

# 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. On the left is a sidebar with a 'New Vacancy' button (1), a list of filters (2), a 'Status' section with a list of states (3), and a 'Users' filter (4). The main area is a table with columns: R..., Vacancy name, Client, Created, Created by, and Modified (6). The table contains 18 rows of vacancy data. At the top right are 'Export...' (7) and 'Filter...' buttons. The table has a blue header row and a yellow highlighted row for 'IT specialista'.

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  is primary: ☒ Zip:   
Birth date:  City:   
Marital status: **Married** Region:   
Gender: **Male** Country:   
Language: **English** Keywords:   
Salutation:   
Comment:

### Company information

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

**Corporate.co**

Web  Address type:   
Primary Industry: **Financial Services** Street:   
Comment:  Zip:   
City:   
Region:   
Country:

### Employment info

Position: **HR Manager** Employment comment:

**Back** **Next**

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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