

Quick Guide **Complete project**



HR MANAGER
TALENT SOLUTIONS

Overview

Completing a project needs all the right components. When the qualified candidate is hired, the project needs to be ended.

In this guide, these steps will be explained as well as a few tips:

- Mark candidate(s) as 'Hired'
- Assign proper status to the candidate
- Send rejections
- Select an email template
- Send email to candidate(s)
- Rejected candidate
- Deactivate project

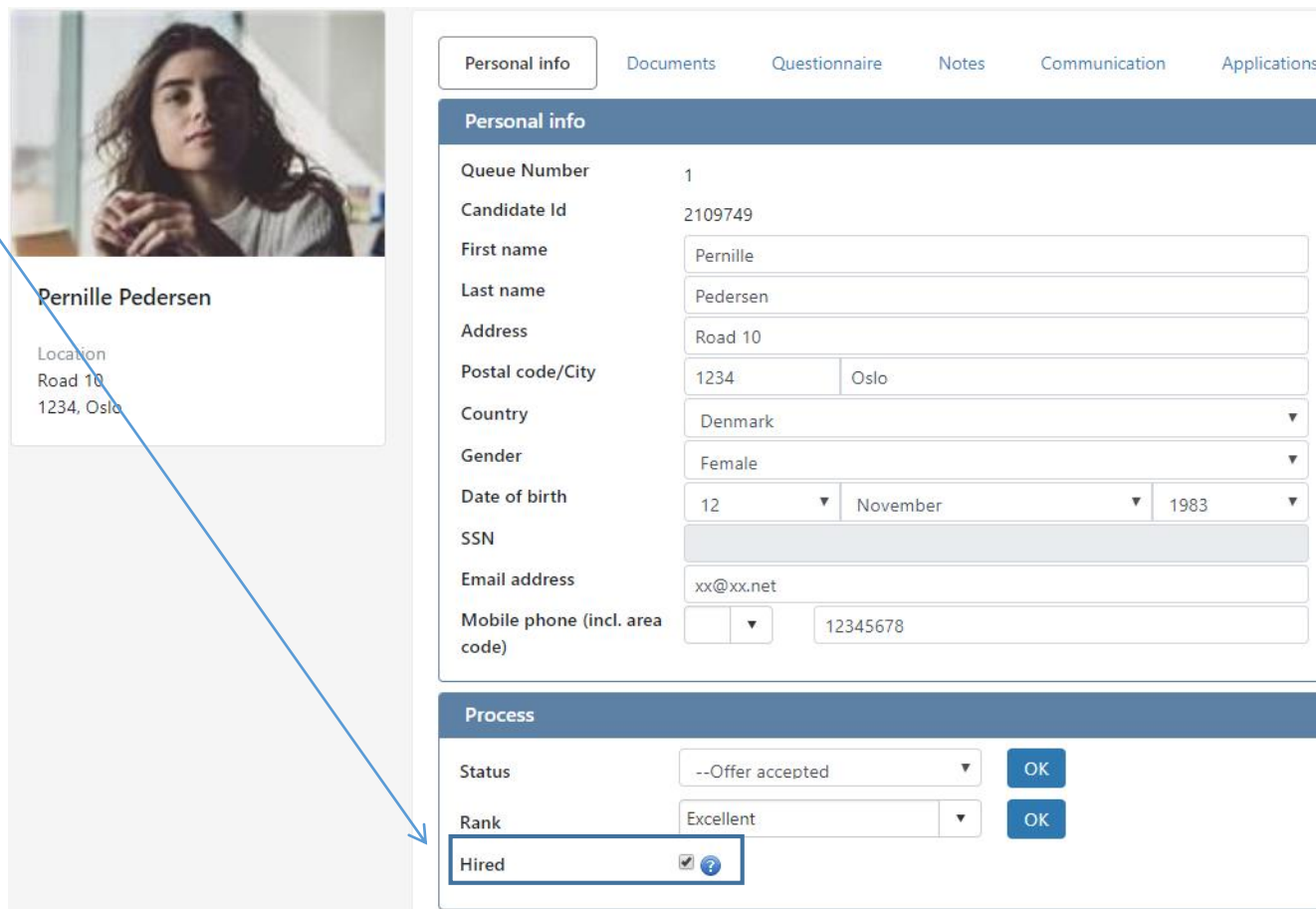
Mark candidate(s) as 'Hired'

When/if right candidate(s) is found and should be hired, tick the box 'Hired' on the candidate's profile.

Once changes saved, the candidate will be assigned with the tag 'Hired'.

By default candidates assigned with the tag 'Hired' will not be deleted after your deletion settings. This can be altered if necessary.

Furthermore, candidates with the tag 'Hired' will also be included in the statistics over employed candidates.



