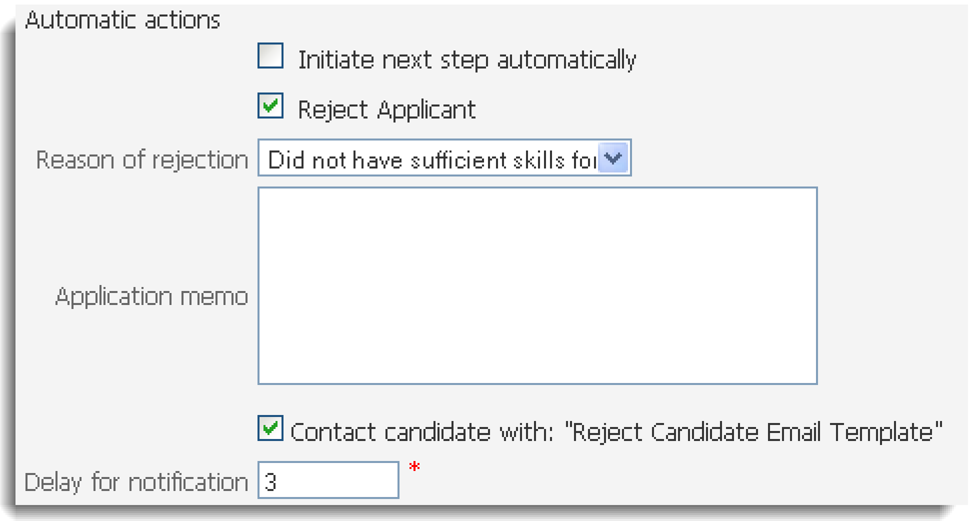
Select an option from **Task Attachments**.

Setting the Output to Feedback Report and Decision

By setting the step output as Feedback Report and Decision after the Hiring Manager fills in the Feedback Report they must also take a decision about the candidate (Reject, Proceed or Put on Hold).

Setting the Automatic Actions

Initiate next step automatically. If this option is active, once the selection step is complete, actions relating to the following step are triggered automatically.



Initiate next step automatically is enabled only if:

- There is at least one subsequent step configured
- Either **Feedback Report and Decision** or **Feedback and score decision** is selected as the **Expected Output**.

In both cases, **Proceed** must be the output decision of the step (either user-selected or automatic). For example if the hiring manager or recruiter decides to put a candidate on hold, the next step will not be triggered automatically, which also happens if the feedback report score is to reject the candidate based on the score decision.

- Actions which are necessary on Configuration level:
  - Step owners must be defined (for all types of steps)
  - Expected Output - Only Feedback and Decision, Feedback and Score Decision (the step starts only if the decision taken by the interviewer during the selection process is Proceed)
  - Feedback report templates must be defined (this is mandatory for all step types)
  - Communication templates must be defined
- During the selection process of a candidate, the recruiter must decide to Proceed as the first condition for the next step to be automatically launched. Additional conditions which need to be met on a step level:
  - For all step types - The step must be submittable
  - For all step types - The step can be initiated at the current application status
  - For *Meeting Session* steps - The step owner must have availabilities defined
  - For *Session* steps - There must be sessions with available seats created for the session category of the step
  - For *Additional Information from Candidate* steps - The candidate must have a valid email address
  - For *External System* steps - The candidate must have a valid email address

For each step type there are specific conditions that need to be met for successful configuration of this feature:

a) *CV Review and Additional Assessment*

- Step Owner defined

b) *Meeting Session*

- Step Owner defined
- Step Owner needs to be a TalentLink user
- Step Owner must have availabilities defined (action to be done in their **Communication Centre > Calendar or in the Interview Scheduler** tab)

c) *Session*

- The selected Session Category must have an available session linked to it (action to be done in the **Communication Centre > Meeting Sessions** tab)

d) *Additional Information from the Candidate*

- The candidate must have an email address defined

e) *External System*

- The candidate must have an email address defined
- A new test instance needs to be initiated.

