

Vacancies

Manage your recruitment process

1. **Create new Position / Vacancy, specify requirements**
2. *Search for suitable applicants or publish position on website*
3. *Watch applicants going through selection procedure*
4. *Place best talent*
5. *Invoice for placement*
Communicate with applicants, HR manager from vacancy and store your data in clear structure

About Vacancies

Vacancies are special projects that are used to track client's requirements for open position to be filled by appropriate applicant. Vacancies usually hold information about Applicant requirements. Once Applicants are considered for the Vacancy, they are visible in the list of considered Applicants incl. their detailed status.

When new Vacancy is created, new project in Finder for Client is established.

Vacancies Overview

Open Vacancies Application



Vacancies Application

The screenshot shows the 'Vacancies' application window. It features a sidebar on the left with a 'New Vacancy' button (1) and a list of filters including 'My vacancies', 'New in last 7 days', 'New in last 30 days', and a 'Status' section with options like 'Initial', 'In Progress', 'Closed', 'Won', and 'Lost' (4). At the bottom of the sidebar is a 'Users' filter (5). The main area contains a table of vacancies with columns: 'R...', 'Vacancy name', 'Client', 'Created', 'Created by', and 'Modified' (6). The table lists various roles such as 'Sports Editor', 'PR Manager', 'Office manager', 'Office Manager', 'Vacancy', 'Skladník 50x', 'HR Manager', 'Driver', 'IT specialista', 'vedoucí provozu', 'marketing specialist', 'Assistant', 'Vacancy', 'Uklízeč/ka', 'IT specialista', 'Logistic', and 'Plavčík'. At the top right, there is a search bar 'Search by name' (2), an 'Export...' button (7), and a 'Filter...' button. The window title is 'Vacancies'.

| R... | Vacancy name | Client | Created | Created by | Modified |
|------|----------------------------|--------------------|------------|------------|------------|
| | Sports Editor | Associated Press | 07/23/2010 | joe | 09/29/2011 |
| | PR Manager | Oprah Winfrey Show | 07/23/2010 | joe | 05/24/2011 |
| | Vacancy | Atollon Consulting | 09/23/2010 | joe | 09/23/2010 |
| | Office manager | Atollon Consulting | 09/23/2010 | joe | 09/23/2010 |
| | Vacancy | qaywsx | 10/26/2010 | joe | 10/26/2010 |
| | Office Manager | Oprah Winfrey Show | 01/04/2011 | joe | 09/27/2011 |
| | Vacancy | Atollon Consulting | 02/24/2011 | joe | 02/24/2011 |
| | Skladník 50x | Associated Press | 02/28/2011 | joe | 02/28/2011 |
| | HR Manager | Associated Press | 03/08/2011 | joe | 03/08/2011 |
| | Driver | Favourite Client | 03/17/2011 | joe | 03/17/2011 |
| | IT specialista (Arménsš... | naše nová firma | 03/23/2011 | joe | 03/23/2011 |
| | vedoucí provozu | Oprah Winfrey Show | 03/25/2011 | joe | 03/25/2011 |
| | marketing specialist | Seznam.cz, a.s. | 03/28/2011 | joe | 03/28/2011 |
| | Assistant | Associated Press | 03/30/2011 | joe | 03/30/2011 |
| | Vacancy | Associated Press | 04/13/2011 | joe | 04/13/2011 |
| | Uklízeč/ka | Seznam.cz, a.s. | 05/04/2011 | joe | 05/04/2011 |
| | IT specialista | Seznam.cz, a.s. | 05/12/2011 | joe | 05/12/2011 |
| | Logistic | Associated Press | 09/02/2011 | joe | 09/02/2011 |
| | Plavčík | Favourite Client | 09/20/2011 | joe | 09/20/2011 |

1. New Vacancy wizard to create the project
2. Search Vacancy by it's Name
3. Quick views on Vacancy projects
4. Filter for Vacancy status (the list is customizable in Context Settings > Projects > Vacancy > States - companies are used to add new states based on Vacancy priority - Hot, High Priority, Low Priority, etc.)
5. Users filter for responsible consultant's projects
6. Clicking on **Created** field table header you can sort Vacancies by newest to latest
7. Filter / export options (if the Export button is not visible it means it has been disabled for the user)

New Vacancy

Atollon provides you with simple wizard on creating Vacancy project. Click the New Vacancy button in Vacancies Application to create new Vacancy. After you create the Vacancy project, you may specify Applicant requirements, adjust Web promotion of the Vacancy & start searching Applicants from the database. You may add Applicants to Vacancy. In such case, new project Selection Procedure is created that (in detail) describes status of Applicant and the Vacancy.

