الهيئة العامة للمعاشات والتأمينات الاجتماعية

GENERAL PENSION & SOCIAL SECURITY AUTHORITY

Employers Manual

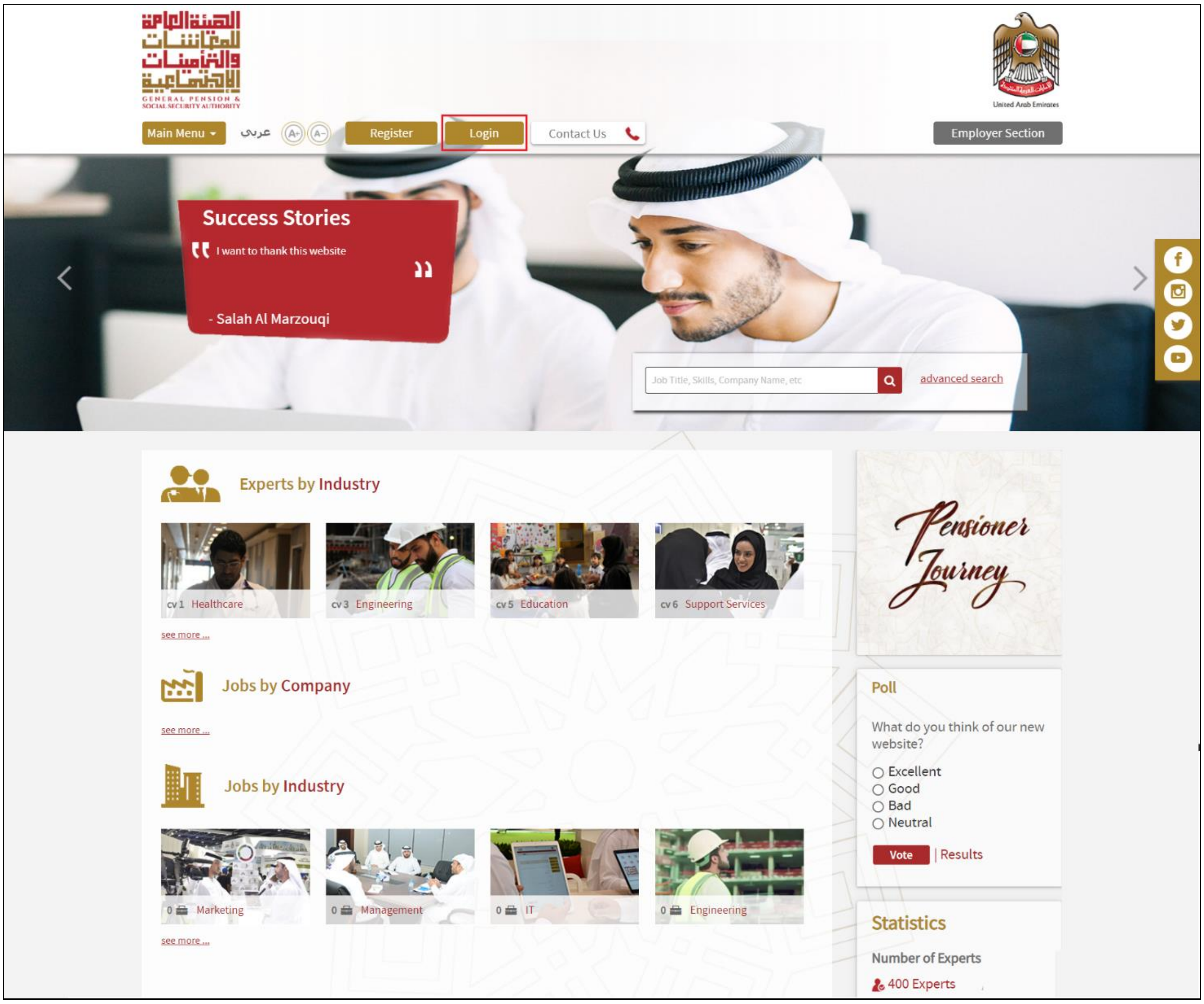
1. Getting Started

This training toolkit is aimed towards helping you make the most of the Branded Career Channel.

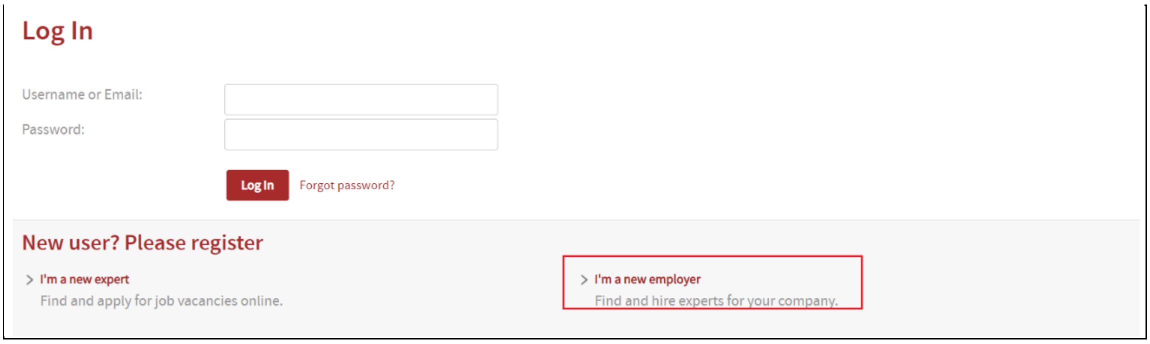
By exploring the various functions and functionalities of your Career Site, this guide aims to make your recruitment process quick and easy.

2. New Employer Registration

To register as new employer, Type the web address https://experts.gpssa.gov.ae , you will be taken to GPSSA Experts Portal home page, click on “Employer Section” then click on ‘Login’ button appears in the main menu tabs of the home page.



Click on “I’m a New Employer”.



Fill in the following form:

- User Information

Employer Registration

To begin the search and recruiting process on Experts Portal, please complete the following employer registration information.

User Information

Username:*

Password:*

Enter Password Again:*

Company Type:
- (•) Employer (Government Sector)
- ( ) Employer (Private Sector)
- ( ) Employer (Semi Government Sector)
- ( ) Non-Profit Organization
- ( ) Recruitment Agency

Company Name:*

Company Industry:* - Select one -

Company Size:* - Select one -

Company Profile: Your company profile will appear in your job postings to describe your company to the expert.

0 of 2000 character limit used.

Address Line 1:

Address Line 2:

Zip/Postal Code:

Country: * - Select one -

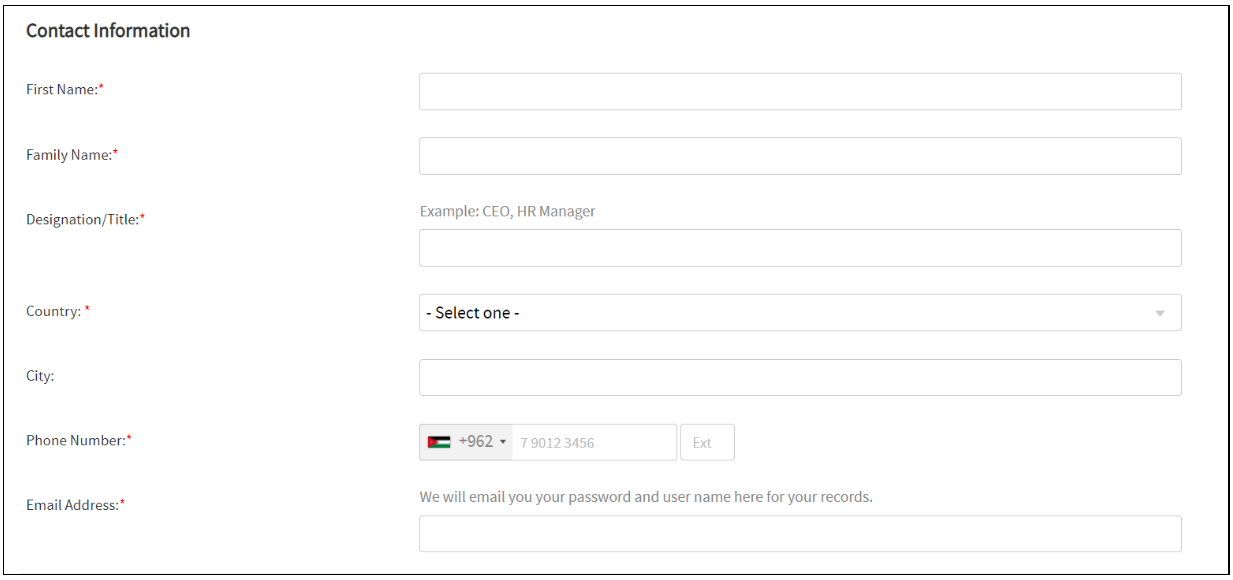
City:

Website: Example: www.company-website.com

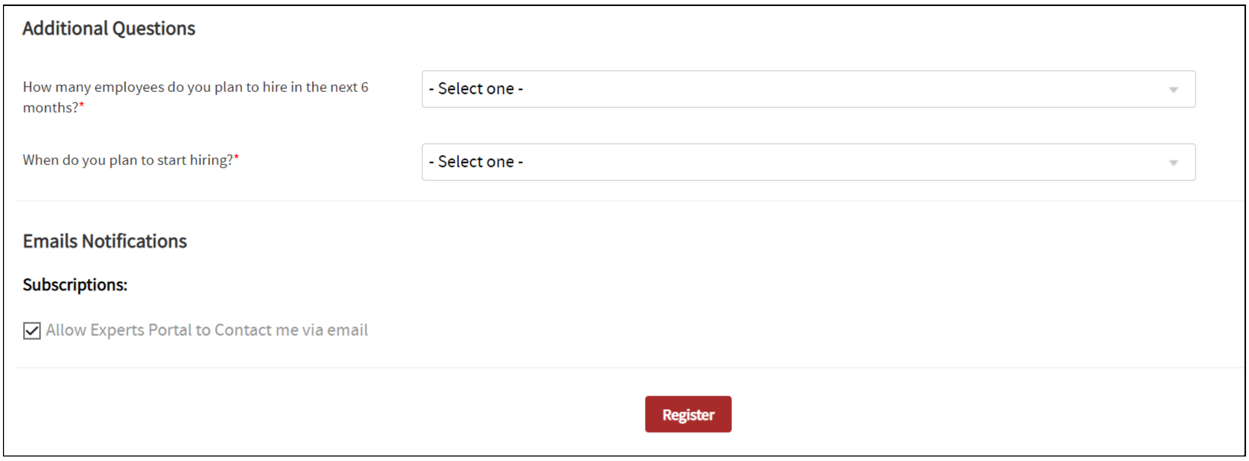
Company Video:

YouTube Video Link: http://www.youtube.com/watch?v=X0z2i83fmMk

- Contact Information

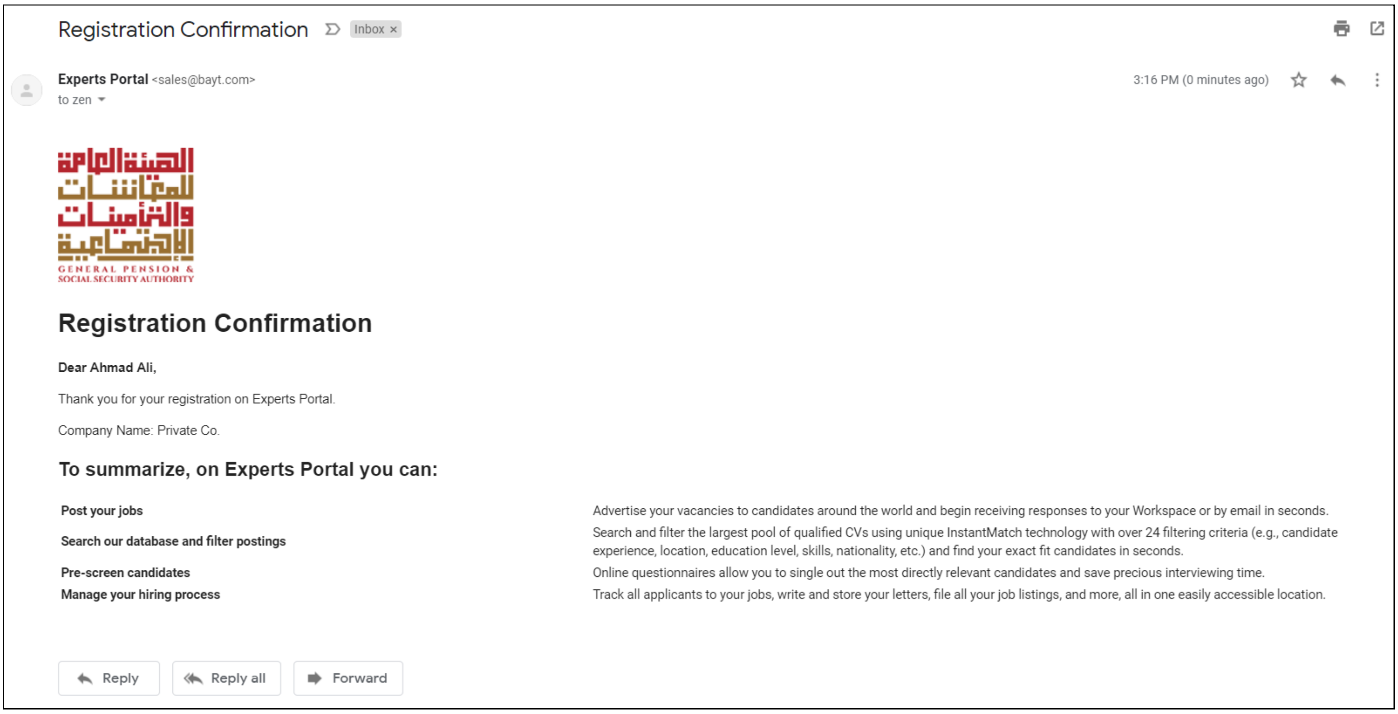


- Additional Questions & Emails Notifications



Click on “Register”.

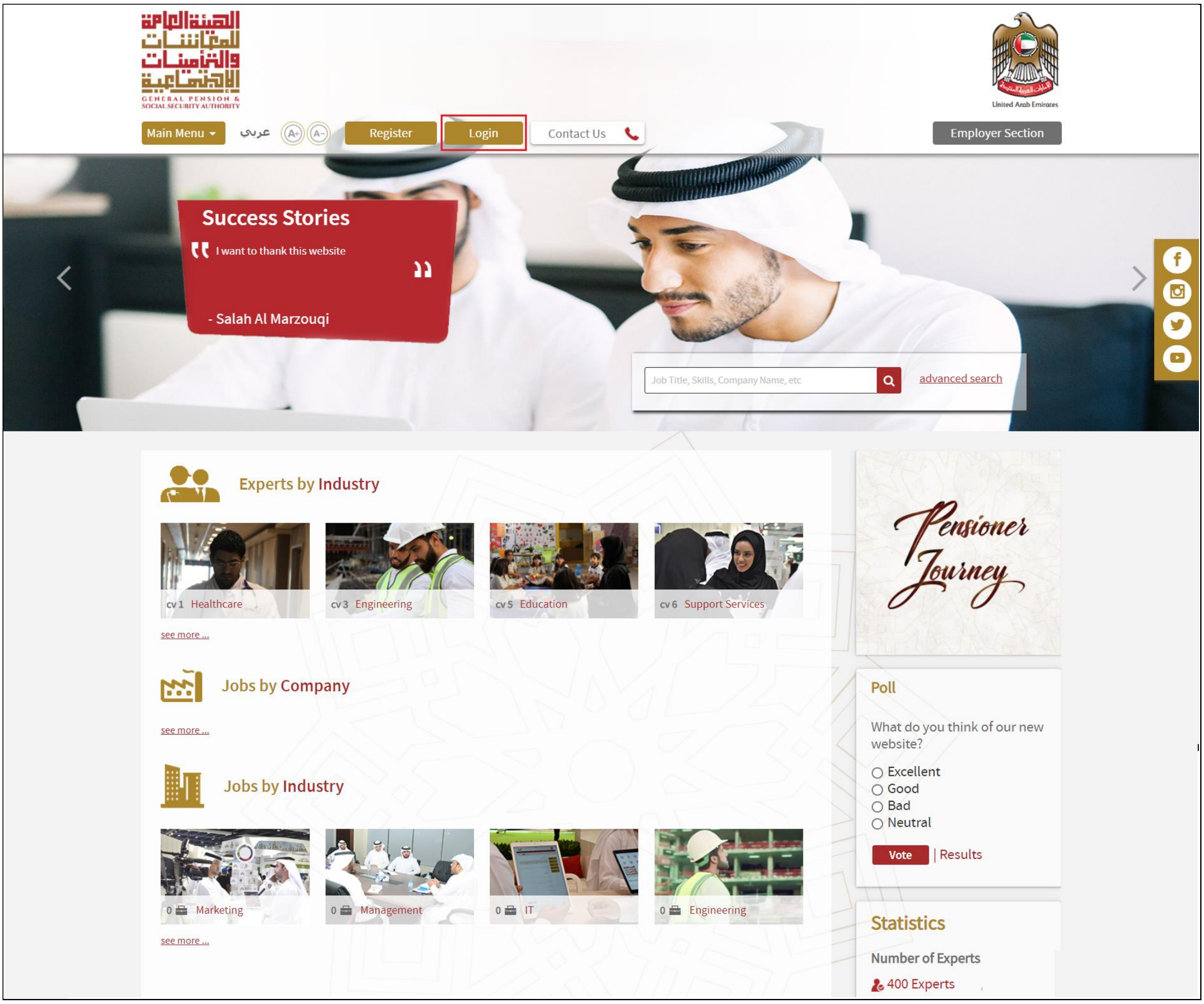
After completing your registration, you will get a confirmation email confirming your registration on Experts platform.



Once your registration has been approved by the Admin , you will be able to log in and start navigating the platform, search CVs as well as posting jobs.

3. Employer Login

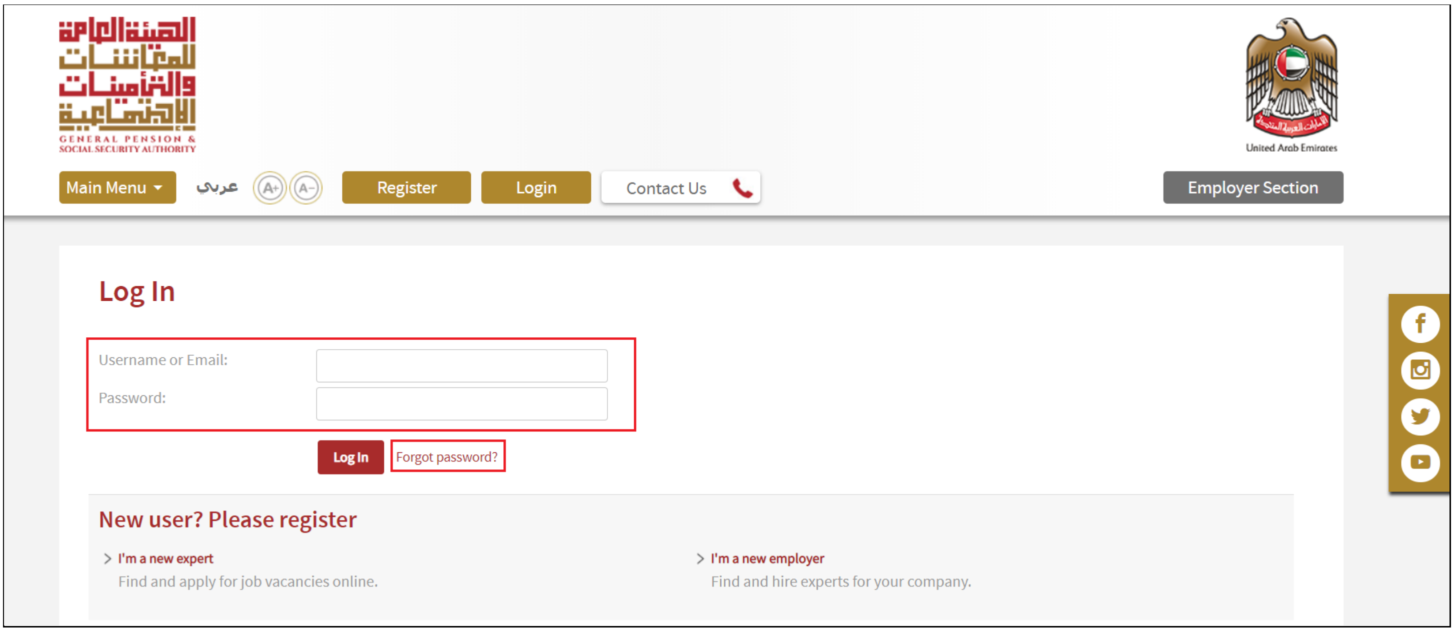
Open your Internet browser. Type the web address https://experts.gpssa.gov.ae , you will be taken to GPSSA Experts Portal home page, click on 'Login' button appears in the main menu tabs of the home page.



