

The top half of the page features a blurred background image of a person's hands holding a tablet computer. The person is wearing a white shirt. The tablet screen is lit up and shows some graphical elements. The Springboard logo is overlaid on this image in white text. Below the logo is a thin white horizontal line.

springboard™

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.

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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.

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.

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

My Employment Task Portfolio

Complete the tasks below to continue your PeopleReady Employment Registration.

In order to start work with PeopleReady, you are required to complete a number of tasks online. Your task list is summarized below. New tasks will appear as you complete each step.

Important: You have not finished your PeopleReady Employment Registration until you have submitted:

1. WOTC Survey for Tax Credits Eligibility (US only)
2. Signed W4 Form (US only)
3. Acknowledged and Signed a Series of Required Employment Forms
4. Completed and Passed your Work Fit Check (US only)

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

EPR Employment Terms and Acknowledgments.pdf

Status: Pending

[READ THE DOCUMENT](#)

Peoplescout Overview

Status: Pending

[WATCH THE VIDEO](#)


Startup explainer video

Status: Pending


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.

[RETURN TO ACTIVITIES](#)



[RETURN TO ACTIVITIES](#)

[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.

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

a particular job; the Company has confirmed that I have met all the requirements of the particular job; and have arrived at the job location ready to work.

20. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

21. I understand that the Company utilizes an Employee Handbook. I understand and will comply with the rules and policies set forth in the Handbook, as well as other Company policies and procedures. I understand that neither the Employee Handbook, these Employment Terms and Acknowledgments nor any other communication by a management representative are intended to in any way create a contract of employment, either expressed or implied. Rather, I understand that Company and I each have the right to end our employment relationship at any time, for any reason not prohibited by law, with or without notice or cause.

By signing, I agree that I have read, understood and agreed to the terms set forth in paragraphs 1 to 21 above, which incorporate the documents referenced in these paragraphs. I understand that I may contact the Company with any questions and/or concerns I have regarding these terms and conditions.

Signature: _____ Print Name: Date:

Sign Here:

[RETURN TO ACTIVITIES](#)

[CLEAR](#)

[SUBMIT](#)

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.

Add Document Template ✕

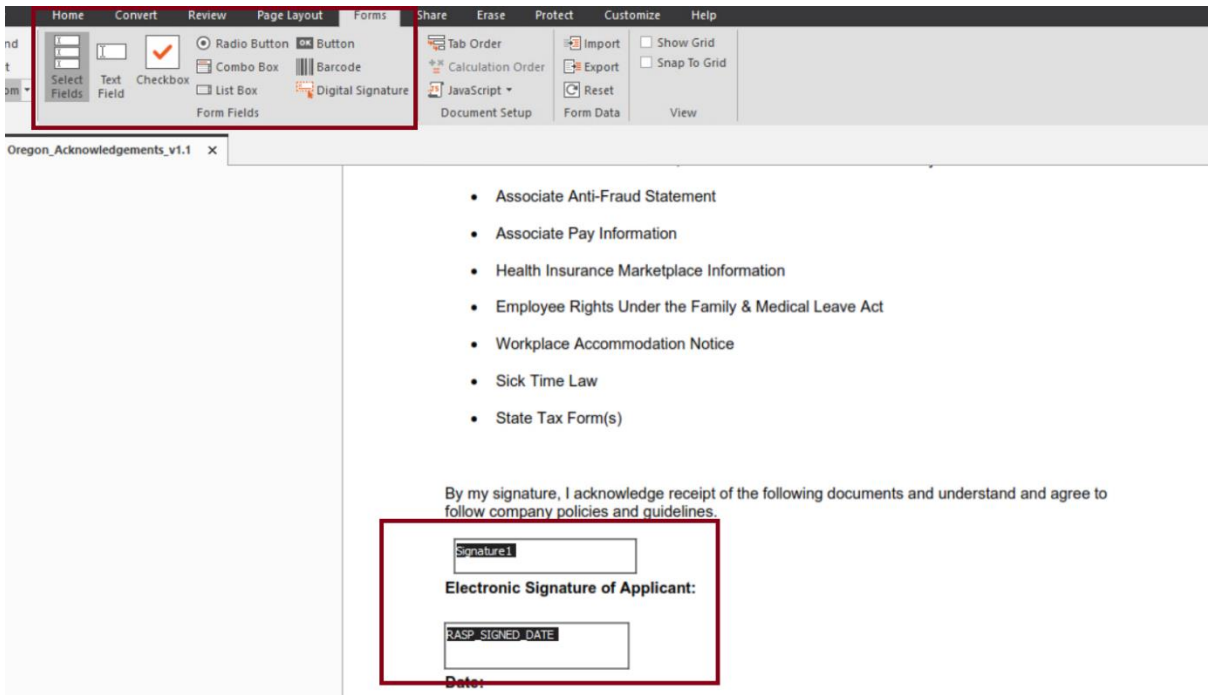
Category *	Onboarding Activity - Accept Document ▼ Documents accessible via the onboarding portal that a candidate is required to read and confirm acceptance. For example policies & procedures, training guides, compliance notifications.
Name *	<input type="text"/>
Description	<div style="border: 1px solid #ccc; height: 30px;"></div>
Instruction	<div style="border: 1px solid #ccc; height: 30px;"></div>
Document acceptance	<input type="radio"/> Basic acceptance <input checked="" type="radio"/> Digital signature Embedding a digital signature into a PDF allows the candidate to sign a document online. Ensure that the uploaded file is compatible with digital signing here
Shared	Yes ▼

