

CSX Learning Release Notes March

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Recruiting

Broadbean Integration Location Data Enhancement

Prior to this enhancement, Recruiters had to manually updated the candidate's location information on the Broadbean job boards even though they previously added location information to the requisition.

With this enhancement, the Location field in Broadbean is automatically populated with the location information provided in the requisition.

To access Broadbean features, users with appropriate permission can go to [RECRUIT > MANAGE REQUISITIONS > EDIT POSTING > JOB BOARDS > BROADBEAN](#).

Deprecation of Data Load Wizard (DLW) Requisition Template Load with the November '23 Release

The ability to perform Requisition Template data loads using DLW will be deprecated with November '23 Release. Support for DLW Requisition Template loads, along with the full deprecation will occur with the November '23 Release. Customers are encouraged to begin using Edge Import for their Requisition Template loads prior to the deprecation.

Data Load Wizard is a legacy data load tool, built on older technology, with limited load type support, a dated UI, and slow performance. Edge Import addresses these issues with a modern UI and an intuitive workflow that can support a greater number of concurrent loads, while providing administrators with a delightful user experience. Edge Import offers manual loads and automated scheduled feed abilities.

Deprecation Milestones

Phase 1 - August '22 Release:

- Introduce Requisition Template Edge Import Load.
- Support for translation loads.
- Support all existing fields in EI as supported in DLW.
- Allow update of Requisition Template through EI even if the template is edited from UI.

Phase 2 – March '23 Release:

- Support updates to templates based on Requisition Template ID along with Requisition Template Reference ID.
- Allow update to templates from EI for templates created from UI.

Phase 3 – July '23 Release:

ÿ Support Feeds for Requisition Template load in Edge Import

Phase 4 – November '23 Release:

ÿ Stop support and remove all remaining access to DLW Requisition Template loads.

Email Templates and Send Email from Manage Candidates Enhancements

Prior to this enhancement, job alert emails were sent using a generic template that did not allow customer branding.

With this enhancement, several updates are now available that benefit administrators, recruiters, and applicants.

- Administrators can now:
 - Create, edit, activate, deactivate, and delete Internal and External Job Alert Templates.
 - Use custom templates to configure emails for Manage Candidates.
 - Configure display names fields in the job alert templates.
 - Request that Global Customer Support (GCS) to configure email address subdomain.

To access and configure email templates, administrators can go to [ADMIN > RECRUIT > EMAIL TEMPLATES](#).

- Recruiters can now:
 - Use their organization/portal name in the email address as subdomain for branding purpose. For example, if the portal name is *shopnow*, the default subdomain email address is: **jsmith@shopnow.recruitmail.com**
- Candidates now receive customized emails that contain a subdomain email address, if applicable.

To manage templates, recruiters can go to [MANAGE CANDIDATE > SELECT ANY CANDIDATE > SEND EMAIL](#). Then choose the appropriate template.

How Does this Enhancement Benefit My Organization?

This enhancement allows customers to configure their own Job Alert templates to align with their brand. Adding a subdomain address helps candidates identify that the email is from a trusted source.

Considerations

- Users can only view contents of Standard Internal/External Job Alert templates.
- Only active templates can be associated to career sites.
- A template assigned to any career site cannot be deleted.
- To create a job alert, the template category must be Internal Job Alert or External Job Alert.
- The domain “recruitmail” cannot be configured.
- By default, the subdomain is set with the portal name. Contact Global Customer Support (GCS) to change the subdomain . **Note:** *English letters, numbers and hyphens (not at the start or end) are acceptable for subdomain names.*
- Localization:

- When creating a template, create a default language template first, followed by other language templates.
- Templates display based on the language of the logged-in user. If a template is not configured in that language, then the title of the template is displayed in the default language.
- Activating or inactivating a template applies to the selected template in all languages. It is not possible to activate/inactivate a template in a specific language only.

Implementation

- This functionality is automatically enabled for all organizations using the Recruiting module.
- At this time, customers on SL4 environment cannot receive emails sent from Job Alerts on Mobile-Friendly Career Site.

