JOBARCH MANUAL

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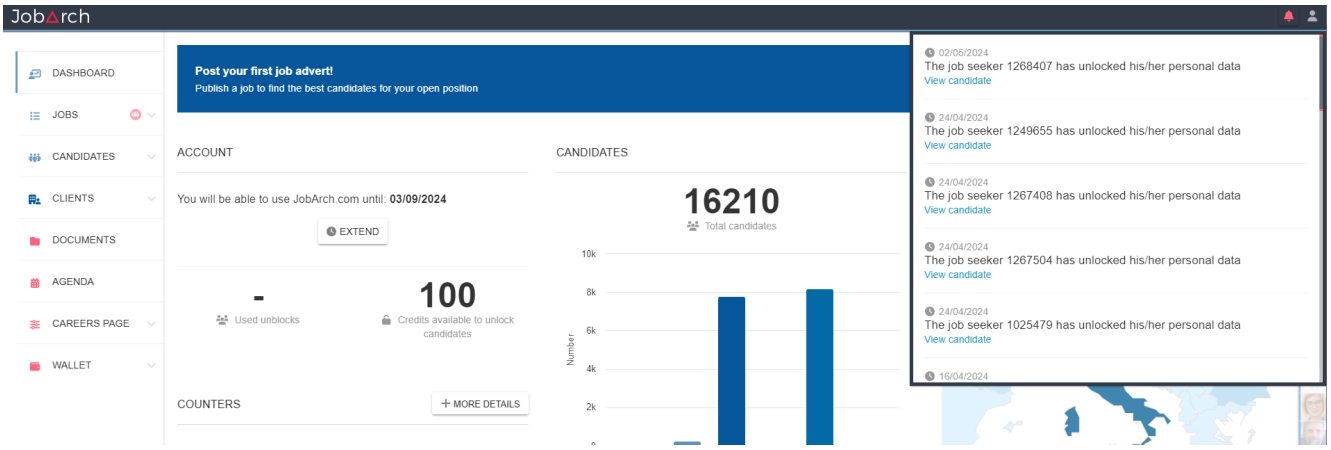
Account Management

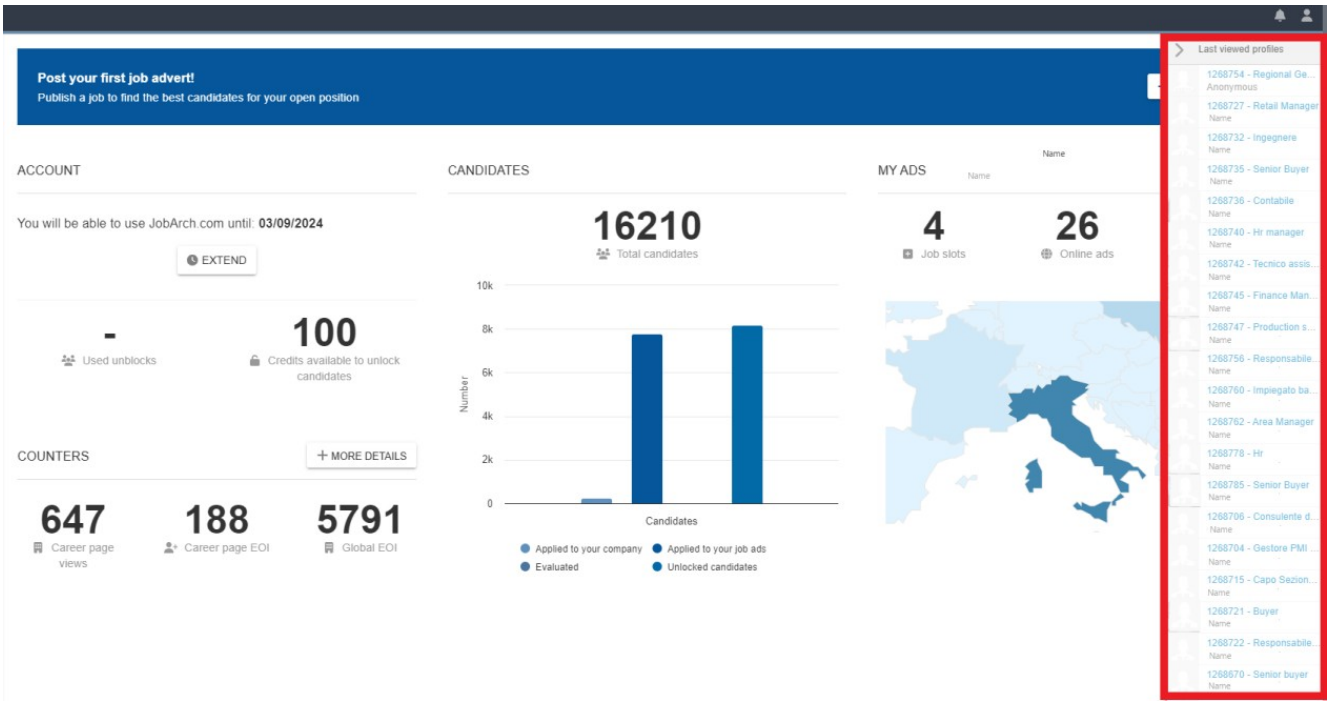
Notifications

By clicking on the bell icon, you can view notifications about candidates' responses to your requests (e.g.: CV unlocking, profile update, job test).



Last viewed profiles

While browsing JobArch, you can view the list of the most recently viewed profiles on the right.



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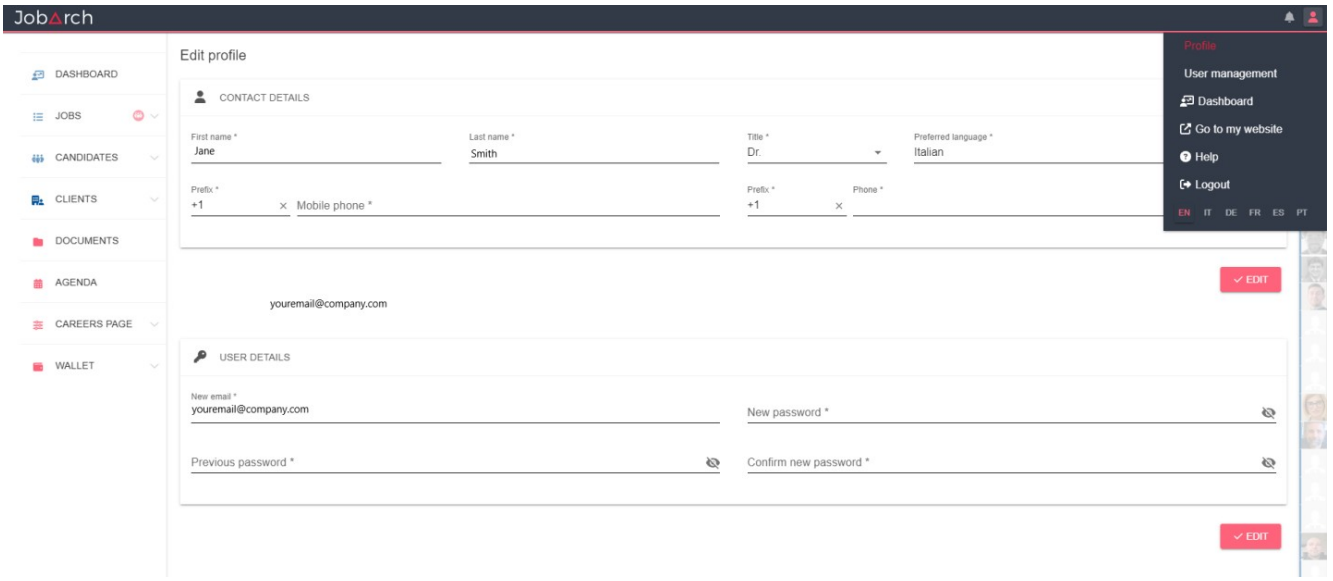
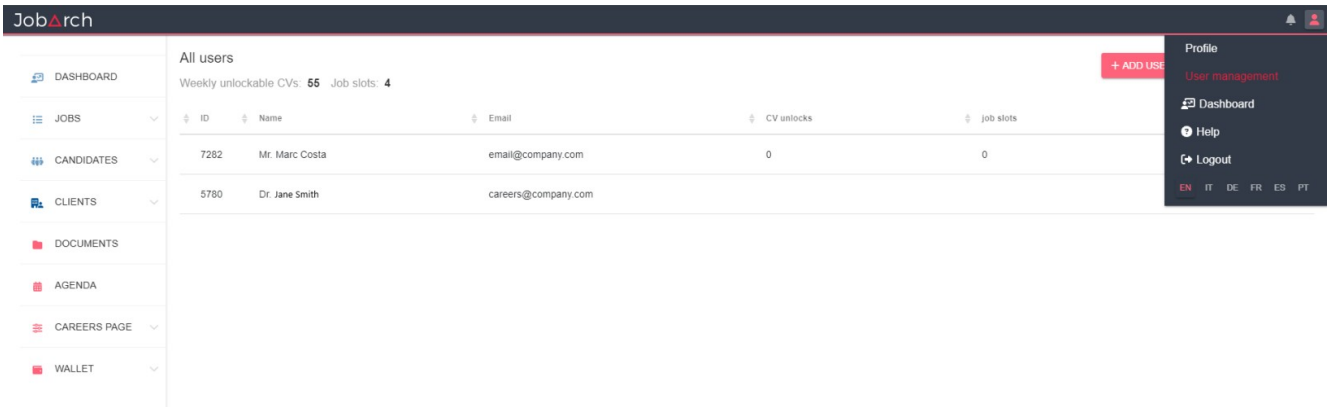
Profile

Through the "Profile" button, you can edit your account data and delete it.



User management (*activated depending on the chosen plan)

As an administrator, you can create an unlimited number of user profiles, to which you can give credits to publish job ads, unlock candidates in the JobArch database, connect external portals for requesting tests and videos and see their statistics (number of job ads published, saved searches, candidates moved to steps 2 and 3, viewed candidates, paid orders).



Help

If you need technical assistance, you can contact us using this form.

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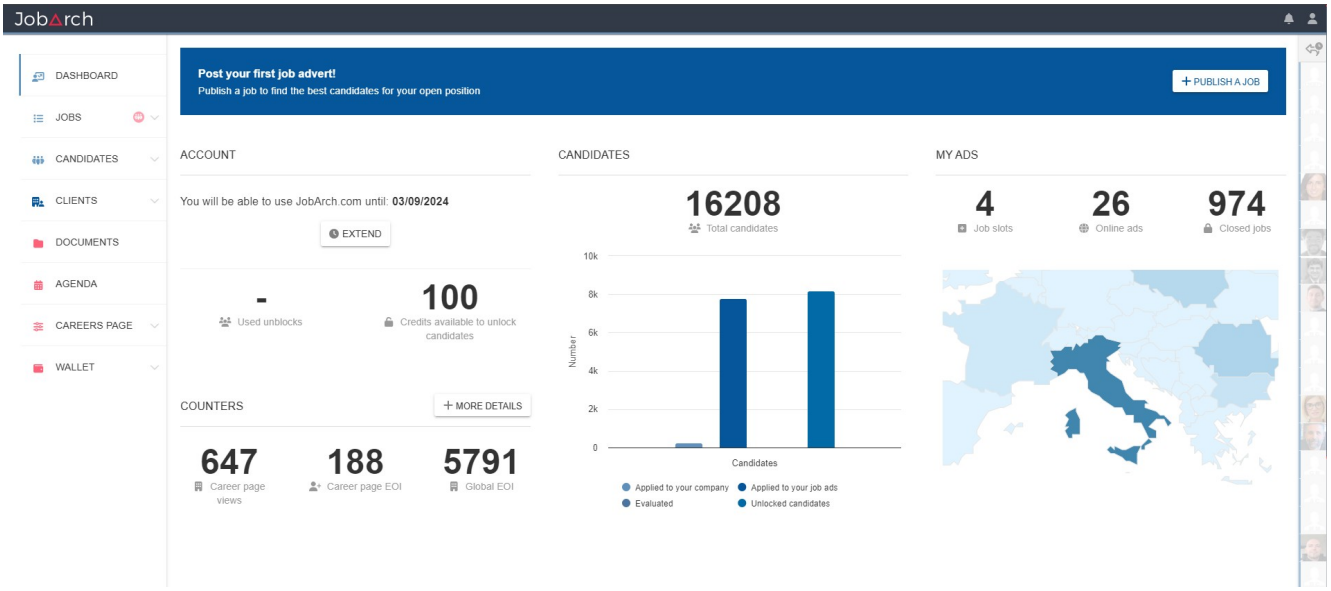
Dashboard

In this section you will find statistics on candidates and job advertisements (available job slots, online and offline ads), used and remaining CV unlocks, data on views and expressions of interest on ads and career page.



Jobs

Post ad

From your profile, you can post a job ad by clicking on "Create". To advertise you must have purchased job slots.

The fields "Job title", "Description" and "Required skills" are used for the extraction of professional tags, which are then read by the semantic search tool. They are analyzed according to the language of the employer, selected at the top right of the first screen of your profile.

In the field " Job title ", only the job title should be entered to allow a more precise result from the semantic engine. Any other information (which can be entered in the other fields) can alter the extracted professional tags. In the "Description" box, it is essential to list the tasks that will be performed by the employee.

By default, the fields related to the **place of work** (country, region, city, working address) are filled in with the employer's location. These fields are essential as they allow the **geolocation** of the offer and, therefore, the search for compatible candidates. The geolocation can be checked using the "check map" button; It is always recommended to carry out this check before publishing the job ad. If you do not want to enter the exact address, you may not fill in the "Address" field; in this way, the geolocation is carried out on the city center.

"**Automated interview**" enables you to invite candidates to the questionnaire at the time of application. Candidates registered for the advertisement will then be moved directly to step 2 and will receive an invitation email to complete the questionnaire. After publishing the ad, go to step 2 to create the questionnaire session to be administered to candidates.