This will display the login screen of the Branded Career Channel.

As prompted, enter your **Username** and **Password** and click **Login** to access your company career site.

In case you have forgotten your password, you can reset it any time by clicking on Forgot Password.

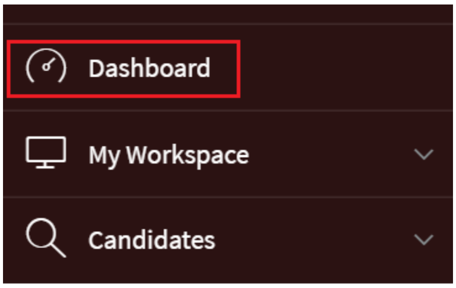


Once a user logs in, he/she can do various recruitment-related activities right from his account.

We will go through these one by one.

Dashboard

As the name suggests, the **Dashboard** section is like a dashboard of all your recruitment activity on the Career Portal.



As the name suggests, the Dashboard section is like a dashboard of all your recruitment activity on the Career Portal. This section gives you a quick snapshot of:

- Positions Summary

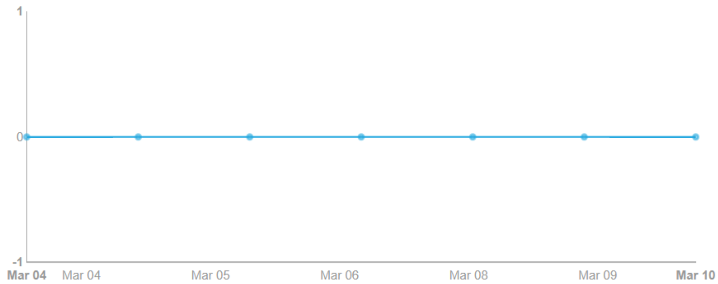
- Talent Acquisition Summary

Talent Acquisition Summary

CVs Created	CVs Completed	CVs views
0	0	0

- Hires Overtime & Recommended CVs

Hires Over Time ?



Recommended CVs

Based on Your Last CV Search

No Data Available.

- Application Process Time / Talent Breakdown / Login Activity

Application Process Time ?

Average time to move applicant out of inbox

No Data Available.

Talent Breakdown ?

Experts by Gender

No Data Available.

Login Activity ?

Ahmad Ali 2

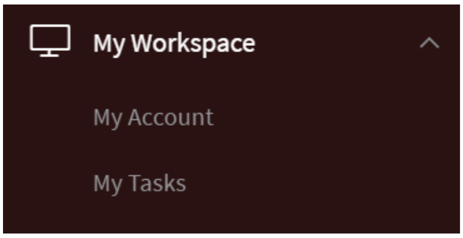
- Recently Created Jobs

Recently Created Jobs

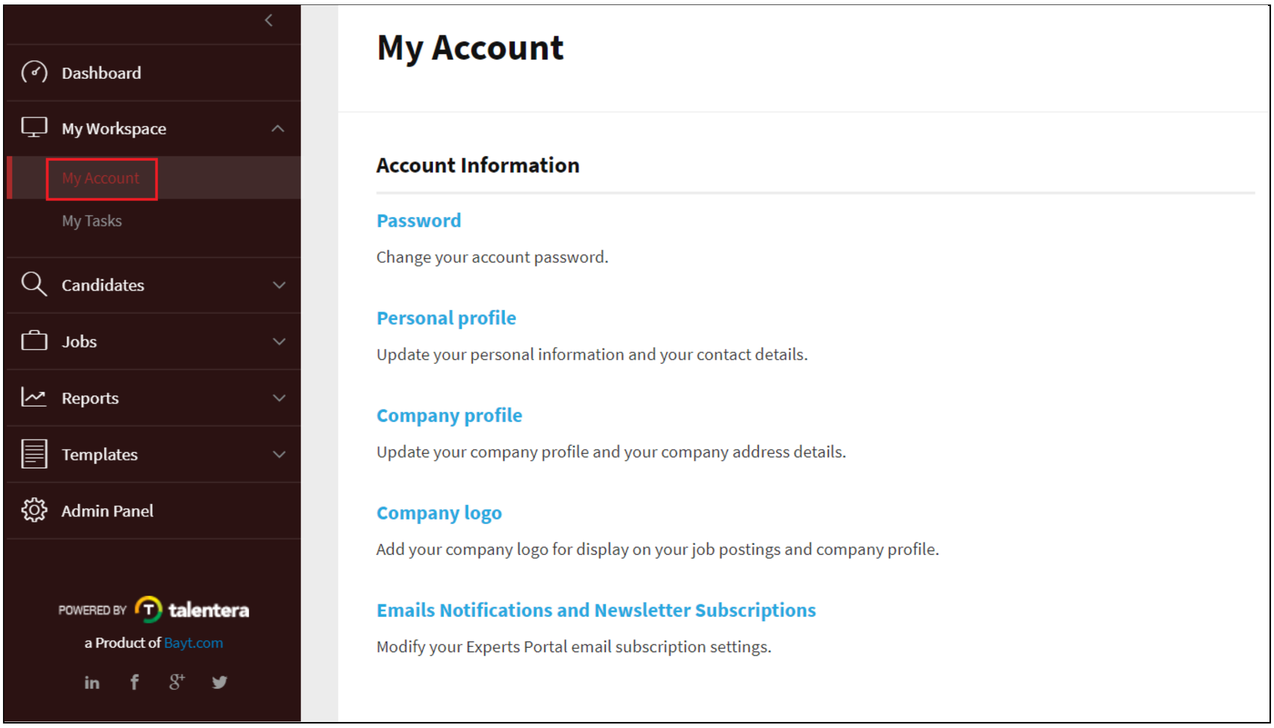
No Data Available.

My Workspace

On ‘My Workspace’ you will find some features which enables you to manage your tasks & your account along with some Admin options.

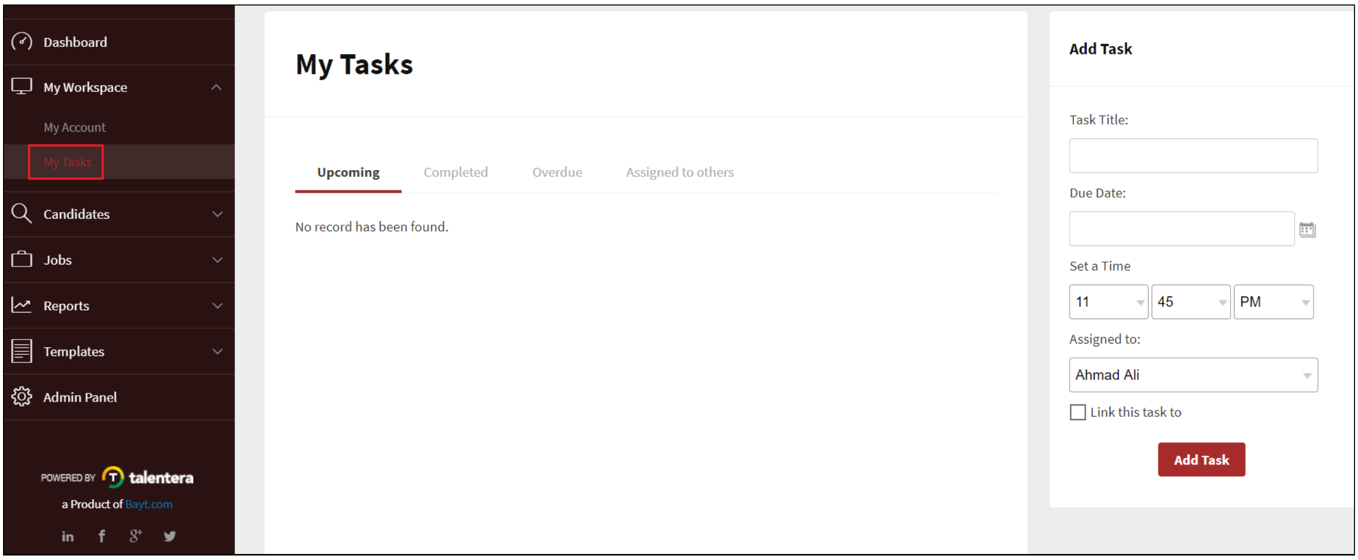


A. My Account



- **Password -** It is advisable to change your system password frequently to ensure data privacy and security.
- **Personal Profile -** You can edit your personal information, contact information and designation through this option.
- **Company profile -** Update your company profile and your company address details
- **Company logo -** Add your company logo for display on your job postings and company profile
- **Email & Newsletter Subscriptions-**You can choose to subscribe to company employer newsletters in English, French or Arabic.

B. My Tasks

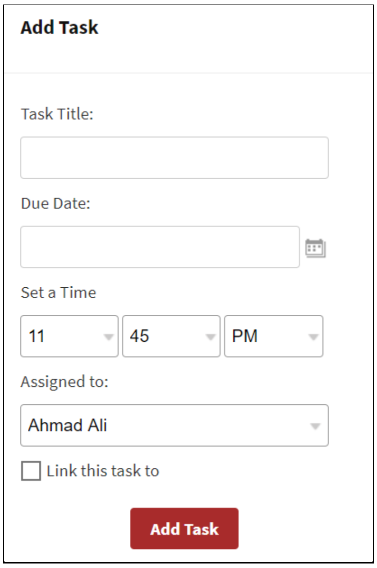


The Task section lets a recruiter effectively delegate work by creating tasks for herself/himself and for their team. Get a comprehensive overview of upcoming, pending and overdue tasks.

Completed, Overdue and Assigned tabs maintain a detailed log of tasks created to date.

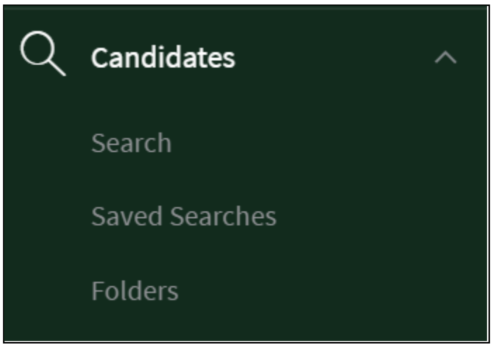
These tasks can be edited or deleted. Their status can also be changed to reflect a more accurate picture.

The Add Task section on the right-hand corner of the screen can be used to create a new task.

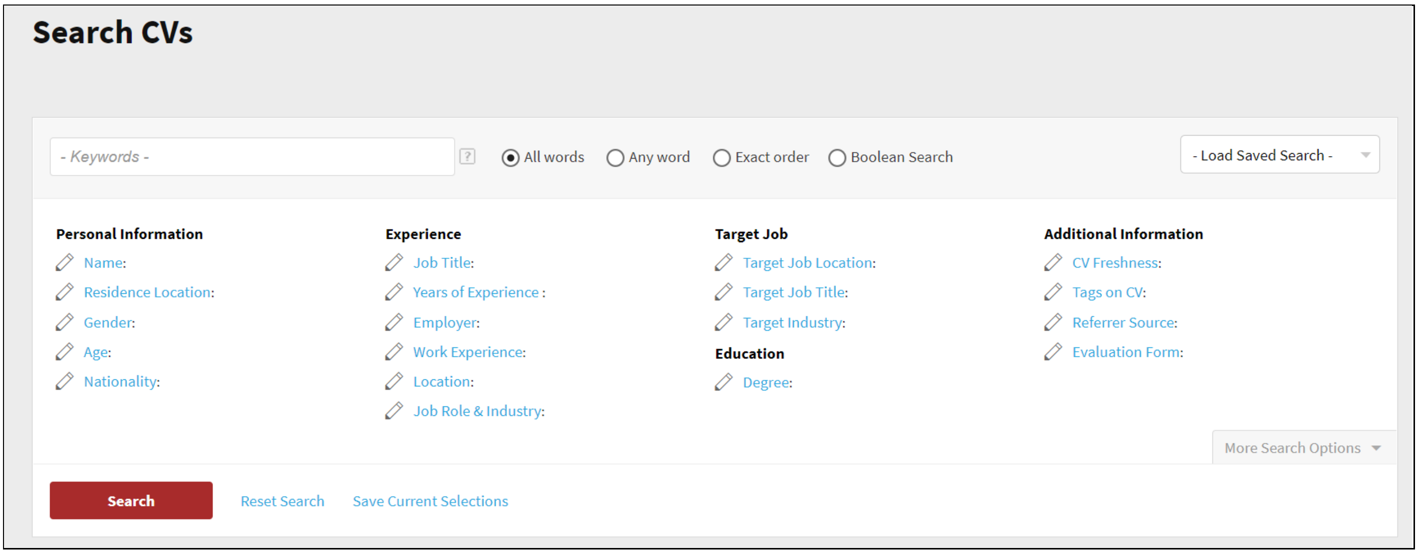


This can be used as an effective task management system to maintain a personal checklist or reminder, or to manage and delegate tasks to other team members.
Since task lists are downloadable, they can be used very effectively to gauge performance of users and for appraisals.

Candidates



A. Search

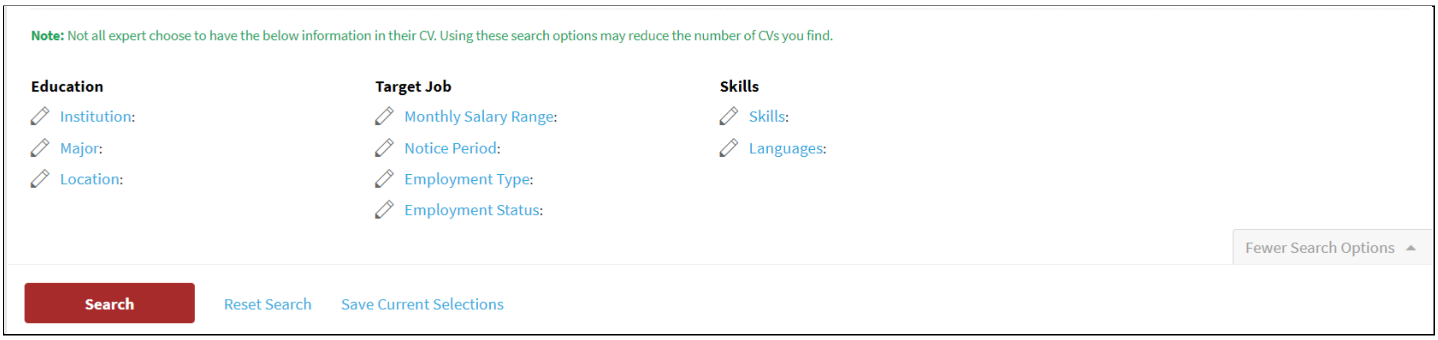


Recruiters can use the Search CV interface to find the most suitable Experts from their extensive talent pool.

Filter using 25+ criteria to instantly drill down to the most relevant Experts.

You can apply multiple filtration criteria simultaneously based on the job description at hand. Use keyword search for specific requirements that cannot be addressed with any other filter. You can add as many keywords as necessary.

More Search Options- Selecting one of the extended search filters will exclude Experts that may not have entered these fields in their CVs.



Categories in this section are not mandatory for Experts when they create their CV online. Filters appearing above the **More Search Options** section are mandatory for all Experts to specify when creating their online CV.

It is useful to demonstrate the system's extensive and powerful search functionality with a real world example. Let's assume your company needs relevant Experts against the following job description:

HR Manager

Education: Bachelor's Degree in Business Administration/HR/related field

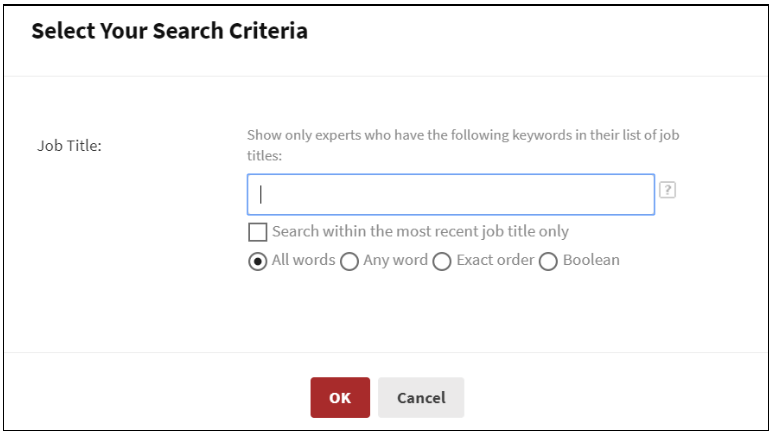
Years of Experience: 10 years or more

Nationality: UAE National

Languages: English & Arabic

Desirable: Hays Evaluation System Certification

Job Title-Clicking on Edit next to Job Title under Experience category will display the relevant pop-up window.



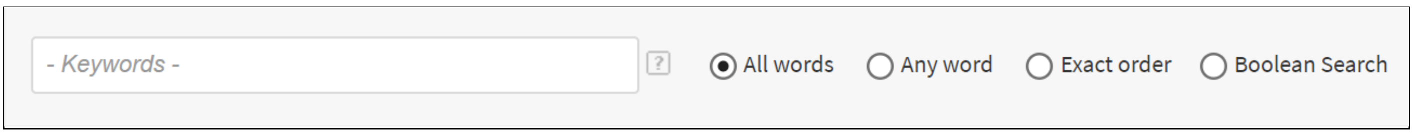
Enter the job title (HR Manager) and any industry variants of the same title. For example in the UAE, Account Managers can also be referred to as Business Development Managers or Relationship Managers. Including alternative titles ensures that relevant Experts are not screened out.

Most Recent Job Title Checkbox - Clicking this checkbox will return CVs with the specified job position as the candidate's current job title. If the checkbox is not clicked, the search will also display CVs of Experts who may have worked in these roles at any point in their professional history.

Keyword -Keyword search is most appropriate when specific terms or requirements cannot be specified precisely with any of the existing filters. In general, keywords are used to run a broad search when a large number of results are preferred.

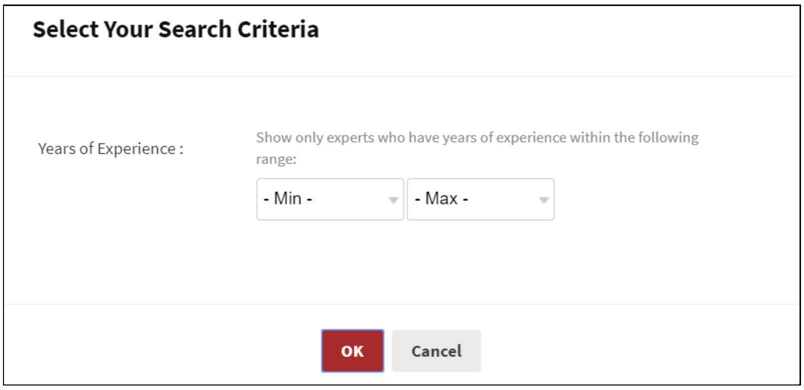
Keyword search also applies to CVs that were not created through the CV Builder and were just uploaded as attachments.

Searching with keywords returns a larger number of results since each candidate's full CV is screened. For example, the keyword 'Vice President' will also show CVs of Experts who were possibly reporting to the 'Vice President'.



Keyword search is most useful for highly specific terms or skills such as 'Hays Evaluation' or 'Zoho'.

Years of Experience-Use this filter to specify both minimum and maximum years of overall professional experience. In the example we have taken above, it will look something like this:



Click Edit next to the name of the filter to specify both minimum and maximum or just one of the options.

Education-Mention multiple majors required for this position in the **Majors** filter. Use the space key to separate them. Connect a phrase by inserting a dot in the middle. If either HR diploma or Business Administration will be sufficient select the Any Word option. If both majors are essential, select All Words.

