PeopleFluent Talent Acquisition
April 2020 Release Notes

April 30, 2020

Document Version: 1.0

Contents

New to PeopleFluent Talent Acquisition

PeopleFluent is pleased to announce the upcoming PeopleFluent Talent Acquisition April 2020 update.

This document describes the functionality of these new features, discusses their client impact, and provides detailed information about each. If you have any questions about the enhancements or the new features presented in this document, please contact your PeopleFluent representative.

Document Revision

This section lists the initial publication and any changes or updates that follow.

Table 1: Revision Information

Revision Information	
Revision Date:	April 30, 2020
Revised Document Version Number:	1.0
Details of Revision:	Initial publication.

PeopleFluent Recruitment Administration Features and Enhancements

The features and enhancements described in this section apply to PeopleFluent Recruitment Administration and are available to all PeopleFluent Recruitment Administration clients.

New Candidate Scheduled Interview Role Permission

Functionality

New role permission grants users access to the Candidate Scheduled Interview panel and the Candidate Scheduled Interview functionality in PeopleFluent Recruitment.

Summary Score Card

The Summary Score Card provides an overview of how this feature or enhancement may affect the client's implementation.

Table 2: Summary Score Card

PeopleFluent Recruitment Administration April 2020	
Feature/Enhancement	**Comments**
PeopleFluent Recruitment	
Recruitment User Interface Changes	New Candidate Scheduled Interview panel on the Candidate Profile.
PeopleFluent Recruitment Administration User Interface Changes	New role permission to access the Candidate Interview panel.
PeopleFluent Staffing Agency Interface Changes	N/A
Job Posting Changes	N/A

Details

PeopleFluent Recruitment now allows recruiters to email a link to candidates so that the candidate can schedule an interview from a selection of time slots. The interviews scheduled are tracked on the new Candidate Scheduled Interview panel on the candidate profile. To access this panel and the Candidate Scheduled Interview feature, users must be assigned to the Show Candidate Interview role permission in PeopleFluent Recruitment Administration (RMS Administration Portal).

To access this role permission, go to **Permissions > Recruiter's Portal > The various panels on candidate screens > Candidate Interview > Show Candidate Interview**.

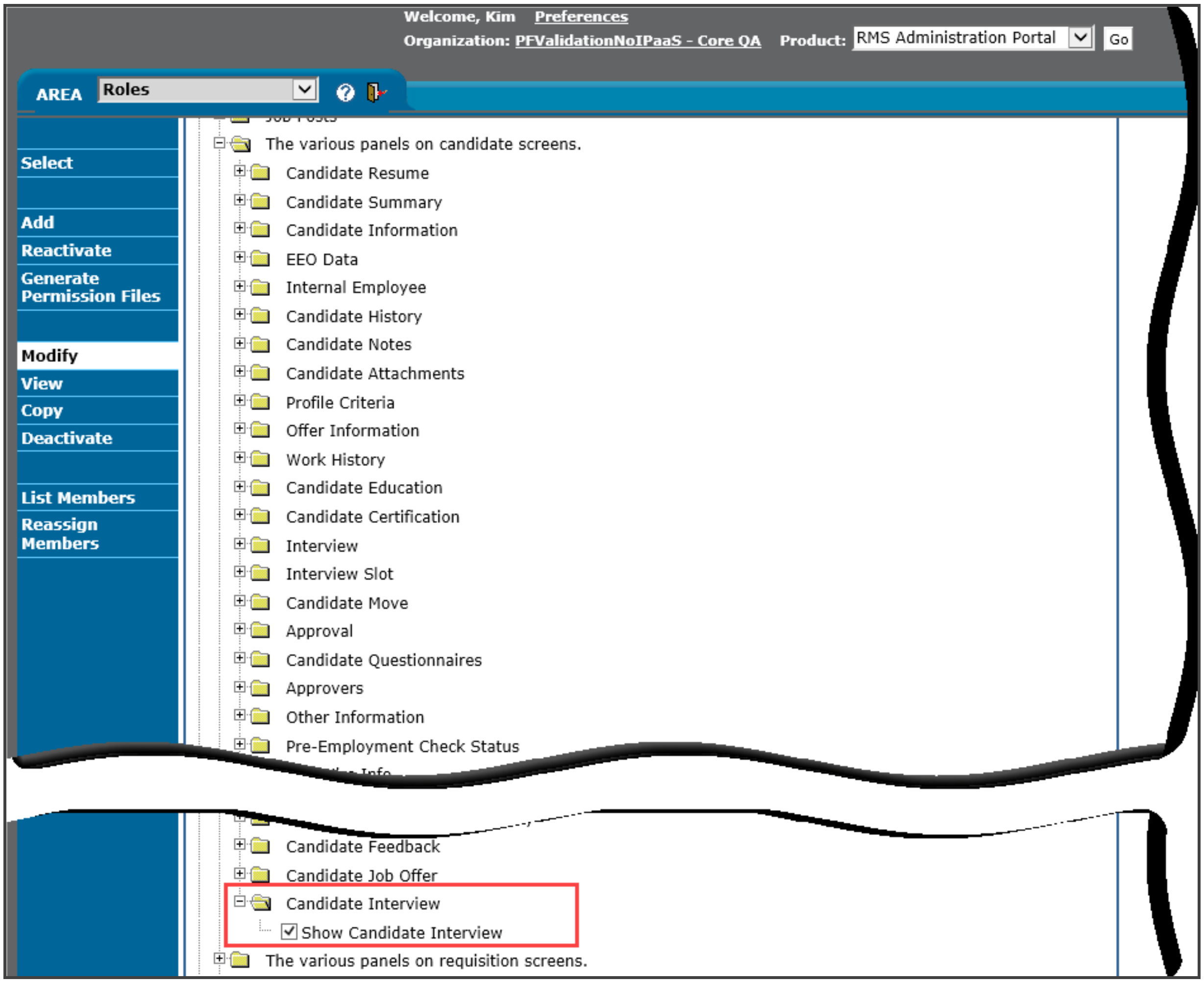

Figure 1: Show Candidate Interview Role Permission

This role permission is enabled by default for all user roles. To restrict a specific user from accessing the Candidate Scheduled Interview feature, the administrator must disable this role permission.

