



springboard™

Release Notes

Version 7.23
August 2021

Release Notes Overview

This document outlines Springboard release version 7.23 scheduled for release in August 2021.

Version 7.23 introduces the following new features:

- Contracts Management Module
- Email verification for candidate registrations
- New integration partners - Vervoe and PredictiveHire
- Improved support for Digital URLs in interviews
- Include / exclude the application form from the Hiring Manager Feedback portal
- Optional nominate roles to Hiring Managers associated with a job
- Option to control user groups that can view specific fields on the candidate profile within Springboard

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.

Contract Management Module

Springboard's Contract Management module represents a significant extension to the existing Generate Rich Letter module. This extension module will be built upon further in upcoming releases.

With this release, using the Contract Management module, you can build a maintain a library of paragraphs and clauses that can be incorporated into your offer letters and contracts.

Paragraphs and clauses can be grouped into Paragraph Packs. A paragraph pack is a group of clauses related to a common type of role being hired for.

For example, you may create a group of clauses for Australian hiring, and a different group of clauses New Zealand hiring. Alternatively, clauses may be grouped according to role type, seniority or any other classifications appropriate to your hiring processes.

When generating an offer letter or contract in Springboard, the appropriate group of clauses can be selected and added automatically into your contract. Clauses can be tailored or fine-tuned prior to insertion.

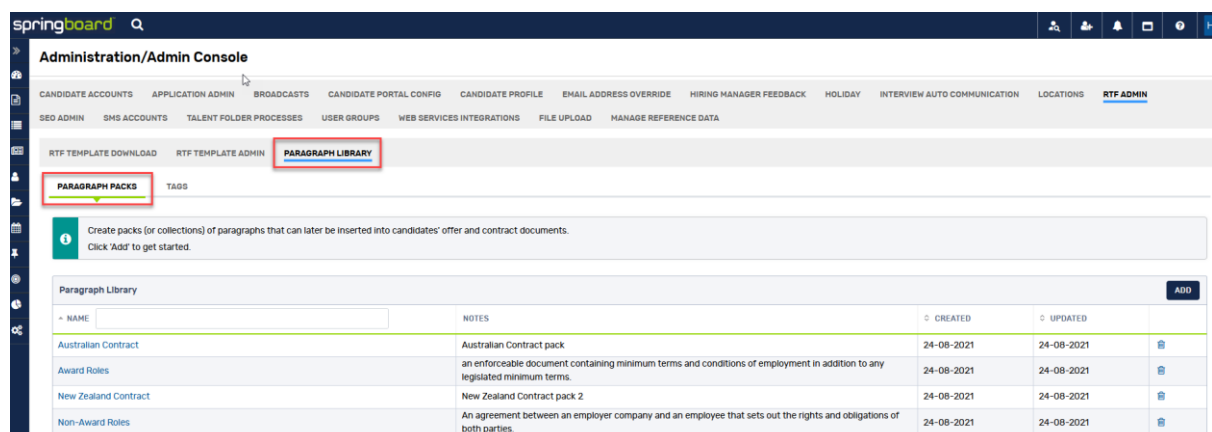
This module significantly increases the flexibility to create and maintain complex contracts and offer letters easily, and reduce post-generation edits to the document.

Who will have access to this feature?

Contact your account manager if you'd like to know more about this module. There may be additional monthly charges in order to access this feature.

Build and manage your organisations contract clauses

To get started, go to Administration -> Admin Console -> RTF Admin -> Paragraph Library



