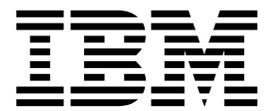IBM Kenexa BrassRing on Cloud

IBM Kenexa BrassRing on Cloud Release Notes
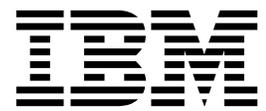
June 2016

IBM

IBM Kenexa BrassRing on Cloud

IBM Kenexa BrassRing on Cloud Release Notes

June 2016

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Contents

Introduction

This document presents changes, both visible and configurable, that are included in the June 2016 release of IBM Kenexa® BrassRing® on Cloud.

The objectives of this document are to:

- Present feature enhancements and usability and performance improvements that are introduced in this release.
- Document changes in system requirements, if applicable.

Visible changes

The current release of IBM Kenexa BrassRing on Cloud includes the following visible changes. Visible changes alter the appearance or performance of the product without requiring any configuration. The changes are immediately visible or available to users.

Responsive Recruiter - More responsive features

Several new BrassRing responsive features are now available for Responsive Recruiter in the BrassRing application.

Advanced Req Search

Recruiters can now use the Advanced req search in the Responsive Recruiter interface.

Recruiters can use the advanced req search to:

- Perform global req searches in any req view. Auto complete in the search field helps recruiters refine their searches as they type.

- Create, load, and manage search filters.
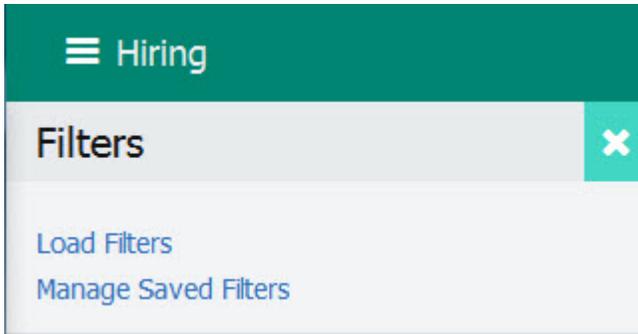
Select the **X** to close the filter menu.

- Recruiters can search reqs by using the req search box in the Req interface and open the **Filters** menu by selecting **Filters**.

- Open, view, and clear current req search filters on the req search interface.

- Refine search results by using one or all of the following search filters:
  - **Req templates**
  - **Date created**
  - **Recruiter**
  - **Manager**
  - **Location/Division**
  - **Department**
  - **Language**

Req template	⊕
Date Created	⊕
Recruiter	⊕
Manager	⊕
Location/Division	⊕
Department	⊕
Language	⊕

– Select the plus **+** symbol on a search filter selection to open advanced filter configuration options. For example, selecting the plus **+** on the **Req template** filter displays an organization's req templates; opening the plus **+** on the **Date Created** filter opens the date definition filters. When a recruiter applies the search filter to a search, the filters can then be saved.

Date Created	⊖

Days back

All	⌄

From:

m/d/yyyy	📅

To:

m/d/yyyy	📅

Apply
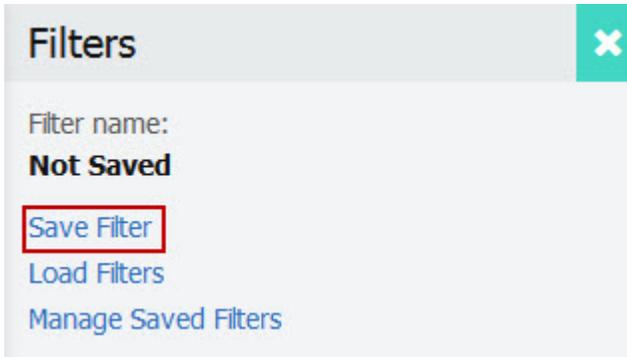
- Select **Edit Filter** on the search filter menu to open the search filter dialog.
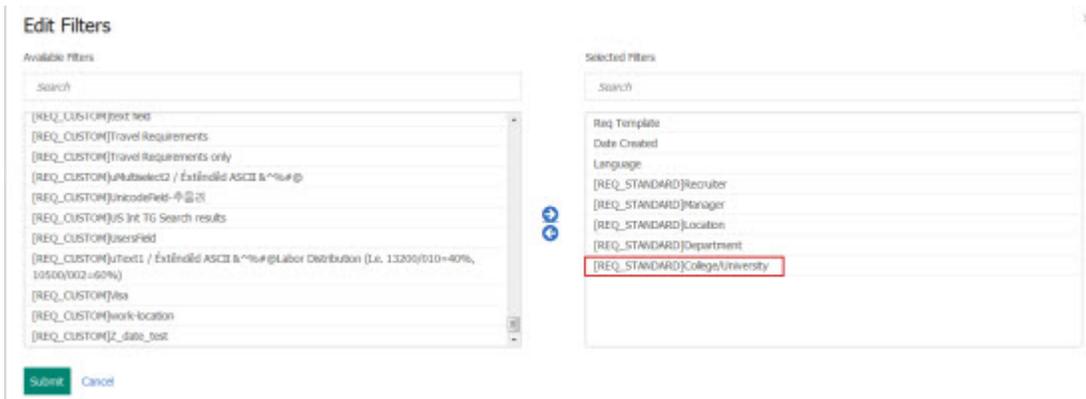
- Add new or remove existing search filters in the search dialog box and select **Submit**. In this example, the **college/university** filter was added. The new search selection is now in the search filter list.
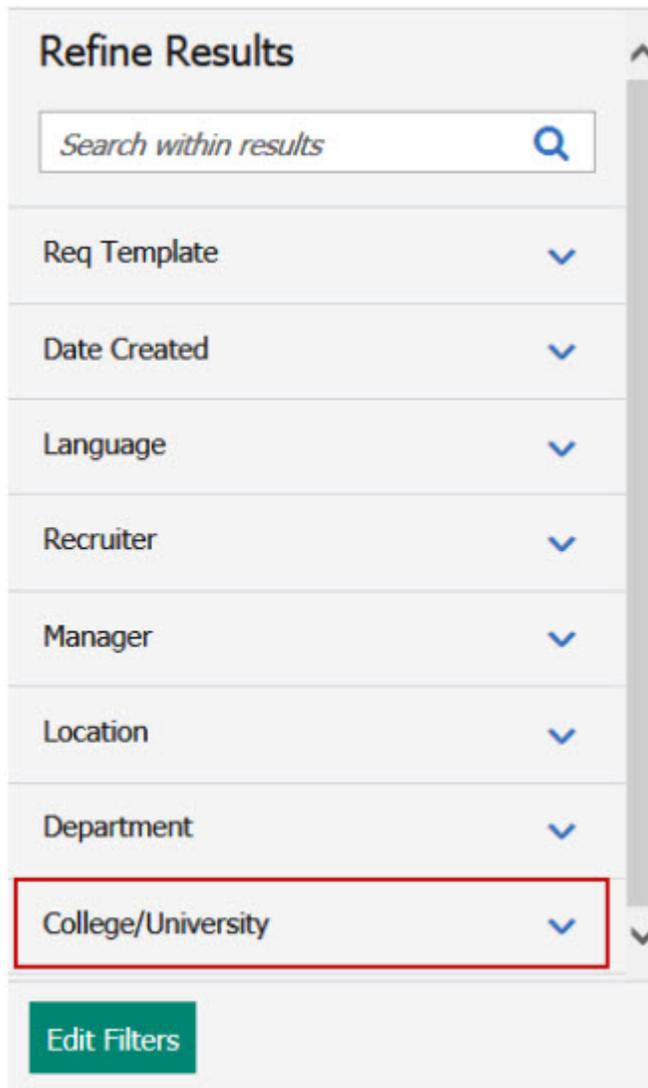
Action menu additions

Recruiters can now access additional recruiter actions within the Responsive Recruiter interface.

The Responsive Recruiter **Action** menu additions.

- Reqs
  - Search Reqs
  - Import Reqs
  - Custom Approval Workflow
  - Mass Update
- Candidates
  - Referrals in queue
  - Forms - my drafts
  - To do's
  - Search interview schedule
  - Import form data

- – Mass Export
- Reports
  - – Standard Reports
  - – Reports queue
  - – Business analytics
- Admin
  - – Personal email lists
  - – Posting interface defaults
  - – Personal
- Communications
  - – Batch letters
  - – Add letter templates
  - – Communications templates
  - – Add communications templates
  - – Document templates
  - – Add document templates
  - – Document packet templates
  - – Blurbs
  - – Add blurbs
- Admin+
  - – Users
  - – Codes
  - – Lists
  - – Talent Gateways
  - – Customize system welcome
  - – Mass email to users
  - – Org groups
  - – Attachments audit
  - – Notes audit
  - – Login failure audit
  - – Agency contacts
  - – Candidate purge criteria
  - – Scheduled processes queue
  - – Custom Approval Workflow Admin
  - – Candidate Exports
- Downloads
  - – Outlook plugin

Attachments

Recruiters can now upload attachments to requisitions and view new and existing attachments within a req view.

