

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 recruitment team	11
Questions and support	12

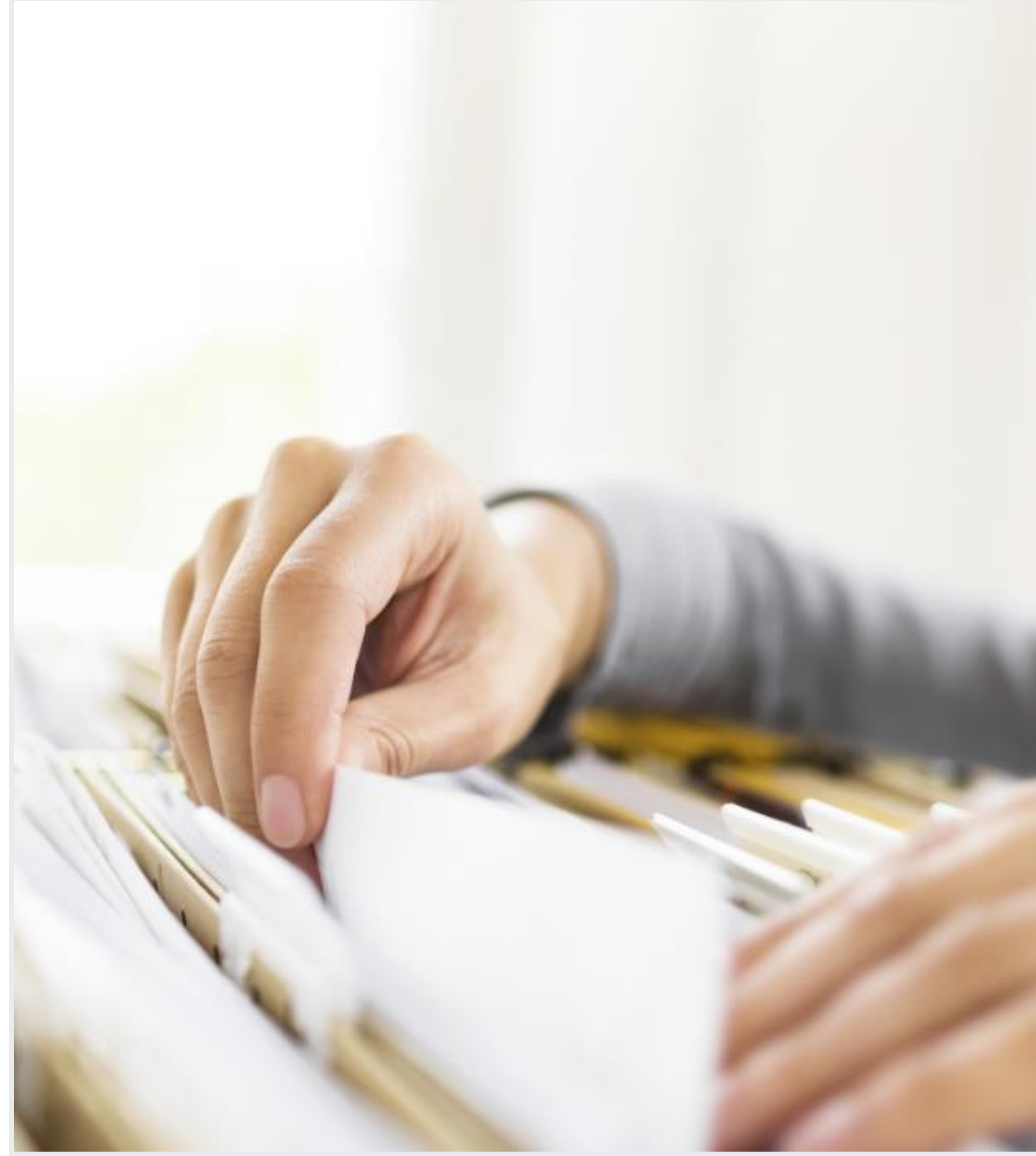
What is QuickApply?

