# 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- Hide withdrawn candidate documents from Documents tab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 Manger, location and event name as you did previously.



BACK Manage Interviews						
FANF/1351000 - RETAIL ASSOCIATE LM [SHORTLIST]					CREATE B	BULK INTERVIEWS
Search Interviews						
Panel Member:	•	Interview Name:				•
Candidate Name:		Interview Status:				~
Date: (Which Time Zone?)						
Any loagy fomotion mis week week oute						
				R	ESET	SEARCH
Interviews List - ACTIONS				N	< Displaying	g 0 - 0 of 0 >
ATTENDEE     Ŷ INTERVIEW NAME	PANEL NAME		START (LOCAL TIME)     ■		♀ 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  $4 \times 1$  hour sessions.

BACK	Manage Interviews				
EVENT D	ETAILS GENERATE SESSION	S CONFIGURE COMMUNICATION	NS		×
	O session(s)	Invite the hirid Invite panel r	ng manager to nominate times or set nember to nominate times	t up times directly	
٥	CURRENT INTERVIEW SETTINGS - m	nin sessions, No break , per session, Fa	antastic Furniture Bathurst , Digital	interview URL not defined	₽ EDIT
Please	se note the calendar shows sess	ions across all jobs for the hiring m	nanager		CALENDAR
<	> Today Show Weeke	ADD A SESSION		×	Week Day List
	26	Ohend Times	Fed Time		FRI 30
7am		26 April, 2021 07:00 AM	26 April, 2021	10:00 AM	
		Status • Available Unavailat	Booking Group Aish RTh Chee	p ck - shared event	
8am					
		4 slot(s) will be created in	Fantastic Furniture Bathurst		
9am				CLOSE SAVE	
	ß				

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

4 session(s) 4 available   0 booke	ed Invi	te the hiring mana te panel member	ger to nominate times or set up times directly to nominate times	
CURRENT INTERVIEW SETTIN calendar	IGS - 45 min sessions, 0 min break	, 1 per session, Far	tastic Furniture Bathurst, Digital interview URL MODIFY SESSION PARAMS	not defined, Time not blocked out in your Outlook PE
Please note the calendar show	s sessions across all jobs for the	e hiring manager	Duration *	Brook Longth, *
< > Today Show	Weekends		45 MINUTES	NO BREAK
	TUE		Candidates in each session; *	Block out this time in panels' calendars; *
MON 26	27			
MON 26	27		1	NO
MON 26	27		1 Location: *	NO
MON 26	27		1 Location: • Fantastic Furniture Bathurst	N0 -
MON 26 am	27		1 Location: • Fantastic Furniture Bathurst Digital Interview URL:	N0 -

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'.

ENT DETAILS GENERATE SESSION	S CONFIGURE COMMUNICATIONS		
<b>4 session(s)</b> 3 available   1 booke	d Invite the hiring manage Invite panel member to	er to nominate times or set up times directly o nominate times	
CURRENT INTERVIEW SETTINGS -	30 min sessions, 10 min break, 1 per session, Fantastic Fur	niture Artarmon, Digital interview URL not defined, Time no	ot blocked out in your Outlook calendar 🥒 🖉
Please note the calendar shows ses	sions across all jobs for the hiring manager		🛱 CALENDAR 📄 SETUP IN E
A Start and End Times are based on lo	cation time zone: (GMT+10:00) Australia/Sydney		
Generate Session to:		Candidates in each session: *	
Dill Man Three Destant Constitution	nber of Sessions	1	
Fill the Time Feriod Specify Nur			
Working Days Only			
Working Days Only Start: •	Start time: *	End: *	End time: *
Verking Days Only Start: *	Start time: *	End: * Break Length: *	End time: *
V Working Days Only Start: *  Duration: *  30 Minutes	Start time: *	End: * Break Length: * * 10 Minutes	End time: *
Very the time rendo Specify Num Very Working Deys Only Start: *  Duration: *  30 Minutes Location: *	Start time: *	End: * Break Length: *      10 Minutes Block out this time in panels' calendars:	End time: *

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.





