Standard Recruiter Guide

CREATING AND POSTING VACANCIES ON TALENTLINK

Introduction

Our Standard Recruiter Guide gives you all the steps and advice you need to create and post vacancies using Talentlink.

This guide provides step by step instructions on;

Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your Job Opening/Jobs Posting queries.
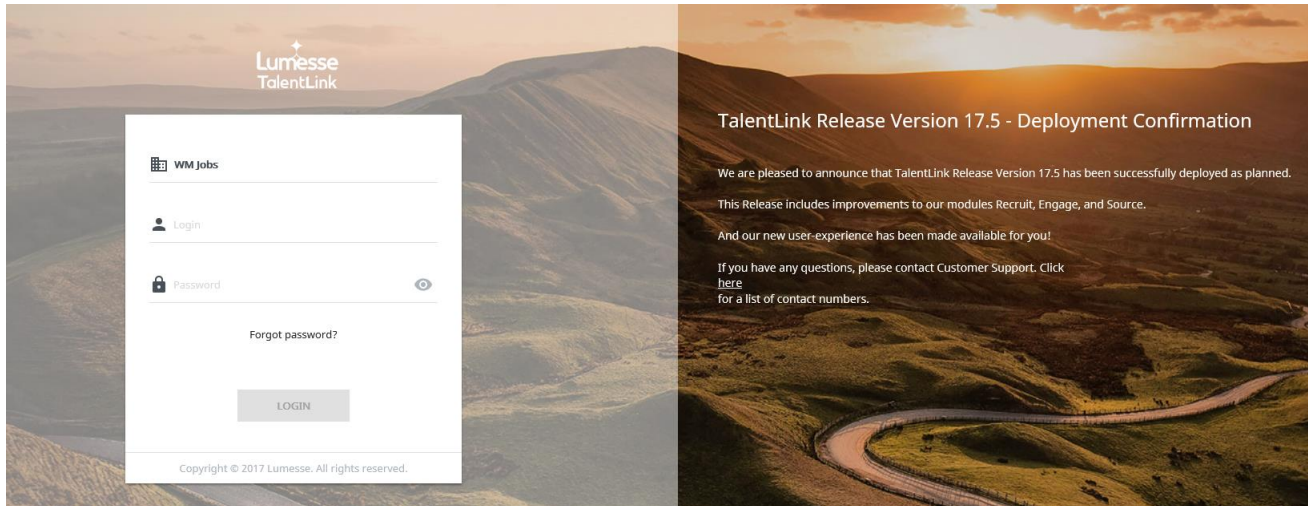
Top tips

Important Information

Best Practice

1. Accessing TalentLink

To access TalentLink, you will need to click on the below link;

https://global3.mrtedtalentlink.com/

This will take you to the log-in screen of the system;

On the left-hand side of the screen, you will see the fields you need to complete to log-in. The first field is **Company Name**, which for the **live system**, will be '**WM Jobs**';

To switch to your sandbox environment, your company name will be '**WM Jobs Sandbox**'.

The next two fields are your login and password, the details of which should be provided to you;


Enter your details and click the 'Login' button.

On the right-hand side, you will see that TalentLink has regular updates which welcome new/enhanced functionality but may mean the system is unavailable at certain times. The release updates will keep you informed of this.

When users first logon to TalentLink, they will be asked to select their *user group*. This is a one-time question which will help the Lumesse Team understand the different user groups who use the Talentlink system, which in return will help with future developments to the system.

USER PREFERENCES

Your current selected recruitment role is **Test Account (Other)**.

Please confirm or change your role

Recruiter / Resourcer

It can be changed later in **User Preferences**.

SAVE

Once you have selected your option, this can be updated. Select your initials to the top right of the homepage and select user preferences.

BCC Trainer
WM Jobs
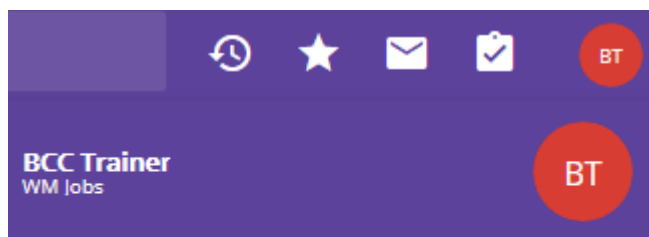
Go to Classic User-Experience

User Preferences

User Data

Change Password

Change Security Question

Personal Job Template

2. Basic Navigation

Once you have logged in to TalentLink, you will be taken to your homepage;

Along the top of your screen, you will see a toolbar with a search box. This allows you to search for vacancies and candidates that exist within your database.

> You will need to **select the relevant icon** when searching for vacancies or candidates on TalentLink

On the left hand side of your screen, you will see a menu pane. To open this pane select the top left 3 line icon and the menu will expand.

From this menu, you can see all the jobs and candidates which exist in your environment.

The options you see on your left-hand dynamic menu depend on the **level of access you have to the system**

On the top right of your screen you have several options.

Under '**Last Visited**', this will show you the candidates or job opening you have recently viewed to make navigation of the system easier. Under 'Favourites', this will show you the candidates or positions you have marked as a favourite.

To mark a candidate or job opening as a favourite, under '**Last Visited**', select the star icon next to the relevant candidate or job.
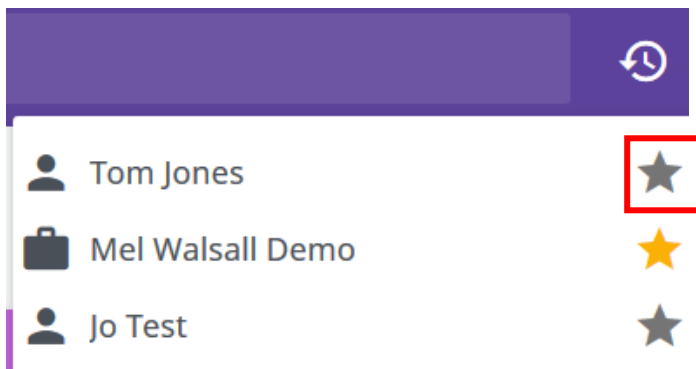
If you click the star icon, this will add this item to your '**Favourites**' menu.