When the role permission is enabled, the Candidate Scheduled Interview panel appears on the Profile tab of the candidate's profile. For more information on this panel and the Candidate Scheduled Interview feature, see Candidate Scheduled Interviews on page 4.

PeopleFluent Recruitment Features and Enhancements

The features and enhancements described in this section apply to PeopleFluent Recruitment and are available to all PeopleFluent Recruitment clients.

Candidate Scheduled Interviews

Functionality

This new feature allows recruiters to email a link to candidates so that the candidate may pick from a selection of time slots the best date and time to attend an interview.

Summary Score Card

The Summary Score Card provides an overview of how this feature or enhancement may affect the client’s implementation.

Table 3: Summary Score Card

PeopleFluent Recruitment April 2020	
Feature/Enhancement	**Comments**
PeopleFluent Recruitment	
Recruitment User Interface Changes	New Candidate Scheduled Interview panel on the Profile tab of the candidate record.
PeopleFluent Recruitment Administration User Interface Changes	New role permission to access the Candidate Scheduled Interview panel.
PeopleFluent Staffing Agency Interface Changes	N/A
Job Posting Changes	N/A

Details

PeopleFluent Recruitment users can now send a link to candidates and let them pick the best time for an interview based on the availability of the interviewers.

The Recruitment user sets up an interview by selecting dates and times based on availability within an interviewers calendar. Currently, Recruitment supports Google Calendar and Microsoft Outlook 365.

Once the interview criteria are set, the Recruitment user emails the candidate a link to a page where the candidate can select the desired interview time slot. The interviewers will receive a calendar invite to their Google or Outlook 365 calendar.

Candidate Scheduled Interviews vs Recruiter Scheduled Interviews

With the April 2020 update, PeopleFluent Recruitment now offers two types of interview scheduling.

- Candidate Scheduled Interviews – Recruiters can invite candidates to schedule their own interviews.
- Recruiter Scheduled Interviews – Recruiters can schedule interviews on behalf of a candidate.

Candidate Scheduled Interviews

Candidate scheduled interviews are managed through the new Candidate Scheduled Interviews panel of the candidate profile. To access that panel, the Recruitment user must have appropriate role permission (for more information see, New Candidate Scheduled Interview Role Permission on page 2). This panel is where users can select the availability of the interviewers and email a link to a candidate allowing them to pick the best time slot.

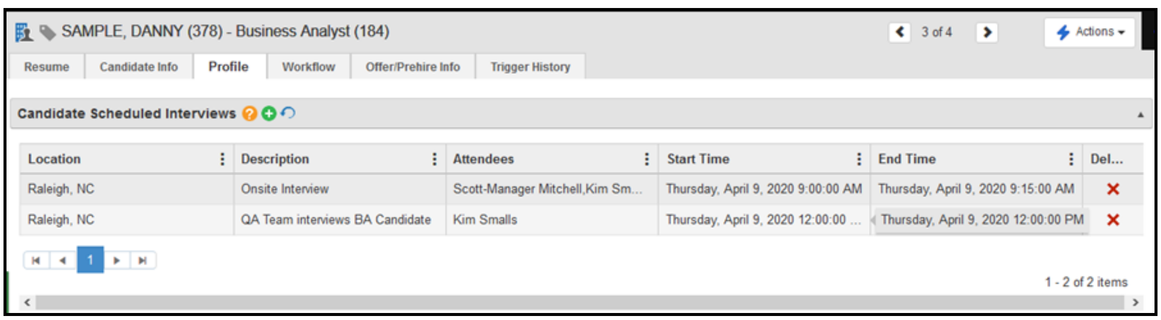

Figure 2: New Candidate Scheduled Interviews Panel

Recruiter Scheduled Interviews

This is the existing interview scheduling process in PeopleFluent Recruitment. This interview scheduling type is managed through the Recruiter Scheduled Interviews panel (formerly known as the Interview panel). Recruiters pick the date and time of the interview (block scheduling) and send it to the candidate who either accepts the request or requests a new date and time. Recruiters can also add questionnaires to these types of interview requests.

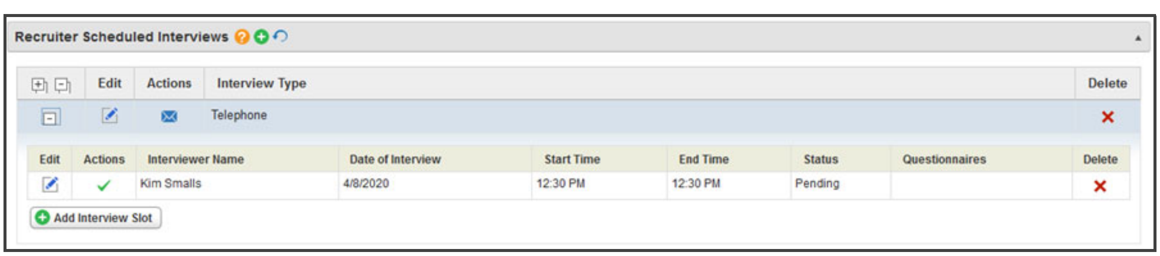

Figure 3: Recruiter Scheduled Interviews Panel (formerly Interview panel)

Integrate Google Calendar or Outlook 365 Calendar with PeopleFluent Recruitment

Prior to using the Candidate Scheduled Interview feature, interviewers must have their Google or Outlook 365 calendars synced with PeopleFluent Recruitment in order to view their availability when setting up an interview.

