

# SETUP AND CONFIGURATION OF THE PCRECRUITER WEB EXTENSIONS AND PROFILES

PCRecruiter's web extensions (a.k.a. the PCRecruiter job boards) come in the form of two basic sections: the candidate login/job search area and the employer login/candidate search area. Depending on your needs, you can use one or both of these areas. This document will explain the methods and tools available for configuration of web extensions, and is applicable to both ASP and self-hosted users of PCRecruiter.

## **ATTENTION WEB DESIGNER OR WEBSITE MAINTAINER:**

Specific information on integrating the web extensions URL(s) into any web page, including sample HTML code to paste into your site, is available from our corporate website at <http://www.pcrecruiter.com/webmasters>

---

## **SYSTEM TAB:**

All web extension configuration tools can be found under the System tab from the main menu, under the link called "Console: Data Locations/System Setup/Utilities", which appears second in the list of options.

---

## **CONSOLE: Data Locations/System Setup/Utilities**

In the "Console" area, you will find the following links:

- **Edit Database Names and Locations**
  - Add New Data Locations
  - Edit information about the database and server
  - Configure Colors, Banners, Rollups, etc. for Web Extensions
- **Candidate And Employer Registration Links**
  - Display links for web extensions and backend and email them to web designers, users, etc. "Internal Job Board" links will only display jobs with a status of "Internal". Internal jobs become public after their expiration date.

- If your system is configured for HR mode, you will also see an option to create job board links limited specifically to jobs associated with particular Rollup Lists, Organization/Company records, or User Names.
  - **Candidate Profile Setup**
    - Create/configure candidate profile questionnaires
  - **Create New Database**
    - Create new SQL and Access databases
  - **Manage Locations**
    - Create and alter database locations
    - Get location usage reports
  - **Server Image Store**
    - Add images to local server for use within PCRecruiter
  - **Logging Options**
    - Enable/disable system activity logging
  - **Customize Web Extensions**
    - Configure Job Boards (aside from colors, banners, rollups, etc. as noted above)
    - Configure settings for candidate extensions
    - Configure settings for employer extensions
    - Configure e-commerce
- 

Below we will detail each of the above sections and it's contents. When configuring the web extensions, you will primarily be working with the "Edit Database Names and Locations" area for initial setup, and then "Customize Web Extensions" for the in-depth settings. Items not related to the PCRecruiter extensions will not be detailed in this document.

---

### **Edit Database Names and Locations:**

To add a new data location, use the "Add" button.

For all other purposes, select a database from the dropdown menu and click "Go"

## EDIT DATA LOCATION

- **Database Name** – the name of the database as it will appear in the dropdown on the login screen.
- **Database Path** – the path to the actual database file.
- **Organization Name** – the name that will appear in the top ‘menu’ frame of PCRecruiter’s back end.
- **Organization Type** – select ‘corporate’, ‘agency’ to alter system buttons for appropriate terminology (organization vs. company, job vs. position, etc.)
- **Security Level** – set ‘user level security’ to hide user information from other users, or ‘global’ to allow users to share information.
- **Homepage** – select a URL for the ‘Home’ button in the web extensions to point to. Leave the field blank to disable the “Home” button entirely (recommended).
- **System Administrator Email** – default system admin email
- **External URL** – if you have a firewall or an external IP that is different than the internal, enter the external IP to allow access to Profiles and other links from outside of the local network. Self-hosted customers, please be aware that Profile emails sent from a server with an IP address instead of a domain name will be rejected by America Online’s mail servers.
- **Time Offset** – enter number of hours + for East or – for West of EST.
- **Session Timeout** – enter number of minutes for session timeouts
- **Mail Type** – choose mail system to use, either the local default (Outlook, etc), PCRecruiter’s built-in mail client, or Hotmail.
- **SMTP Server Name** – enter your outgoing mail server (e.g. smtp.mydomain.com) to handle outgoing email from the program. ASP customers should leave this set to 127.0.0.1 to use Main Sequence Technologies’ outgoing email server.
- **SMTP Server User Name** – login name for SMTP mail server (if required)
- **SMTP Server Password** – password for SMTP mail server (if required)
- **Free Email Site** – enter URL of ‘free email’ website to appear on registration forms for candidates/employers who do not have an email address. Enter “None” to disable this option entirely.
- **International Format** – select country for regional numerical settings