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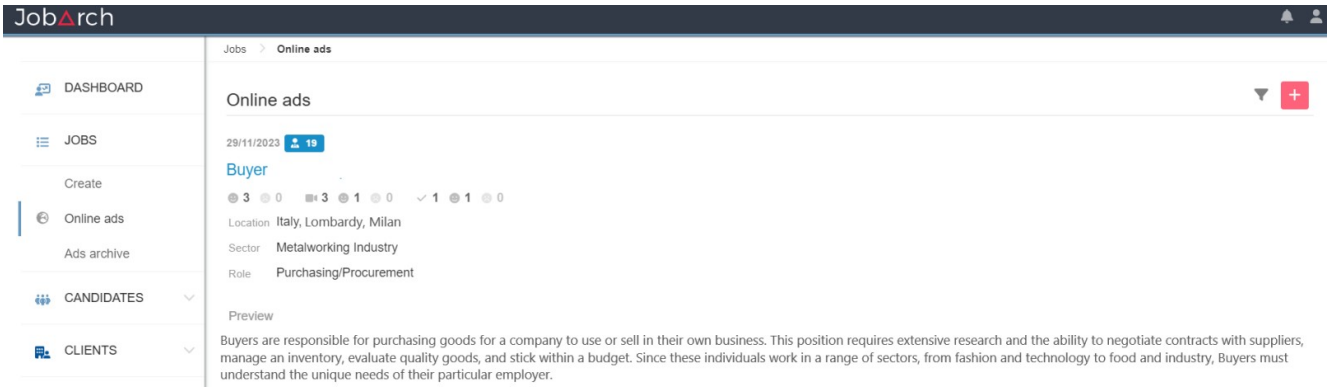
"**Automated Job Test**" enables you to invite candidates to the job test at the time of application.
The fields "Job role" and "Required career level" determine the use of job test profiles.
The section "**Target candidate**" contains data that will not be published (these are for internal use, visible only to employers). In fact, this box enables you to pre-select filters that will be set in the compatible candidates section.
"**Email frequency**" determines how often the employer to whom the ad is assigned will receive an email containing the new compatible profiles.
By clicking on "**Create**", the offer is published. If you have enough job slots, the ad is listed in the "***Online Ads***" section and republished on the major free job portals, thanks to an integrated Multiposting system.
If you do not have enough job slots, the advertisement is saved in the "Ads Archive" section, so that it can be published once the necessary job slots have been purchased.

Online Ads & Ads Archive

Under "Online ads" you will find all the ads that have been published. "Ads Archive" shows offline ads.



For each advertisement, counters are available for: number of candidates who applied, number of candidates in the various steps and evaluations (/☹) entered in each step.

Ads can be managed through dedicated buttons (edit, delete).

By clicking on the "**Stats**" button, you can find data relating to: segmentation of registered candidates (e.g. gender, origin, Degree, etc.), views and EOI (expressions of interest) on the ad.

With the "Add Opportunity" button (*activated depending on the chosen plan), you can link the job ad to an opportunity, visible in the profile of the client for whom the job ad was published. Simply select the company, site, opportunity status, and complete with any textual information.

By clicking on "preview", you can see the preview of the ad. It can be shared on different social networks and media.

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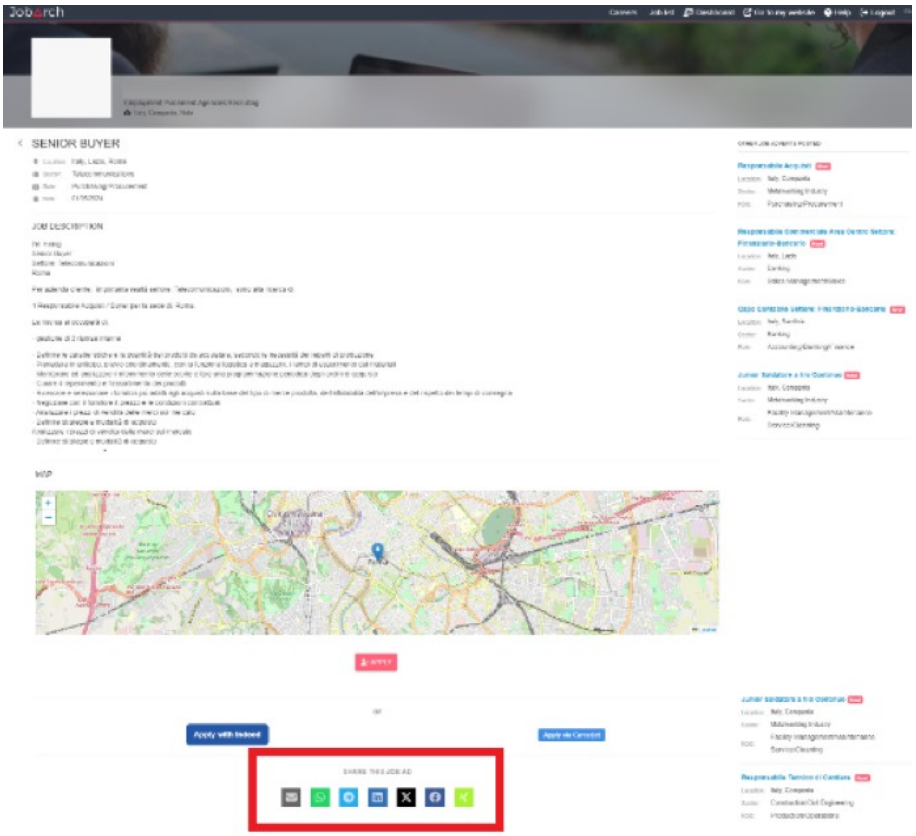
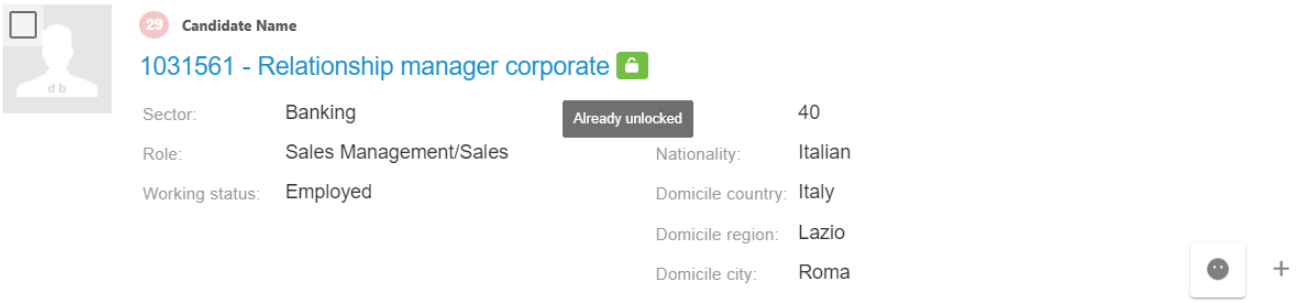


Visibility of candidates in the ad

By clicking on the title of the advertisement, it is possible to view the candidates who applied for the job ad and those already present in the database that are compatible.
In the case of online ads, most candidates have the icon of unlocked candidate, and you can view all their data (including CV and any tests taken).



If a candidate has been applied to the ad in question he/she is not only unlocked, but also has the icon identifying the direct application to the ad.

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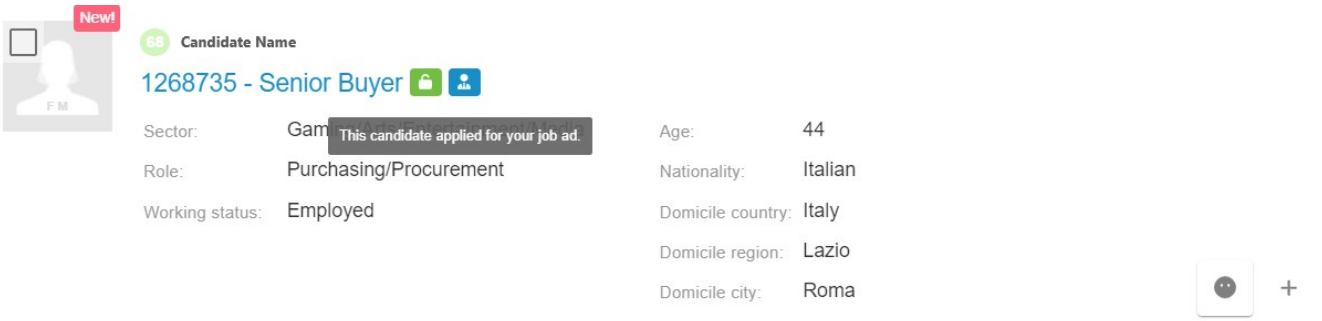

Compatible candidates in the JobArch database who have decided to have a private profile, i.e. not directly accessible to companies to which they have not applied, will not have all the details and personal data visible.

If you are interested in viewing all the data of this type of profile, click the red icon. This action sends a request to the applicant to view their profile. The candidate will see which advertisement and company are requesting access to their profile and can choose to accept or reject the request. If the request is accepted, you will be notified and able to view the full profile.
In the case of offline ads, if a candidate has applied to their job ads/company or has been previously unlocked, the profile will have an unlock icon and will be fully searchable. Otherwise, the profile will be "Anonymous", so you will not be able to see the candidate's data in full.

To access the complete profile, click on "Unlock all personal data and the CV" available in the different tabs of the profile.

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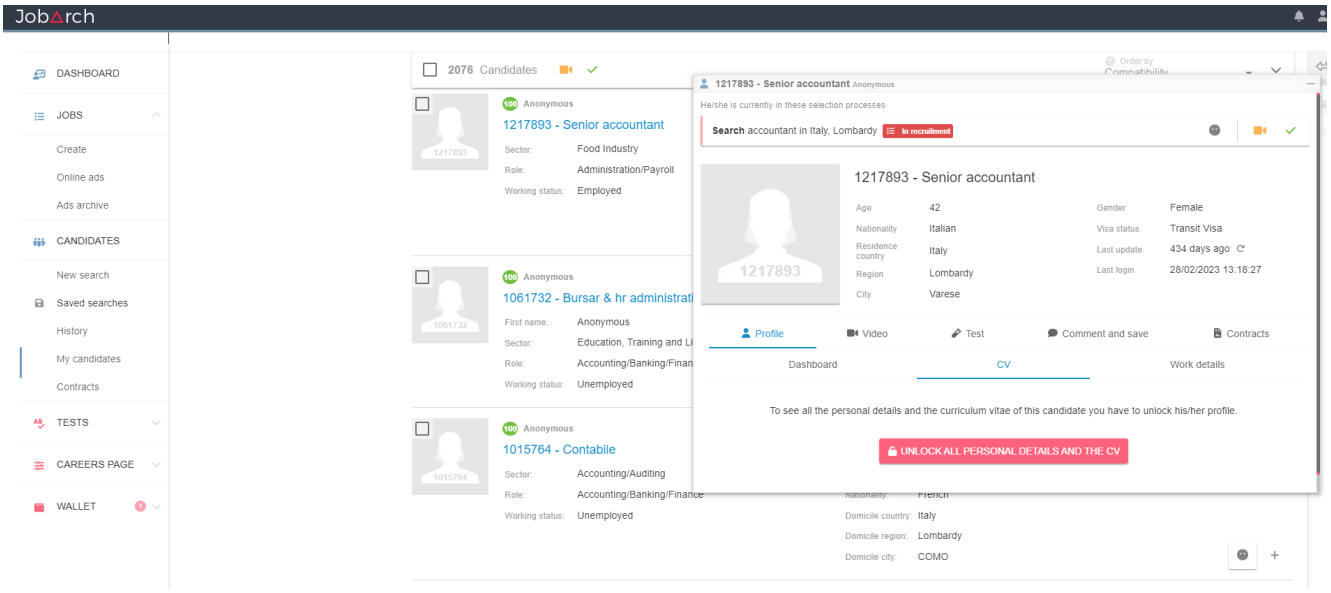

If you have CV unlocks, the unlock will be immediate, if you do not have enough CV unlocks, you will need to go to the cart and buy the unlocks.

Candidate profile

The candidate's profile contains all his/her data; If the profile is unlocked, you will be able to view the full profile and submit requests. In particular, from the profile it is possible to view the date of the last update (and send the update request), request the recording of a video presentation (video resume), the Job Test (a short psycho-aptitude test), evaluate the candidate, request other tests on technical skills and video interviews (based on the chosen plan*), insert him/her in a selection process, create a contract.

Recruitment step

The first step enables you to view the list of candidates compatible with your search, whether they are applied directly to the ad or found as compatible in the JobArch database. By default, candidates are sorted by percentage of compatibility, giving you a ranking from the most suitable to the least suitable for the position (based on hard and soft skills).

Job titles

You can review and manage the professional tags that are automatically extracted from your ad using the semantic search engine.

