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Quick start

Before you start

Some of the pages within Jobtrain require pop-ups to be used. To allow pop-ups, right click your mouse on the message that is displayed on the top left of the page. Left click your mouse on the message *'Always Allow Pop-ups from this site'*.

In some versions of Internet Explorer, pop-ups can also be automatically minimised into the Start toolbar, giving the impression they were either blocked or that they didn't open.

Look for the blue 'e' icon on your toolbar (usually at the bottom of your screen) and you will find the pop-up window(s) stacked behind it. If a pop up appears to be missing, look behind your browser icon in the toolbar as it may have dropped to the bottom of the page.

Caching

Internet browsers will save web pages you have visited in a file on your hard drive in order to increase the speed at which your browser opens that same site again – a process called caching.

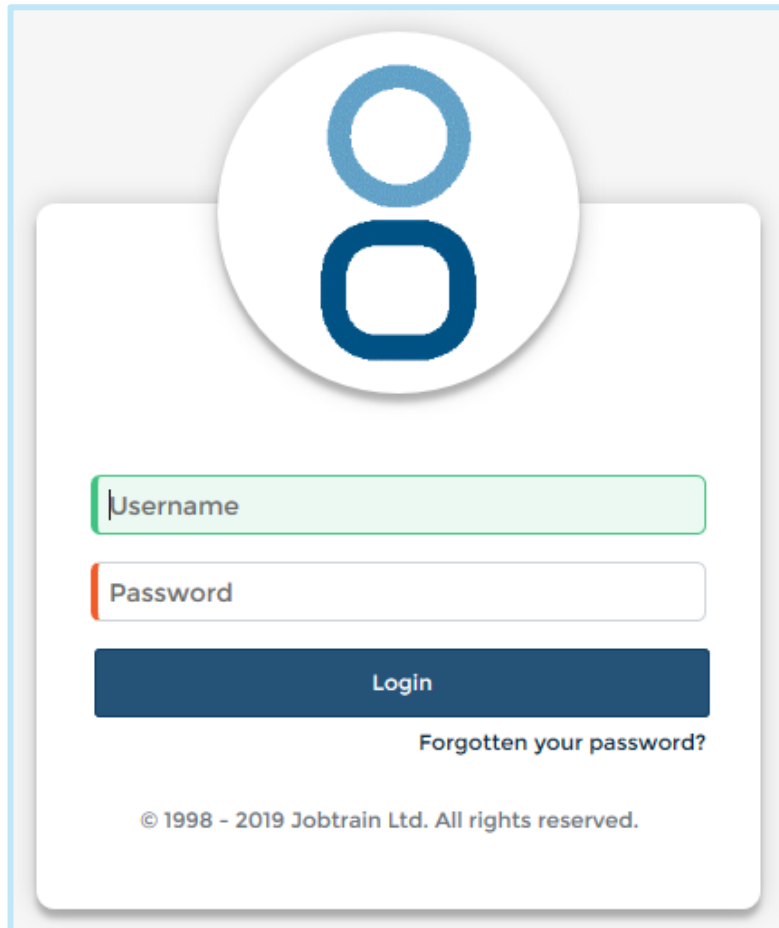
We recommend either checking your browser settings and setting them to avoid caching or regularly clearing the cache. At any point in time the cache can be cleared manually by pressing CTRL + F5 on your keyboard when using Internet Explorer or Google Chrome on a laptop or PC.

For guidance on cache settings and clearing the cache on different browsers and devices please check the relevant supplier's website or online blogs.

Accessing Jobtrain

Go to your designated Jobtrain link and type in your Username and Password in the fields provided and click login.

If you are unsure of your Jobtrain URL (link), username or password please contact your HR/Recruitment team and they will provide you with these details.

The image shows a login interface for Jobtrain. At the top, there is a large circular logo with a stylized 'J' and 'O' in blue. Below the logo, there are two input fields: 'Username' with a green border and 'Password' with a red border. Below these fields is a dark blue 'Login' button. Under the button is a link that says 'Forgotten your password?'. At the bottom, there is a copyright notice: '© 1998 - 2019 Jobtrain Ltd. All rights reserved.'

Username

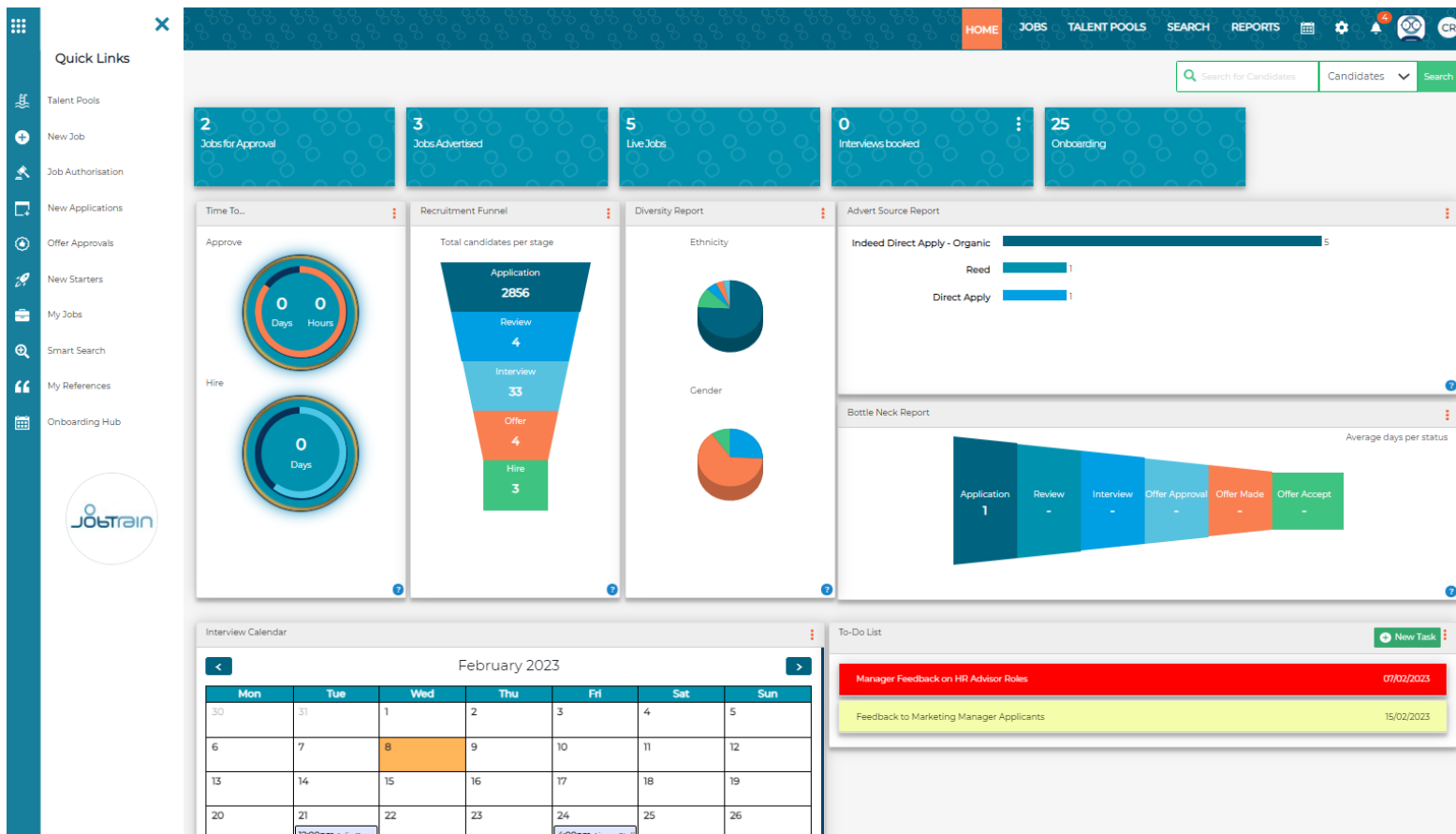
Password

Login

[Forgotten your password?](#)

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Your Homepage



Your Homepage provides bespoke information on both vacancies and candidates and what is displayed here will be dependent on your security access.

Recruitment Funnel report:

This report displays the count of candidates who applied within the last 7, 30, or 90 days, categorised by their current statuses.

Bottle Neck Report:

The Bottle neck report calculates the average time (in days) candidates have stayed in the selected statuses during the last 7, 30, or 90 days.

Homepage: Interview Calendar

The Interview Calendar will show the dates and times of booked interviews for candidates and jobs you have access to.

