Kenexa Confidential Document

KenexaRecruiter® BrassRing and Talent Gateway Solutions

Product Update Guide

Release 11.5

FINAL

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Agency Manager - Viewing Agency Manager Correspondence

KRB lists Agency communications (when they exist) on the Communication History tab of each candidate's Talent Record. The communications history includes communications sent to system and non-system users, agencies, and directly to the candidate.

Benefits

The Communications History tab provides an organized summary of all communications with and about the candidate.

Business Need

KRB now provides a complete audit trail on the candidate's Talent Record of all communications exchanged with and about a candidate. The audit trail helps your organization meet compliance requirements for communications during the job application process.

Visible Changes

When there are e-mail communications between KRB and an agency, a row is created in the Communication History grid. The communication "type" is listed as "Agency."

Figure 125: Communication History lists "Agency" communication type

	< Profile l of 1 >													
Actions	Overview	8	esume/CV	Forms	5	Nutes	HR	status	Referral st	itus				
🛅 File to reg	eLink		Commu	nications	Interview sche	sdule	Integration		Attachments					
File to folder									Send communication	Print				
Forward via e-														
👸 Send eLink														
Send communication	Communi	cation Hi	story					•						
E Create document	Date sent	Folder	Reg	Folder				Туре	Sent by	Status				
Erase candidate	25-Sep-	type	999-hhh				-	Sec. 1	2 2 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Sent				
+ Edit codes	2008		22223000	September 2008		Agency Em	ai Template	Agency	Advanced Personnel	Sent				
	14-Aug-	0	RRR- 222	Review Status		ZI_HRStat	us_update		Vladova, Zlatanka	Sent				
R Talent Match	2008			July 21 - En		KM Letter	Template	Letter	Chalicheemala, Venkat	Sent				
	2008 05-Aug- 2008	0	ZXC											
	05-Aug-	0	ZXC	Crescitelli,Jean		jeanniestg		Letter	Crescitelli, Jean	Sent				
	05-Aug- 2008 16-Jul-		12345		st Code One -	jeanniesto KM Reg Er		Letter	Crescitelli, Jean Manager, Query	Sent Sent				

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in October, 2008. This feature is available automatically.

Using this Feature

If you are a KRB user who receives Agency communications, these communications are listed in the Communications History grid along with other communications.

Enablement

None

Canadian French Resume Extraction

Kenexa Recruiter BrassRing is using the Talent Tech tool, Resume Mirror Extraction, to capture, extract, translate, and deliver resume content provided through a Talent Gateway.

This feature affects the following modules:

- Full, Basic, Global, and Referral Talent Gateways
- Gateway Questionnaires
- Agency Managers

Benefits

When clients purchase the Canadian French locale for their Talent Gateway(s) and turn on auto-extraction, the Resume Mirror process extracts resumes automatically and seamlessly.

Business Need

Clients can be sure that they are capturing applicant information on Canadian French Talent Gateways.

Visible Changes

There is a visible change indicating a maximum of 3 MB (up from 1 MB) if applicants choose the "Upload resume" option. There continues to be no limit on the size of uploads for Cut & Post.

Limitations and Known Issues

As of R11.5, applicants can upload a resume of up to 3 MB; previously, it was 1 MB. There was, and is, no limit on the size of "Cut & Post" resumes.

There is actually no limit on the amount of text the extraction tool can process, but Kenexa recommends 50,000 characters as an upper limit.

Cost

There are no additional costs for this feature other than the cost of purchasing the Canadian French locale.

How do I get this feature?

This feature is available in June, 2008. Your organization must purchase the Canadian French locale for Talent Gateways and your Kenexa consultant enables it in Workbench.

Using this Feature

The resume auto-extraction is transparent to the applicant. The applicant logs in and cuts and pastes or uploads a resume to the Talent Gateway. The extraction tool populates the user profile, work experience, and education fields in the applicant's record in Canadian French. If the resume extraction fails, the applicant's user profile data is not pre-populated and the applicant is directed to enter this information manually.

Workflow for Resume Upload

This workflow takes place on a Talent Gateway localized in Canadian French.

- 1. The applicant logs onto Talent Gateway.
- 2. The applicant uploads the resume on the Submit resume/CV page.

Figure 4: Talent Gateway landing page with "Resume upload" gateway subtype

en ensting cover letter, you can select it, or passe it in	to a textbox. If you don't already have a cover letter, you can type one into the	e textbox.
	Continue	
Resume/CV		
Choose one of the methods below to submit your resu information, experience and education.	me/CV. If you don't have a resume/CV, you may <u>click here to create a profile</u>	with your contact
Upload my resume/CV from my computer	Ele te veload	ame
	File to upload: Browse RealRoss	
OEnter my resume/CV by typing or copying it in	File to upload: Browse RealRess	ume
O Enter my resume/CV by typing or copying it in	File to upload: Browse RealRess	ume"
Enter my resume/CV by typing or copying it in Cover letter	Drowse	ume"
Enter my resume/CV by typing or copying it in Cover letter	Drowse	ume"
Enter my resume/CV by typing or copying it in Cover letter	Drowse	en per
Uplead my resume/CV from my computer Denter my resume/CV by typing or copying it in Cover letter Enter or paste the text of your cover letter in the text b	Drowse	en per

- 3. The View resume/CV page loads. It displays a .gif image of the resume.
- 4. The applicant clicks the Continue button.
- 5. The User Profile page opens. The data fields in the resume are populated automatically.
- 6. The applicant completes the Talent Gateway questions.
- 7. The applicant submits the application.

Workflow for Cut & Post

- 1. The applicant logs on to the Talent Gateway.
- 2. The applicant pastes or types a text resume into the text box on the Submit resume/CV page.

3. The User Profile page loads. The appropriate fields are pre-populated with applicant information.

- 4. The applicant completes the Talent Gateway questions.
- 5. The applicant submits the application.

Figure 5: Talent Gateway landing page with "Cut & Post" gateway subtype

If you have an existing resume/CV, you can select it, upload it or paste it into a textbox. If you do have an existing cover letter, you can select it, or paste it into a textbox. If you don't already have Continue	
Resume/CV	
Enter or paste the text of your resume/CV in the text box below. If you don't have a resume/CV, y information, experience and education.	ou may <u>click here to create a profile</u> with your contact
Enter the text of your resume/CV in the text box below.	Resume/CV ti
Cover letter	
Cover letter Enter or paste the text of your cover letter in the text box below.	

Workflow for the Non-GQ Talent Gateway

1. Candidates submit resumes (by cutting/pasting or uploading them) through a Talent Gateway.

2. The Talent Gateway sends the resume to Real Resume for processing.

3. Real Resume returns resumes for these gateway subtypes in text format. (Other formats are PDF and GIF.)

4. The resume is passed to the extraction tool for processing.

5. The extraction tool returns user profile, work experience, and education values formatted as XML to the Talent Gateway. These values populate the appropriate fields in the applicant's record.

6. If the process errors, a log entry is created.

7. The TG presents default questions, site questions, and job specific questions normally.

8. The extraction tool processes:

- Up to five (5) experience records; it ignores additional instances.
- Up to three (3) education records; it ignores additional instances.

Error Conditions and Messages

If the extraction fails or the Talent Gateway receives a "non-response" from the vendor, the applicant is returned to the application process and has to add his or her User profile, Work experience, and Education information manually.

Kenexa maintains an internal audit log of all failed resumes processed by Talent Tech's Resume Mirror Extraction product.

Auto-Populated Fields

Once configured on the Talent Gateway, the fields listed in the table below are automatically populated in the candidate's profile. "Resume text" includes anything passed from the Talent Gateway to Resume Mirror.

User Profile	Work experience^	Education%
First name	Position/Title	School
Middle name	Organization	Degree: displays as B.SC. or B.A.
Last name	Start year	Major
Address 1	End year	Grad year
Address 2		
City		
State/Region/Country/Province#		
Zip/Postal code		
Home phone*		
Work phone*		
Other phone* (for example, mobile)		
Contact e-mail address		
Fax		

Table 2: Auto-populated Talent Gateway Fields by extraction for Canadian French

Field Extraction Details

* Phone number fields are extracted but not formatted (xxx)xxx-xxx.

The State/Region/Country/Province/Zip/PostalCode are extracted as one field. Today the extraction supports United States and Canada.

^ Resume extraction supports up to five (5) Experience fields and three (3) Education fields.

Enablement Steps

For resume extraction in Canadian French, clients must set the Gateway subtype of their Talent Gateway(s) to be either Cut & Post or Resume Upload, and select the checkbox for Enable auto extraction in Workbench. In addition, clients must have purchased the Canadian French locale for their Talent Gateways.

Figure 6: TG settings in Workbench for Canadian French resume extraction

/ Talent Gateway	details		Aud	ATC
Client ID:	516			^
Site ID:	6664			1
*Talent Gateway name:	TG francais canadien			
International settings:	Edit		Bateway subtype can be Cut & Post or	
*Gateway service level:	Gold 💌		Lesume upload . Enable auto Extraction must be checked.	
*Gateway subtype:	Enable auto	proper case	names after first upload	
*BR internal tracking - TG type:	Not Configured 💌			
*BR internal tracking - TG usage:	Not Configured	*		
Intro URL:	http://QA3-TGWEB-01	1.brassring.com/3	084/AS	
CNAME URL:				
*Parking spaces:	5000			
*Designate candidates as:	External		*	
	Save	Reset to Saved	Cancel	-

Integration - KMS Onboarding Integration

KRB users with appropriate user type privileges can access KMS Onboarding in one click. Users are automatically authenticated and logged into KMS when they click the Onboarding menu item from within Kenexa Recruiter BrassRing. First time users will have a new profile created for them in KMS the first time they access the system via KRB.

Benefits

The new feature streamlines recruiters' access to the Onboarding system.

How It Worked Before

Before this integration, KRB users who needed access to Onboarding had to launch the Onboarding URL in a browser and log in with separately maintained credentials to the onboarding system.

Limitations and Known Issues

Users needing to provide electronic signatures as part of the signing ceremony in KMS will still be required to maintain a password in KMS which may or may not match their KRB password.

If a user's setup within KMS requires having "group" level security, that needs to be separately maintained within KMS. This new feature provides automatic authentication for KMS "role" level only.

Cost

There is no additional cost for this feature if your organization already uses KMS Onboarding.

How do I get this feature?

This feature is available in August, 2008. Please contact your Kenexa consultant for assistance.

Using this Feature

KRB users with the requisite user type privilege can select Candidates > Onboarding. They will be automatically logged into the application. Note: Depending on client configuration, first time users may be prompted to create a KMS password for the purpose of providing electronic signatures at signing ceremonies. They will not need to enter the username/password for system access; they will need this only when being prompted to provide an electronic signature within KMS

Figure 126: Onboarding menu item in the KRB Candidates menu

ddiress 👜 https://trm.brassring.com/JetStrean/SOO/Pres riss 🜒 Track-Itt Web 👩 Kenexa Recruiter Brassling			l 🌒 Keneca 🌒 Home - PM Te	Contraction of the second states of the	Snagit 📴 Web Access
Ea			Resource	Center Support Help	TBrassRing 11
ATURE DUGMENTS Regs	Candigates	Reports	Admio	Hem	Log off
Velcome	Ny candidates	•			
	Search				
	Saved searches all				
Workforce By Design Keners offer our cleans the following:	Condidates in queue				
DEmension recreation robusts	Referrals in gueue				
2) Otrategic recruitment consulting	Ny folders	*			
30Manapad recontinent pervices	To do's				
The world's must downse and successful arganization	Search interview schedule	a antivare and expertit	a to achieve competitive advanta	pe through talent.	
	Add candidate				
	Add contact				
	Event Nanager	0			
Olobal External Career Site: Club HERE	Onboarding				
Internal Carner Sites Click HERE					
UniCedar Click HERE					
Employee Referral Sites Click INERE					

Enablement Steps

This section describes how to enable the KMS Onboarding integration.

1. The Kenexa consultant submits request ticket to Systems Engineering for backend configuration.

2. The Kenexa consultant enables the Workbench client setting Enable KMS onboarding user authentication.

3. The Kenexa consultant or Certified Workbench User enables the Candidate Actions 2 user type privileges as needed:

- KMS Onboarding Recruiter access
- · KMS Onboarding Hiring Manager access.

Note: Both user type privileges are active only if the Client Setting "Enable KMS Onboarding user authentication" is turned on; otherwise, the privileges are visible but grayed out.

Figure 127: User type privileges for Onboarding access through KRB

s 2* privilege	15	
Select All Clear All	Set privileges	
	Attachments - view "All attachments uploaded via Agency Manager"	
	Attachments - view "All attachments uploaded via Gateway"	100 C
13	Bulk print - request/receive files	
	Candidates - file to all Regs	100 C
	Candidates - move/copy to all Regs	
	Candidates - remove current agency associations	100
	HR status (via elink) - add/update in all regs/all folders/my inbox	
	HR status (via elink) - add/update in my reqs/my folders/my inbox	
	KMS Onboarding - Hiring Manager access	
- C	KMS Onboarding - Recruiter access	
	Referral status - update	
	Referral status - view	100
	Update candidate type from type Agency	
	Update candidate type to type Agency	

Note: if implementing for clients already using KRB and KMS, therefore already having user profiles in both systems, an initial user synch will need to be completed. This involves adding the KRB ID to the KMS user record.

Integration - Launching Assessments in the Application Process

Your organization can configure assessments to be launched automatically when the candidate clicks the Continue >> button in the course of completing an application. To make the application procedure more usable, Kenexa removed misleading confirmation text from the final page when an assessment is required for the candidate. Your organization can also add custom text to the Apply/Submit button and customize text for the Confirmation page title.

Benefits

The improved workflow ensures that candidates take required Assessment tests to complete the application process. Improved messaging give candidates confidence that they completed the application process.

Business Need

When assessments are required as part of the application process, this set of related features improves the return rate of applicants.

How It Worked Before

Candidates could access required assessments through a link embedded on the confirmation page. Candidates found this confusing since the page also confirmed that they had completed the application process.

Limitations and Known Issues

When clients opt to enable launching the assessment via the Continue >> button, they must limit candidates to applying for one position at a time. When the assessment loads, the Talent Gateway closes and terminates the candidate's session. The candidate has to log in again to search for more jobs.

Since the Assessment functionality is a separate product, Kenexa Recruiter BrassRing will still recognize the candidate as having fully applied once the application is submitted, even when an Assessment is required by the client. KRB does not support the launching of assessments via the Continue button for Gateway Questionnaires.

Best Practices

Kenexa recommends that your organization configure a message on the confirmation page applicable to candidates required to take assessments as well as those who are not.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available now.

Your Kenexa consultant must configure the appropriate Workbench settings. Kenexa personnel or your Certified Workbench User can configure Talent Gateway button and message text.

Using this Feature

Candidates are automatically directed to the required assessment/assessment program.

Once the candidate answers any Talent Gateway questions for the position and clicks Apply, the system determines if they are required to complete an Assessment (whether based on having a passing score or Req specific requirements). If so, the final Talent Gateway page displays the client-configured Assessment Invitation text with the Continue >> button. When the candidate clicks Continue >>, they are redirected to the required assessment. If they are not required to complete an assessment, the client-configured text is displayed along with the standard confirmation text. When the candidate clicks on the Continue >> button, he or she is redirected to the **Search Jobs** page.

Enablement Steps

This section describes the steps for enabling this feature.

Workbench

1. Set the client setting Maximum Concurrent Req Submissions to 1.

2. For each affected Talent Gateway, select Tools > Talent Gateways > Admin > Select a specific Talent Gateway > Edit TG.

3. On the Talent Gateway details page, enable the setting Launch Assessment via Continue button.

Workbench or Workbench Self-Service

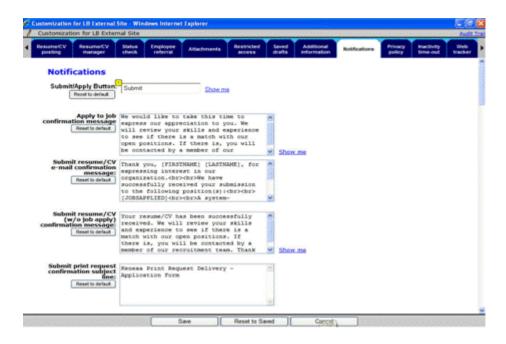
Kenexa personnel or Certified Workbench Users with Tier II certification can modify configurable text for the following items:

- Submit/Apply Button text
- Confirmation title text

To customize text for the Submit/Apply button:

- 1. In Workbench, select Tools > Talent Gateways > Text customization.
- 2. Click the edit icon for the TG you are customizing text for.
- 3. On the Notifications tab, configure text for the Submit/Apply button.

Figure 130: Submit/Apply Button text customization



To customize text for the Confirmation title, select the Titles tab, enter text for the Confirmation title.

Figure 131: Talent Gateway text customization, Titles tab

1817							and a second	 8
			1997 C 1997	10.10.10	10.10.10	10.10.10	Au Au	dit Trai
es Profile builder	Edit profile	Search	Search results	Job details	Search agent	300 cert	Resume/CV posting	
		R						
Show me								
Show me								
	Show me	an Profit Edit Builder große Sibov.me	In Profile Fold Search Reprofile Operands	In Profile Fold Search	An Profile Edit Scarch Courts Job Provider growthe generoods Courter of the second scarch and the second scarc	An Printe for for for grant for the former of the former o	An Profile Bill Search Search data Search data growing growing generations with data search data Growing Schow ma	Ans Printer Edit General General Judy Ecteral Judy Bestered Judy Bestered V Distance Statements Statement

Integration - Searchable KAS Assessment Grid on the Talent Record

For organizations that use Kenexa Assessments with KRB, the Talent Record's Integration tab displays the list of assessments and results for the candidate.

Benefits

Recruiters can quickly see a list of assessments a candidate has completed along with their test results.

			< Profile	1 of 1 >			_	7.8	
Actions	Overview	Resume/CV	Forms		Notes	HR status		Referral status	
🕤 File to req	eLink	Communications	Interview s	nterview schedule Integration		Attachments		Agency	
File to folder								Print	
Forward via e- mail Send eLink	Assessments								
Send candidate	Date sent/completer	Ron by	Ascessment type	Name	Considered for	Status	Result	Recommendation	
Create document	22-Jul-2008	McEachern, Kevin	N/A	Medical Spelling	85BR: Nurse - 11 Assessments	Completed	58%	N/A	
Erase candidate	08-Oct-2008	McEachern, Kevin	N/A	A+	90BR: Teacher	Completed	21%	N/A	
Edit codes									

Business Need

Recruiters no longer need to open each assessment form on the Talent Record to see the assessment name and corresponding results.

How It Worked Before

The KAS offering did not provide the ability to see a list of all the assessments a candidate completed.

Cost

This feature is included in the cost of the Searchable KAS offering.

Visible Changes

There are no visible changes without Workbench configuration.

Limitations and Known Issues

In the Req folder Grid in KRB, there exist some limitations regarding the ability to quickly identify results that correspond with assessments. This is due to limitations in our Verity configuration, which do not have Boolean relationships between output fields.

How do I get this feature?

This feature is available in October, 2008

Using this Feature

When a recruiter sees this in the Forms tab:

Figure 128: KAS Assessments listed on the Forms tab of the Talent Record

						<	Profiles of 1	2						
Actions	QY	ervien		Resum	na/CV	Form	E	Notes		HR. status		Ref	errál et:	tue.
File to req	eLné Communicationa		Inter	nterview schedule Integration		Attachments			Apancy					
🖬 File to folder			4	electi	on details B	cktra	ck Employme	nt Screeni	ng Rep 💌 🥂	idd form		sk blank	form	Print
Formard via en				o-lone-										
Send eLink														
Send candidate		Last	-		Provenue		() and	0.etc	Added by	Form		1 minutes	PARTY OF T	Delete
Create document		Lantion date		110.				odded	waters by					
Erase candidate		15-Jul-	1293	502	VAS Assessme	262	McEachern,	15-34	McEachern,	17	4	1	ē.	8
Edit codes		2008			18989 Engine with Assessme		Kevin	2008	Kevin		10	0.20	-	
		11-Jul- 2008	1293	430	KAS Assessme 1050P.Sector with assessme	Ldr.	McEachern, Kevin	11-Jul- 2008	McEachern, Kevin		4	1	ē	8

He or she will also see this in the on the KAS Assessments grid on the Integrations tab:

Figure 129: Assessments Grid on the Integrations tab

	Resume/CV	Forms			IR status		Referral status
Link	Communication	is Interview i	schedule In	stegration A	ttachments		Agency
							Pr
Assessments							
Date sent/compl	eted Run by /	Assessment type	Name	Cansidered for	Status	Result	Recommendation
15-Jul-2008	McEachern, Kevin	N/A	Medical Terminology - Pharmacology	1898R:Engineer - With Assessment	Completed	70%	N/A
11-Jul-2008	McEachern, Kevin	N/A	Medical Terminology - Pharmacology	1868R:Section Ldr - with assessment	Completed	20%	N/A

The Result column displays the results as a hyperlink to the candidate form.

Note: The Considered for column displays as a hyperlink only for for PreVisor assessments, and only if the client setting IntegrationAssessment Considered for/Result is enabled in Workbench. The Considered for column is never a hyperlink for Prove it! or Searchable KAS. Clients previously configured for PreVisor who have changed to Kenexa Prove It! or Searchable KAS will still be able to access the "considered for" link for any PreVisor administered assessments.

Enablement Steps

Workbench

For clients who are not currently using an Assessments vendor, enable the client setting Searchable KAS. For clients who are already using PreVisor or Kenexa Prove It!, the Integration tab already displays the Assessments grid.

Assessment form information for all assessments a candidate has completed appear in the grid.

Ongoing Globalization

Kenexa Recruiter® BrassRing is continually expanding the number of recruiter and candidate locales available. Release 11.5 introduces two Talent Gateway locales, Traditional Chinese and Slovenian, and offers seamless resume extraction and Event Manager in Canadian French.



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* Base locales: English (US), English (UK), Dutch, French (Canada), French (France), German, Italian, Japanese, Portuguese (Brazil), Spanish, and Swedish. These languages are available for both recruiter (Kenexa Recruiter® BrassRing) and candidate (Talent Gateways) languages.

^ Auto-extraction languages

Recruiter Experience - Adding Job Specific GQ Questions while Posting Reqs

Your organization can make individual questions associated with one or multiple Gateway Questionnaires available for selection in KRB on the Posting options page. Once this functionality is configured and available, KRB users have more flexibility when selecting questions for a requisition. They can add both job-specific questions from a Gateway Questionnaire *and* Talent Gateway default questions at the same time.

When you are posting or re-posting a req and you select a GQ with job-specific questions, you can add questions, score questions, and delete questions on the spot.

KRB checks for duplicate questions in all question sources, including job-specific GQ questions, GQ forms, other Gateway Questionnaires, Talent Gateway default questions, Job code default questions, and questions from all these sources on all Gateways to which you are posting.

The same rules are in force for all Talent Gateway languages.

Benefits

KRB users benefit from more choices and a more efficient workflow when posting reqs.

Business Need

Using the job-specific questions feature, organizations can capture job-specific data that are not associated with the job code default data, such as the country-specific information for the position or candidate.

How It Worked Before

Prior to this enhancement, KRB users who were posting or re-posting a req could do one of these but not both:

• Add a Gateway Questionnaire in its entirety.

 Select individual questions from the set of Talent Gateway default questions defined for that Talent Gateway site at implementation time.

KRB users could not take the following actions when posting or reposting a req:

- Select individual questions from a Gateway Questionnaire.
- Select a mixture of questions from both GQs and Talent Gateway default.
- Add, score, or delete job-specific GQ questions.

Figure 1: Talent Gateway site questions page

	(Anderson, Shelby	
	🏘 Selection details	Previously, if you selected a GQ on the
>llowing non-system users when a undidate meets or exceeds target.		posting page, you could not add a questio n, delete a question, or edit a
Featured job	8	score. You had to accept the GQ in its
★ ← required field		entirety.
Save Reset	Cancel	

Visible Changes

There are no visible changes in KRB without configuration.

Limitations and Known Issues

As in past releases, when you select GQs without the JSQ widget, you cannot add or delete individual GQ questions, nor can you edit scores for them.

Best Practice Recommendation

If you elect to use this feature, you must decide whether to make some or all of your Gateway Questionnaires "job-specific." If you make only some of your GQs "job-specific" (as opposed to all of them), Kenexa recommends that you use a naming convention for your GQs that indicates the presence of the JSQ widget so that this is obvious to recruiters when they click the Edit site questions drop-down list on the Posting options page in KRB which GQs are "JSQ GQs." Please see page 15 for more information about JSQ GQ configuration.

Cost

There is no additional cost for this feature.

How Do I Get this Feature?

This feature is available in late December, 2008. To enable this feature, contact your Kenexa consultant (and in some cases your organization's Tier 2 Certified Workbench User).