Jobindex QuickApply is a free system that helps you manage recruitment in a smart, simpler 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 recruitments
- assess and rate candidate 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.

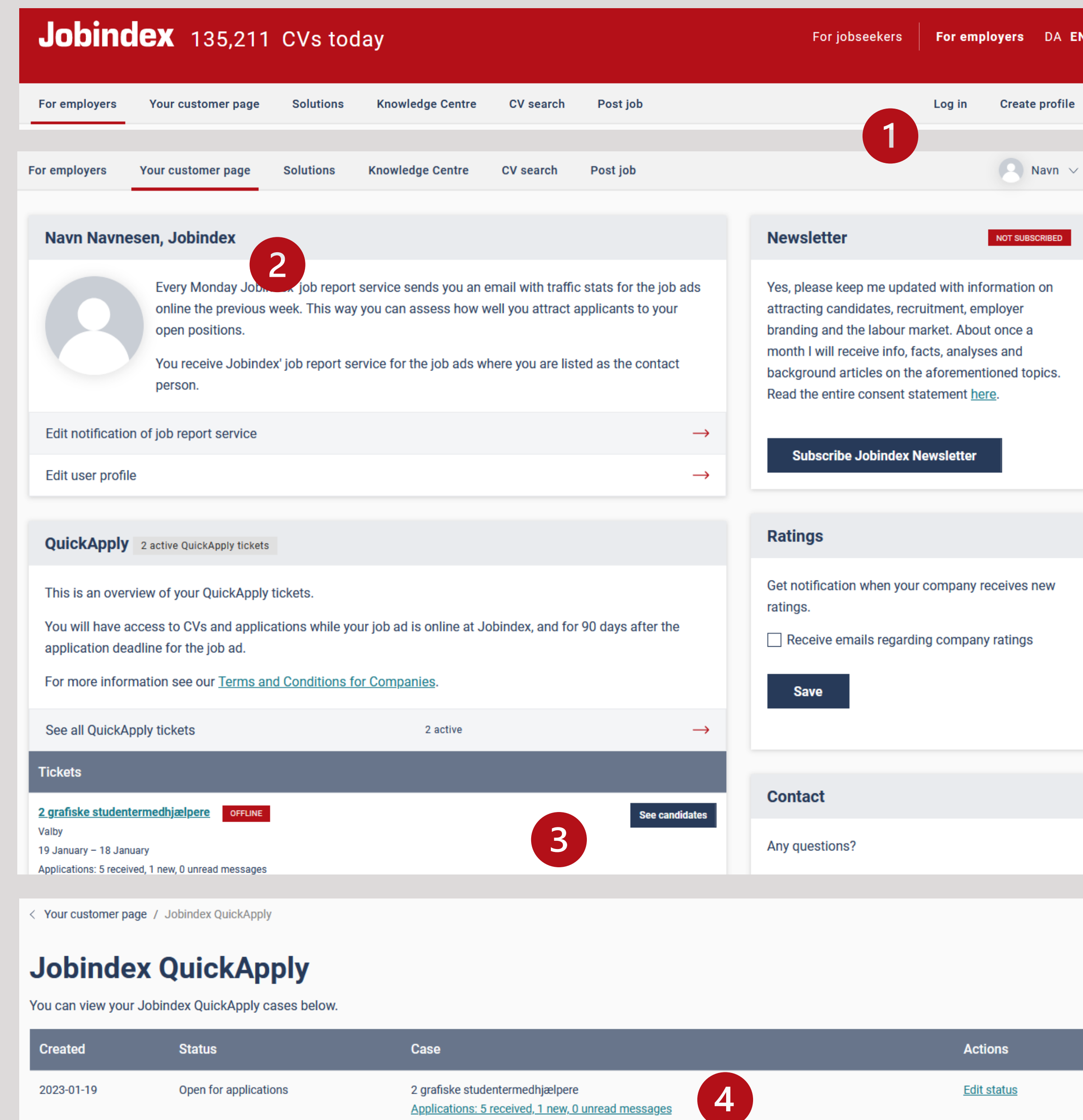
You can get QuickApply for free with your next recruitment, when you have a Profile Advertisement on a subpage at jobindex.dk.



