

DoubleClue: Recruiting Module

Manual

Contents

- 1. Introduction..... 2
 - 1.1. Access Groups 2
- 2. Vacancies 3
 - 2.1. Creating and Editing a New Vacancy Entity..... 3
 - 2.1.1 Vacancy Name and Description..... 4
 - 2.1.2 Vacancy Status..... 4
 - 2.2. SkillsFehler! Textmarke nicht definiert.
 - 2.3. Vacancy Access Privileges..... 7
- 3. Candidates 8
 - 3.1. Candidate DocumentsFehler! Textmarke nicht definiert.
 - 3.2. Candidate Access PrivilegesFehler! Textmarke nicht definiert.
 - 3.3. Feedback & Rating..... 12
 - 3.4. Anonymous Candidates.....Fehler! Textmarke nicht definiert.
- 4. Export to PDF.....Fehler! Textmarke nicht definiert.
- 5. WatchersFehler! Textmarke nicht definiert.
- 6. RecruitersFehler! Textmarke nicht definiert.

1. Introduction

This document explains the a brief white paper containing information about the DoubleClue Recruiting module – a Recruiting tool to track vacancies and job candidates in your enterprise.

Main features:

- Manage open vacancies, candidates and recruiters
- Create multilingual job descriptions
- Track recruiting and staffing processes
- Store application documents
- Define watchers who receive automatic notifications when a vacancy or candidate is updated
- Assign Skills for vacancies and candidates (requires the DoubleClue Skills Module to be installed)
- Export vacancies and candidates as pdf

It takes advantages of several DoubleClue features like:

- Active Directory and Azure Integration
- Multi-Factor Authentication
- Department and Head of Department Management
- Access Rights Management
- Skills Management
- Templates for PDF export
- Table filtering
- E-mail Notifications

1.1. Access Groups

Recruiting users can be divided into different groups with varying levels of access rights. In this Manual, we will distinguish between three of those groups:

- HR Managers
- Heads of Department
- Watchers

HR Managers have full access rights to add, edit and delete vacancies and candidates. They are defined in the DCEM privileges and roles. It is possible to split this group up into several with varying degrees of access, for example restricting full access rights to senior members and managers, while assistants and junior members can support them, but don't have full access yet. If you are a HR manager and don't have sufficient access rights to fulfill your tasks, contact your DoubleClue administrator to request further privileges.

The access rights for Heads of Department and Watchers are implemented in the recruiting module itself and can't be modified by DoubleClue administrators. They are limited to specific vacancies and candidates. This will be explained in more detail in the Access Privileges chapters in the module features.

2. Vacancies

Edit

GeneralOptionsRequired SkillsOptional SkillsWatchersRemarks

Vacancy No. 1

PriorityNormalStatusPublished

DepartmentSoftware DevelopmentStarting from *7/28/2023

ClassificationNot SpecifiedLocationMunich

+ Add Language

English

Set as Default

Title *Software Architect

Description *

Sans SerifNormalBBIU~~A~~x₂x²H₁H₂"'</>≡≡≡≡⌵≡I_X

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Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, *vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et* iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

✓Ok✗Cancel

In the vacancies section, you can record and manage open positions in your company. When creating a new vacancy, you will see a form that allows you to enter all important information about the open position: job title and description in different languages, department, location, budget, the current state of the staffing process and more. You can also add a skill profile for the vacancy defining mandatory and optional skills for this position. Those will all be saved in a vacancy entity. Once you have received applications for the vacancy, you are able to connect candidates with the vacancy to always have an overview of the applicants for this job opening.

2.1. Creating and Editing a New Vacancy Entity

When creating or editing a new vacancy, you can change the data stored in this entity. Most of the fields are optional, but "Title", "Description" and "Starting from" have to be filled out.

2.1.1 Vacancy Name and Description

The fields for Title and Description are special as several variants of them can be added for different languages. You can add a new language in the general tab of a vacancy and then enter a new title and description for this language. It is further to define one of the languages as the default language, which will be shown first when you open the vacancy. The standard default language is defined in the Recruiting Preferences.