To sync your Google or Outlook calendar with Recruitment

1 Go to **Global Header > Preferences**.

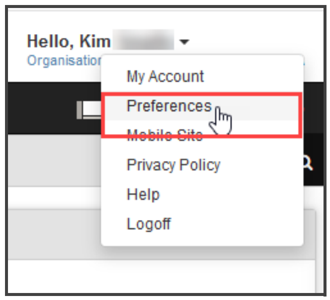

Figure 4: Select Preferences

2 From the Preferences dialog box, go to the Calendar Integration panel and click **Authorize Google Calendar Integration** or **Authorize Office 365 Calendar Integration**. The login screen for the chosen application appears.

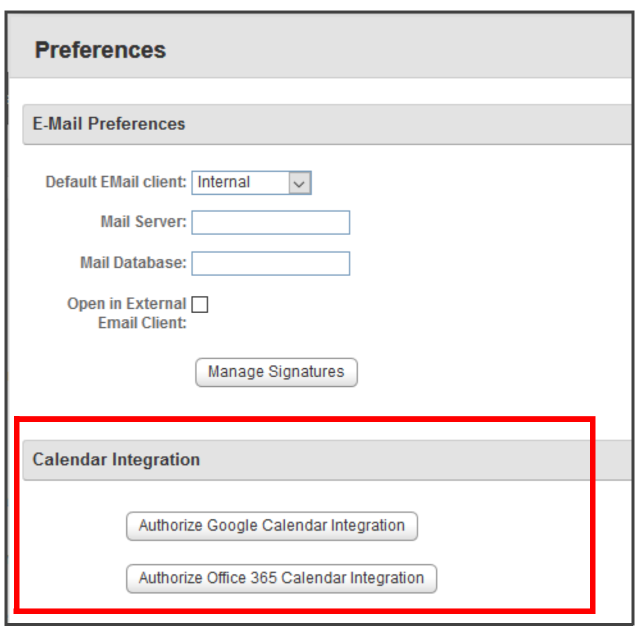

Figure 5: Calendar Integration Settings

3 Once you have logged into your Google or Office 365 account, a permissions request dialog box appears. Click **Allow** or **Accept** to grant access to your PeopleFluent Recruitment account.

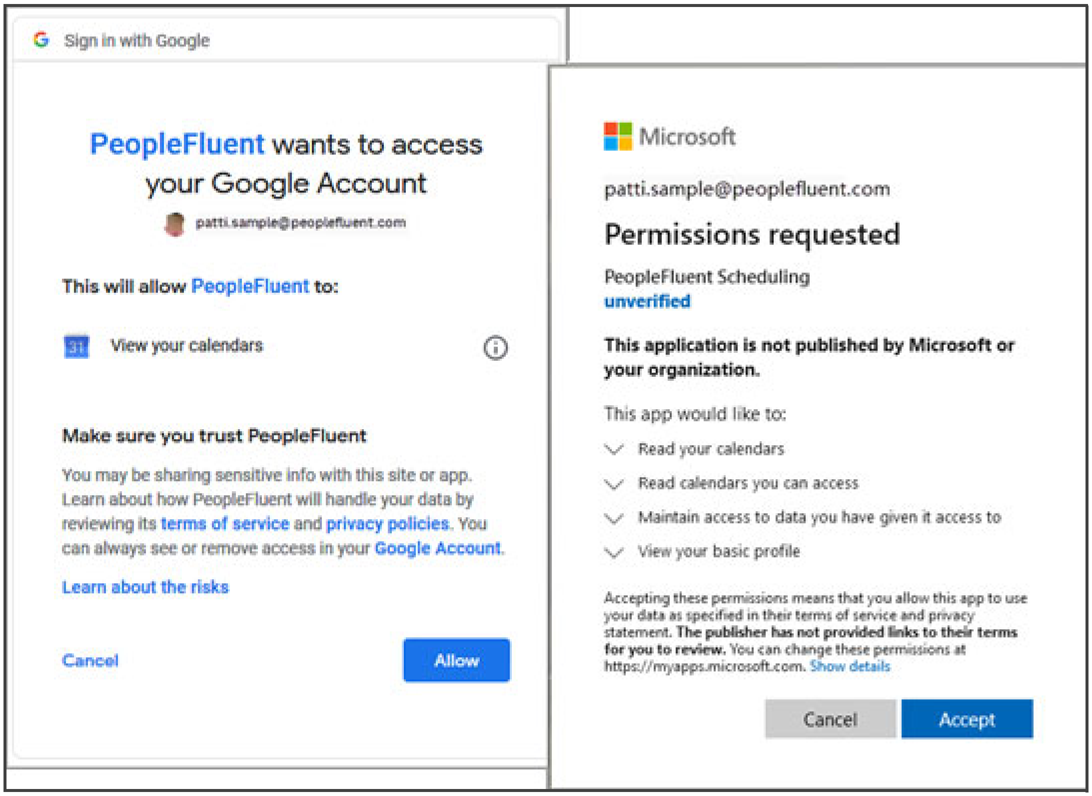

Figure 6: Google and Outlook Calendar Permissions Request

Note: If the user changes the password to their Google or Outlook 365 account, they will not have to re-sync their account with PeopleFluent Recruitment.

Send Scheduling Link to Candidate

To send a scheduling link to a candidate, select the candidate from the workflow folder and then go to the Profile tab. From the Profile tab of the candidate record, go to the Candidate Scheduled Interviews panel and click the **Add New Entry** icon.