Using this Feature

There are several points where questions can be included automatically in the candidate's workflow. Kenexa personnel (or in some cases, Certified Workbench Users) can:

- Add default questions to Talent Gateways.
- Associate questions with requisitions through Job Code Default Data configuration.
- Add form questions to Gateway Questionnaires.
- Make GQ questions available as job-specific questions by using the new Job Specific Questions (JSQ) widget.

When working in KRB, recruiters can use a variety of methods to add and delete questions to and from a req while posting it, depending on how your organization uses the question sources described above.

Selecting GQ Job Specific Questions while Posting Reqs

The new functionality in this release is the ability to select a GQ with job-specific questions when posting or editing posting options for a req. In addition, the system detects duplicate questions from all possible question sources and does not allow you to add a duplicate question from within any workflow, thus ensuring that a question attached to the req and directed to the candidate is included once only.

The example below describes how to edit posting options for a req.

To edit posting options for a req:

- 1. Navigate to the req (for example, select Reqs > My reqs > Open).
- 2. Click the Posting options icon for it. The Edit posting options page displays.

Figure 2: Edit posting options

sting 61068 lent Gatew	R : Food Services Di ays	rector				Select jo	b posting preview			
Select all	Gateway site	Days un		ays to emain p	osted		Removal date	Select Gateway Q	vestionnaire	Edit site questions
Ø	Employee Referral	00 💌		364	~	09-Oct-2008	09-041-2009	None	- 😽 Expa	nd 🛠
	Global Gateway	00 👻	1	89	*	09-Oct-2008	07-316-2009	None	🛩 🐗 Expa	nd 🔦
Ø	Internal Candidates	00 💌		89	~	09-0ct-2008	07-Jan-2009	None	🖌 💐 Expa	od 🔦
	JH External Career Site	00 💌		365	*			None	💌 🐴 Expa	ed 🔦
	JH2 Campus Career Site	00 👻		90	*		R	None	- 4 Expa	nd 🔦
Ø	PM External Career Site	00	1	364	~	09-0ct-2008	09-0:0-2009	None	M Expe	nd 🔦
	SD External Candidate Portal	00		90	~			None	Y 4 Expe	nd 🔦
	US Campus Recruiting	00 👻		90	*			None	M Supa	nd 🔦
jency Mana Select all	gers Agency Manager		Davs	until	Days	s to	Posted date	Removal date	Select/edit	Edit site
Select all	Judench unuder		Dest			ain posted		Contra Carlo Carlo	agency access	questions
	The Agency Manage	5	0	0 💌		100 💌			/	*
her posting	options									
Posting int	erlace	Da	te v	obmitte	d	Start da		g ition/duration	Post/edit det	ails
Community	Gatemax Post								1	
					0	K Cancel	Refresh			

The check mark in the Talent Gateways column indicates that the selected requisition is posted to that gateway.

3. Select a GQ containing a JSQ widget in the Select Gateway Questionnaire list and click the Edit site questions icon for the gateway to which you are posting. [Note: Clients should either make ALL of their GQs "job-specific," or name their job-specific GQs in an informative manner. Please see the "Best Practice Recommendations" section on page 2 and see the "Enablement Steps" section on page 15 for more information.]

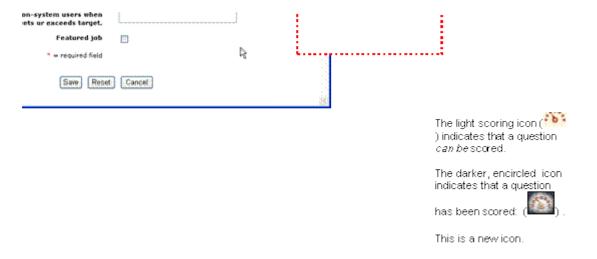
When you select a JSQ GQ, you can add questions, delete questions, and edit question scores. You can add, delete, or score questions for JSQ GQs only.

Select all	Gateway site	Days until posted	Days to remain posted		Removal date	Select Gateway Qu	estionnaire	Edit sit questio
2	Employee Referral	00 💌	364 💌	09-Oct-2008	09-0 ct-2009	Nont	- 4 Supar	xd 🛠
2	Global Gateway	00 🛰	89 💌	09-Oct-2008	07-Jan-2009	None	🛩 🐗 (spar	d 🔦
2	Internal Candidates	00 💌	89 💌	09-Oct-2008	07-Jan-2009	None Campus Application Cashier 1.0 (English	(English (Unit	d 🔦
	JH External Career Site	00 💌	365 🛩			Customer Service 2 Oustomer Service 2	1 (English (Ur & Annar	d 🔦
	JH2 Campus Career Site	00 🖌	90 🛩			Customer Service 2 Gateway Questionn	3 (English (Ur aire 4 (English	2
	PM External Career Site	00 👻	364 🛩	09-Oct-2008	09-Oct-2009	General Application General Application McKinsey Online A	- Optional Log	d 🔦
	SD External Candidate Portal	00 💌	90 💌			Retail US GQ Demo USH Candidates (E	(English (Uniter (mar	<u>d</u>
	US Campus Recruiting	00 🛩	90 🛩			None	Mar (spar	d 🔦
jency Mana	gers				Rese	t Gateway Questionn	aire(s) to default	0
Select all	Agency Manager		ys until Days sted rema	to in posted	Posted date	Removal date		Edit site questions
	The Agency Manage	e 11	00 🗸	100 🛩		1	1	6

Figure 3: Select a JSQ GQ and click Edit site questions.

4. Click Edit site questions. The Talent Gateway site questions page displays.

Figure 4: Talent Gateway site questions with active "Add a question" button



5. On this page you can:

- Add questions
- See whether "scorable" questions are already "scored" (¹¹) or "to be scored" (¹¹)
- Edit scores:
 - Enter or change the Target score
 - Enter or change the Minimum score to administer the assessment

• Select system user and non-system user recipients for notifications when candidates meet or exceed the target score

- Specify if this is a "featured job" or not
- 6. To add a question:
- a) Click Add a question. The Add question window opens.

If any of the question sources associated with this req includes one or more of the selected GQ's job-specific questions, those questions are not available for selection in the Available values or Selected values list of questions. This keeps you from adding a question twice from different sources.

Figure 5: Add a question window; does not include duplicate questions from any source

Select a field and click 'Add' or 'Remove'; to move it from o search through the list of question for a particular search st dranced Search' button		
Available values		
Current selection(s)		
A	Selected values	
	Current selection(s)	
		<u> </u>
ump to		8
All questions Selection details Marital Status Location Standard External Questions What are your salary requirements? How much do you travel now? Can you show proof that you have the legal right to work i Have you informed your manager that you are applying fo Current title Current department Current manager Current work location Current salary	>> Standard Internal Questions How much are you willing to travel Are you willing to relocate? Date available to begin working Describe your ideal job How did you hear about us <	I? Move up V Move down
Current bonus eligibility Current options and vesting schedule	•	Selection details
Briefly describe your career objectives and reasons for put	Questions selected	for your job posting
Questions you can add to your job posting		
Advanced Search		

Note: If there is a very long list of questions, you can use the Advanced Search button below the Available values area if it is enabled. See page 43 for more information about this feature.

7. Select questions in the Available values list and click the Add (>>) button to move them to the Selected values list. Change their order using the Move up and Move down buttons if desired.

8. When you are finished selecting questions, click Save.

9. KRB automatically checks for the presence of duplicate questions at the Talent Gateway level. If the questions selected are present in more than one of the selected Talent Gateways, KRB displays a message similar to the one in the screen capture below.

If this is a Global Talent Gateway, the screen displays the gateway name followed by the language in parenthesis.

Figure 6: Duplicate questions message

		ed, however the following job specific	
on(s) already exists for estions do not appear o		duplicate question(s) will be removed so twice.	o that
Gateway Name	GQ Name	Question	
MaKensie Global Gateway	MaKensie Online Application Form	How did you hear about this position?	T
Internal Candidate		Are you willing to relocate?	
PM External Career Site		Have you ever been convicted of a crime?	
		Have you ever been conviced of a crime?	
			3
Q			2

10. If there are no duplicate questions, the following confirmation message appears when you click OK to save the GQ questions to the Edit posting options page.

Figure 7: Posting options saved successfully message



Editing Scores in the Talent Gateway site questions Window

When you select a combination of questions that are scored differently, the Highest possible score field displays the sum of the highest score for all the questions to be included.

The highest possible score calculates the following and displays the total:

• the Gateway Questionnaire scoring (the sum of highest score answers for all GQ questions with scoring)

PLUS

• the Job specific questions scoring (the sum of highest score answers for all selected site questions with scoring)

Previously, the highest possible score displayed the total for one or the other.

Example #1: Assume you are posting a req to a Full Talent Gateway with default questions and job-specific GQ questions: When the JSQ GQ is selected and saved, the Highest possible score field displays the sum of the score on the Add a question page plus the GQ score.

Example #2: Assume you are posting a req to a Full Talent Gateway. The req itself contains job code default questions. You select a GQ that contains form questions and job-specific questions. The Highest possible score displays both job code default question scores and Gateway Questionnaire scores (that is, the sum of the highest score for all questions to be included).

Scored Questions

When a candidate responds to GQ questions associated with a req, the Talent Gateway builds a response form. The response form displays a summary of scores for that questionnaire. (Note: This is existing functionality.) KRB displays one link to the Gateway Questionnaire job response form and one link for each job to which the candidate applied for that submission.

Note: The Job Responses that are hidden for certain Req template privileges are not visible from this screen.

To see the job response forms:

1. In KRB, select Candidates > My candidates > Candidate > Forms.

2. The Multiple forms list for < Candidate Name> window displays.

The screen capture below displays the Gateway Questionnaire job response form, the individual job response forms, and the Talent Gateway form questions, all created by the same job submission.

Figure 8: Viewing a Candidate's forms

Gateway Questionnaire job response form

Individual job response forms from the same submission

Editable form that contains all of the Talent Gateway form

questions (JSQs and GQ that are part of the Talent Gatevvay form)

Multiple forms list for: Blazer, Martha

Assessment Results

Add form

eLink blank form

			Assessmen	t Results	commences and	 Add for 	m	eLir	ik blani	k form
🏘 Selec			ection details							
Last action date	Form ID	Form name	Last edited by	Date added	Added by	Form approval				Delete form
04-Sep-2008	168	Gateway questionnaire icb response - Global Gateway/6000BR, 5942BR, 6104BR	Submission, System	04-Sep-2008	Submission, System		đy		ē	
04-Sep-2008	44372	Job response : Global Gateway/6000BR	Submission, System	04-Sep-2008	Submission, System		4		ē	
04-Sep-2008	44071	Job response - Global Gateway/594288	Submission, System	04-Sep-2008	Submission, System		41		ē	
04-Sep-2008	44757	Job response - Global Gateway/6104BR	Submission, System	04-Sep-2008	Submission, System		4		ē	
04-Sep-2008	43809	Tatent-Gateway Global Gateway	Submission, System	04-Sep-2008	Submission, System		4	1	ē	Ē
29-Aug-2008	167	Gateway guestionnaire lob response - Global Gateway/5821BR	Submission, System	29-Aug-2008	Submission, System		4		ē	
21-Aug-2008	43954	Talent-Gateway- Global Gateway	Submission, System	21-Aug-2008	Submission, System		4	0	ē	8
21-Aug-2008	43953	<u>Job response -</u> Global	Submission, System	21-Aug-2008	Submission, System		4		ē	

Note: The Job Responses that are hidden for certain Req template privileges are not visible from this screen.

The Gateway Questionnaire Job Response Form and Scoring: If you click on the link for the GQ job response form, it displays in the same way as it has in the past, with a total score for the combined questions. If the JSQ GQ feature is enabled, you can see the individual jobs to which the candidate applied in the same job submission listed in the last section of this form, as shown in the screen capture below. Each requisition number is listed, separated by a comma.

Figure 9:	Gateway	Questionnaire	Job Res	ponse Form
		C		

Gateway Questionnaire Job R	lesponse-Global Gateway/5938BR (for Blazer, Martha - Microsoft Internet E 🗔 🗖
External Gateway: 50		
Skills and Qualifications 5	a –	teway Questionnaire responses: This total does
How many years of retains you have?	CALCULATION OF THE OWNER OWNER OF THE OWNER OWNE	
Years of custor	mer service experience 4-7 years	s
Are you available to work and evenings?	overtime, weekends Yes	
How many years of cash h you have?	andling experience do 7 - 12 mo	onths
EEO Information : 0		
Do you wish to an	nswer these questions? No	
Date added	04-Sep-2008	Submission, System
Submission Job Responses	5	
Job response - Global Gate	eway/5969BR for Blazer, Martha	
and shall references and the strategy of the	eway/5969BR for Blazer, Martha eway/6000BR for Blazer, Martha	Links to job responses for individual job scoring

Note: The scoring for the Gateway Questionnaire responses appears at the top of the Gateway Questionnaire Response form. This total does *not* include the Job Specific Question scoring. Users must go to the Individual Job Response forms to see that.

Individual Job Response Form and Scoring:

You can display the individual job response form by clicking on the link for that job. The questions and scoring for that job display as they would if the user had clicked on that same link that is also listed in Multiple Forms list. Both links display the individual scoring as shown in the screen capture below.

Figure 10: Scores on the Job response form for the req

📝 Job response - Global Gateway/5969BR f	or Blazer, Martha	?Help
Gateway Questionnaire score: 50 Jub Specific Questions score : 50 Total score: 100		
How did you hear about this posit	ion? Career Fair	
This score totals the individual questions. Date available to begin work	ing? 27-Aug-2008	
Can you show proof that you have the lega right to work in the US?	l Yes	
What are your annual salary requirements (including commissions and bonuses)?	\$50,000 - \$74,000	
What is the highest level degree you have completed?	Bachelors	15
How long have you been in the education industry?	0-3 years	5
What area do you primarily te	ach? Elementary	10
What has been your average classroom s	ize? 16-30	20
Date added 04-Sep-2008	Submission, System	
	Close	0

The Job Specific Questions are displayed in the Job response form above. The Gateway Questionnaire score displays at the top of this form, the individual job specific questions are totaled and displayed in the Job specific questions score field and the sum of both forms' questions (100 in the example above) are displayed in the Total score field.

Note: The location of the Submission Job Responses section within the Gateway Question Job Response form depends on where the JSQ widget was originally placed.

Candidate Experience - Talent Gateway Form

All Talent Gateway form questions display in editable form in the Talent Gateway form shown below. This form is created using Talent Gateway form questions from the Gateway Questionnaire, plus all the responses from the job specific questions in that submission.

Figure 12: Talent Gateway Editable Form

🕈 Taleat-Gateway - Global Gateway for Fairbanks, A	manda	2 Help
GENERAL		
Are you willing to travel?	O No O Yes	
Are you willing to relocate?	O No O Yes	
Can you show proof that you have the legal right to work in the US?	O No O Yes	
Date available to brgin working?	E	
How did you hear about this position?	👻	
Do you have a valid drivers license?	⊙ No ⊙ Yes	
Identify the highest level of education completed	Selection details	
Have you ever been convicted of a crime?	O No O Yes	
too many years of related professional experience do you have for the position you are applying for?	M Selection details	
Do you have your own tools?	© No © Yes	
What are your annual salary requirements (including commissions and bonuses)?	Selection details	
Why are you interested in exploring new opportunities at this time?		6
		🖌 Expanded view
Please describe your ideal position.		8
		A Expanded view
SALES		Contraction of the local data
Percentage of 2008 quota attainment	M Selector details	
What percentage of time have you hit the target goots or exceeded it?	A Selection details	

Talent Gateway Changes

This section describes the workflow starting from when the candidate selects the Gateway Questionnaire in the Talent Gateway.

Completing Job-Specific Questions on a Talent Gateway

In the following example, the candidate is applying to a req with job-specific questions. When the candidate navigates through the Gateway Questionnaire, and clicks the Previous or Next buttons, values are retained for both pre-existing widgets (Resume, Questions, and JSQ widgets).

Note: When a candidate applies for a job through a Talent Gateway, he or she proceeds through several different sections or pages of the application. The example below shows a "Job Specific Questions" section as part of the workflow. This section does not necessarily exist in your organization's application process on Talent Gateways; it is for illustrative purposes only.

Figure 13: Example: GQ progress bar showing Job Specific Questions



If the candidate applies to multiple jobs ("mass apply") in one submission, the questions from all sources are consolidated on one page in two sections: A common questions section and a job-specific questions section for each job title.

Figure 14: Example of common and job-specific questions

Are you eligible to work legally in the United States? O Yes O No (Note: If called for an interview, you must present proof of eligibility) O Yes O No Are you willing to relocate? O Yes O No When are you available to start work? MYYYMMDD Questions for <3ob title 1: 4-Dec-2008> Are you betwork - certified or eligible for certification? Are you betwork - certified or eligible for certification? O Yes No Are you bonded? O Yes No Questions for <3ob title 1: 4-Dec-2008> No Please list the vendor certifications you have achieved in information technology. Image: Certification of the ce	sume & Contact Information Availability Experience & Edu	cation EE0 Information Skills and Qualifications Job Specific Question
Are you willing to relocate? O Yes No When are you available to start work? YYYYMMDD Questions for <30b title 1: 4-Dec-2008> Are you Network+ certified or eligible for certification? O Yes O No Are you betwork+ certified or eligible for certification? O Yes O No Questions for <30b title 1: 4-Dec-2008> O Yes O No Questions for <30b title 1: 4-Dec-2008> Please list the vendor certificationry you have achieved in.	(Note: If called for an interview, you must prese	
Questions for <3ob title 1: 4-Dec-2008> Are you Network+ certified or eligible for certification? Ores ONO Are you bonded? Ores ONO Questions for <3ob title 1: 4-Dec-2008> Please list the vendor certifications you have achieved in	the second se	O Yes O No
Are you Network+ certified or eligible for certification? O Yes O No Are you bonded? O Yes O No Questions for <3ob title 1: 4-Dec-2008> Please list the vendor certifications you have achieved in	When are you available to start work?	100Y/MM/DD
Are you bonded? O Yes O No Questions for <3ob title 1: 4-Dec-2008> Please list the vendor certifications you have achieved in	Questions for <3ob title 1:4-Dec-2008>	
Questions for <3ob title 1: 4-Dec-2008> Please list the vendor certifications you have achieved in	Are you Network+ certified or eligible for certific	abion? O'Yes O'No
Please list the vendor certifications you have achieved in	Are you bonded?	O Yes O No
	Questions for <job 1:="" 4-dec-2008="" title=""></job>	
		ieved in.

The questions presented to the candidate display in the following order:

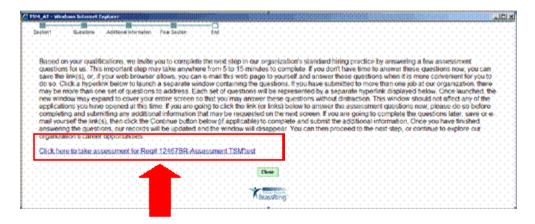
1. Talent Gateway default questions (if selected for one or more of the jobs) display at the top of the page with no header.

2. Job-specific questions selected for each job. Each job section has a header with the job title.

Note: If two jobs have the same question selected, and the question is not a default question for the Talent Gateway, the question displays twice – once for each job.

Once the candidate submits the application with the job-specific questions, the system calculates the scores. If the client has Searchable KAS and has set up assessment thresholds, and the candidate's score meets that threshold based on both the GQ score plus scores for job-specific questions, the Talent Gateway displays a message similar to the one below and provides a link to the Assessment questions.

Figure 15: Assessment Threshold



The message includes a link to assessment questions for each job for which the candidate met the threshold.

Enablement Steps

This section describes how to enable the Job Specific Questions widget functionality for Gateway Questionnaires.

A Kenexa consultant or Certified Workbench User (Tier 2) must add the Job Specific Questions (JSQ) widget to Gateway Questionnaires.

Note: Kenexa renamed the "Resume widget" to "Complex widget" and expanded its use in Gateway Questionnaires. You can see the renamed widget on the Widget properties page.

Reminder: If your client is configuring Gateway Questionnaires for the first time, you must:

1. Configure the client setting.

Select Admin > Manage clients > Edit client settings for the client.

a) Set the client setting Gateway Questionnaires to Yes.

- b) Click Save.
- 2. Enable Talent Gateway user type privileges for the appropriate user type(s).

Select Tools > Users > User types > Edit type permissions for the user type.

- a) Click Talent Gateway.
- b) Select the check box for TG privileges: Select / deselect Gateway Questionnaires.

3. Add one or more Gateway Questionnaires with various types of widgets, including the JSQ widget.

Updating Your Existing Gateway Questionnaires

You can edit Gateway Questionnaires that are saved as drafts. You cannot edit GQs that have already been activated. If you decide to add the JSQ widget to any of your existing GQs, you will have to save the existing GQ as new and make the changes to the duplicate GQ you created as a result of the "Save as new" action. New GQs are always saved as draft GQs until you activate them.

Either the Kenexa consultant or the client's Tier 2 Certified Workbench User can perform the following steps:

To add a Job Specific Questions widget (JSQ widget) to a Gateway Questionnaire:

1. In Workbench, select Tools > Gateway Questionnaires. The Draft questionnaires view of the Gateway Questionnaires page loads by default.

2. You can either create a new GQ ("from scratch," or by saving an existing one as new), or you can edit a draft GQ.

3. Once the GQ is saved on the Draft Gateway Questionnaire page, find and select the radio button for Gateway Questionnaire you want to edit.

4. Click Administer Section/Pages.

On the Section & page list page, click Add section to add a new section if necessary

- a) Click Add new page to add a page to a section.
- b) To add a widget to a page, select the page and click Administer widgets.

Figure 16: Example Section & page list for a GQ

Add new section	Section/Page	Destination	1641	View	Administer	100
Add new page			I proposition	Antopolation	malgets	midge
Delete	E Section1		/	4		
Deett	Resume/CV	Next page in Gateway Questionnaire	1	4		
•	-Contact Information	Next page in Gateway Questionnaire	1	4		
•		Next page in Gateway Questionnaire	1	4		
	Education	Next page in Gateway Questionnaire	1	4		
	Attachments	Next page in Gateway Questionnaire	1	4	-	
	Lob specific questions	Next page in Gateway Questionnaire	1	4	=	
	E Questions		1	4		
	Louestions	Next page in Gateway Questionnaire	1	4	=	
	E Additional Information		1	4		
	Additional job-specific questions	Next page in Gateway Questionnaire	1			
_	-Additional Information	Next page in Gateway Questionnaire	1	-	-	
	EFinal Section		1	4		
	L_Submit	Next page in Gateway Questionnaire	1	4	-	
	BEnd		1	4		
	L_Close	None	1		1771	

5. For a brand new GQ for which no widgets have been created, the Administer widgets page contains one empty widget.

Figure 17: Administer widgets page

	Empty widge	t				
Workber	nch		-	2	Select environment [GA Select a client: [demo-int] KRB URL: https://dem	ebil branning constitional
aals-	🗸 Training 🛛 🗸	Admin	×		Hume Help Privacy P	ulicy Resource Center Log
Actions + Add new widget	Gateway Questionnaire: 3 guestions Administer widgets		e > Section: Additio	nal Information :	Page: Additional job-specific	Show Gateway Guestionnaire list Administer sections/pages
Cut wrepet				A		
Partnershipt						
Delete - Spit						
Add new row						
Merge Celle Dimenge cell						
Add over taking						
Preview page						

- 6. To add a widget, click Add new widget in the Actions menu.
- 7. The Widget properties window opens.

Figure 18: Widget properties window before you select anything

Question source	C Text C Graphic C Complex Widgets	1
Question		
Bold	v	
Italic		
Alignment	● Default C Left C Center C Right	

8. In the Widget properties window, select Complex Widgets for the widget type.

Figure 19: Gateway Questionnaire new Job Specific question source

		"Complex Widgets used to be
ia%	Reven to saved Concel	"Resume"

Select Complex Widgets, and then select Job specific **questions**.

Note: On the Widget properties page, the option "Complex widgets" has replaced the option "Resume" as one of the widget types you can select. Two error messages referencing the Resume widget type have been changed to reference Complex Widgets:

• "If a page contains the resume upload or resume cut & post widget, then the page's other regions cannot contain any questions or other Complex widgets besides the cover letter widget."

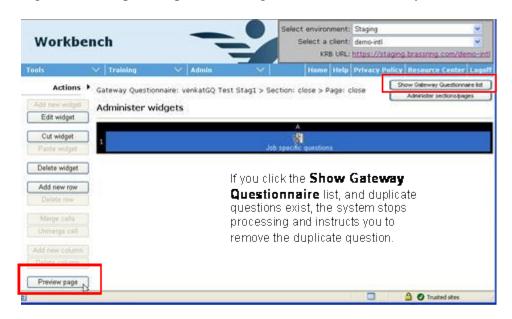
• "For any path, there can be no more than one instance of each of the following types of widgets: Resume (upload or cut & post), Cover letter, Attachment, Experience builder, Education builder, and Job specific questions.

