IBM Kenexa BrassRing on Cloud

IBM Kenexa BrassRing on Cloud Release Notes

June 1, 2017

Note

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This edition applies to the DRAFT June 1, 2017 version of IBM Kenexa Talent SuiteSelf-Service Single Sign-On Guide and to all subsequent releases and modifications until otherwise indicated in new editions.

This edition replaces XX99-9999-99.

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Contents

Introduction

This document presents changes, both visible and configurable, included in the June 1 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.

Responsive Apply

The current release of IBM Kenexa BrassRing on Cloud on Cloud includes the following Responsive Apply visible changes. Visible changes alter the appearance or performance of the product without requiring any configuration.

Social Referral Status

The Candidate Zone menu now includes a **Referral** action that when selected displays Active and Sent Referrals.

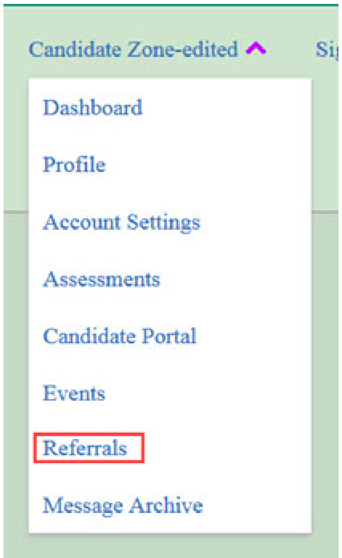
Social Referral Status

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 additional 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.

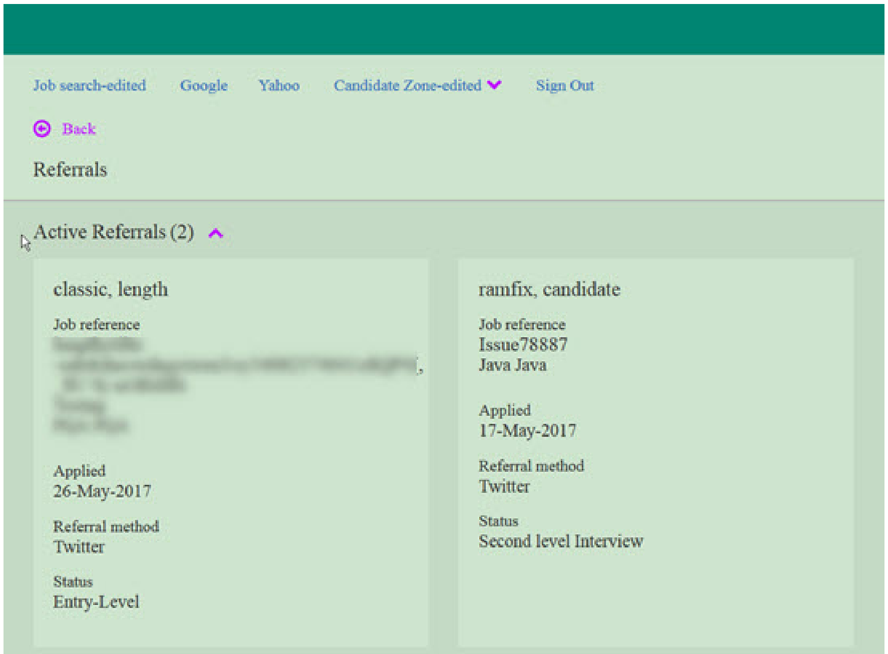
Employee logs in to their Talent Gateway account and:

- 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

Recruiter

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

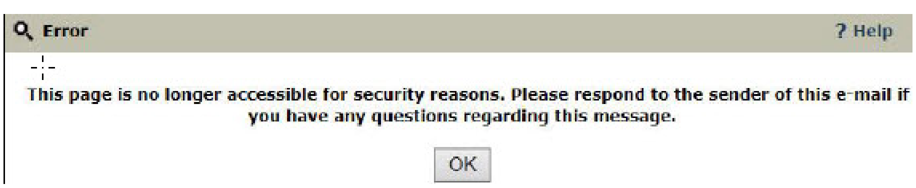
eLink Expiration Message

Responsive UI now supports eLink expiration messages.

eLinks

When users select an expired eLink, an error message displays in the New UI.

