symplr HIRING

Job Templates

Symplr Hiring provides job templates to help create new requisitions quickly and post job openings to career sites, so you can start collecting and evaluating applicants as soon as possible. These job templates now offer more customizations and functionality to help simplify and speed up the creation of new postings across your organization.

Job Template Details

Details for job templates are presented across several different views to help make it easier to review information within each section. Selecting a template from the list on the *Manage Job Templates* page under the **Admin** area opens a slide-out menu with the available pages for the selected template.
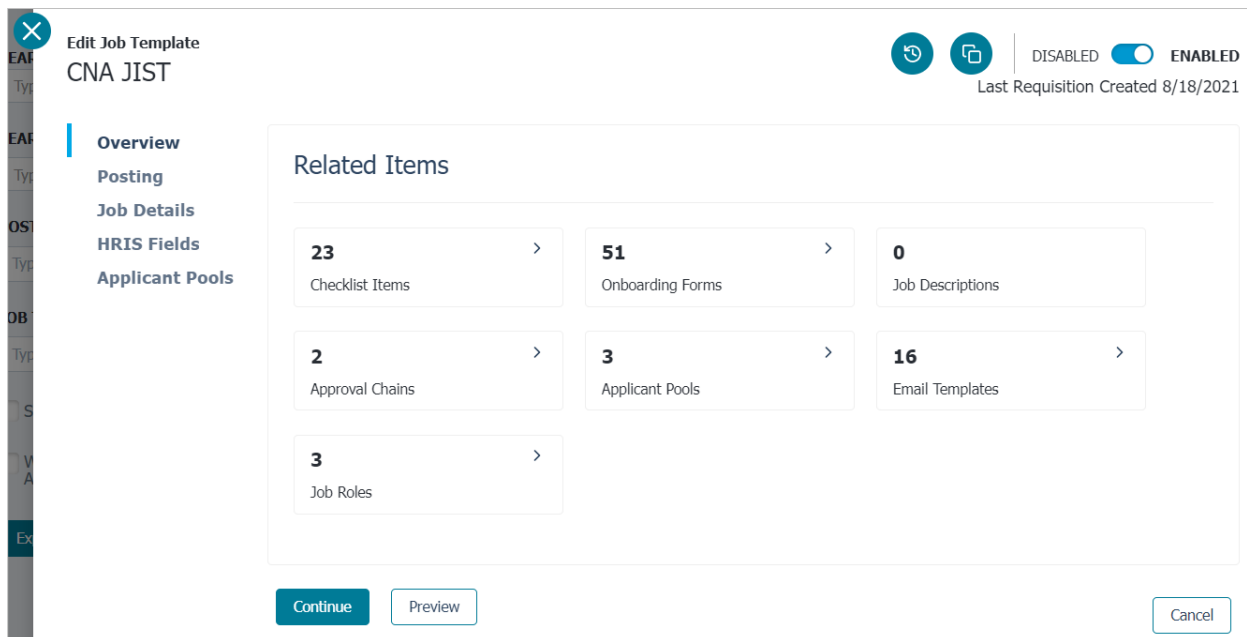
Available pages for job templates include:

- **Overview**. Provides a quick overview of the number of different items associated with the template, and quick access to the areas for managing these aspects of the template.

- **Posting**. Displays information included in job postings using the selected template.

- **Job Details**. Includes settings for job postings that use the template, such as employment requirements, application type, and screening options.

- **HRIS Fields**. Displays information that is automatically pushed to other systems (e.g. payroll).

- **Applicant Pools**. Provides the ability to specify the locations within your organization the job can be posted.

Overview

The *Overview* page displays an at-a-glance view of the **Related Items** for the selected template. Tiles for each area indicate the number of related elements for that area, and clicking a tile opens the settings page for that item so they can be reviewed and adjusted as needed.

Related Items tiles include:

- **Checklist Items**. These are the steps that appear in the **Applicant** and **Offer** checklists for applicants. This tile opens the *Checklist Setup* page under the **Admin** area.

- **Onboarding Forms**. A list of any onboarding forms required by the job template may be reviewed from here.

