iTacit Quick Reference Guide

Recruiting & Onboarding

(This document was last revised on September 12, 2017)

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Introduction

Welcome to your Training Site powered by iTacit. This guide is designed to walk you through common Set-Up and Maintenance activities in your **Recruiting & Onboarding** module.

For more information regarding regular Dashboard Tools and activities, please refer to the *Welcome iCourse for Employees or Managers*, assigned to you in your "My Training" dashboard tool and available in the Training Catalog.

Infrastructure Requirements

To provide a great customer experience, iTacit has some basic technology requirements and recommendations for people using it. We do our best to provide support for popular computers, laptops, tablets, and smartphones, using popular browsers.

If you have any issues with your device or browser, check our recommendations below, or contact your iTacit representative or the helpdesk@itacit.com team.

Internet Browsers

- Microsoft Internet Explorer (IE) 9 (or newer)
- Mozilla Firefox 4 (or newer)
- Safari 5.1 (or newer)
- Google Chrome 10 (and above)

Plug-Ins

- Adobe Acrobat Reader

Adobe Flash (Supported Media File type)

Adobe Flash support has progressively declined in recent years making it incompatible with most popular and modern browsers. Flash players are currently not supported for iOS and Android devices on all modern browser versions.

It is still possible to consume flash-based media on desktops and laptops primarily using Chrome. If using Internet Explorer, an IE8 compatibility mode is currently enforced in iTacit in order to enable compatibility.

iTacit recommends avoiding the consumption of flash based media going forward due to the diminishing level of support.

Media Recommendations

Looking to spice up your training courses with Media? Sending an attachment to a message to simplify your Communication? Great! For best results in image quality and playback, please take a look at the guidelines below:

Images:

Formats	.JPG and .PNG	
Resolution	72 dpi	
Size Recommendations (in pixels)		
	Optimum	**Maximum**
Employee Avatars (headshots)	64x64	256x256
Logos for Training Courses, News Articles	256x256	512x512
Images for course content	512x512	1024x768
Images for course content (which may be zoomed to full-screen	800x600	1920x1080

Packaged Courses:

Formats:

- .AICC
- SCORM 1.2
- SCORM 2004
- Tin Can

HTML formats can also be used to import course content into the iTacit iCourse area.

Video:

Format	.MP4, MOV, and .GIF
Codec (plug-ins)	H.264, AAC
Maximum dimension	1280 x 720 (720p) 720p is the recommended maximum size. If full screen video playback of a video is not anticipated, then a size should be considered.
File Size	Video files exceeding 20 MB should be assessed to see if they can be shortened.
Video Length	Should be limited to 2 minutes or less, to prevent excessive file sizes. Can your video be chunked/broken into chapters or sections? Learners will also benefit!
Processing	Video is bandwidth-intensive. Videos should be processed through a compression utility (such as Vimeo, YouTube or similar), to ensure that it is as lightweight as possible. Direct upload of raw-captured video should be avoided.

Attachments:

Format PDF Document Files (Optimal)

iTacit allows the uploading of other document types. Document types, other and Adobe Acrobat, require the existence of software on the viewing device that is capable of opening the uploaded document type. For example, if you upload a Microsoft Word (.doc) document, the viewing user must have Microsoft Word installed on their device to view that document.

Maximum Size Recommendations (in MB)	
My Messages	10 MB due to mail server processing
iCourse Reference Documents, Training Catalogue Item Documents, Employee Documents	20MB

Career Postings

Under this menu, is the ability to search existing career postings, as well as create, edit, or delete a career posting.

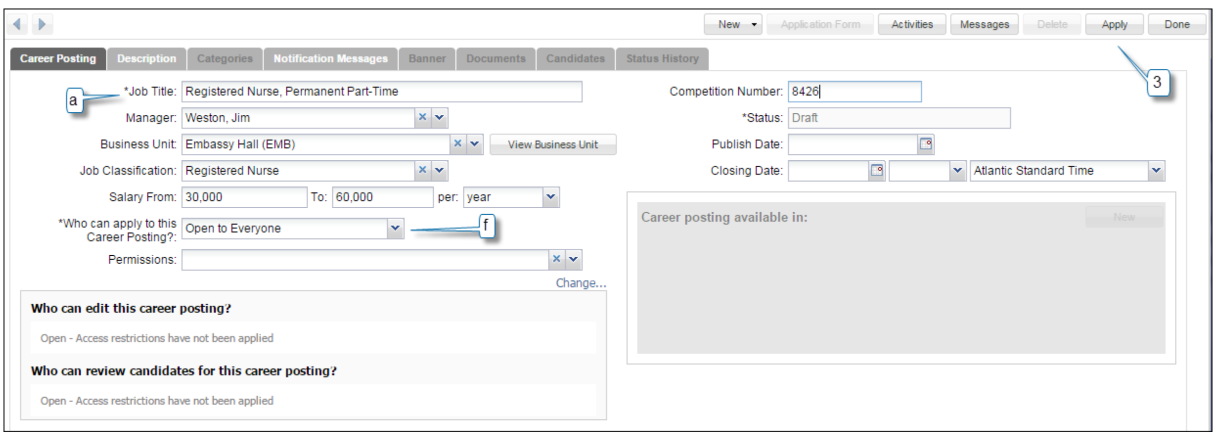
Create a Career Posting

1. Select **Menu** > **Recruiting & Onboarding** > **Career Postings**.

2. In the *Career Postings* screen select **New** > **Career Posting**.

    a. Enter the **Job Title** for the career posting.
    b. Select the **Manager** of the career posting (if applicable).
    c. Select the **Business Unit** for the career opportunity (if applicable).
    d. Select the **Job Classification** (if applicable).
    e. Enter the **Salary** range (if applicable).
    f. Select **Who can apply to this Career Posting**:
        i. Open to Everyone
        ii. Internal Only
        iii. External Only
    g. Enter a **Competition Number** (if applicable).

3. Select **Apply** to save



4. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.

    a. To set permissions without a predetermined permission group select **Change**.
        i. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
        ii. Select **Add** to be add your selection to the desired section.
        iii. Select **Who does this include?** to view the names of employees included in the desired section.
        iv. Select **X**.

5. Select the career posting **Status** (for: status business rules and visibility see **Appendix A** on page 35)

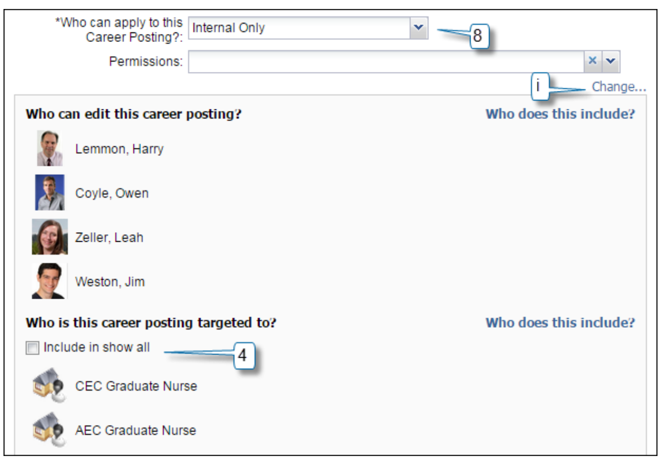
i. **Draft** – automatic setting when career posting is saved.
ii. **Under Review** – reviewing the career posting before it is published.
iii. **Ready to be published** – final step prior to publishing.
iv. **Published to website** – publishes career posting to career sites.
v. **Removed from website** – removes the posting from candidate view, and allows access to view candidates.
vi. **Interviews in progress** – conducting interviews.
vii. **Posting closed** – removes access to review candidates.
viii. **Posting cancelled** – cancel a career posting.

6. Specify the **Closing Date** the career posting will automatically be removed from website.

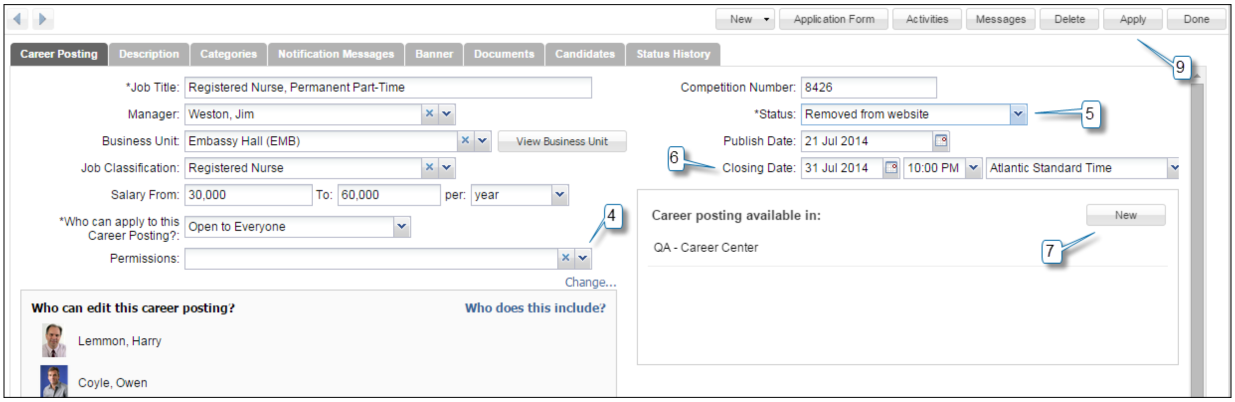
7. For Career Postings with the setting *Open to Everyone* and *External Only*, in the *Career posting available in* section select **New** and choose the career center to publish career posting to.

8. For Career Postings with the setting *Internal Only*, you can target career postings:

    i. Select **Change**.
        1. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
        2. Select **Add** in the section **Who is this career posting targeted to**.
        3. Select **X**.
        4. To make the posting visible to all employees select **Include in show all**.