9. Select the radio button for Job specific questions. Once you select Job specific questions, the Optional and Required options no longer display.

10. Click Save.

11. The JSQ widget appears in the Administer widgets grid as shown below.

Figure 20: Job specific questions widget added to the Gateway Questionnaire



12. To view the questions that will be available as job-specific questions to the KRB user when he or she is posting a req in KRB, click Preview page. The Page preview window lists all the questions which have been added to that Gateway Questionnaire.

Figure 21: Page preview for job specific questions

Page preview - Microsoft Internet Ex	plorer	
Page preview		
Locale	Logged in?	Applying for
English - United States		 Single req C Multiple reqs Stand-alone
I The job specific question	s are listed here I	
	Close	

Viewing Widget Properties

To view the properties of the JSQ widget, click View widget on the Administer widgets page.

Figure 22: "View widget properties" window

🛿 View widget properties	Audit Trail
Complex Widgets]
Resume type Job specific questions	
Close	

Rules for Using the JSQ Widget in GQs

This section describes the business rules for using the JSQ Widget in Gateway Questionnaires.

The validation rules for Gateway Questionnaires are in effect. If you violate any of the validation rules for including a JSQ widget in a new or changed Gateway Questionnaire, Workbench displays an appropriate error message when you try to preview or activate the GQ.

When a GQ includes a JSQ widget, you cannot select it in the client settings as the Site general job submission type. See page 23 for more information.

There are rules governing the number of JSQ widgets in combination with other widget types that can be used in a GQ and within the same page of one GQ. See page 24 for more information.

The Talent Gateway alignment setting (set when the Talent Gateway was created) controls the alignment of job specific questions selected on the posted a req.

KRB removes duplicate questions from all combinations of questions that can be selected at posting time.

When updating Gateway Questionnaire associations, you cannot select a JSQ GQ for a Talent Gateway that accepts jobless submissions (non-req-specific, or general, submissions).

Updating Existing Questionnaires

After you activate a Gateway Questionnaire, you must explicitly select your newly activated GQ as a replacement GQ and associate it with past submissions.

To update Gateway Questionnaire associations:

1. Activate the GQ you just created from the Draft Gateway Questionnaire page. Once activated, it is listed on the Active Gateway Questionnaire page.

2. On the Active Gateway Questionnaire page, click Update Gateway Questionnaire associations.

3. In the Update Gateway Questionnaire associations window, select the new/updated GQ in the Replacement drop-down list.

4. Click Save. The GQ associations are updated (as long as no error condition exists).

Error Conditions

Workbench displays an error message under the following conditions:

• When there are duplicate questions present, the following error message displays:

"A question on this Gateway Questionnaire already exists as a job specific question on one or more associated jobs. You need to eliminate the duplicate question before processing can continue."

Remove duplicate questions from the appropriate question source. If the GQ with the JSQ widget has questions that are duplicates of questions from other sources (questions from other widgets in the same GQ, Site questions, Job code default questions, and so forth), you must check each source manually to determine from which source of questions you want to remove the duplicate question(s). You may have good reasons why specific questions must be a Talent Gateway site question, for example. Workbench cannot determine the optimal placement for questions that are duplicates.

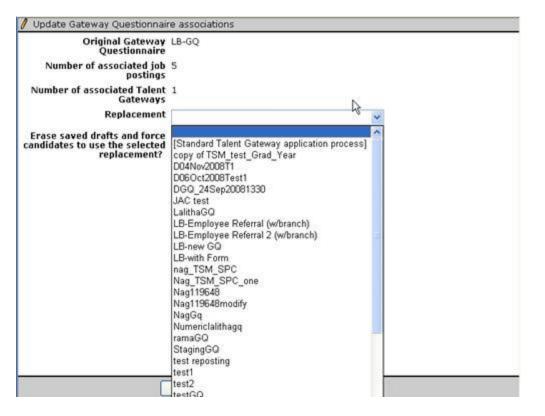
• There were one or more jobless submissions (general submissions by candidates that are not submissions to specific requisitions) associated with the GQ you are trying to replace with the JSQ GQ. A JSQ GQ cannot be associated with jobless submissions.

• When a user attempts to Update Gateway Questionnaire associations for an existing GQ that is selected as Site General job submission type for one or more Talent Gateways.

"This update cannot be completed because Gateway Questionnaire Job Specific Question widgets cannot be associated with site general job submissions types."

Under these conditions, when you close the error message, the GQ associations are not updated at that time.

Figure 23: Selecting the replacement GQ when updating GQ associations



Site General Job Submission Type

When a Talent Gateway is created, the default job submission type must be specified for the site. GQs containing the JSQ widget are never included as a choice in the drop-down list for the Site general job submission type.

Existing GQs and Site General Job Submission Type: When a user clicks Update Gateway Questionnaire associations for an existing GQ that is selected as Site general job submission type for one or more TGs, the system checks to see if the updated GQ has JSQ widget. If it does, the following error message displays: "This update cannot be completed because Gateway Questionnaire Job Specific Question widgets cannot be associated with site general job submissions types."

To see the "Site general job submission type" setting, select Tools > Talent Gateways > Admin > Edit for a specific Talent Gateway.

Figure 24: "Site general job submission type" setting

🖉 Talent Gateway deta	ils		Audit Trail
Landing page text:	<pre><div class="vwtext" style="width:600px;padding- left:40px;padding-top:15px;"></div></pre>	X N	
Client name for candidate reference email: Client name for windows title:		Any GO with the JSO Widget will not appear in this list	
Site general job submission type:	Resume/CV Resume/CV		
Days before posting: Days to remain posted: Automatically pass:	Campus Application Campus Application Cashier 1.0 Customer Service 2.1 Customer Service 2.2 Customer Service 2.3 Gateway Questionnaire 4 General Application - Optional Login McKinsey Online Application Form Retail US GO Demo USH Candidates	w in	a Gateway Questionnaire includes a JSG idget, that Gateway Questionnaire is not cluded in the drop-down list for the Site eneral job submission type.
	MBA Codes Selected(0) List>		×
	Save Reset to Saved	Cancel	

Rules for Widgets in a GQ

No. of widgets of all types in a GQ: You can include one (1) instance of each of the following widget types in a singlesubmission path:

Resume upload OR Cut & post

Cover letter

Attachment

Experience builder

Education builder

Job specific questions

If you put more than one widget in the same submission path (even if the widget is on separate pages), Workbench displays the following error message when you try to preview or activate the GQ:

"For any path, there can be no more than one instance of each of the following types of widgets: Resume (upload or cut & post), Cover letter, Attachment, Experience builder, Education builder, and Job specific questions."

No. of JSQ widgets allowed in GQ with no branching questions: You can include one (1) JSQ widget in a Gateway Questionnaire with no branching questions in the path leading to submission.

No. of JSQ widgets allowed in GQ with branching questions: When you use branching questions within a GQ, you create separate paths, one for each branch. You can include more than one JSQ widget within a Gateway Questionnaire as long as each JSQ widget is on a different branch

and leads to a different Submit page. You must place the JSQ widget after the branching question and before the Submit page for the branch.

Widget order: You cannot place a JSQ widget after the Submit page (for example, on the Confirmation page).

Page-Level Rules for JSQ and Other GQ Widgets

You can include on the same page as a JSQ widget the following widget types:

- Education builder
- Experience builder
- Cover letter
- Text widgets
- Graphic widgets
- Question widgets

You cannot include on the same page as a JSQ widget:

- A Resume upload widget
- A Resume cut & post widget

Note: In general, you cannot include other complex widgets or questions on the same page as a Resume upload widget or a Resume cut & post widget.

• An Attachments widget. Note: You can use only text or graphics widgets on a page with an attachment widget.

From the candidate's point of view, all job specific questions appear on one page, even if the candidate applies to multiple jobs in the same session.

JSQ GQs and Referral Talent Gateways

You cannot use a GQ with a JSQ widget on a Referral Talent Gateway. [The referring employee submission configuration for referral Talent Gateways prevents GQs with JSQ widgets from being used because the referring employee configuration pulls from the referral TG "Site general job submission site."] For the referred candidate, the referral TG works as it did previously:

If the "referred candidate eLink designated start page" = search jobs, the candidate can apply to jobs with or without Gateway Questionnaires, and those Gateway Questionnaires can contain JSQ widgets. Alternatively, the candidate can apply through a workflow with no GQ.

Answers to Job-Specific Questions are NOT Pre-Populated

When a candidate applies to two jobs with the same Gateway Questionnaire, for all standard GQ widget types, the answers from the first application process pre-populate the answer fields for the second application process.

Because the questions associated with the JSQ widget are job-specific, answers to jobspecific questions entered by the candidate during the first application process do NOT prepopulate the answer fields for the job-specific questions in the second application process.

Alignment Settings (FYI)

The Talent Gateway's alignment setting controls how job-specific questions display when candidates apply for jobs. This setting is existing functionality and has not been changed.

Talent Gateway detai	s	Audit Tra
Period for maximum submissions:	Forever Monthly starting (dd) Yearly starting (mm/dd) Days back (11096)	
Default questions:	Selected(3)	
Choose field options:	Ede	
Forms attached to Gateway:	Assessment Scores	
	Global Application Global Reckground Check	
Question and form	⊗ Default ◯ Left	
Org groups authorized to post to this Gateway:	 All org groups Selected org groups below: 	
	Alt Actorus Alt Regip DE Workgroup ES Workgroup FR Workgroup	1
Remove KRB logo:		
	Save Reset to Saved	Cancel

Figure 25: TG question and form field alignment setting (existing)

The Question and form field alignment setting on the Talent Gateway details page controls the alignment of Talent Gateway questions. To access this setting, select Tools > Talent Gateways > Admin > Edit in Workbench.

Recruiter Experience - Expanded Posting Criteria for Community Gateway/Monster

As of 11/21/08, when recruiters are posting to a Community Gateway with Monster as a posting partner, they are required to select criteria for four (4) new fields on the community gateway's posting page: Job Search Category, Industry, Occupation, and Career Level. Recruiters specify these additional criteria for their posted reqs on the posting side. Please see Figure 44 on page 51 for an illustration.

Benefits

Using the four new fields, recruiters can categorize and post jobs with a high degree of specificity. On the gateway side, candidates can search for jobs on Monster with a similar degree of specificity and retrieve results that match their preferences more precisely. This increases the chance that qualified seekers will find the right jobs.

How It Worked Before

Previously, recruiters had to select occupations and industries from the Category list, and they had no way to specify career level consistently and explicitly.

Candidates had to rely on keyword search to narrow down jobs. Job-specific searches did not retrieve jobs reliably.

Visible Changes

The posting page for community gateways has four (4) new required fields: Job Search Category, Industry, Occupation, and Career Level.

Limitations or Known Issues

The new fields are available in all supported locales but they are not translated.

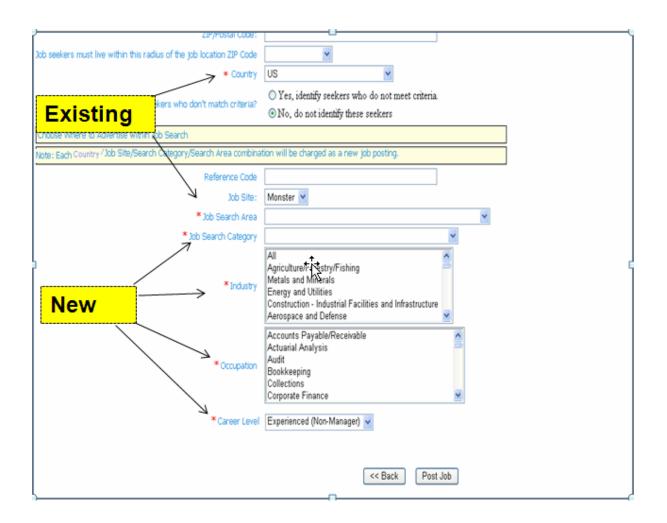
Best Practices

Recruiters must select options for each required field before the job can be posted successfully.

Cost

There is no cost to existing clients who subscribe to Community Gateway.

Figure 44: New fields on the Community Gateway posting page for Monster



How do I get this feature?

This feature is available in Q4, 2008. This feature is available automatically if your organization subscribes to Community Gateway and uses Monster as a posting partner.

Using this Feature

When working on the posting page for a community gateway where Monster is selected as the partner, recruiters must make selections for the four new fields in addition to completing the rest of the posting information.

The system validates all values at the time of posting to prevent the employer from being charged twice by Monster for the same posting.

Enablement Steps

The Navigator utility field option values are pre-populated, so Kenexa personnel do not have to configure anything in Navigator.

Kenexa Systems Engineering configures and maintains the Monster Job Board site and Community Gateways. All the list data for each required field being displayed is defined and provided by Monster.

Recruiter Experience - Including Multiple Interviewers in One Invitation

KRB users can select a maximum of ten (10) system and/or non-system users to include in the e-mail distribution list when sending interview requests or scheduling interviews. The invitation responses are recorded and viewable at a later time.

Benefits

KRB users should experience increased productivity by sending interview invitations to multiple interviewers in one action.

How It Worked Before

In previous releases, you had to create separate interview invitations for each interviewer.

Visible Changes

There are visible changes without configuration in KRB:

• In the Send interview request and Schedule Interview windows, "system user" changes to "system users" (plural) and "non-system user" changes to "non-system users."

• The Select Users dialog box now has "Add" and "Remove" buttons for selecting or removing multiple users.

• The Talent Gateway Interview Schedule tab has a new View response link for viewing interview message responses.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available October, 2008. This feature is automatically available in KRB.

Using this Feature

Using this feature, you can send invitations to several interviewers at once. To send interview requests to and schedule interviews with multiple recipients:

- 1. Navigate to the candidate's Talent Record.
- 2. In the Talent Record, select the Interview schedule tab.
- 3. Depending on what you are doing, click Send interview request or Schedule interview.

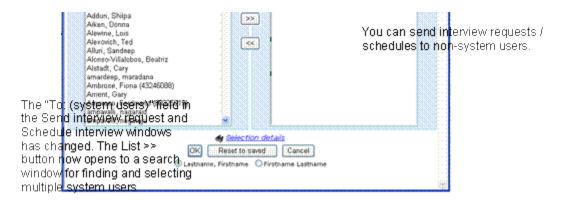
Actions	Overview	Assume	Vicy	Parma	Notes	HR status	Rafe	eral gtatus
File to req	etina	Co	mmunications	Interv	ew schedule	Integration	Attachine	itte i
File to folder								
Forward via e-					Send	interview request	Schedule inte	tview Pr
Send eLink					_			
Send Send	Provide and the second second	Maria	-					
Send communication	Considered for	Date	Tieter	Duration	Scheduled by	Interviewer	Interview	Concel
Send communication Create document Crase centilitate		Caro 11-Sea: 2002	10:45:00 AM	Dorncom 30 minutes	Krause, Joanne	Interviewer pm_krause@hotmail.com		
Send commutication Create document	None	11.5m	10:45:00		Krause,	m_krause@hotmail.com	Pending	informer

4. This example shows the Send interview request window. You can include multiple system users and multiple non-system users in your list of recipients, up to a maximum of ten (10).

• To include system users, click the List >> button. Search for and select users in a typical KRB search box.

• To include non-system users, enter in each e-mail address separated by a comma and no spaces.

Figure 92: Send interview request window with changes



If you try to add more than (ten) 10 users, this error message displays:

Figure 93: Maximum exceeded error message



Note: The Send interview request and Schedule interview windows display how many system users you have selected:

Figure 94: Window shows number of system users were selected

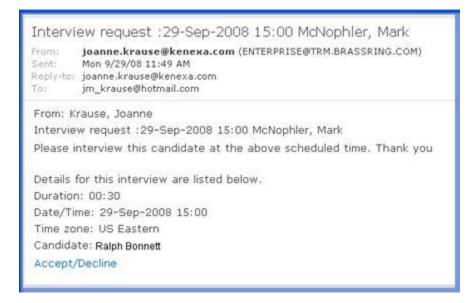
	*From	joanne.krause@kenexa.com	
To: (system users)	Selected (5)	the second se	cynthia coull@kenexa.com,kate.po
		Separate multiple email addre	sses with a comma and no spaces.
	*Start date	11 🛩 Sep 🛩 2008 🛩 🗐	
	Start time	11:30 AM	
		A Selection details	
	Duration	30 minutes 💌	
		dy Selection details	
	Time zone	US Eastern	~
		Selection det	CAUS
	Folder/Status	~	

5. When you are finished this procedure, the users are added to the distribution list for your "interview request" or "schedule interview" communication.

Receiving an Interview request or Schedule interview E-mail

Once you send the request, it appears in the invitée's e-mail box. The screen capture displays a typical interview request sent through this mechanism.

Figure 95: Typical interview request e-mail



The recipient clicks the Accept/Decline link to respond to the invitation in the Interview request window.

Figure 96: Interview request

From	Krause, Joanne
Subject	Interview Request: 29-Sep-2008 15:00 McNophler, Mark
Message text	Please interview this candidate at the above scheduled time. Thank you
ð	View candidate eLink
Interview date/time	29-Sep-2008 15:00
Interview duration	30 minutes
Candidate name	Ralph Bonnett
Considered for	
Reply message	8
	I 🛩
	Accept interview Decline interview

In a normal workflow, the recipient clicks the View candidate eLink to view the candidate's information, enters a reply message, and clicks Accept interview or Decline interview as appropriate.

KRB users can see the record of interview invitations on the Interview schedule tab of the candidate's Talent Record. The system adds one new row per invitee and includes a View response link in the Interview status column if the invitee included a response message with his or her reply.

Figure 97: Talent Record Interview Grid

				< Profilms o	4.1 >			_
Actions	Overview	Resume	e/CV	Forms	Notes	HR status	Refer	ral status
File to req	etink	Co	mmunications	Interv	iew schedule	Integration	Attachme	543
File to folder								
Forward via #-					Send	interview request	Schedule inter	view
Send eLink								
Send eLink Send communication	Considered	Date	Time	Duration	Scheduled by	Interviewer	Interview status	Cancel
Send eLink Send communication Create document Erese condidate		0.44 11-Seb: 2009	10:45:00 AM	Duration 30 minutes	Scheduled by Krause, Joanne	Informer jm_krause@hotmail.com		
Send eLink Send communication Create document Erese condidate Edt codes	for	11:Sep: 2009 11:Sep:	10:45:00 AM 11:30:00		Krause, Joanne Krause,		Accepted	intervier
💰 Send eLink Send communication	for None	11:Seb: 2009	10:45:00 AM	30 minutes	by Krause, Joanne	jm_krause@hotmail.com	Accepted Colew response	untervie 8

If you click the View response link, the reply message entered by the invitee displays in a popup window.

Figure 98: Invitee's message response



Enablement Steps

None

Recruiter Experience - Interview Scheduling Includes Atlantic Time Zone

This feature is available May, 2008

The Interview Scheduling module includes the Atlantic Time Zone (UCT -4).

Recruiter Experience - Job Code Default Data on Multiple Req Templates

KRB saves the site questions and scoring with each Req template associated with a Job code.

Benefits

This enhancement streamlines the posting process.

How It Worked Before

When you (or KRB users) define a job code, one of the steps is to associate the code with one or more req templates (called "Req forms" in the KRB Reqs menu). The last step in the process is to define Job Code Default Data default settings for Talent Gateways. Previously, you could associate the job code with several req templates but the Talent Gateway default settings supported the association with only one (1) req template.

Visible Changes

There are no visible changes without configuration for this feature.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in December, 2008. It is available automatically in KRB.

Using this Feature

KRB users with the appropriate user type privileges can complete the steps described in the next section from within KRB.

As a reminder, this section describes briefly how to add Job Code Default Data. The last step in the procedure is to associate the job code with one or more Talent Gateways. You can edit the site questions for the Gateway(s) at that point, if desired.

The change is in the backend behavior. With this change, all req templates selected for a job code use the Talent Gateway default settings. There are no changes in the procedure as far as the KRB user is concerned.

To create a job code:

- 1. In KRB, select Admin > Admin + > Codes.
- 2. Click the Administer Code List icon for Job Codes.

Figure 14: Administer the code list for Job Codes

				Kesource cel	ster Support	L Help	BrassRing 1
	Regs	Candidates	Reports	Admin		Home	Log off
nin+: Cod	e types show r	esults 1.50 •	j<< < Code	types displayed: 1 = 1	0.of.54 -> >>	-	2
Code	type		Function	Added by	Date added	Adminis code lis	
001			Standard	Administrator, Workbench ()	19-Apr- 2006	1	
002-lost	Agency code		Standard	Administrator, Workbench ()	10-Jul-2008	1	
Ann ñòó	66090000		Standard	Administrator, Workbench ()	07-Dec- 2005	1	
Ann Rek	ocation codes		Standard	Administrator, Workbench ()	07-Dec- 2005	1	
1507.7.650	dates: (last, first)						Privacy

- 3. Click Add New Code.
- 4. Enter the required information in the Add code window and click Save.

Figure 15: Add code window

🖉 Add code - Windows Internet Explorer		
+ Add code		Thelp 🗖
*Code	TEACH1	
*Description	Elementary Teacher	
Job description	achdol teacher	*
	-	~
save Clea	r Cancel	
		5

5. In the Select Req Form window, select the req form(s) this job code can be used with and click Continue >>.

Figure 16: Select the Req Forms to be associated with this job code

C Select Reg Form - Windows Internet Explorer		
+ Select Reg Form		PHelp 🖴
* Select Reg Form	BP Default Data Test Goldberg JobCode Default 1 LB Test No Approval needed Selection details	
* = required field Continue >>	Cancel	
		-

6. For each req form selected in the Select Req Form window, you can complete the Add default req data page. (For example, if you selected four (4) forms, you will be presented with four (4) separate Add default req data windows.) The Add default req data windows display in the same order as the list of req forms in the Select Req Form drop-down list.

Figure 17: Complete the Add default req data window for each Req Form

idd default reg data		2000
Jule under defade		
bib Code	TEACH1 Elementary Teacher	
0.000	Selection details	
Tale		
Job Description	school teacher	
	Expanded view	
Department		
	Selection details	
Recruiter		
	Selection details	
Hanager	Selection details	
Location		
	Selection details	
Ma. of Positions	1	
Reg Type		
	© N/A O Non-Exempt	
	© No.	
	O No	
	O Yes	
Start	normal - Classical California -	4.90.40 Mar

7. Click Continue >>. The Edit Talent Gateway options window appears.

8. For each gateway you check, click Edit site questions. In this step, you are setting defaults for this job code on each Talent Gateway.

Edit Ta	alent Ga	temay options				3	
isting	inteway	23					
	iect all	Galeway site	Durys until posted	Days to remain posted	Poyled date	Edit siles	
		External Site	00 🛩	365 🛩		*	
1	1	Internal Site	00 🛩	365 🛩		*	
1		LB External Site	00 🛩	365 🛩		*	
			Continue >> R	invert to saved Cancel	Raflesh		
			Continue >> R	went to saved	Radeah		

Figure 18: Select the TGs for the Job code and edit the site questions

9. Click Edit site questions to update the question defaults and click Save.

10. The site question information is saved for each of the req forms associated with the job code.

Figure 19: Edit Talent Gateway site questions when adding a job code

Q. Talent Gateway site questions				7 Beth
Add questions A	dd a question			
Question	Default	7 Турн	Edit score	Delete
I am willing to relocate to the following location(s)		multi-solect	197	1
Now many years of direct professional experience do you have in the position you are applying for?	~	sing's select	10	ยิ
What level of position are you currently seeking?	*	multi-colect	6	Ð
Are you willing to travel?		single-select	151	8
Notify the following users when a candidate meets or exceeds target.	Buckley, La Shepport, T	Teleta		
Notify the following non-system users when a condidate meets or exceeds target.	seleccio	n details		
Featured job				
* = required field				
Save Reset	Cancel			

Enablement Steps

None

Recruiter Experience - KRB Supports up to 1500 Candidate Folders

This feature is available August, 2008. This is automatically available in KRB.

KRB supports indexing of candidate data for up to 1500 folders.

Recruiter Experience - Limiting Visibility of HR Statuses in Candidate eLinks

When KRB users send an eLink of a candidate's record from within a req folder, clients can ensure that the eLink recipient sees only the HR status of the candidate as it pertains to the specific req by enabling a new client setting in Workbench.

For example, if the recruiter eLinks the candidate's record from within req folder BR9999, the recipient of that eLink sees only the HR status pertaining to req folder BR9999. If the candidate has other HR statuses for other req folders, the eLink recipient cannot see them.

Benefits

This feature prevents the eLink recipient from weeding through all of the jobs to which the candidate in question has applied. For a given eLink, the candidate record displays only the job pertaining to the folder from which the eLink was sent.

Business Need

KRB users need a clear indication, when receiving an eLinked candidate, of which HR status applies to requisition in question.