- **Allow Only These IP addresses** – enter a list of acceptable IP addresses to restrict access to the PCRecruiter backend. *Be sure to include your own local IP or you will lock yourself out of the system!*
- **Application Caption Color (Dark)\*** – choose a dark color for the table captions in the PCRecruiter application (usually the left side of the tables). Enter HTML hex color codes (e.g. #RRGGBB) or choose from the popup menu.
- **Application Table Color (Light)\*** - choose a light color for the table data area in the PCRecruiter application (usually the right side of the tables). Enter HTML hex color codes (e.g. #RRGGBB) or choose from the popup menu.
- **Application Background Color or Image\*** - choose a color or image for the PCRecruiter application background. Enter HTML hex color codes (e.g. #RRGGBB), choose from the popup menu, or enter an image location URL.
- **Data Synchronization Path/URL** – if you are using Access synchronization, enter the synch path to the desired database
- **Serial Number** – your assigned serial number for PCRecruiter

## CANDIDATE AND EMPLOYER REGISTRATION FORM OPTIONS

- **Job Board Name** – enter a title that will appear at the top of the main web extension form. To disable, enter a 'space' in the box.
- **Candidate Profile Name (Optional)** – use popup menu to select a profile from the database for use with this data location during candidate registration (see 'Append To Registration' below)
- **Employer Profile Name (Optional)** – use popup menu to select a profile from the database for use with this data location.
- **Candidates/Position Rollup (Optional)** – use the popup menu to select a rollup list of positions. If chosen, only positions on this rollup list will be viewable in the candidate extensions.
- **Employer/Candidates Rollup (Optional)** – use the popup menu to select a rollup list of candidates. If chosen, only candidate on this rollup list will be viewable in the employer extensions.
- **Job Posting Lifespan** – set a timeout period in days for all jobs to appear on the web extensions, if you are using them.

- **Candidate Registration** – select a combination of permissions for candidates to add themselves to the system, edit their information, and inquire about positions.
- **Employer Registration** - select a combination of permissions for employers to add positions to the system, edit their positions, and inquire about candidates.
- **Colors/Fonts** – the following 9 items relate to the colors and fonts used by the web extensions. You may exert much more control over the appearance of the web extensions by the “System > Console > Customize Web Extensions > Cascading Style Sheets” area. If the Style Sheets area is used, it will override any settings defined in the fields listed here. For a template stylesheet, please see [www.pcrecruiter.com/webmasters](http://www.pcrecruiter.com/webmasters).
  - **Title Color\*** – choose a color for the web extensions title bar. Enter HTML hex color codes (e.g. #RRGGBB) or choose from the popup menu.
  - **Caption Color\*** - choose a color for the web extensions caption area. Enter HTML hex color codes (e.g. #RRGGBB) or choose from the popup menu.
  - **Table Color\*** - choose a color for the web extensions table area. Enter HTML hex color codes (e.g. #RRGGBB) or choose from the popup menu.
  - **Table Color 2** – choose an alternate color for the table area, which will be used in showing listed results for visual clarity.
  - **Link/Visited Link Color** – choose a color for links and visited links in the web extensions. Separate your hex color codes with a '/'. If using the popup menu, the '/' character will be entered automatically.
  - **Title Font Tag** – enter a complete HTML font tag for the web extensions title bar. E.g. <FONT STYLE="COLOR: #000000; FONT: 14px verdana, arial, helvetica; FONT-WEIGHT: bold"> Be sure to choose a color that will be visible on your chosen Title Color.
  - **Caption Font Tag** - enter a complete HTML font tag for the web extensions captions. E.g. <FONT STYLE="COLOR: #000000; FONT: 12px verdana, arial, helvetica; FONT-WEIGHT: bold"> Be sure to choose a color that will be visible on your chosen Caption Color.
  - **Table Font Tag** - enter a complete HTML font tag for the web extensions title bar. E.g. <FONT STYLE="COLOR: #000000; FONT: 11px verdana, arial, helvetica; FONT-WEIGHT: normal">. Be sure to choose a color that will be visible on your chosen Table Color as well as on light gray.
  - **Background Color or Image\*** - choose a color or image for the PCRecruiter application background. Enter HTML hex color codes (e.g. #RRGGBB), choose from the popup menu, or enter an image location URL.
- **Show Grid Lines** – toggle table spacing lines in the web extensions
- **Banner 1-4 Image URL** – enter image locations for optional banners to appear at the top and bottom of PCRecruiter’s web extension.
- **Banner 1-4 Link** - enter link locations for banners
- **New Candidate Rollup** – select a rollup list for newly registered candidates to be placed on