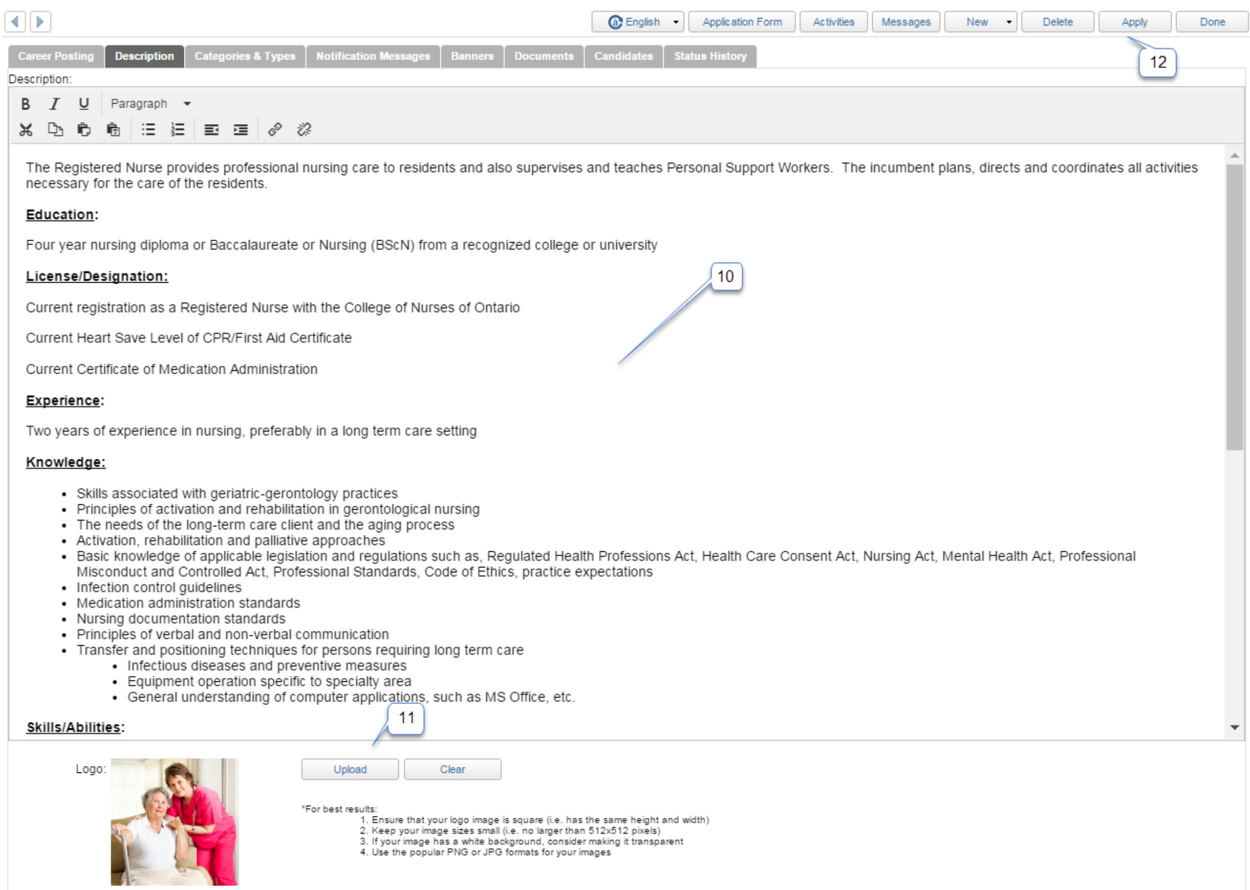
9. Select **Apply**.



10. In the *Description* section enter the details of the career posting.

11. To include a logo to your career posting, select **Upload**.

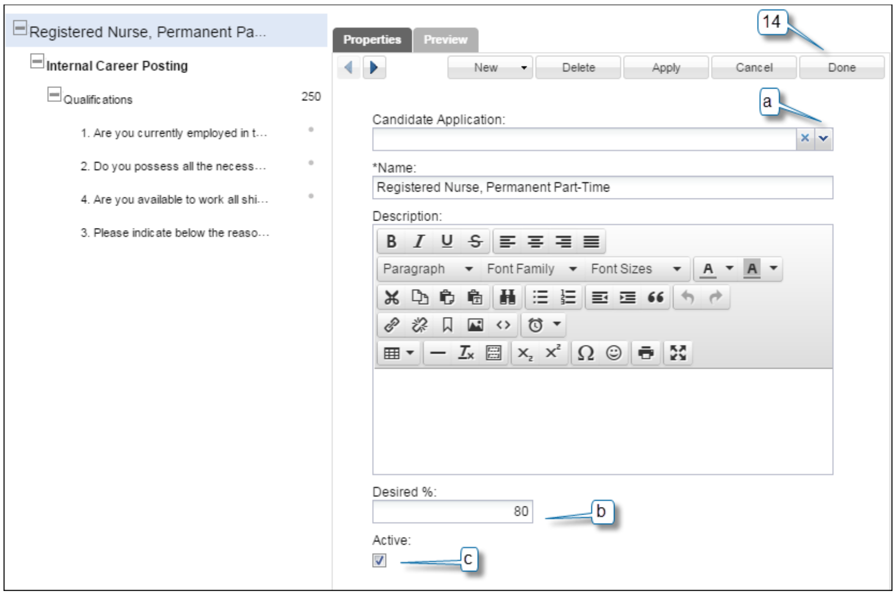
12. Select **Apply** to save changes.



13. You may include an **Application Form** with the career posting. Select the **Application Form** button to add one.

a. Choose a predetermined application form by selecting the **Standard Application**.
b. Set the **Desired %** (if applicable).
c. Place a checkmark in the box by **Active** to ensure application form is presented to candidates.

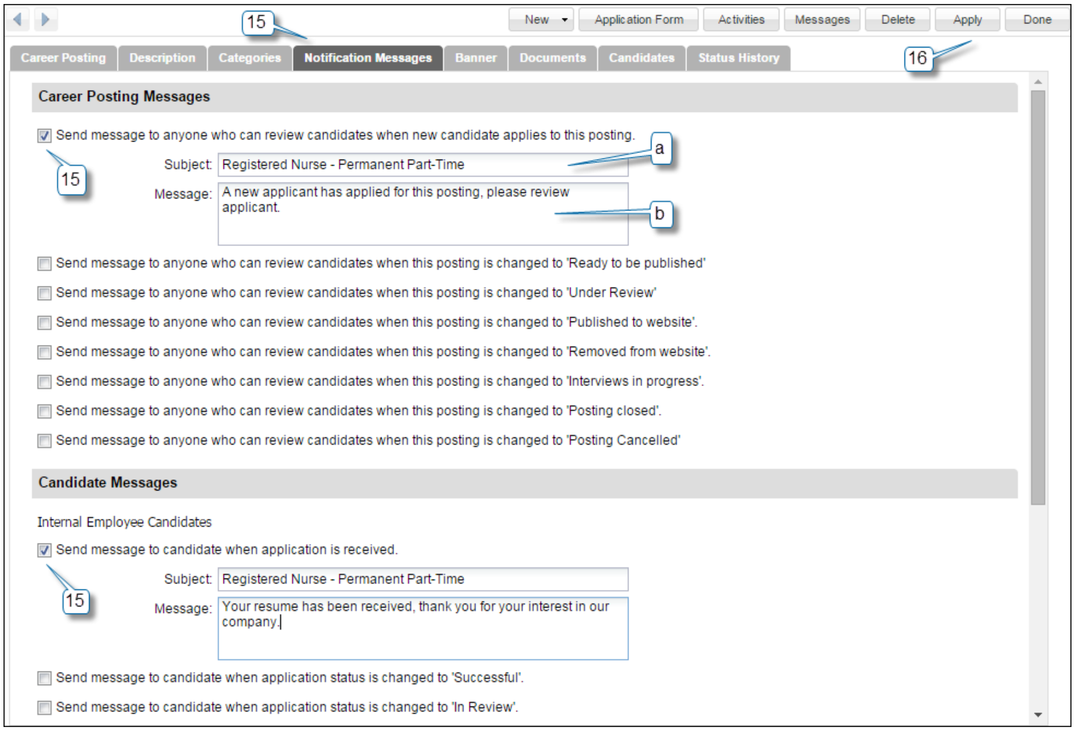
14. Select **Done**.



15. In the *Notification Messages* section select the desired notifications:

a. Enter the **Subject** of the message.
b. Enter the details of the **Message**.

16. Select **Apply**.



17. You can add additional information in the remaining sections:

a. **Categories** – associates the posting to a division/department. Candidates have the ability to search by category.
b. **Documents** – displays to managers who have access to view the career posting profile (hiring guide, detailed job descriptions, etc.)
c. **Candidates** – displays all candidates that have applied and withdrawn
d. **Status History** – displays when the posting was created, posted to website and closed.

18. Select **Done** to save your Career Posting.

Creating links and inserting images

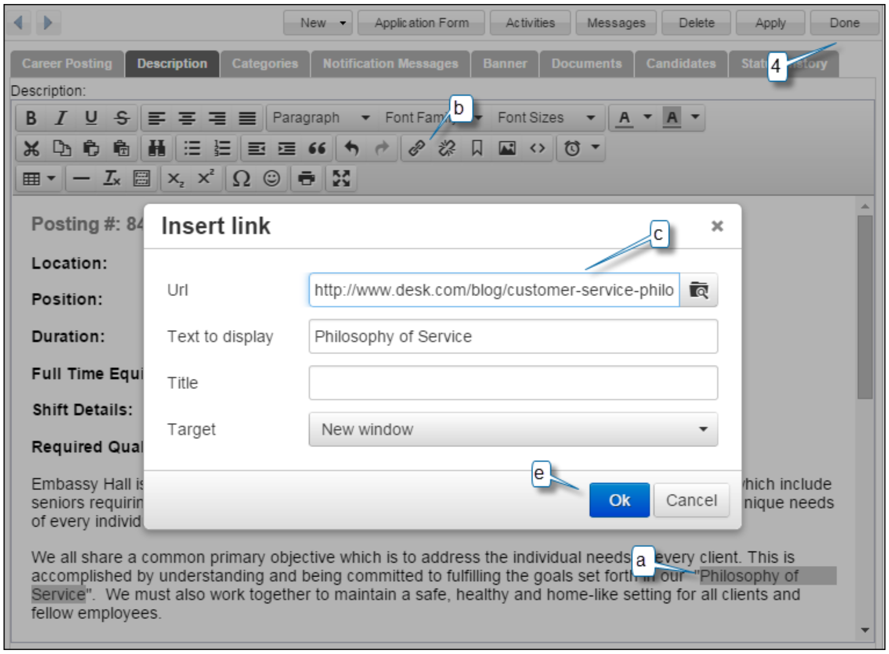
1. Select the desired career posting and navigate to the *Description* section.