How It Worked Before

There were two issues (as shown in the screen capture below):

1) Through eLinks, KRB users could see the HR status of candidates even if that HR status was hidden for their user type. For example, assume that the Hiring Manager has a user type that is not allowed to see 0-filed candidates. When working in KRB, the Hiring Manager cannot see candidates with a 0-filed HR status, but when the Hiring Manager receives an eLinked candidate record in e-mail, he or she can see the candidate's 0-filed status along with other HR statuses.

2) When a KRB user sent a candidate record to another KRB user via eLink from within a req folder, the recipient could see all the other reqs to which the candidate had applied and the candidate's HR status for each req.

Figure 80: eLinked content with setting not enabled; user can see 0-filed jobs and all reqs

Dverview	-	Test resume/CV	PDP resume/CV	Notes	Forms	HR status
the start and the second						0
an contrast			Click to	send your feedb	ack on this candidat	e: Respond
IR status						
ievi Current 20150/1						
HR status date	Folder	Req ID	Req/Folder		Updated by	HR status
17-Sep-2008		tsm1000002test	TSM002		Miteva, Tina	0-Filed
05-Sep-2000	0	test1001	001-Goldberg-001		Miteva, Tina	0-Filed
25-Jun-2008			nagaraju ampavalli		ampavalli, nagar	aju 0-filed
25-Jun-2008	۵	reg2506	my first req		ampavalli, nagar	aju 0-Filed
25-Jun-2008		reg2506	my second req1		ampavalli, nagar	aju 0-Filed
25-Jun-2008	۲		Nagworkingfolder		ampavalli, nagar	aju 0-Filed
05-Jun-2008		atest10004	ATGtest4		Filer, Auto	0-Filed
05-Jun-2008	۲		R11 Folder 1 E-mail notification		Manager, Query	0-Filed
05-Jun-2008	۲		test		Manager, Query	0-Filed
05-Jun-2008		lb-35	Regional Sales Manager		Manager, Query	0-Filed
05-Jun-2008	۲		test		Manager, Query	0-Filed
05-Jun-2008			Hot Candidate Test		Manager, Query	0-Filed
05-Jun-2008	-	12345	*062204* STG Test Code One -	English	Manager, Query	0-Filed

Visible Changes

There are no visible changes without configuration.

Limitations and Known Issues

This restriction to the HR status for a specific req does not apply if the eLink is sent from outside of a requisition folder.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available October, 2008. Your Kenexa consultant must enable the Workbench client setting.

Using this Feature

Once this feature is enabled, KRB users who receive eLinks sent from within a req folder see the candidate's HR status information only for the req folder from which the eLink was sent.

When a KRB user sends an eLink from within a req folder about a particular candidate as shown in the screen capture below...

Figure 81: eLinking from within a Req folder

Actions has			ot options	Sat quick	tillers E	fit entpot tist	di Saya watput	Rolds Filter this	folder		
e veen	Select all	Name O P	•	nates •	Furnis 	Hit status	Eandidate type ⊖∵+	格 rill status (click to update) ⊖▽*	HR states date	Updated by	14 0
Companies Companies Update parte statue	12	Adriani, Andrian		D	87	0	External	Q.Flind	05-Sep-2008	Mileva, Tina	: 10
Nove/Capy to reg	2 🗆	Hast, Hast		D	14	0	External	Q.f.led	05-Sep-2008	Mitexa, Tina	293
B Send communication. Crisale document	20	800000mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm		D	87	0	External	D:filed	16-Sep-2008	Hiteva, Tina	10
Print resume/CV	•□	Brid., Karla		D		۰	External	Q:tiled	05-Sep-2008	Miteva, Tiria	10
Update candidate type	50	Dedteddddnin		+	87	۰	External	0-filed	16-Sep-2008	Miteva, Tina	-1
Add codes Detrove from folder	•□	George.Jeff				0	External	0.filed	05-Sep-2008	Hiteva, Tina	her

...and checks the Include HR Status check box as shown here...

Figure 82: Creating an eLink to include HR status

<i>eLink</i> candidate: Andrian A	driani	P He
N	*From	joanne.krause@kenexa.com
To: (system users)	List >:	> To: (non-system users) jm_krause@hotmail.com Separate multiple users with a comma using no spaces.
Cc: (system users)	List >:	
3cc: (system users)	List >	Bcc: (non-system users) Separate multiple users with a comma using no spaces.
	Note: Only "Cc" and "Bcc" re Include HR status	ecipients will see the "To" recipients
	Forms to view	Andrian Adriani : Job response - TSM FTG/2011BR : 04-JUN-2008- : 42384 Andrian Adriani : Talent-GatewayTSM FTG : 04-JUN-2008- : 42385
		Selection details
	Forms to complete	OddEna

... the eLink appears in the recipient's email as shown below:

Figure 83: eLink to KRB within the recipient's email



Once the Workbench setting is enabled, the eLink's HR status tab displays the candidate's HR status information only for the folder from which the eLink was sent. This applies to the display in the View Current and the View History views as shown below.

Figure 84: New display for HR status information in eLinks

Q () Overview		Test resume/CY	PDF resume/LY	Nates	Forms	HR status
			Click t	o serid your feedba	ck on this candi	idate: Respond
HR status			540042.004		4.9.990.000 (APR)	
HR status See: Current <u>History</u> HR status date	Folder	Req ID	Req/Folder		Updated by	HR statu

The recipient of the eLink sees and can update only the HR status types which he or she has privileges to update.

Enablement Steps

To enable this feature, Kenexa personnel must turn on the new client setting, HR Status limited to req folder in eLinks, in Workbench.

Figure 85: HR Status limited to req folder in eLinks client setting

Gateway Questionnaires - enable informal locales	⊙No ○ Yes				
HR Status limited to req folder in eLinks	O No ⊙ Yes				
HR Status restrictions	O No ⊙ Yes				
InactivateReqCode	O No ⊙ Yes				
Integration tab enabled	No ○ Yes				
IntegrationAssessment	None Previsor Kenexa Prove It! O'Searchable KAS				
IntegrationAssessment Considered for/Result	⊙ Display hyperlink ○ Display text only				
IntegrationContact	No				
IntegrationDefGroupID	0				
IntegrationDefRecruiter	0				
IntegrationDefUserTypeID	0				
IntegrationExpReqWithCandidate	⊙No ⊖Yes				
IntegrationExpSingleCand	O No ⊙ Yes				
IntegrationHiredStatus	4512				
Job Posting Preview (Requires a Full Gateway)	© No ⊕ Yes				

Recruiter Experience - New "Scored Question" Icon for Site Questions

Kenexa has added a new icon () to the Edit site questions page indicating that a question has been scored.

Benefits

KRB users save time and clicks because they can see immediately whether a question has or has not been scored.

Business Need

This feature improves recruiter workflow and productivity.

How It Worked Before

Previously, KRB displayed the icon indicating that a question can be scored, but it did not indicate that a question has been scored. KRB users had to click a link to the page on which the scoring was done to see if it had been scored or not.

Visible Changes

This change is visible on the Edit site questions page (select Reqs > Edit posting options > Edit site questions). When a question is scored, a shaded version (\square) of the can-be-scored scored icon appears in the Edit score column.

Limitations and Known Issues

This change applies only to the Edit site questions page for non-Gateway Questionnaire job postings. When a requisition is posted, if the associated job code has default posting information with scores set up for some questions, then the Edit score column for that req contains the shaded icon (

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available October, 2008. This is part of the workflow for adding job-specific questions. Please see "Adding Job-Specific GQ Questions while Posting Reqs" on page **55** for more information.

Using this Feature

When posting reqs, you can add job-specific questions. You can see if those questions have been scored or not and edit the scores if necessary.

	CONTRACT DESCRIPTION	. 1		
Add questions	Add a ques	tion		
Question	Default?	Туре	Edit score	Delete
Are you either a US citizen or an alien lawfully authorized to work in the US?(Q1)	~	radiobutton	185	8
Are you at least 18 years old?(Q4)	~	radiobutton	6	
target. Notify the following non-system			-	
users when a candidate meets or exceeds target.	1			
Featured iob				

Figure 45: "Question scored already" icon

Enablement Steps

None.

Recruiter Experience - Posting Workflow Improvements

Posting Dependencies

This describes new posting dependencies for "must post to" and "cannot post to" Talent Gateways that are members of a Global Talent Gateway. The posting dependencies described here are in addition to the ones introduced for Release 11.

You can now set up posting dependencies on a Global Talent Gateway for local gateways of the same language. To clearly indicate where a req is posted to, Kenexa added the column "Currently posted" to the Edit posting options page in KRB.

Other documentation related to Posting Dependencies:

• See the Functional Change Notes for Posting Dependencies, Part I, on the R11.5 Launch site (the internal Sharepoint Launch site).

Benefits

Clients are no longer limited to setting up posting dependencies between Global Talent Gateways (GTGs) only. For example, an organization can set up a posting dependency relationship between their external career site (a GTG) and their Employee Referral site (a local TG).

Business Need

Companies need flexibility in creating intricate posting dependencies both for compliance reasons and to improve productivity through workflow enhancements.

Visible Changes

There are visible changes without configuration for this feature. The "Currently posted" column on the Edit posting options page is visible to all KRB users even if your organization does not use the posting dependencies feature.

Limitations and Known Issues

The posting dependency logic does not handle the "Cannot post to unless" dependency on a Global Talent Gateway that contains more languages than its parent TG/GTG. For this scenario, it is possible that due to posting dependency rules, the parent TG/GTG does not display and the child GTG displays as unchecked and disabled. This is a possible area of enhancement in the future.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available October, 2008. Your Kenexa consultant, in consultation with your organization, configures posting dependencies in Workbench.

Using this Feature

In KRB, the Edit posting options page has a new "Currently posted" column and a new error message which displays when there is a language conflict between a "must post to" gateway and a req in a different language. Please see the next two sections for details.

"Currently posted" Column on the Edit Posting Options Page

The Edit posting options page has a new column: "Currently posted." A check mark in the column means the req is posted to that gateway.

Note: When you select a gateway to post or unpost, the changes to the Currently posted column are reflected when you click OK to save the page. The page then reloads and displays your changes.

fing 3888 :		d Services Rep			l	Select job	posting preview	-				
Select all	100	neay site	Days		Days to remain postod	Currently 1	Posted date	Removal date	Select	Gataway Questions	aire	Edit site
1	ERS		00		365	1	28-Aug-2008	[28-Aug-2018]	time		+ Expand	*
	Exte	mai Giobal	00		00 🔛		18-Dec-2007	12-Aug-2018	11		· · · Expand	*
	Glob	el ACHE	00	-	365				tione		A Expand	*
	Glob	al Trina	00	12	365				tione		- 4 Expand	*
	test.	global gateway	00		365 🔛							*
ency Mana Deselect		Agency Henn	jer.		Days until posted	Days to remain post	Posted d	late Romov	el date	Select/edit	Edit site questions	
Ø		TEST AGENCY	RANAC	ék,	00	111		2008 (17.Da	2008	1	*	
					24	re no third par Ж Cancel	ty posting op Refresh	ions.				

Figure 32: "Currently posted" column on the Edit posting options page

New Error Message on the "Edit posting options" Page

Since it is now possible to set up posting dependencies between GTGs with only one language in common, or between a GTG and local gateway that shares one of the languages, clients will encounter situations where a req may need to be translated into one or more languages.

For example, a GTG has the languages of English, French, and Spanish and it has a "must post to" dependency on a local French gateway. If the req has been created only in English and the user attempts to select the GTG that has the "must post to" dependency, KRB displays an error message. KRB users can take several paths to access this page: From any Req list view, when a user is creating a req with Job Code Default data that includes Talent Gateways, selecting the "Edit posting options" icon while viewing a list of Reqs, or when the user opens a req (in KRB or through an eLink).

Figure 33: Error message for language conflict between a req and selected gateway

ating 368R :	Client Services Rep				Wini	dows Intern This Gateway	cannot be selecte	ed because it has a reg to be translated			
Select all	Gateway site	Days		Bays to		one or more of	the following lang			rationnaire	Edit site
19	ERS	00		365		French, Germa	in i			4 Expand	*
	External Global	00	-	00			OK			+ Expand	*
	Global ACME	00		365	-					·····	*
	Global Trina	00	22	365	ĽI			United		· 4 Expand	*
	test global gateway	00	-	365	1						*
gency Hand Deselect	1992 - Contract - Cont	per.		Days		Days to remain peaked	Posted data	Removal data	Select/ed agency ac		
E	TEST AGENCY	KANAS	HR.	00	121	911	28-Aug-2008	17-Day 2008	1	*	
					iere ar	e no third party p K Cancel (nating options. Ratesh				

Enablement Steps

Workbench

In Workbench, select Tools > Talent Gateways > Global > Global admin > Select Global Gateway name > Administer posting dependencies.

Figure 34: Workbench Administer posting dependencies page for a Talent Gateway

inister posting dependencies [7G1]		
If current Talent Gateway is selected for posting the user	Talent Gateway	
must post to the selected Talent Gateway(s):	External Gateway - US	
raterit Gateway(s).	Internal Gateway - US	
	Referral Gateway - US	
	REF/Lack of Work Gateway	
If current Talent Gateway is	Talent Gateway	
not selected for posting the user can not post to the	External Gateway - US	
selected Talent Gateway(s):	Internal Gateway - US	
	Referral Gateway - US	
	RFLack of Work Galeway	
Disable "Other posting options" if current Talent Gateway is not selected for posting:	® No O Yes	
Posting dependencies days until posted:	Can not be Greater than current Tatent Gateway	
Posting dependencies days to remain posted:	No dependencies 🥪	
	Save Reset to saved Cancel	7

"Must post to" List

The Must post to list of gateways can include the following:

- Global Gateways that share any one language with the currently selected GTG
- Local Gateways [non-GTGs] that share any language with the currently selected GTG

"Cannot post to unless" List

The Cannot post to list of gateways can include the following:

- Global Gateways that share any one language with the currently selected GTG
- Local Gateways [non-GTGs] that share any language with the currently selected GTG

Adding a Gateway to a Global Group

If a local gateway is a Must post to OR Cannot post to Gateway for a Global Talent Gateway, the gateway cannot be added to any Global Talent Gateway group through GTG admin. If you try to do that, Workbench displays the following error message:

Figure 35: Error message about conflicting posting dependencies

Wind	ows Internet Explorer	×
1	Posting dependencies for the Spanish Internal Gateway must be removed before it can be added to Global Postingl Gateway.	
	ок	

Recruiter Experience - Preserving a Candidate's "Candidate Type" Designation

With R11.5, your organization can enable a setting that prevents a candidate's candidate type (achieved as a result of a previous application process) from being overwritten.

Benefits

KRB users can more readily identify particular candidate types within the candidate database. Information about a particular candidate conveyed by the Candidate type category achieved during a prior job submission is not lost. Through candidate type, your organization can retain important information gained from a candidate's history of applying to jobs.

How It Worked Before

Prior to this change, all candidate types except the "Inactive" candidate type were overwritten when a candidate submitted a new job application. Important information about the candidate as conveyed by candidate type was lost.

Visible Changes

There are no visible changes without configuration.

Limitations and Known Issues

Talent Data Center (TDC) submissions, which are paper submissions, are not affected by this new functionality.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available October, 2008. Your Kenexa consultant must enable the Workbench client setting.

Using this Feature

Once enabled, Talent Gateways and Candidate Import process candidate types as follows:

Talent Gateways

If a candidate or a recruiter submits a candidate through a Talent Gateway, Kenexa Recruiter Brass Ring (KRB) determines if the Talent Record (TR) already exists.

• If the Talent Record does not exist, KRB creates the TR and uses the Talent Gateway designated candidate type (as determined by the Talent Gateway's Designated candidate as setting or by selected source code that has the associated candidate type).

• If the Talent Record does exist, KRB checks the Allow this Candidate type...? flag for the Talent Record's current Candidate Type.

• If it is disabled (set to No) KRB does not change the candidate type, but just updates the remaining fields in the talent record.

• If the flag is enabled (set to Yes), then KRB changes (overwrites) the existing candidate type with the Talent Gateway designated candidate type (as determined by the Talent Gateway Designate candidate as setting, or by selecting a source code that has an associated candidate type).

Candidate Import (XML Feeds) Changes

Candidate Import works the same was as Talent Gateway submittals. When importing, Candidate Import first determines if the Talent Record already exists.

• If the Talent Record does not exist, Candidate Import creates the TR and uses the designated candidate type (as determined by the candidate import subscription setting).

• If the TR does exist, Candidate Import checks the Allow this Candidate type...? flag for the Talent Record's current candidate type.

• If it is disabled (set to No) Candidate Import does not change the candidate type, but just updates the remaining fields in the talent record.

• If the flag is enabled (set to Yes), then Candidate Import changes (overwrites) the existing candidate type with the designated candidate type (as determined by candidate import subscription setting).

Enablement Steps

Kenexa personnel must enable this feature in Workbench.

Workbench

The new Workbench setting, "Allow this candidate type to be changed by new Talent Gateway and Candidate Import submissions?" has the following attributes:

• By default, it is set to Yes. This reflects the classic behavior, where a new job submission by the candidate overwrites the candidate's current candidate type (except when Candidate type is "Inactive").

- Does not apply to the "Inactive" candidate type.
- Does apply to both custom and standard candidate types.
- Does not affect the recruiter's ability to change the candidate type.

• Applies to both Talent Gateway and Candidate import submissions, but not to Agency Manager submissions.

You can move a candidate manually to a "normal" status. The candidate reverts to the classic rule and the candidate type for that candidate is overwritten if he or she applies to another job.

To enable this feature:

1. Select Tools > Settings > Candidate types.

2. On the Candidate type administration page, find the candidate type you want to change and click Edit.

Figure 78: Candidate type administration page

Workbench				Select environment: QA3 Select a client: Totten Pond Assoc KRB URL: https://qa3web1.brassring.com/tpa				
Paula	Ý	Training	→ Admin	🗸 Home Help F	Privacy Policy	Resource	Center Logof	
Actions		Candidate type administration						
Add new candidate trok Translate candidate p troe	T	Showing 4 candidate types						
		Candidate type		Description	ion	View	Edit	
		External		Standa	rd	4	1	
		Inactive		Standa	rd	4	1	
		Internal		Standa	rd	4	1	
		Past Employee	e	Standa	rd	4	1	

3. On the Edit candidate details page, select No for the setting Allow this candidate type to be changed by new Talent Gateway and Candidate Import submissions?.

Figure 79: Edit candidate details page with new setting

🖉 Edit Candidate type details [nternal]	Audit Tra
🗷 Candidate type	Internal	[English (US)]
Associate to these user types to search	CJT Super User CJT1 Super User DEW Usertype Entry Level Manager Hinng Manager	
Associate to these source	Selected (0)	ist >>
Allow this Candidate type to be changed by new Talent Gateway and Candidate Import submissions?	○ Yes ④ No	
Save	Revert to saved	Cancel

4. Click Save.

Recruiter Experience - Printing Candidate and Req Grids

KRB users can launch a page formatted for printing from all pages displaying candidate and requisition grids. This feature is both a restoration and enhancement of a previous capability.

Benefits

With the introduction of the enhanced grid functionality for candidate and req display with Release 11, it became difficult to print those pages. With this improvement, KRB users can customize their candidate and req grids and easily print application pages displaying them.

How It Worked Before

Prior to R11, KRB users could print candidate and req grids, but only what was visible to them within a non-scrolling browser window.

Visible Changes

There are two visible changes on several application pages:

• The Actions menu includes the new action, View printable page, on all candidate and req grid pages.

• On candidate display pages, the Print action item (referring to printing a candidate's resume/CV) has been changed to Print resume/CV.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in June, 2008. It is included automatically in KRB.

Using this Feature

The browser window in the printable page view includes toolbars as configured in your browser.

KRB users can customize their candidate and req grids extensively as of R11 (the previous release), in addition to personalizing their browser settings. As a result, in some cases you may see fewer columns in the parent window for the req or candidate grid. The printable page displays more columns.

Figure 9: Print buttons in Req folder

Regs		Candidate	* C	Reports		Admin		Home	Log off
		**********	**********				idates in a		
eq folder: 1311768	*********	*********	XXXXXXXXXXXXXX		XXXXXXXXXXXX	**********	XXXXXXXXXXXXX	XXXXXXXXXXXX	***********
Actions seem	a details cand	idates (P	Sort options	Set quic	filters L	dit output lis	Ids Save o		Filter this fold
😫 Vizw. 🗤 👘	Select all	Name	Viewed	Agency	Notes	Forms	HR status	Candidate	type 👭 HR st
🗿 otink 👘 👘	F	a	4	-0	-	-0	-0	0 ∇°	(click to ⊖ ∇ *
🎙 Telerit Comparison	_						_		
😫 Update same status	10	99009, 290			+	2	•	External	Q:filed
ttove/Copy to req	2	lida, li-da			D		0	External	0-Filed
🔄 Moive/Copy to folder	· · · · · · · · · ·	dissuit d'Esse						ROWLINE .	Sectors .
Send communication	a 🗔	neth, bedri			+	2	•	External	0-Filed
🛅 Create document									
E-mail agency.contac									
Remove agency assoc									
Print resume/CV									
Porward via.e-mail									
/ Update condidate typ									
🛉 Add sodes									
🖥 - Reinóvé frem folder									
🎦 Stáck duplicatás 👘 🗌									
🔋 Erésé clanididata									
Export (ASCII)									
Export (Excel)									
Prepare for bulk prin									
🕒 View printable page 🗌									

The new Action menu item called View printable page displays on all pages with candidate and requisition grids.

Candidate Grids

Kenexa changed the following on pages displaying candidate grids:

- Changed Print to Print resume/CV.
- Added View printable page.

These changes affect the following pages:

- Candidate search results
- Saved search results
- My candidates > Find results > All and for each HR status
- Candidates in queue
- My folders > Inbox, Inactive

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- Candidate grid display within req folders
- Candidate grid display in filter folder results.

Figure 10: Search Results grid with new Print buttons

Actions Refin	Search Criteria S	selected andidates :	Sort options	Set quick filte	rs Edit output	fields Sav	e output fields	Save Se
Print resume/CV	Select all	Name	Employee	Agency referral	Candidate type	Forms	HR status	No
Forward via e-mai		⊖ •	-0	+	07°	4	4	40
/ Update candidate :	1 🗖	APPELBEE,			Internal	Ø	0	
Add codes		BENITA					1	
Stack duplicates	2 🗌	Gastineaux,			External	W	0	
Erase candidate		Jonas						
Export (ASCII)								
Export (Excel)								
Prepare for bulk p								
🖺 View printable pac								
	¢]		-					>

Req Grids

Kenexa added the new menu item View printable page in the Actions menu for the following req grid pages:

- View all Reqs > All stages, and for each status
- View my reqs > All stages, and for each status
- Req search results page
- View my Req defaults page
- My Req drafts page

Figure 11: View printable page action on the reqs grid

Action	LCan Jani LPan	adian) Finnish Intern Korean	b Erench Ereal Datch Horves toganan Olica	ish (Intl) H	a (US) Spanish Em Ingartan Italian Portugunse an Slovak Smedish	Sert	options Edit (output fields	Save output field
a Pacon noio	^	Select all	Reg folder		Job Category	Reg Status	Title	Manager	Recruiter
🔒 Undo Hold			0*	options O P	Θ*	0.	0*	0 *	Θ*
X Close				*	98358R	Open	RDP C39 OLD	mcdonough,	mcdonough,
Q Reopen				×	TIPPARD	open	Agosto 21, 2008	paolab ()	paolab ()
Cancel		-				Lang.	QA Validation	McEachern,	McEachern,
C Undo Cancel				×	28348R	Open	Specialist IV	Kevin (1235)	Kevin (1235)
Delete		-					Sr Clinical	McEachern,	McEachern,
Undo delete				*	98238R	Open	Pharmacologist	Kevin (1235)	Kevin (1235)
Decline	- 1	44			duran .	42000002	Documentation	2	
D Undo decline					98328R	Approved	Manager	Smith, Leslie () Smith, Leslie
View printable	-				98316R	Pending	Nurse	wright, daniel	wright, danie
•	,	e						THREE	Annual >

Printing a Candidate or Req Grid Page

To print a candidate or req grid page:

- 1. Click View printable page in the Actions menu.
- 2. The printable page version of the candidate or req grid displays.