Recruiters can now open a req and select the **Attachments** tab to upload new attachments or view existing attachments.
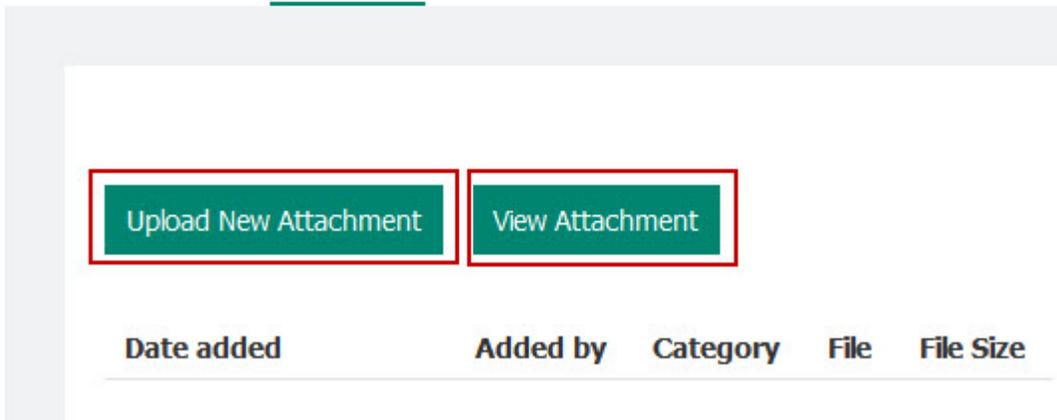
Talent Record - Date and time stamp

The Action Log in the candidate talent record in Responsive Recruiter and BrassRing now displays a date and time stamp in the Date column.

When a recruiter initiates any action within the candidate talent record, the date and time stamp updates and reflects the date and time of the most current action. The time stamp pulls the date and time from the recruiter's time zone. The Talent Record Action log is sorted by Date column, most recent date as the first entry in the column.

BrassRing Talent Record - Date and Time Stamp

Responsive Recruiter Talent Record - Date and Time Stamp

Agency Manager - Export to Excel

Agency Manager now supports grid export to Excel. The following Agency Manager grids are now supported in the export to Excel.

- Active
- Submission in Process
- Rejected

In Agency Manager, when a user selects the **Export to Excel**, all the contents of the grids are exported to MS Excel file with format .xls. The file is derived from the type of the grid and the timestamp. The

Export to Excel action remains disabled if the requirement of a minimum of one row of data is not available in the grid.

Viewing Active candidates 1 - 3 of 3

Page: 1

Active candidates

Export to Excel

Candidate name	Status	Retract submission	Questions completed? (Y/N)	Req ID	Job Title
QA Ln. TestRunSixteenMaySixteenC	---	♦	No	1104IBR	Andhrapradesh
QA Ln. TestRunSixteenMaySixteenB	---	♦	No	1104IBR	Andhrapradesh
QA Ln. TestRunSixteenMaySixteenA	---	♦	No	1104IBR	Andhrapradesh

Viewing Active candidates 1 - 3 of 3

Form Fields - calculated field enhancement

Candidate Field Association (CFA) child text fields are enhanced. When CFA text fields are child fields that are used in currency calculations, they now correctly display the currency as a two-decimal number. For example, previously in CFA child text fields used in currency calculations, the value 18.50 truncated the trailing zero and displayed with only one-decimal-point value.

Custom Approval - Workflow enhancements

The following are Custom Approval Workflow enhancements.

- Previously, the autofill fields in the Custom Approval workflow displayed code values and the autofill fields in BrassRing displayed descriptions. With this release, the autofill fields in Custom Approval and the BrassRing fields now display the field description.
- Business expression misspellings are corrected and the business expression operators now display as **greater than** and **less than** in the drop-down list.

