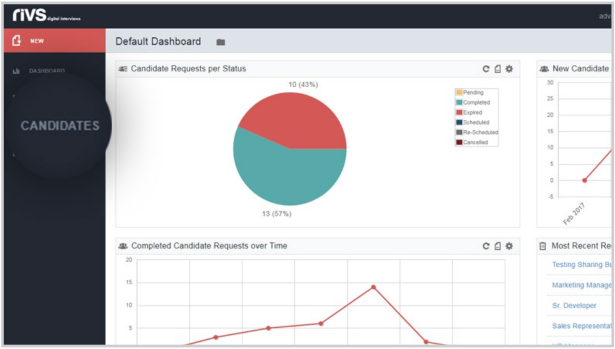
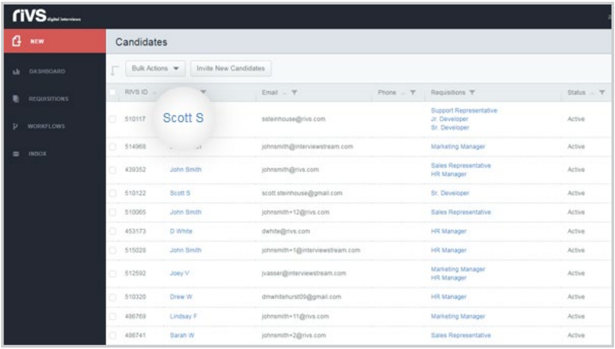
REQUISITION SETTINGS GUIDE

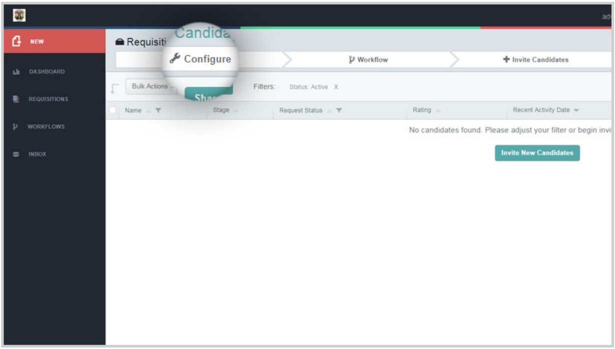
This guide will cover the process of configuring a requisition after it has been created in your RIVS account.



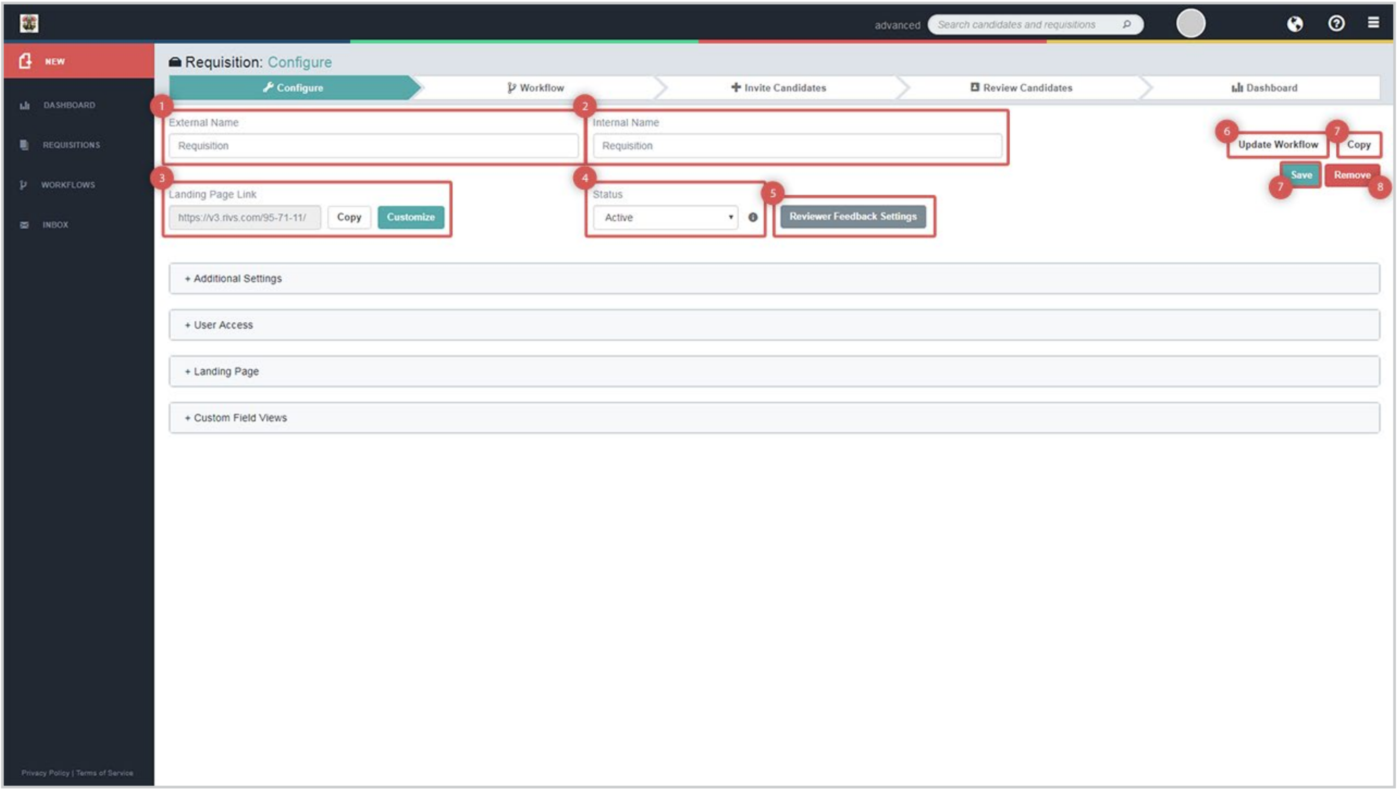
1. From your dashboard, select the Requisitions Menu.



