



## 15.1 Release Notes: New Feature Focus

### *A Guide for iCIMS Clients Outlining System Changes in the 15.1 Release*

**Note:** This document is frequently updated. Please refer to the [Document Updates](#) page for recent changes, and [click here](#) to access the most up-to-date version of these Release Notes.

**Last Updated Date:** 12/14/2015



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## New & Noteworthy

The list below identifies the most noteworthy items in the 15.1 Release. Click an item below to jump to its entry in this document.

**User Interface (UI) and General Platform Updates:** The updated user interface features updated [menu bar behavior](#), improved handling of [small browser windows](#), a new approach to system [color theme](#), and improved [feature callout functionality](#).

**Profiles:** iCIMS has improved recruiters' ability to view, filter, and visualize applicants when working on a Job Profile with the new [Applicant Pool Visualization](#) feature. Further, [Advance and Reject buttons](#) on the Job Profile People Tab, [Drag and Drop](#) capabilities, and the new predictive [Smart Status](#) allow users to quickly move candidates along in the hiring process.

**Appointments & Email:** Significant enhancements to system email and calendaring tools allow users to communicate efficiently and easily without leaving the Platform. The system now supports [Calendar Integration](#) with Exchange 2013 and Office 365 in addition to Exchange 2010 and Google Calendar. Users can now [add attachments to saved email templates](#). When an appointment is launched from a candidate's profile, users can also [select which attendees should receive any appointment attachments](#). The Calendar View has been upgraded to streamline information review, and includes new [response filtering options](#).

**Portals:** The candidate experience has been improved with [enhanced keyword searching on Portals](#), a step-by-step [candidate progress bar](#), and the addition of [ever-present Apply, Refer, and Email buttons](#) for candidates browsing a job description on a mobile device.

**Tasks:** Reminder and overdue task notifications have been streamlined, reducing the volume of emails sent to individuals and providing clearer insight into the individual's assigned tasks.

**Referrals:** All customers benefit from [improved one-off referral functionality](#) to more easily track referral information within the system. Customers with Social Distribution enabled also benefit from the ability to access a [dedicated referral metrics dashboard](#) and a new [referral widget](#) on Career Portals.

**Approvals:** Mobile approvals are easier than ever! A new Approve Button variable allows recipients to approve or decline a job, candidate, or offer directly from the approval email. For approvers who wish to view more detail, the approval page has also been revamped to include a fully responsive mobile-optimized design.

**Social Distribution:** Customers with Social Distribution enabled may now send out email blasts from the Platform that invite their employees to sign up for Social Distribution.

**Integrations:** Numerous enhancements have been made on the back end to streamline how integrations are created and managed by iCIMS. Users will benefit from a stronger backend framework, the ability to easily [launch integrations from a person's profile](#), and clearer error messaging.

**Resumes:** For an improved resume review experience, the Resume Tab now reserves more screen space for resume display. Resumes now render more crisply and accurately, and the likelihood of a resume rendering inaccurately has been reduced.



**Searching & Reporting:** Searching and reporting within the system is simpler than ever before, allowing users to more easily review candidates and make quality hires. Enhancements include the addition of a [new icon and search column](#) to better visualize candidate application progress, improved [search action buttons](#), and more.

**iForms:** iForm may now include [Dependent Field Groups](#). iForm handling and printing within the system have been improved, as well.

**Fields:** A number of improvements have been made to fields within the Platform, including the creation of a new [Source Origin field](#) to streamline high-level candidate source reporting, an [upgraded rich text editor](#) for HTML/text area fields including improved Paste from Word functionality, and additional enhancements that improve the user experience and system scalability.

**System Configuration and User Admin:** User admins are now able to search for sections within System Configuration by entering all or part of a section header in addition to searching for fields and settings. The system also features improved handling of long lists in the list editor.



## User Interface (UI) and General Platform Updates (7)

### Menu Bar and Small Screen Optimization Updates

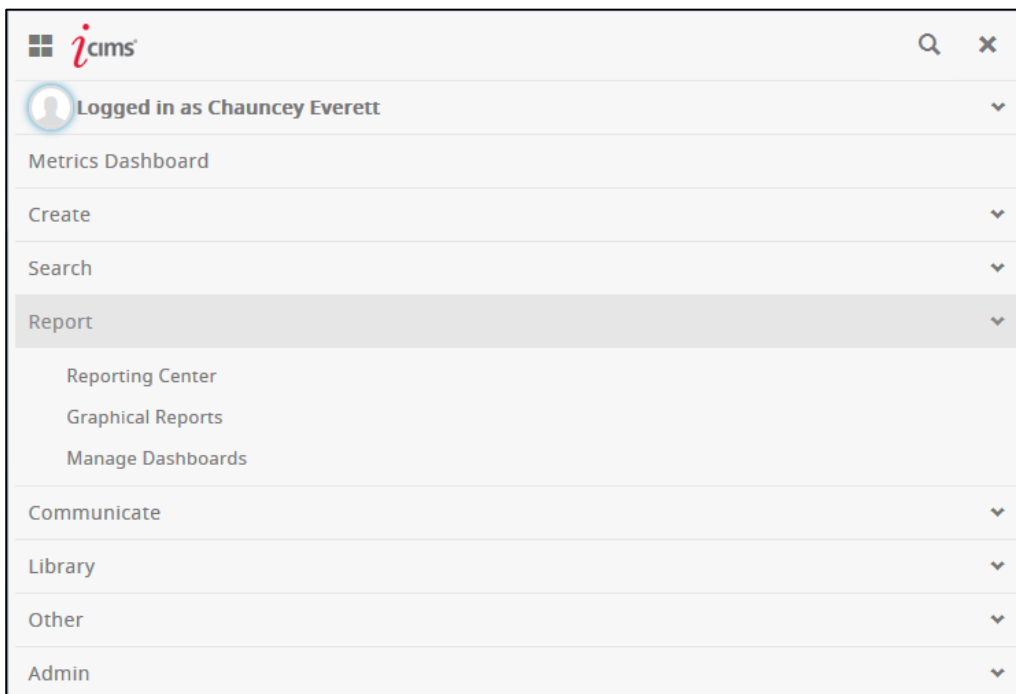
**Previous Functionality:** Users were able to expand sub-menus by hovering over them. Additionally, the menu bar was difficult to navigate for users with small browser windows or on iPads.

**Enhanced Functionality:** Sub-menus may now only be expanded by clicking; the previous hover-over functionality has been removed to provide a more streamlined user experience. When a sub-menu has been expanded, clicking outside of an open menu (or Quick Search results) will close that dropdown.

Additionally, the Platform menu bar has been updated and now features slightly updated styling. It also now better adapts to Platform users' browser window sizes.

The following changes only affect the system experience for users accessing the system via a narrow browser window:

- Menu options (e.g., Create, Search, etc.) will be condensed into a dropdown rather than appearing in a menu bar. These options can be expanded by clicking the Menu icon indicated below. Clicking outside of the menu, or clicking the Exit (X) icon, will hide the options again.



## New & Noteworthy Updates in 15.1

Check out the list of [New & Noteworthy Updates in the 15.1 Release](#).

### FAQs

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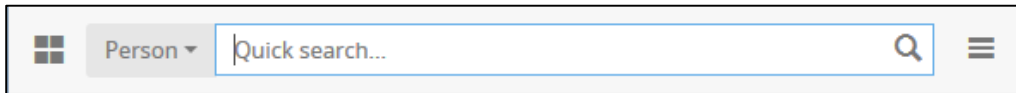
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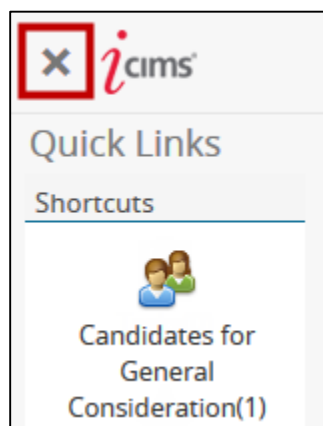
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- The Quick Search field will not appear unless a user clicks the Search icon on the menu bar; when the user clicks this icon, the Quick Search bar will expand to take up the entire menu bar. Clicking outside of the Quick Search box will hide it again.



- The Quick Links menu can be launched by clicking the Quick Links icon indicated below. (It cannot be accessed by hovering over the left edge of the screen by users on iPads or users with narrow screens.) Clicking the Exit icon will hide the Quick Links menu again.



- A user with a narrow screen (767px or less) is now unable to view profiles in split screen view; once the user's window shrinks below this threshold, the profile will display in full screen and the option to revert to split screen will be removed. (If the user's screen width/browser window is then increased above 768px, the user will automatically be returned to split screen view.)
  - Note that users in IE8 and IE9 may not experience this change due to browser limitations.

### Appointments Removed from Quick Links Menu

**Enhanced Functionality:** To provide more streamlined access to new Calendar features, the Appointments button is no longer available on the Quick Links menu in 15.1. Users should instead select **Communicate** from the menu bar, and then select **View Calendar** to view their calendar.

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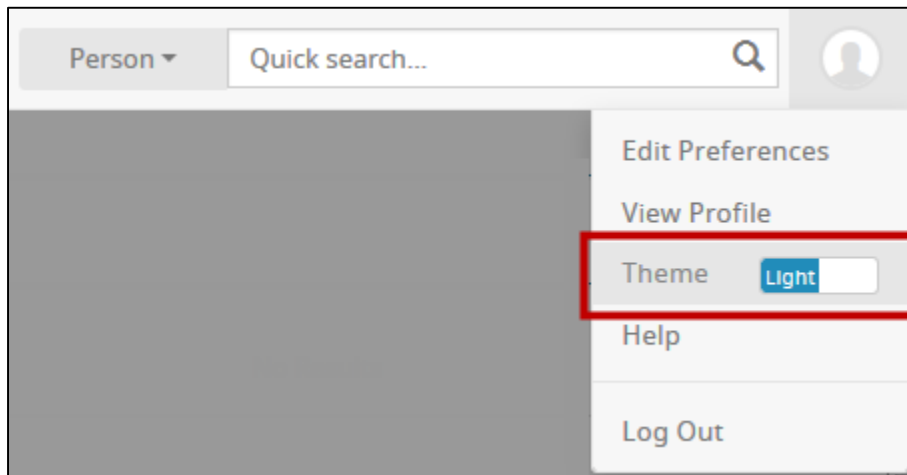
## Color Theme Updates

**Enhanced Functionality:** A new color theme option has been added to the Platform: Dark theme. This theme was added for users who prefer to not have a bright interface, or for users who happen to view the iCIMS Talent Platform using a device that does not have strong contrast, such as a projector.

Note that the Dark theme is different than other themes in that it modifies the color of almost all of the elements in the Platform, including the background color of all pages. (Resumes and iForms are not impacted by theme choice, as these areas display the colors and content that exist within the resume or form.)

The former Blue theme has been renamed the Light theme, as both the Light and Dark themes feature accents in the same blue shade.

Users may now more easily adjust their theme preference using a toggle within the User Preferences menu. To do so, click your profile picture (or the picture silhouette) on the far right of the menu bar, and then adjust the Light/Dark toggle as necessary.



Note that the former iCIMS (Red) and Khaki themes have been removed from the Platform and may no longer be selected.

## Feature Callout Updates

**Enhanced Functionality:** Feature callouts will now be re-enabled at the start of each new release, ensuring that users who disabled callouts during the previous release will not miss out on updated callouts in 15.1.

These callouts may be disabled by individual users or on a per-user group basis by User Admins. (User Admins should access System Configuration and search for *Feature Callouts* to locate the correct setting. Then, select a user group from the User Group dropdown at the top left of the page, enable or disable callouts as necessary, and then click Save.)

In addition, users' callout preferences are now stored within the Platform database, rather than within their browsers. This means that users' callout preferences are now more persistent and should be visible across browsers. It also means that clearing a browser's cookies will no longer re-enable callouts. Users can reset callouts that they have disabled

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previously within their Edit Preferences menu. To do so, simply click the profile picture/silhouette on the far right of the menu bar and select Edit Preferences from the dropdown. Then, locate the Callout section of the page and select the Reset button.

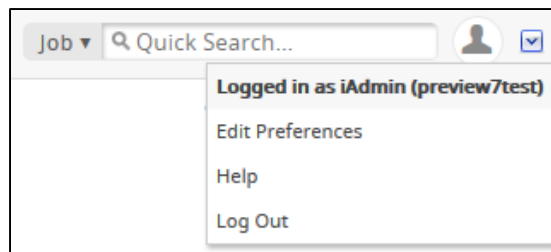
### Quick Links Menu Update

**Enhanced Functionality:** The delay for the left Quick Links menu to display has been increased to 0.8 second, meaning that a user must hover over the left side bar for 0.8 second before the Quick Links menu will display.

Additionally, the delay for the Quick Links menu to hide (when not pinned) has been reduced to .1 second, meaning that almost as soon as a user removes their cursor from the Quick Links menu, it will disappear from view.

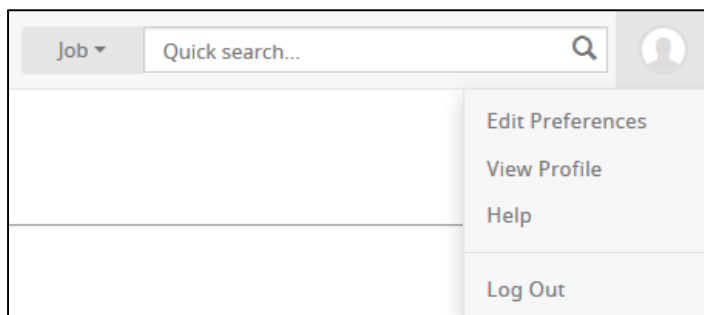
### User Preferences Menu Updates

**Previous Functionality:** The User Preferences menu displayed as shown below.



**Enhanced Functionality:** The User Preferences menu has been updated.

Clicking the profile picture/silhouette on the far right of the menu bar no longer brings the user to their own profile, but instead opens the menu. In order to access their profile, users should click the new View Profile option.



Note: If a user is logged in as another user, this menu will also display an option allowing them to return to their own account.

### Password Reset Update

**Enhanced Functionality:** The URL provided to a user resetting their password expires 10 seconds after it is clicked for the first time, as a security precaution. This limitation is not configurable.

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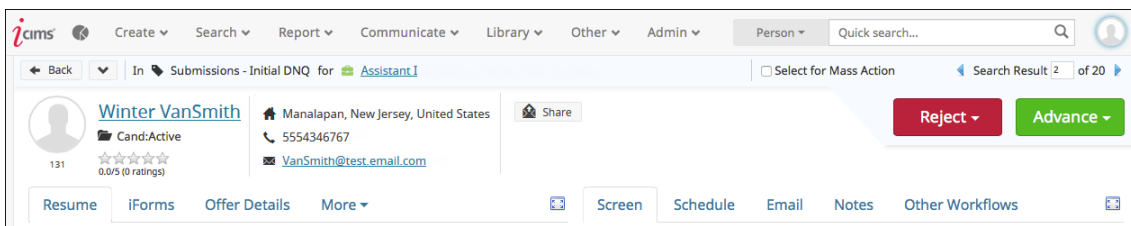


## Profiles (15)

### Recruiting Workflow Profile Action Bar Update

**Enhanced Functionality:** The Recruiting Workflow Profile action bar has been slightly updated. Notable changes include:

- **[Updated 9/30]** The Person Folder is now displayed under the candidate's name on the Recruiting Workflow Profile (rather than the bin and status), as it was in 14.2.
- **[Updated 9/30]** The job title associated with the Recruiting Workflow Profile is now located in the search browser bar on top of the profile, as it was in 14.2.
- The label beside the Search History dropdown has been removed.
- The Reject button is now red.



### Broadcast Tab and Panels Renamed

**Enhanced Functionality:** The Job Profile Broadcast Tab is now named the Advertise Tab.

The panels on this tab have also been slightly renamed, as follows:

14.2 Name	15.1 Name
Career Portal Posting	Post to Career Portals
Agency Posting	Share with Staffing Agencies
Job Board Posting	Post to Job Boards
Social Distribution	Share on Social Networks
---	Request Employee Referrals (new in 15.1)

Note that these changes are also visible throughout System Configuration, Search Templates, and Dashboard Widgets.

### Workflow Tab Renamed

**Enhanced Functionality:** The Workflow Tab, which displayed on Job, Talent Pool, and New Hire Category Profiles, is now named the People Tab.

This update makes it simpler for users to learn and master the system by making the tab's purpose clear.

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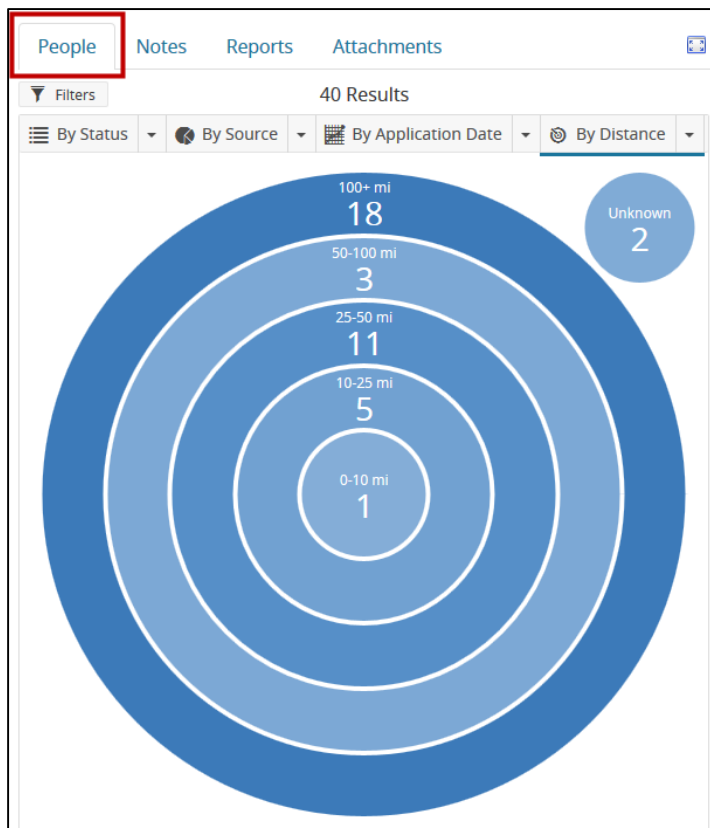
## Applicant Pool Visualization

**Previous Functionality:** The Workflow Tab of the Job Profile showed applicants organized by Bin and Status by default; no other grouping could be easily chosen. There were no easy ways to filter an applicant pool or any way to visualize applicants directly from this tab.

**Enhanced Functionality:** iCIMS has improved recruiters' ability to view, filter, and visualize applicants on the new People Tab of the Job Profile. This tab allows users to quickly group together and filter candidates when filling a specific job. This new functionality gives users an easy way to view candidates by source, by location, by application date and more—making it easier for a recruiter to select how he or she sees all the people associated with a job.

### Accessing and Using Applicant Pool Visualization

Applicant Pool Visualization is located on the People Tab of the Job Profile. By default, all options are available for all user groups, including Hiring Managers.



### Modifying Filters

Users are now able to quickly apply filters to their search and narrow down the applicant pool that they are reviewing for a given job. To modify or apply new filters to the search, users can click the **Modify Filters** button, located at the top left of the People Tab.

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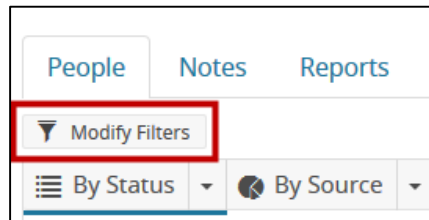
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(Note: If a user's screen is less than 1600px in split screen, or 800px in full screen, the button will read **Filters** instead of Modify Filters.)

Clicking this button launches an inline popup (i.e., a popup that does not open in a new window) with the ability to keyword search and narrow applicants by source origin (e.g., self-submission, referral, etc.), application date, role (e.g., employee or external candidate), and/or distance from job.

- **Keyword Search:** The keyword search is an All Words search, meaning that the search engine will search for **all** of your keywords. (For example, if your keywords are *marketing coordinator*, only applicants with both of those words within their profiles will be returned, such as an applicant who has had experience as a Senior Coordinator of Marketing.) This cannot be changed from the popup, but can be changed from Advanced Search.
  - Note that if a user selects the Advanced Search option, changes the keyword search to Boolean search, and then navigates back to the Modify Filters popup, the keyword search option will no longer display. The keyword search field will return after All Words has been reselected from the Advanced Search page.
- **Source Origin:** Users can choose from self-submission, referral, recruiter submission, vendor submission, and social network post options (typically available only for Social Distribution users).
  - Users can select multiple options. Individual applicants may only have one source origin, so this will show applicants in any selected source. (i.e., selecting source origin self-submission and referral will return all applicants whose source origin is self-submission OR referral)
  - Note that two options (import and web service) will not be available as part of the filter window.
- **Application Date:** The application date filter is based on the date the person initially applied to job. Users can select one of 6 provided values for this filter, such as Past 24 Hours. (Note that users cannot provide a custom option at this time.)
- **Role:** The role filter is based off of the role(s) listed on an applicant's Person Profile. Note that only one option can be selected at a time.
  - If the applicant has only a Candidate role, they are considered an External Applicant.
  - If the applicant has an Employee or Hiring Manager role, they are considered an Employee. (This filter will show anyone that has the Employee role, even if they are a former employee.)

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- **Distance:** The distance field is available as two dropdown options, allowing users to determine a range of acceptable distances. Note that custom options cannot be selected at this time.
  - If a user has their login group configured to utilize kilometers, the label values in the search form will dynamically update to display based on the unit of measure the system is utilizing.
  - If From is left blank, it will act as “0.” If To is left blank, it will act as “200.”
  - Note that this filter is validated before it is applied to ensure that the From distance is not greater than the To distance.

