IBM Kenexa BrassRing on Cloud

IBM Kenexa BrassRing on Cloud Release Notes

July, 2017

IBM

Note

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This edition applies to the July, 26, 2017 version of IBM Kenexa BrassRing on Cloud Release Notes and to all subsequent releases and modifications until otherwise indicated in new editions.

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Contents

Introduction

This document presents changes, both visible and configurable, included in the July 26 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 included 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.

Recruiter

The current release of IBM Kenexa BrassRing on Cloud includes the following Recruiter visible changes.

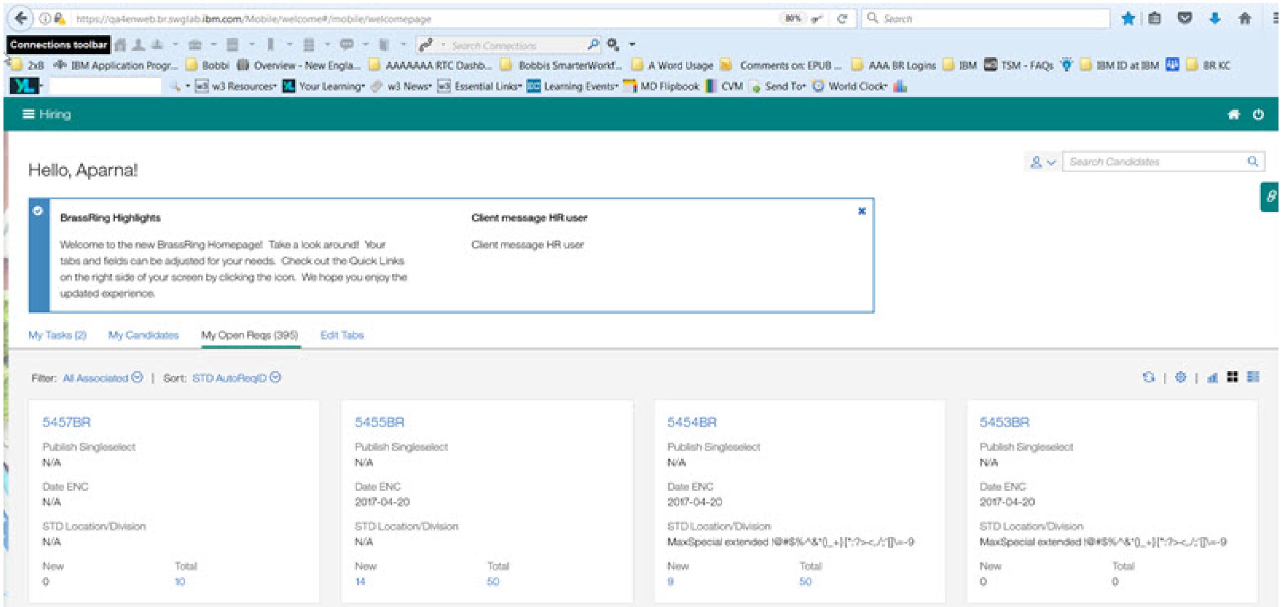
BrassRing Home Page

This release introduces to the IBM Kenexa BrassRing Home Page to **Staging**. BrassRing's New UI home page redesign introduces a persona-based view into the system that allows users to maximize their talent acquisition work. The Home Page is designed to provide the information recruiters and hiring managers needs to get their work done from one interface.

BrassRing New UI Home Page Landing Page

The BrassRing Home page introduces a new look and feel with some features that are consistent across the different personas and some that are specific only to certain personas. The BrassRing user experience is now based on persona designation. This introduction covers general changes within the new Home Page.

Users logging with BrassRing users, with a user type mapped to the Recruiter persona land on the redesigned new Home Page. The new look includes **Welcome** messages, a dynamic, interactive **Quick Link** icon, a new default **Card** view for **My Open Reqs**. The Home Page also introduces new **Visualizations**.



Let's explore the new **BrassRing New UI Home Page**.

Personas

The BrassRing Home Page redesign introduces a persona-based Home Page experience.

BrassRing is a highly configurable application that supports multiple user types. Previously, clients needed to configure each individual user type with a specific set of user type privileges that corresponded to their job duties. Using personas, clients can now map their organization's user types to the corresponding persona. User types are mapped to Persona's that have prescribed configurations based on that persona's daily activity within the system.

This release introduces the following personas:

- Recruiter
- Hiring Manager
- Administrator
- HR User
- Reporting/Analytics
- Default

Personas drive the BrassRing Home Page user experience.

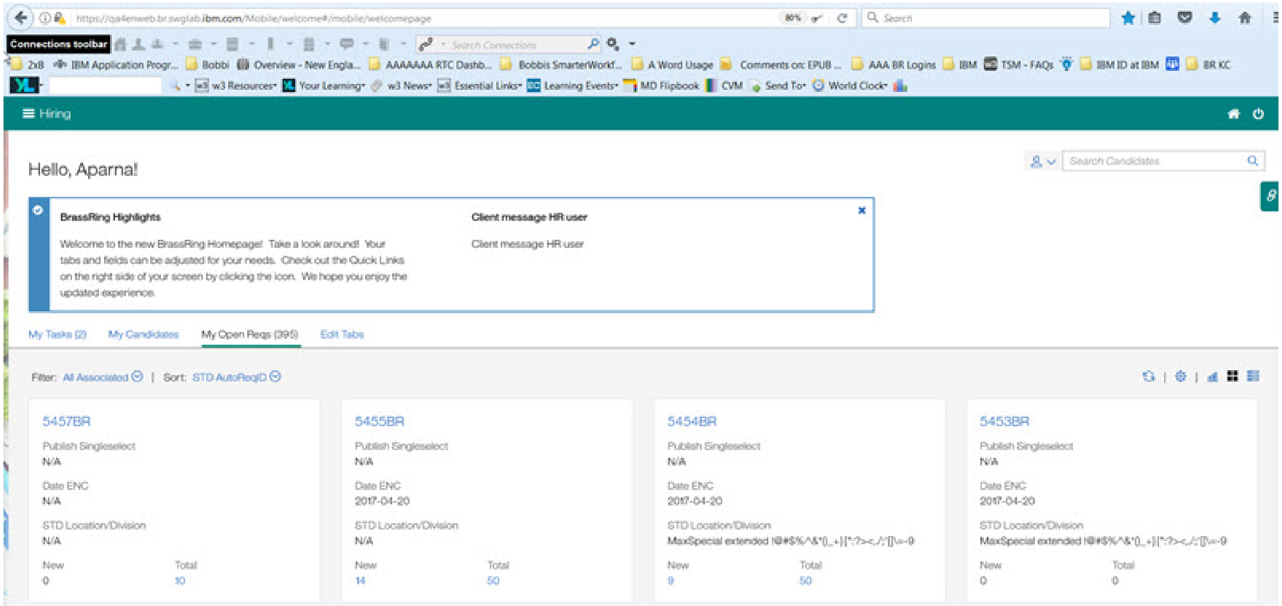
For example, the Hiring Manager persona is task-driven. When a BrassRing user with the Hiring Manager persona logs in, the Hiring Manager persona-based homepage defaults the user to the **My Tasks** view; which displays all req and candidate form approvals that are pending the hiring manager's approval. Hiring managers can easily complete all their assigned tasks and access additional required information in BrassRing from the homepage.

When a BrassRing user with the Recruiter persona logs in, the persona-based homepage defaults to the **My Open Reqs** view where Recruiters can manage all of their requisitions, candidates, and tasks all from one user interface.

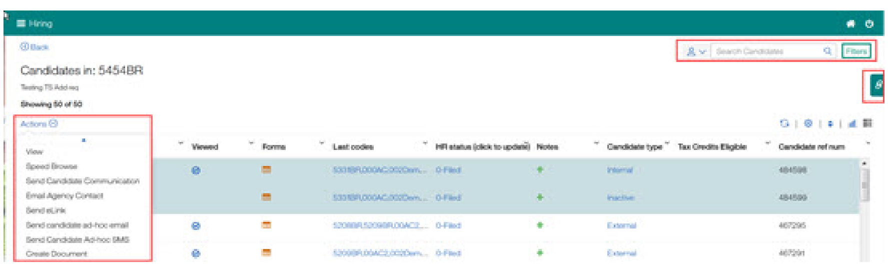
Persona-Based Home Page

Recruiters

When a Recruiter Persona lands on the BrassRing home page, the default view opens to the **My Open Reqs** view. Recruiters can manage of their req and candidates from the Home Page and no longer need to browse to other locations within the application.

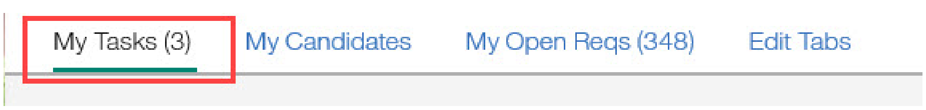


For example, the recruiter lands on the **My Open Reqs** page and wants to view the requisition. The recruiter selects Req ID to review the req as a modal. The recruiter next decides to view all the candidates within the req. The recruiter selects the number in the **Total** section of the card to open the **Candidates in:** page.
On the Home Page, the recruiter can take any candidate action by using the **Actions** menu,



search for candidates, select the **Quick link** icon to view and browse to other links within or outside of the organization, and select a specific candidate to view their **Talent Record**, all without essentially leaving the Home Page.

