



TALENTSQUARE

Recruitment software made simple.

# **Employer How-To Tutorials**

## How To Create a Job



## 1. Login into your account.

A screenshot of the Talentsquare login page. At the top center is the Talentsquare logo. Below it is the text "Se connecter". There are two input fields: "E-mail" and "Mot de passe". Below the "Mot de passe" field is a green button labeled "Se connecter". Underneath that is a link "Mot de passe oublié ?". Below the link is the text "Pas encore inscrit ?". At the bottom are two buttons: a green one labeled "S'inscrire en tant que talent" and a blue one labeled "Request a demo".

Se connecter

E-mail

Mot de passe

Se connecter

Mot de passe oublié ?

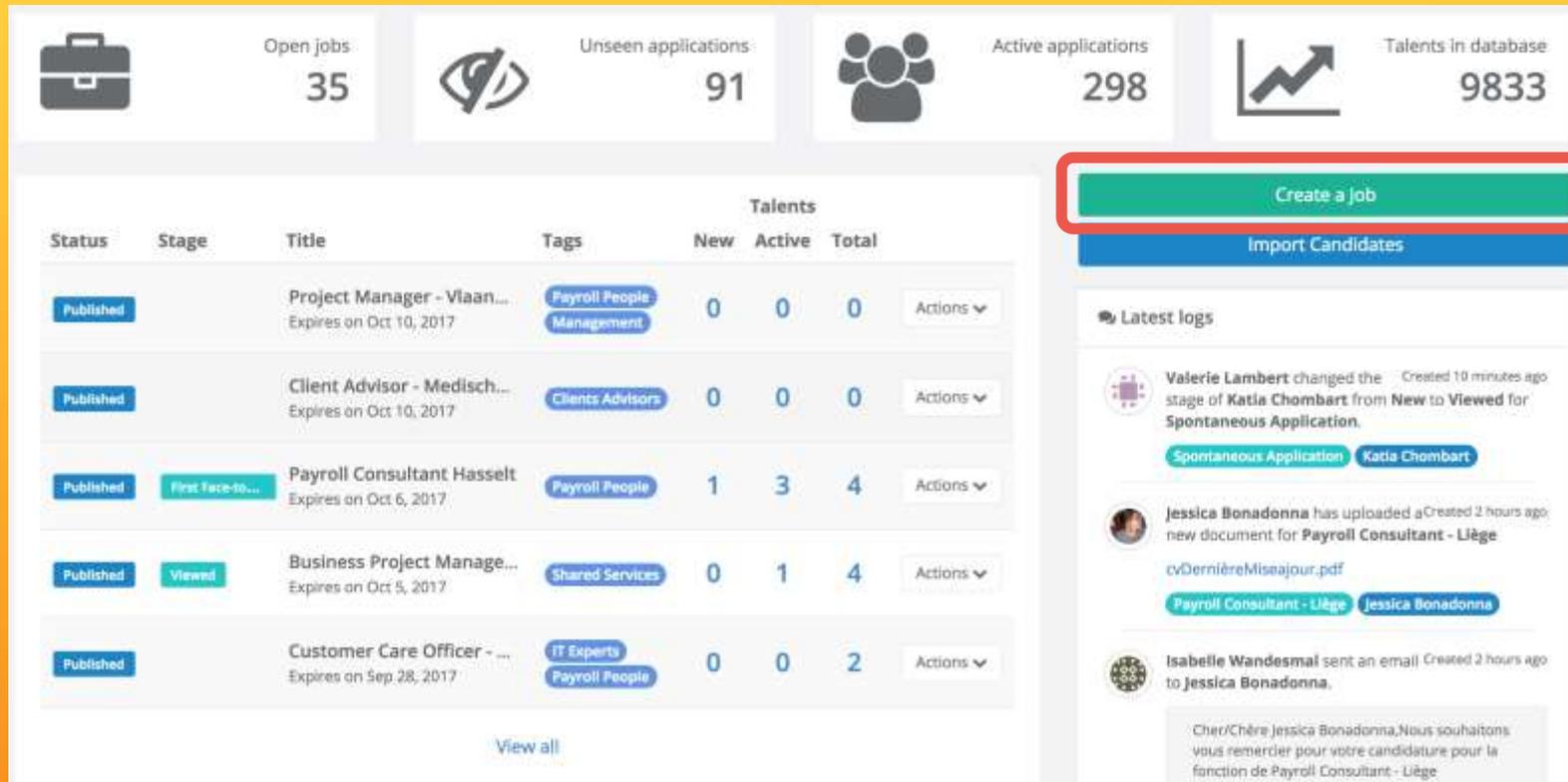
Pas encore inscrit ?

S'inscrire en tant que talent

Request a demo

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## 2. In the Dashboard menu, click on “Create a Job” on your upper right corner.



The screenshot displays the TalentSquare dashboard with the following metrics:

- Open jobs: 35
- Unseen applications: 91
- Active applications: 298
- Talents in database: 9833