To remove a favourite, under your '**Favourites**' menu, select the star next to the relevant candidate or job.
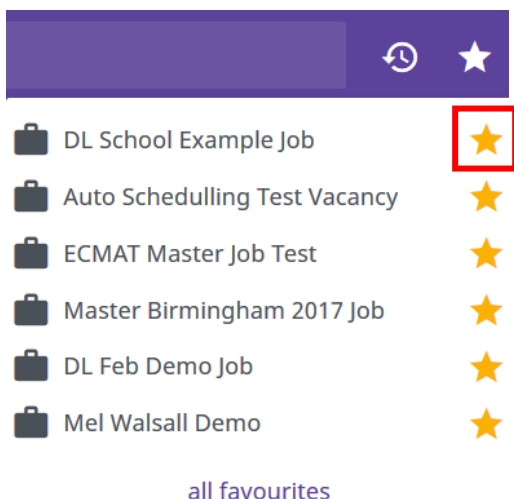
On your left hand menu, you do have a guided tour option, so please do take a tour of the dashboard. It's a great refresher tool.

 GUIDED TOUR
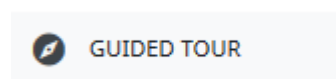
3. Creating a Job Opening

To create a job opening within TalentLink, on your homepage, select the quick Action "New Job"
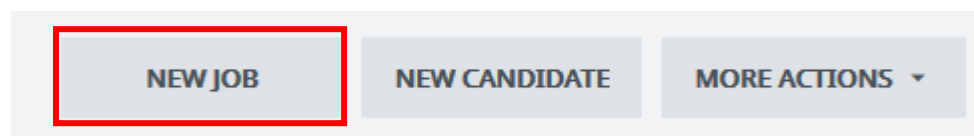
You will then be given two options – you can create a brand-new job opening from scratch by selecting '**Create New Job Opening**', or you can import details from a previous job requisition form by typing the job title or reference number into the field under '**Import new requisition content form**';

You can also click on '**Advanced Search**' to find a vacancy.

Once you have chosen your option, click '**Next**'.

You will then need to select where the position sits under your '**Organisational Structure**' by clicking the dropdown arrow next to this. This is the structure that has been built into TalentLink to reflect the hierarchy or your organisation.

Depending on how your organisation has been configured in TalentLink, **you may find you have access to multiple organisations**

Once you have selected, you will be able to select '**Contract Type**'.

Once you have selected 'Contract Type', depending on how your job requisition is configured locally, another field could appear under this for you to select. If not – don't worry.

Click '**Next**'.

NEW JOB

Organisational Structure (required)   🔍 ▼

Contract Type (required)   Please select ▼

CANCEL   NEXT

'Contract Type' and any other locally configured options which appear under this on the job requisition are known as 'qualifiers'. Once you have selected these options and select 'Next', they **cannot be changed**. Please note – 'Contract Type' appears on your advert on the website.

If the incorrect 'Contract Type' is selected, you will need to create a new position and advertise the post again.

Complete the details on the job opening tab

Work your way through the job opening page, populating each of the fields.

Any field which shows 'required' next to the field name is a **mandatory** field.

Your requisition will be made up of fields which have been customised specifically for your environment through organisation's configuration page, or standard global fields which have been created by the WMJobs Team and link directly to the front office (wmjobs.co.uk).

Below are a list of these standard global fields – please note, these may appear in a different order on your job requisition page depending on your set-up;

Advertising Location

Whatever option you select under 'Advertising Location' determines where your vacancy will appear – the external WM Jobs website, the internal or redeployment site.

> If an 'Advertising Location' isn't selected, **your vacancy will not appear on the website**. Take care if you are using Manager Self Service, as this may not be available to your Manager Self Service Users to access – **'Advertising Location' will always need to be quality checked**

Employer Name/Front Office ID

When selecting an '**Employer Name**' on your job requisition, this should always link to a '**Front Office ID**';

Employer Name (required)	(WME) West Midlands Employers ✕ ▾
Front Office ID (required)	1099 ✕ ▾

If an 'Employer Name' and Front Office ID' don't link, this will prevent a vacancy appearing on the front office as this code links to the API's we have set up for our website.

As 'Employer Name' and 'Front Office ID' are Global fields controlled by the WMJobs Team, at the point of raising a vacancy, your two fields should always link.

> If your 'Employer Name' and 'Front Office ID' fields do not link, **please contact the WMJobs Team**

Job Location Address

In this field, you are asked to enter the full address of where the vacancy is based. Whatever data is entered into this field **will appear on the front office**.

Sector/Job Type Category/Job Specific/Subject/Key Stage

These fields are all linked to each other and are options which appear on the search facility on the website which allows candidates to find a vacancy you input;

Sector (required)	Please select ▾
	Please select
Job type category (required)	Select 'Sector' ▾
	Please select
Job Specific (required)	Select 'Job type category' ▾
Subject/Key Stage (required)	Select 'Job Specific' ▾

> If you have a vacancy which falls under several 'Job type categories', **you can select multiple types when you post the vacancy**

Candidate salary search

This option links to the salary search ranges available on the front end of the site;

Candidate salary search (required)	£20 - 24,999	✕ ▾

⚙️ If you have a vacancy which falls under several 'Job type categories', **you can select multiple types when you post the vacancy**

Region/Sub Region/Sorting Location

These fields all link to each other and determine what option a candidate will select on the front office to search for a vacancy, which is usually determined under 'Sorting Location';

Region	West Midlands	✕ ▾
Sub Region (required)	West Midlands - Birmingham	✕ ▾
Sorting Location (required)	Birmingham	✕ ▾
Job Location Address Enter the location (Only the first 100 characters will show to candidates) (required)	123 Hill Street	

❗ The values which sit under **'Sorting Location'** are set specific values which link to WMJobs, which are pre-determined by Madgex as job locations

Number available

Under your 'Contract' section, you will see this field;

CONTRACT

Number available (required)	1

This is a standard field which needs to specify how many posts there are for this vacancy.

This field is important when processing your successful applicants through TalentLink.

❗ If this value does not match the amount of candidates you are trying to process an offer for, **the system will prevent you from processing multiple hires**

Schedule Type/Work hours

'Schedule Type' will ask you whether your post is Full Time or Part Time or both. This option will appear on the front office.