- **New Employer Rollup** – select a rollup list for newly registered employers to be placed on
- **New Position Rollup** – select a rollup list for newly entered positions to be placed on
- **Show Company Info** – toggle whether company info appears on position records or is hidden from candidate view
- **Profile Description** – choose a phrase to appear on the candidate profile link (i.e. Edit Profile, Additional Details, Edit Application, etc.)
- **Append To Registration** – choose whether to append the profile or resume entry screens to the candidate registration form. If you have chosen to require a profile or resume, candidates logging in without the required form or resume will be asked to supply them before applying to any positions. (see Candidate Profile Name (Optional) above.)
- **Show on Registration** – select whether activities and/or notes are shown to candidates in the web extensions
- **Email Position Inquiry** – select any recipients for email when a position inquiry is entered. “Use Default Settings” sends the inquiry directly to the hiring authority contact email from the job record.
- **Email Candidate Inquiry** – select any recipients for email when a candidate inquiry is entered. “Use Default Settings” sends the inquiry directly to the candidate contact email from the name record.
- **Send Inquiry to System Admin** – select whether position and candidate inquiries are sent to the system administrator
- **Require Approval for New Positions** – toggle whether positions can be made live in the database with or without prior approval
- **E-commerce** – enable or disable PCRecruiter’s e-commerce options
- **Submission Options** – select whether web extensions inquiry button says ‘Apply’ or ‘Inquire’
- **Posting Options** – this area is used to enable or disable the various third-party external posting service options available to your users (these selections apply to all databases on your PCRecruiter account.)

---

## Candidate Profile Setup:

Candidate profiles are definable questionnaires that candidates may complete either as part of the registration process or in response to an email. They are *freeform* text and are searched in the same manner as resumes or notes.

In the profile setup screen, use the 'Add' button to create a new profile, or the appropriate buttons to edit or delete an existing profile.

When creating a new profile from the 'Add' button, you will be presented with the following options:

- **Profile Name** – the name for this profile as it will appear in dropdown menus throughout the program
- **Description** – enter a brief description of the profile for later reference
- **Default** – select this profile as the default for this data location
- **Response Activity Type** – select an activity type to be logged when candidates fill out this profile
- **Default Email Profile** – define this profile as the default to be used when sending emails to candidate
- **Create New** – choose whether this profile is to be filled out once and left open for editing, or whether the user can fill out the same profile again with new answers
- **Notify By Email List** – enter a list of email addresses, separated by commas, to be notified when this profile has been completed
- **Notify Sender Username** – if this box is checked, any user emailing this profile will receive notification that the profile has been completed
- **Post XML to URL** – if a third-party service or special script has been set up to receive XML data from PCR recruiter, the URL would be entered here. In most cases this will be left blank.

Once the profile has been saved additional options will appear:

- **Download Profile / Upload Profile** – you may download the current profile's question layout as a .txt file which can then be uploaded again to create duplicate or slightly altered profile forms. You may also download the profile layouts for backup purposes.
- **Enter/Edit Questions** – used to define the profile questions (see below)
- **HTML Layout** – if you have HTML editing software or a web designer, you can have a great deal of control over the positioning and layout of your profiles. By default, profiles will appear as a two-column table with questions on the left and their corresponding answers on the right. By building an HTML form from scratch, you may lay them out in any way you please. After defining the questions and answers (see below), create an

HTML layout and use our special tags to place the questions and answers. Use tags [[Q1]], [[Q2]], [[Q3]] etc. to define the placement of the questions, and [[A1]], [[A2]], [[A3]] etc. to define the placement of their corresponding answers.