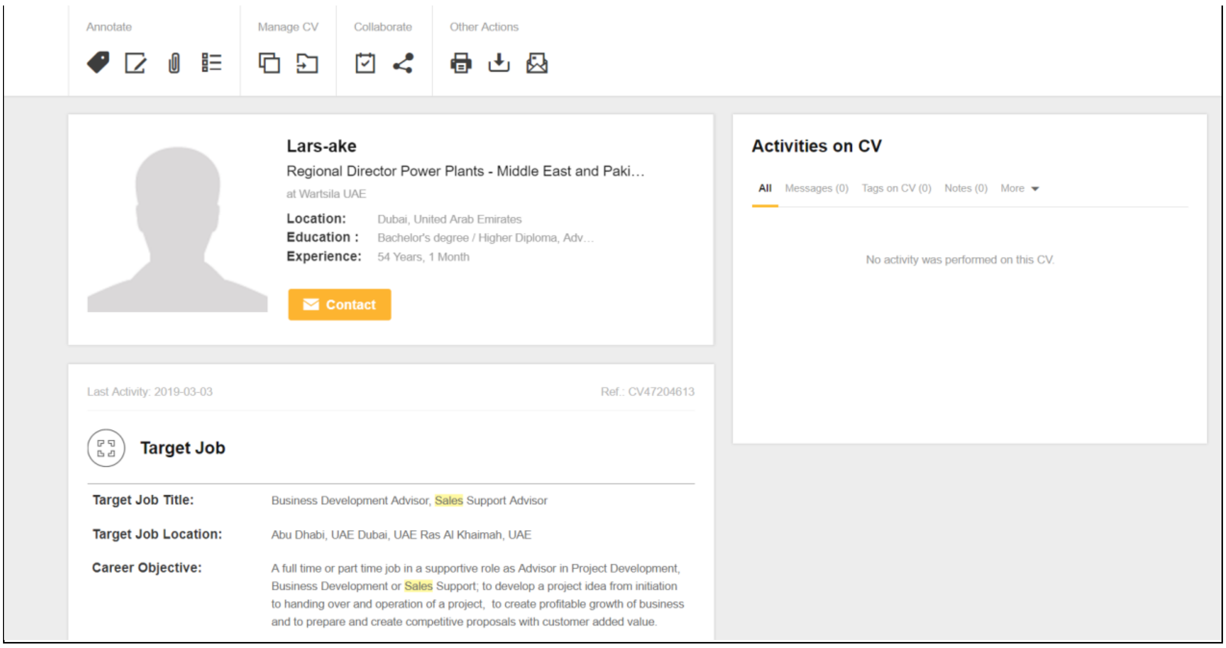
Nationality - This filter can be specified if the position has mandatory nationality criteria. Companies can use this filter effectively for example to meet their Emiratisation targets. This can also be used to shortlist native speakers of a particular language. Since in the above example, we want a UAE National for the HR Director position, we will specify United Arab Emirates in this field.

Language-Experts can be screened based on their language expertise and skill levels. Multiple languages can be selected simultaneously.

If two or more languages are specified, selecting '**Any**' will return either Arabic speakers or English speakers. Selecting '**All**' will return CVs of Experts that are fully proficient in both languages.

Once you have selected relevant filters, you can click on **Search** to review results. The system will display results sorted according to **Relevance** to filters (default setting).

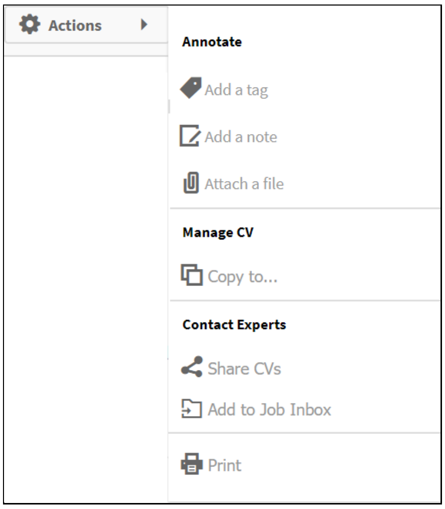
The top of the page will display the total number of relevant CVs. Each page displays 25 results.



Each candidate's CV carries a unique reference code. You can search for a particular CV or candidate by entering this code in the keyword text field.

There are multiple actions that can be taken from the CV List view that appears in the CV Search Results.

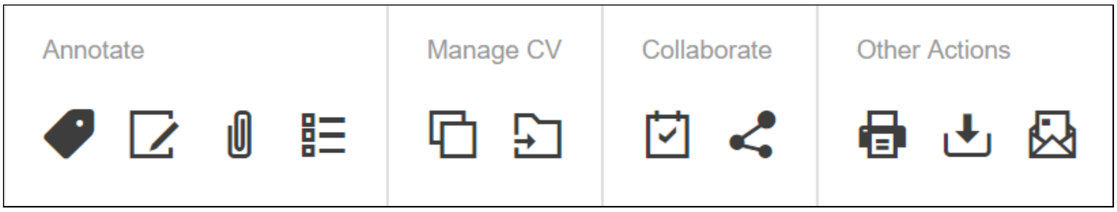
Every CV brief in this view has a button labelled **Actions** that allows the recruiter to take various actions on the CV:



Clicking on the candidate's name will open the full CV.

The CV View shows a candidate's entire profile, their CV, all annotations made by one/multiple recruiters, status updates, attachments, questionnaire results and evaluation forms, etc. - all at one place. This is a comprehensive record of the candidate.

On the CV, the recruiter will see a set of buttons, similar to the ones which appear on clicking the **Actions** button from CV List View. Let us go through these one by one.



Annotate Buttons

Add a Tag – Tags are short descriptors that can be added to a CV to index or identify them later. Tags once created and saved will be attached to the candidate's CV. Any tagged CVs can be later retrieved by running a quick search. Any CVs carrying these tags will be displayed as search results.

Add a Note - Once a CV has been opened and reviewed, notes can be added for recall. This feature is especially useful if multiple recruiters are working on a position. Any notes added are permanently attached to the CV.

Clicking on this tab will display the following window. Text can be added for internal communication or recording first impressions.

Add Attachments - Any documents related to a candidate's profile (e.g. design portfolios, original CVs, educational documents etc.) can be attached to the online CV. This is a great way of maintaining a comprehensive record of each candidate.

Manage CV Buttons

Copy to a CV Folder-A CV can be copied to a separate folder for easy retrieval at a later time, so that it doesn't get lost in the milieu of hundreds of applicant CVs. This might be useful for instance, when you come across a very good CV which is not suitable for any of the open positions at the moment, but which you would like to consider for a future relevant position.

Collaborate Buttons

Add Task - Tasks can be set up and assigned to yourself or team members. The date and time can be specified to send out timely reminders. This feature helps reduce procedural delays in recruitment workflow. To obtain a quick overview of all pending, completed or overdue tasks go to My Workspace > My Tasks.

Share CV - The CV can be emailed directly to a friend, colleague or manager's inbox with a personalized message.

Invite Candidate to an Interview – Candidate can be invited for an interview session directly from the CV view, without having to resort to a separate interface. Telephonic, face-to-face or online interviews can be scheduled through a fully automated interview scheduling system.

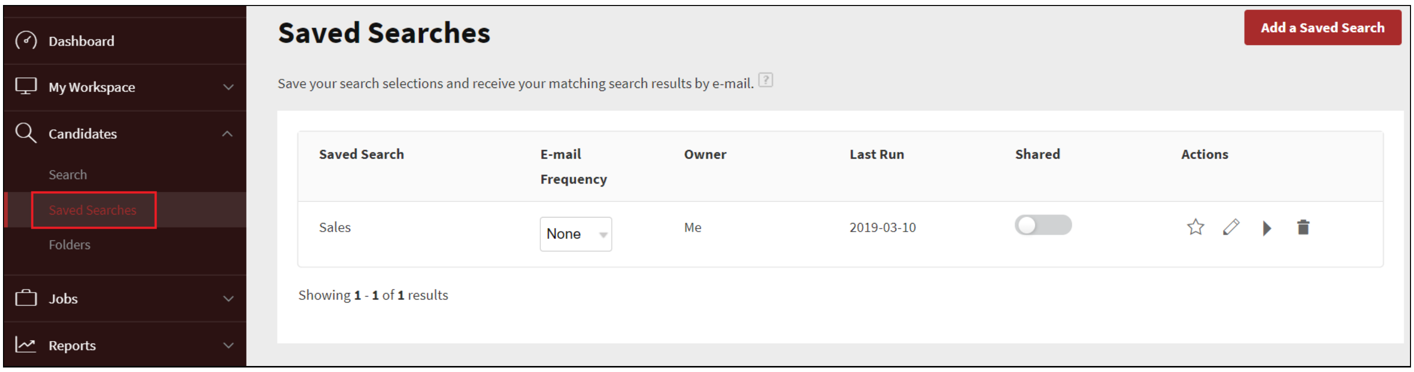
Other Actions

Print - To get a printed copy of the online CV.

Export - Allows you to download the CV in MS Word/PDF and Excel.

View Applications - This tab discloses whether a candidate has applied for multiple vacancies within your organization. If he is not shortlisted for one position, perhaps he can be recommended for another. Any notes inserted will be visible to all recruiters/Recruiters.

B. Saved Searches



Your Branded Career Channel offers a number of time-saving options for recruiters. Once filters have been specified and a short list of relevant Experts is identified, the search can be saved for future reference. The drop down list will display all previously saved searches.

Saved Search	E-mail Frequency	Owner	Last Run	Shared	Actions
Sales	None	Me	2019-03-10		

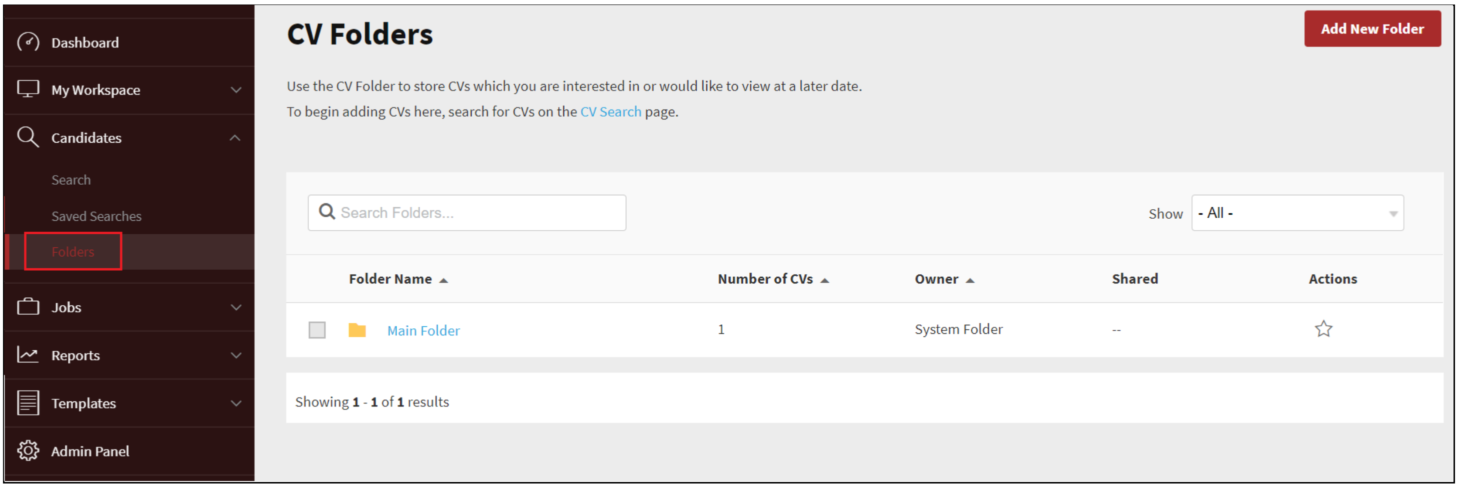
You will have the below options next to each saved search:

- Bookmark the Saved Search
- Edit the Saved Search : allows you to edit titles, keywords, filters and set email notifications of new Experts on a daily, weekly or monthly basis.
- Run the Search
- Delete

The next time you log in, you will not have to specify each filter again. The short list of relevant CVs can be accessed through a previously saved search.

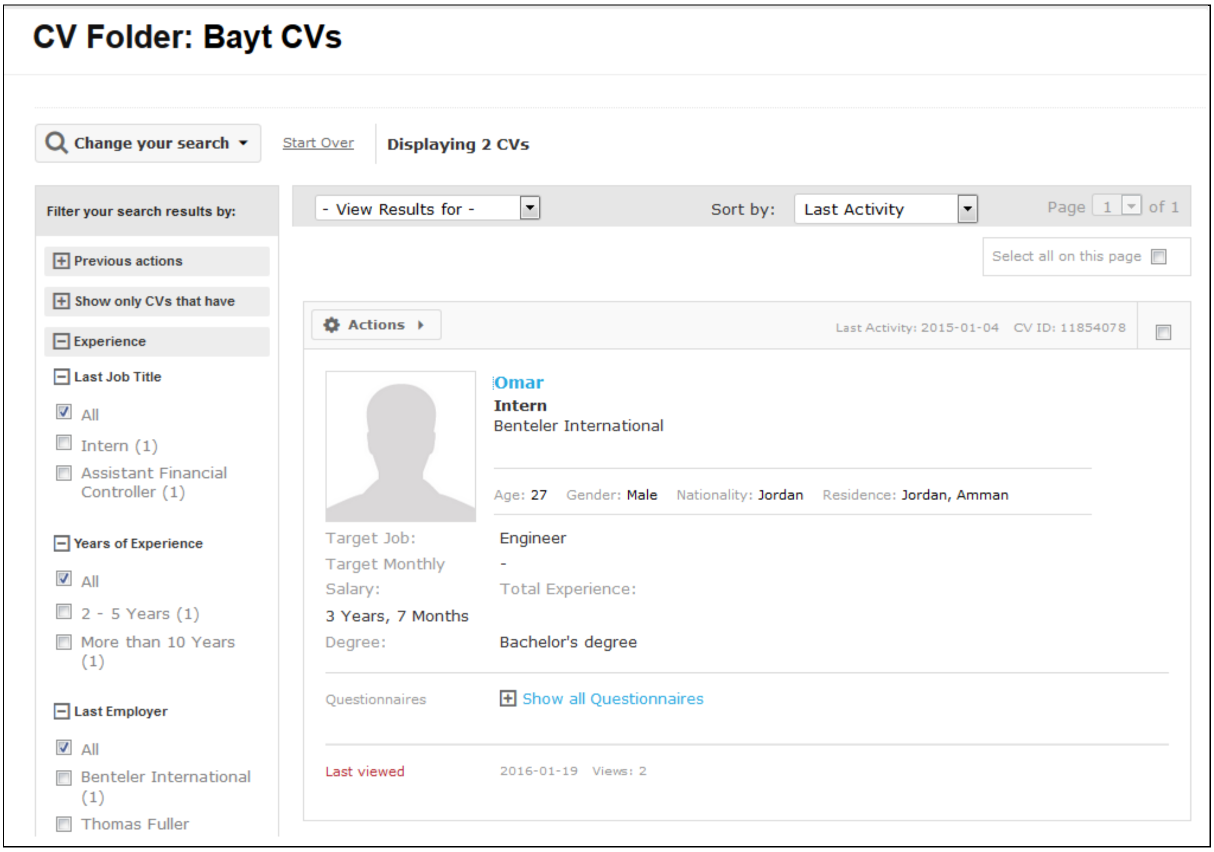
The list of CVs will automatically populate with any new registrations that match saved filters. You can choose to receive email notifications of fresh CVs instead of logging in and checking frequently.

C. CV Folders



To organize your recruitment workflow, a number of folders can be created for easy access. These folders can be shared with other team members who are directly involved in the screening/recruitment process.

Once you click on a folder name, the full list of stored CVs will be displayed. You can now print, email or download the CVs in bulk. You can also choose to dispatch questionnaires or letters to all Experts within a folder. Email multiple Experts using either pre-saved letters or customized messages.



Jobs

A. Post a Job

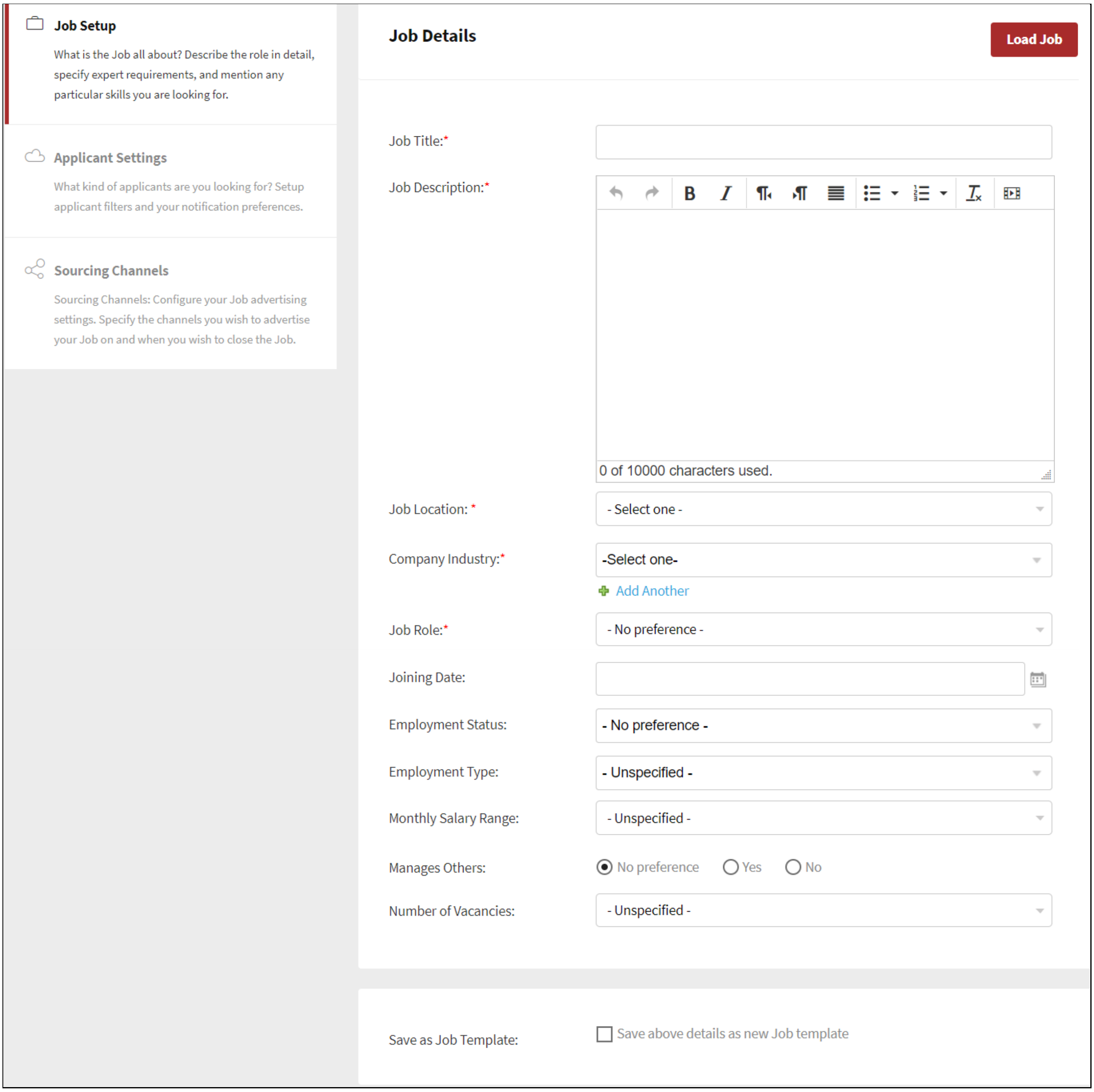
To post a job, recruiters have to click on the **Jobs** tab located on the left side of their workspace and then click on **'Post a Job'**.

This opens up the **Post a Job** form. Let us go all the fields of this form in detail.

Job Post Template Section

In this part , the recruiter should explain what is the Job all about? Describe the role in detail, specify candidate requirements, and mention any particular skills you are looking for.