- **Job Descriptions**. Any job descriptions associated with this job template are saved and accessible here.

- **Approval Chains**. Any approval process workflows that have been created for the job template are indicated in this tile. Clicking the tile opens the *Approvals* page under the **Admin** area.

- **Applicant Pools**. This tile indicates how many locations in your organization the job template is available for use. Clicking the tile opens the *Applicant Pools* page for the template.

- **Email Templates**. Displays the number of email templates associated with the job template. This tile opens the *Email Templates* page under the **Admin** area.

- **Job Roles**. Indicates how many job roles are associated to the job template, including roles with access and any blocking access to the job.
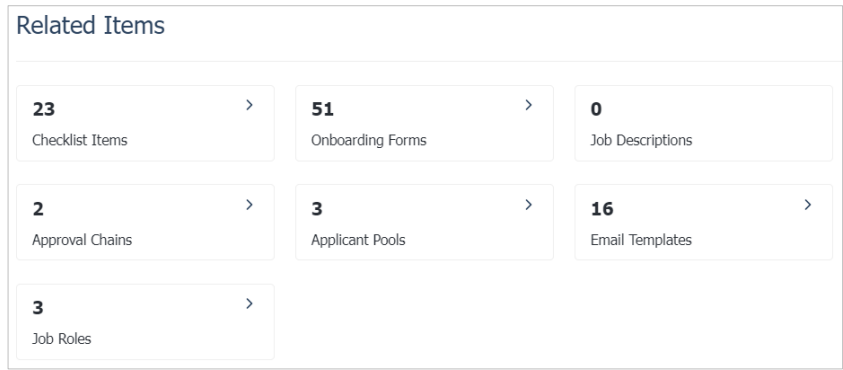
Posting

The *Posting* page displays the information that's shown to applicants when they view the opening on career sites and job boards, such as the **Job Title** and **Job Summary**.
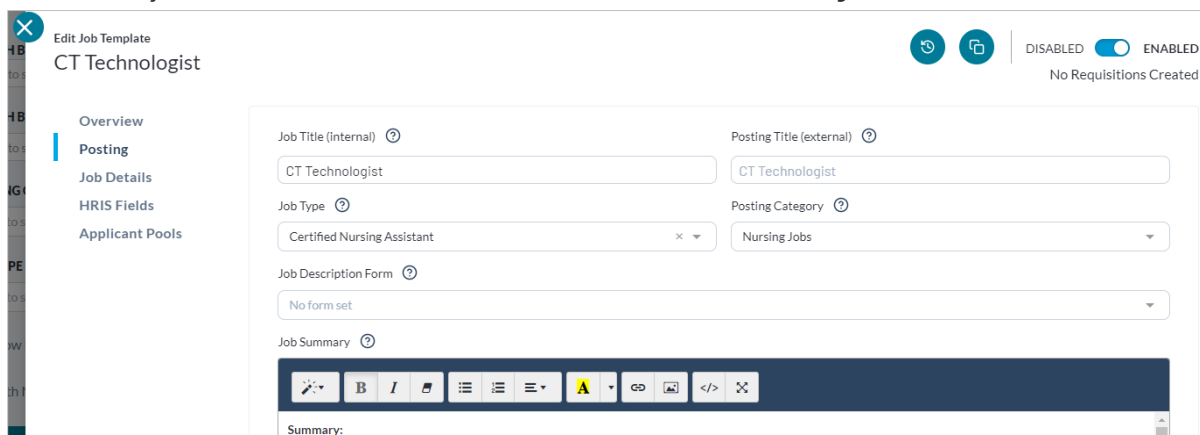
Job Details

The *Job Details* page for a template provides all the necessary settings that are applied to job postings using the selected template. These settings include options for **One Page Apply**, **Work History** requirements, if **Onboarding** is enabled for the position, etc. This page also includes the **Job Roles** field that determines which roles within your organization can access and use the template for new postings.