Creating a Link

2. To insert a link:

a. Highlight the desired text.
b. Select the **Insert/edit link** button.
c. Enter the web address in the **Url** text box.
d. Enter the **Text to display** that will be visible in the news article.
e. Select **Ok**

3. Select **Done** to save

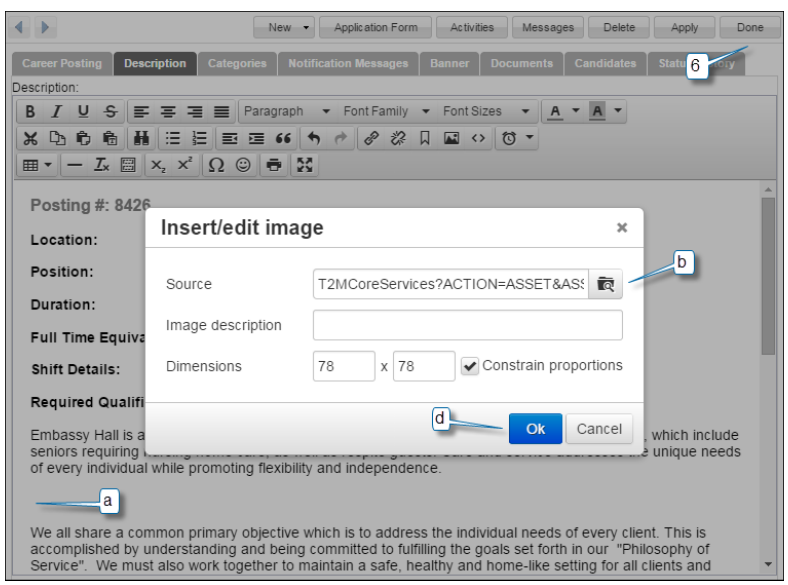


Inserting an image

4. Place your cursor where you would like the image to appear:

   a. Select the **Insert/edit image** button.
   b. Select the **Browser** button to the right ot the **Source** option.
   c. Enter an Image description.
   d. Select **Ok**.

5. Select **Done** to save.



Candidates

This area provides the ability to manage and review internal and external candidates for any career posting, including theability to search, edit, delete, count, and export candidates. New candidates can also be created manually in this area.

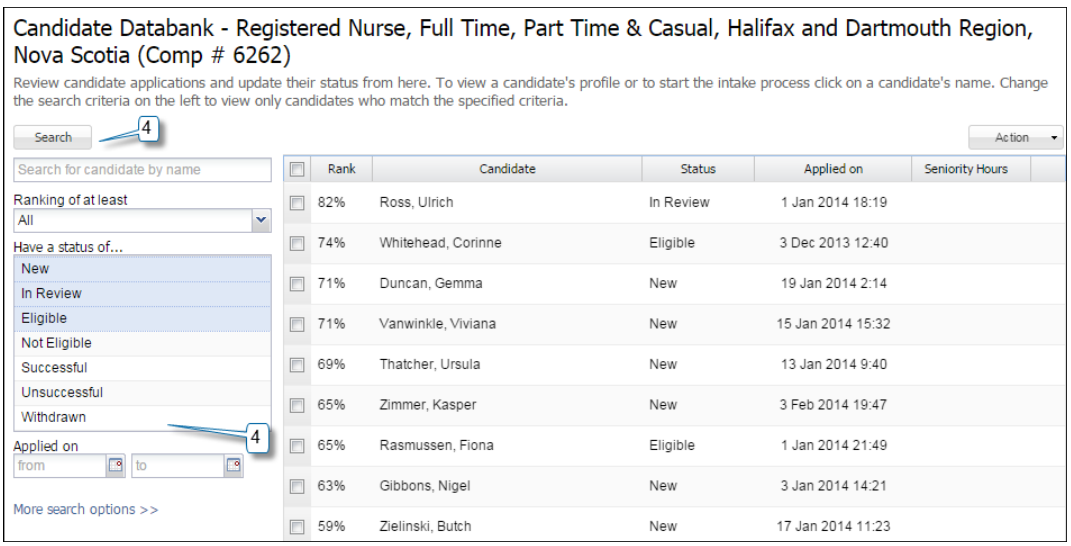
Viewing Candidate Responses

1. Select **Menu** > **Recruiting & Onboarding** > **Open Career Postings** or go to the dashboard item **My Open Career Postings**.

2. Search for and select the desired career posting to view associated candidates.

3. Select **View Candidates**.

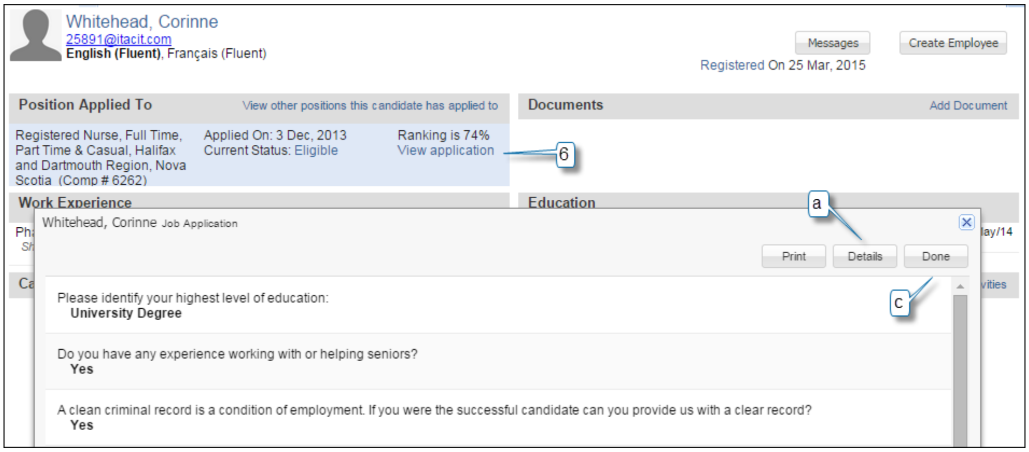
4. Enter your search criteria and select **Search**.



5. Click directly on the desired candidate to view their **Candidate Profile**.

6. In the *Positions Applied To* section; select **View application**.

   a. To view the entire job application select **Details**.
   b. Select **X** to close popup window.
   c. Select **Done** to close popup window.



Exporting Candidates

1. Select **Menu** > **Recruiting & Onboarding** > **Open Career Postings** or go to the dashboard item **My Open Career Postings**.

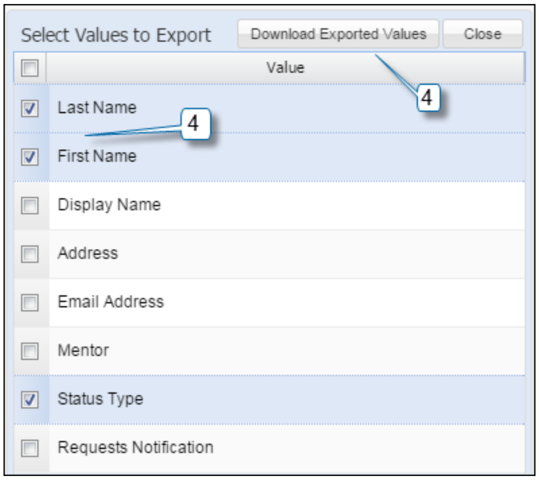
All Candidates

2. Select **Search** an *Issue Alert* message will appear, displaying the total number of candidate profiles, select **OK**.

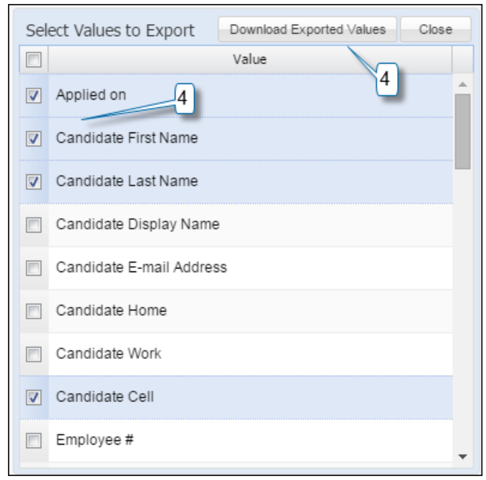
3. Select Action > **Export**.

4. Place a checkmark by the **Select Values to Export**, select **Download Exported Values**.

Candidates



Candidate Databank



5. The **Export** confirmation pop-up displays select **Yes**.

Details are exported to an Excel document.

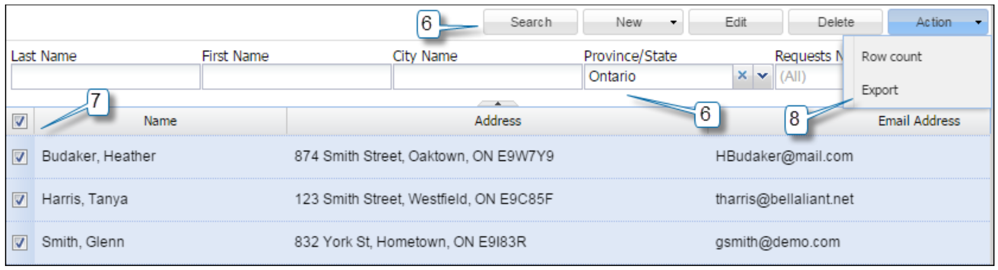
Selected Candidates

6. Enter search criteria to narrow list of candidates; select **Search**.

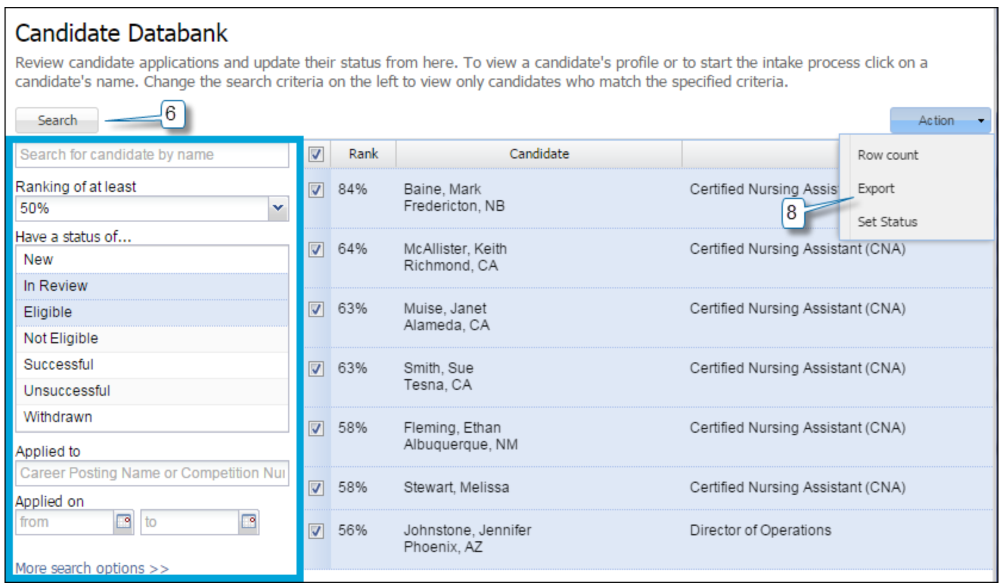
7. Place a checkmark by the candidates to export.