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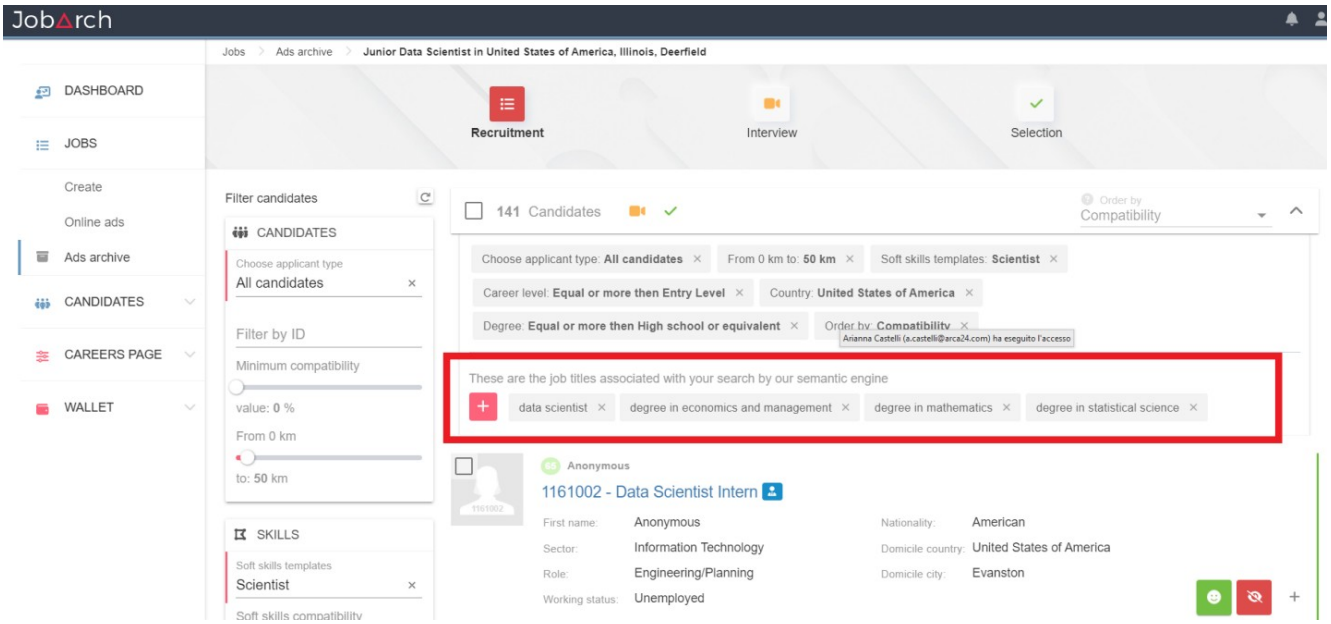
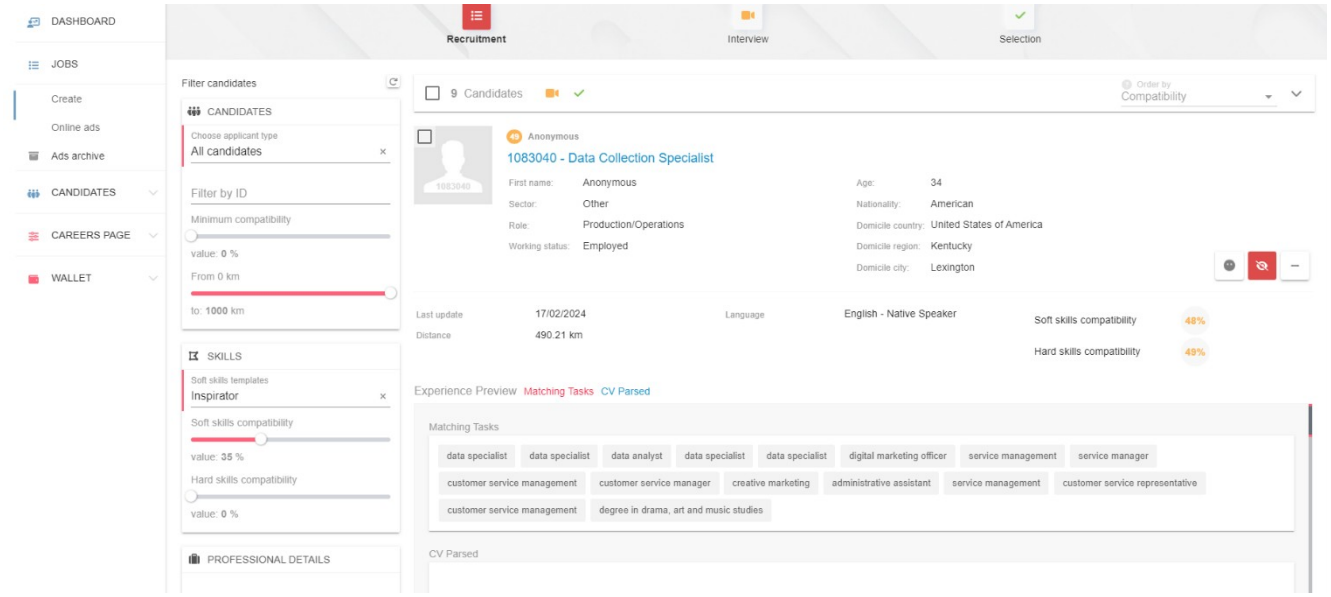


Following the publication of the ad, it is essential to check this section, as it participates in the search performed by the artificial intelligence to find compatible candidates. The recruiter can delete and add new professional tags considered suitable to the profile sought at any time; modifying the tags will lead to an immediate recalculation of the results. Just consider into that the more tags are selected, the more difficult it will be to have a candidate who achieves a high score in the compatibility percentage.



Ranking

With the drop-down menu at the top right, it is also possible to determine the sorting criteria with which the candidates are displayed:

- Compatibility (highest to lowest percentage);
- Date (last update date) (from most recent to oldest);
- Distance (from nearest to farthest).

Filters

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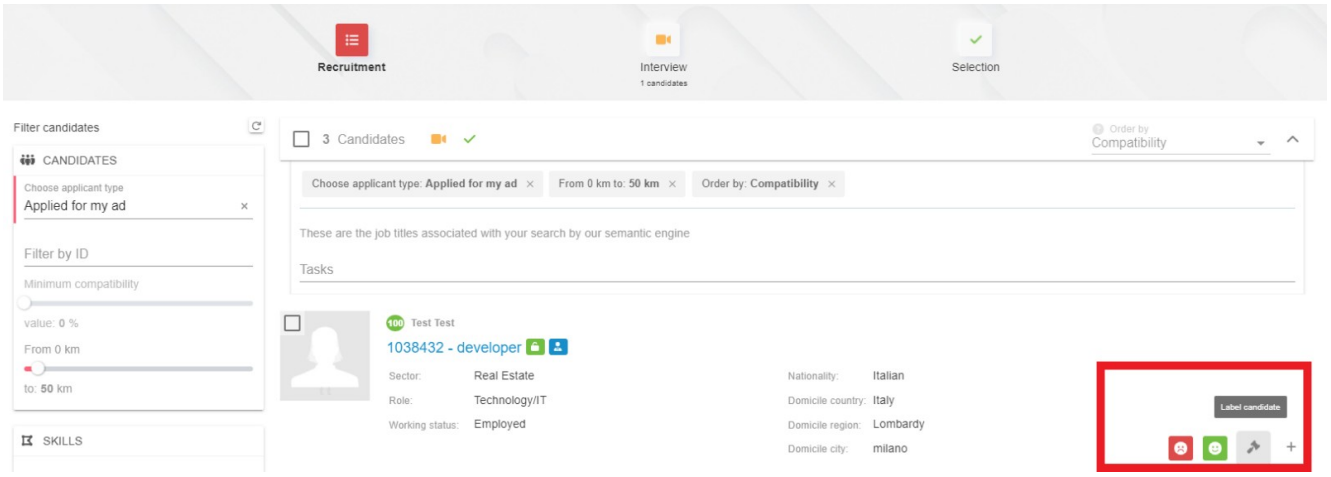
To the left of the list of candidates, there are filters that allow you to reduce or increase the pool of candidates to be considered for the open position.
Type of applicant: Applied for my ad or all matching candidates.
Minimum compatibility: By default, it is 0%; it can be decreased to increase the pool of candidates or increased to reduce it.
Radius km: By default, at 50 km from the workplace; as in the case of minimum compatibility, it is used to increase/decrease the resulting profiles.
Skills: Allows you to select a soft skills model and select the percentage of compatibility of soft and hard skills. **N.B.:** a candidate can be compatible even if he or she has a different model from the one selected as the result of the job test.
Professional Details: This corresponds to the fields filled in by candidates at the time of registration.
Language skills: This corresponds to the fields filled in by candidates at the time of registration. It is possible to select, by means of appropriate icons, the corresponding level.
Education: This corresponds to the fields filled in by candidates at the time of registration. It is possible to select, through appropriate icons, the corresponding level ("equals") or from which to start ("equal to or more than").
Personal details: This corresponds to the fields filled in by candidates at the time of registration.
Candidates you like: Filter to display only candidates who have been given a positive rating (with the icon) in that specific step.
Save filters: To save the filter setting.

In this step and in the following ones, recruiters can determine whether the candidate is suitable or not for the specific phase of the selection process, through the / icons.



The icon determines the sending of the rejection e-mail to unsuitable candidates, which can be customized in the Careers page section > Customize > Mail.

At the end of the screening, select the candidates of interest and click the step 2 icon to move them to "Interview".

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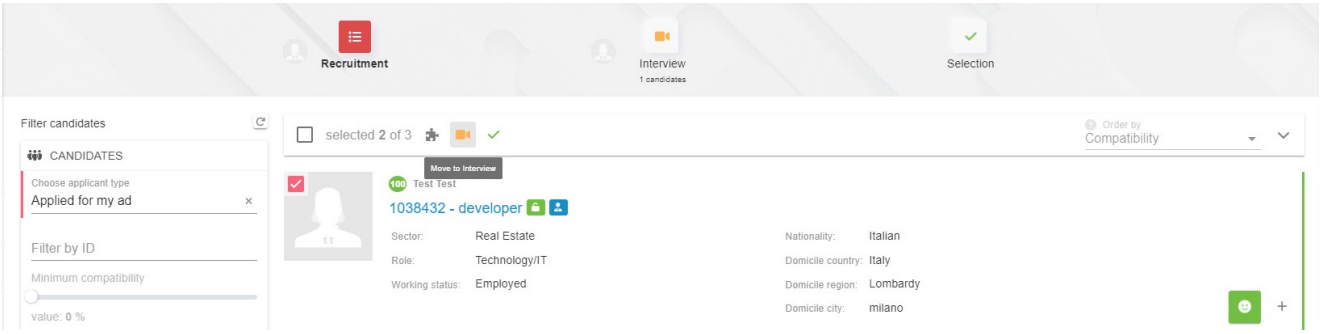
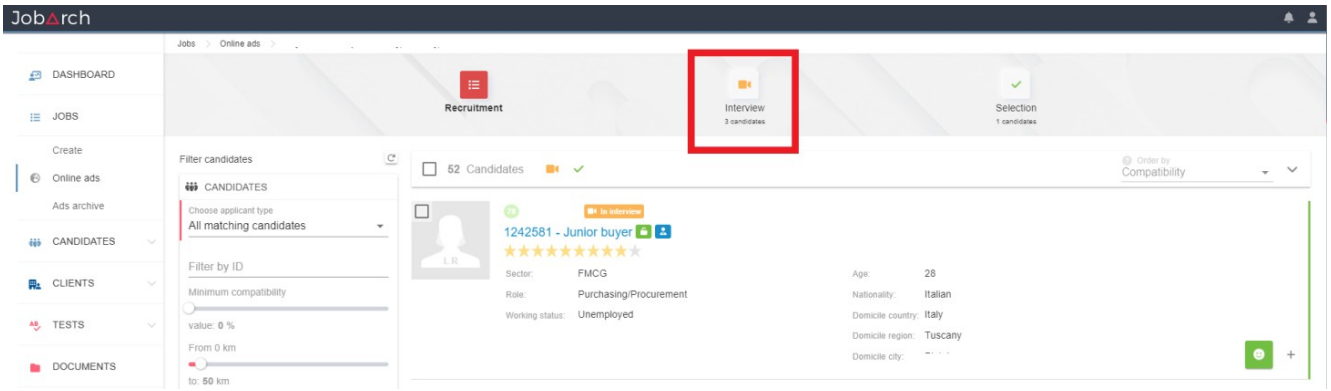
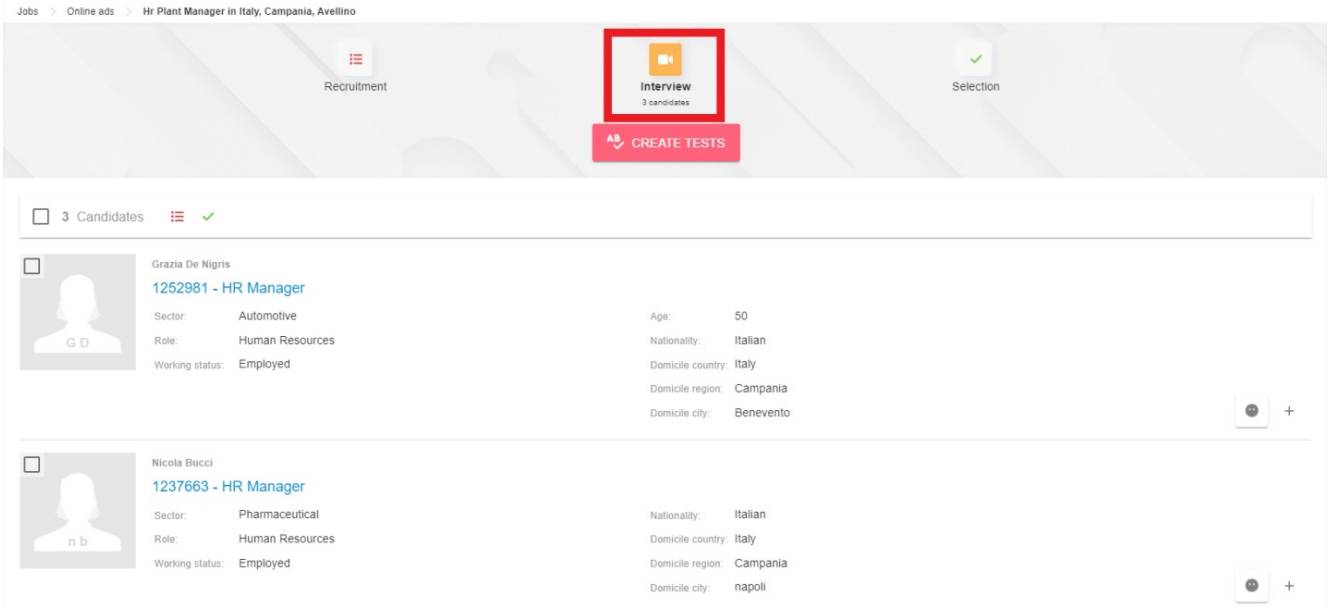


Step Interview

In this step you can send questionnaires and request tests. To view the candidates in step 2, click on the relevant icon.



By moving the candidates to the next steps, they will receive a notification to inform them that their profile is of interest for that selection process.



By clicking on "Create tests" it is possible to create a questionnaire session or, after clicking on "Activate" at the same time as CVideo, SoftSkillLab or ExaminLab in the Test section (see paragraph "Test"), it is possible to request video interviews, tests on soft and hard skills.

