

1 TOTAL	1 UNPROCESSED	0 PROGRESSING	0 STOPPED	0 ONBOARDING	0 PLACEMENT				
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add Candidates <input type="text" value="Search applications"/> Columns </div>									
PROFILE SNAPSHOT	TALENT COMMUNITIES	AVG RATING	MY RATING	STAGE	SOURCE	PHONE	RECEIVED DATE	LETTER SENT	APPLICAT
<input checked="" type="checkbox"/> Pav Mayson Unknown company Unknown title 0 years Sydney, New South Wales, Australia Miscellaneous		0.0	-	NotClassified	Database Sear	12345	1 Apr 20 4:21PM		3

Page 1 of 1 | 1 - 1 of 1 | 50

Figure 1 - Open the job and click on the candidate record to open it

Stop
Progress
Calendar
Settings

PM

NotClassified
Auto send

» Shortlisted

» 1st Interview - Email Invite

» Reference Check
E-Form

» Offer

» Onboarding

» Onboarding - Completed

» Placed

Resume

Cover L

Figure 2 - From the progress dropdown select "Onboarding"

Onboard this candidate?

!

You're about to onboard this candidate, which will send an email notification to the following users:

- [Redacted]

Would you like to continue?

Yes

No

Figure 3 - You will receive a notification advising that HR will be emailed if you proceed, click "Yes"

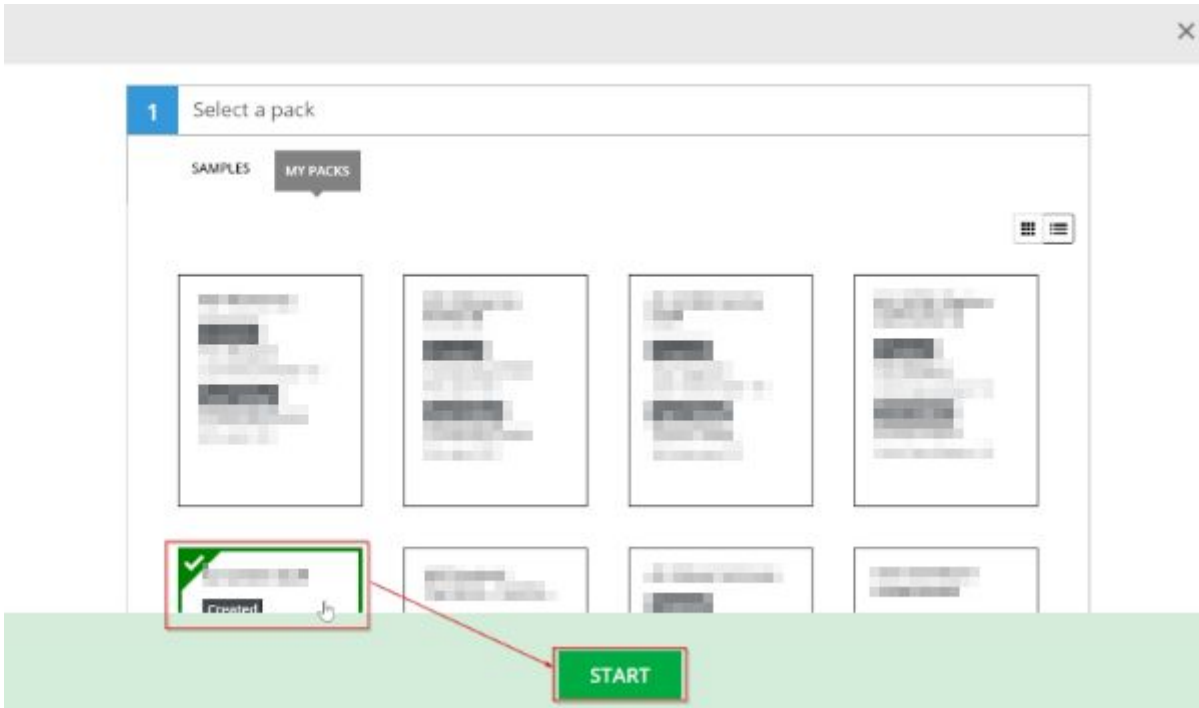


Figure 4 - Select the pack you want to send by clicking on the appropriate tile, then click the "Start" button