This will default to showing both the calendar view and the list of booked interviews below. If you would like to just see the list of booked interviews you can select your preferred view using the three dots in the top right-hand corner of the tile.

Calendar and List View:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 12:00pm Julie	22	23	24 4:00pm Aimee	25	26
27	28 7:00am Anthy	1	2	3	4	5
6	7	8	9	10	11	12

Interview Booked

List View:

Date	Time	Candidate Name	Job Title	Job Ref.
21/02/2023	12:00	Julie Dunning	IoM Alerts Testing 060416	BRI-00099
24/02/2023	16:00	Aimee Steifox	IoM Alerts Testing 060416	BRI-00099
28/02/2023	07:00	Anthony Ash	Marketing Manager	BLX-000184

You can access the candidate's record and the job from the interview calendar by clicking on the candidate's name or job title.

Homepage: To-Do List

Here you can add tasks to your To-Do List and set a completion date. Once the date has passed the note will change to Red to indicate the task is outstanding.

To-Do List	
Book Interviews for Marketing Manager Role	22/02/2023
Feedback to Unsuccessful Candidates	01/02/2023

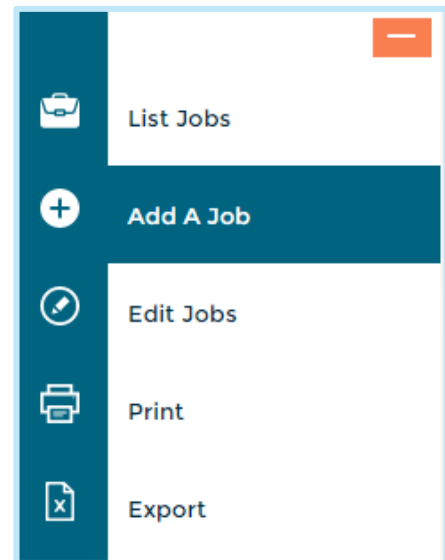
Navigation

The top menu allows you to navigate the full site, to access Job Information, Talent Communities and Reports.

A Quick Links menu is available on the left-hand side for quick access to key areas such as Approvals information and the New Starters dashboard.

Adding a new job

Click on the **Jobs** tab at the top of the page.
Select **Add A Job** in the left-hand menu.





Choose from up to 3 options to create your new job:

- Copy from a template
- Copy an existing job
- Create a new job


Add a job


Copy from a job template

Please Select 


 Use template

Copy from an existing job

Please Select 

 Copy job

Create a new job

 Create new job

Exit

If you are using the copy job option, you will be able to see the location of the job you are copying from alongside the job reference number and job title.

Depending on your system setup and access level, you may be able to see all or just some of these options.

Details

When you're creating a new job, you will see a blank **Details** page. If you are using a template or copying from an existing role, several fields in the Details page will have already been completed. Check any existing information and complete other information as required. All mandatory fields are highlighted in red.

As this page is created with each client's requirements, the information on this screen will differ for each client.

Details Adverts Assessment Smart Match Approval Form Job Access Search and Alerts Job Note Post The Job

Mandatory fields are marked in red *

Job Reference * NRD-AHX-20X-000212

Job Title * Accountant

Job Title for candidates * Accountant

NHS Board Executive Support

Department * 29 October

Reason for Vacancy * Adoption Leave

Sub Department Please Select

Hours per week

Reports To

Job Level / Grade

Employees to live within (miles) 0

Job Subfamily Please Select

Directorate Please Select

Division Please Select

Location * Lahore

Scheme Code

Employment Type * Apprenticeship

Salary & Benefits Please Select

Part Time/Full Time Please Select

No. of Vacancies * 1

Start date

Close job after closing date Yes

Email for candidates to reply to georgie@jobtrain.co.uk

Advert closing date 27-11-2020

Job Ref : NRD-AHX-20X-000212
Job Title : Accountant

Exit Save & Continue Save & Close

If you have entered an invalid email address in the **Email for candidates to reply to** field, you will get the below message prompting you to add a valid email address.

test2.jobtrain.co.uk says

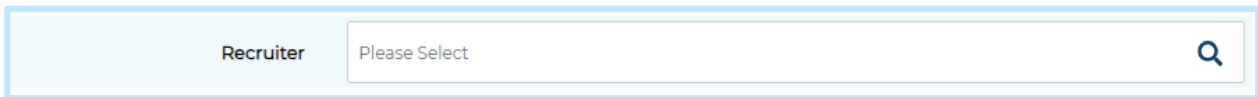
Please Select

Please enter valid email Email for candidates to reply to

OK

Save and continue to progress to the next page.

A field titled **Recruiter** is available for use on the Job Details page that pulls through system users.

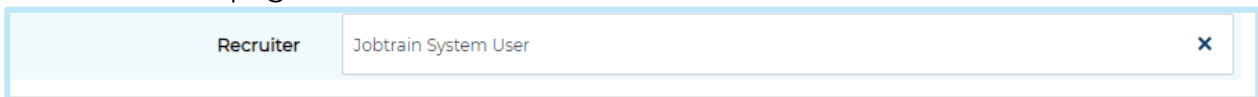
A screenshot of a form field labeled 'Recruiter'. The field contains the text 'Please Select' and has a magnifying glass icon on the right side.

This is activated by contacting our support team - [contact them here](#).

Within each system user profile, there is an additional toggle to determine if they are a Recruiter.

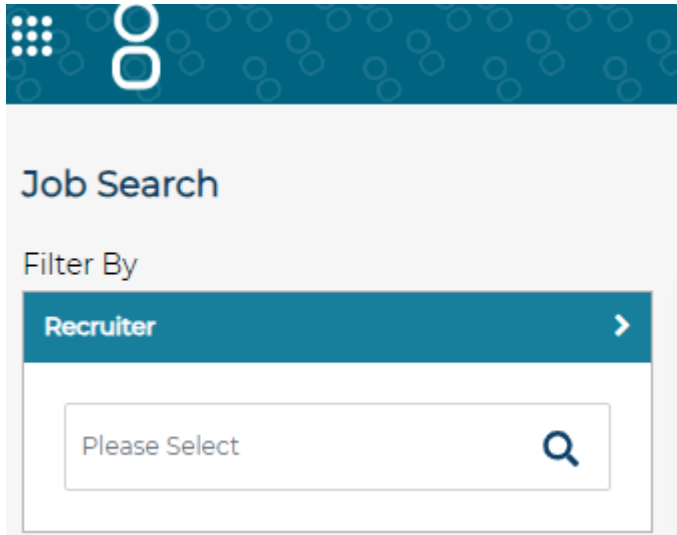
A screenshot of a system user profile form. It includes a 'Job Title' field, a 'Recruiter' toggle (checked with a green circle), and an 'Approved interviewer' toggle (unchecked with a red circle).

If this is enabled, the system user will automatically be added to list of Recruiters on the Job Details page.

A screenshot of a form field labeled 'Recruiter'. The field contains the text 'Jobtrain System User' and has a magnifying glass icon on the right side.

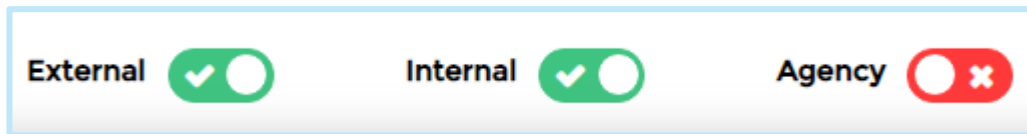
This field is available to add as a column on the List of Jobs page. This can also be activated by Jobtrain Support.