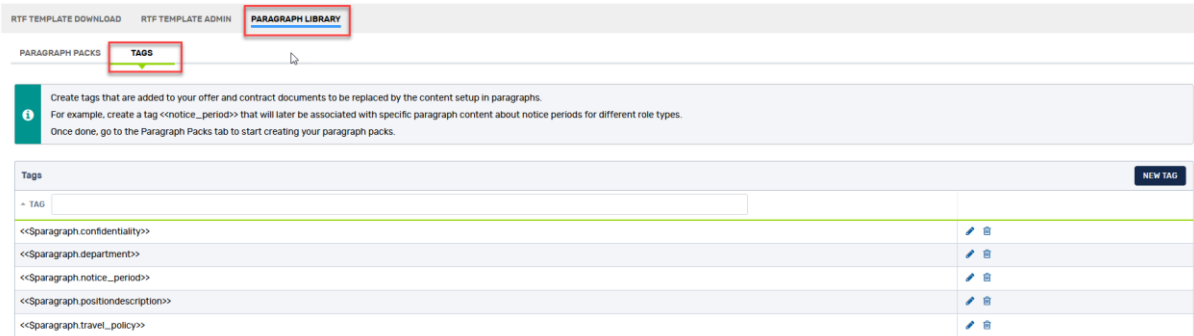
The screenshot shows the Springboard Admin Console interface. The navigation menu includes 'Administration/Admin Console' and 'RTF ADMIN'. Under 'RTF ADMIN', there are options for 'PARAGRAPH PACKS' and 'TAGS'. A message states: 'Create packs (or collections) of paragraphs that can later be inserted into candidates' offer and contract documents. Click 'Add' to get started.' Below this is a table titled 'Paragraph Library' with columns for NAME, NOTES, CREATED, and UPDATED. The table contains four entries: 'Australian Contract', 'Award Roles', 'New Zealand Contract', and 'Non-Award Roles'.

NAME	NOTES	CREATED	UPDATED
Australian Contract	Australian Contract pack	24-08-2021	24-08-2021
Award Roles	an enforceable document containing minimum terms and conditions of employment in addition to any legislated minimum terms.	24-08-2021	24-08-2021
New Zealand Contract	New Zealand Contract pack 2	24-08-2021	24-08-2021
Non-Award Roles	An agreement between an employer company and an employee that sets out the rights and obligations of both parties.	24-08-2021	24-08-2021

First, create some Tags. These tags only need to be created once. These tags will be added to your Offer Letter and Contract documents and will be replaced with entire paragraphs or contracts later.

Example tags may be:

- Confidentiality
- Travel_Policy
- Notice_Period

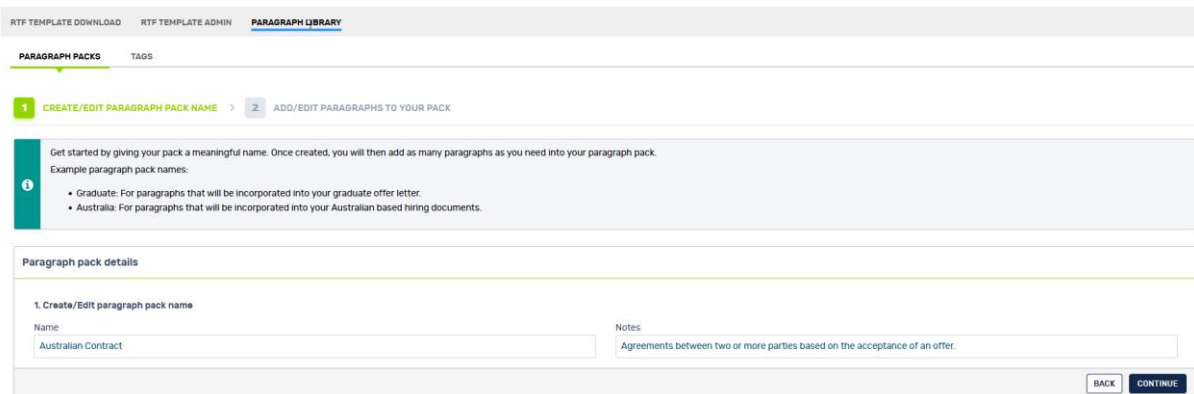


Next, click on Paragraph Packs, and select “Add” to setup a new paragraph pack.

A paragraph pack is a collection of clauses that are related to each other. Example paragraph packs may be:

- Australian Contract
- New Zealand Contract
- Award Roles
- Non-Award Roles

Give your new paragraph pack a name and provide any notes to help describe your pack. Then click ‘Continue’



Next, add contract clauses to your pack and associate each clause to one of the tags you have created.

For example, you may be adding clauses to the ‘Australian Contract’ paragraph pack.

First, select a tag (eg. <<\$notice_period>>), name your paragraph “Notice Period” and then add your notice period clause that is appropriate for Australian roles. Continue to add as many clauses as you need for your Australian contracts.