Permissions

The following existing permissions apply to this functionality:

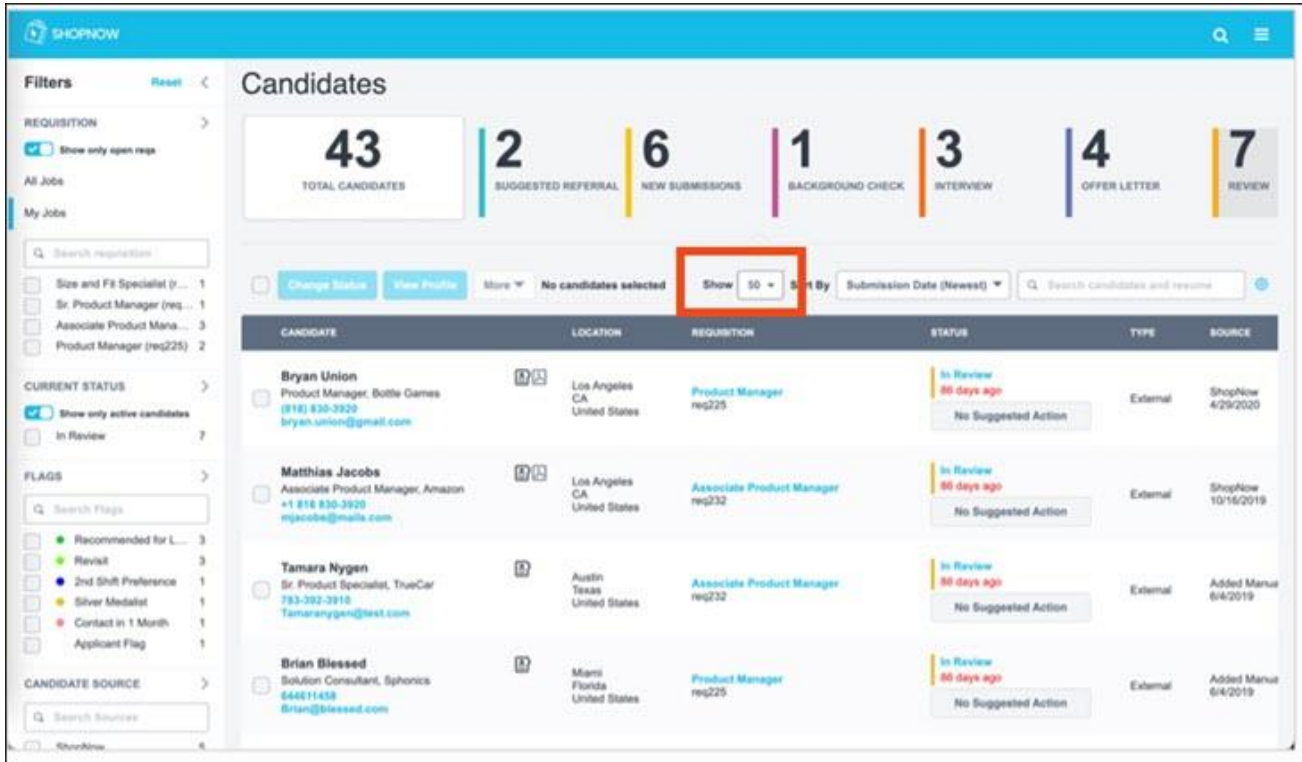
PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Recruiting Configure Email Templates- Manage	Grants ability to configure email communication templates. This permission cannot be constrained. This is an administrator permission.	Recruiting

Note: This permission is enabled by default for Recruiting Admin, Cornerstone Admin, and System Admin roles for all customers.

Extend Bulk Selection on Manage Candidates Page (Early Adopter)

Prior to this enhancement, on the Manage Candidates page, recruiters who wanted to perform actions for a group of candidates were limited to 20 candidates at a time.

With this enhancement, recruiters can select and perform actions for 20 or 50 candidates per page.



Implementation

To enable this functionality, contact Global Customer Support (GCS).

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Applicants: Add/Move to Requisition	Grants ability to add or move applicants to requisitions the applicant did not apply for. This permission can be constrained by OU, User's OU, and Grade.	Recruiting

Applicants: Comments - Manage	Grants ability to view and manage comments for applicants. This permission also defines whether comments posted when an interviewer submits an interview recommendation are posted to the Comments section on the Applicant Profile tab. Note: <i>Interview recommendation comments for interviewers who have this permission display on the Applicant Profile tab. For interviewers who do not have this permission, the comments do not display on the Applicant Profile tab.</i>	Recruiting
Applicants: Comments - View	Grants ability to view comments for applicants.	Recruiting
Applicants: Status Change	Grants ability to change applicant status for any applicant to whom the user already has access. This permission cannot be constrained.	Recruiting
Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Requisition: Owner	Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained. Note: <i>This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of</i>	Recruiting

*the **Requisition: Owner** permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.*

Google is Deprecating Standard Universal Analytics on July 1, 2023

Google is deprecating standard Universal Analytics on July 1, 2023. A Knowledge Article has been created with guidelines to understand how to migrate from Google Universal Analytics to Google Analytics 4 using the Google Tag Manager.