2.1.2 Vacancy Status

The vacancy status shows in which part of the job request and advertisement process the vacancy currently stands. The available statuses are:

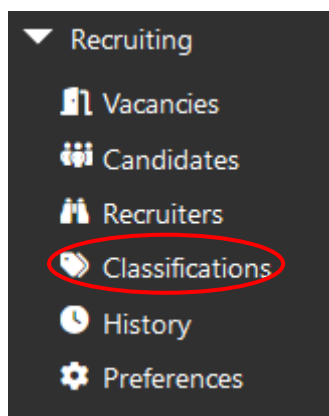
- Request
- Budget Request
- In Progress
- Published
- Confirmed
- Cancelled
- Rejected

Only HR managers can set the statuses Confirmed and Published.

Once a vacancy is set to published, all users with access to the Vacancies view can see it, including Watchers and Heads of Department not affiliated with this vacancy. Please check chapter [2.4 Vacancy Access Privileges](#) for more information.

2.1.3 Classification

The classification adds a tag to your vacancy that further allows you to group it with other vacancies and candidates. Classifications are created and managed in their own view in the Recruiting module. This section is by default not visible for heads of Department or Watchers. Therefore, while Heads of Department can assign a classification to a vacancy for their department, they can't create new classifications without the aid of a HR Manager.



2.1.4 Required and Optional Skills


When creating a vacancy, you can add required and optional skills a candidate must or should have. To add skills to the profile, check the “Show all Skills” switch and you will see a list of a skills significant for your enterprise. Now set the skill level of those skills you want to add on the respective proficiency. There are four proficiency levels available:

- Basic
- Normal
- Advanced
- Expert

Use the search field the top of the skills window to find specific skills. If a skill is not relevant for the vacancy, simple leave it on “No”.

Skills are managed in the separated DoubleClue Skills module. If you don’t find a skill you would like to add, you first need to add it in the that module. If you don’t have access writes for DoubleClue Skills, please contact a HR Manager to add the skills for you or request access from your DoubleClue Administrator.

✕

 Edit

General
Options
Required Skills
Optional Skills
Watchers
Remarks

Show all Skills ☒

Name	Level
Spanish	No
▼ Software Development	Expert
C	Advanced
C#	Normal
C++	Advanced
▼ Java	Expert
Java Server Faces	Advanced
▼ Springboot	Advanced
Springboot Security	Normal
▼ Mobile App Development	Normal
▼ Android	Advanced
Kotlin	No
XML	Basics
▼ iOS Development	Normal
Xcode	Advanced
	Expert

2.1.5 Watchers

Head of Departments and HR Managers can add watchers to a vacancy. Watchers have viewing rights for the vacancy and will receive e-mail notification whenever the vacancy is changed, but they can’t edit it. Watchers still need a DoubleClue role that has access to the Vacancy view. If you have

added a watcher, but they can't see the vacancy view or log into DCEM, contact your DoubleClue administrator to give them the necessary rights.

2.2. Show Applied Candidates

Candidates for 1 - Software Architect

Candidate Name ▾	Rating ▾	Qualification ▾	Experience ▾	Status ▾	
				Not Specified	
John Smith	4.5 ★★★★★	Extensive Work Experience in the Industry	20 + years	Application	 View Candidate
Sarah Miller	4.5 ★★★★★	Bachelor of Science	10 years of relevant work experience	Application	 View Candidate
Sammy Sample	2.5 ★★☆☆☆	Master of Science	8 years	Application	 View Candidate

“Show Applied Candidates” displays a list of all candidates that have been linked to this vacancy alongside their ratings.

If certain information is replaced by several hyphens (----), this candidate has been marked as anonymous and you lack the necessary rights to see personal information about them. Accessing this kind of personal information is often restricted to HR managers. For more information see chapter {{enter chapter here}}.

2.3. Display and Export

By selecting a vacancy and clicking on display and export, you can see the whole vacancy with all the important information in one view. The Job Title and Description are automatically displayed in the default language, however you can switch to a different language by selecting it in a drop down menu above the view.