File Upload

+ Choose

Save Cancel

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).

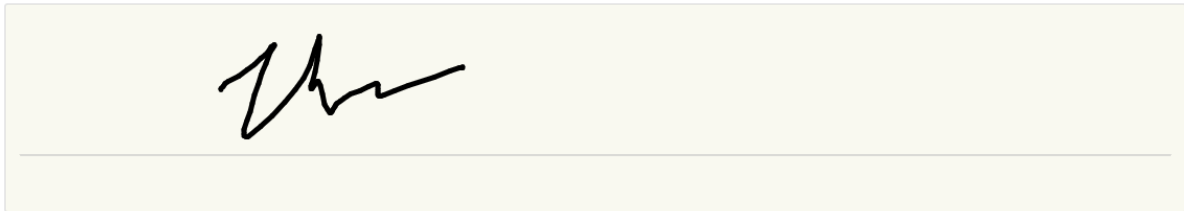
Signature: _____ Date: _____

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_20140312

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.



Boney George
Current Company: N/A
UT
Past: N/A
Create tags for this candidate.

0 ★ Pending
Enter your screening comments

RESUME	PROFILE	APPLICATIONS	COMMUNICATION	FORMS	ACTIVITY	DOCUMENTS	EXPERIENCE
		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 Withholding 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 Withholding 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: <input type="text" value="George"/>	First Name <input type="text" value="Boney"/>	Middle Initial <input type="text"/>
Address line 1: <input type="text" value="1083 S. 300 West"/>	Address line 2: <input type="text"/>	City: <input type="text" value="Salt Lake City"/>
State / Province: <input type="text" value="UT"/>	Postcode: <input type="text" value="84115"/>	
* Date of Birth: <input type="text" value="8-14-1956"/>	Start Date: <input type="text" value="8-31-2020"/>	Occupation: <input style="border: 2px solid #00aaff;" type="text" value=""/>
Email address: <input type="text" value="bg@mailinator.com"/>	* Contact Telephone: <input type="text" value="435-878-7227"/> <small>Please enter a valid telephone number in 000-000-0000 format.</small>	Home Telephone: <input type="text"/> <small>Please enter a valid telephone number in 000-000-0000 format.</small>

RETURN TO ACTIVITIES

CLEAR

PDF

SAVE

◀ PREV

▶ NEXT

W4 Form Details

FORM W-4	EMPLOYEE'S WITHHOLDING CERTIFICATE	2020
STEP 1: ENTER PERSONAL INFORMATION		
First Name and Middle Initial Boney	Last Name George	* Social Security Number 777-88-9999
Address 1083 S. 300 West	City or Town, State, and ZIP code 90210	DOES YOUR NAME MATCH THE NAME ON YOUR SOCIAL SECURITY CARD?

* 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 Withholding Certificate.pdf

Form **W-4** Employee's Withholding Certificate OMB No. 1545-0074
2020
▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Department of the Treasury Internal Revenue Service

Step 1: Enter Personal Information

(a) First name and middle initial Boney	Last name George	(b) Social security number 777-88-9999
Address 1083 S. 300 West		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code 90210		

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

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.

