



# Jobindex QuickApply

User's guide





## Content

What is QuickApply	3
How to get started	4
Overview of the recruitment	5
Overview of a single candidate	6
Send a message to one or more candidates	7
Templates	8
Overview of templates	9
Create or edit templates	10
Edit your recruitment team	11
Questions and support	12

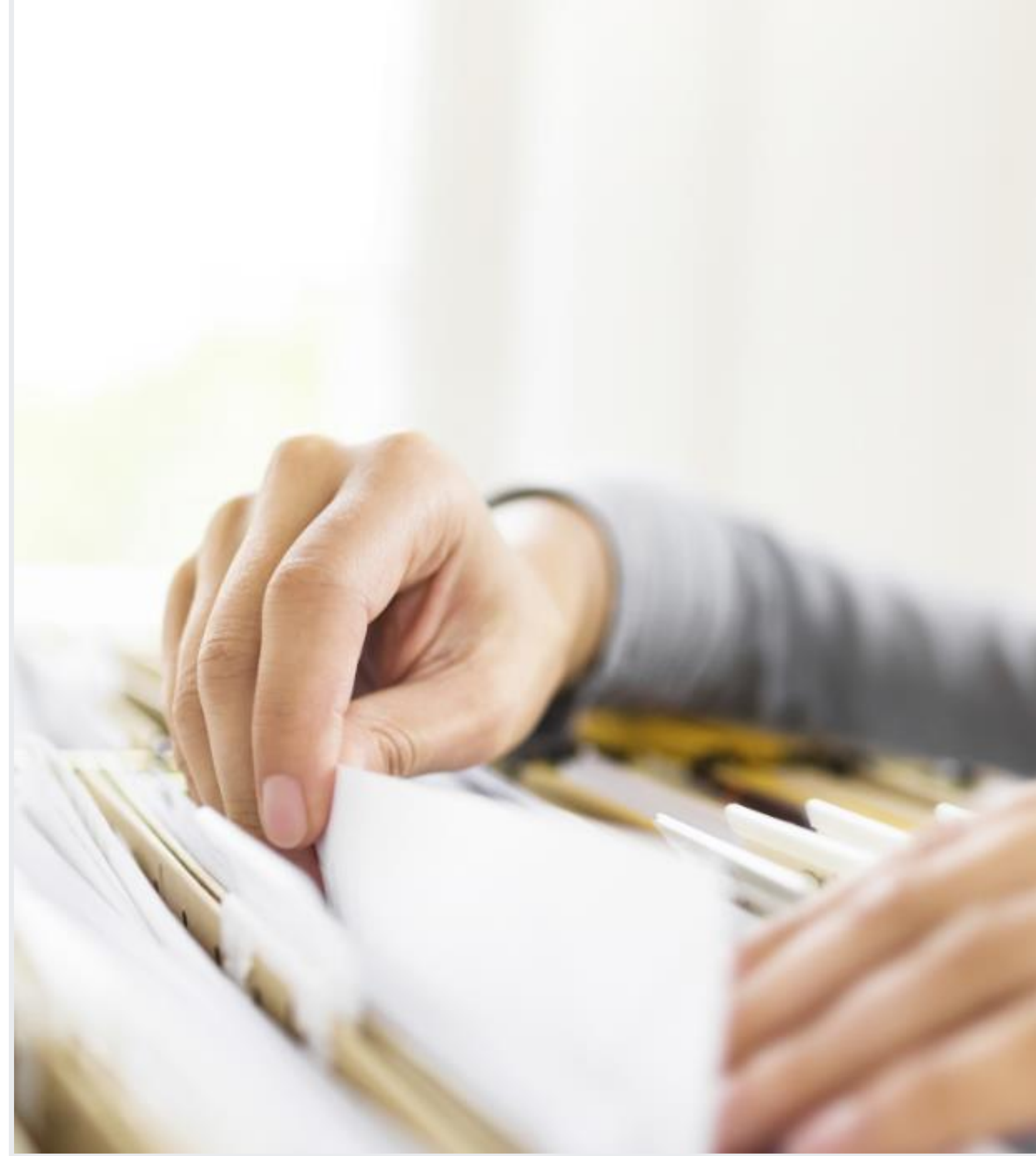
## What is QuickApply?

