

DoubleClue: Recruiting Module

Manual

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1. Introduction

This document contains 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
- Create Skills profiles for vacancies and candidates (requires the DoubleClue Skills Module to be installed)
- Export vacancies and candidates as pdf

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 (HoDs)
- Watchers

HR Managers have full access rights to add, edit and delete vacancies and candidates. They are defined by the administrators in DCEM under privileges and roles.

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 will be explained in more detail in the Access Privileges chapters in the module features. If a department has several sub departments, the HoD of the parent department will also have access of the vacancies and candidates of the subdepartment.

2. Vacancies

In the vacancies section, you can record and manage open positions in your company. 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. Vacancy Access Privileges

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

- 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' is 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.
- HoDs and Watchers receive automatic email notifications if one of the vacancies they have access to is changed.

2.2. Creating and Editing a New Vacancy Entity

2.2.1 Multilingual Vacancy Names and Descriptions


If you want to publish the same vacancy in different languages, you can add additional languages in the formular to edit vacancies. Subsequently, you can create a new job title and description in this language.

2.2.2 Vacancy Status

The vacancy status shows in which part of the job requestion and advertisement process the vacancy currently stands. Only HR managers can set the statuses Confirmed and Published.

Once a vacancy is set to published, all users can see it.

2.3. 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 connected with this vacancy alongside their ratings. To link a candidate to a vacancy, you need to edit the candidate entity and add a relevant vacancy to the candidate.

If certain information is replaced by several hyphens (----), this candidate has been marked as anonymous. For more information see chapter [3.2.3 Anonymous Candidates](#).

2.4. Display and Export

“Display and Export” shows you the whole vacancy in one view and allows you to download it as a pdf. The Job Title and Description are automatically displayed in the default language, but you can switch to a different language by selecting it a drop down menu at the top of the view. Inside the display view, you also find a button to export the view to pdf. The display and pdf use a HTML-Template which is defined in DCEM under Administration > Templates and can be customized to your needs.

3. Candidates

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. Candidate Access Privileges

Like vacancies, candidates have adaptive privileges that can be defined in DCEM as well as special privileges for HoDs and Watchers that are automatically applied:

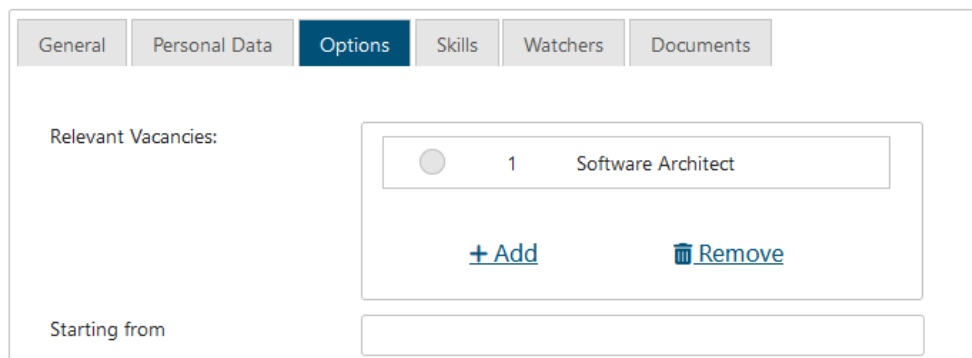
- Head of Departments (HoD) and heads of their parent departments can see all candidates who apply for vacancies for their department and give feedback on them.
- Watchers who have been added to a Candidate can view that candidate and give feedback on it.

3.2. Creating and Editing Candidate Entities

3.2.1 Relevant Vacancies

Relevant Vacancies are the vacancies a candidate has applied for, or you consider a good fit for them. In the candidate form under Options > Relevant Vacancies you can link a candidate to a vacancy. This candidate will then show up in the “Show Applied Candidates” view of the respective vacancy and relevant HoDs can see them in the Candidates section and give Feedback.

 Edit



General	Personal Data	Options	Skills	Watchers	Documents
<p>Relevant Vacancies:</p> <div> <input type="radio"/> 1 Software Architect </div> <div> + Add Remove </div>					
<p>Starting from</p> <div></div>					

3.2.2 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 (-----).

3.2.3 Documents

In addition to entering an applicant's information and skills into their candidate's profile, you can also upload 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.

3.3. Display and Export

"Display and Export" shows you the candidate with all the important information in one view. The display view uses a HTML-Template which is defined in DCEM under Administration > Templates and can be customized to your needs. 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 documents.

3.4. Feedback & Rating


Each feedback entry for a candidate consists out of a rating on a scale from 1 to 5 and a comment. A global rating is calculated depending on all ratings a candidate has received. If a candidate is recommended by someone, the supporter can be added to the candidate entity.

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.

4. Skills

When creating a vacancy or a candidate, you can add a skill profile to the entity. Check "Show all Skills" and you will see a list of a skills significant for your enterprise. You can now add skills by selecting a skill level for them. Use the search field to find specific skills. If a skill is not relevant for the vacancy, simply leave it on "No". For vacancies, skills are divided into two categories: Required and Optional Skills.

Skills are managed in the separate DoubleClue Skills module. If you don't find a skill you would like to add, you first need to add it in that module. If you don't have access rights 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

5. Recruiters

The Recruiter section enables you to manage recruiting companies 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 candidate entities, to show that this candidate was forwarded by a recruiter.

HoDs don't have access to the Recruiters section and no watchers can be added to recruiters.

6. Watchers

Head of Departments and HR Managers can add watchers to vacancies and HR Managers can also add them to candidates. Watchers have viewing rights for the vacancies and candidates they have been added to and will receive e-mail notifications whenever the vacancy is changed, but they can't edit them. 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.

7. 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. Classifications cannot be entered freely but must be added in the in the Classification view first and can then be selected for different vacancy and candidate entities.

HoDs don't have access to the Classification section and you can't add Watchers to classifications.

8. History

To track changes made in Vacancies, Candidates and Recruiters, DoubleClue records all updates in a history. There is a dedicated History view in which all changes are visible as well as separate histories for each entity. To see the history for a specific entity, select it in the respective section and then click the history button.

9. Recruiting Settings for Administrators

This chapter includes special information for DCEM administrators which manage the adaptive access rights for the users of the Recruiting module.

9.1 Heads of Department

Heads of Department are defined in the DCEM Administration under Departments. When adding or editing a department, you can appoint a user to this role. This user will then automatically get the HoD access rights.

9.2 See Anonymous Candidates

Whether someone can see the private information of Anonymous Candidates or not is defined in the DoubleClue Administration under Privileges. To enable a role to see anonymous candidates, select the Action "Reveal" in the candidate view of the recruiting module.

9.3 Deactivate Automatic E-Mail Notifications

In the Recruiting Settings, administrators can deactivate the automatic e-mail notifications for HoDs and Watchers.