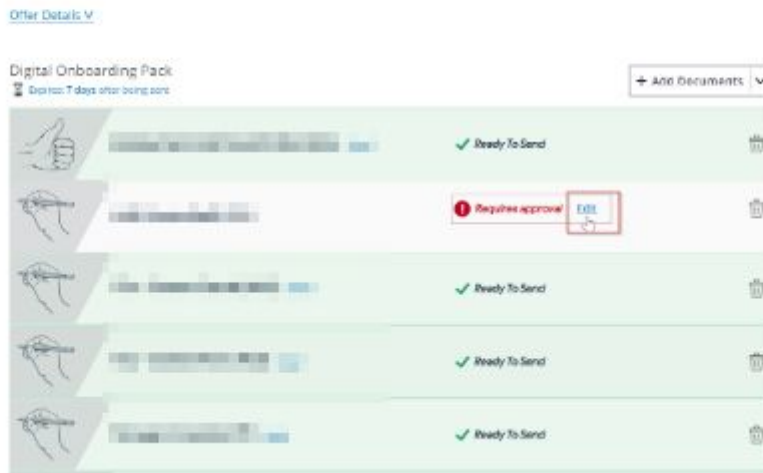


Figure 5 - Click the "Edit" link next to each document in the pack that has it available to start editing

The screenshot shows a web form titled "Send for Approval" with the following fields and values:

- Current Date | Offer Field:** 14/04/2020
- First Name* | Candidate Field:** Jay
- Surname* | Candidate Field:** Mayson
- Street* | Candidate Field:** 1 McCowan St
- Suburb* | Offer Field:** Sydney
- State* | Offer Field:** NSW X
- Postcode* | Offer Field:** 2061

A blue button labeled "SEND FOR APPROVAL" is located at the top left of the form, with a red box around it and a red arrow pointing to it. To the right of the form is a preview window showing a blurred document image.

Figure 6 - Fill out the fields that are blank on the left hand side and hit the "Send for approval" button

Hours of Work* Select a preset value ▾

Your employment will be full time

Remuneration Clause* Select a preset value ▾

Employees, contractors and casual employees are not eligible for superannuation as provided by the Superannuation Act 2001 (Cth) and the Superannuation Act 1990 (Vic).

Employees will be paid in accordance with the applicable award, enterprise agreement or contract of employment, including any applicable award or enterprise agreement.

Hourly rate | Job Approval Field:

123

Payment Type* | Offer Field:

per annum ▾

Figure 7 - Keep in mind there will be some fields that insert sections of pre-defined text. Some of these sections may contain extra fields

START APPROVAL

▾

+ CREATE NEW WORKFLOW

Internal Approval ✎ ○

Internal Signing ✎ ○

Figure 8 - Select the appropriate workflow from the dropdown

*** Approver**

- Pav Mayson
pav@myrecruitmentplus.com

Figure 9 - Start typing the name of the desired approver then click their name from the suggestions list

START APPROVAL

Internal Signing

*** Approver**

Choose Approver(s)

Pav Mayson | pav@myrecruitmentplus.com

Figure 10 - Click the start approval button when the approver has been selected

[Offer Details](#) ▾

Digital Onboarding Pack + Add Documents ▾

Expires: 7 days after being sent

		✓ Ready To Send	
		⌚ Pending Approval	
		✓ Ready To Send	

Figure 11 - The document status will update to "Pending Approval" and an email will be sent to the approver to be approved / digitally signed