The expiration message reads **This page is no longer accessible for security reasons. Please**



respond to the sender of this email if you have any questions regarding this message.

eLink Changes

This release introduces new eLinks expiration limits of 10 clicks and 10 days.

eLink Changes

eLink expiration settings are as follows:

IBM is driving changes to BrassRing eLink expiration limits to help clients better protect their data. We have researched eLink settings used today across our clients. The results of our

research show the most common setting for eLink expiration is at or below 10 days and 10 clicks – but some clients' settings had been adjusted much higher. Limiting to 10 clicks should support a high number of approval levels, and 10 days should provide the receiver ample time to access the eLink taking into account potential travel or out of office. If you have a valid business reason to extend eLink expiration to 20 clicks and 20 days, please send us your request in writing to your IBM representative. IBM will no longer support expiration settings beyond 20 clicks and 20 days.

The following eLinks are impacted:

- Req approvals
- Form approvals
- Req Subform approvals
- Blank reqs and forms
- Candidate Talent Records
- Completed forms
- Completed reqs
- Employee Referral links

Note: If eLink authentication is being used in the Custom Approval workflow, the new eLink limits apply. However, when no eLink authentication is used, the 10 clicks, 10-day logic is hardcoded. When the threshold is reached, the system regenerates a link and restarts the clicks and time logic.

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 not include any Responsive Apply configurable changes.

Recruiter

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

Agency Manager - New Field Types

BrassRing Workbench Administrators can now configure new field types when they select forms for Agency contacts to complete in Agency Manager. Questions from forms of the type **Multiple per candidate/req combination** and **Multiple per candidate** now display as selectable. Form Fields do not need to be **searchable**, **outputtable**, or **mapped to the search engine** to be selectable.

Agency Manager - New Field Options

Workbench Administrators can now select new field types Agency contacts to complete when they submit candidates through Agency Manager.

Restricted Field Types

Workbench administrators can configure all field types except the following:

- **Auto-fill**
- **Query select**
- **Grid Field types**
- **Labels**

How do clients get this feature?:

BrassRing Workbench Administrators can now configure new field types in Agency Manager when they are configuring forms for Agency contacts.

Configuring Additional Fields Types for Agency Manager

Workbench Administrator:

- Browses to **Tools** > **Agencies**. The Agency Manager Administration page opens.
- Selects the **Edit** icon for the Agency Manager. The Edit Agency Manager modal opens.
- Selects **Edit** icon for Edit Agency Manager. The Edit Agency Manager modal opens.
- Scrolls to **Form Fields** tab and selects **Select Form Fields**. The Search for Form Fields modal opens.
- Selects the form fields and selects **Submit**.
- Selects **Save**.

Mapping HR Statuses

In Release 17.02.06, **HR Status Categories** were introduced so clients could begin mapping **HR Statuses** to **HR Status Categories**. Starting with Release 17.06.26, BrassRing Workbench Administrators must have their **HR Statuses** mapped to the new **HR Status Categories** in order to access the new features in the responsive Candidate Zone. Use these reminder instructions to map your HR Statuses to HR Categories if you have not completed this task.

HR Status Categories

When Workbench Administrators add or edit an HR status in Workbench, they now must select an accompanying HR status category. You can add or edit the label for each HR Status Category. The seven HR status categories are:

- Applied
- Under Review
- Interview
- Offer
- Hired
- Company not interested
- Withdrawn

How do clients get this feature?:

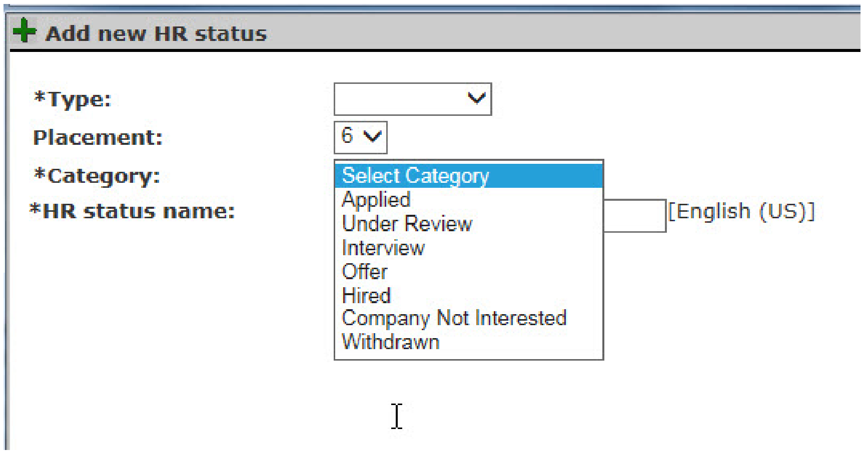
Mapping of HR Statuses to HR categories is controlled by anIBM Kenexa BrassRing Workbench configuration. Workbench Administrators can map each of the **HR Statuses** to one of the 7 **HR Status Categories**. HR Status Categories can contain multiple HR Statuses, but an HR Status can be mapped to only one HR Category.