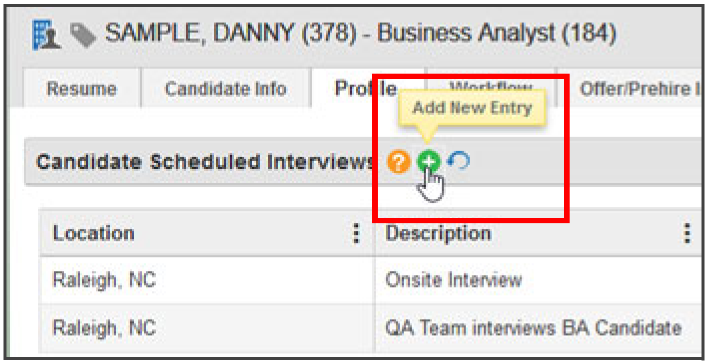

Figure 7: Add New Entry

From the Add Interview dialog box, set your interview availability preferences.

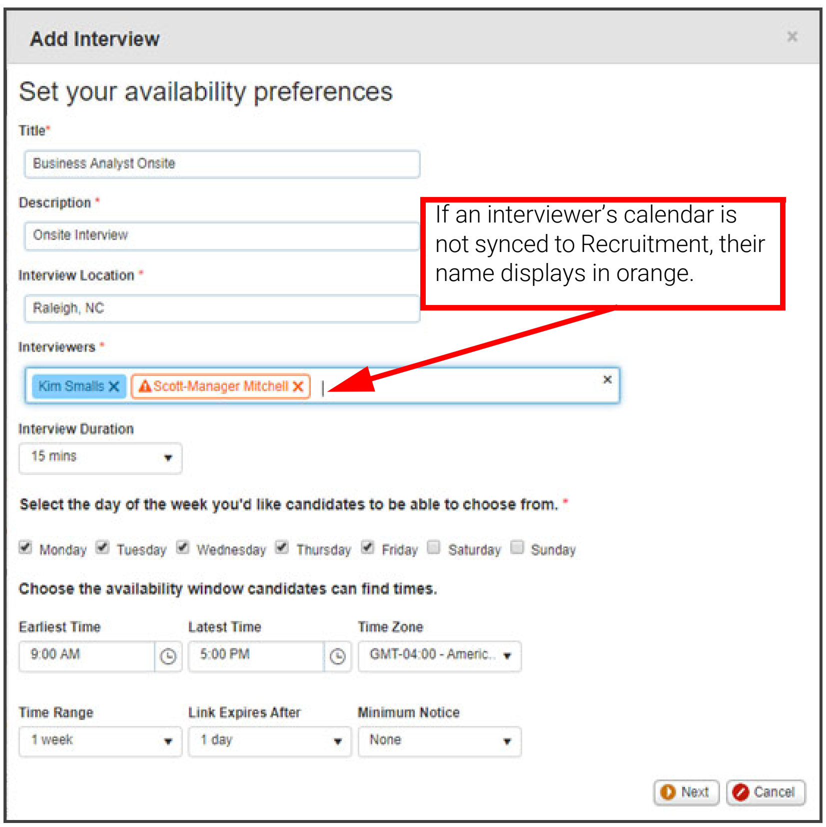

Figure 8: Add Interview Dialog Box

Table 4: Add Interview Settings

Field Name	Description
Title	Enter a title or name for the interview. This is a required field.
Description	Enter a description of the interview to be scheduled (for example, on-site interview). This is a required field.
Interview Location	Enter where the interview is to be held (for example, main office or Raleigh, NC). This is a required field.
Interviewers	Select the people who will be interviewing the candidate. A list of names will appear as you type. When an interviewer is selected, their name will appear blue if their Google or Outlook 365 calendar is synced with Recruitment. If the interviewer selected has not synced their calendar with Recruitment, their name appears orange.
Interview Duration	Select the interview duration from the drop-down list. You can select a time in 15 minute increments. After a hour, you can select in 30 minute increments.
Select the day of the week you'd like candidates to be able to choose from	Select the days of the week the candidate will be able to choose from when scheduling an interview.
Choose the availability window candidates can find times	Select the Earliest Time and Latest Time the candidate will be able to chose when scheduling an interview. The earliest time defaults to 9 a.m. and the latest time defaults to 5 p.m. The Time Zone field defaults to the time zone selected for your system.
Time Range	Select the amount of time the candidate will have to select an interview time slot.
Link Expires After	Select how long the scheduling link is active in the email.
Minimum Notice	The earliest time available that a candidate can choose for an interview.

Once the interview availability preferences are set, click **Next** and the Email dialog box appears. In this dialog box, the From and To fields are automatically populated and cannot be changed or modified. The Subject field is also populated, however, you can modify it. The scheduling link appears at the bottom of the email message. Click **Send**.

