

Adding a new Vacancy

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Overview

The screenshot displays a dashboard titled "Company Zero's Vacancies" with an information icon in the top right. It lists four vacancies, each with a job title, a "CLOSES ON" date, a status icon, and a count in a box:

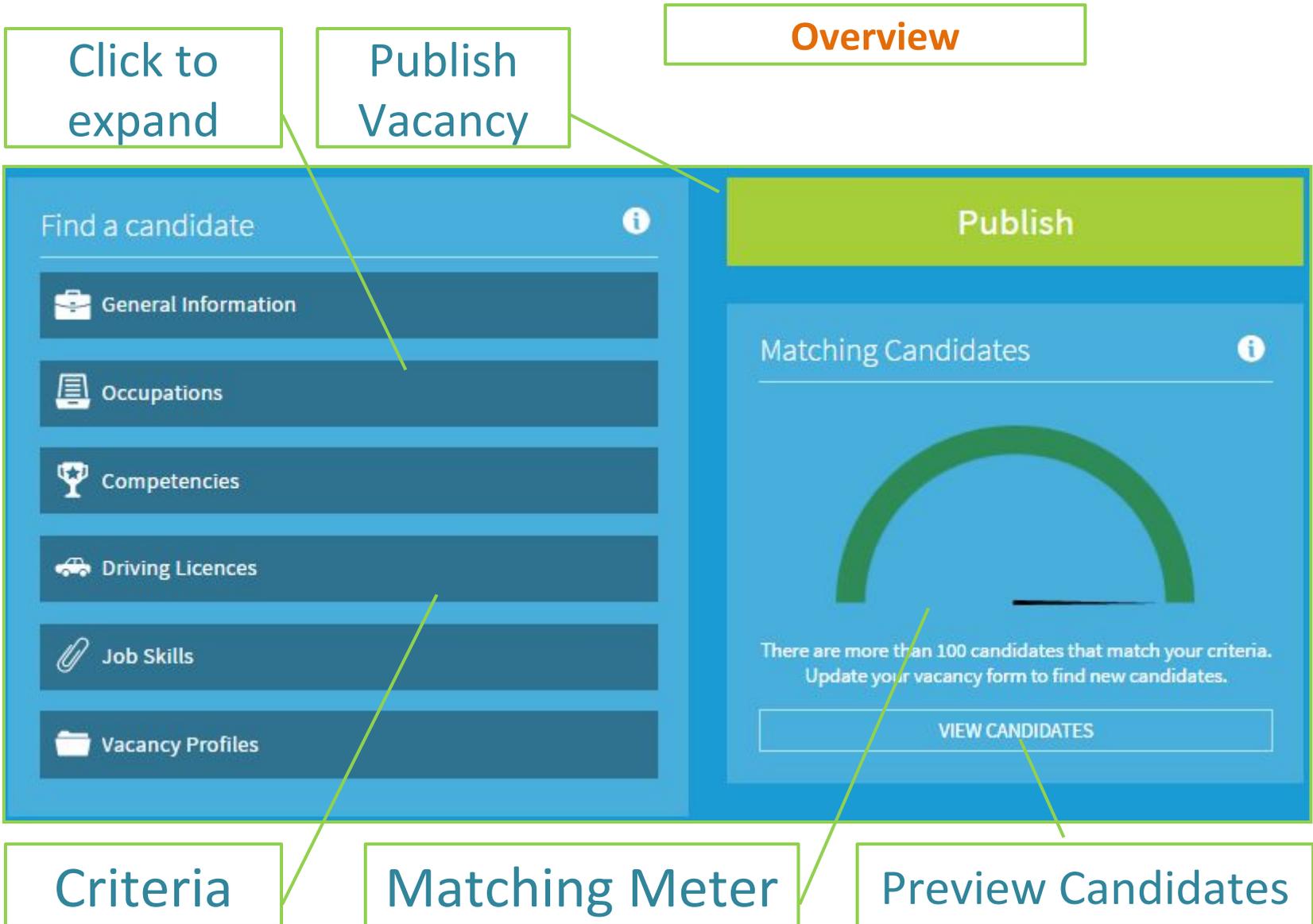
Job Title	Closes On	Status	Count
Delivery Person	05-JUL-2016	Active (Green checkmark)	12
Plumber	09-JUL-2016	Active (Green checkmark)	5
System Administrator	22-JUN-2016	Closed (Yellow clock)	12
IT Specialist	16-JUN-2016	Closed (Yellow clock)	8

At the bottom of the dashboard is a button labeled "CREATE A NEW VACANCY".

