



springboard™

Release Notes

Version 7.21
May 2021

Release Notes Overview

This document outlines Springboard release version 7.21 scheduled for release in May 2021.

Version 7.21 introduces the following new features:

- A new way for recruiters to setup bulk hiring events
- A new way for hiring managers to define their own interview availability
- Send virtual interview link out with interview invites
- Email signatures
- Quicker and easier to manage users in Springboard
- Tazio assessment & video interviewing support
- IntelliHR HRIS integration support
- Privacy Statement enhancement for candidate profile form
- Seek Template updates
- Hide withdrawn candidate documents from Documents tab
- Incorporate online form data directly into Excel exports

This release also covers bug fixes and other small improvements which are outlined in these notes.

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This document provides details on each key change you will need to be aware of in order to leverage these improvements effectively. Please note that some screenshots in this document represent pre-release versions and may differ slightly in the production release.

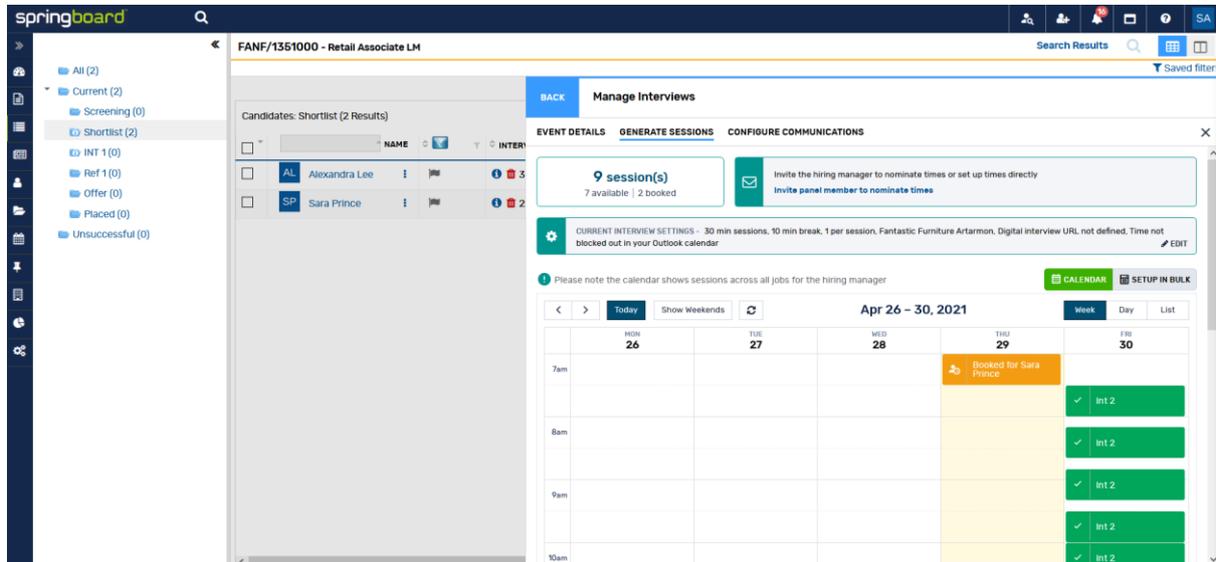
Contact Information

IMPORTANT: Please contact your Springboard Account Manager if you have any questions regarding the information provided in these release notes.

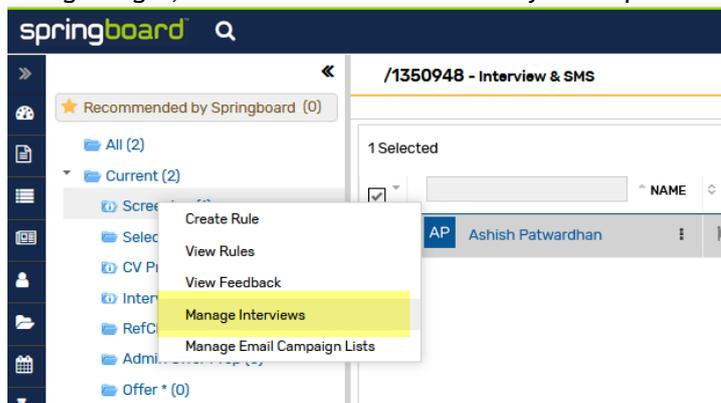
Paint interview sessions directly onto a calendar

This release introduces a major overhaul to setting up interview sessions for candidates.

Firstly, recruiters can now visualise and setup interview sessions by painting available times directly onto a calendar.



To access the new calendar view for bulk interviews, select 'Manage Interviews' from any process folder and then 'Create Bulk Interviews' as you would before, and setup the basic interview details such as Hiring Manager, location and event name as you did previously.



BACK **Manage Interviews**

FANF/1351000 - RETAIL ASSOCIATE LM [SHORTLIST] **CREATE BULK INTERVIEWS**

Search Interviews

Panel Member: Interview Name:

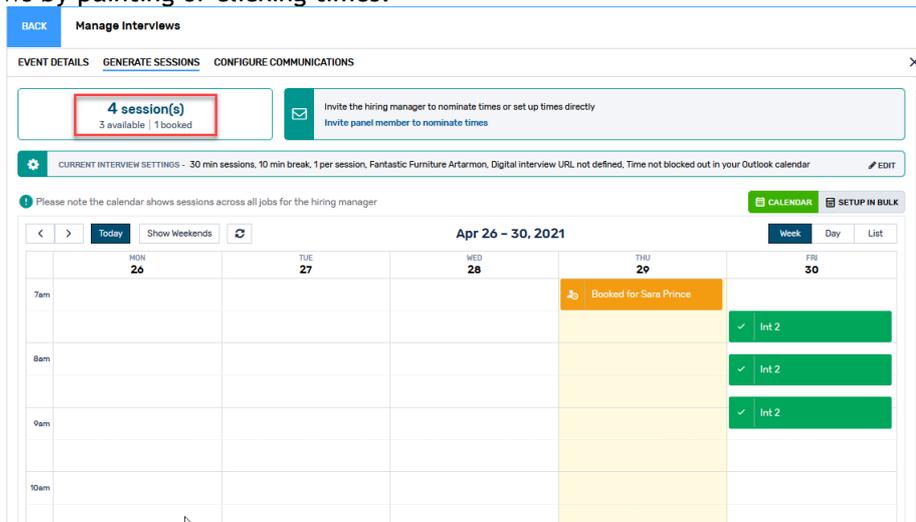
Candidate Name: Interview Status:

Date: (Which Time Zone?)

Interviews List Displaying 0 - 0 of 0

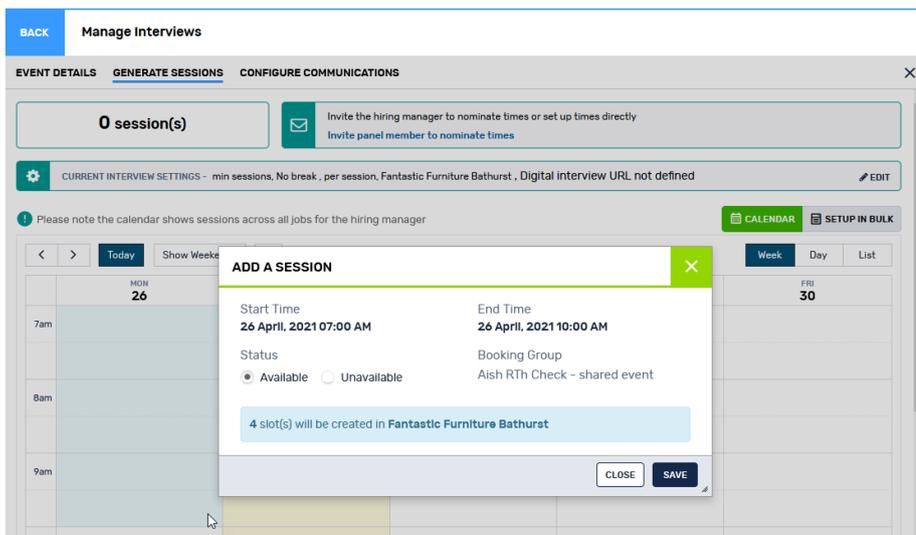
<input type="checkbox"/>	ATTENDEE	INTERVIEW NAME	PANEL NAME	LOCATION	START (LOCAL TIME)	DURATION	STATUS	ACTIONS
No records found.								