## Entering and Editing Questions

Question areas can be filled with HTML code if desired for maximum control over appearance and layout. If you wish to use CSS tags, you may place your <STYLE> definitions in the same box as your first question or caption.

The Enter/Edit screen contains the following options:

- **Select** – use this dropdown to choose the question for entry. Choose “new question” to create a blank question
- **Question** – enter the text of the question here
- **Answers** – enter possible answers here. If the question uses a textbox or single line answer type (see below), you may leave this space blank. For questions with pre-defined answer choices, enter the options here, one per line.

- ***CODING ANSWERS:***

You may choose to “code” answers for later searching by preceding the answer with a single word code of your choice and !!, as shown here:

```
CODE!!Answer (e.g. ISCERT!!Yes, I am certified)
```

In the case of the above example, rather than searching for the phrase “I+am+certified”, you would merely search for “ISCERT”. This can dramatically improve the speed and effectiveness of profile searches.

- ***ROLLUP LINKING:***

In addition, you may use codes to place candidates on specific rollup lists based on their answers. By placing the rollup identification before the answer within brackets, you may link that answer to a rollup. For example:

[ [ADMIN.0001] ] !!Management

In this example, if the candidate were to choose “Management” as their answer from multiple choices, they would be automatically placed on the ‘ADMIN.0001’ rollup list when the profile is saved. The identification codes for individual rollups can be found in the Rollup Lists area of the System Tab.

○ **SECTIONING ANSWERS:**

If you are dealing with a list of multiple choice answers that are very long, or you want to insert HTML code into your answer area in any way, you will need to do so in the following manner:

pcrcaption!!<html code here>

So, for example, if your question is “Where did you hear about us?” your answer block might look like this:

pcrcaption!!<br><b>RADIO</b>  
WEBN  
WMMS  
WKYC  
WCPN  
WNPR  
pcrcaption!!<br><b>MAGAZINES</b>  
Men's Health  
Woman's Day  
National Geographic  
Photography Weekly

- **Desired Answer** – select a ‘desired answer’ to this question that will activate the ‘Rollup Trigger’ (see below)
- **Answer Type** – select the type of answer you require:
  - **Single Line**
  - **Textbox** (small, medium, large)
  - **Radio** – clickable circles for single item selection
  - **Dropdown** – a pull-down list for single item selection

- **List** – a list of answers that may be ctrl-clicked for multiple item selection
- **Checkbox** – a group of checkboxes for multiple item selection
- **Checkbox List** – same as above, but with each box on a new line
- **Caption** – used for creating headings and breaks in the form that will have no associated answer area
- **Required/Not Required** – set this question to be required for submission. If your answer type is ‘dropdown’, include the words “please select” in your first dropdown option to signify an unanswered question.
- **Rollup Trigger** – when the candidate provides the ‘Desired Answer’ as specified earlier, they will be attached to the rollup list chosen here
- **Link to Field** – you may use this field to put the answer entered by the candidate for this question into a field on their record. This is useful for information that would be difficult to locate in a keyword search, or that you would prefer quick access to from the candidate’s record or details area.
- **Move Before #** - enter the number of the question you wish to place this question prior to in the profile when saved. This is used to re-order the questions, or to place a newly entered question somewhere other than at its default placement (at the end of the list).

---

## Server Image Store:

Some areas of PCRecruiter, such as the candidate profile, can allow images to appear when called up with standard HTML `<img src="">` code. However, if your image resides on an insecure (`http://`) server, and the PCRecruiter application is running on a secured (`https://`) machine, the mixed security may cause errors to appear when the page is viewed. To resolve this issue, PCRecruiter includes an “Image Store”, where images you plan to use within PCRecruiter can be uploaded so as to be on the same secure server. The process is self-explanatory, and links to the image are provided once uploaded so that you may easily copy and paste them where needed. The location of the image store folder is defined in the “Manage Locations” item in the Console list. The image store can hold .bmp, .jpg, .gif or .htm files of 60 KB or less.