HRIS Fields

HRIS Fields provides an area to manage the information that's automatically sent to other systems via feed files. Changes made to this area do not affect existing postings using the selected template. However, they are applied to subsequent job postings.
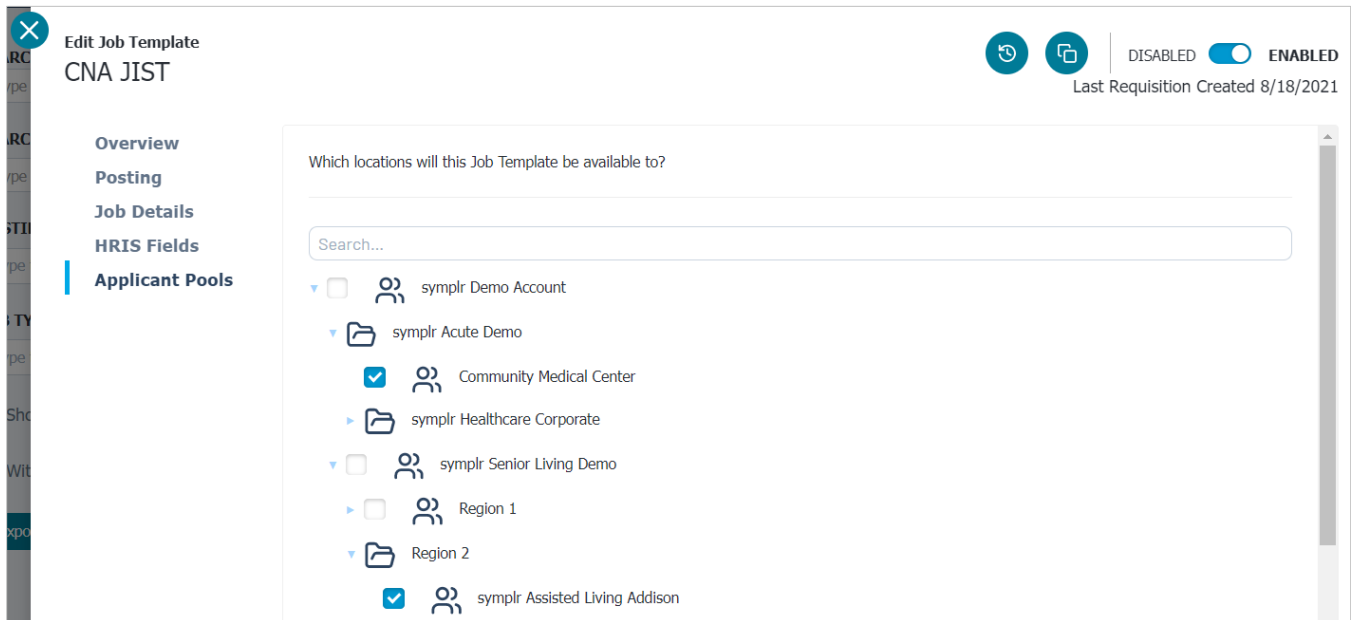
Applicant Pools

The *Applicant Pools* page allows you to determine which locations within your organization can use the job template for posting openings. Any number of locations can be selected for job templates.

Template Actions

The header of the template slide-out contains quick access to actions and additional information about the selected template.

The highlight of these actions is the **Copy Job Template** button, which allows you to create a new job template based on the one currently being viewed.
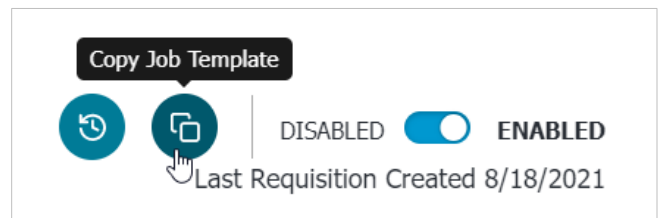
Note: When copying a job template, it is important to **check all settings** across the available pages to ensure it is properly configured for its intended use. Not all settings are copied to the new template.

The **View Change History** button opens another slide-out window that displays a list of updates made to the selected template. This include a timestamp for when the change occurred and which user made the change. Selecting an item from this list opens the *Audit Details* page with more information about that particular update.

Finally, the **Disabled/Enabled** toggle button determines if the template is available for use for new postings.