External Certificates in Drop-Down and Multi-Select Lists Quick Steps

1 Select External Certifications

↓

2 Create List of Certifications

↓

3 Select Certification Action

↓

4 Search Based on Certification

↓

5 Job Seeker View

Select Lists Management

SELECT LISTING

External Certifications

Add drop down item

NAME *

ACRONYM *

DESCRIPTION *

The high-level steps required to define a list of external certificates relevant to the business and industry from which job seekers can select as part of their application are shown in the menu on the left.

Navigation
- Use the **Page Down** key or Continue button to proceed through the quick steps.
- Use the **Page Up** key to return to a prior slide.

Continue

⇅ Alphabetical Order

⠿ Recruiter Cert Acronym: RC Description: Recruiter Certification Course for basic skills   ✏ 🔒 ✔ ✖

External Certificates in Drop-Down and Multi-Select Lists Quick Steps

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5 Job Seeker View

Select Lists Management

SELECT LISTING

External Certifications ▾

1

Add drop down item External Certifications

NAME *

|

ACRONYM *

DESCRIPTION *

Select the External Certificates option in the Select Listing drop-down menu.

Continue

✔ Save   Reset

↓⁣Ａ Alphabetical Order

⚏ Recruiter Cert Acronym: RC Description: Recruiter Certification Course for basic skills   ✏ 🔓 ✔ ✖

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Select Lists Management

SELECT LISTING

External Certifications ▾

Add drop down item External Certifications

2

NAME *

| |

ACRONYM *

DESCRIPTION *

✔ Save   Reset

Add the External Certification names, acronyms, and descriptions and click **Save**.

Certifications are available as a checklist step in the recruiting workflow. Job seekers will select from the list of entered certifications.

Continue

↕️ Alphabetical Order

⊞ Recruiter Cert Acronym: RC Description: Recruiter Certification Course for basic skills   ✏ 🔒 ✔ ✖

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Select Lists Management

SELECT LISTING

External Certifications ▼

Add drop down item External Certifications

NAME *

ACRONYM *

DESCRIPTION *

To update a certification, select one of the certification actions:
- Edit
- Deactivate
- Make Default
- Delete

Note: "Other" cannot be deleted.

Continue

✔ Save   Reset

↓⁴ Alphabetical Order

▦ Recruiter Cert Acronym: RC Description: Recruiter Certification Course for basic skills   ✏ 🔓 ✔ ✖

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↓

5 Job Seeker View

Update Administration > Global Settings > System Administration > Page Options: Resume search to include certificates as a search option when searching resumes.

→

Page Options

View This Page | Back to Main

Résumé Search Options (Internal)

Keyword Fields	This option allows you to specify which keyword fields appear within the keyword field section.	With ALL of the following With at LEAST ONE of the following With this EXACT PHRASE WITHOUT the following

Search Fields — This option allows you to configure the fields that will appear on the search form.

Available Fields	Selected Fields
⠿ AB - Notes (custom field)	⠿ Cover Letter
⠿ AB - Salary (custom field)	⠿ From
⠿ ALG Checkbox	⠿ To
⠿ ALG Checkbox1	⠿ Location
⠿ ALG DHTML	⠿ Skills
⠿ ALG DHTML	⠿ Competencies
⠿ ALG Date	⠿ Certifications
⠿ ALG Date	⠿ Pools

COMPETENCIES

-- Select -- ▼

⇒ →   ← ⇐

EXTERNAL CERTIFICATIONS ⓘ

-- Select -- ▼

EXCLUDE_EXPIRED

☑ Exclude

POOLS

AB - Private Only Pool 1 (Arianne Admin)
AB - Private Team Pool 1 (Arianne Admin)
AB - Public Pool 1 (Arianne Admin)
AB - Public Pool 2 (Arianne Admin)

LAST CONTACTED

📅

←

Select the certification(s) against which you want to search from the External Certifications dropdown in the resume search function.

Continue

External Certificates in Drop-Down and Multi-Select Lists Quick Steps

1

Select External Certifications

↓

2

Create List of Certifications

↓

3

Select Certification Action

↓

4

Search Based on Certification

↓

5

Job Seeker View

Job seekers select Add New Certification.

→

Job Application AB - Doctor - (AB - DOCTR.02)

Step 1 Résumé Profile Creation	Step 2 Screening Questionnaire	Step 3 Cover Letters	Step 4 Diversity Information	Step 5 Skills Profile	Step 6 Competency Profile	Step 7 Certifications	Step 8 Preview

Certifications (This step is required.)

✏ Add New Certification

No certifications.

❮ Previous   ❯ Next   🖫 Finish Later   Cancel

🔍 Search Jobs   📋 View All Jobs   🔔 Notifications ▾   🎓 Career Center ▾   ➔ Logout   ❓ Help ▾

Add New Certification   ✕

Job Applic

Step
Résumé Profile

Certifications

Certifications

Certifications

At least one of the fields marked with a (*†) is required. Fields marked with only a (†) are optional, but may be required based on the selections in other fields.

Show Instructions

No certifications

External Certifications * | -- Select --   ▼ |

Effective   📅 | _____ |

Expiration Date   📅 | _____ |

✔ Submit

Close Window

Step 8
Preview

Certification

v15.1-rc.5

←

Job seekers select their Certifications from the drop-down list. They may select multiple certifications.

This field can be designated as required.

Start Over