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Release Notes

Version 7.17
Sep 2020

Release Notes Overview

This document outlines Springboard release version 7.17 scheduled for release in August 2020.

Version 7.17 introduces the following new features:

- New mobile optimised easier to use onboarding portal
- Electronic document signing capability
- New customisable candidate search panel
- Automate candidate recommendations based on talent community profiles
- Localised job recommendations on careers portal
- Incorporate candidate counts per workflow step into the Jobs Grid

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

Contents

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.

Release Date

15 Sep 2020

Contact Information

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

New Onboarding Portal with mobile first design and new features

Springboard's Onboarding module is utilised by many clients to help guide successful candidates through a new starter process. The onboarding portal facilitates offer letter acceptance, digital review and acceptance of documents and capture of data online to share within internal teams and systems.

With this release, the onboarding portal has been completely redesigned, providing the following few features.

Intuitive, mobile first, activity based design

A new layout makes it easy to review and complete all onboarding activities and tasks from a mobile or tablet device.

More importantly, all activities are now presented in a single clear, easy to review list. The prior approach of segmenting tasks into Documents, Forms and Offer tabs has been removed.

Technical Issues?

Click "Refresh Tasks" or contact the recruitment team for support.

⟳ REFRESH ACTIVITIES

Statistical and Data Analysts, Methodology 2023 Census
PR/1190685

Tasks completed: 0 out of 4 ⌄

📄 EPR Employment Terms and Acknowledgments.pdf	Status: Pending	READ THE DOCUMENT
▶ Peoplescout Overview	Status: Pending	WATCH THE VIDEO
▶ Startup explainer video	Status: Pending	WATCH THE VIDEO
📑 ADP W4 Form Due by:08-30-2020	Status: Pending	OPEN ASSESSMENT

Present videos to your candidates and confirm they have been watched

With the previous version, candidates could be provided onboarding pack comprising a list of documents to be reviewed and accepted.

With this version YouTube and Vimeo videos can be incorporated into the onboarding pack as activities, providing the opportunity to engage candidates via rich videos for learning or building excitement.

Statistical and Data Analysts, Methodology 2023 Census
PR/1190685

Tasks completed: 0 out of 4 ⌄

📄 EPR Employment Terms and Acknowledgments.pdf	Status: Pending	READ THE DOCUMENT
▶ Peoplescout Overview	Status: Pending	WATCH THE VIDEO
▶ Startup explainer video	Status: Pending	WATCH THE VIDEO

My Employment Task Portfolio

Complete the tasks below to continue your PeopleReady Employment Registration.

ps PeopleScout Australia Overview

Watch later   Share

ACCEPT

Request candidates to upload multiple specific documents

In addition to requesting documents and videos to be signed, candidates can also be requested to upload documents such as drivers' licenses, work certificates and other proof of eligibility as individual activities.

Who will have access to this feature?

All customers currently utilising the onboarding portal will have access to the new onboarding portal. Account managers will work with your team to migrate you smoothly to the new portal.

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Electronic document signing via the onboarding portal

With the last release, Springboard announced a partnership with DocuSign to provide electronic signing using the most well-known digital signing company and the ability to setup approval workflows to have multiple parties sign documents.

To complement our partnership with DocuSign, Springboard now offers its own digital signing capability for a more robust acceptance of documents distributed via the onboarding portal

Who will have access to this feature?

All customers currently utilising the onboarding portal can enable digital signatures, however additional hosting fees may apply to enable digital signing. Account managers will work with your team to determine if digital signatures are a useful addition to your recruitment workflow.

Digitally signing basic PDF documents

Digital signing of documents can be used in two ways. The first is to upload basic PDF documents that require only a signature, date and name to be stamped to the document as acceptance. Examples include:
- Employment forms requiring acknowledgement
- New starter forms

PDFs are uploaded to the Document Templates library as part of an onboarding pack.

When uploading a document, select "Digital Signature" to identify that the PDF requires a signature.