Select client & client's responsible person

Creating: Vacancy (Contact information)

Contact information

☐ Existing Contact
☒ New Contact

Prefix **John** * **Smith** Middle name Suffix

Phone is primary: ☐ Address type: **Correspondence**

Mobile is primary: ☐ Street:

E-mail smith@corporate. is primary: ☒ Zip:

Birth date: City:

Marital status: **Married** Region:

Gender: **Male** Country:

Language: **English** Keywords:

Salutation: **Dear John**

Comment:

Company information

☐ Existing Company Company Folder * **(New) Client**

☒ New Company

Corporate.co

Web www.corporate.co Address type:

Primary Industry: **Financial Services** Street:

Comment: Zip:

City:

Region:

Country:

Employment info

Position: **HR Manager** Employment comment:

Instead of creating new contact & company, you may select existing contact & existing company (client).

New client: adjust client details

The screenshot shows a software window titled "Creating: Vacancy (Folder information)". The window has a title bar with standard macOS window controls (red, yellow, green buttons) on the top left. The main content area is divided into two sections. The top section, titled "Folder details", contains a "Folder name:" label with a red asterisk, followed by a text input field containing "Corporate.co". Below this is a "Description:" label followed by a large, empty text area. The bottom section, titled "Client Form", contains an "Importance:" label with a dropdown menu showing "High". Below this is a "Comments:" label followed by a large, empty text area. At the bottom of the "Client Form" section is a list of "Enquired Services" with checkboxes. The services listed are: Recruitment (checked), Temporary Help (unchecked), HR Outsourcing (unchecked), Executive Search (checked), Consulting (checked), Training (unchecked), Cross Selling (unchecked), Outplacement (unchecked), and Other (unchecked). At the bottom right of the window, there are two buttons: "Back" and "Next", which are highlighted with a yellow border.

Creating: Vacancy (Folder information)

Folder details

Folder name: * Corporate.co

Description:

Client Form

Importance: High

Comments:

Enquired Services:

- ☒ Recruitment
- ☐ Temporary Help
- ☐ HR Outsourcing
- ☒ Executive Search
- ☒ Consulting
- ☐ Training
- ☐ Cross Selling
- ☐ Outplacement
- ☐ Other

Back Next

This screen is displayed just once new client is created.

New project: adjust project details

Creating: Vacancy (Project information)

Project details

Project name: * IT Manager

Reference Id:

Folder: * (New) Client

Description:

Back Create

After you press **Create** button, the new project is created.

Next steps

1. Adjust project details on 2nd tab: Vacancy details (expectations about the Applicant)
2. Search for applicants & add applicants to Vacancy
3. Track status of applicants & place the Applicant
4. Create & send invoice to Client

Vacancy Requirements

After you open Vacancy project, on Vacancy Requirements tab (usually 2nd) you may adjust information about the Vacancy & it's expectations. Based on this information you may start searching for the best applicants.

Corporate.co > IT Manager

Status: Initial

Ref. id:

IT Manager

Vacancy

Requir...

Search candidates Print Web

▼ Vacancy detail

Salary: Boarding date:

▼ Skills + X

| Skills | Sub skills | Level | Years | Last year | Note |
|-------------------------------|----------------------------------|-------|-------|-----------|------|
| Computer skills and compet... | Ability to learn new software... | --- | | | |
| Database management syst... | Oracle | --- | | | |
| Database management syst... | PostgreSQL | --- | | | |
| Managerial and organisatio... | Ability to coordinate | --- | | | |
| Managerial and organisatio... | Capable of multitasking | --- | | | |

▼ Education + X

| Level | Field | Sub field | Val | Note |
|-------------------------------|-------------------------------|-----------|-----|------|
| Master's Degree or Equivalent | Information Systems Manage... | --- | | |

▼ Languages + X

| Language | Total level | Reading/Writing | Verbal | Note |
|----------|-----------------|-----------------|----------|------|
| English | Native language | Very well | Fluently | |

▼ Locations + X

| Country | Region | City | Zip |
|----------------|--------|------|-----|
| United Kingdom | --- | --- | --- |

Cancel Apply Save

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