This field can also be filtered on when using the Search Jobs functionality:

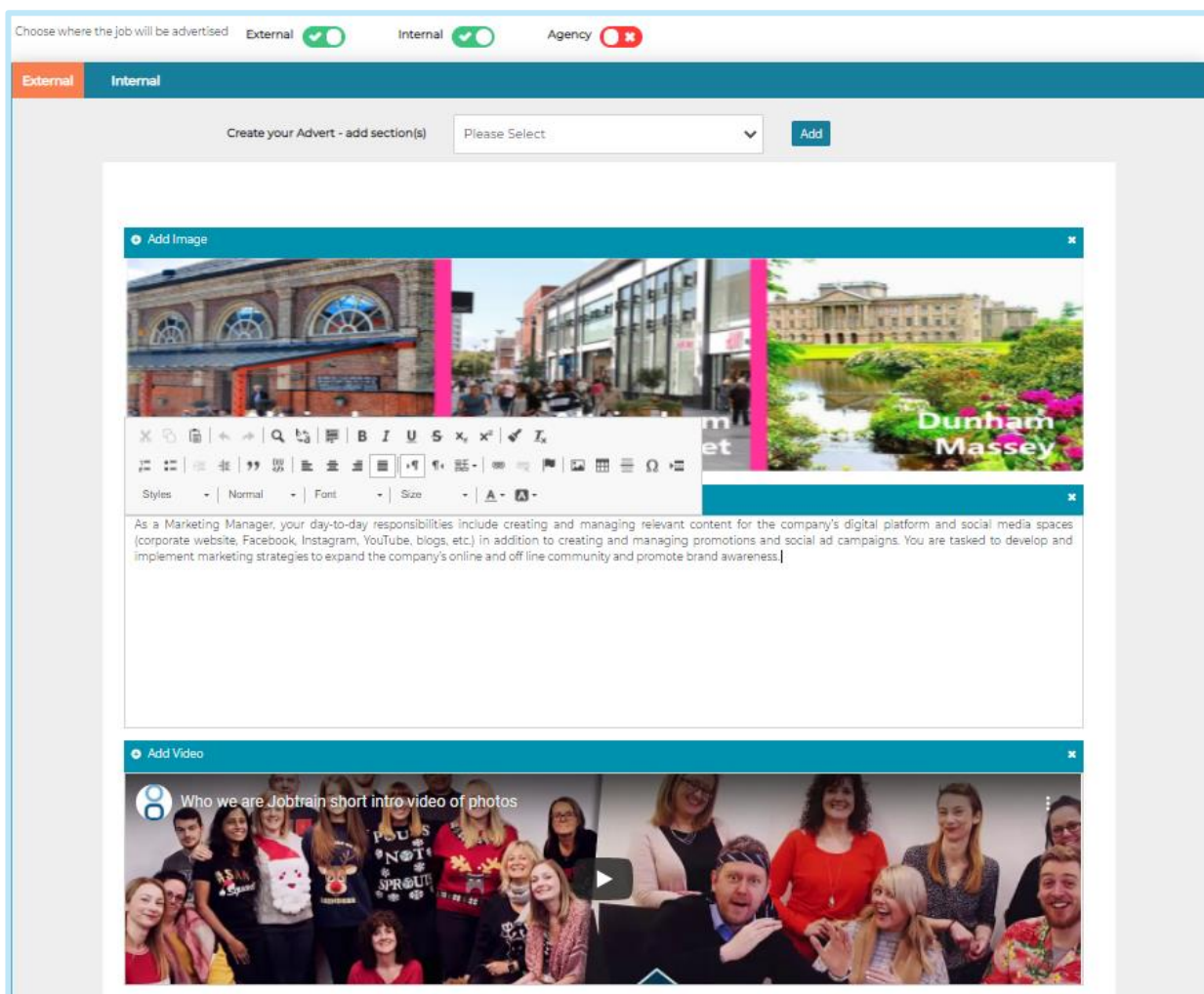
A screenshot of the 'Job Search' interface. Under the 'Filter By' section, there is a dropdown menu labeled 'Recruiter' with a right arrow. Below the dropdown is a search field with the text 'Please Select' and a magnifying glass icon.

Adverts

Firstly, select where you would like the job to be advertised by using the toggles displayed at the top of the page.



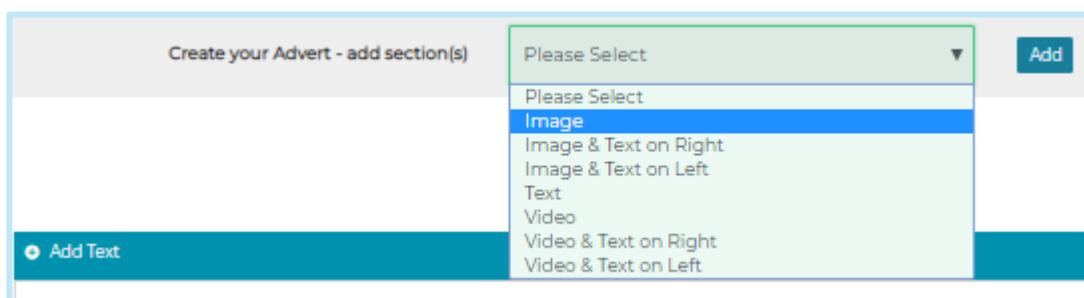
This section allows you to customise the advert displayed to candidates on the sites chosen above.



To add advert content, either type in the required wording or click the plus icon on each 'Add Text' box to select advert copy from your Media Library. Changes can be made using the formatting tools at the top of the box which is visible once you click into the text box.

As with any wording entered into Jobtrain, we recommend copying content into Notepad before copying it into Jobtrain. This ensures all hidden formatting is removed.

To tailor your advert template, select options from the dropdown menu to add sections (enabling additional images, videos or extra text).



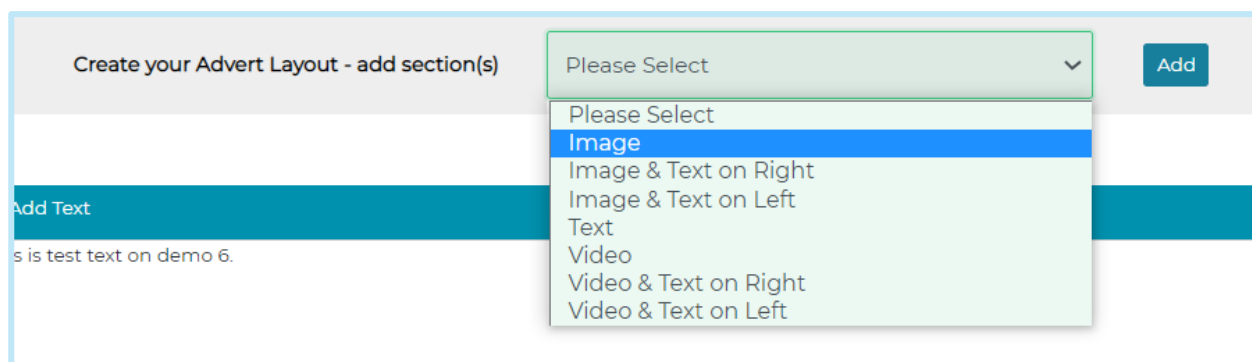
Choose the required section and click **Add**. Sections can be removed from your advert by clicking the **X** in the top right-hand corner.

The section display order can also be changed by dragging and dropping each section.

Adding Images & Videos

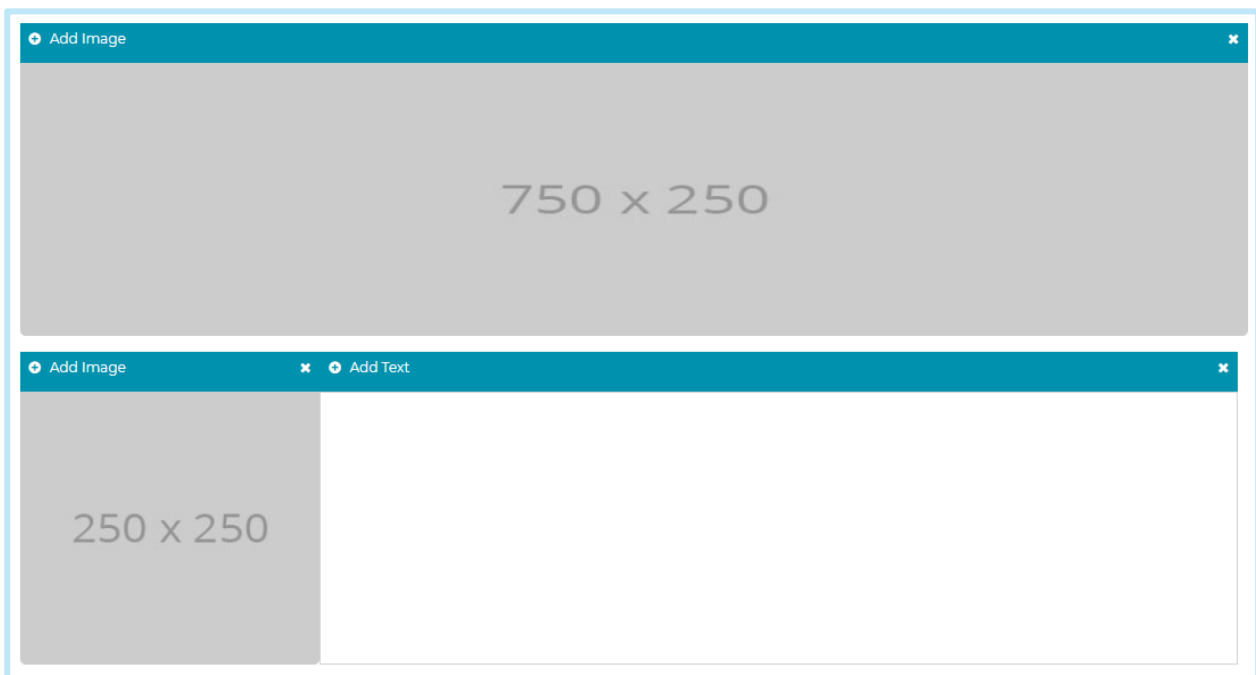
Images or videos can also be added to adverts from your Media Library.