> If you don't specify an option here, on the front office, 'Schedule Type' will automatically default to **'Full-Time/Part-Time'**

Under 'Schedule Type', you'll see 'Work hours';

Schedule Type		Please select ▾
Work Hours	Amount	
		Hours ✕ ▾
	per	Week ✕ ▾

> Work hours **will not appear on your vacancy** on the front office. If you need to specify the hours of the post, you will need to do this is **the body of your advert**

Once you have inputted all the details on your 'Job Opening' tab, at the bottom of the window, click '**Next**';

CANCEL	CREATE	PREVIOUS	NEXT

Complete the details on the job description tab

The 'Job Description' tab is used to enter the information which will appear in your job advert.

You can enter your job advert details manually by using the fields provided, or import content from a previous advert or a job advert template.

'Import' function

At the top left of the 'Job Description' tab, you will see a button, which reads '**Import**'. If you click the chevron icon next to 'Import', you will be presented with two options;
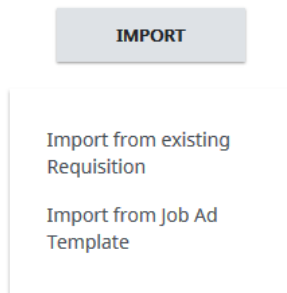
'Import from existing Requisition'

If you click '**Import from existing Requisition**', a pop-up box will appear which will show you a list of vacancies within TalentLink under the organisation you are raising the vacancy under;

You can search for vacancies using the '**Keyword**' function, or navigate through the list of records. You are also able to filter vacancies by '**Organisation**' (if you have access to more than one organisation).

Next to each vacancy, you will see an '**Action**' column.

You can select to use the details of this vacancy by selecting the [icon] icon, or you can preview the details by clicking the [icon] icon.

'Import from Job Ad Template'

From the 'Import' menu, you can also select '**Import from Job Ad Template**'.

Within TalentLink, you are able to create job advert templates which you can select when you are raising a vacancy. These can include logo's or standard text for vacancies which you can use as a standard.

> To create Job Advert Templates, you will need a certain level of access to the system. For more information around Job Advert Templates, **please see our guide available on the Service Centre**

If you have a bank of Job Advert Templates, you can select this option from the drop-down 'Import' list.

Once you select this option, again, a pop-up box will appear which will list the templates you have access to.

The functionality works the same as 'Import from existing requisition', and you can filter the templates using the 'Filter' function;

SELECT TEMPLATE   ✕

Filter by Title Ad

_____

                                    CLEAR CRITERIA   FILTER

To select a template, click the [icon] icon, or you can preview the details by clicking the [icon] icon.

If you are not using a template, you can enter the details of your advert manually into the boxes provided on your 'Job Description' tab;

| JOB OPENING * | JOB DESCRIPTION | TEAM MEMBERS | CANDIDATE PROFILE |

IMPORT

Current template in use   -

Content Type   ● Plain Text
                                ○ HTML

About us

Characters left: 4000/4000

ADD MERGE FIELDS

The role

Characters left: 4000/4000

Next to 'Content Type', you will see two options – 'Plain Text' and 'HTML';

Content Type   ● Plain Text
                                ○ HTML
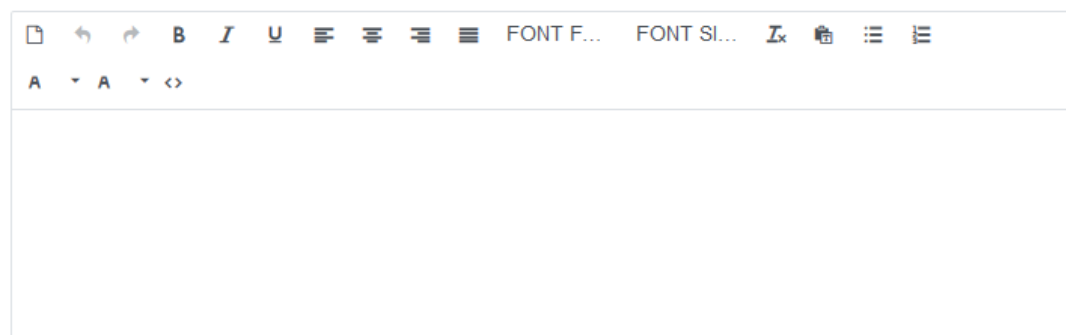
If you choose '**Plain Text**', this allows you to type regular text into the fields available, but with no formatting options such as bold, italics, underlines or special layout options.

'**HTML**' allows you to format the text you enter and by choosing this option within TalentLink, gives you access to a formatting bar for each field;

Content Type   ○ Plain Text
                ● **HTML**

About us

[text editor toolbar: document, undo, redo, B, I, U, align left, align center, align right, justify, FONT F..., FONT SI..., clear formatting, paste, list, numbered list, A▾, A▾, <>]

Characters left: 4000/4000

At the bottom of each field, you will see a character count which is limited to 4000 characters per field. If you exceed this limit, you can move to the next box underneath and enter information here.

Copying and pasting text

If you are copying text from a source and pasting this into the fields on TalentLink, depending on the source, this can bring through hidden formatting which may result in your text looking different to how this appears in your source document. We recommend that you paste information into TalentLink in plain text. You can do this by pasting your text into a program such as notepad first which will remove the formatting or choosing 'Plain Text' on TalentLink. Once you have pasted the information, you can use the 'HTML' within TalentLink to format your text

Once you have entered your advert details, click 'Next' and the bottom of the window on your screen;

[buttons: CANCEL   CREATE   PREVIOUS   **NEXT**]

Populate your team members

The next stage is to add team members via the 'Team Members' tab. You will see this broken down into three sections – **Recruiting Team**, **Operational Team** and **Approver Team**.

Recruiting Team

When you raise a vacancy on TalentLink, you will be automatically assigned as **Recruiter 1**;

RECRUITING TEAM

Recruiter 1	🔍 GSA System (noreply@mrted.com)
	ADVANCED SEARCH
Recruiter 2	🔍
	ADVANCED SEARCH
Recruiter 3	🔍
	ADVANCED SEARCH

As Recruiter 1, if your environment has been configured appropriately, you will receive messages in your 'New Messages' app on your homepage to keep you informed of the progress of this particular vacancy and may receive 'Tasks'.

You can add other team members here and **anyone you add here, will also receive these notifications**. You can enter the name of a user by entering this into the field, or click 'Advanced Search'.