From the Generate Sessions screen, a calendar view provides users the ability to select times for interviews by painting or clicking times.

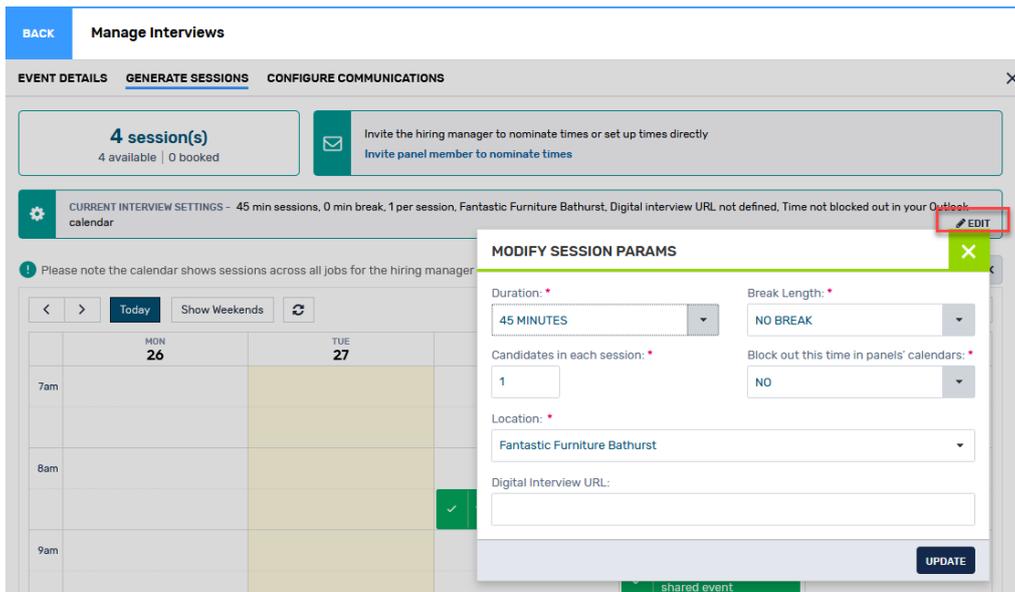


When a period of time is painted onto the screen, Springboard automatically divides that time into multiple sessions based on the interview length time specified.

For example, if interviews are planned to be 1 hour in length, and a 4 hour period is painted onto the screen, Springboard will divide that into 4 x 1 hour sessions.

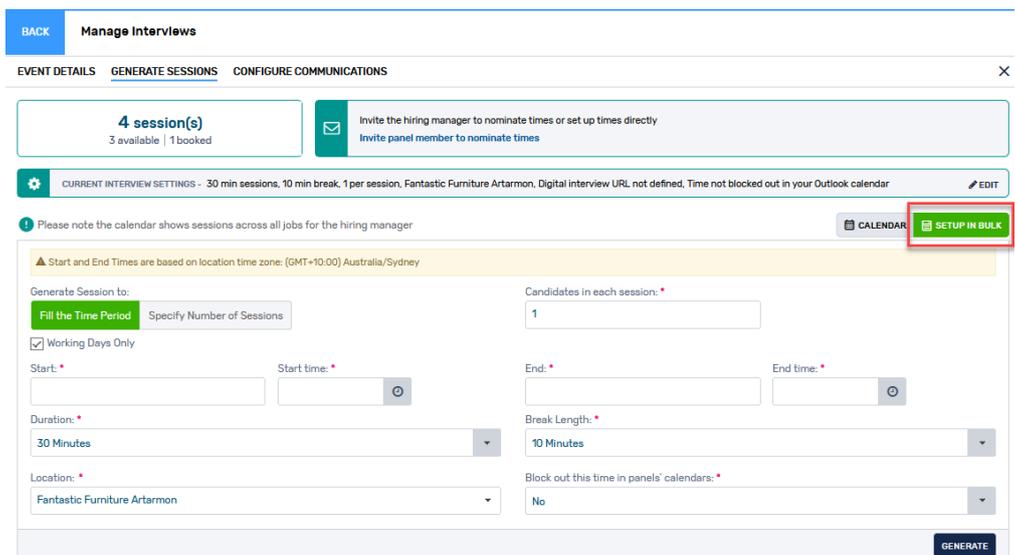


Current default settings are shown on the screen and can be modified at any time by clicking 'Edit'.



Defining interview sessions on the calendar behaves exactly the same as using the traditional ‘Setup in bulk’ process. Candidates will be alerted to available times and can book themselves into sessions, and all existing email and SMS comms are sent out.

Users can still setup bulk sessions in a traditional fashion by clicking ‘Setup in Bulk’.



As candidates book themselves into sessions, the sessions change colour on the calendar and provide details about the booked candidate, giving at a glance information on what’s coming up for the week for interviewing on that position.

BACK Manage Interviews

EVENT DETAILS **GENERATE SESSIONS** CONFIGURE COMMUNICATIONS

4 session(s)
4 available | 0 booked

Invite the hiring manager to nominate times or set up times directly
Invite panel member to nominate times

CURRENT INTERVIEW SETTINGS - 45 min sessions, 0 min break, 1 per session, Fantastic Furniture Bathurst, Digital interview URL not defined, Time not blocked out in your Outlook calendar **EDIT**

Please note the calendar shows sessions across all jobs for the hiring manager **CALENDAR** **SETUP IN BULK**

Apr 26 - 30, 2021

	MON 26	TUE 27	WED 28	THU 29	FRI 30
7am				Booked for Alexandra Lee	
8am				Aish RTH Check - shared event	
9am			test	Aish RTH Check - shared event	test
10am				Aish RTH Check - shared event	

BACK Manage Interviews

EVENT DETAILS **GENERATE SESSIONS** CONFIGURE COMMUNICATIONS

	MON 26	TUE 27	WED 28	THU 29	FRI 30
7am					
8am					
9am					
10am					
11am					
12pm					

EDIT A SESSION

When
29 April, 2021

Time
10:00 AM for 45 mins

Status
Booked

Location
Fantastic Furniture Cockburn

Sanjay Singh
aishwarya19@trueblue.com
0431431431
0403 625 007

DELETE **CLOSE** **SAVE**

Who will have access to this feature?

All clients will have access to this feature.

Invite Hiring Managers to define their own interview sessions

Following on from the prior section, this release introduces a new dedicated portal for hiring managers to define their own interview session availability, removing the need for recruiters to setup interview sessions.

Inviting Hiring Managers to define interview sessions

To invite HMs to nominate their own interview sessions, click 'Invite panel member to nominate times' from the Generate Sessions screen.