To do so, select the relevant item you wish to add from the **Create your Advert Layout** options and then **Add**.



A placeholder box will then be added into the advert copy page.

To add in an image / video from the media library select **Add Image** or **Add Video** in each relevant section.



When adding an image from the image library, you will only be presented with a list of images that match the size of the image placeholder you have selected (e.g. 250 x 250).

If you cannot see the image, you are looking for it is likely that it's a different size to the image placeholder you have selected.

For placeholders that display 750 x 250, images with the dimensions of 750 x 250 or 1100 x 250 will be presented when selecting **Add Image**.

NB: You can check what your final advert looks like by clicking at the bottom of the page.

[Save & Preview Advert](#)

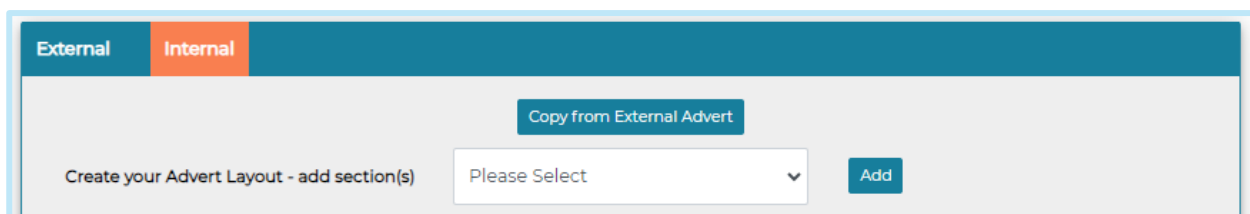
If you see 'Preview Advert' only, it means the job is approved and you cannot make changes after approval due to your user permissions.

Different versions of the advert can also be added on your external, internal and agency sites as required. Simply click on the relevant tab and complete the content as above.

Copy from External / Internal Advert

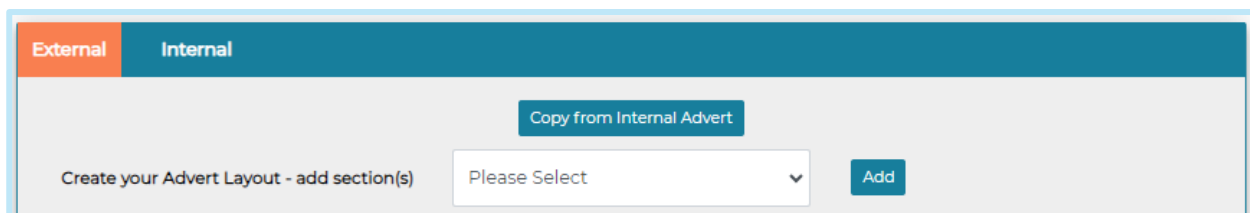
If you only need to make minor changes to the external advert copy for the internal or agency adverts, click the **Copy from External Advert**. This copies the content for you to amend accordingly.

If these tabs are left blank, Jobtrain will automatically use the external advert copy on all sites you are advertising on.



The screenshot shows a user interface with two tabs: 'External' and 'Internal'. The 'Internal' tab is selected and highlighted in orange. Below the tabs, there is a button labeled 'Copy from External Advert'. Underneath this button, the text 'Create your Advert Layout - add section(s)' is displayed. To the right of this text is a dropdown menu with the placeholder text 'Please Select' and a downward arrow. Further right is a blue button labeled 'Add'.

Similarly, If you only need to make minor changes to the internal advert copy for the external adverts, you can click the **Copy from Internal Advert**. This copies the content for you to amend accordingly.



The screenshot shows a user interface with two tabs: 'External' and 'Internal'. The 'External' tab is selected and highlighted in orange. Below the tabs, there is a button labeled 'Copy from Internal Advert'. Underneath this button, the text 'Create your Advert Layout - add section(s)' is displayed. To the right of this text is a dropdown menu with the placeholder text 'Please Select' and a downward arrow. Further right is a blue button labeled 'Add'.

Clients can raise a request with the Jobtrain Support team who will activate this feature for them.

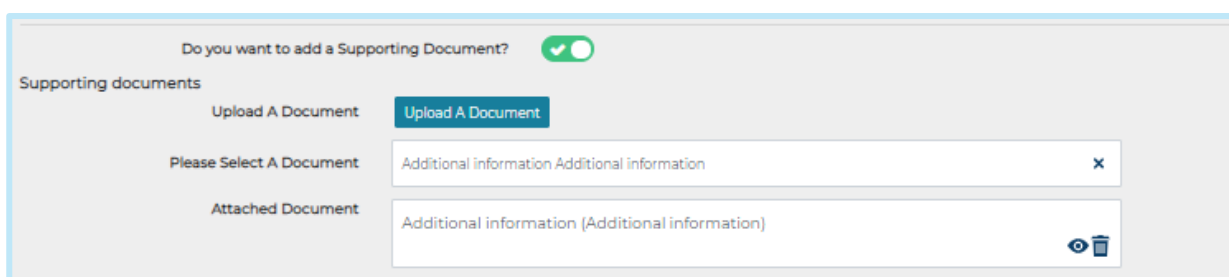
Please note: Copy from Internal Advert is an optional feature, please raise a request with the Jobtrain Support team who will activate this feature for you if it is not already present.

Social Media Attention Grabber

Add a few lines of text here to capture candidates' interest in the position. This will be displayed on any jobs shared to social media.

Supporting documents

Include any supporting documents you would like candidates to have access to as part of the advert, i.e. job descriptions, person specifications, interview formats, etc. Documents can either be added from your Document Library or your PC.



The screenshot shows a user interface for adding supporting documents. At the top, there is a toggle switch labeled 'Do you want to add a Supporting Document?' which is currently turned on (green). Below this, the section is titled 'Supporting documents'. There are three main areas: 'Upload A Document' with a blue button labeled 'Upload A Document'; 'Please Select A Document' with a dropdown menu showing 'Additional information Additional information' and a close button (x); and 'Attached Document' with a text box showing 'Additional information (Additional information)' and a trash icon.

Uploading a new document to this section will automatically add it to your document library. Therefore, we recommend that you check the Jobtrain document library before uploading a new document from your PC to reduce the risk of storing duplicate records in your Jobtrain document library.

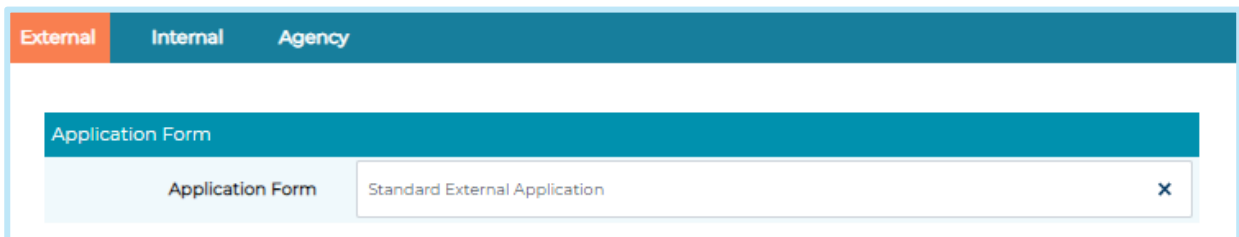
Save and continue to progress to the next page.

Assessment

This section is where you assign internal, external and agency application forms as well as attach any required assessment or screening forms.

Application Forms

Select the relevant application form from the dropdown for each site that you are advertising to (external, internal or agency).



The screenshot shows a web interface with three tabs: 'External' (highlighted in orange), 'Internal', and 'Agency'. Below the tabs is a section titled 'Application Form'. Inside this section, there is a dropdown menu currently displaying 'Application Form'. To the right of the dropdown, the text 'Standard External Application' is visible, followed by a small 'x' icon in a square, likely a close or delete button.