2. Click on the Requisition you'd like to configure.

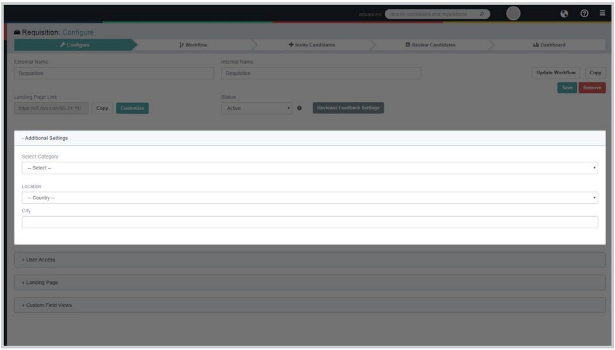


3 Select the Configure tab.

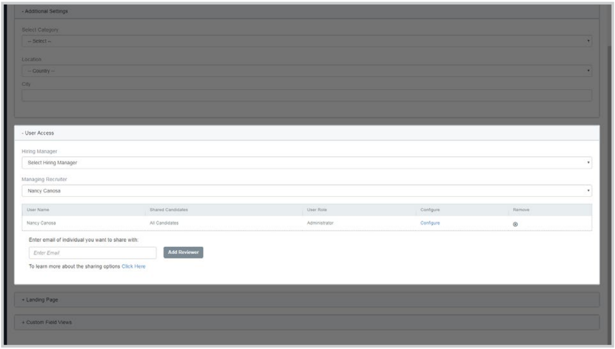


4 In the top section of the page you have the option to:

1. Edit the External Name, which is the name candidate will see.
2. Editing the Internal Name, which is the name internal recruiters will see in RIVS.
3. Copy or customize a landing page link which can be shared directly with candidates.
4. Deactivate the Requisition.
5. Configure Reviewer Feedback Settings.
6. Update the Workflow, which will navigate the user to the Workflow tab allow you them to create and configure Workflow Stages.
7. Copy the Requisition, which will create a copy of the selected Requisition in the Requisitions Menu.
8. Save changes.
9. Remove the Requisition.