Jobindex QuickApply is a free system that helps you manage recruitment in a smart and more professional way. You can say goodbye to a crowded mailbox and messy Excel sheets and instead;

- Get a complete overview of all candidates, even when there are many candidates or multiple recruitments at the same time
- Cooperate easily with others about the recruitment
- Assess and rate candidates in a way that allows for a good overview
- Send interview invitations and rejections with just a few clicks

In addition to being easy to navigate, QuickApply offers a good first impression of your company, as every candidate automatically receives a confirmation – an impression that is very important in the struggle for the best candidates.

You can get QuickApply for free with your next recruitment, when you have a Profile Advertisement on a subpage at [jobindex.dk](https://jobindex.dk)





# How to get started

To access the system, log in to your customer page on jobindex.dk.  
Below the headline QuickApply, you can see the recruitments you are part of and access the candidates.

- 1

On jobindex.dk click **‘For employers’** in the upper right-hand corner. Click on **‘Log in’** at the top right of the menu bar.
- 2

Once you have logged in, click **‘Your customer page’** in the menu.
- 3

Click on the **‘See candidates’** button to view the specific case.  
Or click on **‘See all QuickApply tickets’** which will take you to the front page of QuickApply with a complete list of all your recruitments.
- 4

The front page of QuickApply shows if it is still possible to apply for the position and you can edit the status if you have found the right candidate.  
Click on **‘Applications’** to see the candidates.

Products

Your customer page

Knowledge Centre

CV database

Post job

Navn

2

Navn Navnesen, Jobindex (svv@job-index.dk)

Every Monday Jobindex' job report service sends you an email with traffic stats for the job ads online the previous week. This way you can assess how well you attract applicants to your open positions.

You receive Jobindex' job report service for the job ads where you are listed as the contact person.

Edit notification of job report service

Edit user profile

1

Newsletter

NOT SUBSCRIBED

Yes, please keep me updated with information on attracting candidates, recruitment, employer branding and the labour market. About once a month I will receive info, facts, analyses and background articles on the aforementioned topics. Read the entire consent statement [here](#).

Subscribe Jobindex Newsletter

QuickApply

1 active QuickApply tickets

This is an overview of your QuickApply tickets.

You will have access to CVs and applications while your job ad is online at Jobindex, and for 90 days after the application deadline for the job ad.

For more information see our [Terms and Conditions for Companies](#).

See all QuickApply tickets

1 active

Manage mail service

Tickets

2 grafiske studentermedhjælpere

ONLINE

Valby

18 December – 19 January

Applications: 5 received, 1 new, 1 unread message

See candidates

Manage templates

Ratings

Get notification when your company receives new ratings.

☐ Receive emails regarding company ratings

Save

To evaluations

Contact

Any questions?

Click here:

I would like to be contacted

Jobindex QuickApply

You can view your Jobindex QuickApply cases below.

Created	Status	Case	Actions
2024-12-18	Open for applications	2 grafiske studentermedhjælpere <a href="#">Applications: 5 received, 1 new, 0 unread messages</a>	<a href="#">Edit status</a>

1 to 1 of 1 hits.

Manage templates

4

# Overview of the recruitment

When you access a specific case, you will get an overview of the applications as well as the colleagues who have access to it. You can rate and process several applications at once or one by one. Using stars and status you can easily get an overview of the candidates and how far you are with the recruitment.

- 1

You can easily add applications received outside of QuickApply, so you can keep all your applications in one place.
- 2

In the right-hand corner, you can see who has access to the recruitment and as an ‘Administrator’ you can add more team members.
- 3

You can get an overview of a selection of the candidates by focusing on a phase, e.g. interview or by combining multiple filters.
- 4

You can change a candidate’s status next to the name. It is also possible to assess candidates using stars. If you select multiple candidates, a status change will affect all the selected at once.
- 5

To see an applicant’s contact information or add a note, click on the arrow. You can also click on the candidate’s name to access more information.

Jobindex QuickApply

2 grafiske studentermedhjælpere

?