The recruiter notices that tasks tab displays a number that means there are tasks to complete.

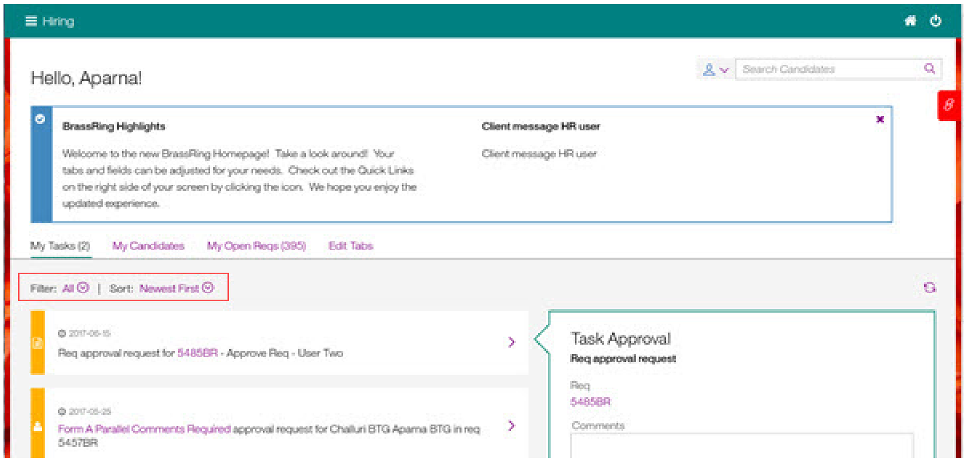


Recruiter selects the **Task** tab and selects each task. From this view, recruiter can view the task, browse to the req or form that needs approval, select the **Quick Link** if necessary, and **Submit** the task approval, all without having to leave the Home Page.

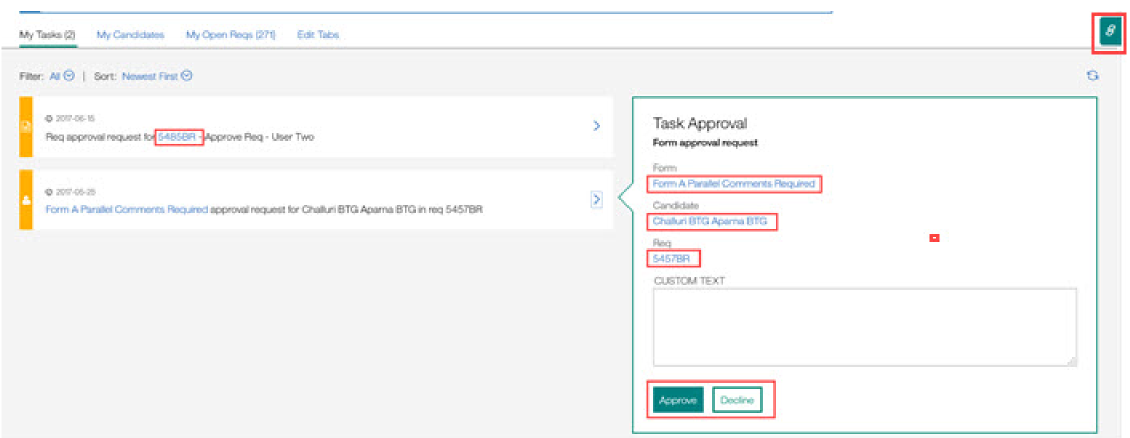
Recruiters can also select the **My Candidates** to view all their candidates. On this page recruiters can take any candidate action using the **Actions** menu, search for candidates, select the **Quick link** icon to view and browse to other links within or outside of the organization, and select a specific candidate to view their **Talent Record**, all from the Home Page.

Hiring Managers

The Hiring Manager persona is task-driven. When users with the Hiring Manager persona lands on the new BrassRing home page, they immediately see all their assigned tasks on the landing page. Managers can select **Filter** to filter the tasks by **Form approval** or **Req approval** or select **Sort** to sort the tasks by **Newest First** or **Oldest First**.



When a manager selects a task, the Task Approval modal opens where a manager can instantly view task details by selecting active links to the **req** or **form**. If a req or form requires their approval, the manager can add comments directly to the task and approve or decline the task. Each task modal displays task details such as:



- **Task Type**
- **Form or Req request**
- **Link to form or req**
- **Link to candidate associated with this approval**
- **Link to Requisition or Form**
- **Approve or Decline action**

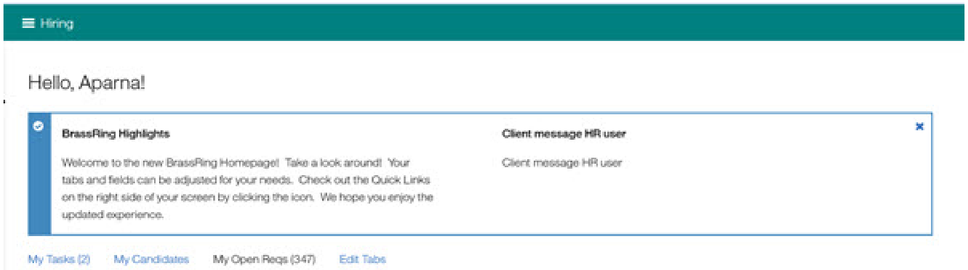
Managers have all the information readily available to complete task approval and move onto the next task all from one interface. And if manager does require more information that they can select the **Quick Links** icon to easily browse to the information they need.

Welcome Messages:

The **BrassRing Home Page Landing Page** introduces two **Welcome Messages**, **BrassRing Highlights** and **Client configured**.

Welcome Messages

Two welcome messages can be displayed on the BrassRing home page based on configuration, the **BrassRing Highlights** message and the **Client configured** message.



- **BrassRing Highlights** The BrassRing Highlights are messages from BrassRing to clients. For example, the BrassRing Highlights message that is shown here welcomes clients to the new BrassRing home page. When users read and select **x** to close the message, the message is dismissed and no longer displays. If the BrassRing highlights message is updated, the next time the BrassRing user logs in, the new BrassRing Highlights message displays until it is dismissed.
- BrassRin
  - **BrassRing Highlights** messages are configured by IBM Offering Management. BrassRing Workbench Administrators can configure only whether the **BrassRing Highlights** message displays for their users.
- **Client configured** BrassRing Workbench Administrators can configure the Client messages and can associate each message with a persona. For example, if a client wanted their recruiters to take a specific action, they could configure a client configured message and have that message display only for the recruiter personas. Workbench Administrators configure these messages.
  - Character limit for **Client configured** messages is 350 characters.
  - See **How do clients get this feature?** section that follows this feature to learn more about configuration.

Configuring the Client Message:

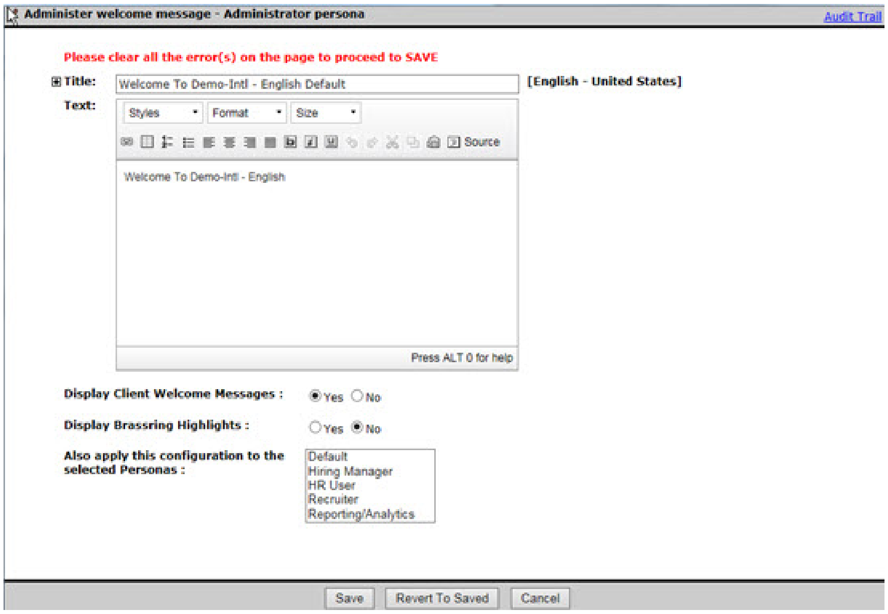
As previously noted, the **BrassRing Home Page** is a Visible Change releasing to **Staging only** with Build 17.06.26. However, there are a few configurable items. BrassRing Workbench Administrators configure the **Client configured** message.

Configuring the Client Message

BrassRing Workbench Administrators configure the Client messages and then associate each message with one or multiple personas. For example, if a client wanted their recruiters to take a specific action, they could configure a client configured message and have that message display only for the recruiter personas.