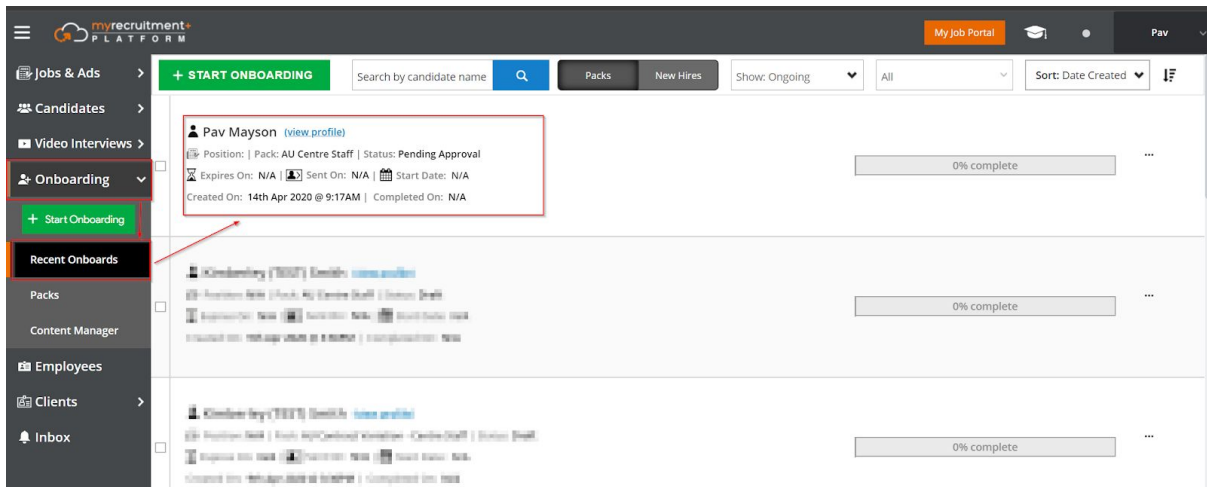
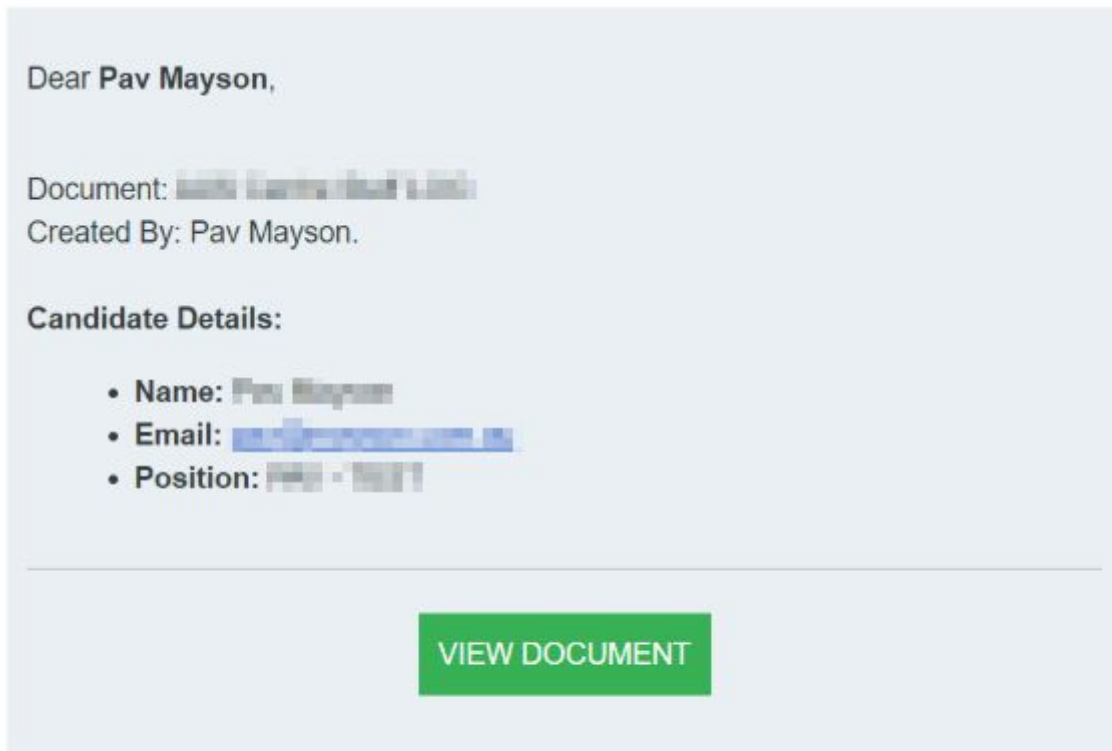


Figure 12 - The status of the whole pack will now update to "pending approval" until such time as the document(s) has been approved



This Document Approval Workflow system is managed by MyRecruitment+.
 If you experience any problems, please call our support team on (02) 9262 1745.

