



# Recruitment

Optimise your company's recruitment processes

**HR Starter**

**Professional Plan**

**Enterprise Plan**

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File for the administrator

# Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what “**Recruitment**” is and how you can install this in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

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# 1. Recruitment

## Would you like to have your own employment portal?

Imagine having a place to publish your job offers, talk about your company's values and welcome candidates interested in working with you.

Our recruitment tool allows you to take candidates through all the stages of the process, from the moment their CVs arrive in your mailbox until they are finally rejected or selected.

It sounds great, doesn't it? We will explain to you how you can do this in the next slides!

## 2. How to create a vacancy?

Before creating a vacancy, it is interesting to talk about Killer questions. Do you want to know more about them?

With Killer questions you will be able to create qualifying questions in your recruitment processes. **If candidates answer incorrectly, they will be displayed with the Killer Questions tag in the vacancies section.** In this way, you can identify them from the beginning of the recruitment processes and decide if they are dismissed or not.

Killer questions creation is very easy, you just need to go to: **Recruitment >> Employment portal >> Questionnaires.**

Click on **“Create questionnaire”** and fill the main information. Continue clicking on **“Add question”**, select the type of question and add options. It is possible indicate the wrong answers activating the option **“Qualifying round”**.

In the next slide we will explain you how to create a vacancy, from there, you can assign the Killer questions you have created for your next recruitment process.

**HR Starter**

Up to 5 vacancies

**Professional Plan**

Up to 25 vacancies

**Enterprise Plan**

Unlimited vacancies

The screenshot shows the 'Recruitment' dashboard with the 'Employment portal' section selected. On the left, a sidebar lists various management tools like 'Access', 'Vacancy page', 'Company description', 'Company data', 'Email templates', and 'Questionnaires'. The main area is titled 'Back to evaluations' and contains a 'Qualifying questionnaire' form. The form has a warning message: 'After this questionnaire has been responded to, you won't be able to make any changes. Please confirm it's correct before you publish it.' Below this, there's a field for 'Qualifying questionnaire' description. The main part of the form is for 'Question 1', which is a 'Single choice' question: 'Do you have a drivers license?'. It has two options: 'Option 1' (Yes) and 'Option 2' (No). Each option has a 'Qualifying round' toggle switch. The 'Yes' option's toggle is turned on, while the 'No' option's toggle is turned off. At the top right of the form area, there are 'Preview' and 'Save changes' buttons.

# 2.1 How to create a vacancy?

## Recruitment >> Vacancies

From Recruitment, click on **“New vacancy”** and add the following information:

1. Vacancy name, department and workday type.
2. Add a vacancy description.
3. Select the questionnaire you have created (Killer questions).
4. Activate the option Post on Sesame (your own employment portal).
5. Click on **“Create vacancy”** or **“Save”**.

By applying from your employment portal, candidates will be able to complete the assigned questionnaire.

Once an application has been submitted, all candidates with wrong answers will appear in the **“New”** column of the selection process under the Killer Questions tag.

This way, you can identify them and assess their responses.

The 'Create vacancy' form includes the following fields and options:

- Vacancy name\***: A text input field with the placeholder 'Enter the vacancy name'.
- Department / Category / Area**: A dropdown menu with the placeholder 'Select an option'.
- Workday type**: A dropdown menu with the placeholder 'Select an option'.
- Add vacancy description**: A rich text editor with a placeholder 'Insert a detailed description here...' and various formatting icons.
- Location**: A text input field with the placeholder 'Enter the city'.
- Questionnaire**: A dropdown menu with the placeholder 'Select an option'.
- Post on Sesame**: A checkbox.
- Buttons**: 'Cancel' and 'Create vacancy'.

The Recruitment dashboard shows a table with the following columns and data:

Vacancies	Candidates	Employment portal		
Vacancies > First Vacancy <input checked="" type="checkbox"/> Sesame				
🔍 Search <span>0 / 100</span> Create description <span>🔊</span> <span>🔗</span> <span>👤</span> <span>➕ Add candidates</span>				
New	Accepted	Interview	Selected	Discarded
5/1 <span>➕ Add</span>	5/1 <span>➕ Add</span>	5/0 <span>➕ Add</span>	5/0 <span>➕ Add</span>	5/0 <span>➕ Add</span>
<b>Antonio Miralles</b> Applied by SESAME HR PROFESSIONAL 🕒 Today	<b>Antonio Miralles</b> Applied by SESAME HR PROFESSIONAL 🕒 Today			