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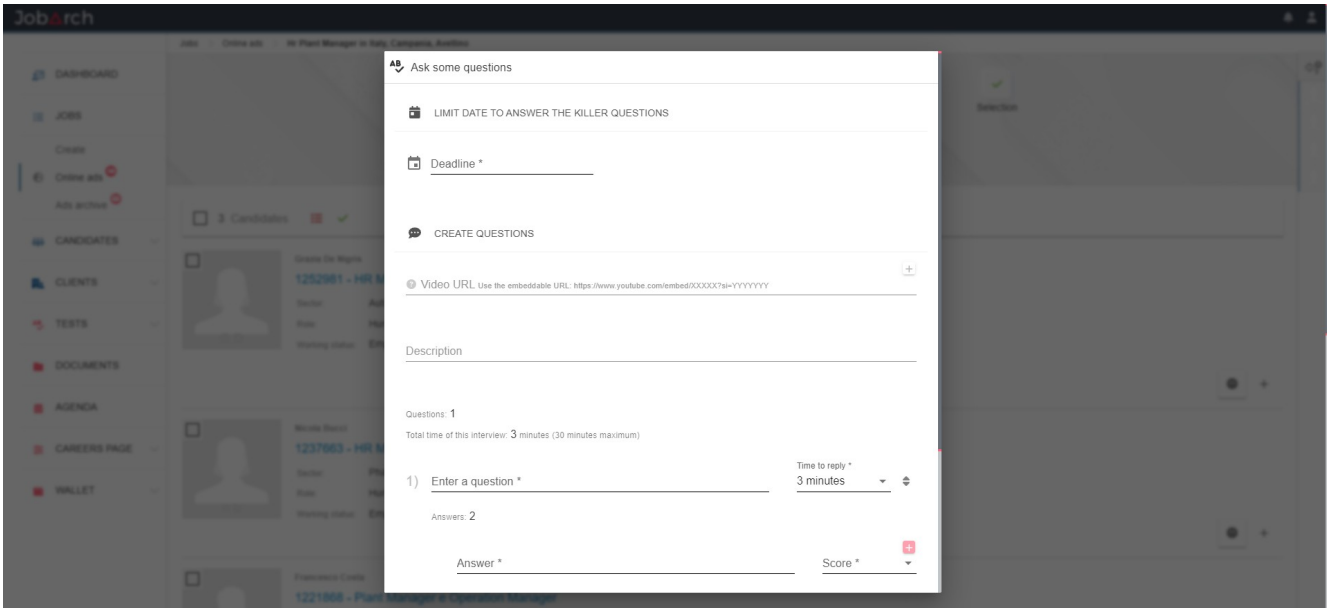
Questionnaire

Clicking on "Create session", you can access the questionnaire creation form. The test consists of multiple-choice questions aimed at assessing technical knowledge and/or requirements useful for the purpose of assessment.
Recruiters can:

- set the closing date;
- Indicate a website or insert other links (e.g. to video company presentations);
- Include a textual description of the test or your company;
- Write down the questions;
- Select the minutes the candidate has to respond;
- Write the answers;
- Set the score for each answer (scores range from 1 to 10);
- Add more questions (the test can last a maximum of 30 min).



The score of the candidates who responded to the request is expressed as a percentage within the candidate's string.

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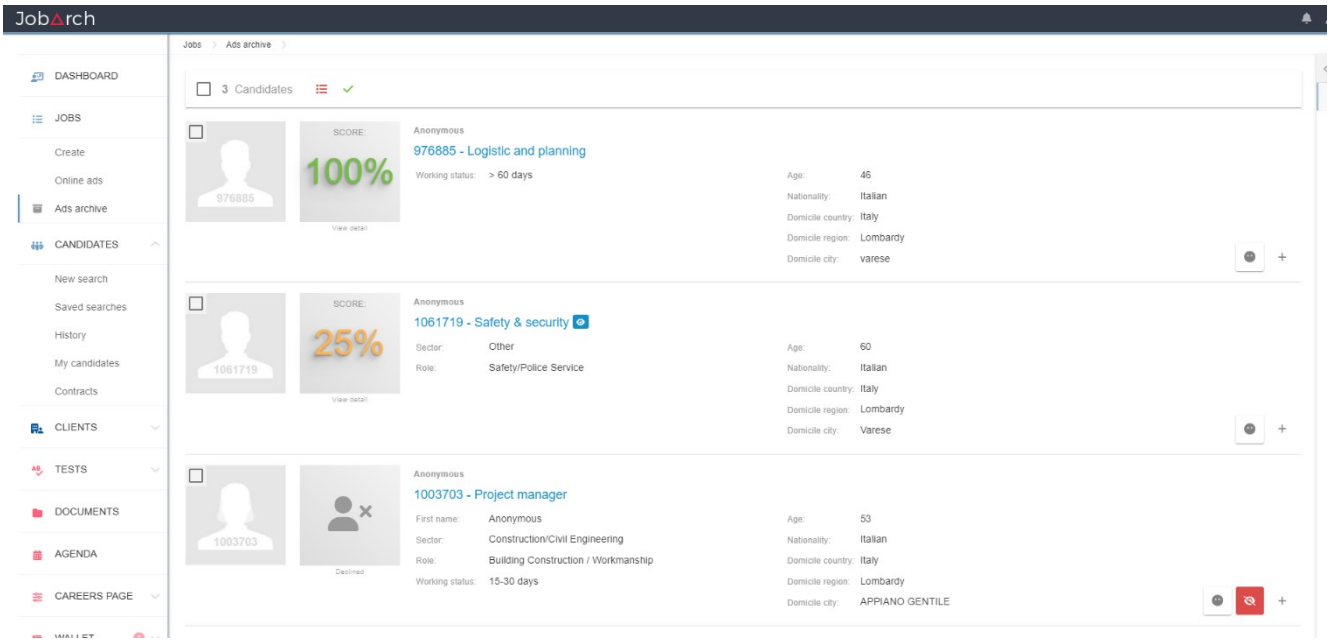
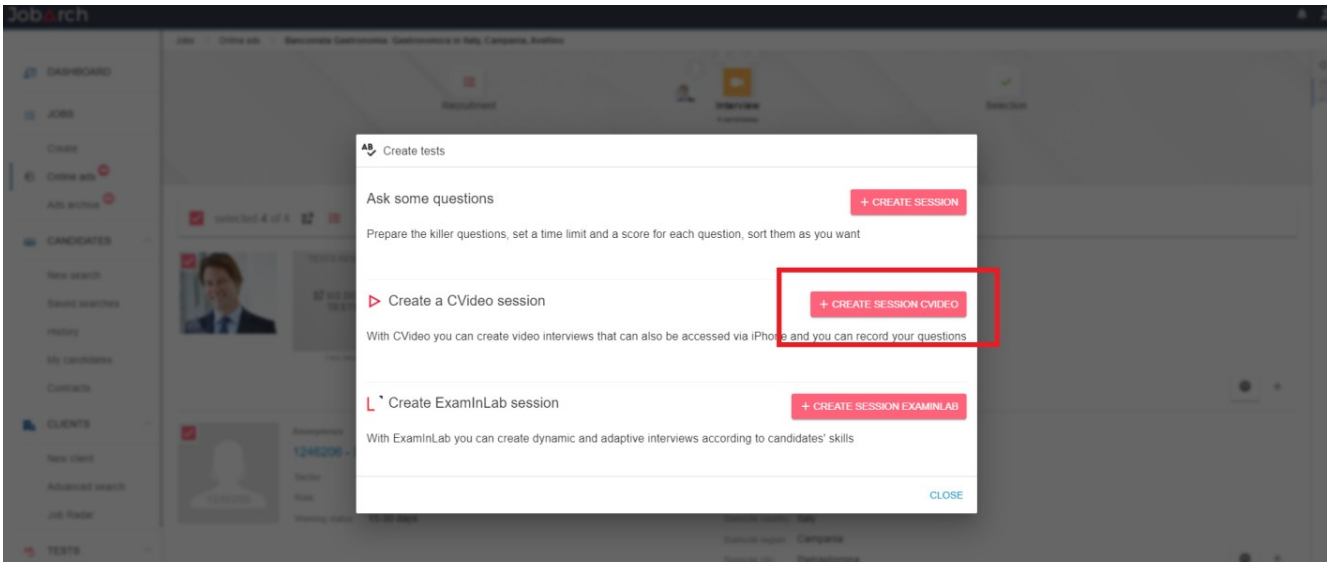


CVideo, ExaminLab, SoftskillLab

If you have active integration with the CVideo, ExamInLab and SoftSkillLab platforms, described in the "Tests" section, you can request an automated video interview, or hard and soft skills tests.
You can proceed by directly creating a new test session by clicking on "Create Test" and then "Create Session".



Or if you've already created a session, you can invite candidates (massively or individually) to take one or more tests.

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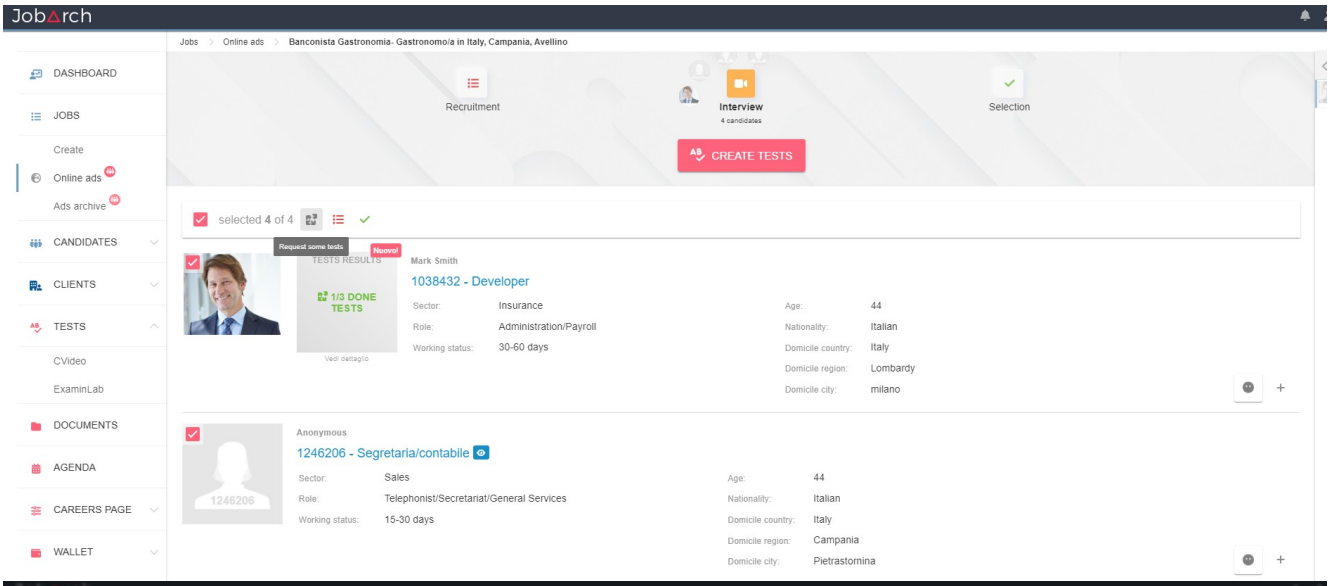
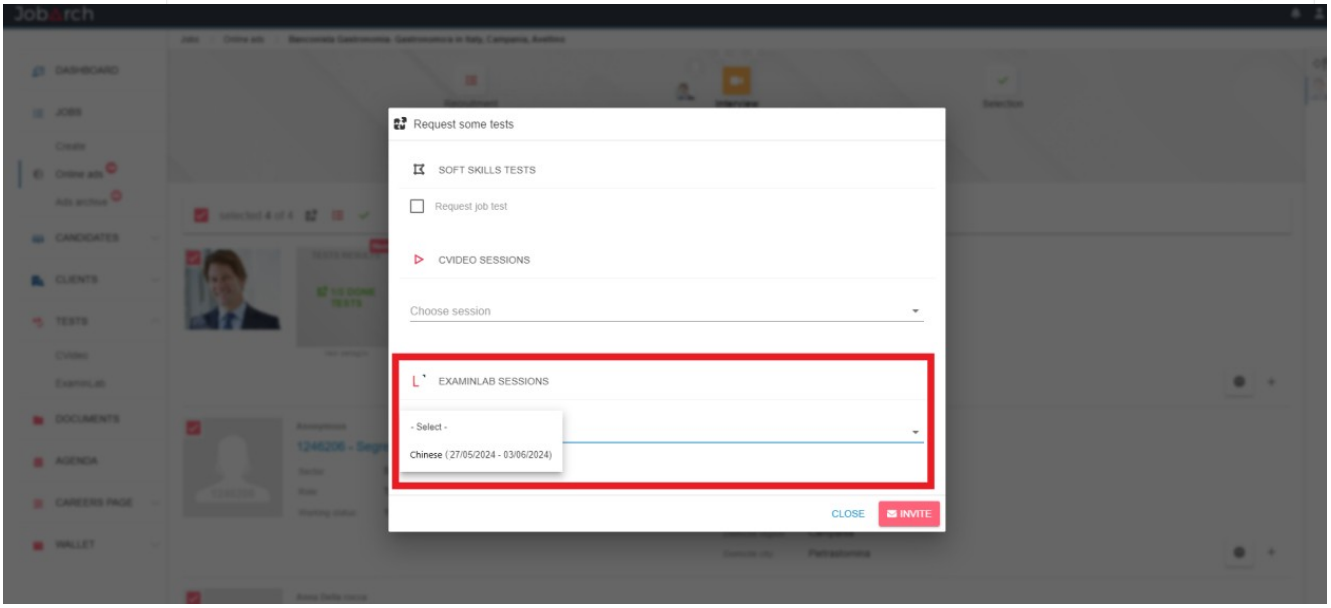
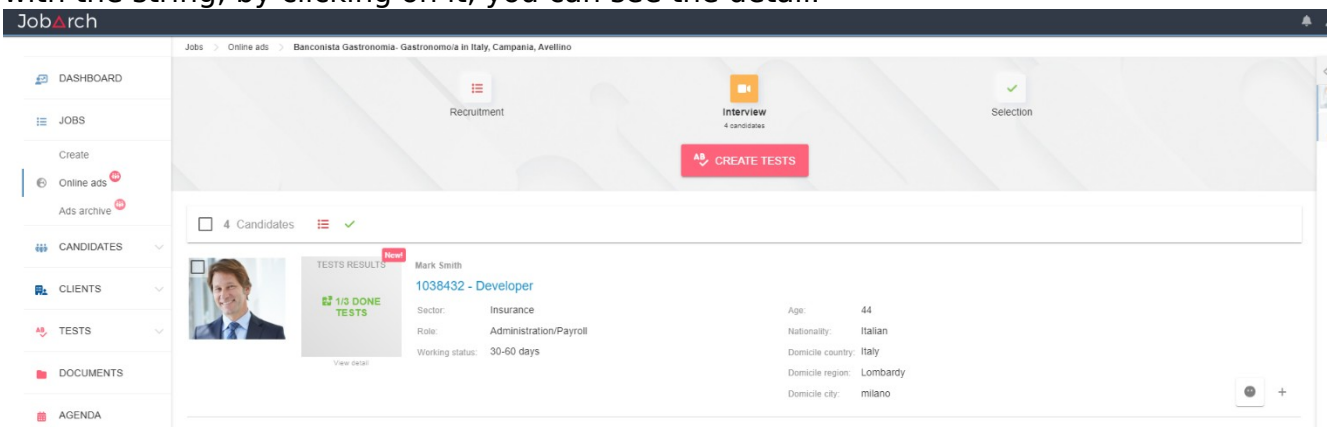




As the candidates respond to the requests, the result will be shown in correspondence with the string; by clicking on it, you can see the detail.