8. Select Action > **Export**. Repeat steps 4 – 5.

Candidates



Candidate Databank



Managing Candidates

Status Change (Status of a Candidate's Application)

1. Select **Menu** > **Recruiting & Onboarding** > **Open Career Postings** or go to the dashboard item **My Open Career Postings**.

My Open Career Postings

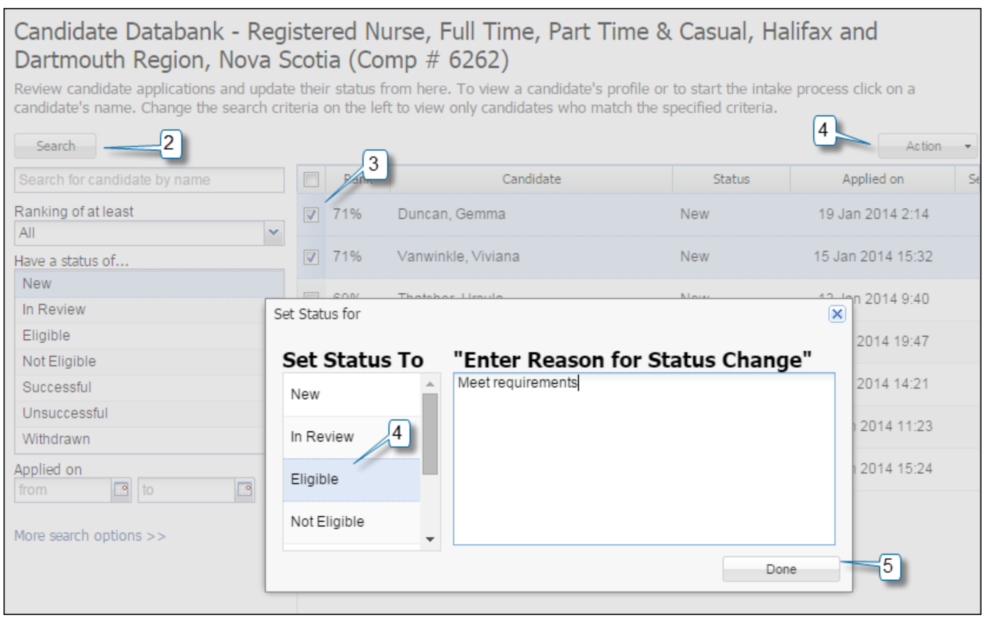
2. Enter search criteria to narrow list of candidates; select **Search**.

3. Place a checkmark by the candidates to modify.

4. Select Action > **Set Status**.

    a. Select new status and **Enter Reason for Status Change** (if applicable).

5. Select **Done**.



Status Change (Status of a Candidate)

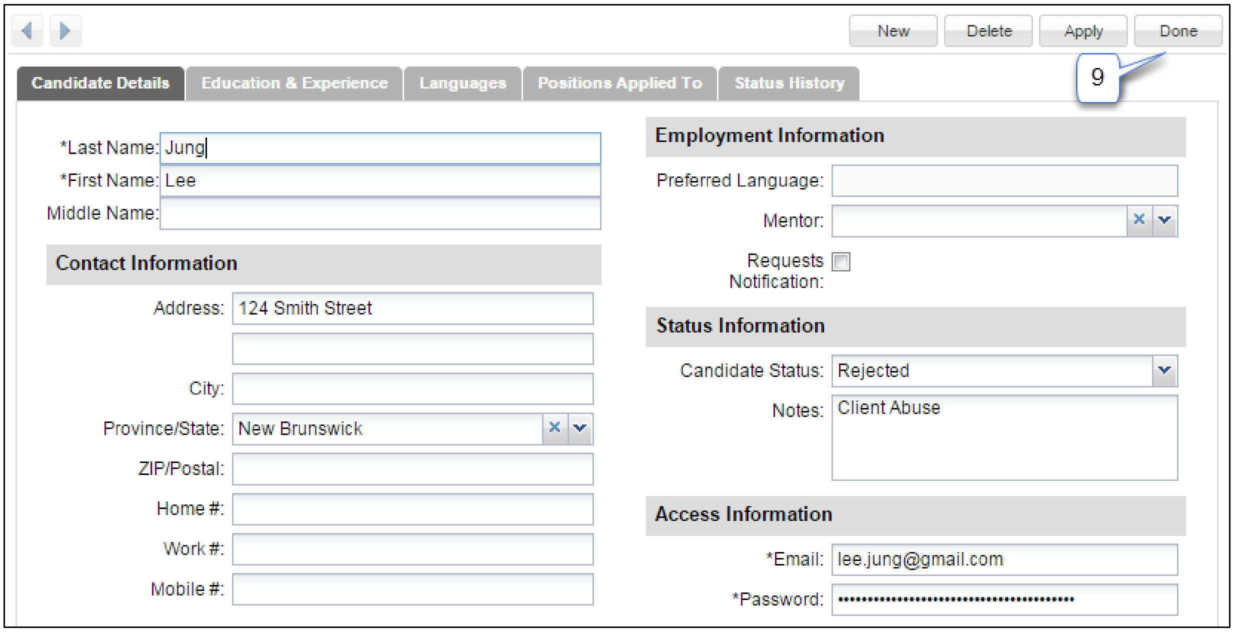
Candidates

6. Select **Menu** > **Recruiting & Onboarding** > **Candidates**

7. Enter search criteria to narrow list of candidates; select **Search**.

8. Place a checkmark by the candidate(s) to modify and select **Edit**.

9. Modify the desired data and select **Done**.



Setting the **Candidate Status** to **Rejected** will prevent their application from being visible to hiring managers. This may be used when a candidate would never be considered for employment.

Create Candidate

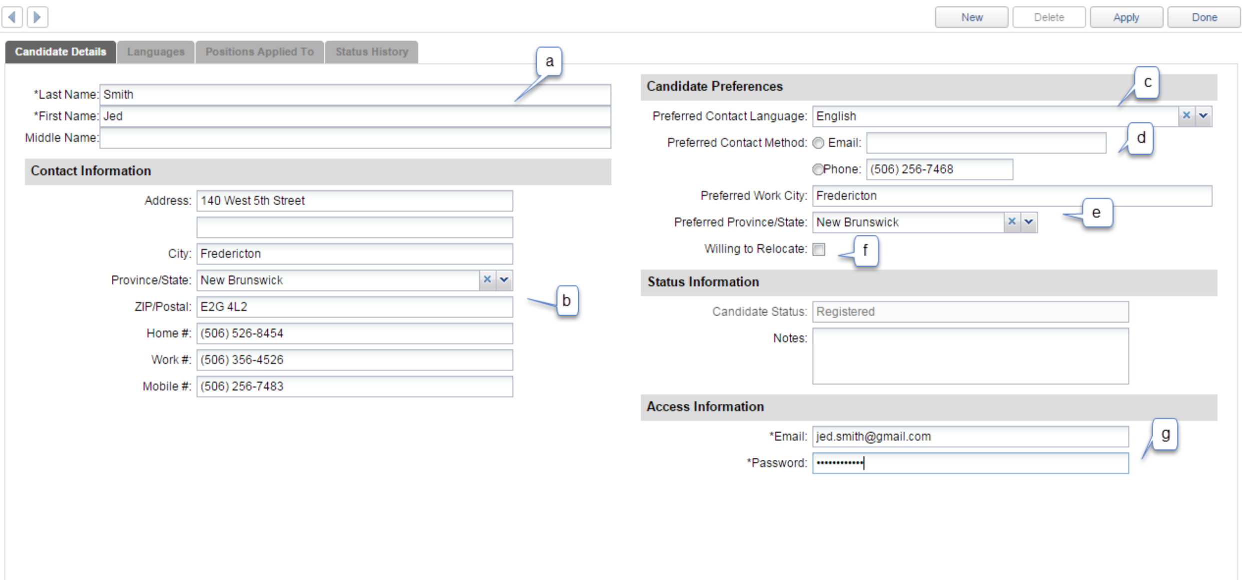
1. Select **Menu** > **Recruiting & Onboarding** > **Candidate**

2. Select **New**

3. In the Candidate Details section:

    a. Enter the **Last Name** and **First Name** of the candidate.
    b. Enter their **Contact Information** (if required).
    c. Enter their **Preferred Language** (if applicable).
    d. Place a check mark by **Preferred Contact Method** (if applicable).
    e. Enter their **Preferred Work City** and **Preferred Province/State** (if applicable).
    f. Select if they are **Willing to Relocate.**
    g. Enter their **Email** address and **Password**.

4. Select **Apply**.



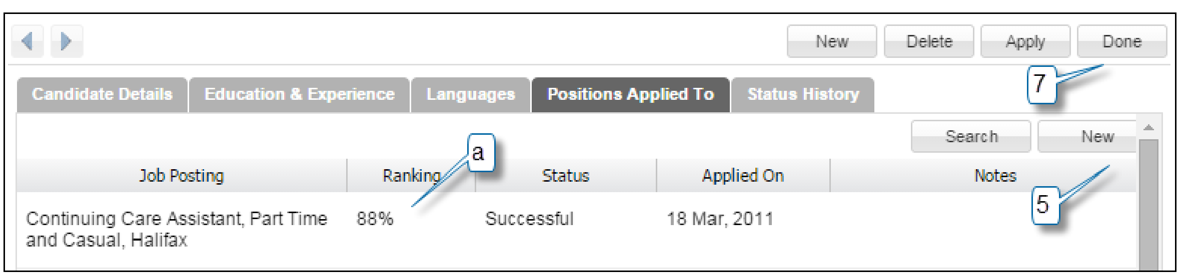
5. In the *Positions Applied To* section, select **New**.

   a. Search for and select the desired career posting.

If there is an application form attached, the candidate will be required to login and complete for ranking purposes.

6. You can add additional information in the remaining sections:
   a. **Languages**
   b. **Status History** – display the effective date of any status changes.

