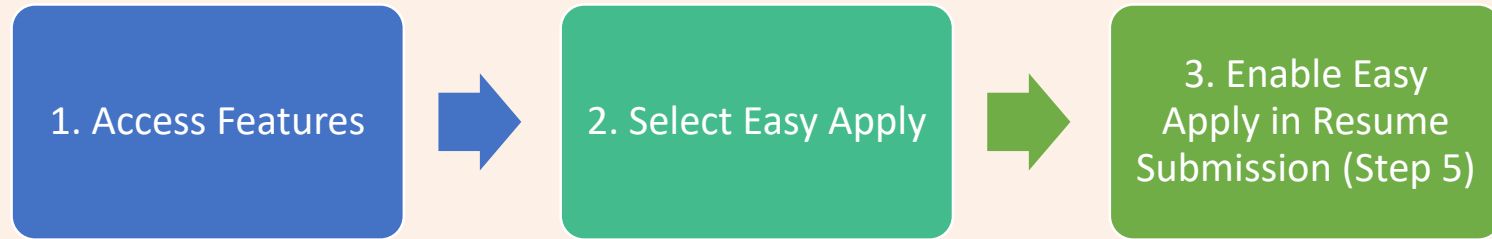


Enable Easy Apply Feature

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

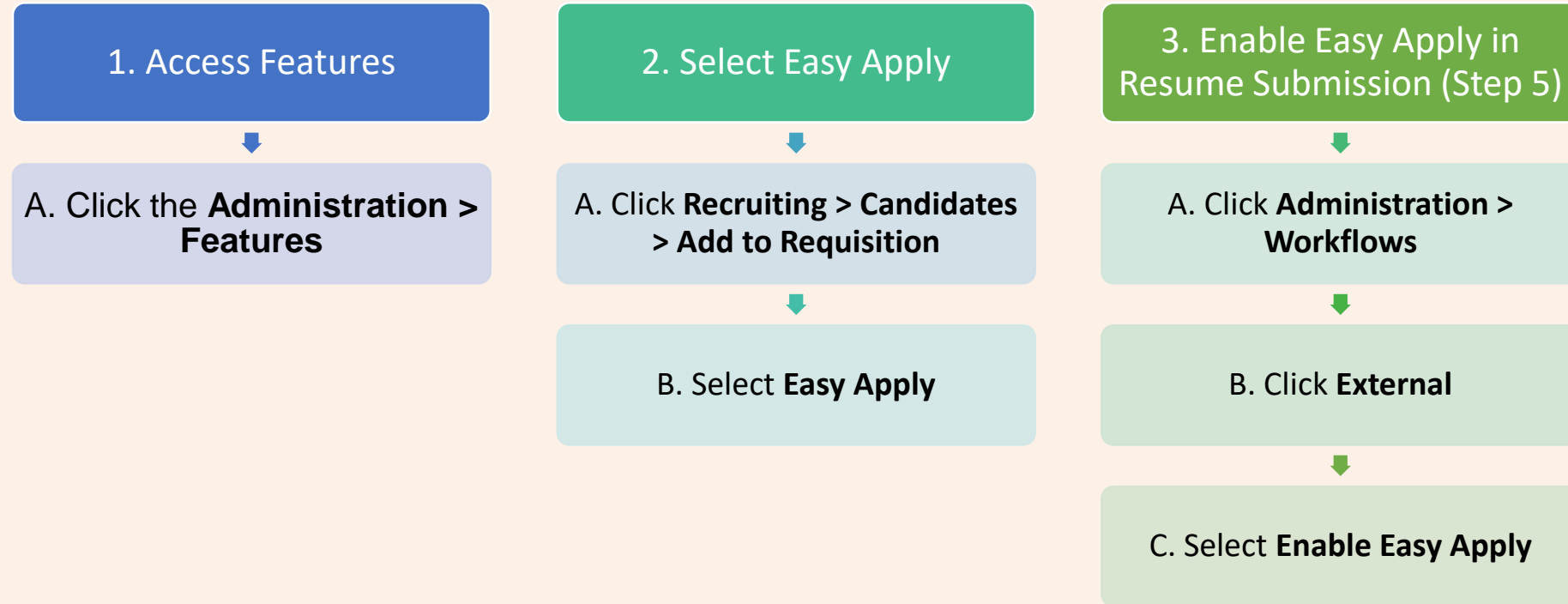


Navigation:

- 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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Click the **Administration** icon.

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

1. Access Features > Steps A, B

A


Click the **Recruiting** tab.

✓ Applicant Trac

This feature allows members to add notes to their profiles 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

Enable All

[Disable All](#)

B

Click **Candidates > Add to Requisition.**

☑ 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](#)

2. Select Easy Apply > Steps A, B

controls the "Add to Requisition" action on the Résumé/CV Dashboard.

☒ 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 feature is available 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.

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



Dashboard

MY EMPLOYEES

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A

Click the **Administration** icon.

Administration / Global Settings / System Administration / Features

Administration

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B

Click **Workflows**.

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Résumé Deletions

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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.

