

DoubleClue: Recruiting Module

White Paper

Contents

- 1. Introduction..... 2
 - 1.1. In the Cloud or on Premises 2
 - 1.2. Access Groups 2
- 2. Vacancies 3
 - 2.1. Multilingual Job Descriptions 4
 - 2.2. Vacancy Status..... 4
 - 2.3. Show Candidates 4
 - 2.4. Vacancy Access Privileges..... 4
- 3. Candidates 5
 - 3.1. Candidate Documents 5
 - 3.2. Candidate Access Privileges 5
 - 3.3. Feedback & Rating..... 5
 - 3.4. Anonymous Candidates..... 5
- 4. Skills 6
- 5. Export to PDF..... 6
- 6. Watchers 6
- 7. Recruiters 6
- 8. Classifications 6
- 9. History 6

1. Introduction

This white paper contains information about the DoubleClue Recruiting module – a Recruiting tool to manage vacancies and job candidates in your enterprise.

Main features:

- Manage open vacancies, candidates and recruiters
- Create multilingual job titles and descriptions
- Track recruiting and staffing processes
- Store application documents
- Define watchers who receive automatic notifications when a vacancy or candidate is updated
- Assign Skills for vacancies and candidates (requires the DoubleClue Skills Module to be installed)
- Export vacancies and candidates as pdf

It takes advantages of several DoubleClue features like:

- Active Directory und Azure Integration
- Multi-Factor Authentication
- Department and Head of Department Management
- Access Rights Management
- Skills Management
- Templates for PDF export
- Table filtering
- E-mail Notifications

1.1. In the Cloud or on Premises

The Recruiting module is a plugin for the DoubleClue framework and can be implemented into a DoubleClue Enterprise Management (DCEM) that runs as Software as a Service (SaaS) in the cloud or into a DCEM installed on premises. In case you are using DoubleClue in the cloud, you only need to import an updated license key and Recruiting will become available in your DCEM. If you use a DCEM on premises, you add the recruiting module by copying a jar-file into the plugin directory of the DoubleClue and update the license to include the Recruiting module.

1.2. Access Groups


Recruiting users can be divided into different groups with varying levels of access rights. In this White Paper, we will distinguish between three of those groups:

- HR Managers
- Heads of Department (HoDs)
- Watchers

HR Managers have full access rights to add, edit and delete vacancies and candidates. They are defined in the DCEM privileges. It is possible to split this group up into several with varying degrees, for example restricting full access rights to senior members and managers.

The access rights for Head of Departments and Watchers are implemented into the recruiting module itself. Their access rights are limited to specific vacancies and candidates. This will be explained in more detail in the Access Privileges chapters in the module features.

2. Vacancies

 Edit
 ✕

General

Options

Skills - Must have

Skills - Nice to have

Watchers

Remarks

Vacancy No. 1

Priority

Normal

Status

Published

Department

Software Development

Starting from *

7/28/2023

Classification

Automation Team

Location

Munich

[+ Add Language](#)

English

Set as Default

☒

Title *

Software Architect

Description *

Sans Serif

Normal

B

I

U

A

x₂

x²

H₁

H₂

”

“

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consetetur adipscing elit, sed diam nonumy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

✓ Ok

✕ Cancel

In the vacancies section, you can record and manage open positions in your company. When creating a new vacancy, you will see a form that allows you to enter all important information about the open position including the budget for the position and the current state of the staffing process. All those information will all be saved in a vacancy entity. You can also add a skill profile for the vacancy defining mandatory and optional skills for this position. Once you have received applications for the vacancy, you are able to connect candidates with the vacancy to always have an overview of the applicants for this job opening.

2.1. Multilingual Job Descriptions

If you want to publish the same vacancy in different languages, you can add several job titles and descriptions to a vacancy entity. This prevents misunderstanding when the same vacancy is advertised under different descriptions and titles.


2.2. Vacancy Status

The vacancy status shows in which part of the job requestion and hiring process the vacancy currently stands. It starts with the internal process of requesting the budget for the open position and then tracks the procedure through the publishing of the job advertisement till the hire of a new employee.

The status has an influence on the visibility of the vacancy. Please check chapter [2.5 Vacancy Access Privileges](#) for more information.

2.3. Show Candidates

The “Show Candidate” feature displays a list of applicants for this vacancy alongside their ratings. This allows HoDs, HR Managers and Watchers to gain a quick overview of the candidates interested in the position and the impression they have given so far in the recruitment process.