To use the newly-selected filters, users can click the **Apply Filters** button, available at the bottom of the popup.

Once filters have been applied, the Modify Filters button will reflect the number of filters currently in use.

In addition, the results counter at the top of the People Tab will reflect the use of filters by reading, “Displaying X of Y Results” (or, if the user’s screen is too narrow, “X of Y Results”).

To clear filters from the People Tab, select the **Clear** button (located beside the Modify Filters button when filters are currently in use). Alternatively, re-select the Modify Filters button, and then clear filters individually using one of the Clear links provided in each filled-in section, or clear all filters using the **Clear All** button. (Note that these options will only display once filters have been selected in one or more sections of the popup.)

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## Subject to Change

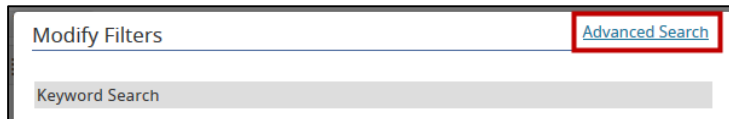
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Note: When applying multiple checkbox filters, the operator will be OR instead of AND. This means that applying multiple of the same filter will include rows that have any of those filter values.

### Advanced Search

On the Modify Filters popup, users can click an Advanced Search link to view the full search form for the Recruiting Workflow search. (This previously displayed when a user clicked the Show Search button in 14.2.) Note that for every other search type in the Platform, the Show Search icon will remain; this change is only for the People Tab of the Job Profile.



### Adjusting Groupings and Visualization Options

The People Tab allows users to select alternative groupings for their list of applicants in order to segment information in the way that is most useful to their process. Each grouping can be selected from the top of the People Tab; once an option has been selected, it will be underlined with a blue border.

Four or five groupings are available with 15.1, depending on Platform configurations: By Workflow, By Status, By Source, By Application Date, and By Distance. Note that By Workflow is only available in Platforms where the search template for the Job Profile Workflow Tab has been customized in 14.2 or earlier. If By Workflow is available in a particular Platform, it will be the default selection for all users. If By Workflow is not available, By Status will be the default selection for all users.

For all groupings (*except* By Workflow), users can choose to view a Detailed or Chart View of the results, allowing them to change the way information about their applicants is displayed. To change the view for a particular grouping, click the dropdown menu beside that option; then, select the desired view. Users can then click into charts as desired to view detailed search results.

Note that the user's visualization selection (i.e., Chart View or Detailed View) for each grouping will be remembered by the Platform, ensuring that if a user wants to view the grouping in a particular way, the Platform will show that selection each time. This is done on a per-user basis.

## New & Noteworthy Updates in 15.1

Check out the list of [New & Noteworthy Updates in the 15.1 Release](#).

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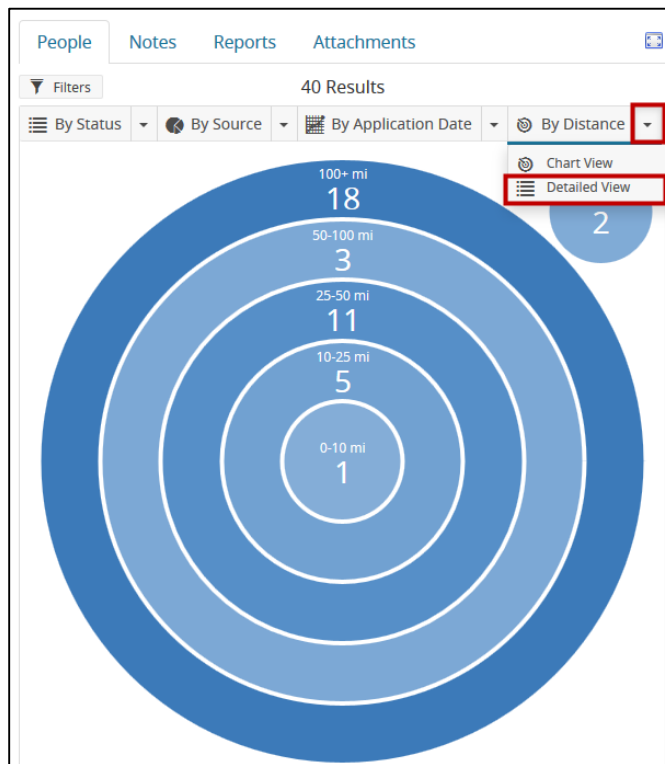
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To adjust the view, expand the dropdown menu for a particular grouping, and then choose the preferred view.

### Group by Selections

- **By Workflow:** This option will only display for users whose Platforms previously had a customized Workflow Tab on the Job Profile (that does not match one of the other four options described below). This grouping can only be displayed in Detailed View.
- **By Status:** This option is a combined grouping of Bin and Status. The Detailed View of this grouping is the default for most clients' People Tab.
  - A Chart View is available for this grouping, as well. The Chart View displays a double donut chart, where bin is the inner circle and status is the outer circle.
  - Note: If a client has this search grouped by Status and has the Status column in the results, the search will look "off" unless the Status column is moved all the way to the left (as the user will have to scroll right to view the actual status). This is not a bug and cannot be fixed by development. The only option is to modify the search output.
- **By Source:** This option utilizes the new Source Origin field. (For more information, see the [New Standard Field: Source Origin](#) entry of these Release Notes.) The Chart View of this grouping (a pie chart) displays by default when By Source is selected. (The Detailed View may be selected by clicking the arrow to the right of the By Source option.)
- **By Application Date:** This option utilizes the Application Created field to show when applicants applied to the job. The Chart View of this grouping (a time series chart) displays by default when By Application Date is selected.

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- Note: The Application Date Chart will dynamically resize the horizontal axis so that the chart is at the right scale. For example, if a job has only been open for a few days, the horizontal axis would display a time series chart with daily increments. If the job has been open longer, the scale will be broadened to weeks, months, or years.
- The user will see days if fewer than 18 days have passed since the job was approved. They will see weeks if fewer than 12 weeks have passed. They will see months if fewer than 13 months have passed, and years if more.
- **By Distance:** The Chart View of this grouping (a bull's-eye chart) displays by default when By Distance is selected.
  - Note:
    - In instances where one ring is empty, the grouping is still shown, but will display grayed out; this is to ensure that the chart structure is the same every time a user looks at the page.
    - The chart will label distances with miles or kilometers, depending on the configuration set for a user's login group.
    - Any applicants that cannot be mapped will be shown as unknown and will display in a "satellite" outside of the bull's-eye chart. If no applicants can be mapped, an error message will display.
    - The chart is always blue and grey, despite individual users' Platform theme color choice. Depending on the number of candidates in a particular group, the blue will lighten or darken in intensity (i.e., darker blue indicates more people). This is to allow users to tell, at-a-glance, how many people are in a particular range of distance from a job using.

#### Notes:

- Chart types are not configurable.
- If a field is hidden from a user at the field level, its corresponding grouping will not be available. (For example, if the Source Origin field (rcf3323) is hidden for a particular user group (or globally), the "By Source" group by option will no longer show up.)
- If a user's screen is too small to display all available grouping options in a horizontal row, the options will be available as a dropdown menu, as depicted below. Note that the grouping title will not be clickable in this situation.

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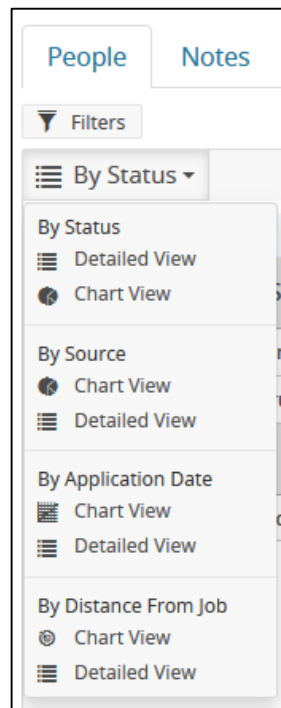
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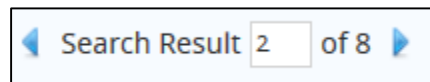
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- If a user has reached a Job Profile via a search, the system will allow the user to page to other job profiles using the mini-browser that appears on the top right of the Profile.

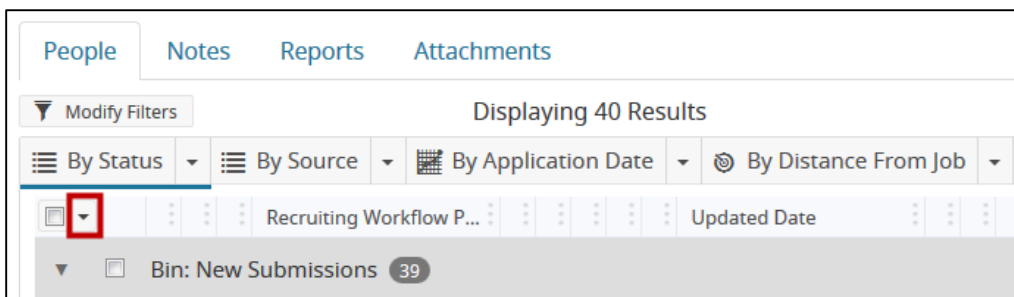


Whatever grouping and view are active will be remembered by the system and will display on each subsequent Job Profile. However, once any page is refreshed, the default visualization option will display.

### Selecting Applicants

The ability to select applicants has been slightly updated. To select all options (or deselect all options), a user can simply click the checkbox to the far left of the search column headers on the Detail View of any grouping.

To select options such as All on Page or None on Page, users may click the dropdown menu beside the checkbox.



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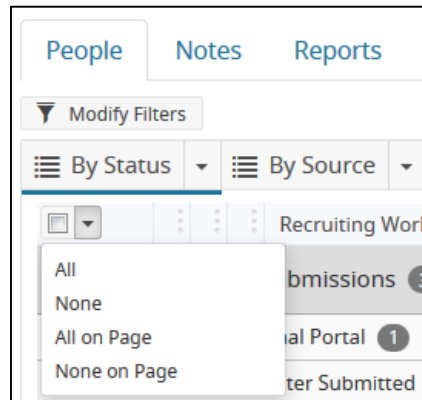
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This selector will always display the options described above. It is not configurable.

**Important Note:** If a user selects applicants in the Detail View for a grouping, and then switches to Chart View or to another grouping, their selections will not be remembered.

### **Taking Action with the Advance & Reject Buttons**

In the 14.2 Release, iCIMS introduced the Recruiting Workflow Profile, which featured the ability to quickly take action on applicants using the Advance and Reject buttons. This functionality is now available on the Job Profile's People Tab, located at the bottom of the tab when a user is viewing a Detailed View of any grouping of applicants. (Note that these buttons will not display when a user is viewing the Chart View for any grouping.)

Once one or more applicants have been selected, the Advance and Reject buttons are enabled; the buttons will display the number of applicants selected in parentheses. (If no applicants have been selected, the buttons are disabled and no count displays.)

The former Take Action icon has been removed from the People Tab, because users are now able to easily take action on applicants using the Advance and Reject buttons. (However, the Take Action button still displays on the full search form.)

Users are unable to modify a candidate's folder at the same time that they modify the candidate's status when using the Advance and Reject buttons. However, users may modify a candidate's folder by expanding the More Actions dropdown (described in the [Completing Other Actions on the People Tab](#) section of this entry, below) and selecting the **Edit Folder** button.

**Note:** In the event that a user does not have access to take action, the Advance and Reject buttons will not display.

### **Drag and Drop**

Drag and drop functionality is now available on the People Tab when taking action on applicants. Users may also drag one or more applicants to the Advance or Reject buttons, which will expand and provide statuses that applicants can be "dropped" into. (Users may also drag and drop applicants to actions in the More Actions dropdown, such as Email or Share.) This can be done for individual applicants or entire groups of applicants.

## **New & Noteworthy Updates in 15.1**

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If there are existing applicants or groups already selected before a user clicks a specific applicant's name, all of these applicants or groups will be moved.

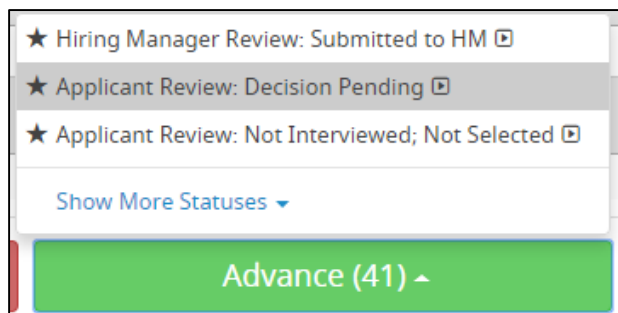
Note that releasing the mouse when the cursor is *not* over a status or action (from the More Actions dropdown) will cancel the status change or action.

Drag and drop functionality is on by default. It is only available on the People Tab, and it may be disabled globally (for all users) by a User Admin in System Configuration. (Search for *Drag and Drop* to disable.)

**Important Note:** Drag and drop functionality is not available for users on IE8 or iPads.

### Smart Status

Smart Status is a new feature available on the Job Profile's People Tab (as well as the Recruiting Workflow Profile). It allows users to quickly find the most likely statuses that applicants will enter next by displaying them at the top of the Advance or Reject button's status list and indicating them with a small star.



Smart Status suggestions appear in the same order as they would display in the Show More Statuses dropdown; they are not ranked among themselves.

- If a user clicks on the Advance or Reject button, and there are no Smart Statuses available, the full list of statuses will be shown automatically.

For more information, please see the full [Smart Status](#) entry in these Release Notes.

### Completing Other Actions on the People Tab

All other search action icons that previously displayed at the top of the former Workflow Tab have been relocated to the **More Actions** dropdown at the bottom of the People Tab. This was done to remove clutter from the tab, because the primary action users take on their applicants is advancing or rejecting them (i.e., “taking action” on them). Like the Advance and Reject buttons, many of the icons in this bucket are unavailable until at least one applicant has been selected.

Note that the search form icon has been moved into the Modify Filters popup; click the Modify Filters button and then click the Advanced Search link to access the search form.

## New & Noteworthy Updates in 15.1

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**Important Note:** Because taking action via the Reject and Advance buttons does not allow users to change applicants' folders, an Edit Folder button has been added to the More Actions dropdown. Select this button to change an applicant's folder.

### Setup

Filters and View/Grouping options can be configured by User Admins (and internal iCIMS staff) via System Configuration by searching for *Set Search Visualization Options*.

- All Filter, Grouping, and View options (*except* for By Workflow, if available) can be hidden on a per-user group basis. In addition, all options (including By Workflow) can be renamed on a per-user group basis.
  - Note that By Workflow has the ability to display custom groupings. This is why it does not have the ability to be displayed in Chart View.
- Users are able to hide access to Detailed View and/or Chart View for each option on a per-user group basis, as well as configure what those view options are labeled.

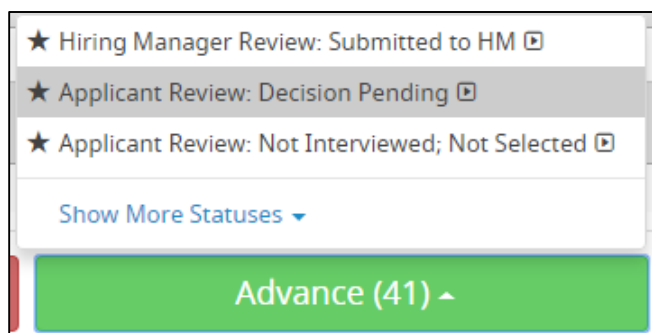
The number of Smart Statuses displayed to a user may also be configured in System Configuration. Search System Configuration for *Smart Status Accept List Size* or *Smart Status Reject List Size* to configure either number to 0, 1, 3, or 5. (This is only configurable globally.)

- Note that setting the value to 0 will disable Smart Status. By default, 3 options will display for each Smart Status list.

Drag and drop functionality may be disabled globally (for all users) in System Configuration. Search System Configuration for *Drag and Drop* to disable.

### Smart Status

**New Functionality:** Smart Status is a new feature available on the Job Profile's People Tab and the Recruiting Workflow Profile. It allows users to quickly find the most likely statuses that applicants will enter next by displaying them at the top of the Advance or Reject button's status list and indicating them with a small star.



Smart Statuses are chosen by analyzing all previous selections made across the whole Platform (i.e., globally), weighting them accordingly, and removing unavailable statuses. Finally, the most likely statuses are chosen and displayed to the user.

Smart Status suggestions appear in the same order as they would display in the Show More Statuses dropdown; they are not ranked among themselves.

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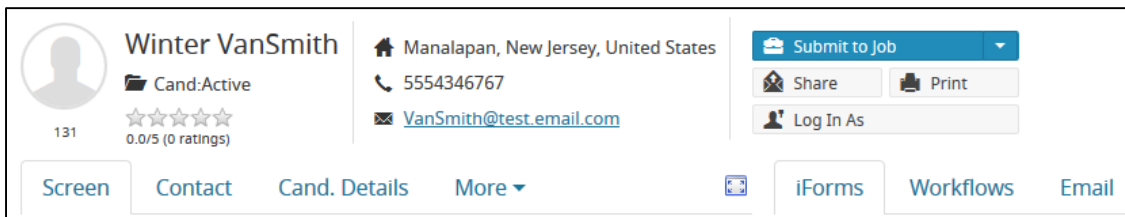
- If a user clicks on the Advance or Reject button, and there are no Smart Statuses available, the full list of statuses will be shown automatically.

## Simplified Profile Actions

**Previous Functionality:** All actions on profiles were represented by icons (e.g., to edit a profile, a user would click the pencil icon). These icons were always located within a tab on the profile.

**Enhanced Functionality:** With the 15.1 Release, the system will be easier to learn and use than ever before. Users may now easily view profile actions as clearly-labeled buttons, eliminating the need to learn and memorize dozens of icons. These buttons offer a cleaner, more modern look and are easier to select accurately, particularly for iPad users.

The location of buttons has been reorganized, as well. Profile actions will now appear in two places: General actions, such as Submit to Job, appear above the tabs in the Quick Info section. Tab-specific actions, such as Download Resume, still appear beneath the appropriate tab. This makes it clear which actions involve specific tab information and which are related to the profile as a whole.

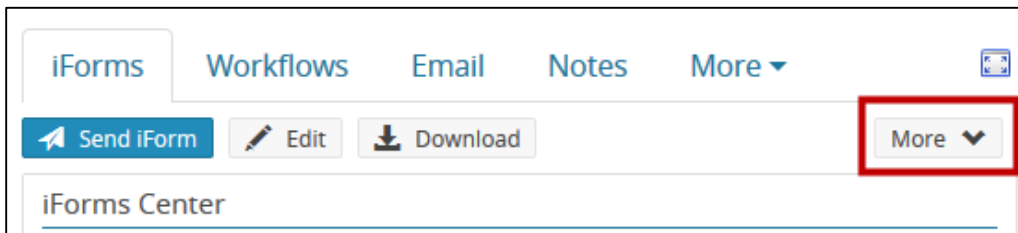


General profile actions now display within the Quick info section of the profile, as shown above on the Person Profile.

Common, important actions on profiles have been designated primary actions. (Some examples include the Edit, Download Resume, and Send iForm buttons.) These buttons are brightly colored and match a user's color theme. (For example, a user with Light or Dark theme selected will see these buttons in blue.)

Less crucial actions have been designated secondary actions; these buttons have a neutral color. (Some examples include the Audit Trail, Resume Log, and Print buttons.)

When there are more buttons available than there is space to display them, a More dropdown displays. Expanding this dropdown allows the user to select one of the additional buttons.



Actions that cancel changes or close windows are also gray, but feature a red outline. (Some examples include the Cancel, Revert Changes, and Close buttons.)

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## Notes:

- If a user does not have permissions to use the primary action, it will not display. (Another button may take on the bright coloring of the primary action, if it is an important action. However, minor actions like Folder Log will never take on the “primary action” designation.)
- Buttons on searches also have the same new style as those on profiles, as described in the [Search Action Buttons](#) entry in these release notes. (This does not include icons added as columns in search results.)
- Buttons throughout System Configuration have also been converted to the same style as those on profiles.
- The Show Labels setting on the Edit Preferences page, which previously controlled profile icons had a label, has no impact on the new profile buttons, which always display a label. This setting will continue to control whether or not labels appear in other areas of the Platform, such as System Configuration.
- The majority of the former Go Back buttons throughout the Platform now read only Back, to save space. This change affects nearly all areas within the Platform.

### Specific Changes of Note

The following list highlights some of the most impactful changes as a result of the new button framework. Note that depending on your Platform’s configuration and your permissions, you may not see all buttons described below.

#### All Profiles

- The former Share Profile icon is now a Share button that appears within the Quick Info section of each profile.
- The former Print icon is now a button that appears within the Quick Info section of each profile.
- The former Additional Documents icon has been removed. Instead, an Attachments Tab is now available for most profiles. For more information, see the [Attachments Tab](#) entry in these Release Notes.
- The former Expenses icon has been removed. Instead, an Expenses Tab is now available for most profiles. For more information, see the [Expenses Tab](#) entry in these Release Notes.
- The icons formerly available on the iForms Center have been converted into buttons. Three actions (Send iForms, Edit, and Download) are available on the left side of the iForms tab; other actions may be accessed from the More dropdown, located to the top right of the tab.
- The former Folder Log icon is now a button that displays on whichever tab contains the Folder field. (For example, this button displays on the Contact Tab for Person Profile and on the Details Tab for a Job Profile.)

