

# Employers Manual

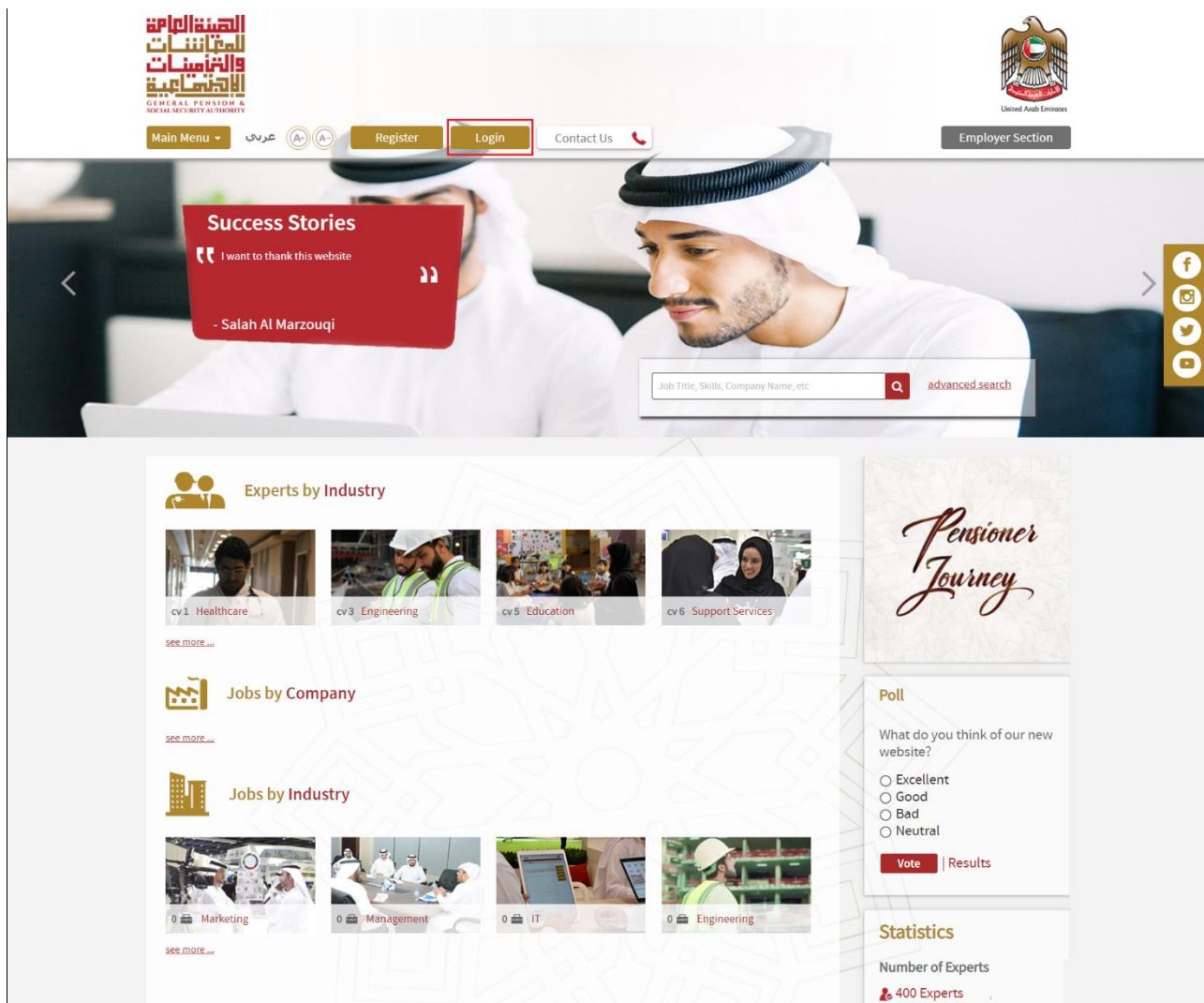
## 1. Getting Started

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”.

### Log In

Username or Email:

Password:

[Log In](#) [Forgot password?](#)

**New user? Please register**

> [I'm a new expert](#)  
Find and apply for job vacancies online.

> [I'm a new employer](#)  
Find and hire experts for your company.

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)  Non-Profit Organization  
 Employer (Private Sector)  Recruitment Agency  
 Employer (Semi Government Sector)

Company Name:\*

Company Industry:\*

Company Size:\*

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:\*

City:

Website: Example: www.company-website.com

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

- Contact Information

**Contact Information**

First Name:\*

Family Name:\*

Designation/Title:\* Example: CEO, HR Manager

Country:\*

City:

Phone Number:\*

Email Address:\* We will email you your password and user name here for your records.

### - Additional Questions & Emails Notifications

**Additional Questions**

How many employees do you plan to hire in the next 6 months? \*

When do you plan to start hiring? \*

---

**Emails Notifications**

**Subscriptions:**

Allow Experts Portal to Contact me via email


Click on "Register".

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

Registration Confirmation inbox x

Experts Portal <sales@bayt.com>  
to zen

3:16 PM (0 minutes ago) ☆ ↶ ⋮



### Registration Confirmation

Dear Ahmad Ali,

Thank you for your registration on Experts Portal.

Company Name: Private Co.

**To summarize, on Experts Portal you can:**

<b>Post your jobs</b>	Advertise your vacancies to candidates around the world and begin receiving responses to your Workspace or by email in seconds.
<b>Search our database and filter postings</b>	Search and filter the largest pool of qualified CVs using unique InstantMatch technology with over 24 filtering criteria (e.g., candidate experience, location, education level, skills, nationality, etc.) and find your exact fit candidates in seconds.
<b>Pre-screen candidates</b>	Online questionnaires allow you to single out the most directly relevant candidates and save precious interviewing time.
<b>Manage your hiring process</b>	Track all applicants to your jobs, write and store your letters, file all your job listings, and more, all in one easily accessible location.

↶ Reply   ↶ Reply all   ➦ Forward

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.

### Success Stories

“ I want to thank this website ”

- Salah Al Marzouqi

Job Title, Skills, Company Name, etc



advanced search



#### Experts by Industry



cv1 Healthcare

see more...



cv3 Engineering



cv5 Education



cv6 Support Services



#### Jobs by Company

see more...



#### Jobs by Industry



0 Marketing

see more...



0 Management



0 IT



0 Engineering

Pensioner  
Journey

#### Poll

What do you think of our new website?

- Excellent
- Good
- Bad
- Neutral

Vote

Results

#### Statistics

Number of Experts

400 Experts

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**.

## Log In

Username or Email:   
 Password:

[Log In](#) | [Forgot password?](#)

### New user? Please register

[> I'm a new expert](#) Find and apply for job vacancies online. | 
 [> I'm a new employer](#) Find and hire experts for your company.

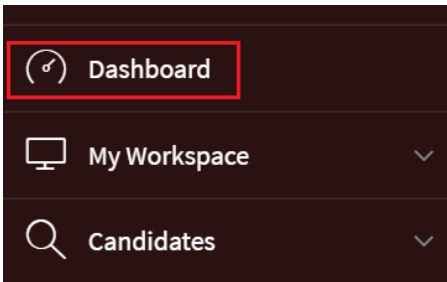


Once a user logs in, he/she can do various recruitment-related activities right from his account.

