

User Guide 7.3

PowerHouse Hub Recruitment Modules

Sourcing and Selection Modules with Talent Communities

Powerhouse Workforce

The future of work and recruitment

Discover new ways to source, profile, screen, recruit and manage compliance and upskilling. Explore the workforce platform and talent communities.

[BOOK A DEMO](#)



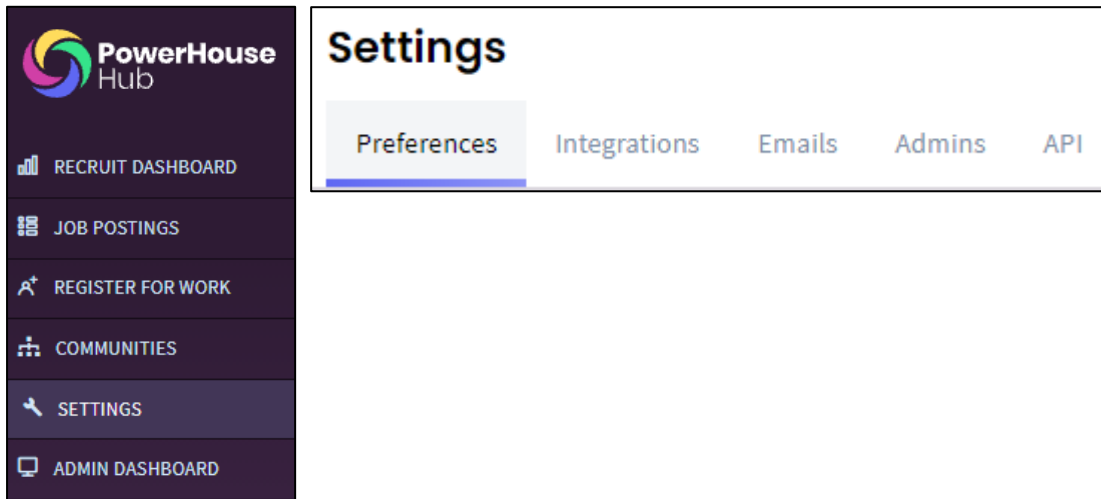
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Settings

To begin setting up Recruit, you need to configure each setting.

1. Go to **Settings** in the Menu Bar
2. Select **Preferences** in the top menu criteria



Sorting:

Sort your Top/Next/Bottom candidates. This is where you can set total percentage of the applicants that will be listed from most ideal to least preferred.

CANDIDATE SORTING SETTINGS	
Top Candidate Pool Percentage of users that will enter to the Top Candidate Pool.	Percentage <input type="text" value="25"/>
Next Candidate Pool Percentage of users that will get to the Next Candidate Pool.	Percentage <input type="text" value="50"/>
Bottom Candidate Pool Percentage of users that will get marked as Bottom Candidate Pool.	Percentage <input type="text" value="25"/>

Sorting:

You can also choose your 'Default Talent Community' that will display each time you login to the platform. **Please note:** These Talent Communities will only populate in the drop down if already created.

COMMUNITY PREFERENCES

Default Community

This option links the orphan TalentPools to a Talent Community.

Communities

Select the community ▼

Emails:

This is where you can edit the email text that is sent to candidates for Closed Jobs, Successful Candidates, Rejected Job and Schedule Interview.

You can add external links into this template field if required.

Please note: All text in these templates can be deleted, yet the text that is located within the brackets are set fields and cannot be edited. You can reset these fields if edited back to the original template, by selecting Reset on the right hand side of template.

EMAIL TEMPLATES SETTINGS

Closed Job

This template will be used to reply to every candidate who applies to an already closed job.

Email text

Hi,

Thank you for your interest in the position of **[JobTitle]**.

Unfortunately, applications for this job have closed.

Best regards,

[CompanyName]

[Reset](#)

Successfully Submitted CV

This email will be sent to candidates when their CV has been received for a job role.

Email text

Dear **[FullName]**,

Thank you for registering for the position of **[JobTitle]**.

You will receive an email with a link that will allow you to access screening requirements. You will be required to complete some personal information and upload some documents.

Kind regards,

[CompanyName]

[Reset](#)

Requested Application

This email will be sent to candidates when their CV has been received for a job role.

Email text

Dear **[FullName]**,

You have been identified as a potential match for **[JobTitle]**. This means you may have the skills or qualities required for this role.

To learn more about **[JobTitle]**, please see the attached PDF.

To apply for this role, please send your CV to this email address **[JobEmail]**.

Kind regards,

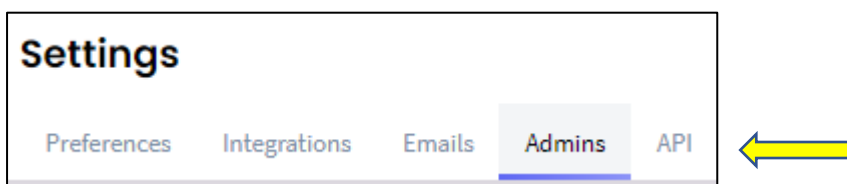
[Reset](#)

Administrators assigned to Recruit

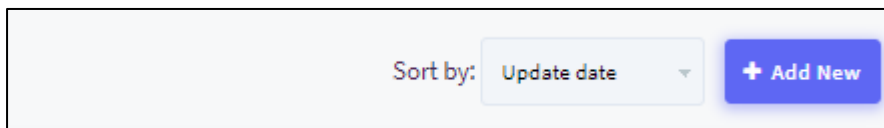
All users that are to access Recruit will need a login as an Administrator. The Administrators are then associated to their jobs that they are managing for recruitment.

Please note; if you do not assign the correct recruiter to the advert when creating, then this advert will not populate under that recruiters dashboard to view. Only those that are associated to the advert.

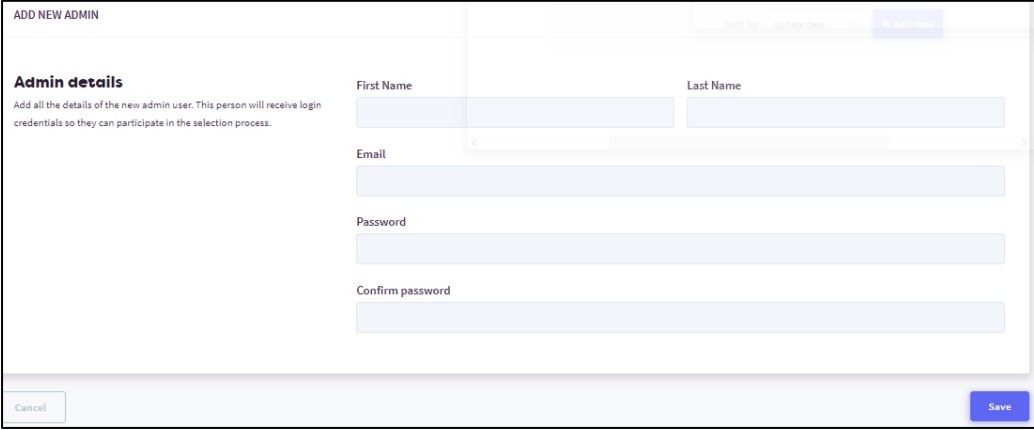
1. Select Settings in main menu bar then Admins on top Menu line



2. Select **Add New** on the right side of page

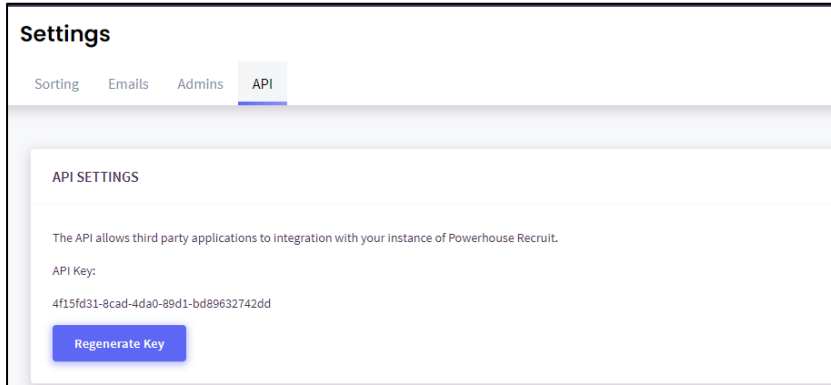


3. Add all the details of the new admin user. This person will receive login credentials so they can participate in the selection process. Press **Save** to complete.

A screenshot of the 'ADD NEW ADMIN' form. The title 'ADD NEW ADMIN' is at the top left. Below it is a sub-section 'Admin details' with a small explanatory text: 'Add all the details of the new admin user. This person will receive login credentials so they can participate in the selection process.' The form contains four input fields: 'First Name', 'Last Name', 'Email', and 'Password'. Below the 'Password' field is a 'Confirm password' field. At the bottom left is a 'Cancel' button and at the bottom right is a blue 'Save' button.

API:

The API Settings page allows third party applications to integrate with your instance of Powerhouse Recruit.



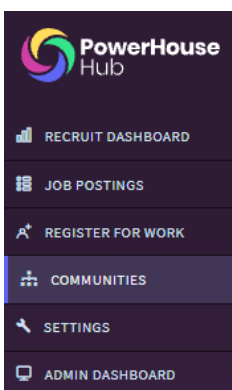
Communities

Communities form an integral part of your Recruit site set up. This is where you can create your Talent Pool categories to file your applicants appropriately in each Talent pool you create. Once you establish your communities and talent pool structure, you can then assign job posts.

A **Job Post** can be assigned to multiple Talent Pools and applicants who apply to a particular Job, will be sorted into the Talent Pool(s) the Job is associated to. Additionally, you can also create a **Sub-Pool** within an existing Talent Pool, to help further manage your talent.

To start:

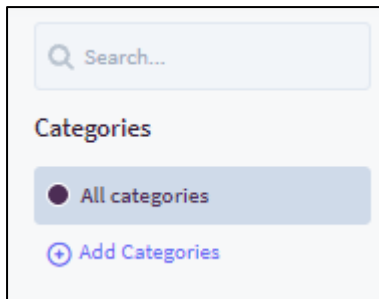
Select Communities on your main menu bar



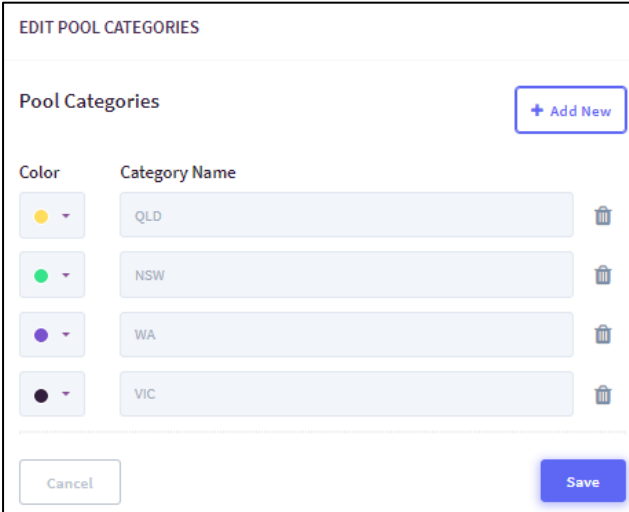
This landing page is where you start your build for your talent communities and talent pools.

Creating Categories:

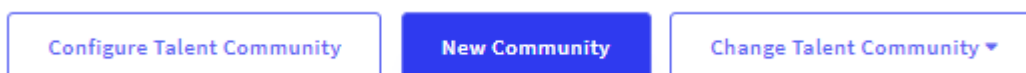
1. Select Add Categories on the left hand menu



2. Enter in desired categories for your talent pools by selecting Add New, saving after each new addition. You can also colour code your categories. Best practice is to categorise by state, region, or job type.



3. Now you have built out your categories, it is time to create you Communities. Talent Community are the best way to organise you candidates' database. Select **New Community** on top menu bar.



4. Enter all required information marked with an *asterix. This includes;
 - Talent Community Name
 - Brief description, this is for internal recruiting viewing only
 - Category you want it associated to
 - CV Submission – Email + Website
 - Adding of 3 x images. Thumbnail 350 x 300 / Logo 150 x 150 / Banner 960 x 200. These images are viewable to the public via the website Cv submission

Talent Community details

Talent Community are the best way to organise you candidates' database.

Image *

Attach an image

Talent Community name *

Description *

Description...

Logo *

Attach a logo

Category *

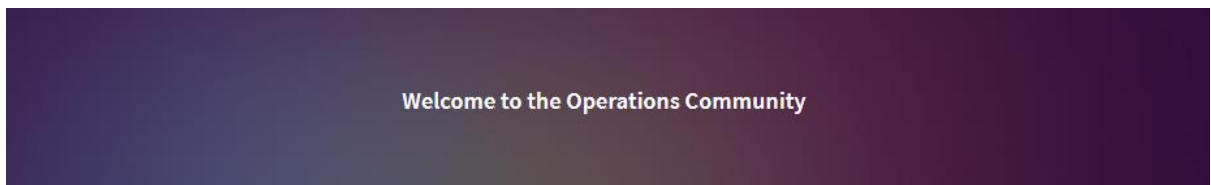
Cv submission *

Banner *

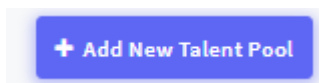
Attach a banner

5. Once all information is added press **Save**

Your Talent Community title and banner will now populate on the main page. Now we can build all applicable talent pools homed within this talent community.