## New & Noteworthy Updates in 15.1

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## FAQs

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## Subject to Change

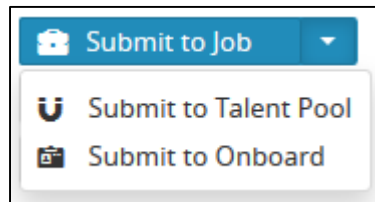
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## Person Profile

- The former Submit to Workflow icon is now a button that displays within the Quick Info section of the Person Profile. This button no longer says “Submit to Workflow,” but will instead display Submit to Job (or Requisition), Submit to Talent Pool, or Submit to Onboard, depending on which workflows the user can submit a person to.
  - If the user can only submit to one type of workflow, this button will display as a standard button and the label will reflect that workflow. Clicking the button will open the Submit to Workflow window, and the correct profile type will be preselected from the dropdown on that window.
  - If the user can submit to multiple types of workflows, this button will display as a partial dropdown. The left side will show “Submit to [Profile]” and an option will always be preselected. The right side of the button will be a down arrow, which opens a dropdown to select other types of profiles to submit to. Upon clicking the left side of the button, or selecting an option from the dropdown, the Submit to Workflow window will open and the base profile that was chosen on the button will be preselected. The button will remember the last selection made by that user, and will retain that as the preference until a different option is selected from the dropdown.



- Note that clicking **Submit to Onboard** will only allow the user to submit the person to an Onboarding Workflow; it will not bring up the Onboarding Wizard or assign suggested tasks to that person automatically.
- The former Log in As icon is now a button that displays within the Quick Info section of the Person Profile.
  - The Log In As button may now be disabled for User Admin users; please contact iCIMS HelpDesk to hide this button for User Admins.
- The following buttons now display on the Resume Tab if a resume has been uploaded: Download Resume, Upload, and Resume Log. (If no resume has been uploaded, only the Upload Resume button displays.)
  - Please note that the Upload Resume functionality has been moved to the top of the Resume Tab and has been slightly updated to allow a user to upload a resume in fewer clicks.
- The former Download vCard icon has been removed from the Platform.

## Job Profile

- The former Copy this Profile icon is now a button (labeled Copy) within the Quick Info section of the Job Profile.

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- The former Create New Candidate for this Job icon (available to agency/vendor users) is now a button (labeled Submit Candidate) within the Quick Info section of the Job Profile.
- All icons formerly available on the Job Profile Approval Tab now display as buttons.

#### New Hire Category Profile

- The former Copy this Profile icon is now a button (labeled Copy) within the Quick Info section of the New Hire Category Profile.

#### Talent Pool Profile

- The former Posting Center icon is now a button (labeled Post) within the Quick Info section for the Talent Pool Profile.

## Referrals Tab

**Enhanced Functionality:** A new tab, Referrals, has been added to the Person Profile. This tab allows users to review information regarding any referrals that a person has made based on the referrer's email address. This includes email referrals, social network postings, social network emails, and social referrals.

Created Date	Ty...	Job : Title	Person (Reci...	Person (Recipient) ...	Status
2015.6.3 14:21:50	jobs	Business Analyst	Jimmy Doyle	jimmy@emailtest.com	Shared
2015.6.3 13:37:09	jobs	Account Coordina...	Siobhan Lobster	rocklob@icims.com	Applied

Note: General referrals are also captured on the Referrals Tab. If the referred candidate comes back to the Portal after receiving a general referral and creates a profile or applies to a job, the status on the employee's Referrals Tab will be "Created" for that referral.

## Attachments Tab

**Previous Functionality:** Previously, additional documents/attachments were accessed via an icon on a profile. Clicking this icon would launch a popup, on which attachments could be uploaded or viewed.

**Enhanced Functionality:** Attachments may now be entered, edited, and reviewed from the new Attachments Tab, available for most profiles. Additionally, the process of uploading documents has been streamlined, allowing users to upload documents with fewer clicks by selecting the **Add Attachment** button.

The Print and Save buttons appear at the top of the tab.

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## Expenses Tab

**Previous Functionality:** Previously, expenses were accessed via an icon on a profile. Clicking this icon would launch a popup, on which expenses could be entered.

**Enhanced Functionality:** Expenses may now be entered, edited, and reviewed from the new Expenses Tab, available for most profiles. On this tab, the former Add Entry icon has been replaced with an **Add Expense** button, which displays at the top of the tab.

The Print and Save buttons also display at the top of the tab.

Note: When a client's Platform is upgraded to 15.1, the system will check to see if any expenses were added to any profile in 2015. If no expenses were added in 2015, the Expenses Tab will be hidden by default. This tab can be unhidden via the System Configuration menu.

## Job Closing Update

**Previous Functionality:** An open job could be placed into any folder, regardless of the number of openings remaining for that job.

**Enhanced Functionality:** A job can now only be put into a closed folder (e.g., Closed (Filled)) if the # of Openings Remaining for that job is equal to zero. (The # of Openings Remaining is determined by the number entered into the original # of Openings field on the job minus the number of candidates in a Hired status for that job.)

If a user tries to change the folder of a job to Closed (Filled) from the Job Profile when there are still openings available, the following error message will display:

There was a validation error.

Field: Folder

Reason: Cannot set to "Closed (Filled)" until all # of Positions are filled.

Note that this change also applies to the Hire Applicant popup, which frequently displays as an auto-launch action when hiring applicants; users are unable to move the job into a closed folder from the Hire Applicant popup unless the # of Openings Remaining for that job is equal to zero. A message below the job folder notes this: "'Closed' folders are not available until all # of Openings are filled."

Validation will be skipped for the following situations:

- The folder is changed through bulk editing.
- The # of Openings field is hidden.
- The "# of Openings" field is set to 0.
- Multiple candidates across multiple jobs are hired in a mass action, and the folder is changed in the Hire Applicant window.

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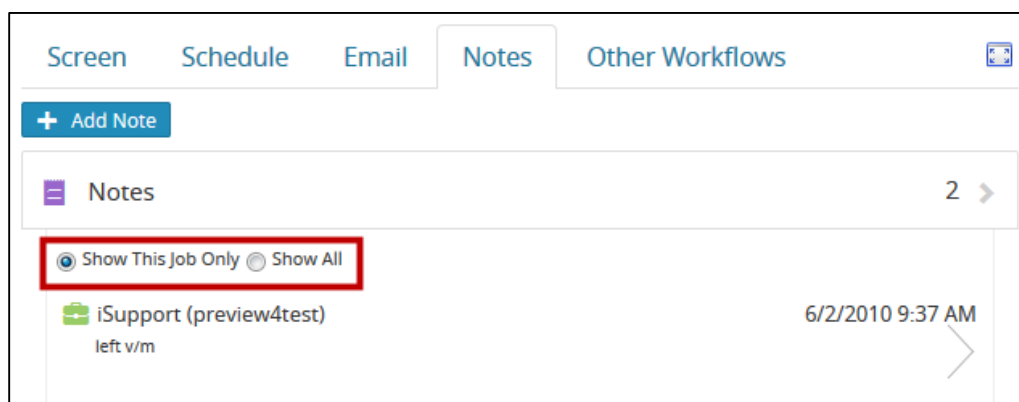
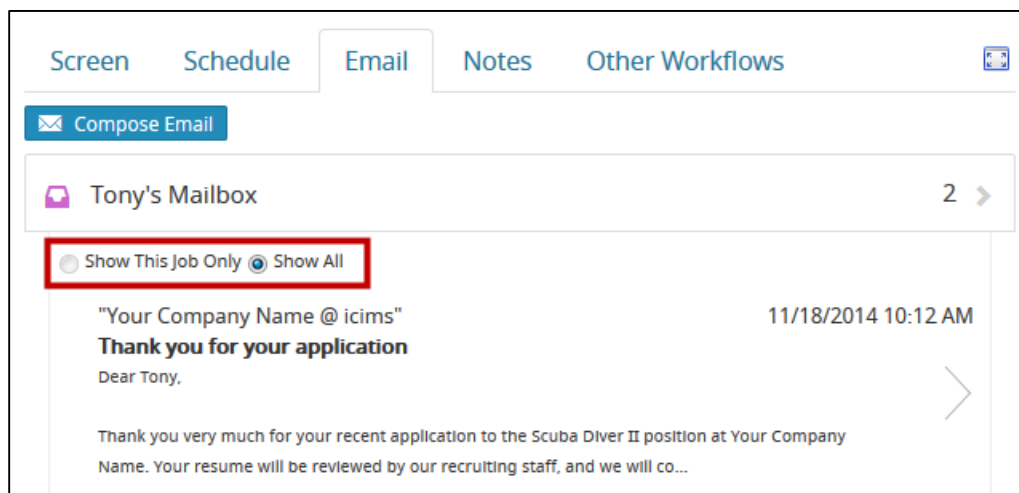
## Job Template Update

**Previous Functionality:** Previously, the Broadcast Tab displayed on Job Templates, even though templates could not be posted or shared.

**New Functionality:** The Advertise Tab (formerly known as the Broadcast Tab) no longer displays on Job Templates.

## Recruiting Workflow Profile Notes & Email Updates

**Enhanced Functionality:** Users may now view only Notes and Emails that pertain to a specific candidate for a specific job on the Recruiting Workflow Profile. (This functionality was available initially in 14.2, but was removed due to performance concerns.)



## “Log In As” Update

**Enhanced Functionality:** The Log In As button may now be disabled for User Admin users; please contact iCIMS HelpDesk to hide this button for User Admins.

## Company Location Deletion Tool

**Previous Functionality:** When attempting to delete an address from a Company Profile that was referenced on another profile, these references would have to be manually searched for and edited before that address could be deleted from the Company.

**Enhanced Functionality:** When a user attempts to delete an address from a Company Profile that is referenced on another profile, a new window will open with the message, “The  
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location below is being referenced [X] times. You must update these references to another location before deleting.”

The current address information will also be displayed, as well as a dropdown that allows the user to select a different address for those profiles to reference. The Platform will then automatically update all of the old address references to the newly-selected address, and the old address will be deleted.

- If the address is referenced by a field that is hidden for the user, they will be unable to reassign the references as described above. The name of the field will be displayed to the user, and that field will have to be unhidden before this tool will work.
- If a user attempts to delete a location that is referenced on another profile and has unsaved edits on the page, they will be prompted to save those edits before they are allowed to reassign references as described above.

Please note that this functionality is only available to users with Bulk Edit enabled. (Please contact iCIMS HelpDesk for assistance with this permission.)

## Room Profiles

**Previous Functionality:** Previously, when a room was created either through the appointment pop-up or through a CSV import, that room was saved as a special type of Person Profile.

**Enhanced Functionality:** There is still the option to add a meeting room to an appointment invitation in the Platform, and a number of enhancements have been made to how the system handles rooms. There is a new profile type for Rooms specifically designed to allow a user to book a meeting room when creating an appointment through iCIMS, if applicable. Any rooms created previously will be converted to the new profile type upon upgrade to 15.1.

The Room Profile has a single tab called Details. This tab contains six standard fields. Room profiles do not support custom fields, sections, or tabs, so these are the only fields available for Rooms.

Fields cannot be relabeled or moved, but they can be set to Hidden, Read-Only, and Required. Additionally, the search template that powers the Location field can be configured.

Field Label	Field ID	Integration ID	Field Type
Name	rcf3403	title	Text Field
External ID	rcf3404	externalid	Text Field

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Email	rcf3405	email	Text Field (Email)
Folder	rcf3406	folder	Dropdown (Single-Select list Options)
Capacity	rcf3407	capacity	Number
Location	rcf3408	location	Address

### **Room Profile Creation**

There are four ways that rooms can be created in the Platform:

1. **Room Import through Calendar Integration:** Clients with an active calendar integration may easily add rooms into the Platform by using the Room Import tool. See the [Room Import through Calendar Integration](#) section, below.
2. **On-the-fly creation:** Rooms can be created from the Schedule Appointment/Interview window by users with appropriate permissions. In the Add a Room dropdown there is an option called **-Create Room-** at the top of the list. When clicked, this opens a pop-up to add a Room Profile. (This option is available to User Admin and Recruiter login groups by default and is configurable by iCIMS HelpDesk upon request.)
3. **CSV/XML one-time import:** A CSV/XML file containing room information can be imported by the HelpDesk upon request.
4. **Flat File / Web Services integration:** If an outside system maintains the Room information for your company and is capable of integrating with iCIMS, an integration may be used to keep the Room Profiles up to date in iCIMS.

Note that the Platform will prevent duplicate rooms from being created by not allowing Room Profiles to be created/edited if the email address is already in use. The Room's Name field is not taken into consideration.

If the Email address field is blank, then the duplicate checking is ignored for that profile.

### **Room Import through Calendar Integration**

There are four external calendar providers with which the Platform supports Calendar Integrations as of the 15.1 release:

- Google Calendar
- Exchange 2010
- Exchange 2013
- Office 365

The iCIMS Talent Platform can automatically create Room Profiles for clients who have an active Calendar Integration using the new Room Import tool. This tool can be found by searching System Configuration for *Import Rooms* and then clicking the **Import** link.

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Room Profiles then will be automatically created in the Platform if they do not exist already. The Platform determines if a Room exists already based on the email address assigned to the Room Profile. If the email address provided by the Calendar Integration is already in use in the Platform, that room is ignored. If the email address has not been used, then the Room is created.

**Important Note:** Only Room Name and Email fields are imported through this tool.

Note: If a Google user without permissions to a particular domain attempts to import rooms, an error will display: "A room was not processed because the specified domain is invalid or user doesn't have the permission."

### **Room Migration**

In 14.2, rooms were stored as a special type of Person Profile. All previously-created room Person Profiles are automatically migrated to the new Room Profile type with the release of 15.1.

The following fields are migrating to the new Room Profile for each previously-created room:

- [Person] First Name > [Room] Name
- [Person] Email > [Room] Email
- [Person] CreatedDate > [Room] CreatedDate
- [Person] CreatedBy > [Room] CreatedBy

The Updated Date and Updated By information will not be migrated. Instead, each migrated profile will reflect that the System made the change at the time the migration is completed.

Any other fields that might have been filled in on the Person Profile prior to the migration will be lost.

### **Rooms Search**

Room Profiles can be searched using the standard iCIMS search engine by navigating to Search > Room on the menu bar.

All standard fields for the Room profile are available as columns and filters. There are also columns and filters for:

- Created Date
- Updated Date
- System ID
- Created By
- Updated By

### **Room Dropdown on Schedule Appointment/Interview Window**

The Rooms that appear in the Add a Room dropdown on the Schedule Appointment/Interview window are controlled by a Room Search template called

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*Appointment Rooms.* By default, this search only shows Rooms in the Active folder. The filters for this search can be configured by accessing this template via the menu bar (Search > Room) and selecting the Appointment Rooms search template. A user with appropriate access may make any desired updates, then click save to save the updated template.

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## Appointments and Email (9)

### Appointment Summary Notification Added for Appointment Organizers

**Enhanced Functionality:** Appointment organizers now receive an appointment summary after creating an appointment in iCIMS, even if they are not included as an attendee of the appointment. This summary shows the full span of the appointment from the beginning of the earliest time slot to the end of the latest time slot with all attendees listed.

Note that if the organizer is also included as an attendee for that appointment, they will also receive an appointment invite for their specific time slot in addition to the summary email.

### Exchange 2013 and Office 365 Calendar Integrations Added

**Previous Functionality:** Previously, the system supported Calendar Integration with Exchange 2010 and Google Calendar.

**Enhanced Functionality:** In addition to Exchange 2010 and Google Calendar, the system now supports Calendar Integration with Exchange 2013 and Office 365, as well.

To enable either of these options, a user with appropriate access may search System Configuration for *Calendar Type*, and then select the correct option for the client's external calendaring provider.

#### Notes:

- These settings can be configured per Login Group, so different Login Groups can be set up to utilize different calendaring systems for the integration.
- Depending on your company's internal calendaring configurations and permissions, if your company utilizes multiple supported calendaring providers in the iCIMS Talent Platform, those on one calendaring system are unlikely to be able to see the free/busy time for those on alternate calendaring systems.

#### Exchange 2013

Once the **Exchange 2013** Calendar Type has been selected, the user must provide information for the following fields: *Microsoft Exchange URL* and *Microsoft Exchange/Google App Domain*.

- Microsoft Exchange URL: If using Microsoft Exchange, please provide the full URL used to access your organization's Exchange Web Services (EWS). Typically this will be `https://www.mail.domain.com/ews/Exchange.asmx`.
- Microsoft Exchange Domain: If using Microsoft Exchange with one Domain, please provide the Microsoft Exchange Domain that should be used when authenticating users with your organization's Exchange Web Services (EWS). If using multiple Domains, do not enter a value here; instead, individual users will be asked to provide their Domain when logging in for the first time.

#### Office 365

## New & Noteworthy Updates in 15.1

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Once the **Office 365** Calendar Type has been selected, the following two fields will be deactivated: *Microsoft Exchange URL* and *Microsoft Exchange/Google App Domain*. This is because Microsoft 365 users all use the same endpoint, so this information need not be supplied by the user.

Once a user saves this configuration, they will be prompted to log in with their current Office 365 information, which is usually their company email address, when they wish to create an interview.

**Note:** Within System Configuration, if a Calendar Type is selected that does not require one or more fields within the Third-Part Calendar Integration section, the system will automatically disable any inapplicable fields based on the Calendar Type selected.

## Attachments for Email Templates

**Enhanced Functionality:** Users can now add attachments to saved email templates, which can be used when composing emails and appointments.

Note:

- Only File Library files can be saved to email templates. Files associated with specific profiles (e.g., resumes, iForms, screening questions) cannot be saved to an email template.
- If a user attaches a document to an appointment or email first, then selects any email template, the attachments selected previously will be cleared from the appointment/email and must be re-added.

## Enhanced Attachments for Appointments

**Enhanced Functionality:** Users can include multiple attachments to an appointment. In addition, when an appointment is launched from a Person or Recruiting Workflow Profile; the Job, Talent Pool, or New Hire Category Profile's People Tab; or from Person, Recruiting Workflow, Sourcing Workflow, or Onboarding Workflow search results, users can now select which attendees should receive each attachment.

Once a user adds at least one attachment to an appointment, a dropdown displays at the bottom of the Schedule Appointment window beside each attachment.

Users can choose from the following options:

- **Everyone:** This option sends the attachment to all attendees.
- **Exclude Associated Attendee:** This option is displayed as "Exclude [Name]," where [Name] is the name of the candidate whose profile the appointment was initiated from. (E.g., Exclude Emily Carson)
  - This is the default behavior for attachments.
- **Associated Attendee:** This option is displayed as the name of the candidate whose profile the appointment was initiated from. (E.g., Emily Carson)
- **Other:** This options allows the user to select an attendee from the list of current attendees; the selected attendee will receive the attachment, and the others will not.

## New & Noteworthy Updates in 15.1

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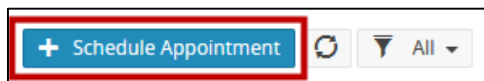


## Updated Calendar View and Options

**Previous Functionality:** Previously, users could schedule a single appointment that reflected different time slots for different attendees and rooms. However, once an appointment had been sent, those appointments were depicted as individual segments on the Calendar. Depending on the number of attendees, it could be difficult to monitor attendee responses or to reschedule an appointment with one or more parties after the initial appointment had been sent. There was no easy way to view all attendee responses at once and no visual cue to provide at-a-glance response insight.

**Enhanced Functionality:** Appointments including multiple attendees are much easier to view and manage. In addition, the interface for both the main Platform Calendar (accessed via the Communicate menu) and the Schedule Tab has been improved, and now features at-a-glance information regarding attendees' time slots and responses to appointment invitations, as well as an easy way to filter appointments.

Users may now schedule appointments from the main Platform Calendar (accessed via the Communicate menu) and the Schedule Tab on a profile by selecting the Schedule Appointment button. This will now launch the Schedule Appointment popup inline, meaning that it will no longer be a new window. (Note that the Communicate > Schedule Appointment menu item will still launch a popup in a new window.)



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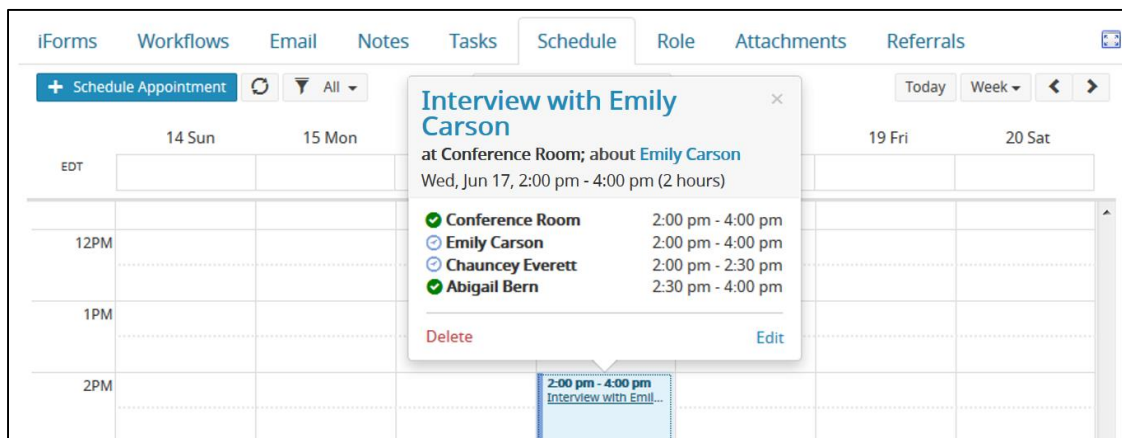
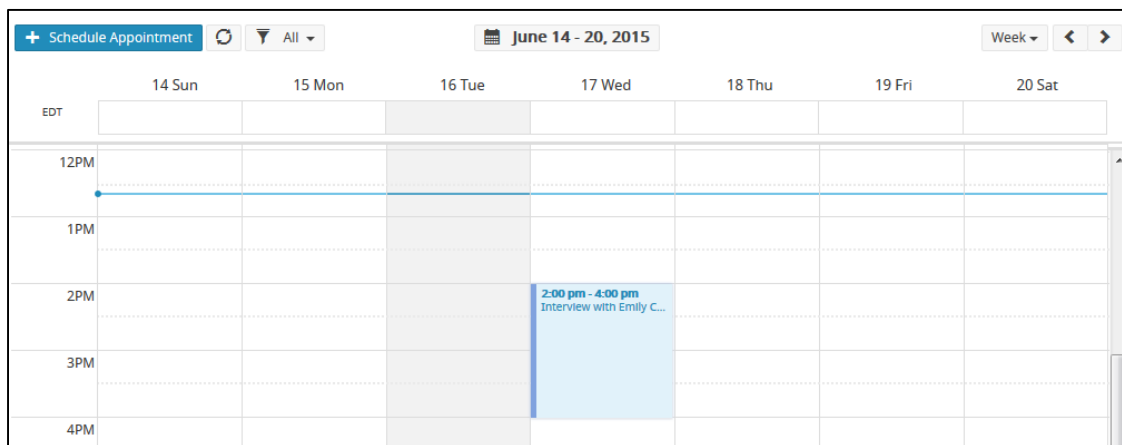
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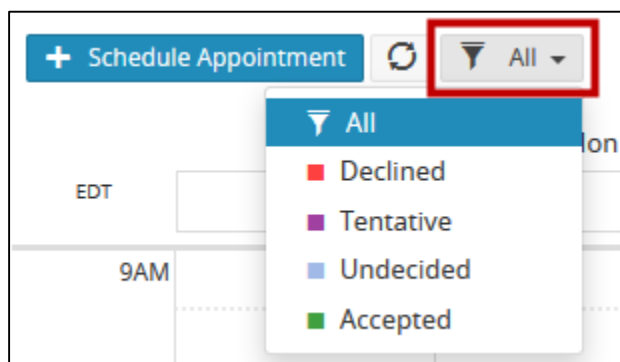




Once an appointment has been sent, it will appear within the system as a single segment representing all individual time slots. When clicked, the appointment will display at-a-glance information including the appointment location, the associated attendee/candidate (if applicable), and each attendee's time slot and response (if applicable). (Attendees names are clickable on this popup; clicking an attendee's name will bring the user to that attendee's Person Profile.) The appointment creator may also easily edit one or more aspects of the appointment and choose which attendees should receive appointment updates.



