ProfilesEasy™

Electronic application system

User Guide

Provided by:

Profiles International
imagine great people™

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Guide to Your ***ProfilesEasy***™ System

Welcome to the **Profiles*Easy***™ system! The system is designed to be very **easy** to learn and use, and will help you make the hiring process easier, quicker, and more accurate.

Profiles*Easy*™ will store your records securely and electronically, while allowing you to analyze your applicant data when and how you choose.

Your application site web address is: http://www.ProfilesEasy.com/yourcompanyname

The Applicant Side

Applicants will be able to do the following once they reach your **Profiles*Easy***™ site:

- Search your open job listings
- Apply for one or more jobs with your company
- Learn more about your company

Lead applicants to your Profiles*Easy*™ site:

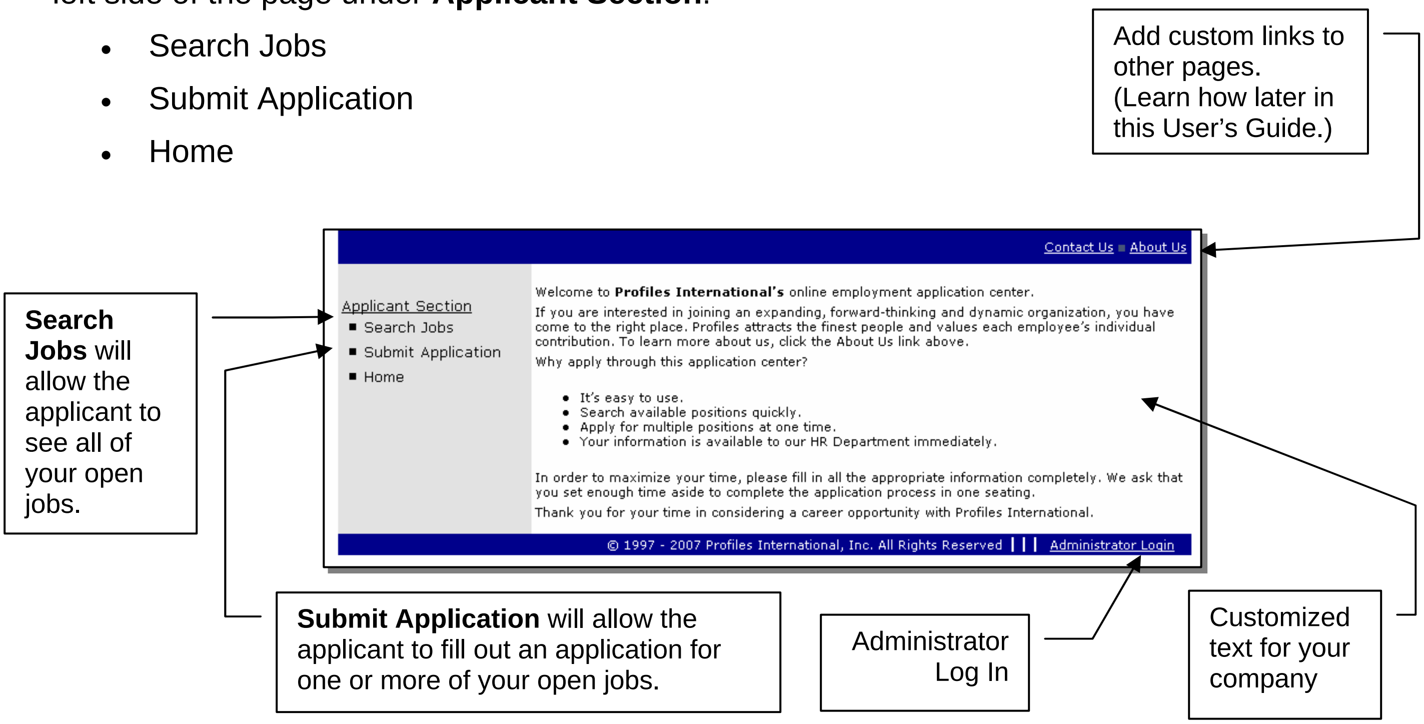
You need to put a button on present website and have it link directly to your **Profiles*Easy***™ address on the web.

Your **Profiles*Easy***™ address, or your website address with the active button, should be included in your job/career advertisements.

What the applicant sees:

When an applicant goes to your Profiles***Easy***™ site, they will see three default links on the left side of the page under **Applicant Section**:

- Search Jobs
- Submit Application
- Home



At this point, they may select to either **Search Jobs** or **Submit Application**.

Search Jobs:

When the applicant clicks this item they will be taken to a screen similar to the one shown here.

They will see the following columns:

- Job Name
- Employment Type
- Department
- City
- State
- Closing Date

Each of these columns can be sorted by clicking on the column header.

Each job listing has a **View** link to the left of the listing. When the applicant clicks this they are taken to a screen detailing the job listing.