The screenshot displays the 'Manage Interviews' interface with the 'GENERATE SESSIONS' tab selected. The interface includes a summary box showing '4 session(s)' (4 available, 0 booked) and a button to 'Invite panel member to nominate times'. Below this, there are settings for 'CURRENT INTERVIEW SETTINGS' and a calendar view for 'Apr 26 - 30, 2021'. A green notification bar at the bottom of the interface indicates 'Email queued to be sent to the Hiring Manager'.

This process can be further automated - see the next session.

Hiring manager receives an email to nominate their availability

Similar to the Hiring Manager Feedback, hiring Managers receive an email inviting them to nominate their availability to interview.

Arrange/reserve your interview sessions

Hi my name,

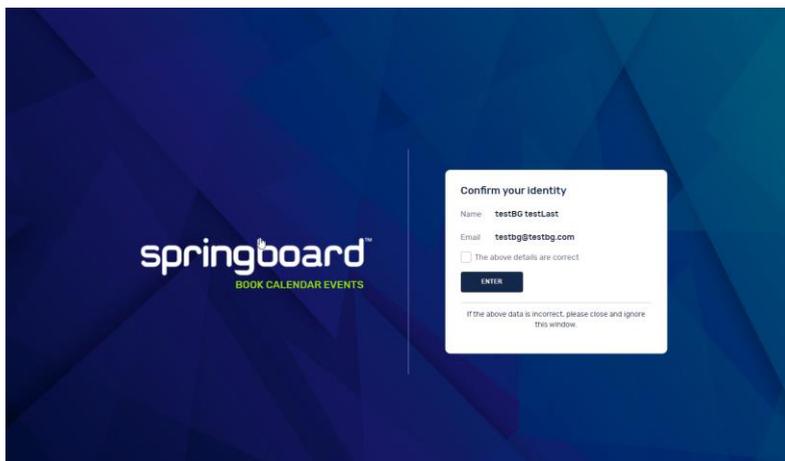
Please nominate times or set up times directly.
Please [click here](#) to view and book sessions.

Digital Interview URL : [Not set](#)

Kind regards
my recruiter

This is an automated email sent from .

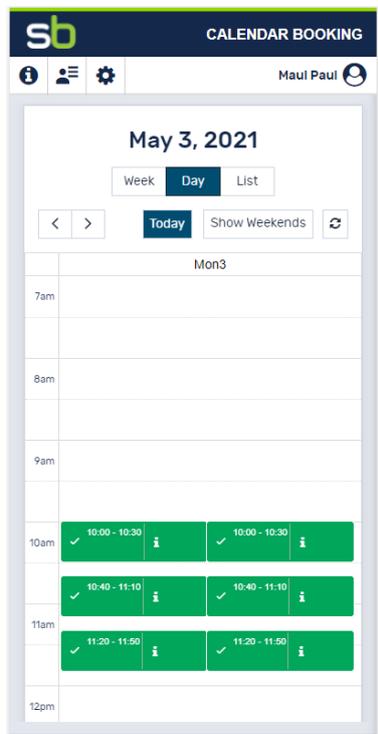
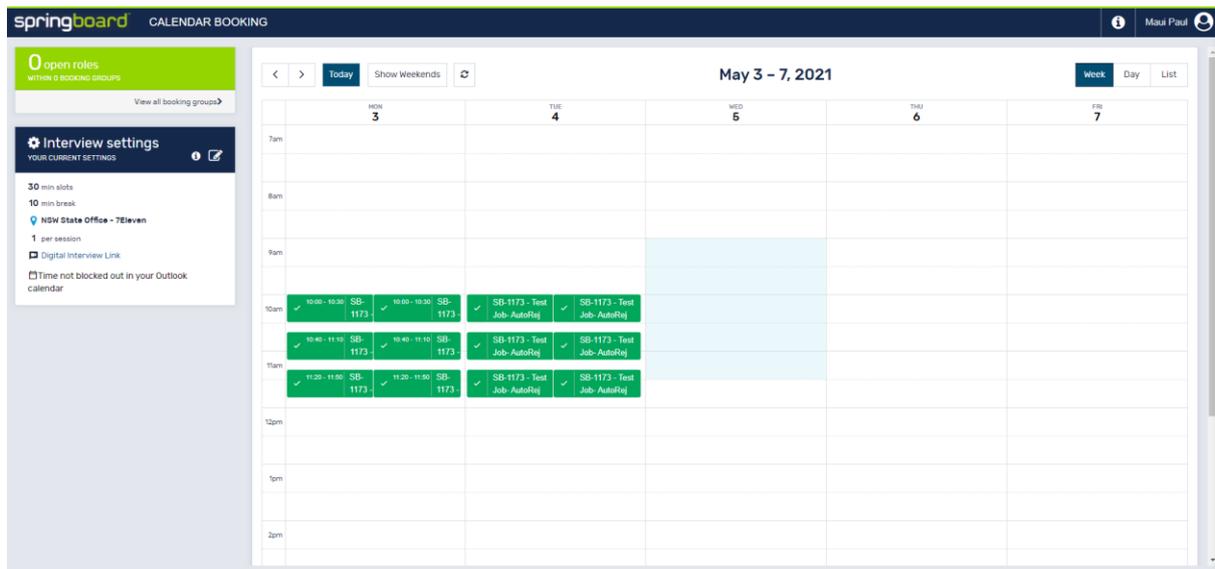
Similar to the Hiring Manager Feedback portal, this new portal can be secured via Single Sign On.



Defining interview sessions

Similar to the previous section for recruiters, the Hiring Manager is presented with a calendar where they can paint their own session availability.

This portal is not integrated with your enterprise calendar, so it's not possible to view times that the hiring manager is already busy.



If the hiring manager is currently hiring for multiple roles, interview sessions nominated across all roles are displayed on the calendar, giving the HM a single view of their upcoming interview commitments.

As candidates book themselves into sessions, the hiring manager can see the details of the candidate attending the interview, including their resume and application form. This is similar to the details they receive in a Hiring Mgr Feedback form.

open roles
WITHIN 7 BOOKING GROUPS

- **Int 2**
 - ▶ Retail Associate LM
FANF/1331000 [Shortlist]
- **FANF/1334050 Testing**
 - ▶ Testing Firefox7 - Yen
FANF/1334050 [Shortlist]
- **Testing FANF/1334051**

[View all booking groups](#)

Interview settings
YOUR CURRENT SETTINGS

- 30 min slots
- 10 min break
- 📍 Fantastic Furniture Artarmon
- 1 per session
- Digital interview URL not defined
- Time not blocked out in your Outlook calendar

Apr 26 - 30, 2021

	MON 26	TUE 27	WED 28	THU 29	FRI 30
7am				Booked for Sara Prince	Int 2
8am					Int 2
9am					Int 2
10am					Int 2
11am					Int 2
12pm					Int 2
1pm					

Hiring Managers can book both 'available' times and 'unavailable' times. Unavailable times show to the recruiter in Springboard so if they are looking to book a candidate manually, they are not able to specific an interview for that time.

open roles
WITHIN 7 BOOKING GROUPS

- **Int 2**
 - ▶ Retail Associate LM
FANF/1331000 [Shortlist]
- **FANF/1334050 Testing**
 - ▶ Testing Firefox7 - Yen
FANF/1334050 [Shortlist]
- **Testing FANF/1334051**

[View all booking groups](#)

Interview settings
YOUR CURRENT SETTINGS

- 30 min slots
- 10 min break
- 📍 Fantastic Furniture Artarmon
- 1 per session
- Digital interview URL not defined
- Time not blocked out in your Outlook calendar

Apr 26 - 30, 2021

	MON 26	TUE 27	WED 28	THU 29	FRI 30
7am				Booked for Sara Prince	Int 2
8am					Int 2
9am					Int 2
10am					Int 2
11am					Int 2
12pm					Int 2
1pm					Unavailable
2pm					

Automatically generate the HM invite on job approval

The email sent to the hiring manager to invite them to setup interview sessions can be automatically sent when the job is approved, removing the need for recruiters to initiate the process.