If you tick the box to advertise on a candidate site that does not have an application form attached to it, a warning message will be displayed when you click Save & Continue on this page.

We recommend clients to add an internal and external application form to all roles - this ensures the capture of those candidates' details that accidentally apply as the incorrect status (i.e. external candidates applying as internal candidates).

Assessment Forms and Screening

There are a number of additional forms, including 2nd stage application forms you can attach to a role from the dropdown menus – as below:

Please note: The Assessment Form Type determines the displayed options for each section. If you don't see the right form in the dropdown, check the selected form type in Settings > Assessment Forms.

If a form doesn't have a 'Form Type' assigned (which could be the case as this feature was introduced in October 2023), those forms will still be visible and selectable in all the options within the 'Assessment' section when you're adding or editing a job.

The screenshot displays a configuration interface for JobTrain with several sections, each with a toggle switch and a search bar:

- Do you want to add a pre-assessment form / killer questions?** (Toggle: On)
 - Pre-Assessment Form (Killer Questions): Please Select
- Do you want to add Assessment Forms?** (Toggle: On)
 - Assessment Form - A: Please Select
 - Assessment Form - B: Please Select
- 2nd Stage On/Off** (Toggle: On)
 - 2nd Stage Form: Please Select
- Do you want to attach an assessment form to the 2nd stage application?** (Toggle: On)
 - Assessment Form - A: Please Select
 - Assessment Form - B: Please Select
- Std Shortlist / Tel Int Form** (Toggle: On)
 - Std Shortlist: Please Select
 - Tel Int Form: Please Select

- **Pre-Assessment Forms (Killer Questions)**

These are designed to quickly highlight candidates who do not meet the essential criteria for the role. They appear at the very beginning of the form after the candidate has registered their details. They can be set up to auto reject any candidate that doesn't meet the minimum pass mark.

- **Assessment Forms**

Can be used to gather information on how well a candidate matches the desirable criteria for the role. This will appear towards the end of the application form before the candidate submits their application.

- **2nd Stage Application**

Used to enable a [2nd application form](#), this can be released to candidates at a chosen point in your process.

If you have never used 2 stage applications before there are a few setup steps that need completing before implementing this feature. Please speak to our support team or your Continuous Improvement Consultant to discuss this in more detail.

- **Assessment form to 2nd stage application**

This allows you to attach assessment forms to the 2nd stage application, this will be presented to candidates before they submit their 2nd stage application form.

- **Initial Sift/Telephone Screening Forms**

These are online forms for hiring managers or recruiters to capture telephone screening information or complete manual shortlisting.

The labels of the Initial Sift / Telephone Screening forms may vary per client as the names can be changed but the functionality still works the same.

Acknowledgement email

This section allows you to amend default emails for a specific role. This is useful when the job requires a different kind of communication (for example apprenticeship roles).

- To select a different, job-specific acknowledgment email click in the field against the **Acknowledgement Email** section and begin typing the name of the email and select your chosen template.
- You also have the option to include a **Feedback Email** if you would like to collect feedback on your recruitment process. To do so, simply select the appropriate email template and designate which candidate status will activate the feedback email. This will ensure that the email is automatically sent once candidates reach this status.

Choose Acknowledgement Email	
Choose Acknowledgement Email	Application Submitted ✕
2nd Stage Acknowledgment Email	2nd Stage Application Received ✕
Send Feedback Email	Immediately ✕
Feedback Email	Please Select 🔍
Attach Feedback Email To This Status	Please Select 🔍

Agency Acknowledgment Emails

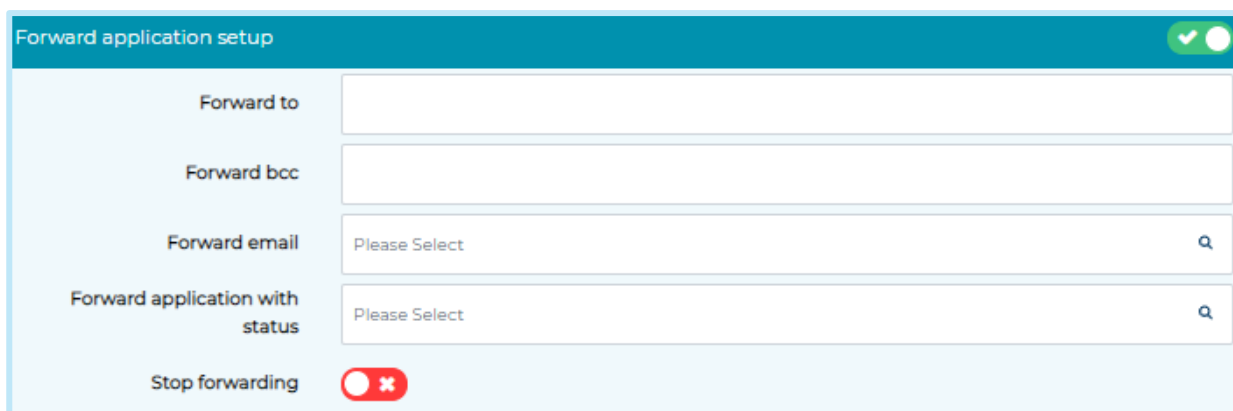
On the Agency Assessment section there is an additional button in this section entitled **CC to Agency**.

This needs to be enabled if you wish for the Agency to receive a copy of the acknowledgement email.

Choose Acknowledgement Email	
CC to Agency	<input checked="" type="checkbox"/>
Choose Acknowledgement Email	Please Select 🔍

Forward Application

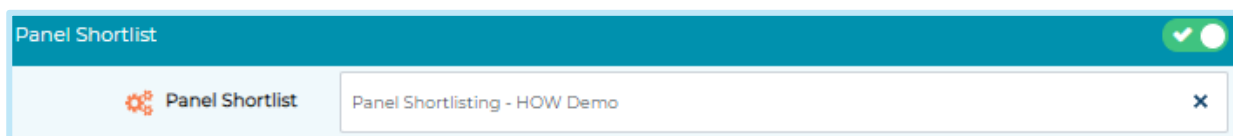
Application information can also be auto forwarded to other people. Expand the **Forward Application setup** section, enter in the person's email address and select a status that the candidate needs to be at in order for the email to be sent out. Once a candidate applies for the role and is at the specified status, their application will be auto forwarded onto the recipient.



The 'Forward application setup' form is a light blue panel with a teal header bar containing a green checkmark icon. It contains five input fields: 'Forward to' (text), 'Forward bcc' (text), 'Forward email' (dropdown with 'Please Select' and a search icon), 'Forward application with status' (dropdown with 'Please Select' and a search icon), and a 'Stop forwarding' toggle switch (currently turned off, indicated by a red 'x' icon).

Panel Shortlisting

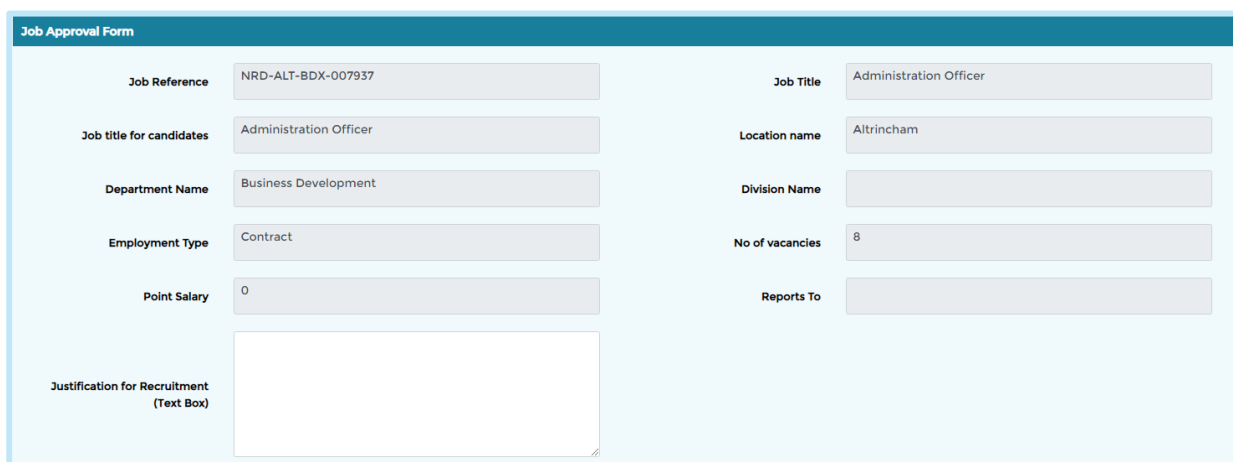
This section is where you would attach a panel shortlisting form, allowing multiple shortlisters to complete the same form and you can compare scores. If you haven't used the panel shortlisting feature before please refer to our [Shortlisting Forms client guide](#).