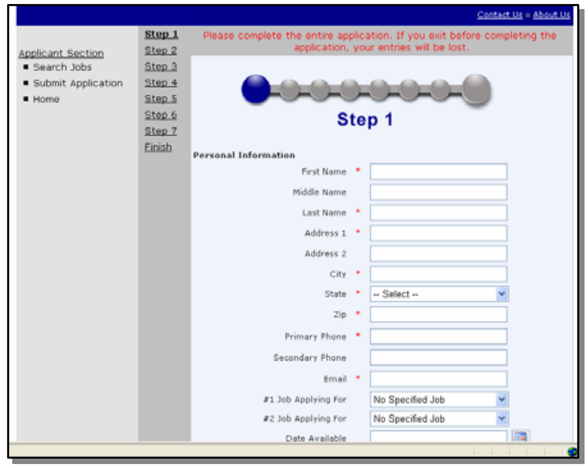
At the bottom of this screen, the applicant is given two choices: **Go Back** (which takes the applicant back to the **Search Job Listings** screen) or **Apply For A Job** (which takes the applicant directly to the online application shown in **Submit Application** section with this job pre-filled in the **#1 Job Applying for** field.)

Submit Application:

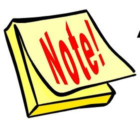
When the applicant clicks "**Submit Application**" they are taken directly to the online application. There are seven steps in the online application process, not including assessments.

The following fields are required for completing the application:

- First name
- Last name
- Address1
- City
- State
- Zip
- Primary Phone
- Email



When an application is completed and submitted, you will receive an email notification.



Applicants do not have a username and/or password for the online application. This means that each time they complete an application, they will have to re-enter their information.

Application Steps

Step 1 – Personal Information

Step 2 – Employment Information

Step 3 – Educational Information

Step 4 – Skills and Qualifications

Step 5 – Other Information (answers to all the questions are required)

Step 6 – Emergency Contact Information

Step 7 – EEOC Compliance

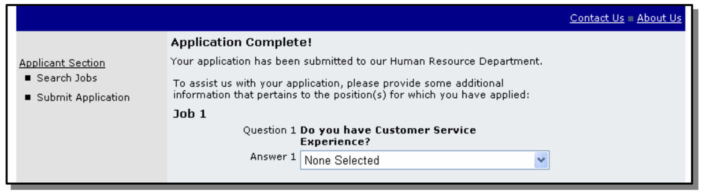
Finish – Employment Disclosure

Upload Applicant Resume

The applicant is given an opportunity to upload their resume. If they do not wish to upload a resume they will simply click the **Continue** button.

Additional Questions

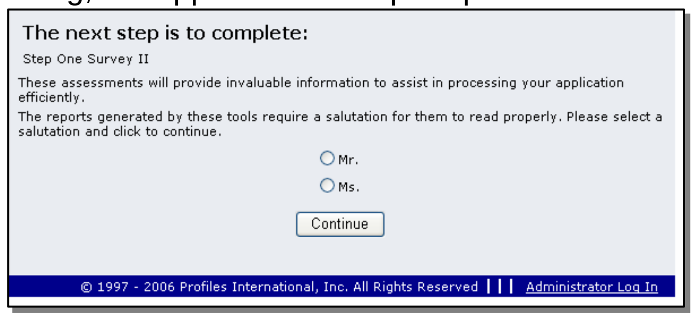
If a job listing has custom additional questions, they will be shown at the end of the application. If the applicant is applying for two jobs that have associated questions, all the questions will be listed at this time.



Applicant To Take Assessments

If there are assessments associated with a job listing, the applicant will be prompted to complete the needed assessments.

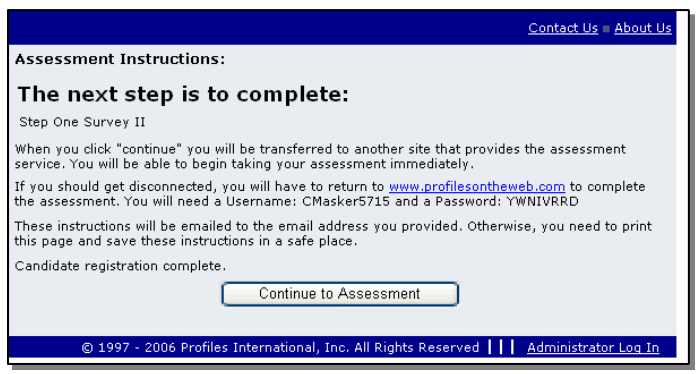
The applicant will be *required* to select Mr. or Ms. for a salutation which is only used for reporting purposes.



When the applicant clicks the **Continue** button they are taken to an instructional screen giving them a URL, user name, and password to use if they need to return to assessment taking for some reason.

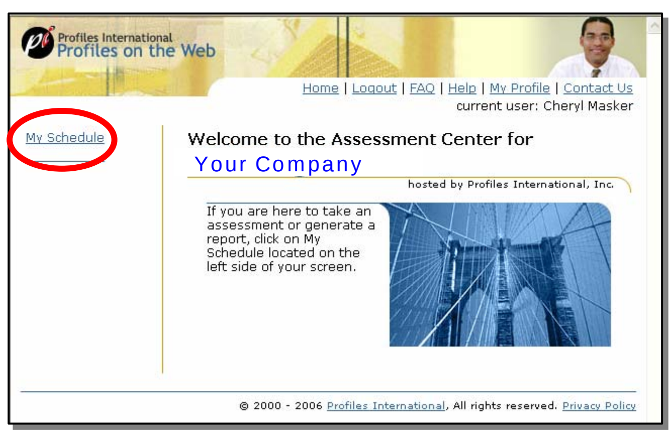
The applicant should write this information down.