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 a 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.



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.

The screenshot shows the 'QUICKAPPLY' interface for a recruitment case titled '2 grafiske studentermedhjælpere'. At the top, there's a header with the Jobindex logo, company name 'Jobindex QuickApply', address '2500 Valby', and statistics: '1 new application | 2 new notes | 5 applications in total'. A 'Recruitment team' sidebar on the right shows '2 members' (1 administrator, 1 user with read-only access) and a 'See recruitment team' link with a red circle '2'. Below the header, there are buttons for 'Find candidates in the CV database', 'Add candidate' (with a red circle '1'), and 'See ad'. A 'Open for applications' status bar shows 'Online: 19 Jan - 18 Jan'. The main area is titled 'Candidates' and features a navigation bar with tabs: 'All candidates' (5), 'Received' (1), 'Screening' (2), 'Interview' (1), 'Hired' (0), 'Awaiting rejection' (1), and 'Rejection' (0). A search bar with a 'Search' button (with a red circle '3') and '+ Show filters' is present. Below the search bar, it says 'Showing 5 candidates' and 'Sort by: Relevant'. A list of candidates is shown, each with a profile picture, name, phone number, status dropdown, star ratings for 'Your rating' and 'Others rating', document icons for 'CV' and 'Cover letter', and message/note counts. Red circles '4' and '5' highlight the status dropdown and the arrow icon for more information, respectively.

Overview of a single candidate

Click on the candidate's name in the overview to see the entire history, e.g. received application, notes and changes in rating. You can also communicate with the candidate from here.


- 1 You find the candidate's CV and cover letter at the top. Just below you can see the automatically sent confirmation.
- 2 You can communicate with the candidate either by using a template or your own words. It is also possible to change the status of the application.
- 3 The current status of the application is shown in the top right-hand corner. Change the status by clicking on the arrow.
- 4 If there are new messages from the candidate, they are marked in orange. In the lower right corner of the message, you can see which of your colleagues have already read the message.

Cover letter

See overview See ad

2 [New message](#)

History




Konrad Hansen

19 January 2023

1

CV: Mit cv.docx

Cover letter: Min ansøgning.docx



Confirmation of application sent

19 January 2023


Bekræftelse på modtagelse af din ansøgning som 2 grafiske studentermedhjælpere

Kære Konrad Hansen.

Tak for din ansøgning til den ledige stilling: "2 grafiske studentermedhjælpere". Vi behandler i øjeblikket indkomne ansøgninger.

Du vil høre fra os hurtigst muligt.

Med venlig hilsen,
Jobindex QuickApply test




Konrad Hansen

8 February 2024

4

Hej,

Tak for en god samtale. Hvornår kan jeg forvente svar?



Share job application

New message

2

Status

Awaiting rejection 3

Konrad Hansen

Mågevej 6
7080 Børkop

Mobile [26890205](tel:26890205)
Email svv+07@jobsafari.dk

Directions from user's address to workplace:

- [Carl Jacobsens Vej 29, 2500 Valby](#)