In BrassRing Workbench, Administrator:

- Browses to **Tools** > > **Settings** > **Home Page Administration**. The Home Page Administration page opens.
- Selects the **edit** icon for the persona. The Administer welcome message - Administrator persona modal opens.



- Administrator completes the following message fields:
  - **Title** The Title field can contain up to 150 alphanumeric characters. HTML is not allowed.
  - **Text** The Text field is the message body. The Text field can contain up to 350 alphanumeric characters. HTML is allowed but is counted in the total 350 alphanumeric characters.
  - **Display Client Welcome Message** Administrators must select **Yes** or **No**.
  - **Display BrassRing Highlights** Administrators must select **Yes** or **No**.
  - **Also apply this configuration to the selected personas** Administrator selects the personas that they want to view the messages. Visibility for both messages must be set to **Yes**for messages to be visible.
  - Selects **Save**.

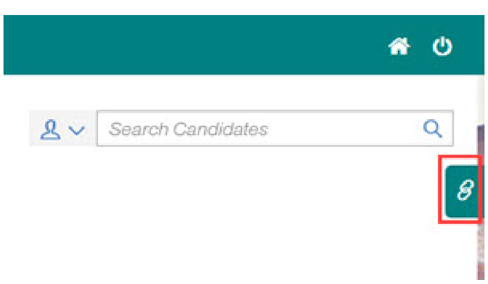
When the selected personas land on the home page and the permissions to view the **BrassRing Highlights**and the **Client configured** messages were set to **Yes**, the messages are visible for the selected personas.

Quick Links:

The **BrassRing Home Page Landing Page** introduces a new dynamic **Quick Links** icon that is accessible across all BrassRing pages.

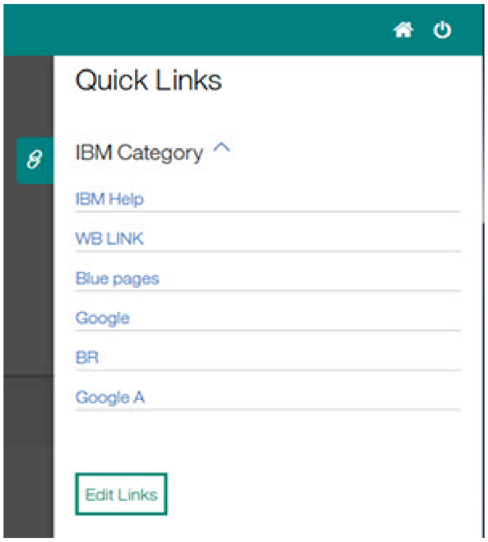
Enhanced Quick Links

The **Quick Link** icon now displays on the BrassRing home page and is persistent across all BrassRing pages. BrassRing users can add, edit, and view select the **Quick link** icon to add, edit or view existing links, and browse to other links within or outside of the organization.



Selecting the **Quick link** icon opens the Quick Links modal, and BrassRing users can:

- Select **Edit Links** to **Edit** or **Add** new links, and then select **Save**.



- Click anywhere on the page off the Quick Link modal to close the modal.
- Select a link in the modal to open the link in a new tab.

For example, the user needs to check a company policy document during a review of candidates. The user selects the icon and browses on the open tab to the required information. The BrassRing user can then return to the BrassRing page, click anywhere on the page to close the Quick Link modal, and continue with their work.

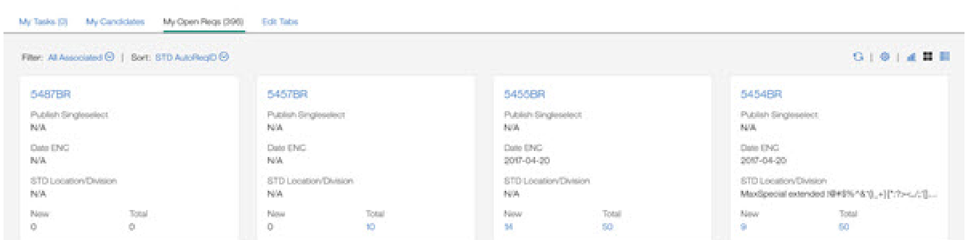
Note: When BrassRing users move to the **BrassRing Home Page**, previously configured custom links transfer to the new Quick Links. Standard Quick Links, such as **My Pending Reqs**, **My Approved Reqs**, and **My Candidates** are no longer supported.

Card View:

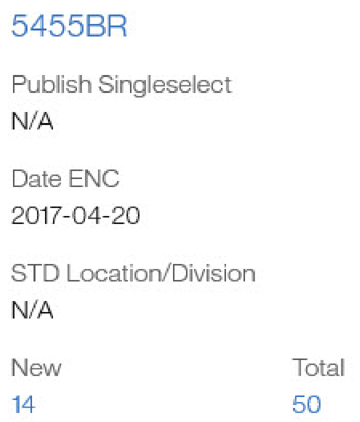
The **My Open Reqs** page opens in the default **card view**. BrassRing users with the Recruiter persona can manage of their req and candidates from the home page and view detailed information about each requisition at a glance. Recruiters can select the **Grid** icon on the home page to toggle to a **Grid** view.

My Open Reqs - Card View

Recruiters with the recruiter persona landing on the **My Open Reqs** now see their open reqs in a **Card View** format.



Each req in the **My Open Reqs** page is represented in a card format. Each **My Open Reqs** page can contain up to 50 requisitions and pagination is available.



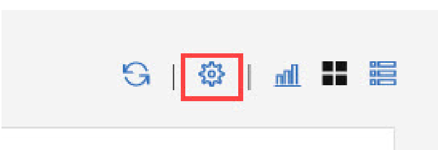
Each req in the **My Open Reqs** card view format contains the following six default fields for the recruiter persona:

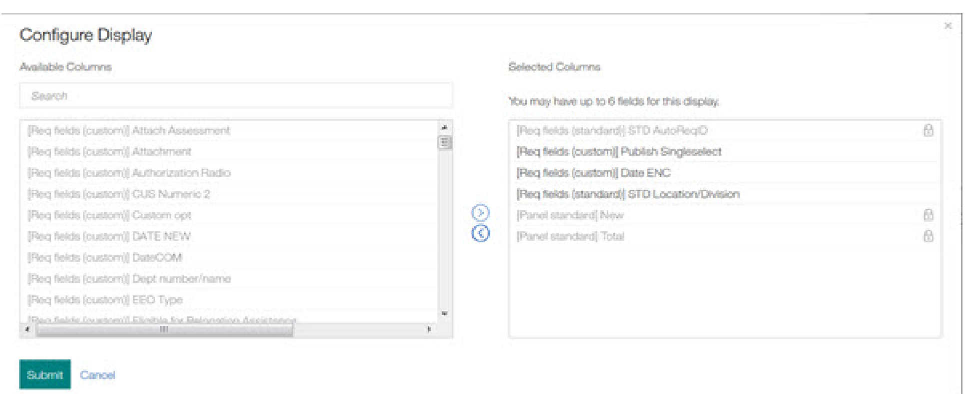
- **Auto Req ID**
- **Job Title**
- **Date** Date the Req was opened
- **Location/Division**
- **New** Shows the number of new candidates
- **Total** Shows the number of total candidates

Note: For clients who do not use the **Auto Req ID** field, the **Requisition ID** from their HRIS system displays in this field.

The fields **Req ID**, **New**, and **Total items** are non-configurable. Users can select the **Configure** icon to configure the other four card fields. To configure the card fields, BrassRing User:

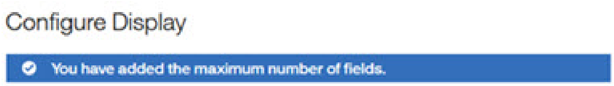
- Selects the Configure icon.
  The Configure Display modal opens.





- Removes unwanted fields from the Selected Columns list.

- Selects and add new fields to the Selected Columns list. When the threshold of six fields is met, a warning message displays.

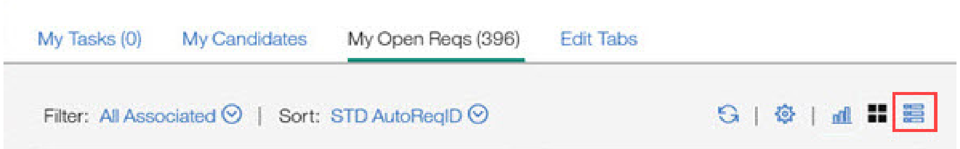


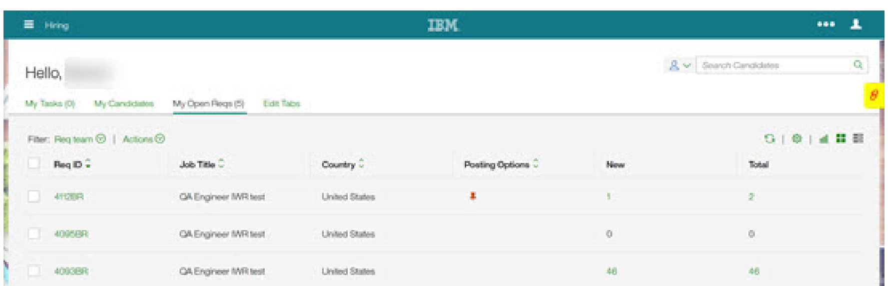
- Selects **Submit**.