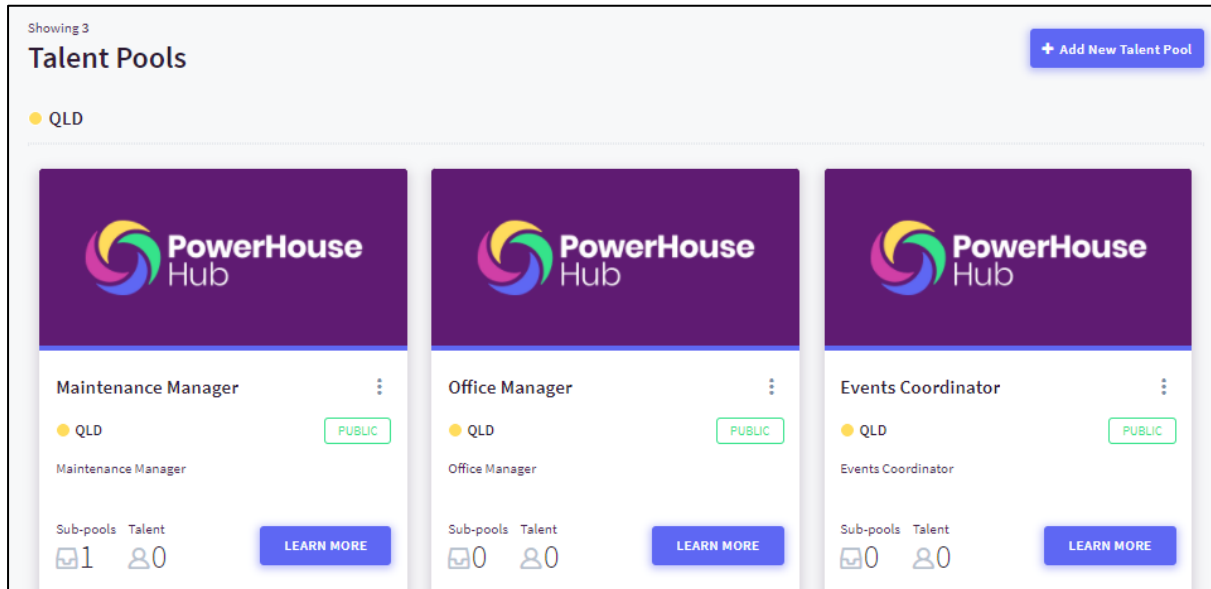
6. Select **Add New Talent Pool**



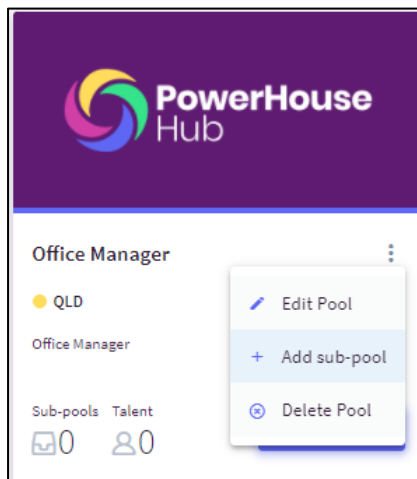
7. Enter all required information marked with an asterisk *. This includes;

- Talent Pool name
- Brief description, this is for internal recruiting viewing only
- Category you want it associated to
- CV Submission – Email + Website
- Attach an specific image for the Talent Pool (thumbnail 350 x 300) to help the recruiter identify between talent pools on main page

8. Hit Save and continue building your talent pools

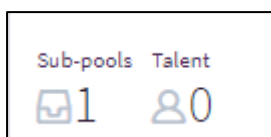



9. You can now build out sub-pools if required, by selecting the three dots on the right side of the talent pool and press Add sub-pool.



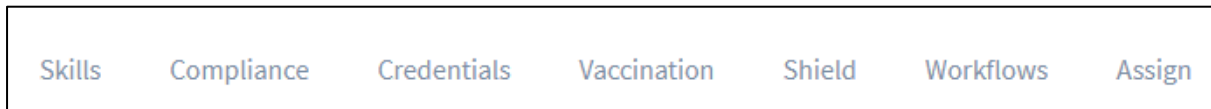
10. Add Sub-pool information.
- Talent Pool name
 - Brief description, this is for internal recruiting viewing only
 - Category you want it associated to
 - CV Submission – Email + Website
 - Attach an specific image for the Talent Pool (thumbmnaill 350 x 300) to help the recruiter identify between talent pools on main page

Once you associate you talent pools to job posts, you will be able to see how much talent is stored within each. You can also view how many Sub-pools are built within each talent pool.



Assigning a Framework (if applicable) If you are not associating a framework – go to page 

You have now created your Talent Communities, Talent Pools and Sub Pools to store all applied talent. The Recruiter needs to determine what type of frameworks are necessary to attach to the upcoming roles. This framework can be based around the job role itself to help obtain quality candidates and compliant future staff. Within a framework we can build on the following:



Skills

You can build out all necessary skills required for the specific position that the candidates and future workers can self assess against. This ensures you have skilled staff upon commencement. The self assessed skills can also be approved by the hiring manager to ensure quality standards are met.

Compliance

As a recruiter all required compliance documentation can be built into a framework, this will help in filtering the candidates with all compliance requirements as per job advert, against the candidates that are still needing to acquire the documents. These compliance files can be marked as mandatory or non mandatory in case the recruiter wants more volume candidates apply.

Credentials

The framework can list all required credentials suitable to that role specific or department of position. These credential files can be marked as mandatory or non mandatory in case the recruiter wants more volume candidates apply.

Vaccination

The vaccination section of Framework allows the recruiter to add in necessary health requirements for the role. These Vaccination files can be marked as mandatory or non mandatory in case the recruiter wants more volume candidates apply.

Shield

The shield is where you select all previous files as part of a pre-requisite to be considered for the position. If you have select these files within the Shield section, it means without these files uploaded they are **not able to progress further** in the recruiting process and are deemed unsuitable for the role.

Workflows

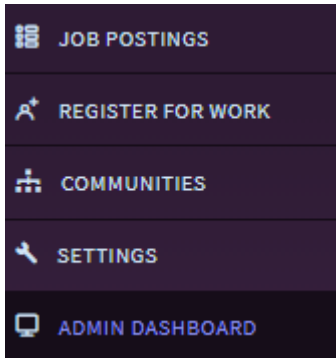
Select any specific workflows required for this framework, it could be a pre-screen requirement or onboarding requirement that follows the candidates marked successful for the job.

Assign

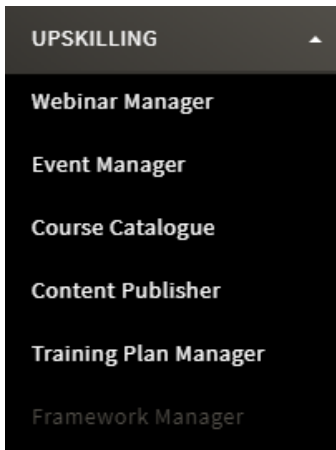
Assign the framework where applicable in your group structure. Please note all frameworks built for the purpose of job adverts only, will automatically associate to any upcoming job advert for selection.

Building a Framework for a Job Post:

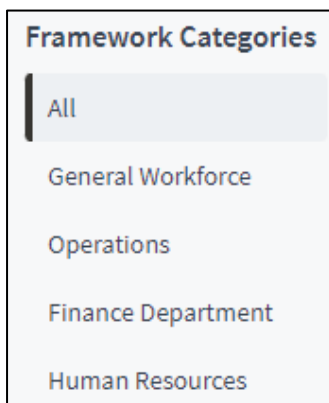
1. Select **Admin Dashboard** to divert you to the Work Ready platform to build your frameworks associated to all future job posts.



2. Select Upskilling from the main menu, then Framework Manager



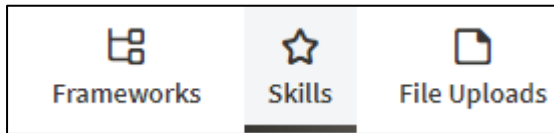
3. Build out your desired categories to help create a filing system within your frameworks



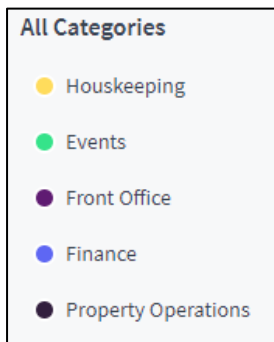
4. Select Add New Category, enter categories and select Save

Now you have your filing structure for your Frameworks, we can build out all options for file uploads and skill set selections based on the job position.

1. Select Skills on the top right menu



2. You can add categories again within this section if necessary by selecting Add New on the left hand side column



3. Either **Add a skill** or **Import skills** if dealing with high volume.



If choosing to Import Skills:

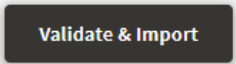
Please select and upload an LMS compatible CSV file to import.

If you wish to create/assign categories to the skills you are importing, please add the name of the category in the 'category' column. If the system finds a category with the same name, it will assign the skill to that category. If the category is not found, a new category will be created and the skill will be assigned.

Please Note: For new categories, no colour will be assigned, you can update this in the 'Edit Categories' area

Duplicates: Any duplicate, or already existing skills will be ignored and you will be notified of these at the end of import.

Select -

A dark button with the text 'Validate & Import'.

If you are Adding a skill

Provide title and a short description for this skill. You can also assign it to a skill category to make it easier to find. Hit Save when complete, and continue adding skills until your list is built as per job advert requirements.

Showing 15

Skills

Analytical	Attention to detail
Communication	Complaint Resolutions
Critical Thinking	Customer Service

File Uploads

To enter all applicable file uploads, refer to the requirements within the job advert itself. You can build out each file upload relative across the below listed file types.

- **General**
- **Compliance**
- **Credentials**
- **Skills Evidence**
- **Vaccinations**

1. Select the file type that the file upload relates to

File Types

General

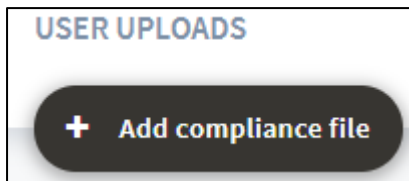
Compliance

Credentials

Skills Evidence

Vaccinations

2. Select Add compliance file



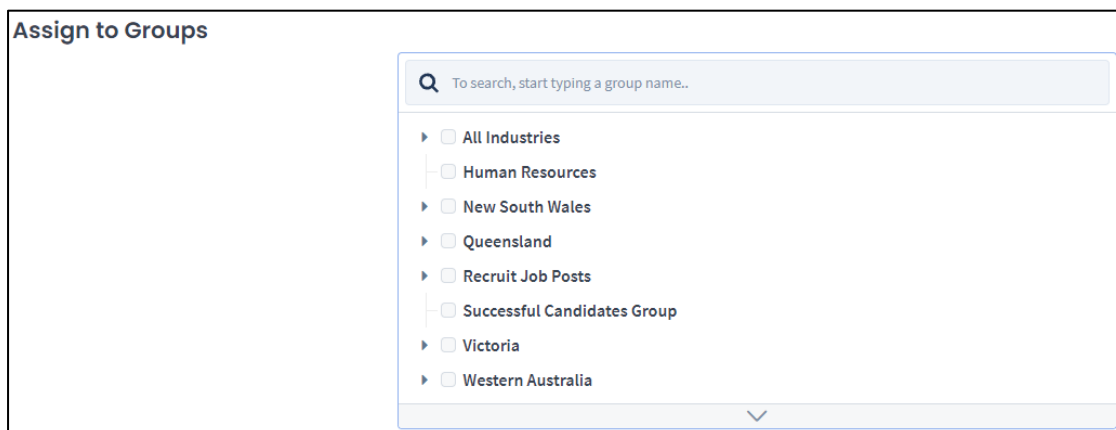
3. Create a new file type for your users to upload. Enter the file name and the status. You can also provide a summary of the file and why the user needs to upload a copy.

A screenshot of a form for creating a new file type. It contains three fields: "File Name *" with a text input field; "File Status*" with a dropdown menu currently showing "Enabled"; and "Summary" with a larger text area. A small icon is visible in the bottom right corner of the summary text area.

4. Indicate whether the file requires an expiry date as mandatory. You can also allow your managers to advise that the original document has been viewed, if required.

A screenshot of two toggle switch options. The first is "Expiry Date Required" with a toggle set to "NO". The second is "Manager should advise that they have viewed the original document" with a toggle set to "NO".