A. Job Setup



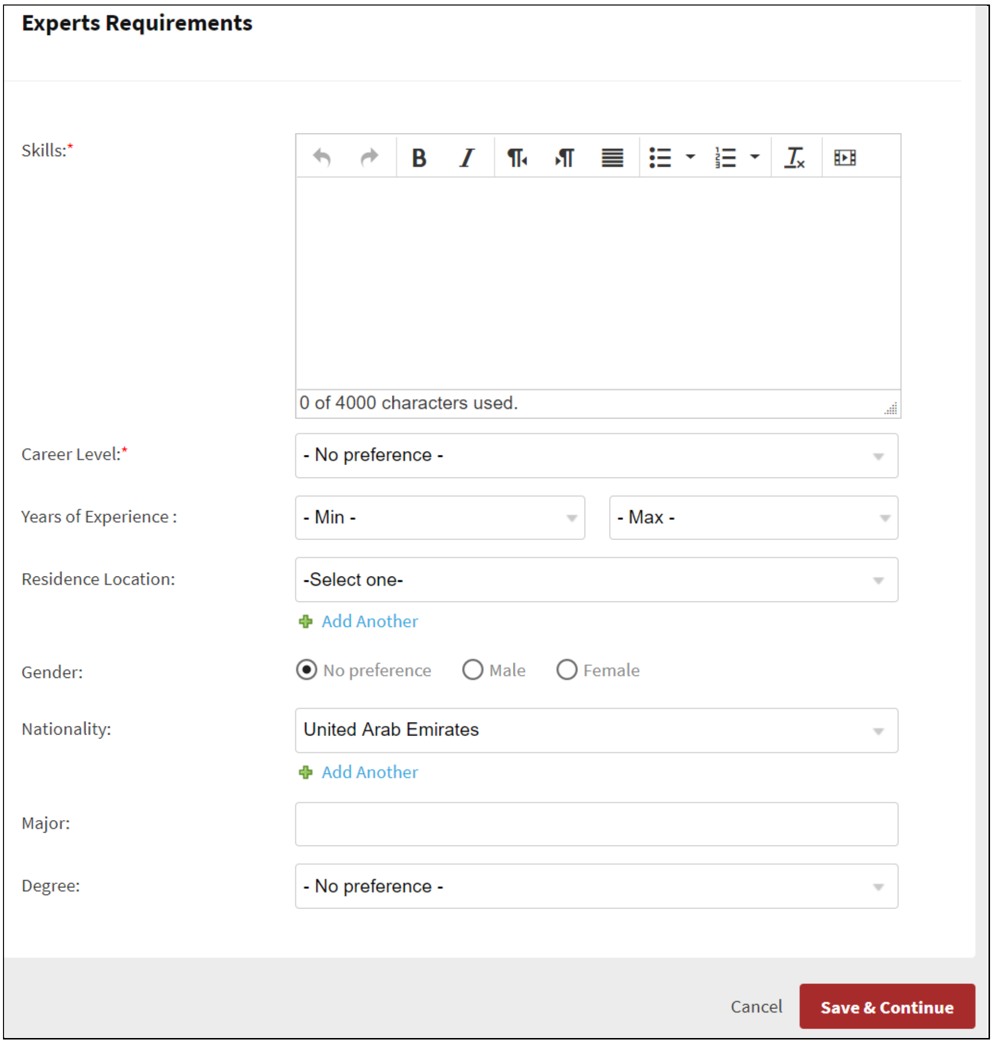
This section consists of:

Job Details

- **Job Title -** Enter the official job title of the position. Alternative job titles can also be entered and separated by commas.
- **Job Description -** Text can be entered in Bold, Italics or emphasized by an underscore. This section can be previewed before information is published.
- **Job Location -** Specify location of employment (country and city) by selecting relevant options from the drop-down menu.
- **Job Role -** This field can be set as an auto-filter by checking the Set as applicant auto-screen filter option.

You can saved this job as template.

Experts Requirements

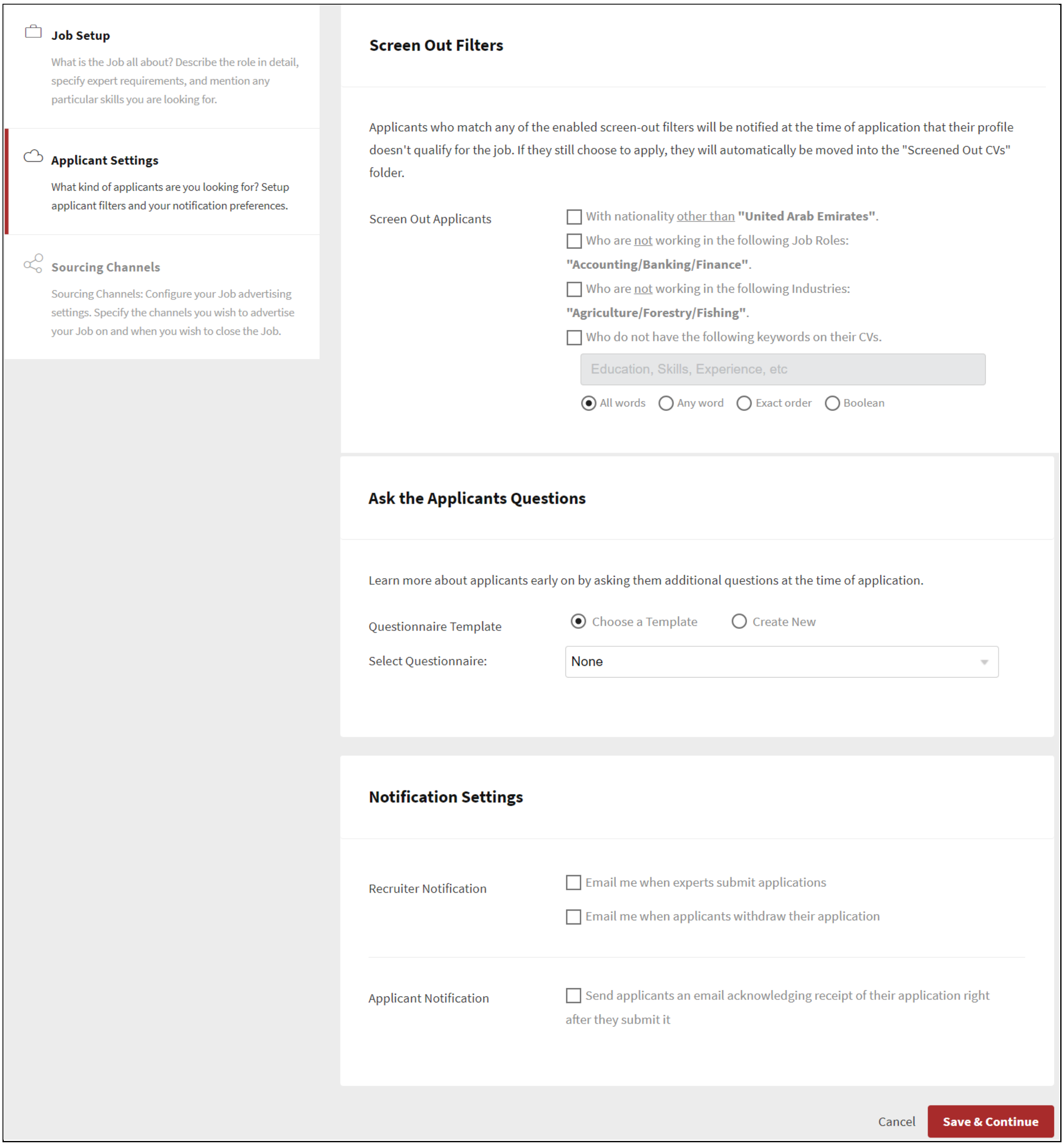


Fill the details in each part and click on "Save & Continue".

B. Applicant Settings

Now, you will be redirected to the next page which you need to specify the following:

- Screen Out Filters
- Add Questionnaires
- Notification Settings



Applicants who do not match specified auto-filters will be notified. Their CVs will be moved to the "Screened Out" folder if they choose to apply. To access these CVs go to Home › Post a Job › My Jobs › Applicants

Auto-filters can be applied on Job Role, Company Industry, Years of experience, Residence Location, Gender, Nationality, Degree and Age.

Fields highlighted in red are mandatory fields such as Job Title and Job Role. Optional fields will not be visible to applicants unless they are filled out.

Do not email me - Selecting this option will disable all email notifications. You will have to login through your BCC account to check applications.

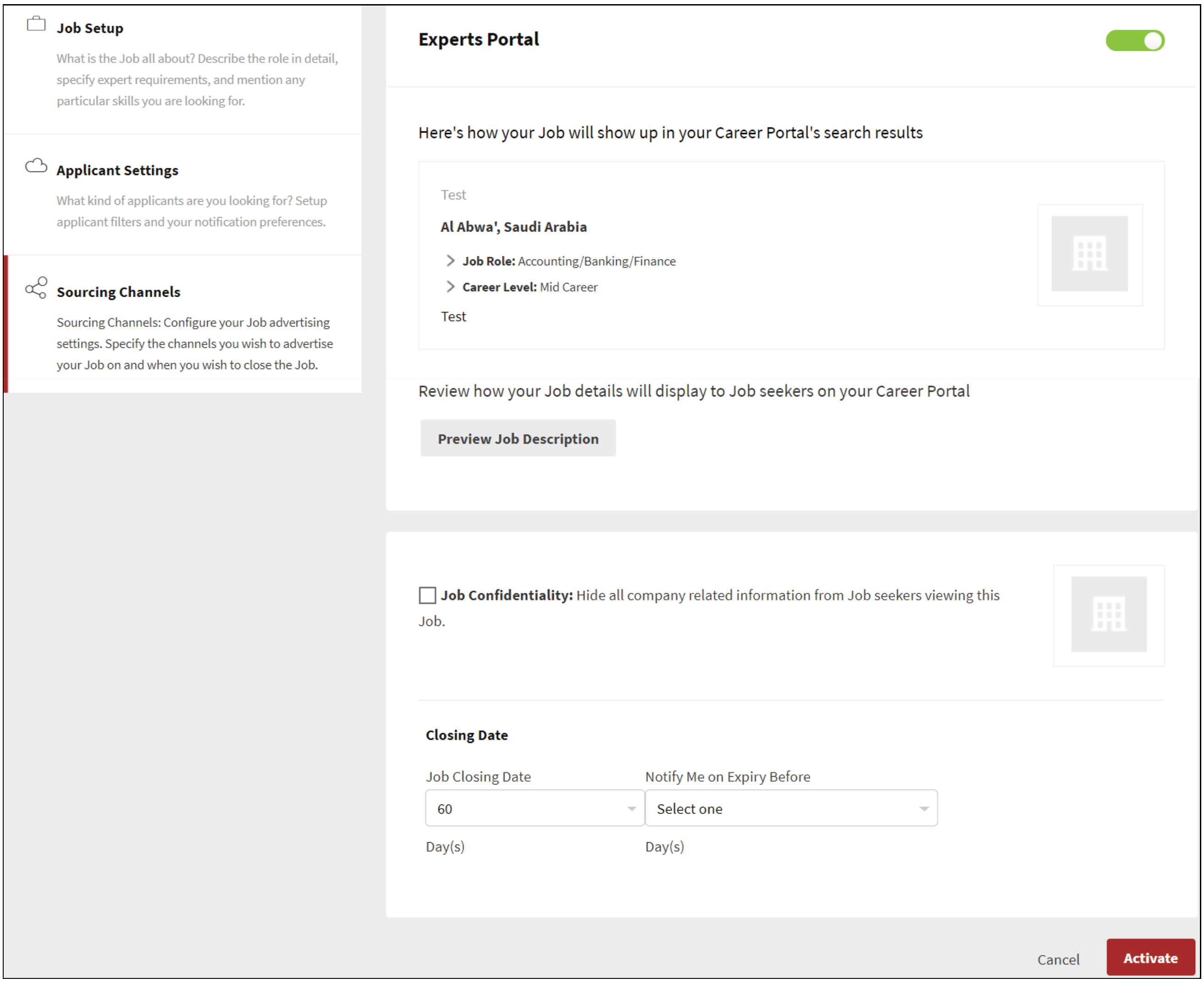
Email me the daily count of new applications (recommended) - You will receive a daily email mentioning the total number of new applications. You will need to login to access these CVs through your Workspace.

Email me CVs of new applicants - Each application will appear in your BCC Workspace and will also be replicated in your email inbox.

Job postings can be accompanied with questionnaires to evaluate Experts on role specific/technical skills as well as emotional and psychological traits for cultural compatibility. Users can build a new questionnaire or choose one of the existing ones from the drop-down list.

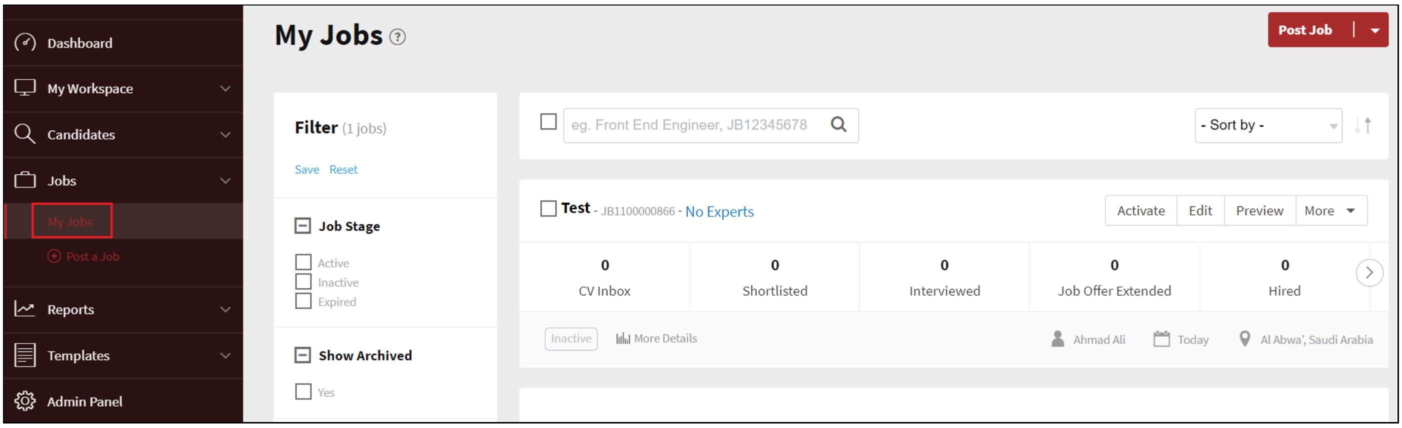
Applicants will be asked to respond to any attached questionnaire. Along with the CV, you will also be able to view answers and questionnaire scores. Candidate responses are automatically graded by the system.

C. Sourcing Channels



Once a recruiter has filled out the Post a Job form and Clicked on Activate **,** they are taken to a preview page of the posting page.

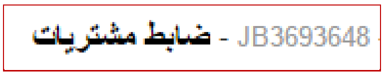
B. My Jobs



My Jobs- All jobs posted by a user appear under the **My Jobs** section. This tab will display all previously saved job postings (both active and expired).

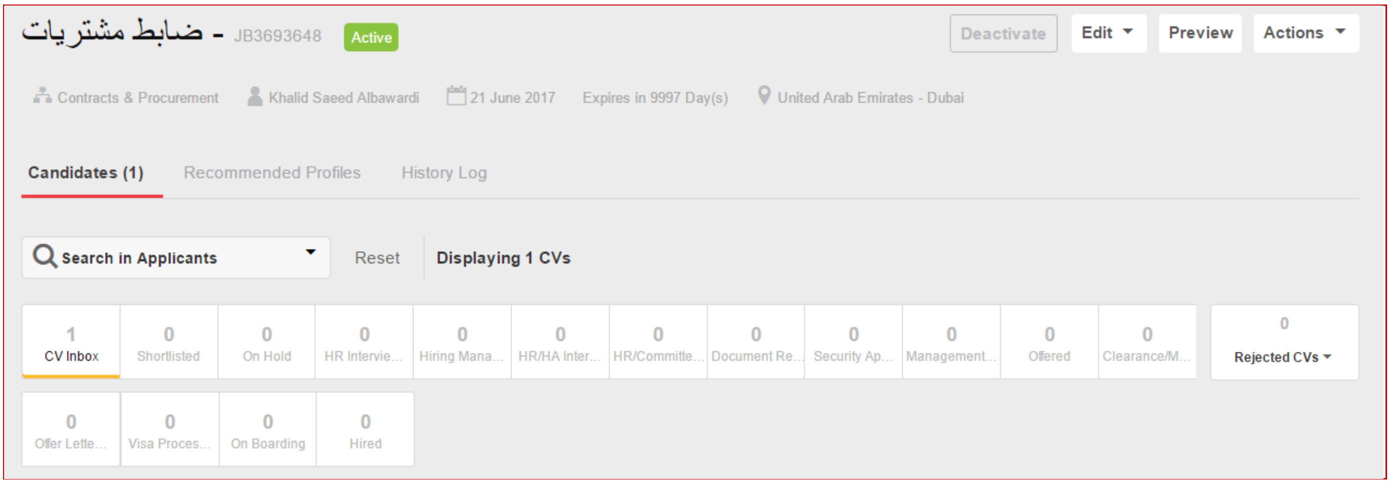
In this page you can:

- View job posting by clicking on the Job Title - Each page displays a total of 15 job postings.



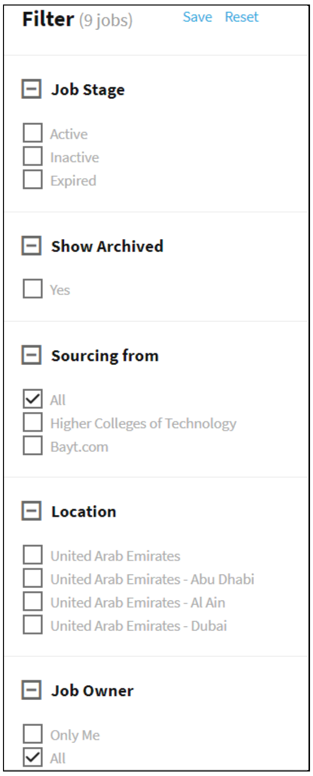
- Access previous job postings by selecting different page numbers from the drop-down list.
- Check the job posting applicants by clicking on number of Experts (next to the job title) displays the total number of CVs received. Clicking on the number of applicants will divert you to Job Posting folders or Application Status Tabs 

- The job-applicant folder has multiple stages, or statuses as we call them, be default.

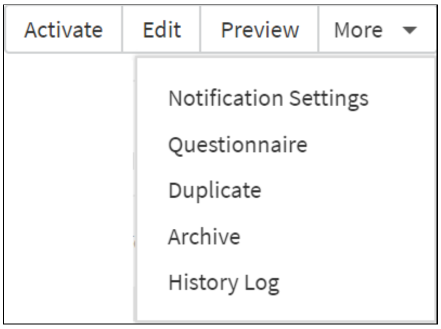


These stages are replicated to match hiring practices and processes at your organization. This is an effective way of tracking and processing all applications and Experts within a specified time period. At the end of the recruitment cycle, all applicants must be either in the Onboard or rejected folders to signal process completion. The system allows you to send automated messages to all Experts within a particular application status category.

- Filter jobs as per Job Stage / Show Archived / Location / Job Owner.



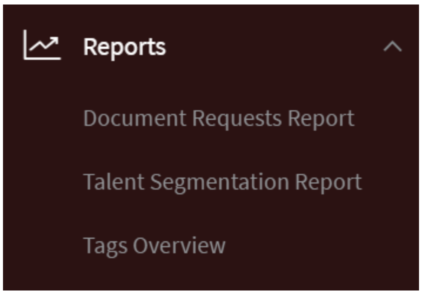
- Job Posting options (Activate / Deactivate, View, Edit, More).



Activate/Deactivate- Publish or remove vacancies from your company career channel using this option. If the dot next to the job title is red, this indicates that a vacancy has not been published to users visiting your career page. A green dot on the other hand signifies an active vacancy currently inviting applications.
Notification Settings-Any email notifications carrying updates regarding the number of new applications can be edited here.
Questionnaire-Select, attach or remove questionnaires from a job advertisement. Saved questionnaires will be displayed in the drop-down menu.
Edit- Make changes to job description, job title or auto-filters by selecting the Edit. Editing information will deactivate an active posting. Once changes are finalized, the posting can be reactivated by consuming an additional posting credit. Any applicant data will not be lost through use of this feature.
Duplicate- Duplicate a posting for future use. You can simply tweak the existing copy to create a new posting. Send to In case you decide to travel or take a few days off, you can send a job posting to another sub-user to manage the recruitment process in your absence.
Change Owner- Use this option to transfer the ownership of this job and all related recruitment activity to another user. This is helpful if a recruiter goes on leave, is put on another job internally or leaves the organization for some reason.
Share-Sharing the job posting will allow two team members to simultaneously shortlist and screen applicants and work together to help fill a vacancy.