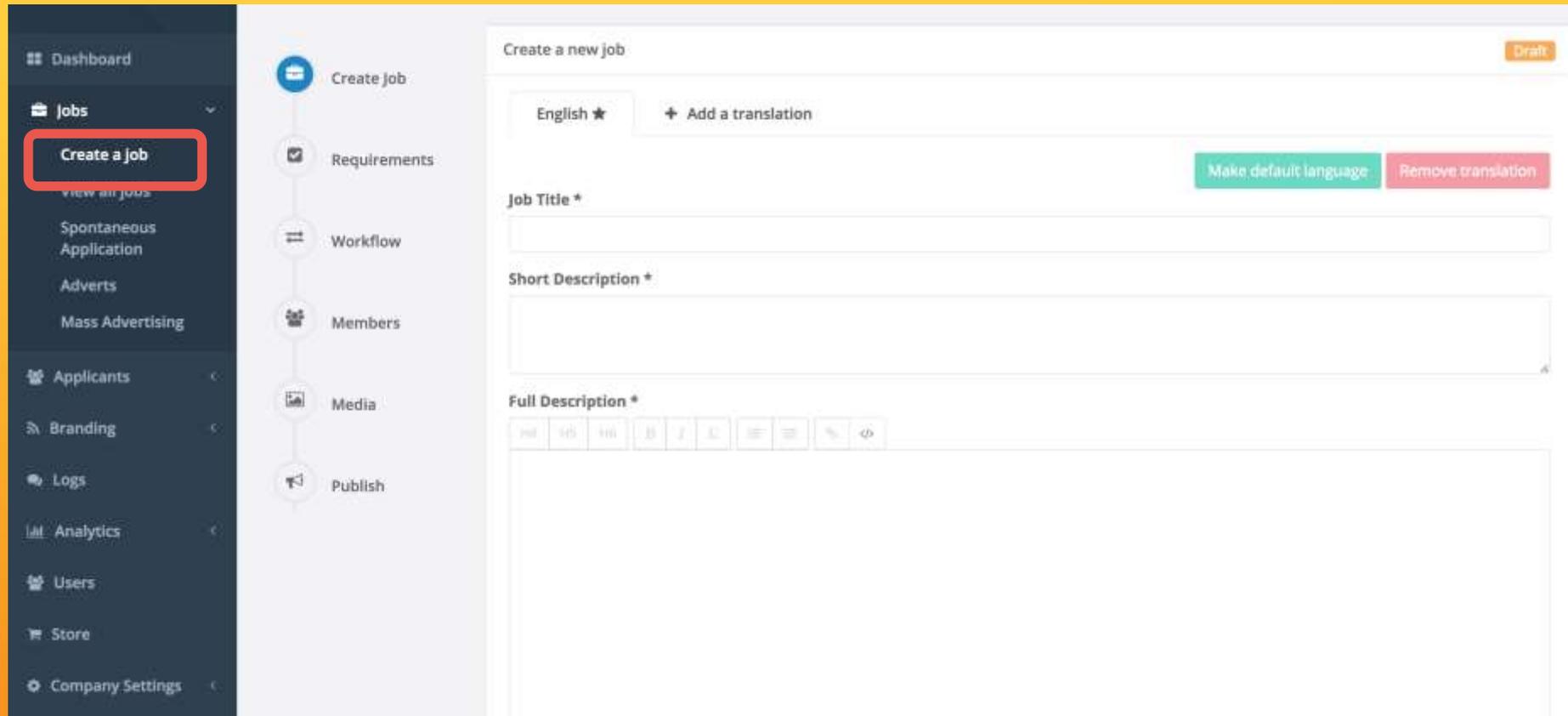
The main content area features a table of job listings:

Status	Stage	Title	Tags	Talents			Actions
				New	Active	Total	
Published		Project Manager - Viaan... Expires on Oct 10, 2017	Payroll People Management	0	0	0	Actions
Published		Client Advisor - Medisch... Expires on Oct 10, 2017	Clients Advisors	0	0	0	Actions
Published	First face-to...	Payroll Consultant Hasselt Expires on Oct 6, 2017	Payroll People	1	3	4	Actions
Published	Viewed	Business Project Manage... Expires on Oct 5, 2017	Shared Services	0	1	4	Actions
Published		Customer Care Officer - ... Expires on Sep 28, 2017	IT Experts Payroll People	0	0	2	Actions

A red box highlights the "Create a Job" button in the upper right corner of the dashboard. Below it is the "Import Candidates" button. The right sidebar shows "Latest logs" with three entries:

- Valerie Lambert changed the stage of Katia Chombart from New to Viewed for Spontaneous Application.
- Jessica Bonadonna has uploaded a new document for Payroll Consultant - Liège.
- Isabelle Wandesmal sent an email to Jessica Bonadonna.

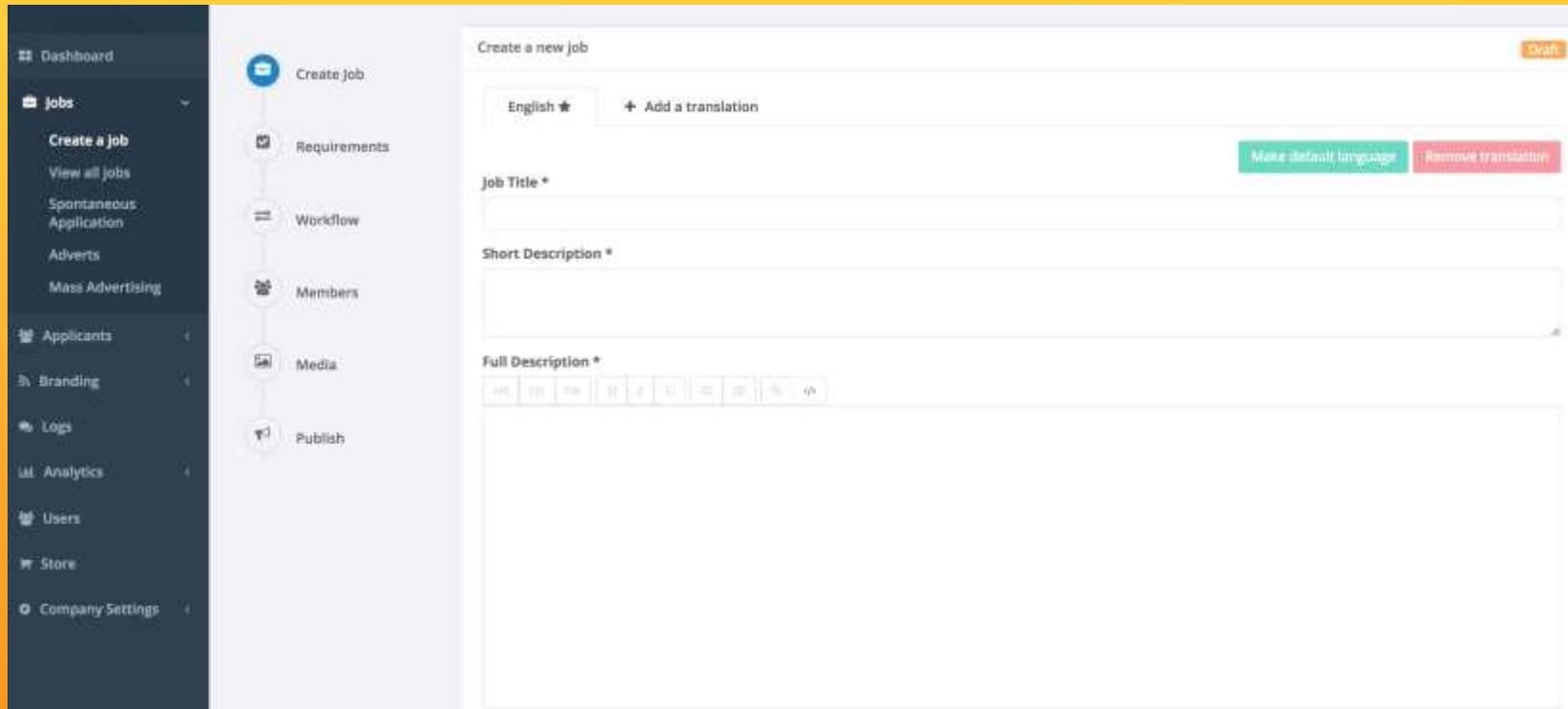
In the Jobs menu, you can also click on “Create a Job” on your left corner.



