

Candidate Automatic Status Change Feature Quick Steps

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Ensure Automatic Status Change Feature is Enabled

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Open a Recruiting Workflow

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Enable Automatic Status Change for Résumé Types in Recruiting Workflow

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Create a Requisition Associated with the Workflow from Step 3

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Main Dashboard

The high-level steps required to allow a candidate's acceptance or rejection of a job offer to automatically update the status, wherever it displays within DTM, such as on the Active Candidates screen and in reports, are shown in the menu on the left.

Navigation

- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** key to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Kathryn Admin	12-Apr-2018	12-May-2018	+
Reine Admin	18-Apr-2018	None	+
Eped to Administrator	None	None	+

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1

Click the Administration icon.

Main Dashboard

Get More Widgets

The Candidate Automatic Status Change feature is turned on by default. If the feature has been turned off, these steps demonstrate how to turn on the feature.

Alerts

- New Tuition Assistance Requests (13)
- Score this Appraisal - Appraisal (Project Metrics Test) Reine Admin

Show All

Continuous Feedback

EMPLOYEE	MOST RECENT MEETING	NEXT MEETING	ACTION
Kathryn Admin	12 Apr 2018	12 May 2018	+
Reine Admin	18 Apr 2018	None	+
Eepito Administrator	None	None	+

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Administration

- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Recruiting

Configuration

- Application Restriction Rules
- Diversity Data Collection
- Dynamic Forms
- External Front Ends
- Kiosks
- Teams
- Terms of Use
- Workflows

Onboarding

- Welcome Page
- Task Management
- Document Library
- Bundles
- Recipients

Cross-Posting

- Accounts
- Authorization Requests
- Site Selection

Vendors

- Accounts
- Charge Codes
- Distribution Lists
- Locations

Employee Referral Program

- Approve Earned Awards
- Pay Installments
- Manage Referral Awards
- Approve Award Plans
- Manage Award Plans by Requisition

Résumés

- Résumé Deletions

Benefits

- Benefit Packages
- Benefits

Performance

Appraisals

360s

- 360 Workflows

Development

- Career Path Templates
- Potential Rating Tips

Succession Planning

- Manage Succession Plans
- Configure 9 Box

Global Settings

System Administration

- Custom Menus
- Drop-down and Multi-Select Lists
- FAQs
- Features
- Groups
- Languages
- Notification Events
- Page Options
- System Settings

Your Organization

- Approval Chains
- Competencies
- Documents

1a

Scroll to the Global Settings, System Administration area and click **Features**.

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Administration / Global Settings / System Administration / Features



Features

Groups

SELECT A GROUP *

-- Select --



1b

Click the **Select A Group** drop-down arrow to view a list of groups.

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Administration / Global Settings / System Administration / Features

Features

Groups

SELECT A GROUP *

-- Select --

-- Select --

Implementation

Administrator

Employee

Manager

Custom Group

HR Business Partner

CL Administrator

JJ - Squad

Reporting

Configurator

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Hiring Manager

External Job Seekers

1c

Click **Configurator**.

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SELECT A GROUP *

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Core

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Click **Recruiting**.

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Demo Site

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This feature is to designate which role in the applicant tracking system the user will have.

Applicant Tracking Widgets

This section houses the widgets for applicant tracking.

Application Restriction Rules

This feature allows for the creation of application restriction rules for both internal and external job seekers.

Candidates

Grant access to manage Candidat

1e

Click **Candidates**.

Contacts

This feature allows members of the group to view the Contacts Management page.

Correspondence

This feature grants access to the Correspondences page, where a user can view all letters he/she has received and recruiters can also view all letters they have sent to candidates and prospects.

Display External Welcome Text

This feature displays an external welcome text.

Display Internal Welcome Text

This feature displays an internal welcome text.

EEOC

This option controls the display of the EEOC information. Enable it to show the EEOC fields throughout the system.

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Application Restriction Rules

This feature allows for the creation of application restriction rules for both internal and external job seekers.

Candidates

Enable All

Disable All

Grant access to manage Candidate process

Active Candidates

This feature allows users to view Active Candidates. These will be those candidates they are "actively" working for their requisitions.

Add a Résumé

This feature allows a user to add a job seeker account and/or enter a resume for that job seeker.

Add to Requisition

Grants access to add a candidate to a requisition. This also controls the "Add to Requisition" action on the Résumé/CV Dashboard.

Candidate Activity

This feature gives users access to view the Candidate Requisition Activity. This page is a list of requisitions the candidate has applied to and their current status.

Candidate Automatic Status Change

Changes the candidate's status automatically after candidate acceptance

1f

Select **Candidate Automatic Status Change**.

