



Webrecruit ATS 19.07 Feature Sheet

- Referral Module
 - HR Users and Super Users will be able to customise the Referral Module including:
 - Creating a bespoke form to specify what information is required when submitting a referral
 - Storing central policy documentation for all referrers to see prior to submitting a referral
 - Customising restrictions around whether individuals already in your talent pool can be submitted as referrals
 - Configuring whether Hiring Managers are restricted from submitting referrals to roles they are screening or to exclude particular roles from accepting referrals at all
 - Choosing whether users can access a referral dashboard to monitor the progress of their referrals

A screenshot of the "Referrals" settings page in the Webrecruit ATS interface. The page has a dark blue header with the title "Referrals" and a "Back to Settings" button. Below the header, there is a green "Enabled" status indicator and a blue information icon with the text "Customise options for users to submit referrals." The main content area consists of five expandable sections, each with a title and a brief description, and a downward-pointing chevron icon on the right side. The sections are: "Referral Form" (Configure what information you want submitted with a referral.), "Policy Text" (Customise what information is given to users about your referral scheme.), "Submission Restrictions" (Choose whether candidates already in your database can be referred.), "Hiring Manager Submission" (Choose whether Hiring Managers can refer candidates to jobs they're assigned to.), and "Referral Dashboard" (Choose whether users can monitor the application progress of their referrals.).

- The Referral Module will allow all users to put people they know forward for Active vacancies within the organisation, via one of two methods;
 - Generate Referral Link – creates an Apply URL for the user to pass to the person they are referring.

- The URL will take the candidate to the same application process as all other candidates, but will track the application with the name of the person who referred them.

Generate Referral Link

Choose a job you want to refer someone to

[Filter Jobs](#) [Reset Jobs](#)

Select Job ▾

Create Link

Share this job to social media
[in](#)
[f](#)
[t](#)

Note

You can give a referral link to someone you want to refer to a job. If that person applies via that link then their application will be tracked as having been referred by you.

You can also share the job to social media and anyone who applies from that share will also be tracked as having been referred by you.

- Submit a Referral – allows the user to upload the CV and contact details of the person they are referring.

Submit a Referral

Choose a job you want to submit a referral to

[Filter Jobs](#) [Reset Jobs](#)

1st Line Support Technician - 8070875 ▾

First name *

SilvanaBishop_CV.txt

Drop files here or click to upload a CV or document

Your file should be a .doc, .docx, .pdf, .rft, .txt

Last name *

Email address *

Please confirm the candidate you are submitting has read our [Privacy Policy](#)

Submit

Note

To submit a referral you must input their First Name, Last Name, and Email Address. You can also upload a CV or supporting document but this is optional.

After selecting Submit, you may be asked to answer some additional questions about the individual.

Referral Submission

Please answer the following questions.

How do you know the person you are referring? * Mandatory

Friend
 Family
 Former Colleague

Other

What do you feel this person would bring to the role?

Silvana is great at fault diagnosis and has a fantastic phone manner.

Save changes

- Candidates who have been submitted as referrals will show in a new stage of the recruitment pipeline called Referrals.

The screenshot shows a 'Referrals' dashboard. At the top, there are navigation links: 'Back to Candidates', 'View Job Details', and 'Interview Manager'. Below this is a breadcrumb trail: '1st Line Support Technician | IT | Exeter, UK | 8070875'. A pipeline overview bar shows the following counts: 63 TOTAL APPLICANTS, 5 PROSPECTS, 1 REFERRALS (highlighted with a red box), 6 NEW APPLICANTS, 5 SHORTLIST, 1 POSSIBLE, 3 INTERVIEW, 9 OFFERED, 8 HIRED, 24 REJECTED, and 7 WITHDRAWN. Below the pipeline is a 'Bulk Actions' dropdown and a 'Hide Concluded Referrals' checkbox. The main area contains a table of candidate details:

<input type="checkbox"/>	Name	Left Message 1 / 1	Contacted 1 / 1	Considering 0 / 1	Not Interested 0 / 1	Interested 1 / 1	Rejected 0 / 1	
<input type="checkbox"/>	Silvana Bishop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Happy in Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADD TO SHORTLIST

- After adding a referred candidate to the Shortlist stage of the recruitment pipeline, the details of who referred them will be maintained.

The screenshot shows a candidate profile card for 'Silvana Bishop'. It includes a timestamp '17 JUL 2019 9:31 AM' and a referral source 'Referral - Martin Potts-Baldwin'. A 'REFERRAL SUBMISSION' button is visible at the bottom of the card.

- Referrers can be granted access to a dashboard, showing them the progress of candidates they have referred.