Note: If clients have not mapped their user types to personas, all user types are set to the **Default persona** by default. The Default persona has the same configurations as the Recruiter persona.

Changing the View

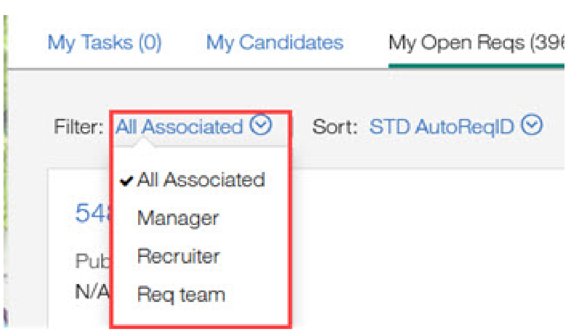
BrassRing users with the Recruiter persona can also easily change the view format of the **My Open Reqs** page by selecting the **Grid** icon.
Selecting the **Grid** icon automatically changes the view to the **Grid** view.



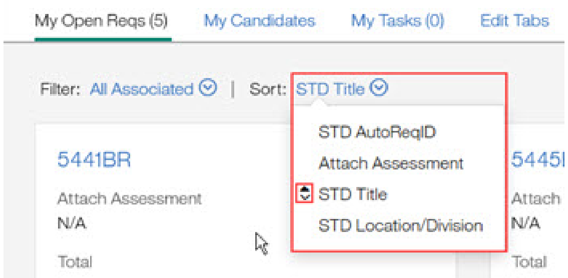


In any **My Open Reqs** view, BrassRing users can filter your requisitions based on your relationship with the requisitions. BrassRing user can:

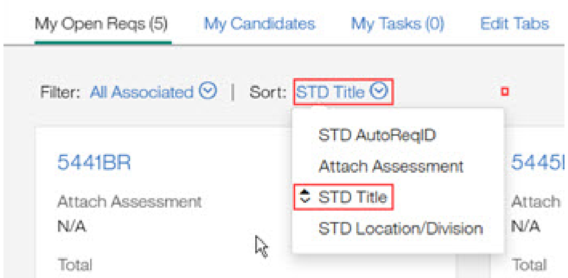
- Select the **All Associated** to view other **My req relationships**. Selection options are **All Associated**, **Manager**, **Recruiter**, and **Req teams**. **All Associated** represents all reqs that the user created or has a **My req** relationship with.



- Select the **Sort** option to change the order of the fields on the **Cards**. The up/down arrow moves the selected fields.



For example, when a user selects the **STD Title** field, the **STD Title** moves to the position at the top and displays next to the **Sort** header.



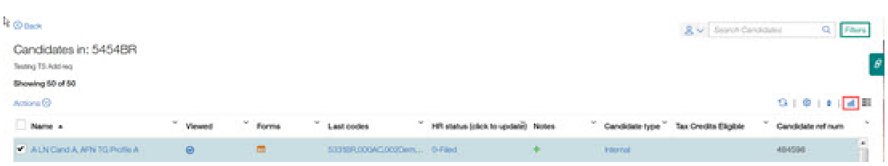
- Select **Edit tab** to add, edit, or remove tabs to change the display of tabs.

Visualizations:

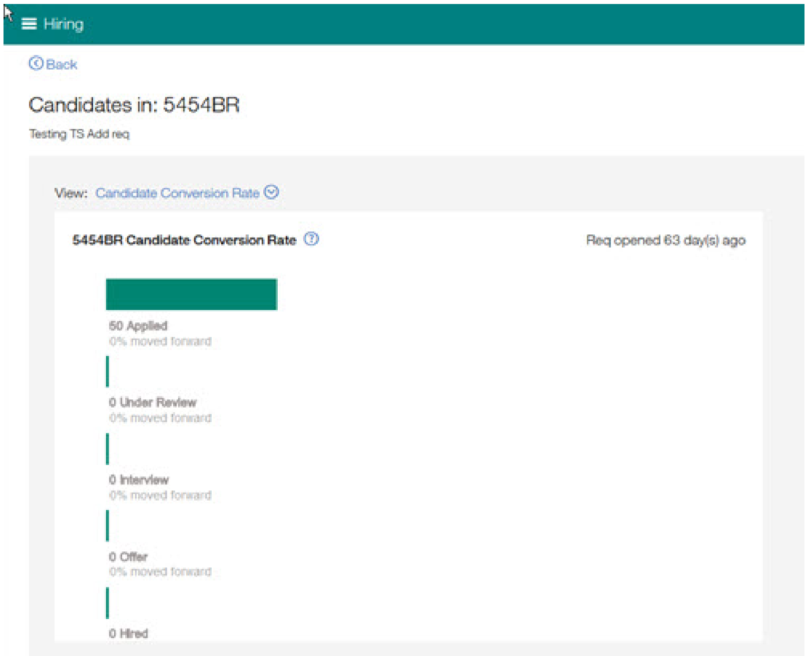
The **BrassRing Home Page Landing Page** introduces two new **Visualizations**. On the **My Open Reqs** page, recruiters with the recruiter persona can select the Visualization icon to view the **Open Reqs by Days** and **Time to Fill**visualizations. Recruiters with the recruiter persona can select a specific req and select the Visualization icon to view the **Candidate Conversion Rate** for candidates in that particular req. Visualizations display information based on current data and provide instant insight into the hiring process.

Candidate Conversion Rate

From within a requistions, recruiters can select the **Visualization** icon



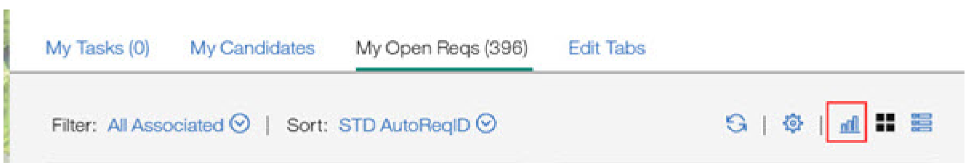
to view the **Candidate Conversion Rate** visualization that shows how candidates are progressing through each of the **HR Status Categories** for that requisition. Recruiters can see at a glance how candidates are progressing through each **HR Status Category** and how many candidates are in each category.



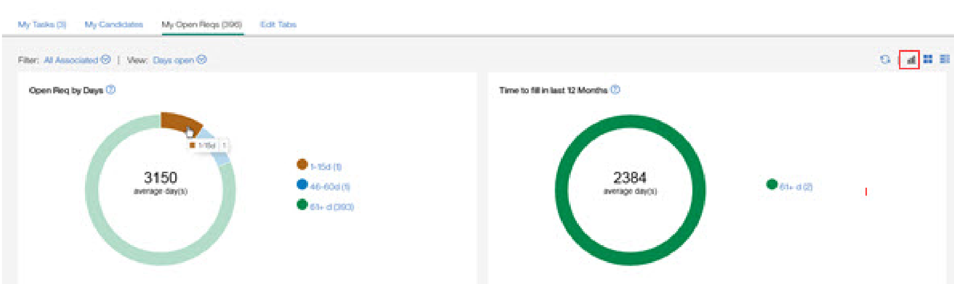
My Open Reqs Visualizations

On the **My Open Reqs** page, recruiters with the recruiter persona can select the **Visualization** icon.

Selecting this icon opens the **Open Reqs by Days** and **Time to Fill** visualizations where you can



see at a glance the status of reqs. You can hover over each section of the visualization to read detailed information.



Responsive Apply

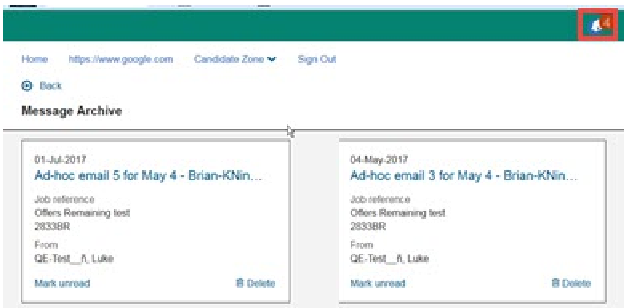
The current release of IBM Kenexa BrassRing on Cloud on Cloud includes the following Responsive Apply visible changes.

Message Alert - Bell Icon

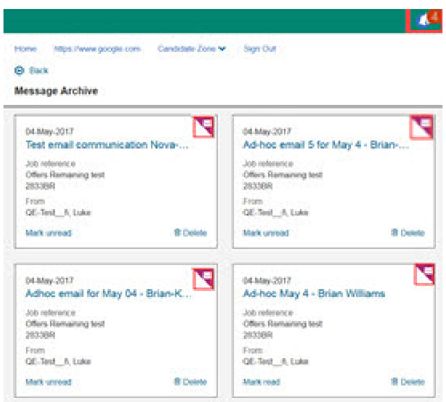
This release introduces enhancements to the Responsive Apply **Message Archive** feature. Logged in candidates now see a **bell icon** on **all** Candidate Zone pages that provides quick access to new and archived messages. When a candidate receives a new message, a numeral displays next to the **bell icon** that represents the number of new messages.