Inside the display view, you also find a button to export the view to pdf, so that you can easily print the vacancy or store it as a file on your drive.

2.4. History

Each vacancy as has its own history in which changes of the vacancy entity are stored. This history will record the time, the user which edited the vacancy and the fields that were changed. For some fields it will also show the updated values.

There is also a separate History view in recruiting, in which the changes for all vacancies and candidates are shown. If a vacancy is deleted, you can still track the changes through this general history.

Display and Export



Select Language

English

▼

Export PDF

VACANCY: 1
Software Architect

2.5. Vacancy Access Privileges

The access privileges for adding and editing vacancies in Recruiting are mostly managed in the DCEM administration. However, there are some special access rights concerning the vacancies in the Recruiting module for Head of Departments and Watchers. Those special rights include:


- Heads of Department have automatically the necessary rights to create and edit vacancies for their department. That includes the vacancies for subdepartments.
- Vacancies with the status 'Published' can be seen by every user with access to the Recruiting View.
- Setting the vacancy states 'Confirmed' and 'Published' can be restricted, so that only the HR team can apply those.
- If someone is added as a watcher for the vacancy, they automatically gain the right to view this vacancy, but not to edit it.

3. Candidates

Edit

General | Personal Data | Options | Skills | Watchers | Documents

Candidate No. 4


[Click to Edit](#)

First Name * Surname *
 Title E-Mail *
 Job Title * Status
 Recommended by Classification

Remarks

Sans Serif | Normal | B | I | U |

Lorem ipsum
 Dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

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Under candidates, you can register and manage applicants interested in a position in your enterprise. When creating or editing a candidate entity, you will see a detailed form in which you can enter the relevant information of the applicant.

3.1. Creating and Editing Candidate Entities

Most of the fields in the candidate form are optional and you can leave them empty. However, First Name, Surname, E-Mail and Job Title are mandatory. If you try to create a candidate without entering this information, you will receive an error message. The majority of the fields in the form are free text fields in which you can enter any information.

3.1.1 Status

The status shows in which step of the recruiting status a candidate currently is. The available statuses are:

- Application
- Invite First Interview
- First Interview

- Invite Second Interview
- Second Interview
- Contract Sent
- Contract Confirmed
- Rejected
- Application Withdrawn
- Pending
- No Interest

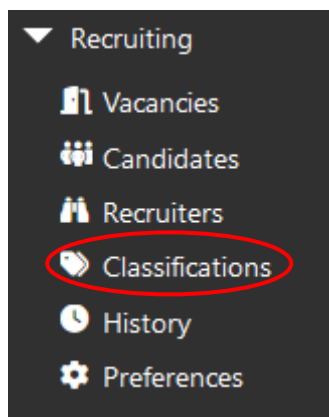
Only HR managers can edit the status of a candidate.

3.1.2 Recommended by

If a candidate has been recommended to your enterprise by someone, you can enter this information here. If you enter a name into this field, DCEM will check it against the name of registered DoubleClue users and suggest users fitting this information. However, those suggestions are simply for your comfort. You can enter any name into this field and are not limited to registered DoubleClue users.

3.1.3 Classification

The classification adds a tag to a candidate that further allows you to group them with other vacancies and candidates. Classifications are created and managed in their own view in the Recruiting module. This section is by default not visible for heads of Department or Watchers. Therefore, while Heads of Department can assign a classification to a vacancy for their department, they can't create new classifications without the aid of a HR Manager.