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

Positions Summary	
Open Positions	Avg Applicants for Open Positions
0	0

- Talent Acquisition Summary

### Talent Acquisition Summary

CVs Created

0

CVs Completed

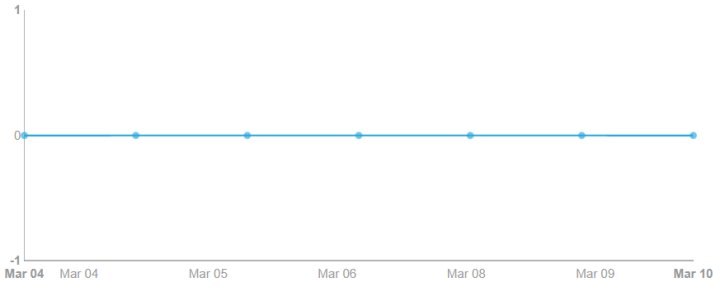
0

CVs views

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



### - Recently Created Jobs

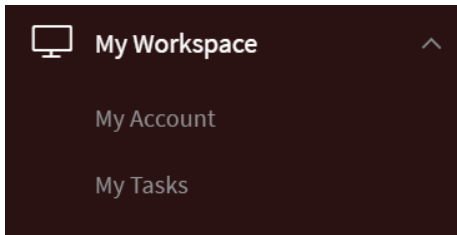
#### Recently Created Jobs

No Data Available.

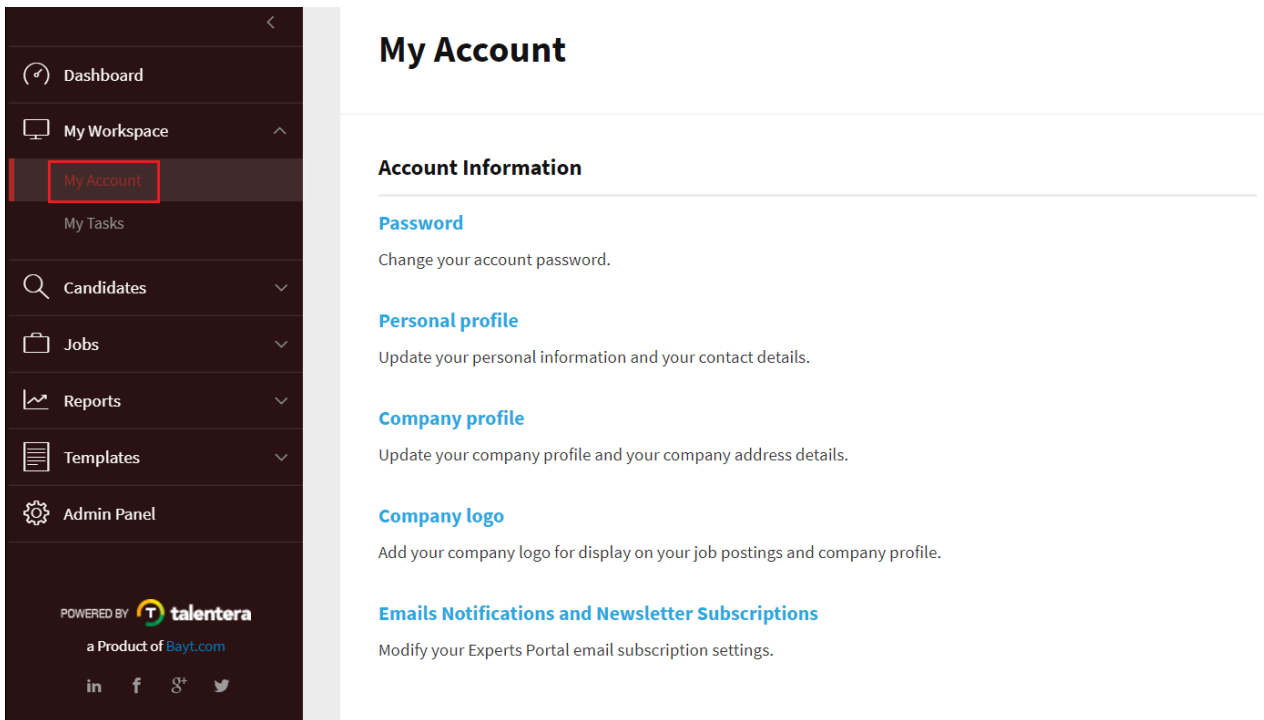


## My Workspace

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

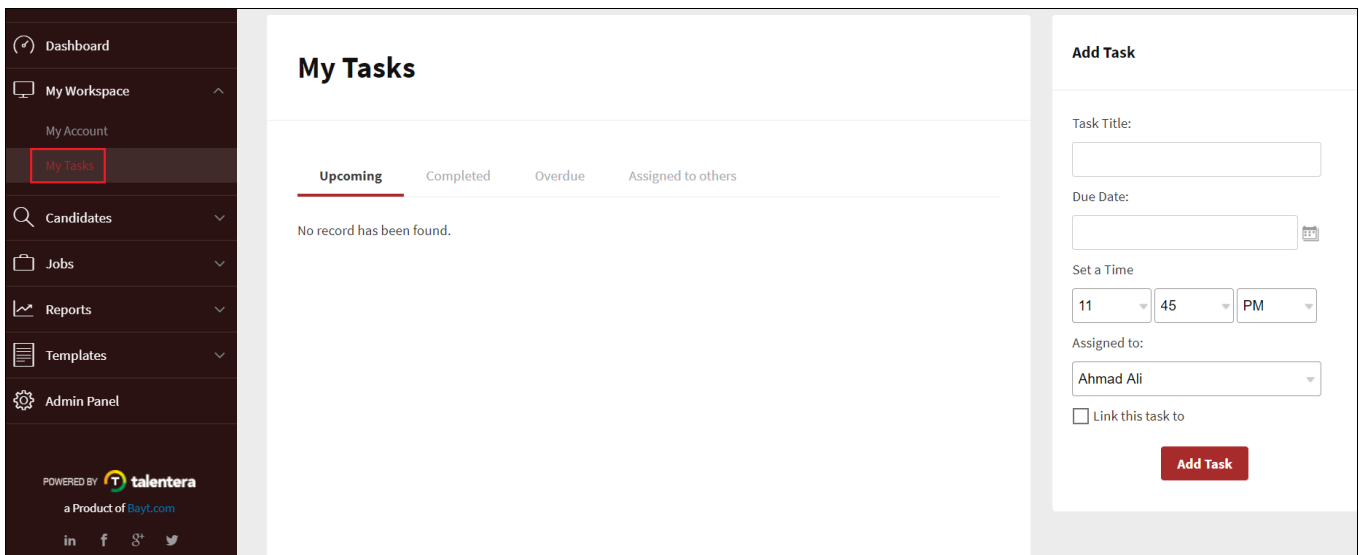


### A. My Account



- **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.

**Add Task**

Task Title:

Due Date:

Set a Time  
11 45 PM

Assigned to:  
Ahmad Ali

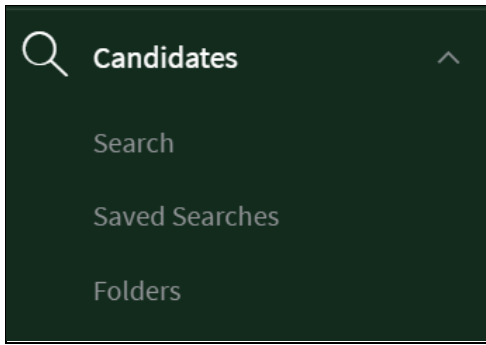
Link this task to

**Add Task**

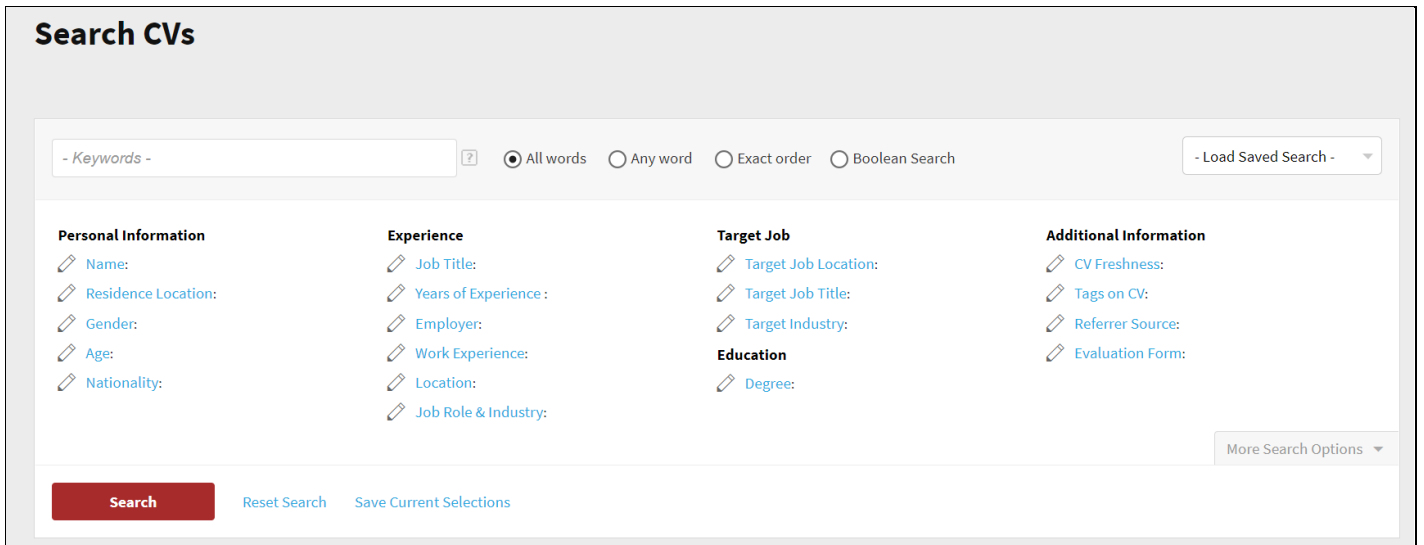
This can be used as an effective task management system to maintain a personal checklist or reminder, or to manage and delegate tasks to other team members.

Since task lists are downloadable, they can be used very effectively to gauge performance of users and for appraisals.

## Candidates



### A. Search

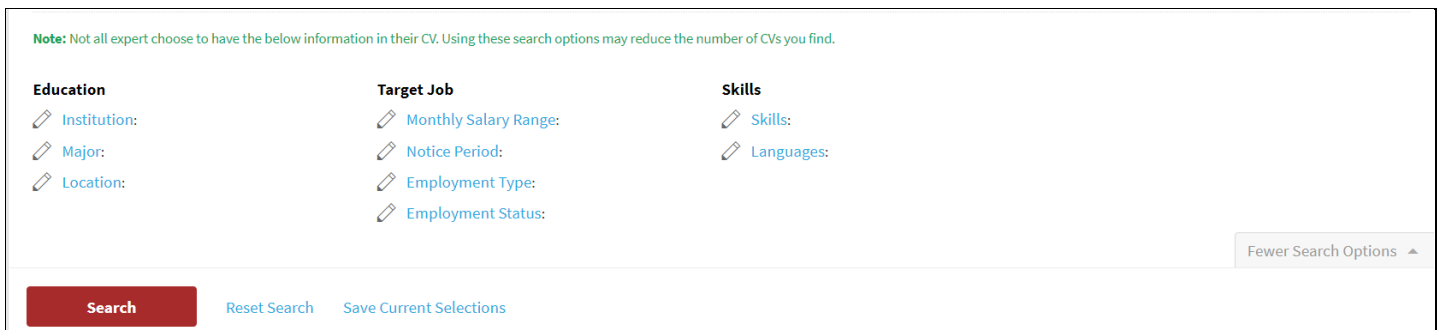


Recruiters can use the Search CV interface to find the most suitable Experts from their extensive talent pool.

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.

**Select Your Search Criteria**

Job Title: Show only experts who have the following keywords in their list of job titles:

Search within the most recent job title only

All words  Any word  Exact order  Boolean

**OK** Cancel

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'.

- Keywords -

All words  Any word  Exact order  Boolean Search

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:

### Select Your Search Criteria

Years of Experience : Show only experts who have years of experience within the following range:

- Min -      - Max -

**OK**      Cancel

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.

Annotate      Manage CV      Collaborate      Other Actions

**Lars-ake**  
Regional Director Power Plants - Middle East and Paki...  
at Wartsila UAE

**Location:** Dubai, United Arab Emirates  
**Education :** Bachelor's degree / Higher Diploma, Adv...  
**Experience:** 54 Years, 1 Month

**Contact**

Last Activity: 2019-03-03      Ref: CV47204613

**Target Job**

**Target Job Title:** Business Development Advisor, **Sales** Support Advisor

**Target Job Location:** Abu Dhabi, UAE Dubai, UAE Ras Al Khaimah, UAE

**Career Objective:** A full time or part time job in a supportive role as Advisor in Project Development, Business Development or **Sales** Support; to develop a project idea from initiation to handing over and operation of a project, to create profitable growth of business and to prepare and create competitive proposals with customer added value.

**Activities on CV**

All Messages (0) Tags on CV (0) Notes (0) More ▾

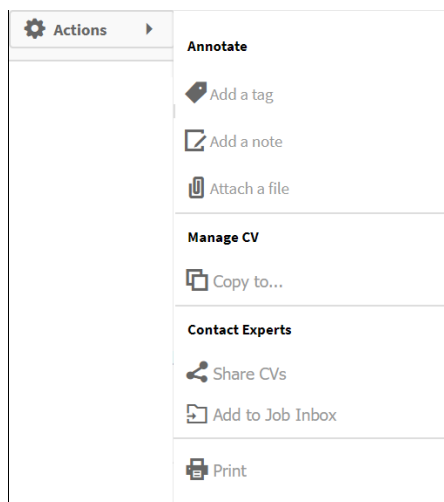
No activity was performed on this CV.

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.

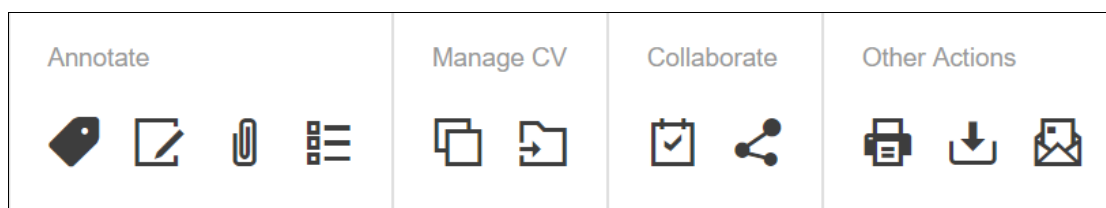
Every CV brief in this view has a button labelled **Actions** that allows the recruiter to take various actions on the CV:



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.