The screenshot displays the Talentsquare user interface. On the left, a dark sidebar contains a 'Jobs' menu with 'Create a Job' highlighted by a red rectangle. The main area shows the 'Create a new job' form. At the top right of the form is a 'Draft' button. Below it, there's a language selection section with 'English' and a star icon, and a '+ Add a translation' button. To the right of this are two buttons: 'Make default language' (green) and 'Remove translation' (red). The form includes three text input fields: 'Job Title \*', 'Short Description \*', and 'Full Description \*'. The 'Full Description \*' field has a rich text editor toolbar with icons for bold, italic, underline, link, unlink, and list.

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### 3. Follow the steps and fill in the mandatory fields regarding to your job.



The screenshot displays the 'Create a new job' interface. On the left is a dark sidebar with navigation items: Dashboard, Jobs (with a sub-menu: Create a job, View all jobs, Spontaneous Application, Adverts, Mass Advertising), Applicants, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area has a vertical flow of steps: Create Job (active), Requirements, Workflow, Members, Media, and Publish. The 'Create a new job' form includes a language dropdown set to 'English' with a star icon and an 'Add a translation' button. Below this are two buttons: 'Make default language' (green) and 'Remove translation' (red). The form contains three main input fields: 'Job Title \*', 'Short Description \*', and 'Full Description \*'. The 'Full Description \*' field is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image.

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## **Step 1 : “Create job”**

**When filling the mandatory fields, please bare in mind the meaning of each section:**

Public Job Title: The title applicants will see when you publish the job.

Short Description: A generic perspective of the job responsibilities and purpose.

Full Description: The detailed job description and its requirements.

Job Level: The seniority level and experience the job requires.

Education Level: The desired academic degree level the job requires.

Hourly Type: To indicate if the job is Full-Time or Part-Time.

Contract Type: The type of contract you are offering to potential applicants (E.g. Contract Duration).

Sectors: The industry sector the job relates to.

Functions: The main functions the job will demand.

Languages: The spoken languages the job requires applicants to have.

Location: Where the job will be located.

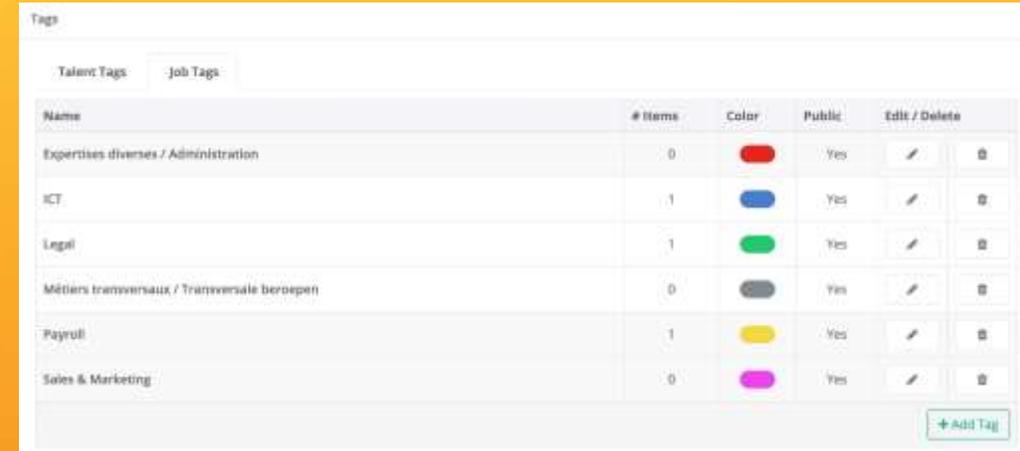
## Step 1 : "Create job"

### Job Category

First of all and at the request of several customers, we are introducing a new notion of "Job Category". This notion will allow you to segment your job opportunities on your Career Page according to your specific activities. Here's how to use them :

#### Tag definition :

- First, go to : Menu > Company Settings > Tags > under "Job Tags" tab
- There you can define two types of Job Tags: "Public" or "Non public"



Name	# Items	Color	Public	Edit / Delete
Expertises diverses / Administration	0	Red	Yes	 
ICT	1	Blue	Yes	 
Legal	1	Green	Yes	 
Métiers transversaux / Transversale beroepen	0	Grey	Yes	 
Payroll	1	Yellow	Yes	 
Sales & Marketing	0	Purple	Yes	 

The "Public Job Tag" will be published on your Career Page under "Job Category" while the "Non public Tags" will only be used as tags within the application (Similar to Talent tags).

## Step 1 : "Create job"

### Using Tags on Jobs Offers:

"Public Job Tags" will be those that the Talents will find on your Career Page as a new criterion for finding your job offers.

Therefore the "What" field on the Career Page has been renamed "Job Category".

For these "Job Categories" to appear on your Career Page, they will necessarily have to be allocated to at least one active job offer!

<b>Address *</b>	
<input type="text" value="Indiquez un lieu"/>	
<b>Reference</b>	<b>Tags/Job category</b>
<input type="text"/>	<input type="text"/>
<small>⚠ Are you sure you want to publish a job without public Tags/Job category ?</small>	



## Step 1 : “Create job”

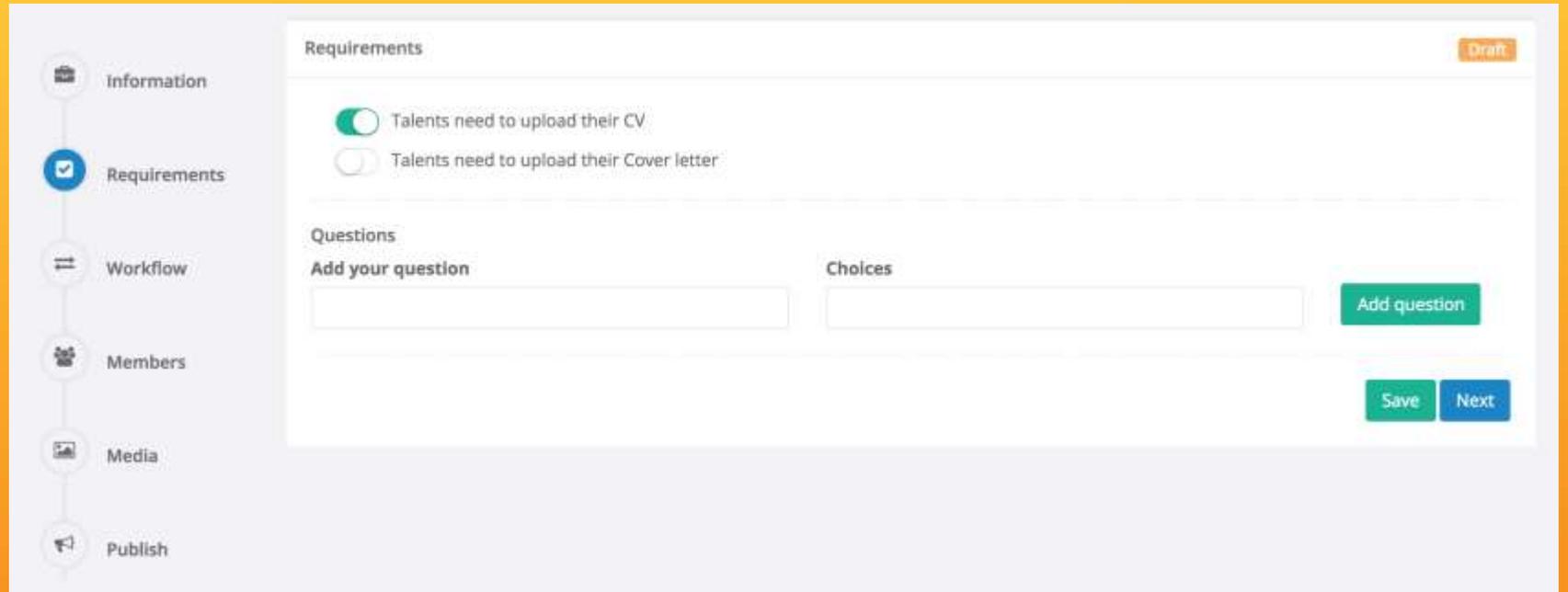
Fill in the fields regarding the people that are responsible for the job.