📍 180 km 🕒 Over 2 hours 🕒 110–120 min

Rating

★☆☆ Your rating

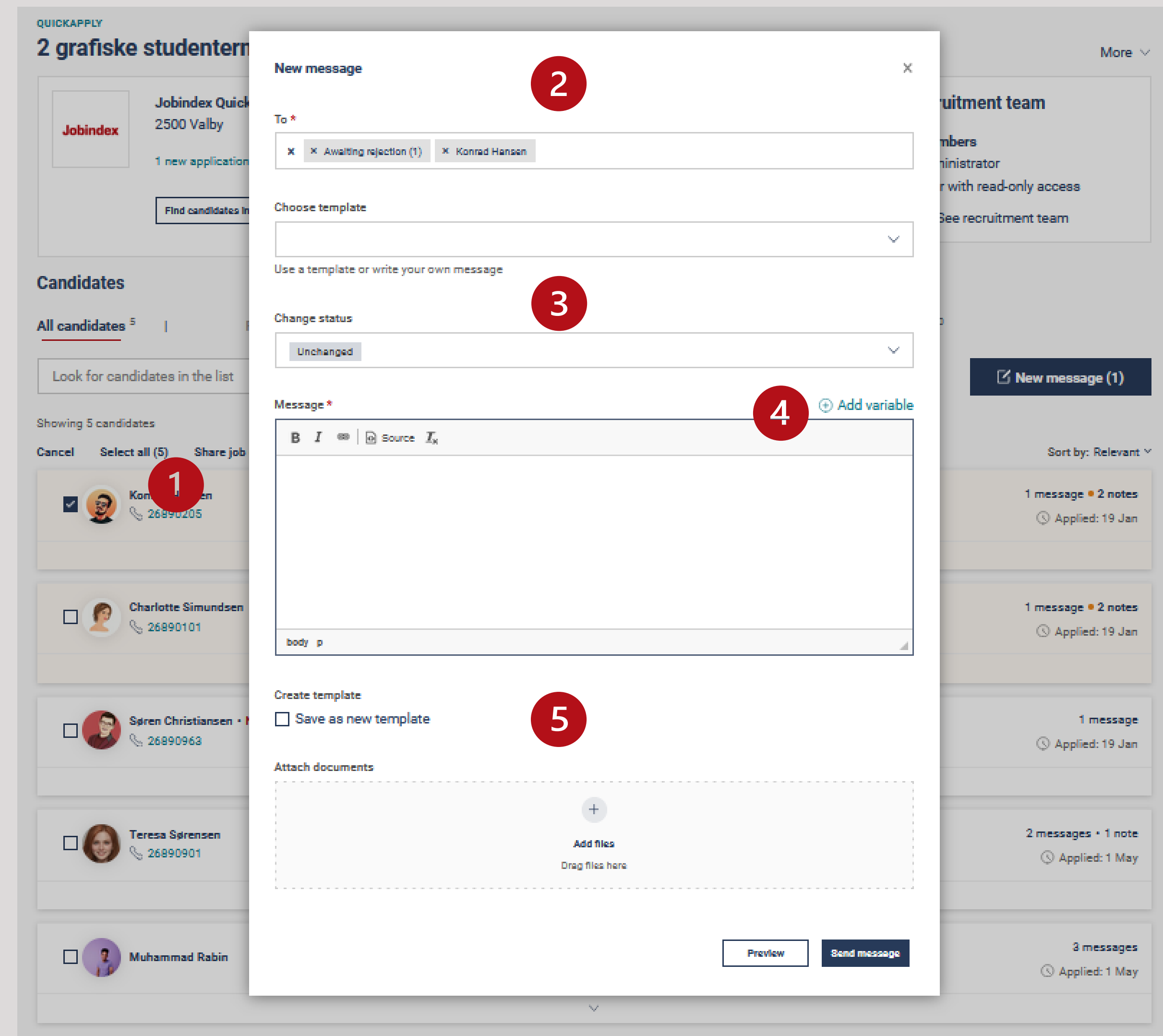
Your note

Han har ikke den rette erfaring ift. vores team. Skal have afslag

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 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. Attached 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.

The screenshot displays the Jobindex QuickApply interface. At the top, there's a 'Candidates' section with filters for 'All candidates' (5), 'Received' (1), 'Screening' (2), 'Interview' (1), 'Hired' (0), 'Awaiting rejection' (1), and 'Rejection' (0). A search bar and a 'New message' button are also present. Below this, a candidate profile for 'Søren Christiansen' is shown with a 'New' status, 'Unread' notification, and various rating and document options.