If all conditions are met (both in Configuration and at step level), the following actions are automatically launched:

- *CV Review* - The step is submitted to the Step Owner
- Additional Assessment - The step is submitted to the Step Owner
- *Meeting Session* - The candidate is invited through e-booking
- *Session* - The candidate is invited to the available sessions
- *Additional Information from Candidate* - The candidate is contacted
- *External System* - The candidate is contacted and a new instance test is sent

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ⓘ For all automatic actions, the author is the System user (the GSA). This is visible in the application page of the candidate and in their Candidate History. If there is a Step Coordinator for the automatic step, this user is notified in their Communication Centre:

ⓘ If the step started successfully.

ⓘ If the automatic start of the step failed.

If the next step fails to start automatically, this action is registered in the Candidate History

Reject Applicant is used to enable a candidate to be rejected permanently from the Selection Process.

This option may be activated only if **Feedback report and decision** or **Feedback and score decision** is selected as the expected output. In both cases Reject must be the output decision of the step.

The system will reject candidates not only at the step level but from the whole Selection Process. The Application Status is *Rejected*.

If the **Reject Applicant** option is selected additional information must be provided:

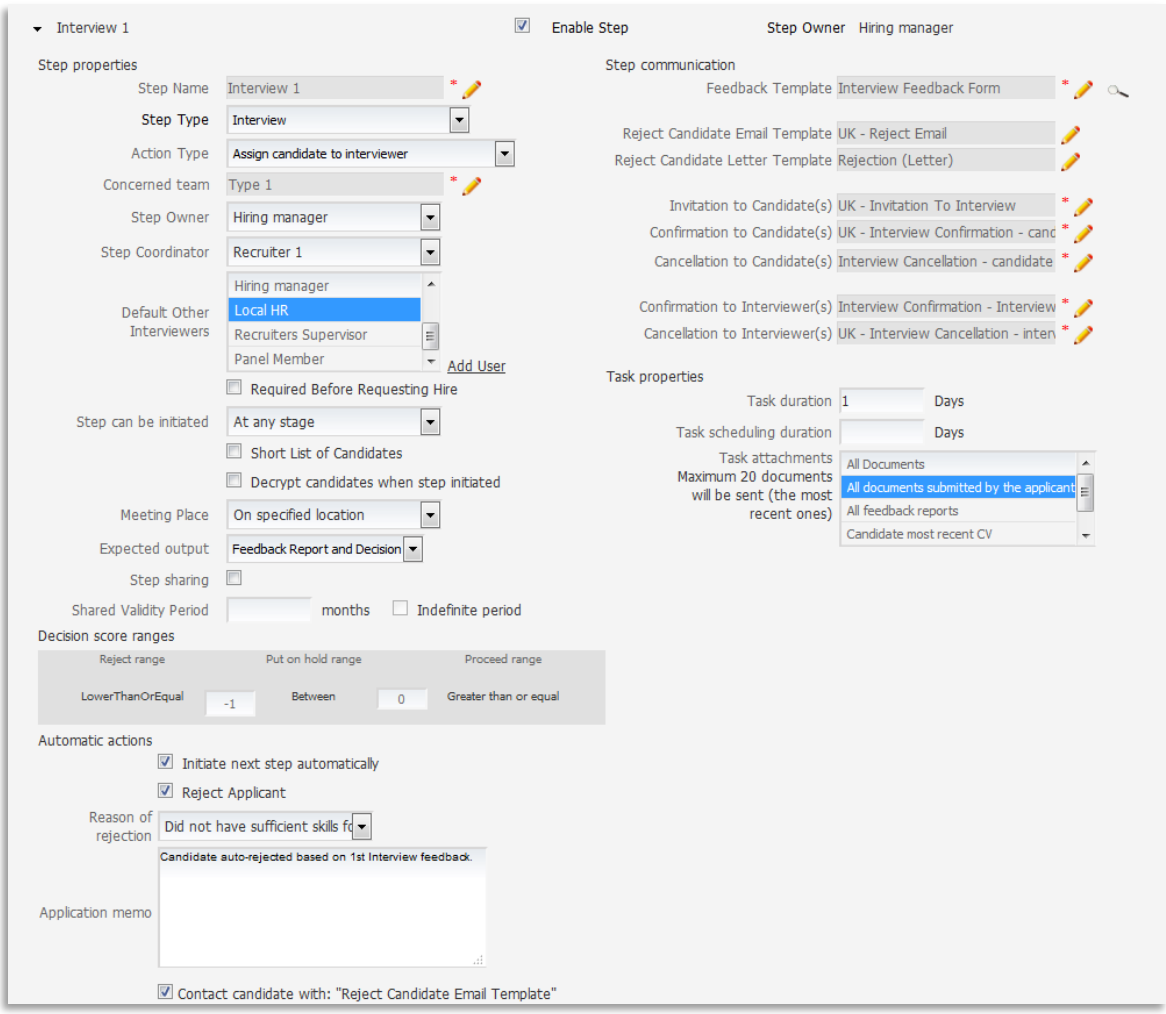
- Reason of rejection – pick one from the dropdown list
- Application Comments
- Specify whether you want to contact the candidate with the appropriate rejection email