Once you have completed the assessments on the candidates, select the candidates of

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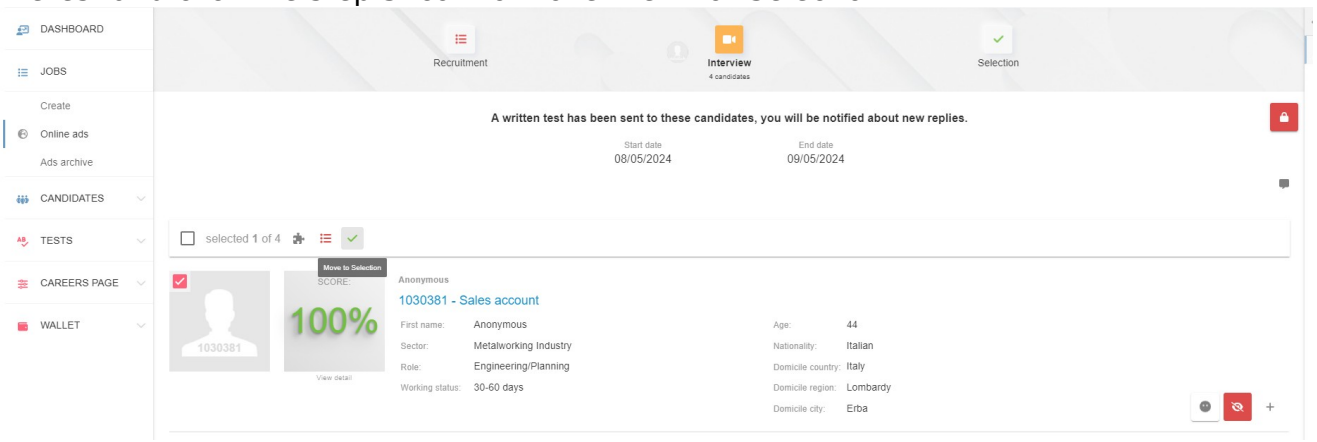
interest and click the step 3 icon to move them to "Selection".

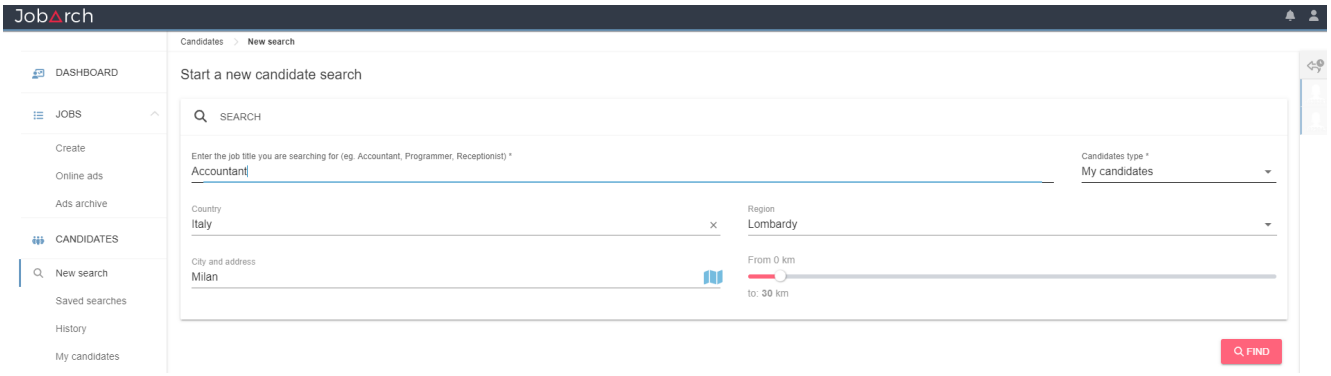


Selection step

The selection step is the last step of the process in which the candidates are shortlisted. This step is particularly suitable for entering evaluations and creating contracts; Everything can be managed from the candidate's profile.

Candidates (search)

In the "New search" section, you can search for candidates within the JobArch database (including candidates who have applied to your ads/company).



Within the searches in the JobArch database it is possible to consult all the profiles registered in the database. As in the results of the ads, if a candidate has applied for the job ads published by your company and/or spontaneously subscribed to your company, the profile will have an unlock icon, will be fully searchable and will be included in "My candidates". If, on the other hand, it is not a candidate who has made a spontaneous application to your company/to your company's ads, the profile will be "Anonymous", and it will not be possible to see the candidate's details in full. To access the complete profile, you need to click on "unlock all personal data and the CV" available in the different profile tabs.

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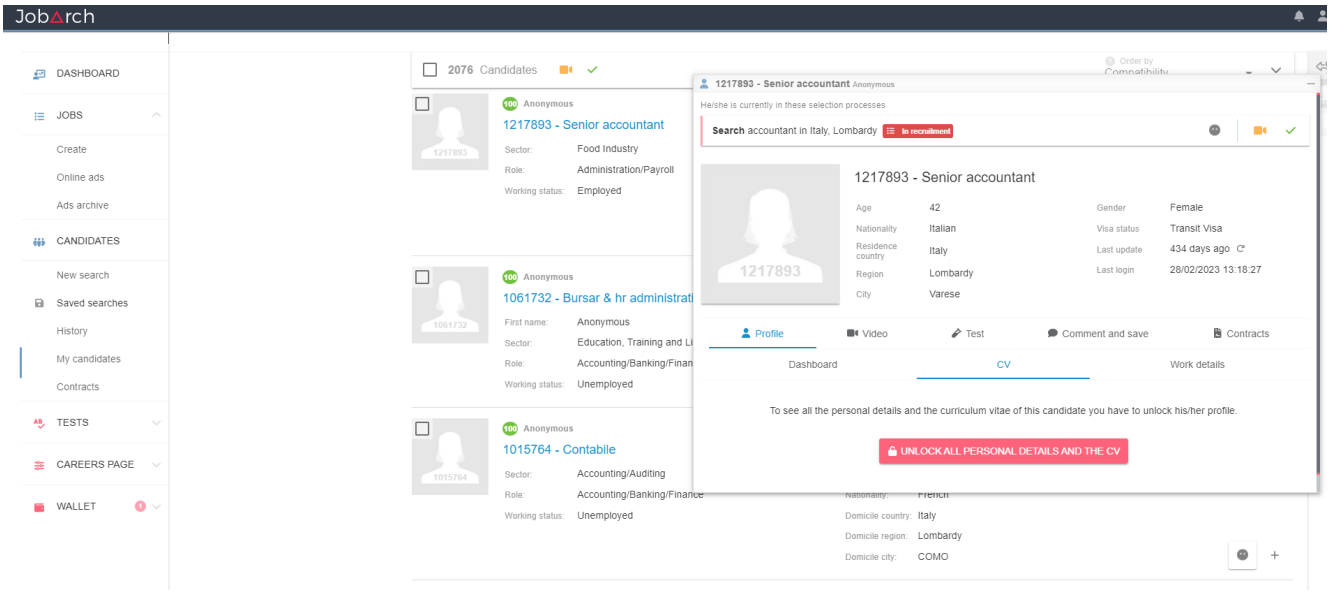

If you have CV unlocks, the unlock will be immediate, if you do not have enough CV unlocks, you will need to go to the cart and buy the unlocks.
As in the jobs advertisements, compatible candidates in the JobArch database with a private profile will have a red icon. Before unlocking, click on the red button to ask the candidate to consent to make the profile visible to the company.

It is also possible to save the searches by assigning a title, using the box at the bottom left of the list of results:

Saved searches will be available under the title you choose in the "Saved Searches" section.
In the "History" section, you can view all the latest searches you have made.
In the "My Candidates" section, you can see which candidates have been registered and which have been unlocked.

Contracts

This section contains all candidates who have/have had a contract. These are filterable by contract date, user, and keyword.

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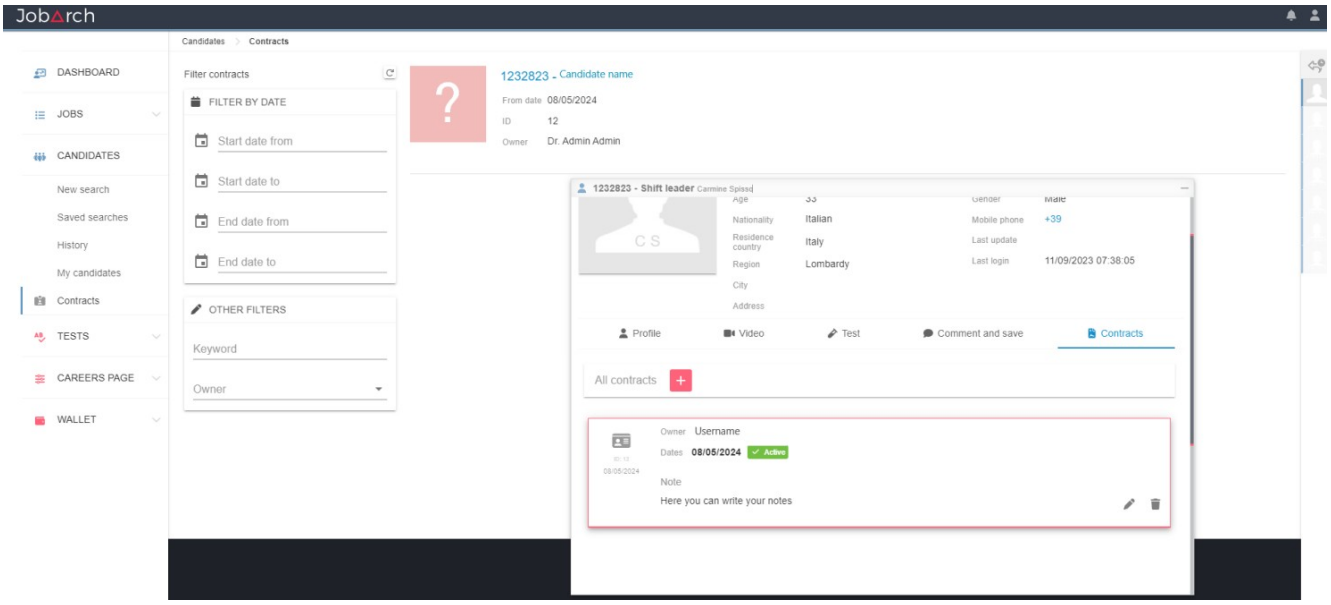
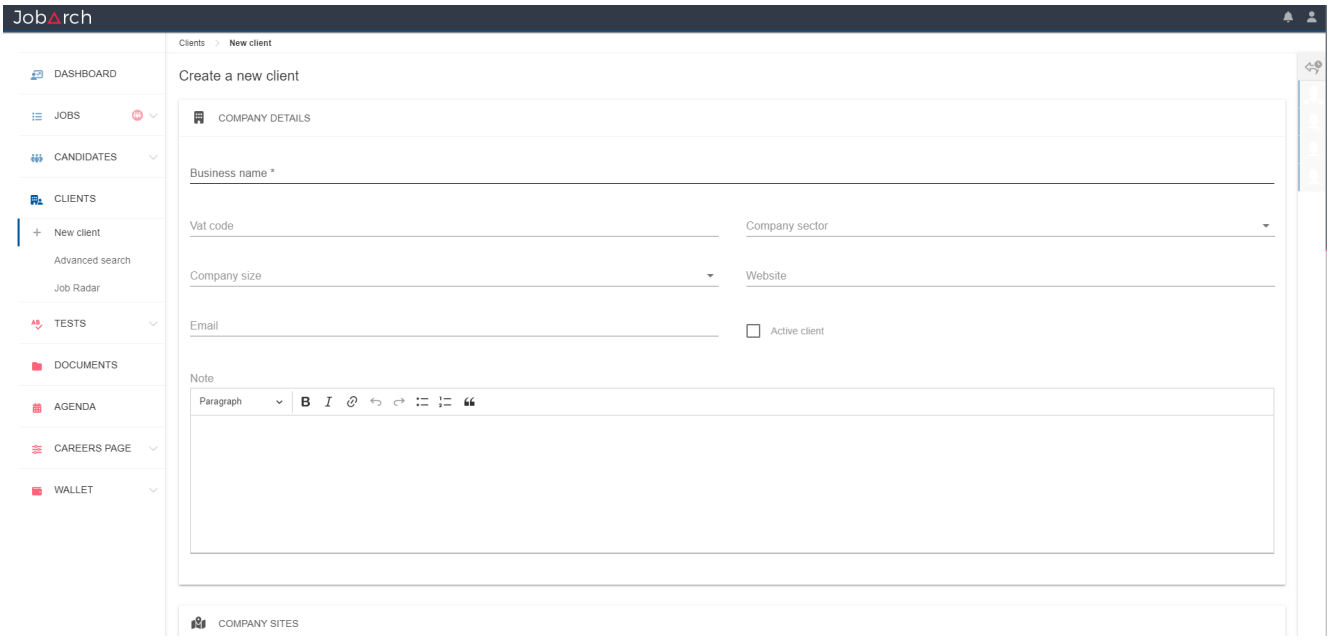


Customers (*active based on the chosen plan)

New customer

It is possible to manually register a new company by filling in the mandatory fields of the master data indicated with *.