5. Assign the file upload to the relative group it could relate to. If it is across the board, select all groups. Or if its a file upload relating to job posts, select this group only. Press **Save** to complete

A screenshot of the "Assign to Groups" section. It features a search bar with the placeholder text "To search, start typing a group name..". Below the search bar is a list of groups, each with a checkbox and a right-pointing arrow: "All Industries", "Human Resources", "New South Wales", "Queensland", "Recruit Job Posts", "Successful Candidates Group", "Victoria", and "Western Australia". A downward arrow is at the bottom of the list.

- Repeat the above steps for each realting file upload, ensuring you slect the specific file type first before adding the file into it.

File Types

General

Compliance

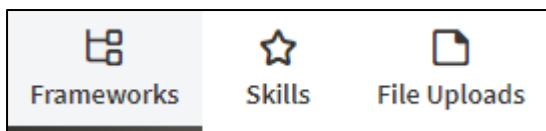
Credentials

Skills Evidence

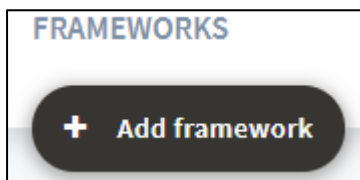
Vaccinations

Once you have built out all skills and fileuploads, you can now create a framework to include them.

- Select Frameworks in the top right menu



- Select Add Framework



- Provide a title and an image
- Select the Status and Category associated to this Framework.
- Select Description to provide the Users a summary, hit Save when complete

ADD FRAMEWORK Settings Description

Framework introduction
Provide a title and an image.

Framework title

Thumbnail
 No file chosen

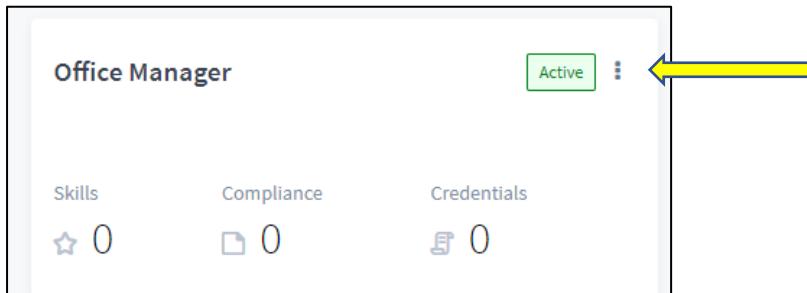
General Settings
Select the Status and Category associated to this Framework.

Status:

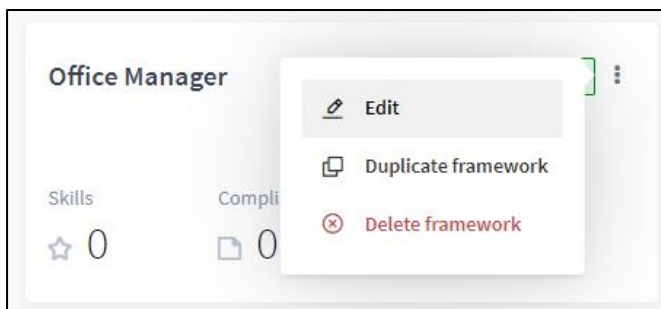
Category:



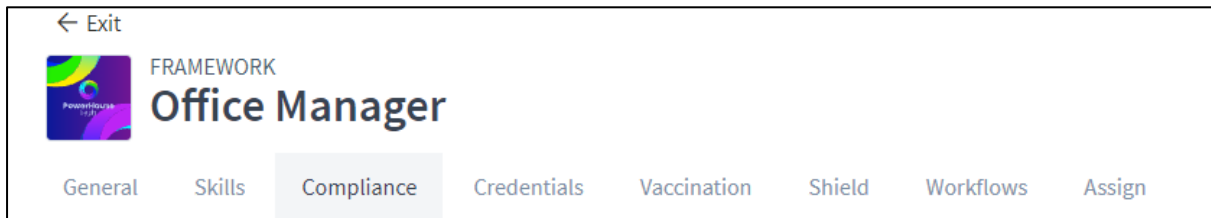
Your Framework will now appear on the main page to edit. Select the three dots on the top right of Framework to edit, duplicate, or delete.



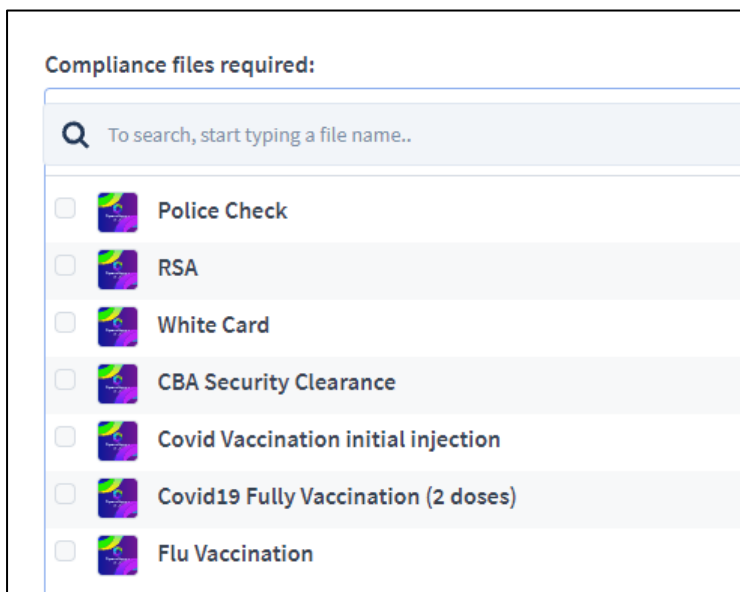
1. Select Edit



2. Navigate through the next 3 x tabs on the top of the page to add in all relative skills and files



3. Select your files by ticking the box on the left of file and press Save when complete



- When you get to Shield, all of your selected files will populate and you can choose to add to your shield as a pre-requisite to be considered suitable for the role. You may choose to not add any files in this area, which would allow a higher volume of candidates to be deemed suitable for shortlisting.

ASSIGN WORK READY SHIELD ITEMS

Work Ready Shield

To build your Work Ready shield, please select the items you wish to include and click save.

Compliance File Uploads:

Police Check

Credentials File Uploads:

Business Management

- Hit Save when complete

Please see below summary of different types of workflows you can associate to a Framework.

Types of Workflows:

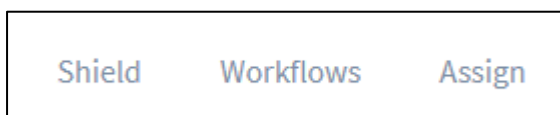
A workflow can be used in specific ways for different user types.

Workflow Types include:

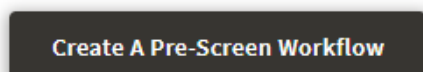
Pre-Screen: A Pre-Screen Workflow is used to qualify candidates before you select the successful candidate for a role. This is sent automatically to the candidate upon sending their CV on the application. The candidates can add their personal information, upload compliance and credential files, vaccination requirements, self-assess against required skills and assign themselves to Talent Pools.

Onboarding: An Onboarding Workflow is used to introduce your new hires to your company once they are made successful within Recruit against a job. This is sent automatically upon select successful candidate in Recruit. You can choose in this workflow whether they get a reminder to complete or not, if not, the recruiter will need to advise the successful applicant that they have an onboard requirement to complete. In this Workflow you can request additional compliance and credentials files, complete Police Checks and Work Rights Checks and have your new staff complete induction courses.

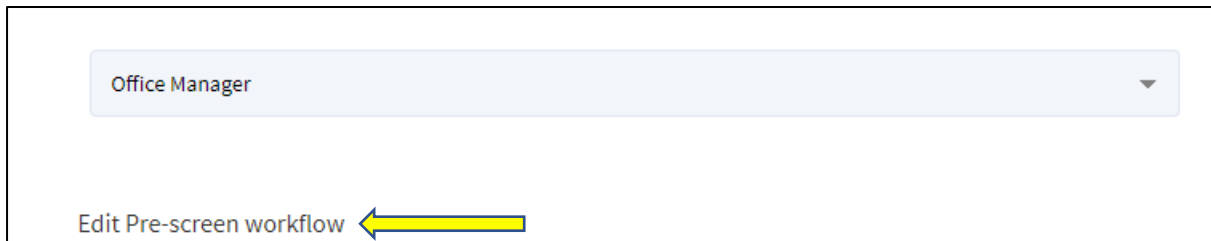
- Select **Workflows** in the top menu bar



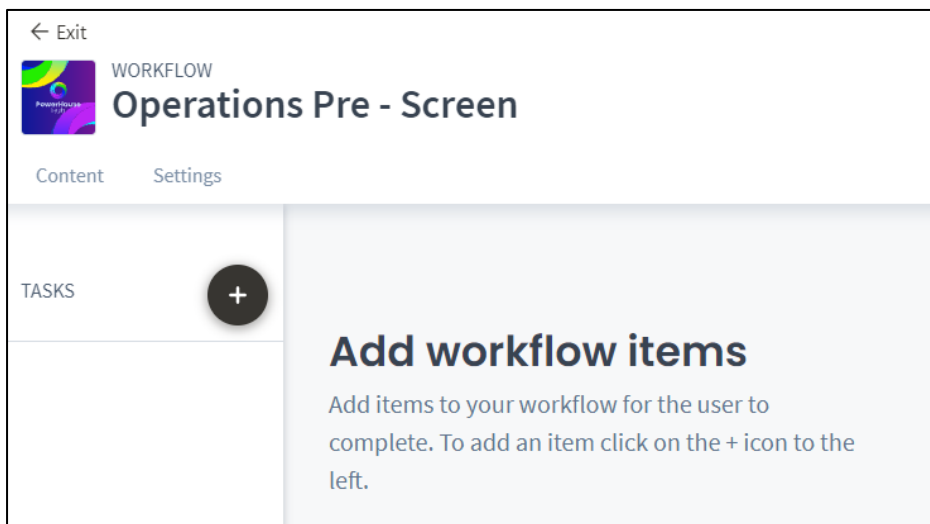
- Select - Create a Pre-Screen Workflow



3. Enter the title of the Pre-screen (Title of job or sector if generic)
4. Select the required file uploads to be included as part of the Pre-screen by ticking the box
5. Once you Save, you will be taken back to the previous screen
6. Select Edit Pre-screen workflow



Your Pre-screen will automatically open to start editing and entering all relevant information. You can select exit on the top left hand side of window to go back to the viewing page for all workflows created.



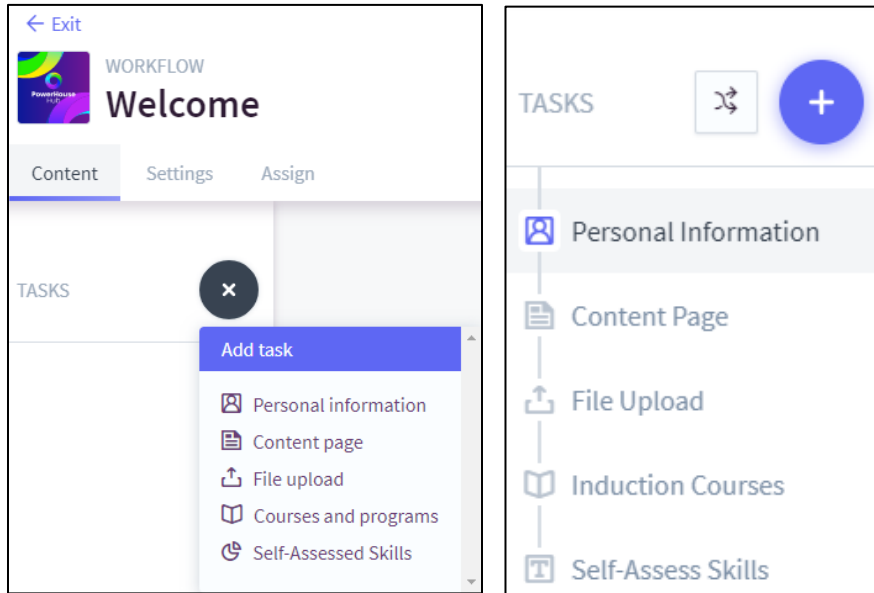
Workflow Manager – Adding Tasks

This is where you can add items to your workflow for your learners to complete.

1. Select the Add Task button. Tasks can be completely tailored within each field. Through Add Task you can add and create:
 - Personal information
 - Content
 - File upload
 - Courses and programs; and
 - A self-assessed skills tasks to your workflow.
2. As you select an option, it will populate the content you need to alter to suit your organisational needs.