Figure 12: Printable page example for req grid

the Edk	Yew Favorit	es Iools	Help		_	_		Snagit 🛅	4
Print Vie	w all reqs: a	All stages	2		Print Close				
Select all	Req folder	Posting options	Job Category	Reg Status	0 e	8*	Recruiter	Division	Locati
		*	20558R	Open	jeannie¥, S	Crescitelli, Jeannie ()	Crescitelli, Jeannie ()	JOB BOARD- BIO.COM (21)	
			20540R	Pending	Sep 25, 2008	BTester, LTwo- One (DO NOT CHANGEII)	BTester, LTwo- One (DO NOT CHANGE!!)	Global Systems	Austin
			90520R	Declined	Sep 25, 2008	BTester, LTwo- One (DO NOT CHANGE!!)	BTester, LTwo- One (DO NOT CHANGEII)	Global Systems	Austin
			<u>205208</u>	Declined	Sep 25, 2008	BTester, LTwo- One (DO NOT CHANGEII)	BTester, LTwo- One (DO NOT CHANGE!!)	Global Systems	Austin
			90518R	Declined	Sep 25, 2008 TEST OTRO	BTester, LTwo- One (DO NOT CHANGE!!)	BTester, LTwo- One (DO NOT CHANGEII)	Global Systems	Austin
			90508R	Declined	Sep 25, 2008 TEST	BTester, LTwo- One (DO NOT CHANGEII)	BTester, LTwo- One (DO NOT CHANGEII)	Global Systems	Austin

3. Click Print. A typical Print dialog box displays.

Figure 13: Print dialog box for req grid

	ew all reqs: Pe	ading		Print Close		
Select a Reg	Requisition	Internal Job Title	Positions Remaining	Total candidates	Hiring Manage	ettiring Co
Neu .	0.	0.	0.0	0.0	0.0	0.
с	50778R	Reg form 2 - Custom R11	1	0	ChalluriBUSuper ApamaBUSuper ()	
c	5070BR	asdad	1	0	aaaatest, Joyce (222-111-1111)	
с	50408R	General Option	ons			1×
c	5036BR	Select Print		2	8 8	-
		Add Print	ter 2ENG8100 on	200	20 - 30	
c	503108	1	wainf2	2068100 on Add wale#2	be PDF Microsoft Office Doc	
c c	503188 490188	Statue		wale/2	Office Doc	비 비 erces
		*] Statue Location Comment	wain/2 Ready Second Floor QE A	wale/2	Office Doc	비 비 erces
c	490188	Status Location Comment Page Rang	wain/2 Ready Second Floor. QE A	rea	Office Doc Part to Sile Prefer	비 비 erces
c	490188	Status Location Comment Page Rang	wain/2 Ready Second Ploor. QE A e e 	ina Run	Office Doc Point to Sile Prefer	encos

4. Configure your print job.

5. The printed job includes the entire grid in several printed pages if necessary.

Note: You can also copy and paste individual text from the page (for example, the candidate reference number).

Enablement Steps

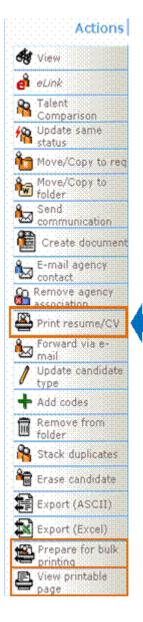
None

Recruiter Experience - Printing Multiple Req Specific Duplicate Resumes

KRB users can print the appropriate req-specific duplicate resume for one or more candidates from the following locations within KRB:

•Candidate search	•My candidates
•Quick search	•My folders
•Saved searches	•My open reqs
•Filtering req search (from the home page)	•Inbox
•Candidates in Queue	•All open reqs

Figure 71: Print actions



Benefits

KRB users can print information for candidates who have applied to the same job in one action.

How It Worked Before

When KRB users tried to print the req-specific duplicate resume for multiple candidates from various pages within KRB, the system defaulted to printing the most recent resume for each candidate. KRB users could select and print a req-specific duplicate resume by itself for a candidate.

Visible Changes

There are action for printing resumes has been renamed from "Print" to "Print resume/CV" to differentiate it from the other print items within the menu.

Cost

There is no additional cost for this feature.

How Do I Get this Feature

This feature is available in November, 2008. This feature is available automatically in KRB.

Using this Feature

To print the req-specific duplicate resume:

1. From any page within KRB that displays a list of candidates with req-specific resumes (for example, from within a specific req folder), select one or multiple candidates in the grid.

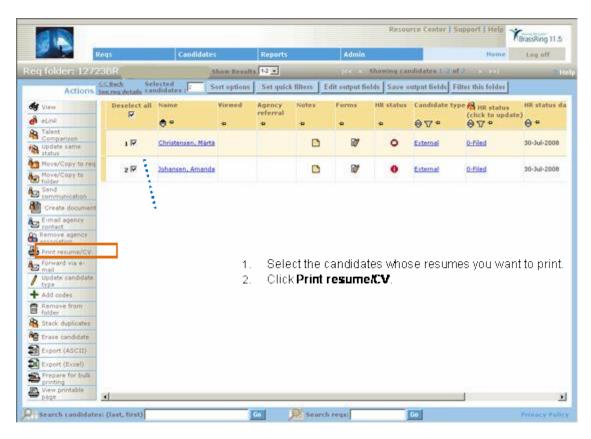
2. Click Print resume/CV in the Actions menu.

3. The Selected candidates (# of candidates) window opens. It displays the resume/CV text for each candidate selected in one page.

4. Click OK to print the contents of the window. The window closes.

5. Go to your printer to collect the print job.

Figure 72: Printing req-specific duplicate resumes for multiple candidates



Recruiter Experience - Requiring Descriptions for Changed or Declined Reqs

Your organization can make it mandatory for req approvers to enter a reason in the Message field if they decline or change a requisition. The system then reroutes the requisition for approval and the approval team can read about why that requisition was declined or changed and rerouted.

Benefits

Other req team members will be aware of the disposition of a req.

How It Worked Before

Previously, changed reqs were rerouted automatically to the first approver to go through the approval chain again but organizations could not compel KRB users to enter reasons for changing or declining reqs. Members of the approval team were often unaware that changes were made to reqs they had approved and the reasons for those changes.

Visible Changes

There are no visible changes without configuration.

Limitations and Known Issues

KRB does not validate the text entered in the Message field. KRB users can enter blank spaces and allow the approval to go through. It is therefore the requisition approval user's responsibility to enter appropriate comments.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in November, 2008. Your Kenexa consultant can enable this feature in Workbench.

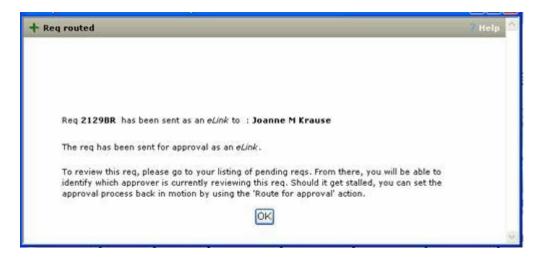
Using this Feature

If your organization has enabled this feature, you will see changes in KRB when you are approving or declining requisitions.

If you change a req and try to re-route it, or decline it, the system requires that you enter a message to continue.

When a KRB user creates a requisition and routes it for approval, KRB displays the message shown in the screen capture below as in previous releases.

Figure 25: "Req routed" message



KRB sends an e-mail to the selected approvers, as shown in the example below.

Figure 26: Approval request e-mail

Req ro	uting: Logistics Expert (2129BR/log12345)
1 1	joanne.krause@kenexa.com (ENTERPRISE@TRM.BRASSRING.COM) Tue 10/07/08 6:07 PM joanne.krause@kenexa.com jm_krause@hotmail.com
For your	approval as HR Manager:
	ogistics Expert 2129BR/log12345
Message	e from Krause, Joanne : Please approve this req as soon as possible
View req	juisition details

To approve and reroute a req:

- 1. Click the View requisition details link in the bottom left corner of the e-mail.
- 2. The Approve/Decline req opens for the specific req.

Figure 27: Approve/Decline req window

WRBMessage.ssd		
Approve/Decline req: 2121BR Ta	ax Accountant	
? Help Message	Make sure to enter any re Approve Decline	ason for reg disapprovals. Approve and reroute
Req details	Job Code *Job Title	FIN-06 : Accountant List >>
	*Job Description	Fort Size n / U X Ro Ro E E Free Root n = Ta - Oa - The candidate chosen for this accounting position is responsible for all corporate faxes and government filings. Must be CPA and have six years of relavant

- 3. As an approver, you can do the following:
- Approve the requisition
- Decline the requisition
- Change, approve, and reroute the requisition for re-approval.

If you click Approve, the approval process works as it has in the past. The requisition is routed to the next approver in the approver list, and completing the Message field is optional.

If you click Decline, the new functionality applies. You must enter a reason for declining the req in the Message field.

If you click Approve and reroute button, the new functionality applies: You must enter a reason for changing the requisition in the Message field.

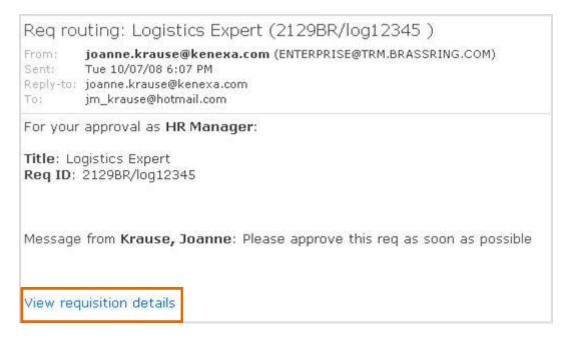
Figure 28: Example of a Rerouted E-mail Message



To approve and reroute a req:

1. Click the View requisition details eLink in your approval request e-mail.

Figure 29: Approval request e-mail, View requisition details



2. The Approve/Decline req window opens.

Figure 30: Approve and reroute error message if no message is added



Note: You must enter a message if you decline the req or change, approve, and reroute the req. If you click Decline to decline the req, or if you make changes to the req and click Approve and reroute without entering a message, KRB displays an error message.

3. Enter the message in the Message field. That message displays in the e-mail that is rerouted back for approval as shown in Figure 29 on page 35.

Enablement Steps

Workbench

Clients can choose to implement the Approve/Decline req message for declining a req and/or for changing and rerouting a req. Kenexa personnel must enable the following Workbench settings, either separately or in combination:

• Require an Approve/Decline req message when declining a requisition: If you enable this setting, approvers must enter text in the message box when declining a requisition.

• Require an Approve/Decline req message when rerouting a changed requisition: If you enable this setting, approvers must enter text in the message box when he or she changes a requisition and reroutes it.

Figure 31: Client settings for Approve/Decline req messages

🖉 Edit client settings	
ReqTrigger	Auto Do not change before consu
Require a message when declining req approvals	€ Yes C No
Require a message when rerouting req approvals	
Restrict access by IP address	C Yes 🖲 No
Restrict access by IP address: Authorized values	Entered (2) Configure
Search Reason	
Search Reason Overnight Default	Default OS Reason
Session.Codedesc	Ordered by code
Session.CodeSecurity	C No € Yes
Session.DataCode	DEI
Session.DataSource	Express36_4
Session.ImageDir	le conserve i
Save	Revert to saved Cancel

Recruiter Experience - Req Grids Support Expanded Custom Field Names

Columns headers on req grids for custom req fields support a longer field length. In addition, if KRB users change the width of the column on their customizable req grids, the text within the column wraps in the appropriate place.

How It Worked Before

Previously, the system limited column labels for custom req fields to 15 characters, often cutting off the meaningful name of a column.

Visible Changes

KRB users will see the full name for custom req fields displayed in the header column of their req grids and the column label will wrap properly.

When the column is narrower, the column label is wrapped for the first line and truncated in the second line. The full text can be seen in the tool tip.

8						Resource Center	1 sopport	Tereto YBra	sRing 11
	Regs	Condidates	Report		Admin			Home Lo	g off
ew all reqs: A	I stages	Show Results 1-50			Showing r	eqs.1-50 of 1000			-20
Actions		s Leng -[English (US)] - custom ish Italian Japanese Korean Dutsh				Sort options	Edit output	t fields Save o	utput fiel
Add new Rea	Select	all Recruiter is a lengthy text typed here to analyze this $\bigoplus a$	A.*	options	Requisition Number	A .	Attachr	me Date created	Forms ⊖ •
Edit Update mutiple regs	r	McDonald, Mike ()		ny tent typed	401588	Open		18-Jun-2008	+ 1
Save as new	E	Adatrow, Karthik ()	۲	Ŷz	40148R	Open	+	23-May-2008	+
Select job posting preview Posting options	С	Adatrow, Karthik ()	۲	*	40130R	Open	+	23-May-2008	+
Open Put on hold	E	Veeshagouni, Venkat ()	۲	Q	40126R	Open	+	23-May-2008	+
Undo Hold Close	C	Veeshagouni, Venkat ()	۵		40118R	Open	+	23-May-2008	+
Reopen	Б	Veeshagouni, Venkat ()			40105R	Approved	+	23-May-2008	+
Undo Cancel Delete	п	Veeshagouni, Venkat ()	۲	*	40098R	Closed	+	22-May-2008	+
Undo delete				-					Ľ
Search candidat	es: flast, first	p[Ga	Disear	ch rega:	Ga		Prin	ocy Public

Figure 7: Long custom field label, narrow column and tool tip

The recruiter label is enlarged and the full label is visible now. The full text can be seen in the tool tip.

Figure 8: Long custom field label, wider column and tool tip

	-		a manufacture and a						BrassRing 11
	Regs		Candidates	Reports	Ad	min		Home	Log off
iew all reqs: /	II sta	iges she	e Results 1-50 💌		Showin	ng regs 1-511 of	1000		71
Action	engi	ntl - english I	ng -[English (US)] - custom <u>Sean</u> Talian Japanese Kerean Dutch Sreed			Sort options	Edit outp	nt finlds]	Save output fiel
+ Add new Reg	-		Recruiter is a lengthy text type	d Reg folder		Requisition-	Req Status	Attach	me Date create
eLink blank reg		F	here to analyze this solution.	0.0	options	Number	0.	0.	0.0
/ Edit				Recruiter is a length	v text typed h	ere to analyze this so	ution.		
Update mutple		0	McDonald, Mike ()		hanna an an Arlandara	40156R	Open		18-Jun-2008
Save as new		E	Adatrow, Karthik ()	60	\$2	40148R	Open		23-May-2001
eLink .			reserved reserve M	-		- CALACINES	- Second		
Select job posting preview	1	E	Adatrow, Karthik ()	۲	*	40136R	Open	+	23-May-2001
Posting options:									
O Open		E	Veeshagouni, Venkat ()	0	\$2	4012BR	Open	+	23-May-2001
R Put on hold									
🔒 Undo Hold			Veeshagouni, Venkat ()	۲		401188	Open	+	23-May-2001
Close									
Q Reopen		E	Veeshagouni, Venkat ()			4010BR	Approved	+	23-May-2001
Cancel	-								
Undo Cancel		Г	Veeshagouni, Venkat ()	۲	*	4009bB	Closed	+	22-May-2001
Delete									
🔒 Undo delete	-	4			1				ন
Search condido	tes: (L	ast, first)	Go	Disea	rch reas:		Go		Privacy Poli

How do I get this feature?

This feature is available in October, 2008. This feature is available automatically in KRB.

Recruiter Experience - Transferring Ownership of a Working Folder

KRB users can transfer ownership of one or multiple working folders to other system users.

Benefits

KRB Admin+ users with the new user type privileges can easily reassign working folders to other users. Recruiters can quickly take over the working folders of KRB users who have left their position or the company.

Business Need

This features supports work continuity during periods of change within groups or organizations.

How It Worked Before

Before this feature was implemented, only the folder owner could transfer ownership of the folder. If a recruiter with working folders left the company without transferring ownership, other KRB users could access candidates filed to those working folders only if they were copied to a new folder or found through candidate search. The KRB administrator could perform a time-consuming workaround, but only for sites that do not use SSO (Single Sign On).

Visible Changes

There are no visible changes without configuration.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available December, 2008. Your Kenexa consultant or Certified Workbench User (Tier II) must enable the new Admin+ user type privileges in Workbench for the appropriate KRB user type.

Using this Feature

KRB users with the Admin+ user type privilege Users – working folders administration can transfer the ownership of a working folder to another system user who is listed as active. Admin+ users who have the additional Admin+ user type privilege Users – Inactive can transfer ownership of a working folder between inactive and active users.

To transfer the ownership of a working folder:

1. In KRB, select Admin > Admin+ > Users.

2. On the Admin+: Users page, find and select at least one user whose folders you want to transfer to another user.

To search for and select one or multiple users:

- a) Click Select Users.
- b) The Select users search window displays.
- c) Perform a Starts or Contains search if necessary.

d) Select the user names that you want to move to the Selected users list in the list of Available users and click the double right arrows >>.

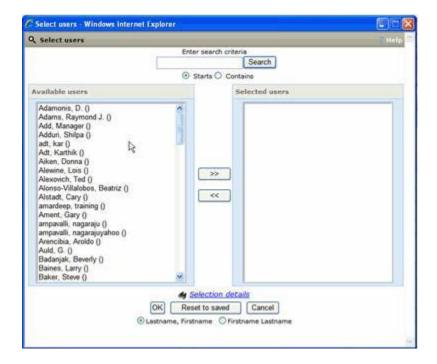
Rules for Transferring Working Folders

Assuming you have the Users – Inactive privilege, you can search for and select both active and inactive users. You perform these actions from separate pages and as separate actions.

You may select up to fifty (50) users at one time.

3. When you are finished selecting the users, click OK.

Figure 20: Select users window for transferring folder ownership



4. Back on the Admin+: Users page, with users selected, click Transfer working folder ownership in the Actions menu. This triggers a search for the working folders of the selected users.

Figure 21: Transfer working folder ownership action in the Actions menu

TS-TS	PALSO NO.	PROPERTY	N PARTONIC	Contraction of the local division of the loc	-		RerassRing
	Regs	Candidates	Reports	Admin		Hann	Logali
min+: Users	About results 32 5		Street Uner	a displayed to 2 of 2	e edl	_	
Action	Active seers 1a	erthes, same					
Add new user		Select users					
Deactivate Export user but MS Excel	Select all	Full name		User Type	View user details	2.04	Deactivate
Transfer Working	•	Buckley, Laurel		Super User	*	1	\$
Folder Ownership		Sheppard, Trina		Super User	4	1	0
				I			

5. Note: If the search returns zero (0) folders, KRB displays a message: "There are no working folders for the user(s) you selected." Click OK to close the window and return to the Admin+: Users page.

If working folders are found for the selected user(s), the Transfer folder window opens.

Figure 22: Transfer folder window

Folder(s) Laurel Daily Lauret Weekly	Buckley, Laurel Sheppard, Trina	
	Selection details	
de Selection details	Save Cancel	

6. The Transfer folder window displays in the Folder(s) list the working folders of the user(s) you just selected. It also displays in a separate list box the list of users to whom the folders can be transferred.

7. Select the folder(s) to be transferred and the user(s) to whom they should be transferred. You can select up to 200 folders to be transferred at one time. Note: The list displays a maximum of 200 folders, so you can select the entire list at once if desired.

8. Click Save.

- 9. Click OK to confirm.
- 10. KRB displays a confirmation message when the transfer is complete.

Figure 23: Transfer folder ownership confirmation message

Transfer folder	7 Help
Ownership has been transferred to Sheppard, Trina.	
(OK)	

Enablement Steps

Kenexa personnel or a Certified Workbench User must enable the Admin+ User type privileges for KRB user types:

• Users - working folders administration: When this new privilege is checked, the action item is available on the Admin+: Users page.

• User – Inactive: When this existing privilege is checked, the KRB user with the working folders administration privilege can search and view inactive as well as active users.

Figure 24: New Admin+ user type privileges for transferring working folder ownership

leges	
Select All	Set privileges
Clear All	
N	Add/edit agency codes
4	Add/edit agency contacts
N	Agency contact Agency Manager view
1	Audit - file attachments
N	Audit - Login Failure
1	Audit - notes
R	Codes - add to list
R	Codes – administer
R	Codes - edit list
2	Codes - view list
P	Comp analyst users - administer
5	Create candidate purge
N	Create candidate purge report
	Customize welcome screen message
R	Exported forms - download
1	Lists - administer
R	Mass e-mail
1	Org groups
	Scheduled processes queue
₹	SmartApproval admin
N	Talent gateways
5	Users - add
2	Users - edit
1	Users - export list to excel
P	Users - Inactive
	Users - signature administration
2	Users - working folders administration
2	View agency code details
V	View agency contact details

Recruiter Experience - Using Advanced Search for Questions while Posting

This feature provides a robust search capability for questions at the point of posting a req. You can now search for questions, view the selection options (options presented to candidates) for each question returned in the search, and select questions in both the Talent Gateway language and your organization's Base language (as defined in your client settings).

Benefits

Some clients have many qualifying questions to choose from when posting jobs to the Talent Gateway. This feature simplifies and speeds up the viewing and selection of questions when KRB users are posting requisitions.

How It Worked Before

KRB users could search for questions by scrolling through them within categories or using the Microsoft® Windows key combination CTRL + F to open a search box, enter a character string, and search for an exact match. Even using the keyboard shortcut, users frequently had to evaluate twenty or more matches before finding the right question.

Visible Changes

There are no visible changes until this feature is enabled.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in November, 2008. Your Kenexa consultant must enable a new client setting in Workbench.

Using this Feature

As a KRB user, you will see changes on the following screens once the Advanced Search capability is enabled:

- The Add question window
- The Advanced Search window
- The View Options window
- Search results windows

"Add question" Window

When you post a job requisition to a Talent Gateway (Reqs > View Reqs > Edit Posting Options > Edit Site Questions > Add question), you can see the following changes:

• An instruction to click the Advanced Search button to search through a list of questions or view them in a different language.

• A new Advanced Search button at the bottom of the Add question window.

Note: The examples in this document use a French Talent Gateway and English as the base language.

To select questions while posting the req:

1. Click Add question on the Edit site questions page.

In the Add question window, you can see the currently selected questions in the Current selection(s) box. If no questions are selected, the box is empty.

2. The Jump to list displays all questions available for selection on the Talent Gateway to which you are posting. You can restrict the number of questions you wish to view by selecting a subset of questions in the Jump to list.

3. Click Advanced Search to access the new advanced search feature to search for questions.

Figure 36: Add question page

Select a field and click 'Add' or 'Remove'; to move it from To search through the list of question for a particular search s		
Available values		
Current selection(s)	and deterministics of	baules
0	Selected v	
	Current sele	ection(s)
		3
Jump to		198
All guestions	1 10 10 10 10 10 10 10 10 10 10 10 10 10	
selection details	>>	
Etst civil Endroit Guestions externes standard Guelles sont vos conditions de salaire ? Costalen colitez-visus disposé à voyager ? Étes-vous disposé à register ? Pouvez vous grouver à preuve que vous avez le droit Daté dispositile pour commencer à travailler Décrivez-vous te travail idéal Costenent avez-vous entendu parter de nous ? Guestions internes standaid Vous avez informé votre directeur pour lequel vous a tête courant	Add << Remove	Move up V Move down
Département courant		Questions selected for your job posting
Selection details	1.1	
Questions you can add to your tob posting Advanced Search	Save Cancel	

4. The Advanced Search window opens. It displays either all questions associated with the Talent Gateway, or the subset of questions associated with your selection in the Jump to field.

	10 1			<u> </u>
Figure 37: Advanc	ed Search	Multi_language	Ich Postin	a Duestions
riguic J/. Auvanc	cu scarch -	- muni-ianguage	JUU I USUII	

•	Search Choose a Language French Starts with Reset	Add	_
	Contains g Questions (Results)	Available Options	
	Quel est votre travail idéal ?	Display Options	_
	Quelles sont vos conditions de salaire ?	Display Options	
	Combien voyagez-vous maintenant ?	Display Options	
	Combien coûtez-vous disposé à voyager ?	Display Options	
	Comment avez-vous entendu parler de nous ?	Display Options	
	Pouvez-vous prouver à preuve que vous avez le droit de travailler l	égal Display Options	
	aux USA ?	(Creptor option)	
	aux USA ? Étes-vous disposé à replacer ?	Display Options	
	Étes-vous disposé à replacer ?	Display Options	

5. To see the options (answers to the question) that are presented to candidates for a specific question, click the Display Options button for that question. The View options list can display up to 200 options.

Note: You can view the options to determine if this is the question you want to select. You cannot take any action on the options here.

The figure below displays an example of viewing options in English.

Figure 38: Viewing the options associated with a question (in English)

0		language Job Posting Search Reset	Choose a Language: English		Add
Postin	g Questions (Results)	View Options			
Select	English	Options for question: Ho	w did you hear about us?	tions	
	What is your ideal job	Another employee		ions ions	
	What are your salary r	An agency		ions ions	
	How much do you trav	A job postings board This Web site		ions ions	
	How much are you wil			ions	
~	How did you hear abo		OK O	ions	
	Can you show proof th			tions	
-	Are you willing to reloc	ste?			
	What is your current tit	e?		Display Options	
	What is your age range	17		Display Options	
	Do you have a comme	rical driver's license?		Display Options	
	When are you available	e to work?		Display Options	
<[9				

6. By default, KRB displays questions in the language of the Talent Gateway to which you are posting questions. That language could be different than or the same as your organization's base language. (Note: If the Talent Gateway language and base language are the same, the Choose a Language drop-down list displays only one language.)