Operational Team

This team usually refers to TalentLink's Manager Self Service function. If you are using this function, when a manager raises a vacancy, their name will automatically be assigned as 'Hiring Manager', which will give them access to the vacancy and allow them to receive notifications regarding the vacancy;

OPERATIONAL TEAM

Hiring manager	🔍
	ADVANCED SEARCH
Local HR	🔍
	ADVANCED SEARCH

You can add members to the team, similar to Recruiting Team which works in the same way

Approver Team

This links to the approval process you have configured and assigned to your organisation within TalentLink;

APPROVER TEAM

Test Step 1
    Approver   🔍 [_____]

                       ADVANCED SEARCH

Test Step 2
    Approver   🔍 [_____]

                       ADVANCED SEARCH

Here, you will need to enter a name **for each field** of who the approval for the vacancy will be assigned to.

> ⚠️ **You will need to enter a name for each field of your Approver Team**. If a name isn't entered, you may experience problems starting your approval process as the system won't recognise who to assign your approval process to

Once you have entered enter you're the members of each team, at the bottom of your window, click 'Create';

CANCEL	CREATE	PREVIOUS	**NEXT**

> ⚙️ If you have missed any mandatory fields on your 'Job Opening' page, **you will be taken back to this tab to correct these**. If this happens, once you have made your changes, click 'Create' again at the bottom of the window

Once you have clicked 'Create', you will see the following pop-up window appear;

💼 NEW JOB

Requisition has been created:
Job Opening Title: Test Position
Job number: TD00000013

What would you like to do next ?
                       Go to requisition page
      Ask another User to review & submit for Approval
                  Send to Email recipient
              Send to Communication Centre

You will see your Job Opening Title, and you can see now the **reference number for your vacancy**. This is unique to each vacancy which is created in TalentLink – keep a note of this!

Underneath, the system is asking what action you would like to do next.

Click '**Go to requisition page**'.

Adding an attachment

When you click 'Go to requisition page', you will be taken to the overview of your job requisition and can see the information that you've entered for the vacancy.

Along the top of the screen under the title of your vacancy, you will now see different tabs along with some options for your Job Requisition. To add a new attachment, click on 'Attachments'
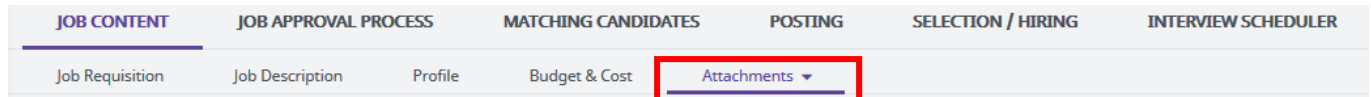
Through 'Attachments', you are able to upload documents to your vacancy which you can make available for candidates to see on your advert, or you can use this function as a place to store internal documents for this vacancy.

Next to attachments, click the chevron icon and select, '**Attach a document**';
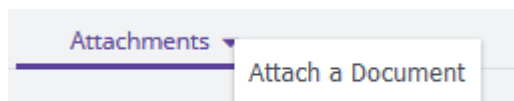
This will bring up the '**Upload a Document**' window;

Search for the document you wish to upload by clicking '**Browse**', next to the '**Document path**' field.

This will prompt you to search your local drives for the document you wish to upload.

Once you have selected the document, underneath you will need to enter the name of your document in '**Description**'.

> If you are adding an attachment you want to appear on your advert, the 'Description' you enter **will appear on the front office**. If you leave 'Description' blank, the file name of your document will appear

'**Document Languag**e' should always be defaulted to '**English (UK)**'.

Underneath, you will see a tick-box entitled '**Available for career site**'. If you want the document to appear on your vacancy, tick this box. If you are uploading an internal document, leave this blank.

At the bottom of this pop-up box, you will see a warning message which details the maximum size of document you are able to upload to TalentLink. **Please ensure you adhere to the size limit as this cannot be changed.**

Once you have entered the details of your document, click '**Upload**'.

You will then see the document you have uploaded;

PREVIEW	NAME	DESCRIPTION	SIZE	AUTHOR	CREATION DATE	AVAILABLE FOR CAREER SITE
👁	Test Doc.docx	Test Attachment	17 KB	GSA System	23/03/2018	✓

You will see from the overview, the description, size, who uploaded the file and when and if this has been selected for the career site.
On the left-hand side, you are also able to preview the document attached.

Editing or removing an attachment

If you wish to remove or edit a document, from the overview list, click on the 'Name' of your document, which will bring up the '**Edit Document**' window;

EDIT DOCUMENT   ✕

Description   **Test Attachment**

Document
Language (required)   **English (UK)**   ▼

Available for career site ✓

DELETE	SAVE
	CANCEL

Here you can change the description, select or unselect for the career site or delete the document against this vacancy on TalentLink.

4. Job Approval Process

Once you have entered the details of your vacancy and included attachments, you are at a stage where you are ready to send your vacancy for approval.

To access the Job Approval Process, from the tabs on your vacancy, click '**Job Approval Process**';

You will then see the different steps of your process and the names of the approvers allocated against each step;

If no names are appearing against the steps, **the approval process will not work**. You will need to edit your job requisition and populate the team members for the **Approver Team**. Please see page …..

Against the first step of the approval process, you will see a plus icon. To start the process, click this icon and select '**Start approval chain**';

A pop-up box will appear with the email template assigned to this step;

Use an Email Template	**TD Job Requisition Approval Request** ▾
Approval Step	Test Step 1
Submit to	GSA System
Subject	**Request for approval for the position of [%job_opening_name%]** ADD MERGE FIELDS
Email Template Content *TD Job Requisition Approval Request*	[toolbar] Times ▾ 12 ▾ Dear Colleague, The position: [%job_opening_name%] requires your approval. Please use the link below to view details of the post and either approve or reject. [%job_approval_url%] Many thanks [%user_person_in_charge%] ADD MERGE FIELDS
Receive Notification when completed	● Yes ○ No
Due Date (required)	(dd/mm/yyyy) **26/03/2018** 📅

CANCEL   SUBMIT

⚙️ If a pop-up box doesn't appear showing the email template this could be because **pop-ups are restricted on the browser that you are using**. Allow pop-ups from TalentLink to avoid this issue

And the bottom of the window, click '**Submit**'.