The 'Panel Shortlist' form is a light blue panel with a teal header bar containing a green checkmark icon. It features a 'Panel Shortlist' label with a gear icon and a text input field containing 'Panel Shortlisting - HOW Demo' with a close 'x' icon.

Approval Form

If you have the additional Vacancy Approval feature, this section allows the job creator to complete additional details for the recruitment authorisation process. When the job authorisation process is started, a copy of the approval form is sent to the designated vacancy approvers as an email attachment.



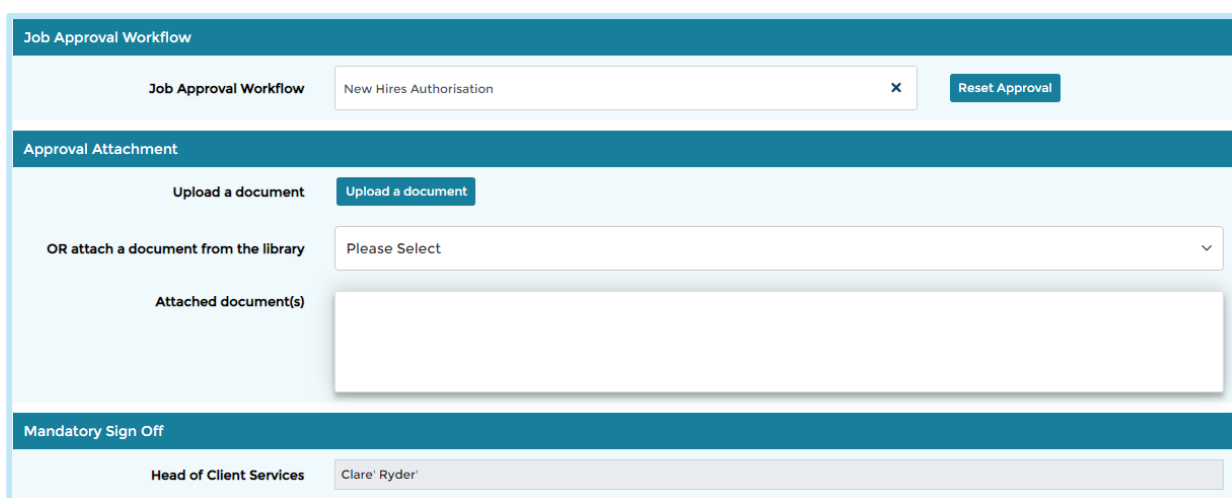
The 'Job Approval Form' is a light blue panel with a teal header bar. It contains several input fields: 'Job Reference' (NRD-ALT-BDX-007937), 'Job Title' (Administration Officer), 'Job title for candidates' (Administration Officer), 'Location name' (Altrincham), 'Department Name' (Business Development), 'Division Name' (empty), 'Employment Type' (Contract), 'No of vacancies' (8), 'Point Salary' (0), and 'Reports To' (empty). There is also a large text box for 'Justification for Recruitment (Text Box)'.

When you click on this form, you will notice that some details have already been entered - this information has been brought across from the Job Details page. Enter in all other required information (fields in red are mandatory), then press **Save and Continue**.

As this form is created with each client's requirements, the information on this screen will differ for each client.

Job Approval Workflow

Select the relevant approval template from the Job Approval Workflow section dropdown.



Once selected, the screen will refresh, and a list of approvers will appear at the bottom of the screen under **Mandatory Sign Off**.

If you choose the wrong template, click **Reset Approval** and select a different template using steps above.

Add any supporting documents to send to approvers under the Approval Attachment section (either from your PC or the Document Library).

Uploading a new document to this section will automatically add it to your Document Library. We recommend clients check their document library before uploading a new document from your PC to reduce the risk of storing duplicate records in your document library.

You then have 2 options:

1. **Save and Start Approval:** This will start the Job approval process straight away and you will get a message onscreen to advise the approval process has successfully started. To move onto the next page of the add a job process you will then need to click **Save & Continue**.



The job approval process started successfully.



- 2. Save & Continue:** This will progress you to the next page of the add a job process but **will not** start the approval process at this stage. You can start the approval process later on in the process by clicking **Save** on the Post The Job page.

You must select a Job Approval Workflow in order to be able to click **Save and Start Approval** button. If a Job Approval Workflow has not been selected this button will be greyed out.

Job Access

Define who will have access to this job in this section.

From each dropdown, select the relevant users within the following sections (if required):

The screenshot displays the 'Job Access' configuration interface. It consists of three main sections, each with a dropdown menu and a list of users/agencies with delete icons.

- Job Access:** The dropdown shows 'Please Select'. The list includes: Hiring Manager (ssotest@jobtrain.co.uk), JT Admin (Copy Of clare.ryder@jobtrain.co.uk), CSM Profile (gary.towers@jobtrain.co.uk), and Manager Calendar (cowley@jobtrain.co.uk).
- Agencies:** The dropdown shows 'Please Select'. The list includes: Jobtrain Agency.
- Panel Shortlister:** The dropdown shows 'Please Select'. The list includes: JT Admin (Copy Of clare.ryder@jobtrain.co.uk).

Below the Agencies section, there is a green button labeled 'Add Expenses'.

- **Job Access:** Internal system user
- **Agencies:** Only applicable if you have chosen to release to the agency portal. If so here you would select the relevant agencies you would like to invite to submit candidates for the role.
- **Shortlister:** Only applicable if you are utilising panel shortlisting for this role. If so, add in the names of the shortlisters here.

Interview Details

This information will be used when candidates are invited to interview.

Interview Details	
Interviewer	<input type="text" value="Georgie M-L"/>
Telephone	<input type="text" value="0161 850 2004"/>
Interview Location	<input type="text" value="Jobtrain Solutions"/> <input type="text" value="Altrincham"/> <input type="text" value="Trafford"/>

This section is only used for standard interview functionality. If you have the self-service interviewing feature, please follow the user guide for this additional module.

Add the interviewer's name, telephone number and location in the free-text boxes. When you invite a candidate to interview, the interview template email can automatically populate using this information.

Press **Save & Continue**.

Search and Alerts

This page allows you to determine the search criteria for this role. It is used when candidates search for jobs as well as defining which Job alerts are sent out to candidates.

Categories
<input type="text" value="Human Resources"/> ×
<input type="text" value="Human Resources"/> 🗑️

Salary Bands
<input type="text" value="25000 - 26000"/> ×
<input type="text" value="25000 - 26000"/> 🗑️

Job Regions
<input type="text" value="Please Select"/> 🔍
<input type="text"/>

As this section is defined in line with each client's requirements, the information on this screen may differ in your platform.

System Alerts

At the bottom of the page you can also attach a **System Alerts** template. This refers to any internal email alerts that have been created. Please select the relevant template from the drop down.

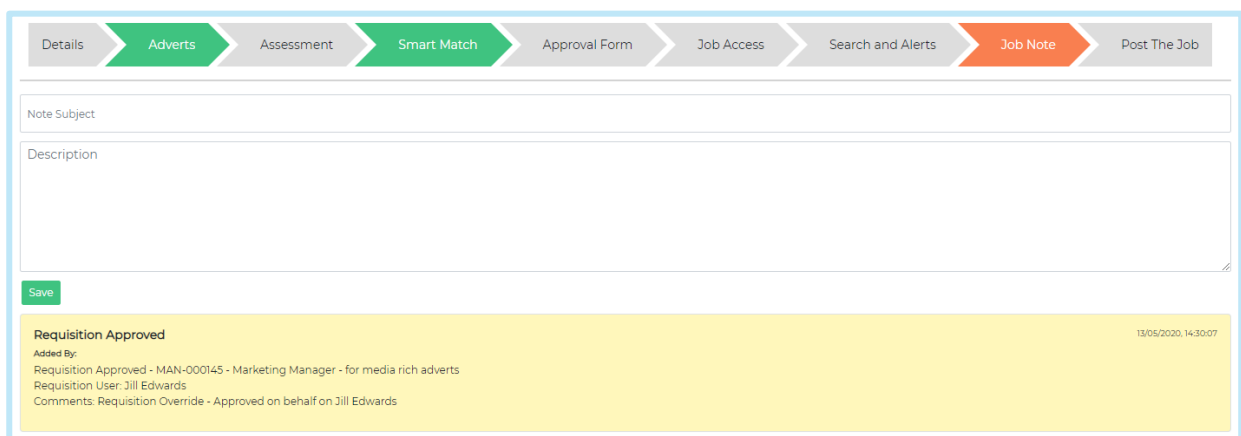
A screenshot of a web interface showing a dropdown menu for 'System Alerts'. The menu is open, displaying a search bar with the placeholder text 'Please Select' and a magnifying glass icon on the right.