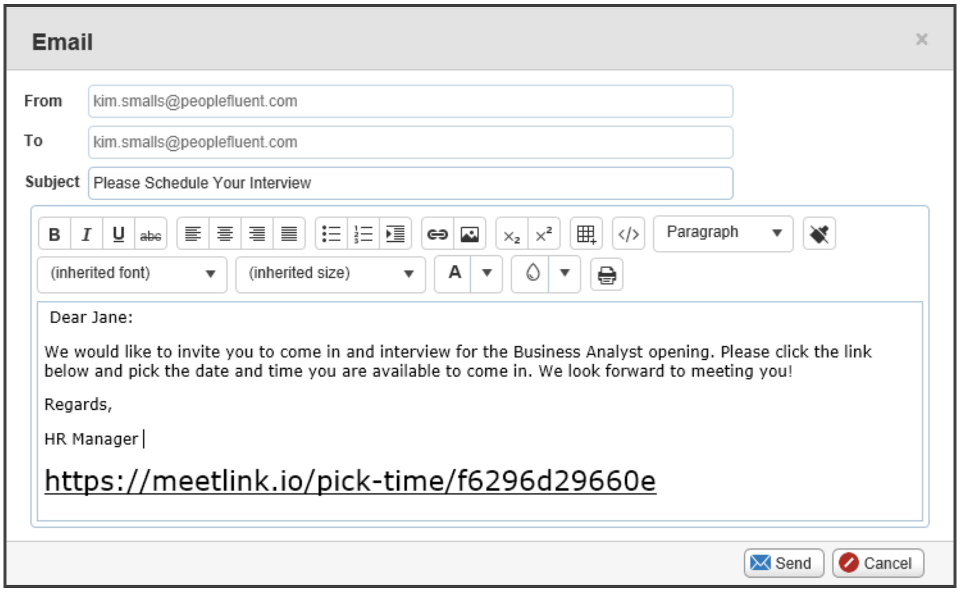

Figure 9: Add Interview Email Message

The candidate receives the email message and can click the link to launch the self-scheduling page.

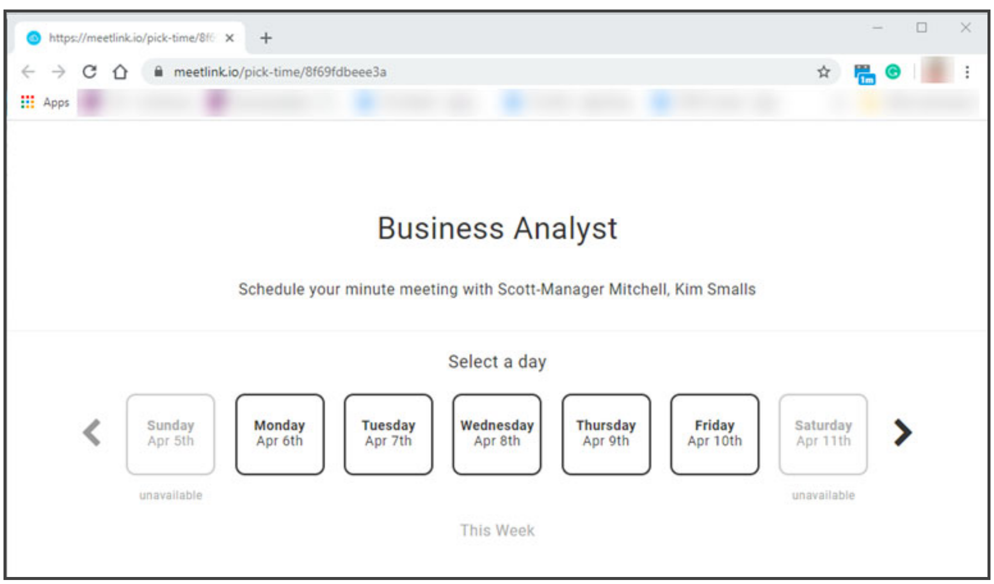

Figure 10: Select a Day to Schedule Interview

On the self-scheduling page, the candidate selects a specific day to schedule the interview. When the date is selected, the candidate is taken to the next page where they can select from a list of available time slots.

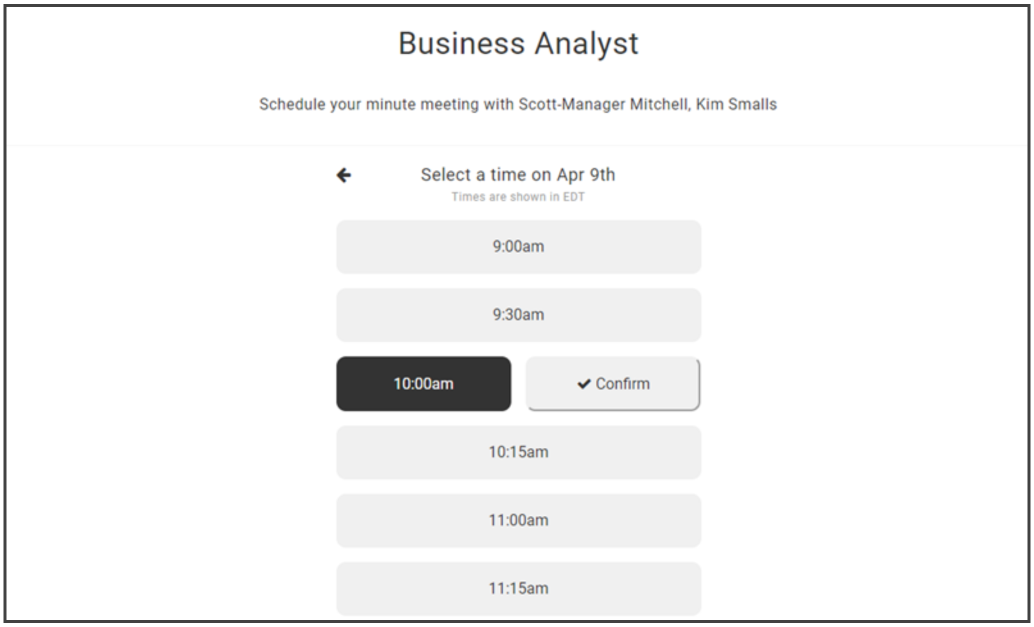

Figure 11: Select a Time Slot

When the candidate selects a time and clicks **Confirm**, a confirmation message appears.