This will then send an email to the approver against your first step to approve or reject the vacancy. On the vacancy within TalentLink, you will see that the step has been submitted, when it was started and by who;

TEST TRAINING DEMO JAP VERSION 1 -- LAST VERSION

📋 **Test Step 1**   ⋮   Started on 23/03/2018 by GSA System

                                                            #1: GSA System   Submitted on 23/03/2018

Once a step has been approved, a tick icon will appear next to the step name;

TEST TRAINING DEMO JAP VERSION 1 -- LAST VERSION

✓ **Test Step 1**

Depending on how your process is configured, this could then automatically start the next step and approvers will receive notifications to approve the post. Once a post is fully approved, depending on your configuration, you may receive a message in your 'Messages' app to say a step has been approved.

Once approved, you can post your vacancy.

Before posting, you can change the application form for a vacancy or apply a routing rule (screening question).

5. Application Process

When you raise a vacancy on TalentLink, the system will allocate to the position a default application process which is configured locally by your Local System Administrator as the process to use for a new post.

In some circumstances, you may wish to use a different application form from your default, for example, you may wish to use a safeguarding application form as opposed to your default corporate form.

Within TalentLink, you can amend the application process on a post-by-post basis which gives you the flexibility to tailor your application form process.

To edit an application process, navigate to the '**Posting**' tab on your vacancy;

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULER
Job Requisition ▼	Job Description	Profile	Budget & Cost	Attachments	
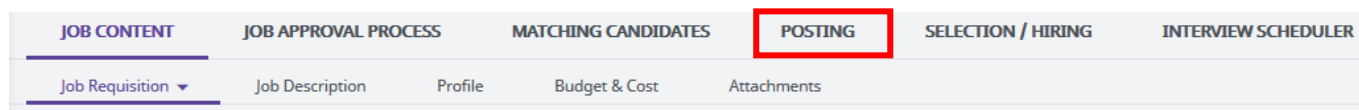
On the 'Posting' tab – next to the job title, click the plus icon and select '**Edit Application Process**';

WMJ MASTER TEST VAC

JOB CONTENT   **JOB AP**

Job Advertisement ▼   Re

WMJ MASTER Test Vacancy (

View content

Edit Job Advertisement

Edit Application Process

Edit posting comments

Manage Candidate Dispatcher
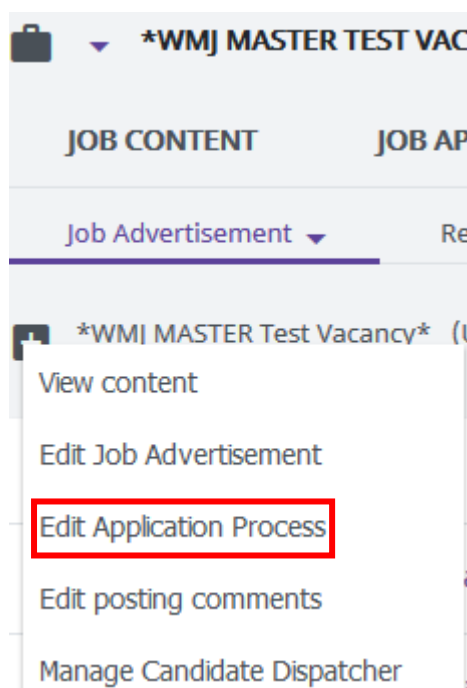
If you can't see this option, this is linked to the role and rights you have to TalentLink. If this is something you need to be able to do, please contact your **Local System Administrator**

A box will appear which is a breakdown of all the forms which sit in your application process;

ONLINE APPLICATION PROCESS ✕

	EXTERNAL CANDIDATE PROCESS	EMPLOYEE PROCESS	

active required

Step 1	✓	✓	Personal Information	🔍 Use Site PIF	🔍 👁
Step 2	✓	☑	Structured CV	🔍 MASTER: Part 1 WMJobs Sta	🔍 👁

Step 3

☐   Attached CV
☐   Free Form Resume

Other Attachments
NameDescription

✓   ☑   **Please upload your sup...** ▾   Please use examples fr... ✕ ▾   ✕

     + ADD ANOTHER

Step 4	✓	☑	Questionnaire #1	🔍 Part 2 Master WMJobs Stanc	🔍 👁
Step 5	✓	☑	Questionnaire #2	🔍 Diversity Information	🔍 👁

SAVE

You can see the forms are broken down into steps.

Changing a step of the online application form

To change one of the documents within a step, click the 🔍 icon next to the document you wish to change.

This will then bring up all the documents available for you to choose to enter into the step;

FORMS & QUESTIONNAIRES   ✕

Form name			
Form type	Please select		▾
Department	🔍		▾

SEARCH	CLEAR	CLOSE

ACTION	FORM NAME	FORM DESCRIPTION	FORM CATEGORY
📄👁	(August17) MASTER: Part 1 WMJobs Stanc	MASTER: Part 1 WMJobs :	CV
📄👁	(HWFRS Whole-time) Part 1 Standard App	Part 1 Standard Applicati	CV
📄👁	(Sep16) Application Form	Part 1 Master WMJobs St	CV
📄👁	(Sep16) Application Form	Part 1 Master WMJobs Sa	CV
📄👁	(Sep16) Internal Application Form	Part 1 Master WMJobs St	CV
📄👁	(Sep16) Internal/redeployment Applicatic	Part 1 Master WMJobs St	CV

You can search for the '**Form name**', filter by '**Form type**' or search by '**Department**'.
You can select or preview the forms by clicking the relevant icon under the '**Action**' column.

Once you select a document, you will see the form name change against the step;

You can re-order the steps by dragging and dropping them and tick whether they are required or not.

De-activating a step

If you do not require a step, you can de-activate them.

To de-activate a step, you will need to remove the name of the document against the field and un-tick 'required'. You will then see the step has been de-activated;

To de-activate your attachments step, click the arrow next to 'Description';

To make the changes, at the bottom of the window, click '**Save**'.

Changing an auto-reply

When a candidate applies for a role on WMJobs, they will receive an automatic reply to say that their application has been submitted. This is assigned as part of your default application process.

On a job-by-job basic, if email templates have been created, you can tailor this for a specific position.

To change the reply, at the bottom of the 'Edit Application Process' window, you will see an 'Email Templates' section with an '**Automatic Reply for Online Application**';

Select the 🔍 icon next to the field to change the reply. Once you have chosen the template from the list provided, click '**Save**'.