Figure 13 - The approver will receive the above in an email, they just need to click the "View Document" button



Figure 14 - They may need to click the "Action this document" button if they can't see the "Approve & sign" or "Approve" button (it will show / hide depending on the device they are using). Typically hidden on mobile and visible on Desktop by default. They click the button and follow the prompts to sign the document

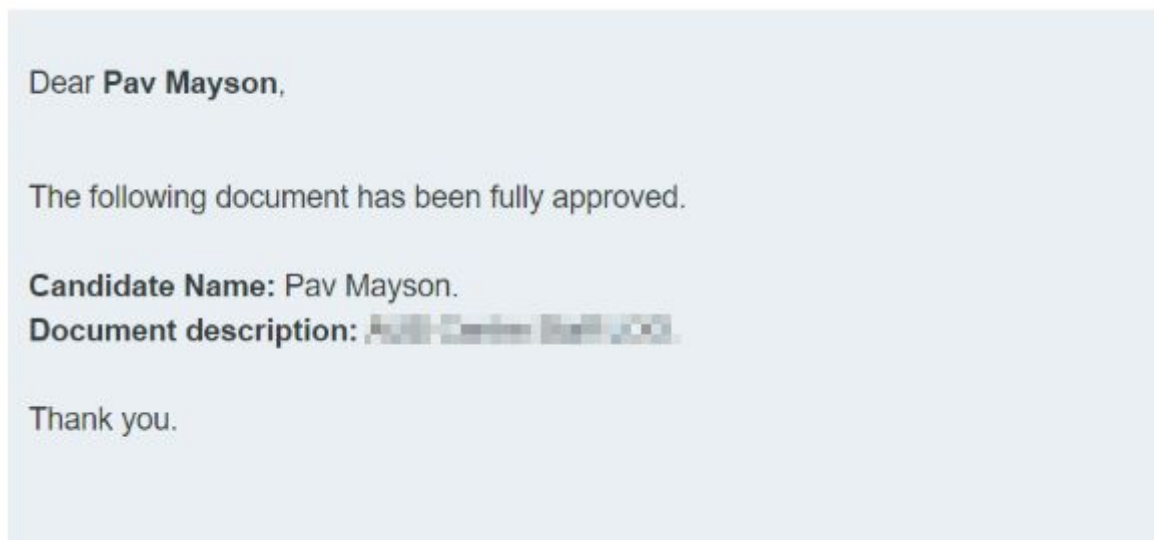


Figure 15 - Once approved you will receive an email with the above content advising the document has been signed and the pack is now ready to send.