RTF TEMPLATE DOWNLOAD RTF TEMPLATE ADMIN **PARAGRAPH LIBRARY**

PARAGRAPH PACKS TAGS

1 CREATE/EDIT PARAGRAPH PACK NAME > 2 ADD/EDIT PARAGRAPHS TO YOUR PACK

Paragraph pack details

1. Create/Edit paragraph pack name

Name: Australian Contract Notes: Agreements between two or more parties based on the acceptance of an offer.

2. Add/Edit paragraphs to your pack

Click 'Add' to add paragraphs into your paragraph pack. Each paragraph will be linked to a tag (eg <<notice_period>>) and that paragraph will be later merged into your offer documents.

Paragraphs for Australian Contract (0 of 6)

NAME	TAG	CONTENT	CREATED	UPDATED
No data found.				

BACK SAVE

MANAGE PARAGRAPH X

Define the content of your paragraph here. Link the paragraph to a tag, which you created in the Tag library.

Example: Within a paragraph pack "Graduates", the tag <<notice_period>> may be replaced with a paragraph defining the notice period for your graduate roles.

Name * Notice Period Tag * <<\$paragraph.notice_period>>

Content *

Either you or ABC Company may terminate your employment for any reason by giving four (4) weeks notice of termination (after the first 6 months of employment).

CLOSE SAVE

Generate a contract and include appropriate clauses

When you're ready to generate a contract for a candidate, go to that candidate and select Manage Offer -> Generate Rich Letter.

Select which contract template you wish to use for the candidate as per usual.

BACK **Generate Rich Letter**

1 CANDIDATE(S) SELECTED

Choose a letter template to use :
 Letter of Offer Manangement] - OR - **UPLOAD NEW LETTER**
[View template](#) | [Edit template](#)

Paragraph Packs
 Please Select

GENERATE LETTER

Next, select the Paragraph Pack appropriate for the candidate’s role. For example, you may choose ‘Australian Contract’

BACK **Generate Rich Letter**

1 CANDIDATE(S) SELECTED

Choose a letter template to use :
 Letter of Offer Management - OR - **UPLOAD NEW LETTER**
[View template](#) | [Edit template](#)

Paragraph Packs
 Australian Contract
[Preview & Edit](#)

GENERATE LETTER

i Note: Due to a Microsoft Word bug, users may find some letters drastically increase in file size when saving the generated document to their PC. This occurs only when saving the document as a RTF. To avoid this issue, save the document as a DOC (Save As Type: Word Document).

Once selected, you can click ‘Generate Letter’. The tags in your chosen letter template will be replaced with the contract clauses from your selected Paragraph Pack.

If you wish to review the clauses before generating the contract, click “Preview & Edit”.

Clauses associated with the Australian Contract pack are listed on screen.