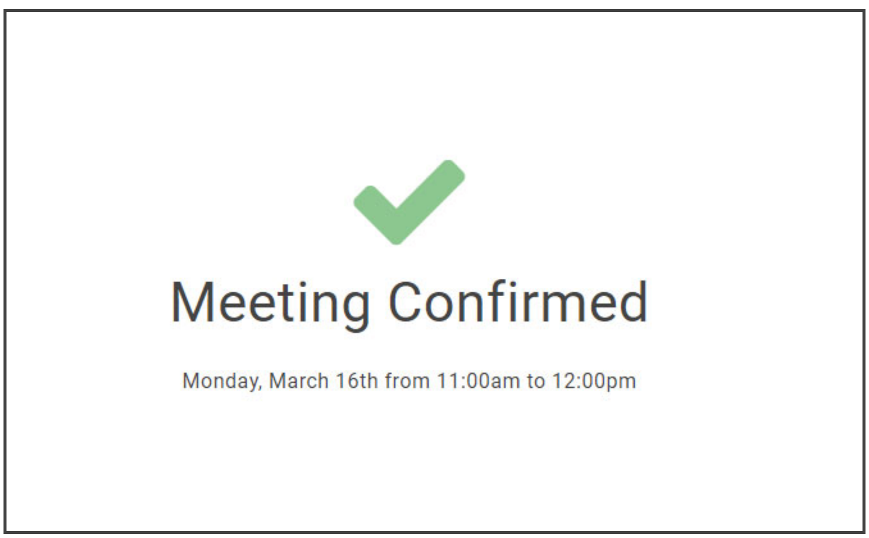

Figure 12: Confirmation Message

The interviewer will receive a calendar invite where they can accept or decline. If the invite is accepted the interview is added to the interviewer's calendar.

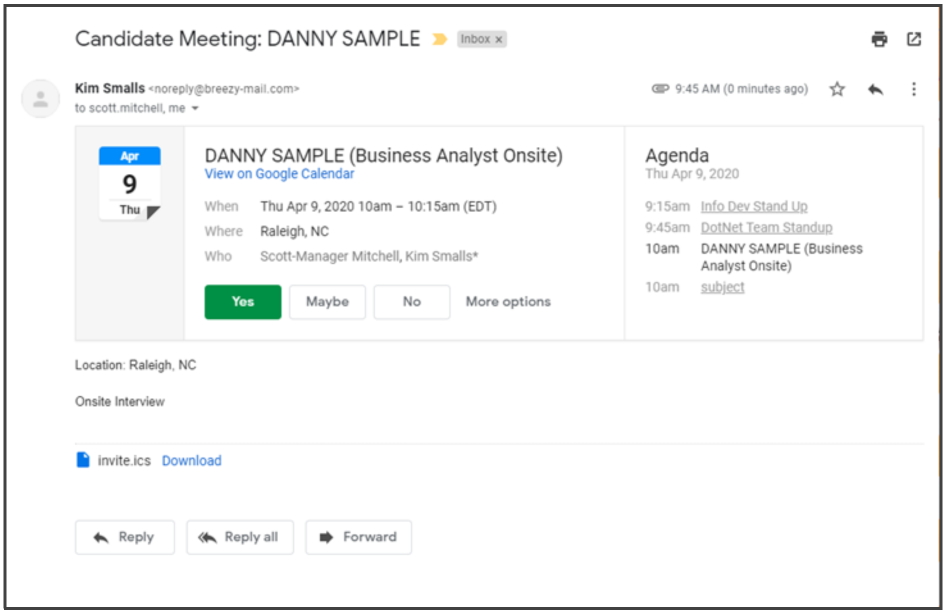

Figure 13: Google email calendar invite

On the candidate's profile, the Candidate Scheduled Interviews panel displays the scheduled interview.

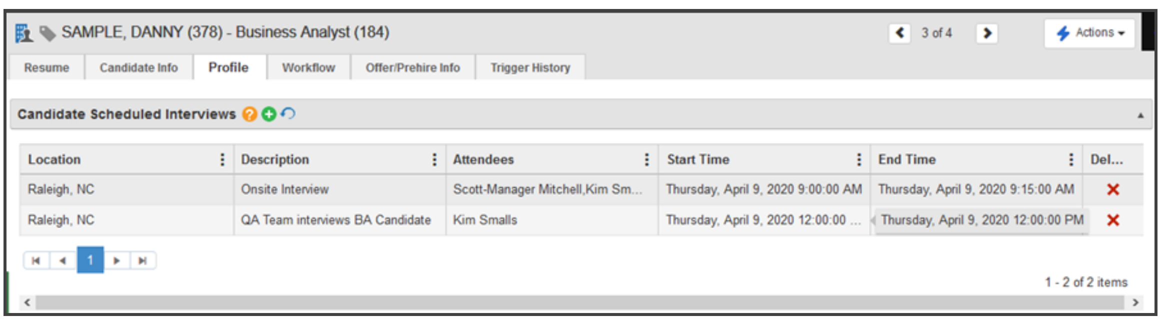

Figure 14: Candidate Scheduled Interviews Panel

Recruitment users can delete an interview time slot from the Candidate Scheduled Interviews panel by clicking the red **X** icon in the Delete column. When the user clicks the icon a confirmation pop-up appears. Click **Yes** to delete the interview or click **No** to cancel the action. Once the time slot is deleted from the panel, the time slot becomes available and the interview is canceled on the interviewers calendar.

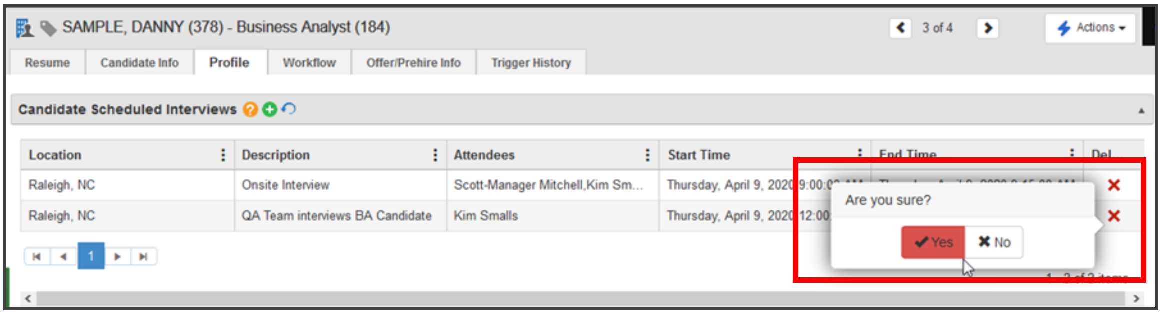

Figure 15: Delete Candidate Interview

PeopleFluent Business Intelligence Features and Enhancements

The features and enhancements described in this section apply to PeopleFluent Business Intelligence and are available to all PeopleFluent Business Intelligence clients.