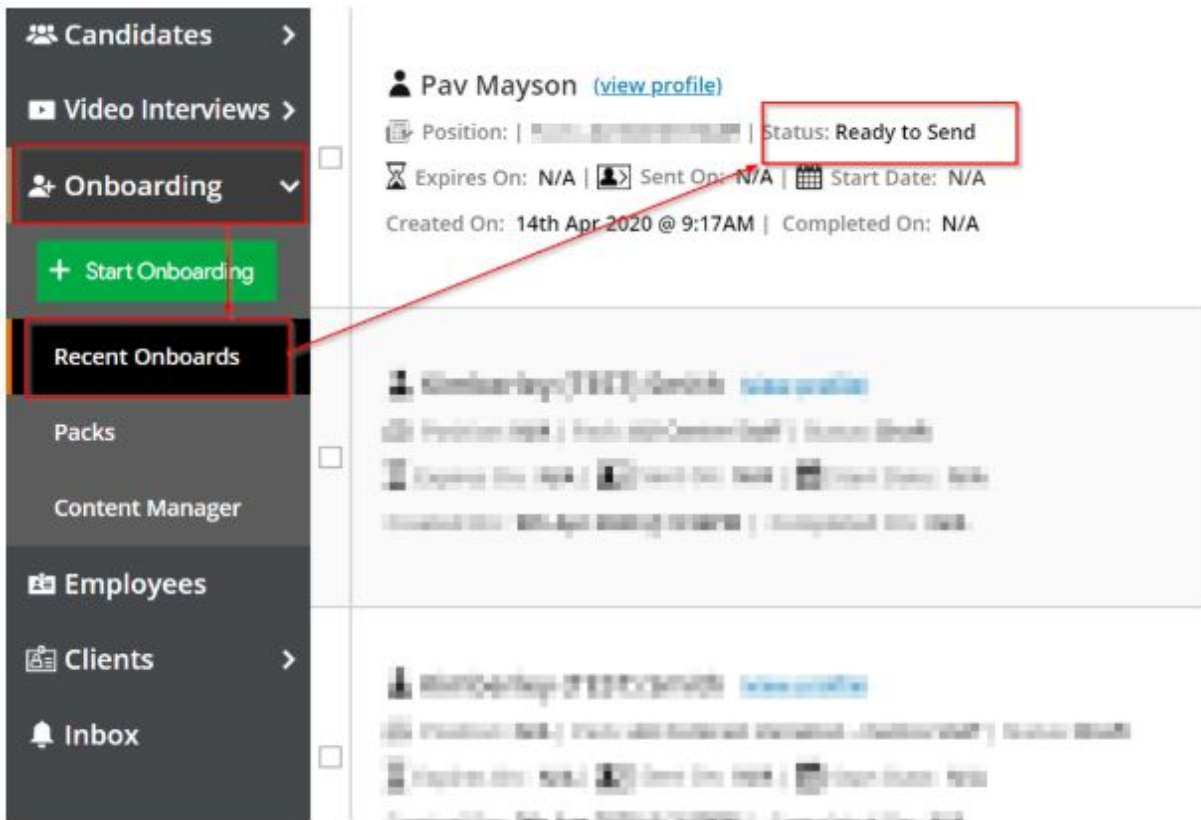


Figure 16 - The status of the pack will now be updated to "Ready to Send". Click on the candidate record from the "recent onboards" section to start sending the pack

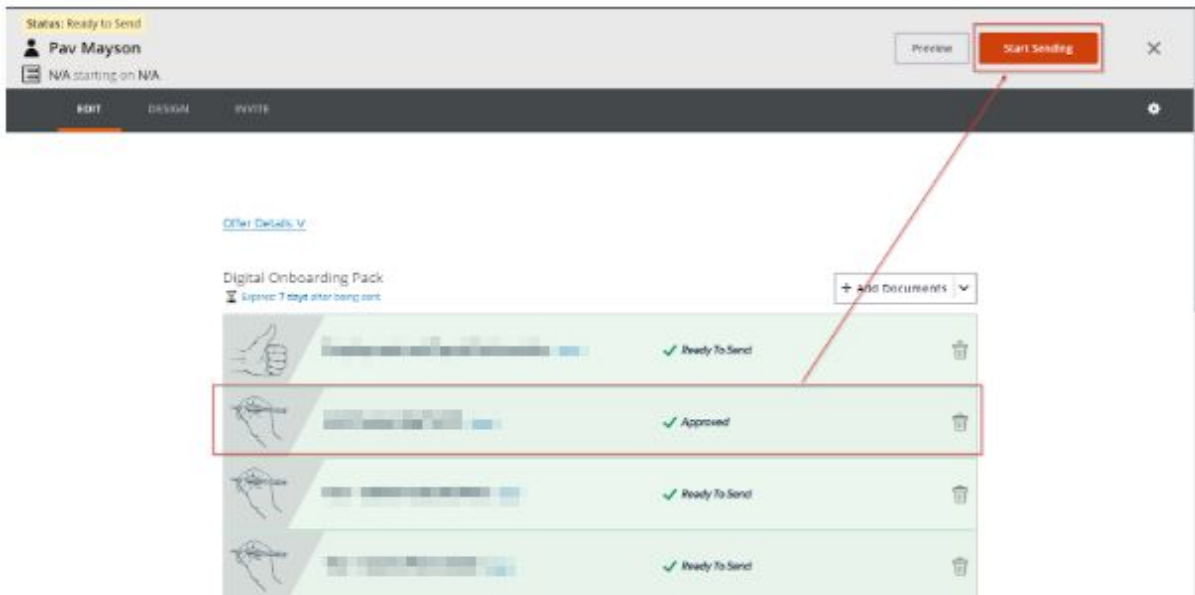


Figure 17 - After opening the record you should see the document has updated to "Approved". When you're ready to send click the "Start Sending" button

