



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Create and Manage Job Templates

Why job templates ?

Reason 1: For your HR department to save a lot of time in the creation of open positions and most importantly to keep itself well-organised. Once your job templates are created, you just have to copy them and your new job will be automatically created (in just one click). Then feel free to make any changes you deem appropriate.

Reason 2: It is fundamental to your company's credibility towards your candidates in the long term. Standardize your job descriptions. If your company is subject to a big turnover, it saves you from having to explain to new recruiters your way of working. They can just simply use the job templates that are already formatted and well-structured. This will also ensure your job keep the same structure and format across all your job descriptions.

Reason 3: Thanks to the job template, you will be able to create customized Jobs in full accordance to your personas. That way you will be able to use a specific banner and video in line with your business type. This will allow you to get the most of your marketing materials.

1. Login into your account.



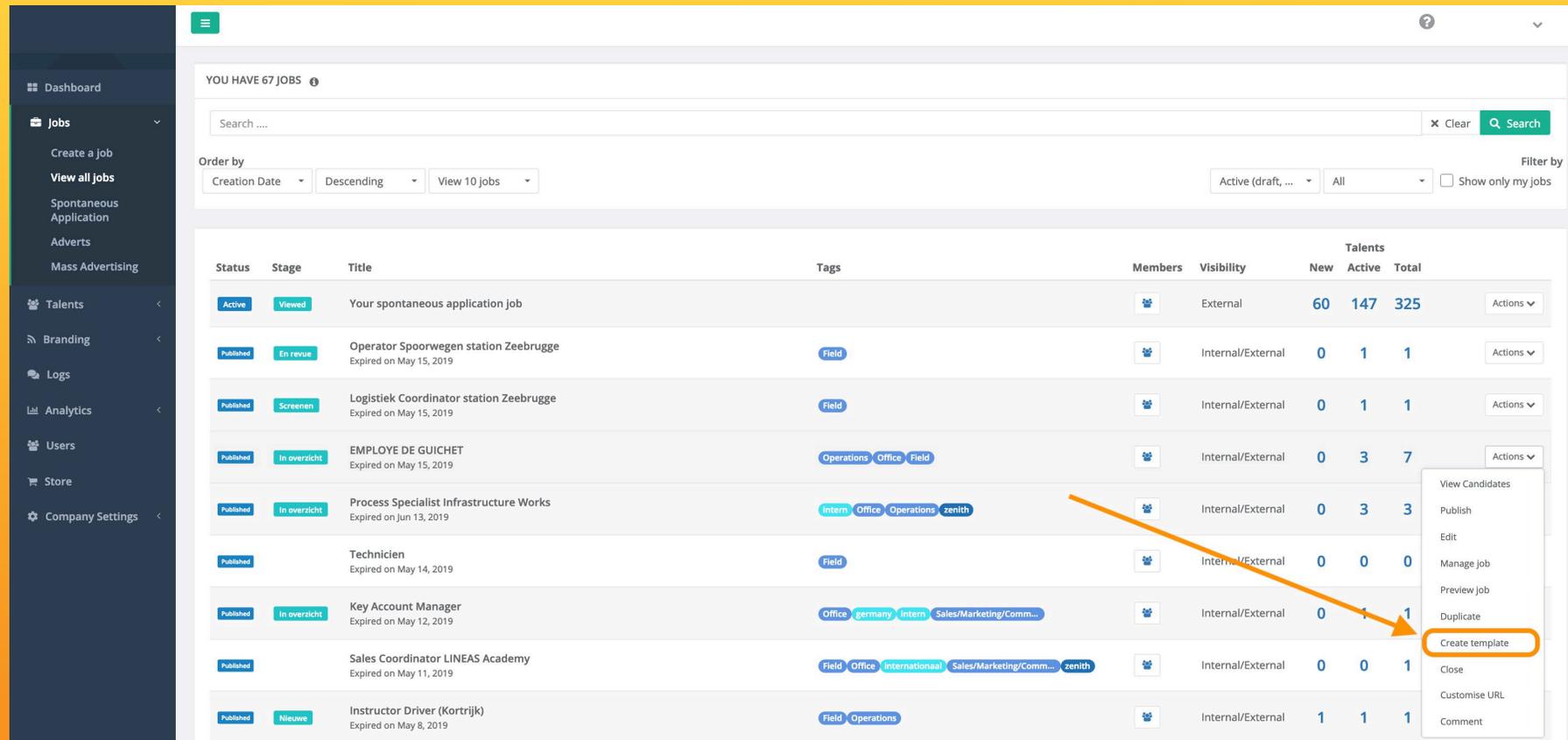
Se connecter

[Mot de passe oublié ?](#)

Pas encore inscrit ?