When the applicant clicks the **Continue to Assessment** button they will be taken directly to *Profiles On The Web* to complete their assessments.



The applicant will automatically be logged in.

They will click the **My Schedule** link on the left side and complete any scheduled assessments.



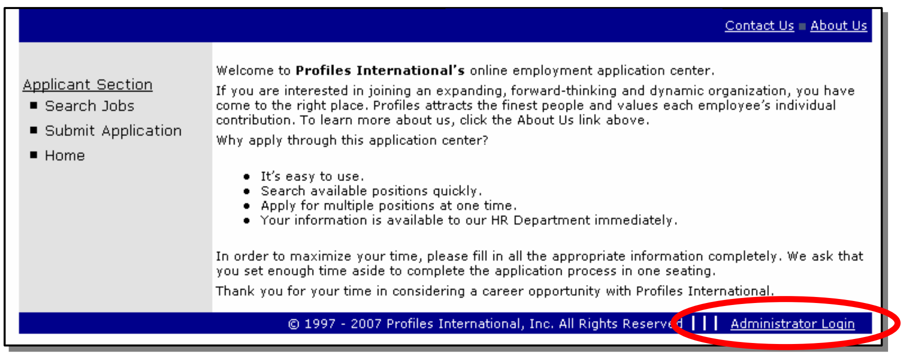
The Administrator Side

This is where you will

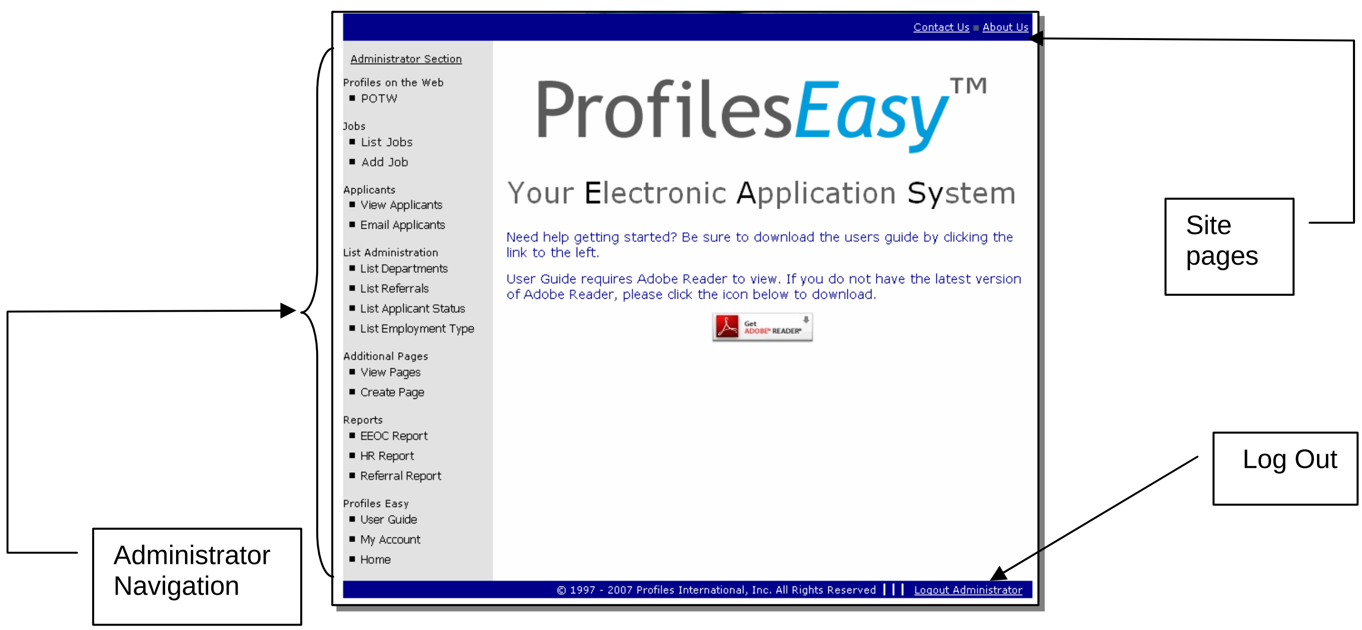
- list jobs, add or post your jobs
- manage the application website
- look at your applications and manage the **Profiles*Easy***™ site.

Administrator Log In

You can access the Administrator section of **Profiles*Easy***™ by clicking on the small **Administrator Log In** link at the bottom of the page once you have logged onto your site.



Once at the log on screen enter your username and password. You will then be taken to the Home Page for the Administrator Side (shown below).



Administrator Navigation Bar

The Administrator Navigation Bar is divided into several sections to help manage your ProfilesEasy™ site with ease.

POTW takes you directly to your POTW site.