In the Employer's Dashboard – on the right-hand side is the list of vacancies for the active company.

Press the **Create a New Vacancy** button to proceed

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General Information



The screenshot shows a form titled 'General Information' with a briefcase icon. It contains three dropdown menus, each with a red asterisk indicating a required field. The first dropdown is labeled 'Job Nature' and contains the text 'Please select job nature'. The second dropdown is labeled 'Job Type' and contains the text 'Please select job type'. The third dropdown is labeled 'Job Schedule' and contains the text 'Please select job schedule'.

- Is the Vacancy's **Job Nature** to be filled as a contract? Indefinite?
- Is the **Job Type** to be Part-time? Full-Time?
- Is the **Job Schedule** full-day? Shift basis?

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Occupations

Occupations

OCCUPATIONS EXPERIENCE COMPETENCIES

No occupation preferences have been specified for this vacancy. Please select one or more occupations.

OCCUPATION*

Type to search.

EXPERIENCE

6 months

Add

Press 'add' to add to list

Does the vacancy to be filled **require** any particular occupational experience? Search the list, set the experience required (in months) and press **'add'**.

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Competencies

COMPETENCIES MANDATORY

No competencies have been specified for this vacancy. Please select two or more mandatory competencies.

COMPETENCY ^{*} IS THIS COMPETENCY MANDATORY?

Cutting printed products with: Paper cutter OFF

Add

Press 'add'
to add to list

- A **Competency** is the ability to do something successfully and efficiently.
- You can define them as **mandatory** or optional (off) one by one or else select from those assigned to the particular occupation when the occupation is selected.
- Those candidates not having the mandatory competency will be filtered out from the match..

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Driving Licences

Driving Licences

LICENCES

No driving licences have been specified for this vacancy.

LICENCE

DRIVING LICENCE B1

Add

Press 'add'
to add to list

Does your employee need to **drive** or have a particular **licence** in order to carry out the duties of the position? If so then you can specify such licences here.

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Vacancy Profiles

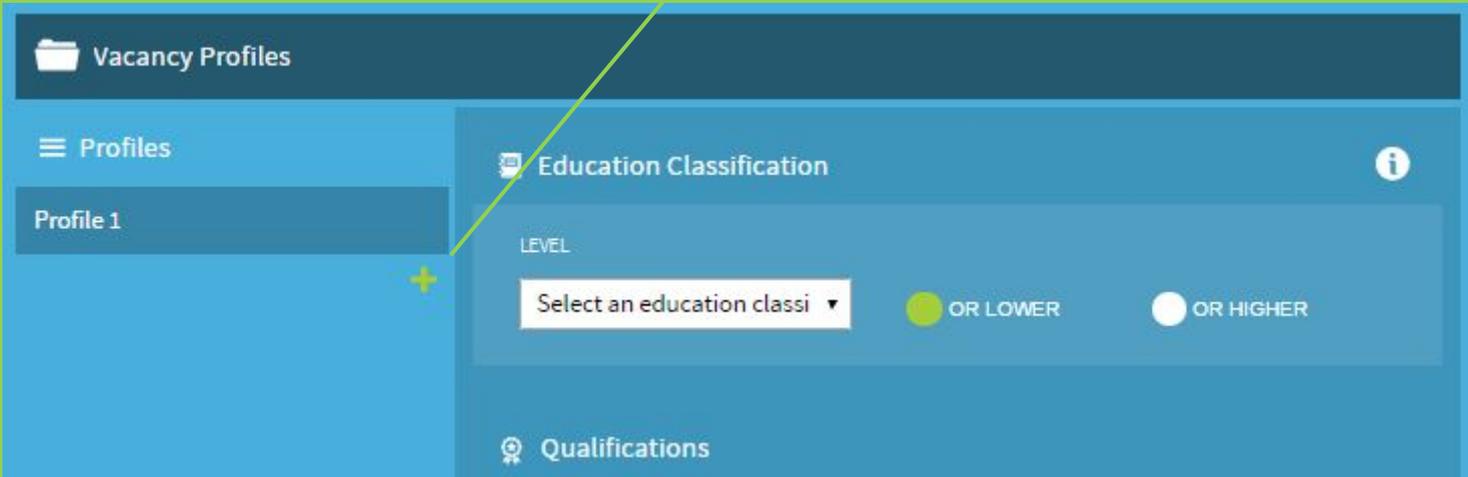
The screenshot displays a software interface for managing vacancy profiles. At the top, a dark blue header contains a folder icon and the text "Vacancy Profiles". Below this, a light blue sidebar on the left is titled "Profiles" and contains a list item "Profile 1" which is highlighted with a yellow box. To the right of the sidebar, the main content area is titled "Education Classification" and includes an information icon. Under the "LEVEL" heading, there is a dropdown menu with the text "Select an education classi" and a downward arrow. To the right of the dropdown are two radio button options: "OR LOWER" (which is selected) and "OR HIGHER". At the bottom of the main content area, the text "Qualifications" is visible next to a person icon.