BACK **Generate Rich Letter**


1 CANDIDATE(S) SELECTED

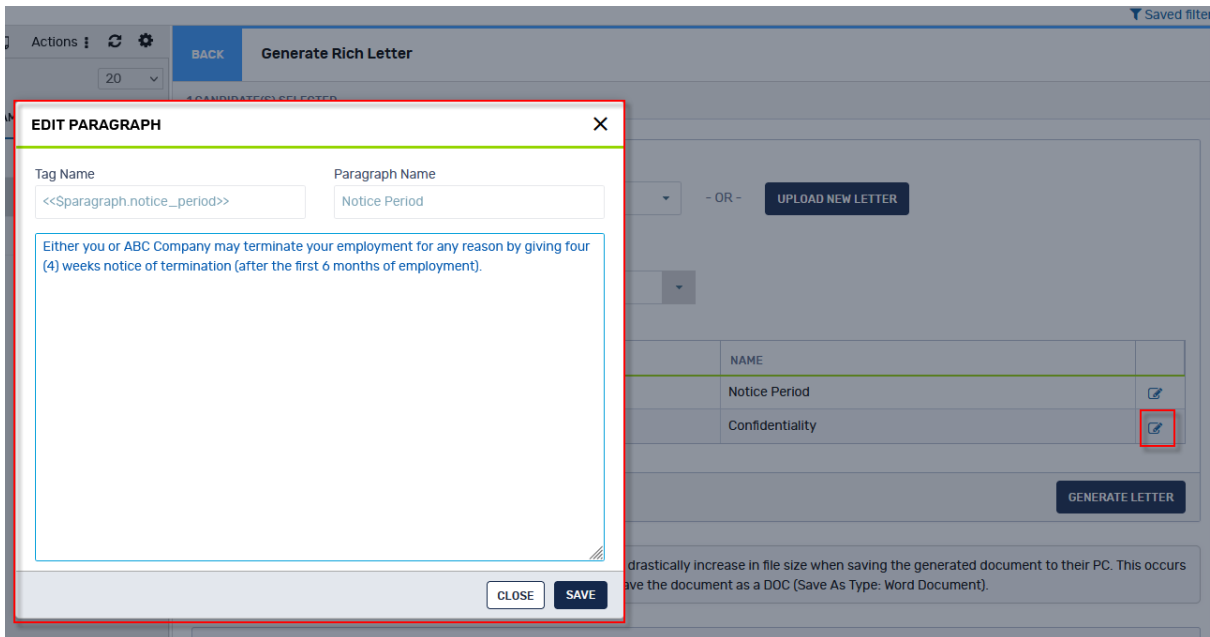
Choose a letter template to use :
 Letter of Offer Manangement] - OR - **UPLOAD NEW LETTER**
[View template](#) | [Edit template](#)

Paragraph Packs
 Australian Contract
[Preview & Edit](#)

ENABLE	TAG	NAME	
<input checked="" type="checkbox"/>	<<Paragraph.notice_period>>	Notice Period	✎
<input checked="" type="checkbox"/>	<<Paragraph.confidentiality>>	Confidentiality	✎

GENERATE LETTER

Click the pencil icon  to tailor each clause specifically for this letter, or tick the Enable toggle to remove /strikeout clauses for this letter. Changes made here affect only this letter being generated, and are not saved back to the Paragraph library.



Adding contact clause tags to your document template letters

Tags setup in the Paragraph Library can be incorporated into your existing offer letters and contracts from your Document Templates library just like existing tags.

Paragraph library tags are available in the RTF Template Admin library along with all other tags.

Administration/Admin Console

RTF TEMPLATE DOWNLOAD **RTF TEMPLATE ADMIN** PARAGRAPH LIBRARY

RTF TEMPLATE ADMINISTRATION

Use the screen below to select the tags to be included in your RTF Template Builder document. Here's how:

- Step 1:** Select the tags that are relevant for your company's documents.
- Step 2:** Once selected, be sure to Save your changes.

Hint: To determine which tags are useful, try downloading the full RTF Template Builder and uploading as a sample letter. Generating a rich letter using this template will show you which tags are most useful for your site.

Hint: Go to the 'Download RTF Template Builder' screen to download the RTF Template Builder in Microsoft Word or XML.

TAB	CONTENT
Candidate	Information about a candidate captured on the Candidate Details screen.
Candidate Custom Fields	Non-standard information about a Candidate, setup specifically for your site.
Application	Standard information about an applicant, captured on the Application form. Depending on how Springboard is configured for your site, some standard information may actually be captured as a custom field.
Application Custom Fields	Non-standard information about an applicant, setup specifically for your site.
Job	Standard information about a job, captured on the Job Details form. Depending on how Springboard is configured for your site, some standard information may actually be captured as a custom field.
Job Custom Fields	Non-standard information about an applicant, setup specifically for your site.
Paragraph Library	Customised content that can be added to an RTF document template as a TAG.