Contact Information

First name	Last name	Position Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone	Photo
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

## Step 2 : “Requirements”

When applicant will apply to the job, you can specify if applicants should upload his CV or his Cover letter. Moreover, if you have specific questions you want the applicants to answer, you can also do so in the final field of “Questions”.



Requirements Draft

Talents need to upload their CV

Talents need to upload their Cover letter

Questions

Add your question

Choices

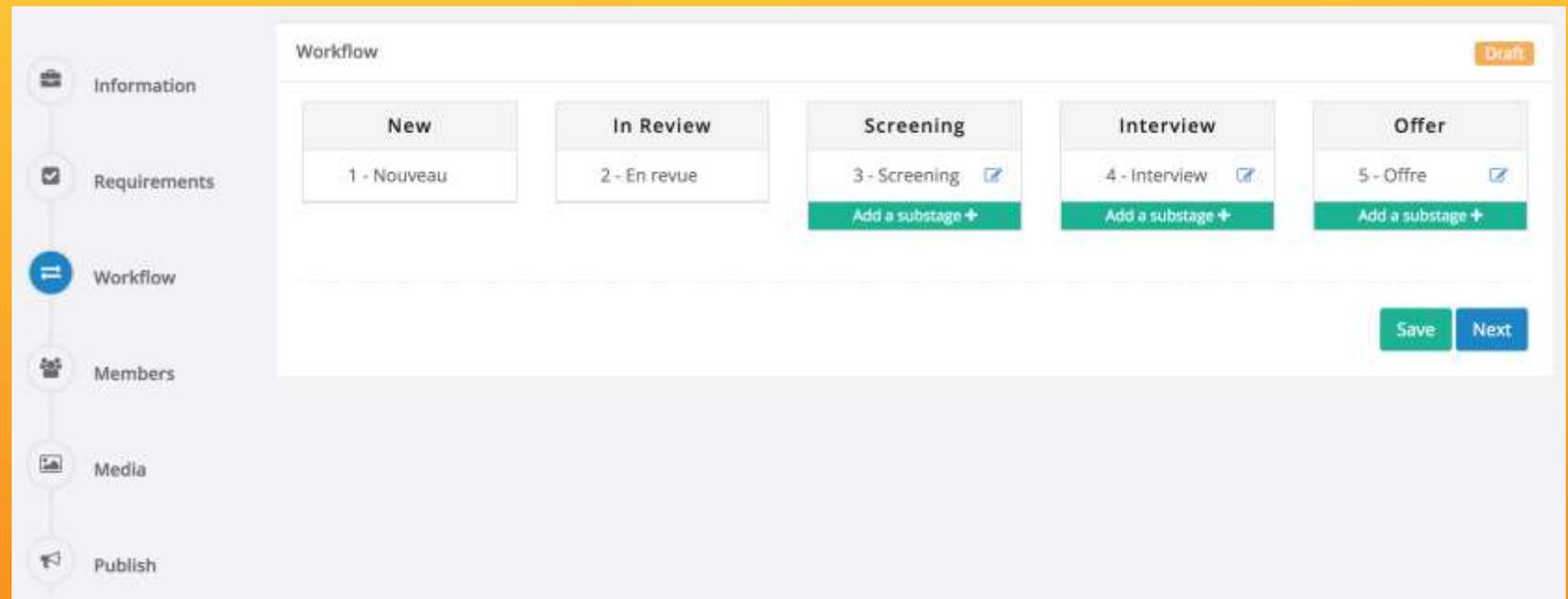
Add question

Save Next

### Step 3 : “Workflow”

For each job, you're able to customize your selection workflow.

Only 'Screening', 'Interview' and 'Offer' are editable and you can add specific “substage” as much as you need. Only these specific stages will be used on applicants selection process.



The screenshot shows the 'Workflow' configuration page in the Talentsquare interface. On the left is a sidebar with navigation options: Information, Requirements, Workflow (selected), Members, Media, and Publish. The main content area is titled 'Workflow' and has a 'Draft' status in the top right corner. It displays five stages in a horizontal sequence:

- New**: 1 - Nouveau
- In Review**: 2 - En revue
- Screening**: 3 - Screening (with an edit icon and a green 'Add a substage +' button below)
- Interview**: 4 - Interview (with an edit icon and a green 'Add a substage +' button below)
- Offer**: 5 - Offre (with an edit icon and a green 'Add a substage +' button below)