 Help

⋮

 Actions

Jobindex

Jobindex QuickApply test

2500 Valby

Find candidates in the CV database

Add candidate

See ad

Open for applications

Online: 18 Dec - 19 Jan

1 new candidate

2 unread messages

0 unread comments

Recruitment team

Add members to the team to collaborate.

2 members

Add member

Candidates

All candidates5Received1Screening2Interview1Hired0Awaiting rejection1Rejection0

RatingStatusConditionSort by: Relevant

SelectSelect all (5)Showing 5 candidates

Konrad Hansen

26890205

Awaiting rejection

★★★★Your rating

★★★★Others rating

CV

Cover letter

3 messages • 1 comment

Applied: 18 Dec

▼

Charlotta Sigurdson

26890986

Invite to 1. interview

★★★★Your rating

★★★★Others rating

CV

Cover letter

1 message • 1 comment

Applied: 19 Dec

▼

Søren Christiansen • New

26890963

Unread

☆☆☆Your rating

☆☆☆Others rating

CV

Cover letter

1 message

+ 2 documents

Applied: 20 Dec

▼

Teresa Sørensen

26890901

Awaiting test response

★★★★Your rating

★★★★Others rating

CV

Cover letter

1 message

+ 1 document

Applied: 18 Dec

▼

Muhammad Rabin

Awaiting screening

☆☆☆Your rating

☆☆☆Others rating

CV

Cover letter

1 message

Applied: 19 Dec

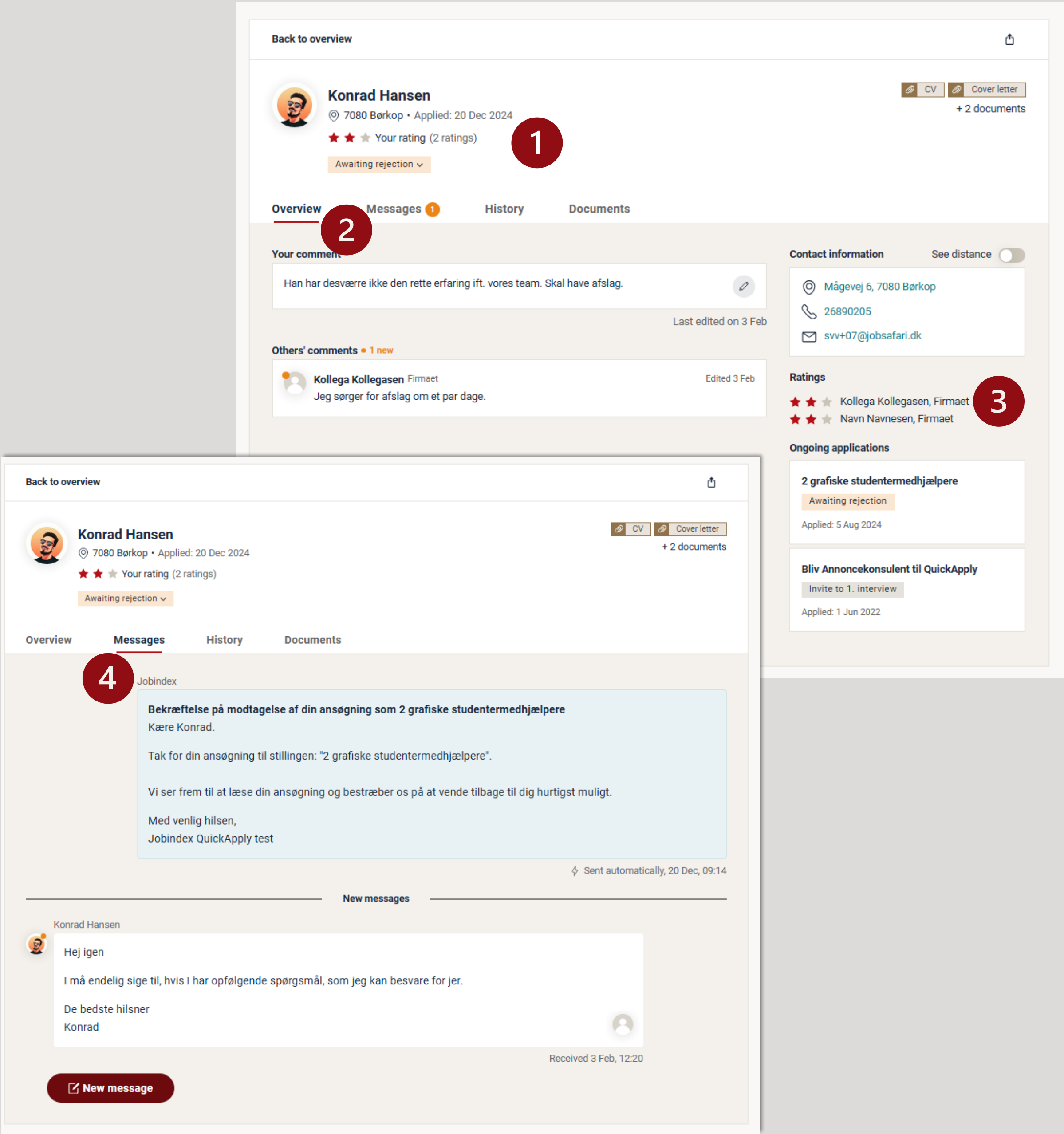
▼

5

# Overview of a single candidate

When you click on the candidate’s name in the overview, you find a unique page about that candidate. From here you get a complete overview from time of applying to finish regardless of a focus on **Messages** or **History**.

- 1 At the top you find the candidate’s name, applicationsdate and the required documents. It is also possible to rate and change status here.
- 2 The tap named **Overview** mirrors the information known from the unfolded card. Here the focus is primary comments between the recruitment team.
- 3 On the right you find the candidates contactinformation, who has rated and below which other processes the candidate might currently be part of. Any processes that is finalized is found under the tap, **History**.
- 4 All communication with the candidate can be found under **Messages**. The automatically confirmation is shown first and at the buttom you can write **New messages**. Any unread messages is shown under the line – New messages – and the small avatar shows if a collague already read a message.