CANDIDATE CANDIDATE CUSTOM FIELDS APPLICATION APPLICATION CUSTOM FIELDS JOB JOB CUSTOM FIELDS **PARAGRAPH LIBRARY**

	DESCRIPTION	MERGE FIELD
<input type="checkbox"/>	travel_policy	Sparagraph.travel_policy
<input type="checkbox"/>	noticeoftermination	Sparagraph.noticeoftermination

<input type="checkbox"/>	DESCRIPTION	MERGE FIELD
<input type="checkbox"/>	travel_policy	Sparagraph.travel_policy
<input type="checkbox"/>	positiondescription	Sparagraph.positiondescription
<input type="checkbox"/>	department	Sparagraph.department
<input type="checkbox"/>	confidentiality	Sparagraph.confidentiality
<input type="checkbox"/>	notice_period	Sparagraph.notice_period

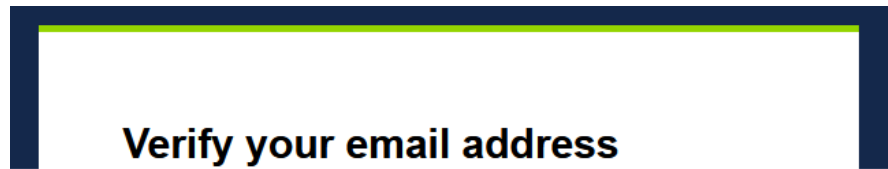
Enter any instructions for users building an RTF template document. These instructions will appear at the top of the RTF Template Builder.

Notes

SAVE

Require candidates to verify their registered account via email

With this release, candidates registering an account on the career's portal can be required to verify their email address by receiving a PIN code to their email address and verifying it as part of the signup process.



Verify your email address

Verification code

00049

Kind regards

Recruitment Team

Join Our Talent Community

If you're not ready to apply, however want to be included in our search for future great candidates, please complete the required information below.

i You details have been saved. Please complete the registration process by verifying your email address.
A verification code has been sent to your email address. It may take a minute to receive your code.

[« back to register](#)

Verify your account

Please verify your account by entering the 5 digit code sent to your email address.

0	0	0	4	9
---	---	---	---	---

[Verify code and login](#)

[Haven't received it? Resend a new code](#)

Who will have access to this feature?

This feature can be made available to all clients; however it will require some reconfiguration of your careers portal. Contact your account manager if you would like to enable this feature.

New integration partners – PredictiveHire and Vervoe

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



PredictiveHire is a frontier interview automation solution that solves three pain points in recruiting - bias, candidate experience, and efficiency. Customers are typically those that receive an enormous number of applications and are dissatisfied with how much collective time is spent hiring.

Unlike other forms of assessments which can feel confrontational, PredictiveHire's FirstInterview™ is built on a text-based conversation - totally familiar because text is central to our everyday lives. Every candidate gets a chance at an interview by answering five relatable questions.

Every candidate also receives personalised feedback (99% CSAT). Ai then reads candidates' answers for best-fit, translating assessments into personality readings, work-based traits and communication skills. Candidates are scored and ranked in real-time, making screening 90% faster. PredictiveHire fits seamlessly into your HR tech-stack and with it you will get 'off the Richter' efficiency, reduce bias and humanise the application process. We call it 'hiring with heart'.



Vervoe predicts job performance and gives you the opportunity to see how candidates will perform in a role by getting them to complete tasks associated with the job. Our skills assessments use interactive questions that bring any role to life. While our AI expertly reviews, grades, and ranks your candidates in order of performance for the things that matter most to you.

Improved support for online interviews

With so many interviews conducted online via Zoom, Teams or other video conference platforms, Springboard supports you by capturing your video conference link as part of the interview setup.

BACK Create New Interview SANJAY SINGH

Location: *
Port Pirie

Room:

⚠ Start and End Times are based on location time zone: (GMT+9:30) Australia/South

Start: * 25-Aug-21 Start time: * 08:00 End: * 25-Aug-21 End time: * 09:00

Panel Members:
CREATE NEW

Status:
Booked

Digital Interview URL:
<https://peoplescoutapac.zoom.us/j/92184231229?pwd=amtGc3Vvb2ZGRDV5SmkzZlVwL01tQT09>

SHOW URL BOOKINGS

Appointment instruction:
4000 characters remaining.

Send notification to candidate:
 Send notification to panel member(s):

CANCEL SAVE

However, we've received feedback that when back-to-back interviews are being scheduled, you may inadvertently use the same conference link for two candidates, and the second candidate could inadvertently drop into your first interview.

Ultimately, PeopleScout recommends that you ensure that all participants are kept in the lobby before admitting them, but with this release we've introduced a small feature to help avoid this.