6. Routing Rules

'Routing Rules' allows you to add a screening question to an application form process which will reject candidates based on what they answer to a particular question on your application form. You can also use a routing rule to link candidates to a pool or a particular job.

Adding a new rule

To set-up a rule, on the 'Posting' tab, you will see underlined text which reads 'No Routing Rules'. Click this link to set-up a rule;

Selecting this will bring-up a pop-up box which will list all the rules which have been specified. To create a new rule, click the first '**Add new rule**';

DISPATCHING RULES FOR *HUB MASTER TEST VACANCY*

Job Advertisement Name *HUB MASTER Test Vacancy*

RULE NAME ▼	RULE TYPE	CANDIDATE TYPE
No existing rule		

Add new rule

RULE NAME ▼	RULE TYPE	CANDIDATE TYPE
No existing rule		

Add new rule

CLOSE

You then need to specify the criteria of your rule;

DEFINE CANDIDATE DISPATCHING RULES FOR JOB ADVERTISEMENT

HUB MASTER Test Vacancy

Organisation	WMJobs 1

Rule Name *

Description

Rule Definition

Rule type	Reject Applicant
Contact Applicant via Email	● Yes ○ No
Using Email Template	Please select *
Delay for notification	*
Reason of Rejection	Please select

Application memo

Rule criteria

Applied operator between all selected criteria ○ or ● and

Edit filter criteria to use

No criteria is defined for the current candidate dispatching rule

CANCEL   SAVE & CLOSE

Firstly, you need to add a title and description for your rule.

Underneath these fields, you will see 'Rule Definition' and 'rule type'. Here, you are selecting what you want your rule to do;

For a screening question, select '**Reject Applicant'**.

You can then select whether you want to the contact applicants you are rejecting via your Routing Rule by choosing 'Yes' or 'No' for '**Contact Applicant via Email**'.

If you are contacting these applicants, you will need to select the template you want to use for the rule by selecting this from '**Using Email Template**'.

Under '**Delay for notification**' you can specify the amount of days you want the email to be sent, rather than an applicant receive a rejection email straight away.

'Delay for notification' **works off calendar days**, rather than working days

Underneath, you will see 'Reason of Rejection' and 'Application Memo';

These are standard fields within TalentLink, but will sit against an application record so you can identify that the candidate was rejected via a routing rule by selecting a reason and entering a note.

Once you have entered these details, you will see '**Rule criteria**';

Here, you are defining which question on the application form is going to trigger the rule. Select '**Edit filter criteria to use**'. This will bring up a pop-up box which specifies each section of your application form for the position;

Along the top, you will need to select the name of the form within your application process where the question sits you want to add the screening question for. Once you have done this, scroll through the form and find the question. Once you have found the question, tick the option you want the rule to apply for;

Click '**Save & Close**' once selected.

If you wish to set multiple criteria, you must ensure that the operator between the different criteria is correctly set: either '**or**' or '**and**';

For example, selecting '**and**' means that every selected response must be given by the candidate for the rule to be triggered. Selecting '**or**' means that if any one of the selected responses are given by the candidate, the rule will be triggered.

Once you have selected your criteria and operator (if necessary), click at the bottom of the window '**Save & Close**';

You will then see the rule against the vacancy;

DISPATCHING RULES FOR *HUB MASTER TEST VACANCY*

Job Advertisement Name *HUB MASTER Test Vacancy*

RULE NAME ▼		RULE TYPE	CANDIDATE TYPE
test		Rejection rule	External Candidate
Add new rule			
RULE NAME ▼		RULE TYPE	CANDIDATE TYPE
No existing rule			
Add new rule			

CLOSE

If you close this window, previously where 'No Routing Rules' was stated, you'll see this has now changed to 'Routing Rules Are Defined';

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULER

Job Advertisement ▼   Referral Program

➕ *HUB MASTER Test Vacancy* (UK): Social Recruiting ✉ 🐦 💼 📘 I ➕ More | Routing Rules Are Defined

Amending or deleting a rule

To amend or remove the rule, click 'Routing Rules Are Defined' and click the name of the rule;

DISPATCHING RULES FOR *HUB MASTER TEST VACANCY*

Job Advertisement Name *HUB MASTER Test Vacancy*

RULE NAME ▼		RULE TYPE	CANDIDATE TYPE
test		Rejection rule	External Candidate
Add new rule			
RULE NAME ▼		RULE TYPE	CANDIDATE TYPE
No existing rule			
Add new rule			

CLOSE

Here you can change the criteria and re-save, or select 'Delete' at the bottom of the window to remove the rule;

DELETE	CANCEL	SAVE & CLOSE

7. Edit Job Advertisement

Once you have made changes to the application process and added a routing rule (if need be), you will need to **edit your job advertisement**, as this is going to give you the option to 'switch on' your online application form and make your attachments available for the front office.

To edit your advert, you can do this one of two ways. When you navigate to the 'Posting' tab, you'll automatically be promoted;
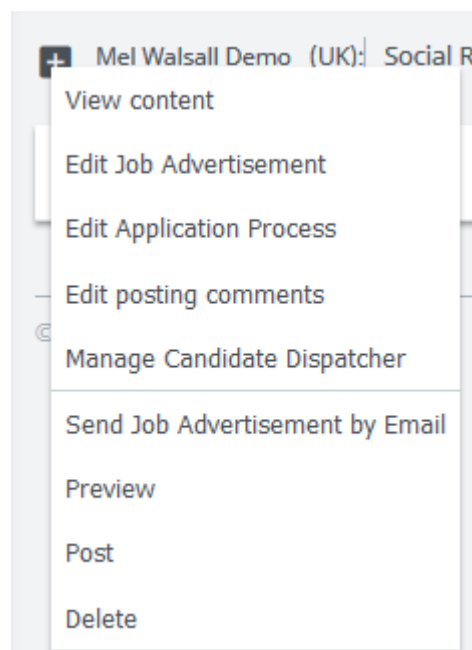

From this option, click '**Edit Job Advert**'.