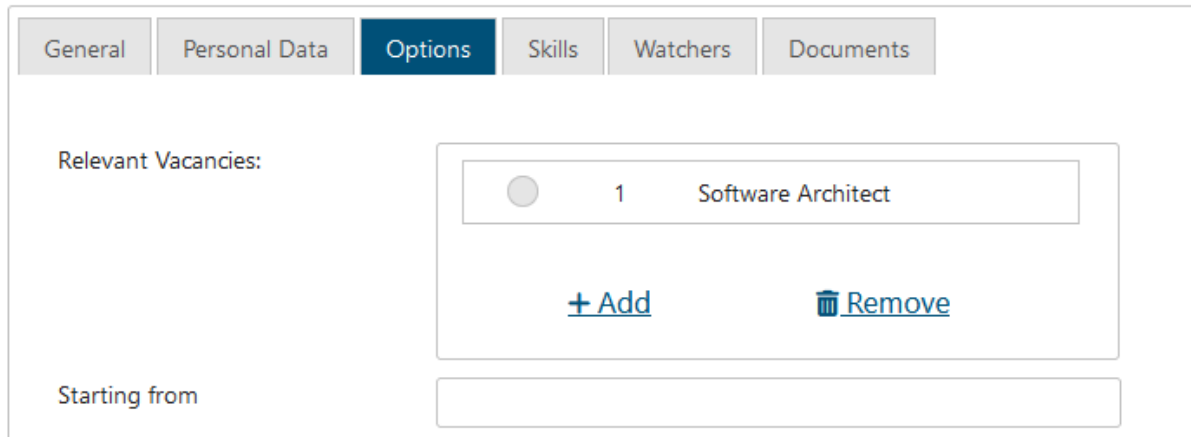


3.1.4 Relevant Vacancies

Relevant Vacancies are the vacancies a candidate has applied for or you consider a good fit for a vacancy. In the candidate form under Options > Relevant Vacancies you can link a candidate to a vacancy. To add a relevant vacancy, click on the add button and select the vacancy from a list. You

can use the search bar at the head of the list to narrow down the list of displayed vacancies. Once relevant vacancy has been added to a candidate, this candidate will show up in “Show Applied Candidates” view of the respective vacancy and relevant HoDs can see them in the Candidates section.

 Edit



General Personal Data **Options** Skills Watchers Documents

Relevant Vacancies:

<input type="radio"/>	1	Software Architect
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[+ Add](#) [Remove](#)

Starting from

3.1.4 Anonymous Candidates

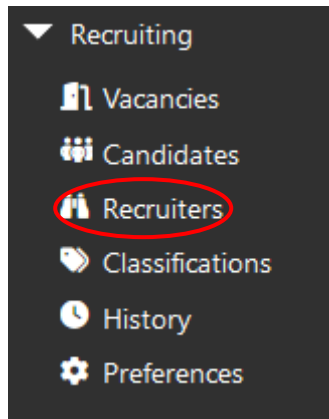
Under options, you can flag a candidate as anonymous. If anonymous has been activated, HoDs and Watchers won't be able to see the following personal information about the candidate:

- Surname
- E-Mail
- Phone
- Address
- Zip code
- Country
- State
- Gender

This information will be replaced with hyphens (-----) in the table, display view and pdf. This option helps you to adhere to privacy protection guidelines and ensure equality in the recruiting process.

3.1.5 Recruiter

If a candidate has been suggested to you by a recruiter, you can note this information in the Recruiter field under Options in the Candidates form. Clicking into this field, you will see a list of recruiters your company is working with. If the recruiter you are looking for is missing, it first needs to be added in the Recruiters section of the recruiting module.



The recruiters view is normally only available for HR Managers, not for HoDs and Watchers. If you want to select a recruiter that hasn't been added yet and you can't add it yourself, either contact a HR Manager with the necessary access rights or ask a DCEM administrator to give you a roll with sufficient access rights.

3.1.6 Skills

You can add skills a candidate possesses to the Skills tap in their profile. This works similar to adding skills to a vacancy, however for a candidate, skills are not separated into required and optional skills. For more information on how to add skills to a candidate profile, check chapter [2.1.4 Required and Optional Skills](#).

3.1.7 Watchers

HR Managers can add watchers to a candidate. Watchers have viewing rights for the candidate, can leave feedback and will receive e-mail notification whenever the vacancy is changed, but they can't edit it. Watchers still need a DoubleClue role that has access to the Vacancy view. If you have added a watcher, but they can't see the vacancy view or log into DCEM, contact your DoubleClue administrator to give them the necessary rights.