7. Select **Done**.



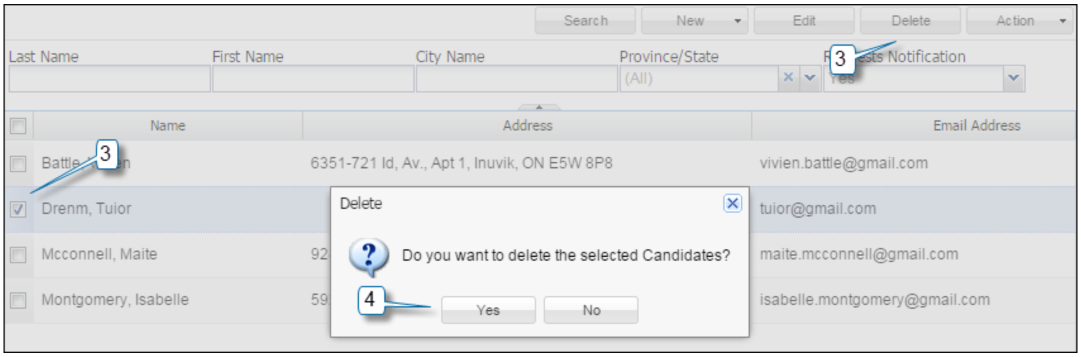
Delete Candidate

1. Select **Menu** > **Recruiting & Onboarding** > **Candidate**.

2. Search for and select the desired candidate.

3. Place a checkmark by the candidate and select **Delete**.

4. A confirmation pop-up appears select **Yes**.



Transition Candidate to Employee

1. Select **Menu** > **Recruiting & Onboarding** > **Candidate** or go to **Menu** > **Recruiting & Onboarding** > **Candidate Databank**.

Messaging within a Career Posting

1. Select **Menu** > **Recruiting & Onboarding** > **Career Postings**.

2. Search for and select the desired career posting.

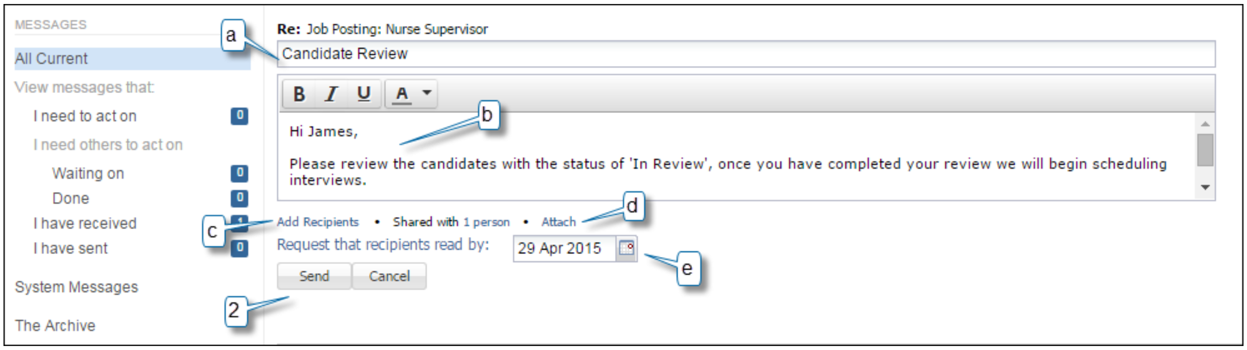
3. Select the **Messages** button.

Send a message

1. Select **New Conversation**

    a. Enter the topic of your message.
    b. Enter the content of your message.
    c. Select **Add Recipients** to choose who should receive the message.
    d. Select **Attach** to add an attachment.
    e. Select the calendar icon by **Request that recipients read by** to set a date when the message must be read by.

2. Select **Send**.

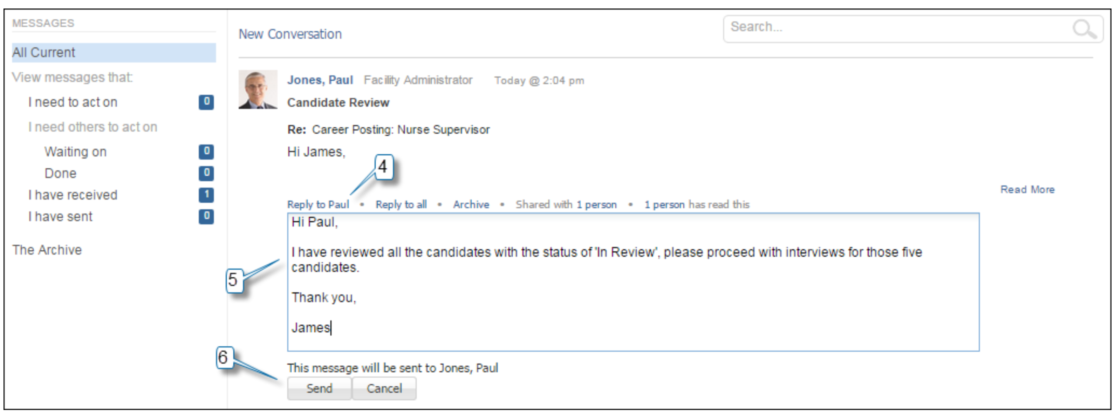


Reply to a message

4. Select **Reply to all** to reply to everyone in the distribution list or select **Reply to NAME** to reply only to the individual that sent the message.

5. Enter the content of your message.

6. Select **Send**.



Create a Standard Question

Create questions that will be used in Standard Forms. Your Standard Question bank provides the ability to reuse questions across multiple career postings.

1. Select **Menu** > **Recruiting & Onboarding** > **Standard Questions**.

2. Select **New**.

3. Select the desired question type:

    a. **Single Line Text**: Questions which require a response in the form of short text.
    b. **Multiple Choice**: Questions which require the selection of only one predefined answer from multiple options.

   c. **Multiple Select**: Questions which require the selection of one or multiple predefined answers.
   d. **Paragraph**: Questions which require a response in the form of longer text.
   e. **Date**: Questions which require a response in the form of a date.
   f. **Date and Time**: Questions which require a response in the form of date and time.
   g. **Numeric**: Questions which require a response in the form of a numeric value.

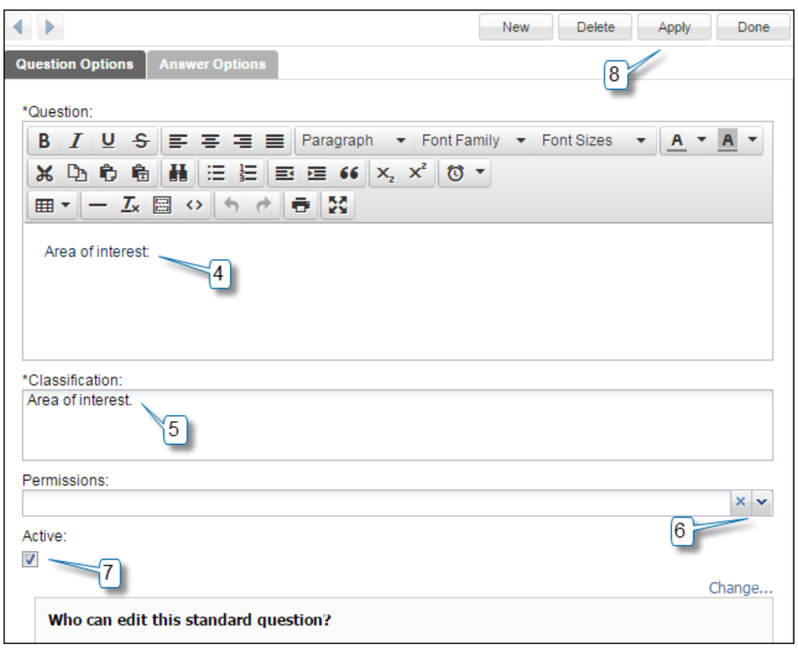
4. In the *Question* section enter the desired question.

5. In the *Classification* section enter classification for the selected question, this allows you to search for questions by a keyword.

6. Place a checkmark in the box by **Active**.

7. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.
   a. To set permissions without a predetermined permission group select **Change**.
      i. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
      ii. Select **Add** to be add your selection to the desired section.
      iii. Select **Who does this include?** to view the names of employees included in the desired section.
      iv. Select **X**.

8. Select **Apply**.

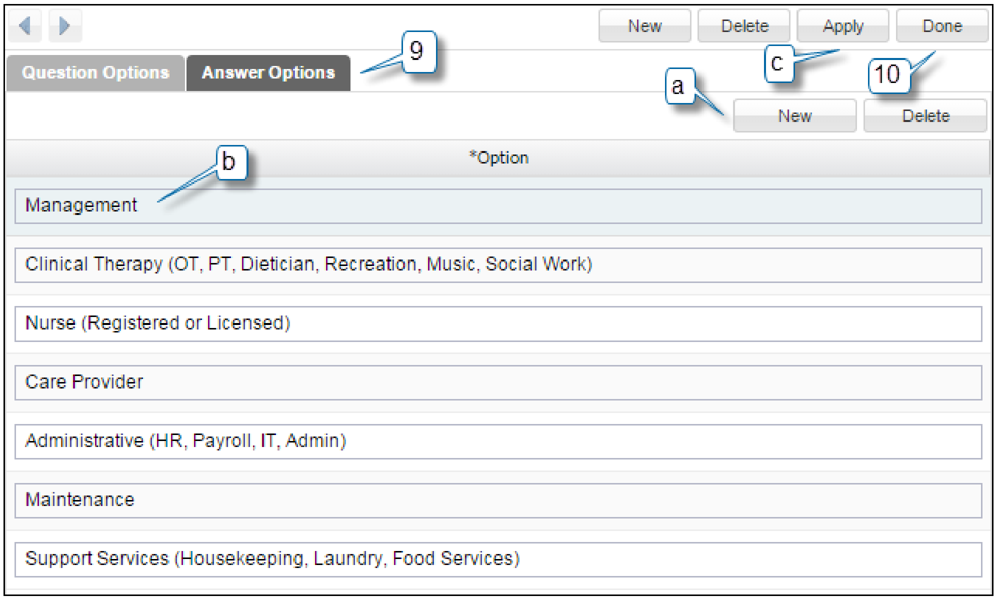


9. For *Multiple Choice* or *Multiple Select* questions select the **Answer Options** tab.

   a. Select **New**.
   b. Enter an answer option.
   c. Select **Apply**.

d. Repeat Steps **a – c** to create additional answer options.

10. Select **Done**.



Create a Standard Form

Once Standard Questions are created, they may be added to a standard form. This form may then be used in Standard Applications. Like standard questions, standard forms may be copied and used across career postings.

1. Select **Menu** > **Recruiting & Onboarding** > **Standard Forms**.

2. Select **New**.

a. Enter the **Form Title** and **Instructions**.
b. Place a checkmark in the box by **Active**.
c. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.
d. To set permissions without a predetermined permission group select **Change**.
   i. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
   ii. Select **Add** to be add your selection to the desired section.
   iii. Select **Who does this include?** to view the names of employees included in the desired section.
   iv. Select **X**.
e. Select **Apply**.

f. Select **New** > **Section**.
g. Enter the **Name** and **Narrative**.
h. Place a checkmark in the box by **Active**.

