

Upskill - Recruitment Super User Training

Training Overview	
Audience	Super Users responsible for administering the PageUp Recruitment module.
Training Objective	To enable participants to successfully update the key back-end system configuration.
Delivery of Training	Training is conducted virtually via Webinar.
Program Outline	
Getting started	<ul style="list-style-type: none"> • Welcome / Introductions • Learning objectives • Navigating the Knowledge Portal
System settings	<ul style="list-style-type: none"> • Overview of system settings <ul style="list-style-type: none"> ◦ Navigating system settings ◦ Updating key features (Sites, Organisational hierarchy etc) • Review application sources • LinkedIn RSC integration
Job card management	<ul style="list-style-type: none"> • Job card overview • How to edit a job card field • How to make a field mandatory
Job templates	<ul style="list-style-type: none"> • Create job template • Use a job template • Archive a job template
Break	
Approval processes	<ul style="list-style-type: none"> • How job and offer approval processes are used • How to review existing approval processes • Create an approval process • Edit an approval process
Recruitment processes	<ul style="list-style-type: none"> • Recruitment process overview • Create and edit an application status • Create and edit a recruitment process • Create and edit a job status
Cronofy calendar integration	<ul style="list-style-type: none"> • Overview of Cronofy integration • Activation process
Communication templates	<ul style="list-style-type: none"> • When are communication templates used • Editing a communication template

Recruitment Briefs	<ul style="list-style-type: none"> • Overview of Recruitment Briefs <ul style="list-style-type: none"> ◦ Flexible Forms • Create a Recruitment Brief • Adding collaborators • Hiring Manager dashboard view
End of Day 1	<ul style="list-style-type: none"> • Q&A
Day 2	
Day 2 Introduction	<ul style="list-style-type: none"> • Day 1 recap • Day 2 learning objectives
Enhanced Report	<ul style="list-style-type: none"> • Analytics vs Enhanced reports • Analytics overview • Create a new Enhanced report • Set up a delivery schedule for a report
Break	
Forms	<ul style="list-style-type: none"> • Create and edit an application form • Review scores and rules • Other form types
Applicant Progress Board	<ul style="list-style-type: none"> • Overview of Applicant Progress Board <ul style="list-style-type: none"> ◦ Activation process ◦ List view VS card view ◦ Filters • Partners – Background checks / Online assessment providers
Talent Search / Talent Pools	<ul style="list-style-type: none"> • Create categories/tags and talent pools • Category/Tag/Talent pool management
User accounts and permissions	<ul style="list-style-type: none"> • Create a new user • Reset a user's password • Update profile information • Permissions VS team access • Review of your responsibilities as a Super User
Recent releases	<ul style="list-style-type: none"> • Overview on recent new releases
End of Day 2	<ul style="list-style-type: none"> • Q&A