DoubleClue: Recruiting Module

White Paper

Contents

1. Introduction

This is 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. In the Cloud or on Premises

The Recruiting module is a plugin for the DoubleClue Framework and can be implemented into a DoubleClue Enterprise Management (DCEM) that runs as Software as a Servie (SaaS) in the cloud or into a DCEM installed on premises. In case you are using the DoubleClue, cloud you only need to import an updated license key, and the Recruiting View will become available in your DCEM. If you use a DCEM on premises, you need to copy the recruiting.jar into the plugin directory of the installed DoubleClue and then update the license to include the Recruiting module.

1.2. Access Groups

Recruiting users can be divided into different groups with varying levels of access rights. In this White Paper, 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 in the DCEM privileges. It is possible to split this group up into several with varying degrees, 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.

The access rights for Head of Departments and Watchers are implemented in the recruiting module itself. Their access rights 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

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. Multiple Languages

Sometimes one vacancy is published in multiple languages. In this case, you can add several languages to a vacancy entity and provide different job titles and descriptions for each language. Thereby, you can save the different descriptions for the vacancy all together, with no danger of getting confused by different descriptions and titles for the same vacancy.

2.2. Vacancy Status

The vacancy status shows in which part of the job requestion and advertisement process the vacancy currently stands. It starts with the internal process of requesting the budget for the open position and then follows the procedure through the publishing of the job advertisement till the hire. The status has an influence on the visibility of the vacancy. Please check chapter 2.4 Vacancy Access Privileges for more information.

2.3. Skills

To add skills to a vacancy or candidate, they first need to be created in the Skills module. Once the skills have been added, they become available in the recruiting module, to be assigned to the vacancy to define a skill profile for the position. As part of this profile, skills can either be classified as required skills that a candidate must have and optional skills which an ideal candidate should have but are not mandatory. Each skill is further assigned a level reflecting the experience in the skill which is expected for the position: Basic, Normal, Advanced and Expert.

2.4. Show Candidates

The "Show Candidate" feature displays a list of applicants for this vacancy alongside their ratings. This allows HoDs, HR Managers and Watchers to gain a quick overview of the candidates interested in the position and the impression they have given so far in the recruitment process.

📇 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

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.
- Under "Show Applied Candidates" they con further see all candidates that have been linked to this vacancy.

3. Candidates

Under candidates you can register and manage applicants interested in a position in your enterprise. It allows you to store relevant information about the candidates, like contact information, starting

date, and salary expectations, centrally in one location. You can further add a skill profile and upload applications documents.

Once you have registered a candidate, you can link relevant vacancies to their profile. Thereby, you give decision makers involved in the recruiting process for this position the possibility to rate this candidate.

3.1. Candidate 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 then download all collected data in one zip file or as one pdf.
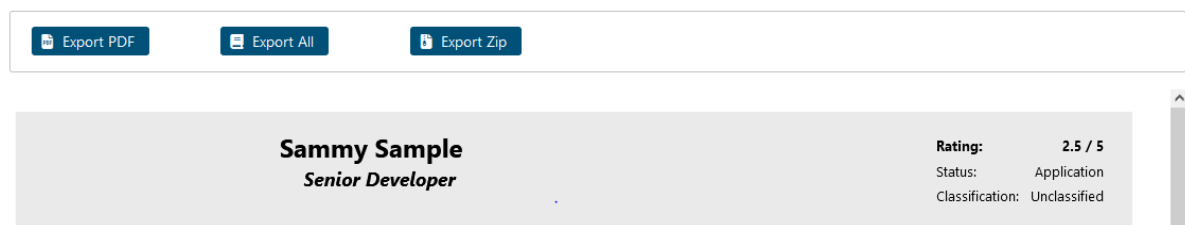
Users who are allowed to add and edit candidates can also upload an unlimited number of documents to that user. People who only have viewing rights can download and open the documents but can't change them.

3.2. 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.

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 on a candidate. A global rating is calculated depending on all ratings a candidate has received.

3.4. Anonymous Candidates

To adhere to privacy protection guidelines and ensure equality in the recruiting process, candidates can be marked as "anonymous". In this case Head of Departments and Watchers won't be able to see the following 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.

4. Export to PDF

Vacancies and candidates can be exported to PDF files. The format of the PDF is configured in the DCEM templates. As such, the templates can be customized both content and design-wise to suite your needs.

If a candidate has further documents added to their profile, those documents can be added to the pdf. As such, they can be stored comfortable in one file or printed easily alongside the candidate's profile.

5. Watchers

Users with the right to edit and created vacancies and candidates can add watchers to s to vacancies and candidates. Watchers get automatic read access to these entities and can give feedback to candidates. If a vacancy or candidate is edited, watchers will be notified by email.

6. Recruiters

These days, applications are often forwarded through recruiting companies. The Recruiting module allows you to also manage recruiters. You can add recruiters and companies you are cooperating with and can then reference them in the in the candidate profiles. You can further add documents such as contracts to the recruiter entities.

7. Classifications

Classifications allow you to add an additional tag to certain vacancies and candidates and group them together. They can be chosen freely according to your enterprise's needs. Examples are marking certain vacancies for a new department or location or a certain team within a department. Each vacancy and candidate can only have one classification.

8. 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.