List Jobs allows you to review all jobs in list format. You can then view the job listing details, edit the job listing, or archive.

Add Job allows you to post a new job, or re-post a job you have posted before.

View Applicants allows you to look at all of the applicants who have applied, view their application details, or archive the applicant.

Email Applicants allows you to choose a group of applicants and send custom emails to them in bulk.

List Departments/List Referrals/List Applicant Status/ Employment Type gives you a list of each of these categories. You can edit, archive, and add new items from each section.

View Pages lists the custom pages in your ProfilesEasy™ site. You can also delete, edit, and add new pages from this screen.

Create Page allows you to create a new custom page from scratch through the user friendly design screen or by using HTML.

Reports will allow you to obtain a variety of different reports with a few clicks of the mouse.

User Guide is the link to download this document.

My Account helps you manage your ProfilesEasy™ site by allowing you to change usernames, passwords, and default email addresses.

Home takes you to the Administrator's Homepage.

POTW

If you also have a *Profiles On The Web* account, this link will take the administrator directly to your site at POTW.

POTW is a testing engine that allows applicants to take assessments. When you are creating a job application you can attach certain assessments to the job listing.

If you do not presently have a POTW account, please contact your Sales Rep for more information.

List Jobs (Job List)

This will allow the administrator to view all job listings that have not been archived.

There are three links for each job listing:

1. View
2. Edit
3. Archive

There are four column headings:

1. Job Name
2. Department Name
3. Opening Date
4. Closing Date

Each view can be re-sorted by clicking the column heading.

There are two different views for the **Job List** page. From the drop down list you can choose to view Active Jobs or Archived Jobs.

Active Jobs view

- ✓ Clicking **View** will take you to the **View Job Details** page. Clicking the **Cancel** button at the bottom of that page will bring you back to the **Job List** page.

- ✓ Clicking **Edit** will take you to the **Job Edit** page. You can make changes on this page. When you click the **Submit** (keeps changes just made) or **Cancel** (discards changes and keeps original information) buttons at the bottom of the page you will be returned to the **Job List** page.

- ✓ Clicking **Archive** will immediately archive that job listing. Archived job listings are still available to you by selecting the **Archived Jobs** from the drop down list at the top of this page.

✓ Clicking **Add New** button (at the bottom of the **Job List** page) will take you to the **Job Add** page. You can enter the details of the job listing here. When you click the **Submit** or **Cancel** buttons at the bottom of the page you will be returned to the **Job List** page.

Archived Jobs view

All the buttons and links are the same as they are in the **Active Jobs** page. There is one new link.

Clicking **Unarchive** immediately moves that job listing onto the **Active Jobs** page.

Add Job (Job Add)

This page allows you to create a totally new job or re-post a job listing you've had in the past.

To maintain the integrity of the database, you will not be able to delete a job listing, only edit or archive it. If you wish to end a posting earlier than anticipated, simply change the end date to a date already past, and it will remain available in the pull-down menu for re-posting.

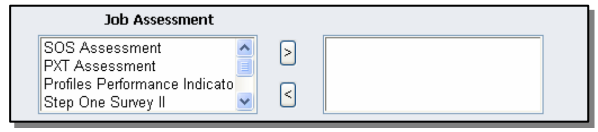
Add New Job Listing

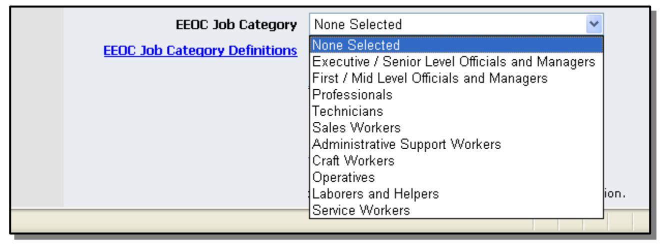
Fill in all needed information. You may either type in the information about your job, or you can cut and paste from another document to fill the fields. In fields like "Benefits", you can either list or describe your benefits, or refer the applicant to a page that you create to describe benefits in more detail.

Most of the fields are common and straightforward. There are a few that might need some explanation.

- **Opening Date & Closing Date** – These dates help you track your open job listings. Since all jobs are shown in the active **Job List** page (unless archived), you can sort on the "Closing Date" to easily find which job listings to archive.

- **Job Email** that you supply here is where an additional notification email will be sent, when an applicant submits an application. (The default email address for the site will also receive a notification email whenever an application is submitted.)
- **Job Assessment** list will allow you to select one or more assessments to be included in the application process for this field. (This option is available only if you have a POTW account.)





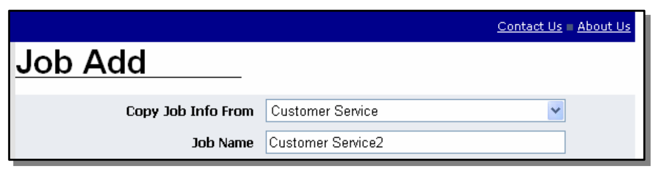
- **EEOC Job Categories** are critical to accurate reporting of your EEOC data. Please select the appropriate category for each job posted. A link for EEOC Job Category Definitions is also found here.

