eploy ACADEMY

STANDARD USER TRAINING (3 DAY)

By the end of this course, you will be able to:

Learn & Familiarise

Describe the capabilities of the Eploy core system, Candidate, Hiring Manager and Vendor Portals

Manage Effectively

Fully administer your Eploy system

Control From Start to Finish

Manage the full end-to-end recruitment journey

Collate Data with Widgets & Metrics

Configure Dashboards and run Reports

Utilise a Database of Top Talent

Compile and nurture your Talent Pools

Course Overview

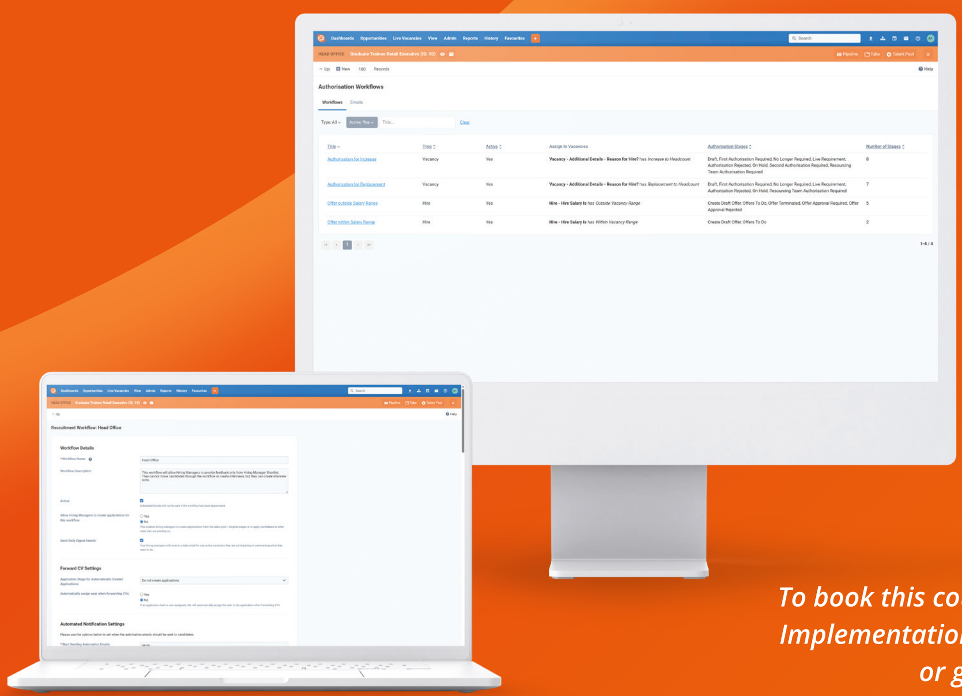
Have you been using Eploy for quite a while and want to take your knowledge and skills to the next level?

Has your organisation been an Eploy customer for several years and would like to learn about our latest functionality and transform the way you use the system, report on your data and manage your talent pools?

Well, this course is what you've been looking for!

Using our 2-day Standard User Training course as a framework, this 3-day course incorporates elements of our most popular training topics to bring you the most complete, advanced training Eploy can offer!

As with our other Standard User Training courses, this is a hands-on and interactive training course. Due to the level of detail we go into, it's strongly recommended that this course is delivered on-site, either at your offices or at our Kidderminster HQ.



To book this course, please speak to your Eploy Implementation Manager or Account Manager, or get in touch at info@eploy.co.uk.

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Agenda

DAY 1

Morning	Afternoon
Eploy System Introduction	Vacancy Authorisation Workflows and Email Templates
Managing Organisations, Contacts, Users, Roles and Signatures	Vacancy Related Drop Down Lists
Standard and Hiring Manager security settings	Vacancy Dashboard Widgets
Vacancy Templates	Vacancy Skills
Vacancy Requisition	Quick Match

Day 1 begins with a brief refresher of the main Eploy system components then moves straight into some system administration, looking at your Organisation structure, Contacts and Users, before delving a bit deeper to show you how to configure and assign User Roles and email signatures. After a quick break we move on to look at Standard and Hiring Manager security settings, Vacancy Templates and Vacancy Template Forms. We finish the morning by raising a Vacancy and publishing it to your Website. After a well-earned lunch, we move on to look at your Vacancy Authorisation workflows and email templates, discussing the options available to you to further customise and enhance your utilisation of these features. After a brief look at adding and amending the drop down lists associated with your Vacancies, we begin the Dashboard and Talent Pooling conversations by looking at how to create Vacancy related metrics and Dashboard widgets, finishing the day by looking at Skills and the Quick Match tool.

DAY 2

Morning	Afternoon
Recap of day 1	Managing Candidates, Security Settings and Portal Notification Templates
Managing Recruitment Workflows	Candidate Drop Downs
Email/SMS Templates and drop downs	GDPR Settings
Application Forms & Flows	Processing Applications
Candidate Registration and Application	Managing Interviews and iCal Templates

Day 2 begins with a recap of the topics covered day 1, then moves swiftly into more system administration, looking at your Recruitment Workflows, email and SMS templates and associated drop down lists. After a quick break, we move on to your Application Forms and Flows, discussing how to enhance your forms and flows to better utilise the tools available to you, before finishing off the morning by looking at the Candidate experience by registering and applying for the vacancy published in day 1.

After lunch we move onto the tools available to add Candidates to your system and associated Candidate Security settings, Portal Notification templates and drop down lists. The final part of day 2 is spent reviewing your GDPR settings, processing Applications and scheduling Interviews.

DAY 3

Morning	Afternoon
Recap of day 1 and 2	Reference Collection and Job Alert Settings
Offer Creation and Authorisation Workflows	Exports and Integrations
Managing Document Templates	Managing your Talent Pools
Onboarding - including Forms, Flows and related drop downs	Full system reporting

Day 3 opens with a recap of the topics covered in days 1 and 2. We then move on to the end of your Recruitment process by looking at your Offer Creation and Authorisation Workflows, focusing on how to capture additional information within your Hire Records and enhancing your Hire Authorisation Workflows. We finish off the morning by looking at your Document Templates, Onboarding Forms, Flows and related drop down lists.

The afternoon of day 3 begins with a quick look at your Reference Collection and Job Alert settings along with any Exports and Integrations you might have. We finish the day by discussing how to use Dashboards to create and manage Talent Pools, and whole system reporting in general.