---

## Customize Web Extensions:

This area is the control center for nearly everything in the web extensions other than profiles and color settings. You will see four options:

- **Candidate Screen Options:**
  - **Position Search Form** – used to configure which fields and buttons are available or hidden on the main position search form
  - **Candidate Registration Form** - used to configure what information will be requested on the registration form, as well as the accompanying explanation text
  - **Job Detail Fields** - used to configure what information will appear on the job when viewed by the candidate
  - **Resume Click Agreement** - used to configure the agreement form shown to the candidate when submitting a resume
  - **Resume Builder Setup** – used to configure the “resume builder” area, which lets candidates build their own resume online if they do not already have one
  - **Candidate Profile Setup** - set up and configure candidate profiles (same as explained earlier)
  - **Manage Candidate Assessments** – configure and create candidate assessment tests, which can be used to determine candidate skills and direct them to appropriate rollup lists
  - **Collect EEO Information** - used to configure the EEO (Equal Employment Opportunity) questions displayed in the registration process
  - **Auto Respond Email** – used to configure the email sent to candidates to confirm their registration completion
  
- **Employer Screen Options:**
  - **Employer Main Menu** – configure the items available on the main employer menu
  - **Candidate Search Form** - used to configure which fields and buttons are available or hidden on the main candidate search form
  - **Employer Registration Form** - used to configure what information will be requested on the registration form, as well as the accompanying explanation text

- **Candidate Detail Fields** - used to configure what information will appear on the candidate record when viewed by employers
- **Position Entry Fields** - used to configure what information will be requested on the position entry form
  
- **E-commerce Settings** – used to set URLs for purchase-based candidate and employer use of the web extensions. Contact Main Sequence Technologies for more information.
- **Central Job Board Settings** – used in situations where multiple SQL databases are going to be posted to from a single job board (e.g. when many businesses are sharing a single database). Contact Main Sequence Technologies for more information.
- **Cascading Style Sheets** – used to override the font/color areas mentioned above for greater control over the look of the web extensions. You must use the pre-defined CSS classes listed at the right of this screen to affect the job board. Standard CSS styles for body, anchors, etc can be applied using this area as well.
- **HTML Wrapper** – used to paste in HTML code that will appear around the web extensions when they are viewed. For further detail, visit [www.pcrecruiter.com/webmasters](http://www.pcrecruiter.com/webmasters)

Below we'll discuss the details of each of the Customize Web Extensions areas. Many screens feature a "Load Defaults" option to reset the choices to their freshly installed states.

## Candidate Screen Options:

### POSITION SEARCH FORM:

Use the pull down menus to select which fields will be shown to the candidate on the main menu / position search form. You may show or hide all available options, including candidate registration, profile editing, and previous job inquiries. Of special note is the "Job Title Search", which also includes selections for 'dropdown' and 'checkbox'. By using these options, you can force candidates to only search for job titles that exist in your database already. You may also use the "Featured Company Rollup" to provide a list of specific companies that the candidate may look for jobs in. You may use the 'Default Sort Order' dropdown to choose the display order of job search results. The "Shopping Cart" option

allows candidates to 'bookmark' jobs as they search, and then inquire about them at a later time. The "Enable Email to Friend" item is used to trigger a feature on the job description that allows candidates to email the description to other people.

### **CANDIDATE REGISTRATION FORM:**

Configure your candidate registration form, disabling any fields that you find unnecessary. Edit field names on the left side if desired (although this will not alter the actual database field that the information goes to) and instructions/descriptions on the right. Use the dropdown to hide fields, or to make them required (yes/no option). As with the search form, you may set the "Title" field to a dropdown menu, thereby forcing candidates to choose from titles that are already present in your database for more effective searches. The titles table is edited from the System tab. The blank fields at the bottom can be used to put Custom Fields on the registration form. You **MUST** use the name of an existing custom field, which is created elsewhere in the System Tab.