Message Archive - Bell Icon

Candidates on the Responsive Apply Candidate Zone can now access new and archived messages from any Candidate Zone page by selecting the **bell icon**. A numeral next to the **bell icon**indicates the number of new messages not yet archived. The Talent Gateway checks for new messages on each page load or refresh.

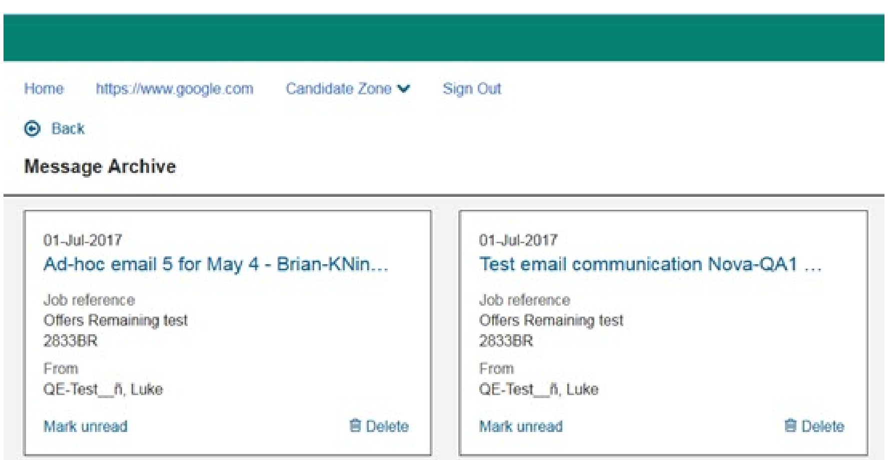


When a candidate selects the **bell icon**, the number decreases and the message archive page displays the new messages. On the Message Archive page, the most recent messages display first and cards that represent unread messages display with envelope icons.

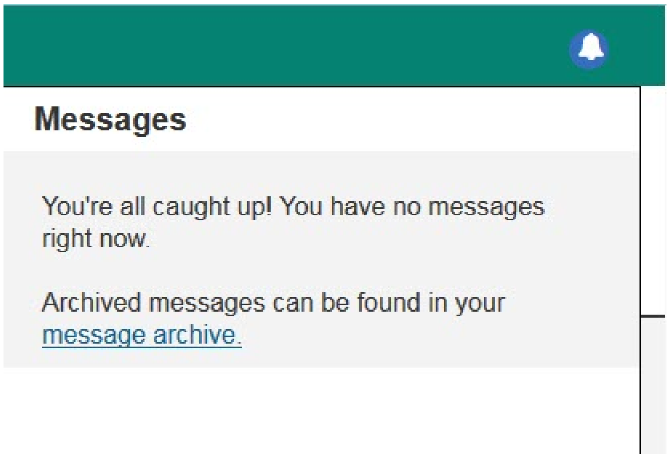


Candidates can select **Mark Read** or **Delete** for each message. When candidates read the message, the envelope icon disappears. However, messages are not removed unless they are deleted from the message archive.

Note: Deleted messages are not retrievable.



When no new messages are indicated, candidates can select the **bell icon** and then select **message archive** to browse to the Message Archive page.



The **bell icon** considers the follow message types new messages:
- Ad hoc emails to candidates (sent from inside or outside a req folder)
- Email templates that are sent to candidates (sent from inside or outside a req folder)
- Messages that are generated by manual and automated RAM triggers (forms, attachments, and embedded images)
- Letter communications templates that are generated for candidates (sent from inside or outside a req folder)
- Event template emails

Note: The **bell icon** feature is available on Responsive Apply Talent Gateways for logged in candidates when Talent Gateway communications and the Candidate Zone are enabled. Talent Gateways within the Talent Suite must configure the show setting **Show header/footer** to **Always** to view the **bell icon**.

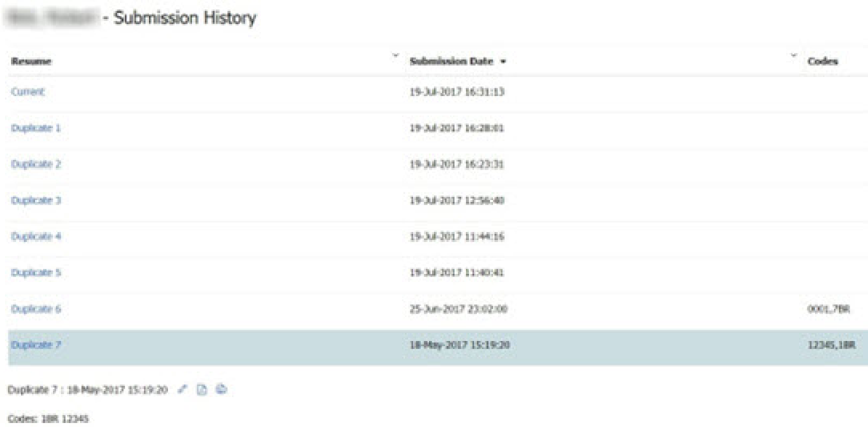
Candidate Profile Updates

The release introduces the **Candidate Profile Update** feature on Responsive Talent Gateways. When candidates update their Talent Gateway profiles in the Candidate Zone, and submit a job application or have previously submitted a job application on this Talent Gateway, the Talent Gateway profile changes are reflected on the candidate's Talent Record.

Candidate Profile Updates

When candidates update their Talent Gateway profiles and complete a job submission or have existing completed job submissions, the following candidate profile fields in the candidate's Talent Record are updated:
- Name (First name, First name pronunciation key, Middle name, Last name, Last name pronunciation key)
- Address (Address line 1, Address line 2, City, State/Region/Province, Country, Zip/postal code)
- Phone (Home number, Fax number, Work number, Other/mobile phone Number)
- Other contact information (Email, Web address, custom candidate stacking field like Employee ID)
- Education (up to 3 records: School, Graduation year, most recent, Major, Degree, GPA)
- Experience (up to 5 records: Company, Job title, Start year, End year, most recent)

Each time the candidate profile fields are updated in a candidate's Talent Record, the update is recorded in the Talent Record submission history.



Note: If contact fields are hidden on Talent Gateway and a candidate updates a profile on the Talent Gateway, those hidden fields would be removed from Talent Record when the Candidate Profile Update occurs. Clients need to show all contact fields in the Talent Gateway profile page that they want to be reflected in the Talent Record.

Candidate Experience

Candidate Profile Updates occur only in specific circumstances. For example, if a candidate has never applied to a job and creates an account, but doesn't create a profile, the candidate profile information is not reflected in the Talent Record. However, the account information stays on the Talent Gateway until the candidate applies and completes a job application. Alternatively, if another candidate applies to multiple jobs and then edits their profile to add a phone number, this profile information is reflected on the Talent Record. If a candidate applies to job, but abandons the application, no Talent Record updates occur.

Job applies (and jobless submission) submit profile data to a candidate's Talent Record only on completion of application process.

Note: Candidate profile information that is updated using the **TG Profile Import Integration** is not updated in the candidate's Talent Record. If a candidate selects **Import Profile** on the Candidate Profile page to upload a new resume, the resume is parsed into the corresponding fields. If the resume parsing results in blank or invalid fields, those blank/invalid fields are updated in the candidate's Talent Record. This anomaly is being corrected in the next build.

Configurable Changes

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

Responsive Apply

The current release of IBM Kenexa BrassRing on Cloud on Cloud does includes the following Responsive Apply configurable changes.

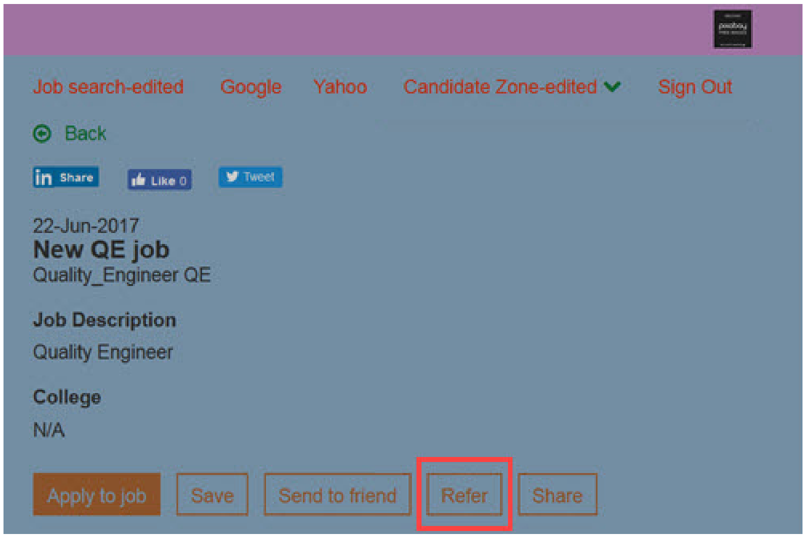
Social Referral Workflow

This release introduces to **Production**, the IBM Kenexa BrassRing **Social Referral Workflow** feature now available on the Candidate Zone. Employees logging in to an internal Talent Gateway with the Candidate Zone enabled can now refer candidates by selecting the **Refer** in the Candidate Zone or **Submit General Referral** on the Candidate Zone menu. Employees can then post the referrals to their social networks, Facebook contacts, email, or upload the resumes of referred candidates.