Users can also filter the appointments on their calendar by selecting the new Filter button and selecting one of the options described below.



- **All:** View all appointments.

## New & Noteworthy Updates in 15.1

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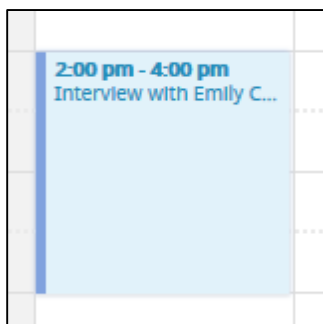
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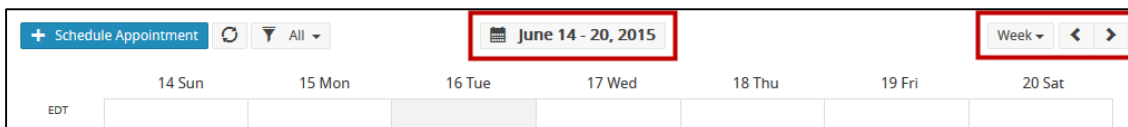


- **Accepted:** Accepted appointments are indicated by the color green. Appointments where **all** participants have accepted will be shown if Accepted is selected as a filter.
- **Declined:** Declined appointments are indicated by the color red. Appointments where at least one participant has declined will be shown if Declined is selected as a filter.
- **Tentative:** Tentative appointments are indicated by the color purple. Appointments where at least one participant has replied “tentative” (and no participants have declined) will be shown if Tentative is selected as a filter.
- **Undecided:** Undecided appointments are indicated by the color blue. Appointments where at least one participant has yet to reply (and none have declined or responded tentatively) will be shown if Undecided is selected as a filter.

The colors indicated above also color-code appointments on the calendar. For example, an appointment with at least one undecided attendee (and no declined or tentative attendees) will be indicated by a blue bar, as shown below.



Users may also easily modify the timeframe their calendar displays or page through the calendar using the improved buttons located to the top and top right of the calendar, as shown below.



Note:

- If the user is displaying the calendar in week view, appointments that span multiple days will be displayed across the top of the calendar spanning the days they occur in.
- If the user is displaying the calendar in month view, a calendar entry will display for each day of the multiple day appointment.

Users may also more easily edit an appointment, even if it has multiple attendees with varying timeslots. Simply click on the appointment and then click the **Edit** link, shown below. This will launch the inline Schedule Appointment popup with all of the appointment information pre-populated and ready for the user to modify. (If a user does not have permissions to edit the appointment, this link will instead say View and allow the user to simply view the appointment.

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## Calendar Integration Test Button Added

**Enhanced Functionality:** A Test Integration button has been added to the Third-Party Calendar Integration section of System Configuration. This button can be found by searching System Configuration for Third-Party Calendar Integration; this button is located at the bottom of this section. When a user clicks this button, the system will check whether a Calendar Integration is set up correctly and if any required fields in this section have been properly populated.

## Self-Scheduling Update

**Enhanced Functionality:** When a user utilizes self-scheduling to propose timeslots that candidates can choose from, the ability to configure an appointment time via calendar view or the fields below the candidate's name is disabled. This is because if the candidate is allowed to choose a time, it does not make sense to allow the user to select one appointment time. (Note that free and busy time will still be displayed, if applicable.)

*In the appointment window above, several time slots have been proposed for the candidate to choose from, so the ability to configure an appointment time has been disabled. Note that the appointment time fields below the candidate's name have been grayed out.*

*In the appointment window above, self-scheduling is **not** being used. Note that the appointment times below the candidate's name are available for the user to configure.*

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## Send From System Option Removed

**Enhanced Functionality:** The Send From System option has been removed from the Platform in order to provide a better email experience for clients. Bidirectional email has also been updated to remove spoofing and use the email in the System Email field as the visible "From" name when sending emails.

If you have questions regarding this change or your current System Email address, if applicable, please contact iCIMS HelpDesk.

## Email Template Update

**Previous Functionality:** Previously, default attachments were dropped off of an email when a user switched email templates. (For example, the resume included as part of the "Send Candidate by Email" functionality was dropped if the user selected an alternative email template while composing their email.)

**Enhanced Functionality:** Default attachments are no longer dropped off of an email if the user switches their email template.

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## Portals (10)

### Career Portal: Formatting Issue Resolved

**Enhanced Functionality:** An error causing unnecessary line breaks in formatted Job Descriptions (and other aspects of the Career Portal formatted with the Platform rich text editor) has now been resolved.

To remove these unnecessary line breaks, navigate to an affected Job within the Platform, navigate to the Description Tab, click the **Edit** button, and then click the **Save** button. (Note that users **do not** need to make any changes to these fields; simply opening them in edit mode and then saving will resolve the issue automatically.)

### Career Portal: Reordered Fields

**Previous Functionality:** Previously, iCIMS clients could have text display above and below the application buttons on the Job Description page. This was configured on clients' behalves by iCIMS HelpDesk or Implementation Managers.

**Enhanced Functionality:** These keys have been combined, and any content that displayed in them previously will now be migrated to a new key (accessible only to iCIMS staff) called "Message: Page Footer." This content now displays at the bottom of the Job Description page. Please contact iCIMS HelpDesk for assistance with this content.

### Career Portal: Enhanced Keyword Searching

**Previous Functionality:** The default and only option available for keyword searching on the Career Portal was an "or"/"any words" search. This resulted in odd behavior when a candidate added many terms to the search.

**Enhanced Functionality:** Career Portal keyword searches now perform an "all words"/"and" keyword search by default. This should result a more intuitive search experience where the addition of new terms to the search will result in fewer results returned, rather than more.

iCIMS can also configure clients' Portals to allow candidates to toggle between "any" and "all" keyword searching on the Portal (shown enabled below). Please contact iCIMS HelpDesk to enable this option.

Note that Job Search Agents are not affected by this change and will continue to use the old "or"/"any words" search logic.

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### Job Listings:

You can [view all open job positions](#) or use the following search form to find jobs that suit your specific career interests.

Keywords:

☒ All Keywords
 ☐ Any Keywords

Category:

(All) ▾

Location:

(All) ▾

**Search**

### Job Search Agents

Note that Job Search Agents are also affected by this change and will use the new “all words”/“and” search logic.

### Career Portal: Candidate Progress Bar

**Enhanced Functionality:** Application progress is now indicated on the Career Portal using a progress bar, similar to the progress bar that exists on Connect Portals.

**Emily Carson**
[Dashboard](#) | [Log Out](#)

### Scuba Diver II

All times are in [Eastern Daylight Time](#).

Job ID	2014-1012	# of Openings	1
Job Locations	US-NY-New York	Posted Date	11/18/2014
Category	...		

1

2. Candidate Profile

3

4

Please enter updated information about yourself.

Note that steps including iForms display the number of iForms beside that step label, as shown below.

### Assistant I

All times are in [Eastern Daylight Time](#).

Job ID	2014-1010
Job Locations	US-NY-New York
Category	Human Resources

1

2

3

4

5. Portal Specific Forms 1

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By default, the labels for each Portal step are as follows:

- Basic Information
- Candidate Profile
- Candidate Forms
- Candidate Questions
- EEO
- Job Specific Questions
- Portal Specific Forms
- Job Specific Forms
- Assessments

User Admins may configure labels for each step in System Configuration; search for *Application Step Status Bar* to configure. (The progress bar may also be disabled, if desired, from this location.)

The colors for the progress bar are also configurable, but must be updated by iCIMS HelpDesk. Please contact iCIMS HelpDesk for assistance.

### Career Portal: Standard Job Option Buttons Relocated

**Enhanced Functionality:** The standard job option buttons (i.e., apply online, email a friend) now display to the right of the Job Details section of the Job Description page on a Career Portal (above the newly-added Employee Referral widget, if enabled).

Candidates with narrow browsing windows will see the job option buttons (and Employee Referral widget, if enabled) beneath the Job Details section of the Portal, instead of on the right, in order to accommodate their screen size.

- Note: For users on IE7 and IE8, these buttons display below the Job Details section, even if users' screens are wide enough for them to display on the right. This avoids UI issues with those browsers.

Additionally, candidates on mobile devices benefit from ever-present Apply, Refer, and Email buttons, which display overlaid on the bottom of Job Description pages, as described in the [Career Portal: Enhanced Mobile Experience](#) entry in these Release Notes.

### Career Portal: Enhanced Mobile Experience

**Enhanced Functionality:** iCIMS Career Portals now feature always-present Email, Refer, and Apply buttons for candidates viewing a Job Description on their mobile devices.

Clicking Email allows the candidate to email the job to a friend. Clicking Refer allows the candidate to refer others to job using the Employee Referral widget described in the [Employee Referral Widget for Career Portals](#) entry of these Release Notes. (Note that the Refer option is only available for those with the Employee Referral widget and Social Distribution enabled.) Clicking Apply allows a candidate to apply for the job.

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## Software Developer I

All times are in Eastern Daylight Time.

Job ID	2015-1016
# of Openings	..
Job Locations	US-NJ-Matawan
Posted Date	7/6/2015
Category	Human Resources

### More information about this job:

**Overview:**

What do you get when you bring together the brightest minds and place them into an exciting, fast-paced environment that

▼ [Read more](#)

**Responsibilities:**

- Determines operational feasibility by evaluating analysis, problem definition,

▼ [Read more](#)

Email

Refer

Apply

The labels on these buttons may be configured on a per-Portal basis by User Admins in System Configuration.

- To modify the Email label, search System Configuration for *Link: Email a Friend (Mobile)*. Then, select the correct Portal (if necessary), modify the label, and click Save.
- To modify the Refer label, search System Configuration for *Link: Share a Friend (Mobile)*. Then, select the correct Portal (if necessary), modify the label, and click Save.
- To modify the Apply label, search System Configuration for *Link: Apply Online (Mobile)*. Then, select the correct Portal (if necessary), modify the label, and click Save.

## Career Portal: Updated Workflow for Candidates Continuing Applications

**Previous Functionality:** Previously, rejected candidates were able to continue their job applications.

**Enhanced Functionality:** Candidates whose recruiting workflow statuses for a job have any of the following flags will no longer be allowed to continue their applications:

- Interview Flag
- Hired Flag
- Rejected Flag

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- Stop Portal Application Flag

## Career Portal: Job Listings Update

**Previous Functionality:** Previously, a Portal could be configured to have zero postable fields on the Job Listings page linked to the Job Details page.

**Enhanced Functionality:** At least one postable field on the Job Listings page **must** be linked to the Job Details page.

Job Listings			
Here are our current job openings. Please click on the job title for more information, and apply from that page if you are interested.			
All times are in Eastern Daylight Time.			
Page 1 of 1			
Click Column Header to Sort			
Job ID	Job Title	Job Locations	Posted Date
2014-1012	<a href="#">Scuba Diver II</a>	US-NY-New York	11/18/2014
2014-1009	<a href="#">Test Job</a>	US-NY-New York	6/2/2015
2010-1008	<a href="#">Test Job</a>	US-NY-New York	6/2/2015
2010-1000	<a href="#">Test Job 1</a>	US-NY-New York	7/10/2014

*In the example above, the Job Title field is linked to the Job Details page for each opening.*

Please contact iCIMS HelpDesk for assistance in modifying this setting.

## Career Portal: Candidate-Facing Status Update

**Previous Functionality:** A Portal Text attribute was available for User Admins to configure when creating or editing each Recruiting Workflow Bin and Status via Admin > System Configuration > Recruit > Workflow > Recruiting Workflow Bins and Statuses.

Recruiting Workflow Bins and Statuses [lists.status.submit]

**Warning:** Use caution when making changes to labels or hiding list items, as these changes may impact existing features which use them (such as data integrations and profile fields).

User Group: Global Group

**Recruiting Workflow Bins and Statuses**

- Submissions
- Initial Review
  - Reviewed
  - Reviewed; Not Selected**
  - Interview (Screened)
  - Offer Created (Screened)
  - Offer Approved (Screened)
  - Phone Screen Scheduled
  - Phone Screen Completed
  - Screened; Not Selected
  - Decision Pending
  - Intend to Submit
- Interview
- Hiring Manager Review
- Offer
- Hired
- WD-iForms Center2783
- WD-Submit to HM7840
- WD-Send Candidate by Email3998
- WD-Communications Center9810
- WD-New Submittal Task7325
- WD-Hire7852

Label	Reviewed; Not Selected	
Portal Text	Reviewed; Not Selected	
Vendor Manager Text	Reviewed; Not Selected	
Hidden	<input type="checkbox"/>	
Read Only	<input type="checkbox"/>	
Auto-Launch Action	Write Note (Rejection)	
Auto-Launch Prompt	Please enter in a rejection r	
Mail Template for Auto-Launch		
Delayed Email	<input type="checkbox"/>	
Hired Flag	<input type="checkbox"/>	
Rejected Flag	<input checked="" type="checkbox"/>	
Interview Flag	<input type="checkbox"/>	
Forced Status List	[No Selection]	
List Node ID	14660	

Cancel Save

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**Enhanced Functionality:** The Portal Text attribute has been removed from the Recruiting Workflow Bins and Statuses popup. The name of each bin and status may be changed per-Portal by selecting the Portal from the User Group dropdown on the Recruiting Workflow Bins and Statuses popup and then changing the label for the status. (To edit Recruiting Workflow bins and statuses, navigate to Admin > System Configuration > Recruit > Workflow > Recruiting Workflow Bins and Statuses.)

Note that Portal Text values have been migrated to their appropriate status label for each portal in 15.1. Any existing Recruiting Workflow Bin/Status nodes without a value for the former Portal Text attribute now display to candidates as “Under Review” on the Portal’s Candidate Dashboard.

### Career Portal: Updated Per-Job Source Step

**Enhanced Functionality:** If per-job source information is collected on a Portal, and a candidate skips that step (and thus does not enter per-job source information), their person source information will be used in lieu of per-job source information.

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## Tasks (1)

### Updated Task Notification Templates and Reminder Duration

**Previous Functionality:** The Platform previously sent individual overdue and reminder notifications for each overdue or upcoming task. Separate email templates for overdue and reminder notifications could be configured for each task type (general, iForm, informational).

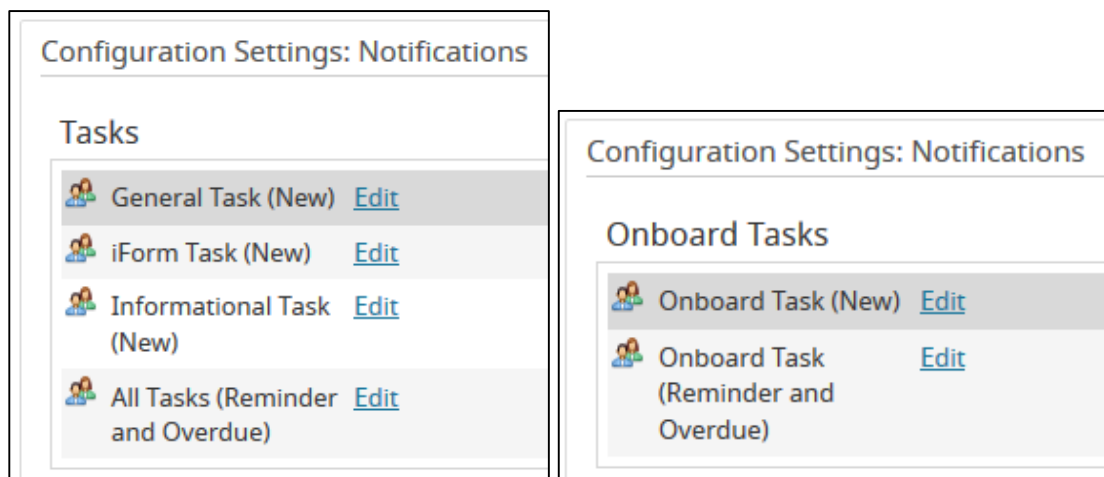
The Platform continued notifying clients of overdue tasks until the tasks were completed.

**Enhanced Functionality:** Reminder and Overdue notifications have been combined as follows: all non-Onboard task types (general, iForm, informational) have been combined and all Onboard tasks have been combined. In addition, the Platform now only notifies users of overdue tasks for 30 days. After 30 days have passed, no more overdue notifications will be sent. (This 30 day window begins with the first overdue task notification sent for each task.)

**Important Note:** All former overdue and reminder templates have been removed from the Platform; two new templates have been provided (one for non-Onboard tasks and one for Onboard tasks, as indicated below), which will require configuration by a User Admin.

The email templates for these notifications are now available are as follows:

- Admin > System Configuration > System > Notifications
  - General Task (New)
  - iForm Task (New)
  - Informational Task (New)
  - All Tasks (Reminder and Overdue)
- Admin > System Configuration > Onboard > Notifications
  - Onboard Task (New)
  - Onboard Task (Reminder and Overdue)



*User Admins can modify the templates for task notifications in System Configuration.*

## New & Noteworthy Updates in 15.1

Check out the list of [New & Noteworthy Updates in the 15.1 Release](#).

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The reminder/overdue template for non-Onboard tasks now includes a new variable called **Task: Task Detail**. This variable's output includes all non-Onboard overdue/reminder tasks' names, due dates, and a link to mark each task as complete or go to the task to complete it, so that candidates and other users do not receive multiple email notifications for their tasks. (Overdue items are distinguished from reminder items by being color-coded red.)

Dear Chauncey,

You have tasks in incomplete status. Please use the links below to complete them.

**Your Task Summary:**

- 1. Obtain Parking Pass**  
(Due 06/24/2015) [Mark as Complete](#)
- 2. Read Company Manual**  
(Due 06/24/2015) [Mark as Complete](#)
- 3. Attend Safety Training**  
(Due 06/24/2015) [Mark as Complete](#)

Login Name: TestUserAdmin  
Password: (Password not available. If you do not know your password or need to create one, go to the iForm link above and use the "Forgot your login name or password" link to create a new one.)

All information that you provide will be kept confidential.

*The new Task: Task Detail variable resolves as a list of the recipient's overdue and upcoming tasks, as shown above.*

The name of the person associated with each task is now also included in the non-Onboard task reminder/overdue template.

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## Referrals (5)

### New Referrals Option

**Previous Functionality:** Job-specific referrals were always accepted when a candidate did not have a recruiting workflow record for that job.

**Enhanced Functionality:** Users may now configure referrals to deny job-specific referrals if a candidate already exists in the Platform. This configuration option will prevent people from creating profiles for candidates who already have a Person Profile while referring them to a job.

If Employee Referral Networks (i.e., the Request Employee Referrals Panel) is enabled for the Platform, a User Admin may enable this option by searching System Configuration for *Prevent Job Specific Referrals if Candidate Already Exists*. (If Employee Referral Networks is disabled, contact iCIMS HelpDesk for assistance in modifying this setting.)

- Note that the Create Profile key must also be enabled in order for the Prevent Job Specific Referrals if Candidate Already Exists key to have an effect.

### Enhanced Ability to Refer from Employee Portals

**Previous Functionality:** Users would be brought back to the same Portal they were referred from, which could be an issue if Require Login for Search or Require Login to View Job Info were on.

**Enhanced Functionality:** User Admins may now configure Portal priority, which will be used in the event that a referral is made from an Employee Portal or any Portal that has either of these settings enabled:

- Require Login for Search
- Require Login to View Job Info

(Please contact iCIMS HelpDesk for assistance with these settings.)

This priority may be configured by User Admins by searching System Configuration for *Referral Email Portal Priority*. This key allows User Admins to order their Portals by priority; when a referral is made, the system will look for the first Portal on this list that **does not** have the Require Login settings enabled and **does** have the job currently being referred. The URL for the chosen Portal will be sent to the referred candidate. (Note that if the same job is posted to multiple Portals, the Portal with the highest priority will be used. If the job is not posted on any of the priority Portals, the referred candidate will be sent to the Employee Portal.)