Knowledge article: [**How to migrate \(or enable\) from Google Universal Analytics to Google Analytics 4**](#)

Increase Flattened Application Page Limit Per Document

Prior to this enhancement, when candidates wanted to submit long documents with their job applications, such as a thesis, recruiters were unable to review these documents if they had more than 10 pages.

With this enhancement, customers can increase the page limit to 20 pages by contacting Global Customer Service (GCS). Once the page limit is increased, recruiters can view up to 20 pages for each uploaded applicant document in a flattened application.

Considerations

Changes in the configuration will not impact previously generated flattened applications and changes will be visible only on flattened applications generated after the changes.

Implementation

Customers must contact GCS to increase the page limit.

Introduce Profile User Phone Tag to Interview and Offer Letter Email Templates

Prior to this enhancement, the candidate's phone number was only available on the candidate's profile.

With this enhancement, a new tag, PROFILE.USER.PHONE can be used in email templates, and when resolved, provides the candidate's phone number in notification emails.

How Does this Enhancement Benefit My Organization?

Stakeholders, such as interviewers and hiring managers, can view a candidate's phone number in the notification emails without going back to the candidate's profile for the number.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Requisition: Owner	Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained. Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is	Recruiting

*revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the **Requisition: Manage** permission overrule those of the **Requisition: Owner** permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.*

Job Alerts on Internal Career Site

Users want to know when a relevant job is posted to their Internal Career Site and recruiters want users to apply quickly to fill new roles and promote internal mobility.

With this release, Administrators can enable job alerts for internal career sites and provide an email template with the appropriate job alert details.

When enabled, users can define job alerts to notify them by email when jobs are posted that match their job alert search criteria.

Administrators

On the Internal Career Site Preferences page, administrators can:

- Select Enable Job Alerts to allow users to receive job alert notification emails.
- Select the standard template or a customized template to define the information included in the email.

Administrators must enable job alerts for each internal career site that requires it.

Users

On the user's Internal Career Site home page, users can:

- Create an alert using keywords, location, or additional filters.
- Provide an alert title and how often they want to receive emails that matches their search criteria.

Based on the template the administrator selected, job alert email messages may include sender, subject, job alert title, user's name, a View Job button for each matching job, and an Unsubscribe link.

On the My Jobs page, in the new My Alerts section, users can:

- View a list of job alerts created on the Internal Career Site.
- Modify the Title and Frequency of an alert.
- Unsubscribe from a job alert. Unsubscribed job alerts cannot be restored.

The My Alerts section contains job alerts created on Internal Career Sites and Mobile-Friendly Career Sites.

Considerations

Customers on SL4 environment cannot receive emails sent from Job Alerts on Internal Career Site.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permission applies to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Career Site - Manage	Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission.	Recruiting Administration

Job Alerts Templates for Mobile-Friendly Career Sites

Prior to this enhancement, job alert email notifications were sent to candidates using a standard email template.

With this enhancement, recruiting administrators can assign customized external job alert templates to the mobile-friendly career sites.

To customize email templates, administrators can go to: [ADMIN > TOOLS > RECRUIT > CAREER SITE > MOBILE-FRIENDLY CAREER SITES - SETTINGS](#).

The screenshot displays the configuration options for job alerts on mobile-friendly career sites. It includes a main settings panel and a modal for editing an existing alert. Key elements include:

- Main Settings:**
 - Enable Job Alerts:
 - Job Alert Notification Template: Standard Template
- Modal Window (Editing 'SHOPNOW External Job Alert'):**
 - Enable Job Alerts:
 - Job Alert Notification Template: Standard Template (selected), SHOPNOW External Job Alert (available)
 - Allow Apply with SEEK:
 - Allow Apply with LinkedIn: (Note: This will only apply for mobile friendly application workflows.)
 - Active:

With job alerts enabled, the External Job Alert option appears, which allows the administrator to access and customize a template for mobile-friendly career sites. Based on the site where the job alert is created, job alert notifications are sent using the selected customized template.

How Does this Enhancement Benefit My Organization?