BrassRing user profile update

Workbench administrators can now view additional BrassRing user profile fields. These additional BrassRing user profile fields provide a more detailed profile record and assist Customer Support in troubleshooting login errors.

When Workbench Administrators view BrassRing user profiles in Workbench, the additional user profiles fields and associated content display.

- Last Access Date - Date and Time Stamp
- Number of Failed Login Attempts - Number count
- Date Time of Inactivity - Only visible when BrassRing user reaches three failed login attempts

    This profile field contains the Date and Time Stamp when the user was last locked out and the duration in minutes of the lock out period. Workbench administrators can set this lock out period in Workbench for clients **Admin** > **Manage Clients** > **Edit Client Setting** > **Lock out Period BrassRing.**
- Last successful password change - Date and Time Stamp
- Password Change Frequency - Number of days
- Last Date Time a Password Reset Email was sent on - Date and Time Stamp
- Is the 24-hour wait between password reset emails on? - On or Off.

Last Access Date:	Aug 29 2012 8:57AM
Number of Failed Login Attempts:	0
Last Successful Password Change:	Aug 28 2012 5:25AM
Password Change Frequency:	90 days
Last DateTime a Password Reset E-mail was sent on:	Aug 28 2012 5:23AM
Is the 24 Hour wait between password reset emails on?:	no

Configurable features

The current release of BrassRing includes the following configurable features. Configurable features must be configured or turned on to be visible and available to users.

Candidate Experience - Job Apply enhancements

The IBM Kenexa BrassRing on Cloud Responsive Job Apply feature now allows candidate to upload attachments during the job application process.

During the Responsive Apply job application process, candidates can now upload:
- Up to 25 files per job application
- Files from **Dropbox**, **GoogleDrive**, **Saved Attachments** from a candidate's Talent Gateway profile, or **Browse** to upload files from a candidate's computer.
- View uploaded files as download-able hyperlinks in their Talent Gateway profile
- Remove previously uploaded files

Candidate begins the job application process.
- Logs in to their Talent Gateway account. Selects **Add File** on the attachment page.

   Note: Files must be uploaded one at a time.

Job search   Greenwell Careers   About Us   Our Culture   Candidate Zone   Sign Out

‹ Back

Attachment Page 1

[████████████████████   ] 33%
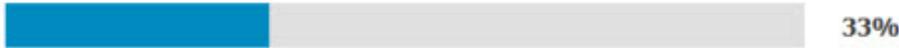
Marketing Manager 11 No JSQ (Responsive GQ - John)
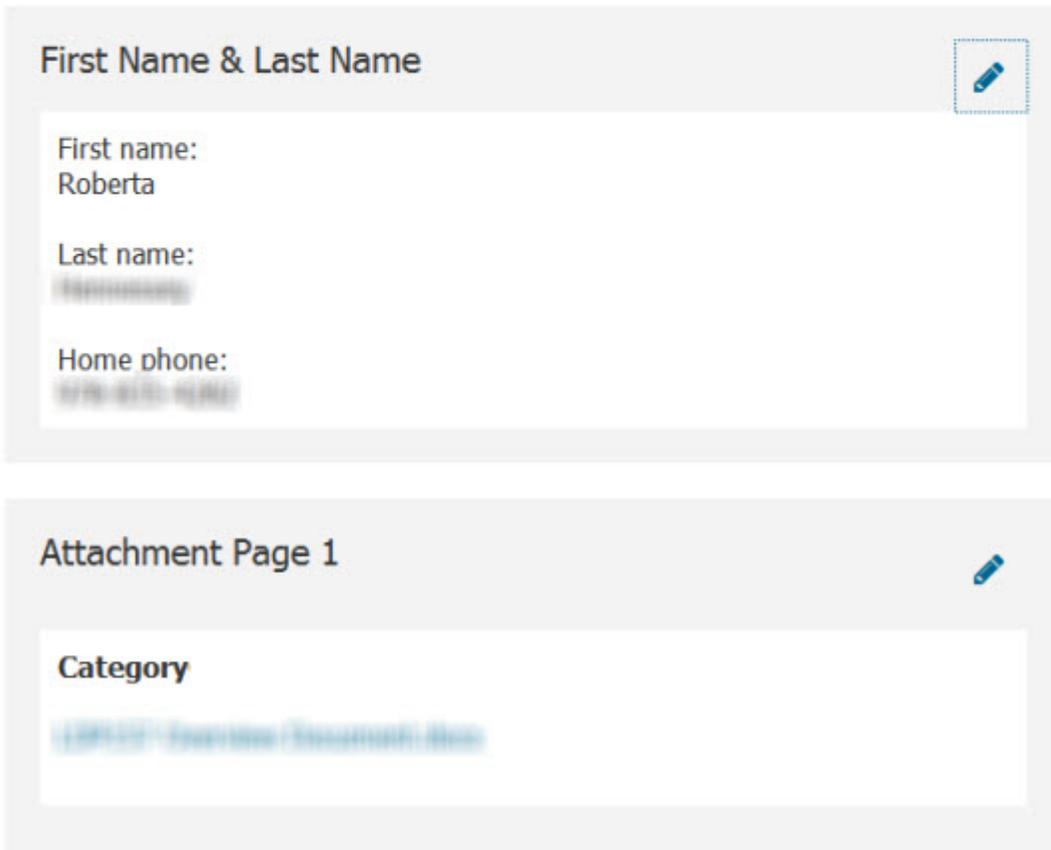
Please add your attached file here!