The email variable **Referral Portal by Priority** is used in conjunction with this setting. It will resolve with the URL for the job on the Portal selected according to the Referral Email Portal Priority setting. This variable was added to the default email template for job-specific referrals (for users whose template had not already been configured); it may be added to

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general emails, as well, by clicking **Add Variable** on the Compose Email window, selecting the **Recipient** option, and then searching for *Referral Portal by Priority*.

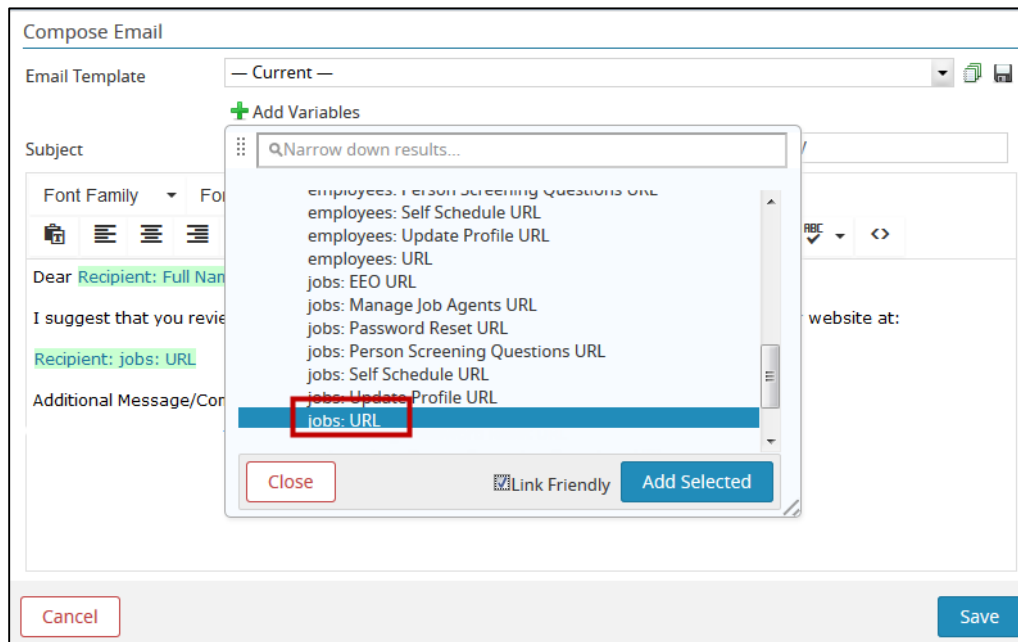
## Enhanced Source Tracking for Referrals

**Enhanced Functionality:** General and Job-Specific referrals now include source details within the URLs sent to referred candidates, allowing source data to be captured automatically when the candidate returns to the Portal, without relying on them to fill in their referrer's information.

The URLs resolved via the email variables **Referral Priority Portal** (described above) and the **General Portal URL** variable (shown below) include shared apply parameters that allow this source tracking information to take place.

This includes the following information:

- **Source:** the default source for referred candidates (e.g., “referral” or “email a friend”)
  - Note that this is configured by the HelpDesk; please contact iCIMS HelpDesk for assistance.
- **Source Name:** the referrer's name
- **Source Email:** the referrer's email



A Portal URL variable is selected in the image above.  
Note that **employees:URL** is also an example of the General Portal URL variable.

**Note:** If the user is logged in to the Portal when they make their referral, their Person ID is used instead of source name and email indicated above.

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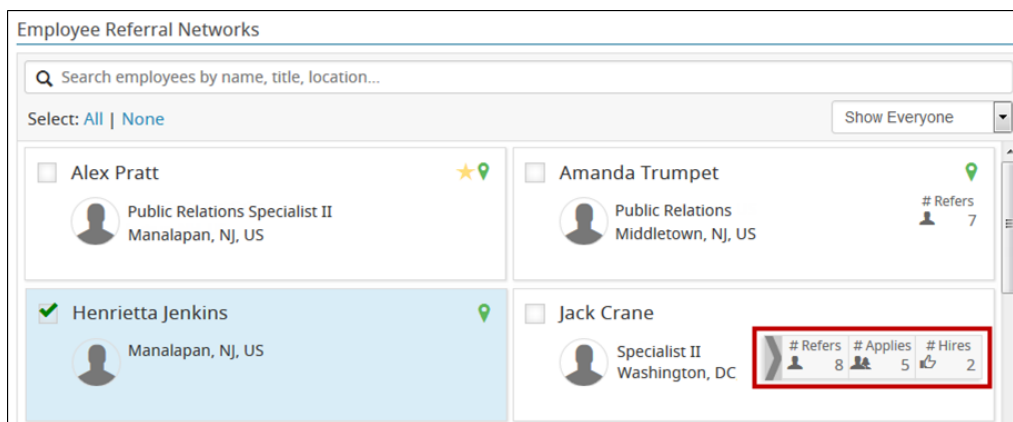


## Request Employee Referrals Panel

**Enhanced Functionality:** Clients with Social Distribution enabled will now benefit from a new panel on the Job Profile Advertise Tab called Employee Referral Networks.

The Request Employee Referrals Panel allows users to proactively encourage the submission of employee referral candidates. Once a user clicks into this panel, a list of the employees with profiles in the system is displayed.

Small icons display beside recommended and nearby employees to highlight their potential as an employee referrer. Further, information about the employees who have actively referred candidates in the past may be viewed within this screen. Number of referrals is displayed by default; this item may be expanded to provide additional information regarding referral success at the share, submit, and hire stages.



Additionally, the employee list can be filtered on a number of options, including:

- **Recommended:** The Recommended option will provide employees whose current titles are similar to the position you are trying to fill, as they are likely to have friends in positions similar to their own.
- **Nearby:** The Nearby option will provide employees whose location is nearby the location of the position you are trying to fill.
- **Connected to LinkedIn:** The Connected to LinkedIn option will provide employees who have connected to Social Distribution with LinkedIn.
- **Not Connected:** The Not Connected option will provide employees who have not yet connected to Social Distribution with LinkedIn.
- **Active Referrer:** The Active Referrer option will provide employees who have made referrals for your company in the past.

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The screenshot shows the 'Employee Referral Networks' section of the iCIMS platform. At the top, there are tabs for 'Advertise', 'Detail', 'Description', 'Questions', and 'Approval'. Below these is a 'Back' button and a 'Compose Message' button. The main area has a search bar labeled 'Search employees by name, title, location...'. Below the search bar, there are two columns of employee cards. The first column shows 'Alex Pratt', a Public Relations Specialist II in Manalapan, NJ, US. The second column shows 'Amanda Trumpet', a Public Relations Specialist in Middletown, NJ, US. A dropdown menu is open next to the search bar, showing options: 'Nearby', 'Show Everyone', 'Recommended', 'Connected to LinkedIn', 'Not Connected', and 'Active Referrer'.

Once one or more desired employees have been selected, users may launch the Compose Message function from this page. This will launch an inline popup with the employee referral request template (from Social Distribution) populating the message. This message may be edited as necessary by users with appropriate permissions.

Users may also select a Portal at the top of the Compose Message popup. The selected Portal is the Portal that employees will be linked to within the email they receive, in the event that a job is posted to more than one Portal.

The screenshot shows the 'Compose Message' popup. At the top, there is a 'Select Portal' dropdown menu set to 'Jobs'. Below this is a 'To' field with the name 'Henrietta Jenkins'. The 'Subject' field contains the text 'Pug Breeders of the Americas is looking for a Public Relations Assistant'. The message body starts with a job posting icon and the text 'Public Relations Assistant in New York, New York, United States'. The main body of the message reads: 'We are hiring for a Public Relations Assistant position in New York, New York, United States and I thought you may know somebody who might be interested in this great opportunity. Please share it with your networks.' The message ends with 'Thanks, Cheryl'. At the bottom, there are 'Cancel' and 'Send' buttons.

Note: The template for this message is called iCIMS Platform Referral; it is configurable by Social Distribution Admin users in the Social Distribution application. For more information on editing templates in Social Distribution, please see the following iCIMS Knowledge Base article: [Social Distribution: Configuring Company-Wide Message Templates](#).

### **Metrics Dashboard**

To track participation and success on a broader level, a new Employee Referral Networks Metrics Dashboard has been added to the Platform to provide simple, comprehensive insight regarding hire source and employee referral success rates. Key information such as total number of candidates as well as number of hired candidates for a variety of source options

## **New & Noteworthy Updates in 15.1**

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## **FAQs**

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will display, including statistics for employee referrals as well as self-submitted, recruiter-submitted, and vendor-submitted candidates.

To access this dashboard, click the Metrics Dashboard icon on the menu bar, and then select the Request Employee Referrals Panel.

### **Setup**

Your organization must have Social Distribution enabled in order to enable and benefit from the Request Employee Referrals Panel. Please contact your iCIMS POC, such as your Client Relationship Director or Strategic Account Manager, to learn more.

If your organization does have Social Distribution enabled, the Request Employee Referrals Panel will be automatically enabled for your Platform, as well.

User Admins may configure some aspects of the Employee Referral Networks feature and the Request Employee Referrals Panel (as well as referrals in general) from System Configuration, including:

- Enabling or disabling the Employee Referral Networks Metrics Dashboard on a per-User Group basis
  - To do so, navigate to System Configuration > Employee Referral Networks > Platform Settings and modify the Metrics Dashboard key.
- Enabling or disabling the Employee Referral widget, described in the [Employee Referral Widget for Career Portals](#) section of these Release Notes.
- Configuring the general referral settings, described in the [New Referrals Option](#) and [Enhanced Ability to Refer from Employee Portals](#) sections of these Release Notes.

Note that the message template used for emailing employees from the Request Employee Referrals Panel (named iCIMS Platform Referral) may only be configured in Social Distribution at this time. For more information on editing templates in Social Distribution, please see the following iCIMS Knowledge Base article: [Social Distribution: Configuring Company-Wide Message Templates](#).

### **Employee Referral Widget for Career Portals**

**Important Note:** The Refer a LinkedIn Connection widget, previously detailed in these Release Notes, has been rendered unavailable as of December 17, 2015 due to changes in LinkedIn's API.

**New Functionality:** A new widget, the Portal Share widget, has been added to Career Portals for clients using Social Distribution.

This widget allows an employee (or a candidate) to post a job directly to their newsfeed/wall/etc. on one of almost 300 different social networking sites including Twitter, LinkedIn, Facebook, Google+, etc.

The Portal Share Widget will be on by default for all Career Portals for Social Distribution customers.

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### Manager, Quality Assurance

All times are in Eastern Standard Time.

Job ID	2015-1014	# of Openings	1
Job Locations	US-NJ-Matawan	Posted Date	6/23/2015
Category	Engineering		

Apply for this job online

Email this job to a friend

Share on your newsfeed

#### More information about this job:

---

**Overview:**

Are you a QA Manager with a passion for cutting edge technology and ensuring quality and integrity of a system? Does working with other highly motivated and technically talented individuals excite you? iCIMS's Quality Assurance Department is looking for a Manager, Quality Assurance with experience and passion for managing a team of QA Engineers for Software-as-a-Service (SaaS) Platform.

**Responsibilities:**

This role will work closely with internal and external customers to ensure all their needs and expectations are met.

- The Manager should have a strong knowledge of relevant systems and the ability to quickly learn and master

## Setup

If the Employee Referral Networks feature (i.e., the Request Employee Referrals Panel) has been enabled, User Admins have access to enable or disable the Portal Share Widget on one or more Career Portals without contacting iCIMS HelpDesk. To do so, search System Configuration for *Portal Share Widget*. Then, select a Portal if necessary, enable or disable, and click Save.

(**Note:** If the Employee Referral Networks feature is not enabled in your Platform, you must contact iCIMS HelpDesk for assistance enabling/disabling the widget.)

User Admins may also update the candidate-facing labels for this widget in System Configuration on a per-Portal basis. Search System Configuration for *Label: Broadcast via Social Network* to locate the label. Then, select a Portal (if necessary), modify the label, and click Save.

**Important Note:** Your organization must have Social Distribution enabled in order to benefit from this widget. Please contact your iCIMS POC, such as your Client Relationship Director or Strategic Account Manager, to learn more.

## Note on Desktop vs. Mobile Appearance

The widget will always display for users on Desktop devices. Typically, users will see the standard job options (apply online, email a friend) above the widget, all of which display to the right of the Job Details section of the Portal. However, for users with narrow monitors or browsing windows, the widget will display beneath the Job Details section of the Portal.

- Note: For users on IE7 and IE8, the widget will display below the Job Details section, even if users' screens are wide enough for the widget to display in on the right. This avoids UI issues with those browsers.

For users on a mobile device, the widget can be accessed using the Refer button, which will display at the bottom of the user's screen, along with buttons for the standard job options (apply online, email a friend).

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# of Openings	1
Job Locations	US-NJ-Matawan
Posted Date	6/23/2015
Category	Engineering

**More information about this job:**

**Overview:**

Are you a QA Manager with a passion for cutting edge technology and ensuring quality and integrity of a system? Does working with

▼ [Read more](#)

**Responsibilities:**

This role will work closely with internal and external customers to ensure all their needs and expectations are met.

▼ [Read more](#)

**Qualifications:**

Email

Refer

Apply

## Manager, Quality Assurance

All times are in Eastern Standard Time.

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▼ [Read more](#)

Share on your newsfeed

f

in

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g+

+

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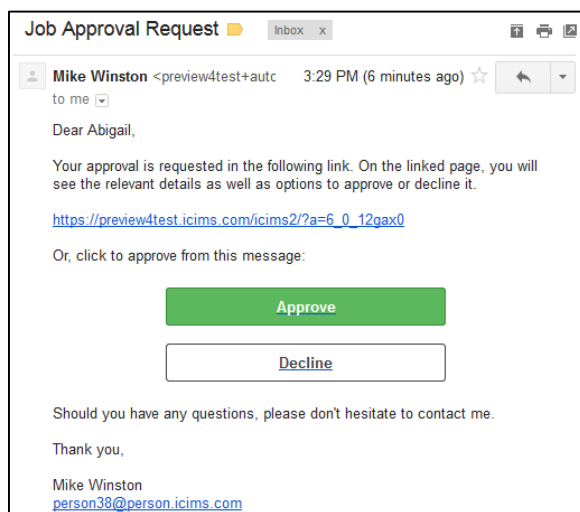
## Approvals (3)

### Mobile Optimization for Approvals

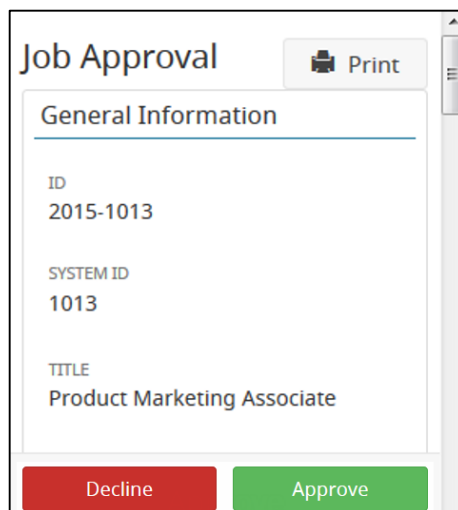
**Enhanced Functionality:** Approvers may now approve or decline a job, candidate, or offer directly from the email they receive.

To benefit from this functionality, the user or email template manager must first add the **Approval Button** variable into the email sent to approvers. This variable will resolve as Approve and Decline buttons within the email.

The recipient will be able to approve or decline the job, candidate, or offer directly from the email, making it simple to review and approve from any device. (Note that approvers will not be prompted to confirm their choice.)



For approvers who wish to view more details prior to making a decision, the approval page has also been revamped to include a fully responsive mobile-optimized design that adjusts to the screen on which it is viewed.



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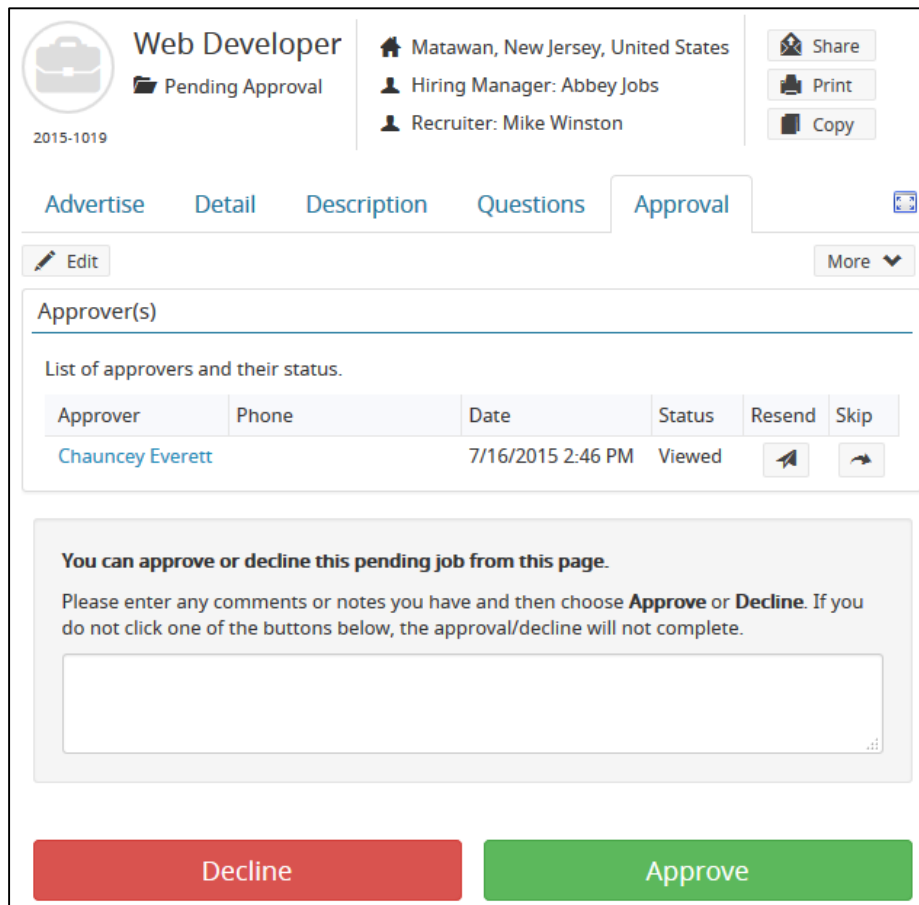




This new approval screen provides static Approve and Decline buttons so that, as soon as the approver is ready to make a decision, the desired option is always already displayed.

## Updated Approval Approve/Decline Buttons

**Enhanced Functionality:** Approve and Decline buttons on Approval tabs and screens have been updated to follow the style of the Platform's Advance and Reject buttons. The Approve button is now green to denote a positive action, and the Decline button is now red to denote a negative action.



**Web Developer** 2015-1019

Matawan, New Jersey, United States

Pending Approval

Hiring Manager: Abbey Jobs

Recruiter: Mike Winston

Share Print Copy

Advertise Detail Description Questions **Approval**

Edit More

**Approver(s)**

List of approvers and their status.

Approver	Phone	Date	Status	Resend	Skip
Chauncey Everett		7/16/2015 2:46 PM	Viewed		

You can approve or decline this pending job from this page.

Please enter any comments or notes you have and then choose **Approve** or **Decline**. If you do not click one of the buttons below, the approval/decline will not complete.

**Decline Approve**

## Updated Save & Exit Approval Button and Approval Edit Process

**Previous Functionality:** Previously, regardless of the status of the Save & Exit propkey, the Save & Begin button would not appear in the Approval wizard.

Additionally, if the approval process was edited, and the last approver was manually removed from the list of approvers, clicking the Save button would complete the approval process. (For example, if a Job Approval was started, and a user edited the approval list and deleted the last approver, and then clicked the Save button, the job was moved to the Approved folder.)

**Enhanced Functionality:** The Save and Begin Approvals button will now correctly appear in the Approval wizard in place of the Begin Approvals button.

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However, when an approval is modified and the last approver is manually removed from the list, the approval **will not** be completed. However, the approval can be finished by choosing the Save & Begin Approvals button once again.

For example, if a Job Approval is started and a user later updates the list of approvers and deletes the last approver, the job **will not** be approved. It will remain in the Pending Approval folder.

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## Social Distribution (1)

### Employee Engagement Email Blasts

**Enhanced Functionality:** Customers with Social Distribution enabled may now send out employee engagement email blasts from the Platform, inviting their employees to sign up for Social Distribution.

A new default email template is now available for users within the Platform, Sign Up for Social Distribution. The template may be edited by users with appropriate permissions via the Compose Email window or System Configuration. (To access the template in System Configuration, search for *Sign up for Social Distribution*.)

A new email variable is available, as well: Social Distribution Sign Up Link. This variable is used in the Sign Up for Social Distribution template and can be added to other email templates as necessary. (This variable is a Recipient variable; to locate this variable, click Add Variables, and then select Recipient. Then, search the picker for *Social Distribution Sign Up Link*.)