To do this, select Administration -> Process Designer. Select the appropriate workflow, and then click into the appropriate workflow step where interview sessions should be setup (eg Interview 1).

Administration/Process Designer

MY ACTIVITIES SEARCH WORKFLOW TEMPLATES SEARCH ACTIVITIES SEARCH WORKFLOWS WORKFLOW TEMPLATE DESIGNER

WORKFLOW TEMPLATE DESIGNER

TEMPLATE DETAILS [EDIT]

Short Name	1-3 CASUAL
Long Name	WORKFLOW FOR STORE BASED ROLES LEVELS 1 - 3
Description	WORKFLOW FOR STORE BASED ROLES LEVELS 1 - 3 INCLUSIVE OF TESTING & ONBOARDING
Created By	site admin
Last Update	10-Feb-2021
Apply this workflow to new jobs	N
Jobs using an older version of this template:	All jobs are using this current version
Activity settings summary:	All interview schedules will be included in the Hiring Manager's shared schedule

TEMPLATE ACTIVITIES

WORKFLOW

Step 1 New (NEW) → Step 2 Phone Interview (INS) → Step 3 Shortlist Review (SEL) → **Step 4 SM Interview (INT)** → Step 5 Ref / WR / Medical (REF) → Step 6 Offer Made (OFM) → Step 7 Offer Accepted (OFA) → Step 8 Placed (EMP)

MANAGE RULES UPDATE JOBS

Click into that step and select the new options under “Interview Schedule Requests”

Administration/Process Designer

ACTIVITY DETAILS - STEP 4- SM INTERVIEW

Name	SM Interview	Seq	4	Mandatory?	<input checked="" type="checkbox"/>
Application Status	Interview 1	Only non-assigned statuses are available for selection			
Permitted Application Stages	<ul style="list-style-type: none">PendingOn HoldPassedFailedReady for RejectAwaiting FeedbackNo ResponseFollow upOnboarding in ProgressOnboarding Complete				
INTERVIEW SCHEDULE REQUESTS					
	Automatically send a bulk interview schedule request to the Hiring Manager <input checked="" type="checkbox"/>				
	Include in Hiring Manager's shared schedule? <input checked="" type="checkbox"/>				
JOB PROCESS EMAIL REMINDER SETTINGS					
Enable Reminder	<input type="checkbox"/>				

Activity Form Details

Once ticked, an email will be sent to the Hiring Manager as soon any new job associated with that workflow is approved. Any sessions setup by the HM will be setup under the workflow step ticked.

Associated a virtual interview (video) link to interview sessions

With more and more virtual interviews, Recruiters and hiring managers can now define a virtual interview link to their preferred video conferencing app (Zoom, Teams, WebEx, GotoMeeting etc...) and include in interview sessions. These links will be included to candidates when they book into a session.

The screenshot shows the 'Manage Interviews' interface. At the top, there is a 'BACK' button and the title 'Manage Interviews'. Below this are three tabs: 'EVENT DETAILS', 'GENERATE SESSIONS' (which is active), and 'CONFIGURE COMMUNICATIONS'. The main content area is divided into several sections:

- A box on the left indicates '4 session(s)' with '3 available | 1 booked'.
- A box on the right contains an envelope icon and the text: 'Invite the hiring manager to nominate times or set up times directly' and 'Invite panel member to nominate times'.
- A settings bar shows 'CURRENT INTERVIEW SETTINGS - 45 min sessions, 0 min break, 1 per session, Fantastic Furniture Bathurst'. A blue link 'Digital Interview Link' is highlighted with a red box. To the right, it says 'Time not blocked out in your Outlook calendar' with an 'EDIT' icon.
- A note at the bottom left says 'Please note the calendar shows sessions across all jobs for the hiring manager'.
- At the bottom, there is a calendar navigation bar with 'Today', 'Show Weekends', and a refresh icon. The date range is 'Apr 26 - 30, 2021'. On the right, there are buttons for 'CALENDAR', 'SETUP IN BULK', and view options: 'Week', 'Day', and 'List'.

Add a signature to the bottom of emails sent from Springboard

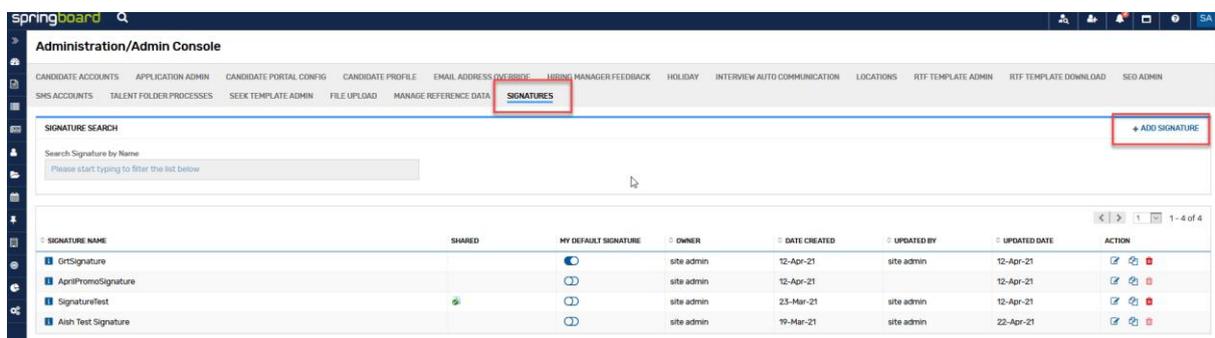
Similar to your Outlook or other email client, with Springboard you can now setup your own email and SMS signature and embed it automatically at the end of emails sent from Springboard.