To view questions in your organization's base language (assuming it is different), select it from the Choose a Language drop-down list.

Figure 39: Selecting a different language (for example, English)

0	Search Choose a Language: French English Contains g Questions (Results)	Add Close	0
Select	French	Available Options	-1
	Quel est votre travail idéal ?	Display Options	
	Quelles sont vos conditions de salaire ?	Display Options	
	Combien voyagez-vous maintenant ?	Display Options	
	Combien coûtez-vous disposé à voyager ?	Display Options	- 1
	Completi Coulez-Yous dispose a Yoyager ?		
	Comment avez-vous entendu parler de nous ?	Display Options	
		Common Street St	
12000	Comment avez-vous entendu parler de nous ? Pouvez-vous prouver à preuve que vous avez le droit de travailler légal	Display Options	
12000	Comment avez-vous entendu parler de nous ? Pouvez-vous prouver à preuve que vous avez le droit de travailler légal aux USA ?	Display Options Display Options	
12000	Comment avez-vous entendu parler de nous ? Pouvez-vous prouver à preuve que vous avez le droit de travailler légal aux USA ? Étes-vous disposé à replacer ?	Display Options Display Options Display Options	

7. Once you select English, all of the questions display in English.

Figure 40: Questions display in English

Õ	Search English English Choose a Langua	ge: Add Close
Postin	g Questions (Results)	Available Options
	What is your ideal job?	Display Options
	What are your salary requirements?	Display Options
	How much do you travel now?	Display Options
	How much are you willing to travel?	Display Options
Image: A state of the state	How did you hear about us?	Display Options
	Can you show proof that you have the legal right to work in the US?	Display Options
	Are you willing to relocate?	
	What is your current title?	Display Options
	What is your age range?	Display Options
	Do you have a commerical driver's license?	Display Options

8. You can select the question in the new language and click Add to add it to the Selected Values list on the Add Questions page.

9. When you are finished, click Close to close the window and return to the Add questions page.

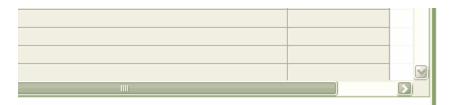
Searching for Questions

To search for questions:

1. Select Starts with (the default) or Contains, depending on how you want to search for questions.

- 2. Enter the string of characters (up to 255) you want to search for in the Search box.
- 3. Click Search.
- 4. KRB displays all questions that meet your search criteria.

Figure 41: Search for string "travel



Note: The contents of the search results depend on your selection in the Jump to field on the Add questions page. For example, if you selected "Sales Questions," KRB conducts the search on only those questions. If you selected All questions in the Jump to field, KRB conducts the search on all questions available for that gateway.

5. To see your search results in the other language, select language in the Choose a Language list. See the rules for advanced search language display in the next section.

6. To add a question returned in the Results list, select its check box.

Rules for Advanced Search Language Display

When you select the other language, the results are updated immediately in that language even though you have not yet changed the search string. The screen capture below shows what happens after you search for the string "travel," retrieve a list of questions in English with the string "travel" in them, and then select French in the Choose a Language list. The Search field still displays "travel" but the Posting Questions (Results) list is updated to the French translation of those retrieved results the moment you select French in the drop-down list.

Figure 42: Search in another language

A 20.5	Starts with Reset	French	dd ose °
Postin Select	g Questions (Results) French	Available Options	
	Combien voyagez-vous maintenant ? Combien coûtez-vous disposé à voyager ?	Display Options Display Options	

If you click Search again without changing the terms in the search box to terms in the currently displayed language (in this case, French), this new search returns no results because the search string "travel" cannot be found in the list of French questions.

You can toggle between languages for a selected question. If you change the language after selecting the check box, the question remains selected even though it is now in a different language.

When you have a screen of mixed language questions, click the Reset button to display all questions in the language.

Enablement Steps

Workbench

To enable this feature:

- 1. In Workbench, select Admin > Manage Clients > Edit client settings for the specific client.
- 2. Select Yes for Multi-language search—job posting questions.
- 3. Click Save.

Figure 43: WB Client Setting: Multi-language search—job posting questions

🖉 Edit client settings			Audit Tra
MS Office 2007 attachment support	C No 🕫 Yes		-
Multi req update	C No C Yes		
Multi-language searchjob posting questions	C No 🕫 Yes		
Password Frequency Agency	N/A 💌		
Password Frequency Gateway	N/A 💌		
Password Frequency KRB	N/A 💌		
PasswordFrequency	N/A 💌		
Referral eLink expiration clicks (1- 99)	N/A		
Referral eLink expiration time (DD:HH:MM)	N/A		
Referral rights expiration (1-365)	365		
ReportsCustomURL	No		
ReportsStandardURL	https://qa-rs.brassring.cor		
Req Attachments	© No ↔ Yes		
Req Attachments File Size (mb)	500 💌		
Req subsidiary forms	© No ♥ Yes		
ReqAllowReapplies	© No € Yes		
Save	Revert to saved	Cancel	

Recruiter Experience - Using Boolean Search on Custom Text/Text Area Fields

With this release, all custom Text fields and Text Area fields added to the candidate search pages have Boolean search capabilities. This change applies to the main candidate Search page, and candidate search pages in Filter Folders, Working Folders, and your Inbox.

Benefits

Boolean searchable fields available for display on all the candidate search pages relate to some new fields on the Talent Record.

How It Worked Before

Before this change, if you were searching for text in custom text fields or custom text area fields, the search function looked for an exact match to your search terms. For example, if you entered the text string "mergers and acquisitions" (without the quotation marks) as your search terms, the search algorithm looked for an exact match to that text string.

Visible Changes

A "B" displays to the right of the Custom text field and Custom text area field if and when you add them to your Search page.

<u>Educational</u> institute	

Limitations and Known Issues

Your existing Saved Searches and Overnight Searches behave as they do currently until you edit your search fields using the Edit search fields button in the top action bar, or until you click the Run button. Taking either one of these actions triggers the Saved or Overnight search to treat the search terms as a Boolean search instead of as a literal text string.

For example, a Saved Search currently built to find an exact match for "mergers and acquisitions" interprets the "and" as a Boolean operator and search for "mergers" AND "acquisitions". It returns results where both terms, "mergers" and "acquisitions," occur within Filter Folders, Working Folders, and your Inbox, regardless of word order.

To search for an exact match to the string "mergers and acquisitions," you must to include quotation marks around the terms when specifying them in the search box ("mergers and acquisitions").

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available August, 2008. Your Kenexa consultant or a Certified Workbench User (Tier II) can configure candidate form fields in Workbench.

Using this Feature

You can add custom text and custom text area fields to your personal search fields by navigating to a candidate search page and clicking the Edit search fields button.

Here are instructions for adding these two fields to your search pages if you have not already added them. (Note: This procedure is unchanged from previous releases.)

1. In KRB, navigate to a candidate Search page.

Figure 86: Candidate search field, Edit search fields button

Liberty					Resource Center Support Help		BrassRing 11	
Mutuál-	Regs Can	fidates 1	Reports	Admin		Home	Log aff	
Search	Save search	Edit search field		Edit output field		Load saved rearch :	2 4 Phot	
Search criteria	Yest search oritoria	Search C	lear Réve	rt to last search		Candidates per scree	n : 🕬 💌	
	Select candidat type(1				ational stitute		* * *	
Last nom		Internal	& Selection de		<u>City</u>	@ All institutes C Most	recent institute	
	Languag		-d)	Aais	code		2 2	
		Danish Dutch	dy Selection de	1	ployer		*	
	Date last loade	From: 13 • 0	let 🔹 2008 丈 🕻	9	held	C All employers C Mc	ut recent employe	
	Skills/keywor		lov 💌 [2008 💌 [_	legree	C All positions C Most	8	

2. Click Edit search fields in the task bar above the grid to open the Edit search fields window. This is where you select custom text and custom text area fields for display on your candidate search pages.

Figure 87: Edit search fields window, where you add search fields to your search page

Candidates per screen 50 💌 Edit My regions	I		
Select a field and click 'Add' or 'Remove' to move it from one Selected values (left)	column to	the other. When you are finished click 'Save Available values	
Last name Date Last loaded Skillskeywood Source Code Job Req UP Appendy Codes情報をすべて new課をすべて	Add	Candidate ref num Country Email Email source Field of study Field of study Fieldes: Feldes: Foldes: Excluded Forms Excluded OPA Orad year Home phone Hom received HR Status	
Selection details		Selection	details
Fields currently on your search results		Fields you can add to your search resu	ilts

3. Once you have added custom text fields and/or custom text area fields to your search page, you can use Boolean operators when searching custom text and custom text area fields on the candidate Search page and in Filter Folders, Working Folders, and your Inbox.

Figure 88: Candidate Search page with Boolean-searchable text and text area fields

tusti 🕅						Resource Center Support Help		
men-	Reqs		Condidates	Report		Admin	Home	ing off
Selardh	Save so	arch	Edits	oarch Selds		Edit output fields	Soud saved search :	× 4
Search crite Ritore mu tr	rio <u>Vence</u> ich do you 'avel now?	All 10 - 25% 25 - 50% 50 - 75% Less than 10%	S	Educa		urt to Last search	Candidates per scree	n: 50 ¥
	Emploxer	⊗ All employers	Most rea		<u>City</u>	€ All institutes ℃ M		
.CR5 TSM-test人情報0 ⁻⁰ 0月	City	[A3		Zip/posta	Lcode		<u>ب</u>	8
		None	dy itelect	Emr	loyer	L	<u>×</u>	8
				Positio	n held	• All employers	Most recent employe	B
				D	earce		est recent position	

Enablement Steps

This section reviews the steps for making form fields available for selection on candidate search pages of various types; this is not new functionality.

For this feature, when you add or edit form fields, you must designate custom text fields and custom text area fields as "searchable" and "outputable" and map the fields to the database. They are then available for selection for search pages. Once selected, they display the "B" indicating that they are Boolean-searchable fields.

Workbench

There is no change in how you make candidate form fields available for selection on search pages.

To add or edit custom text and custom text area fields:

1. In Workbench, select Tools > Forms > Candidate forms.

2. Find the form for which you want to add or edit fields in the grid and click the Administer form fields icon for it.

3. To add a new field, click Add new field on the Administer form fields page. To edit an existing field, find the field in the grid and click the Edit field attributes icon for the field.

4. Make selections for field attributes as necessary. In addition to other required settings, you must set Custom report field to Yes.

Figure 89: Specifying field attributes when adding a field

Placement	21 💌	
*Database field name		
⊞ Field name		[English (US)]
*Туре		
Custom report field	€ Yes C No	
Font size	Medium 💌	
Encrypted	C Yes No	
ide for these user types	HR Staff Super User Hiring Manager Entry Level Manager QuickStart User	
Hide in these languages	English (US) Azerbaijani Chinese (Simplified) Czech	
Required in these languages	English (US) Azerbaijani Chinese (Simplified) Czech	

5. Click Save and continue >>.

6. Select Yes for Searchable? and Outputable?. (Note: You cannot set custom text area fields to "Outputable.")

Figure 90: Define field attributes: Make text field "searchable" and "outputable"

Define field attributes Field name	text		Audit
Field length			
Required for form creation from TG	1000 P		
Publish for use as autofill?			
Search / Output	ababla2 a	-	
	rchable?		
Used (TEXT) Av	ailable (TEXT) Ena	able Search & Output	
125	0	II	

Note: If you are adding or editing the attributes of a Text area field, set Searchable to Yes. The Outputable field is set to No and disabled in the Define/Edit field attributes window.

Figure 91: Defining field attributes (page 2) for a Text area field

🖉 Define field	attributes	Audit Trai
	Field name test_text_area Field length 4000 Search / Output Searchable? C Yes & No Outputable? No	2
	Used (TEXT) Available (TEXT) Enable Sea	rch & Output
	Save Clear	Cancel

7. Click Save.

When your organization elects to make a custom text fields "searchable and outputable" and custom text area fields "searchable," those fields become available for selection as search fields for individual KRB users.

Recruiter Experience - Working in Req Folders

When working in req folders, KRB users with the appropriate privileges can:

- Move, copy, and file candidates to *all* req folders
- Move candidates between req folders

Users with the existing "Candidate Actions" user type privileges of "Candidates move/copy" and "Candidates - Remove from Req" can move candidates from req folders using the Move/Copy to req action.

Benefits

Clients can more flexibly accommodate a variety of workflows that involve moving, copying, and filing candidates to req folders.

How It Worked Before

Users could move, copy, and file candidates only to req folders to which they had a "My" relationship. To move a candidate from one req folder to another, users had to copy and then manually remove the candidate from the folder.

Figure 73: Users could not move, copy, or file a req to non-"my" folders

м	ieros	soft Internet Explorer 🛛 👔	3
4	2)	It is not possible to move a candidate out of a req folder. Click \VK\' to proceed, and the system will copy the candidate to its new destination folder. If you would like to remove the candidate from this req folder, use the \Remove\' function.	0
		OK Cancel	

Limitations and Known Issues

Only users with the "Candidates - Remove from Req" AND "Candidates – move/copy" privileges can move candidates from one req to another req.

Visible Changes

Users with the existing "Candidate Actions" privileges of "Candidates - move/copy" AND "Candidates - Remove from Req" can move candidates from Req folders using the Move/Copy to req action.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in June, 2008. Your Kenexa consultant or Certified Workbench User must enable user type privileges described in the "Enablement Steps" section.

Using this Feature

There are two new user type privileges that control this functionality (see the "Enablement Steps" section for this feature page 85 for more information). Once turned on, KRB users will see the changes described in the next several sections, depending on their precise combination of user type privileges.

File Candidates to All Reqs

The reqs displayed in this list are all of the open reqs for the Req templates to which the KRB user's Org group has access.

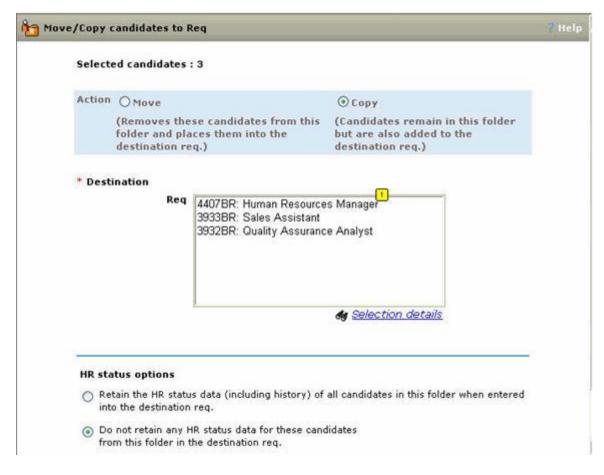
Figure 74: "File candidates to req" window

File candidates to req		2 Ho
Selected candidates : 4		
* Destination		
Req	4407BR:Human Resources Manager 3933BR:Sales Assistant 3932BR:Quality Assurance Analyst	
	Selection details	
Select an initial HR status	⊙ 0-Filed	
	O Initial Assessment	
	O French Divisions	
	O Dutch Divisions	
	German Divisions	

Move/Copy Candidates to All Reqs

The reqs displayed in this list are all of the open reqs for the Req templates to which the user's Org Group has access.

Figure 75: "Move/Copy candidates to Req" window



Move from Reqs

This enhancement is automatically available to users with the two existing privileges of "Candidates - move/copy" and "Candidates - Remove from Req." The next several sections describe scenarios for different combinations of these privileges.

Move/Copy with no "Remove from Reqs" privilege

If you have the "Candidates - move/copy" privilege but not the "Candidates - Remove from req" privilege, there is no change from the previous behavior: If you select a candidate and click Move, the candidate is copied to the destination req folder but not removed from the source req folder and KRB displays a warning message.

Figure 76: Copy candidates to req

Selected candidates : 2	6	
selected candidates : 2		
Action C Move		⊙ Copy
(Removes these folder and place destination req.		(Candidates remain in this folder but are also added to the destination reg.)
* Destination		
Req	4407BR: Human Resource 3933BR: Sales Assistant 3932BR: Quality Assurant	
		& Selection details
HR status options		
 Retain the HR status of the destination req. 	fata (including history) of al	I candidates in this folder when entered into
Do not retain any HR from this folder in the	status data for these candic destination reg.	lates
* = required field		
		Can

Move/Copy with "Remove from Reqs" Privilege

If you have the "Candidates - move/copy" privilege and the "Candidates – Remove from req" privilege, when you select a candidate and click Move, the candidate is moved from the original req folder to the destination req folder. When the action is successful, you see a confirmation window, as shown below.

Figure 77: Move confirmation window

1	Move/ Copy candidates to req 🛄	? Help
	Folder name: 4407BR:Human Resources Manager	
	The following candidates have been moved to the req. ²	
	Schaff, Adam	
	Spofford, Doug	
	Folder name: 3933BR:Sales Assistant	
	The following candidates have been moved to the req.	
	Schaff, Adam	
	Spofford, Doug	
	Send eLink OK	

Enablement Steps

In Workbench/Workbench Self-Service, Kenexa made the changes to the existing user type privilege definitions described in the table below.

Privilege category	Privilege name	New definition
Candidate actions	Candidates - move/copy	Allows user to move and copy candidates from working folders and copy candidates from Req folders
Candidate actions	Candidates - Remove from Req	Allows user to remove and move candidates from Req folders

Table 3; Changes to Existing User Type Privileges

As a result, only users with the "Candidates - remove from Req" privilege can move candidates from one req to another req.

This enhancement is automatically available to users with the two existing privileges of "Candidates - move/copy" and "Candidates - Remove from Req" so you do not have to configure it explicitly for user types with those privileges turned on already.

Enabling Parent Privileges

The goal is to enable the two new "Candidate actions 2" user type privileges:

- Candidates file to all Reqs
- Candidates move/copy to all Reqs

These two privileges are not active and available for selection by default. You must enable other privileges before you can enable the two new privileges. Please see the next two sections for more information.

Enabling the User Type Privilege "Candidates – file to all Reqs"

To enable Candidates - file to all reqs:

- 1. Under Candidate Actions, select Candidates file.
- 2. Click Done.
- 3. Under Reqs, select All reqs view open.
- 4. Click Done.
- 5. Under Candidate actions 2, select, check Candidates file to all Reqs.
- 6. Click Done.

Enabling "Candidates - move/copy to all Reqs" Privilege

To enable Candidates - move/copy to all Reqs:

- 1. Under Reqs, select All reqs view open.
- 2. Click Done.
- 3. Under Candidate Actions, select Candidates move/copy.
- 4. Click Done.
- 5. Under Candidate actions 2, select Candidates move/copy to all Reqs.
- 6. Click Done.
- 7. Under Candidate Actions, select Candidates remove from Req.
- 8. Click Done.

Reporting - DEW Candidate Form Fields Display DB Name or Display Name

Your organization can choose whether to display the database name or display name for candidate form fields in DEW reports that include candidate form fields.

Benefits

How It Worked Before

When a candidate form field is created in Workbench, the creator of the field enters both a database name and a display name. When creating a report, KRB users could not view the database name, only the display name, making it hard to determine in some cases which field they actually need to select.

Visible Changes

There are no visible changes without configuration.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in August, 2008. For existing clients, candidate form fields are listed using the Display name, as in the past. To list the database name for candidate form fields instead, please contact your Kenexa consultant.

Using this Feature

Depending on the client setting for DEW form field names, KRB users are able to see either the Display name (the default setting) or the Database name. If your organization does nothing, you should see no changes in how candidate form field names display.

Table 4: A comparison of Database field names and Display names

Database field name	Display name
2Interview_Type	Interview Type
2Date_of_Interview	Date of Interview
2Interview_Result	Interview Result
3Interview_Type	Interview Type
3DateofInteview	Date of Interview
3InterviewResult	Interview Result

Enablement

Kenexa personnel must change the setting for DEW form field names to Database name.

Figure 101: DEW form field names client setting set to Database names

Edit client settings			Audit Tr
CTIDTGb	238/3 239/3 240/3 789/3 8;		
Custom Reports Have Been Localized			
DaysAck	30		
DEW form field names	Database name 💌		
Display Skills and Resp. fields for apply using	• Profile builder resume	C Any resume/CV type	
DisplayElinkLogo	None 💌		
eLink Authentication	€ Off C On		
ELink Cc/Bcc	€ No C Yes		
ElinkComments	Optional 💌		
ElinkExpirationClicks (1-99)	N/A		
ElinkExpirationTime (DD:HH:MM)	N/A		
ElinkMessage	Optional	*	
Email tokens - enable Order ID in KRB	€ No C Yes		
EmailNotification	C No @ Yes		
Enable candidate purge	€ No C Yes		
Enable candidate purge preview	€ No C Yes		
Save	Revert to saved	Cancel	

Reporting - OFCCP Candidate Search Project and Reporting

The OFCCP Search Standard Activity Report will work the same as it does today but now will include Monster Candidate search criteria. This feature is available October, 2008

Figure 99: Community Gateway "Search Candidates" page with Search options: "Associate Req" or "No associated Req"

	BrassRing Communit	ty Gateway	Resource Center		
	Post Reqs View Posting	ps Passive Bource	Contacts Admin Log aff		
	Search for Candidates				
		ther Resume Exitabase directly. You can use provide summary data for each matching c			
		Xara			
A single select field is used fo pre-defined Search Reason Cl setting in Workbench	r the	land to 11 to 1			A text is used for the Free form Search Reason Client setting in Workbench
	S Associated Reg		to your search to a flog. If you are not asso	cutan yan awa, i awa narafa ma	and .
	Select Reg	8	Anaxon for search:		
		South by Rule Sont results to resum	es received from Tables 📕 to Tarath	ĸ	
		Search by Represent Search Index Researce Britar Kernends	la g., pharmaceutocals, saleri	J Second Land	

Figure 100: Standard Reports Menu with OFCCP search activity report

GL	ња	., IVC				Resourc	e Center Support }	Help YBrass
	K	Reqs	Candidates	Repor	ls Adı	nin	н	ome Log
Star	ndar	d reports menu						
?	9	System user	This report summarizes overall process, requisitions created, et		information, and include	s the number of logi	ns, resumes/CVs viewed	, candidates in
?	1	Turnaround time	This report provides average to	maround tim	es for resumes/CVs pro	cessed through the T	DC.	
?	1	Erase audit log	This report provides details on t	the resume/C	V ids from which candid	ate information has l	been erased.	
?	1	HR action activity	This report provides information	on candidat	es as they move through	the hiring process.		
?	1	Diversity breakdown	This report provides counts of c	andidates file	d to reas broken down t	y gender, race and	work category.	
?	9	OFCCP search activity	This report provides a listing of	searches per	formed by users and the	requisitions associa	ted with those searches.	
Hire	/req i	reports						100
Help	Run	Report	Description					
?	1	New hire	This report represents detailed	information o	n new hires, including so	surce information.		
?	1	Open reg activity	This report provides information	n on all reqs i	with an open status as of	a specific date.		
?	1	Reg status summary	This report presents information	n on status ch	anges of requisitions.			
ρ.	search	h candidates: (last, first)		60	D Search reqs:	6	1	Privi
1	-		i sama and a sa			nine in the		Inusted st

Security - 15 min option for KRB "Timeout"

Kenexa added 15 minutes to the client setting, Cookieexpiration. This setting determines how many minutes of user inactivity can elapse before the session times out. With this change, the options in this setting are: 15min, :30min, 1hr, 2hr, 3hr, 4hr, 8hr, and 24hrs.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in June, 2008. Your Kenexa consultant must configure this setting in Workbench.

Using this Feature

If your organization decides to use the 15-minute timeout, KRB users will be logged out automatically after 15 minutes of inactivity. The automatic timeout works the same as previously; it just has the additional setting of 15 minutes.

Enablement

In Workbench, set Cookieexpiration to 15 min.

Security - Req Purge

Kenexa has developed a Req purge utility. Its purpose is to purge clients' closed requisitions.

Benefits

By deleting all old requisitions, we can improve the performance and reduce storage space in the database.

How do I get this feature?

The Kenexa Professional Services Group performs this service. Your Kenexa consultant must log a maintenance ticket which serves as a request to the Professional Services Group.

Clients have to provide purge criteria to the Professional Services team. Professional Services personnel document and validate client-specified purge criteria. They configure req purges as scheduled tasks that execute when resources are available.

Security - SAML 2.0

SAML 2.0, a new single-sign-on (SSO) method for KRB and Talent Gateway customers, is now available.

Security Assertion Markup Language is an XML-based framework for communicating user authentication, entitlement, and attribute information of a subject (often a human user) to other entities, such as a partner company.

Benefits

The benefits of SAML include:

- Improved online experience for end users
- Platform neutrality

• Reduced administrative Costs for service providers: Using SAML to "reuse" a single act of authentication (such as logging in with a username and password) multiple times across multiple services can reduce the cost of maintaining account information. This burden is transferred to the identity provider.