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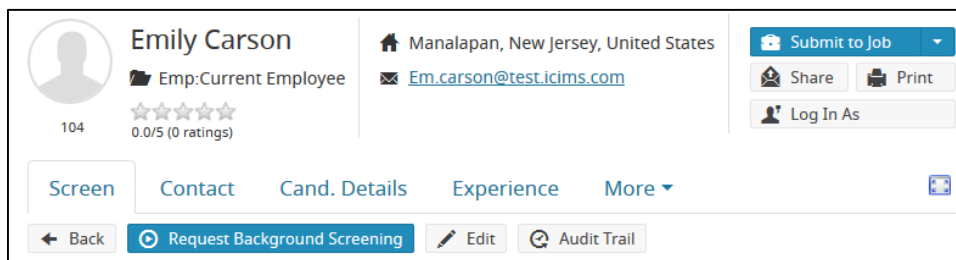
## Integrations (2)

### Request Integration Button

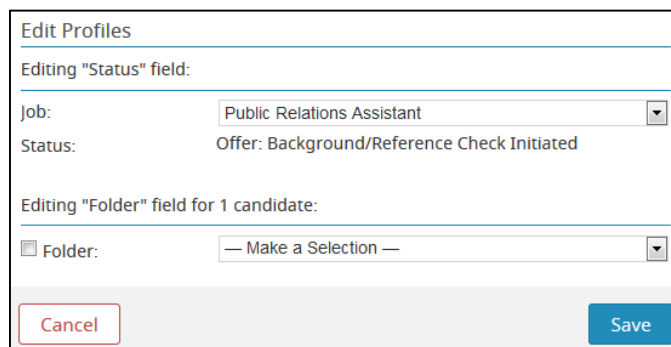
**Previous Functionality:** Previously, to launch an integration, users would need to use the Take Action function to advance a candidate to the status that would initiate the integration. This required scrolling through all of the available statuses in order to locate the correct status to initiate the integration, which could be time-consuming depending on the number of client statuses.

Additionally, it was difficult for users to know if an integration had failed.

**Enhanced Functionality:** The process to launch an integration is now simpler than ever before. From a candidate's Screen Tab, a user can select the correct panel for the desired integration. Once the panel has launched, the Request Integration button displays.



Once the user clicks the **Request Integration** button, a popup will display. If the request is made from the candidate's Person Profile, the user may select the related job from this screen with the correct status prepopulated for maximum convenience and time-savings. Requests from a candidate's Recruiting Workflow Profile are automatically associated with the correct job and status. (Note that if multiple statuses are associated with one integration, the user may have to choose the correct status; however, only statuses associated with the integration will display on the popup.)



If the requested integration is successful, a clear confirmation message will display and present the Confirm or Modify Package button, allowing users to confirm or modify the package on the vendor's site.

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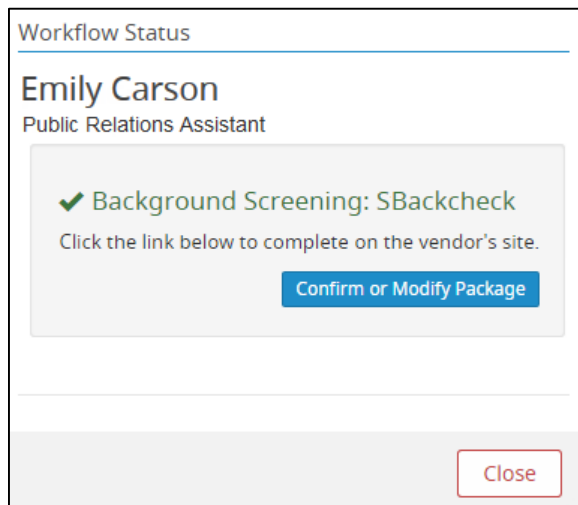
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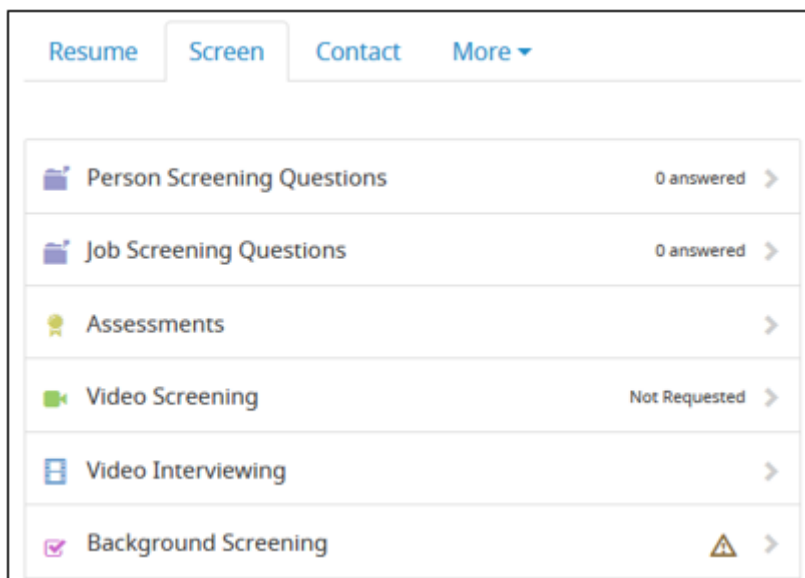




### Error Handling

Should an integration experience an immediate error during initiation, the system will display an error message in real-time. The error message will include any available details and the actions the user should take to resolve the error.

Further, a new alert icon will display on the appropriate panel of the individual's Screen Tab should errors occur after an integration has been initiated.



Once the user clicks into the integration's panel, an additional alert will display at the top of the screen. For more information about the error that occurred, the user can click the **Error Details** link provided within this message; this will launch a popup with information including the error message, date, product type, and vendor.

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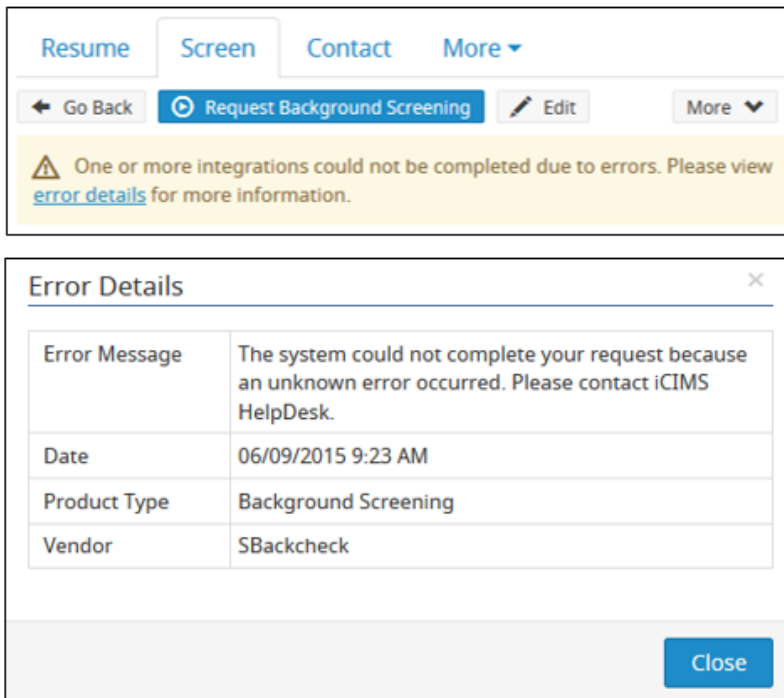
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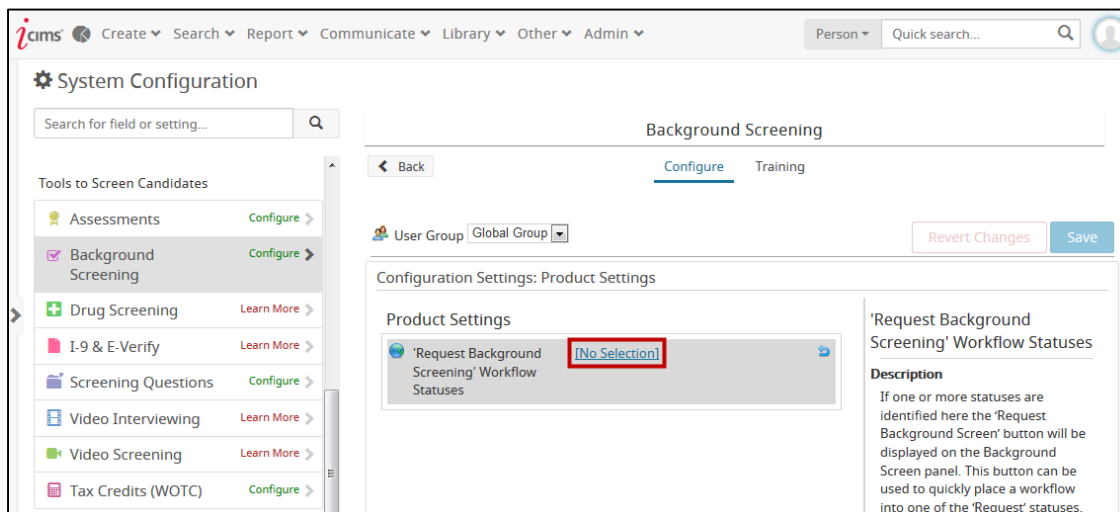


For a list of possible error messages, please review the [Appendix 1: Possible Integration Error Messages](#) section of these Release Notes.

### Setup

Once a standard integration has been enabled (by iCIMS), a User Admin may associate a workflow status with that integration. (The status associated with the integration is the status that a person is moved into once the integration is requested.)

Navigate to System Configuration and select the correct standard integration from the menu on the left. Next, select the **Product Settings** option to the right. Then, select the **[No Selection]** link to launch a popup on which you can select a status to associate with the integration. Select the correct status(es) and click **Select**. Finally, save your changes on the main System Configuration screen.



## New & Noteworthy Updates in 15.1

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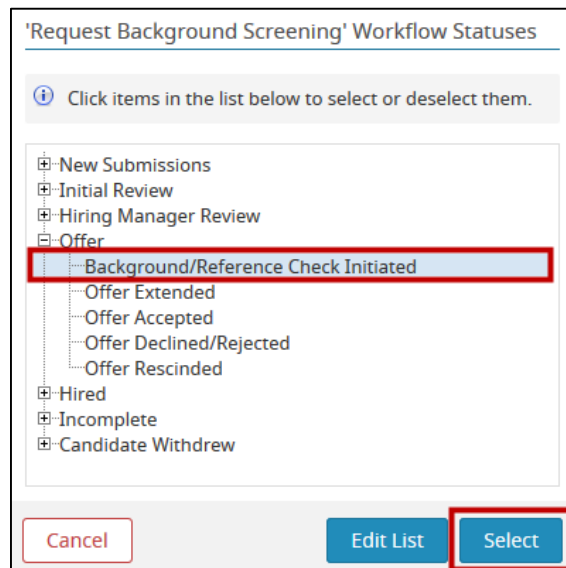
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Once a status has been associated with the integration, the Request Integration button will display on the appropriate panel. (E.g., Once a status is associated with the Background Screening integration, the Request Background Screening button will display within the Background Screening Panel.)

Note that users with permissions for the Submittal Take Action button will also have access to the Request Integration button. (Please note that the Take Action permission is set by iCIMS HelpDesk and cannot be given or removed independently of the Request Integration permission.)

## Integration Framework and Conversation Search

**Enhanced Functionality:** With the 15.1 Release, iCIMS now has a dedicated framework in place to capture Web Service (REST) and flat file inbound / outbound requests and responses. This will allow the iCIMS Platform to understand, capture, and allow searching of all Integration activity coming in and out of the Platform.

### Conversations

An Integration Conversation is defined as all the activity that is associated with a specific integration. For our REST based API, an Integration Conversation captures specific integration activity on a specific profile (Recruiting Workflow, Person, Job). For flat file based integrations, a Conversation will be captured on an import or output level (but **not** on a profile level).

All GETS and POSTS will be captured for a specific Integration, and when a Web Service 'PATCH' request comes in, the Platform will check whether or not it is associated with an existing 'Integration Conversation.' If it is, the conversation will be updated accordingly—success or failure—and the update will be time stamped.

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## **Integration Conversation Search**

A new search, the Integration Conversation search, is now available for internal iCIMS staff (iSupport and iAdmin users) to track these conversations, including their successes and failures. The Search will also be able to pull in Access Log and Platform Log data.

This search can be turned on for clients upon request. (Please contact iCIMS HelpDesk for assistance.)

There are 10 default search templates included for this search. They are:

- Assessments
- Background Screening
- Drug Screening
- Flat Files
- I-9 & E-Verify
- Integration Diagnostic Search (shows the associated Platform Log files for a specific Integration Conversation)
- Job Boards
- Platform Log
- Tax Credits (WOTC)
- Video Interviewing

The following columns are pulled from the metadata information captured in the Integration Wizard:

- Integration ID
- Integration Name
- Integration Product Type
- Integration Profile Type
- Integration Vendor
- Integration Salesforce ID
- Integration Version

The following Columns are tracked specifically for a conversation:

- Error Type, including the following values:
  - Error (when an error occurs)
  - Request Sent (when a request is sent without an error)
  - Response Received (when a response is received without an error)
- Integration Conversation ID
- Item ID (the System ID for the specific Profile Type)
- Start Date

## **New & Noteworthy Updates in 15.1**

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- Status, including the following values:
  - Initiated
  - Request Sent
  - Response Received
  - Satisfactory
  - Warning
  - Error
- Updated Date

### **Notifications and Error Reporting**

All error notifications and error messages around Integrations within the Platform will include the Integration ID, which can be used as a filter in the Integration Conversation search to pull in the exact error messages for a specific failure.

## **New & Noteworthy Updates in 15.1**

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## Resumes (4)

### Resume View Upgrade

**Enhanced Functionality:** The technology used to render the resumes on candidate profiles has been upgraded. This results in crisper, more accurate rendering of resumes. It also reduces the number of resumes that render improperly or fail to render.

### Resume User Interface Updates

**Enhanced Functionality:** The user interface for the Resume Tab has been updated. The tab now maximizes the screen space available for the resume to optimize display and has a more modern look and feel.

Key changes include the following enhancements:

- The Upload button no longer displays on the Resume Tab when the user is viewing a social resume (i.e., LinkedIn, Facebook, Google +). (However, the Upload button is still available when viewing a traditional resume.)
- The word *Resume* above the traditional/social resume selector has been removed to increase the space for the resume.
- The radio buttons used to switch between the traditional and social resumes have been converted to tabs. When a social resume has been associated with a candidate's profile, the icon on the correct social tab is displayed in color to indicate the presence of the social resume.
- The previous Flag Resume button that appeared when a user hovered their mouse over the top right corner of a traditional resume has been converted to a Problems Viewing? Button available above the resume.
- The Select File button and Upload button, which previously displayed separately at the bottom of a traditional resume, have been converted into a single Upload button which appears in the button row near the top of the tab.

### Compatibility Mode

**Enhanced Functionality:** The new rendering technology described in the Resume View Upgrade section reduces the number of resumes that render improperly. Even with the new rendering technology, some resumes may fail to render. A Compatibility Mode feature has been introduced to provide the most optimal experience for users depending on the nature of the failure.

A user may activate Compatibility Mode by pressing the Problems Viewing? button available above the resume. Pressing this button does the following:

- The resume view switches to Compatibility Mode.
- A report is sent to iCIMS indicating that this resume had a problem rendering, which will be used to help improve the feature in the future.

## New & Noteworthy Updates in 15.1

Check out the list of [New & Noteworthy Updates in the 15.1 Release](#).

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- The following message displays above the resume: *Thank you. A report has been submitted to iCIMS for this resume. Compatibility mode has been activated for this resume to improve display. Keyword highlighting may not work in this mode.*
- The Problems Viewing? button is replaced with a dropdown. This dropdown allows the user to toggle between the standard resume view, compatibility mode, and a text-only mode.

The system remembers the mode to which each resume is set on a system level. When any user views that resume in the future, the mode the resume was set to most recently displays by default.

## Resume Printing Enhancement

**Previous Functionality:** Previously, printing a traditional resume prompted the web page that the resume was loaded on to print, rather than the resume itself. This reduced the amount of page available to the resume itself and often included extraneous headers and footers related to the web page.

**Enhanced Functionality:** The print icon (accessible by hovering over the resume) now opens the resume as a PDF in the browser, which can then be printed. This creates a better printing experience because the printed resume is now a more accurate representation of the original and the format does not change based on the browser.

## New & Noteworthy Updates in 15.1

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## Searching & Reporting (17)

### Update to Contact Note Searches for Appointments

**Previous Functionality:** Contact Note Searches for appointments were showing duplicate entries, as one entry was returned for each attendee on an appointment.

**Enhanced Functionality:** In order to make Contact Note Searches for appointments easier to review, a new filter has been added to Contact Note Searches, **Unique Appointment**. When this filter is added to a search for appointments, all duplicate entries will be removed.

This filter has been added to the following default search templates: Appointments, Today's Appointments, and Upcoming Appointments. (It can be added to other Contact Note Searches for appointments by clicking the **Add Filter** button, and then selecting **General > Unique Appointment**. Note that this filter only has one value, "True.")

**Warning:** This filter should only be used when searching for appointments. If the Unique Appointment filter is applied to a Contact Note Search for emails or notes, for example, valid search results will be removed from the search results.

### Type-to-Search Dropdown Added to Search & Output Template Dropdowns

**Enhanced Functionality:** On each search form, the search template and output template dropdowns now leverage our type-to-search field type. This allows for enhanced ability to find search templates and outputs.

### Application Step Status Icon Column and Current Application Step Column & Filter

**Enhanced Functionality:** A new icon is available for Recruiting Workflow Searches, **Application Step Status**. This icon may be added as a column to any Recruiting Workflow Search to provide at-a-glance insight regarding whether any application received after the 15.1 Release has been completed (displayed with a green check) or is incomplete (displayed without a green check).



When this icon is clicked, users may easily view information about a candidate's completed application steps, including what steps the candidate has completed and when.

Recruiting Workflow Search Results (3 Found)						
<input type="checkbox"/>	Rank		Recruiting W...		Updated Date	
▼ <input type="checkbox"/>	Current Application Step: Application Completed 2					
<input type="checkbox"/>	100%			Tony Fusco	11/18/2014 10:12:23	
<input type="checkbox"/>	100%					
▼ <input type="checkbox"/>	Current Application Step: Application Completed 2					
<input type="checkbox"/>	100%					

Application Step Status

Application Step	Status	Date
Basic Information	✓ Completed	6/5/2015 12:23:29
Candidate Profile	✓ Completed	6/5/2015 12:25:13

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Additionally, a new column is now available for Recruiting Workflow Searches, **Current Application Step**. This column allows users to track candidate progress, providing real-time insight into broader application completion trends beginning with the 15.1 Release. Users may leverage this column to send personalized mass emails from the search results screen to encourage candidates to return to complete their application.

The screenshot shows the 'Recruiting Workflow Search Results (100 Found)' interface. At the top, there are action buttons: 'Take Action', 'Email', 'Share', 'iForms', 'Schedule Interview', 'New Task', and a 'More' dropdown. Below these is a table with columns: 'Current Application Step', 'Recruiting ...', and 'Updated Date'. The table is filtered by 'EEO' (1 result) and 'Application Completed' (2 results). The first row shows 'EEO' with a status icon, a candidate name 'Emily Carson', and a timestamp '6/5/2015 11:40:05'. The second row shows 'Application Completed' with a status icon, a candidate name 'Tony Fusco', and a timestamp '11/18/2014 10:12:23'. The third row shows 'Application Completed' with a status icon, a candidate name 'Emily Carson', and a timestamp '6/5/2015 12:26:12'.

Current Application Step may also be used to filter candidates or to group search results.

#### Important Notes:

- Applications that were begun (or completed) prior to the 15.1 Release will display the completed Application Step Status icon, but detailed information will not be available. If a user clicks on the Application Step Status icon for one of these candidates, the following message will display: “Not available. This information is only available for candidates who began their application after iCIMS 15.1.”
- Application steps are only available for candidates who entered the system via a Career Portal. If a candidate was manually entered into the system and did not complete a Portal application, no information will be available for them; the Application Step Status icon will display as not completed and the Current Application Step will be “Blank.”
- The step labels used by both columns are the same as those displayed on the Career Portal to candidates, which can be configured by User Admins in System Configuration. User Admins may configure labels for each step in System Configuration; navigate to Admin > System Configuration > Recruit > General and locate the Application Steps Status Bar section.

#### Text Option for Keyword Searching Removed

**Enhanced Functionality:** Because the Text search type is designed solely to support Hot Match searches, the Text option for keyword search is now available only when a user’s user group has Hot Match enabled. (This means that if Hot Match is disabled, the Text option will be removed.)

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The Text option for Keyword Searching is shown on the search form above.  
It will only display for users with Hot Matching enabled.

## New Search: Referral Search

**Enhanced Functionality:** A new search type, the Referral Search, has been added to allow users to search for all referrals made by a user (based on the user's email address).

This search will also allow users to see if a referred candidate came back to apply and if they were hired for the job.

This search displays on the new Person Profile Referrals Tab.

## Update to Ordering of Grouped Results

**Previous Functionality:** Previously, ranked search results that were also grouped were ranked both at the individual result level and at the grouping level. (This meant that the grouping that contained the highest ranked individual result displayed on top, rather than the system displaying the groupings in the appropriate order.)

**Enhanced Functionality:** Grouped searches are no longer ranked at the grouped level, meaning that only the individual results within groupings are ordered by rank. This reduces confusion and makes grouped, ranked search results easier to review.

## Result Selector Update

**Previous Functionality:** Users were able to select All, None, All of Page, or None on Page by using small links at the top of search results.

**Enhanced Functionality:** The ability to select results has been slightly updated. The links have been replaced by a checkbox and a small dropdown menu.

To select all options (or deselect all options), a user can simply click the checkbox to the far left of the search column headers on the Detail View of any grouping.

To select All, None, All on Page, or None on Page, users may click the dropdown menu beside the checkbox, and then select the correct option.