3. Select **Apply**.

    a. Select **New** > **Copy Standard Question**.
    b. Search for and select the desired standard question from the list.

4. Repeat step 3 to add additional questions to the form.

5. Select **Done**.

When copying a standard question all responses, desired %, weights, etc. will be automatically populated. These can be edited by selecting the desired item and editing the question, weight, etc. However any changes are only reflected in the current form and will not be changed in the template question.

Create a Standard Application

Application forms are created by combining standard forms and standard questions. Standard Applications are then attached to Career Postings for evaluation purposes.

1. Select **Menu** > **Recruiting & Onboarding** > **Standard Applications**.

If you create a form following these steps it will not be able to be used again in another application. If you want to reuse a form, it should be created in the Standard Forms area and then copied into your application.

2. Select **New**.

Standard Application (One time only)

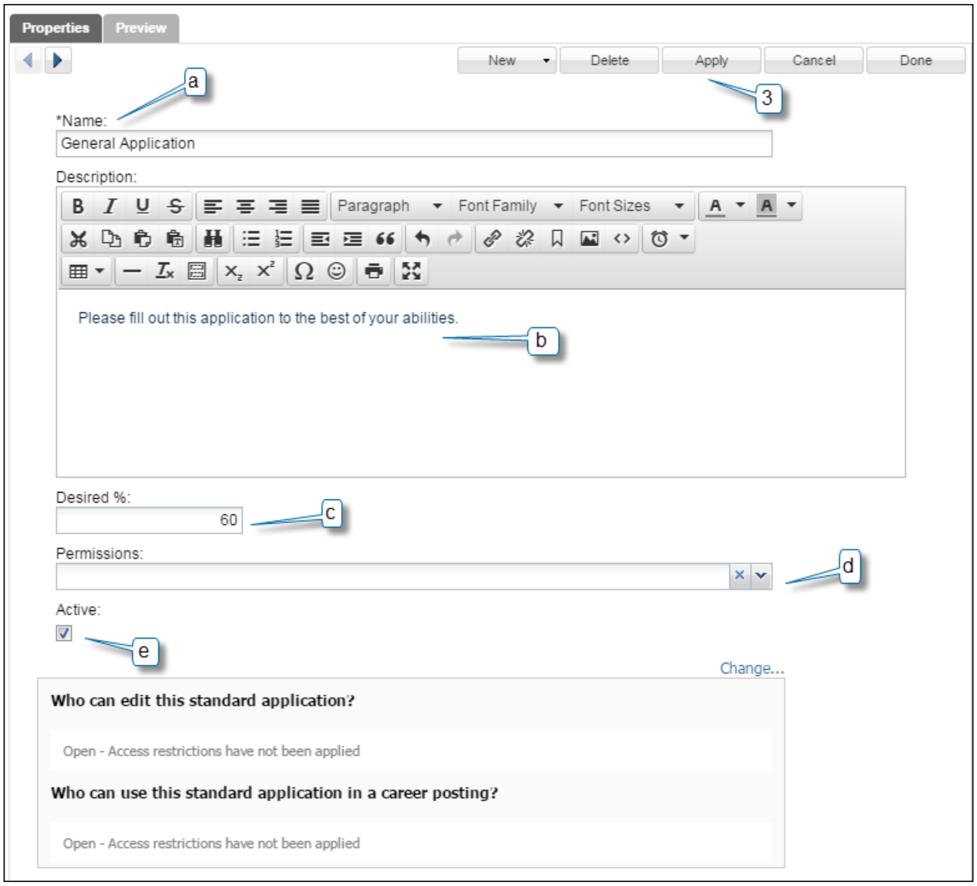
a. Enter the **Name** of the application.
b. Enter a **Description** if applicable.
c. Enter the **Desired %** if applicable.
d. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.

    i. To set permissions without a predetermined permission group select **Change**.
    ii. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
    iii. Select **Add** to be add your selection to the desired section.
    iv. Select **Who does this include?** to view the names of employees included in the desired section.

v. Select **X**.

e. Place a checkmark in the box by **Active**.

3. Select **Apply**.



4. Select **New** > **Form**.

    a. Enter the **Form Title** and **Instructions**.
    b. Select **Apply**.
    c. Select **New** > **Section**.
    d. Enter the **Name** and **Narrative**.
    e. Place a checkmark in the box by **Active**.
    f. Select **Apply**.
    g. Select **New** > then choose your question type.
        i. **Copy Standard Question**: to add existing question from list of standard questions
        ii. **Single Line Text**: Questions which require a response in the form of short text.
        iii. **Multiple Choice**: Questions which require the selection of only one predefined answer from multiple options.

iv. **Multiple Select**: Questions which require the selection of one or multiple predefined answers.
v. **Paragraph**: Questions which require a response in the form of longer text.
vi. **Date**: Questions which require a response in the form of a date.
vii. **Date and Time**: Questions which require a response in the form of date and time.
viii. **Numeric**: Questions which require a response in the form of a numeric value.

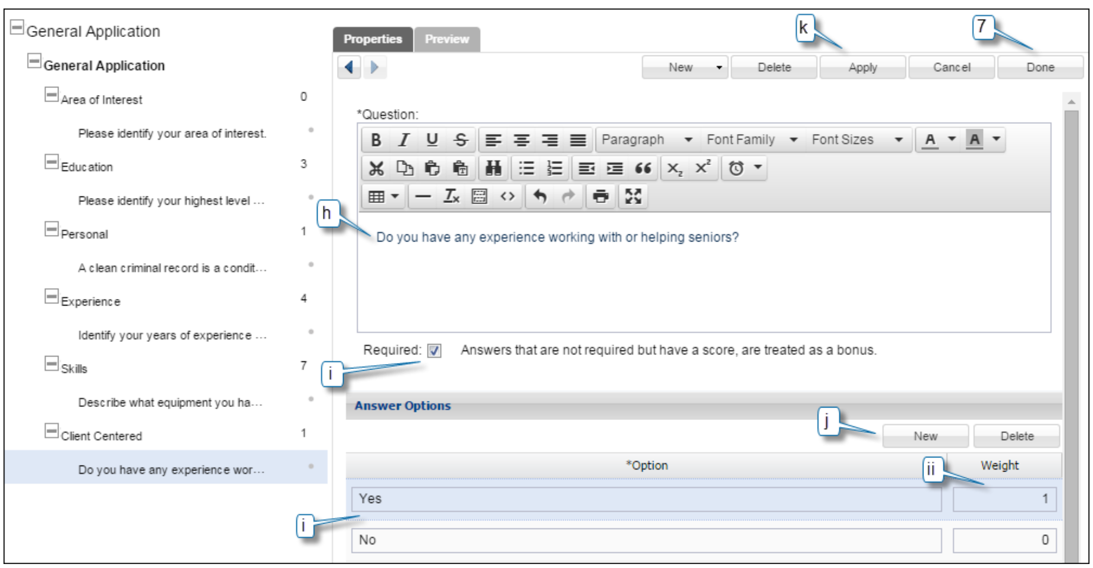
h. Enter the details of your **Question**.
i. To ensure a candidate must answer a question place a checkmark in the box by **Required**.
j. In the *Answer Options* section select **New**.
   i. Enter the answer **Options**.
   ii. Specify the **Weight** of each answer if applicable.

k. Select **Apply**.

5. Repeat steps **C** to **K** to create new sections.

6. Repeat steps **G** to **K** to create new questions.

7. Select **Done**.



Select **Preview** at any time to view the application from the candidate's perspective.

When it comes to scoring there are two question types that are scored in iTacit; these are **Multiple Choice** and **Multiple Select**. A multiple choice question is scored out of the highest possible score (highest weighted response option), and a **Multiple Select** question is scored out of the total possible score (all response options added together).

1) An example for a basic question with 2 response options:

Example Multiple Choice:
Response options: Yes = 5; No = 0
Total possible score is 5

Example Multiple Select:
Response options: Yes = 5; No = 5
Total possible score is 10

2) An example for a question with 3 response options:

Example Multiple Choice:
Response options: Beginner = 0; Intermediate = 10; Advanced = 15
Total possible score is 15

Example Multiple Select:
Response options: Beginner = 0; Intermediate = 10; Advanced = 15
Total possible score is 25

3) If you have a negative weight, this will lower the score:

Example Multiple Choice:
Response options: Yes = 0; No = -5
Total possible scores is 0

Example Multiple Select:
Response options: Beginner = -10; Intermediate = 10; Advanced = 15
Total possible score is 15

Standard Application - Copy Standard Form

1. Select **New** > **Copy Standard Form**.

2. Select the desired standard form.

When copying a standard form all questions, responses, desired %, weights, etc. will be automatically populated. These can be edited by selecting the desired item and editing the question, weight, etc. However any changes are only reflected in the current application and will not be changed in the template form.

3. Select **Done**.

Create an Activity Template

Activity Templates can be used to create a workflow for recruiting activities - from career posting approval processes to candidate onboarding.

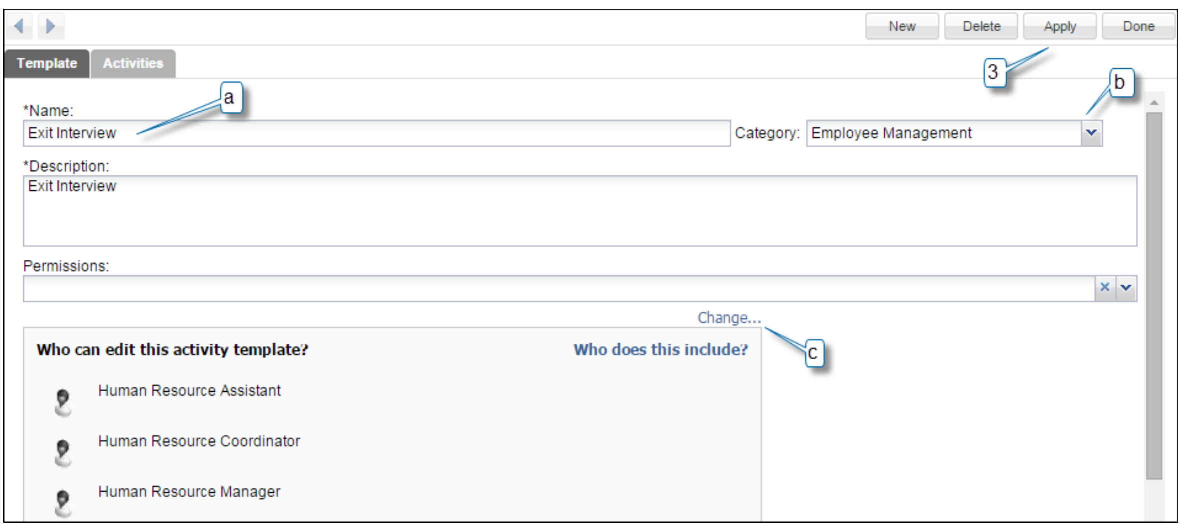
1. Select **Menu** > **Recruiting & Onboarding** > **Activity Template**.