The employer can set **multiple** sets of criteria for the vacancy by building separate **profiles**. This is useful if **different** skill-sets are required to get the job done.

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Vacancy Profiles

Press '+' to add another independent profile



The screenshot shows a software interface for managing vacancy profiles. On the left, a sidebar titled 'Vacancy Profiles' contains a 'Profiles' section with a list item 'Profile 1' and a green plus sign (+) below it. The main area displays the 'Education Classification' form for a profile. It includes a 'LEVEL' dropdown menu with the text 'Select an education classi' and a downward arrow. To the right of the dropdown are two radio buttons: 'OR LOWER' (which is selected) and 'OR HIGHER'. Below the form, there is a 'Qualifications' section with a magnifying glass icon.

Having multiple '**profiles**' will allow you to make those **differences** very clear. A person who does not match profile 1 **might** match profile 2 & **you don't miss out.**

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Vacancy Profiles – Educational Classification

Click to set the level as
'or lower' / 'or higher'

The screenshot shows the 'Vacancy Profiles' interface. On the left, there is a sidebar with 'Profiles' and 'Profile 1'. The main area is titled 'Education Classification' and contains a 'LEVEL' section with a dropdown menu 'Select an education class' and two radio buttons: 'OR LOWER' (selected) and 'OR HIGHER'. Below this, there is a list of educational qualifications. A callout box points to the 'OR LOWER' radio button and the dropdown menu, asking: 'What minimum/ maximum educational level is suitable for your vacancy?'.

LEVEL

Select an education class

OR LOWER

OR HIGHER

Qualifications

LEVEL

Select an education class

OR LOWER

- Select an education classification
- Pre-primary - Level (0)
- Primary - Level (1)
- Lower secondary level (O. level) - Level (2)
- Upper secondary level (A. level) - Level (3)
- Post secondary non tertiary education - Level (4)
- Diploma / Bachelor / Master's Degree - Level (5)
- Doctoral Degree - Level (6)

What minimum/ maximum educational level is suitable for your vacancy?

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Vacancy Profiles – Type of Qualification

 Type of Qualification

 No qualification level types have been specified for this profile.

QUALIFICATION LEVEL (NON-SPECIFIC)

Select Qualification Level Type ▼

QUANTITY

1

QUALIFICATION LEVEL (NON-SPECIFIC)

Select Qualification Level Type ▼

- Select Qualification Level Type
- KNOWLEDGEABLE
- COMPETENT
- FOUNDATION COURSE
- O-LEVEL**
- INTERMEDIATE
- A-LEVEL
- DIPLOMA
- GRADUATE

Press 'add'
to add to list

What profile of qualifications are
desirable for a candidate to have?
How many?

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Vacancy Profiles – Qualifications

Here you can specify precisely what qualifications are **needed** to fulfil the vacant position.

You can choose from generic **Areas of Study**; to particular **Areas of Specialisation**; or drill down to a more specific **Educational Qualifications**

Press 'add' to add to list

Qualifications

No qualifications have been specified for this profile.

TITLE ⓘ

Type to search...