When you finish, click on the **Submit** button. The job will be posted to your application website.

Create a New Job Listing From an Existing Job Listing

From the **Job Add** page select a current job listing from the first drop down box (Copy Job Info From). Once you've selected the job, the page will refresh with that job listing's details.

Make some change to the **Job Name** field along with any other changes you desire. When you click the "Submit" button at the bottom of the page a new job listing based on an already existing one will be created and added to the list of **Active Jobs**.



Edit an Existing Job Listing

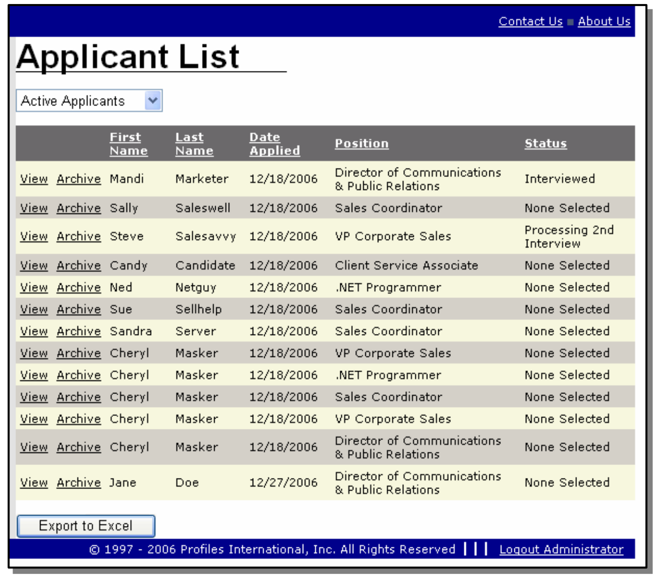
There are two ways to edit an existing job listing.

1. Using the Administrator Navigation bar on the left go to **List Jobs**. From the **Job List** page, click the **Edit** link to be taken to the **Job Edit** page. Make the needed changes.
2. Using the Administrator Navigation bar on the left go to **List Jobs**. From the **Job List** page, click the **View** link to see the details of the job listing. At the bottom of that page, click the **Edit** button.

Make whatever changes you desire and click the **Submit** button at the bottom.

View Applicants (Applicant List)

Clicking **View Applicants** will bring you to the **Applicant List** page.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Applicant List

Active Applicants

		First Name	Last Name	Date Applied	Position	Status
View	Archive	Mandi	Marketer	12/18/2006	Director of Communications & Public Relations	Interviewed
View	Archive	Sally	Saleswell	12/18/2006	Sales Coordinator	None Selected
View	Archive	Steve	Salesavvy	12/18/2006	VP Corporate Sales	Processing 2nd Interview
View	Archive	Candy	Candidate	12/18/2006	Client Service Associate	None Selected
View	Archive	Ned	Netguy	12/18/2006	.NET Programmer	None Selected
View	Archive	Sue	Sellhelp	12/18/2006	Sales Coordinator	None Selected
View	Archive	Sandra	Server	12/18/2006	Sales Coordinator	None Selected
View	Archive	Cheryl	Masker	12/18/2006	VP Corporate Sales	None Selected
View	Archive	Cheryl	Masker	12/18/2006	.NET Programmer	None Selected
View	Archive	Cheryl	Masker	12/18/2006	Sales Coordinator	None Selected
View	Archive	Cheryl	Masker	12/18/2006	VP Corporate Sales	None Selected
View	Archive	Cheryl	Masker	12/18/2006	Director of Communications & Public Relations	None Selected
View	Archive	Jane	Doe	12/27/2006	Director of Communications & Public Relations	None Selected

Export to Excel

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This page has two views: Active Applicants and Archived Applicants.

Both views have the following columns:

1. First Name
2. Last Name
3. Date Applied
4. Position
5. Status

Applicants can be re-sorted by clicking on the column headings in both views.

Active Applicants View

This view allows you to view all the Active Applicants.

- ✓ Clicking **View** takes you to the **Applicant Details** page for that applicant (see top of page 14).
- ✓ Clicking **Archive** immediately archives that applicant.
- ✓ Clicking the **Export to Excel** button will take all the applicants on the **Applicant List** page and export them to an Excel spreadsheet. The application assumes you have Microsoft Excel. Excel will be opened by **Profiles*Easy***™ and the information automatically inserted.

Archived Applicants

This view allows you to view all the archived applicants.

- ✓ Clicking **View** takes you to the **Applicant Details** page for that applicant.
- ✓ Clicking the **Export to Excel** button will take all the applicants on the **Archived Applicant List** page and export them to an Excel spreadsheet. The application assumes you have Microsoft Excel. Excel will be opened by **Profiles*Easy***™ and the information automatically inserted.

Applicant Details

This page lists all the details for any given applicant.

Each of the sections of the application and the answers given by the applicant are listed.

In the upper right corner of the page you will see up to four options.

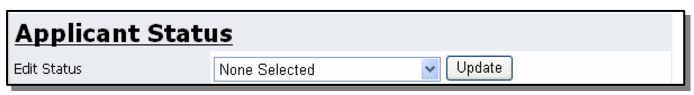
Printer Friendly Version displays the applicant information in a format for printing. This will only contain the information from the basic application. Any additional questions *will not* be on this report.