• Risk transference: SAML can act to push responsibility for proper management of identities to the identity provider, which is more often compatible with its business model than that of a service provider.

Business Need

Using SAML 2.0 reduces the need for custom solutions and maintenance. With this solution, companies are able to implement one standard solution and use the same to integrate with various service providers. SAML also streamlines application access for end-users through a standardized single sign on process.

How It Worked Before

Kenexa was supporting several custom SSO implementations for different clients.

How do I get this feature?

This feature is available in October, 2008. Please contact your Kenexa consultant.

Using this Feature

As with any SSO implementation, end users will be able to access TG and KRB without needing to enter additional credentials since SAML will pass those for them. This significantly improves the user experience since they do not need to maintain multiple usernames and passwords.

Enablement

Kenexa's Professional Services Group performs the enablement for SAML 2.0.

Talent Gateways - Access Saved Resumes on TGs

When making a general resume/CV submission through a Talent Gateway, candidates can select a resume/CV and cover letter that they had added previously to their profile, or create or upload new ones.

12 man in the	And a second control	(d)	ag "ID+" of guiltocaracte	part possible during the	Saro-Dizolatiniz/1012446-009-000-	 P. T. L. Hernitsbergerschutzberger en zu zu		• 🖬 👳	C.res
25/04	Literation in the second	interally statute	Balant resultanCV	Resultativ profile printedies	Cardenation		7 tixta		
Submit re	sume/CV								
f pou have an i hetter, you can	existing resume CV, yo select it, or paste it into	e care animit it, upino r a textilico. It you do	d il or pastie il into a testho Al already have a cover lett	n. If you don't already let, you can type one	have a separatiCV, you can hald one. If you the the testbox.	a have an according cover			
			Cuntor	un Cancal					
ResumerC				19.1					
Chapse ine of	the methods below to a	ubmit your resulted	×						
4" Upload my	ma/CV from my profile recurse/CV from my co examplify by typing or i		Extent the rein My remained	V Parall line in a	25.0				
Cover letter	for supervise serve	other of a							
	the methods below to a		52 M						
	n letter from my profile	official Latin closes and		er hetter you would like	to use				
	over letter by typing or o	opying it in		et lefter	No. or the second se				
			Cartw	un Cancat					
				inte activ					
					*				
					Braisling				

How It Worked Before

Candidates who have an account do not have access to their saved resumes when using the general resume/CV submission.

How do I get this feature?

This feature is available in August, 2008.

Talent Gateways - Letting Candidates Reapply to a Req

Your organization can elect to allow candidates to reapply to the same requisition at a later time. This feature can be implemented in a number of ways: For individual reqs, for an individual job code used with a particular req template, or for all job codes used for a particular req template.

Benefits

This is especially beneficial for open reqs that never expire (such as Open Continuous). This feature gives candidates an opportunity to improve their skills and apply to the same position at a later date.

How It Worked Before

Candidates could not apply to a requisition to which they had already applied.

Visible Changes

There are no visible changes without configuration.

Limitations and Known Issues

Updated June 2, 2009

Allow Reapplies and Autofiling: The proper functioning of the "allow reapplies" feature depends on candidates being autofiled to reqs. KRB updates the HR status of candidates who reapply to a req; this update is possible only if a candidate is actually filed to a req. Accordingly, when Allow reapplies is turned on, KRB autofiles candidates to reqs *even if* the client setting Reqautofile is not enabled. Your organization should be prepared to accept req autofiling behavior if they turn on the Allow reapplies setting and, to be consistent, should explicitly turn on the Reqautofile setting.

When a candidate has a pending job submission, the Talent Gateway normally blocks a "reapply" job submission at that time. When the system updates the candidate's HR status, there is a short delay before this information is communicated to the Talent Gateway. Due to this delay, there is a slight chance that a candidate with a pending job submission could successfully submit a reapply job submission immediately after the first submission.

Once your organization has added the custom req field to its req template(s) which allows reapplication to the req, that custom field cannot be deactivated or deleted without Custom Engineering intervention.

• If a Workbench user tries to deactivate this field, the following error message displays: "This field cannot be inactivated since it is associated with the ReqAllowReapplies client setting."

• If a Workbench user tries to delete this field, the following error message displays: "This field cannot be deleted since it is associated with the ReqAllowReapplies client setting."

Note: As long as there are reqs with the "Allow reapplies" custom field enabled, the client setting cannot be turned off. Your organization can make a Custom Engineering request for a script to disable the fields for all reqs and job code defaults and turn the client setting off, but your Kenexa consultant cannot do this.

There is no audit trail for changes to re-posted reqs. For example, if a req was posted without the "Allow reapplies" feature turned on and was then reposted with the "Allow reapplies" feature turned on, there is no audit trail to show when the "reapply" status was enabled.

The "Allow reapplies" feature is not available through Agency Manager, XML Candidate Import, KRB Req Import, nor other integrations.

The only option for the custom req field AllowReapplies is Yes. Workbench users cannot add more options to this field.

If your organization wants to use the "Allow reapplies" feature in other languages, the custom req field AllowReapplies must be translated; otherwise it displays in your base language.

Best Practice Recommendations

Kenexa recommends that when you add the custom field to the req template to allow reapplies, place the custom req field at the beginning of the Req details section.

Kenexa recommends that you use an intermediate status for the "Designated Reapply Status" with a status name that is easily identified in reporting.

Cost

There is no additional cost associated with this feature.

How do I get this feature?

This feature is available in late October, 2008. Please contact your Kenexa consultant for help in implementing this feature and making a Custom Engineering request if necessary.

Situations Requiring Migration

Migrating from an earlier version of "Allow reapplies": The ReqAllowReapplies setting was first released as a configurable attribute on the req template. If your organization used this earlier version of the "Allow reapplies" feature, please contact your Kenexa consultant to make a Custom Engineering request for help with migration to the new settings.

Migrating Job Code Default Data: If your organization uses Job code default data with a req template has not been enabled on the earlier version of the "Allow reapplies" feature and you want to enable the feature at this time, please contact your Kenexa consultant to make a Custom Engineering request for help with migrating to these new settings and reposting to the Talent Gateway.

Using this feature

Once this feature is enabled, KRB users post reqs on Talent Gateways. Candidates apply to jobs through a normal workflow. Candidates can reapply to a req if they are in an HR status (configured by your organization) for that req which allows the candidate to reapply to the job.

Behind the scenes, the Talent Gateway checks the "Allow reapplies" custom field for the req and the candidate's HR status.

As long as the req supports the "reapply" feature and the candidate is in an HR status which permits him or her to reapply, the candidate can submit a "reapply" application successfully. When that happens, the candidate's HR status is automatically updated to the designated "Reapply" HR status and the candidate's complete HR status history remains intact.

In the case these conditions aren't met, the Talent Gateway displays the standard message stating that the candidate cannot reapply to that particular position.

Enablement Steps

You must configure some or all of the client's req templates to allow reapply and configure HR status(es) to allow reapplies.

Workbench

To enable the "Allow reapplies" feature:

1. Kenexa personnel: In Workbench, set the client setting ReqAllowReapplies to Yes. When this client setting is turned on, the custom req field Allow Reapplies is created.

Figure 113: Client setting "ReqAllowReapplies"

Edit client settings		Audt Tr
Fusamoral requency	NA Y	-
Referral eLink expiration clicks (1- 99)	N/A	
Referral eLink expiration time (DD:HH:MM)	N/A	
Referral rights expiration (1-365)	IN/A De	
ReportsCustomURL	http://bi brassning.com/15i	
ReportsStandardURL	http://stagingRs.brassring	
ReqAutofile	No	
RegAllowReapplies	⊙ No ⊖ Yes	
ReqDeclineEnable	⊙No O Yes	
RegEmailEnable	© No ⊖ Yes	
ReqTrigger	Auto 🕑 Do not change before consulting SE	
Restrict access by IP address	© Yes ⊛ No	
Restrict access by IP address: Authorized values	Entered (1) Configure	
Search Reason	Is Free Form ○ Pre-defined	
Search Reason Overnight Default	No	
Save	Revert to saved Cancel	

- 2. Kenexa personnel or Certified Workbench Users: Add a custom req field to the req template.
 - a) In Workbench, select Tools > Forms > Req Forms > Administer req fields.

b) Select the custom req field.

c) Select the "AllowReapplies" field to add it to the req template (req form) of interest. By default, this field is not selected on any req templates. Move the field up or down as needed to position it on the req. (Note: Kenexa recommends that you position it near the top of the Req details section.) Translate the field for each language if necessary.

Figure 114: Add the "AllowReapplies" field to the req template

Available fields	Selected fields	
AllowReappiles BUDITM BUDITMNO FILSTO OpenPortableField ContactName ContactPhone Contacternail	EVAMIO JOSTYPE2 JobField TYPEMA JobOpInfo SOUSTR FUNCTL RebulktinInfo FILTYP SALMIN SALTYP SALMIN SALTYP SALMIN SALTYP SALTYP SALTYP SALTYP SALTYP SALTYP SALTYP SALTYP SALTYP	Move Up Dovr V

- 3. Edit the custom req field attributes on req template(s):
 - a) Select Tools > Forms > Req Forms > Administer req fields.
 - b) Find the Allow Reapplies field in the grid and click the Edit field attributes icon for it.
 - c) You can do the following:
- Enter translations for the Field name
- Edit the following attributes:
- Hide for these user types
- Non-editable for these user types
- Required for these user types

- Hide for these languages
- Required for these languages

Note: You cannot edit the fields highlighted with red arrows.

Figure 115: Field attributes you can edit for Allow Reapplies

Edit field attributes: [AllowR	eapplies]	Audit
Placement Database field name	2 💌 AllowReapplies	These attributes are NOT edittable
⊞Field name	Allow Reapplies	[English (US)]
Туре	Checkbox 🚽	
osting interface mapping		
Instruction type	None	
Font size	Medium	
Encrypted	No	
HR Status restrictions	No	
Hide for these user types	Super User HR Staff QuickStart User DHR Support Admin Plus	
Non-editable for these user types	Super User HR Staff QuickStart User DHR Support Admin Plus	to add req

4. Define the required HR statuses for the following: Status Allows for Reapplies and Designated Reapply Status. You cannot use the same HR status for both of these settings.

Status Allows For Reapplies

You can enable Status Allows for Reapplies for Intermediate and Final statuses. You must enable this attribute for at least one (1) HR status along with designated reapply status for "Next Statuses" for the "Allow reapplies" feature to be completely enabled.

a) Select Tools > Tracking Logic > HR Status.

b) Enable the attribute Status allows for Reapplies for each HR status from which candidates will be allowed to reapply.

c) Select the designated reapply status for "Next Statuses."

Figure 116: Enable "Status Allow for Reapplies" for HR statuses

Add intermediate status				Audit T
Status type:	Active, Int			
⊞ Status name:	Rejected: E	Experience	[English (US)]	
Agency mask name:			M	
Placement:	19 💌		000	
Valid after:		re- Status		N
-	after req	Supplemental Questionaire	> 0	68
	2	1st Interview		
(2	2nd Interview		
		Offer Extended		
Next Statuses:	Next P Status	re-		
C		0-Reapply	^	
		1st Interview	CHE	
		2nd Interview		
		Offer Extended		
Show on eLinks:				
Optional popup form:	-		M	
Email:				
Integration:	Pass re	sume key to Event Manager		
C	Status	allows for Reapplies		
	Designa	ated Reapply Status		
Restrictions:	Block re	eq HR status update when the	req is not posted for a defi	ned period of time
	Block a	uto req cancellation		
	Block jo	b submission withdrawal when	withdrawing candidate is a	t this HR status
	Block jo	b submission reactivation when	n any candidate in req folde	er is at this HR status
(Save	Reset to saved	Cancel	

- 5. Add the Designated Reapply Status. The following rules are in place for this status:
- You can configure the Designated Reapply Status on one HR status only.
- It is restricted to Intermediate statuses.

• Kenexa recommends that you create a new intermediary HR status (such as "0-Reapply") and check the setting Designated Reapply Status for it.

- There can only be one Designated Reapply Status per client.
- If no statuses are selected, then the check box is enabled.
- If a status is already selected, the checkbox is grayed out on other HR statuses.
- You must disable the setting on one HR status before enabling it for a different HR status.
- For Next Statuses, select the necessary HR statuses that follow in the tracking logic.
- You do not need to set the Valid After statuses.

To configure the Designated Reapply Status:

a) Select Tools > Tracking Logic > HR Status.

intermediate status			T 1 1 2 5		Aud
Status type:	Active,	Intern	iediate Status		
E Status name	0-Respp	4)		[English (U	S)]
Agency mask name:				*	
Placement:	20 1				
Valid after:	Ville	Pre-	Status		0.00
-	after	- quiet			R
		11	Rejected: Education		
(E E	- 13	Rejected: Experience Rejected: Filing Location)	
	1	10	Rejected: 19		
Next Statuses:	Heat	Pre-	Status		
	Statue		Phone Screen		
	T		1st Intervere		
		D	2nd Interview		
			Offer Extended		
Show on eLinks:	2				
Optional popup form:	-				
Email:	-				
Integration:	-				
integration.			ne key to Event Manager		
	And in case of the local division of the loc		ws for Reapplies		
\leq	Ø Des	agnate	d Reapply Status		
Restrictions:	CI Marin	Canal a	R status update when the i	on is not costad for	defeed enried of the
			reg cancellation	red is not posted for a	a centred benod of time
			ubmission withdrawal when	withdrawing candidat	a is at this UD status
			ubmission withdrawal when submission reactivation when		
	CT elder	. 100 5	somework reactivation when	i any canadate et red	Linner is at mis let stati
	Sa	10	Reset to saved	Cancel	

Figure 117: Define the "Designated Reapply Status"

- b) Enter the Status name and translations for it if necessary.
- c) Select its placement on the page.
- d) Select the Valid after statuses.
- e) Select the designated reapply status for "Next Statuses."
- f) Under Integration, check the Designated Reapply Status option.
- g) Configure other options for it as necessary.

6. Click Save.

Configuration Options for Requisitions

KRB users can enable Allow Reapplies on an individual requisition. See "Configuring "Allow reapplies" on Individual Reqs" on page 137 for more information.

Clients can elect to have the custom req field Allow Reapplies to be present on reqs and defaulted to Yes either by uploading Job Code Default Data for multiple job codes at a time or by administering code lists for individual job codes at a time. See sections starting on page 138 for information on both methods.

Note: The only way to enable this field at the req template level is by using Job Code Default Data.

When AllowReapplies is enabled through Job Code Default Data, all reqs created using the job code and req template combination allow candidates to reapply to those reqs, independent of normal Talent Gateway restrictions and irrespective of the Hide for these user types and Hide for these languages settings for the field.

Configuring "Allow reapplies" on Individual Reqs

To enable "Allow reapplies" for a specific requisition (and not all reqs based on a specific req template or job code), do the following:

Do not enable the custom req field in Workbench as described above. Instead, the KRB user should enable the custom req field on the individual requisition.

To enable a custom req field on an individual req:

- 1. Log into KRB.
- 2. Navigate to the req you want to edit.
- 3. On the Edit req details page, select the check box for Allow Reapplies.
- 4. Click Save.

Figure 118: "Allow Reapplies" check box on an individual req

Edit req 454BR FI	NE CAP TAI	(- microsoft in	internet explorer	-		$\hat{}$
Allow Reapplies	Tres					^
Notes	-		8			
			×			
			Sepanded view			
*Team Members			List >>			
Turn off Autofiler notification for this req						
Approval Routing						
* Examination Analyst		12-Nov-2008				
* Departmental Support	Bypassed	12-Nov-2008				
* Departmental Human Resources Manager	Bypassed	12-Nov-2008				
* Departmental Exam Supervisor	Bypassed	12-Nov-2008				
						×
¢]			U.S.		>	

Importing Job Code Defaults for Multiple Job Codes

This import updates multiple job code defaults for a given req template.

To import the Job Code Defaults for multiple job codes at a time:

- 1. Verify that the profile is configured correctly:
 - a) In Workbench, select Tools > Import > Profiles > Add a profile or Edit profile.
 - b) Verify the mapping on the Map Import Profile page.
 - c) Select Overwrite all if you want to overwrite all fields.
 - d) Once the profile is ready to import, click Launch to import the changes.
 - e) Select the modified .xls file with the new values.

Important: The field DB name AllowReapplies must be set to Yes for the "Allow reapplies" feature to be enabled; otherwise, it is blank for that Job Code for that req template.

2. View the existing Job Code Defaults for each req template by exporting Job Code Defaults to Excel.

a) In Workbench, select Tools > Forms > Req Forms > Administer req fields for the selected req form.

- b) Click Export job code defaults to Excel.
- c) The KRB Task Manager sends you an e-mail when your export has completed.
- d) To retrieve the .xls file, select Tools > Task Manager. You can use this file to update any of the defaults by making the needed edits in the field values and importing again.

Important: The field DB name AllowReapplies must be set to Yes for the "Allow reapplies" feature to be enabled; otherwise, it is blank for that job code for that req template.

Enabling Job Code Defaults for Single Job Codes

To enable or update the job code defaults for one job code on one req template:

1. In KRB, select Admin > Admin+ > Codes > Job Code > Administer Code List > Edit code for the selected job code.

2. Select the correct req template and check the Allow Reapplies checkbox.

3. Save your changes.

Talent Gateways - Authentication and Deep Links API

Your organization can now initiate the login process from your own site without the candidate being required to authenticate a second time (to our site).

After authenticating using the above method, they can access the following links:

- Saved drafts
- Edit profile
- Job Status check
- Search openings
- Resume/CV manager
- Job Cart
- Search agents
- Submit Now
- Log off

Talent Gateways - Including Job Details in Job Search Agent Email

Using this feature, you can include fields from the Search Results grid within e-mails sent to the candidate by a Talent Gateway search agent. Search agents send the search results grid rather than a simple list of jobs that match the search criteria. The Search Results grid displays job details so that the candidate no longer has to click each job to see them (to see the grade for the requisition, for example).

Benefits

This change allows you to determine which fields appear in the e-mail based on how you configure the Search Results grid.

How It Worked Before

Currently, if you run a search to find all jobs in a given job family, when you get the results you need to click into each job and view the job details to see the grade for this requisition. If you are only interested in jobs at a certain grade level this is time consuming.

Visible Changes

There are no visible changes without configuration.

Limitations and Known Issues

This Talent Gateway setting applies to Full Talent Gateways and Global Talent Gateways (at the global level), but not Basic Talent Gateways.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in November, 2008

Your Kenexa consultant must configure the new Workbench setting. This setting directs any Search Agent e-mails to embed the results from the search in the form of the grid in the e-mails sent to potential candidates. Your Kenexa Consultant can assist you in configuring the Search Results grid.

Using this Feature

Talent Gateway Changes

As described in the previous section, if the Workbench setting for the Display grid in Talent Gateway search agent email field is No, then the search agent sends the Talent Gateway user the existing search results page that simply lists the jobs that match their search as shown below.

If the Workbench Display grid in Talent Gateway search agent email field is set to Yes, when the Talent Gateway user sets up a search agent, the information provided in the search results grid appears in that email as shown in 0. The fields that appear in that grid depend up how you (or your Kenexa TC) have configured your search results grid.

Figure 107: Search Results displayed in list and grid format

					000000000000000000000000000000000000000	ptions			
Search agent result	s								
Front: agentserver@ent. Synt: Fri 9/26/08 3:32 AM Tol. jm_krause@hotmail. #13900_574htm (3.2 KB)	com			Seburity team.op	าห สุดพลสงคล				
List Format									
Forwarded Message A	ttachment								
Some new positions ha you might be intereste	🖂 New 🙈 R	eply 🖓 A	epiy all 🙆 Fo	rward 🗙 Delete	🈽 Junk 👼 🔹	Move to	• •		
These jobs matched to							Gr Option		
1. Children's Area Sale	Search ager	ht result	\$;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;						
 Team Leader Swedd Goods Flow Co-work 	From: agentse		brassring.com						
4, Food Service assist	Seet. Fri 9/26/08-3:32 AM . 36: jm: krause@hotmail.com								
5. Food Service Assist 6. Furniture Pick-Up Co	@ 13900_574h	tm (3.2 KB)							
7. Carts and Customer						isdaniti (stati upeti	dowrspad		
 Carts and Customer Loss Prevention Age Visual Merchandising Cook / Assistant (111, Full Serve Hand Ou Phones Coworker (112) 	Forwarded N	lessage A itions hav	ttachment Grid 1 e become ava	ormat iable at ABC . Base e of them.					
 Carts and Customer Loss Prevention Age Visual Merchandisini Cook / Assistant (111, Full Serve Hand (212, Phones Coworker (113, Carts Coworker (7) Cashier (711108R) 	~-Forwarded N Some new pos you might be i	lessage A itions hav nterested	ttachment Grid 1 e become ava in one or mon	dable at ABC. Base					
 Carts and Customer Loss Prevention Age Visual Merchandisini Cook / Assistant (111, Full Serve Hand (212, Phones Coworker (113, Carts Coworker (7) Cashier (711108R) 	~-Forwarded N Some new pos you might be i	lessage A itions hav nterested	ttachment Grid 1 e become ava in one or mon criteria speci	ilable at ABC . Base a of them.		ch agent criteria			
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 Carts and Customer Loss Prevention Age Visual Merchandisini Cook / Assistant (Carts Coworker (Carts Cowork	Forwarded N Some new pos you might be in These jobs ma Prise Million Schulements Schulements Schulements Schulements Schulements Schulements Schulements Schulements	lessage À itions hav nterested itched the N-Tei - P. Tei N-Tei - (N-Tei - P. Tei - P. Tei - P. Tei -	ttachment Grid 1 e become ava in one or mon criteria speci serie speci serie scare serie scare ta segler ta segler	iable at ABC, Base of them. fied for: US Jobs (0.000) because (0.85, 61, at Strong (0.83, 61, at Strong) (0.83, 61, at Strong)	ed on the sean executions type, and type, and type, and type, and type, and	ch agent criteria ch agent criteria m/m/ana m/m/ana m/m/ana m/m/ana m/m/ana			
 and Customer Carts and Customer Loss Prevention Age Visual Merchandising Cook / Assistant (1) Cook / Assistant (1) Full Serve Hand Ou Phones Coworker (1) Carts Coworker (7) Cashier (7) Sales Co-worker, E 	Forwarded N Some new pos you might be in These jobs ma whole Million in our Schullen Schullen Durch reside schule Durch Otex sha Sectores Schullen Durch Otex sha Sectores	fessage Å itions hav nterested itched the N-Tei P. Tei N-Tei P. Tei P. T	ttachment Grid 1 e become ava in one or mon criteria speci serse seco serse seco serse seco serse seco serse seco serse seco serse seco serse seco seco seco seco seco seco seco seco	iable at ABC. Base of them. field for: US Jobs (Note December) (S.S. FriedStrin (S.S. FriedStrin (S.S. FriedStrin (S.S. FriedStrin (S.S. FriedStrin (S.S. FriedStrin) (S.S. FriedStrin)	ed on the sean sectors thestones shartones shartones shartones shartones shartones shartones shartones	ch agent criteria v storedoor mynyjana mynyjana mynyjana mynyjana mynyjana mynyjana mynyjana mynyjana mynyjana			

Users cannot sort grid columns contained in the Search agent results e-mail nor link to anything in its contents. The Job Title column is the only hypertext link.

When the Talent Gateway candidate chooses a job link from the Search Agent e-mail, the Job details page displays as shown below.

	Job 1 of 1						
	Apply to job Send to friend Save to cart						
Job Title	Cashier						
Location	Los Angeles (Orange County)						
Country	U.S.A.						
Work Area	Checkout						
Business type	Retail/Store						
Full Time-Part Time	Part Time						
Duration	Regular						
Job Description	With an emphasis on customer self-choice sales, not all IKEA customers need assistance from Co-workers when shopping in our store. However, there is one situation when all IKEA customers need help from one of our Co-workers – at the checkouts. The goal of our Cashiers is to provide efficient, good service to make sure every customer and visitor leaves with a good impression of IKEA The Cashier is part of the Cash Team and reports to the Cash Manager. The checkout area is where customers' perceptions, as well as their purchases, all come together. By providing fast, accurate and friendly service, Cashiers make sure the impression that customers leave with is a positive one.						
	Your responsibilities - Keep checkout area clean and tidy. - Refill supplies and shopping bags. - Control cash box balances. - Provide visitors with a positive experience by creating a friendly impression at the checkouts. - Processes transactions quickly and efficiently. - Observe security procedures. - Reconcile balance and signs off on cash box. - Use available resources to secure training in friendly helpful service, security procedures, basics and proper ergonomics. - Contribute to an environment where the IKEA culture is strong and where the diversity of our co-workers and customers is valued and embraced. - Assume responsibility for projects and tasks as they occur.						
Requirements	Capabilities and Motivation						

Figure 108: Job details page

Enablement Steps

This section describes how to enable this feature.