### 3. Add your candidates

#### Recruitment >> Candidates

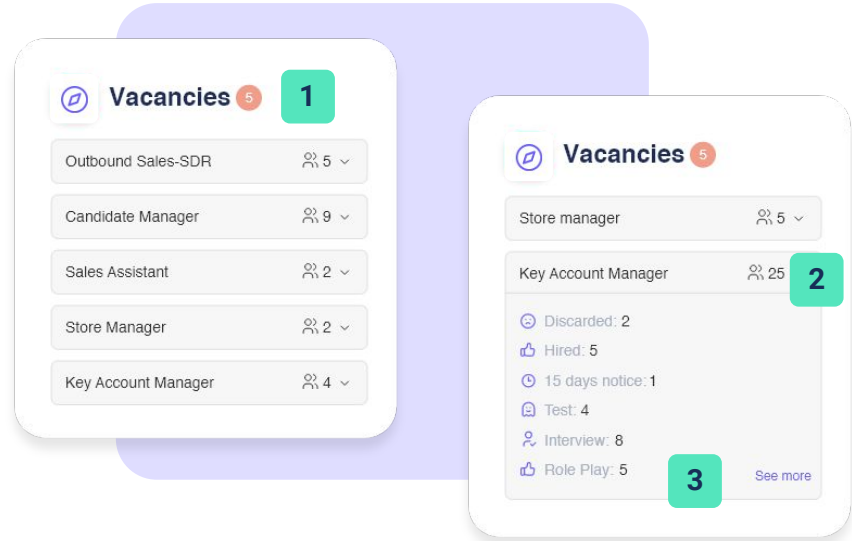
Click on “Add candidate”, complete the information and assign them to the corresponding vacancy. Then, just continue as any other process project.

### 4. View the status of your vacancies in your dashboard

To make your experience much more intuitive, you can use your administrator dashboard to:

1. See all active vacancies
2. Check the candidate total
3. View a summary of each vacancy and access the offer directly by clicking on “See more”

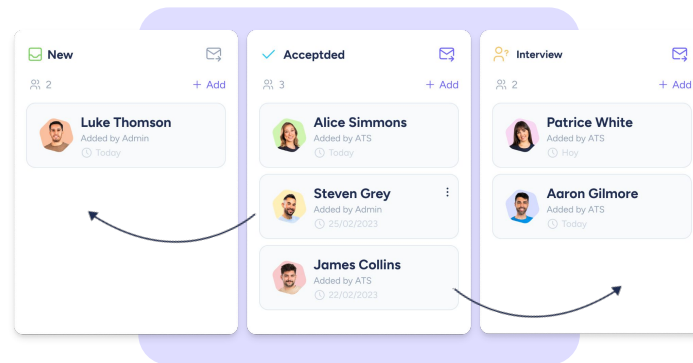
Once you access “Recruitment” you’ll view all vacancies and create as many as you need.



## 5. How to streamline recruitment?

To streamline your recruitment processes, access your vacancies and manage them according to your needs:

- Select and change how columns are displayed.  
Drag and drop candidates according to their status and at which stage they are in your recruitment process.
- Select an email template or create new ones to inform candidates about the process.



### Make your candidates into employees

Once candidates have been **accepted** you can create them as employees in the system. To do so, simply click on the three dots next to the employee and select **“Create as employee”**.

In addition, you will be able to store in the candidate's profile the work documents they shared during the recruitment process (CV, cover letter, portfolio, etc.).

A screenshot of the 'New employee' form. It features a progress bar at the top with four steps: 1. Personal data, 2. Employment data, 3. Roles, and 4. Templates. The form fields include: Name\* (Lucy), Surname/\* (Smith), E-mail (l.smith@email.com), Type of identification (ID), Position in the company (IT Analyst), Workplace (City center), and Department (IT). There is a toggle for 'Send Sesame invite per email' and a checkbox for 'Save candidate documents' (checked). At the bottom, there are 'Cancel' and 'Send' buttons.

# 6. How to set up your employment portal?

Here you can customise the job offers page.

