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:

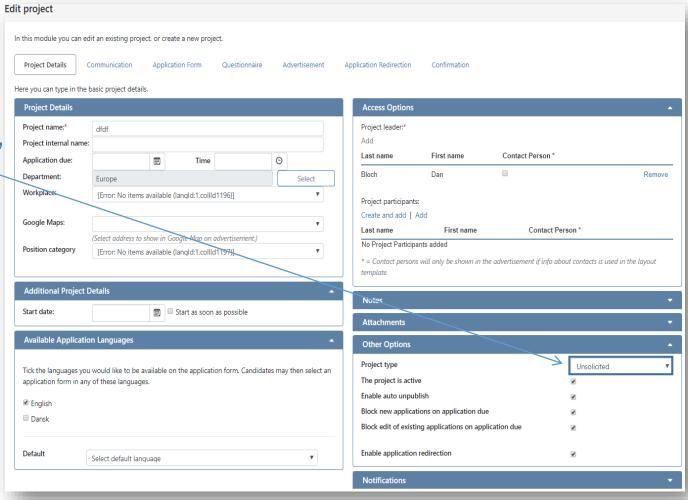
- Communication templates
- Custom texts
- Application forms
- Accesses

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.

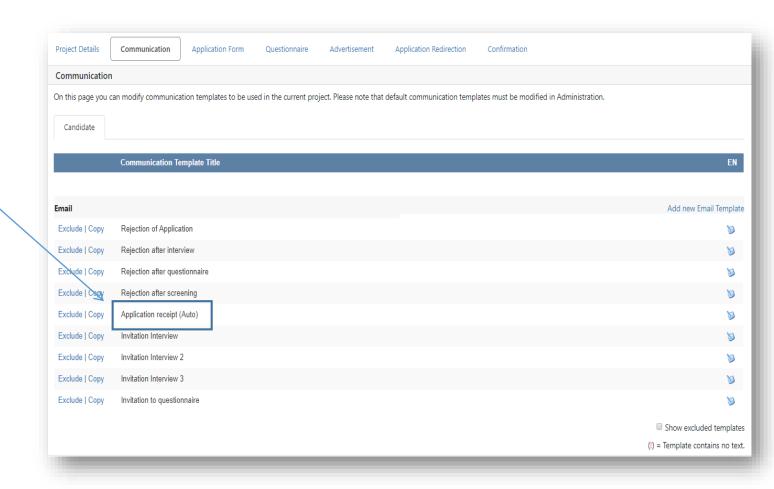
Under 'Other Options' and 'Project type', you just have to select 'Unsolicited'.



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.



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 senctence:

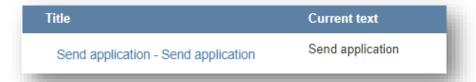
'You are now applying for' to 'Unsolicted application' or simply 'CV database'.

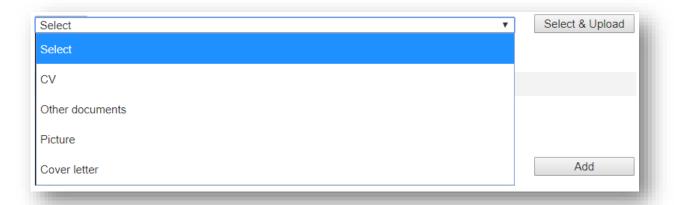


Custom texts

Furthermore several buttons on the application form are editable.

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



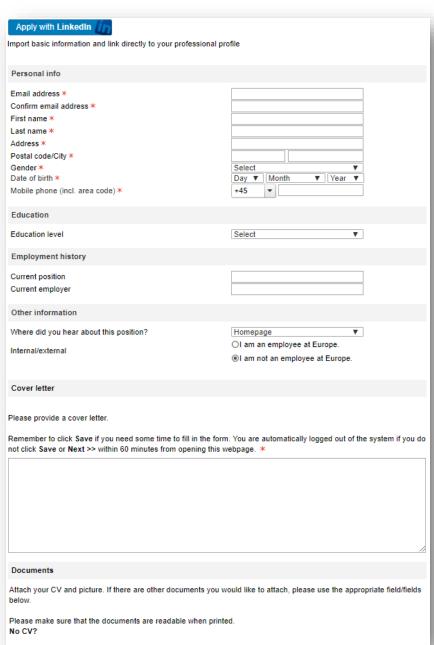


Application form

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 advice you to create a new application form, only for unsolicited applications.

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

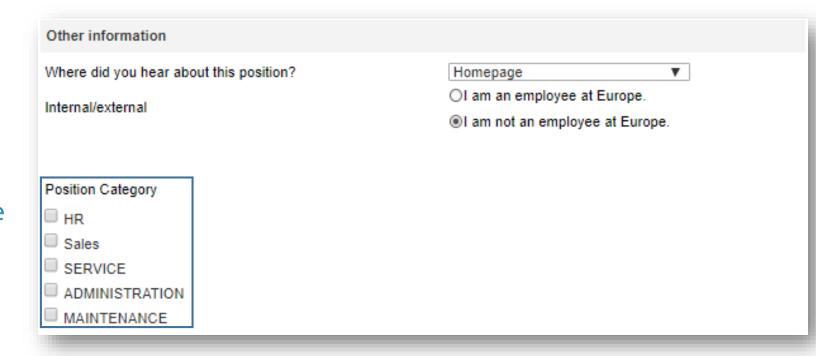


Questionnaire

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.



You have now optimized your CV database

Please contact Support for any further information ©

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Chat with us