Candidate Checklist

Users with this feature will have access to the candidate checklist, which allows the recruiter or hiring manager to view the candidate's progress through the application process and whether or not they elected to skip any steps.

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This is the global vendor feature, which turns on/off the Vendor Management System entirely.

Performance

Development

Learning

SVM

Demo Site 🌐

Debug Mode 🌐

Customer Specific Features (Enterprise) 🌐

1g

Click the **Update Features** button.

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Features

Groups

SELECT A GROUP *

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2

Click the Administration icon.

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2a

Under Recruiting » Configuration, click **Workflows**.

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View the Status Change After Offer Accepted on Active Candidates Screen

NAME	ASSOCIATIONS	DATE CREATED	LAST MODIFIED	
	<ul style="list-style-type: none"> Job Type: Internship Job Title: ZL - OJT/Trainee 			
ZL - Offboarded Players	<ul style="list-style-type: none"> Company/Division: Zenmar's General Services Incorporated Job Type: Contract Job Title: ZL - E.D.P. Staff 	9 Aug 2011	31 Jul 2015	⋮
DEV Mashkhas Center	<ul style="list-style-type: none"> Job Type: Full-time Location: DEV - Mashkhas Center (8th floor) 	19 Sep 2011	9 Jul 2012	⋮
DEV - Programming Division	<ul style="list-style-type: none"> Company/Division: Developer Land Job Type: Full-time 	22 Sep 2011	9 Jul 2012	⋮
HD - Part Time Dynamic Workflow	<ul style="list-style-type: none"> Job Type: Full-time Location: HD - Part Time Dynamic Workflow 	26 Sep 2011	1 Nov 2012	⋮
HD - Internship Workflow(Dynamic)	<ul style="list-style-type: none"> Job Type: Full-time Location: HD - Internship Workflow(Dynamic) 			
Ann's Workflow	<ul style="list-style-type: none"> Company/Division: Planning Dept Job Type: Full-time Location: ALG UK Location 	8 Oct 2011	9 Jul 2012	⋮

2b

Click the workflow you want to configure with automatic status updates.

Note: You can also create a new workflow with **Enable Automatic Status Change** selected. To do this, click the **Create New Workflow** button at the top of your Workflows screen.

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Administration / Recruiting / Configuration / Workflows



Workflows

Passive Résumé Workflows

Create New Workflow

More Options

View: DEV - Programming Division



2c

Click the Edit icon.

Associations

ASSOCIATIONS

- Company/Division: Developer Land
- Job Type: Full-time

Roles

Requisition

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Administration / Recruiting / Configuration / Workflows / Workflow Wizard

Editing Workflow: DEV - Programming Division

Workflows

Step 1

Associations

Step 2

Roles

Step 3

Form & Approvers

Step 4

Statuses

Step 5

Résumé Submission

Step 6

Candidate Process

St

Use

3

Click the Candidate Process step.

Associations

WORKFLOW NAME *

DEV - Programming Division

Allow Routing

Select Associations *†

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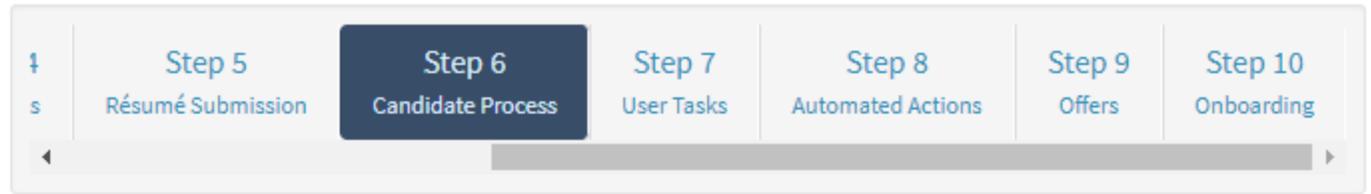
View the Status Change After Offer Accepted on Active Candidates Screen

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Candidate Process *†

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.

Has steps

- Internal ✓
- External ✓
- Employee Referral
- Vendor Submitted
- Contact ✓
- Recruiter Uploaded ✓

3a

Click the drop-down arrow next to Internal.

The Candidate Process step is where you select the **Enable Automatic Status Change** option. You can define a different set of processes for each résumé type. We'll demonstrate selecting this option for the Internal résumé type.

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Candidate Process *†

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.

Internal

Offer Accepted
Offer Extended
Selenium Offer Extended
Offer Declined
Offer Rejected by Approver
Screened Out
Declined
Removed Self from Consideration



Résumé Submitted
Candidate
Interview



3b

Add **Offer Accepted** and **Offer Declined** statuses to the selected list on the right by selecting a status, then clicking the right arrow.