- If you want to contact the candidate you must specify the notification delay (calculated in days). If you select 0 the email is sent automatically once the candidate is rejected; 1 = one day later, and so on

Interview Step

Recommended configuration to support automation;

- Step communication template defaults configured
- Task properties defined
- Expected Output: Feedback Report & Decision
- Auto Actions: Initiate next step automatically enabled
- Auto Actions: Reject Applicant enabled with reason and memo
- Contact candidate with Reject Email Template enabled and delay set
- Default other interviewers defined



The steps to configure each of these recommended settings are the same as the previous description for thee CV Review step, with the addition of selecting the appropriate other interviewers to select as a default for interviews scheduled at this step.

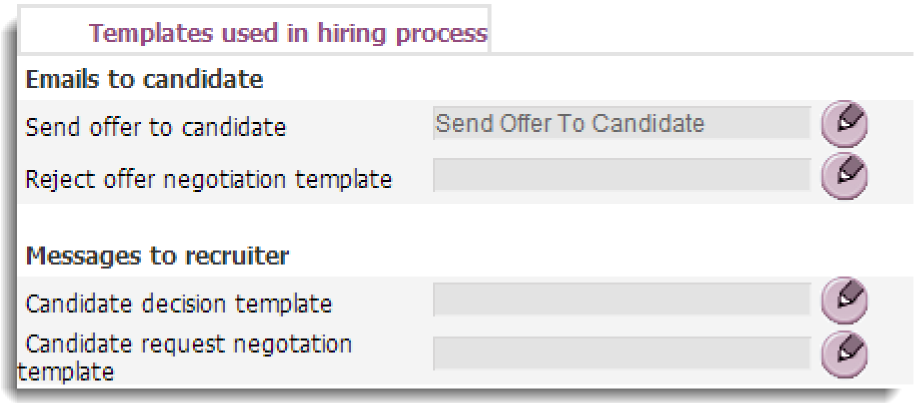
Templates Used in the Hiring Process

Recommended configuration Recommended configuration to support automation;

- Emails to candidate: defaults defined
- Messages to recruiter: defaults defined

To cut time taken during the hiring process it’s recommended that the default templates for this stage are defined in the default selection process.

Click to select the required email template. Templates are defined in the Communication Templates module (see page **Error! Bookmark not defined.**).



- Send offer to candidate - Used when the recruiter selects the **Send Offer** option on the *Hiring Process* page
- Reject offer negotiation template - Used when the recruiter does not want to negotiate with the candidate
- Candidate decision template - Used when the candidate either accepts or rejects the offer
- Candidate request negotiation template - Used when the candidate does not accept the first offer, and makes a counter offer to the recruiter

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ⓘ Offer negotiation is enabled in Company Configuration (see TalentLink Administrator’s Guide, page **Error! Bookmark not defined.**).