Business Intelligence Recruiting Dashboard Metrics Standard Report Enhancements

Functionality

Several enhancements were made to the following Recruiting Dashboard Metrics standard reports.

- RDM10 – Requisition, Candidate and Efficiency Metrics: This report provides a dashboard view of requisition, candidate, and efficiency metrics.

- RDM20 – Requisition, Candidate and Efficiency Metrics - Year To Date/Last 30 Days Toggle: This report provides a dashboard view of requisition, candidate, and efficiency metrics with the ability to toggle between year to date and last 30 days metrics.

Details

For this update, several enhancements were made to the RDM10 and RDM20 standard reports.

New Query Prompts

A query prompt is a dynamic filter in a document that displays a question every time a user opens or refreshes the data in a report. Users answer prompts by either typing or selecting the values they want to view when they refresh the data within a report. The query then retrieves from the database only the values specified in the Prompts dialog box.

For this update, PeopleFluent Business Intelligences users can now select Recruiter as a query prompt in the Prompts dialog box when running either the RDM10 and RDM20 reports.

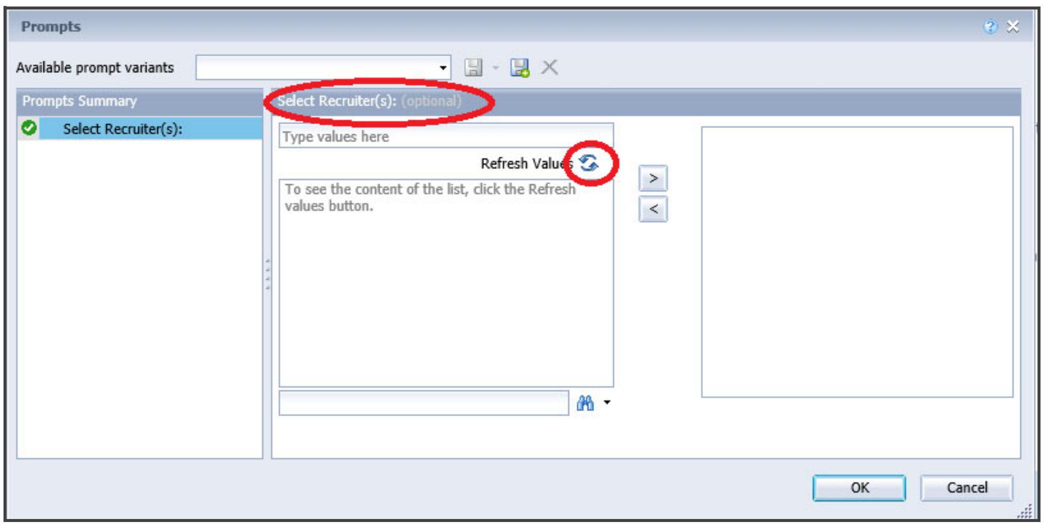

Figure 16: Select Recruiter Prompt

The prompt is optional so users can run either report to include all recruiters if no values are selected in the Select Recruiter(s) field. Click the **Refresh Values** icon to show the list of recruiters that can be selected.

Input Control Enhancements

Input controls are used to filter and analyze the report data. Input controls are associated with report elements, like tables and section headers, and use controls to apply filters on report elements.

For this update, Recruiter(s) was added as an Input Control. The Input Control allows users to view data for a subset of recruiters. To access Input Control, click the **Input Control** icon from the menu on the left-side of the report.