View Job 1 (2) Answers will open a screen listing the job listing this applicant has applied for, and the extra questions for that job listing along with the associated answers. To print this page, press and hold the "Ctrl" button and then press P to print.

Download Resume will give you the option of saving the applicant's resume file to your computer or opening it from the web site.

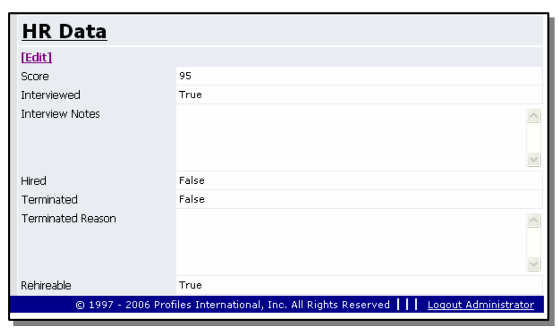
Applicant Status

This is an editable field near the bottom of the **Applicant Details** page which allows you to track where this applicant is in the hiring process.



When there is a change in the applicant's status, you will select the new status from the drop down list and then click the **Update** button. The applicant's new status will be applied immediately.

HR Data



This section (below **Applicant Status**) is also editable and gives you additional information to track your applicants.

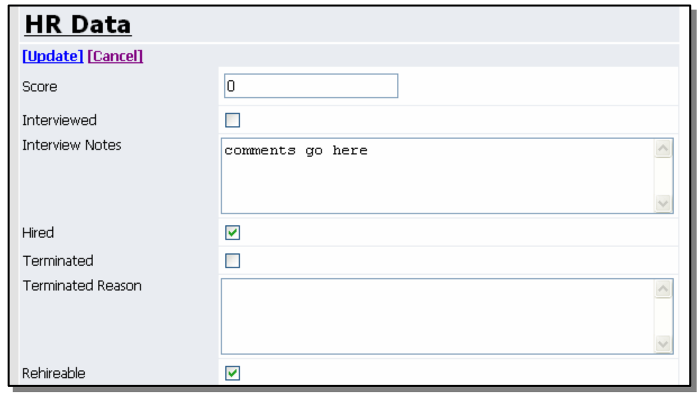
This section contains the following fields:

1. **Score** – This can be a score from any type of test (i.e. typing test). The field will only accept a number of 0 – 99999.
2. **Interviewed** – True/False field. While in the edit mode, check this once the applicant has been interviewed.
3. **Interview Notes** – This is a text box that allows you to enter notes about this applicant.

4. **Hired** –True/False field that should be checked once the applicant has been hired.
5. **Terminated** – True/False field that should be selected once the applicant has been terminated. At this time you will want to uncheck the **Hired** box.
6. **Terminated Reason** – Enter the reason for termination in this text box.
7. **Rehireable** – True/False field which indicates if the applicant is eligible for rehiring.

Edit HR Data

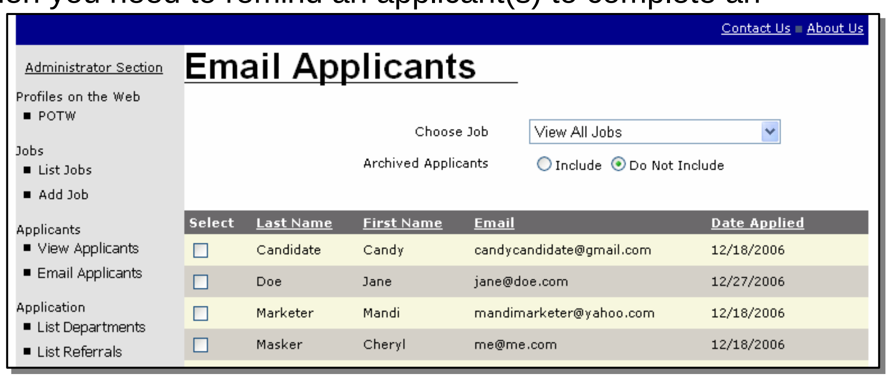
When any of the HR data needs to be changed, you will click the “[Edit]” link (seen on page 14 in the HR Data screen shot). This will refresh the screen with the current information listed in editable fields.



Once you have changed or added the needed information, you will click the “[Update]” link. You will be taken back to the **Applicant Details** page with the updated information listed.

Email Applicants

This feature is particularly useful when you need to remind an applicant(s) to complete an assessment still not completed.



Initially this page loads with all active applicants. You may select a specific job listing and view the applicants for just that listing by selecting the job listing from the drop down box.

You may also choose to include the archived applicants in your list by using the radio buttons.

Create Your Email

1. Each column can be re-sorted by clicking the column heading.
2. Select the applicants you want to receive this email by clicking the box next to their name. When all the applicants have been selected, click the **Add Applicants** button near the bottom of the page.
3. Enter your desired subject line and text into the body of your email.
4. When you are finished click the **Send Email** button at the bottom of the page.