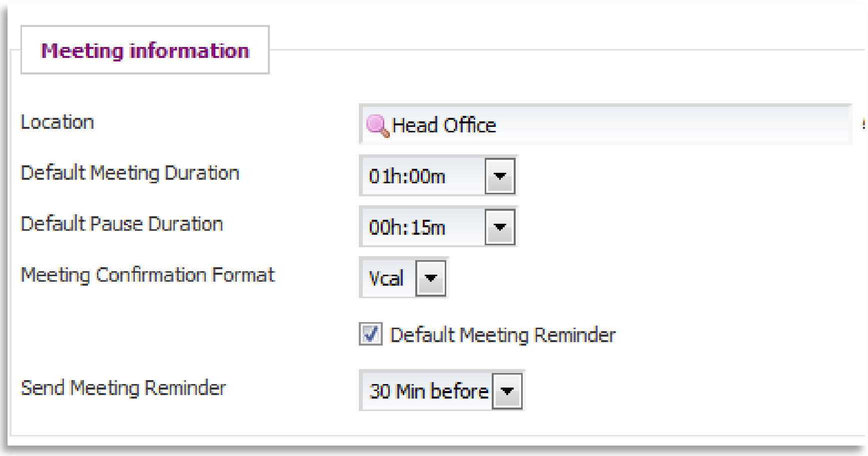
Personal Settings for MSS Users

User Preferences

Recommended configuration to support automation;

- Meeting information default settings defined

By setting the default meeting information in the MSS Users' User Preferences time can be saved when the user comes to define interview availability during the selection process as the required fields will be automatically populated with this information.

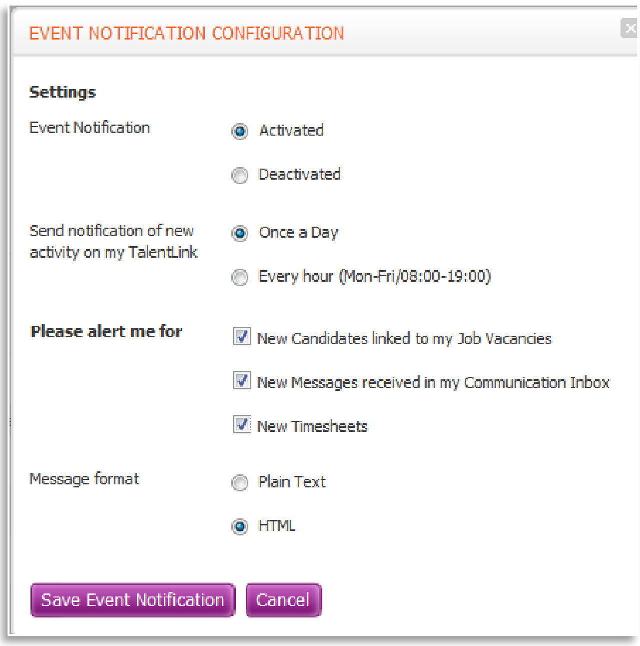


Event Notification

Recommended configuration to support automation;

- Settings and alerts activated

When active, event notifications are automatically sent to the email inbox of the specified user when new applications are linked to their jobs and when new tasks are created. By ensuring that these notifications are activated delays in the process can be avoided, to support quick action when needed.