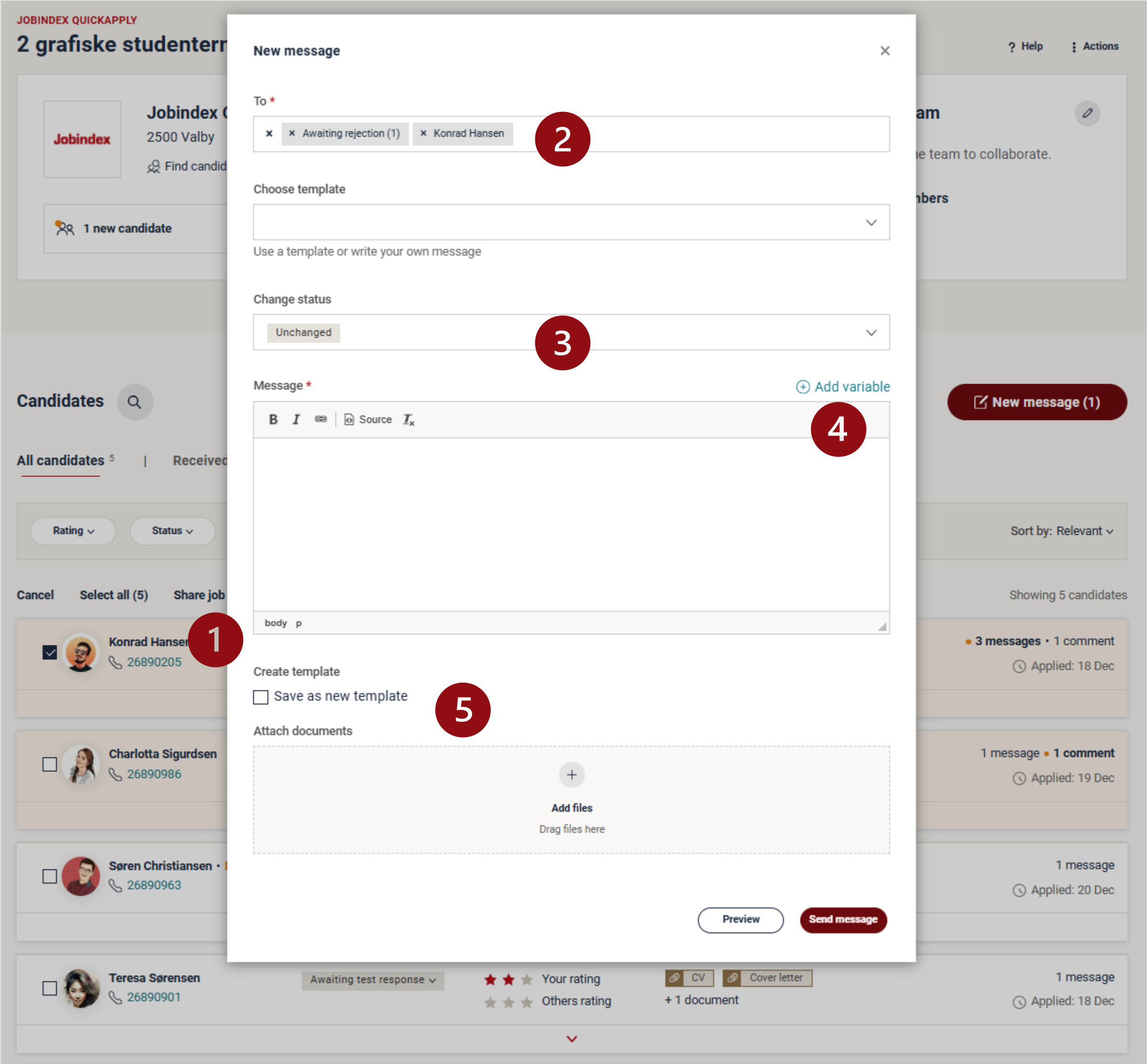




# Send a message to one or more candidates

You can send messages to one or more applicants at once. Pick out candidates individually and click **‘Select all’** from the overview. You can also click on **‘New message’** and choose the recipients from here.

- 1 When selecting candidates in the overview, you can select **‘Share job applications’**. From here you can share selected candidates’ applications with users who do not have access to QuickApply.
- 2 **‘New message’** is a view, where you can see and select recipients. You can type in a candidate’s name or choose a status like **‘Awaiting rejection’**, if you would like to write to a pool of candidates.
- 3 You can use a template or write your own message. Use **‘Change status’** to automatically change status of the applications when the message is sent.
- 4 **‘Add variable’** makes it easy for you to merge relevant information into the message, such as the name of the candidate even when you write to a larger group.
- 5 Are you especially satisfied with your message, you can choose to save it as a new template. Atteched documents won’t be included in the template.



# Templates

In QuickApply there are two types of templates; **'Confirmation templates'**, that are sent automatically, when an application is received and **'Message templates'**, that can be used for status messages such as rejections. The templates exist in Danish and English and can be customized by you or created by yourself