List Departments/Referrals/Applicant Status/Employment Type

All four of these lists are managed in the same manner. They are completely customizable and editable.

Departments – list of departments in your company that can be subsequently associated with a job listing.

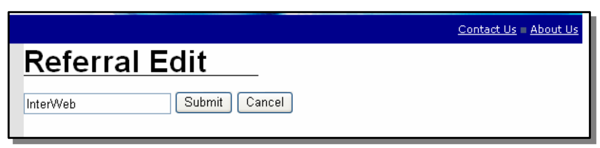
Referrals – any number of sources from which you seek recruits. With this information you will be able to track which ones produce the most/best applicants for you. Be sure that you enter items that your applicants will understand; avoid acronyms and abbreviations. We recommend that you also include a “Not Listed” category, as some applicants simply will not remember how they reached your listing.

Applicant Status – is a custom list of applicant status (e.g. waiting for second interview).

Employment Types – list the different type of employment in your company (e.g. full-time, temp, exempt).

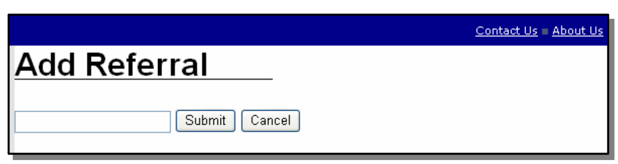
When you click on the link in the left navigation bar you will be brought to the **List** page. The **Referral List** page is shown here.

Clicking **Edit** allows you to edit that list item from the **Edit** page. The **Referral Edit** page is shown here. Make the needed changes and click the **Submit** button. Clicking the **Cancel** button will return you to the **List** page.



Clicking **Archive** will immediately archive the item in the list.

Clicking the **Add New** button allows you to add a new item to the list. You will be taken to the **Add** page. Enter the information you desire and click the **Submit** button. The item will be immediately added to the list.

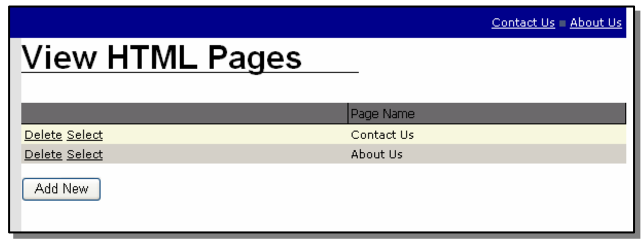


Additional Pages

By default **Contact Us** and **About Us** are added to your site when it is created. You may want to add additional pages for Benefits, Company Policies, etc.

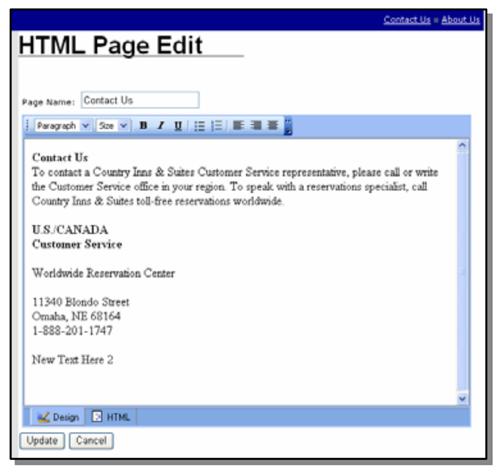
- You may add as many pages as you'd like.
- You can use up to 50 characters for the title but navigation items will look better when the names are kept brief.

View Pages



This section will list all the current custom pages in your Profiles*Easy*™ site.

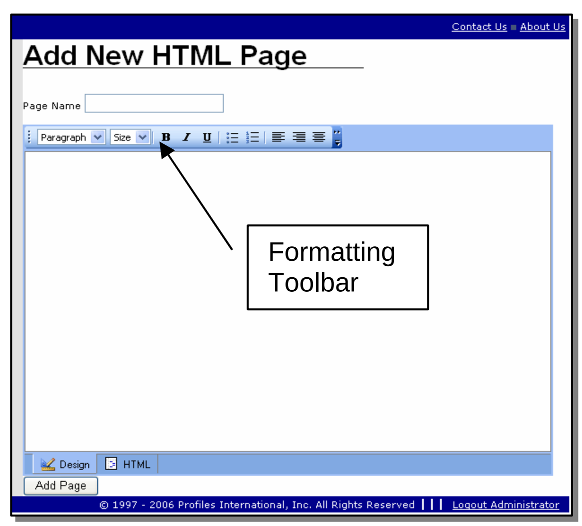
Clicking **Delete** will immediately delete that page from your ProfilesEasy™ site.



Clicking **Select** will take you to the **HTML Page Edit** page and will display the page name and content. You may make any changes you desire here.

When you are finished with your changes, click the **Update** button. Your page will be immediately updated on your site.

Create Page



Custom pages can be added to the top navigation bar.

When you arrive at the **Add New HTML Page** page the first thing you'll need to do is enter the **Page Name**. This is the name that will appear in the top navigation bar.

Next you will need to enter the exact text you want to appear in this page. Notice the different options in the formatting toolbar.