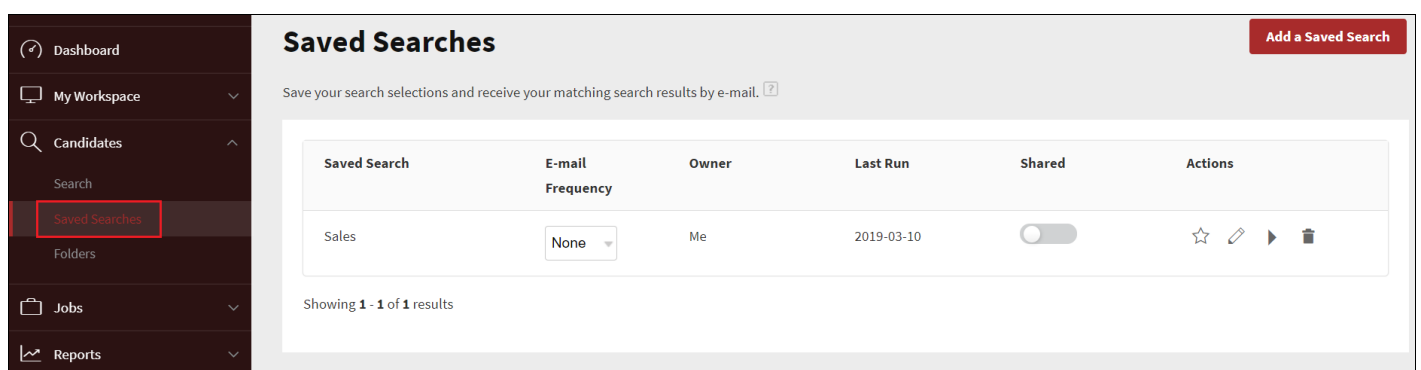
**Other Actions**

**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	<input type="checkbox"/>	☆ ✎ ▶ 🗑

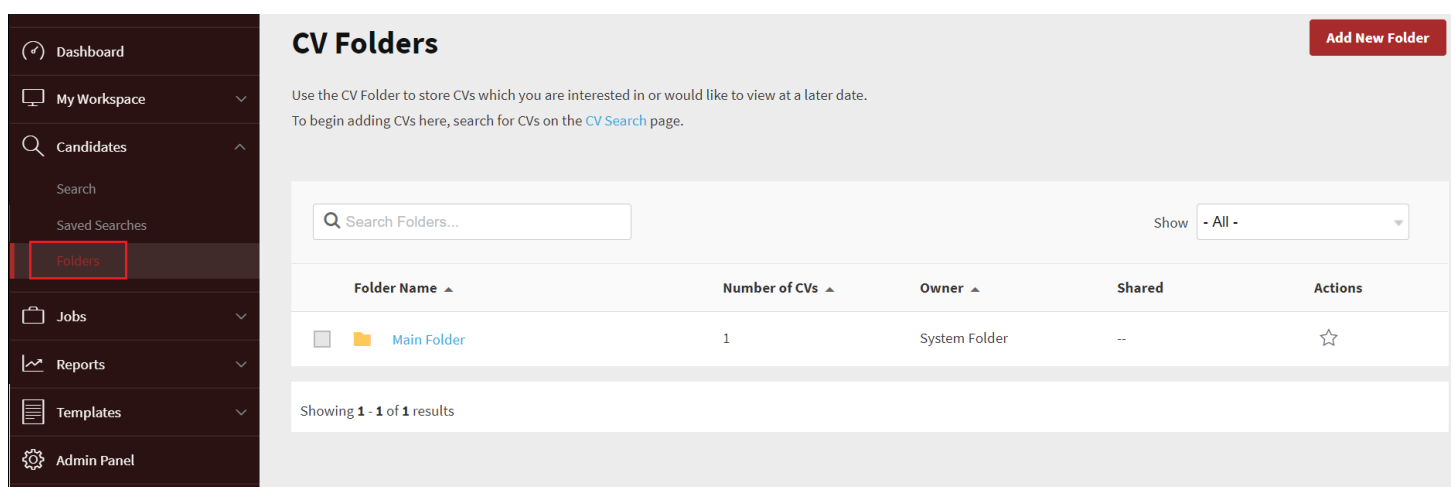
You will have the below options next to each saved search:

- 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



**CV Folders** Add New Folder

Use the CV Folder to store CVs which you are interested in or would like to view at a later date.  
To begin adding CVs here, search for CVs on the [CV Search](#) page.

Search Folders... Show - All -

Folder Name	Number of CVs	Owner	Shared	Actions
 Main Folder	1	System Folder	--	

Showing 1 - 1 of 1 results

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.



## CV Folder: Bayt CVs

Change your search  Start Over **Displaying 2 CVs**


Filter your search results by:

- Previous actions
- Show only CVs that have
- Experience
  - Last Job Title
    - All
    - Intern (1)
    - Assistant Financial Controller (1)
  - Years of Experience
    - All
    - 2 - 5 Years (1)
    - More than 10 Years (1)
  - Last Employer
    - All
    - Benteler International (1)
    - Thomas Fuller

- View Results for - Sort by: Last Activity Page 1 of 1

Select all on this page

Actions Last Activity: 2015-01-04 CV ID: 11854078



**Omar Intern**  
Benteler International

Age: 27 Gender: Male Nationality: Jordan Residence: Jordan, Amman

Target Job: Engineer  
Target Monthly Salary: -  
Total Experience: 3 Years, 7 Months  
Degree: Bachelor's degree

Questionnaires [Show all Questionnaires](#)

Last viewed 2016-01-19 Views: 2

## 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

#### Job Setup

What is the Job all about? Describe the role in detail, specify expert requirements, and mention any particular skills you are looking for.

#### Applicant Settings

What kind of applicants are you looking for? Setup applicant filters and your notification preferences.

#### Sourcing Channels

Sourcing Channels: Configure your Job advertising settings. Specify the channels you wish to advertise your Job on and when you wish to close the Job.

### Job Details

Load Job

Job Title:\*

Job Description:\*

0 of 10000 characters used.

Job Location: \*

Company Industry:\*

[+ Add Another](#)

Job Role:\*

Joining Date:

Employment Status:

Employment Type:

Monthly Salary Range:

Manages Others:  No preference  Yes  No

Number of Vacancies:

Save as Job Template:  Save above details as new Job template

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 save this job as template.

## Experts Requirements

### Experts Requirements

Skills:\*

0 of 4000 characters used.

Career Level:\*

Years of Experience :

Residence Location:   
[+ Add Another](#)

Gender:  No preference  Male  Female

Nationality:   
[+ Add Another](#)

Major:

Degree:

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

**Job Setup**  
What is the Job all about? Describe the role in detail, specify expert requirements, and mention any particular skills you are looking for.

---

**Applicant Settings**  
What kind of applicants are you looking for? Setup applicant filters and your notification preferences.

---

**Sourcing Channels**  
Sourcing Channels: Configure your Job advertising settings. Specify the channels you wish to advertise your Job on and when you wish to close the Job.

### Screen Out Filters

Applicants who match any of the enabled screen-out filters will be notified at the time of application that their profile doesn't qualify for the job. If they still choose to apply, they will automatically be moved into the "Screened Out CVs" folder.

Screen Out Applicants

- With nationality other than "United Arab Emirates".
- Who are not working in the following Job Roles: "Accounting/Banking/Finance".
- Who are not working in the following Industries: "Agriculture/Forestry/Fishing".
- Who do not have the following keywords on their CVs.

All words  
 Any word  
 Exact order  
 Boolean

---

### Ask the Applicants Questions

Learn more about applicants early on by asking them additional questions at the time of application.

Questionnaire Template  
 Choose a Template  
 Create New

Select Questionnaire:

---

### Notification Settings

Recruiter Notification

- Email me when experts submit applications
- Email me when applicants withdraw their application

---

Applicant Notification

- Send applicants an email acknowledging receipt of their application right after they submit it

[Cancel](#)  
Save & Continue

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

**Job Setup**  
What is the Job all about? Describe the role in detail, specify expert requirements, and mention any particular skills you are looking for.

**Applicant Settings**  
What kind of applicants are you looking for? Setup applicant filters and your notification preferences.

**Sourcing Channels**  
Sourcing Channels: Configure your Job advertising settings. Specify the channels you wish to advertise your Job on and when you wish to close the Job.

#### Experts Portal 🔴

Here's how your Job will show up in your Career Portal's search results

Test

**Al Abwa', Saudi Arabia**

> **Job Role:** Accounting/Banking/Finance

> **Career Level:** Mid Career

Test

Review how your Job details will display to Job seekers on your Career Portal

[Preview Job Description](#)

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**Job Confidentiality:** Hide all company related information from Job seekers viewing this Job.