- Academic Area of Study:** This refers to the overarching category of academic study such as: Art & Design | Building & Construction | Hospitality, Food & Beverages | Languages
- Area of Specialisation:** This refers to particular areas of specialisation and relevant key words such as: Fashion; Design; Dressmaking | Installations; Electrical; Building; Structures | Hospitality; Management; Tourism | Philology; Languages; History
*Click here for more information on Qualification Areas.
- Educational Qualification:** This refers to the actual subject qualification obtained such as: Diploma Dressmaking & Design | Diploma in Electrical Installations (Building and Structures) | B.A. (Hons) in Hospitality Management | Bachelor of Philology

LEVEL

Select level ▼

Add

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Vacancy Profiles – Languages

Languages

No languages have been specified for this profile.

LANGUAGE
ENGLISH ▼

READING: Excellent ▼ SPEAKING: Good ▼

UNDERSTANDING: Low ▼ WRITING: None ▼

Add

What **languages** are needed for this position? This is the time to specify levels of language proficiency.

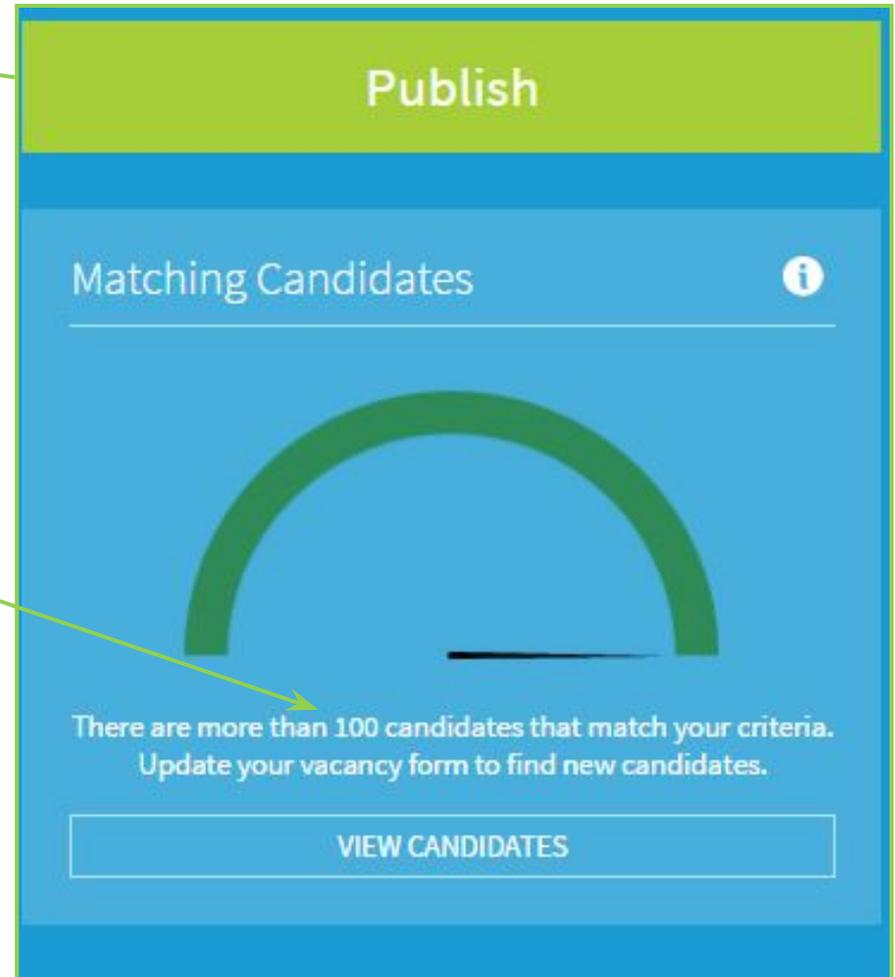
Press 'add' to add to list

Optimising Vacancies

Clicking 'Publish' publishes the vacancy on the Jobsplus website

Matching Candidates

If your Vacancy position still matches with over 100 candidates, unless you are ready to interview them all, then you might considering to start thinking of what you really want and perhaps tweak a bit the vacancy to have less matched candidates



The screenshot shows a user interface for publishing a vacancy. At the top, there is a green bar with the word 'Publish' in white. Below this, the page has a blue background. The main heading is 'Matching Candidates' in white, with a small white information icon (an 'i' in a circle) to its right. A large green arc is drawn across the middle of the page, indicating a warning or alert. Below the arc, the text reads: 'There are more than 100 candidates that match your criteria. Update your vacancy form to find new candidates.' At the bottom of the page, there is a white button with the text 'VIEW CANDIDATES' in blue. A green arrow points from the text box on the left to the 'VIEW CANDIDATES' button.

