

Quick Guide **Unsolicited**

Overview

An "Unsolicited" allows you to create a project for unsolicited applications.

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

- [Top tips for the Unsolicited](#)
- [Creating a Unsolicited](#)
- [Communication templates](#)
- [Custom texts](#)
- [Application form](#)
- [Questionnaire](#)

Top tips for the Unsolicited

If you make use of Unsolicited in the system, we recommend that you create them in a separate department.

By creating the Unsolicited its own department, the advantage is that it enables you to adjust the settings such as:

- **Communication templates**
- **Custom texts**
- **Application forms**
- **Accesses**

It is advisable to attach a questionnaire to the Unsolicited, as this will facilitate usage of the Unsolicited when searching for candidates.

Creating a Unsolicited

An Unsolicited is created just like a project.

Under 'Other Options' and 'Project type', you just have to select 'Unsolicited'.

Edit project

In this module you can edit an existing project, or create a new project.

[Project Details](#) [Communication](#) [Application Form](#) [Questionnaire](#) [Advertisement](#) [Application Redirection](#) [Confirmation](#)

Here you can type in the basic project details.

Project Details

Project name:*

Project internal name:

Application due: Time

Department: [Select](#)

Workplace:

Google Maps:

(Select address to show in Google Map on advertisement.)

Position category:

Access Options

Project leader:*

Add

Last name	First name	Contact Person *
Bloch	Dan	<input type="checkbox"/> Remove

Project participants:

[Create and add](#) | [Add](#)

Last name	First name	Contact Person *
No Project Participants added		

* = Contact persons will only be shown in the advertisement if info about contacts is used in the layout template.

Additional Project Details

Start date: ☐ Start as soon as possible

Available Application Languages

Tick the languages you would like to be available on the application form. Candidates may then select an application form in any of these languages.

☒ English

☐ Dansk

Default:

Other Options

Project type:

The project is active ☒

Enable auto unpublish ☒

Block new applications on application due ☒

Block edit of existing applications on application due ☒

Enable application redirection ☒

Notifications

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Communication templates

The content in the communication templates can be customized to the Unsolicited.

So when a candidate sends an unsolicited application they will receive a receipt confirming that they are now registered in the Unsolicited.

Project Details **Communication** Application Form Questionnaire Advertisement Application Redirection Confirmation

Communication

On this page you can modify communication templates to be used in the current project. Please note that default communication templates must be modified in Administration.

Candidate

Communication Template Title		EN
Email Add new Email Template		
Exclude Copy	Rejection of Application	
Exclude Copy	Rejection after interview	
Exclude Copy	Rejection after questionnaire	
Exclude Copy	Rejection after screening	
Exclude Copy	Application receipt (Auto)	
Exclude Copy	Invitation Interview	
Exclude Copy	Invitation Interview 2	
Exclude Copy	Invitation Interview 3	
Exclude Copy	Invitation to questionnaire	

☐ Show excluded templates
(!) = Template contains no text.

Custom texts

You have the option to customize numerous texts in the system, either for the entire organization or for a particular department.

To customize, access 'Administration' and select 'Custom text'. A list of editable texts will be displayed. Please ensure to select the appropriate department, when making the changes.

For example, on the application form you can modify the sentence:

‘You are now applying for’ to ‘Unsolicited application' or simply 'CV database'.

Custom texts - Career portal		Custom texts - Project portal	
Filters	All texts ▼	Quick search	You are now applying <input type="button" value="Search"/>
Title	Current text	Actions	
Display project name - Applying for	You are now applying for the position	Edit	

Custom texts

Furthermore several buttons on the application form are editable.

In the example displayed, 'Send application' has been customized to 'Register in CV database'.

Title	Current text
Send application - Send application	Send application

Select ▼

Select
CV
Other documents
Picture
Cover letter

Select & Upload

Add

Application form

The application form can be customized, so the entered information is more appropriate.

This is to be done directly on 'Application form' in 'Administration'. We advise you to create a new application form, only for unsolicited applications.

Fields, texts and buttons can be adjusted according to your needs.

Apply with LinkedIn

Import basic information and link directly to your professional profile

Personal info

Email address *
Confirm email address *
First name *
Last name *
Address *
Postal code/City *
Gender *
Date of birth *
Mobile phone (incl. area code) *

Select

Day

Month

Year

+45

Education

Education level

Select

Employment history

Current position

Current employer

Other information

Where did you hear about this position?

Homepage

Internal/external

☐ I am an employee at Europe.

☒ I am not an employee at Europe.

Cover letter

Please provide a cover letter.

Remember to click **Save** if you need some time to fill in the form. You are automatically logged out of the system if you do not click **Save** or **Next >>** within 60 minutes from opening this webpage. *

Documents

Attach your CV and picture. If there are other documents you would like to attach, please use the appropriate field/fields below.

Please make sure that the documents are readable when printed.

No CV?

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Questionnaire

It is advisable to attach a questionnaire to the CV database project, as it will enable further sorting and filtering options.

For example, if you have a large CV database, you could ask the candidate about which type of position is of interest.

When working in the CV database, you can easily search and sort according to specific criterias.

Other information

Where did you hear about this position?

Homepage ▼

Internal/external

☐ I am an employee at Europe.

☒ I am not an employee at Europe.

Position Category

☐ HR

☐ Sales

☐ SERVICE

☐ ADMINISTRATION

☐ MAINTENANCE

You have now optimized your CV database

Please contact Support for any further information 😊

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[Chat with us](#)



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