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**Closing Date**

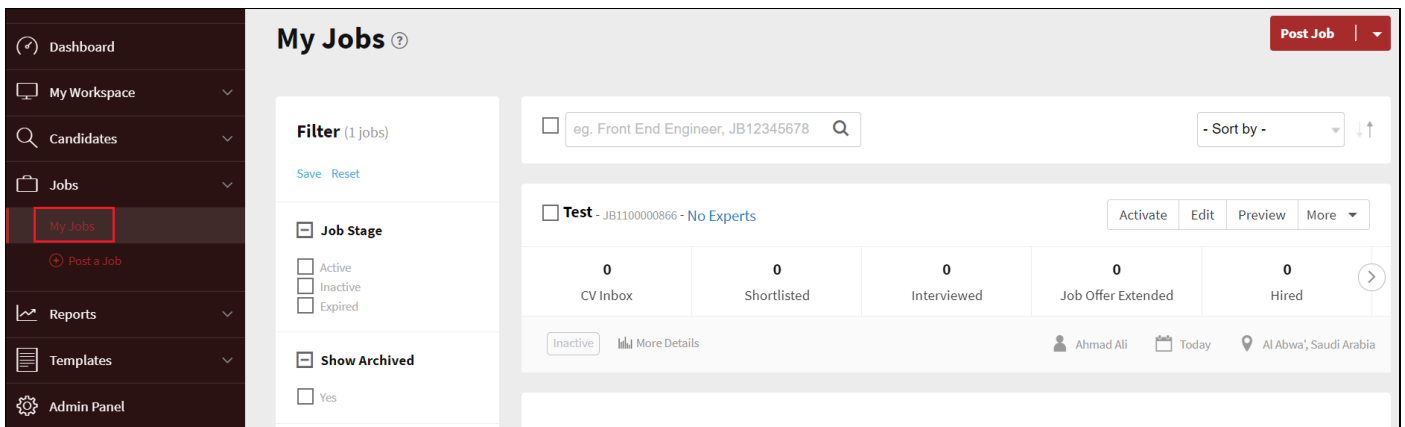
Job Closing Date:  Day(s)

Notify Me on Expiry Before:  Day(s)

[Cancel](#) [Activate](#)

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.

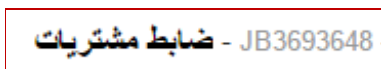
### B. My Jobs



**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.

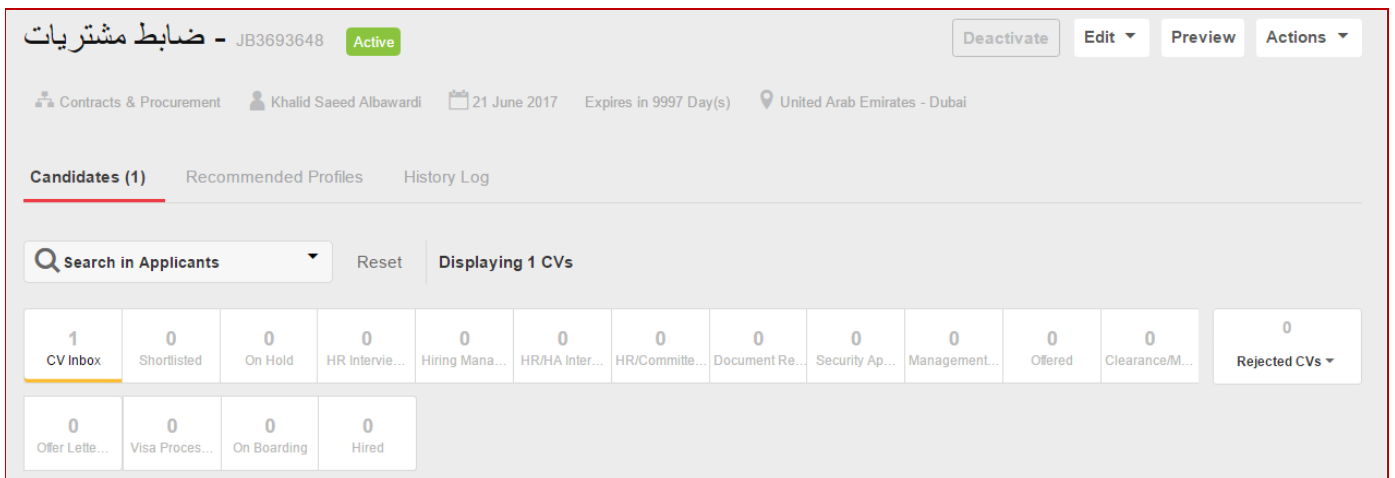


- Access previous job postings by selecting different page numbers from the drop-down list.
- Check the job posting applicants by clicking on number of Experts (next to the job title) displays the total number of CVs received. Clicking on the number of applicants will divert you to Job Posting folders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

**Filter** (9 jobs) [Save](#) [Reset](#)

---

**Job Stage**

Active

Inactive

Expired

---

**Show Archived**

Yes

---

**Sourcing from**

All

Higher Colleges of Technology

Bayt.com

---

**Location**

United Arab Emirates

United Arab Emirates - Abu Dhabi

United Arab Emirates - Al Ain

United Arab Emirates - Dubai

---

**Job Owner**

Only Me

All

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

Activate	Edit	Preview	More ▼
<div style="border: 1px solid black; margin-top: 5px;"> <p style="padding: 5px;">Notification Settings</p> <p style="padding: 5px;">Questionnaire</p> <p style="padding: 5px;">Duplicate</p> <p style="padding: 5px;">Archive</p> <p style="padding: 5px;">History Log</p> </div>			

**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.

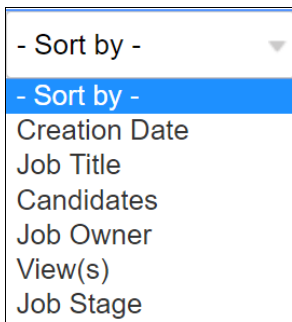
**Change Owner-** Use this option to transfer the ownership of this job and all related recruitment activity to another user. This is helpful if a recruiter goes on leave, is put on another job internally or leaves the organization for some reason.

**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.

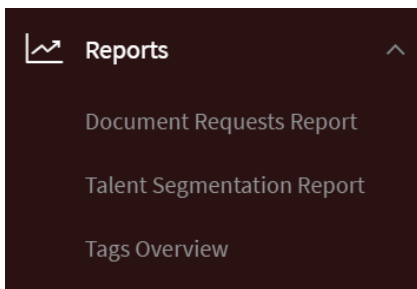
**Export Applicants** – using this option, the employer can export the CV’s applied to your job posting on Excel format.

- Sort Jobs by different criteria.