External

Employee

Vendor S

Contact

The **Offer Accepted** and **Offer Declined** statuses must be selected for the **Enable Automatic Status Change** option to display. Your administrator may have configured custom statuses that also have a logical value of offer_accepted or offer_declined. If so, when these options are selected, they will also trigger the display of the **Enable Automatic Status Change** option.

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REPORTS

Candidate Process *†

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.

Internal ✓

[Custom] Offer Declined
[Custom] Offer Accepted
Background Screening
Selenium Declined
Selenium Hired
Hired
Phone Screen
2nd Interview

Résumé Submitted
Candidate
Interview
Offer Accepted
Offer Declined

Enable Automatic Status Change

3c

Select the **Enable Automatic Status Change** check box.

OFFER ACCEPTED

STATUS *

-- Select --

OFFER DECLINED

STATUS *

-- Select --

Update

Candidate Automatic Status Change Feature Quick Steps



Candidate Process *†

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.

Internal ✓

[Custom] Offer Declined [Custom] Offer Accepted Background Screening Selnium Declined Selnium Hired Hired Phone Screen 2nd Interview	➔	Résumé Submitted Candidate Interview Offer Accepted Offer Declined	⬆
---	---	--	---

Enable Automatic Status Change

OFFER ACCEPTED STATUS *
-- Select --

OFFER DECLINED STATUS *
-- Select --

Update

3d Click the **Offer Accepted Status** drop-down arrow to select how this status will display wherever the candidate status displays, such as on the Active Candidates screen. The options that display here depend on whether your administrator has configured additional custom statuses. In this demonstration, there is only one value for each field.

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[Custom] Offer Accepted
Background Screening
Selnium Declined
Selnium Hired
Hired
Phone Screen
2nd Interview

Candidate
Interview
Offer Accepted
Offer Declined

i Enable Automatic Status Change

OFFER ACCEPTED STATUS *

Offer Accepted

OFFER DECLINED STATUS *

Offer Declined

Update

3e

Click the **Update** button.

External

Employee Referral

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External

Employee Referral

Vendor Submitted

Contact

We've made changes to the Internal type. If desired, follow the same steps to enable this option for other types. Click **Save** to save the workflow. This change will affect only requisitions associated with this workflow that are created going forward. No changes will be made to requisitions created previously.

Enforce Workflow

< Prev

> Next

Save

3f

When finished with changes, click **Save**.

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Deltek Talent Management

English

Employees

Administration / Recruiting / Configuration / Workflows

Workflows

Passive Résumé Workflows Create New Workflow More Options

Recruiting Workflows

NAME	ASSOCIATIONS	DATE CREATED	LAST MODIFIED
Part-timeWorkflow	• Job Type:	8 Jul 2008	9 Jul 2012
<input checked="" type="checkbox"/> Full-time Workflow	• Job Type: Full-time	8 Jul 2008	14 Jul 2018
Reine's workflow	• Location: RT Hotel 5*	22 Jun 2009	9 Jul 2012
KC - Sherlock Location Workflow	• Company/Division: Creative Detective Division • Location: KC - Sherlock Office	23 Jun 2009	9 Jul 2012

Next we'll create a requisition associated with the workflow we configured with the Enable Automatic Status Change option in step 2 and 3 of this click-thru.

4
Click Recruiting.

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Deltek Talent Management

English | [Icons]

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NAME	ASSOCIATIONS	DATE CREATED	LAST MODIFIED
Part-timeWorkflow	• Job Type:	8 Jul 2008	9 Jul 2012
<input checked="" type="checkbox"/> Full-time Workflow	• Job Type: Full-time	8 Jul 2008	14 Jul 2018
Reine's workflow	• Location: RT Hotel 5*	22 Jun 2009	9 Jul 2012
KC - Sherlock Location Workflow	• Company/Division: Creative Detective Division • Location: KC - Sherlock Office	23 Jun 2009	9 Jul 2012

4a Click Requisitions.

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Deltek Talent Management

English | 0 | ? | ⚙️ | 👤

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NAME	ASSOCIATIONS	DATE CREATED	LAST MODIFIED
Part-timeWorkflow	• Job Type:	8 Jul 2008	9 Jul 2012
<input checked="" type="checkbox"/> Full-time Workflow	• Job Type: Full-time	8 Jul 2008	14 Jul 2018
Reine's workflow	• Location: RT Hotel 5*	22 Jun 2009	9 Jul 2012
KC - Sherlock Location Workflow	• Company/Division: Creative Detective Division • Location: KC - Sherlock Office	23 Jun 2009	9 Jul 2012

4b

Click **Create Requisition**.