To prepare a document for signing, special tags must be added to the PDF to identify where the signature, name and date should be located. PeopleScout will train teams how to do this as part of setting up your solution.
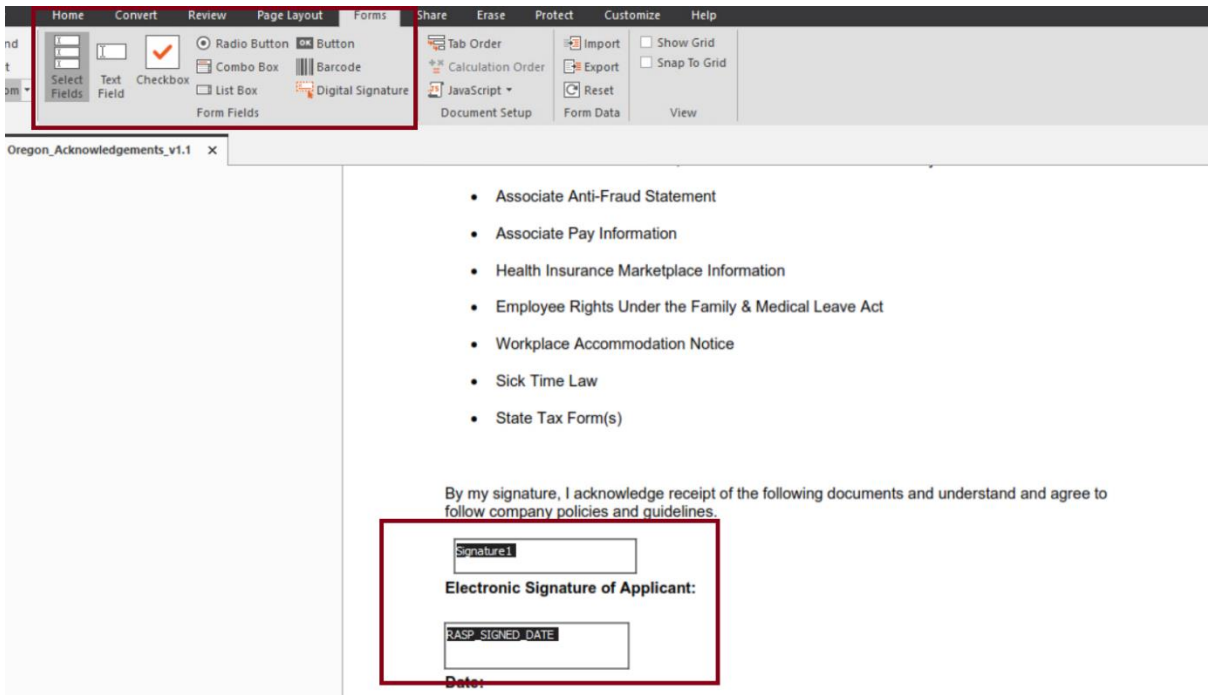
When a candidate opens a document requiring digital signature form the onboarding portal, they are invited to sign using their mouse (desktop) or finger (mobile device).

EXPLANATION OF THE CATEGORIES:

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, and of the White Race.
White: A person having origins in any of the original peoples of Europe, North Africa or the Middle East
Black (or African American): A person having origins in any of the black racial groups of Africa.
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.
Disabled Veteran is one of the following:
  o a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  o a person who was discharged or released from active duty because of a service-connected disability
Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

001_WEB_2014032

Sign Here:
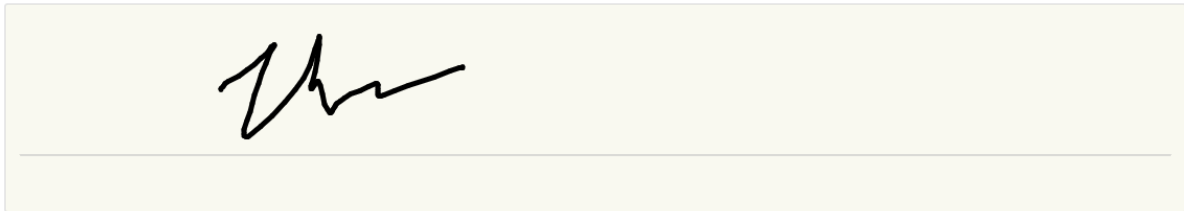
RETURN TO ACTIVITIES   CLEAR   SUBMIT

On clicking submit, the candidates name, signature and date is stamped into the document and stored against the candidate record in Springboard.

		DOCUMENT NAME	JOB REFERENCE	DOC TYPE	UPDATED BY	UPDATED DATE
	📄	PR Voluntary Invitation to Self-Identify...	PR/1189262	Signed PDF document	Boney George	08-23-2020 08:24 PM
	📄	Ontario Associate Communications Co...	PR/1189262	Signed PDF document	Boney George	08-05-2020 12:15 AM
	📄	Ontario Workplace Violence & Harassm...	PR/1189262	Signed PDF document	Boney George	08-05-2020 12:15 AM
	📄	Ontario_Acknowledgements_v1_signed	PR/1189262	Signed PDF document	Boney George	08-05-2020 12:12 AM
	📄	W-4 Employees Witholding Certificate_...	PR/1189262	Signed PDF document		08-05-2020 12:12 AM
	📄	Personal Info Form	PR/1189262	Form		08-05-2020 12:11 AM
	📄	W-4 Employees Witholding Certificate_...	PR/1189262	Signed PDF document		08-05-2020 12:08 AM
	📄	Personal Info Form	PR/1189262	Form		08-05-2020 12:06 AM

Pre-filling documents with candidate data prior to signing

Some documents require candidates to fill out an official PDF form prior to signing. Examples include:

- Government taxation and employment forms

- Certification forms

Springboard can support the completion and signing of official PDF forms via a 3-step intuitive process.