 Candidates for 1 - Software Architect

Candidate Name	Rating	Qualification	Experience	Status	
				Not Specified	
John Smith	4.5 ★★★★★	Extensive Work Experience in the Industry	20 + years	Application	
Sarah Miller	4.5 ★★★★★	Bachelor of Science	10 years of relevant work experience	Application	
Sammy Sample	2.5 ★★☆☆☆	Master of Science	8 years	Application	

2.4. Vacancy Access Privileges

The access privileges for adding and editing vacancies are mostly managed in the DCEM administration. However, there are some special access rights in the Recruiting module for Head of Departments and Watchers. The special rights for vacancies are:

- Heads of Department can create and edit vacancies for their department. That includes the vacancies for subdepartments.
- Vacancies with the status “Published” can be seen by every user with access to the Recruiting View.
- Setting the vacancy states “Confirmed” and “Published” can be restricted, so that only the HR team can apply those.
- If someone is added as a watcher for the vacancy, they automatically gain the right to view this vacancy, but not to edit it. Under “Show Applied Candidates” they can further see all candidates that have been linked to this vacancy.

3. Candidates

Under candidates you can register and manage applicants interested in a position in your enterprise. It allows you to store relevant information about the candidates, like contact information, starting date, and salary expectations, centrally in one location. You can further add a skill profile and upload applications documents.

Once you have registered a candidate, you can link relevant vacancies to their profile. Thereby, you give decision makers involved in the recruiting process for this position the possibility to rate this candidate.

3.1. Candidate Documents

In addition to entering an applicant's information and skills into their candidate's profile, you can also upload and manage their documents as part of the candidate entity. Thereby, the relevant information about the candidate is always securely stored in one location. With the display and export function, you can then download all collected data in one zip file or as one pdf.

Users who are allowed to add and edit candidates can also upload documents to that candidate entity. People who only have viewing rights can download the documents but can't add any.

3.2. Candidate Access Privileges

Like vacancies, candidates have adaptive privileges that can be defined in DCEM as well as special privileges that are automatically applied to HoDs and Watchers:

- Head of Departments (HoD) and heads of their parent departments can see all candidates who apply for vacancies for their department and give feedback on them.
- Watchers who have been added to a Candidate can view that candidate and give feedback on it.

3.3. Feedback & Rating

Each feedback entry for a candidate consists out of a rating on a scale from 1 to 5 and a comment. A global rating is calculated depending on all ratings a candidate has received. If a candidate is recommended by someone, the supporter can be added to the candidate entity.

3.4. Anonymous Candidates

To adhere to privacy protection guidelines and ensure equality in the recruiting process, candidates can be marked as "anonymous". In this case, Head of Departments and Watchers won't be able to see the following information about the candidate:

- Surname
- E-Mail
- Phone
- Address
- Zip code
- Country
- State

- Gender

This information will be replaced with hyphens (-----) in the table, display view and pdf.

4. Skills

Recruiting allows you to create skill profiles for vacancies and candidates. To add a skill to a vacancy or a candidate, it first needs to be created in the Skills module. Once a skill has been added, it becomes available in the recruiting module. When adding skills to a vacancy, you can divide them into two categories: required skills that a potential candidate must have and optional skills which would be beneficial for a candidate to have but are not mandatory for the position. Each skill is further assigned a level reflecting the experience: Basic, Normal, Advanced and Expert.

5. Export to PDF

Vacancies and candidates can be exported to PDF files. The format of the PDF is configured in the DCEM templates. As such, the template can be customized both content and design-wise to suite your needs.

6. Watchers

Users with the right to edit and create vacancies and candidates can add watchers to those entities. Watchers get automatic read access to these entities and can give feedback to candidates. If a vacancy or candidate is edited, watchers will be notified by email.

7. Recruiters

These days, applications are often forwarded through recruiters. Therefore, the DoubleClue Recruiting Module comes with an extra section to manage them. You can add recruiters and companies you are cooperating with and then reference them in the in the candidate profiles. It is also possible to add documents such as contracts to the recruiter entities.

8. Classifications

Classifications allow you to add an additional tag to certain vacancies and candidates and group them together. They can be chosen freely according to your enterprise's needs. Examples are marking certain vacancies for a new department or location or a certain team within a department. Each vacancy or candidate only has one classification.

9. History

To track changes which have been made to Vacancies, Candidates and Recruiters, DoubleClue records all updates to these entities in a history. There is a dedicated History view in which all changes are visible as well as separate histories for each Vacancy, Candidate and Recruiters.