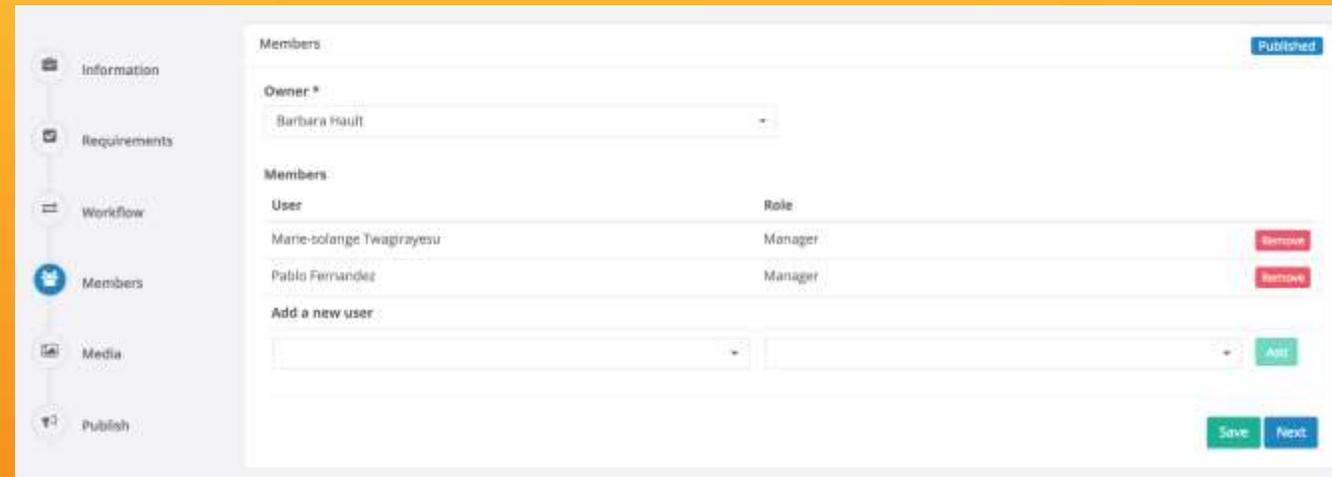
At the bottom right of the workflow area, there are 'Save' and 'Next' buttons.

## Step 4 : “Members”

When filling the members responsible fields, please bare in mind the different roles provided:

**Manager**: The person responsible for managing the job, tracking its applicants, editing the information and ensure the job is published.

**Assistant**: The person employed by your company who can follow the recruitment activity for a specific job. This person will not be able to modify the information of the job, only to consult them and to be able to make comments on the candidates.



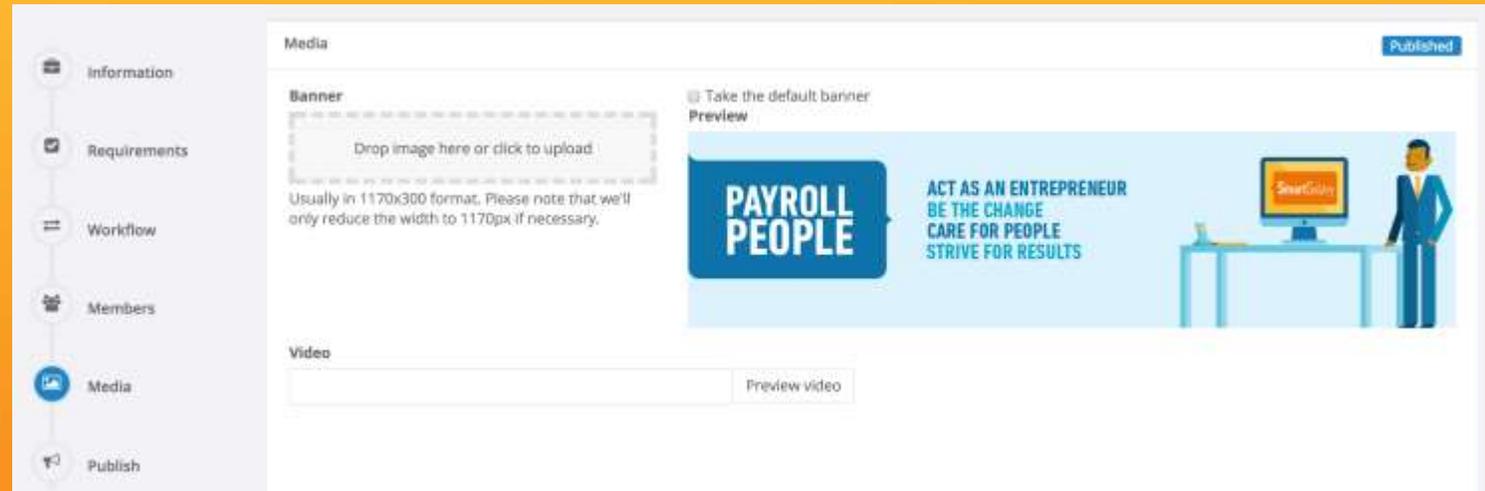
User	Role
Marie-solange Twagrayesu	Manager
Pablo Fernandez	Manager

## Step 5 : “Media”

In order to be more attractive through your job promotion, you can attach a banner and/or a video to your job.

**Video URL:** If you have any company intro, a video about the job, you can insert it here to display along with the job public page.