You may include up to 25 files in this section.

Add file

Save and continue   Save and finish later

- Selects **Dropbox**, **Goolge Drive**, **Saved Files**, or **Browse** to locate file on their computer. The **Saved Files** displays only if user previously uploaded files to their Talent Gateway profiles.
- Selects the file and the upload begins.

ABC Category

Acceptable file types : .pdf .doc .docx .png .gif .jpg .jpeg .txt .xlsx show more
Maximum upload 5MB

Dropbox

Google Drive

Browse

Saved Files

No, thanks

-

Job search   Greenwell Careers   About Us   Our Culture   Candidate Zone   Sign Out

‹ Back

Attachment Page 1

[████████████████   ] 33%

Marketing Manager 11

Please add your attached file here!

You may include up to 25 files in this section.

Add file
Category

[blurred text]
Document.docx   ✕

[Save and continue]   Save and finish later

The Attachments page redisplays showing the uploaded files.

- Selects **Save and Continue.** The candidate's review page displays, showing all uploaded attachments. Candidate can open the files by selecting the hyperlinked file. Alternatively, candidate can also delete the uploaded file.

- Candidate continues with their job application process.

Known Limitations:
- A candidate's ability to view the Review Attachments screen relies on mobile device settings for viewing specific file types. If a mobile device setting is not capable of displaying a particular file type, the Review attachment screen is unable to display.
- Maximum file size limit per upload (individual file size) is 5 MB.

How do clients get this feature?

BrassRing Workbench administrators configure responsive Gateway Questionnaires (GQ) for Responsive Job Apply Gateways to support the upload attachment workflow.

About this task

- Responsive Talent Gateways must be enabled.
- Responsive GQ attachments must be enabled by selecting **Responsive** during responsive GQ creation.

Known Limitations for configuring Responsive GQs with the attachment widget. Workbench Administrators can:

- Add only one attachment widget per page for Responsive GQ for Responsive Job Apply, but each widget can be configured with single or multiple categories. Admins can edit category label text.
- Configure a category for a single upload.
- Configure the attachment widget to be optional or required.
- Cannot deactivate a category if that category is in used in any responsive GQ for the client.

Procedure

1. Workbench Administrator selects **Tools** > **Gateway Questionairres** > **Add New Gateway Questionnaire** and completes the Gateway Questionnaire fields, selecting the **Responsive** option.
2. Selects **Save**.
3. Selects **Administer Sections Pages** for the newly created GQ.
4. Selects **Add new section** and then selects **Add new page** to the section. The attachment widget can be placed anywhere in the custom pages between Introduction and Review.
5. Selects **Administer Widget** for the new page and then **Add new widget**.
6. Completes the required widget fields **Attachments**, **Label text**, **Categories**, and **Optional or Required** for the attachment widget. The default for the attachment widget is optional.
7. Selects **Save**.

Integrations - LinkedIn Referrals

The LinkedIn Referrals integration lets clients posts jobs to LinkedIn from within BrassRing®, share those posted jobs that use social media and LinkedIn features, and provides LinkedIn employee referral and recruiter tracking dashboards.

For detailed information about this feature and how to configure this feature, see Integrations - LinkedIn Referrals.

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