When scheduling interviews, Springboard will do its best to warn you when multiple interviews are scheduled on the same day with the same interview URL and give you the opportunity to change the URL.

BACK

Select Interview Date/Time

Candidate: Tom Riddles

Time Slot

24-Aug-21 13:20 - 13:50

Digital URL:

Testing 1

SHOW URL BOOKINGS

⚠ These are existing bookings for the digital URL on the selected date.

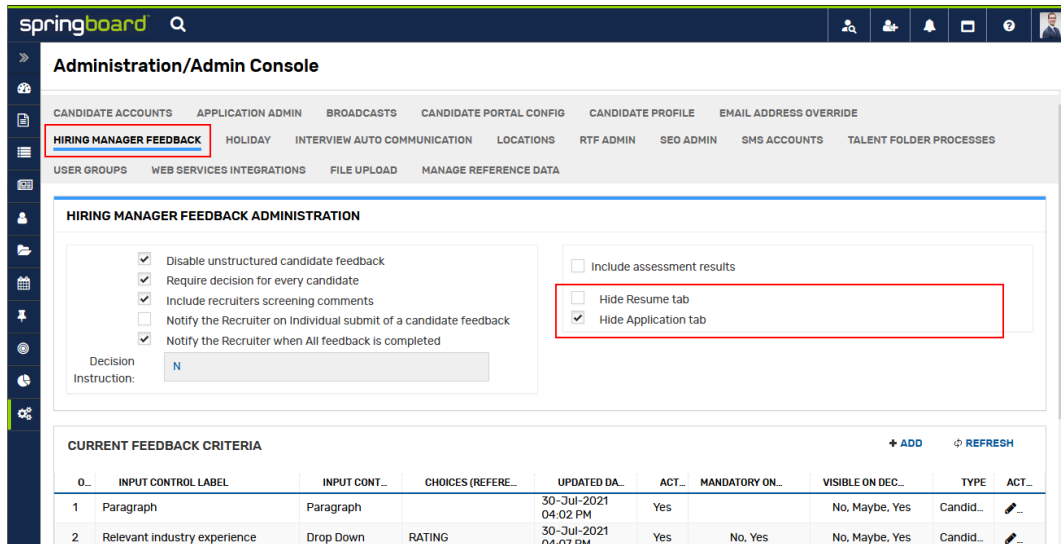
ATTENDEE	JOB REFERENCE	START (LOCAL TIME)
Jess Cheshire	FPH/1615066	24-Aug-21 12:15 PM (GMT)

BOOK INTERVIEW

Hide the application form from the Hiring Manager Feedback portal

Some clients have requested that the candidate's application form not be made visible when distributing candidates via the Hiring Manager Feedback tool.

This can now be accommodated. Click 'Hide Application tab' to hide the application form tab from hiring managers. The Resume tab can also be hidden by checking 'Hide Resume tab'.



The screenshot shows the Springboard Administration/Admin Console interface. The 'Hiring Manager Feedback' menu item is highlighted with a red box. In the 'Hiring Manager Feedback Administration' section, the 'Hide Application tab' checkbox is checked and highlighted with a red box. Other settings include 'Disable unstructured candidate feedback', 'Require decision for every candidate', 'Include recruiters screening comments', 'Notify the Recruiter on Individual submit of a candidate feedback', and 'Notify the Recruiter when All feedback is completed'. The 'Decision Instruction' field contains the letter 'N'. Below this, the 'CURRENT FEEDBACK CRITERIA' table is visible.

O...	INPUT CONTROL LABEL	INPUT CONT...	CHOICES (REFERE...	UPDATED DA...	ACT...	MANDATORY ON...	VISIBLE ON DEC...	TYPE	ACT...
1	Paragraph	Paragraph		30-Jul-2021 04:02 PM	Yes		No, Maybe, Yes	Candid...	✎
2	Relevant industry experience	Drop Down	RATING	30-Jul-2021 04:07 PM	Yes	No, Yes	No, Maybe, Yes	Candid...	✎

Define hiring roles for each Hiring Manager added to a job

Some clients have requested a way to assign multiple users to a job, and then assign specific roles to these users which can be later used for reporting purposes.