**Banner:** The image you want to display along with the job, as a banner.

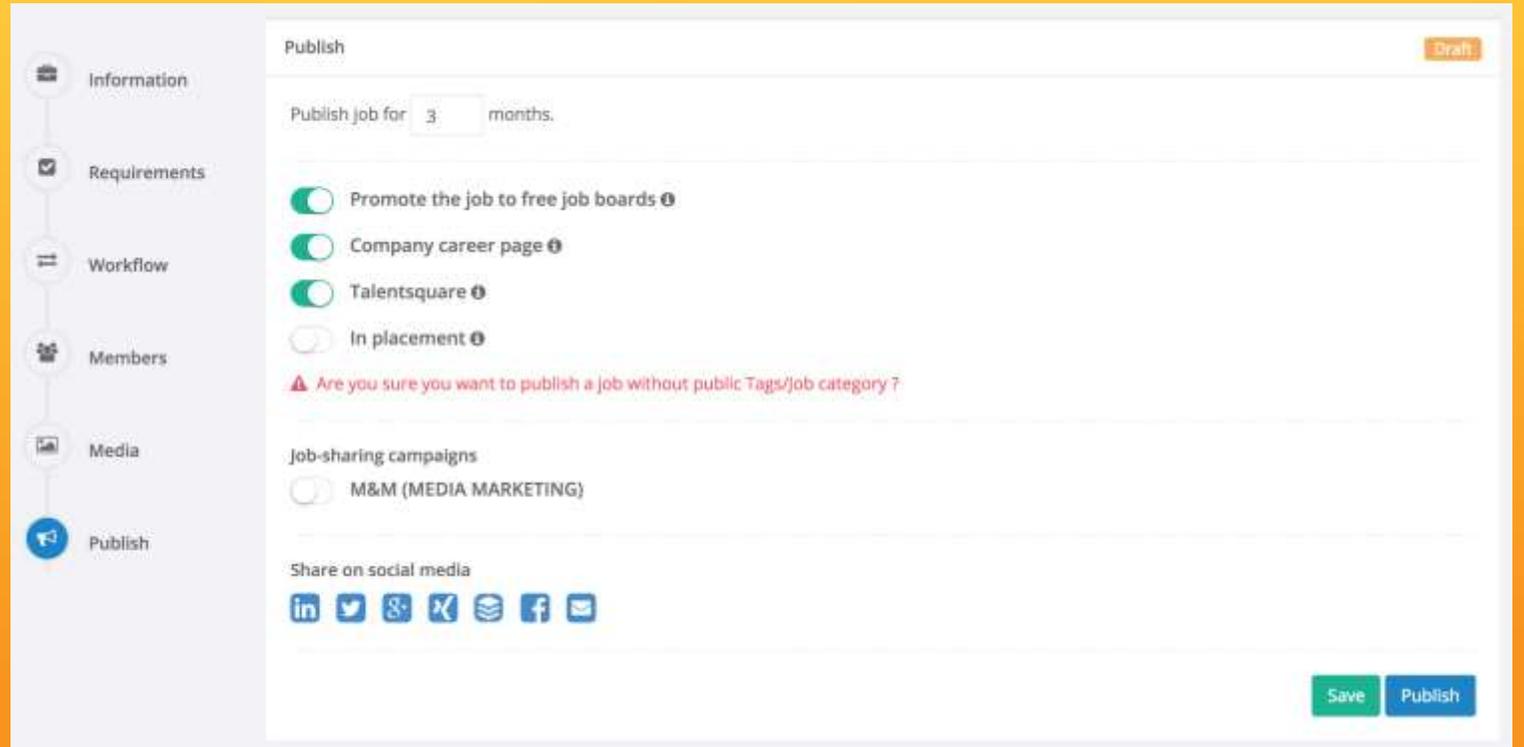


The screenshot displays the 'Media' configuration page for a job posting. On the left is a navigation sidebar with icons and labels for 'Information', 'Requirements', 'Workflow', 'Members', 'Media' (which is highlighted), and 'Publish'. The main content area is titled 'Media' and includes a 'Published' status indicator in the top right. Under the 'Banner' section, there is a dashed box with the text 'Drop image here or click to upload.' Below this, a note states: 'Usually in 1170x300 format. Please note that we'll only reduce the width to 1170px if necessary.' To the right of the upload area is a 'Preview' section with a radio button labeled 'Take the default banner'. The preview shows a blue banner with the text 'PAYROLL PEOPLE' in a white box, followed by the slogan 'ACT AS AN ENTREPRENEUR BE THE CHANGE CARE FOR PEOPLE STRIVE FOR RESULTS' and an illustration of a person at a desk with a computer monitor displaying 'SmartGains'. Below the banner section is a 'Video' section with a text input field and a 'Preview video' button.

## Step 6 : “Publish”

Click on “Save” to just save the job and not publish it.

If you want to publish it immediately you can click on “Publish”.



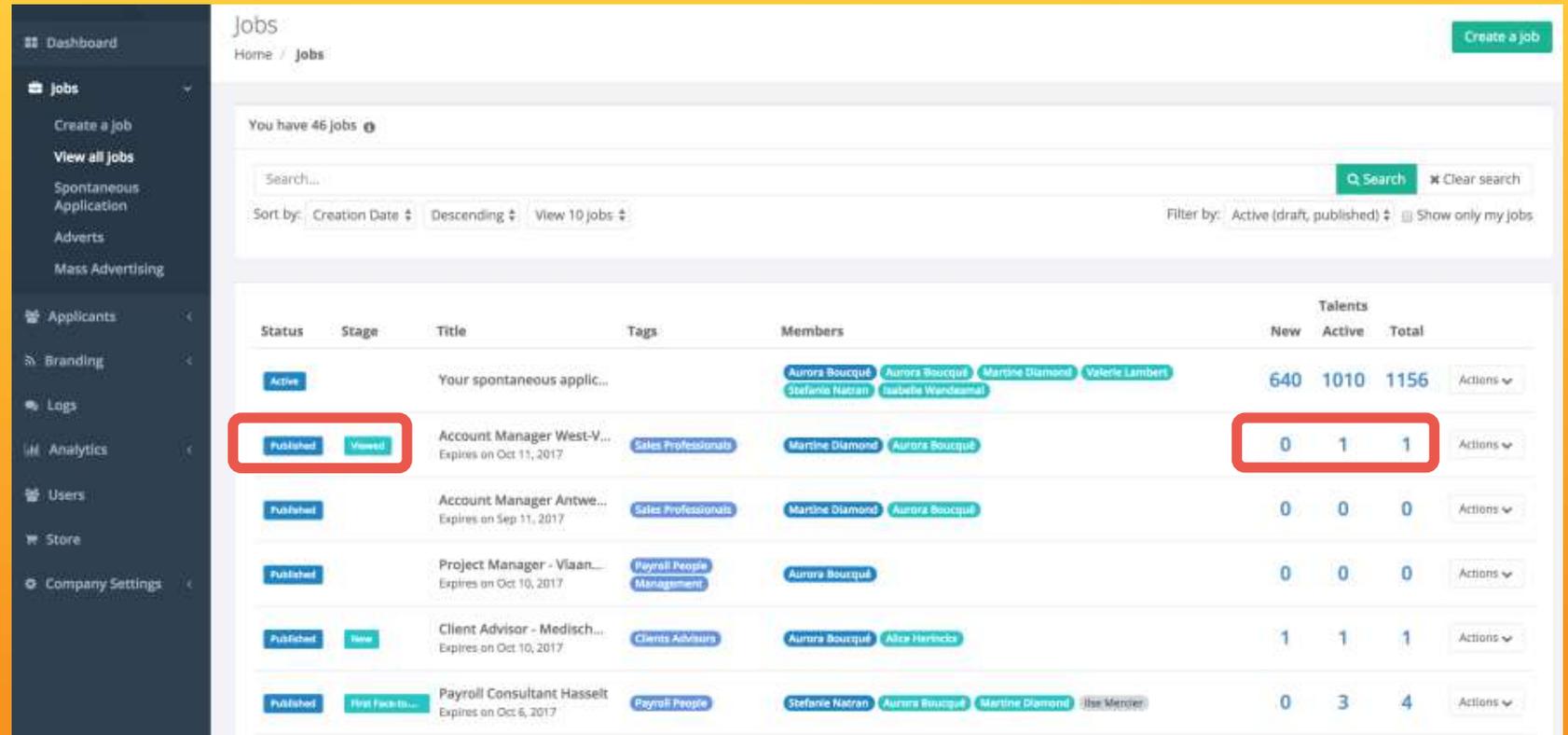
The screenshot shows the 'Publish' configuration screen in the Talentsquare interface. On the left is a sidebar with navigation options: Information, Requirements, Workflow, Members, Media, and Publish (which is highlighted). The main content area is titled 'Publish' and includes a 'Draft' status indicator in the top right. The configuration options are:

- Publish job for  months.
- Promote the job to free job boards ⓘ
- Company career page ⓘ
- Talentsquare ⓘ
- In placement ⓘ
- ⚠ Are you sure you want to publish a job without public Tags/job category ?
- Job-sharing campaigns
  - M&M (MEDIA MARKETING)
- Share on social media
  - LinkedIn
  - Twitter
  - Facebook
  - X
  - Email

At the bottom right, there are two buttons: 'Save' (green) and 'Publish' (blue).