- 1 In each recruitment you can see which confirmation template that is automatically sent to the applicants, and you can easily choose another.
- 2 You can also create your own templates or edit the existing ones. Click on **'See and edit templates'** to access the template overview, where you can create or edit templates – for the specific case or your company in general.
- 3 You can also find the template overview via the front page of QuickApply by clicking **'Manage templates'**. When you access the template overview this way, you can see all QuickApply standard templates and the templates your company has created.

Candidates

New message

All candidates 5 | **Received 1** | Screening 2 | Interview 1 | Hired 0 | Awaiting rejection 1 | Rejection 0

Rating


Status

Condition

Sort by: Relevant

Select | Select all (1)

Showing 1 candidate



Søren Christiansen • New

26890963

Unread

☆☆☆ Your rating

☆☆☆ Others rating

CV

Cover letter

1 message

Applied: 20 Dec

Automatic confirmation

Confirmation template

Bekræftelse på ansøgning

1

→ See and edit confirmation templates

Templates

Templates makes it easy to send the same message to different candidates.

2

→ See and edit templates

Help and support

You can contact support by email at [quickapply@jobindex.dk](mailto:quickapply@jobindex.dk) or telephone 72 45 99 99

→ Get user manual

Jobindex QuickApply

You can view your Jobindex QuickApply cases below.