Save & Continue to progress to the next page.

Job Notes

You can use page to add any relevant notes to the job.

If you use the vacancy approval feature this is also where you can see any notes relating to the approval process such as who has approved the role with a date and time stamp.

A screenshot of the 'Job Notes' section in a web application. At the top, there is a navigation bar with several tabs: 'Details', 'Adverts', 'Assessment', 'Smart Match', 'Approval Form', 'Job Access', 'Search and Alerts', 'Job Note' (which is highlighted in orange), and 'Post The Job'. Below the navigation bar, there are two text input fields: 'Note Subject' and 'Description'. A green 'Save' button is located below the 'Description' field. At the bottom, there is a yellow box containing the text 'Requisition Approved' and a timestamp '13/05/2020, 14:30:07'. Below this, there is a section titled 'Added By:' with the following text: 'Requisition Approved - MAN-000145 - Marketing Manager - for media rich adverts', 'Requisition User: Jill Edwards', and 'Comments: Requisition Override - Approved on behalf on Jill Edwards'.

Post The Job

Job Status

This is the final step of creating a job. Here you can start the approval process, enable Job Alerts, choose which job boards to post to (if you use this functionality) and advertise your role using social media feeds (if used).

Please click 'Save' to complete the job creation process.

Job Status | Candidate Source | Post via Broadbean | Post to Job Boards | Post to Monster | Post to reed.co.uk | Post to Totaljobs

Job Status: Waiting For Approval ✕

Advert Closed ✕

Enable Advert	Portal	Advert Live Date	Duration	Close Date	Enable job alerts	Status
✕	Internal	04-05-2021	■		✕	This Advert is closed
✕	External	27-11-2020	Please Select ▼	27-11-2020 ■	✕	This Advert is closed
✕	Agency	04-05-2021	■			This Advert is closed

Social Media - Select which social media sites you want to share the job to.

in tw f

✕ ✕ ✕

? Hide Apply Button ✕

Job Ref: NRD-AHX-20X-000212
Job Title: Accountant

Previous Save Exit

To make your job live (if you do not use Job Approval functionality)

1. Select **Live** from the **Job Status** drop-down
2. Choose your preferred Close Date using either the drop-down options or the calendar icon
3. Toggle **Advert Open** as required
4. Use the toggle option to enable **Job Alerts**

Job alerts will be sent to those candidates who have registered for alerts for criteria set in the searches and alerts page.

Press **Save**.

To make your job live (if you use Job Approval functionality)

1. You will not be able to change the job status. This will be set to **Waiting for Approval** until the job has been approved.
2. Press **Save** on this page to trigger the email to the first approver, you will then get the below message onscreen to advise the job has been saved and the email to the first approver has been sent.



When the approval process is complete, the job status will automatically change to **Approved**. If you go back into the job, you will then be able to make then job live using the steps above.

If you have **not** selected an approval workflow you will get the below message onscreen and the **Save** button will be greyed out.

To rectify this, go back to the Approval Form page and add a **Job Approval Workflow**.

The job approval template is missing and must be added to start the job approval process.

Job Status

Candidate Source

Post via Broadbean

Post to Job Boards

Post to Monster

Post to reed.co.uk

Post to Totaljobs

Job Status

Waiting For Approval

Advert Closed

Enable Advert	Portal	Advert Live Date	Duration	Close Date	Enable job alerts	Status
<input type="checkbox"/>	Internal	04-05-2021			<input type="checkbox"/>	This Advert is closed
<input type="checkbox"/>	External	27-11-2020	Please Select	27-11-2020	<input type="checkbox"/>	This Advert is closed
<input type="checkbox"/>	Agency	04-05-2021				This Advert is closed

Social Media - Select which social media sites you want to share the job to.

☐ ☐ ☐

Hide Apply Button

☐

Job Ref : NRD-AHX-20X-000212

Job Title : Accountant

Previous

Save

Exit

Posting on social media

To use this feature, you will need to set up an external RSS Feed account to connect the feed of jobs to your company's LinkedIn, Twitter and Facebook accounts.

This will then post any selected role to your company social page(s) as a status update when you tick the appropriate box(es).



If you're unsure if this feature is set up in your solution, please contact your key superuser(s) or recruitment team.

Posting to other Job Boards

Jobtrain provides a posting to Job Boards feature – a time saving feature that allows you to post your adverts on various job boards including reed.co.uk, CV library etc.

If you're unsure if this feature is set up in your solution, please contact your key superuser(s) or recruitment team.

Hide Apply Key

Jobs can be advertised without the Apply Key to direct candidates to a different apply source by using the **Hide Apply Key** option.

If toggled on, candidates will be able to view the advert details, but will not be able to apply via the advert. This is useful if you're advertising information about an open day or a graduate campaign that may open on a later date.

Hide Apply Button



Candidate Source

This feature allows you to restrict the answers a candidate can choose from when answering the question 'Where did you hear about this vacancy' for this job.

To do so simply select from the list which advert sources they should be able to select from.

If this section is left blank, then the candidate will be presented with the full list of advert sources to choose from.

Making changes to where a job is advertised

To change which portals the job is advertised on (external, internal or agency), once a job is live, this is done on the 'Post the Job' page using the **Enable Advert** toggles.

Job Status						
Job Status		Live		Advert Live <input checked="" type="checkbox"/>		
Enable Advert	Portal	Advert Live Date	Duration	Close Date	Enable job alerts	Status
<input checked="" type="checkbox"/>	Internal	20-11-2023			<input type="checkbox"/>	This Advert is live
<input checked="" type="checkbox"/>	External	20-11-2023	Please Select ▼	07-12-2023	<input type="checkbox"/>	This Advert is live
<input checked="" type="checkbox"/>	Agency	20-11-2023				This Advert is live

Please note disabling the toggles on the Advert Copy page will not prevent the job from displaying on that portal once it is live and advertised.

Closing Jobs

Jobs will automatically close once the job closing date has passed. The job will no longer be visible on the relevant candidate portals and any associated automated notifications will be sent.

Closing a job early

If a scenario arises where you need to close a job early, then this can be done by disabling the **Advert Live** toggle and clicking **Save**.

Job Status

Job Status: Live

Advert Live (Toggle: On)

Enable Advert	Portal	Advert Live Date	Duration	Close Date	Enable job alerts	Status
<input checked="" type="checkbox"/>	Internal	29-01-2024			<input type="checkbox"/>	This Advert is live
<input checked="" type="checkbox"/>	External	08-01-2024	Please Select	15-02-2024	<input type="checkbox"/>	This Advert is live
<input checked="" type="checkbox"/>	Agency	29-01-2024				This Advert is live

We recommend updating the job closing date when making these changes to ensure that any reports reflect the true closing date.

Once this is disabled the page will update to show the Advert as closed and the job will no longer be visible on the candidate portals or included in any of the standard job feeds (such as Indeed, Adzuna etc).

Job Status

Job Status: Live

Advert Closed (Toggle: On)

Enable Advert	Portal	Advert Live Date	Duration	Close Date	Enable job alerts	Status
<input type="checkbox"/>	Internal	29-01-2024			<input type="checkbox"/>	This Advert is closed
<input type="checkbox"/>	External	08-01-2024	Please Select	15-02-2024	<input type="checkbox"/>	This Advert is closed
<input type="checkbox"/>	Agency	29-01-2024				This Advert is closed

Please note: If you've advertised the role on job boards using the multi-posting feature or direct integrations like Reed/Total jobs, you must manually close the job advert on those boards. They will still show the original closing date at the time of posting.

Will candidates be notified if a job has closed early?

Candidates do not receive automated emails once a job is closed. However, they will no longer receive reminders to complete their application if it remains incomplete.

If a job is closed early using the advert live toggle without changing the closing date, candidates with incomplete applications will see '**Closed Early**' as the closing date on their 'My Jobs' page on the candidate site.

Creating a job template

To create a job template, follow the same steps you would do to create a job.

When you get to the Post the Job page, ensure **Advert Closed** is toggled off and instead of updating the job status to Live, change it **Template** instead.