Step 1 – the candidate is invited to complete necessary information into a familiar Springboard online form. Forms are generated automatically via the rules engine and can be setup by recruitment teams.

Demo-Quality Inspector
PR/1190628

Tasks completed: 1 out of 5 ⌄

📄 New Associate Personal information and W4 selection

Status: Pending

FILL OUT THE FORM

New Associate Personal information and W4 selection ✓ ☰

Employee Details:	Reference Details	Emergency Contact Details:	W4 Form Details

‹ 1 of 4 ›

Employee Details:

Last Name:
George

First Name:
Boney

Middle Initial:

Address line 1:
1083 S. 300 West

Address line 2:

City:
Salt Lake City

State / Province:
UT

Postcode:
84115

* Date of Birth:
8-14-1956 📅

Start Date:
8-31-2020 📅

Occupation:

Email address:
bg@mailinator.com

* Contact Telephone:
435-878-7227

Please enter a valid telephone number in 000-000-0000 format.

Home Telephone:

Please enter a valid telephone number in 000-000-0000 format.

RETURN TO ACTIVITIES

CLEAR | **PDF** | **SAVE** | ‹ **PREV** | › **NEXT**

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W4 Form Details

| FORM W-4 | EMPLOYEE'S WITHHOLDING CERTIFICATE | 2020 |

STEP 1: ENTER PERSONAL INFORMATION

First Name and Middle Initial	Last Name	* Social Security Number
Boney	George	777-88-9999

Address	City or Town, State, and ZIP code	DOES YOUR NAME MATCH THE NAME ON YOUR SOCIAL SECURITY CARD?
1083 S. 300 West	90210	

* Marital Status

☑ Single or Married filing separately
⭘ Married filing jointly ⭘ Head of household

COMPLETE STEPS 2-4 ONLY IF THEY APPLY TO YOU; OTHERWISE, SKIP TO STEP 5.

STEP 2: MULTIPLE JOBS OR SPOUSE WORKS

COMPLETE THIS STEP IF YOU (1) HOLD MORE THAN ONE JOB AT A TIME, OR (2) ARE MARRIED FILING JOINTLY AND YOUR SPOUSE ALSO WORKS. THE CORRECT AMOUNT OF WITHHOLDING DEPENDS ON INCOME EARNED FROM ALL OF THESE JOBS.

(A) USE THE ESTIMATOR AT WWW.IRS.GOV/W4APP FOR MOST ACCURATE WITHHOLDING FOR THIS STEP (AND STEPS 3-4); OR

(B) USE THE MULTIPLE JOBS WORKSHEET ON PAGE 3 AND ENTER THE RESULT IN STEP 4(C) BELOW FOR ROUGHLY ACCURATE WITHHOLDING; OR

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . .

Step 2 – Springboard automatically pre-fills data completed the by the candidate into the PDF form and presents it to the candidate, ready for signing.

Please review this document and provide your electronic signature to acknowledge our Employment Terms & Conditions.

Electronic Signature Agreement

I understand that I am signing this Electronic Signature Agreement electronically, and I agree to be legally bound by the terms of this Agreement, which include the following:

- I agree that my electronic signature (hereinafter "e-signature") is the legally binding equivalent to my handwritten signature and by accepting this E-Signature Agreement I am adopting my e-signature with the intent to use it to sign binding documents.
- I agree that whenever I execute an e-signature or "e-sign" a document that it has the same validity and meaning as my handwritten signature and I intend to be bound by the agreements and other documents to which I affix my e-signature or that I "e-sign."
- I agree that I will not, at any time in the future, repudiate the meaning of my e-signature or claim that my e-signature is not legally binding.

W-4 Employees Witholding Certificate.pdf

Step 3 – candidate reviews the completed form and signs.

or Spouse Works

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☑

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ 12

Multiply the number of other dependents by $500 . . . . ▶ $ 24

Add the amounts above and enter the total here . . . . 3 $ 36

Step 4 (optional):
Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . 4(a) $ 34

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . 4(b) $ 33

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . 4(c) $ 33

Yes

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.)