If you close this box at any point, select the plus icon next to your job title and click '**Edit Job Advertisement**';

Both options will take you to the same screen;

EDIT THE JOB ADVERTISEMENT #1   ✕

IMPORT

JOB ADVERTISEMENT PROPERTIES

Job Advertisement title (required)

WMJ MASTER Test Vacancy

Characters left: 125

Job Advertisement strapline

Characters left: 150

Language (required)   English (UK)   ✕ ▾
Translation set   CV   ▾
Date Format   dd/mm/yyyy   ✕ ▾
Company
City
Country   United Kingdom   ✕ ▾

CANCEL   SAVE

The first section, '**Job Advertisement Properties**', you only need to pay particular attention to three fields – '**Country**', '**State/Province**' and '**On line application required**'.

For '**Country**', select '**United Kingdom**'.

Under '**State/Province**', you will see outlined counties. Select which is most appropriate for the location of your role.

To switch on the online application form, under '**On line application required**' select' **Yes**'.

The next section is '**Job Advertisement Content**' – here, you will see the text you imported or entered in your 'Job Description' tab when raising the vacancy.

If you change your format to '**HTML**', for each section now, on the formatting bar, you will see an 'image' logo;
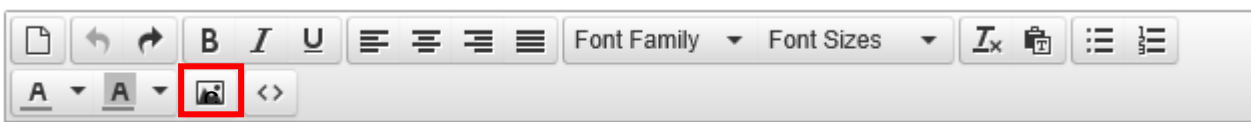
This gives you access to logo's you have uploaded through '**Image Library**'. Click and add logo's from your image library.

To upload images to 'Image Library', you will need a certain level of access to the system. For more information around using 'Image Library', **please see our guide available on the Service Centre**

Underneath here, you will see '**Images**';

IMAGES

Header 1	CHOOSE IMAGE
Header 2	CHOOSE IMAGE
Top of Job Description	CHOOSE IMAGE
Bottom	CHOOSE IMAGE
Logo	CHOOSE IMAGE

Here, you can select an image which will appear on a certain section of your job advert. To enter an image, click the box where you want to include the image and select from your **Image Library** the logo you want to use.

Underneath 'Images', you will see '**Attachments**' and a list of documents you have made available for the career site;

ATTACHMENTS

Select All / Unselect All
☐ test (Test Doc.docx) 👁

For the document to appear on your advert, you will need to tick the box next to the document (as well as make you document available for the career site as outlined on **page 19**).

Click '**Save**' at the bottom of the screen once you have selected the options you need to here.

8. Posting a Vacancy

To post your vacancy to WMJobs, navigate to the '**Posting' tab**. Once you select the tab, you will automatically receive a prompt to post. From this window select '**Post Job**'.

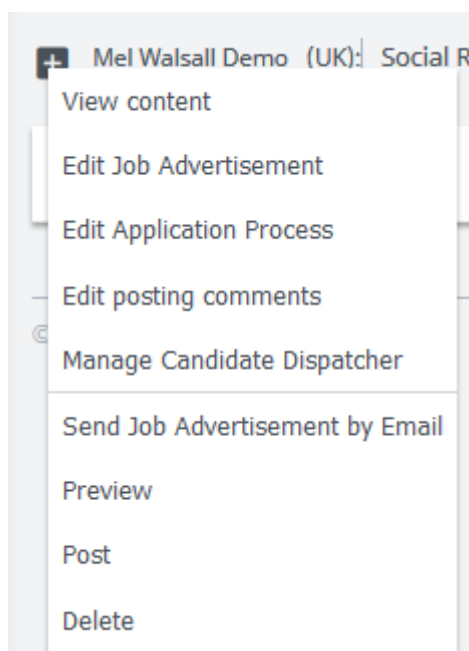**CHOOSE NEXT ACTION**   ✕

The Job Advert you are about to post uses the current content. You can post it immediately or edit it as required. When you post it, the default application process for this organisation will be used. Please select from the following options

Post Job
Edit Job Advert

[**CLOSE**]

If this doesn't appear, next to the job title, click the plus icon and select '**Post**';

Mel Walsall Demo (UK): Social R

View content

Edit Job Advertisement

Edit Application Process

Edit posting comments

Manage Candidate Dispatcher

Send Job Advertisement by Email

Preview

Post

Delete

This will prompt the same screen to appear;

POST JOB OPENING

Job Advertisement *WMJ MASTER Test Vacancy*

External site				
Site Name	**Description**		**Language**	**CV Parsing**
Select Preview	External Career Site		UK	No

* Required Field

CLOSE

You will see option here – '**External Career Site**'. This is asking where you want to post your vacancy. This option links to WMJobs, with the option of internal or external being selected on your job requisition.

Click '**Select**' to the left of 'External Career Site'. This will bring up options you need to select;

POST ON CAREER SITE

Job Advertisement *WMJ MASTER Test Vacancy*
Selected site   External Career Site

POSTING INFORMATION

Job Advertisement Test Standard Recruiter Vacancy

	☐ Up to £10000	☐ £10000 - £14999
	☐ £15000 to £19999	☐ £20000 to £24999
	☐ £25000 to £29999	☐ £30000 to £34999
	☐ £35000 to £39999	☐ £40000 to £49999
	☐ £50000 to £59999	☐ £60000 to £69999
	☐ £70000 - £79999	☐ £80000 - £100000
	☐ Over £100000	
Job Type Category	☐ Admin/Clerical/Secretarial (inc PA)	☐ Adult and community learning
	☐ Apprenticeship	☐ Architecture
	☐ Asset management	☐ Building control
	☐ Caretaking/Cleaning	☐ Catering
	☐ Childcare	☐ Commissioning
	☐ Committee Services/Democratic services/Political	☐ Communications/Marketing/PR
	☐ Community	☐ Community Safety
	☐ Coroners/Registrars	☐ Customer Service
	☐ Driving	☐ Economic Development
	☐ Education - Non Schools Based	☐ Engineering/Facilities

Candidate Salary Search

Here, you tick the for posting purposes the range of salary candidates will be able to search on the website and bring forward your vacancy. If the salary for your position falls between two ranges, you can select more than one range.

Job Type Category

Tick the options of which job type category you want your vacancy to site on the site. For example, if you have an Administrative Assistant role based with HR, you can select 'Admin/Clerical/Secretarial (inc. PA) and Human Resources/OD/Training from the list.