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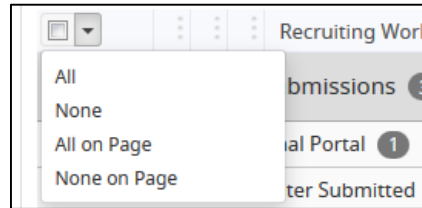
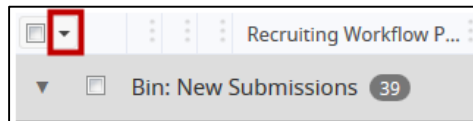
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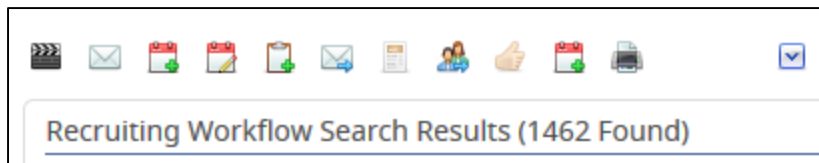
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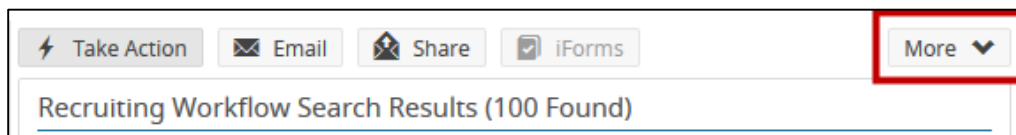
## Search Action Buttons

**Previous Functionality:** Previously, search actions appeared as icons along the top of all searches. The icons had an optional label that was off by default. These icons were difficult for new users to master and for experienced users to remember.



**Enhanced Functionality:** Search actions now appear as buttons along the top of all searches. The buttons have a label which is always shown. The order of these buttons has been updated to move the most commonly used actions towards left side of the search action bar.

Note that due to this reordering, and because these buttons are larger, some commonly used actions may now be hidden from immediate view and located in the **More** dropdown. These buttons may be reordered by iCIMS HelpDesk if necessary. Please contact iCIMS HelpDesk for assistance.



Labels for the following actions have been updated:

- Run Search is now **Search**
- Clear Search is now **Clear**
- Show Search Form is now **Show Form**

## Template Administration Update

**Previous Functionality:** Previously, Template Administrators were unable to see the sharing options when saving search output templates.

## New & Noteworthy Updates in 15.1

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**Enhanced Functionality:** Template Administrators are now able to see sharing options when saving both search templates and search output templates.

## New Person Search Filters

**Enhanced Functionality:** The following filters are now available in a Person Search:

- Last Updated: First Name
- Last Updated: Last Name
- Last Updated: Email
- Last Updated: Job Title
- Last Updated: Folder
- Last Updated: Addresses
- Is Full Access User
  - For more information on the Is Full Access User option, please see the [New Column: Is Full Access User](#) entry in these Release Notes.

## New & Noteworthy Updates in 15.1

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## New Recruiting Workflow Search Filters & Columns

**New Functionality:** A new filter is available for Recruiting Workflow Searches: **Distance From Job**. (This filter is located in the Reporting & General Options – General section of the filter picker.) This filter allows users to enter the minimum and maximum applicant distances from a job as a search filter.

Two new columns have also been added to Recruiting Workflow Searches: **Distance From Job (General)** and **Distance From Job (Specific)**. (Both columns are located in the Reporting & Advanced Options – General section of the column picker.)

The Distance From Job (General) column allows users to get a high-level view of applicants' distances from the job. The labels for this field will include: "0-10 mi", "10-25 mi", "25-50 mi", "50-100 mi", "Over 100 mi", and "Unknown" (for those who may be missing a zip code).

The Distance From Job (Specific) column is useful for determining applicant distance in a more granular view. The labels for this field will include: "Under 2 mi", "Under 5 mi", "Under 10 mi", "Under 15 mi", "Under 20 mi", "Under 25 mi", "Under 35 mi", "Under 50 mi", "Under 75 mi", "Under 100 mi", "Over 100 mi", and "Unknown" (for those who may be missing a zip code).

These columns can also be used to group results.

A task that runs in the background populates the applicant distance data.

## Contact Note Calendar View Output Removed

**Enhanced Functionality:** The Calendar View output is no longer available for Contact Note searches in 15.1. This is to drive users to the improved Schedule Tab on profiles, which has powerful new filters and a clean user interface (UI).

## Search Result Noise Words Update

**Enhanced Functionality:** When a user runs a Quick Search containing only noise words (e.g., "the"), the search will run and return the full dataset. (The noise word will not be visible on the search form when a user is taken to their results, because it is ignored entirely.)

This also applies to fields on a search form where the input does not match the expected field type. For example, if a letter is entered in a filter field that expects a number, the invalid input will be ignored.

## Job Code Filter Update

**Enhanced Functionality:** The Job Code filter (available on job searches) now supports comma-separated values, as shown in the image below.

## New & Noteworthy Updates in 15.1

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## New Column: Is Full Access User

**Enhanced Functionality:** A new column is now available for Person Searches: Is Full Access User. This column allows users to review whether or not users belong to a full access user group, (i.e., whether or not a user has the ability to refine searches).

Note that this column has been added to the default output on the User Management page as a first level grouping. (The second level of grouping is still the login group name.) For more information about updates to the User Management page, please see the [Update to User Management Page](#) entry of these Release Notes.

## Updated Styling for Grouped Search Results

**Previous Functionality:** Grouped search results featured colorful first level groupings in yellow, green, and blue.

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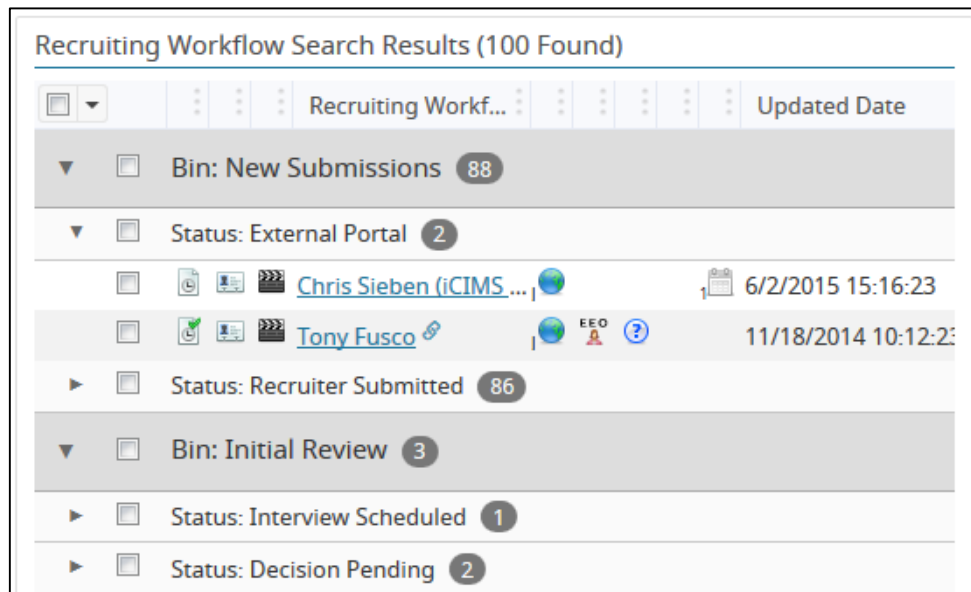
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**Enhanced Functionality:** Grouped search results are no longer color-coded; now, each top-level grouping (e.g., Bin: Submissions) displays with a larger font and a dark gray background color to better match Platform styling.



## Updated Styling for Search Icons' Brief Info Boxes

**Enhanced Functionality:** The look of the brief info boxes (typically available by interacting with various search icons) has been updated.

The search icons that use the brief info box (and are affected by this minor change) are:

- Quick info icon (Person Search)
- Associated Requisitions icon (Person Search)
- Applicants icon (Job Search)
- Job Post icon (Job Search)
- Application Step Status icon (Recruiting Workflow Search) - New to 15.1!

## New & Noteworthy Updates in 15.1

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## iForms (5)

### Question-Dependent iForms

**Enhanced Functionality:** iForms may now include Dependent Field Groups.

Dependent Field Groups are defined as part of the iForm that can be shown/hidden based on pre-defined rules, allowing clients to specify one or many fields to be displayed based upon someone's answer elsewhere on the form. (For example, for the question "Are you over 18?" a Dependent Field Group could be tied to the response "No," including questions such as "Do you have a work permit?" ?") The dependent field group may include questions, or it may be a block of text only.

### Printing iForms

Dependent Field Groups are supported in the default Word view, as well as in PDFs generated from the Web view of the iForm. This allows users to print the iForm with any applicable Dependent Field Groups. (Note that printing is not possible if Word XML Document View is present.)

### Pre-population of Profile Fields

Dependent Field Groups are compatible with the pre-population of iForm fields from a profile field. So, for example, an iForm can be set up to automatically pre-populate a field from a Person or Job Profile and have that prepopulated field actually drive whether or not a Dependent Field Group shows on an iForm.

### iForm Profile Syncing

This feature has been tested and verified to work with syncing an iForm field with a profile field. So, for example, you can set-up an iForm field to "sync" with a profile field and have that synced field value conditionally show a Dependent Field Group. This is especially important for offer letter and acknowledgement iForms.

### Known Restrictions

- Dependent Field Groups can only be tied to radio buttons or dropdowns.
- Dependent Field Groups cannot exist within a field group.
- Dependent Field Groups cannot contain another Dependent Field Group.
- Multiple rules cannot be tied to a Dependent Field Group. For example, you **cannot** configure rules as such: "If Question A is Yes *and* Question B is No, *then* show Question C."
- The restriction still exists that a "Question Marker" on an iForm (i.e. an actual question) can only be used once on any given iForm.

Please contact your iCIMS POC (such as a Client Relationship Director or Strategic Account Manager) for more information.

## New & Noteworthy Updates in 15.1

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## Updated Recipient Form URL Variable for Form Requests

**Previous Functionality:** Previously, Recipient Form URL variables resolved as the iForm's full URL in form request email notifications.

**Enhanced Functionality:** Recipient Form URL variables now resolve in form request email notifications as a hyperlink with the label "Click to Complete."

## Updated Error Messaging for Bulk Print

**Previous Functionality:** Previously, when an error occurred while bulk printing documents, the error message always referenced indicated that there was an issue with a resume, even if only iForms were being printed.

**Enhanced Functionality:** The former error message "None of the selected candidates have an available resume" has been updated to "None of the selected documents are available."

In addition, the cover page table of contents for bulk printed items now says "Document Missing" instead of "Resume Missing" in the case of a missing file.

## Update to Manage Form Requests Popup

**Previous Functionality:** When an iForm was sent, the setting Expire When Completed was only shown on the first Send iForm window, which closes after it is sent. Once the iForm was sent, there was no way to tell whether or not a particular iForm sent to a person had that setting on or off.

**Enhanced Functionality:** A new column is now available on the Manage Form Requests popup, Expire When Completed. This column displays for individual form requests; it indicates whether or not a form is set to expire when completed. (It will display **Yes** if the form is set to expire when completed, and **No** otherwise.)

## Update to iForm Experience for Candidates

**Enhanced Functionality:** When a candidate clicks a Show More or Show Less button on an iForm on a Portal, they will be returned to the top of the page. However, the candidate will be able to successfully complete the form after scrolling back down.

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## Fields (7)

### New Standard Field: Source Origin

**Enhanced Functionality:** A new field, Source Origin, has been added to the Recruiting Workflow Profile. This field allows the system to accurately track how candidates are getting into the Platform and applying for jobs.

- Self Submission
- Referral
  - This option is used when a candidate applies to a job via a URL containing a valid Source Email or Source Person Shared Apply parameter.
  - This option is also used when a candidate is referred to a job when the “Create Profile” option for referrals is enabled.
- Recruiter Submission
- Vendor Submission
- Social Network Posting
  - This option is used when a user shares a job on their own social media newsfeed/wall/etc., and then a candidate clicks that post and applies to the job.
- Import
- Web Service

### New Standard Fields: Placement Fee Percentage & Fixed Placement Fee

**Enhanced Functionality:** Two new fields have been added to the Recruiting Workflow Profile’s Fields (Workflow) Tab.

Field IDs and integration IDs are as follows:

- Placement Fee Percentage (rcf3324 – placementfeepercentage)
- Fixed Placement Fee: (rcf3325 – fixedplacementfee)

### Existing Source/Source Name Update

**Enhanced Functionality:** Any Source or Source Name values of “JobMagic” or “Social Distribution” have been updated in 15.1 to “Social Networks.” Note that this affects existing Source and Source Name values.

### Rich Text Editor Update

**Enhanced Functionality:** The rich text editor for HTML/text area fields has been upgraded. This editor is used in various places in the system such as Job Description fields, the Compose Email pop-up, some fields in System Configuration settings, etc.

The updated editor allows users to paste text from Microsoft Word without having to click a Paste from Word button first; the editor will automatically detect that text was copied from Microsoft Word and adjust the formatting accordingly. (As such, the Paste from Word button has been removed.)

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The ability to enter and edit HTML (by clicking the Edit HTML button) has also been enhanced in the editor. Any HTML code entered (after clicking the Edit HTML button) is automatically formatted so that it will have clear spacing and indentation, as well as color-coding.

The interface of the editor has also been updated with a lighter, more modern background; this color more closely matches the general coloring of the iCIMS Talent Platform.

### Custom Field ID Update

**Previous Functionality:** Custom Field IDs were not reused when fields were deleted. This caused issues in Platforms with a large number of custom fields.

**Enhanced Functionality:** Custom Field IDs are now reused after fields have been deleted, in order to prevent issues in Platforms with many custom fields.

### New Fields Added to Support Employee Referral Widget

**Enhanced Functionality:** Two new Standard fields have been added to support the Employee Referral feature. These fields are hidden for all user groups except Social Distribution and Integrations groups by default, but are unhidden when Social Distribution and Employee Referral widget are enabled.

- **Social Distribution Enabled** (rcf3402) is a field that exists on the Person Profile Employee Tab. It is a dropdown-type field with yes/no options.
- **Incentive** (jcf3055) is a field that exists on the Job Profile Detail Tab. It is a currency-type field.

### New Option for I-9 Completion Code Field

**Enhanced Functionality:** A new option has been added to the I-9 Completion Code field (rcf3185) dropdown list: "TECISS - This case is being closed because of technical issues with E-Verify."

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## System Configuration and User Admin Updates (7)

### Keys Added to 15.1 to Support the Upcoming Fall 2015 Update

**Enhanced Functionality:** In order to support the upcoming password reset enhancements that will be rolled out as part of the Fall 2015 Update, the keys listed below have been added to System Configuration.

The keys listed below control labels, notifications, etc., which will be displayed to candidates and new hires attempting to reset their passwords after the Fall 2015 Update.

Under Recruit > Portal > Notifications > Password Reset Notification:

- Notification Message For No User Found
- Notification Message For Multiple Users Found
- Digest Email Field Name: Profile Name
- Digest Email Field Name: Login Name
- Digest Email Field Name: Login Group
- Digest Email Field Name: Last Login Date

Under Connect > Portal > Notifications > Password Reset Notification:

- Notification Message For No User Found
- Notification Message For Multiple Users Found
- Digest Email Field Name: Profile Name
- Digest Email Field Name: Login Name
- Digest Email Field Name: Login Group
- Digest Email Field Name: Last Login

Under Onboard > Notifications > Password Reset Notification:

- Notification Message For No User Found
- Notification Message For Multiple Users Found
- Digest Email Field Name: Profile Name
- Digest Email Field Name: Login Name
- Digest Email Field Name: Login Group
- Digest Email Field Name: Last Login Date

### Admin Key Searching Updates

**Previous Functionality:** Users were able to search for fields and settings within System Configuration using all or part of a field label, field ID, or setting label.

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### Subject to Change

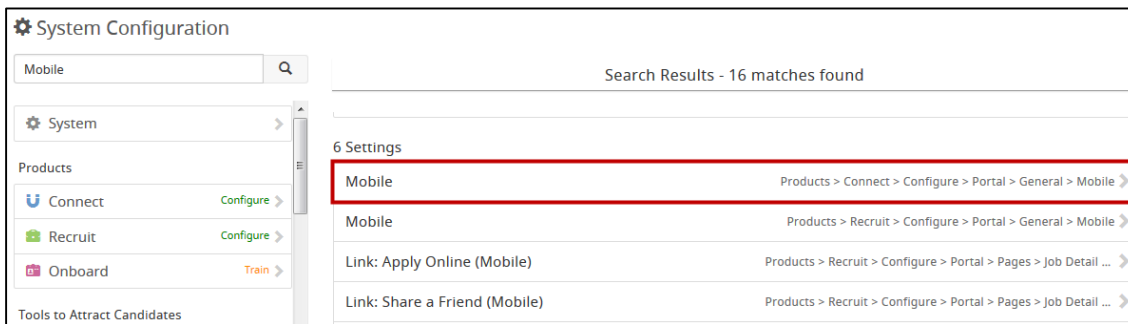
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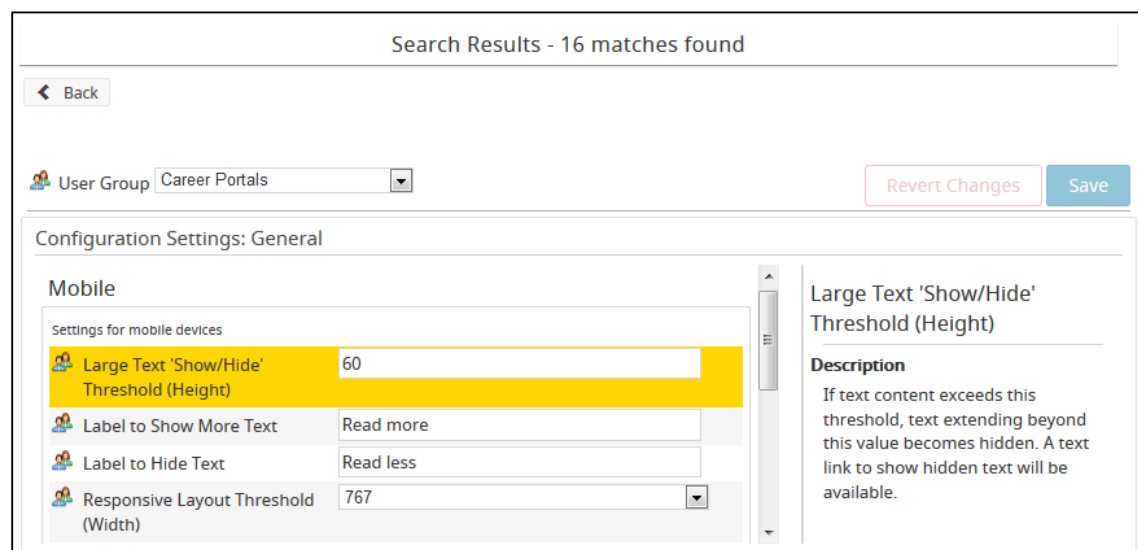


**Enhanced Functionality:** In addition to searching for fields and settings, users are now able to search for sections within System Configuration by entering all or part of a section header. The first setting under that section will be highlighted as a match for the user's search terms.

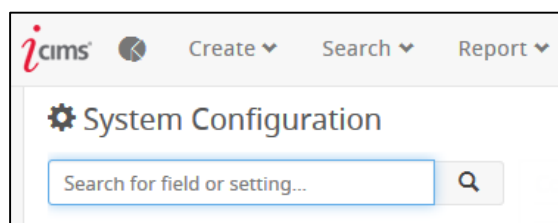
For example, if a User Admin wants to review the mobile settings for their Connect Portals, but aren't sure which specific keys to search for, they can search for *Mobile*. This search returns a few settings, including the section located at System Configuration > Connect > Portal > General > Mobile.



Once the User Admin clicks this result, they are taken to the correct page and section, with the first key in that section highlighted.



In addition, when a user accesses System Configuration, their cursor is now automatically focused in the Admin Key Search box. This allows the user to quickly begin typing and searching for the key or section they need.



## New & Noteworthy Updates in 15.1

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## Update: New Nodes Appear at Top of List Editor Lists

**Enhanced Functionality:** When a user adds a new item to a list editor list (e.g., the schools list), the new node will now display at the top of the list, rather than the bottom.

## Update to Long List Editor Lists

**Enhanced Functionality:** A scroll to load feature has been added to the list editor for some lists, which will ensure that clients do not experience performance issues when working with very long lists (e.g., the schools list).

By default, lists with more than 3500 first level nodes will use the scroll to load feature. This means that when a user first accesses the list editor, only a manageable section of nodes (300 by default) will be initially loaded. Once the user scrolls to the end of the list, another 300 more nodes will load on the list (if applicable). Similar behavior will happen on the list selector.

Note that this scroll to load more feature works only for the first level of nodes of a list, meaning that when a user expands a multilevel list nodes, that newly expanded subtree of nodes will not load incrementally.

This change has also led to two minor changes for the list editor:

- The reorder list option is now only enabled after all the list nodes are loaded.
- When a user inserts a new node, the newly created node will be added to the top of the list.

Please contact iCIMS HelpDesk for assistance configuring the default thresholds, if necessary.

## New Option for Recruiting Workflow Statuses: Stop Portal Application Flag

**Enhanced Functionality:** A new flag has been added for recruiting workflow statuses: the Stop Portal Application Flag. If a status has this flag enabled by a User Admin, a candidate who is in that status will not be able to continue their application on the Portal.

## Update to User Management Page

**Enhanced Functionality:** The User Management page (available to User Admins and internal iCIMS Staff via Admin > User > User Management) has been updated to leverage the new Person Search column Is Full Access User.

The search results displayed on this page are now grouped first by Is Full Access User and then by Login Group, allowing users to quickly review which user groups contain full access users (i.e., user groups that have the ability to refine searches).

Additionally, a filter has been added to remove users with a “blank” user group from the search results. (Users with a “blank” user group are those without any user group, such as candidates.)

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## Updated Key: Pre-populate Attendee For New Appointment

**Enhanced Functionality:** The former Pre-populate Attendee(s) For New Appointment key has been renamed Pre-populate Attendee For New Appointment, as the key is only applicable for a single attendee.

This key can be accessed by User Admins by searching System Configuration for *Pre-populate Attendee For New Appointment*.

