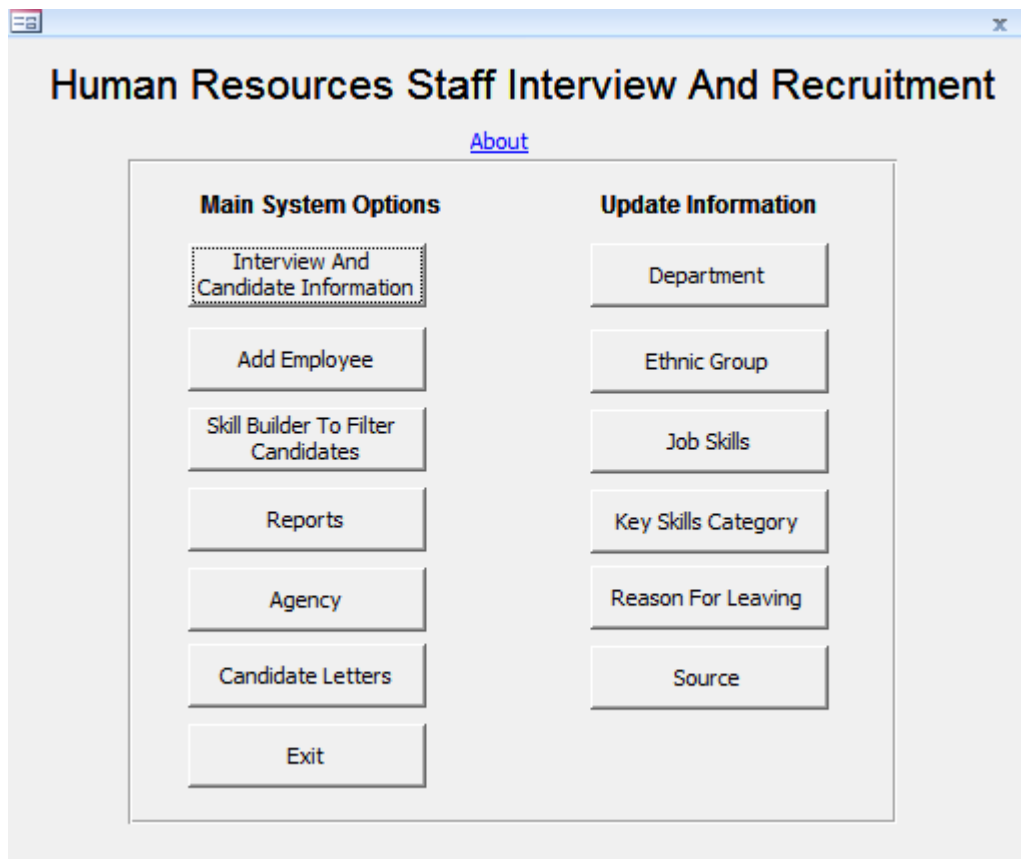
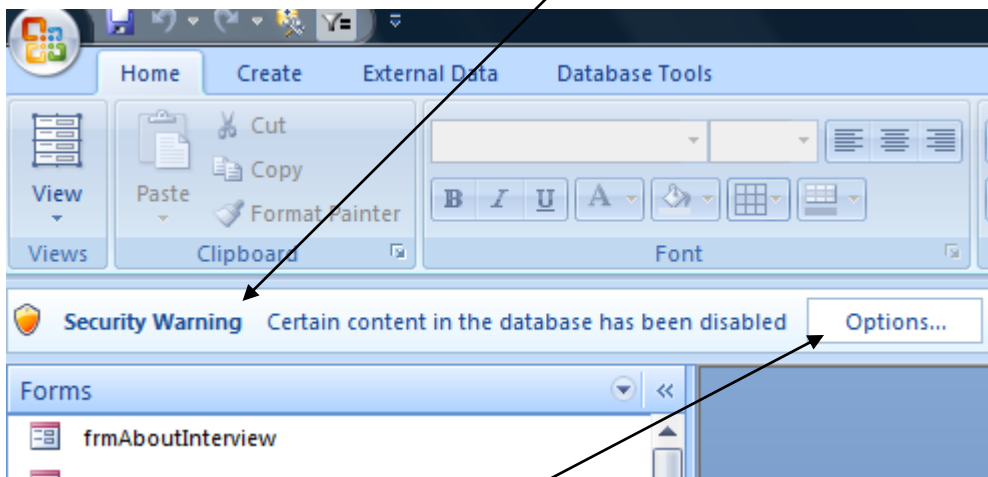