Workflow Manager - Personal Information

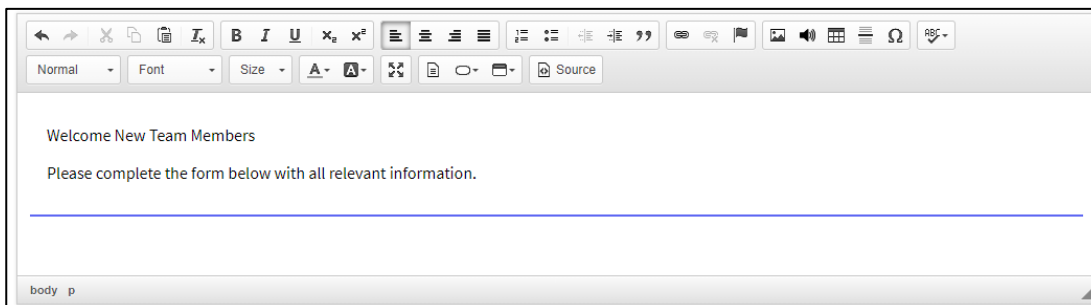
1. Select and 'add' each task that you wish to appear in the workflow



As you can see, we have populated all the relevant tasks. Now we're going to edit each task according to our organisational requirements. Starting with **Personal Information**.

Before populating this task, ensure you have created Custom **Fields** for your personal information form. You can do this through the **User Fields** tab, within the User Accounts module.

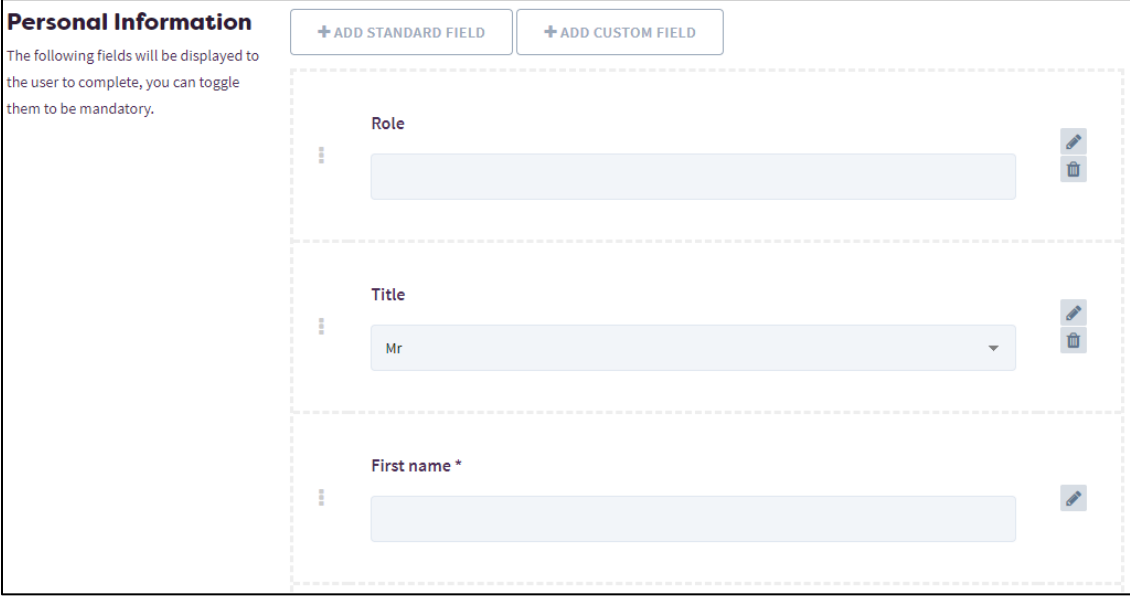
1. To change the title of the task, select the pen icon, and type the desired title. The following fields will be displayed to the user to complete, you can toggle them to be mandatory.
2. Next, select within the **CK Editor**, and give a brief description as to what your candidate's next steps are. For example, 'Complete the form below.'



3. Now, we are wanting to customise our personal information form.

Within this form, you can:

- Reorder the fields by selecting the **hamburger icon** and dragging the field to another area.
- Edit your field titles, by selecting the pencil icon. Or.
- Delete a field, by selecting the bin icon.



Personal Information

The following fields will be displayed to the user to complete, you can toggle them to be mandatory.

+ ADD STANDARD FIELD + ADD CUSTOM FIELD

Role

Title

Mr

First name *

- Once your form is complete, press Save.

Workflow Manager – Content Page

This is where you can add vital information in relation to your organisation or project.

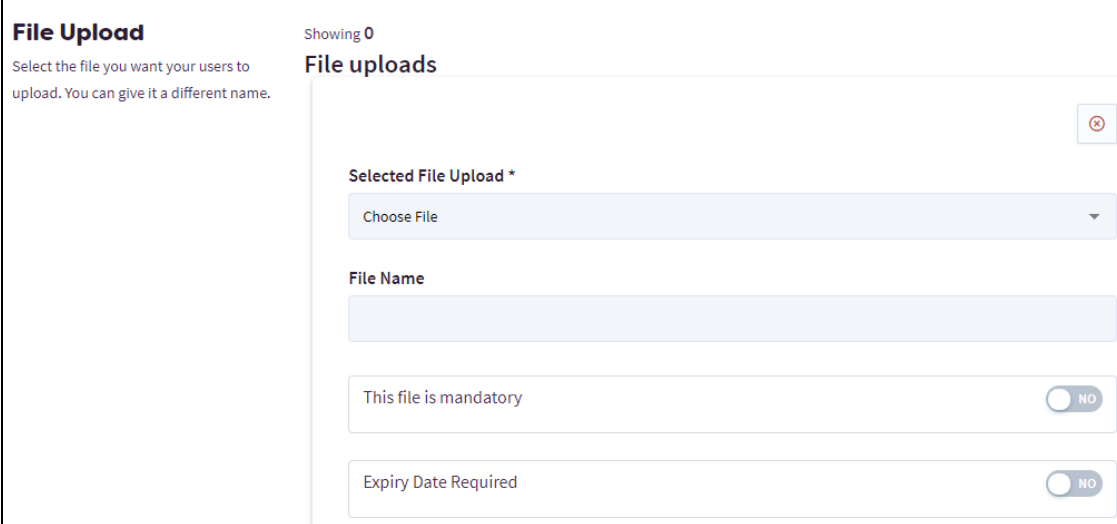
Through the **CK Editor** you can utilise a wide range of templates and elements, allowing your content to appear more engaging to your candidates. This includes uploading a pre-made video or link for engagement.

1. Change the title of your content page, by selecting the pencil icon and typing the desired title.
2. Press **Save**

Workflow Manager – File Upload

This is where your candidates can upload relevant files in relation to their application or project.

Before populating this task, ensure you have created files for your candidates to upload. You can do this through the **File Uploads** module.



The screenshot shows the 'File Upload' configuration interface. On the left, there is a sidebar with the title 'File Upload' and the instruction: 'Select the file you want your users to upload. You can give it a different name.' The main area is titled 'File uploads' and shows 'Showing 0' items. It contains a 'Selected File Upload *' dropdown menu with a 'Choose File' button. Below this is a 'File Name' text input field. At the bottom, there are two toggle switches: 'This file is mandatory' (currently set to 'NO') and 'Expiry Date Required' (currently set to 'NO').

1. Choose the file that is relevant to this task.
2. Enter the file name.
3. Select whether the file is mandatory; and
4. Establish whether the candidate's selected file requires an expiry date.

Once you have entered all relevant information, press **Save**.

Workflow Manager – Induction Courses

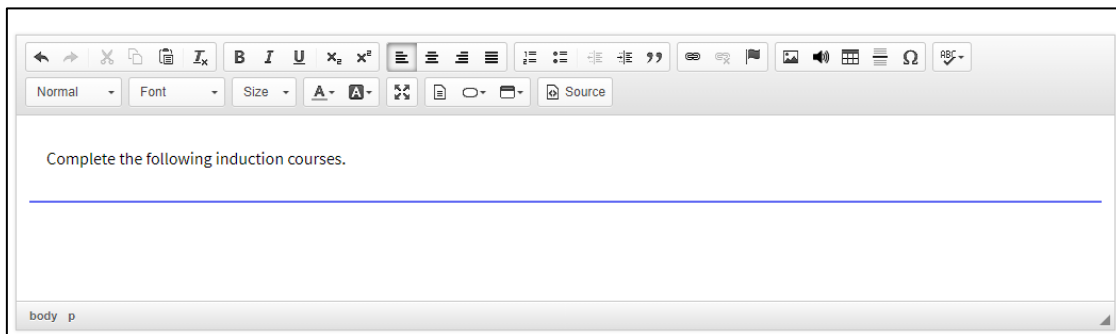
This is where your candidates can complete relevant induction courses prior to commencing their employment.

Before populating this task, ensure you have created courses and learning programs for your candidates to complete. You can do this through the **Content Publisher** and **Training Plan Manager** modules.

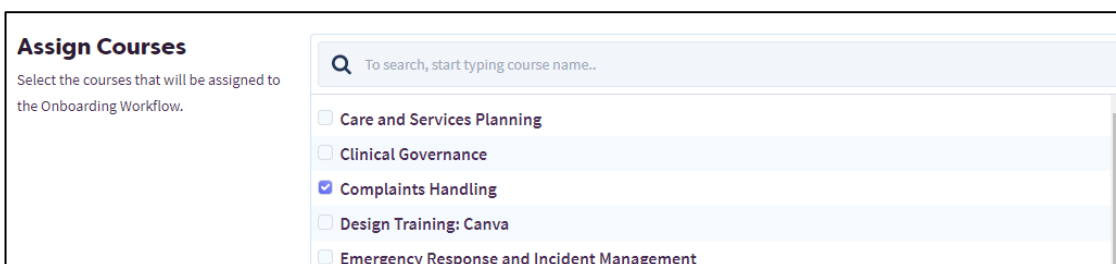
1. To change the title of the task, select the pen icon, and type the desired title.



2. Next, select within the **CK Editor**, and give a brief description as to what your candidate's next steps are. For example, 'Complete the following induction courses.'



3. Assign courses and or Learning Programs that are relevant to this task.



4. Once you have done this, press **Save**.

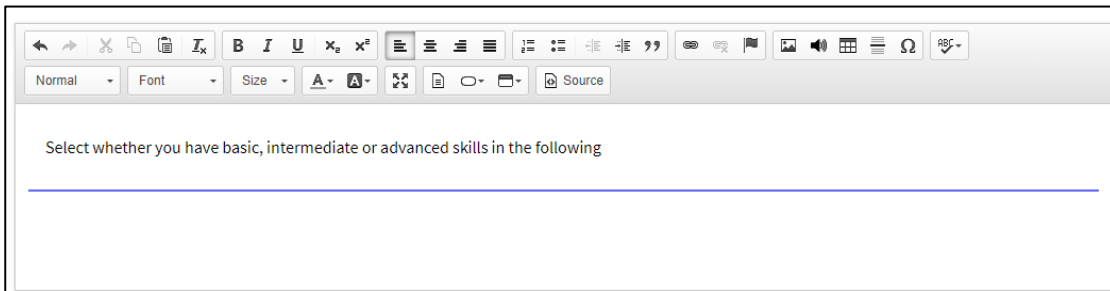
Workflow Manager -Self-Assess Skills

This is where your candidates can self-assess how skilled they are for their current position. Before populating this task, ensure you have created Skills for the candidate to self-assess. You can do this through the Framework Manager module.

1. To change the title of the task, select the pen icon, and type the desired title.



2. Next, select within the **CK Editor**, and give a brief description as to what your candidate's next steps are. For example, 'Select whether you have basic, intermediate or advanced skills in the following.'



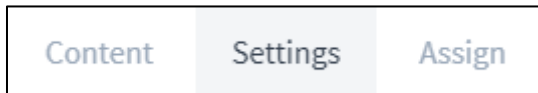
3. Select all the relevant skills that you wish your candidates to self-assess against.



4. Once you have done this, press **Save**.

Settings & Assign

1. Select the Settings tab. This is where you can alter the settings of your workflow. Once you have edited the relevant sections, press save.



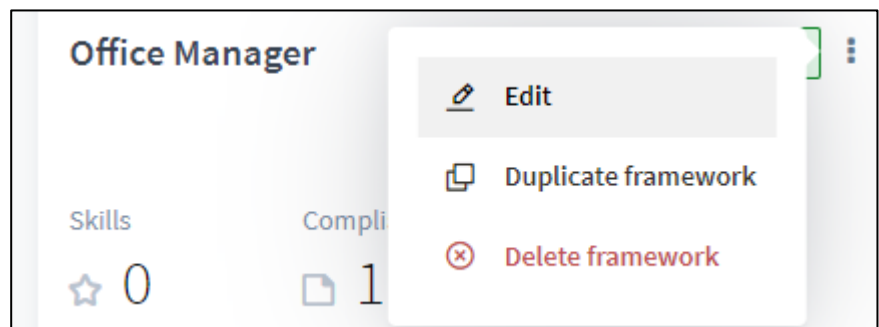
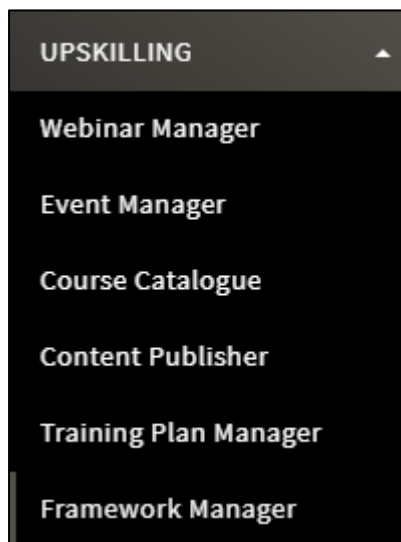
2. Assign a timeframe for the Workflow and how long the User must complete this. Select save when all relevant fields have been completed.