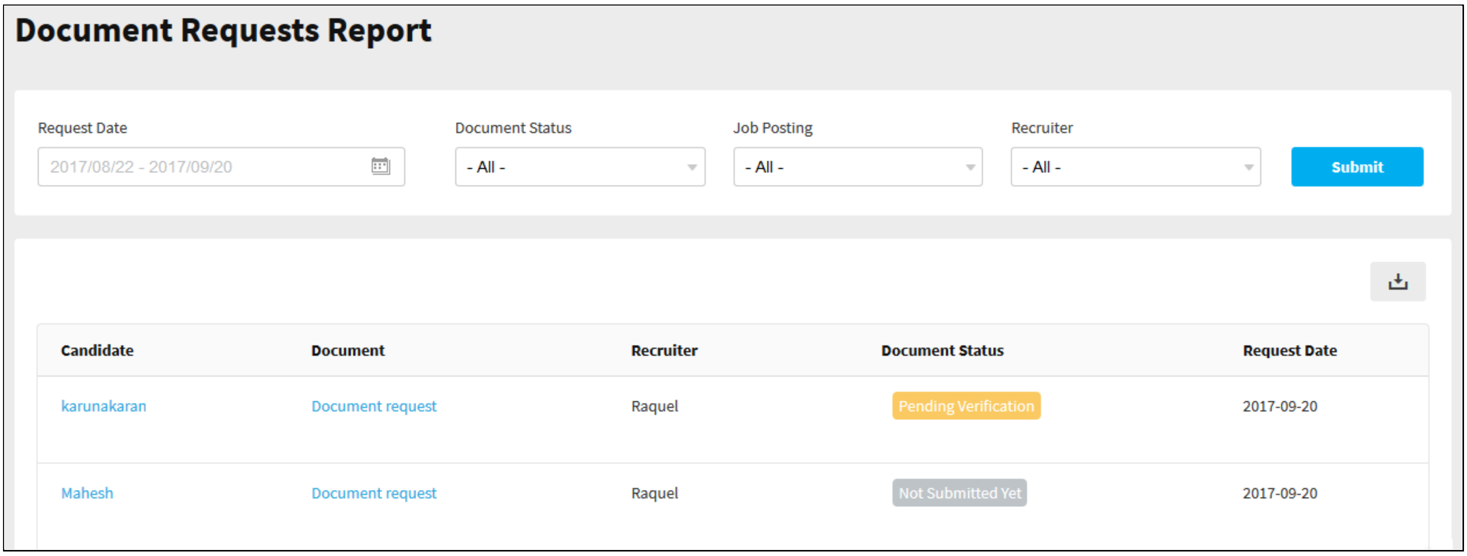
Delete-Selecting this option will delete the job description and all applicant data from the system.
Export Applicants – using this option, the employer can export the CV's applied to your job posting on Excel format.
- Sort Jobs by different criteria.

Reports:



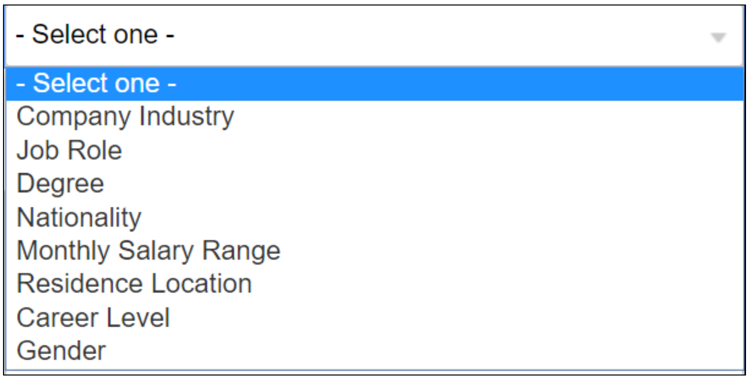
A- Document Requests Report

This report will provide the employer with details about the document requests sent to candidates like candidate name / Document / Recruiter / Document Status as well as Request date.

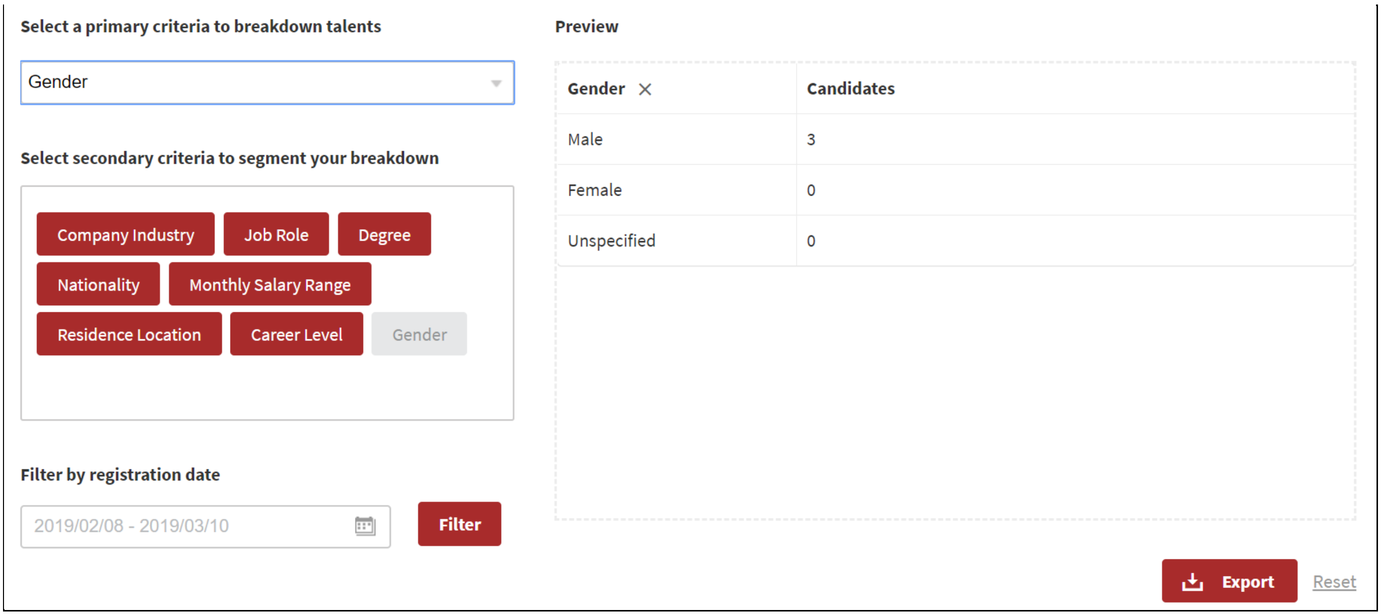


B. Talent Segmentation Report

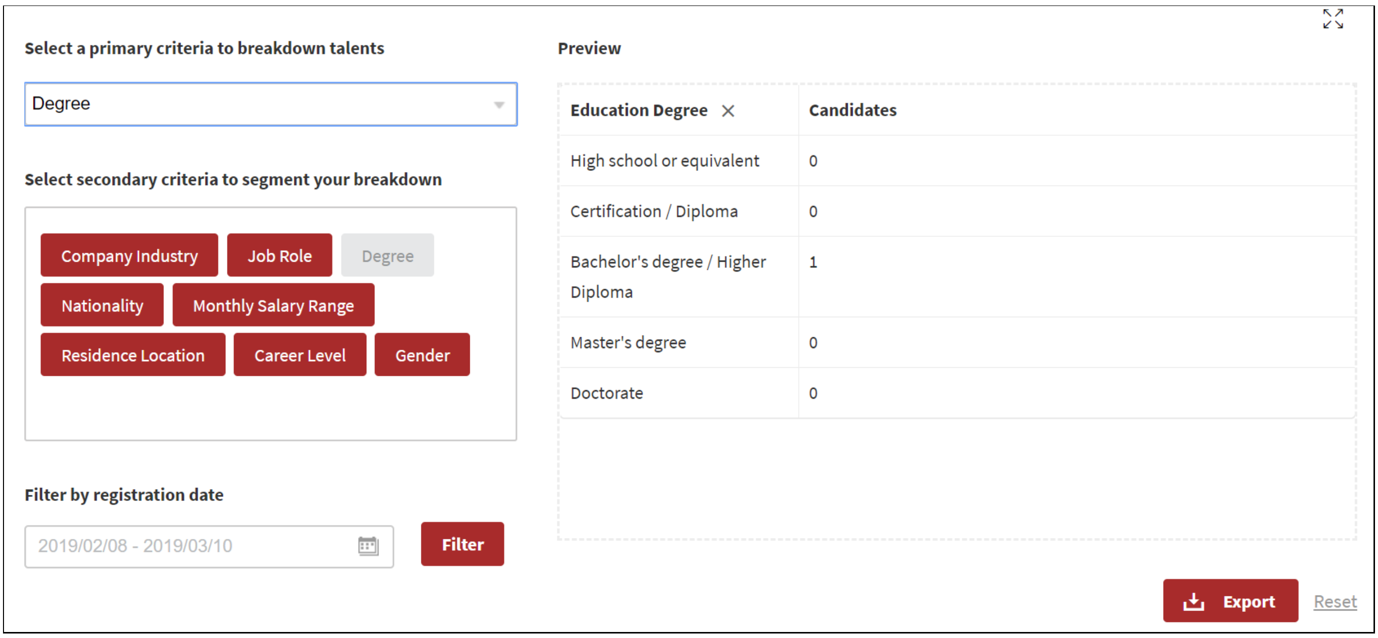
By using this report, you can choose the criteria to breakdown talents and view the results.



- Gender



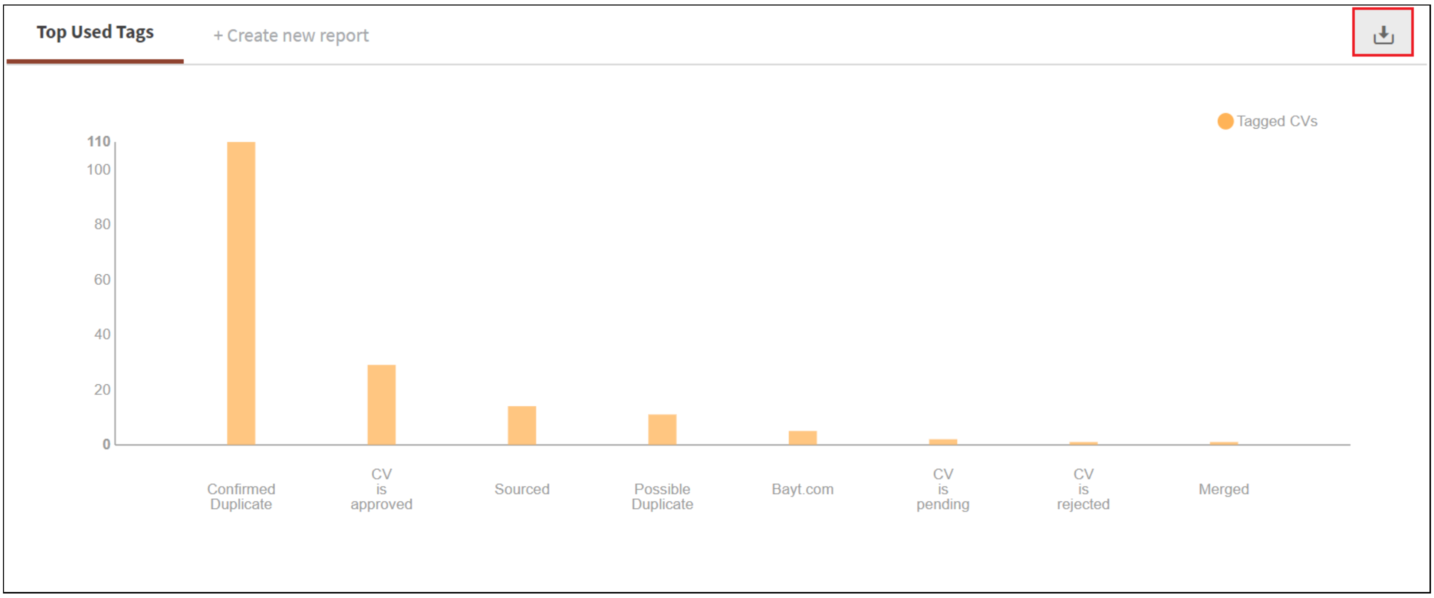
- Degree



You can export the results.

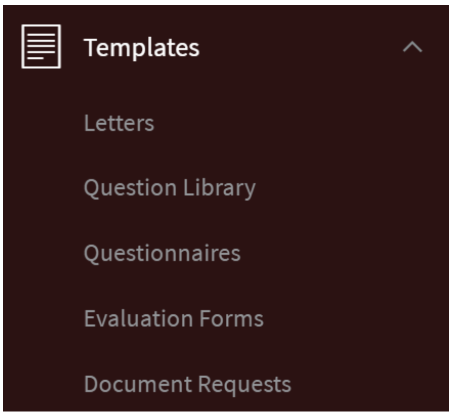
C. Tags Overview

This report will display stats for the most popular tags in use.



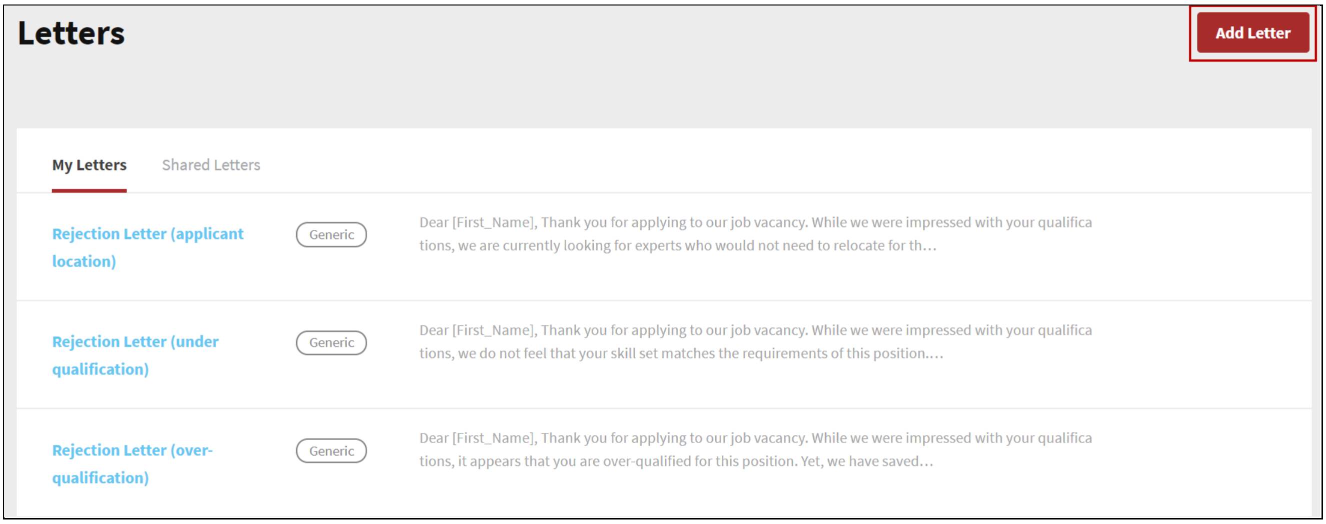
You can export the results as well.

Templates



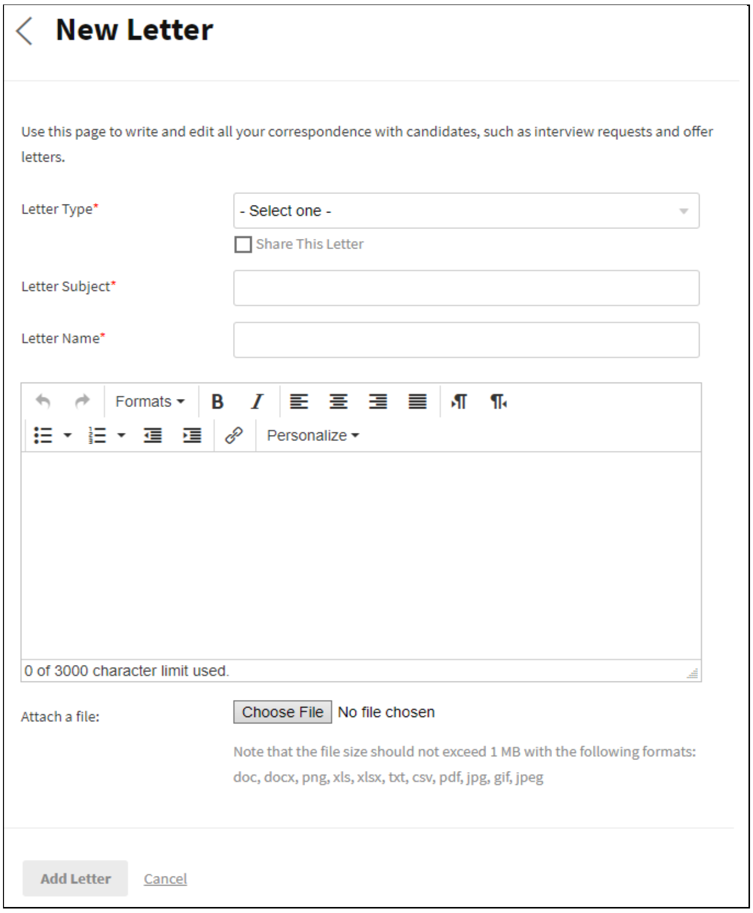
A. Letters

Recruiters can automate communication by adding email templates or using existing ones to dispatch letters to multiple candidates without accessing your email program.



You can add a letter, preview existing ones and edit or delete them as necessary.
The Shared Letters tab includes any letters created by other users that have been shared with you.
Saved letters can be accessed and sent out through multiple sections such as database search, job posting folders and saved folders.

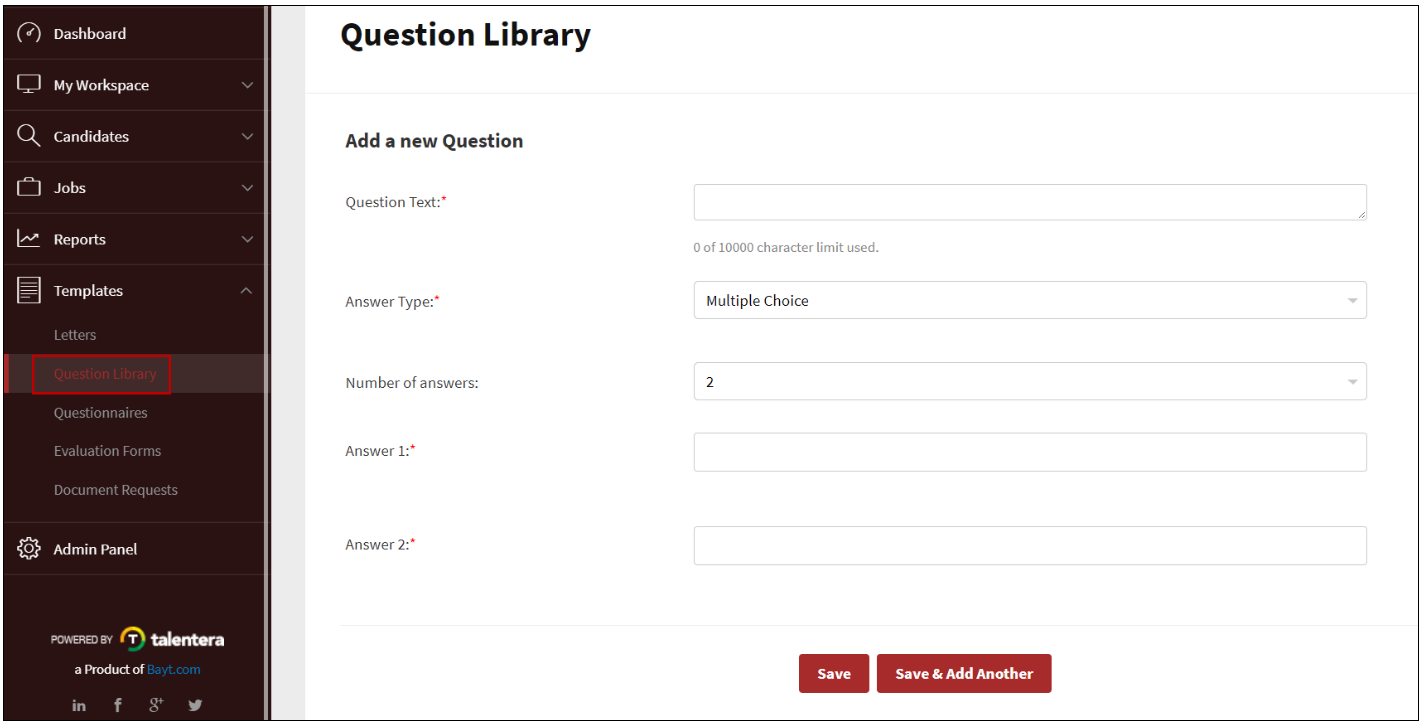
To add a letter template, a user has to simple click on the **Add a Letter** link.
This opens the Letter Template form. Fill in the details in this form, such as the letter type, name of the letter, letter content, etc.



You can personalize this letter template by adding macros for Name of the Candidate and Company Name. This way, when you're sending a letter in bulk, you do not have to go and change name for each candidate in the letter; the system does that automatically and the macro gets populated with details about the specific candidate, making the letter personalized.