## “Job List”

You can see the generic info and the job information in the section “View all jobs”. You can see the Status, Stage of each job on the left side of each job card and New, Active, Total Talents on the right side.



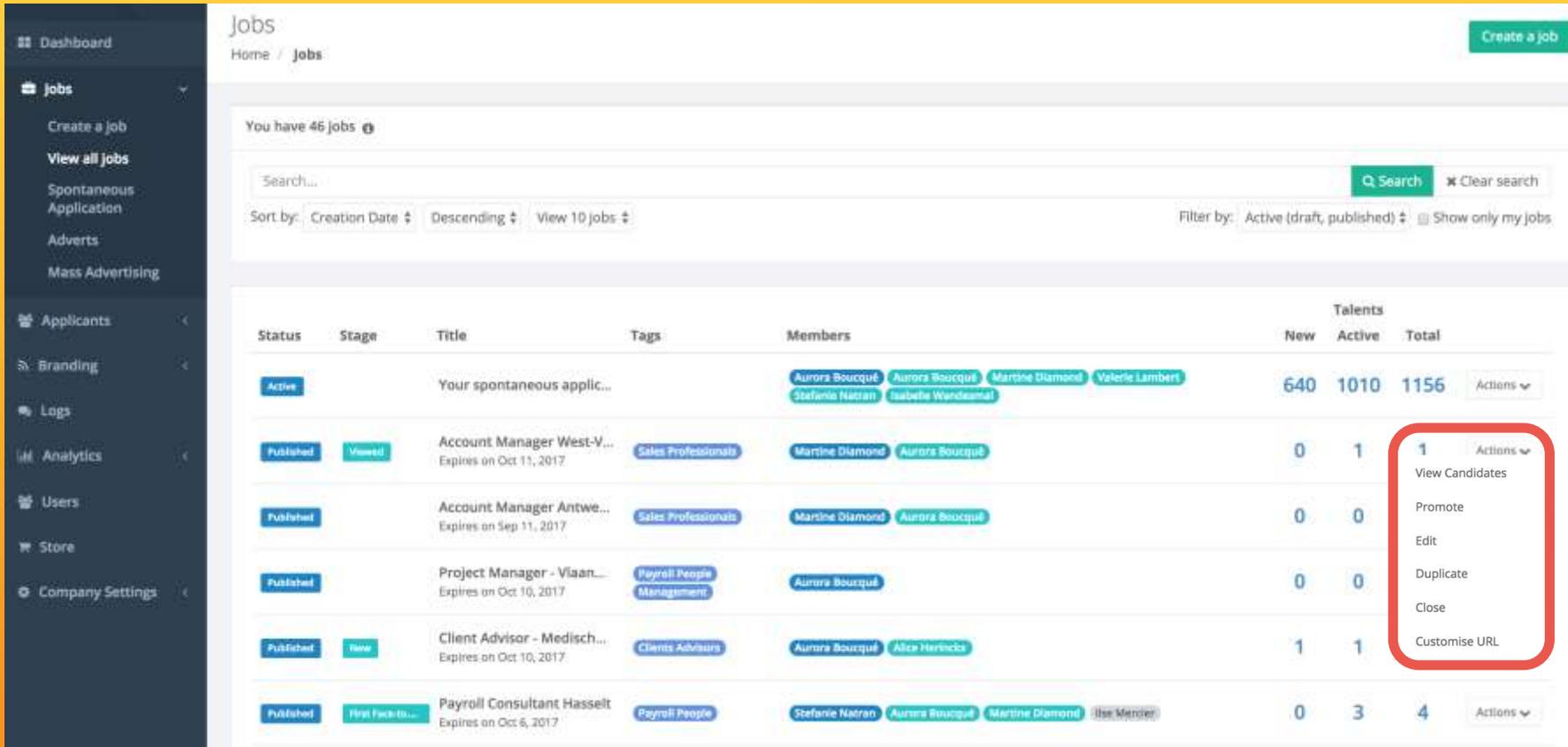
The screenshot shows the 'Jobs' page in TalentSquare. The interface includes a sidebar with navigation options like 'Dashboard', 'Jobs', 'Applicants', and 'Company Settings'. The main content area displays a list of jobs with the following columns: Status, Stage, Title, Tags, Members, and Talents (New, Active, Total). A search bar and sorting options are visible at the top of the job list.

Status	Stage	Title	Tags	Members	Talents			Actions
					New	Active	Total	
Active		Your spontaneous applic...		Aurora Boucqué, Aurora Boucqué, Martine Diamond, Valerie Lambert, Stefania Natsari, Isabelle Wardenmaal	640	1010	1156	Actions
Published	Viewed	Account Manager West-V... Expires on Oct 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucqué	0	1	1	Actions
Published		Account Manager Antwe... Expires on Sep 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucqué	0	0	0	Actions
Published		Project Manager - Vlaan... Expires on Oct 10, 2017	Payroll People Management	Aurora Boucqué	0	0	0	Actions
Published	New	Client Advisor - Medisch... Expires on Oct 10, 2017	Clients Advisors	Aurora Boucqué, Alice Harnecks	1	1	1	Actions
Published	First Feedback...	Payroll Consultant Hasselt Expires on Oct 6, 2017	Payroll People	Stefanie Natsari, Aurora Boucqué, Martine Diamond, Use Merrier	0	3	4	Actions

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## “Job List”

You can apply different actions to the job through ‘Actions’ button on the right side of each of them.



The screenshot shows the 'Jobs' page in the Talensquare interface. On the left is a dark sidebar with navigation options: Dashboard, Jobs, Applicants, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area is titled 'Jobs' and shows 'You have 46 jobs'. It includes a search bar, sorting options (Creation Date, Descending, View 10 jobs), and filter options (Active (draft, published), Show only my jobs). A table lists several jobs with columns for Status, Stage, Title, Tags, Members, and Talents (New, Active, Total). An 'Actions' dropdown menu is open for the second job, listing: View Candidates, Promote, Edit, Duplicate, Close, and Customise URL.