Customer profile

By opening the customer profile, you can access all the details of the company.
You can always make changes or proceed with deletion.

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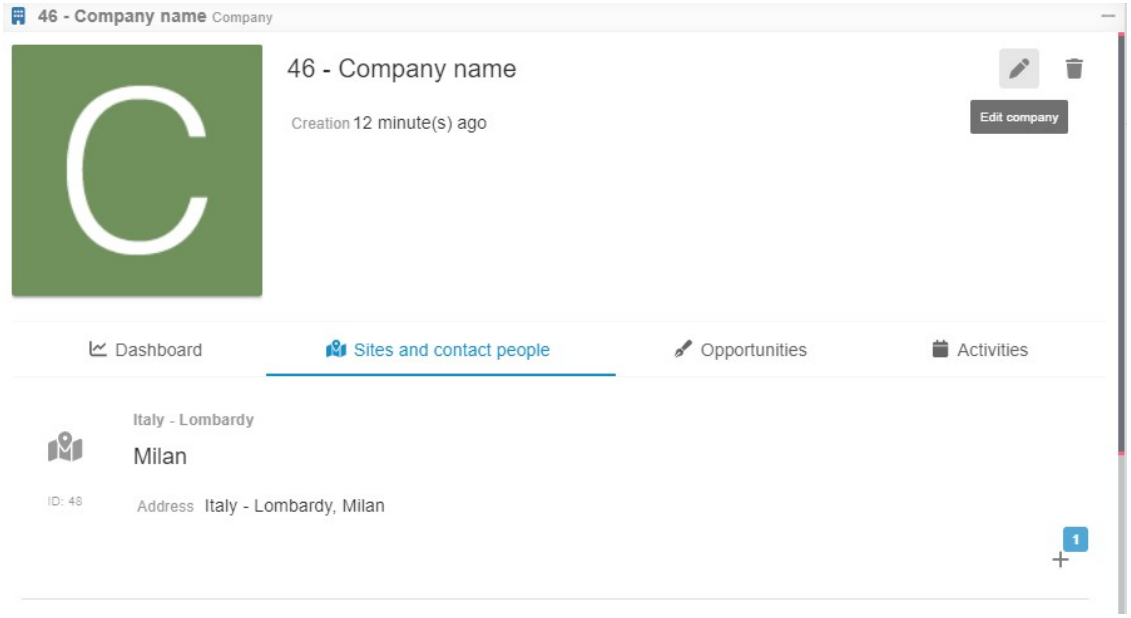
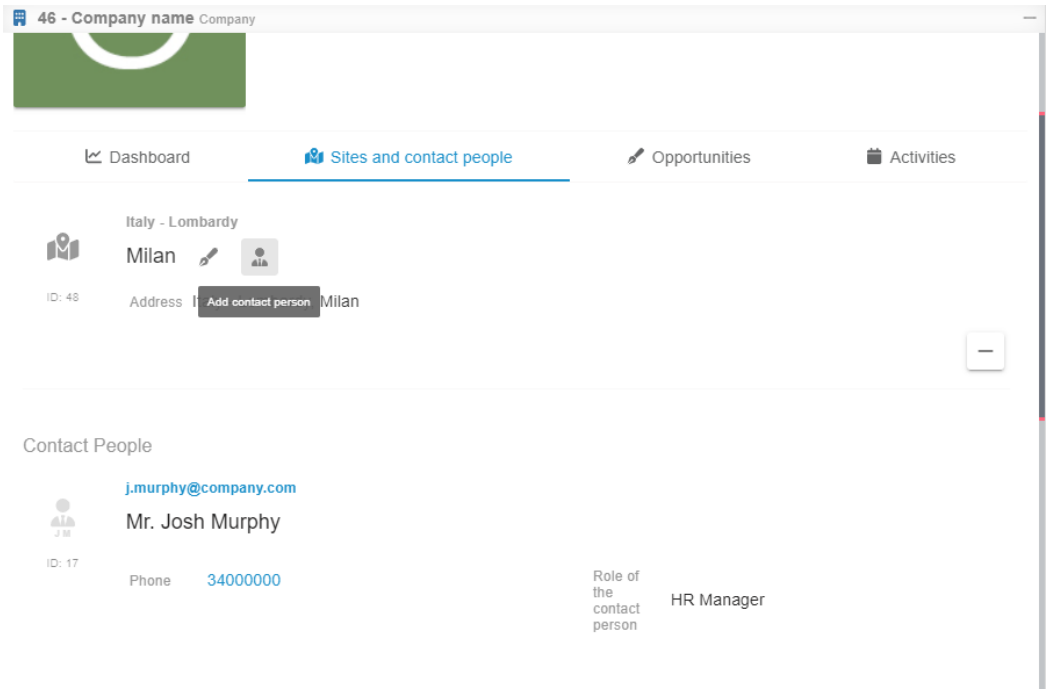


Dashboard: The dashboard contains statistics related to the company, with a graphical representation of opportunity data.
Sites and contact people: The TAB contains the sites entered with their contact people. To enter a new contact person, click "Add contact person".



Add Opportunity: You can create an opportunity, i.e. an order commissioned by the company, within the company site. To proceed, click on "Add Opportunity".

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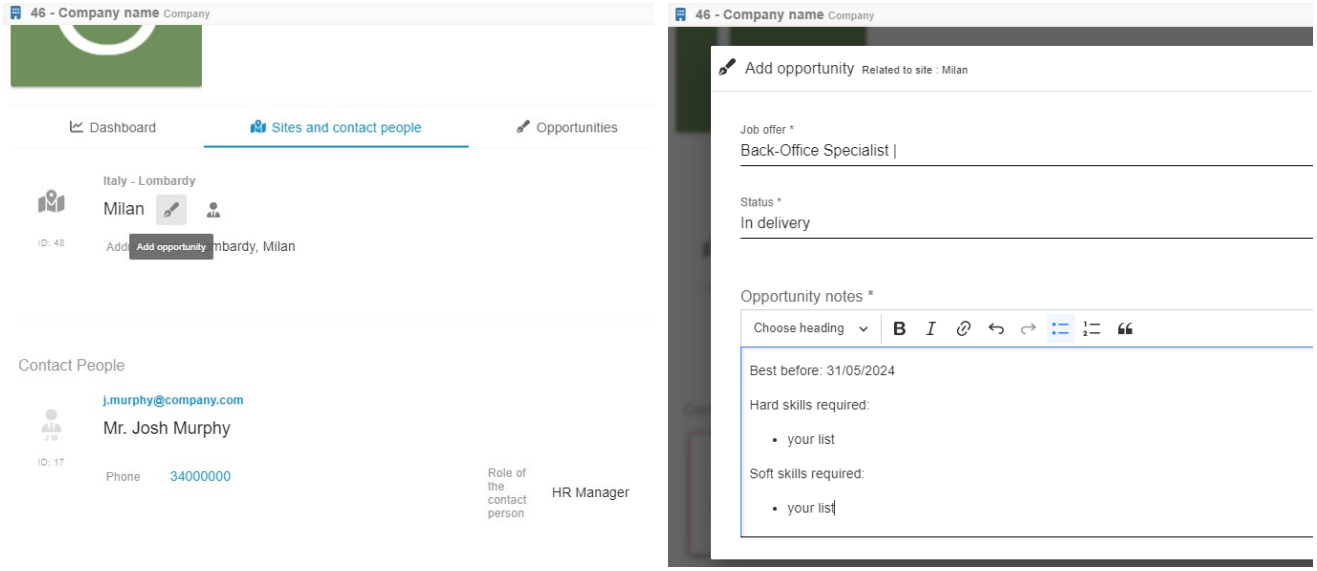
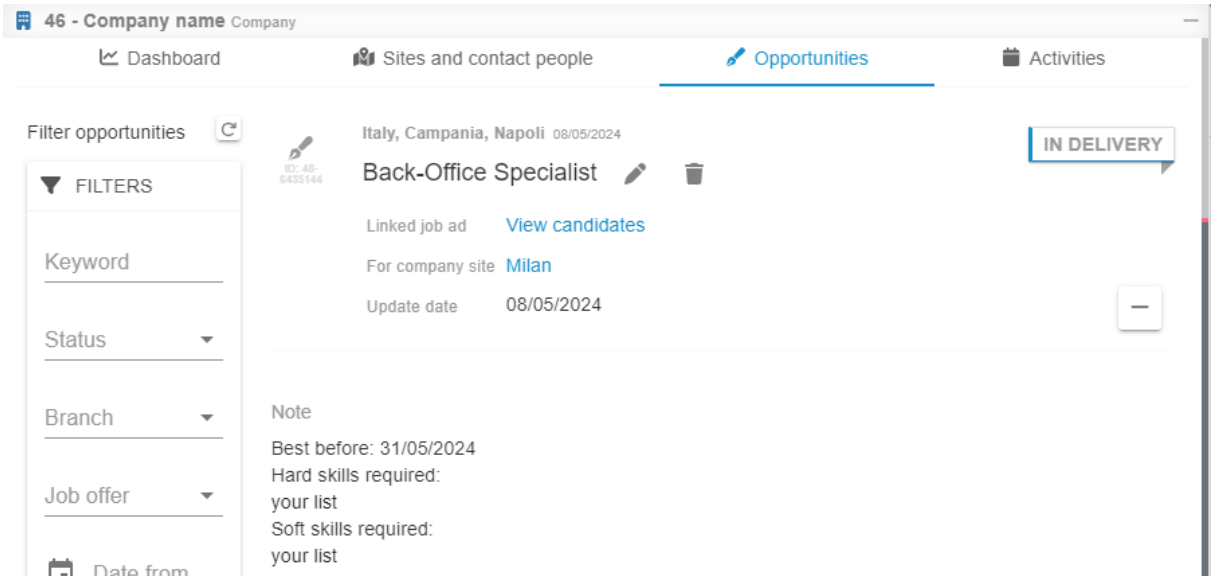


In the "Opportunities" section, all created orders are shown.
Status: Opportunity statuses must be manually edited as the selection progresses.
Company site: Link the order to a specific business site.
Comment: You can enter the description of your request.
Actions on opportunities:

- **Edit ->** To edit the details of the opportunity.
- **Delete ->** To permanently delete an opportunity.
- **Filters on the left ->** To make it easier to find the opportunities you have created.



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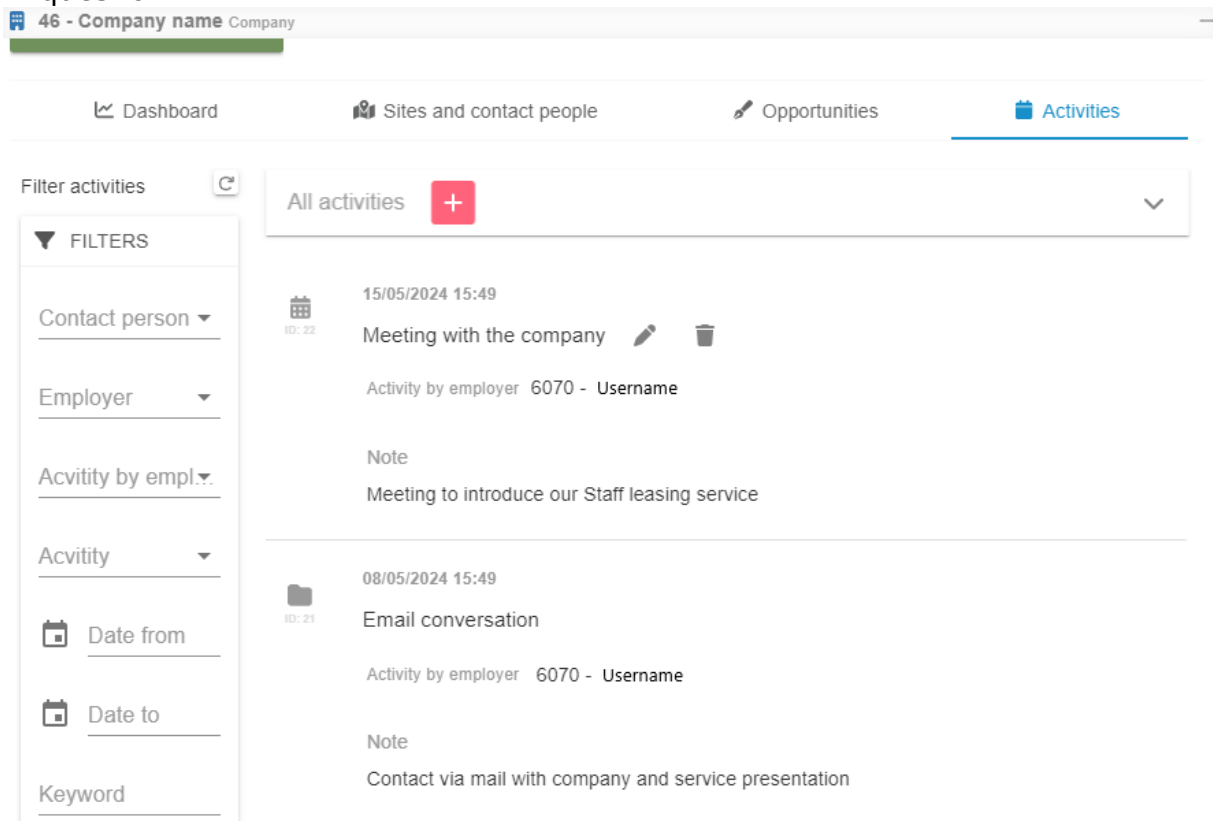
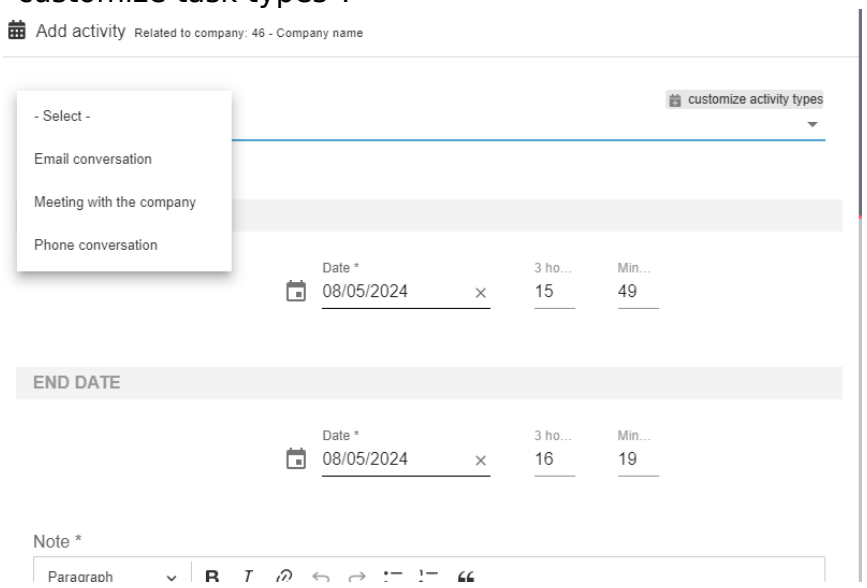
Activity: Section where you can view the history of activities performed on the company in question.