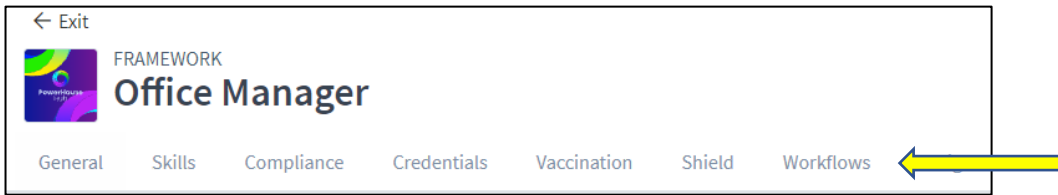
Completing your Framework

When you hit save the system will take you automatically back to the Workflow Manager module. Navigate back to your Framework to complete.

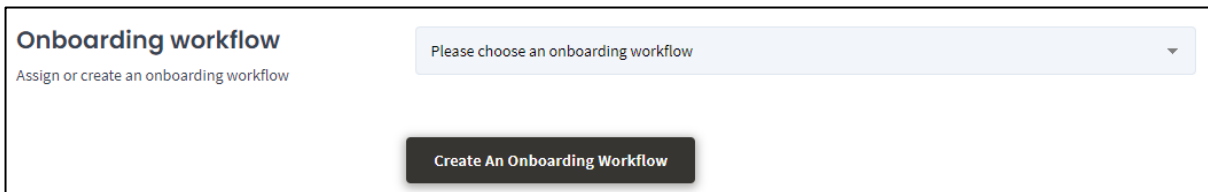
1. Select Framework Manager
2. Select your built Framework
3. Select Edit



4. Select Workflows in the top menu to continue completing your Framework



5. Navigate to the Onboarding Workflow section, and either choose from the drop down menu or create from scratch an onboarding workflow associated to successful candidates assigned this framework. If creating from scratch, follow the previous steps above where applicable.



Adding a Job Post

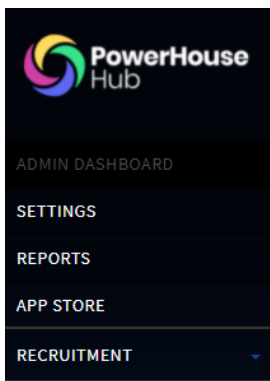
You are now able to successfully post a job advert which can include a Framework! This will assist in pulling higher quality candidates and ensure that all candidates upon being made successful are compliant and qualified for the role upon commencement.

There are two types of Job Posts available on the platform:

Job Postings - These job adverts are current jobs that are in demands for immediate commencement

Register for Work - These job adverts are displayed for the purpose of candidates applying out of interest, to be considering for upcoming roles in the future. Recruiters can then filter through the respective talent pools in the future to shortlist candidates and engage with the talent at a later date.

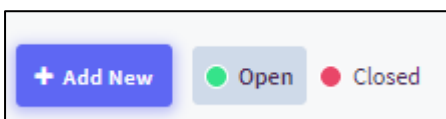
1. Navigate to the Recruit Module in the main menu bar and select Dashboard



2. Select the desired job post you are wanting to create, **Job Postings** or **Register for Work Opportunity**. The exact same process below applies for both types of job postings.



3. Select Add New



4. Write a Job Title and description where required. Please note that the more skills, compliance and requirements you write into the description field the higher rating it will pull from the candidates resume classifying them into top candidates, middle, or low quality pools.

Job title *


Job Description *

Type job description...

5. Enter the required settings for the job advert. Ensure all fields marked with an asterisks is completed. Please note, only drop downs will appear if they have been built already. If there are no drop down options available. You need to close the job and add Talent Communities, Talent pools first.

General Settings
Select talent pools that you wish to assign this job posting to.

Image *
Image size 350 x 300



Talent Communities*
Select the talent Community

Industry sectors
Choose the industry

CV Submission
Email & Website

Work location*
Australia

Salary
Select a Salary Information

Talent pools
Choose talent pool

Employment Type
Please choose the employment type

Address (Type your postcode)

Min 0 **Max** 0

- Hit the drop down bar below to assign the respective recruiters to the advert to manage the shortlisting of talent. Please note, if the recruiter is now added into this field then they will not be able to sight the advert to manage on their dashboard upon login.

▼

Assigned recruiters

Select recruiters...

Client	Expiry Date
Type client name	<input type="text"/> 📅

● Top Pool (%)	● Next Pool (%)	● Below Pool (%)
25	50	25

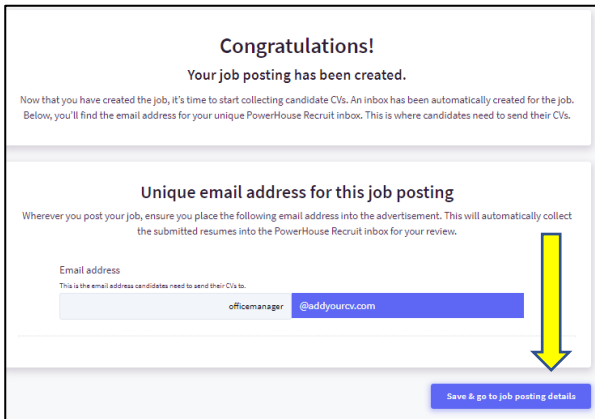
- You can choose to write a client name to identify adverts on behalf of other companies if required.
- Select and expiry date if required
- View the current percentage of candidates whom will apply being pulled into either top, next or below pool categories.
- Add an image 350 x 300 this is displayed on the advert from a public perspective to add to engagement
- Assign a framework for candidates to complete. If you need to add or edit your framework, visit the framework Manager module. Hit Save once added

Add framework to candidates YES

Assign Framework

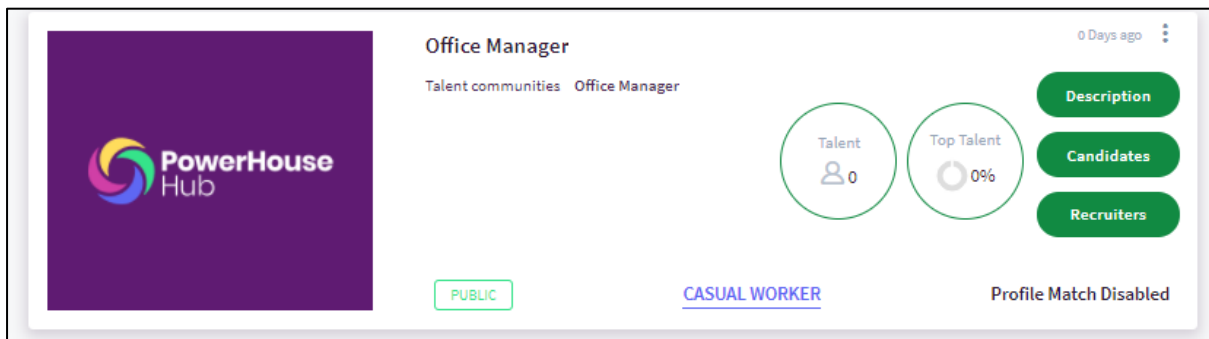
Office Manager ✕ ▼

- You will be taken to a page to confirm your job posting, please ensure you select - **Save and go to Job Posting details**



Please note that once you select 'Save & go to job posting details', you will no longer be able to edit the unique email id.

Your Job Posting will now be displayed on the **Job Postings** page. If you are choosing to do a **Register for Work** posting, please select the Register for Work module and follow the previous steps.



Configure your Talent Community

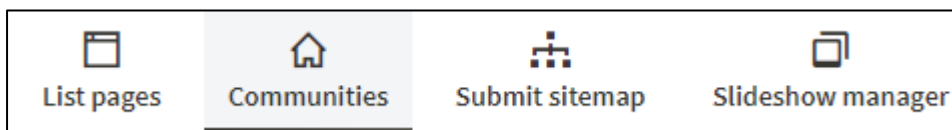
You can now configure your Talent Communities and how they are represented on the public website. We will review the below areas.

- Any text requirements
- Formatting of Job Adverts if required
- List Pages displayed - Home URL link | Privacy Policy | Terms and Conditions

1. Select Communities in Recruit main menu
2. Choose the desired community you want to view/edit – Change Talent Community
3. Once chosen then select Configure Talent Community



4. You will be taken to the **Website Content Editor** page in the Work Ready platform. Select **Communities** in the top menu area



6. Select the pen icon next to the community title you wish to edit, or view the community from the public's perspective by selecting the screen icon. (If viewing the community it will open an additional web- tab so you don't divert away from your back end viewing.)



7. You can now edit the content displayed for the pages of this community from the public's perspective. There are three areas you can edit.

Banner Content

COMMUNITY HOME

Finance

Edit the content displayed for the pages of this community.

If you wish to update the name or description of this Community you can do so in Recruit.

Description:
Finance

Banner Content
This content is displayed on top of the banner within each community page.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, link, unlink, source.

Welcome to our Talent Community

Current Jobs Content / Apply Content

Jobs Content
Edit the content displayed for Jobs page of this community.

Main content
This content is displayed on the main Jobs landing page for this community.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, link, unlink, source.

View our Current Job Ads and Apply Today

View our current list of job roles and filter by work preferences and location. Select View Job for more details including the job description. To apply for a job, select Apply Now, add your details and upload your CV and we will contact you.

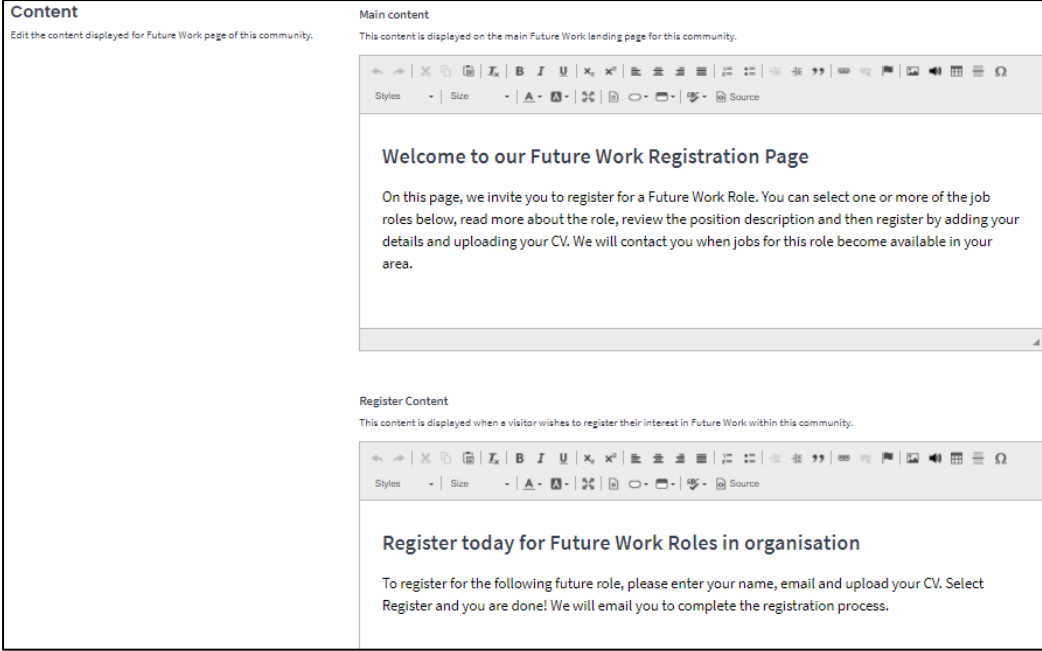
Apply Content
This content is displayed when a visitor wishes to submit their CV for a job within this community.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, link, unlink, source.

Apply for a Current Job

We welcome you to apply for this current job listing. After reviewing the position description, please complete the form below, upload your CV and select Apply.

Register for Work main content / Register Content



Content
Edit the content displayed for Future Work page of this community.

Main content
This content is displayed on the main Future Work landing page for this community.

Welcome to our Future Work Registration Page

On this page, we invite you to register for a Future Work Role. You can select one or more of the job roles below, read more about the role, review the position description and then register by adding your details and uploading your CV. We will contact you when jobs for this role become available in your area.

Register Content
This content is displayed when a visitor wishes to register their interest in Future Work within this community.


Register today for Future Work Roles in organisation

To register for the following future role, please enter your name, email and upload your CV. Select Register and you are done! We will email you to complete the registration process.