The middle section features three cards: 'Automatic confirmation' (1), 'Templates' (2), and 'Help and support'. The 'Automatic confirmation' card shows a confirmation template 'Bekræftelse på ansøgning' and a link to 'See and edit confirmation templates'. The 'Templates' card explains that templates make it easy to send the same message to different candidates and includes a link to 'See and edit templates'. The 'Help and support' card provides contact information for support via email or telephone and a link to the user manual.

The bottom section is titled 'Jobindex QuickApply' and states 'You can view your Jobindex QuickApply cases below.' It contains a table with columns for 'Created', 'Status', 'Case', and 'Actions'. The table shows one case: '2 grafiske studentermedhjælpere' created on '2023-01-19' with a status of 'Open for applications'. Below the table, it indicates '1 to 1 of 1 hits' and includes a 'Manage templates' button (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

Templates for Jobindex QuickApply test ²

Afslag - Our standard

In all cases
English
Updated: 15 May 2023

1

2

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

3

+

Create new message template

4

QuickApply standard templates ⁶

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

Afslag

QuickApply template
Danish

Rejected

Rejection

QuickApply template
English

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.

The image shows two overlapping form windows. The top window is titled 'Create message template' and the bottom window is titled 'Create confirmation template'. Both forms have a close button (X) in the top right corner.

1 In the 'Create message template' form, the 'Template name' field is highlighted with a red circle containing the number 1.

2 In the 'Create message template' form, the 'Message' field has a red circle with the number 2 next to the 'Add variable' button.

3 In the 'Create message template' form, the 'Change status' dropdown menu is highlighted with a red circle containing the number 3.

4 In the 'Create confirmation template' form, the 'Subject of email' field is highlighted with a red circle containing the number 4. The text in the field is 'Bekræftelse på modtagelse af din ansøgning som [Headline on the job ad](#)'.

5 In the 'Create confirmation template' form, the 'Create template' button is highlighted with a red circle containing the number 5.