### **JOB DETAIL FIELDS:**

Disable and enable the information shown to the candidate when viewing a job by selecting from these dropdowns. By showing or hiding this info, you can switch the system from profit to non-profit mode if you wish. In cases where a field is set to 'Show' but has not been completed for a specific position record, the empty fields in that record will not be displayed on the web extensions. The "Counter" option displays a count of how many times the individual job description page has been loaded on the web extensions (this is a raw load/hit count, not individual visitors by IP).

### **RESUME CLICK AGREEMENT:**

When registering and entering a resume, the candidate is asked to accept or decline a statement that notifies them of your policies on handling their resume. The registration process is allowed to continue regardless of whether they accept the agreement or not, but if the candidate declines the agreement, they are not asked to upload their resume. If the text entry area here is left blank, PCRecruiter will show candidates a 'default agreement' that states the following:

Submitting your resume to this web site, you grant the organization a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, and publish worldwide. You agree that the organization may allow subscribers to access, display, view, store and reproduce such content for personal use. You warrant that the holder of

any rights to any information that you submit has completely waived all such rights and granted to you the right to agree to the license stated above. The organization is under no obligation to monitor information on the web site, but it may monitor items as it sees fit. The organization is the sole interpreter of the items as to the standards and acceptable content therein. By accepting these Terms and Conditions, you assume sole responsibility for the items you post. The organization makes no representations or guarantees regarding the truthfulness, accuracy, completeness, timeliness or reliability of any information posted by users. By accepting these Terms and Conditions, you agree to use this site at your own risk.

THIS WEB SITE IS PROVIDED ON AN 'AS IS' BASIS WITHOUT ANY WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED. THIS ORGANIZATION, TO THE FULLEST EXTENT PERMITTED BY LAW, DISCLAIMS ALL WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OF THIRD PARTIES RIGHTS, AND FITNESS FOR PARTICULAR PURPOSE.

This document is provided for information only. This information is not a promise or guarantee nor is the accuracy of any information generated after this item is published guaranteed. This document is provided AS IS without warranty of any kind, express or implied, including but not limited to merchant ability, fitness for a particular purpose, and freedom from infringement.

You will very likely want to replace this text with your own version, as advised by your choice of legal counsel. You may also use the boxes at the bottom of this area to redefine the wording on the "Accept" and "Decline" buttons. If you want to completely remove the agreement, use the dropdown menu to turn it off.

### **RESUME BUILDER FORM:**

Use this area to configure a 100-question form for instant resume creation when a candidate has no resume to supply. As with the profile creation tools, captions, answers and answer types are selected, and HTML code is allowed for greater visual control. The 'Section Type' dropdown allows the form to be broken, outline style, into sections and sub-sections.

### **MANAGE CANDIDATE ASSESSMENTS:**

Unlike profiles, which are completed as part of registration, and are generally designed to gather information, an assessment is completed as part of the job inquiry process, and is designed to test a candidate's aptitude in the selected industry.

Assessments are linked to industries in the database. The industry/specialty table is edited from the main System Tab. The setup of an assessment is nearly

identical to that of a profile. There are only a few minor differences:

- **Introduction & Conclusion** – use these areas to define text instructions or information displayed to the candidate before and after completion of the assessment.
- **Type** (cannot be altered once assessment is saved):
  - **Test** – questions presented in succession, with limited time allotment
  - **Questionnaire** – questions presented in succession, with unlimited time allotment
  - **Questionnaire (Combined)** – questions presented together on a single page, with unlimited time allotment
- **Qualifying Score** – select a percentage of correct answers required to qualify
- **Qualified Rollup** – select a rollup list for qualified candidates
- **Not Qualified Rollup** – select a rollup list for unqualified candidates
- **Results** – choose to show candidates their score or not after completion

You will also notice some differences from the profile when entering the actual questions and answers:

- **Correct** – select the line (1-9) on which the correct answer appears
- **Points** – assign a point value to this question
- **Timer** – if using 'test' format, set a time limit for answering this question