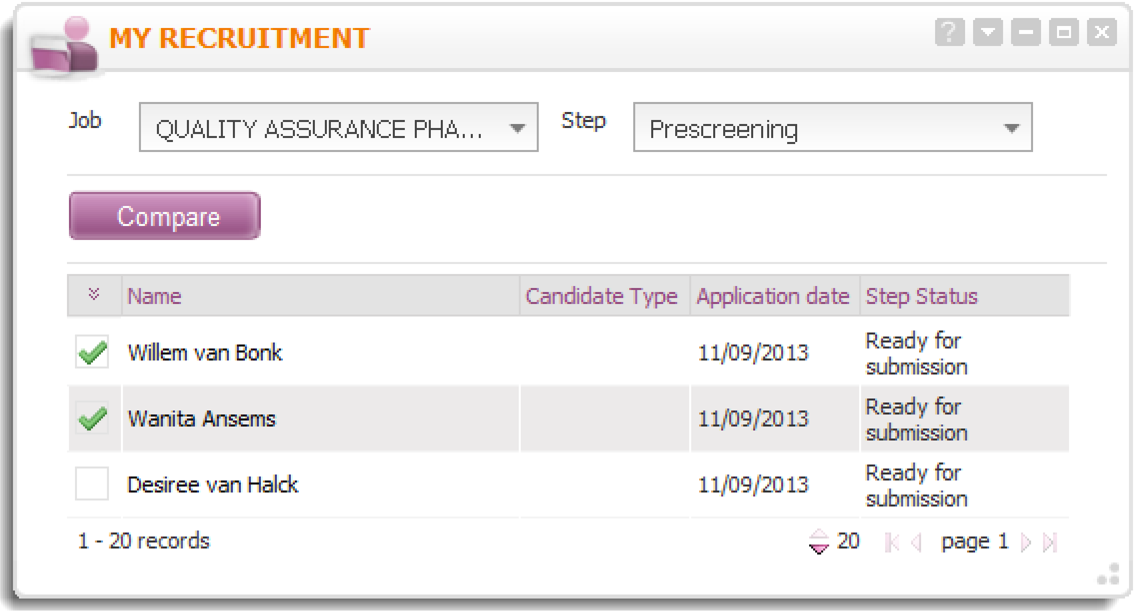
Workspace – My Recruitment App

To support faster and more efficient candidate reviews during the selection process it’s recommended that the My Recruitment App is added to the MSS Users’ default workspace.

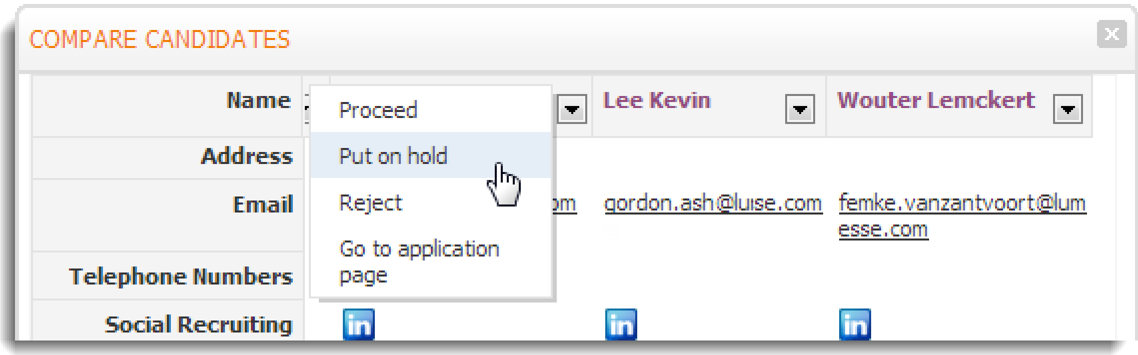
The App provides users with the ability to review up to 4 candidate records, including access to the candidate pack and feedback forms, simultaneously. Tests have shown that this can reduce the amount of time taken to review and record feedback on candidates by over 80%.

It only displays job openings where you are assigned to an operational or recruiting team; job openings that are not assigned to you will not be displayed.

You can select up to four candidates and compare them side by side.



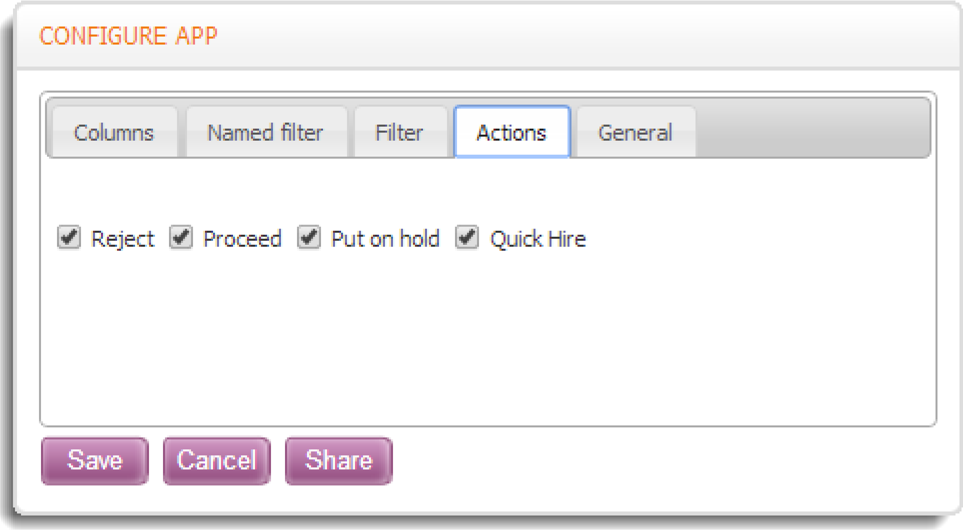
In the *Compare Candidates* page you can view each candidate and perform actions such as *Proceed*, or *Reject*.