2. How to create a job template ?

a. Create a template from an existing Job

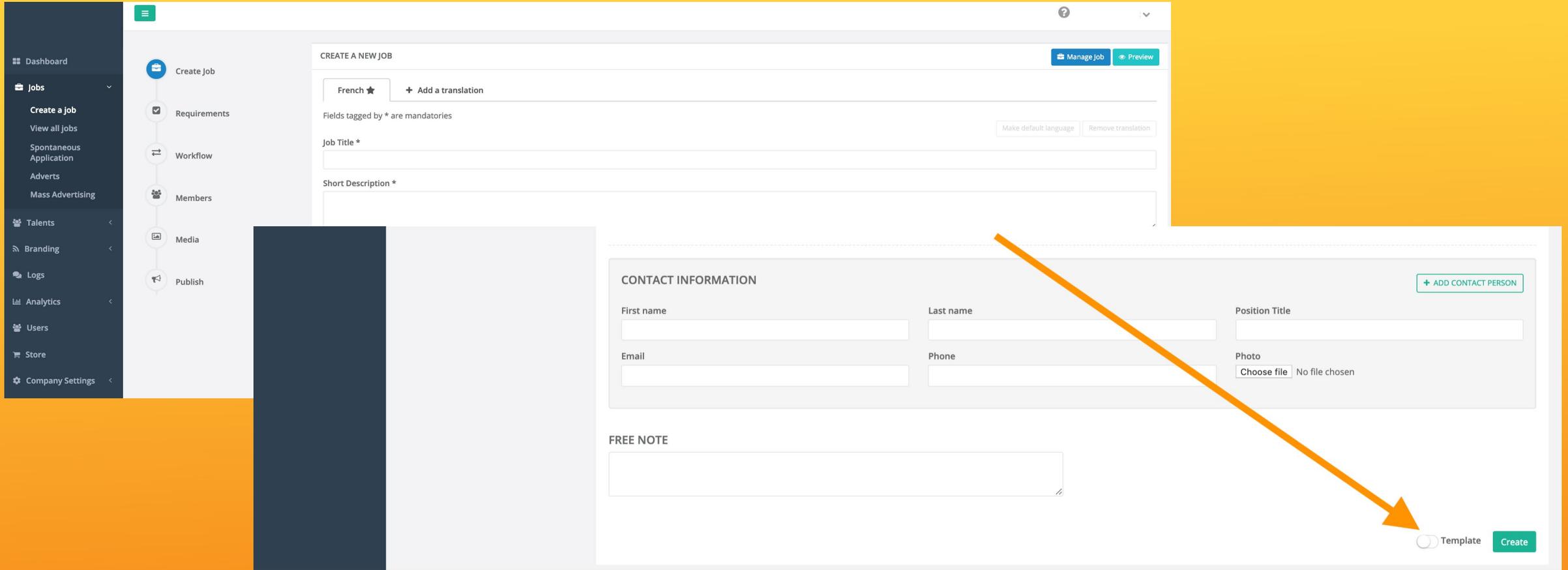


The screenshot shows the TalentSquare Jobs management interface. On the left is a dark sidebar with navigation options: Dashboard, Jobs, Create a job, View all jobs, Spontaneous Application, Adverts, Mass Advertising, Talents, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area shows a list of jobs with columns for Status, Stage, Title, Tags, Members, Visibility, and Talents (New, Active, Total). An orange arrow points to the 'Create template' option in the action menu for the 'Key Account Manager' job.

Status	Stage	Title	Tags	Members	Visibility	Talents			Actions
						New	Active	Total	
Active	Viewed	Your spontaneous application job			External	60	147	325	Actions
Published	En revue	Operator Spoorwegen station Zeebrugge Expired on May 15, 2019	Field		Internal/External	0	1	1	Actions
Published	Screenen	Logistiek Coordinator station Zeebrugge Expired on May 15, 2019	Field		Internal/External	0	1	1	Actions
Published	In overzicht	EMPLOYE DE GUICHET Expired on May 15, 2019	Operations Office Field		Internal/External	0	3	7	Actions
Published	In overzicht	Process Specialist Infrastructure Works Expired on Jun 13, 2019	Intern Office Operations zenith		Internal/External	0	3	3	Actions
Published		Technicien Expired on May 14, 2019	Field		Internal/External	0	0	0	Actions
Published	In overzicht	Key Account Manager Expired on May 12, 2019	Office germany Intern Sales/Marketing/Comm...		Internal/External	0	1	1	Actions
Published		Sales Coordinator LINEAS Academy Expired on May 11, 2019	Field Office Internationaal Sales/Marketing/Comm... zenith		Internal/External	0	0	1	Actions
Published	Nieuwe	Instructor Driver (Kortrijk) Expired on May 8, 2019	Field Operations		Internal/External	1	1	1	Actions