### **COLLECT EEO INFORMATION:**

From this area you may enable or disable the collection of EEO data, as well as the terminology used in the EEO collection area of the web extensions. Use the text boxes and pull down menus to define your questions and the Custom fields they will be linked to. By default, you should use the provided EEOC\_Race, EEOC\_Gender, EEOC\_Source and EEOC\_Category fields. The answer options for the predefined race, gender and category fields are pre-defined by the EEO Commission. If you wish to use alternate answer options, you will need to use your own custom fields. Collected EEO data appears in the Details area of the candidate's record and can be reported on using the EEO Reports area of the main Reports menu. You may define the EEO Source options under the SYSTEM >> Diversity Source List area.

### **AUTO RESPOND EMAIL:**

Use this area to set up an email that will be automatically sent to candidates upon completion of their application process. Use the first dropdown to turn the feature on. Creation of the email works much like the form letters option of PCRecruiter. You will likely want to use the "Insert Fields" button to include the candidate's email address and ID number in the email, as they will be used by the candidate as username and password for future logins. PCRecruiter does not allow a candidate to register twice with the same email address.

### **Employer Screen Options:**

#### **EMPLOYER MAIN MENU:**

Use this area to enable or disable the options available to employers on the main menu, including the ability to edit their registration information and upload a logo to appear on their job postings.

#### **CANDIDATE SEARCH FORM:**

Use this area to determine which fields will be available for an employer to search for candidates, including 10 custom fields

#### **EMPLOYER REGISTRATION FORM:**

Use this area to configure which fields are required, not required, or hidden from view on the employer registration form.

## **CANDIDATE DETAIL FIELDS:**

Use this area to select which fields an employer will be able to see when viewing a candidate's record. The dropdown for the "Resume" field also includes an option for "Formatted", which provides the resume in its complete format instead of plain text.

## **POSITION ENTRY FIELDS:**

Use this area to define the fields used when entering a new position. Fields can be shown or hidden, or made required. As with other areas of the program, you may select "Dropdown" to force the use of previously entered titles.

---

## **Additional Customizations:**

It is possible to alter the URL you use when viewing PCRecruiter to gain additional control over the main login form and other web extensions.

- Normally, your PCRecruiter link will look something like this:

```
http://www.pcrecruiter.net/pcrbin/default.asp?uid=odbc.mycompany
```

However, by tagging additional information onto the end of the link, you can create bookmarks and shortcuts that instantly log into your PCRecruiter database with a single click.

Here are a list of modifiers that can be used with your main URL:

- Replace "uid=odbc.mycompany" with "database=databasename.mycompany" to only show that one database in the login pull-down menu.
- Add "&username=X" to pre-fill the username area when the page loads
- Add "&password=X" to pre-fill the password area when the page loads \*\*
- Add "&auto=yes" to log in automatically
- Add "&background=X" to put a background image on the login frame

These modifiers can be used singly or in any combination. Look at the example URL below, where all modifiers are in use:

```
http://www.pcrecruiter.net/pcrbin/default.asp?database=MainData.mycompany  
&username=bobsmith&password=superman&auto=yes&background=http://www.server.com/images/bgpic.gif
```

When this link is entered in the browser, PCRecruiter will load the login screen, and automatically log into the “MainData” database with username ‘bobsmith’ and password ‘superman’. In addition, the login frame will use the ‘bgpic.gif’ image as its page background.

**\*\* Note:** Using the “&password=” option defeats database security by both displaying your password in the URL and allowing users who do not know your password to enter the system with your username. *Utilize this item with extreme caution!*

- You may tag items onto the URL for the Employer and Candidate login forms, plus the employee referral form to alter the appearance as follows:
  - By tagging &title1=\*\*\*\* and/or &title2=\*\*\*\* onto the ‘regfirst.exe’, ‘employer.exe’ or ‘emplref.exe’ URLs, you may alter the the heading text.
  - For example, if your Employer web link is <http://www.pcrecruiter.net/pcrbin/employer.exe?uid=odbc.txt>, the standard text will read “If you are a new user, please click the link below ; New Users Click Here To Register”. By changing the URL to <http://www.pcrecruiter.net/pcrbin/employer.exe?uid=odbc.txt&title1=hiring manager&title2=Managers>, the text will be changed to “If you are a new hiring manager, please click the link below ; New Managers Click Here To Register”