Workbench

Kenexa personnel must configure a Workbench client setting to enable this feature.

To configure the setting:

1. Select Tools > Talent Gateways > Admin > Edit icon for the Talent Gateway.

2. On the Talent Gateways details page, select the check box for Display grid in Talent Gateway search agent emails as shown below. It is not checked by default.

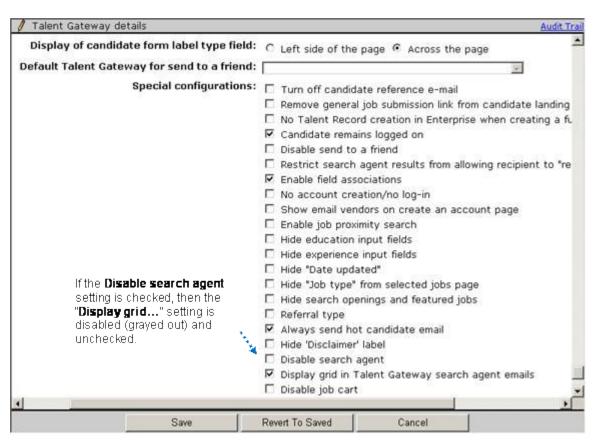


Figure 109: "Display grid in Talent Gateway search agent emails" setting

When not checked, the search agent e-mail sent to the candidate is displayed as a list of jobs that match the configured search agent with job title links to the actual job description, as in previous releases.

3. Click Save. Once you have enabled this setting, it is listed as set to Yes in the Special configurations section of the Talent Gateway details window in "view" mode and Talent Gateway users are recipients of the new search agent functionality.

Configuring the Search Results Grid

To configure what displays in the e-mail Search Results grid:

1. In Workbench, select Tools > Talent Gateway > Admin > Edit settings for the TG you want to configure this feature for.

2. In the Talent Gateway details window, scroll to the Job search results section of the page.

3. Select fields from the Available fields box and move them to the Selected fields (right) or Selected fields (left) box. Use the up and down arrows to change their order if desired.

4. Click Save.

Figure 110: Talent Gateway details, Job search results fields

Job search engine:	Available fields:		Selected fields(right	t)
	Advertising Costs (Local ourrency) ID da vaga External/Agency (Local ourrency) HR Department Recruiter Costs (Lo Job Code Job Description Manager No. of Positions Positions Remaining Recruiter Referral Bonus (Local ourrency) Relocation Costs (Local ourrency) Relocation Notes Job Title Travel Costs (Local ourrency)	>> Add << Remove	Work Area Business type Location Keyword	A Move Up V Move Dowr
Job search results:	Available fields		Selected fields(right	t)
	Advertising Costs (Local ourrency) ID da vaga Work Area External/Agency (Local ourrency) HR Department Recruiter Costs (Lo Job Code Manager No. of Positions Positions Remaining Recruiter Referral Bonus (Local ourrency) Relocation Costs (Local ourrency) REQ FORMS - CA HREF="http://kex. REQ FORMS - CA HREF="http://kex.	>> Add << Remove	Job Title Full Time-Part Time Location Country Business type Application Deadline	A Move Up V Move Dowr
Job display:	Available fields		Selected fields(right	t)
	Advertising Costs (Local ourrency) External/Agency (Local ourrency) HR Department Recruiter Costs (Lo Job Code Manager No. of Positions	>>	Job Title Location Country Work Area Business type Full Time-Part Time	Move

The figure below shows how the Job Search Results fields map to the Search Results grid e-mailed by the search agent.

Figure 111: Job Search Results Mapped to the Search Results Grid

Job	title	Full tin	ne-Part time	Location		Country	Business type		Application deadline	Date Updated
27	ales Cc-worker	Part	Time	Anetin Rock)	Round	υ. 	Retal/Store	R	10/13/2008	09/26/2008
Sale	<u>s Co_worker</u>	Full T	me	Los An (Purha		U.G.A.	Retail/Store		10/17/2000	09/26/2000
Soo Wor	is Flow Co-	Parl	Time	Los An (Covina		U.S.A.	Relai/Store		10/06/2008	09/26/2008
260	overy Co-worker	Part	Time	New Ha	aven	U.S.A.	Other		11/08/2008	09/26/2008
	s Co-worker Ishop	Part	Time	San Die	ope	U.S.A.	Retail/Store		09/30/2008	09/26/2008
Cas	nier	Part	Time	Los An (Burbai		U.S.A.	Retail/Store		08/31/2008	09/26/2008
Sale	s co-worker	Part	rime	New Ha	aven	U.S.A.	Retail/Store		10/12/2008	09/26/2008
<u>Act</u>	rns Co-worker	Full T	mo	Boston (Stoug		U.S.A.	Retail/Store		10/03/2008	09/26/2008
Cas	vier	Part	Time	Boston (Sthug		U.S.A.	Retail/Store		09/20/2000	09/26/2000
	Job Search A grid fields	gent			Selecter	l fields(I	ight)			
Workbench selected Job search results fields					Full Time-Pa Location Country d Business ty Application I		M	∧ Jp V ove ove		

Note: The Date Updated column is specified in the Workbench. See the Special configurations section of the Talent Gateway details window for the Talent Gateway.

If the Hide "date updated" field is left unchecked, this column displays in the search results grid and in the new e-mail grid. This column always displays in the search results grid as the last column and thus will display in this new e-mail grid.

Configuring "Search agent reply email" Introductory Text

Kenexa personnel or Certified Workbench Users (Tier II) can configure the introductory text in the search agent e-mail in Workbench.

To configure the introductory text, select Talent Gateway > Admin > Edit > Search agent reply email text field as shown in the figure below:

Figure 112: Configuring the text for search agent e-mail introductory text

🖉 Talent Gateway details		Audit Tra
TRESCE TO GETOIDE	(xxxx@memo.IKEA.com) or your e-mail address and choose a password. This will enable you to access your information in the future.	~
Gateway login: Reset to default	Enter your e-mail address and password to access information you previously submitted.	
		38
Send to a friend email text:	Your friend has found job(s) at [clientname] that you might find	^
Reset to default	interesting. Please click the following "View jobs" button to view job(s). [viewjobs] Best	2
Custom field for send to	regards.	~
friend:		689
Search agent reply email: Reset to default	Some new positions have become available at (Specify client's name here). Based on the Search Agent criteria you provided us, you might be interested one or more of them.	
		33)
Search openings text: Reset to default	Use the search criteria below to identify the career opportunity you are looking for and click Search . To select or deselect	
	multiple items in a list, hold down the CTRL key on a PC while you click.	~
	Save Reset to Saved Car	ncel

Grid Details

Note the following information about the Search Results grid, which does not change as a result of this project.

• Text in columns wrap properly.

• Column widths depend on the widths of the content contained therein; there is no hard limit.

- Column headings do not contain links and cannot be sorted.
- The column fields support HTML display
- The e-mail feature supports the same e-mail applications as it does today.

• The grid displays in the same colors as configured in the Talent Gateway Site Colors settings use the same font and font size. The colors include:

• Header—Dominant dark

- Odd rows—Accent dark
- Even rows—Access light

Talent Gateways - Navigation on Top and Bottom of Job Search Results Pages

The Refine search link and individual page links are available on both the top and bottom of search results pages.

Benefits

When users reach the bottom of lengthy a search page, they can easily refine their search criteria or move to another page.

How It Worked Before

The Refine search link and individual page links were at the top of the page only, so users had to scroll back to the top to change their search criteria or move to another page.

Visible Changes

All Talent Gateway users will now see the following changes.

The Refine Search link and page links are visible at the top and the bottom of the search results page. See "Using this Feature" on page 115 below.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in October, 2008. This feature is available automatically on Talent Gateway search pages.

Using this feature

Figure 102: Refine search button and page links at top of page

llew system						
Recruitment process FAGe	Hone	Search Sea	O nch			? He
Easting system		openings res	uts			
	Sea	arch results	our search	eniteeka: (United Stated) /	WD 01-Jan-2018 Refine sear	ch
				Results 1-50 of 250 Page 1 2 3 4 5	ACC A CO.	
				10.25 E 21150 A		
		View job(s) Ap	whether in the local states	A COMPANY OF A COMPANY	ate search agent Save to b	and the second se
		areas longed who	bið (e lonfæ	send to mend Cre	sate search agent save to a	SARRET
	Char	and the second s	bið ie lenfæ	Send to Triend Cr	ate Bearch agent Save to a	STERIOS
	Com	ticked	Regio	Job familyCategory	Countries (State/Region)	
		ticked	Regib			
		ficked Job 109	Rive D 2067BR	Job family/Category	Countries (StateRegion)	12 Date updated
		ticked Job 199 Training Specialist Control of Work Training	Reg (D 2067BR 2068BR	Job family/Category Human Resources	Countines (StateRegion) United States - Indiana	12 Date updated 15-Sep-2008
		ticked Jub the Training Specialist Control of Work Training Specialist Learning Management	Reg (0) 2067BR 2068BR 2071BR	Job familiefC aargory Human Resources Human Resources	Cournes (StateRegion) United States - Indiana United States - Indiana	15 Sep-2008

These links appear at the bottom of the search results page as shown below.

Figure 103: Refine search link and page links at the bottom of the page

Commodity Manager - Tank Storage	2086BR	Procurement & Supply Chain Management	United States - Illinois	10-Sep-2008
Global Procurement & SCM Specialist - Seismic (US)	1960BR	Procurement & Supply Chain Management	United States - Texas	10-Sep-2008
Commercial Attorney - Wind	1537BR	Legal	United States - Texas	10-Sep-2008
PSCM Associate	21178R	Procurement & Supply Chain Management	United States - Washington	10-Sep-2008
Thermal Power Project HSSE Advisor	1982BR	Health, Safety, Security & Environment	United States - Texas	10-Sep-2008
Contract and Confirmation Specialist	20258R	Finance	United States - Utah	10-Sep-2008
Sedimentologist	1958BR	Subsurface & Wells	United States - Texas	10-Sep-2008
Development Geophysicist (GoM)	1938BR	Subsurface & Wells	United States - Texas	10-Sep-2008
Benefits Accounting Clerk	1693BR	Finance	United States - Texas	10-Sep-2008
Financial Analyst, Corporate Accounting	1120BR	Finance	United States - Texas	10-Sep-2008
Senior Financial Analyst, US External Reporting	1119BR	Finance	United States - Texas	10-Sep-2008
				Peculte 1.58 of 250

Enablement Steps

None.

Talent Gateways - CV/Resume Upload Increases to 3 MB

This feature is available in August, 2008.

Before this enhancement, candidates could upload resumes of 1 MB.

Talent Gateways - Using Hover Text for Search Results, Hot Jobs, and Latest Jobs

Clients can elect to display hover text containing additional information for several different types of fields that typically display on Talent Gateways. They can do this for:

• *One custom or standard req field which will display in the first column of the Talent Gateway search results grid.

- Latest Jobs
- Hot Jobs
- Jobs that display in the client's initial Career page on the Talent Gateway

* The selected field must be indexed by Verity and designated as searchable and/or outputable.

When this feature is enabled, Talent Gateway users can see this information when they pass their cursor over the field for which the hover text is configured. For example, a candidate searching on a Talent Gateway for jobs could pass her mouse over the Job Description field, the first field in the search results grid, and see a more detailed description of the job.

Benefits

This allows the candidates to quickly view job descriptions without loading a separate page to display the details.

How It Worked Before

Previously, the Talent Gateway user was required to click on the link, which would display a separate page with all of the job detail for the job in which they are interested.

Visible Changes

There are no visible changes for this feature without configuration.

Limitations and Known Issues

There are a fixed number of fields that can be mapped to Verity.

Best Practices

Many clients configure the first column of the job search results grid on the Job search results page to link to the Job Details page. Please note that clients do not have to include the hover text field on the Job Details page *per se* but Talent Gateway users most likely expect to find the expanded job description of the job they are viewing (and reading in hover text) there.

When Kenexa personnel implement this feature, they should make sure that the flow is logical to the Talent Gateway user.

Important: Once the hover text feature is enabled:

• Kenexa personnel and clients must ensure that the designated hover text field is included in every req template.

• Clients must make the inclusion of hover text part of the req creation and req posting workflow.

• Kenexa suggests that instead of using the Job description field, clients create a req custom field of a fixed length under 750 characters that they use for their hover text field in search results grid. That way, KRB users can be sure of what will display in the hover text field and they won't have to count characters. Clients should decide if they want to make it a required field or not. If KRB users can leave it empty, the hover text container displays without any contents to the Talent Gateway user.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in December, 2008. Your Kenexa consultant must configure the Talent Gateway details settings in Workbench and verify that your req templates contain the designated hover text field.

Using this Feature

When your organization activates this feature, it has implications for KRB users:

When creating a req with a designated hover text field, you (as a KRB user) must include the text including any HTML formatting (if desired) that will display in the hover text container.

If this feature is enabled, the hover text container automatically displays up to 750 characters of text (depending on the Talent Gateway's hover text character limit setting). HTML tags are included in the count of characters used up.

If KRB users enter no text in the designated hover text field, the hover text container displays as empty to the candidate on the Talent Gateway.

Candidate Experience

In the example below, the candidate sees expanded text when he or she passes the cursor over the field chosen to be the first field displayed in the search results grid on the Search Results page. A pop-up message displays a fuller description of the job. The candidate can click anywhere on the web page he or she is viewing to fade out the hover text.

Figure 104: Hover Text Over Search Results Page (first field)

The **Business Analyst** is responsible for all portfolio level analytical support for the Third Screen Media mobile advertising network. The Business Analyst finds portfolio level drivers of the business and supports the strategic growth projects for TSM. The **Business Analyst** will be...

Click here for job details

The candidate can then click the link if they wish to view more about the job. This full description shows what the client would get had s/he clicked on the link (Business Analyst in this example).

Your organization can also configure hover text to display when the Talent Gateway user passes the cursor over the Featured Jobs list as shown in Figure 105.

Figure 105: Feature Jobs Hover Text Example

ən		ted
States - Ne		18

This is a mid-level paralegal position providing professional legal support on legal matters of a complex nature. This support may take the form of legal research, drafts of legal and business communications, filing preparations and management of files, databases and reports as requested. This position also performs other tasks as assigned by management....

Click here for job details

Enablement Steps

Workbench

You configure hover text for the req field (standard or custom) for which you want hover text to display. To use the hover text as a means of displaying the job description as hover text on the Search Results page, you might create a custom field such as "Req description" and make it your first column on the search results grid for the Talent Gateway.

- 1. In Workbench, select Tools > Talent Gateways > Admin.
- 2. Find the Talent Gateway you want to edit this setting for and click the Edit icon.

3. On the Talent Gateway details page, scroll to the Hover text field.

4. From the drop-down list, select the field (standard or custom) for which you want to display hover text.

Note: The field you select for the hover text field must be "searchable" OR "outputable" and mapped to Verity.

Reminder: There are a fixed number of fields that can be mapped to Verity.

5. The Maximum hover text display length field becomes active and required when the user selects a field for the Hover text field. Enter a value as shown in Figure 106. The character limit is 750. You can limit the length of the text string that can display in the hover text container, if desired.

Figure 106: Select the Hover text field for the Talent Gateway

Talent Gateway details				Audit Trai
	Referation Costs Cust Re 4 Reg Type			-
Hover Text field:		-	3	
Maximum hover text display length (750 character limit):	100			
Job search results:	Available fields		Selected fields(right	1)
	RED FORMS - D0509HumChild RED FORMS - doe field RED FORMS - Biologian Registere RED FORMS - Elseven Registere RED FORMS - UNICTION CODE RED FORMS - FUNCTION CODE RED FORMS - JUNCHING RED FORMS - JUNCHING RED FORMS - JUNCHING RED FORMS - Maintain RED FORM	>> Add << Remove	RED FORMS - Job Tisle Auto-Prog 10 Job Code No. of Postions Recruiter Location	Move Up Nove Down
		A	1	<u> </u>
Save	Revert To Saved	Cancel		

- 6. Save your changes to the Talent Gateway settings.
- 7. For all req templates, check that the field selected as the "hover text" field is included.

Note: If you enable the hover text setting but provide no text, the text box pops up empty when the candidate working on the talent gateway passes the mouse over the field.

Talent Gateways - Web Service API

Kenexa provides a Web service API for your organization to define parameters, execute queries, and display search results (including "featured jobs") on your company's website without being on the KRB talent gateway. Visitors to your site see the search results page.

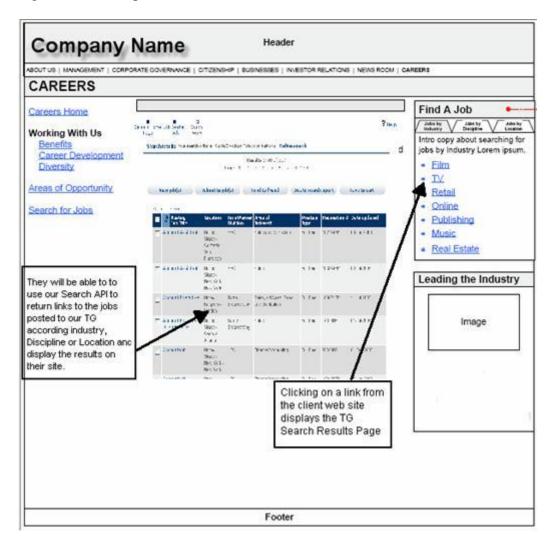


Figure 119: Example client site with Search API

This feature supports proximity search and job match functionality as long as these two features are enabled in Workbench for the Gateway being queried.

Benefits

The client can define parameters on their site and execute queries and display results on their site without being on the gateway. They will be able to link to the search results page, passing a specific query either on the URL or in a form. This will result in the user seeing the search results page rather than XML.

Visible Changes

There are no visible changes without enablement.

Cost

There is no additional cost for this feature.

How do I get this feature?

This feature is available in December, 2008. Please contact your Kenexa consultant for more information.

Using this Feature

Visitors to the client's website can access front end dynamic queries and results once the visitor is authenticated through the Talent Gateway.

The client passes the specified parameters for the query including any of the Job Search and Featured jobs fields. The API generates the XML for all custom and standard fields in Verity. The results are displayed through the client's website to the user as a typical search results page.

Enablement Steps

Please see the document, Using Kenexa's Web Service API, posted on the KRB 11.5 Enablement/Training Sharepoint site for more information.

The major configuration steps are:

1. In Workbench, enable the Workbench Talent Gateway Search API – Enable Preview XML client setting.

2. In Workbench, for each Full Talent Gateway or individual members of a Global Talent Gateway for which you want the XML preview, enable the Talent Gateway details setting Allow Web service to query this gateway.

3. Customers use Kenexa's template to code their requests.

4. In Workbench/Workbench Self-Service, preview the XML form fields.

Workbench

To enable this feature:

1. In Workbench, set the client setting Talent Gateway Search API – Enable Preview XML to Yes. (No is the default.)

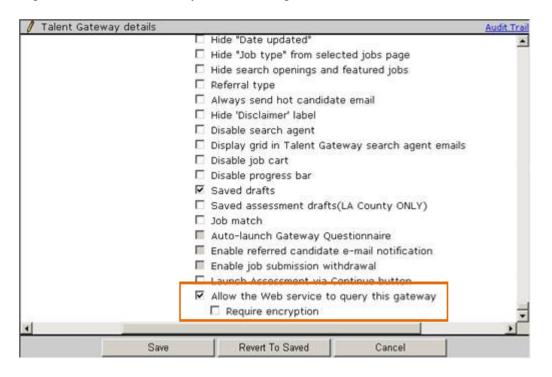
Figure 120: Client setting for TG Search API – Enable Preview XML

Edit client settings	Audit Tra
- Talent Gateway Search API Enable Preview XML	C No @ Yes
Talent Match	C No • Yes
Talent Record default view	C Overview @ Resume PDF C Resume text
TG Score (Requires a Platinum Gateway)	C No 🖲 Yes
USA Jobs Application - HRStatus Integration	
User name differentiator	None
User Signature	C No @ Yes
VersionKRB	5.5 -
VersionTalentGateway	1.5 -
VersionTGbasic	2.0 -
Years exp\Grad year config	Display both min and max search field 💌
Save	Revert to saved Cancel

2. In Workbench, set the Talent Gateway setting Allow Web service to query this gateway to Yes to enable the web service for that gateway. The setting is No by default.

3. If desired, check the Require encryption setting.

Figure 121: Talent Gateway details settings for Web service



Workbench/Workbench Self-Service

Once the client setting is turned on, Kenexa and Certified Workbench Users (Tier 2) can preview the XML Talent Gateway Integration for selected req forms in Workbench. The Workbench user would in most cases be passing this information to a web designer in his or her organization.

To preview the XML TG integration:

- 1. In Workbench, select Tools > Forms > Req forms.
- 2. Select the req form and click Preview XML Talent Gateway Integration to view the fields.

Figure 122: Preview XML Talent Gateway Integration

Workbench					Select a clien KRB UR	22 hourses manage	Time Warner https://dev3-enweb-01.bras			
Tools		Tra	ining	∨ Admin	~		Hom	e Help P	rivacy Policy	Resou
Action	s)	Req f	orms							
Add new for	m +	De	efine cus	stom reg fields D	efine standard	req fields	۱			
Translate for nam Inactiva		View: (Showin	Active g forms	forms Inactive forms] 1 - 25 of 68 - Page: 1 2	3 New)		-			
Dele	te 🖬	Select	View form data	Reg form name (for reporting)	Preview	Edit form attributes	Administer req fields	Edit form approvals	Edit req instructions	Fdat (*)
Synchronic changes with Talent Gatewa		0	đy	0+0+0+	Ø	1		1	1	
Preview XML Tale Gateway Integrat		0	64	AAreq_OnlyStdFields	ø	1	-	1	1	
	tion	0	69	Amms	Ø	1		1	1	
		0	-	Biotech	ø	1	-	1	1	
		0	-	Canada	Þ	1		1	1	
		0	40	clone65393	Ø	1	100	1	1	

3. The Preview Talent Gateway Integration window displays the list of Verity fields in the client's Base language (it does not display translated fields). This list includes:

- · Standard Req fields sorted alphabetically
- · Custom Req fields sorted alphabetically
- · Active fields only
- · Fields that are searchable and mapped to Verity

Figure 123: Preview Talent Gateway Integration window

Select t	he fields to be imported before generating the sample XI	AL.
Select All	l	
Clear All	Label	Түре
	Advertising Costs	text
	Approval Routing	checkbox
	Bill Rate (if non-employee)	text
	Bill Rate (if non-employee).	radio
	CNPDelivery	Text
	DateReqPosted	Text
	Department Name	select
	Employee Name	text
	Employee Type	radio
	External/Agency	text
	Hiring Manager	select
	Job Code	Select
	Job Title	text
	Keyword	Text
	select	
-	New Or Replacement	radio

4. Select the check boxes of fields you want to create XML for and click Preview XML.

Figure 124: Example XML: Preview TG Integration window

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			"01.00">¶		
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-		<id></id>	Id>f		
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-	Fect	pient>			
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-			o.transactType="data">9		2
-	-		actId>¶		
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-+	-+	-+	<packetid>1</packetid> ¶		
-+	-+	-+	<action></action> ¶		
-+	-+	-	<manifest></manifest> 9		
-+	-+	+	<packetcode></packetcode> 9		
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-+	-+	-	<resultset>¶</resultset>		
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			12	N 773 8	
			Select	All Close	

Note: The XML in the above screen capture is an example. Kenexa provides the actual XML code.

Frequently Asked Questions (FAQs)

- 1. How does the client create the input XML file?
 - a) Create the input XML using Kenexa's standard format.
- a) Save the file for immediate and/or future use.
- 2. What happens with the output XML?

The output XML is in regular XML format. Clients can display the output on their website however they want. For example, clients can display a link on their home page which takes the user to the search results output.

3. Does the Web Service API support RSS feeds?

If a client wants individual RSS feeds for candidates coming into their site, they would have to come up with a way to save the candidate's search criteria, make the call to our web service, save the results into an XML file, provide that link to the candidates for their RSS reader, and then update the XML file at appropriate intervals. We provide RSS only as an output type.

4. How is the XML passed to us? Is it SOAP call or Form Post?

As this is a web service, the default communication is through SOAP. They have to invoke this web service at their end then pass the XML input string to the route method.

5. When does a client use the Message Router address and when do they use the Web Service address?

The client will always use the Message Router address. The Message Router is internally invoking the Search Web Service. The Message Router is always used as entry point for client and router web service. It is used for:

- Validating the client credentials (sending into the <Sender> tag)
- Validating input XML (if any node is incorrect or invalid XML string)
- Doing encryption/decryption if client is enabled for encryption.

Once the client request is validated, it sends the input string to Search Web Service, which actually returns the results to the message router. The message router in turn returns the results to the client.