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

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:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ <u>12</u>		
	Multiply the number of other dependents by \$500 ▶ \$ <u>24</u>		
	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 <input type="checkbox"/>
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.		
			23rd August 2020
	Employee's signature (This form is not valid unless you sign it.)		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](#)

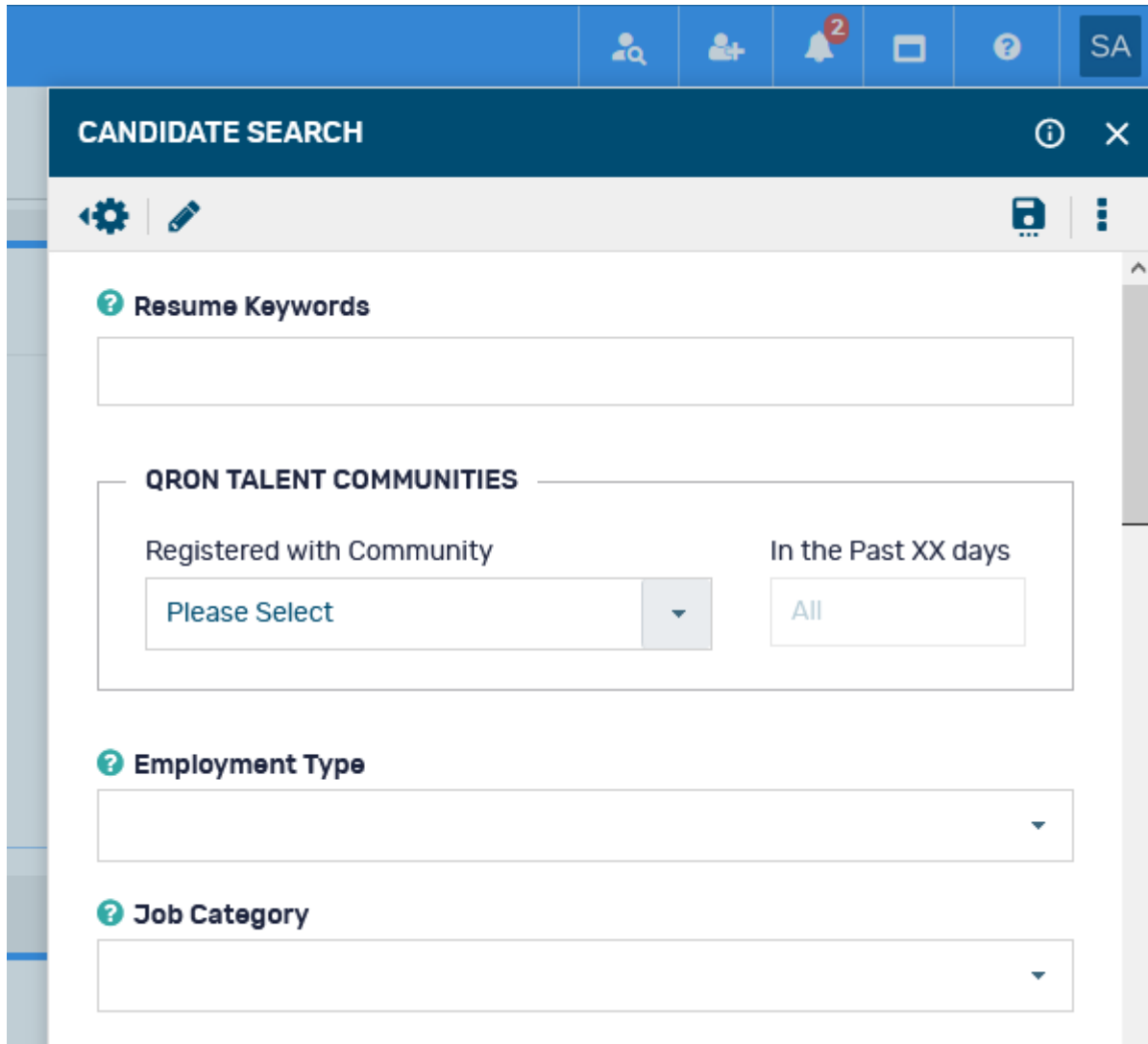
Manage Items

Configuration Item: PDF Pre-fill Admin

PDF FORM TEMPLATES	W-4 EMPLOYEES WITHHOLDING 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 STAND...	
SimplePDF.pdf (Orbeon)	SocialSecurity	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	S			
Alaska_Acknowledgements_v1.1.pdf	3.2	w4claimdep2	STRING	S			
Alabama_Acknowledgements_v1.1.pdf	3.3	w4claimdep3	STRING	S			
Arizona_Acknowledgements_v1.1.pdf	4a	w4otheradj1	STRING	4(a) S			
Arkansas_Acknowledgements_v1.1.pdf	4b	w4otheradj2	STRING	4(b) S			
Colorado_Acknowledgements_v1.1.pdf	4c	w4otheradj3	STRING	4(c) S			
Hawaii_Acknowledgements_v1.1.pdf	page3_2a	w4multiplejobs2a	STRING	2a S			
Idaho_Acknowledgements_v1.1.pdf	page3_11	w4multiplejobs1	STRING	1 S			
Montana_Acknowledgements_v1.1.pdf	page3_2b	w4multiplejobs2b	STRING	2b S			

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.



The screenshot shows the 'CANDIDATE SEARCH' interface. At the top, there is a blue navigation bar with icons for search, user management, notifications (with a '2' badge), a calendar, a help icon, and a 'SA' button. Below this is a dark blue header with 'CANDIDATE SEARCH' and an information icon. The main content area has a light grey header with a gear icon, a pencil icon, a save icon, and a menu icon. The search panel includes:

- Resume Keywords:** A text input field.
- QRON TALENT COMMUNITIES:** A section with two filters: 'Registered with Community' (a dropdown menu showing 'Please Select') and 'In the Past XX days' (a dropdown menu showing 'All').
- Employment Type:** A dropdown menu.
- Job Category:** A dropdown menu.

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.

The screenshot shows a 'CANDIDATE SEARCH' panel with a dark blue header and a light grey body. The header contains a search icon, a plus icon, a notification bell with a '2' badge, a square icon, a question mark icon, and a 'SA' button. The body contains several search fields: 'Resume Keywords' (text input), 'QRON TALENT COMMUNITIES' (dropdown menu with 'Registered with Community' and 'In the Past XX days' sub-sections), 'Employment Type' (dropdown menu), 'Job Category' (dropdown menu), and 'Preferred Location' (dropdown menu). The 'AVAILABILITY' section includes 'From' (calendar icon), 'For at least' (dropdown menu), and 'Display candidates who are' (radio buttons for 'Available for entire period', 'Busy during Period', and 'Either available or busy'). At the bottom, there are three buttons: 'RESET', 'INVITE TO APPLY', and 'FIND CANDIDATES'.

CANDIDATE SEARCH

Resume Keywords

QRON TALENT COMMUNITIES

Registered with Community: Please Select

In the Past XX days: All

Employment Type

Job Category

Preferred Location

AVAILABILITY

From **For at least**

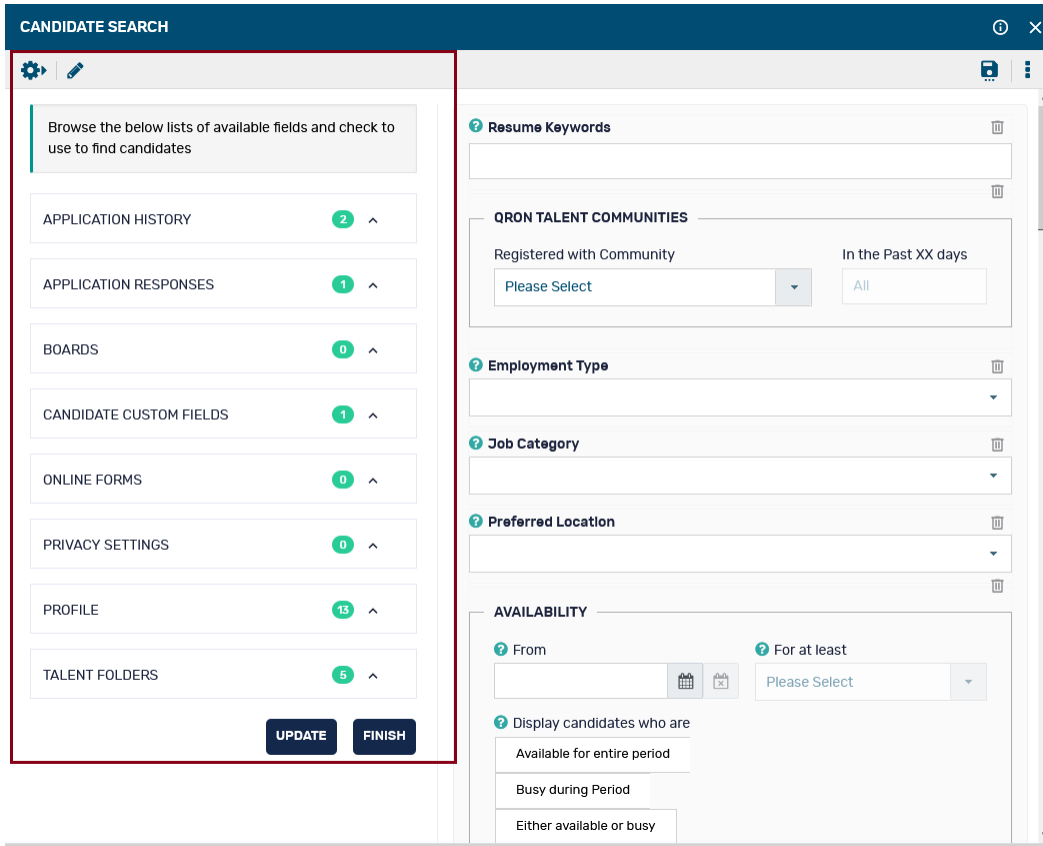
Display candidates who are:

- Available for entire period
- Busy during Period
- Either available or busy

RESET INVITE TO APPLY FIND CANDIDATES

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.

SEARCH PANEL CONFIGURATION
✕

Customise how candidate search fields are presented to users within your Springboard instance:

- Enable / Disable to restrict your users from accessing fields that are not relevant to your instance
- Relabel fields to give added meaning for your users

⚠ Changes made here affect all users within your Springboard instance.

PANEL	ORIGINAL LABEL	CUSTOM LABEL	ENABLED	
▼ PROFILE				
	Resume Keywords	Resume Keywords	<input checked="" type="checkbox"/>	
> JOB HISTORY				
	Talent Communities	Talent Communities	<input checked="" type="checkbox"/>	
> WORK PREFERENCES				
	Source	Source	<input checked="" type="checkbox"/>	
	Internal	Internal	<input checked="" type="checkbox"/>	
	Availability	Availability	<input checked="" type="checkbox"/>	
	Name	Name	<input checked="" type="checkbox"/>	
	Email	Email	<input checked="" type="checkbox"/>	
	Phone	Phone	<input checked="" type="checkbox"/>	

CLOSE
SAVE

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

SEARCH PANEL CONFIGURATION
✕

	Availability	Availability	<input type="checkbox"/>	
	Name	Name	<input type="checkbox"/>	
	Email	Email	<input type="checkbox"/>	
	Phone	Phone	<input type="checkbox"/>	
	Candidate ID	Candidate ID	<input type="checkbox"/>	
	Gender	<input type="text" value="New Gender"/>	<input checked="" type="checkbox"/>	✓ ✕
	Location	Location	<input type="checkbox"/>	
	Last Updated	Last Updated	<input type="checkbox"/>	
	Candidate Markers	Candidate Markers	<input type="checkbox"/>	
	Candidate Tags	Candidate Tags	<input type="checkbox"/>	

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

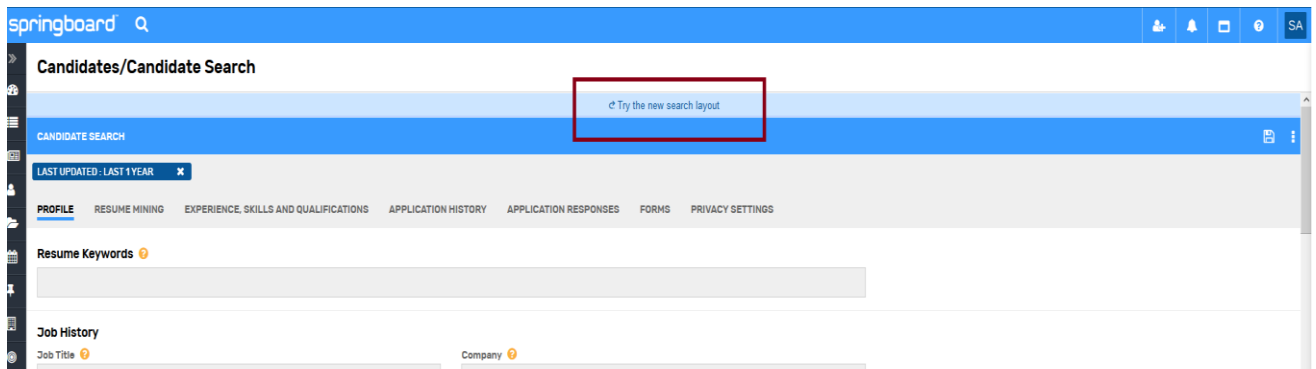
SEARCH PANEL CONFIGURATION			
PANEL	ORIGINAL LABEL	CUSTOM LABEL	ENABLED
▼ PROFILE			
	Resume Keywords	Resume Keywords	<input checked="" type="checkbox"/>
> JOB HISTORY			
	Talent Communities	Talent Communities	<input checked="" type="checkbox"/>
▼ WORK PREFERENCES			
	Employment Type	Employment Type	<input type="checkbox"/>
	Job Category	Job Category	<input type="checkbox"/>
	Preferred Location	Preferred Location	<input type="checkbox"/>