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ORGANIZATIONAL UNIT

Developer Land

Enhancement Division

Layout & Design

Select Workflow Association

JOB TYPE

Full-time

LOCATION

DEV - South Africa Office

JOB TITLE ⓘ *

DEV - Art Director (DEV-ArtDir)

+ Create a New Job Profile

MATCHING WORKFLOW

DEV - Programming Division

FOUND

Fill out the fields in Step 1 Select Associations. Be sure that the selections you make match the workflow where you selected the **Enable Automatic Status Change** option in step 3 of this click-thru. If you use a template to create your requisition, be sure it is associated with the workflow from step 2 and 3 of this click-thru.

4c

Click the **Continue** button when finished.

✓ Continue

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> Preview in Español (SP)

> Preview in عربي

> Preview in Français (FR)

> Preview in Swedish

Front End Requisition Posting Options

SELECTED FRONT ENDS

- Default Front End

Continue through the requisition creation steps. The steps you see are defined by the workflow. When finished with the last step, click the **Finish** button.

< Previous

Save as Draft

> Finish

Cancel

4d

Click **Finish**.

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Manage Requisition

5

Click **Candidates**.

When a candidate accepts or declines a job offer for the requisition created in step 4 of this click-thru, the candidate status will change automatically wherever the status displays in DTM, such as on the Active Candidates screen.

Let's look at where this status displays on the Active Candidates screen for a candidate who applied to and accepted the requisition we created in step 4 of this click-thru.

Displaying 1 - 25 of 36 per page

<input type="checkbox"/>	 MODIFIED	POSTED	DIVISION	JOB CODE	REQ. #	JOB TITLE	LOCATION
<input type="checkbox"/>		30 Apr 2018	Finance Department	ALG - Finance	ALG - Finance.1	ALG - Financial Staff	ALG-Philippines Locatio Philippines
<input type="checkbox"/>		29 Jan 2018	Vineeth Cricket Academy	199	199.1	Coach	Markham, ON L3P 0A2 C

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Manage Requisitions

Create Requisition

5a

Click **Active Candidates**.

« < 1 2 > »

Displaying 1 - 25 of 36 10 25 50 100 per page

<input type="checkbox"/>		MODIFIED	POSTED	DIVISION	JOB CODE	REQ. #	JOB TITLE	LOCATION
<input type="checkbox"/>			30 Apr 2018	Finance Department	ALG - Finance	ALG - Finance.1	ALG - Financial Staff	ALG-Philippines Locatio Philippines
<input type="checkbox"/>			29 Jan 2018	Vineeth Cricket Academy	199	199.1	Coach	Markham, ON L3P 0A2 C

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Active Candidates

SELECT JOB *

Type Keyword Here

5b

Click the **Select Job** drop-down arrow.

Candidate Automatic Status Change Feature Quick Steps

1

Ensure Automatic Status Change Feature is Enabled

2

Open a Recruiting Workflow

3

Enable Automatic Status Change for Résumé Types in Recruiting Workflow

4

Create a Requisition Associated with the Workflow from Step 3

5

View the Status Change After Offer Accepted on Active Candidates Screen

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Search...

Recruiting / Candidates / Active Candidates

Active Candidates

SELECT JOB *

Type Keyword Here

AS - Auror (AS - A)

AS - Magical Creature Leader (AS - MCL)

AS - Magical Transportation Leader (AS - MTL)

Chef (PCCN-Chef)

DEV - Art Director (DEV-ArtDir.1)

HD - New Job Profile (HD22S)

JY - Web Development Manager (JY-ODWDM)

RJM - QA Specialist (401)

Senior Food Scientist (PCCN-SrChef)

Software Tester (PA.03)

Go

Application Development Testing Company
v15.2.0

5c

Select the job to search on to find the requisition created in step 3 of this click-thru.

Candidate Automatic Status Change Feature Quick Steps

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Active Candidates

SELECT JOB *

DEV - Art Director (DEV-ArtDir.1)

Go

5d

Click the **Go** button.

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View the Status Change After Offer Accepted on Active Candidates Screen

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LEARNING

SUCCESSION

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Active Candidates

DEV - Art Director - DEV-ArtDir.1

Historical View

Configure This Page

Filter

5

Notice the **Offer Accepted** status in the row for the Internal candidate, Alberto Perez. This status was updated automatically when Alberto Perez accepted the position for the requisition created in step 4 of these quick steps.

Displaying 1 - 2 of 2 per page

<input type="checkbox"/>	STATUS	TYPE	FE	NAME	VIEWED	H	SCREENING	SCORECARD	CITY	ST/PR
<input type="checkbox"/>	Candidate	External		Ben Ong	Yes			0.00	N/A	N/A
<input type="checkbox"/>	Offer Accepted	Internal		Alberto Perez	Yes			0.00	Imus	CA

This concludes the Candidate Automatic Status Change Feature quick steps.