Setup an email signature in the library

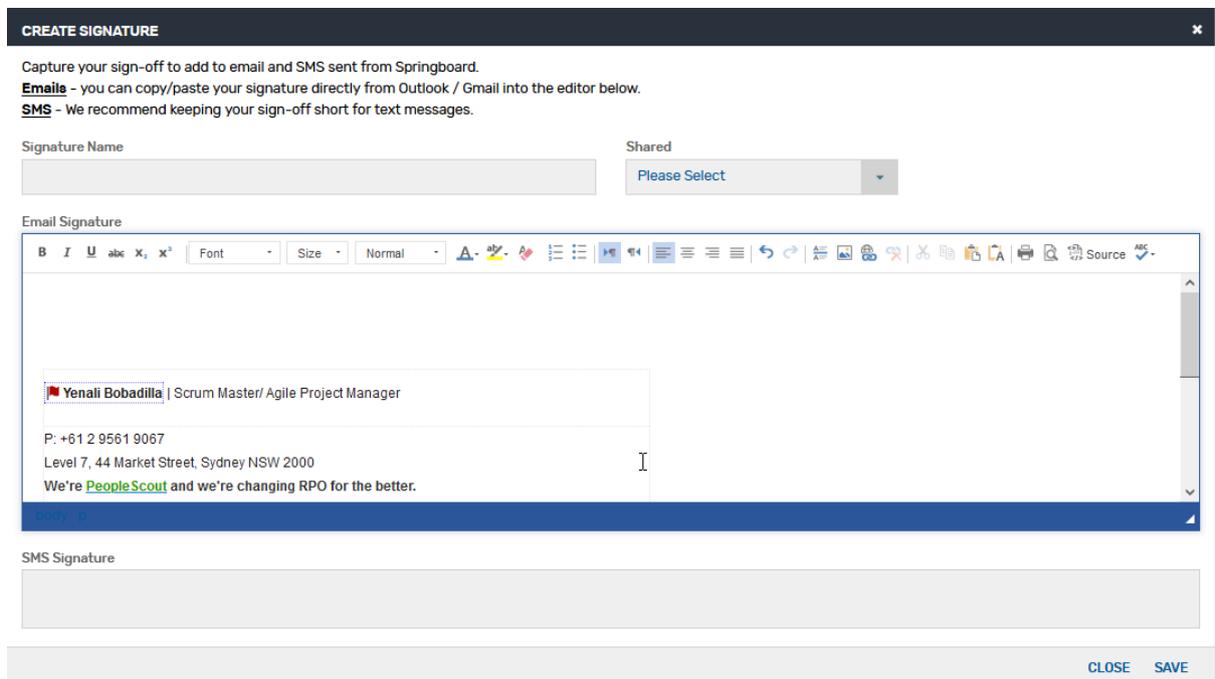
To setup a new signature, go to Administration -> Admin Console -> Signatures

This screen allows you (and your company) to create and manage personal and/or shared email signatures.

To create a new email signature, click the '+ Add Signature' icon. Give your signature a name, decide whether to make it private or public (private signatures can only be viewed and used by you).



Then, create your signature in the online editor window. You should be able to simply copy/paste a signature from your existing email platform.



You can define both an email signature and an SMS signature. We recommend that your SMS signature is shorter.

EDIT SIGNATURE

Capture your sign-off to add to email and SMS sent from Springboard.
Email - you can copy/paste your signature directly from Outlook / Gmail into the editor below.
SMS - We recommend keeping your sign-off short for text messages.

Signature Name: Aish Test Signature Shared: Please Select

Email Signature

Aish Test Account
P: +61 2 9561 9084 | M: +61 424 366 153
Level 7, 44 Market Street, Sydney NSW 2000
We're [PeopleScout](#) and we're changing RPO for the better.

SMS Signature

Aish Test Account
P: +61 12345678
Level 7, 44 Market Street, Sydney NSW 2000

CLOSE SAVE

Finally, you can define a 'default' email signature for yourself. This is the signature that will be used by default when you manually send an email (see below). You can only specify one default signature.

Administration/Admin Console

CANDIDATE ACCOUNTS APPLICATION ADMIN CANDIDATE PORTAL CONFIG CANDIDATE PROFILE EMAIL ADDRESS OVERRIDE HIRING MANAGER FEEDBACK HOLIDAY INTERVIEW AUTO COMMUNICATION LOCATIONS RTF TEMPLATE ADMIN RTF TEMPLATE DOWNLOAD SEQ ADMIN

SMS ACCOUNTS TALENT FOLDER PROCESSES SEEK TEMPLATE ADMIN FILE UPLOAD MANAGE REFERENCE DATA **SIGNATURES**

SIGNATURE SEARCH + ADD SIGNATURE

Search Signature by Name
Please start typing to filter the list below

SIGNATURE NAME	SHARED	MY DEFAULT SIGNATURE	OWNER	DATE CREATED	UPDATED BY	UPDATED DATE	ACTION
GrtSignature		<input type="radio"/>	site admin	12-Apr-21	site admin	27-Apr-21	edit delete
ApriiPromoSignature		<input type="radio"/>	site admin	12-Apr-21	site admin	27-Apr-21	edit delete
SignatureTest	<input checked="" type="checkbox"/>	<input type="radio"/>	site admin	23-Mar-21	site admin	12-Apr-21	edit delete
Aish Test Signature		<input checked="" type="radio"/>	site admin	19-Mar-21	site admin	27-Apr-21	edit delete

Using signatures on your existing emails and SMS

In order for signatures to be used with your existing email library, you will need to add one additional tag to the bottom of your emails.

Add the tag: <[TAG_MESSAGE_SIGNATURE]>to the bottom of each of your emails.

If you would like assistance with this, Springboard support may be able to assist, however there may be a small charge to help setup your emails.

You will know when your emails are compatible with signatures, because your App Comms screen will look like this:

Administration/App Comms

<[TAG_POSITION_PH_OR_EMAIL]>	The Position Ph or Emails from the Job Ad
<[TAG_OFFER_CONTRACT_BY]>	Contract Administrator from the Application Edit Offer screen
<[TAG_APPL_ID]>	Application Id
<[TAG_CAND_ID]>	Candidate Id
<[TAG_MOBILE_PHONE]>	Application mobile phone

Email SMS 

GROUP

Dear <[TAG_PANEL_MEMBER_NAME]>
 Re: <[TAG_PANEL_DESCRIPTION]>

You have been chosen as a panel member to review some candidates. Please note the following guidance to assist you with your review.

- <[TAG_PANEL_INSTRUCTIONS]>

Use the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. [Click here to log in.](#)

HM Phone - <[HM_PHONE]>

HM Req- <[HIRING_MANAGER_REQ]>

HM email - <[CTAG_HIRING_MGR_EMAIL]>

Regards,
 <[TAG_PANEL_CREATOR_NAME]>
 <[TAG_MESSAGE_SIGNATURE]>

Administration/App Comms

<[CAMPUS]>	Work Location
<[TAG_PANEL_CREATOR_NAME]>	Panel Creator name
<[TAG_PANEL_MEMBER_NAME]>	Panel Member Name
<[TAG_PANEL_INSTRUCTIONS]>	Review Instructions
<[OFFER_AGREED_START_DATE]>	Commencement Date
<[TAG_FEEDBACK_DUE_DATE]>	Feedback Due Date
<[TAG_PANEL_DESCRIPTION]>	Panel Description
<[TAG_PANEL_FEEDBACK_URL]>	Panel Feedback URL
<[TAG_JOB_CONTACT]>	The contact name from the Job Ad
<[TAG_AGENCY_NAME]>	The agency linked to the application
<[TAG_REQ_LEVEL2_LABEL]>	Requisition level2 label
<[TAG_DATE_EMPLOYED]>	Date Employed - Agree start Date from Edit Offer Detail screen.
<[TAG_SIGNEE_EXTENSION]>	Phone number of the current user as set in their user account details screen
<[TAG_POSITION_PH_OR_EMAIL]>	The Position Ph or Emails from the Job Ad
<[TAG_OFFER_CONTRACT_BY]>	Contract Administrator from the Application Edit Offer screen
<[TAG_APPL_ID]>	Application Id
<[TAG_CAND_ID]>	Candidate Id
<[TAG_MOBILE_PHONE]>	Application mobile phone

Email SMS 

In addition to the above email tags, a full list of tags supported in SMS can be found in the RTF Template Builder, which can be downloaded from the Admin Console.

Hello.

Regards.

<[TAG_MESSAGE_SIGNATURE]>

Characters in template:

Please Note: Each SMS credit equates to 160 characters. SMS messages longer than 160 characters will be charged as multiple credits.

The total length of the SMS is dependent on any tags replaced with candidate data at the time the SMS is sent

This new tag will be replaced automatically with an appropriate email signature each time the email is sent.

Selecting a default signature for your email comms

You can start by defining a default signature that will be added to the bottom of each of your email comms.