Created	Status	Case	Actions
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1 to 1 of 1 hits.

Manage templates

3



# Overview of templates

Here you can see an overview of all available **Message templates** and **Confirmation templates**. The overviews are divided after which templates are created by your company and which are QuickApply standard templates.

- 1

From the overview you can see if the template is accessible in all cases or in one specific. Click on the template to see a **Preview**.
- 2

On each message template you can see which status automatically is changed into when you use the templates, e.g., **‘Unchanged’** or **‘Rejection’**. For confirmation templates you can see which is your company **‘Standard confirmation’**.
- 3

The three dots to the right indicates a menu where you can edit, copy or delete the template. In some cases, you can only copy a template, e.g. with QuickApply standard templates.
- 4

Create a new template by clicking on **+** in the top right corner or just under your company’s templates.

## QuickApply templates

Message template

Confirmation templates

Search for templates in the list

Search

Showing 8 of 8 message template

### Templates for Jobindex QuickApply test <sup>2</sup>

Afsag nr.2

Accessible in the case: 2 grafiske studentermedhjælpere

Danish

Updated: 18 Dec 2024

Rejected

Afslag (tilpasset skabelon, som kan bruges af min virksomhed)

In all cases

Danish

Updated: 19 Jan 2023

Rejected

Edit template

Copy template

Delete template

+

Create new message template

### QuickApply standard templates <sup>6</sup>

Halfway status for applicants

QuickApply template

English

Unchanged

Midtvejsstatus til ansøgere

QuickApply template

Danish

Unchanged

Invitation to interview

QuickApply template

English

Waiting for 1. interview

Invitation til samtale

QuickApply template

Danish

Waiting for 1. interview

Rejection

QuickApply template

English

Rejected

Afslag

QuickApply template

Danish

Rejected



# Create or edit a template

With a few steps you can easily make your own template. You can also choose to copy and change one of the standard templates. Remember to first decide whether the template is for automatically confirmations or messages to one or more candidates during the recruitment.

- 1 Give the template a name, so you can find it again and recognize the message.
- 2 You can use variables that fill in the right information, e.g., ‘**Candidates name**’ or ‘**Headline of the job ad**’
- 3 For **Message templates** you must choose if the candidate's status is automatically changed. Keep ‘Unchanged’ if the candidate should not change status after receiving the message.
- 4 **Confirmation templates** must have a filled in subject of email, which is visible when the candidate receives the email.
- 5 Click on ‘**Create template**’ to finish or click on ‘**Preview**’ to see how your template presents when the candidate receives it.