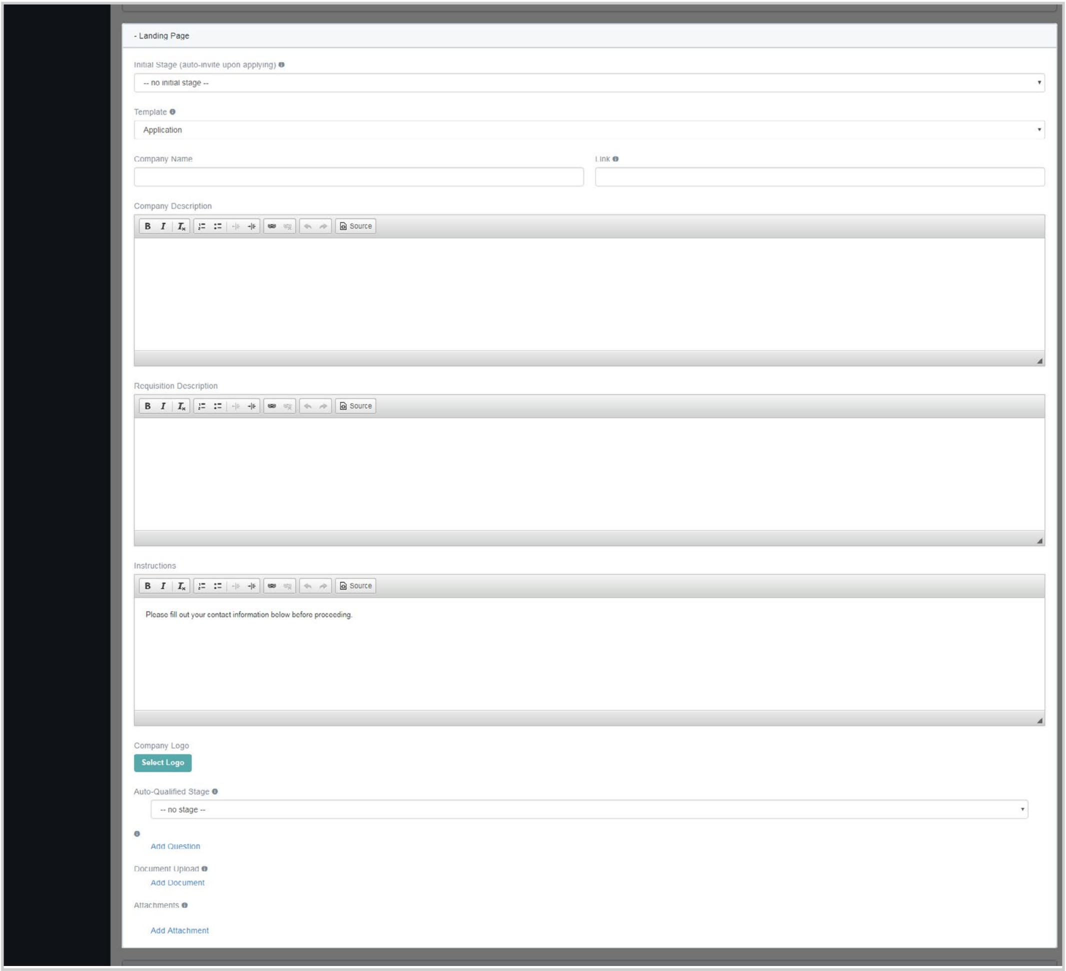


5 In the Additional Settings section, select a category, location, and city for the Requisition.



6 In the User Access section, select a Hiring Manager, Managing Recruiter, configure user access to the requisition, and give access to internal and external users.

*Step 7 begins on next page.



7 In the Landing Page section, you can configure the following options:

- Initial Stage – which allows you to choose which stage new candidates are automatically invited to.
- Template – which will automatically adjust the style of the landing page.
- Company Name – add a company name to the landing page.
- Link – add a link to the company name. This link will navigate the candidate to a new page when clicked.
- Company Description – add a company description.
- Requisition Description – add a requisition description.
- Instructions – give instructions to the candidate.
- Company Logo – add a company logo to be displayed onscreen.
- Auto-Qualified Stages Settings – Select a stage to advance the candidate to upon qualification. Then add a question which will determine the candidate’s qualification.
- Document Upload – add a section to the landing page requesting a specific document for the candidate to upload.
- Attachments – add an attachment for the candidate to review.