Please click 'Save' to complete the job creation process.

Job Status Candidate Source Post to Job Boards Post to Monster Post to reed.co.uk

Job Status: Live (dropdown menu open showing: On Hold, Rejected, TalentBank, Template, Waiting For Approval)

Enable Advert: ☒

Advert Closed: ☒

Date	Duration	Close Date	Enable job alerts	Status
	Please Select	02-09-2021	<input checked="" type="checkbox"/>	

Save

Managing Job Templates

To view and amend job templates already set up on your site, go to **Search > Search Jobs**.

Select **Template** from the Job Status dropdown and then **Search**.

Job Search

Filter By: Divisions, Locations, Regions, Departments, Categories, Job Levels, Job Statuses, Employment Types

Search

Job title:

Job Status: Template (dropdown menu open showing: Template)

Date from:

Date to:

Location: Please Select (dropdown menu open showing: Please Select)

Job reference:

Bulk Recruitment Job:

Search

You will see a list of all job templates set up on your site.

To amend the job templates, select the relevant job template from the list. Using the **Actions** menu, select **Edit Job**.

Search

Job Statuses: Template

Actions: ☒ Edit job

Job Status	Location	Created Date	Closing Date	Department	No Of Vacancies
Template	Altrincham	29/06/2022	05/08/2022	Administration	1
Template	Southampton	30/03/2016		Customer Service	1
Template	Manchester	05/05/2015		Customer Service	1
Template	Manchester	05/05/2015		Human Resources	1

HR Manager MAN-000083

Jobs dashboard

The Jobs dashboard will display all live and current vacancies that you have been granted access to.

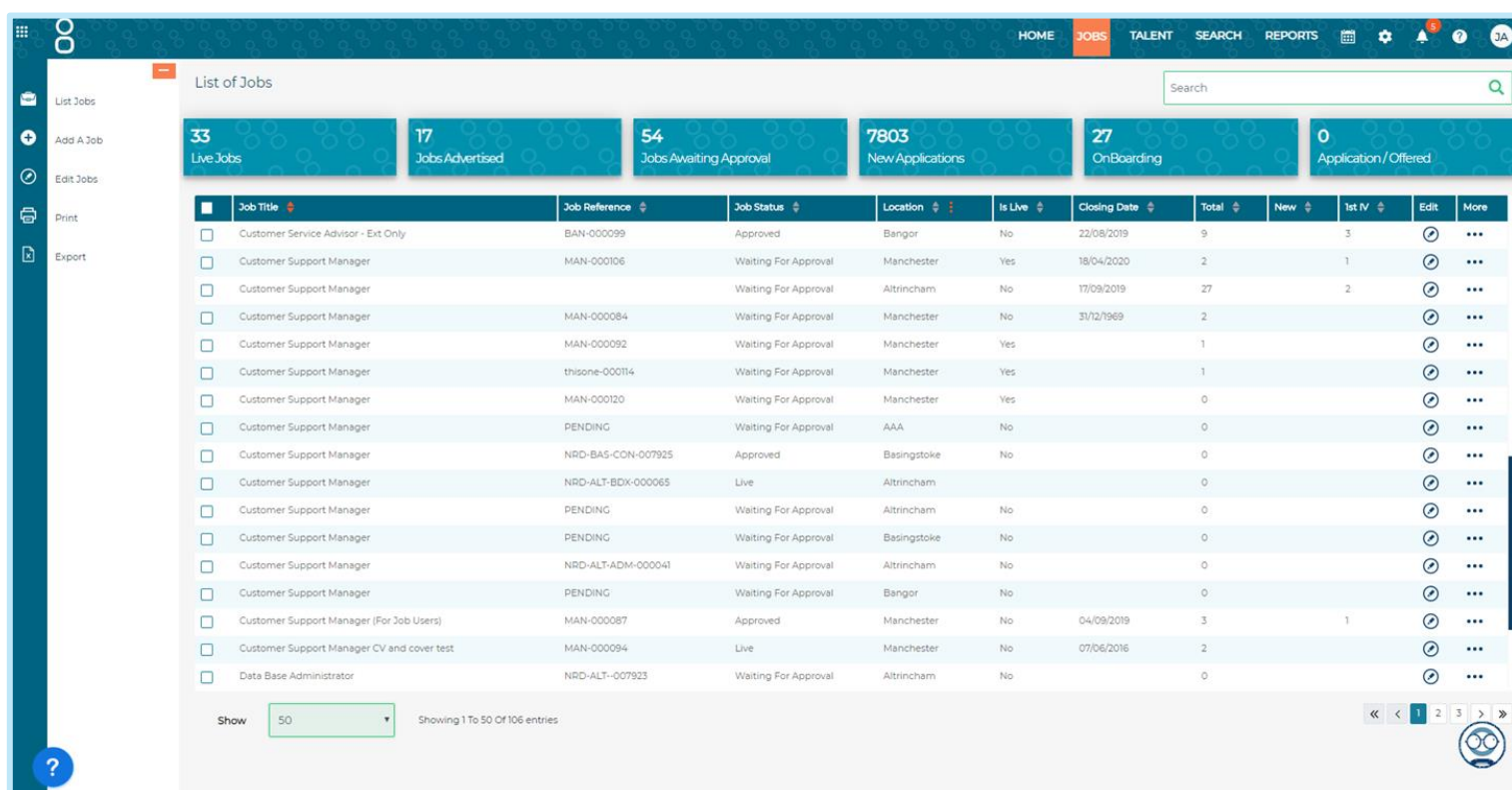
The Jobs dashboard includes several columns that give an insight into the job details and total number of applications. From this page you can:

- Add or edit a job
- Access all applications to a job

Don't worry if you are unable to see your job listed on this page, this page is designed to show jobs that are **Live** or going through the approval process.

To search for jobs at any other status, simply navigate to the **Search** page and select **Search Jobs**. This will allow you to search all jobs in the system using a variety of search criteria.

For example, if you start adding a job but don't complete the add a job process (such as sending the job for approval or making the job live), then you will be able to find this using the **Search jobs** function.



The screenshot displays the 'Jobs dashboard' interface. At the top, there is a navigation bar with links for HOME, JOBS, TALENT, SEARCH, and REPORTS. Below the navigation bar, a search bar is visible. The main content area features a summary section with six cards: '33 Live Jobs', '17 Jobs Advertised', '54 Jobs Awaiting Approval', '7803 New Applications', '27 OnBoarding', and '0 Application / Offered'. Below these cards is a table listing jobs with columns for Job Title, Job Reference, Job Status, Location, Is Live, Closing Date, Total, New, 1st IV, Edit, and More. The table contains 16 rows of job data. At the bottom, there is a 'Show' dropdown set to 50 and a pagination bar showing 'Showing 1 To 50 Of 106 entries'.

Job Title	Job Reference	Job Status	Location	Is Live	Closing Date	Total	New	1st IV	Edit	More
Customer Service Advisor - Ext Only	BAN-000099	Approved	Bangor	No	22/08/2019	9		3		...
Customer Support Manager	MAN-000106	Waiting For Approval	Manchester	Yes	18/04/2020	2		1		...
Customer Support Manager		Waiting For Approval	Altrincham	No	17/09/2019	27		2		...
Customer Support Manager	MAN-000084	Waiting For Approval	Manchester	No	31/12/1969	2				...
Customer Support Manager	MAN-000092	Waiting For Approval	Manchester	Yes		1				...
Customer Support Manager	thisone-000114	Waiting For Approval	Manchester	Yes		1				...
Customer Support Manager	MAN-000120	Waiting For Approval	Manchester	Yes		0				...
Customer Support Manager	PENDING	Waiting For Approval	AAA	No		0				...
Customer Support Manager	NRD-BAS-CON-007925	Approved	Basingstoke	No		0				...
Customer Support Manager	NRD-ALT-BDX-000065	Live	Altrincham			0				...
Customer Support Manager	PENDING	Waiting For Approval	Altrincham	No		0				...
Customer Support Manager	PENDING	Waiting For Approval	Basingstoke	No		0				...
Customer Support Manager	NRD-ALT-ADM-000041	Waiting For Approval	Altrincham	No		0				...
Customer Support Manager	PENDING	Waiting For Approval	Bangor	No		0				...
Customer Support Manager (For Job Users)	MAN-000087	Approved	Manchester	No	04/09/2019	3		1		...
Customer Support Manager CV and cover test	MAN-000094	Live	Manchester	No	07/06/2016	2				...
Data Base Administrator	NRD-ALT-007923	Waiting For Approval	Altrincham	No		0				...