Create message template

Template name \*

Message \*

Change status

Accessibility of template \*

Language \*

Create confirmation template

Template name \*

Subject of email \*

Message \*

Accessibility of template \*

Language \*

Preview

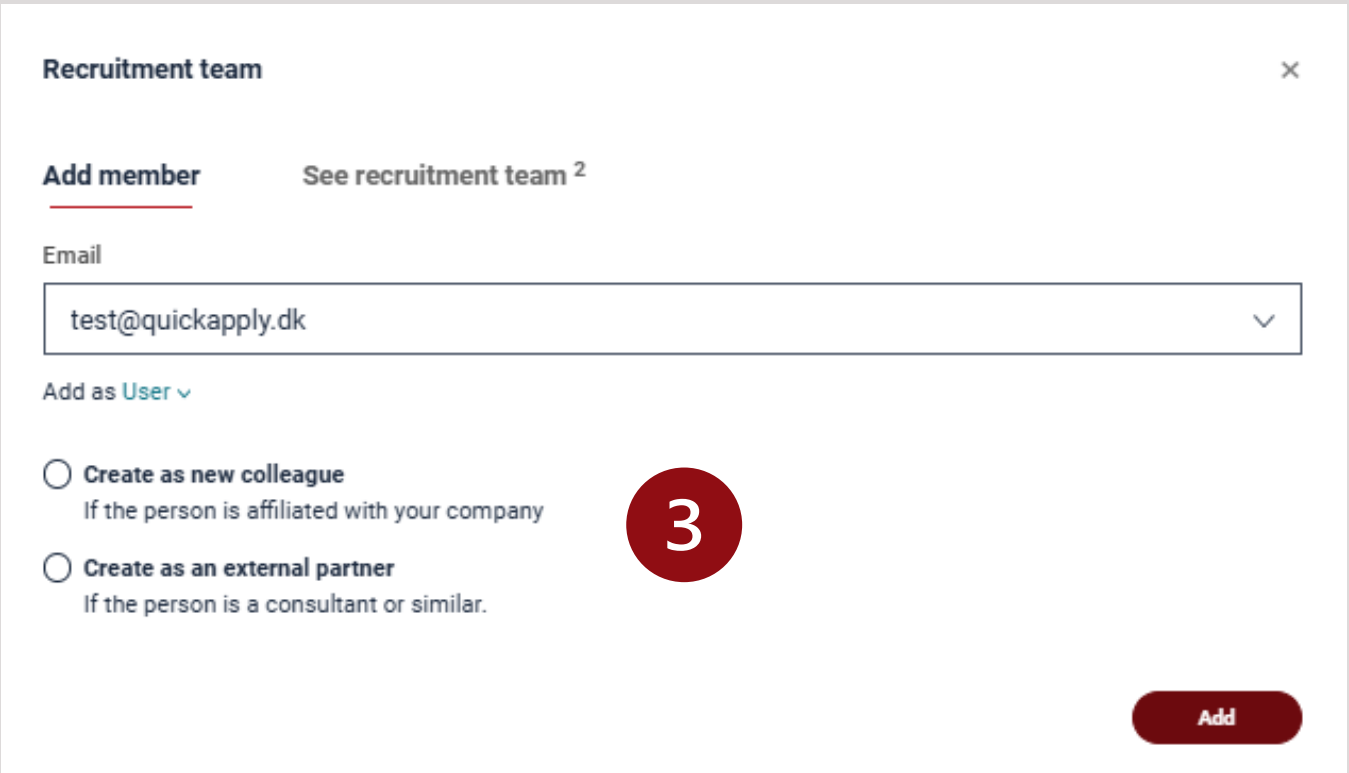
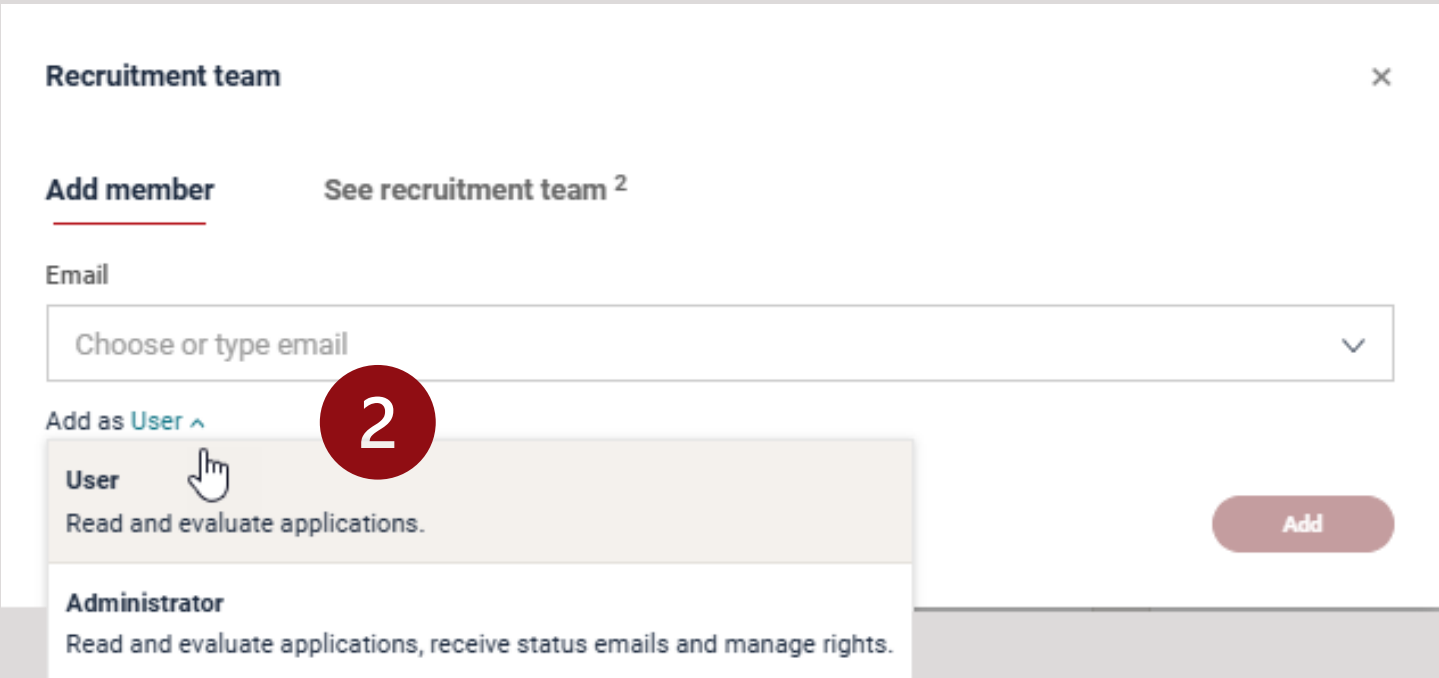
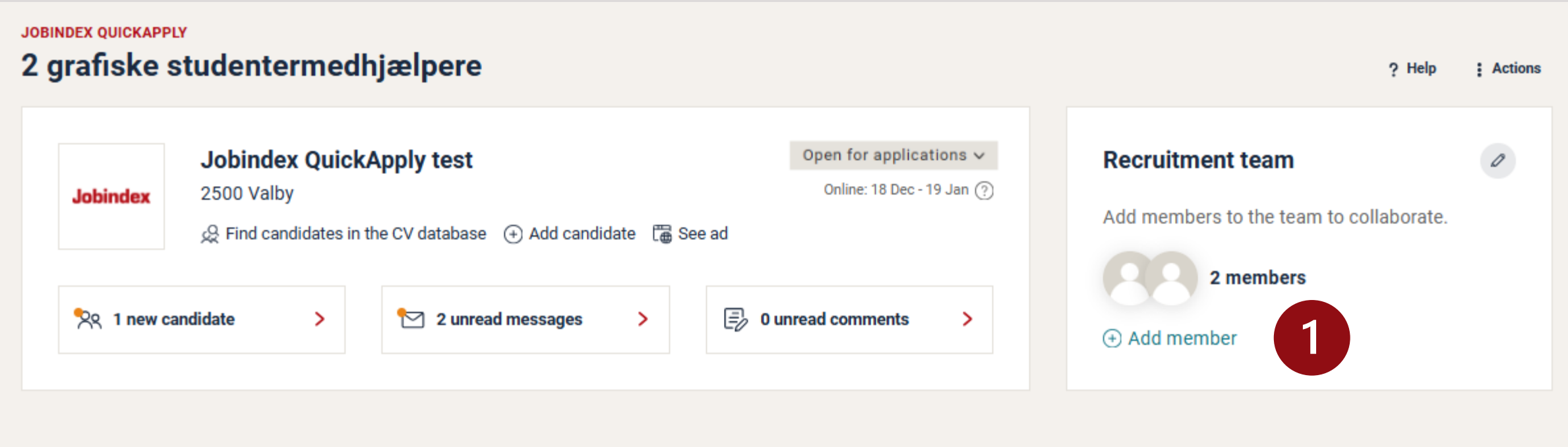
Create template



# Administer your recruitment team

When setting up the job ad, Jobindex assigns emails listed as part of the recruitment team. There must be at least one ‘administrator’, who can receive status emails and give access to additional team members.

- 1 You can see members of the recruitment in the right-hand corner of the overview. ‘Administrator’s can add and assign rights to others by clicking on ‘Add member’.
- 2 Type the email of the individual who needs access. Rights is set to ‘User’ as default and can easily be changed by a single click.
- 3 If the email is not yet known, you will have to choose between creating ‘...as a colleague’ or ‘... external partner’. Finish by clicking ‘Add’.





# Questions and support

If you have questions or need support, please contact Jobindex at  
[quickapply@jobindex.dk](mailto:quickapply@jobindex.dk) or call 7245 9999