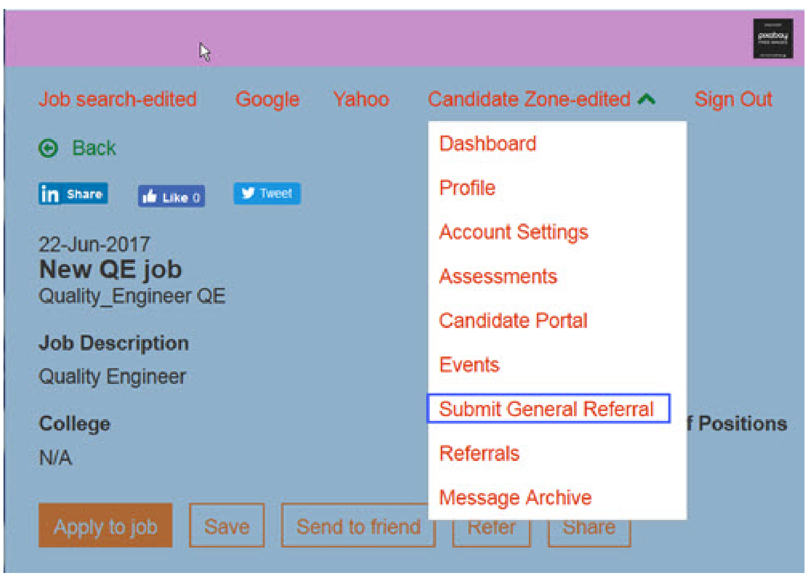
Social Referral Workflow

Employee logs into the Candidate Zone to begin the social referral workflow. Employee:

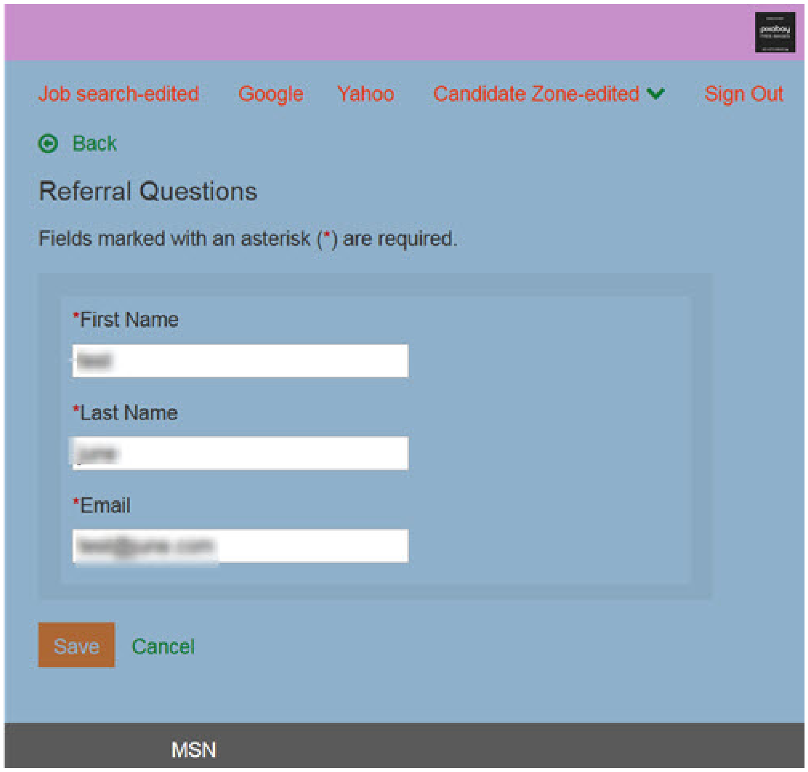
- Browse to **Saved Jobs** and locates the job they want to refer.
- Employee can select one of two methods to send a referral:
  - Selects **Refer** in the Candidate Zone.
    Or



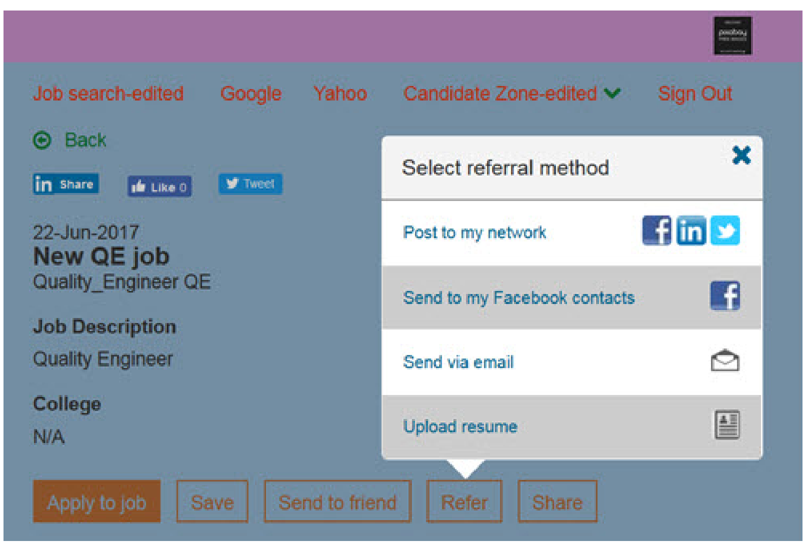
  - Selects **Submit General Referral** on the Candidate Zone menu.
    The Referral Questions page opens. The Referral Questions questions page displays every



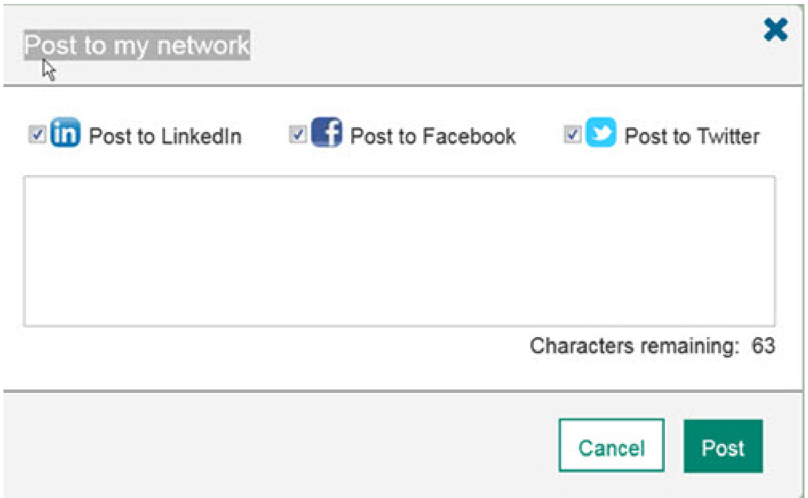
time that a candidate is referred. By default three mandatory fields display: **First name**, **Last Name**, and **Email**. Clients can also configure custom questions.



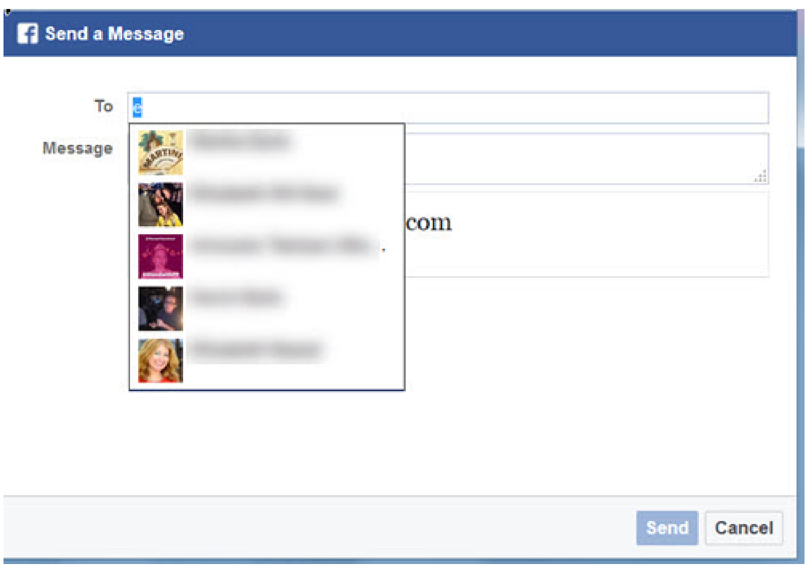
- Completes the Referral Questions page and selects **Save**. The candidate zone reopens on the Referral page in the Candidate Zone.
  On the Referral page, the employee can select one of four referral options.