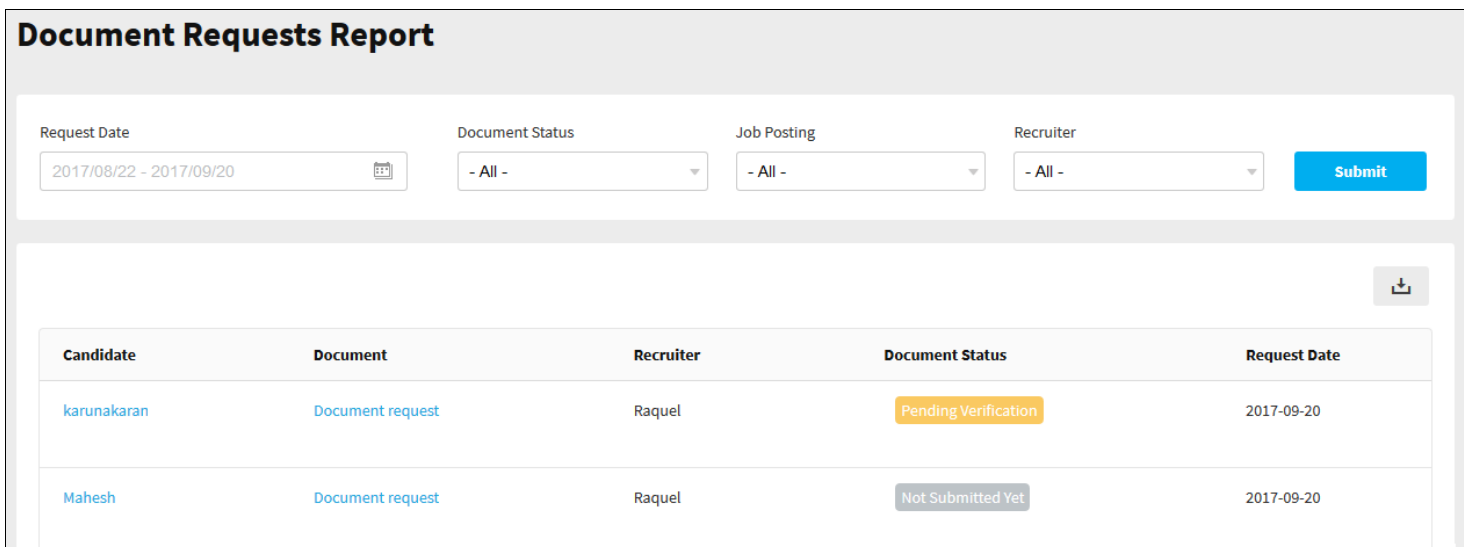
A dropdown menu with a blue header '- Sort by -'. The menu is open, showing the following options: '- Sort by -' (highlighted in blue), 'Creation Date', 'Job Title', 'Candidates', 'Job Owner', 'View(s)', and 'Job Stage'.

## 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.



The screenshot shows the 'Document Requests Report' interface. At the top, there are four filter dropdowns: 'Request Date' (2017/08/22 - 2017/09/20), 'Document Status' (- All -), 'Job Posting' (- All -), and 'Recruiter' (- All -). A blue 'Submit' button is on the right. Below the filters is a table with columns: Candidate, Document, Recruiter, Document Status, and Request Date. There are two rows of data.

Candidate	Document	Recruiter	Document Status	Request Date
karunakaran	Document request	Raquel	Pending Verification	2017-09-20
Mahesh	Document request	Raquel	Not Submitted Yet	2017-09-20

### B. Talent Segmentation Report

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



- Select one -
- Select one -
- Company Industry
- Job Role
- Degree
- Nationality
- Monthly Salary Range
- Residence Location
- Career Level
- Gender

## - Gender

**Select a primary criteria to breakdown talents**

Gender

**Select secondary criteria to segment your breakdown**

Company Industry

Job Role

Degree

Nationality

Monthly Salary Range

Residence Location

Career Level

Gender

**Filter by registration date**

2019/02/08 - 2019/03/10 📅

Filter

**Preview**

Gender <span style="float: right;">×</span>	Candidates
Male	3
Female	0
Unspecified	0

Export [Reset](#)

## - Degree

**Select a primary criteria to breakdown talents**

Degree

**Select secondary criteria to segment your breakdown**

Company Industry

Job Role

Degree

Nationality

Monthly Salary Range

Residence Location

Career Level

Gender

**Filter by registration date**

2019/02/08 - 2019/03/10 📅

Filter

**Preview**

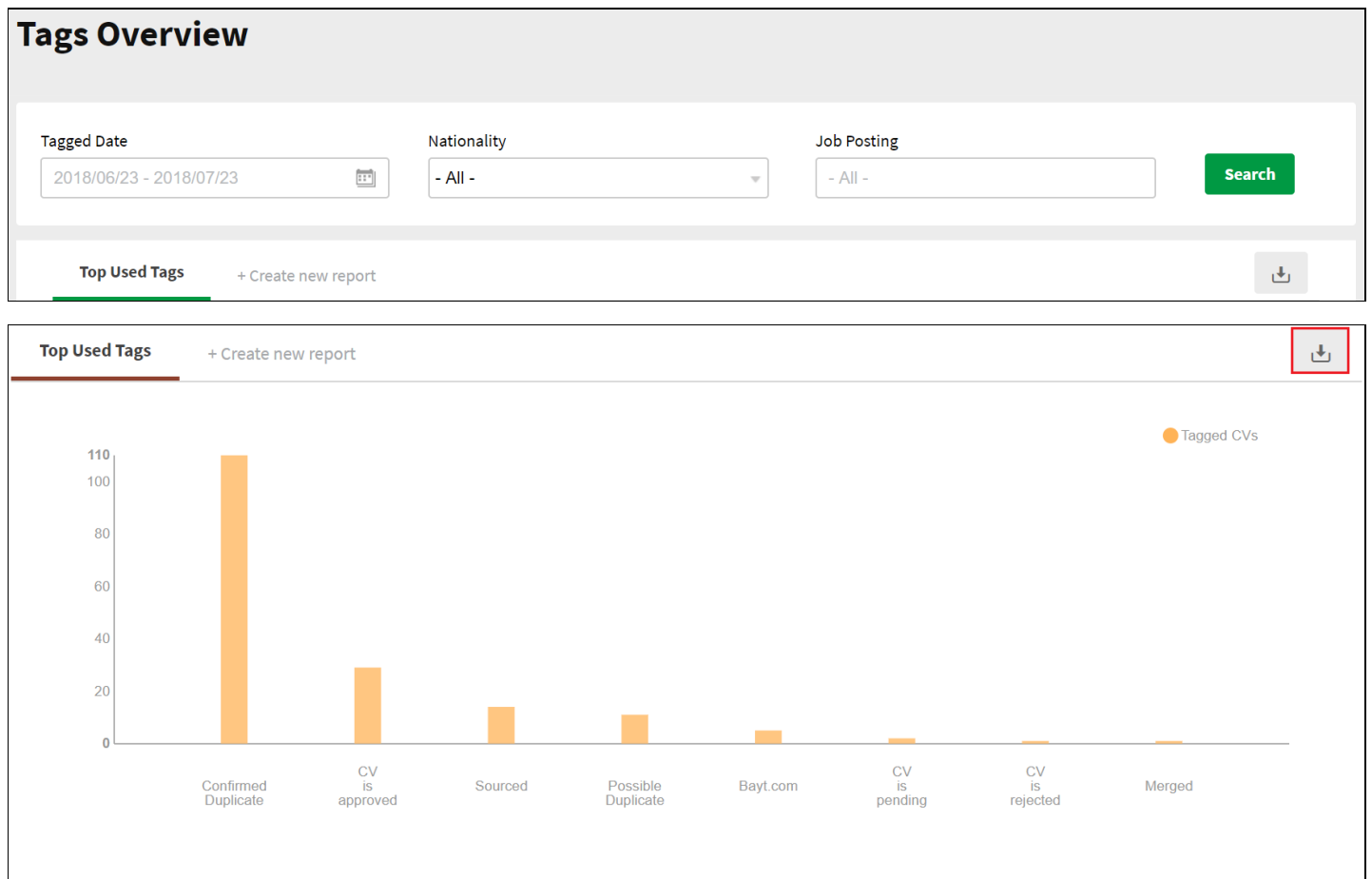
Education Degree <span style="float: right;">×</span>	Candidates
High school or equivalent	0
Certification / Diploma	0
Bachelor's degree / Higher Diploma	1
Master's degree	0
Doctorate	0

Export [Reset](#)

You can export the results.

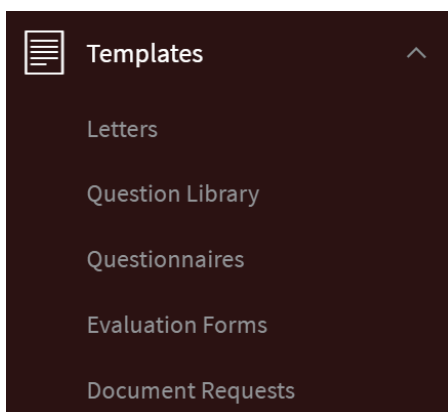
## C. Tags Overview

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.