3.1.8 Documents

In addition to entering an applicant's information and skills into their candidate's profile, you can also upload and manage all their documents as part of the candidate entity. Thereby, the relevant information about the candidate is always securely stored in one location. With the display and export function, you can also download all collected data in one zip or as one pdf.

Display and Export ✕

Export PDF
Export All
Export Zip

Sammy Sample
Senior Developer

Rating: 2.5 / 5
Status: Application
Classification: Unclassified

Users who are allowed to add and edit candidates can also upload an unlimited number of documents to that user. People who only have viewing rights can download and open the documents but can't change them.

3.2. Display and Export

By selecting a candidate and clicking on "Display and Export", you can see the whole candidate with all the important information in one view. Inside the display view, you also find a button to export the view to pdf and download it on your computer as a pdf. If you want to also download all documents that have been added to the candidate, choose the "Export All" or "Export Zip" options, to download the profile alongside the document either as a pdf or as a zip file. Thereby you can store all relevant information in one file on your computer.

Display and Export ✕

Export PDF
Export All
Export Zip

Sammy Sample
Senior Developer

Rating: 2.5 / 5
Status: Application
Classification: Unclassified

3.3. Feedback & Rating

Watchers, Head of the Departments who have an open position in their department that was linked to a candidate and HR Managers can give feedback on candidates. Feedback consists out of a rating, a comment as well as the possibility to give a recommendation for a candidate. A global rating is calculated depending on all ratings a candidate has received.

Each user can only rate each candidate once. If you want to update your rating at one point during the recruitment process, you first must delete your old rating and then submit a new one.

3.4. History


Each candidate has its own history in which changes of the candidate entity are stored. This history will record the time, the user which edited the vacancy and the fields that were changed. For some fields it will also show the updated values.

3.5. Candidate Access Privileges

Like vacancies, candidates have adaptive privileges that can be defined in DCEM as well as special privileges that are automatically applied in candidates. The privileges in candidates include:

- Head Of Departments (HoD) and Heads of their parent departments can see all candidates who apply for vacancies for their department and give feedback on them.
- Watchers who have been added to a Candidate can view that candidate, but not edit it.
- HoD and Watchers may give feedback to candidates respectively.

4. Recruiters

 Edit
 ✕

GeneralContract InformationDocuments

Recruiter No. 2

Company Name *

Sample Recruiters

Address

Main Street

County/Province

Berlin

Contact Person *

Ricky Recruiter

E-Mail *

ricky.recruiter@sample.com

ZipCode - City

11111 - Berlin

Country *

Germany

Phone *

0123 - 455678

✓ Ok

✕ Cancel

The Recruiter section enable you to manage recruiting companies and contacts your enterprise cooperates with. Each recruiter entity encompasses the details about the company, contact persons as well as contract information. You can also upload additional documents like invoices or contract files. Registered Recruiters can then be added to candidates in the in the candidates form under “Options”. This help you keeping track which candidates have been recommended by which recruiter. Like the candidates and vacancies each recruiter also has its own history, logging changes made to the recruiter entity.

HoDs don't have access to the Recruiters section and no watchers can be added to recruiters. Therefore, in most cases, only HR Managers will see this view.

5. Classifications

Classifications allow you to add an additional tag to certain vacancies and candidates and group them together. Each vacancy and candidate can only have one classification. When creating a classification, you can choose whether it can only be added to vacancies or candidates or both.

HoDs don't have access to the Classification section and no watchers can be added to classifications. Therefore, in most cases, only HR Managers will see this view.

6. History

To track changes which have been made to Vacancies, Candidates and Recruiters, DoubleClue records all updates to these entities in a history. There is a dedicated History view in which all changes are visible as well as separate histories for each Vacancy, Candidate and Recruiters.

7. Preferences

In the Preferences, you can define settings for the Recruiting Module:

Country: The default country that will be selected when creating a new candidate.

Nationality: The default nationality that will be selected when creating a new candidate.

Currency: The default currency that will be selected when creating a new vacancy or candidate.

Manual Link: The link to the manual document people will see when clicking the book icon in the upper right corner. By default, this will be this document you are currently reading.