Status	Stage	Title	Tags	Members	Talents			Actions
					New	Active	Total	
Active		Your spontaneous applic...		Aurora Boucquie, Aurora Boucquie, Martine Diamond, Valerie Lambert, Stefania Nazran, Isabella Wandelaar	640	1010	1156	Actions
Published	Viewed	Account Manager West-V... Expires on Oct 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquie	0	1		1 Actions
Published		Account Manager Antwe... Expires on Sep 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquie	0	0		
Published		Project Manager - Vlaan... Expires on Oct 10, 2017	Payroll People Management	Aurora Boucquie	0	0		
Published	New	Client Advisor - Medisch... Expires on Oct 10, 2017	Clients Advisors	Aurora Boucquie, Alice Herinckx	1	1		
Published	First Facts...	Payroll Consultant Hasselt Expires on Oct 6, 2017	Payroll People	Stefanie Nazran, Aurora Boucquie, Martine Diamond, Ilse Merder	0	3	4	Actions

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## “Actions” button description

The different buttons mean the following:

**View Candidates:** To view and review all candidates that applied for the job.

**Promote:** To share the job to different social networks, job boards and/or targeted online recruitment campaigns.

**Edit :** To edit the information related to the job description and other related fields.

**Duplicate:** To duplicate the job description (all fields will be equal, but editable).

**Close:** To permanently close the job. If you do this, you won't be able to open it again or receive applicants.

**Customise URL:** This feature allow you to export your job URL on a specific web page related to a specific Campaign, Source, Medium.

View Candidates

Promote

Edit

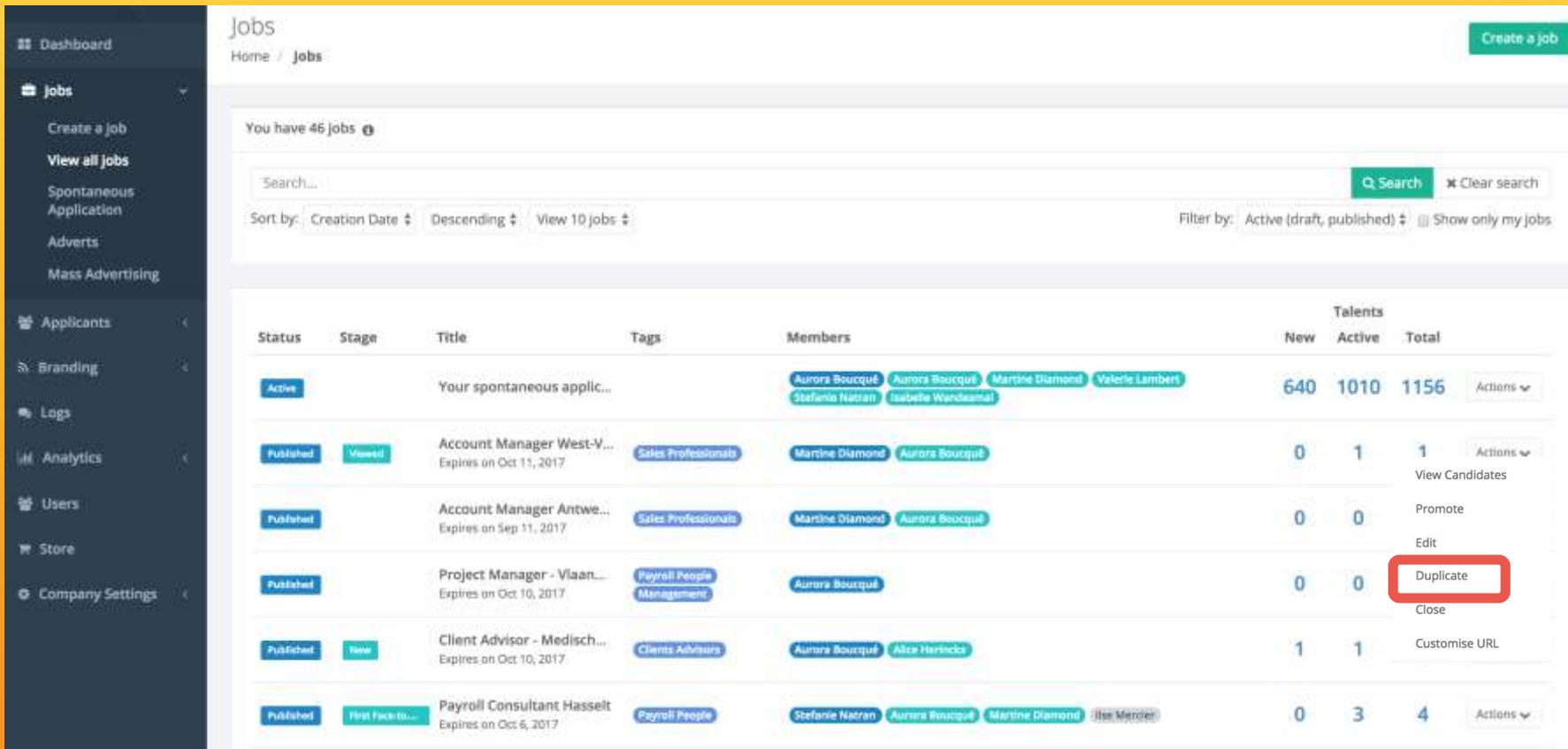
Duplicate

Close

Customise URL

## “Job List”

If you want to create a job similar to another one, don't hesitate to win time and use 'Actions' button 'Duplicate'.



The screenshot shows the 'Jobs' page in the Talensquare interface. The left sidebar contains navigation options like Dashboard, Jobs, Applicants, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area displays a list of jobs with columns for Status, Stage, Title, Tags, Members, and Talents (New, Active, Total). The 'Duplicate' button in the 'Actions' dropdown for the 'Project Manager - Vlaan...' job is highlighted with a red box.

Status	Stage	Title	Tags	Members	Talents			Actions
					New	Active	Total	
Active		Your spontaneous applic...		Aurora Boucquē, Stefania Nazran, Isabelle Wandersma, Martine Diamond, Valerie Lambert	640	1010	1156	Actions
Published	Viewed	Account Manager West-V... Expires on Oct 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquē	0	1	1	Actions View Candidates
Published		Account Manager Antwe... Expires on Sep 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquē	0	0	0	Promote Edit
Published		Project Manager - Vlaan... Expires on Oct 10, 2017	Payroll People Management	Aurora Boucquē	0	0	0	Duplicate Close
Published	New	Client Advisor - Medisch... Expires on Oct 10, 2017	Clients Advisors	Aurora Boucquē, Alice Herinckx	1	1	2	Customise URL
Published	First Facts...	Payroll Consultant Hasselt Expires on Oct 6, 2017	Payroll People	Stefanie Nazran, Aurora Boucquē, Martine Diamond, Ilse Merder	0	3	3	Actions

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