To do this, select the appropriate email signature from the App comms screen:

Administration/App Comms

Default CC Address: [Text Field]

Default TO Address: [Text Field]

Record Log Entry: Yes No

Default Header/Footer: Yes No

Content Type: Text Html (Save template after changing the content type)

Subject: Free Format Email- With Email Signature

Standard Email Signature: **AISH TEST SIGNATURE (CHANGE)** This email signature will be included by default.

✓ Email Signature will be sent with this email

Test email address: [Text Field]

SIGNATURE [Close]

Email Signature

Aish Test Signature [Dropdown]

Please select

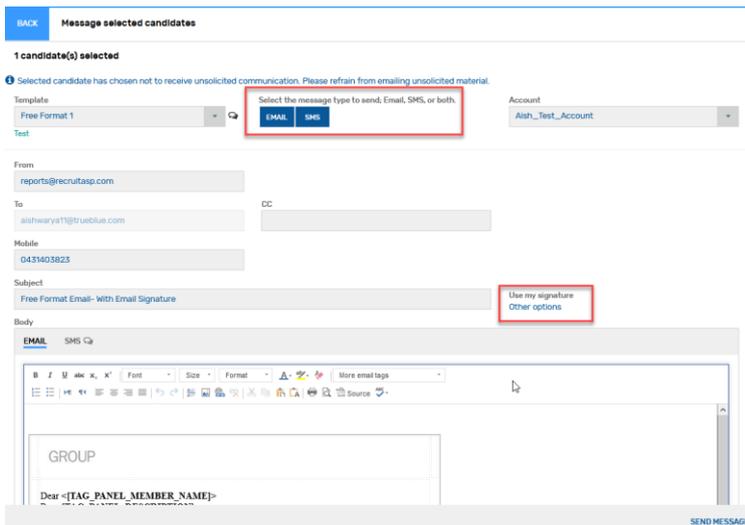
- GrtSignature
- AprilPromoSignature
- SignatureTest
- Aish Test Signature

we let people speak and we're changing it for the better.

SAVE

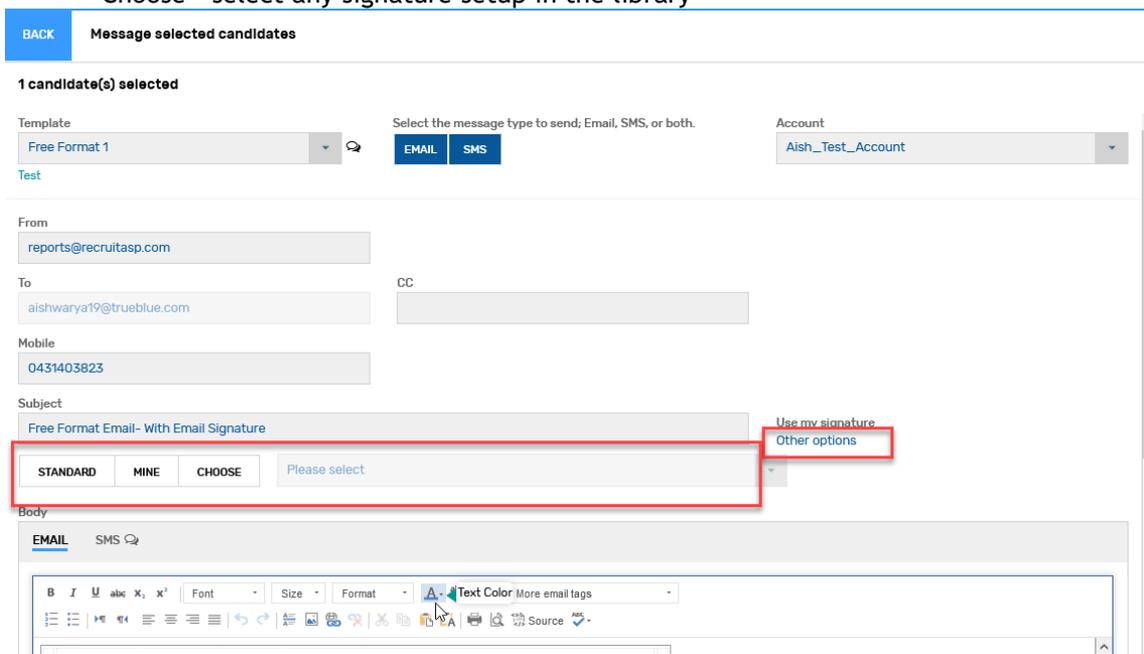
Selecting your own signature when sending an email

When you are sending an email / sms manually, select which email signature you wish to add.



By default, your own signature is the one added, assuming you have set one up. You can modify which signature to include by clicking ‘Other options’, and choosing either:

- Standard - this is the default signature associated with email template
- Mine - this is your default signature
- Choose - select any signature setup in the library



As you select a signature, it is automatically added into the email preview and included in the email sent out.

BACK Message selected candidates

1 candidate(s) selected

STANDARD MINE CHOOSE Aish Test Signature

Body

EMAIL SMS

B I U abc x₂ x³ Font Size Format More email tags

Re: <[TAG_PANEL_DESCRIPTION]>

You have been chosen as a panel member to review some candidates. Please note the following guidance to assist you with your review.

- <[TAG_PANEL_INSTRUCTIONS]>

Use the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. [Click here to log in.](#)

HM Phone - <[HM_PHONE]>

HM Req- <[HIRING_MANAGER_REQ]>

HM email - <[CTAG_HIRING_MGR_EMAIL]>

Regards,
<[TAG_PANEL_CREATOR_NAME]>

Aish Test Account
P: +61 2 9561 9084 | M: +61 424 366 153
Level 7, 44 Market Street, Sydney NSW 2000

We're [PeopleScout](#) and we're changing RPO for the better.

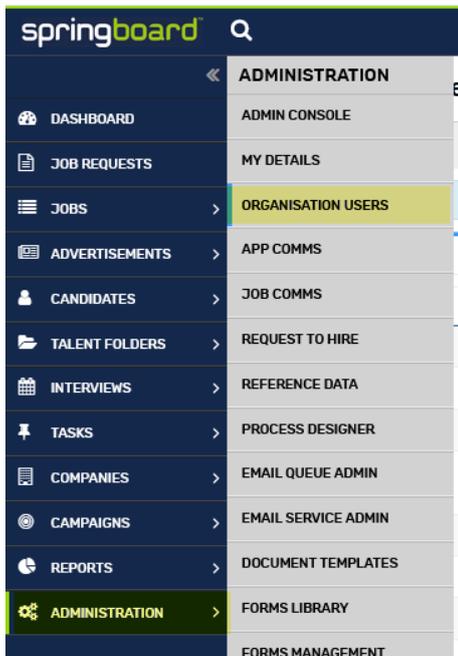
SEND MESSAGE

Quicker and easier to manage users in Springboard

For system administrators, we've made it easier to navigate to the users setup in Springboard to manage their details.