With this release, it is now possible to achieve this via the existing 'Configure Hiring Managers' panel.

Jobs/My Jobs

The screenshot displays the 'Configure Hiring Managers' interface. On the left, there are sections for 'HIRING MANAGER DETAILS - CLIENT ONLY' and 'RECRUITMENT COSTS - CLIENT ONLY'. The main area shows a table of managers with columns for 'FIRST NAME', 'LAST NAME', 'EMAIL', 'ROLE', 'INVITATION SE...', and 'ACTION'. A dropdown menu is open for the 'ROLE' column, showing a list of available roles. The roles listed are: 'Please select', 'Offshore - Coordination', 'Offshore - Screening', 'Offshore - Sourcing', 'SSD - Coordination', and 'SSD - Resourcing Consultant'.

Add hiring managers to a role as usual. Now, you can optionally assign a role to each of the users associated, such as Sourcing Manager, Medical Check or Screening Consultant.

The list of available roles can be configured in a Reference Data Admin category - **HM_JOB_FUNCTIONS**

Administration/Admin Console

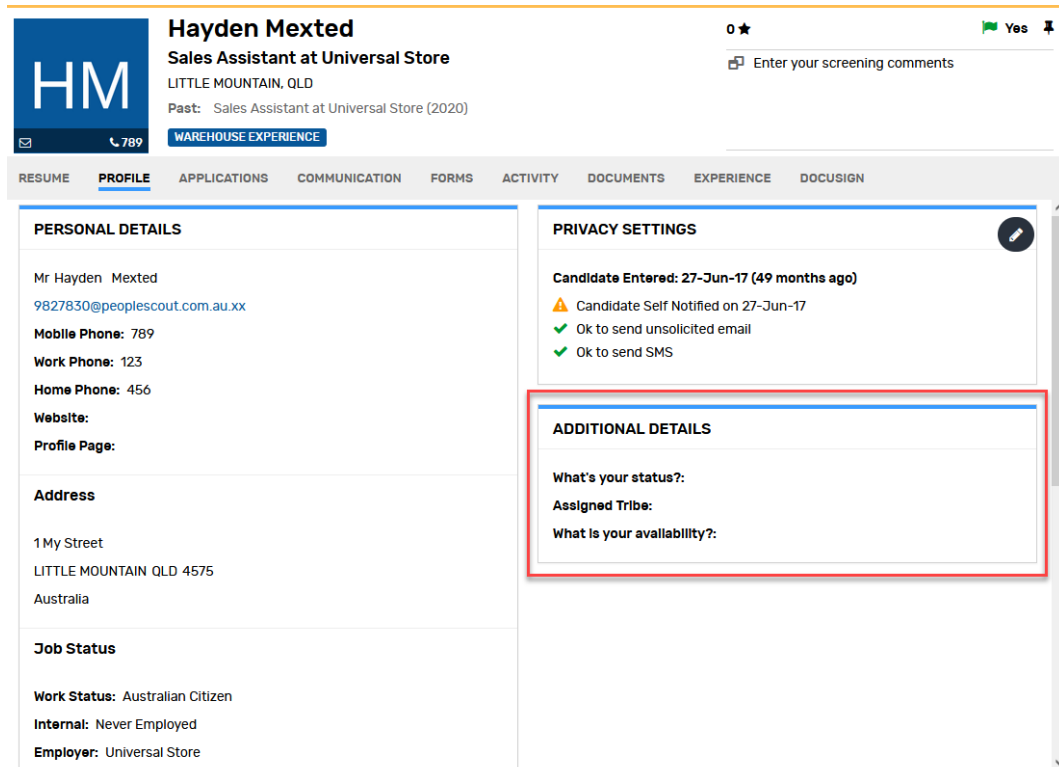
The screenshot shows the 'Manage Reference Data' interface. The 'REFERENCE DATA SEARCH' section has 'HM_JOB_FUNCTIONS' selected in the 'Category Name' dropdown. Below the search section is a table with the following data:

CATEGORY NAME	ITEM LABEL	ITEM VALUE	ITEM IMAGE	ITEM ORDER	PARENT ITEM	ITEM COMMENT
HM_JOB_FUNCTIONS	Offshore - Coordination	Offshore - Coordination		0.0		
HM_JOB_FUNCTIONS	Offshore - Screening	Offshore - Screening		1.0		
HM_JOB_FUNCTIONS	Offshore - Sourcing	Offshore - Sourcing		2.0		
HM_JOB_FUNCTIONS	SSD - Coordination	SSD - Coordination		3.0		
HM_JOB_FUNCTIONS	SSD - Resourcing Consultant	SSD - Resourcing Consultant		4.0		

In future releases, nominating roles for hiring managers will provide additional functionality within the system, and may be useful when recruitment processing is distributed across a number of teams, or a shared service team. More to come...

Control which user groups can view candidate profile fields

Candidate profile fields configured and displayed within the “Additional Details” section of the candidate profile can now be configured to be visible or hidden from particular user groups.



The screenshot displays a candidate profile for Hayden Mexted, a Sales Assistant at Universal Store. The profile is divided into several sections: Personal Details, Privacy Settings, and Additional Details. The 'Additional Details' section is highlighted with a red box and contains the following fields:

- What's your status?:
- Assigned Tribe:
- What is your availability?:

Define profile field visibility

Go to Administration -> Candidate Profile. Edit fields on the profile that you wish to hide from certain user groups.

Scroll down to the section “Springboard Display Options”. Within “Available on Profile for:” define whether this custom field is visible for:

- Recruiters
- Hiring Managers - anyone assigned the “Application Form Hiring Manager” privilege
- Administrators - anyone assigned the “Application Form Admin” privilege

CANDIDATE PROFILE HIRING MANAGER FEEDBACK HOLIDAY INTERVIEW AUTO COMMUNICATION LOCATIONS

REFERENCE DATA

EDIT FIELD

Available on Profile for :

- Select All
- Recruiter
- Hiring Manager
- Admin

Mandatory on profile page

Visible on quick create candidate (?) inherits permission from profile

Available on candidate grids ?

Searchable field ?

Available for forms configuration ?

Available for rules configuration ?

Careers Portal Display Options

CANCEL SAVE

Visible on Intranet (18735)

Using these switches, you can define which users can see specific groups of profile fields, allowing you to define, for example, which users can view diversity details.

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

- Offer support to include job location (city) in short canonical URLs published to candidate careers portals.
- Ensure correct job title is copied through when performing a Link to Job for new application forms.
- Support for additional basic properties on the new application form.
- Improved support for file uploader on new application form across browsers.
- Resolve issue attaching and viewing questionnaires on new application form.
- Add 'Profile Last Updated' field to candidate profile.

Candidate Management

- Resolve issue with the pre-fill of candidate properties incorrectly mapped onto the application form.
- New field "Requested By" for Talent Folders.
- Search for applicants by questionnaire responses in the new candidate search sidebar panel (already supported in traditional candidate search).
- Option to add Notice Period and Available From columns to a candidate grid.
- Remove default population of "Available From" candidate field based on Notice Period.
- Various improvements to online (Orbeon) forms to improve stability in parsing data and ensuring form visibility.
- Improvements to BulkPrint, ensuring more candidate documents can be included in the final document and stability improvements.
- Improvements in stability on performing a candidate quick search
- Resolve error setting up multi-recipient online forms.
- Improved display of online (Orbeon) form dates in AU and US date formats.

Job / Job Ad Management

- Improve stability of the copy job ad feature.
- Resolve an issue performing an RTH Admin search.
- Refine Seek config to remove requirement to configure accounts in two places.

Automation

- Resolved issues where rules engine automations could fire twice under some circumstances related to:
 - submitted online (orbeon) forms
 - republishing form templates
- Resolve issue creating a link to job action in the rules engine.

Administration

- Additional auditing and tracking of pages views by admin users for the following candidate pages:
 - Candidate Profile
 - New Application form
 - Forms tab and online form views
- Ensure new custom property tags populate into the RTF Admin screen.
- Improvements selecting a Campaign Template for new microsite building.
- Fix issues managing candidate profile fields when no reference data category is selected.

Security

- Broader support for Anti-virus checks across the new application and candidate profile form.
- Improved password complexity enforcement on candidate profile registration and login pages.