8. When you have made all required edits, press save at the bottom right of screen
9. Select Back at the top left of page to navigate back to all talent communities



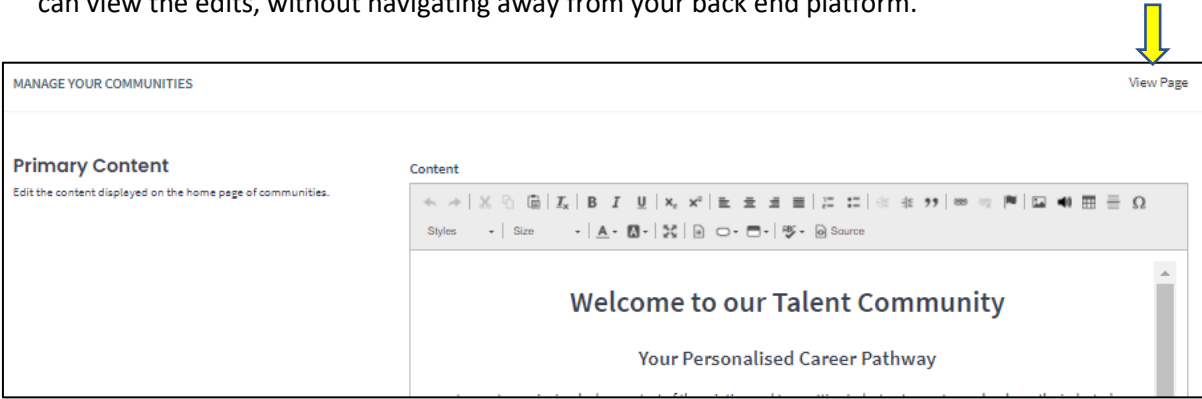
10. Choose the next Talent Community form your list and repeat the previous steps. Ensure you save all changes made.



Your communities (3)
Edit the content displayed within each community.

	Community Names	Jobs	Future Work
 Edit Page Detail	Finance	0	0
	Hospitality	0	0
	Operations	1	0

11. To view what your edits look like and to see all content from a viewers perspective. Click on View page on the topright of the talent community. This will open an additional web page tab so you can view the edits, without navigating away from your back end platform.



MANAGE YOUR COMMUNITIES View Page

Primary Content
Edit the content displayed on the home page of communities.

Content

Welcome to our Talent Community

Your Personalised Career Pathway

Please see below viewing page from the publics perspective.


Welcome to our Talent Community


Your Personalised Career Pathway


Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.


Our Community


Find something that interests you and begin the pathway to your new career!





Finance




Hospitality

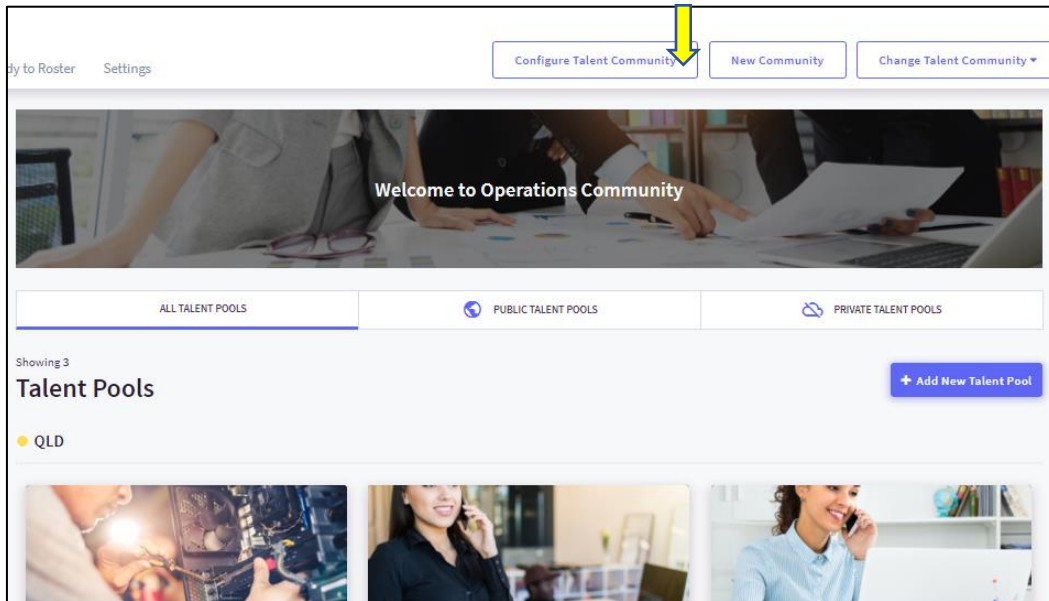



Operations

Job Posting – Website view edits

You might want to edit the existing job ad you have created in Recruit to look more inviting to the public. Please follow the below steps to edit a job posting, using formatting tools.

1. Open your Recruit Platform.
2. Select Configure Talent Community on the top menu



3. Select Communities on the top menu bar to view all Talent Communities available



4. Select your desired talent community that homes the job post you wish to edit



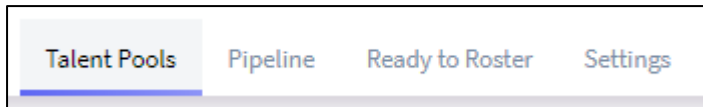
The screenshot shows the 'Your communities (3)' page. The page title is 'Your communities (3)' and it includes a sub-header 'Edit the content displayed within each community.' Below this is a table with three columns: 'Community Names', 'Jobs', and 'Future Work'. The table lists three communities: Finance, Hospitality, and Operations.

Community Names	Jobs	Future Work
Finance	0	0
Hospitality	0	0
Operations	1	0

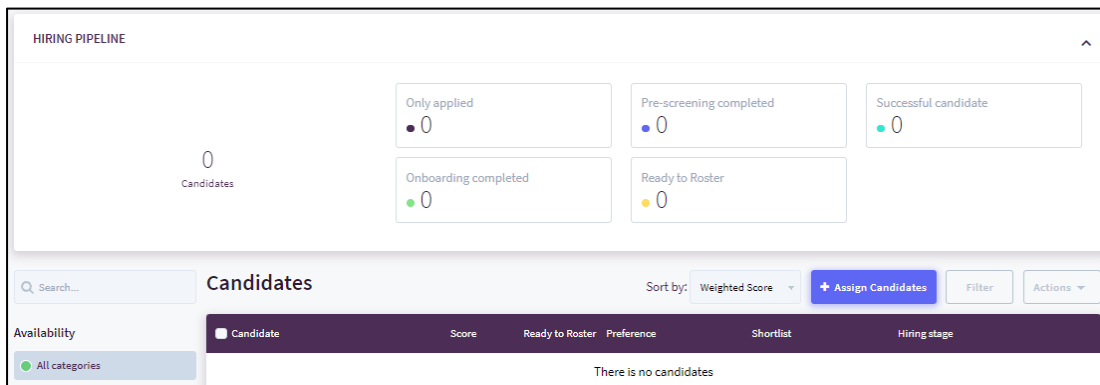
This page can now be used as a direct portal for all applicants to view and apply for current roles within your organisation and register for work against any new positions in the future.

You can share your direct URL link on marketing collateral, external communications or on your own website to assist with traffic being direct to your site.


options once talent has applied for the job:



- Talent Pools will showcase available talent pools within the selected talent community you default to.
- Pipeline will provide a high level summary of all talent progressing through the talent community that is associated to the job post. Including a list of all talent individually to select and further manage




- Ready to Roster will showcase all available candidates that have completed their initial application
- Settings will showcase the talent communities configuration details, like name, description and imagery associated.

three dots under *Actions*. 



1. Name of the Category Pool
2. Name of the Talent Pool
3. Number of Sup-Pools within the Talent Pool
4. Number of Applicants within the Talent Pool
5. Actions button that gives you the ability to *Edit Pool, Add Sub-Pool, Delete Pool*


Click on the “Talent Pool Name” link to view the sub pools and profiles associated to the Talent Pool. The link takes you to the **Sub Pools** tab by default.

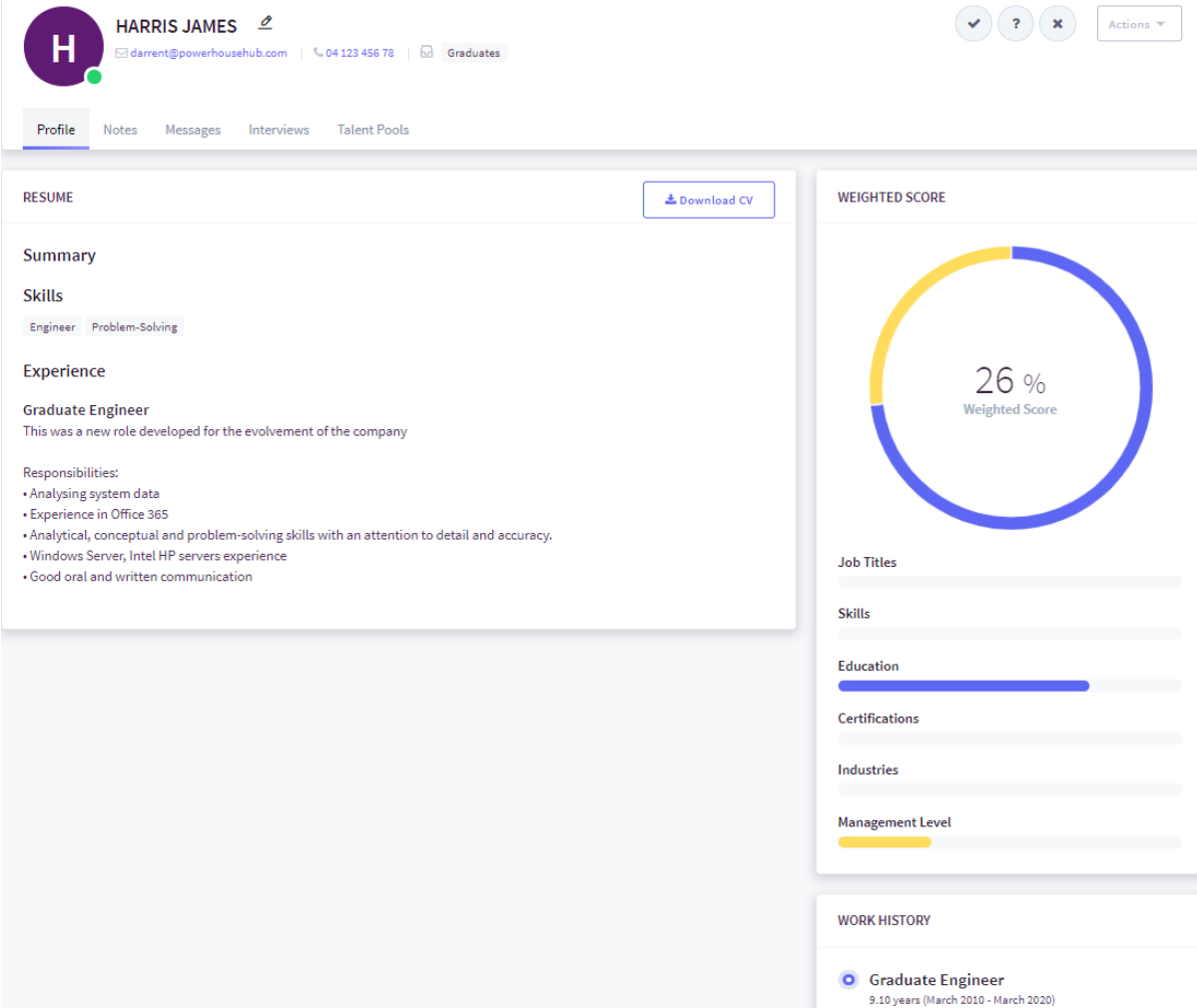
To **Edit**, **Duplicate** or **Close** an Open Job Posting, click on the *Actions* button with the three dots. 


- **Edit** takes you to the Original Job Post, allowing you to make changes to existing job requirements.
- Selecting **Duplicate** allows you to replicate an entire Job Post with all the fields pre-filled. You can make the necessary changes and create a new one.
- Hitting **Close** will remove the Job Post from the “Open” tab and place it in the “Closed” tab.

Job Dashboard

From your homepage **Dashboard** or **Job Postings** page, click on the “Job Title” link to view the Job Dashboard. The Job Dashboard takes you to the **Profiles** tab by default, also giving you access to Candidate Shortlist, Inbox Analytics and Activity Log tabs.

From this page you can also edit the applicants name by clicking on the ‘Pencil’  icon next to their name.