---

## **“Forced” Job Searches / “Hot Job” Lists:**

When using the web extensions on your site, you may wish to show candidates a specific set of search results instead of, or in addition to, allowing them to search jobs on their own. For example, you may want to display a link that always brings up a list of jobs entered in the last 7 days. Perhaps you’d have a link that always shows jobs in a specific state, or a selected group of industries. You can create direct links to these search results for use on your site.

1. Open the candidate side of your web extensions (job search form).
2. Enter your desired search criteria as if you were about to search for a job, but do not click “Search”.
3. Enter the word “createlink” into the “Keyword Search” area.

4. Click “Search”
5. Instead of your search results appearing as usual, you will see a hyperlink. When clicked, this link brings up the search results screen with the results of the search you specified. This link contains the search criteria, not the actual results, so it will always bring up current data.
6. Right-click the link and choose “Copy Shortcut”.
7. Use the copied link the same way you would use the main web extensions link when building your website.

Keep in mind that you do not need to keep the search options you used when creating your links active after link creation. For example, you can enable the “Browse by Area/Specialty” search option on your search form, use the “createlink” technique to make a link directly to job results within a chosen industry, and then turn the option off again. Your created Area/Specialty “forced search” link will still work, even though candidates cannot see the option to manually search the Area/Specialty field themselves.

If you have generated a ‘forced search’ link, you can tag *&killback=y* onto the end of your URL to remove the ‘Back’ button from the initial screen, and/or *&killhome=y* to remove the ‘Menu’ button from the initial screen. Keep in mind that at the end of the registration or application process, the visitor will still be able to return to the main menu and perform a standard search of any positions you have made available in your web extensions.

---

## Setting Up a “Central” Job Board:

PCRecruiter has a special option for companies who have multiple databases but wish to have all jobs from each database posted on the same job board. You may set up a ‘parent’ database in which all jobs from the ‘child’ databases will be automatically duplicated, thereby allowing you to configure a centralized job board. **If you are hosted on Main Sequence Technologies’ ASP service, you must contact technical support to set up a central job board.**

1. Create a new database to act as the ‘central’ job board database.
2. Create a new company record in the central database for each of the child databases. All jobs from that child database will appear under this

- company record in the master database, regardless of the company record that they are associated with in the child database.
3. In each new company record, create a Name record. It does not have to be the name of an actual person, but you must include information in the Last Name and Identification fields. This Name record information must be unique for each company record you've created. Take note of this information.
  4. Go to System > Console > Edit Database Names and Locations
  5. Select your database and click "Go"
  6. Look in the 'Database Path' field and note the server IP address.
  7. Look at the URL you used to get into PCR recruiter and note the 'database identifier', which is the part of the link after 'uid="'. Most likely it is something similar to 'odbc.txt'
  8. Now log into a 'child' database.
  9. Go to System > Console > Customize Web Extensions > Central Job Board Settings
  10. Enter the database identifier and server IP you noted a moment ago, so that this 'child' knows where to find the master database
  11. Enter the Last name and Identification/Password of the Company record that this database's jobs should post to in the central database
  12. Choose yes/no to configure whether inquiries made on jobs in the central database should post back to the 'child' database
  13. Finally, use the methods described earlier in this document to configure the settings for the web extensions in your central database.
- 

We hope that the information contained in this document will assist you in tailoring PCR recruiter's web extensions to your needs.

If you have questions on using the web extensions, profiles, or PCR recruiter in general, please contact our team via email at [training@mainsequence.net](mailto:training@mainsequence.net) or call (440) 946-5214. For questions regarding integration of the web extensions or HTML formatting, you may contact our web designer at [webmaster@mainsequence.net](mailto:webmaster@mainsequence.net).