USER MANUAL



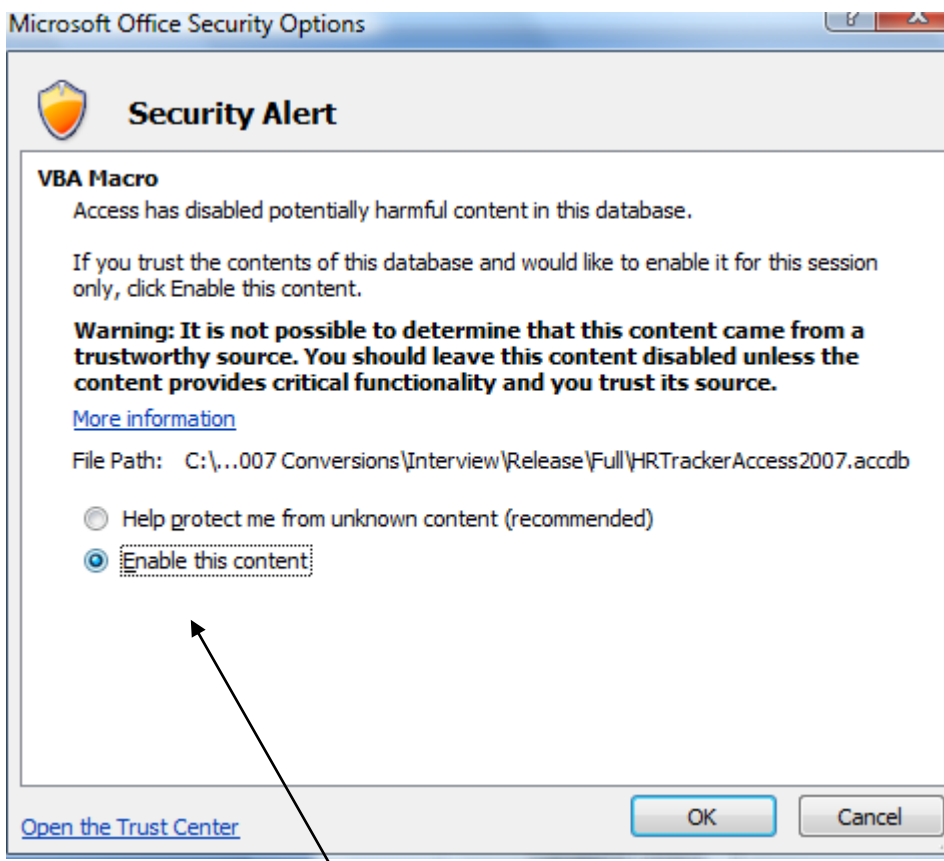
Access 2007 Note.

Upon opening the database you may notice a security warning.



Click the button labelled 'Options'.

You will see the following...



Select the option 'Enable this content' and click the 'ok' button.

MAIN MENU

Upon loading the system, you will be taken to the main menu.

At this screen you are able to navigate to the various functions of the system such as interview and candidate information etc.

The main options at this screen are:

1. Interview and candidate information
2. Skill builder to filter candidates
3. Reports
4. Agency
5. Update information
6. Candidate Letters
7. Quit

Before proceeding it is advised to go to the 'Update information' option. From here you can set the parameters which will be used throughout the system such as department, ethnic group, reason for leaving etc. These parameters are needed when entering interview details etc. If you have the other components of the human resources suite such as the main human resources personnel information mgt system then you can link to some of those tables. You will need to remove or rename the corresponding tables from this interview system first.

In order to use the MS Outlook capabilities you should have MS Outlook 98 or greater installed on your system.

Interview And Candidate Information

This screen contains personal contact details of the candidate along with any interview , job information. You will also be able to enter details on previous jobs/projects and references relating to the candidate. All information is presented in an easy to read tab format.

The Contact tab

Adding a candidate

1. Click the button labelled New at the top left.
2. Select the tab named 'Contact' and enter any contact details in each of the boxes.
3. The record details are automatically saved if you exit out of this screen. You can select other tabs to add further information.

Deleting a candidate

1. Click the button labelled 'Delete' at the top left.

Printing a candidate

1. Close the interview form by clicking the close button at the top left and return to the main menu. At the main menu, click the button labelled 'Reports'.
2. Use the mouse to highlight the report named 'CandidateSummary'
3. At the bottom of this screen there is an area named 'Report Options' Use the mouse to click the candidate option and select a candidate from the dropdown candidate box. This option prints a single candidate.
4. To print all candidates, use the mouse to click the 'All' option.
5. Click the button named 'Preview'

Searching for a candidate

1. At the interview screen use the mouse to click the dropdown named 'Search' at the top of the screen.
2. Select a name and the details of the candidate will appear on screen

To navigate through the records you can click the left and right arrow buttons at the top right of the screen.

The Education tab

This is where you can enter details of the education history of the candidate. School, colleges etc can be entered along with any qualifications obtained.

The Skills tab

Note: Before using this option it is advisable to have entered all categories and their related skills. This can be done from the main menu update information option. Select the 'key skills' category option to set up any categories. For example a clerical category could be set up to have filing and photocopying Go back to the main menu and select the update information option for 'Job skills'. From here use the scroll bar on the right hand side to scroll down to the last record. Type in the skill you wish to assign to a category. Select the category you set up relating to this skill.