Posting Period

Posting Period

| Start Date | dd/mm/yyyy | **27/03/2018** | 📅 |
| End Date | dd/mm/yyyy | | 📅 |

You will see two options here – '**Start Date**' and '**End Date**'. '**Start Date**' is when your vacancy will become live. You are able to select a date in the future so you can schedule your vacancy to appear.

'**End Date**' is when your vacancy will close and fall off the website.

Enter the information and click '**Save**'.

On your vacancy, you will now see a line which tells you when the vacancy was posted and when it is due to end;

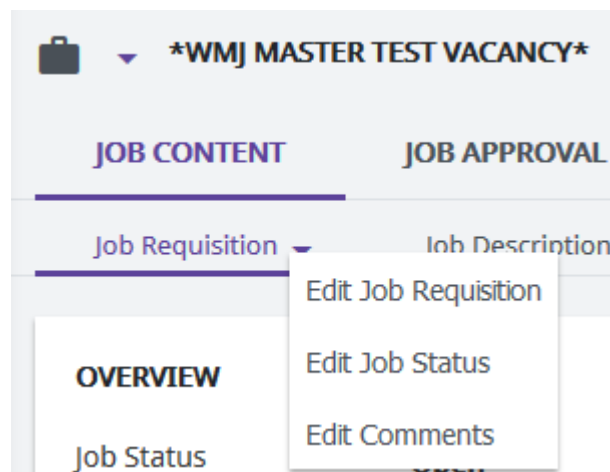| 📅 30/01/2018 | External Career Site | External site | Yes | No | Published | 📅 31/07/2018 | 👁 | ✕ |

Your vacancy is now published!

Once a vacancy is posted/published, it usually takes 30-45 minutes to appear live on the website due to our API set-up.

9. Amending a Vacancy

If at any point you need to amend your vacancy on TalentLink, you can do, however, if you make a change, if the field you are changing appears on the front end, in order for the website to register the change, **you will need to save your advert via the 'Edit Job Advertisement' screen.**

Making a change to your vacancy details

For example, if you want to change the location of where the vacancy is based, you would do this through your **Job Requisition** by selecting '**Edit Job Requisition**';

This will take you back into your Job Requisition;

Amend the field and click '**Save**' at the bottom of the form.

For the website to register your change, you will then need to navigate to the '**Posting**' tab, and select 'Edit Job Advert' from the prompt;

CHOOSE NEXT ACTION   ✕

The Job Advert you are about to post uses the current content. You can post it immediately or edit it as required. When you post it, the default application process for this organisation will be used. Please select from the following options

Post Job
Edit Job Advert

CLOSE

All you will need to do here, is scroll to the bottom of this screen and click '**Save**'.

EDIT THE JOB ADVERTISEMENT #1   ✕

IMPORT

Keywords

Characters left: 4000

IMAGES

Header 1   CHOOSE IMAGE

Header 2   CHOOSE IMAGE

Top of Job Description   CHOOSE IMAGE

Bottom   CHOOSE IMAGE

Logo   CHOOSE IMAGE

ATTACHMENTS

Select All / Unselect All
☑ test (Test Doc.docx) 👁

                                          CANCEL   SAVE

By doing this, you are registering the change which will update your advert.

Changing your closing date

To change the closing date of your vacancy, you can do this from 'Posting' tab.

On the 'Posting' tab, where the line sits which shows you have posted your vacancy, click the link, '**External Career Site**';

START DATE	SITES
📅 30/03/2014	External Career Site

This will bring up the options you had originally when posting your vacancy;

POST ON CAREER SITE

Job Advertisement *WMJ MASTER Test Vacancy*
Selected site   External Career Site

POSTING INFORMATION

Candidate Salary Search

- [ ] Up to £10000
- [ ] £10000 - £14999
- [ ] £15000 to £19999
- [ ] £20000 to £24999
- [ ] £25000 to £29999
- [ ] £30000 to £34999
- [ ] £35000 to £39999
- [ ] £40000 to £49999
- [ ] £50000 to £59999
- [ ] £60000 to £69999
- [ ] £70000 - £79999
- [ ] £80000 - £100000
- [ ] Over £100000

Job Type Category

- [ ] Admin/Clerical/Secretarial (inc PA)
- [ ] Adult and community learning
- [ ] Apprenticeship
- [ ] Architecture
- [ ] Asset management
- [ ] Building control
- [ ] Caretaking/Cleaning
- [ ] Catering
- [ ] Childcare
- [ ] Commissioning
- [ ] Committee Services/Democratic services/Political
- [ ] Communications/Marketing/PR
- [ ] Community
- [ ] Community Safety
- [ ] Coroners/Registrars
- [ ] Customer Service
- [ ] Driving
- [ ] Economic Development
- [ ] Education - Non Schools Based
- [ ] Engineering/Facilities

Change the '**End Date**' at the bottom of the screen and click '**Save**'.

Posting Period

Start Date   dd/mm/yyyy **27/03/2018** 📅

End Date   dd/mm/yyyy _____ 📅

You can untick and options here as well if you need to.

10. Removing a Vacancy

Once your position has reached its 'End Date' specified when posting, the vacancy will automatically fall off the website.

If you need to remove a vacancy early from the website, you do have the option to 'Unpost' the job.

Navigate to the 'Posting' tab, and where you can see the vacancy is posted to the 'External Career Site', you can see at the end of this line under '**Actions**' the option to 'Unpost';

ACTION

👁   ✕

By selecting this option, you can remove the vacancy.

Only use this option if you are sure you want the vacancy to be removed.

By un-posting a vacancy, you are breaking the link between your vacancy and the online application form. If anyone tries to start an application form for a vacancy that is unposted and is waiting to fall off the site, will receive an error message. If you un-post a vacancy whilst someone is completing an online application form, they will be unable to submit their application as you have severed the link.

Please be mindful of this when un-posting vacancies

You can now create and post vacancies through TalentLink!

We have outlined in this guide the essential information you need to raise vacancies on TalentLink, manage your approval process and post vacancies to the website.

We have created several resources for you to use which sit on the **Solutions tab on the Service Centre** to help you.

You can visit the Service Centre at http://wmemployers.freshdesk.com/helpdesk

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T: 0121 569 2070   E: helpdesk@wmemployers.org.uk   W:www.wmemployers.org.uk