- Recruiting administrators can customize job alert notification emails to enhance the candidate experience and align them with their brand.
- Candidates enjoy a consistent experience on mobile-friendly career sites, from navigation to job alert notification emails.

Considerations

Customers on SL4 environment cannot receive emails sent from Job Alerts on Internal Career Site.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permission applies to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Career Site - Manage	Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission.	Recruiting Administration

Manage Job Alerts in My Profile

Candidates need a convenient location to view their job alerts created on mobile-friendly career sites.

With this enhancement, candidates can view these alerts, edit them, and unsubscribe in the new My Alerts section on their My Profile page.

For each job alert created on mobile-friendly career sites, candidates can:

- Modify the title and frequency of the job alert.
- Unsubscribe from a job alert. Unsubscribed job alerts cannot be restored.

How Does this Enhancement Benefit My Organization?

Candidates can effectively manage all job alerts on their My Profile page.

Considerations

Customers on SL4 environment cannot receive emails sent from Job Alerts on Internal Career Site.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Career Site - Manage	Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission.	Recruiting Administration

Support Break Lines in Comments

Prior to this enhancement, long comments written on a Comments page did not include break lines, which made the comments unwieldy and difficult to read.

With this enhancement, to make comments easier to read, break lines are supported on the following pages:

- Applicant Profile page - On the Comments tab.
- Manage Candidates - View Profile page.
- Manage Candidates - Request Candidate Feedback page.

Use the <Enter> key on your keyboard to insert break lines.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Applicants: Comments - Manage	Grants ability to view and manage comments for applicants. This permission also defines whether comments posted when an interviewer submits an interview recommendation are posted to the Comments section on the Applicant Profile tab. Note: <i>Interview recommendation comments for interviewers who have this permission display on the Applicant Profile tab. For interviewers who do not have this permission, the comments do not display on the Applicant Profile tab.</i>	Recruiting
Applicants: Comments - View	Grants ability to view comments for applicants.	Recruiting
View Private Comments	Grants ability to read all advance/do not advance feedback when reviewing candidates in Manage Candidates.	Recruiting

Request Candidate Feedback Search	Grants users the ability to utilize the Request Candidate feature to search for users to share candidates. This permission can be constrained and is connected to the user OU service.	Recruiting
Applicants: Status Change	Grants ability to change applicant status for any applicant to whom the user already has access. This permission cannot be constrained.	Recruiting
Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Requisition: Owner	<p>Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.</p> <p>Note: <i>This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.</i></p>	Recruiting

Transferring Offer Letter and CV to Universal Profile

Prior to this enhancement, when a candidate is hired for a requisition in the system, a Human Resources (HR) administrator had to manually save their offer letter and resume to their Snapshot page.

With this enhancement, the HR administrator can create folders where the candidate's offer letter(s) and resume(s) are automatically uploaded to the user's Universal Profile Snapshot Documents tab on their start date. Documents display an ID number, **Upload Date**, and **Uploaded By** information.

To create the offer letter and resume folders, HR administrators can go to [ADMIN > TOOLS > RECRUIT > GENERAL PREFERENCES > DIVISION > STORAGE DESTINATION](#) and click the **SELECT FOLDER** button. The designated folder must be available currently on the user's Universal Profile Snapshot Document tab.

***Note:** User's must have appropriate permission to access these folders.*

How Does this Enhancement Benefit My Organization?

Administrators, managers/instructors, and users all have instant access to the new hire's offer letter and resume without going back to the candidate requisition.

Considerations

- Only offer letters and resumes uploaded through the requisition are automatically uploaded to the Snapshot page.
- Before designating folders for the offer letter and resume, ensure that the appropriate folders are available on the user's Snapshot page.
- Ensure that users have the appropriate permission to view the selected folders.
- Flattened applications and Career Center/Universal Profile resumes will not be automatically uploaded.
- If a user or HR admin:
 - Deletes the snapshot folder and its contents from user's snapshot page, the actual file is not deleted from Applicant Profile page.
 - Deletes documents from inside the Snapshot folder in UI for a particular requisition, the documents are not retrievable.
 - Removes or deselects Snapshot folders from [RECRUIT > GENERAL PREFERENCES > STORAGE DESTINATION](#), the folders are no longer visible in the Storage Destination section, but the folders remain on the user's Snapshot page.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Applicants: Delete Document	Grants ability to access, manage, delete, and replace documents on the Applicant Profile > Documents tab or Attachments tab. This permission cannot be constrained by OU. This is an administrator permission	Recruiting