2. Select **New** (for understanding recruiting activities see **Appendix B** on page 37)

    a. Enter the **Name** and **Description**.
    b. Select the dropdown option by **Category** to select *Task Category*.
    c. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.

        i. To set permissions without a predetermined permission group select **Change**.
        ii. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
        iii. Select **Add** to be add your selection to the desired section.
        iv. Select **Who does this include?** to view the names of employees included in the desired section.
        v. Select **X**.

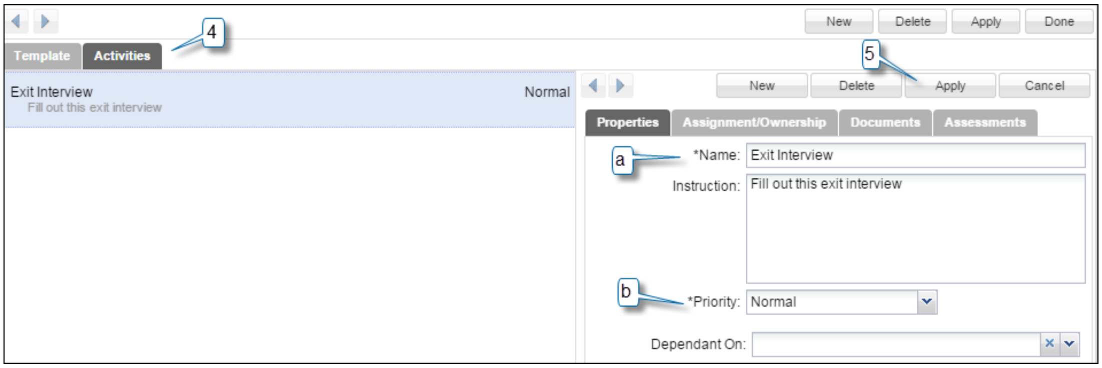
3. Select **Apply**.



4. Select the **Activities** tab.

    a. Enter the **Name** of the activity.
    b. Select the dropdown by **Priority** to set the priority level of the activity.

5. Select **Apply**.



6. Select the **Assignment/Ownership** tab.

   a. Assign the task to a **Job Classification**, **Business Unit** or **Employee**.
   b. Assign ownership of the task by selecting the dropdown option by **Employee**.

7. Select the **Documents** tab.

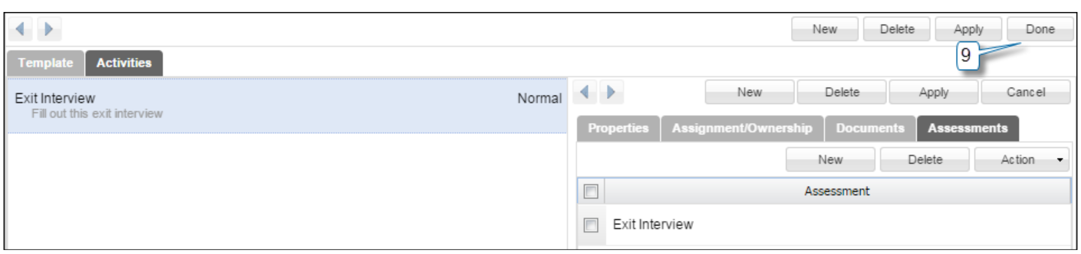
   a. Select **New**.
   b. Enter a title for the document in **What is in this document** text box.
   c. Select **Browse** to upload the desired document.
   d. Select **Done**.

8. Select the **Assessments** tab.

   a. Select **New**.
   b. Select the desired assessment to add.

To add additional tasks to an activity, repeat step 8.

9. Select **Done**.



Create Activity Template Permissions

Specific permissions are created which can be utilized when creating activities in the activity template. A data bank of reusable permissions may be created here.

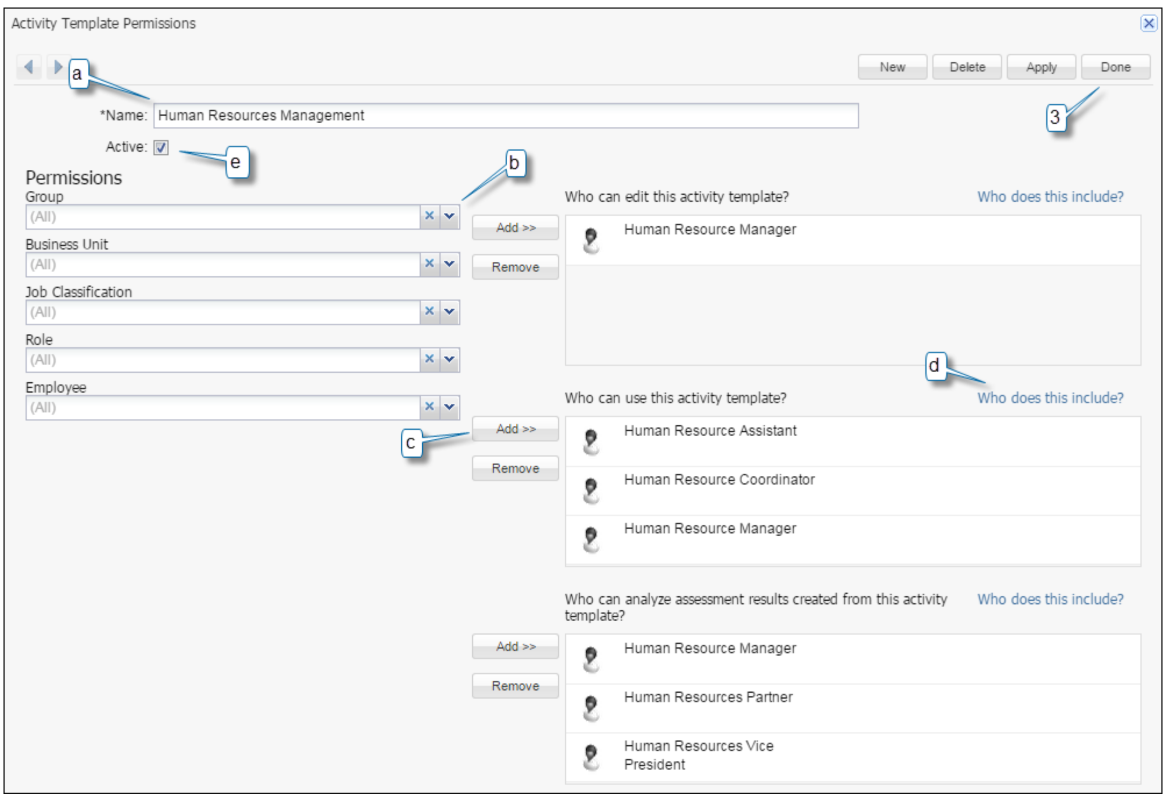
1. Select **Menu** > **Recruiting & Onboarding** > **Activity Template Permissions**.

2. Select **New**.

a. Enter the **Name** of the permission group.
b. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
c. Select **Add** to be add your selection to the desired section.
d. Select **Who does this include?** to view the names of employees included in the desired section.
e. Place a checkmark in the box by **Active**.

3. Select **Done**.

If you accidentally add the wrong individual or group(s) select the individual or group then select **Remove**.



Create Activity Categories

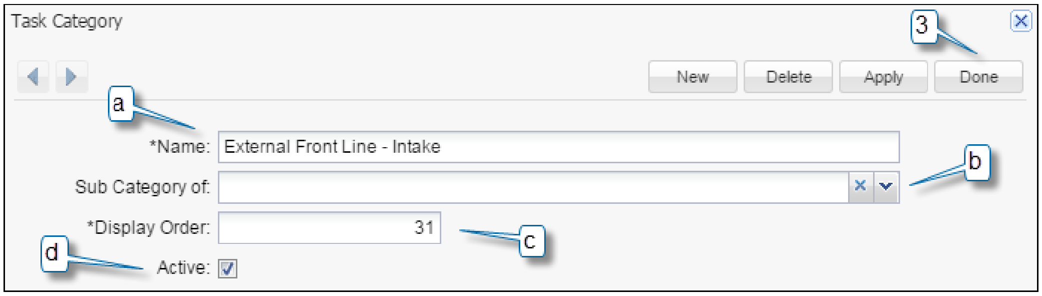
1. Select **Menu** > **Recruiting & Onboarding** > **Activity Categories**.

2. Select **New**.

a. Enter the **Name** of the category.

b. Select the dropdown option by **Sub Category** to select an additional category.
c. Enter the **Display Order**.
d. Place a checkmark in the box by **Active**.

3. Select **Done**.



Create Recruiting Assessments

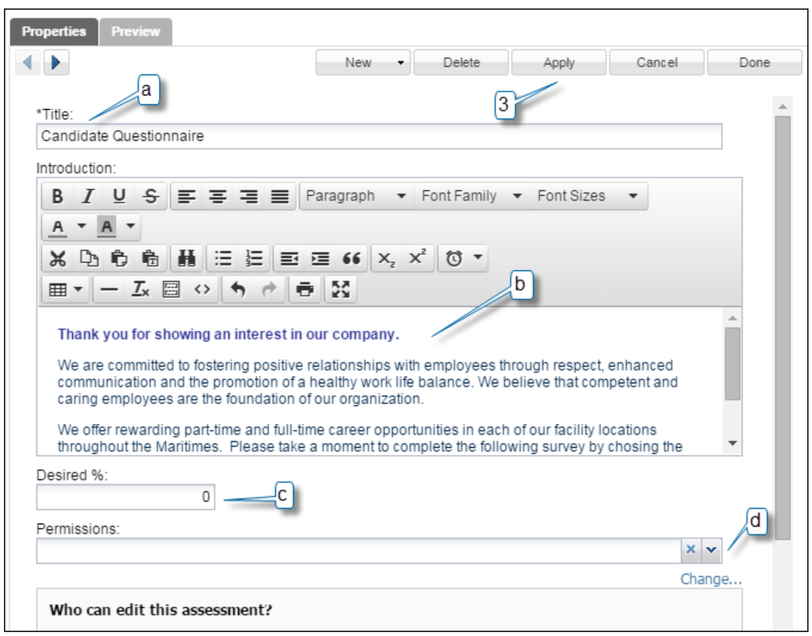
1. Select **Menu** > **Recruiting & Onboarding** > **Recruiting Assessments**.