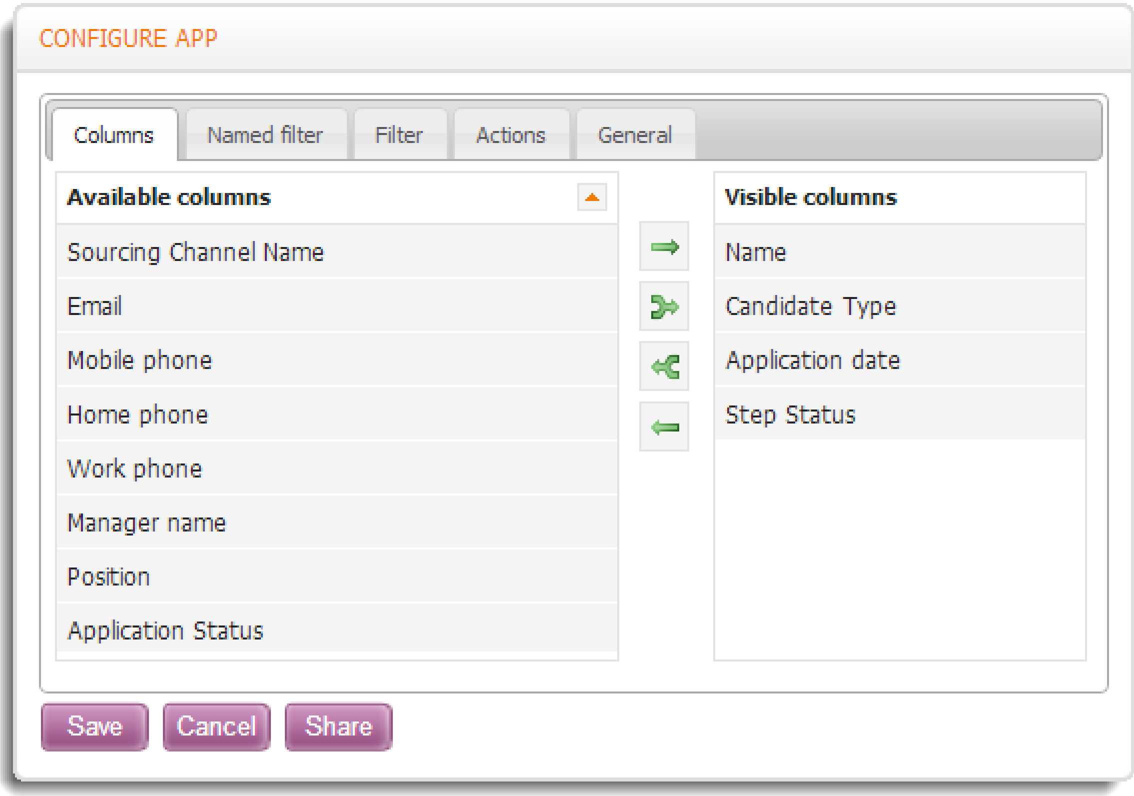
The actions that appear in the dropdown list on the *Compare Candidates* page are enabled on the *Actions* tab.

The *Quick Hire* action lets you skip all selection steps and change a candidate's status to Hired.

ⓘ *Quick Hire* will only appear if the systems administrator has enabled **Allow to hire candidate(s) outside of the hiring process** in the **Company Configuration>Hiring Process** section.