# 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.

CK Manage Interviews			=	
INT DETAILS GENERATE SESSIONS	CONFIGURE COMMUNIC	ATIONS		
4 session(s) 4 available   0 booked	Invite the Invite p	ne hiring manager to nominate times or set up t anel member to nominate times	imes directly	
CURRENT INTERVIEW SETTINGS - 45 min calendar	sessions, 0 min break, 1 p	er session, Fantastic Furniture Bathurst, Digital	interview URL not defined, Tin	ne not blocked out in your Outlook & ED
Please note the calendar shows sessions	across all jobs for the hir	ing manager		🗮 CALENDAR 📄 SETUP IN BU
Coday Show Weekends	C	Apr 26 – 30, 2021		Week Day List
MON 26	TUE <b>27</b>	WED 28	тни <b>29</b>	FRI 30
			<pre>     PREV NEXT &gt; </pre>	search Results 🔍 🌐
			•★	Dendir
CK Manage Interviews		ATIONS	^▲	Dendir
A locande Manage Interviews ENT DETAILS GENERATE SESSIONS OF 4 session(s) 4 available   0 booked	CONFIGURE COMMUNIC	ATIONS he hiring manager to nominate times or set up anel member to nominate times	n ▲	ky in Dendir
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A lovendr A lovendr Manage Interviews ENT DETAILS GENERATE SESSIONS ( 4 session(s) 4 available   0 booked CURRENT INTERVIEW SETTINGS - 45 min calendar Please note the calendar shows sessions	CONFIGURE COMMUNIC	ATIONS he hiring manager to nominate times or set up anel member to nominate times er session, Fantastic Furniture Bathurst, Digita ring manager	n ▲ times directly	ne not blocked out in your Outlook EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE

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 <u>click here</u> to view and book sessions.
Digital Interview URL : <u>Not set</u>
Kind regards
my recruiter

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.

pringboard calendar boo	KING					(i) Maui Paul
O open roles within a booking groups	< > Today	Show Weekends		May 3 - 7, 2021	I	Week Day List
View all booking groups>		MON 3	тие <b>4</b>	MED 5	тни 6	FRI <b>7</b>
Interview settings     YOUR CURRENT SETTINGS	7am					
30 min slots 10 min break V NSW State Office - 7Eleven	8am					
1 per session Digital Interview Link	9am					
Time not blocked out in your Outlook calendar						
	10am 🗸 10:00-10:30	1173 - 10:00 - 10:30 SB- 1173 - 1173 - 1173 -	SB-1173 - Test Job- AutoRej Job- AutoRej			
	10:40 - 11:10	SB- 1173 -         v         10.40 - 11:10         SB- 1173 -         v         1           SB- 1173 -         v         11:20 - 11:50         SB- 1173 -         SB- 1173 -         v         1	SB-1173 - Test Job- AutoRej SB-1173 - Test Job- AutoRej Job- AutoRej Job- AutoRej			
	12pm					
	1pm					
	2pm					

sb	CALENDAR BOOKING
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7am	
8am	
9am	
10am 🗸 <sup>10:00 - 1</sup>	0:30 <b>i v</b> <sup>10:00 - 10:30</sup> <b>i</b>
✓ <sup>10:40 - 1</sup>	1:10 i 🗸 10:40 - 11:10 i
11am	
v 11:20 - 1	<b>i v h</b> 20 - <b>h</b> :00 <b>i</b>
12pm	

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.

6 open roles within 7 Booking Groups	C > Today Show Wee	kends C	Apr 26 – 30, 20	21	Week Day List
Int 2     Retail Associate LM     FANF/1351000 [Shartlint]	MON 26	118E 27	28	THU 29	30
FANF/1334050 Testing     FanF/1334050 Testing     FANF/1334050 [Shortlist]	7am			Booked for Sara Prince	✓ Int 2
Testing FANF/1334051	Bam				✓ Int 2
View all booking groups>					✓ Int2
Interview settings     YOUR CURRENT SETTINGS     S	9am				✓ Int 2
30 min slots 10 min break	10am				✓ Int 2
Fantastic Furniture Artarmon     persession					✓ Int 2
Digital interview URL not defined	11am				a Booked for Alexandra Lee
calendar	12pm				✓ Int2
	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.