# Letters

[Add Letter](#)

---

**My Letters**   Shared Letters

<a href="#">Rejection Letter (applicant location)</a>	Generic	Dear [First_Name], Thank you for applying to our job vacancy. While we were impressed with your qualifications, we are currently looking for experts who would not need to relocate for th...
<a href="#">Rejection Letter (under qualification)</a>	Generic	Dear [First_Name], Thank you for applying to our job vacancy. While we were impressed with your qualifications, we do not feel that your skill set matches the requirements of this position....
<a href="#">Rejection Letter (over-qualification)</a>	Generic	Dear [First_Name], Thank you for applying to our job vacancy. While we were impressed with your qualifications, it appears that you are over-qualified for this position. Yet, we have saved...

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 simply 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.

## < New Letter

Use this page to write and edit all your correspondence with candidates, such as interview requests and offer letters.

Letter Type\*

Share This Letter

Letter Subject\*

Letter Name\*

← → Formats ▾ **B** *I*

Personalize ▾

0 of 3000 character limit used.

Attach a file:  No file chosen

Note that the file size should not exceed 1 MB with the following formats:  
doc, docx, png, xls,xlsx, txt, csv, pdf, jpg, gif, jpeg

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.

**Question Library**

**Add a new Question**

Question Text:\*

0 of 10000 character limit used.

Answer Type:\*

Number of answers:

Answer 1:\*

Answer 2:\*

**Save** **Save & Add Another**

You need to start adding the following details:

- ✓ Question Text
- ✓ Answer Type
- **Yes/No** – 2 answer options will appear (Yes/No)

**Q3: Do you have experience in Sales?**

Yes

No

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

**Q4: How many years of experience you have in Marketing?**

5

6

7

8

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

Q1: How many years of experience in do you have?

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

Q2: How many years of experience in do you have in Sales?

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

Q5: Please attach your experience certificate

Experience Certificate:

[Upload](#)

➤ **Rating Scale**

Q6: How do you rate your Sales experience?

- Excellent
- Above Average
- Normal
- Below Average
- Poor

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

# Questionnaire Templates

Add a new questionnaire template

Question Library

My Questionnaire Templates

Shared Questionnaire Templates

Search



Search

Questionnaire Template Name	Scored	Screen-out Score	Active/Inactive	Date Created
-----------------------------	--------	---------------------	-----------------	--------------

You currently have no questionnaires saved.

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.

## Add a new Questionnaire Template ⓘ

New Questionnaire

Instructions to Experts:

← → Formats **B** *I* [List icons] [Link icon] *Ix*

Experts Portal wants you to complete a questionnaire.

53 of 3000 characters used.

### Questionnaire Settings

Do you want answers to this Questionnaire to be scored?

Enter the minimum passing score (below which applications will be automatically screened out)  (out of 100)

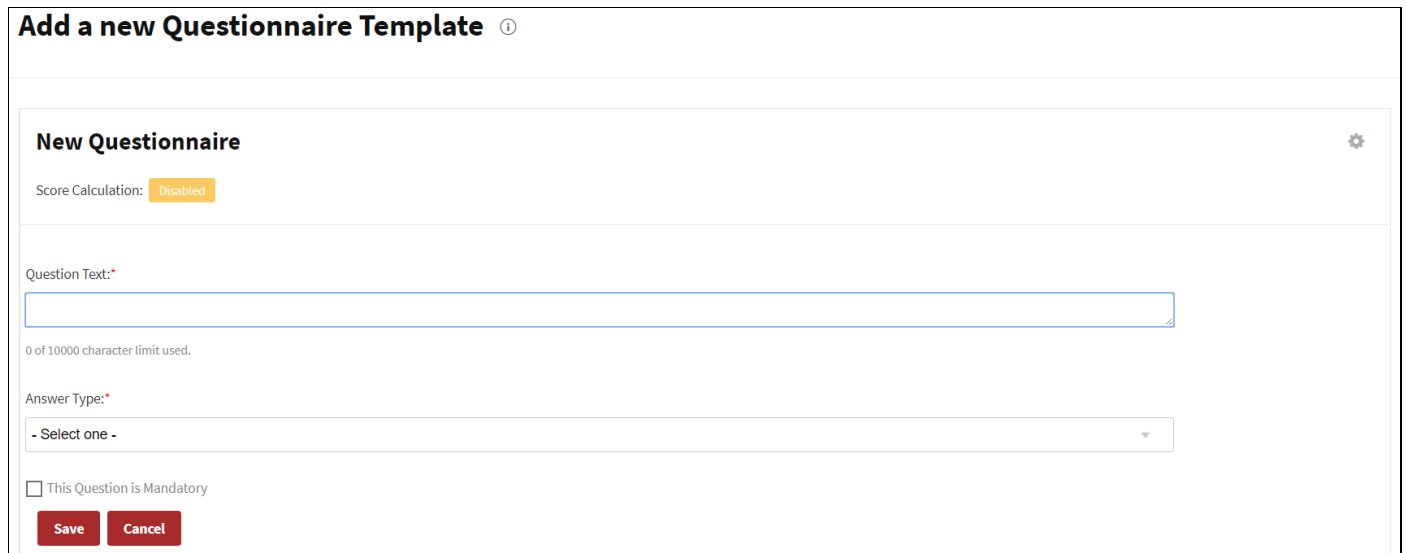
Any expert scoring less than the minimum required score will be automatically moved to the screened-out folder

Start adding questions

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”.

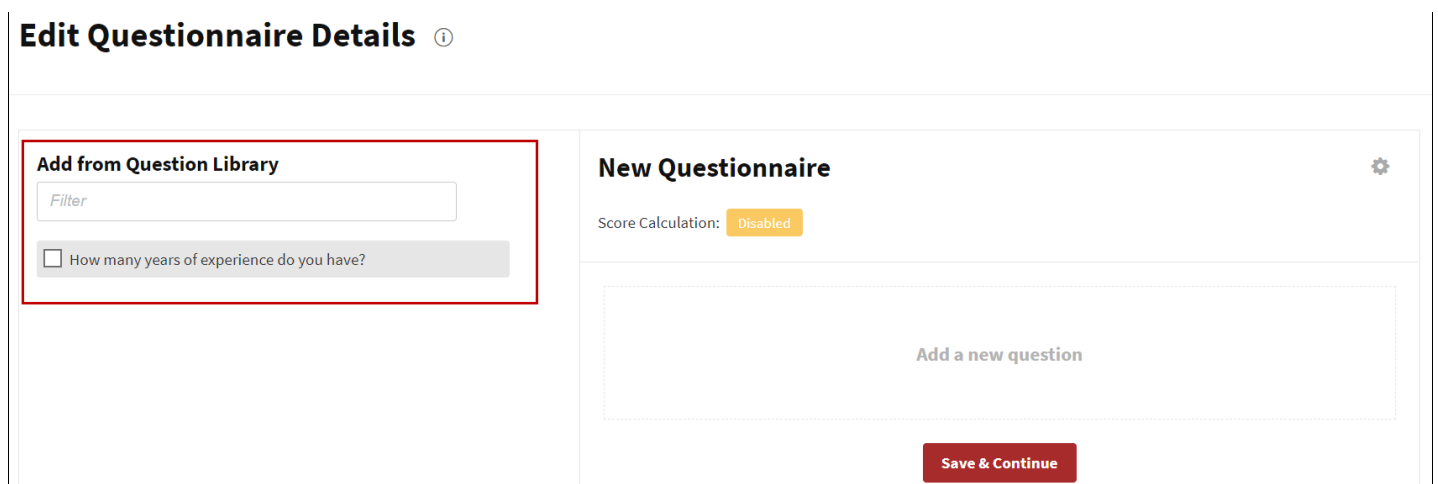
Click on ‘Start Adding Questions’ option.