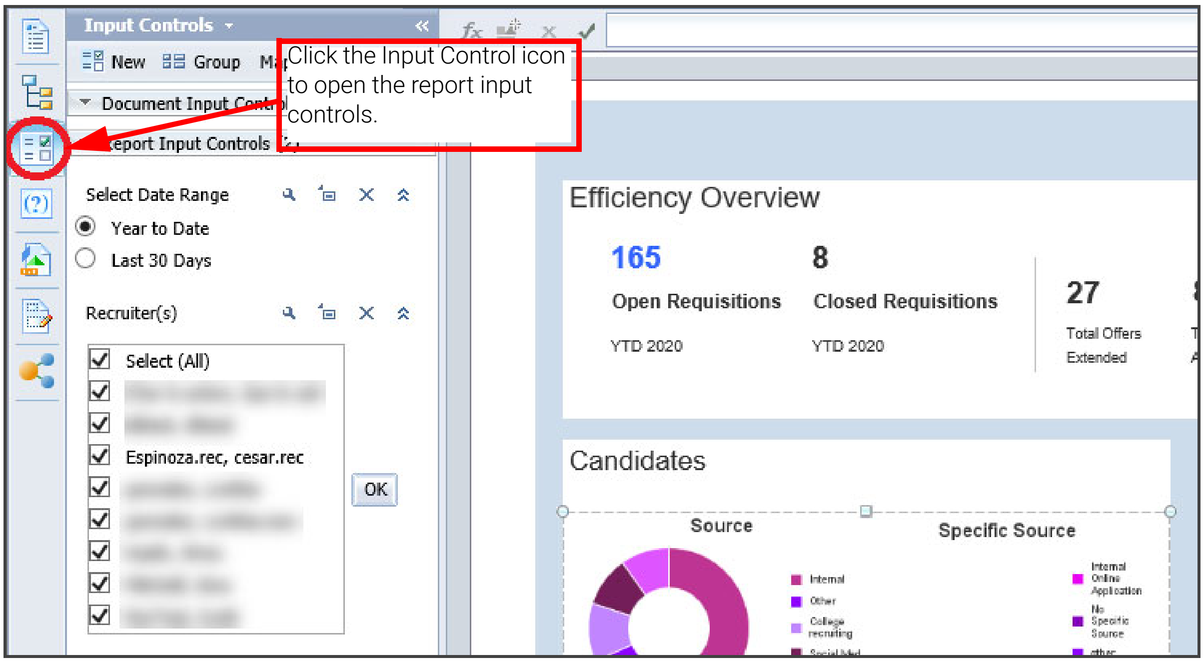

Figure 17: Input Controls

Under the Recruiter(s) Input Control, you can select the Select(All) check box to view data from all recruiters or clear the Select(All) check box and select specific recruiters whose data you want to view. When you click **OK**, the data in the report is updated based on your selection.

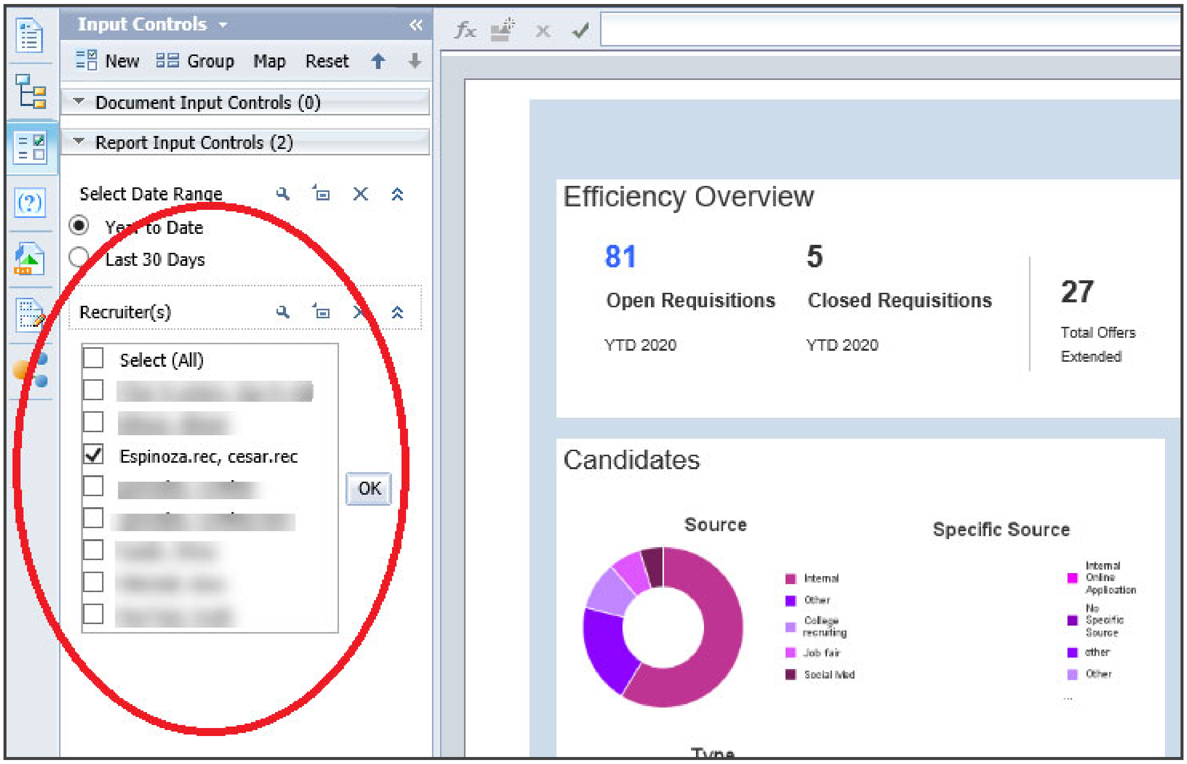

Figure 18: Input Control Data Set

Appendix

Supported Languages

PeopleFluent Recruiting offers standard support for the following languages. Please contact your PeopleFluent representative for information about implementing a new or additional language.

Supported languages are defined as languages that may be implemented either as part of a customer's implementation or as an out of the box locale within PeopleFluent Recruiting.

PeopleFluent Talent Acquisition offers standard support for the following languages. Please contact your PeopleFluent representative for information about implementing a new or additional language.

- Chinese (China)
- Czech
- Dutch (Belgium)
- English (US and UK)
- French (Canada and France)
- German (Germany)
- Italian
- Japanese
- Portuguese (Brazil)
- Spanish (Spain)
- Turkish (Turkey)

Users can select their language by going to **My Account > Preferences & Settings**. They can also choose their Application Language, which controls the language of the interface itself, including headers, field labels, buttons, and supporting messages, and their Content Language, which controls the default content language used when new requisition and position documents are created.

Additional Documentation Resources

Additional documentation resources are available from PeopleFluent Customer Community (https://customers.peoplefluent.com/rms/Release%20Information).

Table 5: Documentation Resources

Documentation	Description
Hardware and Software System Requirements	Provides information on workstation requirements, recommended and supported browsers, and supporting third-party applications.
Online Help	Provides role-based help content for administrators, recruiters, and end users.
Resolved Issues	Provides information about resolved issues addressed in this update.
Training Manuals and elearning Modules	Go to http://shop.peoplefluent.com for PeopleFluent Recruitment online training seminars. For instructor-led training sessions at the PeopleFluent facility in Raleigh, NC, contact your PeopleFluent representative.

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