6 open roles WITHIN 7 BOOKING GROUPS	>         Today         Show Weekends         4	3	Apr 26 – 30, 20	21	Week Day List
Int 2     Retail Associate LM     FANF/1351000 [Shartlist]	MON 26	TUE 27	WED 28	тни <b>29</b>	580 30
FANF/1334050 Testing     FanF/1334050 Testing     FANF/1334050 [Shortlist]	7am			Booked for Sara Prince	✓ Int 2
Testing FANF/1334051	8am				✓ Int 2
View all booking groups>					
Interview settings	9am				✓ Int 2
YOUR CURRENT SETTINGS 3					✓ Int 2
30 min slots 10 min break	10am				✓ Int 2
Fantastic Furniture Artarmon			De		✓ Int 2
1 persession Digital interview URL not defined	11am				
Time not blocked out in your Outlook calendar					Sooked for Alexandra Lee
	12pm				✓ Int 2
	1pm				
					Ø 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).

	MY ACTIVITIES SEARCH WORKFLOW FEMILALES SEARCH ACTIVITIES SEARCH WORKFLOWS WORKFLOW FEMILALE DESIGNER
WORKFLOW TEMPLATE DESIGNER	
TEMPLATE DETAILS [ EDIT ]	
Short Name	1-5 CASUAL
Long Name	WORKFLOW FOR STORE BASED ROLES LEVELS 1 - 3
Description	WORKFLOW FOR STORE BASED ROLES LEVELS 1 - 3 INCLUSIVE OF TESTING BAMP. ONBOARDING
Created By	alte 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) Shortist Review (SEL) Step 4 Shortist Review (SEL) Shortist Review (SEL) Step 7 Step 6 Step 7 Step 7 Step 8 Offer Made (IFP) Offer Made (IFP) Offer Made (IFP) Offer Made (IFP) Offer Accepted (IPA) Placed (IMP)
	Anage Rules update 3085

Click into that step and select the new options under "Interview Schedule Requests" Administration/Process Designer

lame		Seq		Mandatory	,
SM Interview	•	4		$\checkmark$	
pplication Status					
nterview 1	$\sim$	Only non-assigned statuse	s are available	for selection	
Permitted Application Stages	3				
Pending	^				
On Hold					
Passed					
Failed					
Ready for Reject					
Awaiting Feedback					
No Response					
Follow up					
Onboarding in Progress					
Onboarding Complete	~				
TERVIEW SCHEDULE REQUEST	s				
utomatically send a bulk int	erview schedule	e request to the Hiring Manag	er 🗸		
nclude in Hiring Manager's sl	hared schedule?				
)R PROCESS EMAIL REMINDED	SETTINGS				
)B PROCESS EMAIL REMINDER	SETTINGS		1		

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.

	Alayanara Laa	n 🛥	
BACK	Manage Interviews		
EVENT DE	TAILS GENERATE SESSIONS CONFIGURE COMM	UNICATIONS	>
	4 session(s) 3 available   1 booked In In	wite the hiring manager to nominate times or set up times directly wite panel member to nominate times	
•	CURRENT INTERVIEW SETTINGS - 45 min sessions, 0 min brea	ak, 1 per session, Fantastic Furniture Bathurs , Digital Interview Link, 1 me not blocked out in your Ou	itlook calendar ∳EDIT
Pleas	e note the calendar shows sessions across all jobs for t	che hiring manager	SETUP IN BULK
<	> Today Show Weekends	Apr 26 – 30, 2021 Week D	Jay 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).

						4	🎂 🎤 🗖 🧕
Administration/Admin Console							
CANDIDATE ACCOUNTS APPLICATION ADMIN CANDIDATE PORTAL CONFIG CANDIDATE I SMS ACCOUNTS TALENT FOLDER PROCESSES SEEK TEMPLATE ADMIN FILE UPLOAD	PROFILE EMAIL ADDRESS OVERBIN MANAGE REFERENCE DATA	DE HIRING MANAGER FEEDBACK	HOLIDAY INTER	VIEW AUTO COMMUNICATION	LOCATIONS RTF TEMPLATE A	DMIN RTF TEMPLATE DOW	INLOAD SEO ADMIN
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Search Signature by Name							-
Please start typing to filter the list below							
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		Ę					< > 1 V 1-4
· SIGNATURE NAME	SHARED	HY DEFAULT SIGNATURE	OWNER	© DATE CREATED	© UPDATED BY	© UPDATED DATE	۲-4 c مراجع م
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Then, create your signature in the online editor window. You should be able to simply copy/paste a signature from your existing email platform.