2. Select **New**.

    a. Enter the **Title** of the assessment.
    b. Enter an **Introduction** if applicable.
    c. Entered the **Desired %** if applicable.
    d. Choose a predetermined permission group by selecting the dropdown option by **Permissions**.

        i. To set permissions without a predetermined permission group select **Change**.
        ii. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
        iii. Select **Add** to be add your selection to the desired section.
        iv. Select **X**.

3. Select **Apply**.



4. Select **New** > **Form**.

    a. Enter the **Title** of the form
    b. Enter the **Instructions** if applicable.

5. Select **Apply**.

6. Select **New** > **Section**.

a. Enter the **Title** of the section.
b. Enter the **Narrative** if applicable.

7. Select **Apply**.

8. Select **New** > then choose your question type.
    i. **Single Line Text**: Questions which require a response in the form of short text.
    ii. **Multiple Choice**: Questions which require the selection of only one predefined answer from multiple options.
    iii. **Multiple Select**: Questions which require the selection of one or multiple predefined answers.
    iv. **Paragraph**: Questions which require a response in the form of longer text.
    v. **Date**: Questions which require a response in the form of a date.
    vi. **Date and Time**: Questions which require a response in the form of date and time.
    vii. **Numeric**: Questions which require a response in the form of a numeric value.

a. Enter the details of your question in the **Text** box.

When it comes to scoring there are two question types that are scored in iTacit; these are **Multiple Choice** and **Multiple Select**.

b. In the *Value* section select **New**.
c. Enter the **Answer Value**.
d. Specify the **Value** of each answer if applicable.
e. Repeat Step 8 to create additional questions.
f. Repeat Steps 6 – 8 to create additional sections within the assessment.

9. Select **Done**.

Answers that are not required but have a score are treated as a bonus question.

Create Recruiting Assessment Permissions

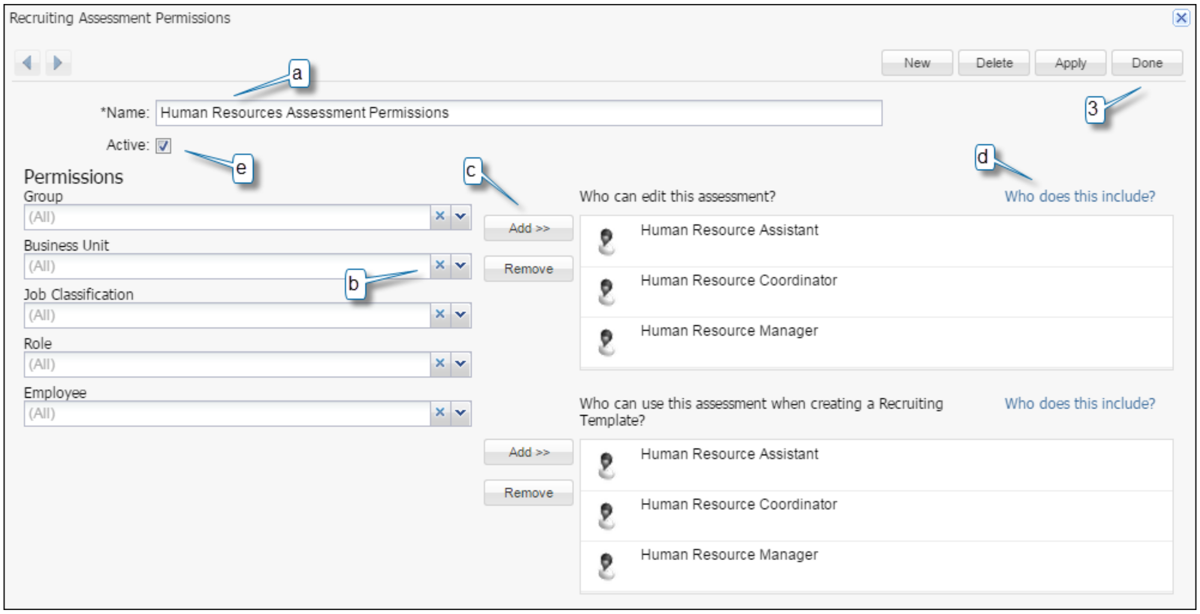
1. Select **Menu** > **Recruiting & Onboarding** > **Recruiting Assessment Permissions**.

2. Select **New**.

a. Enter the **Name** of the permission group.
b. Search for the desired **Group**, **Business Unit**, **Job Classification, Role** and/or **Employee**.
c. Select **Add** to be add your selection to the desired section.
d. Select **Who does this include?** to view the names of employees included in the desired section.
e. Place a checkmark in the box by **Active**.

3. Select **Done**.

If you accidentally add the wrong individual or group(s) select the individual or group then select **Remove.**



Candidate recruiting configuration

1. Select **Menu** > **Recruiting & Onboarding** > **Candidate Recruiting Configurations**.

2. Select **New**.

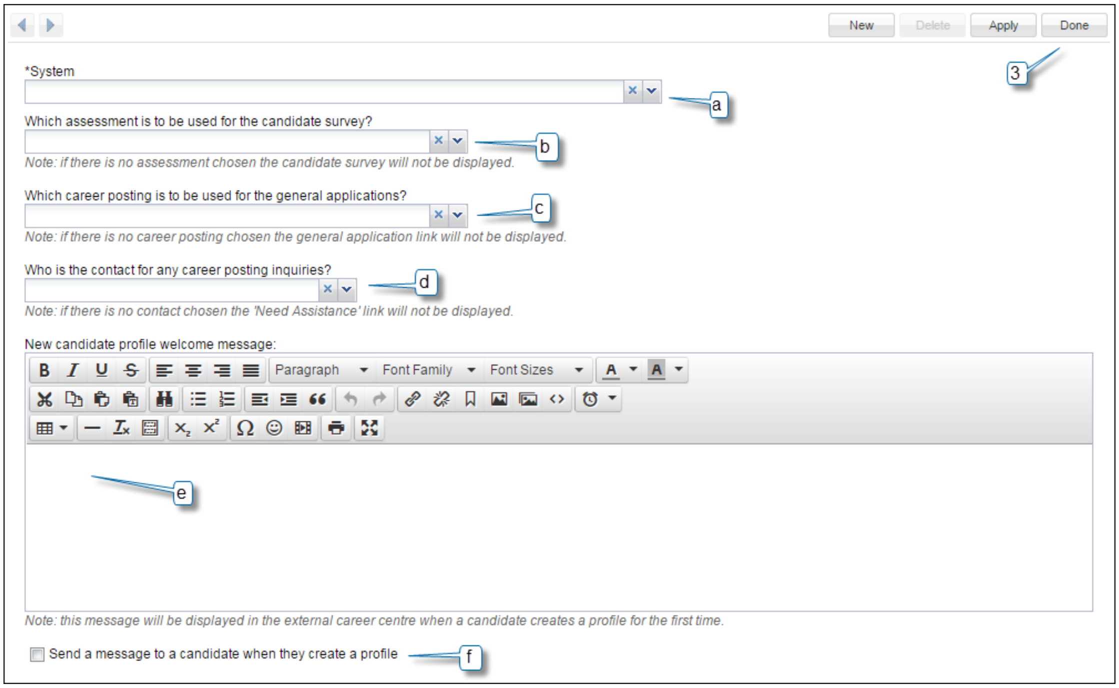
External Career Centre

a. Select the dropdown option by **System**.
b. Select the dropdown option to choose **Who is the contact for any career posting inquiries**.
c. Place a checkmark by **Send a message to a candidate when they create a profile**.

3. Select **Done**.

If there is no career posting chosen the general application link will not be displayed.

If there is no contact chosen the *Need Assistance* link will not be displayed.

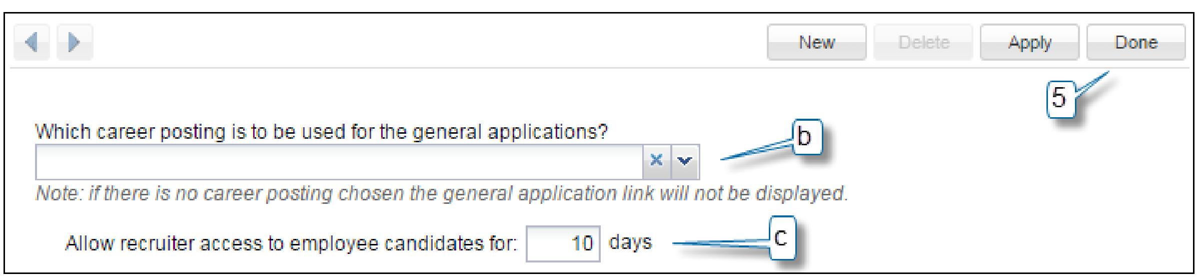


Internal Career Centre

4. Select **New**.

    a. Select the dropdown option by **System**.
    b. Select the dropdown option to choose **Which career posting is to be used for general applications**.
    c. Enter the number of days to **Allow recruiter access to employee candidates**.

5. Select **Done**.



Appendix A

Career Posting Status	Manual Business Rule	Automated Business Rule	Visibility		
			Career Posting Configuration Screen *(for those with edit access)*	**My Open Career Postings** *(for those with review access)*	**External / Internal Career Centres** *(Candidates/ Employees)*
Draft - Career postings are automatically saved with this status if the status is not updated.	When this status is selected, the career posting is not posted to the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	No	No
Under Review	When this status is selected, the career posting is not posted to the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	Yes	No
Ready To Be Published	When this status is selected, and a Posted On date is entered, an automated process is triggered (see Automated Business Rule). Note: Career Postings with a null or backdated Posted On date with this status will also be automatically published. To backdate a career posting and not have it published, a	If a Posted On date is added, the career posting will be automatically published on the date entered. If a Posted On date is entered, the career posting will be published at 00:01 on the Posted On date and the career posting status will be changed to Published to	Yes	Yes	No

	Removed from Website, Posting Closed, or Posting Cancelled status may be used.	Website.			
Removed from Website	When this status is selected, the career posting is removed from the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	Yes	No
Interviews in Progress	When this status is selected, the career posting is not posted to the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	Yes	No
Posting Closed	When this status is selected, the career posting is not posted to the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	No	No
Posting Cancelled	When this status is selected, the career posting is not posted to the website.	N/A – the system will not automatically update this status or do anything based on a Posted On date or Expires On date.	Yes	No	No