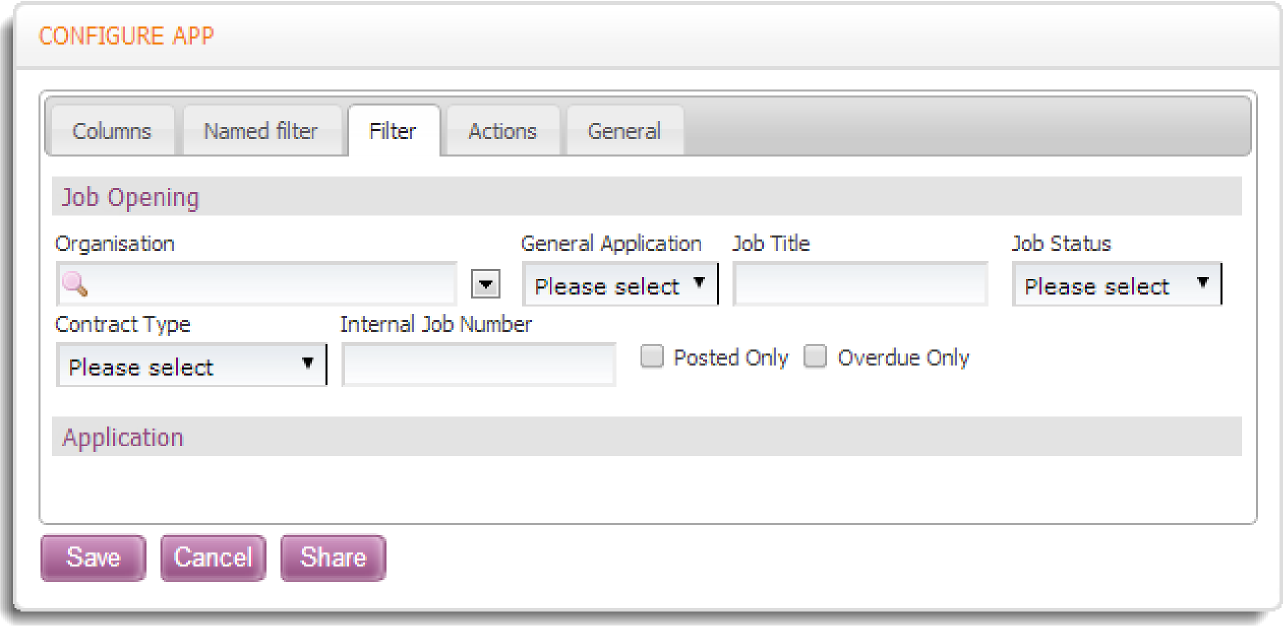


Configuration Options



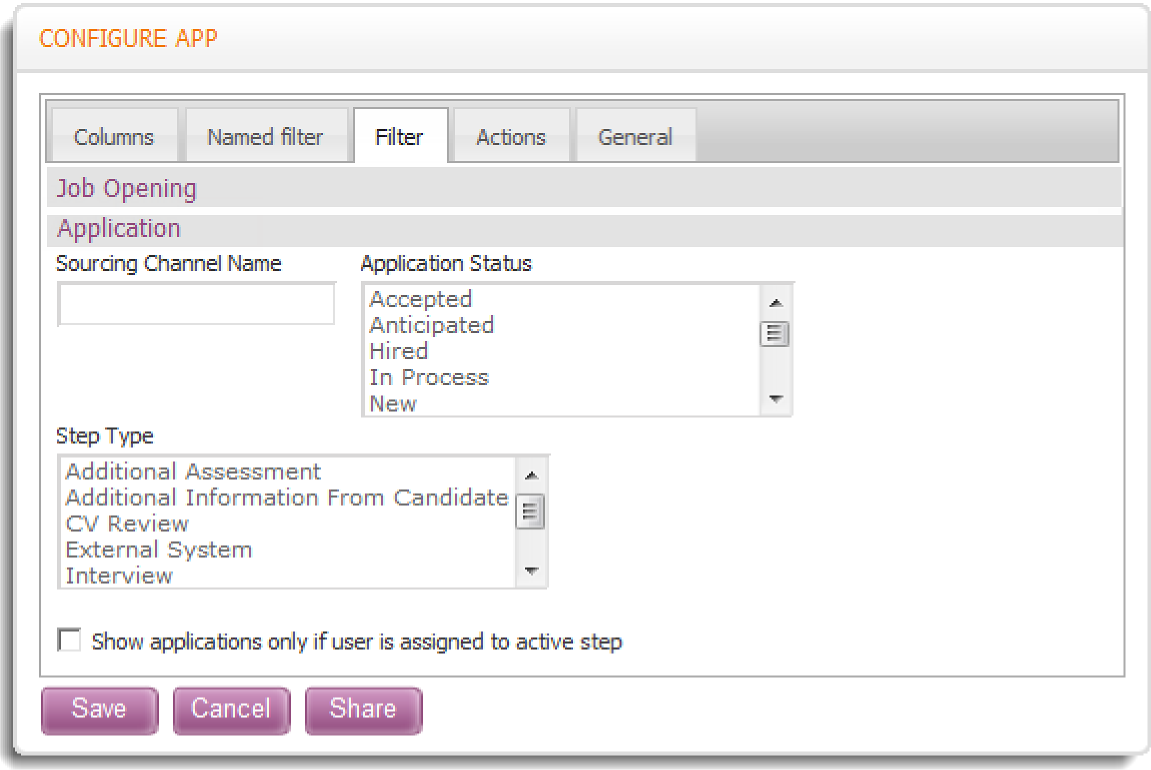
Job Opening Section

On the *Filter* tab, the following filters are available in the **Job Opening** section.



Application Section

On the *Filter* tab, clicking **Application** displays more filtering options.



Offer, Hire & Close Job

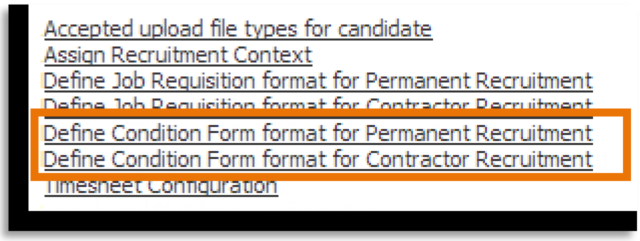
Condition Form Format

As with the job requisition form; fields and values in the condition form can be pre-populated through defaults applied in the configuration - saving time in the hiring process.

Recommended configuration to support automation;

- Recruiter specific fields not displayed to MSS User
- Default field values set

1. To define a format, select the appropriate link from the *Organization Properties* page:
   - **Define Condition Form format for Permanent Recruitment**
   - **Define Condition Form format for Contractor Recruitment**



2. Select fields you want to display in the Condition form.
   Selecting **Displayed** will make the field visible to recruiters. Selecting **MSS** will make the field visible to managers or users with access to the MSS portal.
   TS Triggers (Timesheet triggers) are explained in Timesheet Adjustment Configuration

3. You can set default field values for your organization if required by selecting them from each list.

Template Management: MS Word Contract Template

Lumesse TalentLink enables customers to create contract and offer letters using MS Word. When details of a contract are stored within a TalentLink "Conditions Form" these details can be downloaded to a template using standard MS Word Mail Merge functionality.

For the majority of customers their contractual documentation changes depend on the terms of employment for a candidate based on a wide variety of parameters, contract type, location, function of a position and so on. These variations often change the legal clauses and paragraphs that should be used within each issued document.
TalentLink does not store the specific text for these flexible paragraphs and sections and often customers have a very large number of variable sections which can become unmanageable for individual users or employees.

Standard MS Word includes a capability for Mail Merge called "Field Formatting" or "Field Switching". This gives a template owner the power to apply rules to individual sections of text which can automate the display or hiding of later text.

For full instructions on how to implement this for your organisation please refer to the separate guide "Lumesse TalentLink Using MS Word Field Formatting"

Organisation Properties

Enable Auto-closing

When a job is created in TalentLink the recruiter must specify the number of hires for the position. Auto-closing closes the job automatically when the specified number of hires has been reached. All other active candidates are automatically put in a *Closed* status so they can be considered for archiving in accordance with the Data Privacy rules.

Through the use of the Queues Management tool it's also possible to automatically email candidates with a pre-selected template when this happens.

Recommended configuration to support automation;

- Set Enable Auto-closing to Yes

The auto-closing feature is found in the Company Configuration settings.