The screenshot shows a 'My Referral Dashboard'. It features filters for 'Include Expired Jobs', 'Include Archived Jobs', 'All Jobs (3)', 'Job Status' (set to 'No Job Status selected'), 'Submission/Application Date Range (Clear)', and 'Application Status' (set to 'No Application Status selected'). An 'Update Dashboard' button is present. Below the filters is a table showing referred candidates:

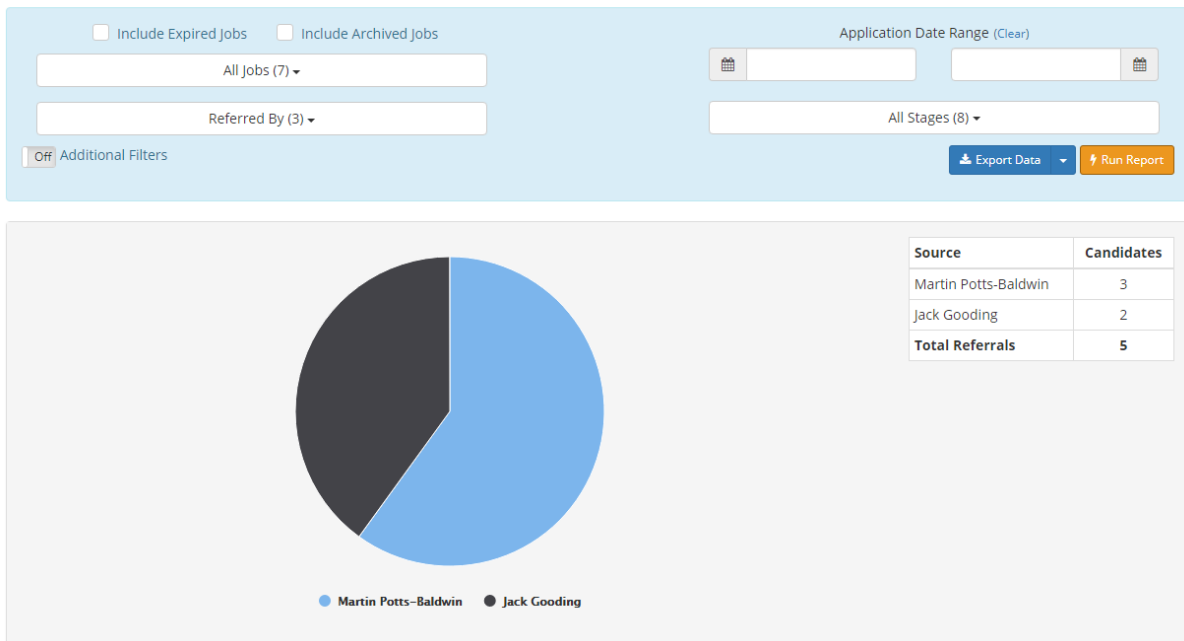
Show 10 entries Search:

Date Submitted/Applied	Name	Job Title	Job Status	Application Status
17 July 2019	Silvana Bishop	1st Line Support Technician	Active	Withdrawn
17 July 2019	Evelina Shelby	Marketing Assistant	Active	Shortlist
17 July 2019	Codi Teague	Marketing Assistant	Active	Shortlist

Showing 1 to 3 of 3 entries Previous 1 Next

- Users can also take advantage of the new Referrals reports to track all the candidates who have been referred for roles and what stage of the recruitment pipeline they are currently within.

Referrals



- Psychometric Testing – Big 5 Assessments Integration
 - We have partnered with Big 5 Assessments to develop an integrated psychometric testing function within Webrecruit ATS.
 - This feature is available to any customers who use Big 5 Assessments.
 - When creating a job, you can decide which of Big 5's tests you want to be available to candidates.

Big 5 Assessment Details

Big 5 Tests

Personality Attitude

- Attitude
- Attitude Engagement
- Engagement
- Personality
- Personality Attitude
- Personality Attitude Cognitive Engagement
- Personality Cognitive
- Personality Cognitive Attitude
- Personality Cognitive Engagement
- Personality Engagement

- You can send the test(s) to candidates at the click of a button.

ST	3 POSSIBLE	4 INTERVIEW	4 OFFERED	1 HIRED	7 REJECTED	2 WITHDRAWN
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⬇️

➔ New Applicants ▾

Tim Cook

✉️ tcook@fusiontest.com [📄 Candidate Profile](#) [👤 Contact Information](#)

ADVERTISING - DESKTOP

QUESTIONS
ASSESSMENTS
EMPLOYMENT
SKILLS
DOCUMENTS
ACTIVITY

Do you have B2B marketing experience?
Yes

- Once completed, the test results will show in the 'Assessments' tab of the application, with the option to click into the results for full details.

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➔ New Applicants ▾

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QUESTIONS
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Job Category Reports ▾

Reports that show suitability for listed job categories.

Attitude Report. ▴

Attitude report.

To view attitude [click here](#)

Description	Score	Scale	Band
conscientiousness	12	0-20	some concern
good impression	5	0-20	low concern
hostility	13	0-20	serious concern
integrity	12	0-20	some concern

Attitude Graphic

This report measures self-admissions and attitudes toward counter-productive behaviors at work.



“↓” This black arrow indicates where the participant scored on each scale.

Hostility: Handling feelings in regards to aggression, anger and hostility.



Conscientiousness: Being dependable, organized and reliable.



Integrity: Behaving with integrity and honesty and expecting that co-workers will do so as well.



Good Impression: Acknowledging normal faults and imperfections and answering the questions in a frank and candid manner.



Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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Date: 17/07/2019

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Attitude Behavioral Interview Questions

You will only receive interview questions for applicants who answer questions in a counterproductive manner. If they did not answer any questions in a counterproductive manner you will not receive any interview questions. *NOTE: The "Good Impression" scale does not have interview questions associated with it.

Hostility

Interview Question(s): We all have occasionally gotten upset with someone at work. Tell me about a time when this happened to you and how you handled the situation.