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 

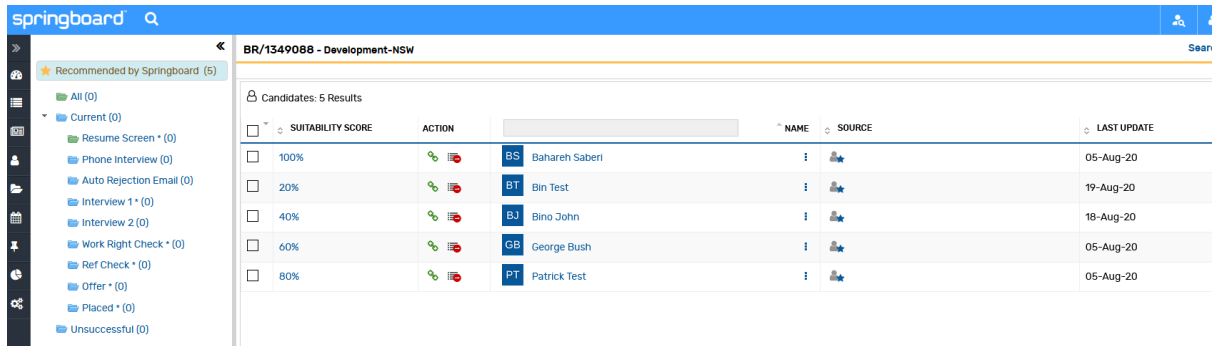
? Display candidates who are

- 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.



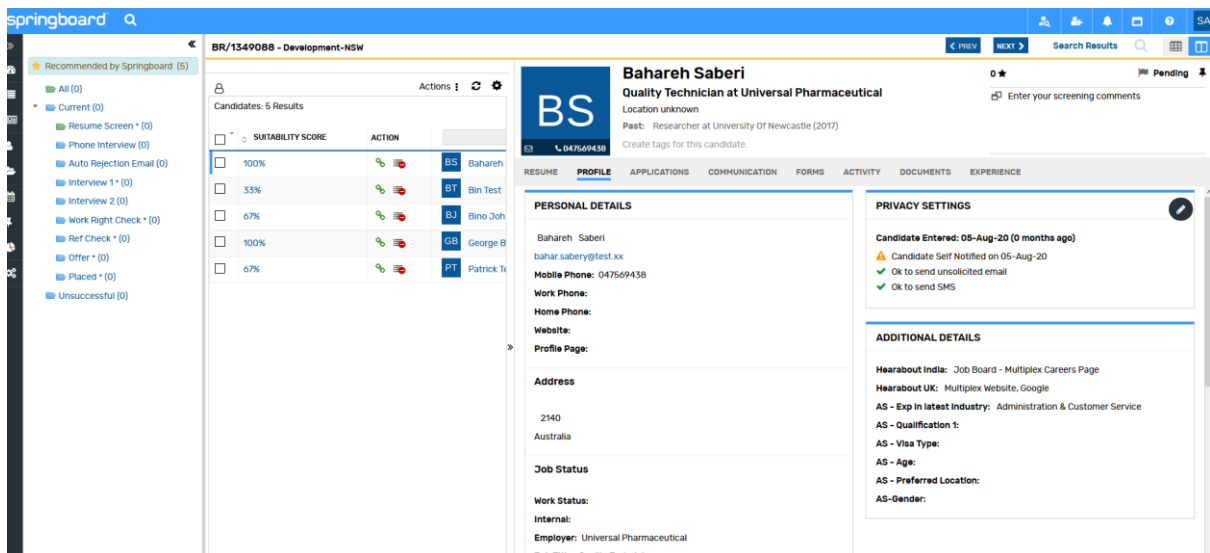
SUITABILITY SCORE	ACTION	NAME	SOURCE	LAST UPDATE
100%		BS Bahareh Saberi		05-Aug-20
20%		BT Bin Test		19-Aug-20
40%		BJ Bino John		18-Aug-20
60%		GB George Bush		05-Aug-20
80%		PT Patrick Test		05-Aug-20

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.