23rd August 2020
Date

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form **W-4** (2020)

Demo–Quality Inspector
PR/1190628

Tasks completed: 3 out of 6 ⌄

✔ 📄 New Associate Personal information and W4 selection

Completed on:08-23-2020

Status: Completed

VIEW THE FORM

Setting up a PDF for pre-filling

In order for a PDF form to be pre-filled with data completed by the candidate, a simple process must be followed to map fields from the online form to fields in the PDF. PeopleScout would work with recruitment teams to train and assist this process.

Administration/Admin Console

CANDIDATE ACCOUNTS   **APPLICATION ADMIN**   CANDIDATE PORTAL CONFIG   CANDIDATE PROFILE   HIRING MANAGER FEEDBACK   HOLIDAY   INTERVIEW AUTO COMMUNICATION   LOCATIONS   RTF TEMPLATE ADMIN   RTF TEMPLATE DOWN
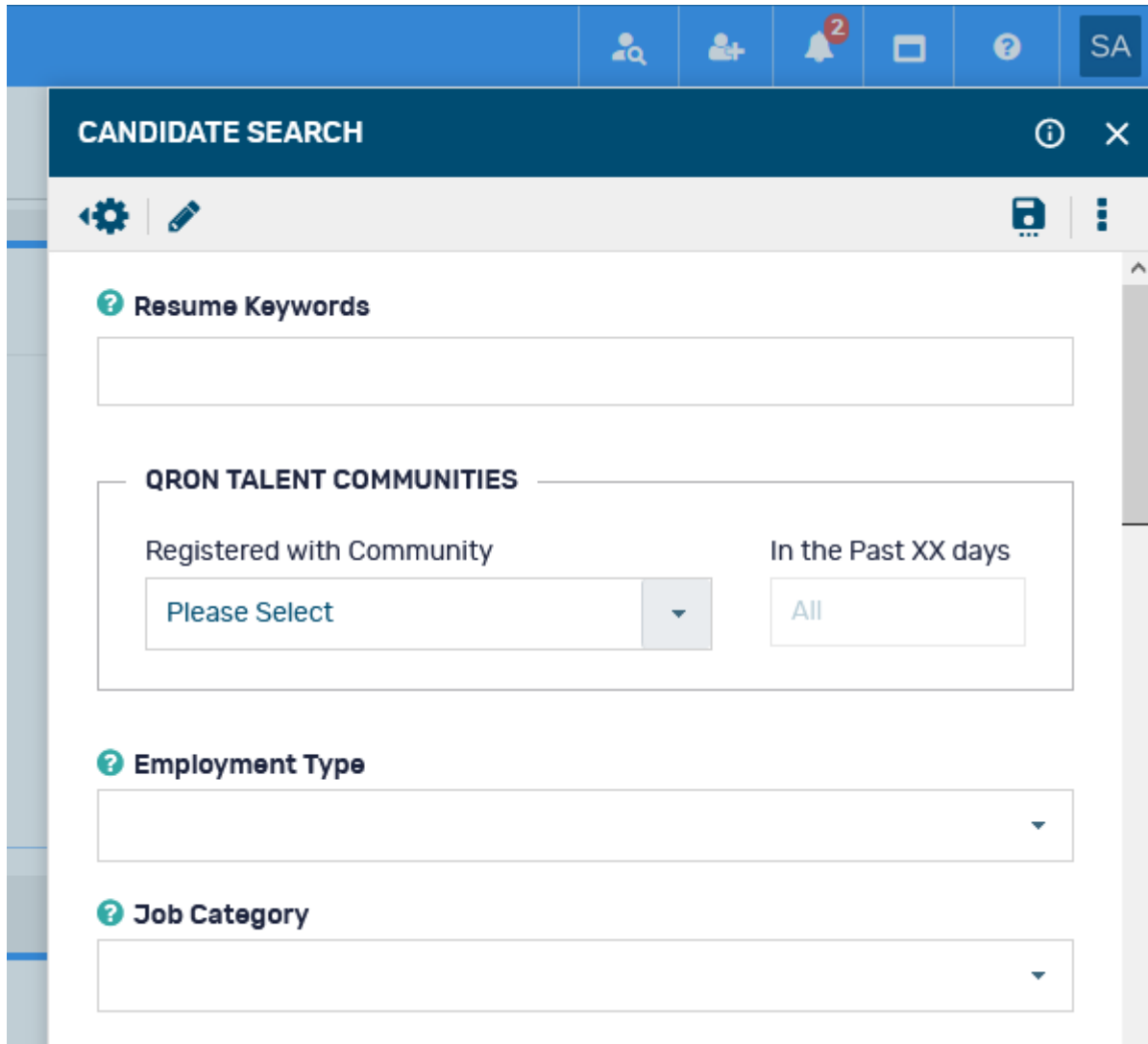
SMS ACCOUNTS   TALENT FOLDER PROCESSES   FILE UPLOAD