If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com

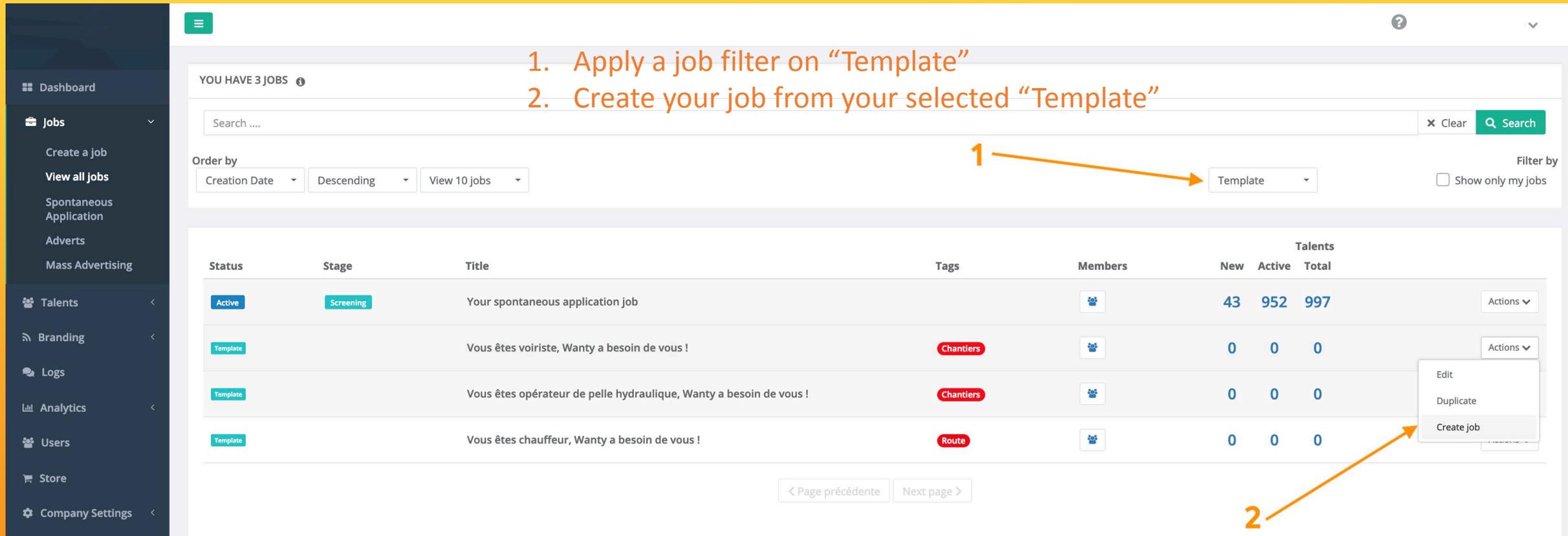
b. Create a template from a new Job



The screenshot displays the 'CREATE A NEW JOB' interface in Talentsquare. The sidebar on the left contains navigation items: Dashboard, Jobs (with sub-items: Create a Job, View all jobs, Spontaneous Application, Adverts, Mass Advertising), Talents, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area is titled 'CREATE A NEW JOB' and includes a language selector (French) and a '+ Add a translation' button. Below this, there are fields for 'Job Title *' and 'Short Description *'. The 'CONTACT INFORMATION' section contains fields for 'First name', 'Last name', 'Position Title', 'Email', 'Phone', and 'Photo' (with a 'Choose file' button and 'No file chosen' text). A '+ ADD CONTACT PERSON' button is located in the top right of this section. At the bottom of the form, there is a 'FREE NOTE' text area and a 'Template' checkbox, which is highlighted by a blue arrow. A 'Create' button is located to the right of the 'Template' checkbox.

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3. How to retrieve and use your own job templates ?



1. Apply a job filter on "Template"

2. Create your job from your selected "Template"

YOU HAVE 3 JOBS ⓘ

Search

Order by: Creation Date ▾ Descending ▾ View 10 jobs ▾

Filter by: Show only my jobs

Status	Stage	Title	Tags	Members	Talents			Actions
					New	Active	Total	
Active	Screening	Your spontaneous application job			43	952	997	<input type="button" value="Actions"/>
Template		Vous êtes voiriste, Wanty a besoin de vous !	Chantiers		0	0	0	<input type="button" value="Actions"/>
Template		Vous êtes opérateur de pelle hydraulique, Wanty a besoin de vous !	Chantiers		0	0	0	<input type="button" value="Actions"/>
Template		Vous êtes chauffeur, Wanty a besoin de vous !	Route		0	0	0	<input type="button" value="Actions"/>

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