Bahareh Saberi
Quality Technician at Universal Pharmaceutical
Location unknown
Past: Researcher at University Of Newcastle (2017)
Create tags for this candidate.

PERSONAL DETAILS
Bahareh Saberi
bahar.sabery@tesLxx
Mobile Phone: 0475694358
Work Phone:
Home Phone:
Website:
Profile Page:

ADDRESS
2140
Australia

JOB STATUS
Work Status:
Internal:
Employer: Universal Pharmaceutical
Job Title: Quality Technician

PRIVACY SETTINGS
Candidate Entered: 05-Aug-20 (0 months ago)
Candidate Self Notified on 05-Aug-20
Ok to send unsolicited email
Ok to send SMS

ADDITIONAL DETAILS
Hearabout India: Job Board - Multiplex Careers Page
Hearabout UK: Multiplex Website, Google
AS - Exp in latest industry: Administration & Customer Service
AS - Qualification 1:
AS - Visa Type:
AS - Age:
AS - Preferred Location:
AS-Gender:

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

SKILL MATCHING CRITERIA

AS - Qualification 1

GRADUATE ✕

VALUE	PRIORITY	REMOVE
Graduate	Should	

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	

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

AS

PI

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.

AS

CANCEL MATCH AND ADD CLEAR AND MATCH

- 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.

BR/1349121 - Test struct

Recommended by Springboard (9)

Candidates: 9 Results

SUITABILITY SCORE	ACTION	NAME	SOURCE
43%	BS	Bahareh Saberi	★
43%	BT	Bin Test	★
29%	BJ	Bino John	★
None	DO	Delhi One	★
43%	GB	George Bush	★
None	HM	H100 M	★
29%	PT	Patrick Test	★
None	T1	Test 1	★
None	T2	Test 2	★

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

BR/1349088 - Development-NSW

Recommended by Springboard (5)

Candidates: 5 Results

SUITABILITY SCORE	ACTION	NAME	SOURCE
100%	BS	Bahareh Saberi	★
33%	BT	Bin Test	★
67%	BJ	Bino John	★
100%	GB	George Bush	★
67%	PT	Patrick Test	★

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

Candidates: 5 Results

SUITABILITY SCORE

- 100%
- 33%
- 67%
- 100%
- 67%

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

springboard

BR/1349121 - Test struct

Recommended by Springboard (9)

- All (0)
- Current (0)
 - Resume Screen * (0)
 - Phone Interview (0)
 - Auto Rejection Email (0)
 - Interview 1 * (0)
 - Interview 2 (0)
 - Work Right Check * (0)
 - Ref Check * (0)
 - Offer * (0)
 - Placed * (0)
 - Unsuccessful (0)

1 Selected

<input type="checkbox"/>	SUITABILITY SCORE	ACTION		
<input checked="" type="checkbox"/>	43%		BS	Bahar's Sakari
<input type="checkbox"/>	43%		BT	Bin Te
<input type="checkbox"/>	29%		BJ	Bino J
<input type="checkbox"/>	None		DO	Delhi C
<input type="checkbox"/>	43%		GB	Georg
<input type="checkbox"/>	None		HM	H100
<input type="checkbox"/>	29%		PT	Patric
<input type="checkbox"/>	None		T1	Test 1
<input type="checkbox"/>	None		T2	Test 2

- Across all pages.
- Send Email to selected candidates
- Link To Job
- Invite To Apply
- Create Note
- Communicate / Contact
- Review Tools
- Manage Candidate Record
- Link
- Export
- Manage Offer

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

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.