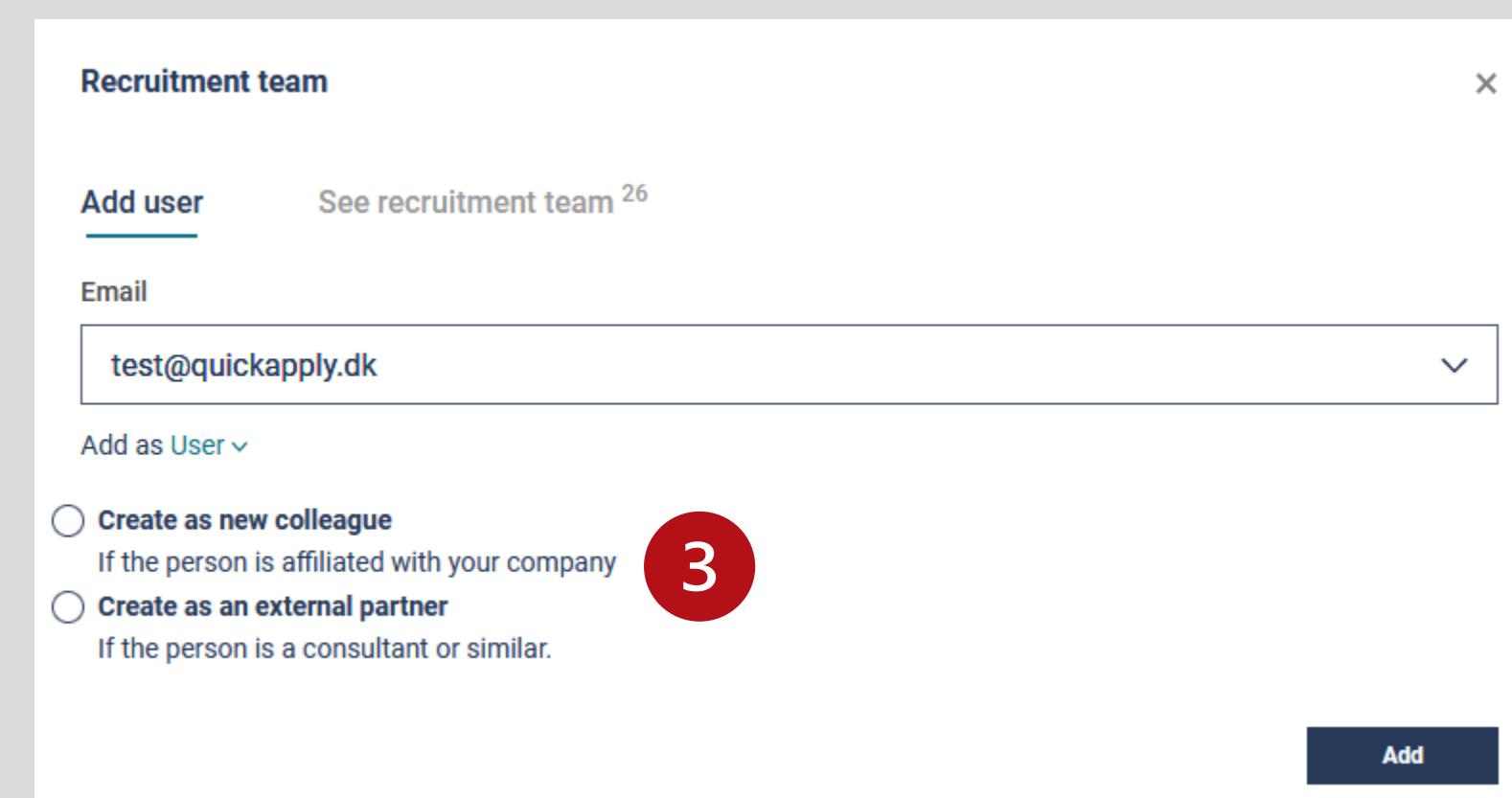
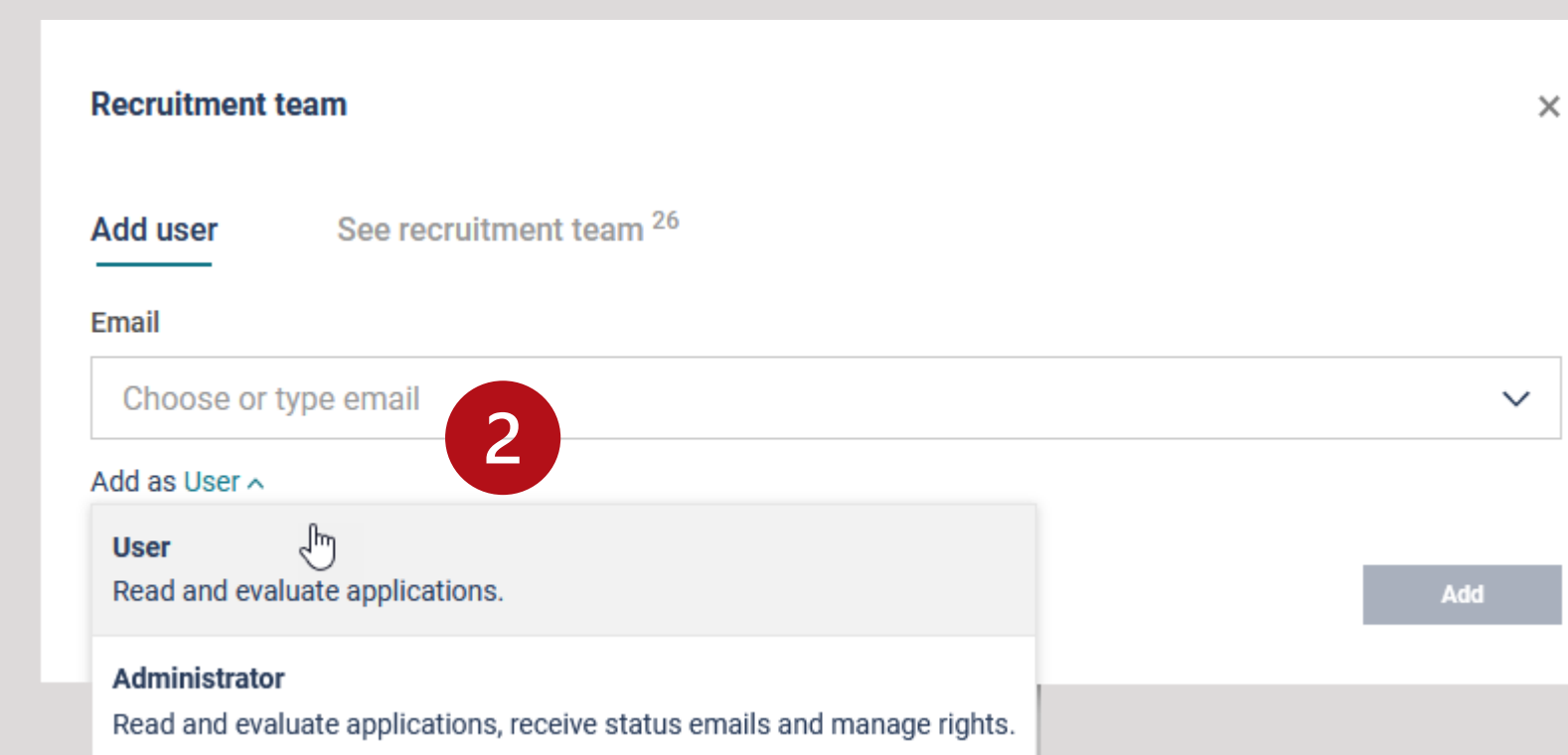
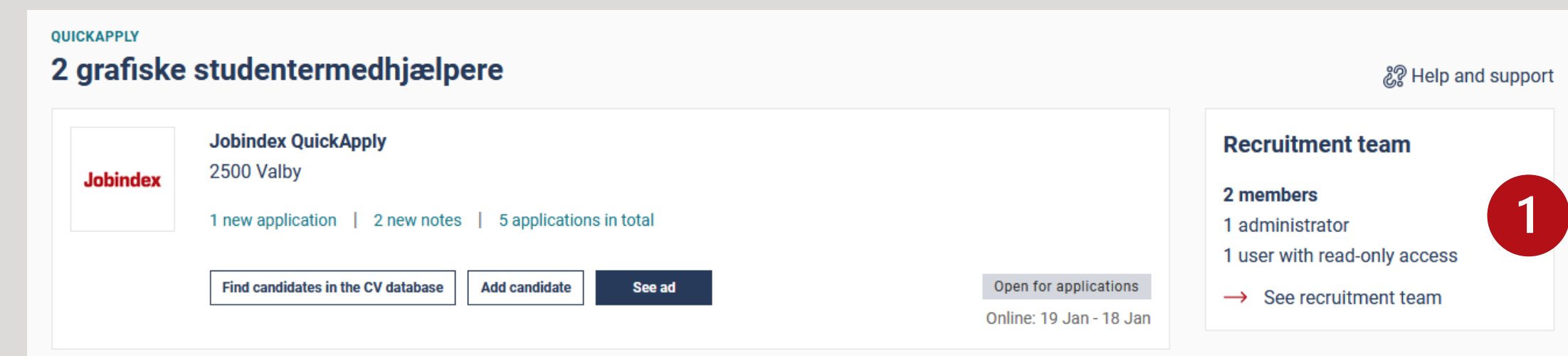
Other visible elements in the forms include:

- Buttons for Bold (B), Italic (I), Underline (U), and Source (I_x).
- Buttons for 'Add variable'.
- Dropdown menus for 'Accessibility of template' (set to 'In all cases') and 'Language' (set to 'Danish').
- A checkbox for 'Automatic confirmation' with the label 'Use as standard confirmation in future cases'.
- A 'Preview' button.

Administer 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 +.
- 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 or call 7245 9999