Note: Workbench users must have Self-Service Tier 5 or greater user privilege to create or edit HR Statuses.

You can **Add** a new **HR Status** and map the status to an **HR Status Category**. You can also **Edit** an **HR Status** and map the status to a **HR Status Category**.

Adding and Mapping an HR Status to an HR Status Category

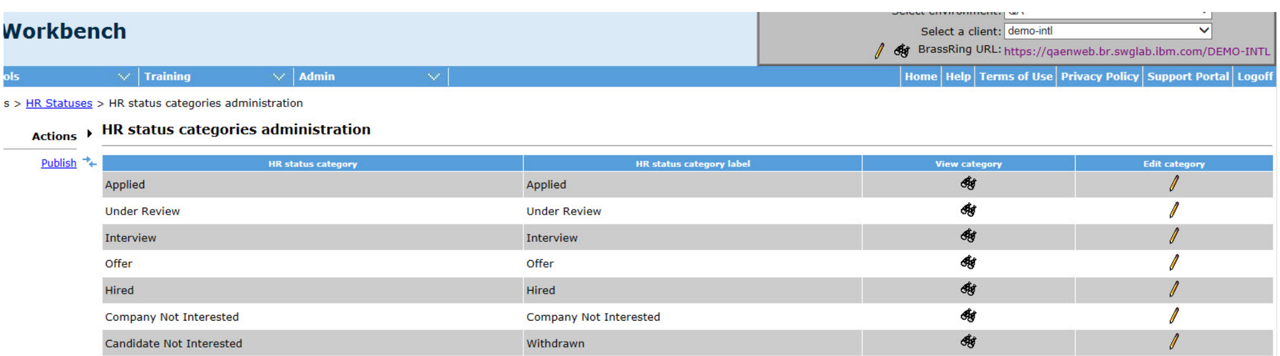
- In **Workbench**, browse to **Tools** > **HR Statuses**. The HR Status Administration page opens.
- Select **Add HR Status**. The Add New HR Status modal opens.



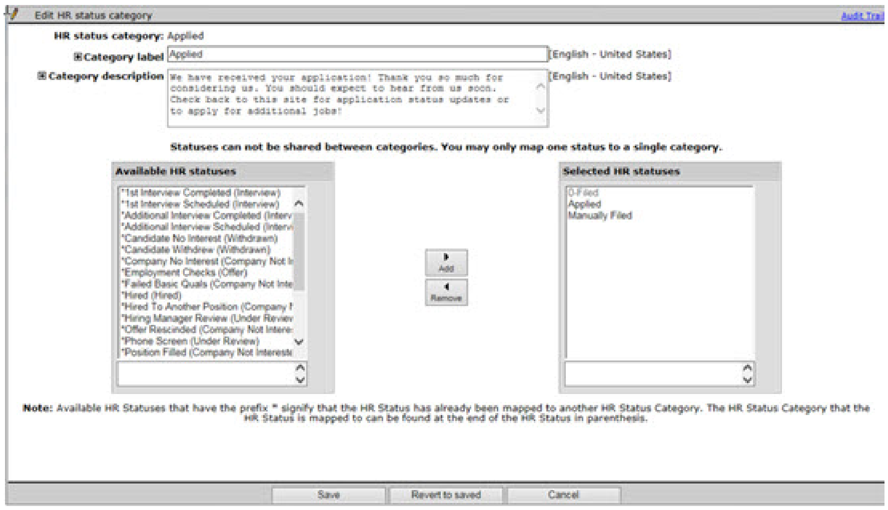
- Select a **Type**.
- Select a **Placement**.
- Select the drop-down arrow to select an **HR Status Category**.
- Input a **Category label** for the selected HR Status Category.
- Select **Save and Continue**.
- Complete HR Status configuration and select **Save**.