HARRIS JAMES 

darrent@powerhousehub.com | 04 123 456 78 | Graduates

Profile | Notes | Messages | Interviews | Talent Pools

RESUME Download CV

Summary

Skills

Engineer | Problem-Solving

Experience

Graduate Engineer
This was a new role developed for the evolvement of the company

Responsibilities:

- Analysing system data
- Experience in Office 365
- Analytical, conceptual and problem-solving skills with an attention to detail and accuracy.
- Windows Server, Intel HP servers experience
- Good oral and written communication

WEIGHTED SCORE

26 %
Weighted Score

Job Titles

Skills

Education

Certifications

Industries

Management Level

WORK HISTORY

- Graduate Engineer**
9.10 years (March 2010 - March 2020)

Profiles

The profiles tab is where you can go through the CV Inbox. It holds all the applications that have been sent through for that specific Job. It automatically performs an internal database search whenever you open the CV Inbox, bringing forward existing CVs. From the CV Inbox you can commence your reviewing and shortlisting process.

Interactive buttons

- **Actions:** Download Original CV, Schedule an Interview, Deem a candidate Successful
- **Shortlist Candidates:** You can shortlist a candidate by selecting on the following three icons:



Interested In. Candidates you want to interview for the Job.



Maybe Interested In. Keep Candidates on your Maybe list, to investigate later on.



Not Interested In. Rejected Candidates and their details are kept on record for future Jobs.

Applicant Profile

The applicant profile section provides you a summary of the CV's that were sent through. You can also download the applicants original Resume by clicking on the 'Download CV' button.

- **Summary**

The CV Summary highlights relevant skills the applicant possesses and experience to the entered Job criteria. Green highlighted skills are relevant skills as parsed in from the original CV.

Summary

Skills

Account Manager Accounts Payable Audit B2b B2b Sales B2c **Customer Service** **Customer Service Oriented**
 Excellent Communication Skills Excellent Customer Service Skills Invoicing Operations Operations Manager
 Performance Management Print Design Process Management Quality Assurance Reconciliation Recruitment **Retail Sales**
 Sales Consultant Sales Manager Sales Training Satisfaction Self-Starter Site Management Staff Training Team Player
 Telecommunications Training Very Professional Web Design

Experience

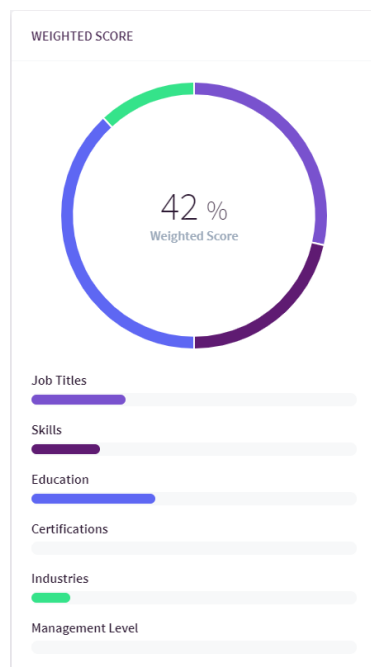
Account Manager/Sales Manager

Hi-Lift Cranes

- Large scale B2B sales
- B2C Sales
- Accounts
- Overseeing recruitment of new staff
- Invoicing
- Site management
- Staff Sales performance
- Team leader
- Site plans

- **Weighted Score**

Weighted Scores section compares the Job criteria with relevant info found in CVs, and explains why the candidate is suited or not suited to the Job, including their years of experience.



- **Work History**

Work History Timeline provides a snapshot of how long the candidate has worked in each role and the organisations they were in.

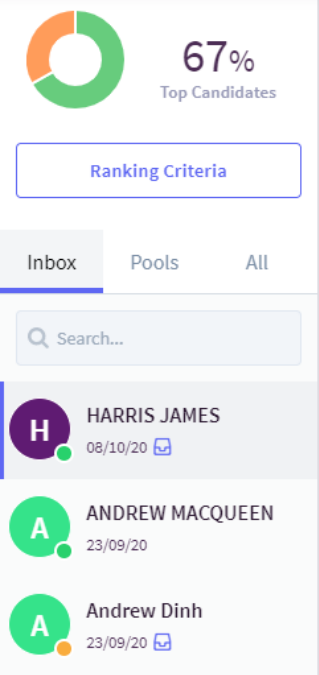
WORK HISTORY

-  **Account Manager/Sales Manager**
HI-Lift Cranes
3.9 years (February 2017 - December 2020)
-  **Operations Manager and Administration**
Telstra Rosebud
1 year (February 2016 - February 2017)
-  **Sales Consultant**
Optus Southland
1 year (August 2012 - August 2013)

Reviewing CVs and fine-tuning Candidate Profile

In the CV Inbox, CVs are automatically ranked in descending order from top to lowest ranking based on Recruit's Candidate Profile recommendation. When reviewing CVs you must remember the following:

- Ranking is a recommendation and aims to guide you to focus on the right candidates.
- Always review the weighted score.
- Some CV formatting can cause parsing issues and can result in the CV not being read entirely. This can put an excellent candidate into the mid-range or not very suitable pool.



67%
Top Candidates

Ranking Criteria

Inbox Pools All

Search...

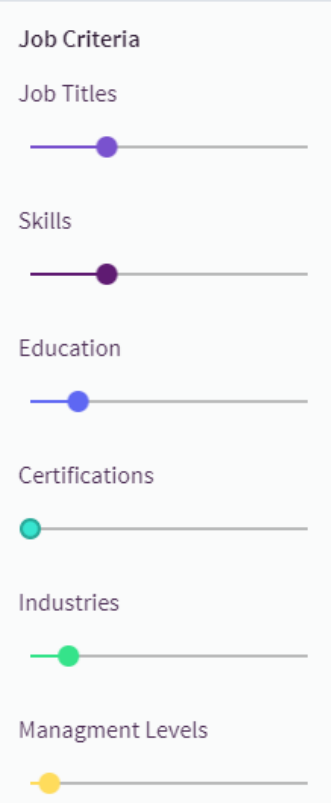
H HARRIS JAMES
08/10/20

A ANDREW MACQUEEN
23/09/20

A Andrew Dinh
23/09/20

In the CV Inbox, you have the option to manually adjust the scoring of the Job criteria found in the Candidate CVs (e.g. Skills vs industries vs Management Levels). Select the **'Ranking Criteria'** button and simply 'drag and drop' the scale bar and the percentages change and adjust.

RANKING FILTERS



Job Criteria

Job Titles

Skills

Education


Certifications


Industries

Managment Levels

This action may change the CV ranking and keeps you in control of your sourcing. Finetuning can help you find the best candidates. You have the ability to save your adjustments. The “Reset” button reverts the scoring back to its recommended percentages.

Submission Date

From
 

To
 

Candidate Status

Order By


Apply filters


Reset

Cancel

Notes

The Notes tab is where you can enter any applicable information pertaining to the applicant’s preferences and requirements for the job.



HARRIS JAMES 

darrent@powerhousehub.com | 04 123 456 78 | Graduates

✓ ? ✕ Actions ▾

RECRUITMENT NOTES

Notice period

Work preferences

Salary


Min
Max

Status

Preferred work location

Save

TEXT NOTES



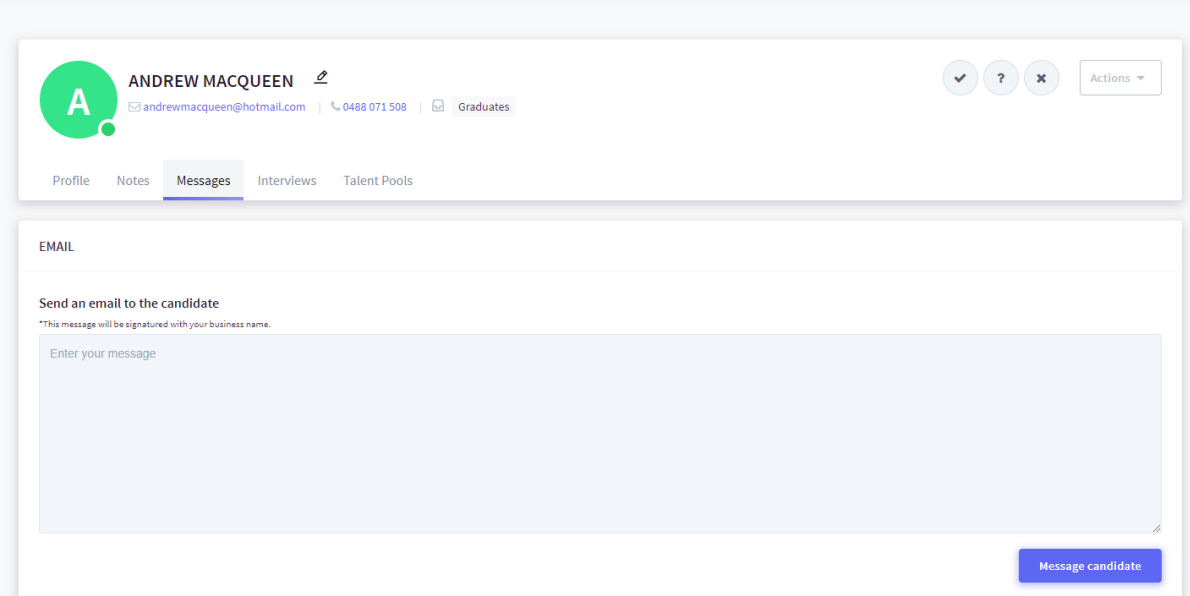
Cancel

- **Notice Period:** Choose from the dropdown menu between Immediate to 6 months
- **Work Preferences:** Choose from the dropdown Part Time/Full Time/Shift Work/Contract /Casual
- **Salary:** Choose from the dropdown Day Rate/Hourly Rate/Base Rate and enter the Minimum and Maximum fields

- **Status:** Choose between Available and Unavailable
- **Preferred work location:** Text area where you can enter the city the applicant prefers to work at

Messages

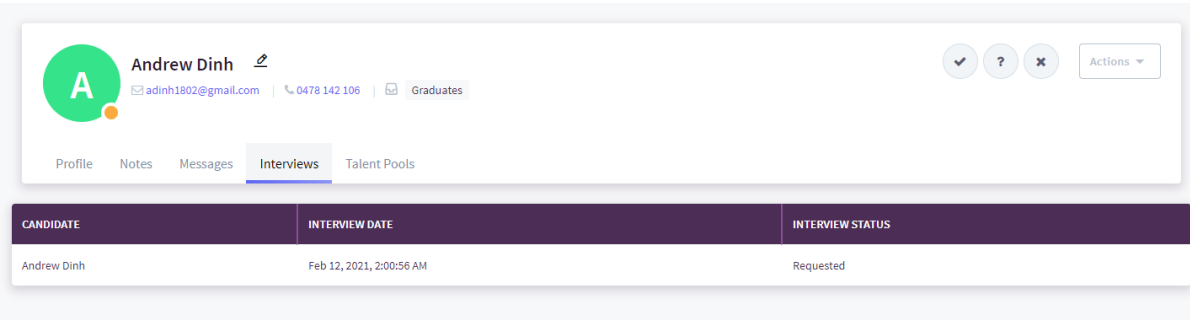
The Messages tab is where you can email the candidate directly from the platform. Note that the message will automatically be signed with your business name.



The screenshot shows the 'Messages' tab for candidate Andrew MacQueen. At the top, there is a header with the candidate's name, profile picture, and contact information (email: andrewmacqueen@hotmail.com, phone: 0488 071 508, and a 'Graduates' tag). Below the header are navigation tabs: Profile, Notes, Messages (selected), Interviews, and Talent Pools. The main content area is titled 'EMAIL' and contains a text box for sending a message to the candidate. A note states: '*This message will be signed with your business name.' A blue button labeled 'Message candidate' is located at the bottom right of the message area.