B. Questions Library

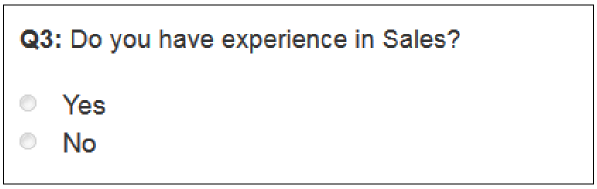
Where employers can add questions which can be saved and added directly to Questions Templates.
Once you click on ‘Questions Library’ tab, this will redirect you to the question templates.



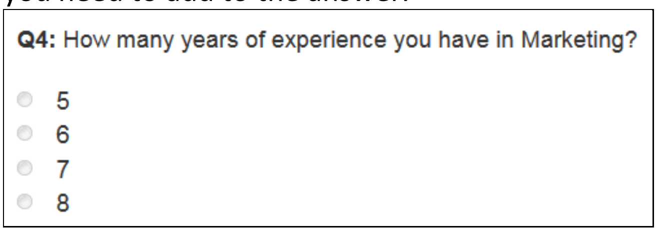
You need to start adding the following details:

- ✓ Question Text
- ✓ Answer Type

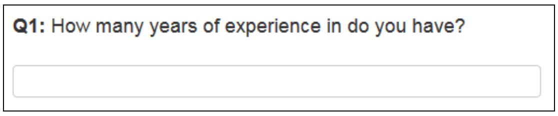
➢ **Yes/No** – 2 answer options will appear (Yes/No)



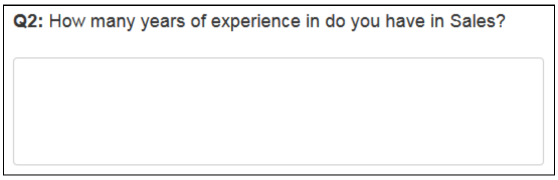
➢ **Multiple Choice** – you can change the number of answers depending on the choices you need to add to the answer.



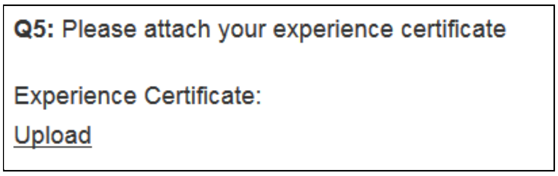
➢ **Free Text Field** – a space for adding the text will appear in the answer field.



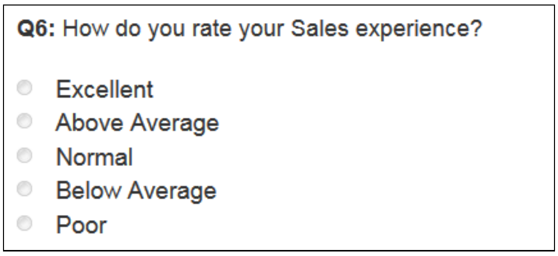
- ➢ **Free Text Box -** a bigger space for adding the text will appear in the answer field.



- ➢ **Attachments –** you can use this option if the answer requires the Job Seeker to attach a file



- ➢ **Rating Scale**

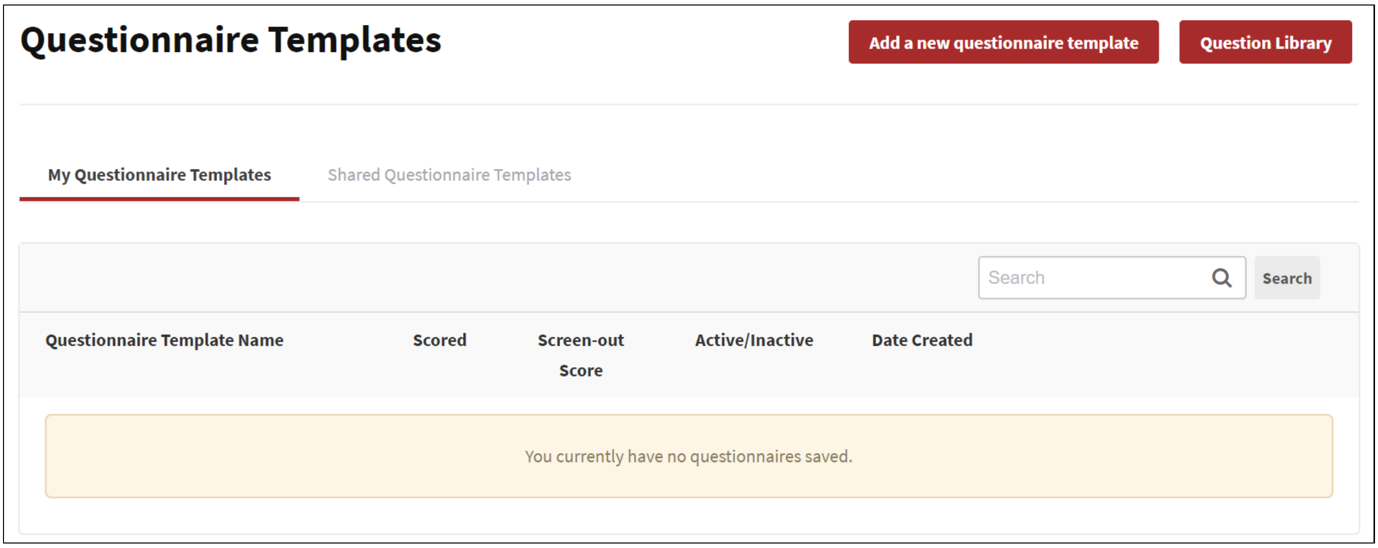


Adding the required answers depending on the Answer Type specified previously.

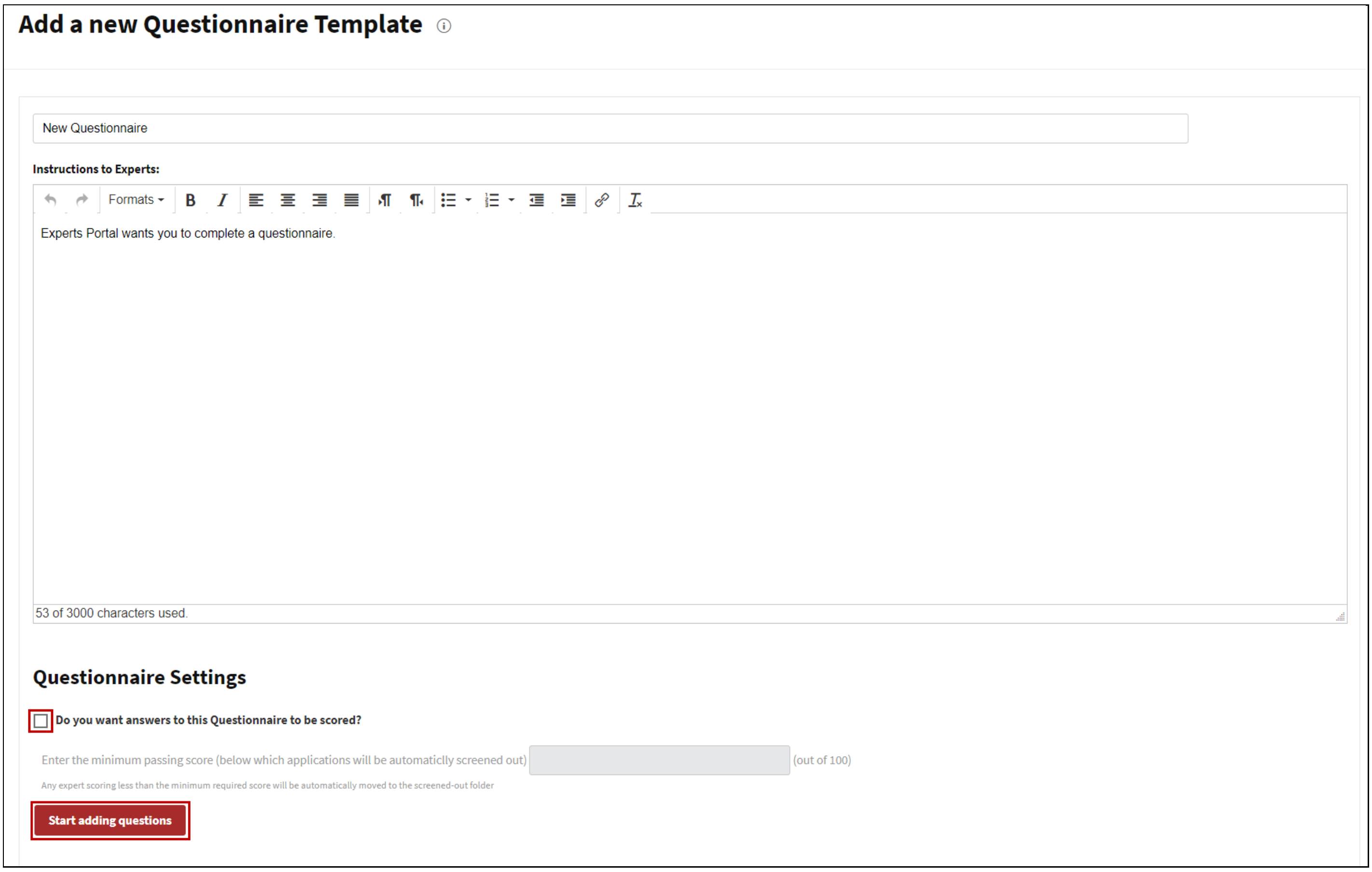
Click on ‘Save’ to continue or ‘Save & Add another’ to add more questions.

These added questions can be easily added to any Question Templates, as this will save your time instead of keep writing the same questions whenever you add a questionnaire.

C. Questionnaires



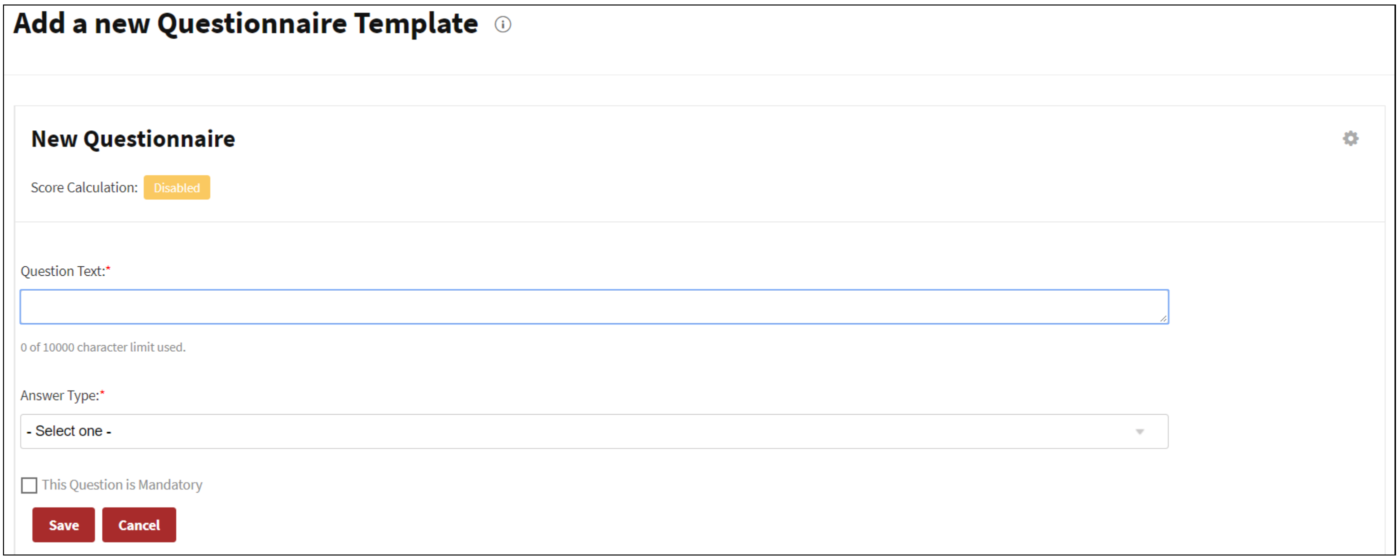
You can create a questionnaire template by clicking on 'Add a New Questionnaire Template' option. Specify the Questionnaire name and any instructions for candidates (if any).
You will have a great option which enables you to get calculations for the candidate's questionnaire score by clicking on the 'Calculate Questionnaire Score' option , specify the minimum score for the questionnaires so that if any candidate scoring less than the minimum required score will be automatically moved to the screened-out folder.



This feature will make it possible for recruiters to indicate whether a questionnaire have a score or not, and if it does they can specify a minimum score to screen out candidates who fail in that questionnaire. Also recruiters will have the option to indicate a set of questions to be mandatory so the applicant can't submit his/her answers without filling them.

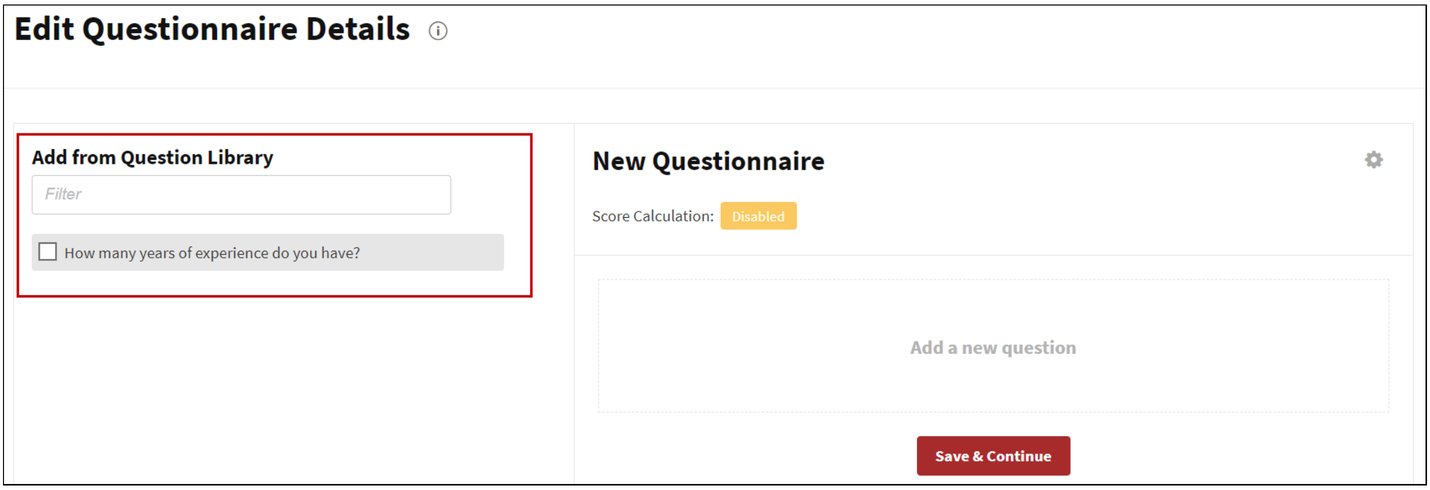
Each answer has a knock-out flag, If this flag is enabled against a particular answer, and the candidate picks this option when answering, then the candidate will be automatically screened out. This is useful in cases where a “bad” response to a certain question disqualifies the candidate completely e.g. if the candidate responds to “What kind of a visa do you have?” with answer options like “Student Visa” or “No Visa”.

Click on ‘Start Adding Questions’ option.

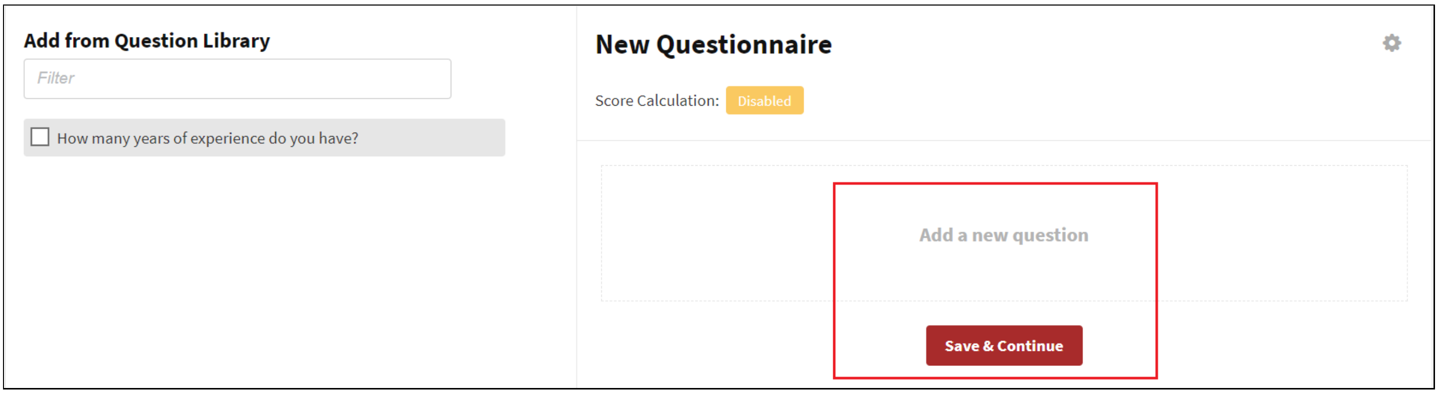


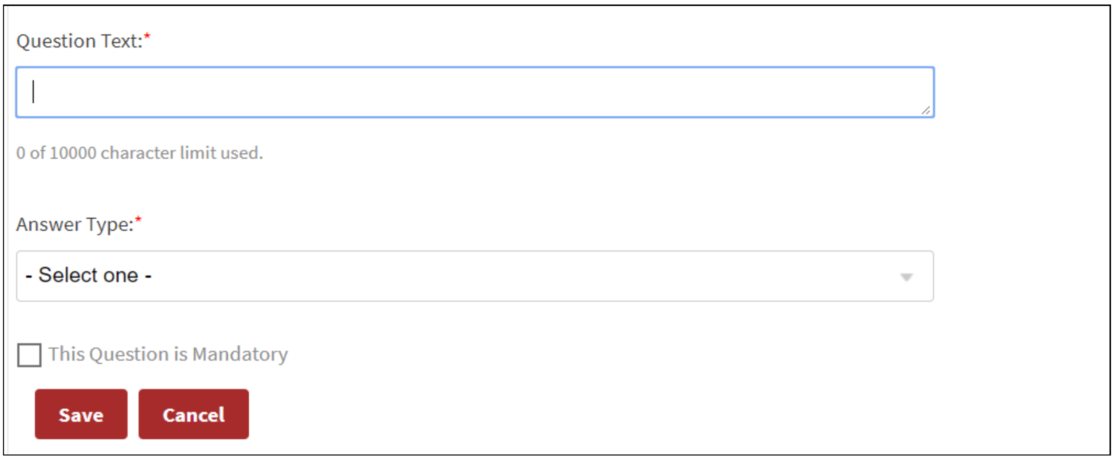
To proceed, click Save.

You can choose any of the Questions you added in the Questions Library



Alternatively you can start adding other questions you want to include in your questionnaire by clicking on “Add a new Question”.

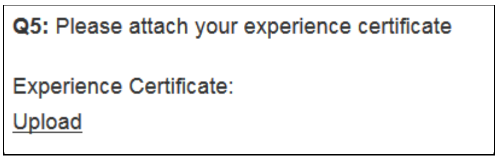




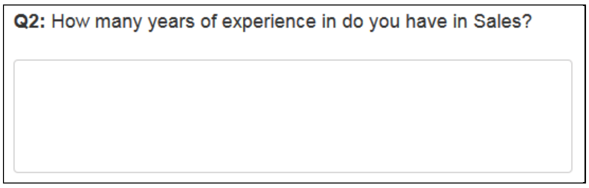
Question Text - Enter the question as it will appear to the applicant.

Answer Type- You can choose from multiple answer types. Click on the drop-down to select the suitable answer type

Attachments – you can use this option if the answer requires the Job Seeker to attach a file

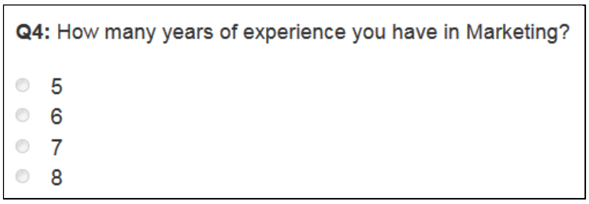


Free Text - a bigger space for adding the text will appear in the answer field.

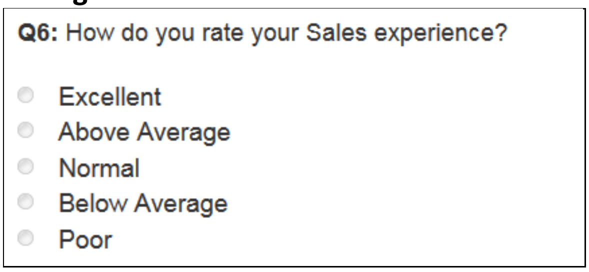


Free Text Field – a space for adding the text will appear in the answer field.