Editing and Mapping an existing HR Status

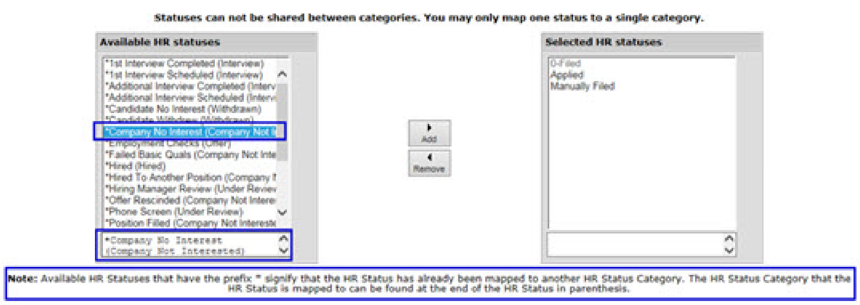
- In **Workbench**, browse to **Tools** > **HR Statuses**. The HR Status Administration page opens.
- Select **HR Status Categories**. The HR Status Categories Administration page opens and displays the **HR status**, **HR Status Category** label, and **View** and **Edit** options.



- Select **HR Status Categories**. The HR Status Categories Administration page opens and displays the **HR status**, **HR Status Category** label, and **View** and **Edit** options.
- Selects the edit icon. The **Edit HR Status Category** modal opens.



Within the modal, the Administrator can edit the **Category label**, the **Category description**, and move unmapped HR Statuses from the **Available HR Statuses** to the **Selected HR statuses** for the category. **HR Statuses** already mapped to a defined **HR Status** category, display with a prefix asterisk and the former HR Status name in parentheses at the end of the HR status.



- Selects a new HR Status from the **Available HR Statuses**, selects **Add** to move the HR Status into the **Selected HR statuses**.
- Selects **Save**.

Event Manager Enhancement

Recruiters using Event Manager can now attach iCalendar files to emails sent to candidates from within Event Manager.

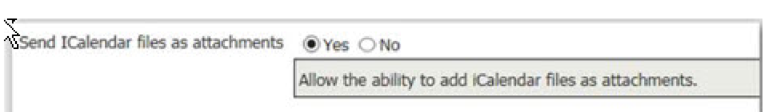
How do clients get this feature?:

Event Manager Administrators enable the **Allow the ability to add iCalendar files as attachments** setting that allows recruiters to send iCalendar files as attachments.

Allow the ability to add iCalendar files as attachments

Workbench Administrators:

- Browse to **System** > **Notifications**.
- Select **Yes** for the **Allow the ability to add iCalendar files as attachments** setting.



- Select **Save**.

  Note: When the **Allow the ability to add iCalendar files as attachments** setting is set to **No**m iCalendar files are sent as links.

Persona Group Configuration

In preparation for the 17.06.26 release of the new BrassRing home page redesign, Workbench Administrators must map their existing user types to Persona Groups. When Workbench Administrators map user types to Persona Groups, they define the work flows that best meets the needs of that persona.

Persona Groups

Recruiters and Hiring Managers have different needs and work flows. For example, a Hiring Manager persona is task-driven. When the Hiring Manager Persona lands on the new BrassRing home page, tasks are available directly on the home page. Alternatively, Recruiters want to be able to manage their jobs and candidates all from one interface. When a Recruiter Persona lands on the BrassRing home page, they can manage their jobs and candidates on the home page.

Note: When Persona Groups are not mapped, all user types are set to **Default** until edited by the Workbench Administrator. All unmapped user types experience the same work flow.

Available Persona Groups

The following are the available Personal Groups.