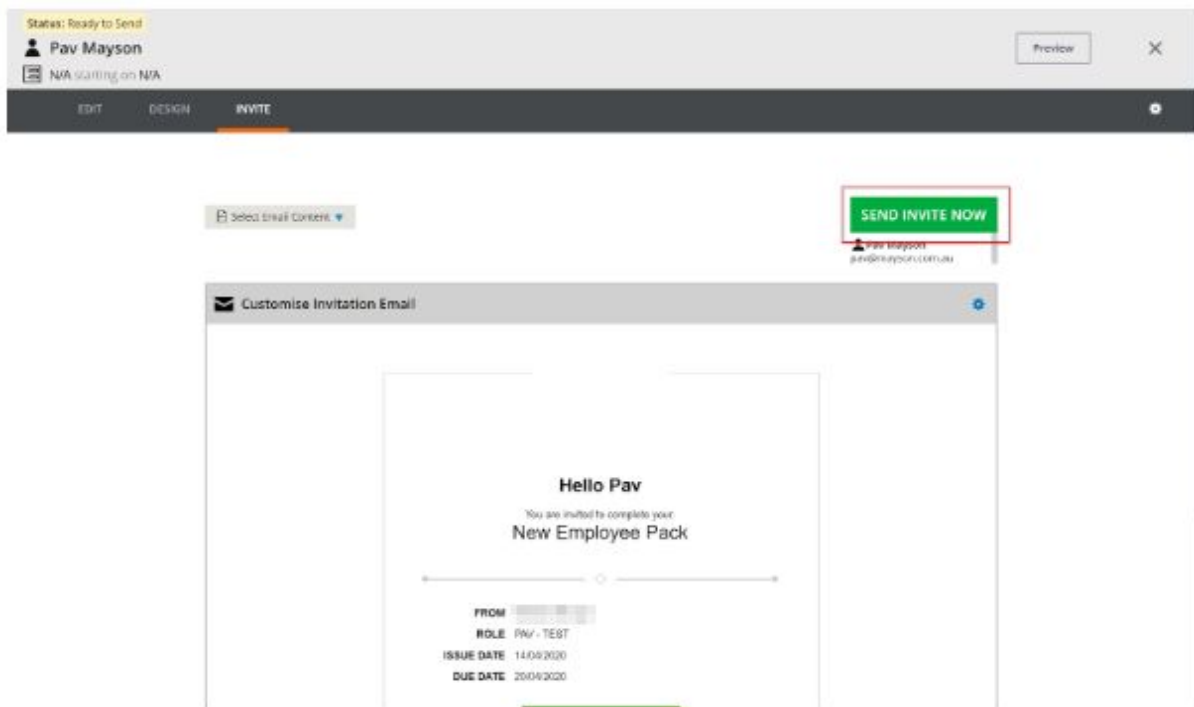


Figure 18 - Click the "Send invite Now" button when you're ready to send the pack.

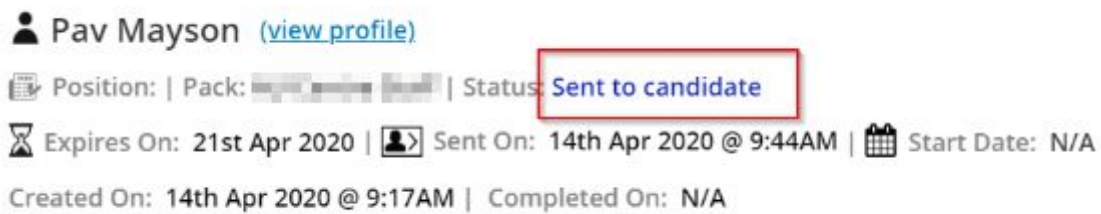


Figure 19 - The status of the pack will then update to "Sent to candidate" – you can watch the real time progress of the pack from the "Recent Onboards" section.



Figure 20 - In order to see completed onboards, you will need to select the "Completed" option from the dropdown above.