To add an activity, click on "+". If you want to manage or add new activity types, click "customize task types".



Advanced search

Using the "Advanced search" tab, you can search your company database. Searches can be by customer name, site, branch, contact person, and all customers.

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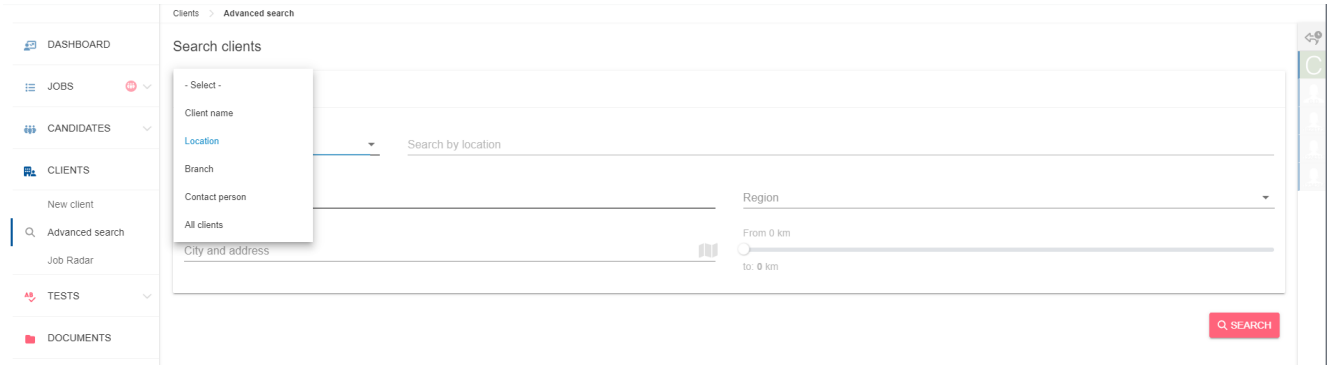
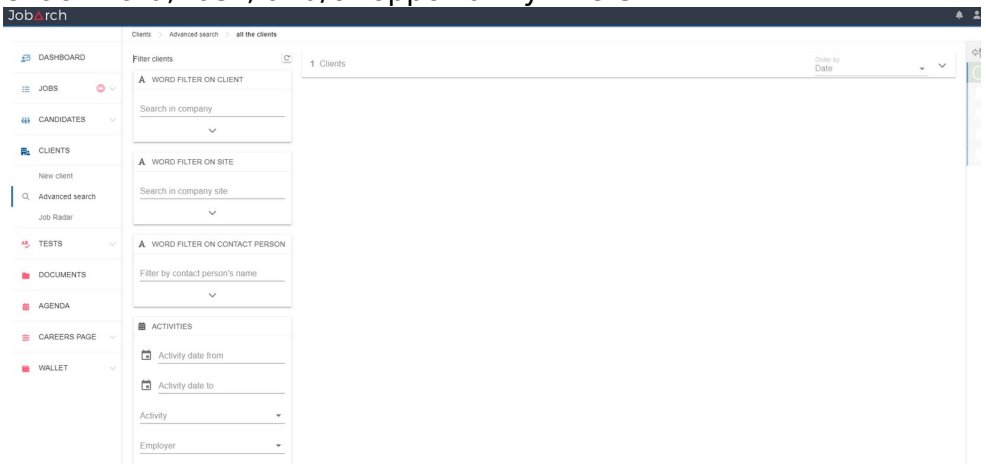
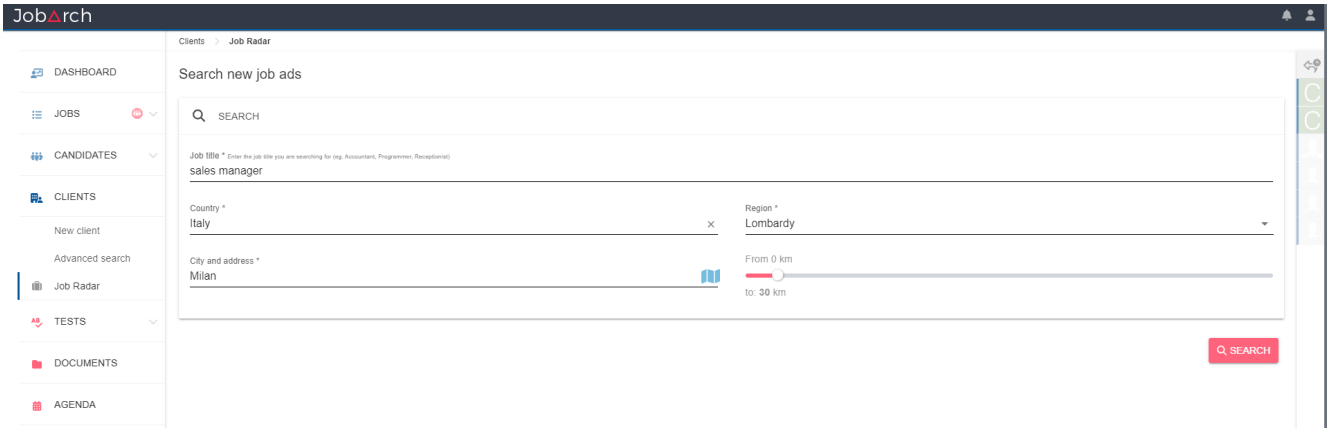


By clicking on the "Search" button, the system returns the results corresponding to the search. To fine-tune it, you can use the date, distance, or alphabetical sorting, or use the exact word, task, and/or opportunity filters.



Job Radar (*activated depending on the chosen plan)

The job radar enables you to support lead generation by searching in the main job portals for vacancies that may interest you, helping you intercept potential opportunities. Enter the job title and location of interest:



On the results screen, the job offers matching the search criteria are displayed, and the identified semantic tags are highlighted for each job advertisement:

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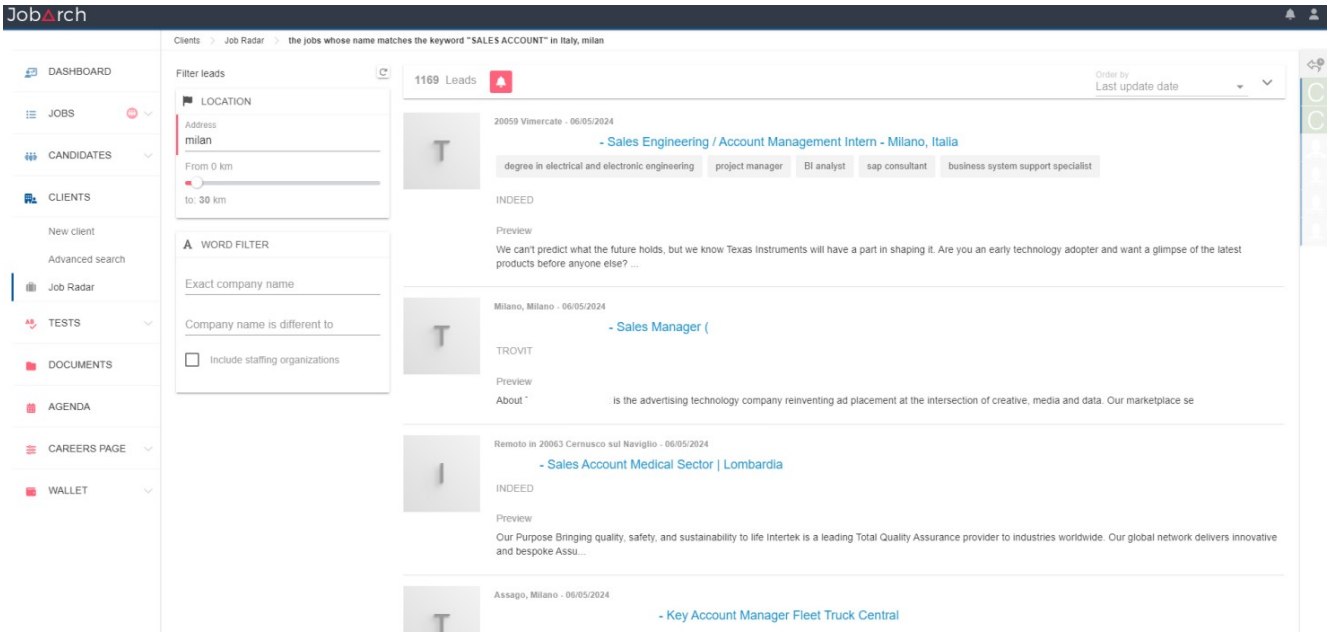
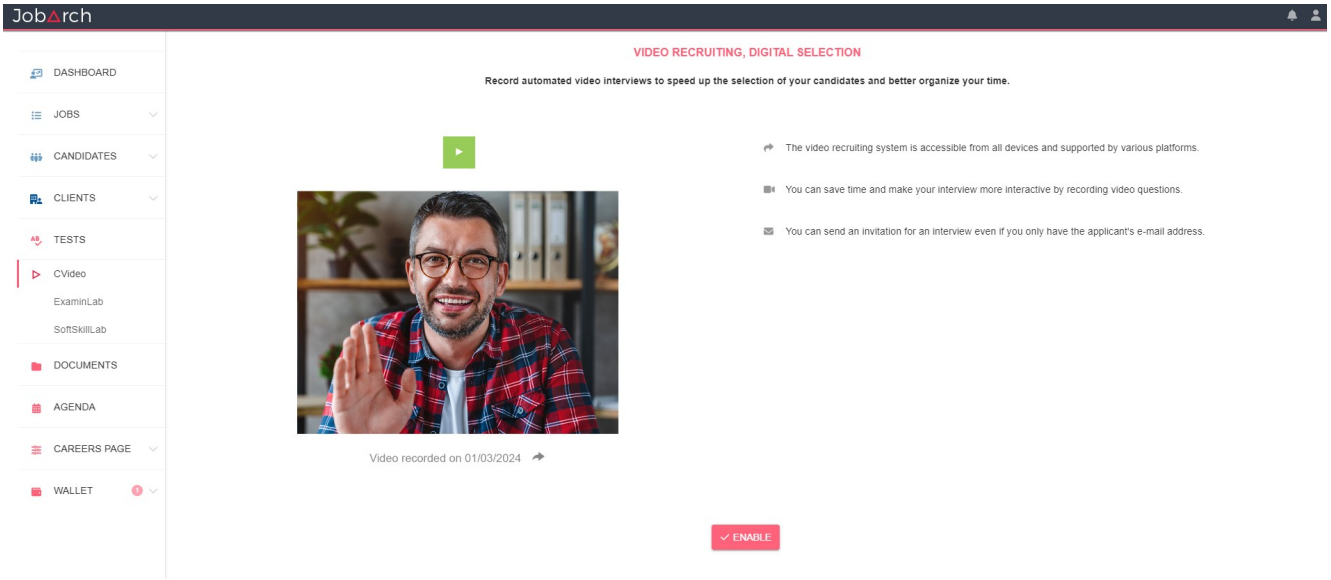


By clicking on the title of the job offer, you are taken back to the source site where the job offer is published.
You can filter by "exact company name", "company name is different to", and decide whether or not to display ads related to stuffing organizations.
By clicking the bell button "Create an alert", you can create an alert that sends an email to the employer with title, date, city and links to new ads compatible with your search. To deactivate the alert, use the appropriate link in the email.

Tests

From this section, it is possible to connect to three platforms for requesting tests and supplementary videos. To do so, access the test section and click on "Enable" by the tool of interest:



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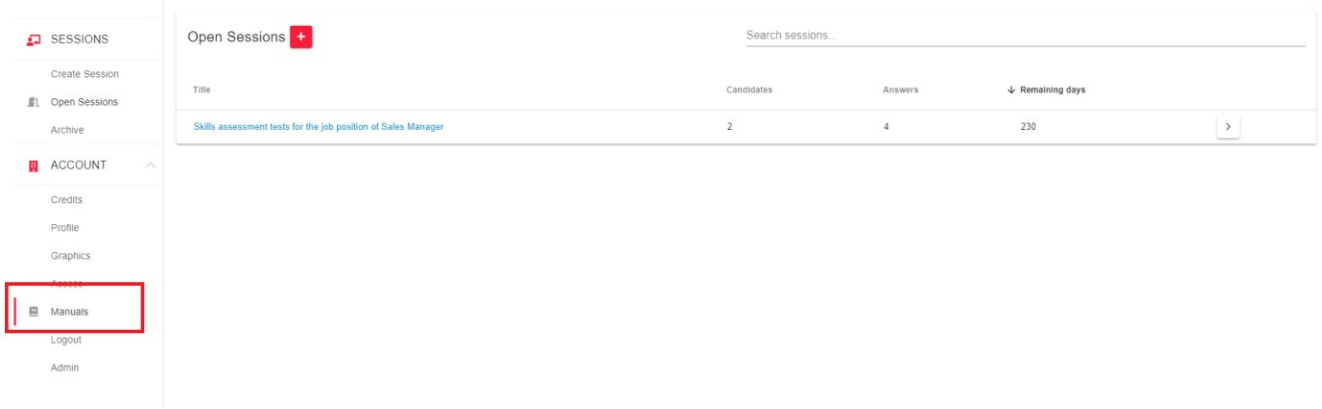
CVideo
Invites candidates to take an automated online video interview for quick and immediate screening of selected profiles.