CREATE SIGNATURE	×
Capture your sign-off to add to email and SMS sent from Springboard. <u>Emails</u> - you can copy/paste your signature directly from Outlook / Gmail into the editor <u>SMS</u> - We recommend keeping your sign-off short for text messages.	r below.
Signature Name	Shared
	Please Select 👻
Email Signature	
B I ∐ abs; X, X <sup>a</sup> Font · Size · Normal · A. · a⊻. ♦ 📜 🗮	💌 🕶 🗐 🚍 🗏 🗮 与 🍠   🚝 🔛 🚷 📯   🕹 🐚 🖍 🖨 🗟 🖏 Source 梦
	^
Yenali Bobadilla   Scrum Master/ Agile Project Manager	
P: +61 2 9561 9067	
Level 7, 44 Market Street, Sydney NSW 2000	I
We're PeopleScout and we're changing RPO for the better.	~
body p	4
SMS Signature	
	CLOSE SAVE

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. <u>Emaile</u> - you can copy/paste your signature directly from Outlook / Gmail into the editor b <u>SMS</u> - We recommend keeping your sign-off short for text messages.	jelow.
Signature Name	Shared
Aish Test Signature	Please Select 👻
Email Signature	
B I U alle X, X <sup>2</sup> Font · Size · Format · ▲· 🖄 🗄 🗄	× ••   = = = =   • < <   ≒ 🖬 💩 📯   X 🖻 🛍 🕻   🖶 🔯 Source 🌾
P: +61 2 9561 9084   M: +61 424 366 153 Level 7, 44 Market Street, Sydney NSW 2000 We're <u>People Scout</u> and we're changing RPO for the better.	Ţ
SMS Signature	
Aish Test Account P: +6112345678 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 EM	AAIL ADDRESS OVERRIDE	HIRING MANAGER FEEDBACK	HOLIDAY INTERVIEW AUT	TO COMMUNICATION LOCATION	NS RTF TEMPLATE ADMIN	RTF TEMPLATE DOWNLOAD	SEO ADMIN
SMS ACCOUNTS TALENT FOLDER PROCESSES SEEK TEMPLATE ADMIN FILE UPLOAD MANAGE REFE	ERENCE DATA SIGNAT	IRES					
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Please start typing to filter the list below							
						<	> 1 💌 1-4 of 4
© SIGNATURE NAME	SHARED	MY DEFAULT SIGNATURE	0 OWNER	O DATE CREATED	UPDATED BY	O UPDATED DATE	ACTION
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AprilPromoSignature		D	site admin	12-Apr-21		27-Apr-21	G (2) 🗯
I SignatureTest	a .	D	site admin	23-Mar-21 1	site admin	12-Apr-21	G 🕲 🛢
Aish Test Signature			site admin	19-Mar-21	site admin	27-Apr-21	C 2 1

## 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:

TAG_POSITION_PH_OR_EMAILJ>	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
imail SMS Q	
B I U ≡ ≡ ≡ ■ Font Family • Fo	nnt Size · <u>A</u> · Ω 🔲
🗶 🗈 🛍 🍘 🍘 🛤 😘 🛛 := • 👘	岸 律 ッ ♥   ◎ ※ ① 聖 ® #m 🛶 ・
	0 - 1
GROUP	
Dear < TAG PANEL MEMBER NAME >	
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]>	
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y	review some candidates. ou with your review.
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]>	review some candidates. ou with your review.
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide you Click here to log in.	review some candidates. ou with your review. our feedback by <b>&lt;[TAG_FEEDBACK_DUE_DATE]&gt;</b> .
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide yo Click here to log in. HM Phone - <[HM_PHONE]>	review some candidates. You with your review. Dur feedback by <[TAG_FEEDBACK_DUE_DATE]>.
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide yo Click here to log in. HM Phone - <[HM_PHONE]> HM Req- <[HIRING_MANAGER_REQ]>	review some candidates. ou with your review. our feedback by <b>&lt;[TAG_FEEDBACK_DUE_DATE]&gt;</b> .
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide yo <u>Click here to log in.</u> HM Phone - <[HM_PHONE]> HM Req- <[HIRING_MANAGER_REQ]>	review some candidates. ou with your review. our feedback by <b>&lt;[TAG_FEEDBACK_DUE_DATE]&gt;</b> .
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide yo <u>Click here to log in</u> . HM Phone - <[HM_PHONE]> HM Req- <[HIRING_MANAGER_REQ]> HM email - <[CTAG_HIRING_MGR_EMAIL]>	review some candidates. ou with your review. our feedback by <b>&lt;[TAG_FEEDBACK_DUE_DATE]&gt;</b> .
Dear <[TAG_PANEL_MEMBER_NAME]> Re: <[TAG_PANEL_DESCRIPTION]> You have been chosen as a panel member to Please note the following guidance to assist y • <[TAG_PANEL_INSTRUCTIONS]> Use the following link to log in and provide yo 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]>	review some candidates. ou with your review. our feedback by <b>&lt;[TAG_FEEDBACK_DUE_DATE]&gt;</b> .

