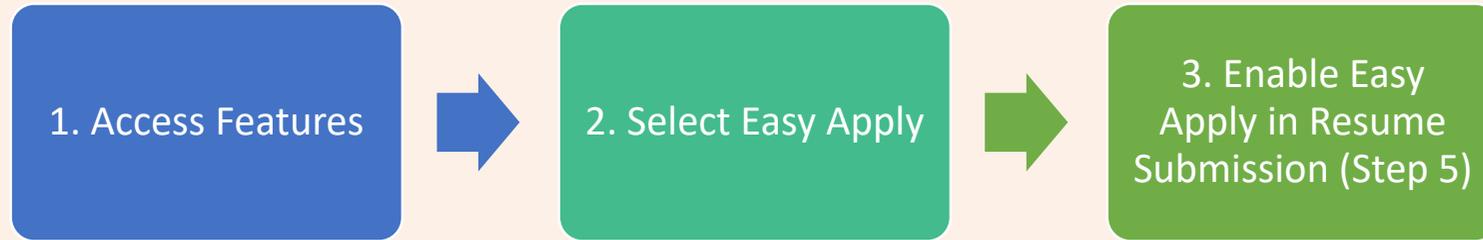


Enable Easy Apply Feature

The high-level steps required to enable the Easy Apply feature are shown here. Each step includes sub-steps.

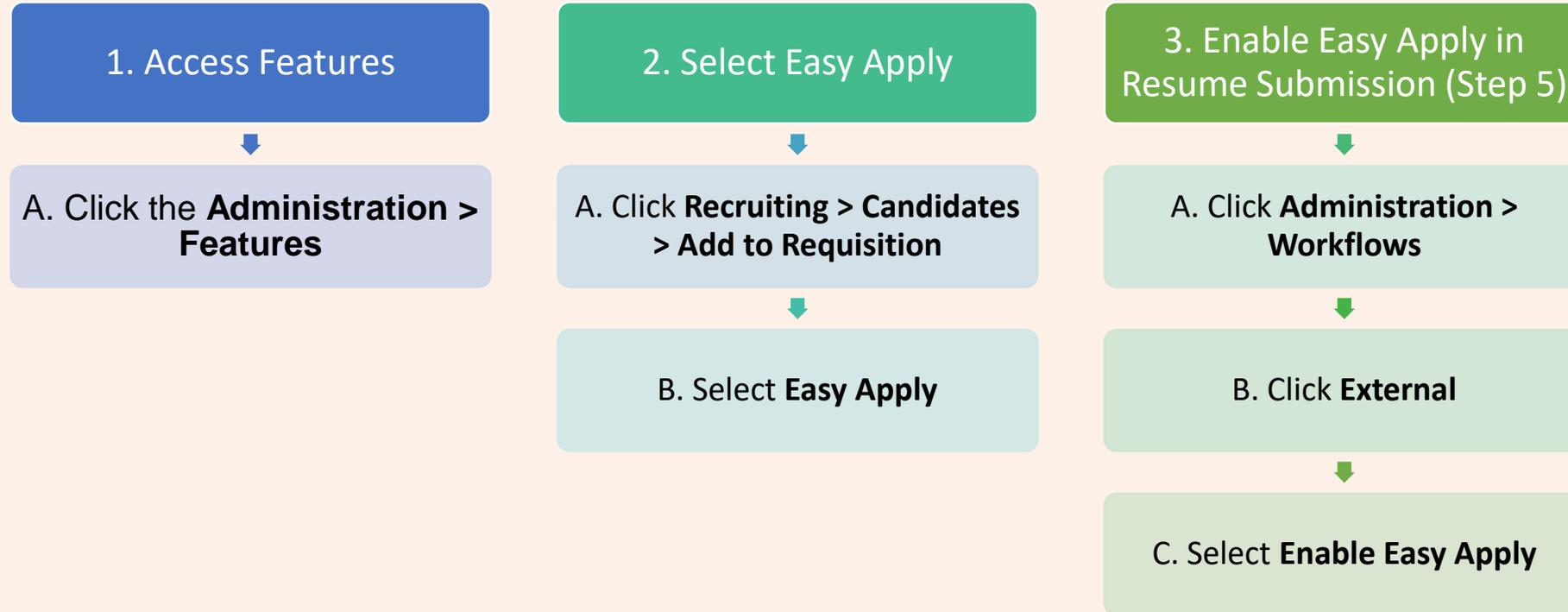


Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.

Enable Easy Apply Feature Quick Steps

The high-level steps required to Enable Easy Apply are shown here. Each step includes sub-steps.



Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
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- Dashboard
- MY EMPLOYEES
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- REPORTS

Employees Search...

Workflow Wizard

Administration

Recruiting

- Configuration**
 - Application Restriction Rules
 - Diversity Data Collection
 - External Front Ends
 - Kiosks
 - Teams
 - Terms of Use
 - Workflows
- Onboarding**
 - Welcome Page
 - Task Management
 - Document Library
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- Cross-Posting**
 - Accounts
 - Authorization Requests
 - Site Selection
- Vendors**
 - Accounts
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 - Distribution Lists
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- 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

Development

- Career Path Templates
- Potential Rating Tips

Core HR

- Self-Service
- Additional Information Tab

Succession Planning

- Manage Succession Plans
- Configure 9 Box

Global Settings

- System Administration**
 - Custom Menus
 - Drop-down and Multi-S
 - Dynamic Forms
 - FAQs
 - Features**
 - Groups
- Job Families
- Job Profiles
- Location Groups

Click the **Administration** icon.

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

1. Access Features > Steps A, B

Recruiting

SORT -- FILTER

A Click the **Recruiting** tab.

Applicant Tracking Reports

This feature allows members to view and manage applicant tracking reports in the ATS.

Applicant Tracking Reports

This feature is to give users access to the applicant tracking reports. Within this section the appropriate reports can be selected for the user group.

Applicant Tracking Roles

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 Candidate process

B Click **Candidates > Add to Requisition**.

Enable All Disable All

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.

Enable All Disable All

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

Enable All Disable All

Grants access to add a candidate to a requisition. This is a toggle on the Résumé/CV Dashboard.

Easy Apply 

C

Select **Easy Apply**.

Enable All Disable All

This feature allows external job seekers to apply to a job without creating an account.

Monster Easy Apply 

When enabled, cross-posted jobs to Monster

Monster Easy Apply is a sub-feature of Easy Apply that allows jobseekers to apply easily to cross-posted jobs to Monster using their Monster account. The Monster Easy Apply method is available if the Monster Easy Apply feature is currently enabled and the requisition that you cross-post supports Easy Apply.

for the application process.

Upload a Résumé

This feature allows users to upload (parse) a résumé

so that the résumé/CV can only be entered manually.

Bulk Download Resume Attachments

This feature allows admins and recruiters to download resume and attachments of candidates in bulk.

ition Activity. This page is a list of requisitions the candidate has applied to and their current status.

Dashboard

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Administration / Global Settings / System Administration / Features

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System Administration

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- Drop-down and Multi-Select Lists

Your Organization

- Approval Chains
- Competencies

Click the **Administration** icon.

Click **Workflows**.

4. Enable Easy Apply in Step 5 (Resume Submission) > Steps A, B

Step 1

Associations

Step 2

Roles

Step 3

Form & Approvers

Step 4

Statuses

Step 5

Résumé Submission

Step 6

Candidate Process

Step 7

User Tasks

Step 8

Automated Actions

Step 9

Offers

Step 10

Onboarding

Résumé Submission *†

DEFAULT PROCESS *

External

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 ✓ External ✓

C

Click **External**. Require Screening

NOTIFY RECRUITER OF

Screened-In

NOTIFY HIRING MANAGER OF RÉSUMÉ SUBMISSIONS

None

NOTIFY ADDITIONAL INDIVIDUAL(S) OF RÉSUMÉ SUBMISSIONS

None

The Easy Apply option is only available for external processes and is unavailable when **Double Opt-In** has been enabled (**Administration » Global Settings » System Administration » System Settings » Jobseeker**). Double Opt-In requires that external jobseekers living in specified countries verify their email addresses before continuing the process they started.

IMPORTANT: Deltek recommends that you create new workflows to configure Easy Apply and not use it for existing workflows to provide jobseekers a uniform experience.

CONTACTS TO ADD

 Search Contacts

RÉSUMÉ FORM *

Full-time Résumé/CV Profile

SECONDARY APPLICATION FORM

-- Select --

TERMS OF USE

-- Select --

Enable Easy Apply 

D

Select **Enable Easy Apply**.

CHECKLIST

Cover Letter Optional

Attachments Hidden

Diversity Optional

Skills Profile Optional

Competency Profile Optional

Certifications Hidden

Note: The ability to require checklist items will be removed for the workflow configured with Easy Apply.

Update

Copy Process to Selected Résumé Types

Dashboard

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Main Dashboard

Get More Widgets Tasks

Alerts

- [New Tuition Assis](#)
- [Appraisal \(Mars w](#)

Show All

This concludes the Enable Easy Apply Feature Quick Steps.