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

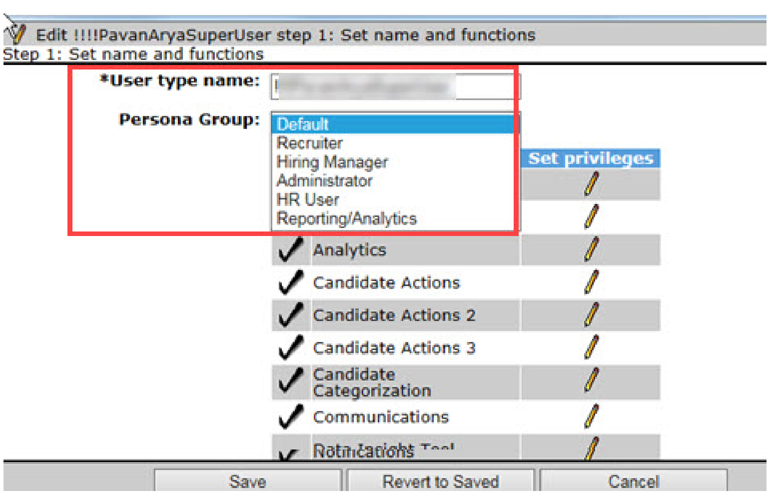
How do clients get this feature?:

Workbench Administrators map user types to Personas in BrassRing Workbench.

Mapping Personas

Workbench Administrators map user types to Personas. Workbench Administrator:

- Browses to **Tools** > > **Users** > > **User Types**.
- Selects **Edit type permissions** icon for a user type. The Set Name and Functions modal opens.



- Selects the drop-down arrow on the **Persona Group** selection.
- Selects a **Persona** group.

- Selects **Save**.
- Continues in this manner until all the user types are mapped to Persona Groups.

Post Candidate Forms in Edit Mode to Candidate Portal

Workbench Administrators can now configure editable candidate forms for posting to the candidate portal. Recruiters can then post these editable candidate forms to the candidate portal and candidates can then securely access, edit, and submit the candidate forms.

Posting Candidate Forms to the Portal

Recruiters can now post editable candidate forms to the Candidate Portal. In BrassRing, recruiter:

- Selects **Action Post to Candidate Portal**.
  - If a candidate has multiple copies of a form on their Talent Record, the system picks the most recently completed form for the candidate and posts it to the Portal.
  - If the system does not find any completed form instance, the system posts the form in **Add** mode.
  - If a candidate completes the form in **Add** mode and wants to edit the form after submission, the recruiter needs to post the form again, at which time the system will find the existing form and post it in **Edit Mode.**

How do clients get this feature?:

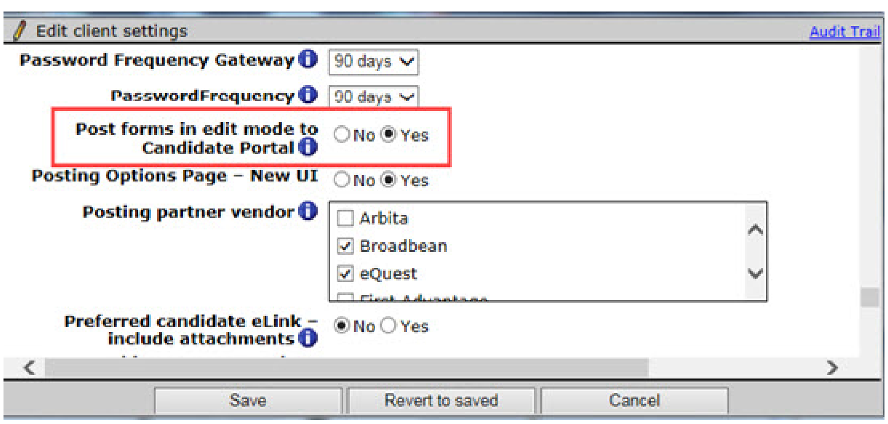
The **Post Forms in Edit Mode to Candidate Portal** is controlled by a Workbench client setting **Post Forms in Edit Mode to Candidate Portal** and a candidate form attribute **Send existing form in edit mode**.

Configuring Editable Candidate Forms for the Candidate Portal

Client Setting

Note: Client Settings are only editable by IBM Kenexa Executive Partners.

- Browses to **Admin** > **Manage Clients** or select the client setting pencil icon. The Edit Client Settings page opens.
- Scrolls to **Post Forms in Edit Mode to Candidate Portal** settings.
- Selects **Yes**.



- Selects **Save**.

Candidate Attribute Setting

- Browses to **Tools** > **Forms** > **Candidate Forms**. The Candidate Forms page opens.
- Scrolls to the **Send existing form in edit mode** setting.
- Selects **Yes**.
- Selects **Save**.

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