#### 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 Q

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: 44

3

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:	
Default TO Address:	
Record Log Entry:	⊖ Yes ⑧ No
Default Header/Footer:	○ Yes ● No
Content Type:	○ Text
Subject:	Free Format Email- With Email Signature
	AISH TEST SIGNATURE (CHANGE) This email signature will be included by default.
Standard Email Signature:	✓ Email Signature will be sent with this email
Test email address:	
SIGNATURE Email Signature Aish Test Signature	× رآس
Please select	
GrtSignature	
AprilPromoSignature	
SignatureTest	
Aish Test Signature	) for the better
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	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.

BACX Message selected candidates			
1 candidate(s) selected			
Selected candidate has chosen not to receive unsoliciter Template     Free Format 1     Test	Communication. Please refrain from emailing unsolicited material Select the message type to send, Email, SMS, or both, MMML SMS	Account Alsh_Test_Account +	
From reports@recruitasp.com To alshwarya11@trueblue.com	cc		
0431403823 Subject Free Format Email- With Email Signature		Use my signature Other options	
EMAIL SMS Q			
B         I         U         aix         X'         Font         *         Size         *         Fo           III         III         IVE         N	mat · A·Ź·参 Store emailags · A/ H · A · B · A · B Source ♂·	4	
GROUP Dear stag panel member named			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			0

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

1 candidate(s) selected	
Template Select the message type to send; Email, SMS, or both. Account	^
Free Format 1	
Test	
From	
reports@recruitasp.com	
To	
aishwarya19@trueblue.com	
Mobile	
0431403823	
Subject Use my signature	
Free Format Email- With Email Signature Other options	
STANDARD MINE CHOOSE Please select	
Body	
EMAIL SMS Q	
B I y where x, x' Fornt · Size · Format · Ar-q text color More email tags ·	

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 Alish Test Signature	,
EMAIL SMS Q	
B I U acc x, x' Font · Size · Format · A. 2. W More email tags · E : E : M ** = = = = : S C : S a & C : A @ C : Source ♡ · 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 the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. Click the following link to log in and provide your feedback by <[TAG_FEEDBACK_DUE_DATE]>. HM Mence - <[HIRING_MANAGER_REQ]> HM email - <[CTAG_HIRING_MGR_EMAIL]> Regards, <[TAG_FANEL_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 <u>PeopleScout</u> 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.

springboard Q					
«					
DASHBOARD	ADMIN CONSOLE				
JOB REQUESTS	MY DETAILS				
≣ JOBS >	ORGANISATION USERS				
	APP COMMS				
CANDIDATES >	JOB COMMS				
TALENT FOLDERS	REQUEST TO HIRE				
INTERVIEWS > >	REFERENCE DATA				
₽ TASKS >	PROCESS DESIGNER				
COMPANIES >	EMAIL QUEUE ADMIN				
© CAMPAIGNS →	EMAIL SERVICE ADMIN				
₲ REPORTS >	DOCUMENT TEMPLATES				
✿ ADMINISTRATION >	FORMS LIBRARY				
	FORMS MANAGEMENT				

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.