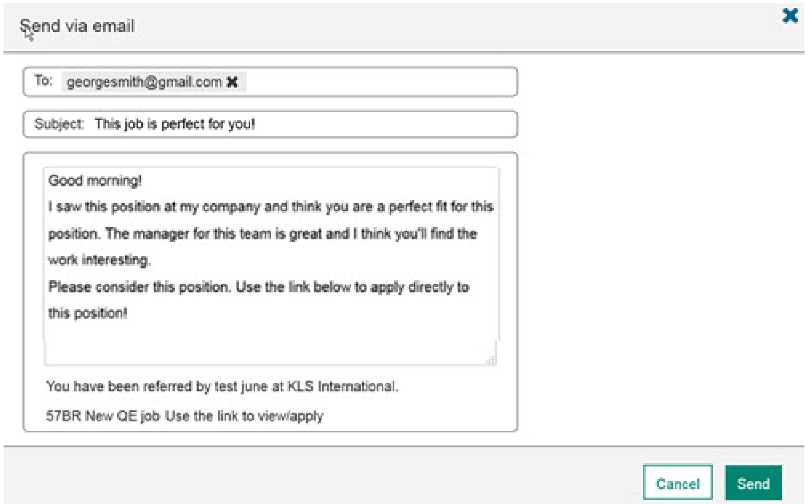
  – Selecting **Post to my network** opens the Post to my network modal where employees can select social networks, enter a message (63 character limit), and select **Post.**



– Selecting **Send to my Facebook contacts** opens the Send a message modal. When employees start to type in the **To** field, their Facebook contact profiles auto-populate and can be selected.

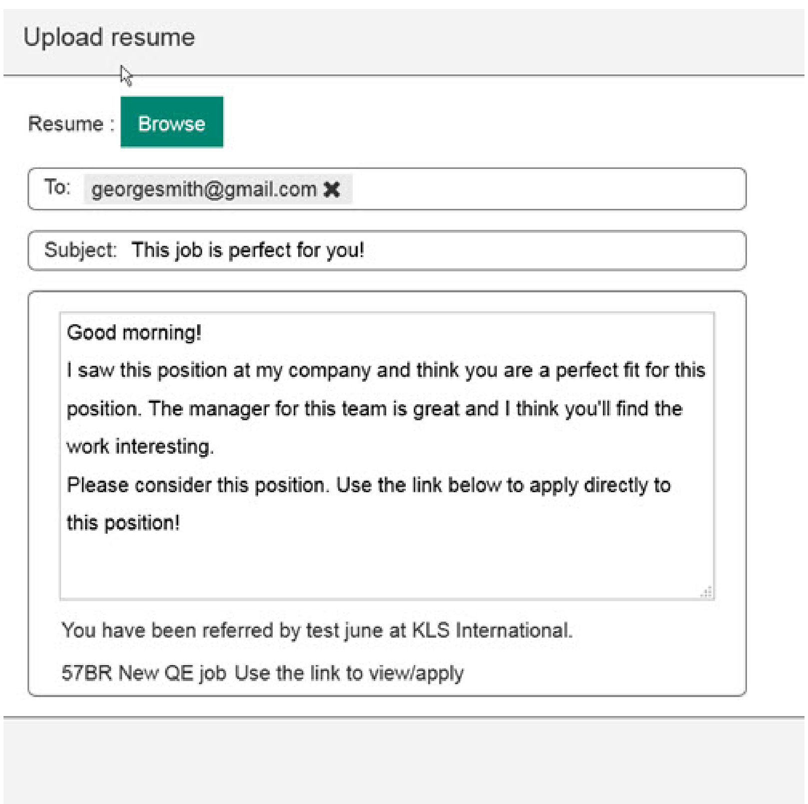


– Selecting **Send via email** open the Send via email modal. The Send via email modal displays **To**, **Subject**, and **Body Text** messages fields as well as the job they are being referred to, and a link to apply to the referred job.



When fields are complete, employee selects **Send**.

– Selecting **Upload Resume** opens the Upload Resume modal. Employees can **Browse** to submit a referral candidate's resume, and then complete the **To**, **Subject**, and **Body Text** messages fields. The referred job title displays in the modal and a link to apply to the referred job.



When the referral is sent, employees can select **Referrals** on the Candidate Zone menu to view the status of their referrals.

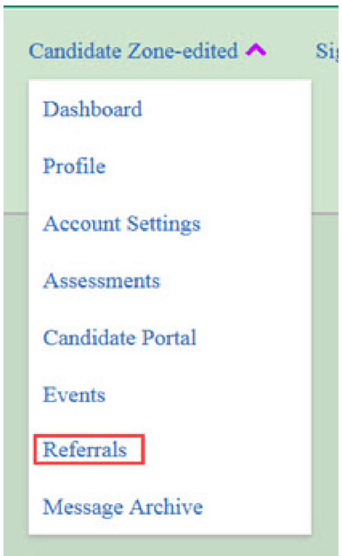
Social Referral Status

Employees logging in to an internal Talent Gateway with the Candidate Zone enabled can now view the status of their referrals by selecting the **Referrals** on the Candidate Zone menu.

Note: This release introduces new display logic for referrals. Previously, ownership of referrals was by candidate. For example, an employee would submit a referral and that referral would be visible to the employee. Because the ownership was per candidate, if the referral candidate applied to more jobs, the reqs for those jobs would also be visible to the original referring employee. Starting this release, employees can see only referrals for candidates they directly referred because **referrals are no longer by candidate**. In other words, if an employee refers a candidate and that candidate applies to other jobs, the reqs for those jobs are not visible to the original referring employee.

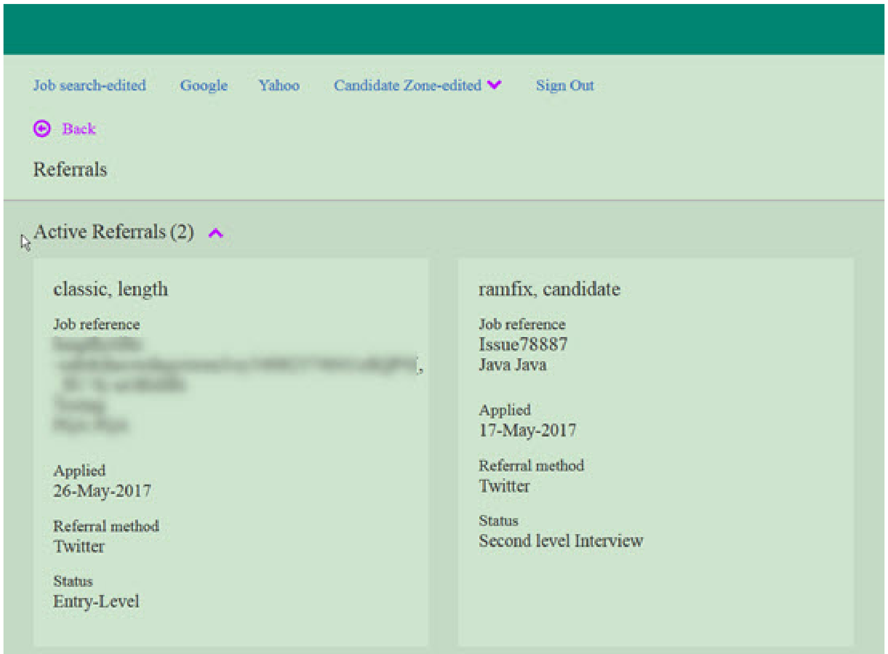
Employee logs in to their Talent Gateway account and:

- Selects **Referral** on the Candidate Zone drop-down menu.
  Active and **Sent** Referrals display on the Candidate Zone dashboard. If a recipient applies to



  the referred job, the referral displays in the **Active Referrals** section. If a referral was sent but the recipient has not yet applied, the referral remains in the **Sent Referrals** section.

- Selects the down arrow for the **Active Referrals** section to open the card view of the active referrals.



Each active referral card displays:
- Candidate name
- Job Reference
- Date Applied
- Referral method
- Status

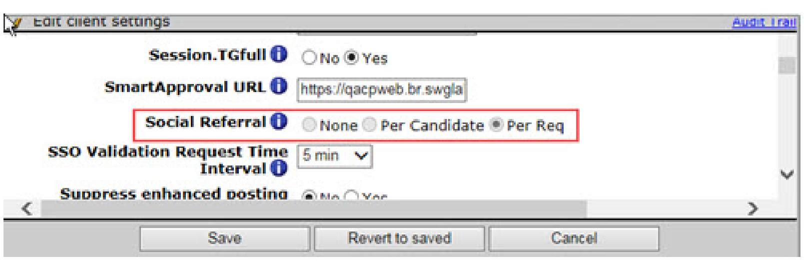
How do clients get this feature?:

The **Social Referral Workflow** on Responsive Talent Gateways is enabled by a BrassRing Workbench client setting and two Talent Gateway settings.

