

Add your vacancies to Intelligence so that you can search for candidates on your database and shortlist them to the position. You can also post your vacancies to your website directly from Intelligence so that applications are uploaded directly into your database.

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Intelligence Cheat Sheet: Add & Edit Vacancies

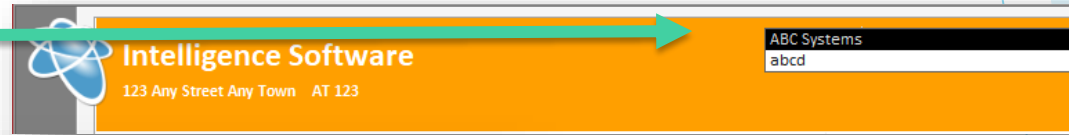
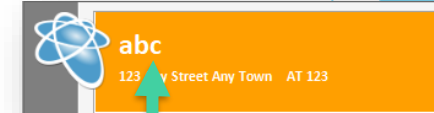
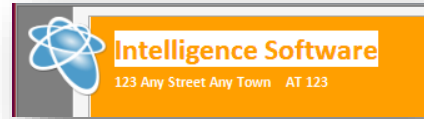
Add & Edit a Vacancy

1. Go to the client that has given you the vacancy:

a. click into the name field

b. type in what you are looking for
(company name or person's name who works there)

c. select the required record from the results



The screenshot shows the 'Intelligence' software interface for the 'ABC Systems' client. The top navigation bar includes 'New', 'Jobs', 'Diary', and 'Reports'. The main content area displays a 'VACANCIES' tab with a list of vacancies. A search bar and a 'People (1)' button are also visible.

Date	Vacancy	Status	Candidates
9 Sep 21	Vacancy #4	OnLine	1/1
9 Sep 21	Vacancy #3	Active	0/0
31 Aug 21	Vacancy #2	Active	0/0
17 Aug 18	Vacancy #1	Active	0/0

Intelligence shows the total number of vacancies for each client in the VACANCIES button

2. Select the NEW VACANCY button to add your vacancy

The VACANCIES tab displays all vacancies for this client, with the latest at the top.

- You can see:
- the date the vacancy was uploaded,
 - the position,
 - what the status is, and
 - how many candidates are active (not rejected) & in total on the shortlist

Add & Edit a Vacancy [continued]

3. Add the relevant details of the vacancy. Copy/paste or type in the required information. The more information you add, the more data you can report on!

Add the Job Title

You can add your own reference if required

Select Temp/Perm, add any relevant dates

Add the job description – you can format this text any way you want! Change the font, size or colour of the text, add bullets and numbering and change the alignment

Vacancy Detail

Client: ABC Systems	Client Contact: Shane	Classification:
Job Title: Sales Manager	Date: 24/Jun/2022	Job Type
Vacancy ID: 347	Owning Consultant: Berni	▸ Sales/Marketing
Your Vacancy ID: MyRef 001	Status: Active	Location
Temp/Perm: Perm	Staff req: 1	▸ Belfast - Antrim - Northern Ireland
Start Date:	Annual Pay Rate: R865 000.00 10 %	
End Date:	Client fee: R86 500.00	

Description

We are looking for a high-performing Sales Manager to help us meet our customer acquisition and revenue growth targets by keeping our company competitive and innovative. You will be responsible for maximizing our sales team potential, crafting sales plans and justifying those to plans to the upper management.

Responsibilities

- Achieve growth and hit sales targets by successfully managing the sales team
- Design and implement a strategic business plan

Notes:

Add the contact person for this role

Add relevant classifications, especially Job Type and Location if you are posting your vacancy to your website. This will allow applicants to filter for vacancies in their desired location or type of position

Add the annual pay rate, and the % fees agreed, and Intelligence will work out your client fee

Notes: Add your own notes about this role.

Add Custom Questions to your Vacancy

Please note that adding custom questions only applies if you are posting your vacancy to your website using the Intelligence Jobs plugin.

4. You can set up qualifying questions in the Admin section of Intelligence.

Double click in the Vacancy's classification section to select which question you want the applicant to answer. You don't have to add the answers unless you want to assign scores to each answer.

5. If you want to calculate a score for each applicant and sequence the shortlisted candidates by this score, then click on the number next to each answer to add the required value.

See the Shortlist Cheat Sheet for more information on this feature.

6. You can also add additional Custom Questions directly from the Vacancy Classifications form. The answers will be recorded in the Notes section of the candidate profile.

6a. Add your question

6b. Select the format of your answer

The screenshot shows the 'Vacancy' form with fields for Client, Job Title (Sales Manager), Vacancy ID (347), Your Vacancy ID (MyRef 001), Temp/Perm (Perm), Start Date, End Date, and Description. The description includes a paragraph about a Sales Manager role and a 'Responsibilities' section. A 'Classifications' dialog box is open, showing a list of 'Qualifying Questions' with checkboxes and a table for 'Add New Custom Question'.

Question	Score
Qualifying Questions	0
▶ Languages	0
▶ Preferred Work Location	0
▶ How many years of experience	0
▶ ▶ None	-10
▶ ▶ Less than 2 years	0
▶ ▶ More than 2 years	5
▶ Record a video about yourself	0
▶ Job Type	0
▶ Health and Safety	0
▶ Misc	0
▶ IT	0
▶ Engineering	0
▶ Accounts	0
▶ Banking	0
▶ Logistics/Transportation	0

The 'Intelligence' dialog box contains instructions: 'You can create a new Custom Question and select the format of the answer. If you need a question with a selection of answers, please use the Admin Login to create this in the Classification Options.' It has 'OK' and 'Cancel' buttons. Below is a 'Select the Answer Format' dropdown menu.

Select the Answer Format

- Single line Text
- Compulsory Text
- Date
- Compulsory Date
- Number
- Compulsory Number
- Tick Box
- Compulsory Tick Box
- Long Text
- Compulsory Long Text

Post a Vacancy to your Website

Please note that posting your vacancy to your website is only possible using the Intelligence Jobs plugin. Please contact us for more information.

7. Post your job to your website's vacancy page by changing the status to Online.

Please remember that only the **Job Title**, **Description** and **Job Type/Location classifications** will display on your website.

Your vacancy will appear within 5 minutes of posting. You can remove your vacancy at any time by simply changing the status to any other Status other than Online.

Vacancy Detail

Client: ABC Systems Client Contact: Shane Classification:

Job Title: Sales Manager Date: 24/Jun/2022

Vacancy ID: 347 Owning Consultant: Berni

Your Vacancy ID: M-8-f-001 Status: Active

Temp/Perm: Perm Staff req: Active

Start Date: Annual Pay Rate: R865 000.00 10 Filled by Us

End Date: Client fee: R86 500.00 Adhoc Search

Description: Notes: Closed

We are looking for a high-performing Sales Manager to help us meet our customer acquisition and revenue growth targets by keeping our company competitive and innovative. You will be responsible for maximizing our sales team potential, crafting sales plans and justifying those to plans to the upper management.

OnLine

Responsibilities

- Achieve growth and hit sales targets by successfully managing the sales team
- Design and implement strategic business plan