Interviews

The Interviews tab displays any interviews you have scheduled via the platform. *(Select Actions button to schedule an Interview)*

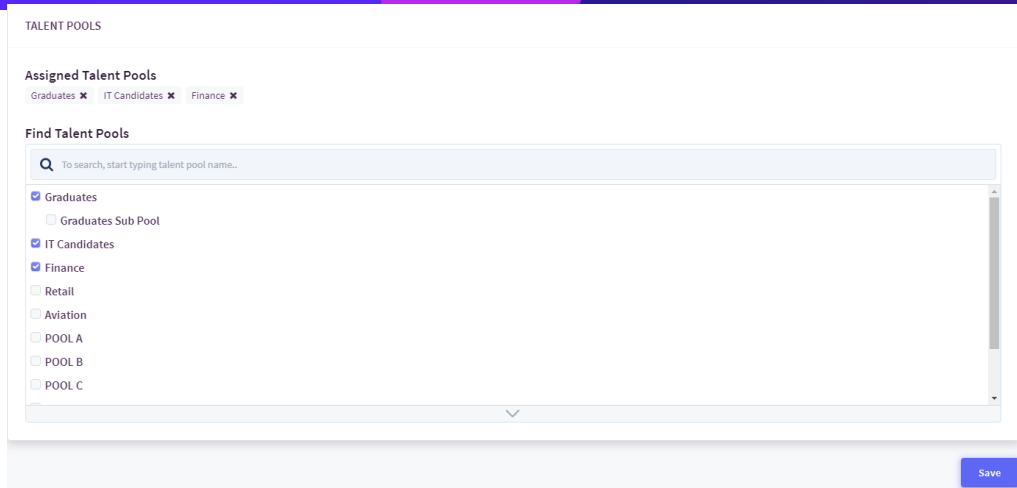


The screenshot shows the 'Interviews' tab for candidate Andrew Dinh. At the top, there is a header with the candidate's name, profile picture, and contact information (email: adinh1802@gmail.com, phone: 0478 142 106, and a 'Graduates' tag). Below the header are navigation tabs: Profile, Notes, Messages, Interviews (selected), and Talent Pools. The main content area displays a table with the following data:

CANDIDATE	INTERVIEW DATE	INTERVIEW STATUS
Andrew Dinh	Feb 12, 2021, 2:00:56 AM	Requested

Talent Pools

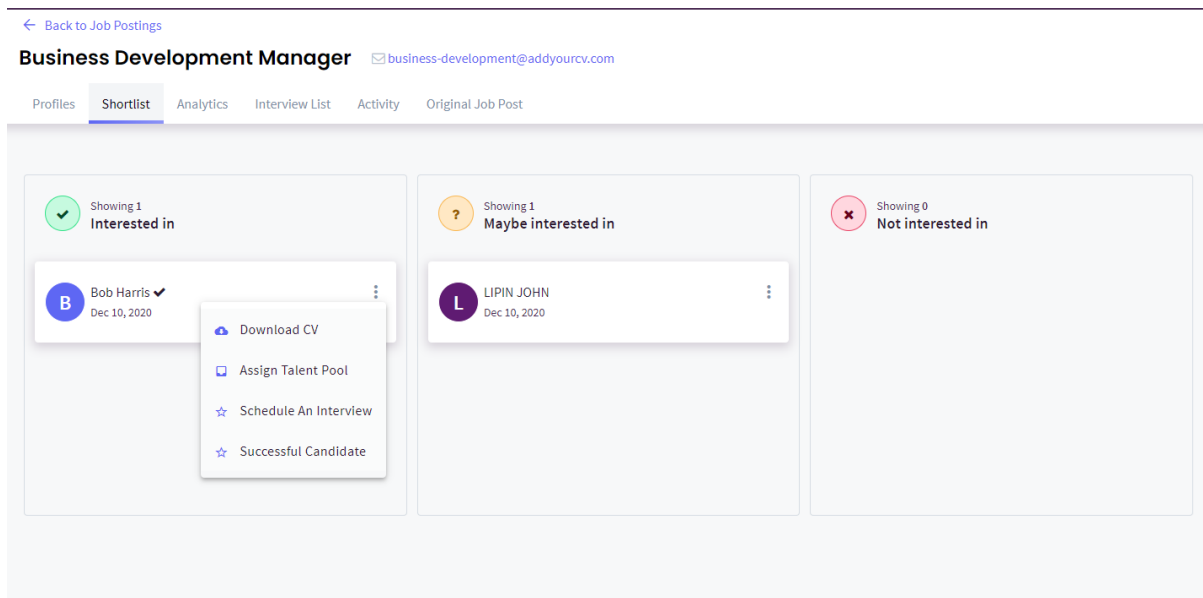
The Talent Pools tab is where you see which pools the applicant is currently assigned to. You can add/remove them from the pools form this page.



Shortlist

Shortlist page is where you can review and move candidates you have previously shortlisted for the job. You can drag and drop each candidate to the relevant boxes. By clicking on the candidate actions column, you can:

- Download CV
- Assign Talent Pool
- Schedule An Interview
- Mark a candidate Successful

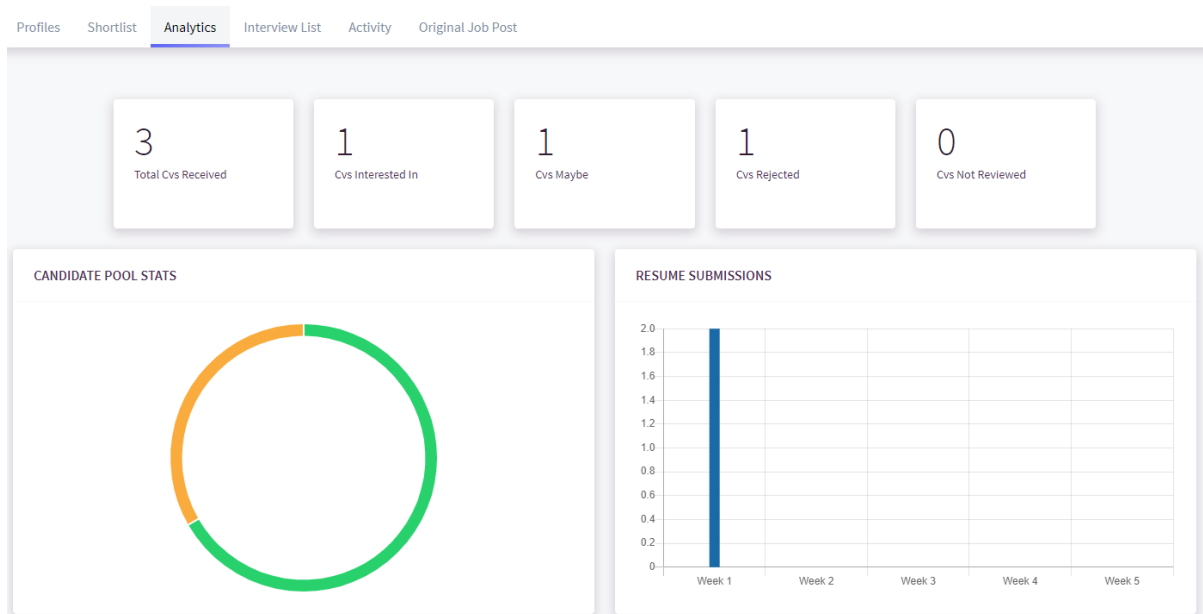


Analytics

The Analytics page gives you a summary of the number of applicants against the Job Post. It shows you the number of candidates you have shortlisted based on the CV's you have received.

“Candidate Pool Stats” shows you a graph of the number of candidates that were in Top/Middle/Bottom half of the job criteria.

Resume Submission box shows you the stats of how many CV's have been submitted each week.



Interview List

The Interview List tab displays any interviews you have scheduled via the platform for the selected job post.

Business Development Manager [✉ business-development@addyourcv.com](mailto:business-development@addyourcv.com)

Profiles Shortlist Analytics **Interview List** Activity Original Job Post

CANDIDATE	INTERVIEW DATE	INTERVIEW STATUS
Bob Harris	Jan 6, 2021, 4:16:48 PM	Requested
LIPIN JOHN	Jan 6, 2021, 3:00:53 PM	Requested

Activity

This page lists any historical changes you or other recruiters have made to the candidate shortlist.

Business Development Manager [✉ business-development@addyourcv.com](mailto:business-development@addyourcv.com)

Profiles Shortlist Analytics Interview List **Activity** Original Job Post

NOTIFICATION	DATE
Candidate LIPIN JOHN is Shortlisted as Maybe	Jan 20, 2021, 4:18:39 PM
Candidate LIPIN JOHN is Shortlisted as Yes	Jan 20, 2021, 4:18:36 PM
Candidate Bob Harris is Shortlisted as Yes	Jan 5, 2021, 3:48:52 PM

Original Job Post

This is where you can edit the Job Post you have already created. Applicants criteria for the job suitability will be updated accordingly.



Job Description

Create a news article by adding the news title, a summary, the author, the status and the dates.

Job title

Graduate Chemical Engineer

Job Description

- * Analysing sales data to establish seasonality of different products, to establish safety stock requirements.
- * Working with external consultant in building and improving of excel model in line with replenishment
- * Providing technical and engineering design input and advice into the development of lithium conversion plant (downstream) projects, upgrade of existing facilities, purchase of major capital equipment and feasibility studies for development projects or acquisitions by the company
- * Develop/ Review and Finalise Process Design Packages (e.g. P&IDs or Functional Specifications Documents) for accuracy, competitiveness and compliance with design standards in relevant location.
- * Participate in technical reviews within the design review team for projects, to ensure design optimisation / value engineering
- * Supervising preparation of preliminary and detailed design documents for projects or studies
- * Process engineering design support to the project team
- * Process support and expertise during start-up, commissioning proof of performance test and operator training, as required
- * Process support / optimization and troubleshooting for existing plants as required
- * Prepare papers, document lessons learned from projects and operating plants and provide feedback to the broader team

General Settings

Create a news article by adding the news title, a summary, the author, the status and the dates.

Assigned candidates to talent pools

x Contractors x

Keywords

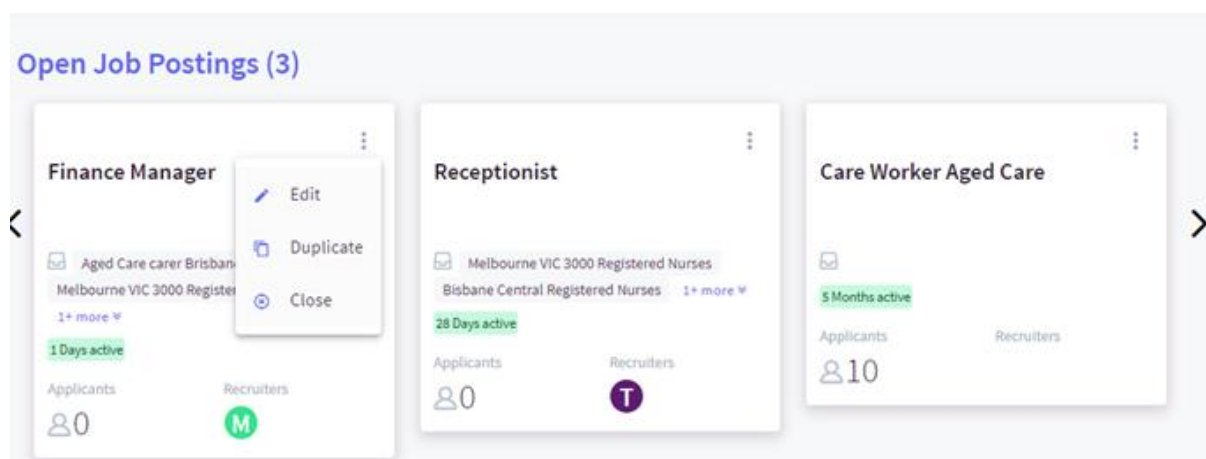
Graduate

Assigned recruiters

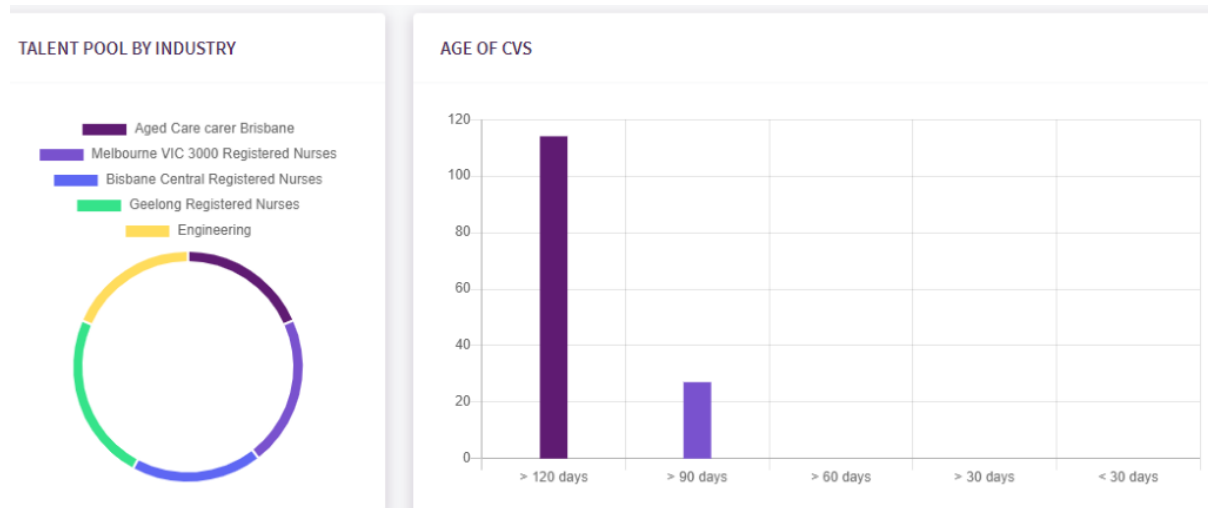
Simon Gallagher x

Dashboard

On the Dashboard page, you will find your current 'Open Job Postings' presented as a sliding carousel. Job Posts will be displayed from most recently created to last created.



As you scroll through the dashboard you will also be able to view Talent Pools by Industry and the age of CV's that you have on file from candidate applications.



You can also view a graph that represents Talent Pools by Size showing talents pools created and the number of candidates assigned to them.