Manage Items

Configuration Item :   [PDF Pre-fill Admin   ▾]

PDF FORM TEMPLATES	📄 W-4 EMPLOYEES WITHOLDING CERTIFICATE.PDF			LINKED TO:[NEW ASSOCIATE PERSONAL INFORMATION AND W4 SELECTION] 🗑			
TEMPLATE NAME	**PDF FORM FIELD ID**	**SOURCE FIELD ID**	**DATA TYPE**	**SOURCE LABEL/NOTE**	**CHECKBOX VALUE**	**PREDEFINED STANDA...**	
📄 SimplePDF.pdf (Orbeon)	SocialSecutiry	w4ssn	STRING	Social Security Number			✏
📄 Tennessee_Acknowledgements_v1.1.pdf	lanme	w4lname	STRING	Last Name			✏
📄 EPR Employment Terms and Acknowledgments.pdf	fname	w4fnameminitial	STRING	First Name and Middle Initial			✏
📄 PR At-Will Employment & Dispute Resolution Agreement.pdf	address	w4address	STRING	Address			✏
📄 PR Minnesota Wage Theft Act Notice.pdf (Orbeon)	city	w4citytownstate	STRING	City or Town, State, and ZIP code			✏
📄 PR New York Notice & Acknowledgment of Pay Rate and Payday.pdf (Orbeon)	3.1	w4claimdep1	STRING	$			✏
📄 Alaska_Acknowledgements_v1.1.pdf	3.2	w4claimdep2	STRING	$			✏
📄 Alabama_Acknowledgements_v1.1.pdf	3.3	w4claimdep3	STRING	$			✏
📄 Arizona_Acknowledgements_v1.1.pdf	4a	w4otheradj1	STRING	4(a) $			✏
📄 Arkansas_Acknowledgements_v1.1.pdf	4b	w4otheradj2	STRING	4(b) $			✏
📄 Colorado_Acknowledgements_v1.1.pdf	4c	w4otheradj3	STRING	4(c) $			✏
📄 Hawaii_Acknowledgements_v1.1.pdf	page3_2a	w4multiplejobs2a	STRING	2a $			✏
📄 Idaho_Acknowledgements_v1.1.pdf	page3_11	w4multiplejobs1	STRING	1 $			✏
	page3_2b	w4multiplejobs2b	STRING	2b $			✏

New customisable search panel

With this release, Springboard has overhauled the Candidate Search screen, providing users a new way to interact with candidate search and setup the candidate screen in a way that suits them.

A new way to access candidate search

A new button has been added to the top navigation bar, making candidate search accessible at any time.

Candidate search is still accessible via the main menu for those used to accessing it from there.

A new look for candidate search

The candidate search panel now slides out from the right-hand side of the screen with a simple, clean, single column layout of all available search fields.