Pernille Pedersen

Location
Road 10
1234, Oslo

Personal info

Queue Number 1

Candidate Id 2109749

First name Pernille

Last name Pedersen

Address Road 10

Postal code/City 1234 Oslo

Country Denmark

Gender Female

Date of birth 12 November 1983

SSN

Email address xx@xx.net

Mobile phone (incl. area code) 12345678

Process

Status --Offer accepted OK

Rank Excellent OK

Hired ☒ ?

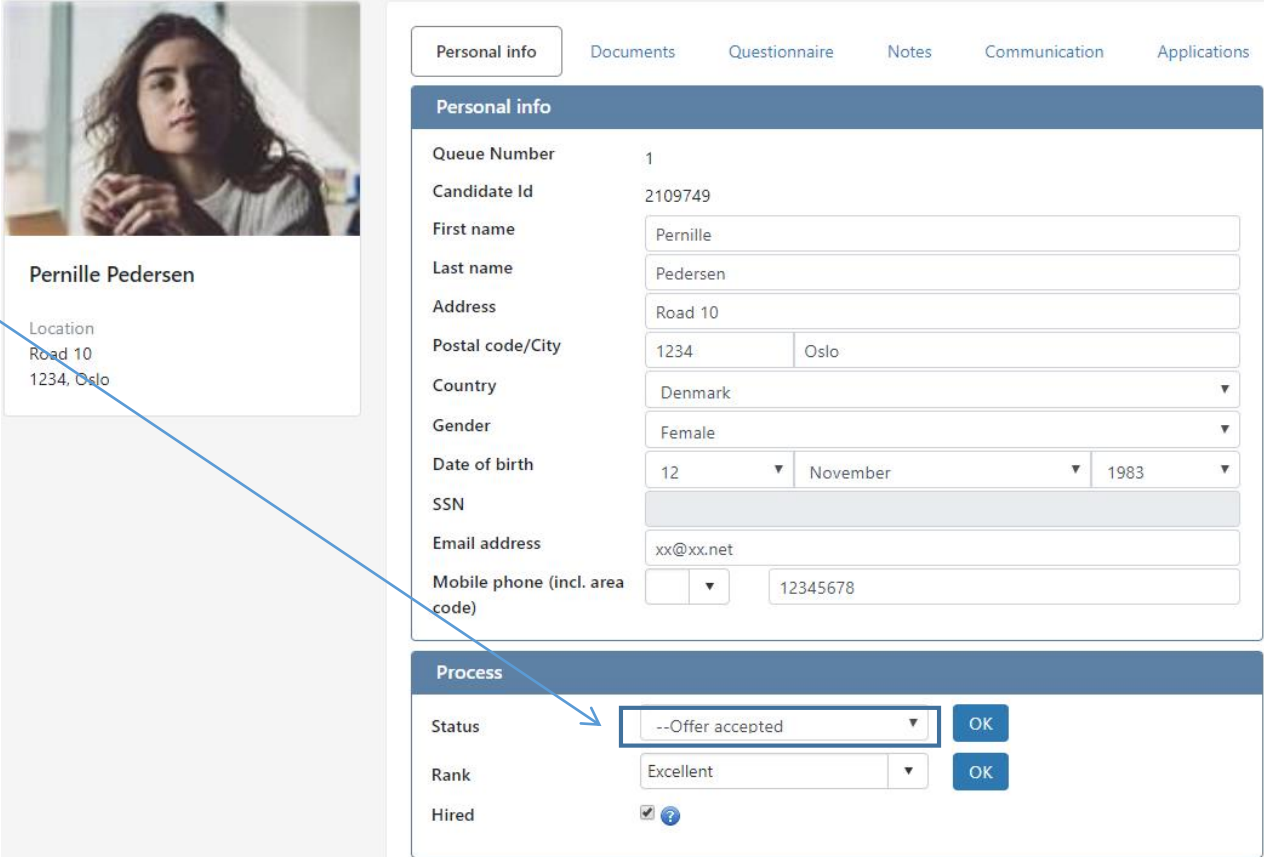
Assign proper status to the candidate

Candidate needs correct status for their hiring.

Assign the candidate the status: 'Offer accepted'

By selecting this status the candidate will by default be assigned with the tag for hired.

Always remember to save any modifications.



The screenshot displays a candidate profile for Pernille Pedersen. The profile includes a photo, name, and location (Road 10, 1234, Oslo). The 'Personal info' section contains fields for Queue Number (1), Candidate Id (2109749), First name (Pernille), Last name (Pedersen), Address (Road 10), Postal code/City (1234, Oslo), Country (Denmark), Gender (Female), Date of birth (12 November 1983), SSN, Email address (xx@xx.net), and Mobile phone (12345678). The 'Process' section shows the Status set to 'Offer accepted', Rank set to 'Excellent', and a 'Hired' checkbox that is checked. A blue arrow points from the text 'Assign the candidate the status: 'Offer accepted'' to the 'Offer accepted' status dropdown.

