

## e-Learning Zone

### How does it work?

An e-Learning Zone can be included in the back office of your TalentTracker® Enterprise system to allow all authorised users access to learning resources. This feature helps your employees access specific information on how to complete key recruitment tasks.

Many of us often find the need to look at a user manual a daunting thought. The e-Learning Zone includes a range of colour illustrated quick guides tailored to specific aspects of the system which explains the key functionality in a fast, simple to understand way.

The quick guides are complimented by a range of short demos which provide users with a visual walk through of the system to let them clearly grasp how to get around the system quickly and easily. All learning resources are tailored to illustrate the actual system being delivered and not simply a general overview of a typical system. This ensures your users know exactly what they need to do based on your company's own recruitment processes.

The e-Learning Zone is accessed quickly from the Help menu which is visible as soon as users log in to the system. As a web based system this allows your employees to access key learning resources 24 7 from any computer in any location. Employees can therefore get assistance as and when required or when there is suitable time for training.

All Quick Guides and demos can be viewed on screen or even downloaded for use at a later date e.g. offline for studying.

This feature greatly reduces the time required for initial training and ongoing assistance, and ensures your employees have resources readily available at their fingertips.

**Empower system users with  
visual learning resources  
available 24 7.**

# TalentTracker® Enterprise e-Learning Zone module

## Typical Learning Guides & Demos

- A guide to Vacancies
- A guide to Applicants
- A guide to Reporting
- A guide to Letters
- A Guide to Configuration
- A Guide to the Candidate Portal

YOUR LOGO HERE

Candidate Management System

Quick Guide 1: Managing Vacancies

### vacancies

As soon as you log in to the TalentTracker you will see a list of main menus on the hand side of the screen. Vacancies is a menu as shown on the right.

By clicking on Vacancies you will have associated applications and of course the menu options are fairly self explanatory by clicking on any of the shortcuts when you log in.

Shortcuts are designed to get you started

### Viewing Vacancies

To find a particular vacancy quickly, use the search tool!

From the Vacancies menu, choose Search. You can search by various criteria. Simply enter details and click Submit!

<b>Step 1</b>	⇒	Click on Vacancies menu
<b>Step 2</b>	⇒	Choose All to view All Vacancies
⇒	⇒	Choose Planned to view only Planned Vacancies
⇒	⇒	Choose Open to view only Open Vacancies
⇒	⇒	Choose Delayed to view only Delayed Vacancies
⇒	⇒	Choose Cancelled to view only Cancelled Vacancies
⇒	⇒	Choose Closed to view only Closed Vacancies
<b>Step 3</b>	⇒	From the Vacancy List click on the Reference Number to view full Vacancy Details.
⇒	⇒	Click on Applicants to view Associated Applications
⇒	⇒	Click on Apply if you need to Apply for a Vacancy (on behalf of an applicant i.e. a telephone application)

### CREATING A NEW VACANCY

1. From the main menu shown above click on Vacancies.
2. From the Vacancies menu, choose Search.
3. On the Vacancy Details form, enter the vacancy (compulsory fields with an asterisk).
4. Click Submit.
5. A message will appear requesting a screener to be assigned to this vacancy. Click the Select a Bio-screener link.
6. From the Vacancy bio-screener form, select the required bio-screener from the list displayed.
7. Click Submit.

Note: If bio screeners have yet to be assigned to a Job Role Now. If this link is displayed (screener(s)) for the new job role, follow the link to assign a screener.

### Editing Vacancy Details

1. From Step 3 above, click on the Reference Number to view full Vacancy Details.
2. Click the Edit link.
3. On the Vacancy Details form, update the details of the vacancy as required.
4. Click Submit.

Note: If you need to edit the bio-screener, click the Bio-Screener link on the Vacancy Details form. Then update the bio-screener from the available list and click Submit.

### Delete a Vacancy

1. From Step 3 above, click on the Reference Number to view full Vacancy Details.
2. Click the Delete link.
3. In the Confirm dialog box, click OK to delete the vacancy or Cancel to cancel the delete request.

Note: Your individual user rights will determine which tasks you can and cannot perform. For example, you may not have user rights for deleting vacancies.

### Take a tour now...

Our Managing Vacancies demo, covering all aspects of tracking & managing vacancies is available to view now. Follow the link for Learning Zone on the Help menu of the system.

The e-Learning Zone is tailored to include guides and demos to match your bespoke TalentTracker® system.