Setup the search panel however you want

Click on the cog icon to modify the layout of your search panel.
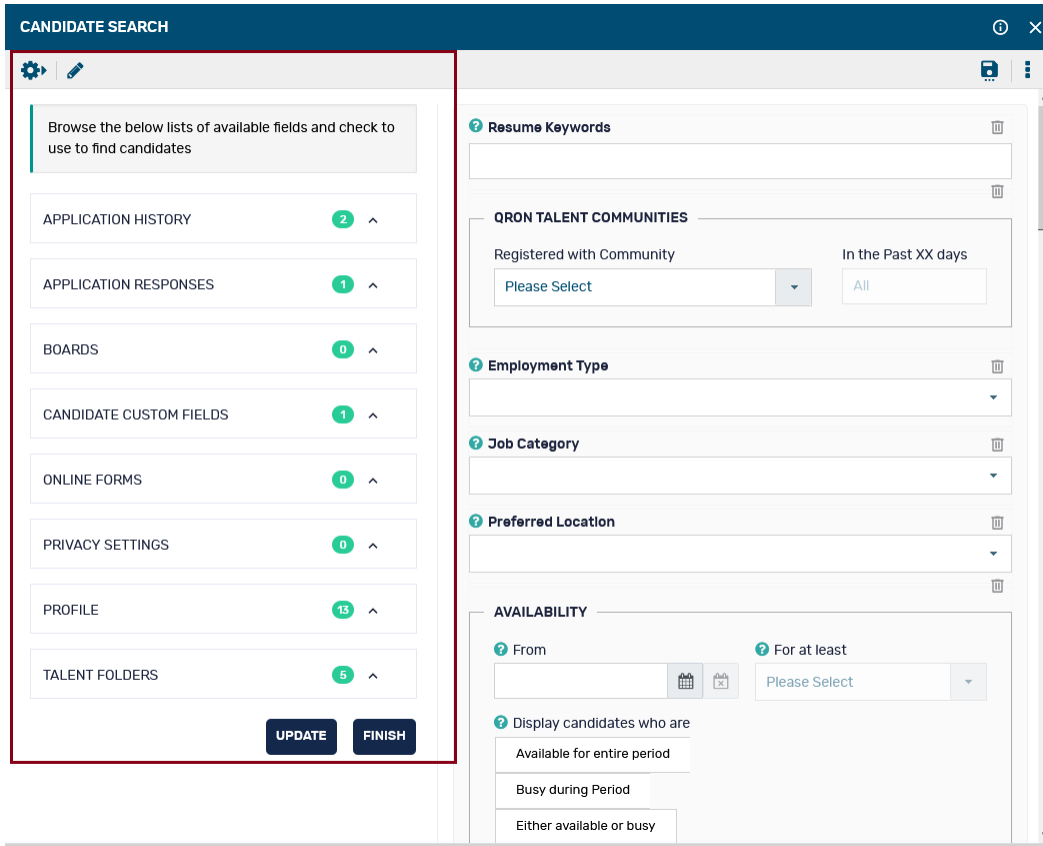
A panel slides out, giving users the ability to turn on or off different search fields. Remove any search fields not commonly used.

Administrator and further configure candidate search

Your local administrator has the ability to further configure candidate search to suit your team.

1.) Rename search fields to align with your company's internal language. e.g. 'Gender' could be relabelled 'Male/Female'

2.) Restrict access to fields not suitable to your company. Eg, searching by Gender may not be appropriate within your company

Who will have access to this feature?

All customers have access to the new candidate search.

Enabling candidate search

Users are welcome to try candidate search for themselves. Simply click the link at the top of the old candidate search screen to give it a try.
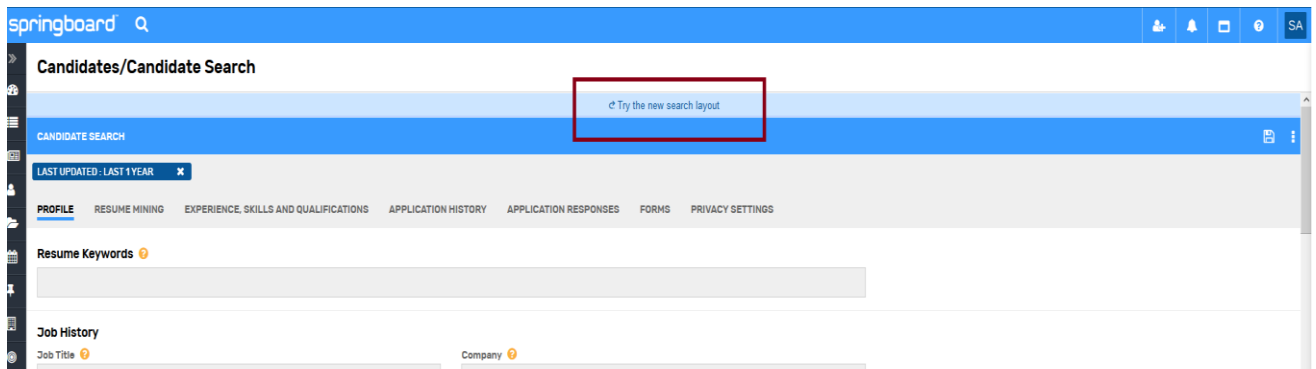
Should users wish to revert to the legacy candidate search screen, click the revert button.