The screenshot shows a form titled "Add a new Questionnaire Template" with a sub-section "New Questionnaire". The "Score Calculation" is set to "Disabled". The "Question Text" field is empty, with a character limit of 0 out of 10000. The "Answer Type" is set to "- Select one -". There is a checkbox for "This Question is Mandatory" which is unchecked. At the bottom, there are "Save" and "Cancel" buttons.

To proceed, click Save.

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



The screenshot shows a form titled "Edit Questionnaire Details" with a sub-section "New Questionnaire". On the left, there is a section "Add from Question Library" with a "Filter" input field and a list of questions, one of which is "How many years of experience do you have?". The "Score Calculation" is set to "Disabled". The main area contains a dashed box labeled "Add a new question" and a "Save & Continue" button at the bottom.

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

### Add from Question Library

How many years of experience do you have?

### New Questionnaire

Score Calculation: Disabled

Add a new question

Save & Continue

Question Text:\*

0 of 10000 character limit used.

Answer Type:\*

- Select one -

This Question is Mandatory

Save

Cancel

**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

Answer Type:\*

- Select one -

- Select one -

Attachments

Free text

Free-Text Field

Multiple Choice

Rating Scale

Yes/No

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

**Q5:** Please attach your experience certificate

Experience Certificate:

[Upload](#)

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



**Q2:** How many years of experience in do you have in Sales?

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

**Q1:** How many years of experience in do you have?

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

**Q4:** How many years of experience you have in Marketing?

- 5
- 6
- 7
- 8

**Rating Scale**

**Q6:** How do you rate your Sales experience?

- Excellent
- Above Average
- Normal
- Below Average
- Poor

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

**Q3:** Do you have experience in Sales?

- 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.

### Edit Questionnaire Details ⓘ

#### Add from Question Library

- How many Years of experience do you have?

#### New Questionnaire ⚙️

Score Calculation: Disabled




**Q1:** How many Years of experience do you have?

- 2
- 3
- 4
- More

✎ 🗑️ +

Add a new question

**Save & Continue**

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.

**Question Text:**

Do you have a UAE Driving License?

**Answer Type:**

Yes/No

This question assumes a correct answer

**Answer 1:**

Yes  Correct answer

**Answer 2:**

No  Correct answer

[+ Add Another Answer](#)

[Save](#) [Cancel](#)

**Question Text:\***

How many years of experience do you have?

0 of 10000 character limit used.

**Answer Type:\***

Multiple Choice

This Question is Mandatory

**Answer 1:\***

1-3  Knockout (?)

**Answer 2:\***

4-6

**Answer 3:\***

7-10

**Answer 4:\***

10+

[+ Add Another Answer](#)

[Save](#) [Cancel](#)

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.

Questionnaire Templates					Add a new questionnaire template	Question Library
My Questionnaire Templates		Shared Questionnaire Templates				
					Search	Search
Questionnaire Template Name	Scored	Screen-out Score	Active/Inactive	Date Created		
New Questionnaire	No	0%	<input type="checkbox"/>	May 14, 2018 09:51 AM	Edit	Export Results
Employee Information Non Saudi	No	0%	<input checked="" type="checkbox"/>	Mar 20, 2017 10:07 AM	Edit	Export Results

- 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'.





Evaluation Forms Management ?						New Evaluation Form
Search Evaluations Forms					Search	
Evaluation Form Title	Date Created	Active	Shared	In Use	Actions	
No Data Available						

You need to fill in the following details:

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

**Untitled Evaluation Form** Inactive

Add description... 

Untitled Section    

**Description**




0 of 400 character limit used.

**Section Type**

General Assessment
  Scorecard
  Final Decision

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

**Save** Cancel

 Add Question  
 Add Section  
 Preview  
**Activate**

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!

**Section Type**

General Assessment
  Scorecard
  Final Decision











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

**Save** Cancel


---

**Question**

**Answer Type**

-  Attachments
-  Date
-  Dropdown List
-  Email
-  Free Text
- Multiple Answers
- Multiple Choice
-  Number
-  Text Field
-  Grading Score (Minimum/Maximum)
-  Stars Rating
- Custom Scale
-  Yes / No

**Save** Cancel

**Required**  

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

**Section Type**  General Assessment  Scorecard  Final Decision

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

**Assessment Weights**

A higher weight indicates a more important assessment. The total weight must be 100% and will be shown in the section summary.

**Save** [Cancel](#)

**Question**

**Answer Type**

- ★ Stars Rating
- 📊 Grading Score (Minimum/Maximum)
- ★ Stars Rating
- 📊 Custom Scale
- 🗑️ Yes / No

Min Max

**Save** [Cancel](#)  Required

**Total Weight** **0%**  
The total of weight must be 100%

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.

**Description**

0 of 400 character limit used.

**Section Type**  General Assessment  Scorecard  Final Decision

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

**Score Scheme** Select how you would like to display the candidate's final score in this form

Manual  Score Value  Stars  Custom

Add the final score manually.

**Save** [Cancel](#)

**+** Add Question

**≡** Add Section

**👁** Preview

**Activate**

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.

**Score Scheme**

Select how you would like to display the candidate's final score in this form

Manual
  Score Value
  Stars
  Custom

Map the final score based on a user defined scheme.

Automatically calculate the grade based on the following scheme

Min	Max	Score
0	30	Bad
31	50	Fair
51	70	Good
71	100	Excellent

[+ Add Score](#)
[Reset](#)

[Save](#)
[Cancel](#)

[+ Add Question](#)  
[Add Section](#)  
[Preview](#)  
[Activate](#)

Once done, click on "Save".

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

**Test Evaluation Form**

Technical Details

Untitled Question

Option 1  
 Option 2  
 Option 3

Untitled Question

[ok](#)

[+ Add Question](#)  
[Add Section](#)  
[Preview](#)  
[Activate](#)





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



















[+ Add Question](#)  
[Add Section](#)  
[Preview](#)  
[Activate](#)

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	<input type="checkbox"/>		No	    
Untitled Evaluation Form	Mar 15, 2018	<input type="checkbox"/>		No	    
Untitled Evaluation Form	Mar 15, 2018	<input type="checkbox"/>		No	    

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

Annotate


Manage CV


Collaborate


Offer


Contact Candidate


Other Actions




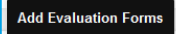















**Tanvi Chopra**  
Financial Controller  
at Schneider Electric

**Location:** Dubai, United Arab Emirates  
**Education:** Higher diploma  
**Experience:** 6 Years, 4 Months

[Contact](#)

Last Activity: 30-03-2015    Registration Date: 21-02-2015    Ref.: CV33513635    CV Source: Bayt.com

**Personal Information**

**Birth Date:** 12 November 1989 (Age: 25)

**Gender:** Female

### Activities on CV

**All** Messages (1) Tags on CVs (1) Notes (13) Attachments (0) More ▾

**Note was added to this CV**

Updated the application stage from Filter by Dept. to Interview Accepted for Head HR Operations. Time taken for this application stage update is 14 seconds

Mohammed Al-Abdulqader  
12-4-2015 @ 09:46

**Note was added to this CV**

Updated the application stage from GR Verification to Filter by Dept. for Head HR Operations. Time taken for this application stage update is 11 seconds

Mohammed Al-Abdulqader

## 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".



# Document Request Templates

Add a new document request template

My Document Request Templates

Shared Document Request Templates

You currently have no "Documents Upload" request templates saved. To add one, please use link above.

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

## Add a new document request template

New Document Request

Instructions to Experts:

← → Formats **B** *I* [List icons] [Link icon] *I<sub>x</sub>*

Experts Portal would like you to add some documents as a part of your job application.

86 of 3000 characters used.

**Start Adding Attachments**

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