1. At the company skill category drop down box, select the category relating to the candidate. A list of available skills relating to your chosen category will be shown in the left hand box.
2. Use the mouse to highlight one of these skills and click the top arrow button to move the skill into the candidate skills box. To remove it from the candidate skills box, use the mouse to highlight one of the skills and then click the bottom arrow button.
3. The notes box can be used to enter general notes such as years of experience for a skill.

The History tab

On this screen you can enter details relating to the current employer of the candidate along with the current salary and the reason for leaving.

To add related documents

Double click the paperclip symbol.

Double click to select/open resume:  (1)

Then click the 'Add' button and select your document.

Previous employer details and related projects

1. Click the button named 'Previous Employers'. You will be taken to a screen called 'Employment History'.
2. To create a new previous employer, click the button named 'New'.
3. Double click the date field to view the calendar. Click on the date you wish to use.
4. Enter any remaining details.
5. To view all previous employers, click the button named 'All'

Related projects

1. Click the button named 'Projects'.
2. To create a new project, click the button named 'New'.
3. Enter the project information.
4. To view all previous projects, click the button named 'All'

The Interview tab

This screen allows you to enter any information relating to the interview for the relevant candidate.

Details about the job applied for, salary details etc are entered. Also main and further interviews along with any tests taken can be included.

You can also email and set the interview as an MS Outlook appointment from within the interview screen.

Much of the interview information is needed for mailmerge functions and you should try to complete all relevant areas on this screen.

The Checklist tab

The checklist screen is where any final checks regarding the candidate can be catered for.

Checks included are qualifications, references, birth certificate, work permit etc. You can also enter and view any references relating to the candidate from this screen.

Candidate References Information

Any references relating to the candidate are entered on this screen.

To enter a new reference, click the button named 'New'. You will be taken to a new blank screen.

The 'other refs' box shows any other related references apart from the one on screen relating to the candidate. Click on each of these to view the details on screen.

Skill Builder

The skill builder allows you to quickly filter out suitable candidates for vacancies. This saves time shifting through piles of paper based records.

NOTE: This screen will not function correctly if you have not entered the skills and categories beforehand. See the section on how to do this.

From the main menu select the option named 'Skill Builder To Filter Candidates'.

1. Select a category from the drop down category box, for example 'Computer'. A list of skills relating to this category will be shown in the left hand box.
2. Use the mouse to double click a required skill from the left hand box or use the arrow keys. The skill will then appear in the right hand box 'Selected'. You may also change categories and mix and match skills.
3. When you have selected all the skills you wish to use, click the button named 'Build'. At the bottom left hand box you will see a list of potential candidates for the selected skills.
4. Use the mouse to single click on each of these candidates to see some brief contact details on the right hand side.
5. Double click a name from the left hand candidate box to see more information on the main tab screens. To see information on all these candidates, click the button named 'Filter All'.
6. At the main interview tab screen you may wish to see all records again that are held in the system. Simply click the button named 'Refresh' at the top left .

Reports

From the main menu select the option 'Reports'.

The sample reports available in the system are:

- Agency details
- Candidate summary
- Ethnic monitoring
- First interview details
- Male/Female monitoring
- Overseas candidates
- Second interview details
- Job offer
- Candidate checks

Highlight a report. You will see a description on screen.

Press the "Preview" button to see a preview. The standard print button can then be used to send the report to the printer.

The candidate summary report allows you to use the drop down candidate selector at the bottom of the form to print the individual candidate or all candidates. Use the mouse to click an option and then choose the candidate if needed.

Update Information

This is where you set the various parameters used throughout the system. For example departments, ethnic groups, reasons for leaving, job skills, key skills, category etc.

As previously mentioned , it is a good idea to enter this information before proceeding to enter interview information. For instance on the interview screen you can select an ethnic group. If the one you want is not among the choices then you would not have entered it on the update information screen for ethnic group yet.

From the main menu, select the option 'update information'.

Click a button relating to the information you wish to update.

The Agency Screen

This screen contains details of any job agencies used in recruiting the candidate. You can email them from this screen, print or add as a contact to MS Outlook.

To access this screen there are two ways:

- 1) From the main menu
- 2) From the interview tab screen.

Candidate Letters

This option is used to create candidate letters from interview information within MS Access.

From the main menu, select the button named 'Candidate letters'.

The letters in the system are:

Reviewing Application
Job Offer
First Interview
References
Reject Applicant
Resume.doc
Second Interview

Make sure you have filled in as much information on the main interview tab screens.

1. Use the mouse to highlight a name under available candidates.
2. Double click these names or use the arrow keys to select the names for a mailmerge.
3. Select the letter to be used in the mailmerge..for example select 'Job offer'.
4. Click the 'Start' button.

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