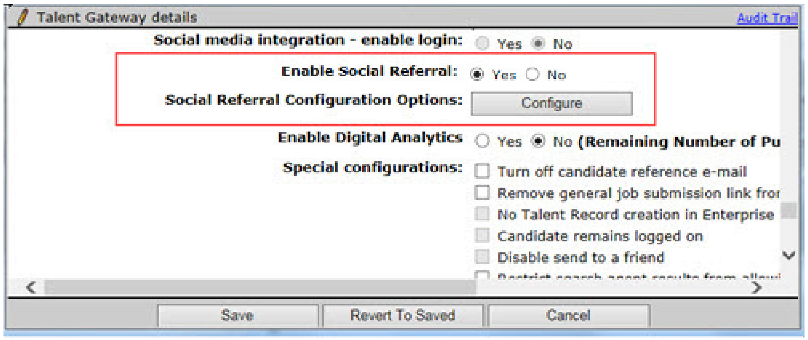
Configuring the Social Referral Workflow

In BrassRing Workbench, the Workbench Administrator:

- Browses to the client's **Client Settings**. Administrators scroll and select **Social Referral** > > **Per Req**.



- Selects **Save**.
- Browses to **Tools** > > **Talent Gateway** > > **Edit** to open the Talent Gateway details modal.
- Selects **Yes** for **Enable Social Referral** .



- Selects **Configure** to configure Social Referral workflow settings.
  - Selects **One Referral Source**.
  - Selects **Referral Expiry Status**
  - Selects **Referral Link Redirect**.
- Selects **Save**.

Recruiter

The current release of IBM Kenexa BrassRing on Cloud on Cloud does includes the following Recruiter configurable changes.

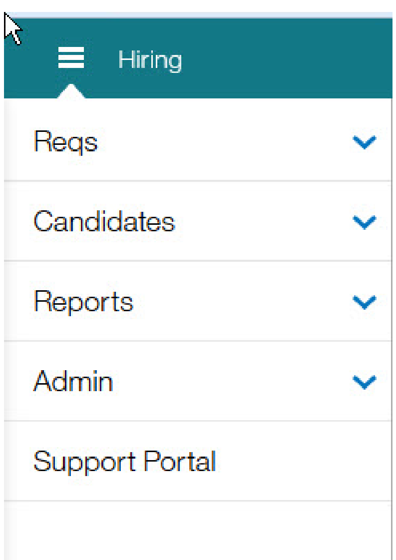
BrassRing - Restricting Classic Access

This release introduces to **Production**, a new User Privilege that restricts BrassRing users in the New UI from returning to the Classic BrassRing interface.

Restricting BrassRing Classic Access

Each build brings new and enhanced features into the BrassRing New UI. Because we want to provide our clients with the best possible talent acquisition experience, a new User Privilege is being introduce to encourage BrassRing users to become more familiar with features in the New UI.

When Workbench Administrators enable the **Hide Full Site Home Link in BrassRing New UI** for users, those users will no longer see the **Full Site Home** on the hamburger menu in the New UI.



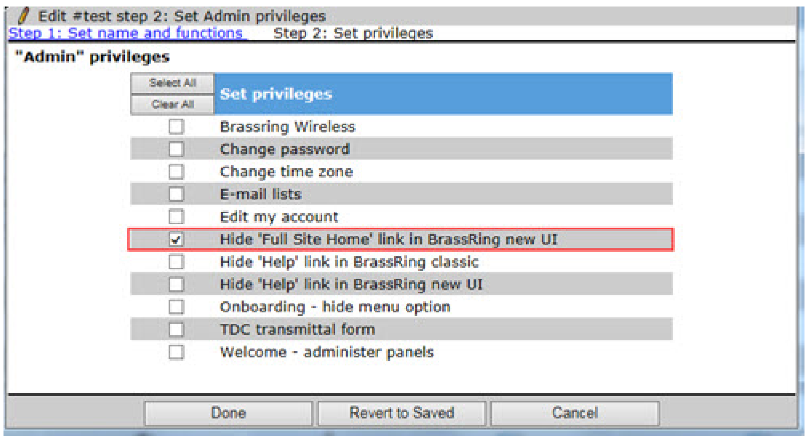
How do clients get this feature?:

A BrassRing Workbench User Privilege now lets clients restrict Access to the BrassRing Classic interface

Restricting Access to BrassRing Classic

In BrassRing Workbench, Workbench Administrator:

- Browses to **Tools** > **Users** > > **User Types**.
- Selects the **Edit** icon for **Edit Type Permissions** for a user type. The Set Name and Function modal opens.
- Selects the **Edit** icon for **Admin** privileges. The Adminprivilege modal opens.
- Selects the check box for **Hide Full Site Home Link in BrassRing New UI**.



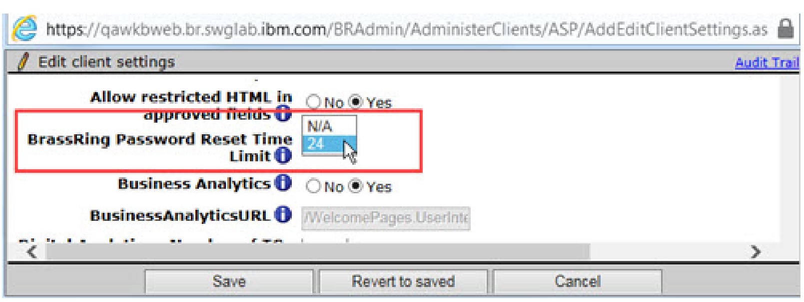
- Selects **Done**.
- Selects **Save**.

Update to Password Settings

The release introduces a new **Restricted Client Setting** entitled **BrassRing Password Reset Time Limit**. This client setting allows clients to remove the 24-hour password reset restriction.

Update to Password Settings

The **BrassRing Password Reset Time Limit** restricted client setting allows clients to change the default reset password time limit from **24 hours** to **N/A**. When the **BrassRing Password Reset Time Limit** is set **N/A**, BrassRing users can send the forgot password link to their emails a number of times.



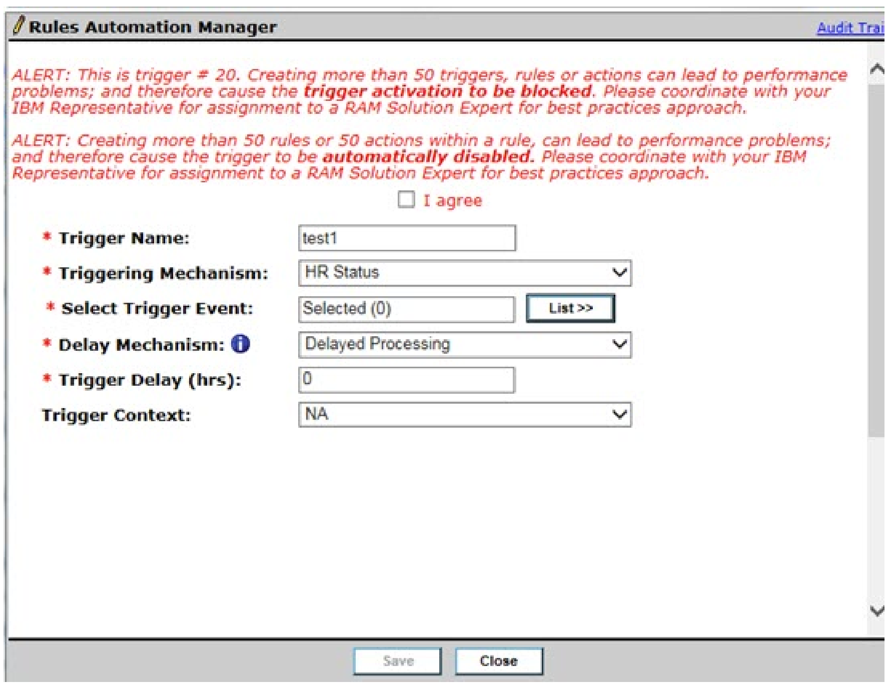
Note: Clients must contact their IBM Kenexa Executive Partners to request a change to the **BrassRing Password Reset Time Limit** restricted client setting. Clients must also send an email to their Executive Partner that confirms their understanding of the security risk in changing the time limit and states their consent to change the time limit change. The Executive Partner must receive this email before they submit the engineering request for the change.

Workbench Administration

Workbench Administrators now see a new **Alert** on the RAM trigger screen when Administrators create new RAM triggers or use the **Save as New** option. The **Alert** informs Administrators of potential performance issues when more than 50 triggers are created. Administrators must select the check box **I agree** before they can save the new trigger.

Save as New Trigger

When Workbench Administrators configure new RAM triggers or use the **Save as New** trigger option, they must select the check box **I agree** before they can save the new trigger.



The **Alert** reads:

ALERT: This is trigger # 5. Creating more than 50 triggers, rules or actions can lead to performance problems; and therefore cause the **trigger activation to be blocked**. Please coordinate with your IBM Representative for assignment to a RAM Solution Expert for best practices approach.

ALERT: Creating more than 50 rules or 50 actions within a rule, can lead to performance problems; and therefore cause the trigger to be **automatically disabled.** Please coordinate with your IBM Representative for assignment to a RAM Solution Expert for best practices approach.

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