Personal info	
Queue Number	1
Candidate Id	2109749
First name	Pernille
Last name	Pedersen
Address	Road 10
Postal code/City	1234 Oslo
Country	Denmark
Gender	Female
Date of birth	12 November 1983
SSN	
Email address	xx@xx.net
Mobile phone (incl. area code)	12345678

Process	
Status	Offer accepted
Rank	Excellent
Hired	<input checked="" type="checkbox"/>

Send rejections

When sending rejections, select the candidates who are to receive a rejection directly from the candidate list.

Candidate ListEurope > Main project (143575)

All Candidates
3 (3)

Application received
1

In process
0


























Rejection
1

Employment
1




☒ Show Rejected Candidates

Add new Candidate

Page Options

	Photo	Last name	First name	Status	Rank
   	  	 Johnsen	Tor	Transferred from candidate db	★★★★☆
   	   	 Pedersen	Pernille	Offer accepted	★★★★★
   	  	 Hamad	Yunus	Rejection after interview	★★★★☆

Selection: Select page , Deselect page , Select all, Deselect all

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Select an email template

Select the correct rejection email template to send to the candidate(s).

For example:

‘Rejection of Application’
‘Rejection after interview’.

Once email template is chosen click ‘Edit and send’ to send email.

Email

Send e-mail to selected candidates

Edit and send	Application receipt (Auto)
Edit and send	Invitation Interview
Edit and send	Invitation Interview 2
Edit and send	Invitation Interview 3
Edit and send	Invitation to questionnaire
Edit and send	Rejection after interview
Edit and send	Rejection after questionnaire
Edit and send	Rejection after screening
Edit and send	Rejection of Application

Send email to candidate(s)

If required, both the 'Subject' and the 'Body text' can be edited.

NB: Use caution when making modifications to the variables, which are shown with the characters [].

They are used to extract specific data from the system.

If you need a future date/time to send the mail, simply tick the box 'Schedule email for later sending'.


Once email is ready to be sent, click 'Schedule' or 'Send' to complete.

Send e-mail templates Europe > Main project (143575)



Confirm sending e-mail

Below to the left you will see all the candidates you have selected - and below to the right you will see the content of the selected e-mail template.
If your user role permits, you can change the content of the e-mail template. Click **Edit** and remember to click **Save** when the changes are made.
To send the e-mail template to the selected candidates, please click **Send**.

If you would like to send the e-mail template at a later date and time, please click the box to the left of **Schedule e-mail for later sending** and pick date and time. Then click the **Send** button.

Language: English	Preview
Recipients: Pedersen, Pernille (pjdondemo@hrmz.net)	Subject Regarding reference number 143575 Edit
	Body text Dear Pernille, Further to your application for the position as Main project. Having reviewed all the applications for this position I regret to inform you that we will not be taking your application forward for this position. Thank you for your interest in our company. Kind regards Dan Bloch 

☒ Schedule email for later sending

Date  Time 

Cancel Schedule

Rejected candidates

Candidates who have received rejection will often be in the work flow step 'Rejection' with the correct rejection status.

Candidate List Europe > Main project (143575)

All Candidates	Application received	In process	Rejection	Employment
3 (3)	1	0	1	1

☐ Show Rejected Candidates

To display the rejected candidates, tick the box 'Show rejected candidates'.

Deactivate project

When the project/recruitment is completely done and all candidates have been dealt with, the project can be deactivated.

This can easily be done via the wheel on the project list on the main page 'Home':

The screenshot displays a web interface for managing projects. At the top, there are buttons for 'Search advertisements', 'New project', and 'Copy Existing Project', along with a search bar for 'Search Project ID/Name'. Below these is a table with columns for 'ID', 'Project name', 'Department', and 'Project leader'. The table lists three projects: 'Main project' (ID 143575), 'Project 1', and 'Project 2', all under the 'Europe' department and led by 'Bloch, Dan'. A context menu is open for the first project, showing options like 'Edit project (project wizard)', 'Add documents (file archive)', 'View/add note (project note)', 'View advertisements (publishing)', 'View project report', 'Activate/deactivate project', 'Project Log', and 'Delete'. The 'Activate/deactivate project' option is highlighted, and a sub-menu is visible with a 'Deactivate' button. A blue arrow points from the text above to the gear icon that opens the context menu.

ID	Project name	Department	Project leader
143575	Main project	Europe	Bloch, Dan
	Project 1	Europe	Bloch, Dan
	Project 2	Europe	Bloch, Dan

The project is now complete

Please contact Support for any further information 😊

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