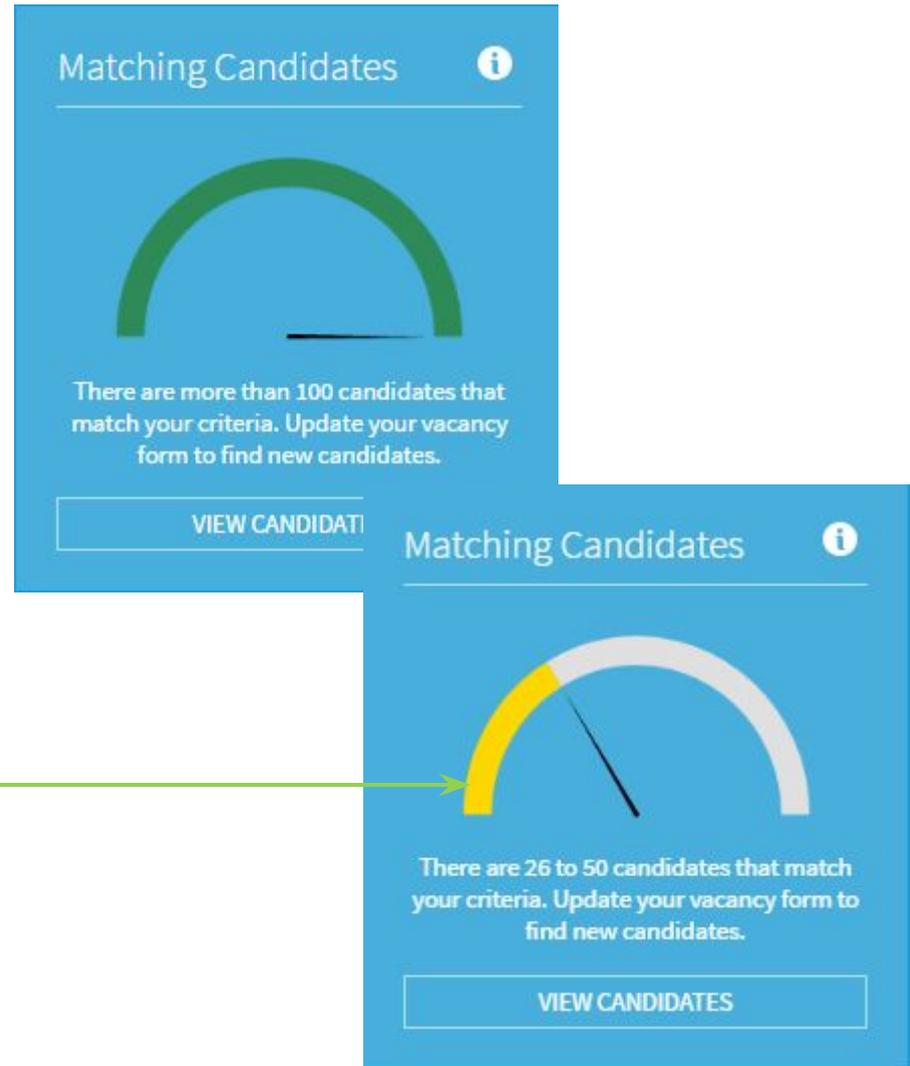
Optimising Vacancies

Through **tweaking** the base requirements of a position it is now possible to narrow down the list of eligible candidates. This will lead to a better match with the vacancy requirements.

Beware of being too tight with your requirements.

The **match-meter** will change based on the criteria modified and will show different levels of matched candidates

Candidate Management



Matched Vacancies

When the right amount of matched candidates is to your liking, then you can press the **View Candidates** button to see who was matched with your vacancy.

Candidates are matched based on a **level of weights and scores** assigned with each criteria listed in the vacancy.

The highest matched candidates are show first with their respective percentage match clearly indicated.

View Matched Candidates



Thank you for your attention

Further queries can be made via
email to: it.jobsplus@gov.mt