From

For at least

Please Select
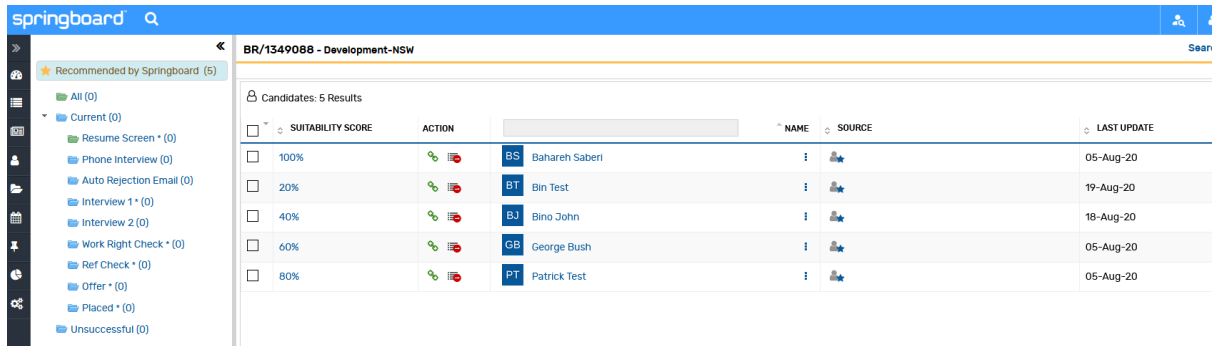
Display candidates who are

Available for entire period

Busy during Period

Either available or busy

RESET   INVITE TO APPLY   FIND CANDIDATES

Springboard recommendations based on talent community data

With this release, Springboard can automatically recommend candidates from your talent communities to new jobs that you create.
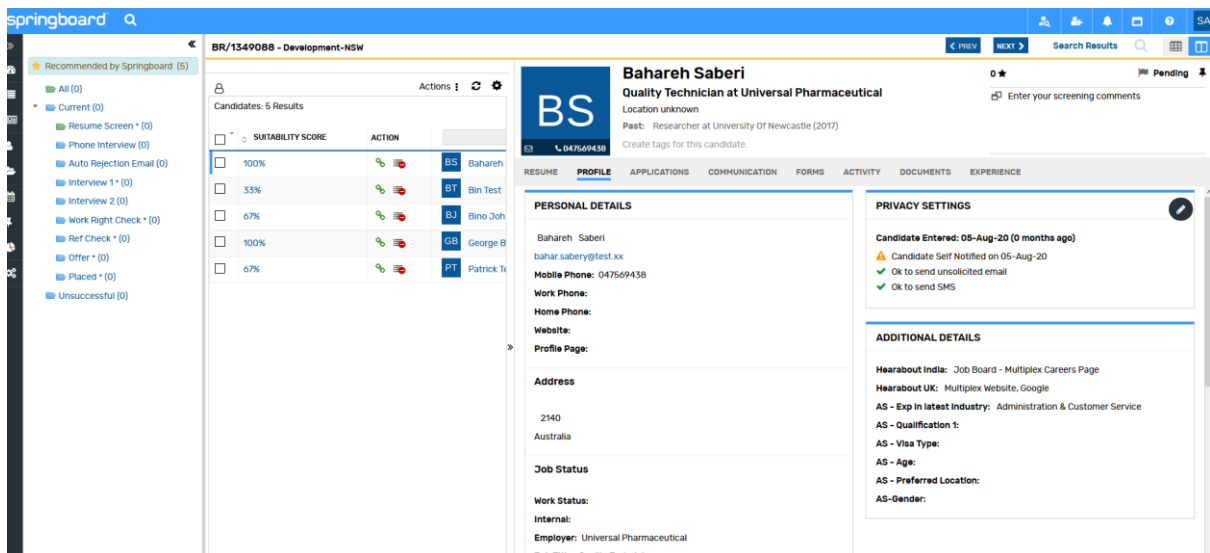
Who will have access to this feature?

Customers with access to Springboard's talent community and talent management features can access automated recommendations. Speak to your account manager to learn more about talent communities and talent management.

Talent Communities

Customers can engage candidates to complete a talent profile, indicating their competencies, skills and experience across talent areas relevant to your company.

Nominate required skills and competencies per job

A new panel – structured matching – is available for setup against each job. Recruitment administrators or sourcing teams nominate the set of skills or competencies that are required for the job. A priority rating of 'Must Have' or 'Should Have' can also be assigned to each skill.

- Must Have – a candidate will only be recommended if they have this skill attribute
- Should Have – a candidate will score higher if they also have this skill attribute

Automatic or manual recommendations

If recruitment teams nominate required recommendations prior to the job being approved, matching candidates will be automatically recommended to the job when the job is approved for recruitment.

Recruitment teams can also manually execute or re-execute recommendations at any time using the 'Clear and Match' or 'Match and Add' button options.