The screenshot displays a careers portal interface. At the top left, there is a location permission dialog box asking if the user allows 'peoplerready-stg.greatjob.net' to access their location. Below this, the navigation bar includes a home icon, 'ALL JOBS', 'SIGN IN', and 'REGISTER' buttons. The main search area features a 'REFINE YOUR SEARCH' section with a 'RESET' button and search filters for 'Available Jobs' and 'Sort by: Recently Added'. The search input fields are 'Enter job title or any keywords' and 'Zipcode, or City and State'. Below the search area, there are two job listings:

- CL - Local Class A CDL Truck Driver**
Date posted: 07-28-2020
Pay rate: \$100 - \$200/hr
Industry: General Labor
Job type: Temporary
Location: Los Angeles, CA
Closes: 08-29-2020
Work hours: 12 hour shift
Job Perks: Starts Immediately
- PR - Apprentice HVAC Sheet Metal Worker**
Date posted: 07-27-2020
Pay rate: \$10000 - \$50000/hr
Industry: Moving Services
Job type: Seasonal
Location: Los Angeles, California
Closes: 08-29-2020
Work hours: 12 hour shift
Job Perks: Tools Provided

The left sidebar contains filters for 'Category' and 'Job Type'.

Category

- Construction (0)
- Events & Venues (0)
- Food Service and Packaging (0)
- General Labor (1)
- Hospitality (0)
- Manufacturing, Production & Logistics (0)
- Marine (0)
- Moving Services (1)
- Retail / Install / Reset (0)
- Skilled Trade (0)
- Transportation/Auto (0)
- Warehouse & Distribution (0)
- Waste and Recycling (0)

Job Type

- Contract (0)
- Full-time (0)

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.

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.

springboard

PR/1189077 - UAT - WA - Driver Michelle

Recommended by Springboard (0)

- All (7)
- Current (6)
 - New (1)
 - Submitted (0)
 - WOTC Survey Pending (1)
 - WOTC Submitted (0)
 - Forms Pending (0)
 - Ack Employment Forms (0)
 - Ack Forms Complete (0)
 - Tescor Pending (2)
 - Complete via Branch (0)
 - Complete via JbStack (0)
 - PRISM Pending (0)
 - PRISM Failed (1)
 - Placed (1)
 - Unsuccessful (1)

Candidates: Current (6 Results)

<input type="checkbox"/>	DT	NAME	STATUS
<input type="checkbox"/>	DT	Dave Tuesday10	WOTC Survey Pending
<input type="checkbox"/>	MH	Michelle Howland	New
<input type="checkbox"/>	NW	Nate Wash	PRISM Failed
<input type="checkbox"/>	TT	Test207 Test207	Placed
<input type="checkbox"/>	TT	Test208 Test208	Tescor Pending
<input type="checkbox"/>	WW	Wool Worths	Tescor Pending

springboard

Jobs/All Jobs Create N

STATUS Clear filters TSa

81 - 120 of 161

ITER	LOCATION	STATUS	JOB ADS	BRANCH	WOTC PENDING	TESCOR PENDING	PRISM PENDING	PRISM FAILED	PRISM SUCCESS	ORG LEVEL 5	POSITIONS
Williams	US - Tennessee	Approved	1	Memphis TN 1287 - PeopleR...							10
Williams	US - Florida	Approved	1	Tampa FL 0901 - PeopleRea...							10
nin	US - Georgia	Approved	1	Hapeville GA 1330 - PeopleR...	2						1
nin	US - Utah	Approved	1	Provo UT 1201 - PeopleRead...	1						2
Williams	US - Oklahoma	Approved	1	Tulsa OK 1175 - PeopleReady...							10
Williams	US - Arkansas	Approved	1	Fayetteville AR 1221 - Peopl...	1						10
les	US - Kansas	Approved	1	Wichita KS 1163 - PeopleRea...							5
lei Reisdorff	US - Virginia	Approved	1	Norfolk VA 1251 - PeopleRea...	3				2		100
lei Reisdorff	US - Virginia	Approved	1	Chesapeake VA 0739 - Peopl...							100
		Draft	0	Chesapeake VA 0739 - Peopl...							
Rollo	US - South Carolina	Approved	1	Greenville SC 1302 - Peopl...					1		100
Williams	US - Georgia	Approved	1	Atlanta GA 1335 - PeopleRea...							5
nin	US - Pennsylvania	Approved	1	Monaca PA 2928 - PeopleRe...	2				2		5
Ved	US - Vermont	Approved	1	Burlington VT 2275 - Peopl...	1	1					10
Ved	US - Vermont	Approved	1	Burlington VT 2275 - Peopl...	2				2		50
Sinha	US - Utah	Approved	1	Salt Lake City UT 1203 - Peo...							50
Howland	US - Washington	Approved	1	Kent WA 1100 - PeopleReady...	1	2			1	1	1
		Draft	0	Kent WA 1100 - PeopleReady...							

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

Jobs & 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.