## Recruitment >> Employment portal >> Access

**Sesame Jobs** will have a preset URL (<https://appt.sesametime.com/jobs/>) to which you must add your **company name** in the blank space that you see in the image. As an example, if you use **“My Company”** as the name, it will look like this:

<https://appt.sesametime.com/jobs/mycompany>

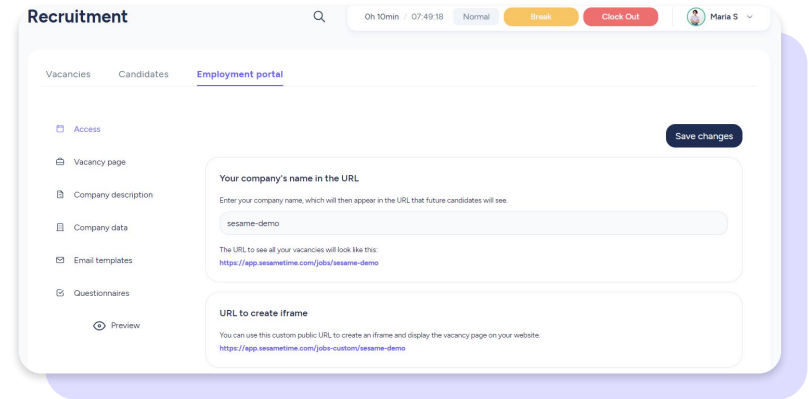
On the other hand, you can also display your vacancies in a custom URL through an iframe. This way, **no corporate elements of Sesame HR will appear on your employment portal.**

## Recruitment >> Employment portal >> Vacancy page

Add a title and text to your section. Enter a brief paragraph to encourage candidates to submit their applications.

## Recruitment >> Employment portal >> Company description

Now it's time to tell what your company can offer to this new candidate: history, amount of employees, values, road map, etc. You may also add **pictures** to support your description. Keep in mind that this will be the introduction letter of your recruitment portal.





# 7. Company information

## [Recruitment](#) >> [Employment portal](#) >> [Company information](#)

In this section you can add additional information to provide more details about your company: **social networks, phone number and contact email address.**

We know that your company's image is very important. For this reason, you will be able to see a preview of what you are creating before publishing anything on your website.

## [Recruitment](#) >> [Employment portal](#) >> [Email templates](#)

Watch out! This is really interesting for you: you can create email templates to inform candidates about their application status. Do you want to schedule a second interview? Have they been rejected? You don't need to write these emails over and over again! You can simply save them in your own HR platform.

## [How to use templates?](#)

Go to [Recruitment](#) >> [Vacancies](#) and click on the vacancy where the user you want to contact is located. Click on the wheel and then on the email icon. After that, you will see a list of the templates that you previously created and you will be able to select the one you need.

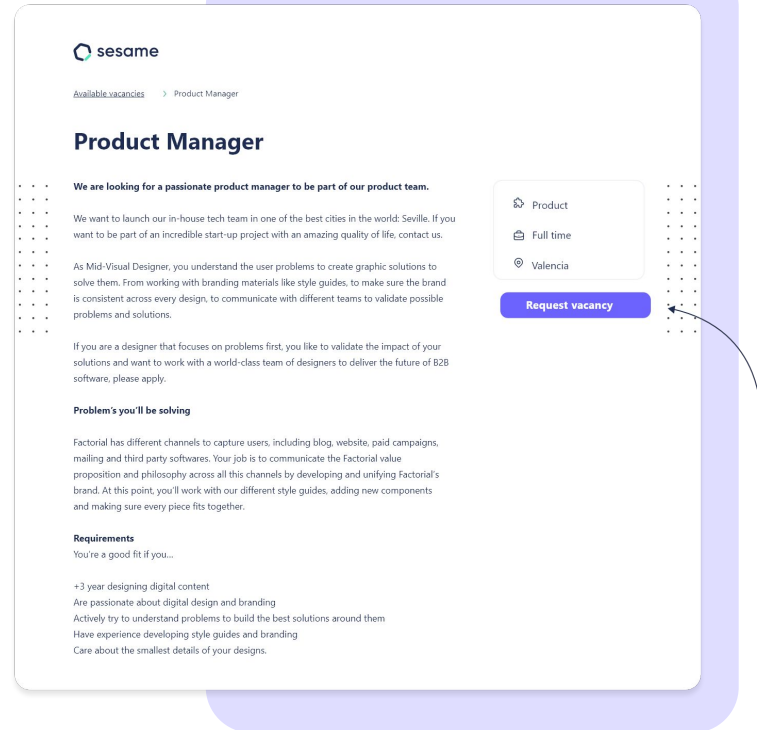
# 8. What will candidates see?

When they access one of the vacancies, they will see the job description.

On the right side, they will find all the information about the category, schedule type and location of the offer. If they are interested, they can click on **“Request vacancy”**.

## How to apply?

Candidates will have a form where they can include all their personal information and attach their CV.



# Grow your company. Empower your team!

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: [soporte@sesametime.com](mailto:soporte@sesametime.com)