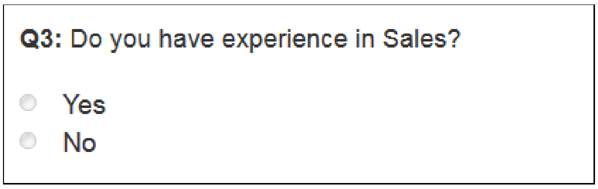
Multiple Choice – you can change the number of answers depending on the choices you need to add to the answer.



Rating Scale



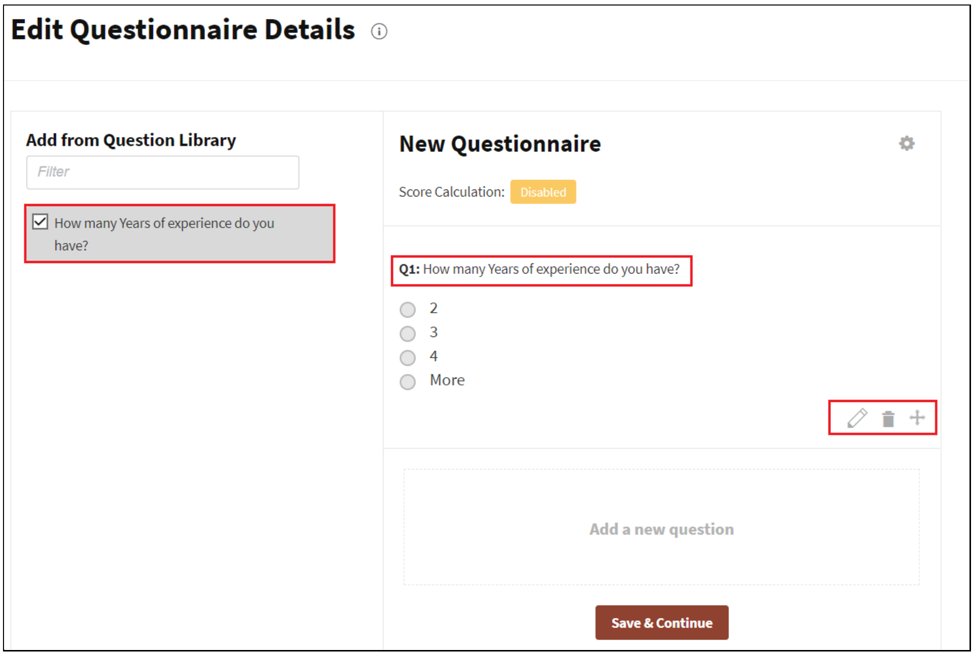
Yes/No – 2 answer options will appear (Yes/No)



Adding the required answers depending on the Answer Type specified previously.

Click on ‘Save’ to continue.

If you already have saved questions in ‘Questions Library’ option, they will appear automatically on the left side of the page and you can choose from to be added to the questionnaire.



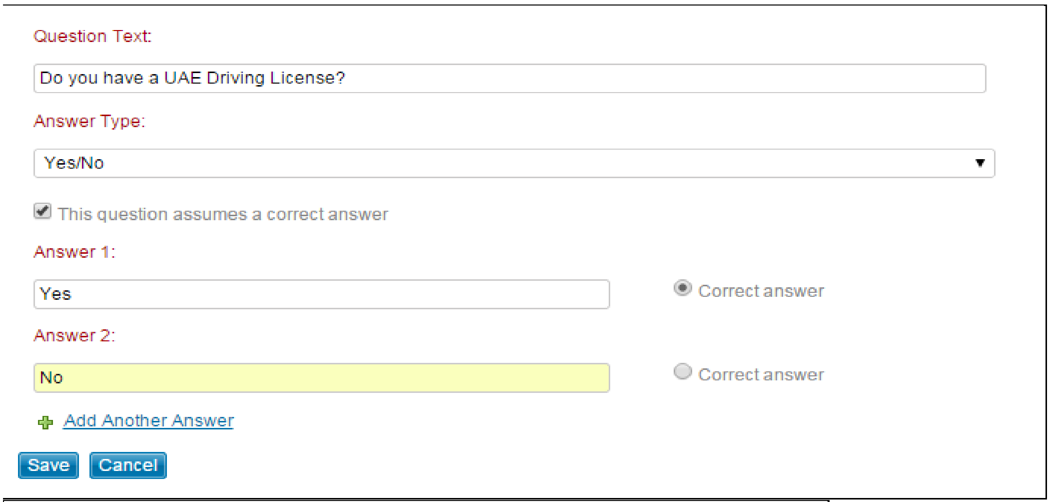
You can Edit , Delete , change the questions' order .

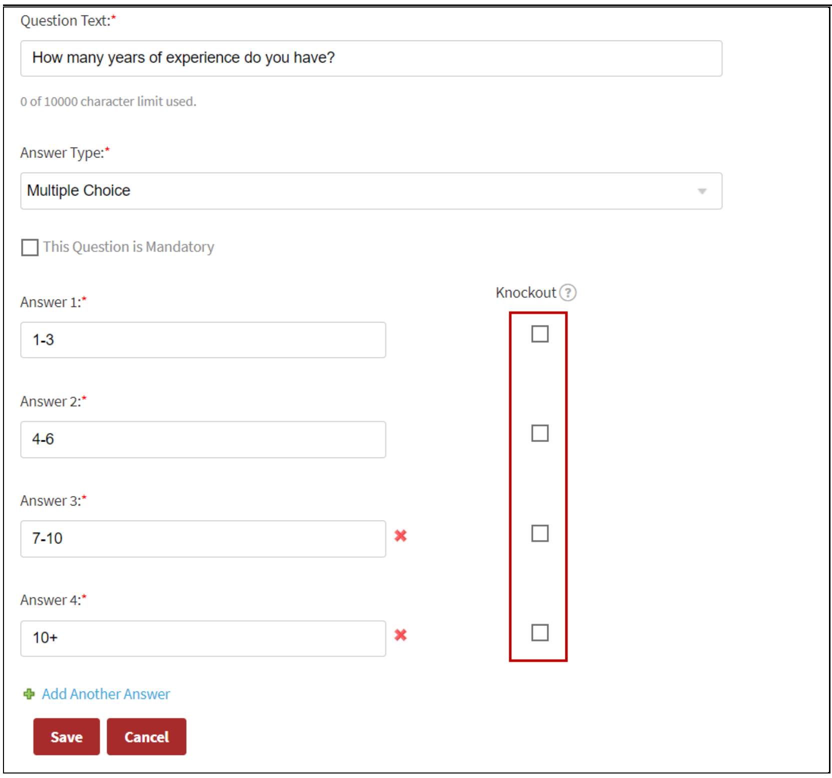
Once done, click on 'Save & Exit to Questionnaire Templates.

If you wish to add another question just click on "Add a new Question". The order of the questions can be arranged by drag-and-drop to the appropriate position. Once you have added all the questions click on Save & Exit to Questionnaire Templates. If you wish to go ahead and start using this Questionnaire, just click on Activate.

Add the answer options in the Answer Boxes (Answer 1, Answer 2, etc.)

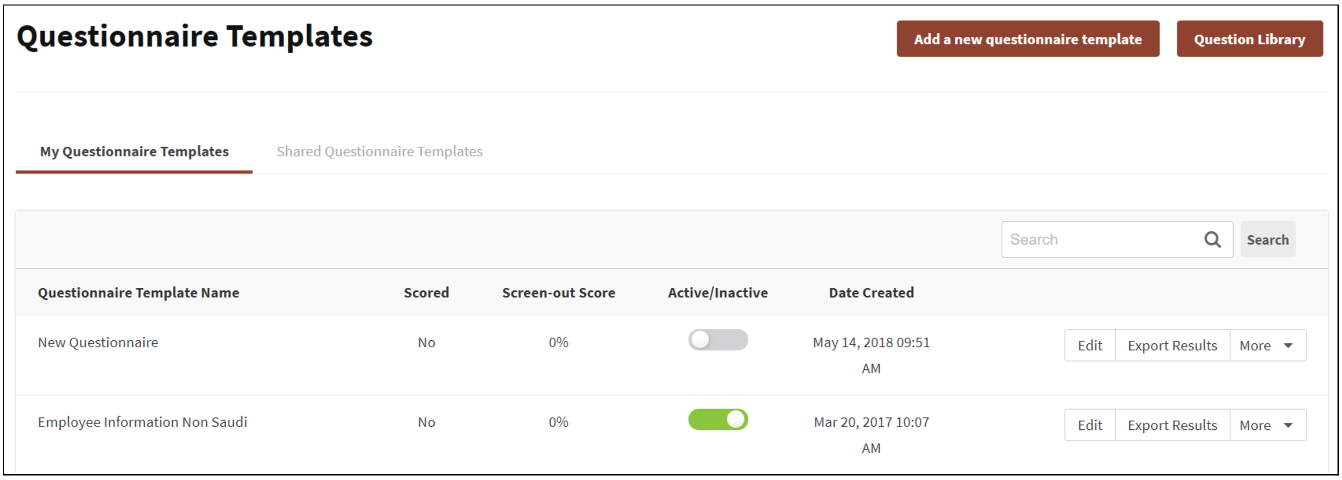
Selecting the check-box against an answer "Knockout" lets the system assume the correct answer option and this way you can set up a grading system.





Click on Save to save the question; If you wish to add another question just click on “Add a new Question”. The order of the questions can be arranged by drag-and-drop to the appropriate position. Once you have added all the questions click on Save & Exit to Questionnaire Templates. If you wish to go ahead and start using this Questionnaire, just click on Activate.

All questionnaire templates created and saved by you appear under the “My Questionnaire Template” section.



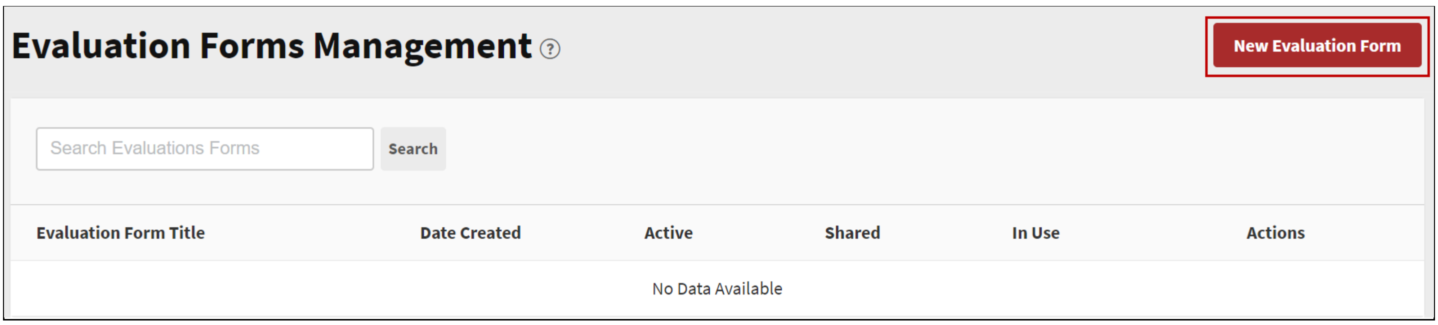
- My Questionnaire Templates - All pre-saved questionnaires will be listed under Communication Templates > Questions Templates.
- Shared Questionnaire Templates- Any pre-saved questionnaires that have been shared with you by other team members will be listed under this tab.

Once the questionnaire is saved, the below options will appear:

- **Activate**
- **Edit Details**
- **Export Results**
- **Edit Questions**
- **Duplicate**
- **Delete**
- **Share/ Unshare**: Sharing a questionnaire makes it available to multiple users across the system.

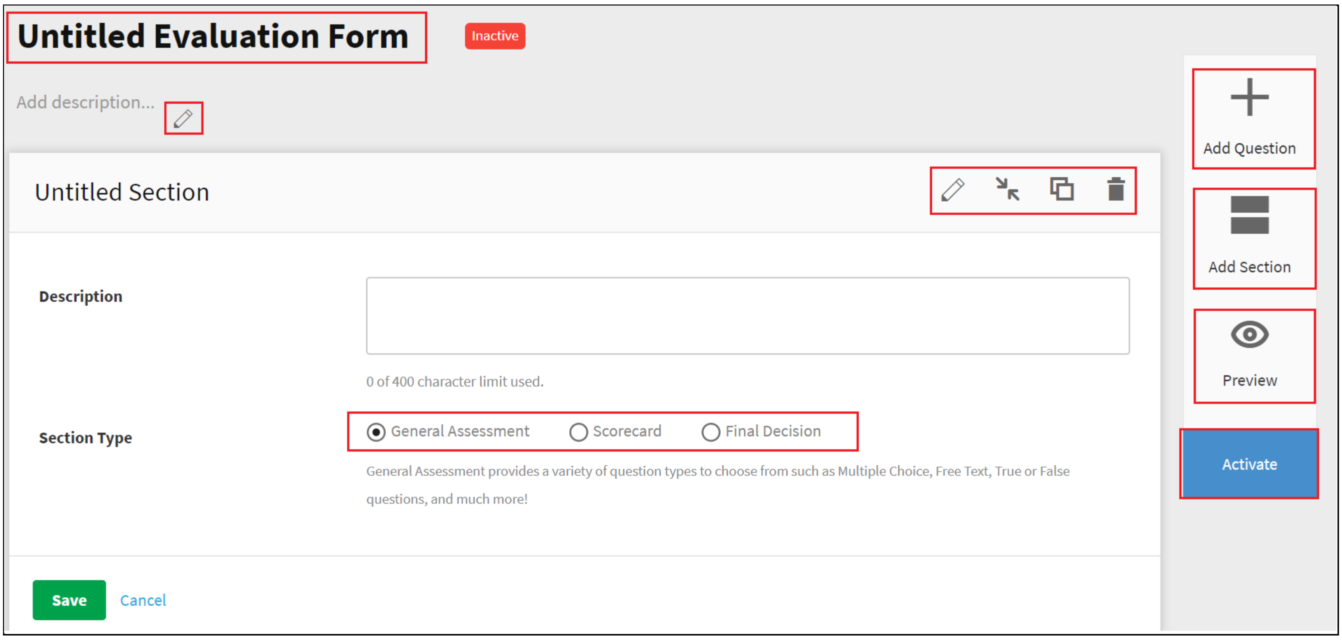
D. Evaluation Forms Management

The employer can add evaluation form by clicking on ‘Add a new evaluation form’.



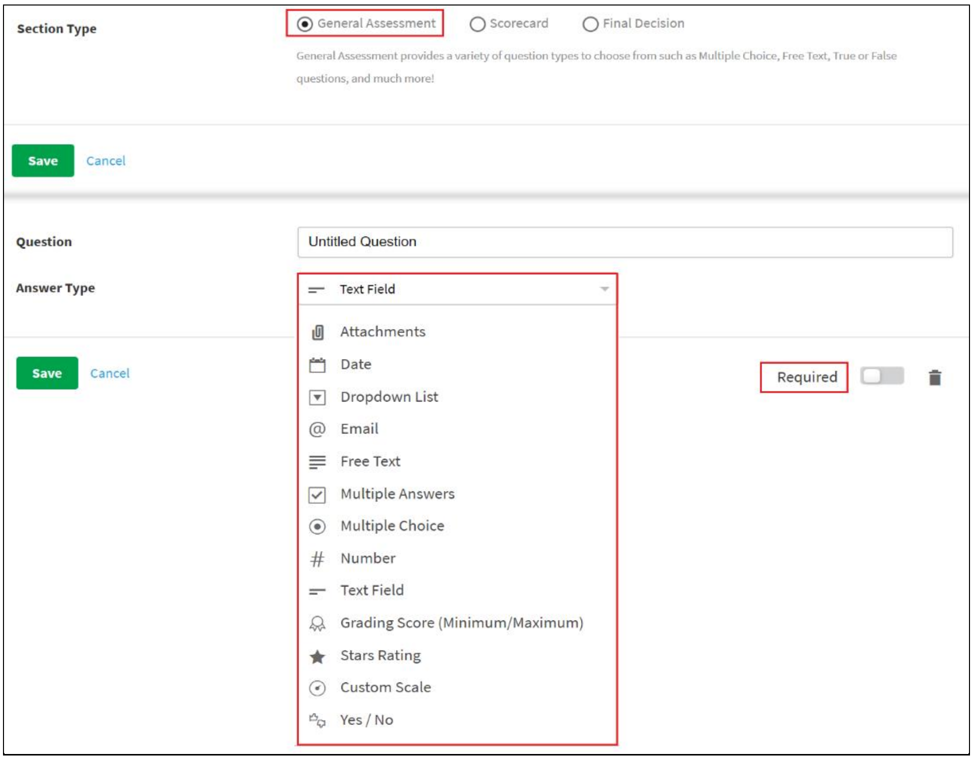
You need to fill in the following details:

- Evaluation Form Title
- Evaluation Form Description
- Section Title
- Section Type

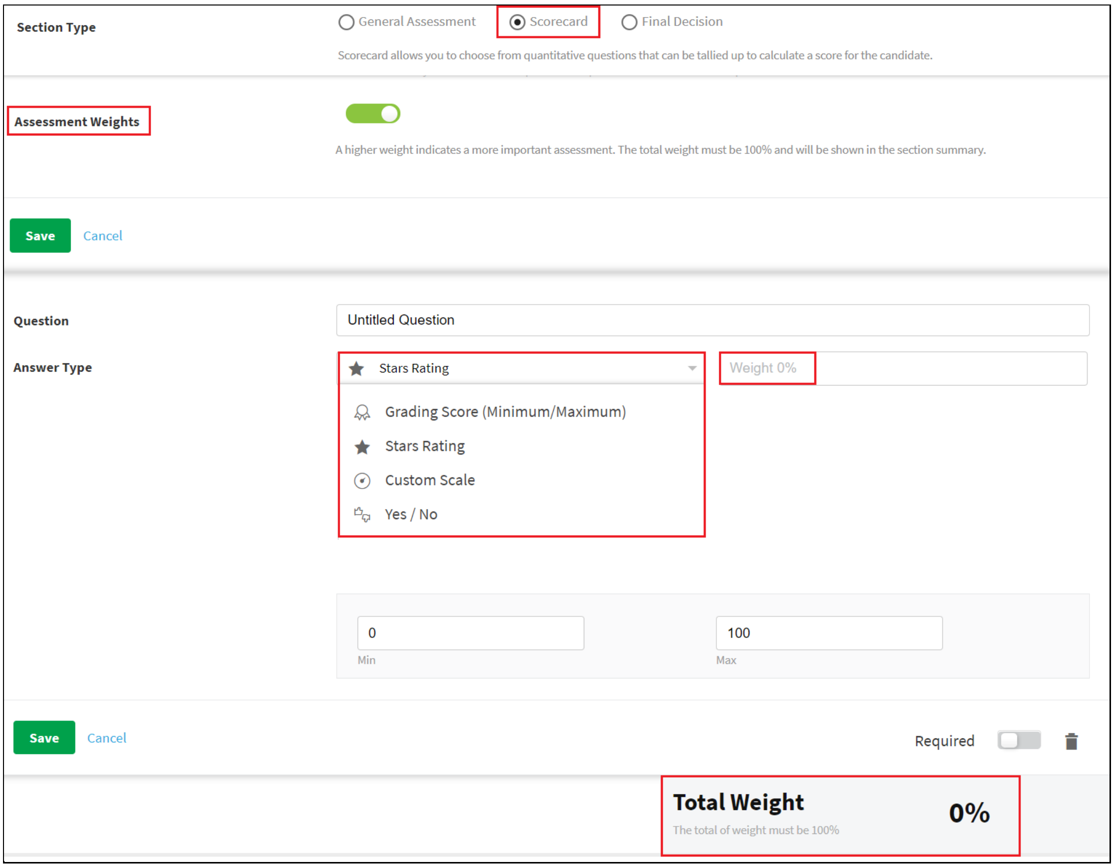


In the “Section Type” part, you will have 3 options:

- **General Assessment** – which provides a variety of question types to choose from such as Multiple Choice, Free Text, True or False questions, and much more!