SKILL MATCHING CRITERIA ✕

AS - Visa Type

| Australian Citizen | Australian Resident | New Zealand Citizen | 417 Working Holiday Visa |

| 457 Temporary Business (Long Stay) Visa | Other Valid Visa | I do not have a Visa |

▲ VALUE	⬍ PRIORITY		REMOVE
Australian Citizenship	Must	▼	🗑

SKILL MATCHING CONFIRMATION ✕

Select 'Match and Add' to keep previously recommended candidates for this role and add new candidates to the list.

Select 'Clear and Match' to clear previous recommendations for this role.

CANCEL   **MATCH AND ADD**   **CLEAR AND MATCH**

AS

☐ Sydney   ☐ Melbourne   ☐ Adelaide   ☐ Brisbane   ☐ Canberra
☐ Darwin   ☐ Hobart   ☐ Perth   ☐ Auckland   ☐ Wellington
☐ Christchurch

Viewing recommended candidates

Recommended candidates are added to a new area in the candidate grid – Recommended by Springboard.

Recommended candidates are provided a score, which is calculated based upon the number of "Must Have" and "Should Have" attributes they align to.

Further metrics on how a candidate aligns with the required role competencies and skills can be accessed by clicking on the score.

SKILL MATCHING SUMMARY   ✕

Here's how this candidate matches up to the job matching criteria specified for the job.

Score: 100%

NAME	VALUE	PRIORITY	SKILL
AS - Exp in latest Industry	Administration & Customer Service	Should	✔
	TOTAL (WEIGHTED) 1 (1)		1 (1)
Hearabout India	Job Board – Multiplex Careers Page	Should	✔
	TOTAL (WEIGHTED) 1 (1)		1 (1)
Hearabout UK	Multiplex Website	Should	✔
	TOTAL (WEIGHTED) 1 (1)		1 (1)
TOTALS (WEIGHTED) ❓		3 (3)	3 (3)

Actioning recommended candidates

Recruitment teams can review recommended candidates for suitability and the perform various actions with those candidates:

1.) Immediately drag the candidate to the first step of the recruitment process to apply them to the job.
2.) "Invite the candidate to apply" – an email is sent to the candidate inviting them to apply to the selected job

BACK | **Invite To Apply**

Candidate: Bahareh Saberi ✏️

Invite a potential candidate to apply for an open role.

Link for the selected role:	🔗 **PREVIEW** ✏️ **CHANGE ROLE**
From	asinghai@peoplescout.com.au
To	bahar.sabery@test.xx
CC	
Subject	Please Apply

Logo

Could this be your next position?

Hi <[TAG_CAND_FNAME]>,
We would like to invite you to apply for the role listed below.

TAG_POSITION

SEND INVITATION

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Localised job recommendations on careers portal

Springboard careers portals can now be configured to recommend available jobs closest to the candidates' current location.

This is especially useful for retail and franchise clients with candidates looking for jobs within their local community to minimise transit.

Who will have access to this feature?

All customers have access to this feature, however some implementation, setup and changes to your recruitment process may be required in order to accurately capture the location of your jobs. Some one-time setup charges may apply.

Speak to your account manager to learn more about localised job recommendations.

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Incorporate candidate counts per workflow step into the jobs grid

With this release, an option now exists to display counts of candidates within specific steps of the workflow onto the Job Grid to help in at a glance processing of candidates.

Contact Application Support if this would assist with your handling of candidates and it can be added to your Job Grid screen.

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.

Candidate Management
- New hierarchical fields on the candidate profile for capturing hierarchical data
- Formatting modifications to the 'Contracts Ending Soon' alerts email. Contact Account management to learn more about basic Springboard Contractor Management
- Various improvements to Web Content Accessibility (WCAG) for talent communities and candidate profiles.
- Candidate Search - add search on 'Gender'
- Improvements to refine search checkboxes on the careers portal
- Fix a phenomenon with automatically generating Sonru video interviews
- Metrics capture when using the 'Invite to Apply' feature
- Improvements to Candidate Search on Job Reference – sometimes the job ref filter could be removed and invalids search results were returned.
- Fix candidate tag-wrapping issue

Online Forms
- Fixed a phenomenon where attachments linked to an online form could become invisible when a form template is modified.
- Improvements to the navigation wizard for setting up online forms.
- Option to default select 'Modify' checkbox when generating online forms

Job s & Adverts Management
- Increase in character limit on the Process Designer -> Workflow description field
- Fix issues for some clients accessing automatic notifications on Hiring Manager Feedback submission

Administration
- Option to hide the 'Reset Password' link on Candidate Accounts administration screen

Platform
- Improvements to Single-sign-on processing and matching.