					,
		stephen abbot		Q	
		Stephen Abbott   FHL/1186808 - FT Store Manager - Newcastle	Candidate	e 🗸	
		Stephen Abbott ([HMF]sabbott@peoplescout.com.au)	User		
		Stephen Abbott (sabbott)	User	]	
			-		
	Access Group			v 10	
1	Access Group:				
3	Access Group: Message Blocking:	Aways Send      Block for candidates with "Other Opportunities"	" opt-out		
1 3 3	Access Group: Message Blocking: Default From Address:	Always Send      Block for candidates with "Other Opportunities"	° opt-out		
1 3 8	Access Group: Message Blocking: Default From Address: Default CC Address:	Always Send      Block for candidates with "Other Opportunities"	" opt-out	2	

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.

	Privacy	— Mozilla Firefox	N		- 🗆	×
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	Security					
	Parts of this site transmit in recognise that there may be personal information is not	formation securely across the in risks in transmitting information transmitted securely.	nternet. However, this is on across the internet. V	not always fe /e will notify y	easible. We ou where	
	Where this site contains lin terms set out there will appl	ks to other y to the material on those webs	agencies' website ites.	s, the privacy	or security	
AS- Employment Status	Where this site contains line responsible for the privacy of	ks to non- or security practices or the confe	vebsites, the		is not	
	Privacy Compl	aints and Enquir	ies			
Declaration Text	If you would like to make a p Compliments and complair	nivacy complaint, please refer t i <u>ts page</u> .	o the			
	If you have any queries about phone	ut the Department's privacy pra-	ctices, please email the	Privacy Cont	<u>act Officer</u> or	
SI PRIVACY		I Agree				
I agree to receive email inf						
I agree to be contacted by SMS	5			*		
Maka mu profila sagrababla				*		

## 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").

Ingloard Q		
AGMIINISTRATION/AGMIN CONSOIO	EPROFILE EMAIL ADDRESS OVERRIDE HOLIDAY INTERVIEW AUTO COMMUNICATION	LOCATIONS RTF TI
CUSTOM FIELDS LIBRARY CAREER SITE PROFILE SETUP APPLICATION FORM MAPPING	NEW FIELD X	
Use this library to create & manage fields for capturing new details about a candidate. Thes portals). Details captured from these fields for each candidate is then searchable and can b Search Components by Name or Label	Select a Component *  Single Selection (Dropdown)  PREVIEW	
Shew Components In Use In Use Custom Fields (Additional Details)	Field Name * Please accept our privacy statement Springbearer label on arreen * 1 accept	
ୀ 💌	Does this field represent one of the following common reorultment fields? Please select +	
2 This is A Test With A Big Text On The Question And It Will Repeat And Repeat. Color     0 1a 1at		
C Legal Age Bryle Selection (Drupskent)	Searching on multiple terms 😣 Any All	
This is A fest with A Big Text On The Question And It Will Repeat And Repeat And Rep O Colours (Multiple Sector Orgonom)	Candidate Search screen label 🗸 🗸	
Work Eligibility Sngle Selection (Dropdown)	CANCEL SAVE	

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

NEW FIELD	×
Careers Portal Display Options	^
BENDON CAREERS 😧	
Visible on careers portal Initial Create Label on screen *	
Please accept our privacy statement	
Mandato Help text (toolting O LINKED URL	
Clicking on this field opens the entered URL in a Linked URL O for modal window with content for Candidate . Supports display of content that Candidates need to read and acknowledge before proceeding e.g. company's privacy statement	
igcolumbda Visible on careers portal $igcolumbda$ Initial Create	~
CA	NCEL SAVE

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.

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W		=	Certificate 2		GF/GFAU/1338139	Academic Qualifi	Fozzie Bear	24-Feb-21 10:10 AM			
	Д		BoardingPass		GF/GFGR/13328	Resume	Fozzie Bear	23-Jul-18 08:13 AM			

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.

٨S	Current	Company	- N/A				•		
	Location ur	nknown	- N/A				6	Enter your screenir	ng comments
	Past: N/A								
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Postcode	Country							
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# Seek - Changes to Job Ad Templates

Seek has recently announced that they are sunsetting 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.

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»	Advertisements/My Ads			
•	Positioning Please Select	Video Edit		
623	SOURCING CHANNELS			
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For most sites that have 1 Seek account the old "Seek Template" field will no longer be there.

* Job Title:	
Marsh Measurer Post Seek account added	
* Description:	
KíT]test 2	
* Work Type	
Full Time	~
* Residency	
Yes	~
Seek Video Link	
Seek Video Position	
Please Select	Ŷ

# **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