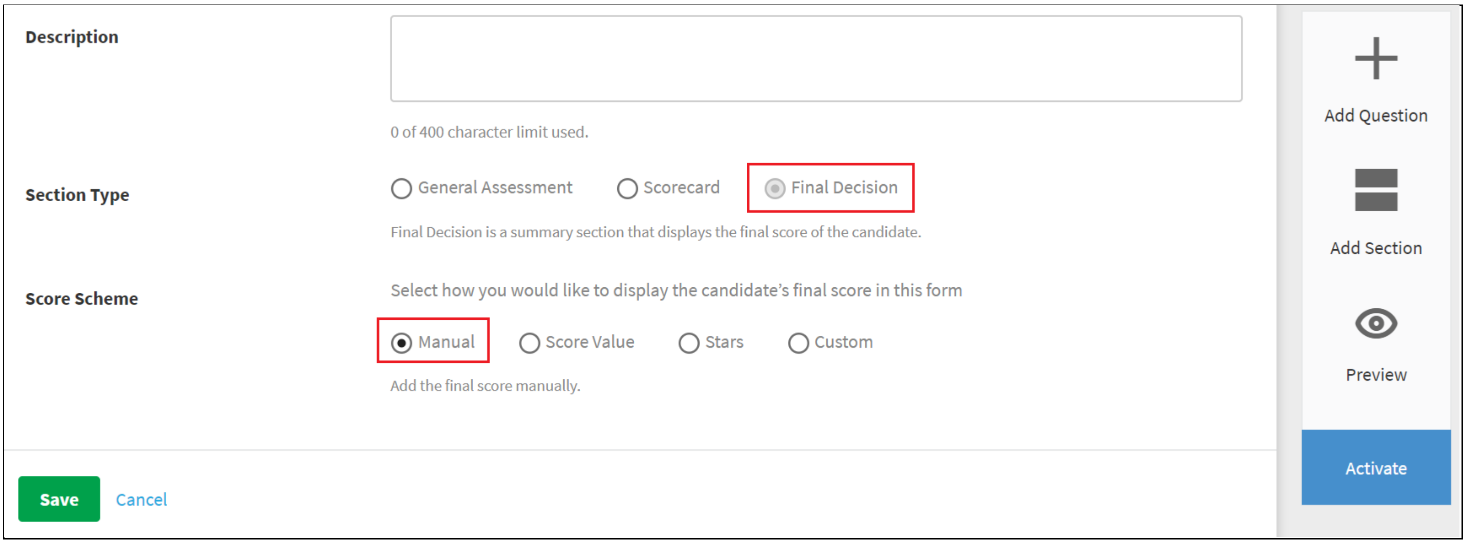
- **Scorecard** - which allows you to choose from quantitative questions that can be tallied up to calculate a score for the candidate.



By choosing to check the assessment weight, the total weight must be 100% and will be shown in the section summary.

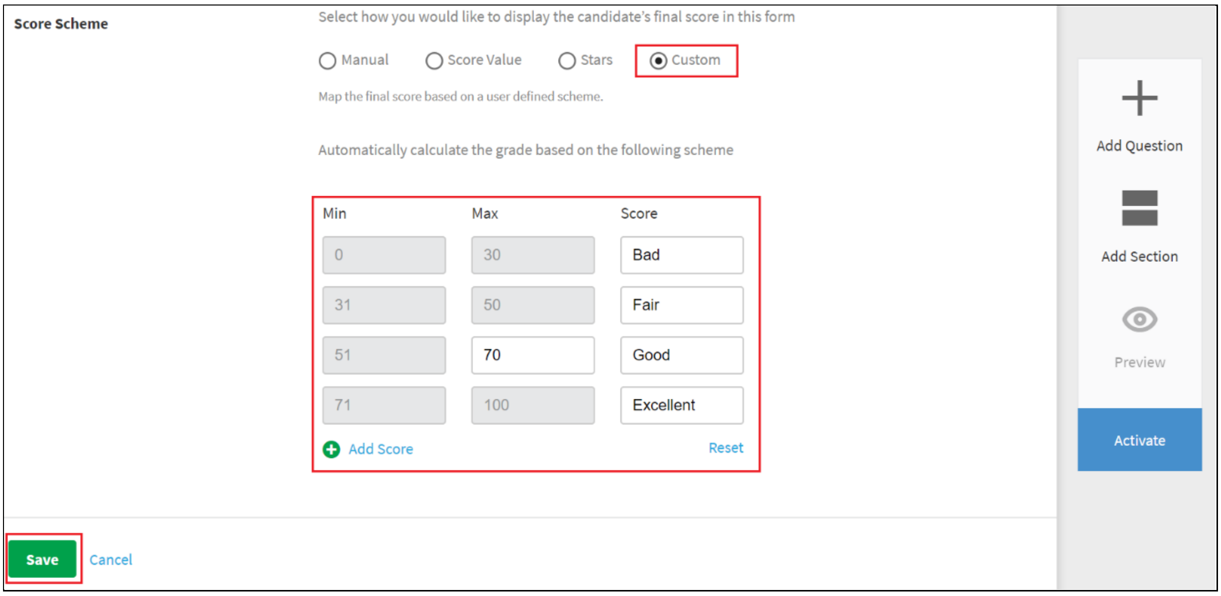
All Answer types are quantitative, you need to specify the weight for each question out of 100.

- **Final Decision** – is a summary section that displays the final score of the candidate.



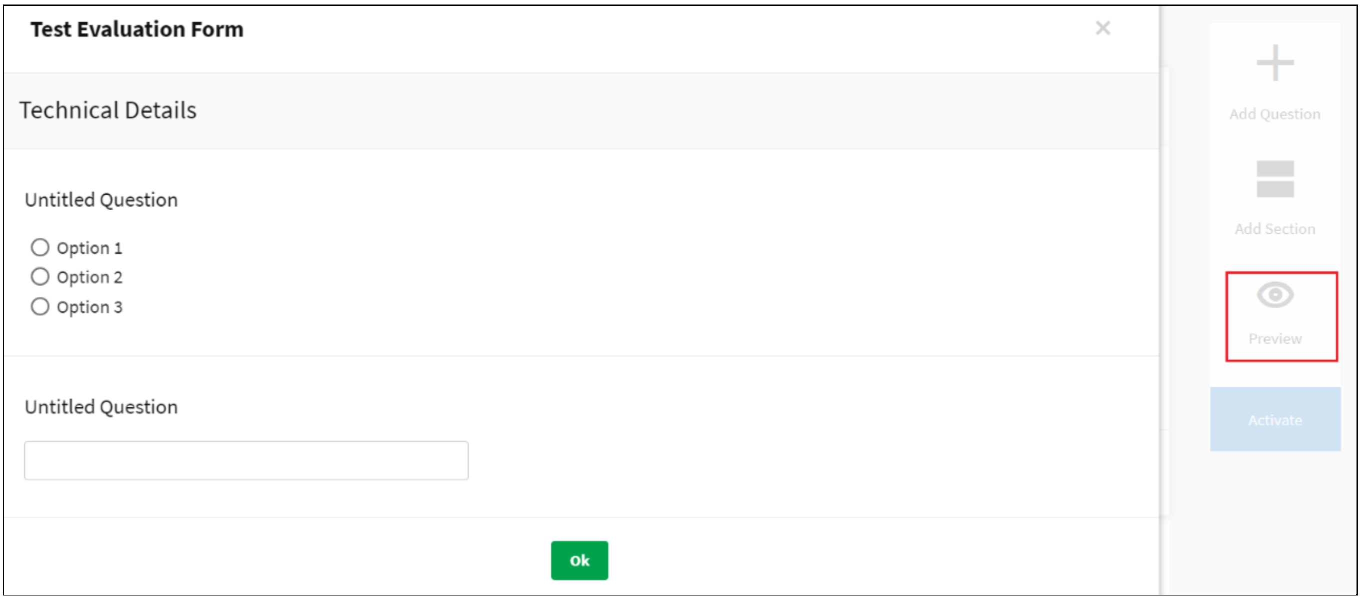
Now, you have to specify how would you like to display the candidate's final score, you'll have 4 options:

1. **Manual** – where you have to add the final score manually
2. **Score Value** – which calculates the average score of all Scorecard sections
3. **Stars** - which calculates the average score of all Scorecard sections as stars (out of 5).
4. **Custom** – where you need to map the final score based on a user defined scheme as below.

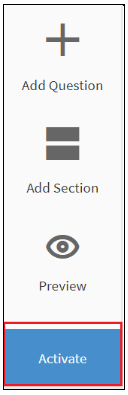


Once done, click on "Save".

You can view the evaluation form anytime while adding questions by clicking on "Preview".



Clicking on "Activate" will activate the evaluation form and you can start adding it on required CV's.



Start adding the questions, answer types to the Evaluation form.

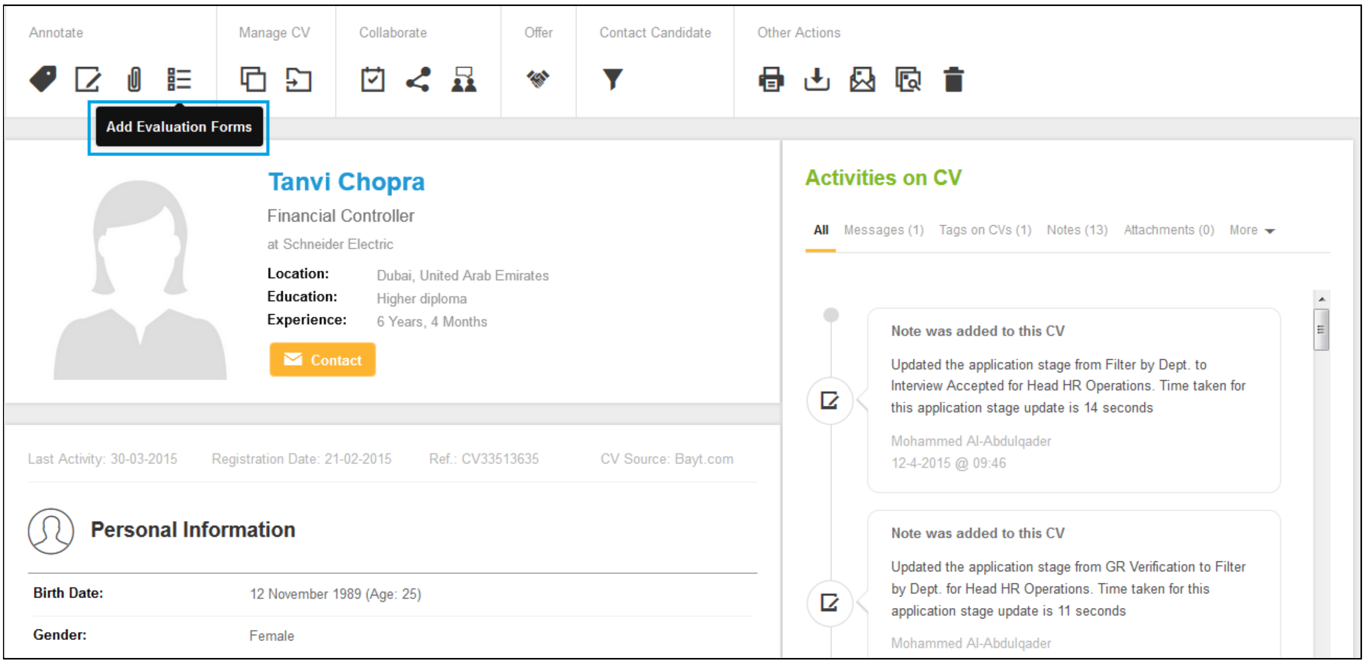
The form will be saved and the Admin can:

- Edit

- Share
- Duplicate
- Delete
- Preview

Evaluation Form Title	Date Created	Active	Shared	In Use	Actions
Test Evaluation Form	Mar 17, 2018			No	
Untitled Evaluation Form	Mar 15, 2018			No	
Untitled Evaluation Form	Mar 15, 2018			No	

Once the form is saved, it can be added to any CV once the user views it.



E. Document Request

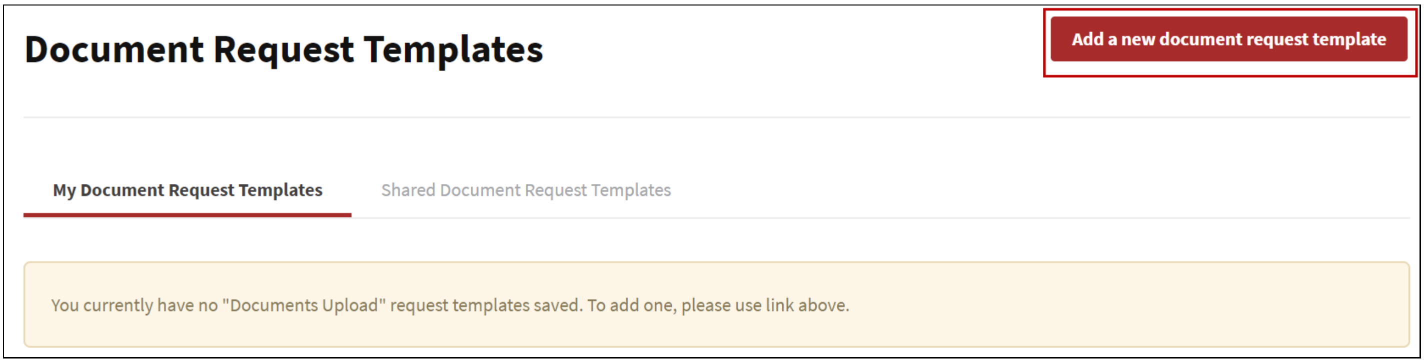
The Document Requests feature makes it easy to request documentation when finalizing the recruitment for a candidate.

Document Request sets can be created on the system. These facilitate request of a set of documents in support of an applicant's candidature.

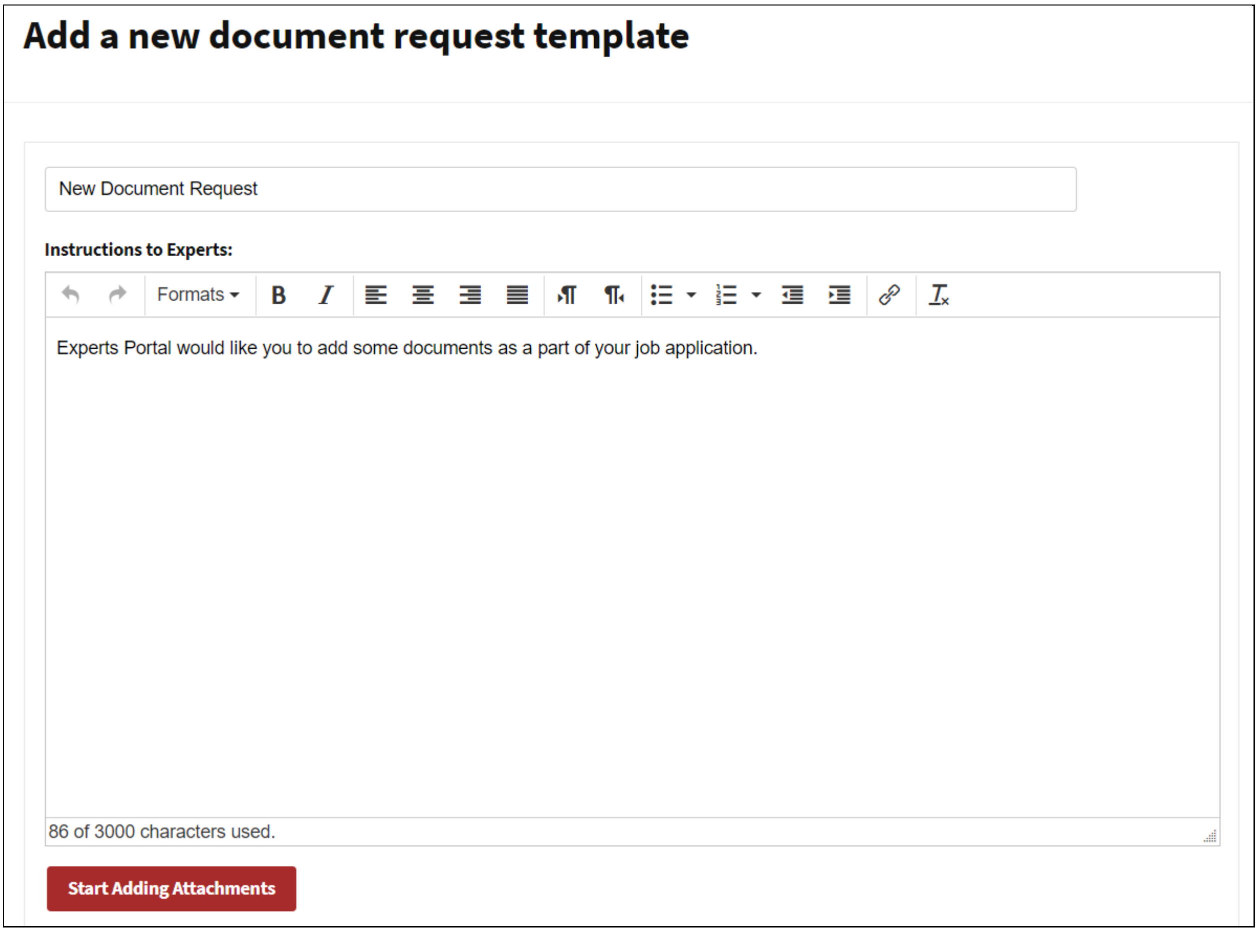
The candidate uploads the requested documents, which the recruiter can then easily access.

Further, the Documents Verification feature allows recruiters to confirm with candidates whether or not the received documents are valid and thanks to our coloring classification system, recruiters will be able to know the status of the requested documents at a glance.

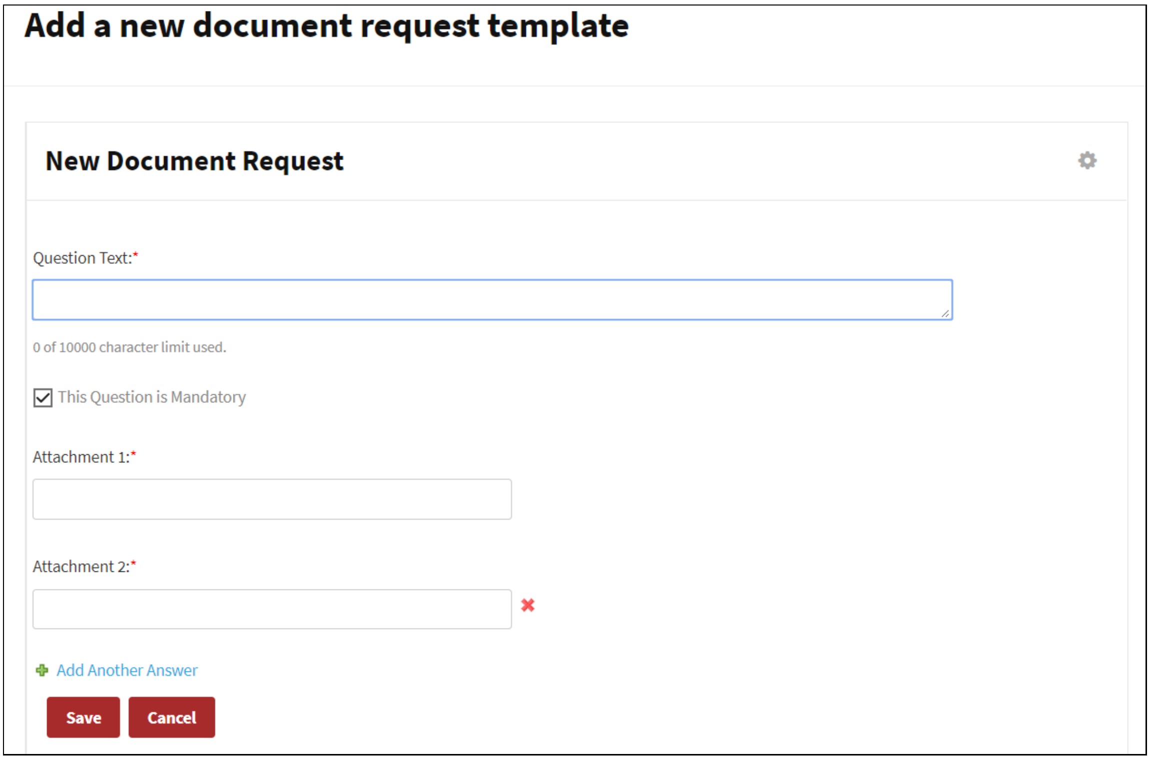
Clicking on Communication Templates > Documents Request Templates, will take the user to the page where new document request can be added by clicking on ‘’Add a new document request template’’.



Click on **"Start Adding Attachments"** after adding the title.



The employer needs to start adding questions by specifying the "Question Text", attachment fields and click on 'Save'.


Add a new document request template
New Document Request
Question Text:*
0 of 10000 character limit used.
This Question is Mandatory
Attachment 1:*
Attachment 2:*
Add Another Answer
Save
Cancel