New shortcut menu directly to Organisation Staff

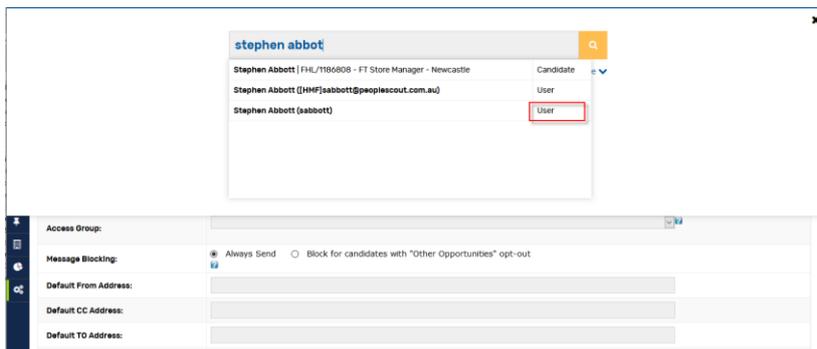
Go to Administration -> Organisation Users. This takes you directly to the list of users setup within your Springboard instance.



Previously, this action took 4 clicks to reach.

Quick search for a user

Using the quick search bar, you can now search for any user by name.



Click on the 'User' link next to their name to be taken directly to their profile page to manage their account.

New integration partners – IntelliHR and Tazio

Springboard is thrilled to welcome two new integration partners into the Springboard ecosystem.

IntelliHR

intelliHR is an easy-to-use People Management and Analytics platform for centralized performance management, employee engagement, core Human Resources processes and HR analytics all in the one place.

With Springboard, successful new starters (Placed candidates) can be pushed seamlessly to intelliHR.

Contact Application Support if you are interested in integrating Springboard with intelliHR.

Tazio

Easily create any type of assessment, test or interview to evaluate candidates skills, motivation and abilities in a single consistent process.

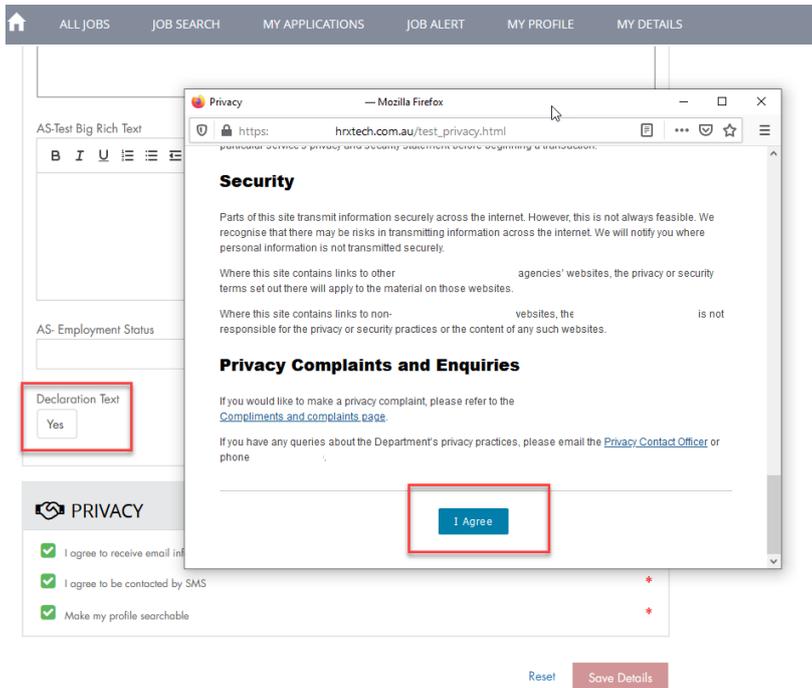
- Audio and Video Interviews
- Live Video Interviews
- Aptitude Tests
- Situational Judgement Tests
- Psychometric Assessments
- Employee Engagement Surveys
- Virtual Assessment Centre Exercises

With all the results in one place, you instantly see the candidate's best-suited to the role. Making data-driven decisions means you fill roles with the most suitable people, improve diversity and inclusion, and benefit from greater productivity, reduced attrition and lower costs.

Privacy Statement collection on candidate profile

Ask candidates to accept a Privacy Statement (or any other statement) on the candidate profile / talent community page.

On clicking the 'I accept' button, the privacy statement is displayed in a popup window. Candidates must scroll through the statement to the bottom, where they click on an 'I accept' button to accept the statement.

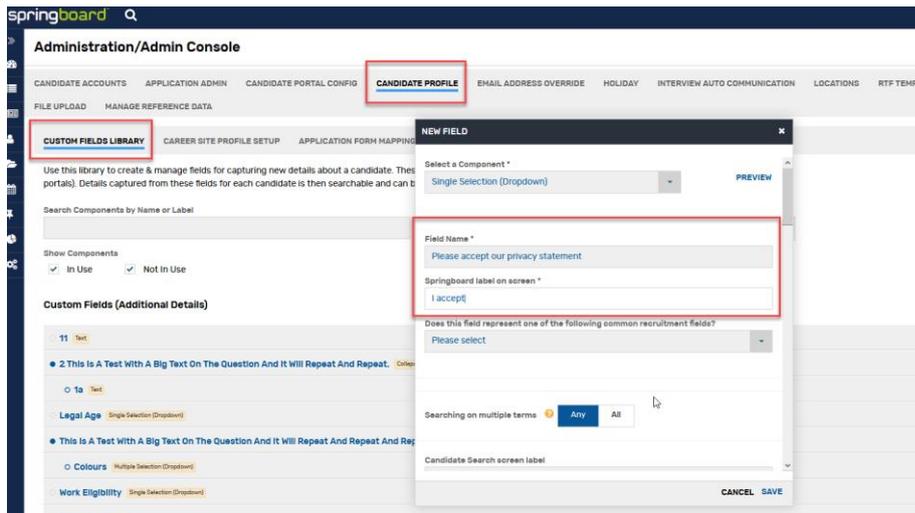


Setting up a statement for acceptance on the candidate profile

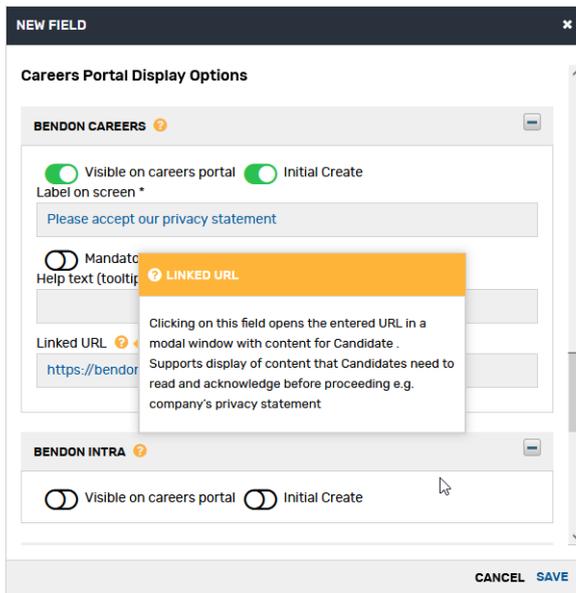
To setup an acceptance control, go to Administration -> Candidate Profile and create a new control.

Select a 'Single Selection dropdown' control.

Give the control a name (eg "Please accept our privacy statement") and provide a single dropdown option (eg "I accept").



Scroll down to the Careers Portal Display Options, and add a link to your privacy statement in the “Linked URL” field.



Add this control onto the candidate’s profile page as you would any other control.

When the candidate clicks on the option for this control (I accept), the link to the privacy page is automatically rendered in the popup and the candidate must scroll to the bottom and click the “I accept” button in the popup to accept the statement.

Hide withdrawn documents from the candidate profile

Some clients have advised that as candidates withdraw an application, submitted documents can still be visible on the Documents tab.

Instead of delete withdrawn documents, Springboard now has a filter to quickly hide these away when viewing candidate documents.