By default the **Design** tab is selected at the bottom. This allows you to enter and format text; what you see is what you get. If you are comfortable with writing HTML pages, you may click the **HTML** tab and enter your page using HTML.

Once you are finished, click the **Add Page** button at the bottom of the page. Once you click that button you will be taken to the **View HTML Pages** page. You will see your new page listed there and also in the top navigation bar.

Reports

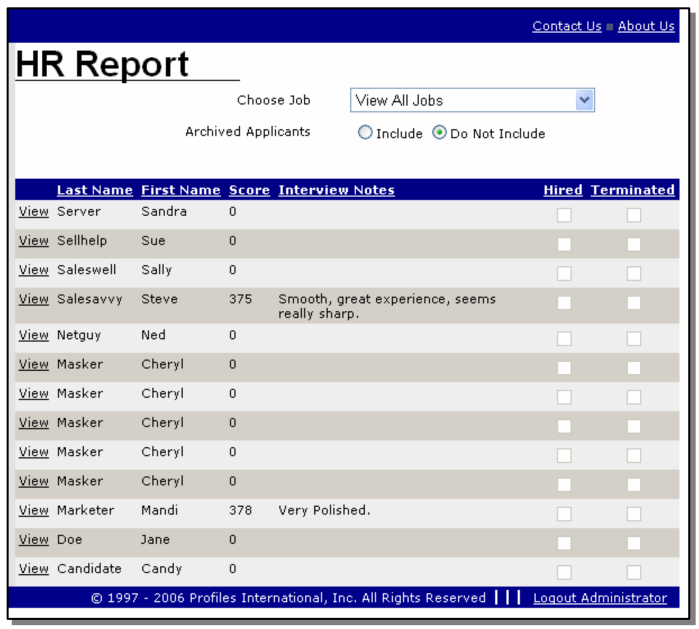
ProfilesEasy™ offers some reports that will greatly help your HR department.

EEOC Report

This report represents the EEOC data for your applicant pool. You can view the data for your entire company or per job listings with custom start and end dates.

HR Report

This report lists all the applicants who have completed their application (which would include completing any assessments they were scheduled to take).



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HR Report

Choose Job: View All Jobs

Archived Applicants: Include / Do Not Include

	Last Name	First Name	Score	Interview Notes	Hired	Terminated
View	Server	Sandra	0			
View	Sellhelp	Sue	0			
View	Saleswell	Sally	0			
View	Salesavvy	Steve	375	Smooth, great experience, seems really sharp.		
View	Netguy	Ned	0			
View	Masker	Cheryl	0			
View	Masker	Cheryl	0			
View	Masker	Cheryl	0			
View	Masker	Cheryl	0			
View	Masker	Cheryl	0			
View	Marketer	Mandi	378	Very Polished.		
View	Doe	Jane	0			
View	Candidate	Candy	0			

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You may select a specific job listing to view the applicants for that particular listing by using the drop down box at the top.

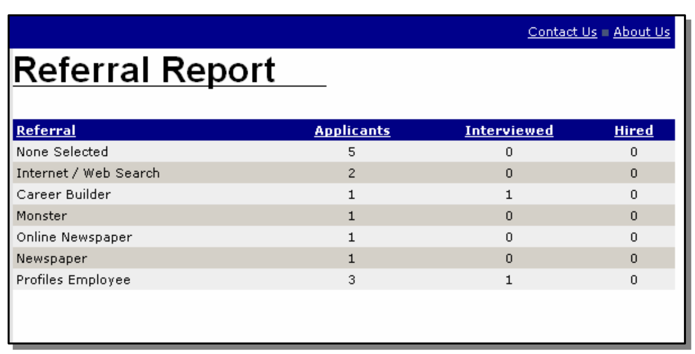
You can include **Archived Applicants** by using the radio buttons.

Columns can be re-sorted by clicking the column headings.

To view a particular applicant, click **View** next to their name.

Referral Report

This report helps you define which sources produce the best results.



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Referral Report

Referral	Applicants	Interviewed	Hired
None Selected	5	0	0
Internet / Web Search	2	0	0
Career Builder	1	1	0
Monster	1	0	0
Online Newspaper	1	0	0
Newspaper	1	0	0
Profiles Employee	3	1	0

Columns can be re-sorted by clicking the column headings.

POTW ~ Profiles Assessments

Assessments administered through *ProfilesEasy*™:

Once the candidate has completed the assessment, you will automatically receive e-mail notification. Based on the application, and whatever other information you have available, you will decide whether or not to proceed to the interview stage.

If you decide to interview the candidate, go to your assessment website, www.profilesontheweb.com and click on the **Log In** link.

Enter your username and password.

***Passwords are case-sensitive*.**

Click on **Assessment Central** in the left-hand menu.

In the ***Locate Existing Assessments*** box, enter the candidate's last name, and then click on the **Search** button.

Find the correct candidate and the assessment you wish to score for that candidate, and click on the **Reporting** link after their name. Select **Report**, or **Job Pattern** if the report requires one, and click on the "Generate Report" button. The report will immediately be printed to your computer screen or you may send to an email address.

*****REVIEW THE REPORT *BEFORE* YOU INTERVIEW THE CANDIDATE*****