


















Quick Reference Guide – Invite applicants to an event

What you need to do	What you will see														
<p>STEP 1: Manage applications</p> <p>From the right hand navigation menu, click Manage applications.</p>	<div>Applicants New applicant Talent search Manage applicant pool Manage applications My applicants</div>														
<p>STEP 2: Search job</p> <p>Click the Search tab and enter your job number into the search field and click on the binoculars.</p> <p>Your job name will appear in the yellow bar.</p> <p>Click the Search button in the top right hand corner.</p>	<div><div>SearchResults</div><div>Job/campaign:<div></div><div></div></div><div>No job selected.</div></div>														
<p>STEP 3: View application</p> <p>Click View application to view the details of an individual applicant on the Applicant card.</p>	<div><div></div><div>View application</div></div>														
<p>STEP 4: Select application action</p> <p>From the Application Actions drop-down list, select the status that indicates the applicant has been invited to an event (e.g. ‘New booking to an existing event’).</p> <p>NOTE: The status you will use will not necessarily be ‘New booking to an existing event’. Check with your Super User if unsure of the status that you should select.</p>	<table><thead><tr><th>Submitted</th><th>Job No.</th><th>Job title</th><th>User</th><th>Status</th><th>Flags</th><th>Actions</th></tr></thead><tbody><tr><td>11 Nov 2011</td><td>492219</td><td>Go Green Advisor</td><td>  KN</td><td>New</td><td></td><td><div>Actions</div></td></tr></tbody></table> <div>Add activity Add document Add document from file Add note Assign application Change status Communicate Compile and send Edit application flags Edit application source New booking to an existing event New booking to a new event New task/reminder New referral Offer details Send application Send application and change status</div>	Submitted	Job No.	Job title	User	Status	Flags	Actions	11 Nov 2011	492219	Go Green Advisor	  KN	New		<div>Actions</div>
Submitted	Job No.	Job title	User	Status	Flags	Actions									
11 Nov 2011	492219	Go Green Advisor	  KN	New		<div>Actions</div>									

STEP 5: New booking

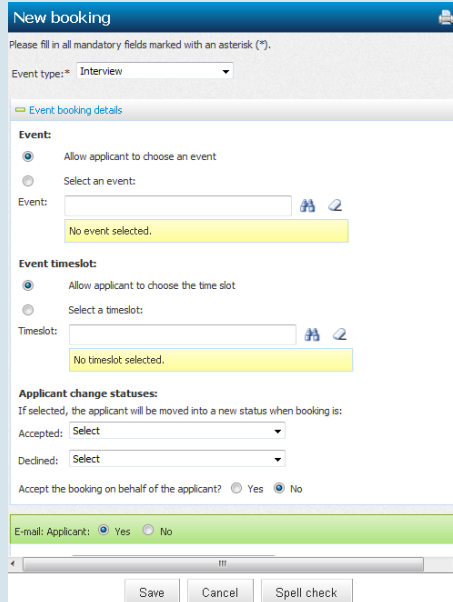
Select the event type from the drop down list.

Ensure that **Select an event** is selected. Use the binoculars to search for the event title that you created earlier (refer to 'Creating an event').

Ensure that **Allow applicant to choose the time slot** is selected.

Applicant change statuses can be selected to automatically move the applicant to the new status when they either accept, or decline the invitation.

Ensure that **No** is selected against the question **Accept the booking on behalf of the applicant?**

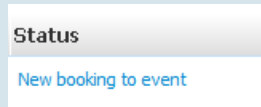


STEP 6: Save

Click **Save**. Assuming that an email is linked to the status, all of the selected applicants will now receive an email inviting them to book into the event.

The applicant **Status** will automatically update to the new status.

TIP: Use the **Manage events** link on the main menu to view events, view bookings to events, search for events, edit events, delete events and delete bookings. All events, not just those relating to the logged in user, will be displayed.



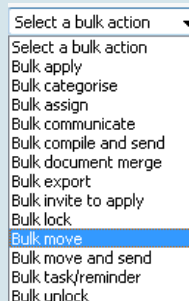
STEP 7: Invite multiple applicants

On the **Manage applications**, select the applicants you want to invite to an event using the check boxes.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	Interview with Consultant	Andrew
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	Interview with Consultant	Andy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	Interview with Consultant	Mandy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	Interview with Consultant	Robert

STEP 8: Select Bulk action

From the Select a bulk action drop-down list at the top of the screen, select Bulk move.



STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list that is linked to an interview booking event.

Click **Next**.

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- Incomplete
- Submitted
- New
- Resume screen Unsuccessful
- Phone screen
- Phone Screen Unsuccessful
- Interview with Consultant
- New booking to event**
- Interview with Consultant Unsuccessful
- Shortlisted

STEP 10: Create event booking invitation

Select **Yes** to create an event booking for the applicant.

Ensure that **Select an event** is selected. Use the binoculars to search for the event title that you created earlier (refer to 'Creating an event').

Ensure that **Allow applicant to choose the time slot** is selected.

Applicant change statuses can be selected to automatically move the applicant to the new status when they either accept, or decline the invitation.

Ensure that **No** is selected against the question **Accept the booking on behalf of the applicant?**

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants to the status "New booking to event".

You now have the opportunity to notify these people:

Communication template: --No template--

Create an event booking invitation for the applicant: ☒ Yes ☐ No

This applicant will be invited to attend a Interview event.

Event:

☒ Allow applicant to choose an event

☒ Select an event:

Event:

No event selected.

Event timeslot:

☒ Allow applicant to choose the time slot

☐ Select a timeslot:

Timeslot:

No timeslot selected.

Applicant change statuses:

If selected, the applicant will be moved into a new status when booking is:

Accepted: Select

Dedined: Select

Accept the booking on behalf of the applicant? ☐ Yes ☒ No

E-mail: Applicants: ☒ Yes ☐ No

STEP 11: Move now

Assuming that an email is linked to the status, all of the selected applicants will now receive an email inviting them to book into the event.

Move now