ExaminLab
Measures candidates' technical and language skills thanks to an online platform of adaptive tests with incremental difficulty.

SoftskillLab
Draws up a precise profile of candidates' skills, competencies, and psychological style thanks to a library of 37 psychometric tests.

The manuals of the individual instruments are available in the manuals section:



Free credits are included upon activation; The costs of the additional packages are shown and can be activated in the Credits section.

Documents (*activated depending on the chosen plan)

The "Documents" tab allows the user to create folders in which useful documents can be stored:

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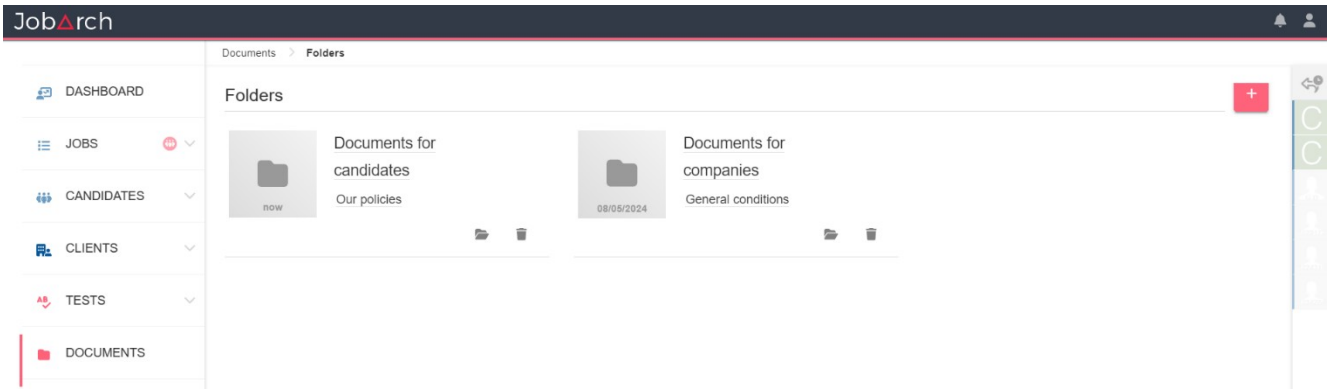
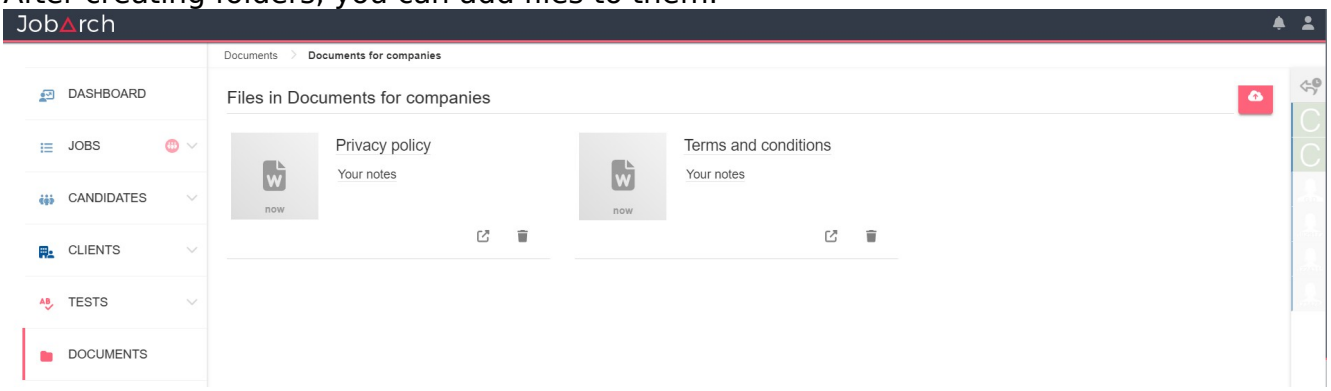
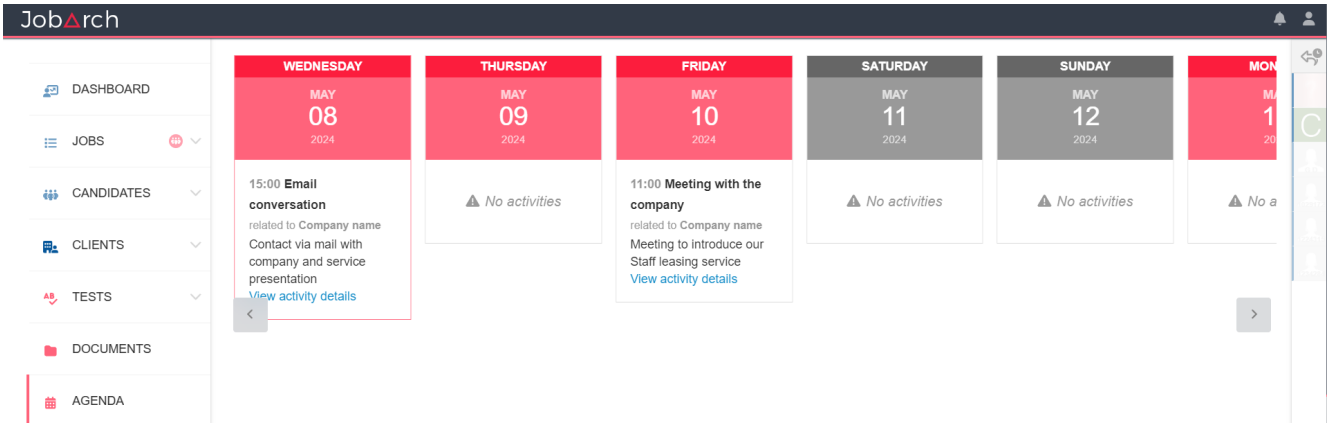


After creating folders, you can add files to them:



Agenda (*activated depending on the chosen plan)

Section where it is possible to view the activities with customers entered in the application.



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Careers page

Customize

Company Profile

You can edit your company details and billing information.

Graphics

You can customize the content of your career page: insert short texts about the company's history and vision, indicate the year of foundation, provide some numerical data about your employees, upload videos from YouTube or specify links to the company's social pages. In addition, you can manage the graphics of your career page: upload a cover image, change the background colors, links, buttons and upload your company logo.

Mail

It is possible to manually customize both the confirmation mail for a direct application to a job advertisement and the email to unsuitable candidates.
“Manage e-amil notifications”: This section allows you to choose which notifications to receive from the system.

- Notification e-mail of new candidates on searches: receiving e-mails when a new candidate corresponding to a started search signs up for the database.
- Notification e-mail of new candidates on job postings: receiving emails when a new candidate signs up for a published job offer.
- Notification e-mail from candidate activities: Receive emails when a candidate responds to a test invitation or request.
- Emails about interesting opportunities: Receiving informative/marketing emails from JobArch.

Page Preview

It allows you to view previews of the careers page and the job list.

Multiposting

It allows you to manage the data necessary for the publication of job ads on some external job boards.

Link

Links are shown to the pages to be linked on your company pages and which will be accessible to candidates.

Wallet

To activate subscriptions and consult invoices, access the "Wallet" -> "Subscriptions" area, and independently activate the subscription you want among those proposed.
In the "Cart" section, you will find the profiles you want to unlock (if you've finished your included unlocks). To proceed, click on the shopping cart icon and select a payment method.

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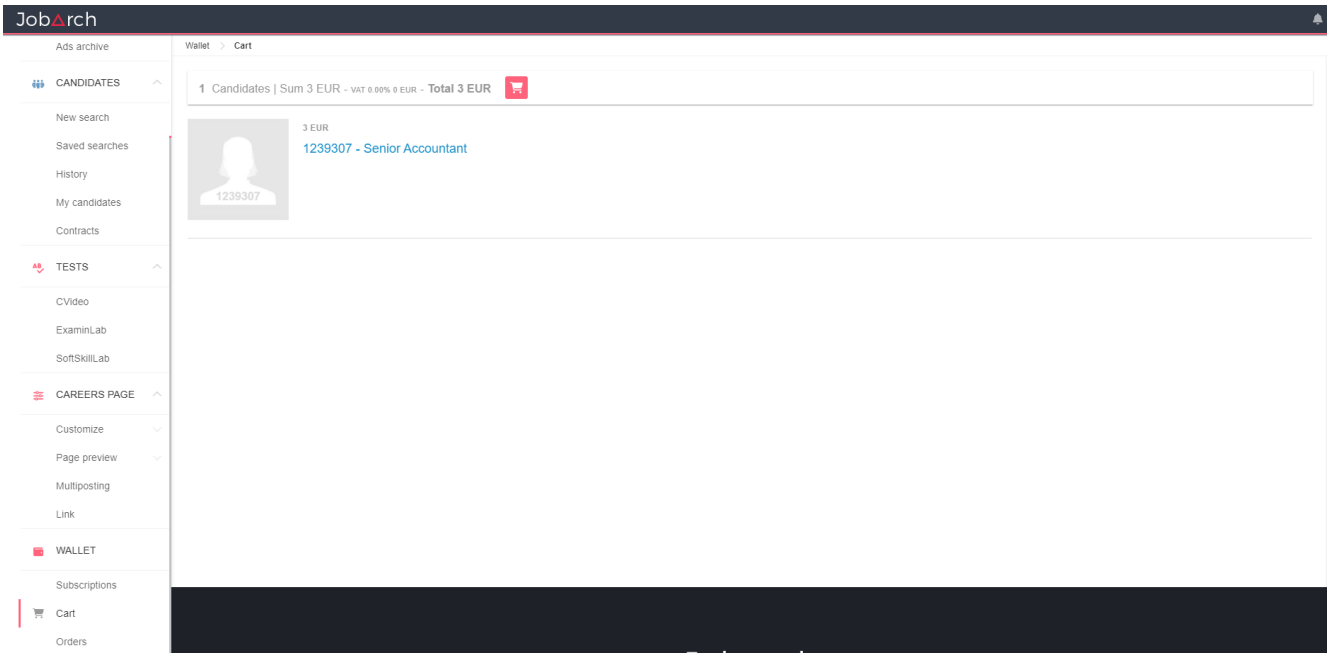
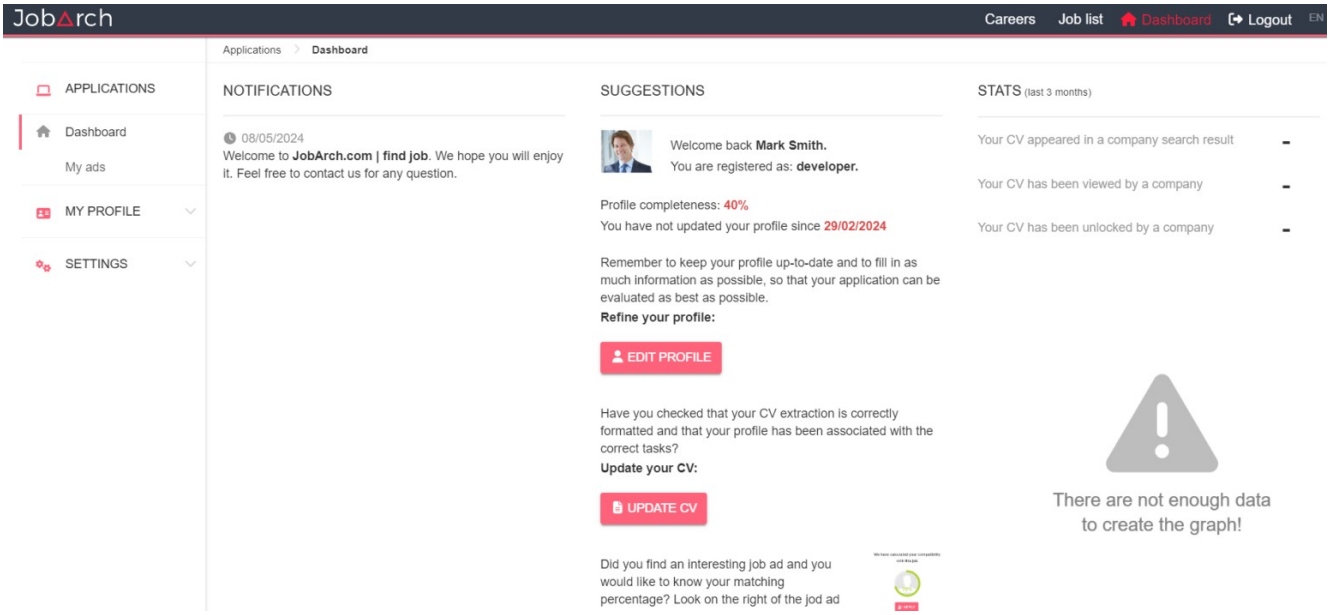


In the "Orders" section, you will find the orders that have been issued.

Candidate's Profile

Candidate Registration

Registration as a candidate is done via the application form, available at the link "Candidate application form" in the "Link" section of your company account.
Following registration, the candidate can access his/her reserved area.



In **dashboard**, the candidate has access to **notifications**, **suggestions**, and **statistics**.
In **My Ads** area**,** candidate find the ads he/she has applied for or saved.

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In **My Profile,** he/she can edit and delete the profile, CV and cover letter, record a video CV and take the Job Test.
Under Settings, in the **Activities** section, he/she can find the activities related to his/her profile and a downloadable file containing his/her data, ensuring the candidate’s right to data portability.

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