The screenshot shows the candidate profile for 'Fozzie Bear'. The 'DOCUMENTS' tab is active, displaying a table of documents. A filter dropdown is open, showing 'Include Withdrawn Documents?' with 'No' selected. The table lists three documents: 'Charles Dance v2', 'Certificate 2', and 'BoardingPass'. The 'BoardingPass' document is marked as withdrawn with a red 'X' icon.

	DOCUMENT NAME	JOB REFEREN..	DOC TYPE	UPDATED BY	UPDATED DATE	POR..	ACCEP..
	Charles Dance v2	GF/GFAU/1338139	Resume	Fozzie Bear	24-Feb-21 10:10 AM	<input type="checkbox"/>	
	Certificate 2	GF/GFAU/1338139	Academic Qualif..	Fozzie Bear	24-Feb-21 10:10 AM	<input type="checkbox"/>	
	BoardingPass	GF/GFGR/13328...	Resume	Fozzie Bear	23-Jul-18 08:13 AM	<input type="checkbox"/>	

Contact Application Support to enable this feature.

Incorporate Online Form data directly into Excel Exports

Data collected from online (Orbeon) forms can now be incorporated directly into Excel Exports.

Contact Application Support for assistance in incorporating online form data into your Excel Export templates where it makes sense for your workflow.

Misha Shafi
Current Company: N/A
Location unknown
Past: N/A
04566878
Create tags for this candidate

RESUME PROFILE APPLICATIONS COMMUNICATION **FORMS** ACTIVITY DOCUMENTS EXPERIENCE

KIT Test

UNTITLED SECTION

First Name: Misha
Last Name: Shafi
Bobby Field: ssharma19@peoplescout.com.au
Postal Code: 2,000
Some Notes: I was thiking why land prices are going so high.
Proceed?: Yes No I don't really know
City:
Birth-date: APR-13-2000

PDF

Candidates: Ref / WR / Medical (4 Results)

	NAME	INTERVIEW DET
<input type="checkbox"/>	MR Meera Rajee	
<input checked="" type="checkbox"/>	MS Misha Shafi	
<input type="checkbox"/>	SS Sb01	
<input type="checkbox"/>	SS Sb01	

- Across all pages.
- Change Status
- Message selected candidates
- Link To Job
- Invite To Apply
- Create Note
- Request Feedback
- Communicate / Contact
- Manage Attachments
- Review Tools
- Manage Candidate Record
- Manage Interviews
- Link
- Assessments / Check
 - Export**
 - Reference Check
 - Manage Offer

Export Candidates to Excel

Misha Shafi
Current Company: N/A
Location unknown
Past: N/A
04566878
Create tags for this candidate

RESUME PROFILE APPLICATIONS

KIT Test

UNTITLED SECTION

First Name: Misha
Bobby Field: ssharma19@peoplescout.com.au
Some Notes: I was thiking why land prices are going so high.
Birth-date: 000

BACK **Export Candidates to Excel**

1 candidate(s) selected

Generate an Excel report for all or selected candidates from this grid.

Export Template

Select an export template, which defines the columns that will be included in your export

Template:
Basic - Personal Details

Preview

First Name	Last Name	Job Title	Company
Email Address	Phone Number	Birth Date	City
Postcode	Country		

Note: New templates can be created by contacting your local administrator

Export Options

Candidates to include:
 All from current grid Selected candidates

File Type:
 xlsx xls

Note: Large exports may take some time to process

Seek – Changes to Job Ad Templates

Seek has recently announced that they are sunseting support for different job ad templates (layouts) for job ads. This is to improve consistency when viewing the ad on both desktop and mobile.

With this release, Springboard is re-configuring the Job Ad Posting screen to replace the existing Template dropdown with an Account selection dropdown, allowing users to directly select which account should be billed for the posting.

For sites with multiple Seek accounts the old “Seek Template” field has been re-purposed to support the selection of the appropriate “Seek Account” field.

The screenshot shows the Springboard interface for managing advertisements. The 'SOURCING CHANNELS' section is active, with 'SEEK' selected. The 'Job Title' field is filled with 'Marsh Measurer'. The 'Description' field contains 'KIT test 2'. The 'Work Type' is set to 'Full Time'. The 'Residency' is set to 'Yes'. The 'Seek Account' dropdown menu is open, showing three options: 'New Zealand (31449543)', 'Australia (27374739)', and 'New Zealand (31440343)'. The 'Seek Account' field is highlighted with a red box. The 'Location' and 'Area' fields are also visible, both set to 'Please select'. The 'Seek Salary Type' is set to 'Please select'. The 'Minimum Salary' and 'Maximum Salary' fields are also set to 'Please select'. The 'Salary Information' section is visible at the bottom.

For most sites that have 1 Seek account the old “Seek Template” field will no longer be there.

The screenshot shows the Springboard interface for managing advertisements. The 'Job Title' field is filled with 'Marsh Measurer Post Seek account added'. The 'Description' field contains 'KIT test 2'. The 'Work Type' is set to 'Full Time'. The 'Residency' is set to 'Yes'. The 'Seek Video Link' field is empty. The 'Seek Video Position' field is set to 'Please select'. The 'Seek Account' field is no longer present.

Minor bug fixes & Enhancements

The following lists other items that have been fixed or improved as part of this release. If you would like further information on any of these items, please contact Application Support.

Career Site / Application Form

- Provide candidates the ability to print a PDF of their application form. This feature is only available with the new application form framework available in Springboard.
- Fixed an issue where hide/reveal questions on the questionnaire are not working with the new application form

Candidate Management

- Improvements in the accuracy of mapping new application form details to the candidate profile
- Layout improvements when in Admin Mode of the candidate profile
- Fixed an issue with new application form where fields after a rich text area were not rendered properly on the backend application view for recruiters.
- Fix an issue where columns in a bulkprint can display in the wrong order when using the new application form
- Fix a variety of issues with the new offer management screen
- Improve handling of withdrawn applications within the Report Centre tables

Job / Job Ad Management

- Fix the Job Ad Preview link to allow a job ad to be previewed before it is posted.
- Improvements to the Job Request Module - fix results for Draft, Approval and Pending Jobs

User Management

- Manager User Groups screen is now available in V7. Previously this was only available in V6 of the product.
- Improvements to Single Sign On to reduce a change of duplicate accounts being created

Hiring Manager Feedback

- Add configurable instructions to guide the Hiring Manager on what the Yes / No / Maybe mean.
- Provide the administrator the ability to configure when the recruiter is notified about HM submissions - either once the entire feedback is submitted, or after every individual submission
- Show whether feedback is Saved or Submitted in the Candidate Review -> Comms tab.

Quick Search

- Add a filter on quick search to search only for 'Approved Jobs'. Click on 'Refine' to access the feature.

Communications

- Fixed an issue which could crash the system when interacting with the address book.
- Improvements in handling attachments linked to interview scheduler comms
- Fix a crash that can occur when there is no email template name
- Fix an issue that stops the ability to select SMS when there is no Email subject
- Fixed an issue in V6 with the replacement of the candidate name in Talent Folder emails

Interview Scheduler

- Improvements in handling attachments linked to interview scheduler comms
- When selecting an available session, ensure only sessions in the future are available. Don't show expired sessions from the past.
- Fixed an issue where auto invitation email did not include configured attachments

Onboarding Portal

- Improvement in rendering the correct candidate documents for clients that use multiple agencies

Automation

- Support sending an email with a delay when generating an online (Orbeon) form

Platform

- Minor improvements in Macron support
- Minor improvement in candidate grid loading times
- Improvements to the email override feature