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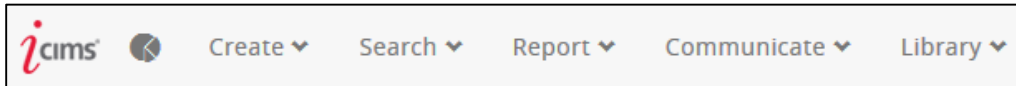


## Misc. Fixes and Updates (35)

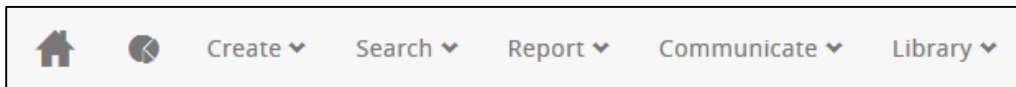
### User Interface (UI) and General Platform Updates (10)

#### Allowable Company Logo Size Update

**Enhanced Functionality:** Any logo on the menu bar, whether the default iCIMS logo or a custom company logo, is now displayed in the logo area at a maximum width of 54px and proportionate height that maxes out at 40px. The image is horizontally and vertically centered within the logo area on the menu bar.



If no logo is selected, a home icon still displays on the menu bar. Clicking the logo or the home icon brings a user back to the Dashboard.



Please contact iCIMS HelpDesk for assistance if you would like to update this logo or icon.

#### Chart Upgrade

**Enhanced Functionality:** Charts used across the Platform, including in Dashboard widgets, have been upgraded. Charts will continue to function as they have in the past, but may have slight changes in appearance.

#### Dashboard Page Titles Removed

**Enhanced Functionality:** Redundant page titles have been removed from the Dashboard and Metrics Dashboard pages.

#### iCIMS Tooltips Removed from the Platform

**Enhanced Functionality:** iCIMS tooltips have been removed from use in the Platform. The browser's tooltips now show where iCIMS tooltips previously showed. (Tooltips are seen when a user hovers something, such as an icon.)

This change should not be noticeable in most cases. However, two areas of the Platform now have tooltips in a slightly different format:

- Search action icons
  - Old format: [search action icon name]<br />Select [...]
  - New format: [search action icon name] (Select [...])
- The Reset to Default icon in System Configuration and other internal Admin pages
  - Old format: 'Reset to Default<br />Default Value:'
  - New format: 'Reset to Default Value:' (and then also replace <br/>'s for multiple selects with ' ')

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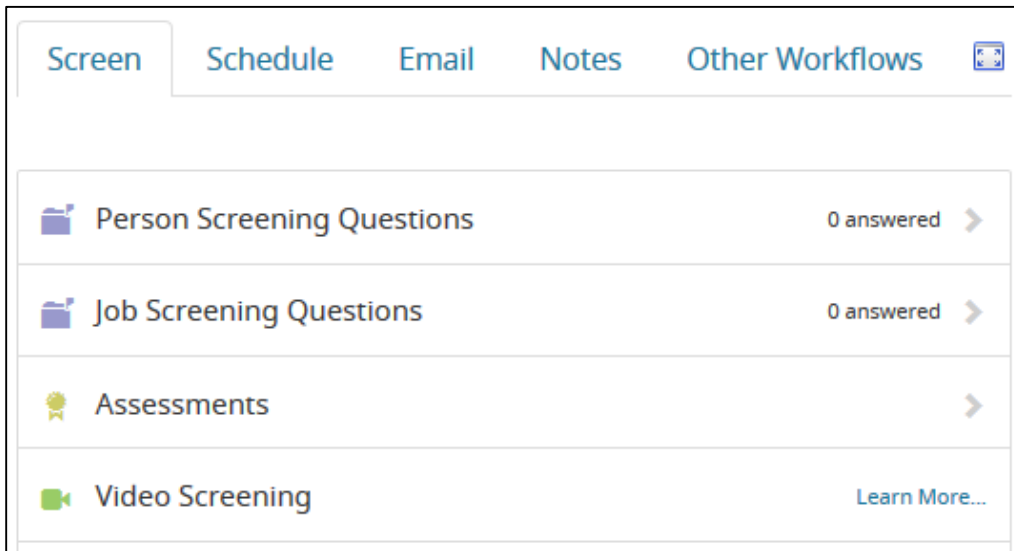


### Logged In As Indicator Fixes

**Enhanced Functionality:** When a user is logged in as someone else, the profile picture/silhouette on the right of the menu bar glows. For users on IE8, a 2px border displays instead of a glow, as the glow is not supported by IE8.

### Panel Styling Update

**Enhanced Functionality:** The styling of all panel tabs (Screen, Advertise, Workflows, etc.) has is now updated to make better use of the space on the page. (For example, the space between the panels has been removed and the border has been reduced.)



*The Screen Tab is one of the panel tabs affected by the small UI changes noted above.*

### Styling Updates for Platform Alerts and Notifications

**Enhanced Functionality:** Platform alerts still display along the bottom on the user's screen, but all former text links now display as buttons, in order to better match Platform styling.

Notifications (displayed when necessary at the top of the user's screen) have been updated as well to better match Platform styling.

### Hire Applicant Auto-Launch Update

**Enhanced Functionality:** The Hire Applicant auto-launch popup now displays a success message in the same style as other success messages in the Platform after all steps have been completed. The popup will then automatically close, as it has in past releases. This change was done to eliminate confusion about the success of the action in the event that a user has a slow connection and the popup takes time to close itself.

### Quick Search Update

**Enhanced Functionality:** If a user attempts to run a Quick Search without entering any letters, the box will glow red for two seconds to indicate the issue.

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### **Search Result Mini-Browser Update**

**Previous Functionality:** The search result mini-browser that displays at the top of the profiles accessed via search results was not displaying with a consistently colored background in all instances.

**Enhanced Functionality:** The search result mini-browser that displays at the top of the profiles accessed via search results will now appear with the same consistent background color across the Platform.

### **Profiles (4)**

#### **Disassociate From Workflow Link Removed from Recruiting Workflow Profile**

**Previous Functionality:** The Disassociate person from job link could be accessed from the Update Folder Log button on the Recruiting Workflow Profile's Source (Workflow) Tab. However, attempting to use this link caused an error.

**Enhanced Functionality:** The Disassociate person from job link can no longer be accessed using the Update Folder Log button on the Recruiting Workflow Profile's Source (Workflow) Tab. (This option may still be accessed using the Update Folder Log button from Recruiting Workflow search results, however.)

#### **Profile Image Update**

**Previous Functionality:** A person's profile picture appeared as a rectangle inscribed in a circle, instead of filling the entire circle with the picture.

**Expected Functionality:** The profile image now fills up the entire circle on the Person Profile. The default picture width has been increased from 50px to 75px.

#### **Recruiting Workflow Profile Email Tab Fix**

**Enhanced Functionality:** Users may now print emails from the Recruiting Workflow Profile Email Tab by clicking into the full Contact Note Search view of all emails and clicking the **Print Emails** button.

#### **Updated Error Message When Attempting to Delete an Accepted Time Slot**

**Enhanced Functionality:** If a user who does not have permission to delete others appointments attempts to delete an accepted time slot, the error message now reads: "You do not have permissions to delete contact entries of other users."

### **Portals (7)**

#### **Career Portal: Application Update**

**Previous Functionality:** Previously, a candidate could start an application on one Portal and finish on another.

**Enhanced Functionality:** Job Applications may now only be started and completed on one Portal.

Candidates are no longer permitted to begin applying to a job on one Portal and complete the application on another. An error message will display to any candidate attempting to do

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so. (User Admins may configure this message. To configure this message, search System Configuration for *Message: Already Applied to Job at Another Portal.*)

#### **Career Portal: Job Search Agent Update**

**Enhanced Functionality:** Candidates who do not have profiles are now prompted to create a profile while creating a new job search agent.

#### **Career Portal: Login Page Updates**

**Enhanced Functionality:** The Connect with Us and Returning Users sections have been removed from the Career Portal Login Page.

#### **Career Portal: New Error Message for Virus Infected Files**

**Enhanced Functionality:** If a candidate attempts to upload a virus infected file on the Career Portal, an error message will display as follows: "Virus Detected! File was not uploaded. Please upload a clean file."

#### **Connect Portal: Kiosk Mode Login**

**Enhanced Functionality:** Returning users may now log in to Connect Portals in Kiosk Mode.

#### **Hubs: Login and Connect Options Removed**

**Enhanced Functionality:** The ability to log in and connect via hubs has been removed. This functionality was inadvertently introduced in 14.2.

#### **Onboard Portal: Integration Task Error Message**

**Enhanced Functionality:** Onboard Portal Integration Tasks now display the error message reported by the integration vendor instead of the generic integration error message, should an error occur. (If the vendor doesn't report anything back, the generic integration error message is displayed. This may be configured by User Admins on a per-Portal basis by searching System Configuration for *Error: Integration Failure.*)

### **Dashboard (2)**

#### **Coming Soon Section Added to Metrics Dashboard Navigation Pane**

**Enhanced Functionality:** A Coming Soon section has been added to the Metrics Dashboard Navigation Pane to highlight features, power ups, and integrations that may have metrics in future releases.

#### **Factoid Summarized Data Fix**

**Enhanced Functionality:** Users may no longer configure the Summarized Data option for Factoid type widgets. This means that Count will always be selected, and no other summarized data option can be chosen instead.

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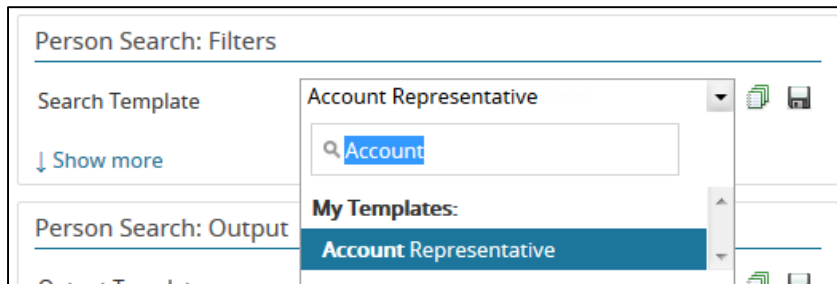
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## Fields (1)

### General Type-to-Search Dropdown Update

**Enhanced Functionality:** After a user types in a type-to-search dropdown and selects an option, once they expand the dropdown again, their previously-entered text will be highlighted, allowing them to quickly clear the field if necessary.



## Approvals (2)

### Approvals Tab Button Update

**Enhanced Functionality:** If a user has a small screen, the Add Approvers and Apply Global List buttons will display as Add and Apply, respectively.

### Reset Approvals Button Fix

**Previous Functionality:** When all of the approvers on an approval list were removed, the Reset Approval button was still available.

**Enhanced Functionality:** Once all approvers have been removed from a given approval list, the Reset Approval button will be unavailable.

## Integrations (1)

### Integration Task Error Message

**Enhanced Functionality:** If a user attempts to create a new Library Task that is an Integration type task when there are not currently any available event rules, the error message they will receive now reads: "No Onboard Portal Task integration rules exist. Please be sure one exists before you can create this type of task."

## System Configuration (2)

### Currencies List Update

**Previous Functionality:** The Currencies list could only be edited globally, so user groups were not able to use distinct currencies. This was an issue for companies with branches in multiple countries.

**Enhanced Functionality:** The Currencies list may now be edited at the per-user group level. Please contact iCIMS HelpDesk for assistance with this change.

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### **Recruiting Workflow Fields Update**

**Previous Functionality:** Previously, Address Link, File, Image, and Multiple Select fields, as well as Field Groups, could not be created on Recruiting Workflow Profiles.

**Enhanced Functionality:** All profile fields and collection types allowed on other profiles may now be created for the Recruiting Workflow Profile.

### **Searching & Reporting (5)**

#### **Offer Approval Pending Icon Update**

**Enhanced Functionality:** The Offer Approval pending icon now displays as a grayed out thumbs up, rather than a thumbs down. This matches the Manager Approval Pending icon.

#### **Outdated Appointment Status Filter Removed**

**Enhanced Functionality:** The former Appointment Information > Status filter (available previously in Contact Note Searches) has been removed, as the referenced statuses are no longer used in the system.

#### **Updated Help Text**

**Enhanced Functionality:** The help text available on the search form has been updated to reflect the new Search button.

#### **Updated Report: Persons with Same First-Last Name**

**Enhanced Functionality:** The Persons with Same First-Last Name Report now includes address and postal code in the output columns. The output is now also grouped by postal code in addition to First and Last Name.

#### **Validation for Date Type Filters**

**Enhanced Functionality:** When a date type filter (e.g., Updated Date, Created Date, etc.) is applied as a search filter, the custom dates will be compared to determine if the From date is after the To date. If the From date is after the To date, the user will be presented with an alert message: "For the [Filter Title] filter, the 'From' value cannot be after the 'To' value. Please check your dates."

Within the Reporting Center, for the Person Search Log Report, validation is now done on the start and end dates to make sure end is after start. If not, the user will be alerted with the following message: "The 'start' value cannot be after the 'end' value. Please check your dates."

### **Video Screening (1)**

#### **Update to Video Screening Notification**

**Enhanced Functionality:** A warning will now display on the Compose Email window if a user attempts to CC or BCC others on a Video Screening request email. (This is because the Video Screening variables are unable to resolve if others are CC or BCCed on the email.)

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## Appendix 1: Possible Integration Error Messages

As described in the [Integrations](#) section of these Release Notes, the iCIMS Talent Platform now provides users with clearer error messaging in the event that an integration is unsuccessful. The tables below present possible error messages that users may receive, and, where applicable, what the category the error falls into (e.g., temporary, system, user).

Category	End-User Message
<b>POST-RESPONSE ERRORS</b>	
<b>Temporary</b>	The system could not complete your request because a temporary error occurred. Please try again later. If the issue persists, please contact iCIMS HelpDesk.
<b>System</b>	The system could not complete your request because the vendor response was invalid. Please contact iCIMS HelpDesk.
<b>System</b>	The system could not complete your request because an authentication error occurred. Please contact iCIMS HelpDesk.
<b>System</b>	The system could not complete your request because the vendor did not accept the request. Please contact iCIMS HelpDesk.
<b>User</b>	<i>A vendor-provided error message will display if provided by the vendor.</i>
<b>System</b>	The system could not complete your request because the vendor was unavailable. Please contact iCIMS HelpDesk.
<b>System</b>	<i>A vendor-provided error message will display if provided by the vendor. If none provided, the following message will display:</i>  The system could not complete your request because the vendor was unavailable. Please contact iCIMS HelpDesk.
<b>Temporary</b>	The system could not complete your request because the vendor was temporarily unavailable. Please try again later. If the issue persists, please contact iCIMS HelpDesk.
<b>Temporary</b>	<i>A vendor-provided error message will display if provided by the vendor. If none provided, the following message will display:</i>  The system could not complete your request because the vendor was temporarily unavailable. Please try again later. If the issue persists, please contact iCIMS HelpDesk.
<b>System</b>	The system could not complete your request because an unknown error occurred. Please contact iCIMS HelpDesk.

## New & Noteworthy Updates in 15.1

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## FAQs

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<b>System</b>	The system could not complete your request because an SSL error occurred. Please contact iCIMS HelpDesk.
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<b>Category</b>	<b>End-User Message</b>
<b>REST API GET/PATCH Errors</b>	
<b>System</b>	The vendor request could not be processed because the daily rate limit was exceeded. Please contact your Client Relationship Director.
<b>System</b>	Not Currently Tracked - Require User
<b>System</b>	The vendor request could not be processed because a permissions error occurred. Please contact iCIMS HelpDesk.
<b>System</b>	The vendor request could not be processed because an IP configuration error occurred. Please contact iCIMS HelpDesk.
<b>System</b>	The vendor request could not be processed because the request was invalid. Please contact iCIMS HelpDesk.

<b>Category</b>	<b>End-User Message</b>
<b>Scheduled Import Errors</b>	
N/A	The import could not be completed because an error occurred while copying files. Please check that the provided path exists and is accessible to the provided FTP user. If the issue persists, please contact iCIMS HelpDesk.
N/A	The import could not be completed because an FTP Configuration error occurred. Please check that the Hostname, Port, Username, and Password fields are correct. If the issue persists, please contact iCIMS HelpDesk.
N/A	The import could not be completed because the Platform failed to connect to the FTP Server. Please check that the authentication credentials are correct and that the FTP Server is available. If the issue persists, please contact iCIMS HelpDesk.
N/A	The import could not be completed because the Platform failed to copy files to the Global FTP Server. Please check that the Global FTP Server is available. If the issue persists, please contact iCIMS HelpDesk.
N/A	The import could not be completed because none of the records could be successfully read. Please check that the records contain the proper data and format for import. If the issue persists, please contact iCIMS HelpDesk.

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N/A	The import could not be completed because a large number of the records could not be read. Please check that the records contain the proper data and format for import. If the issue persists, please contact iCIMS HelpDesk.
N/A	The import could not be completed because an unknown error occurred. Please contact iCIMS HelpDesk.

Category	End-User Message
<b>Scheduled Export Errors</b>	
N/A	The export could not be completed because an error occurred running the search used for this export. Please check that the associated search template can be run by the appropriate user group. If the issue persists, please contact iCIMS HelpDesk.
N/A	The export could not be completed because an encryption error occurred. Please check that the PGP key is properly configured for this export. If the issue persists, please contact iCIMS HelpDesk.
N/A	The export could not be completed because an error occurred while attempting to transfer the export file. Please contact iCIMS HelpDesk.
N/A	The export could not be completed because an unknown error occurred. Please contact iCIMS HelpDesk.

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## Document Updates

Updates to the Release Notes will be listed on this page, including the date an entry was added or updated.

### December 17, 2015

- Updated: [Employee Referral Widget for Career Portals](#)
  - Updated entry to reflect the removal of the Refer a LinkedIn Connection widget from Career Portals.

### October 28, 2015

- Added: [Appointment Summary Notification Added for Appointment Organizers](#)
- Updated: [Updated Task Notification Templates and Reminder Duration](#)
  - Updated entry to reflect that the name of the person associated with each task is now also included in the non-Onboard task reminder/overdue template.

### October 21, 2015

- Added: [Update to Contact Note Searches for Appointments](#)
- Added: [Keys Added to 15.1 to Support the Upcoming Fall 2015 Update](#)

### September 30, 2015

- Updated: [Recruiting Workflow Profile Action Bar Update](#)
  - Updated entry to reflect recent changes to the Recruiting Workflow Profile, which now includes the Person Folder (as it did in the Platform's 14.2 Release).
- Added: [Email Template Update](#)

### September 25, 2015

- Added: [Update to iForm Experience for Candidates](#)

### September 23, 2015

- Updated: [Integrations - Request Integration Button - Error Handling](#)
  - Updated Error Handling entry to reflect that the Revert to Previous Status button has been removed.

### September 8, 2015

- Added: [Career Portal: Updated Per-Job Source Step](#)
- Updated: [Question-Dependent iForms](#)

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- Updated entry to indicate that a question-dependent field group on an iForm may include questions, or it may be a block of text only. (A duplicative bullet was also removed from the “Known Restrictions” section of this entry.)
- Added: [New Option for I-9 Completion Code Field](#)

## September 2, 2015

- Updated: [Smart Status](#)
  - Updated entry to clarify that Smart Statuses are chosen by analyzing all previous selections made across the whole Platform (i.e., globally, not on a per-user basis).
- Added: [Updated Recipient Form URL Variable for Form Requests](#)

## August 28, 2015

- Removed: Update to Attachments for Appointments with Multiple Candidates
  - This entry has been removed, as iCIMS removed the limitation on the ability to attach person documents (such as resumes) to appointments with multiple candidates. This functionality is now supported as before.
- Updated: [Integrations - Request Integration Button - Error Handling](#)
  - Updated Error Handling entry to reflect that the Revert to Previous Status button that displays when requesting an unsuccessful screening integration has been temporarily disabled.

## August 26, 2015

- Added: Update to Attachments for Appointments with Multiple Candidates
- Updated: [Simplified Profile Actions - Specific Changes of Note - Person Profile](#)
  - Added a note clarifying that selecting the Submit to Onboard button on a Person Profile will not launch the Onboarding Wizard and/or automatically assign tasks to that person.

## August 11, 2015

- Updated: [New Referrals Option](#)
  - Entry updated to indicate that the Create Profile key must also be enabled in order for the Prevent Job Specific Referrals if Candidate Already Exists key to have an effect. Also clarified that a User Admin may enable/disable these referral settings only if the Employee Referral Networks feature is enabled in their Platform.
- Updated: [Resume User Interface Updates](#)

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- The Upload button no longer displays on the Resume Tab when the user is viewing a social resume (i.e., LinkedIn, Facebook, Google +). (However, the Upload button is still available when viewing a traditional resume.)

- Added: [Search Result Mini-Browser Update](#)

#### August 10, 2015

- Updated: [Employee Referral Widget for Career Portals](#)
  - Entry was updated to clarify that a User Admin may enable/disable the Employee Referral widget only if the Employee Referral Networks feature is enabled in their Platform.

#### August 6, 2015

- Added: [Career Portal: Formatting Issue Resolved](#)
- Added: [Career Portal: Standard Job Option Buttons Relocated](#)
- Updated: [Updated Task Notification Templates and Reminder Duration](#)
  - Entry updated to indicate that the Task: Task Detail variable has only been added to the non-Onboard task overdue/reminder template.

#### August 4, 2015

- Added: [Career Portal: Reordered Fields](#)
- Added: [Career Portal: Updated Workflow for Candidates Continuing Applications](#)
- Added: [New Option for Recruiting Workflow Statuses: Stop Portal Application Flag](#)

#### July 31, 2015

- Updated: [Updated Task Notification Templates and Reminder Duration](#)
  - Updated mentions of the Task: Task Detail variable

#### July 30, 2015

- Updated: [Enhanced Attachments for Appointments](#)
  - The “Exclude Associated Attendee” is now the default behavior for attachments on appointments.
- Updated: [Panel Styling Update](#)
  - Removed outdated screenshots.

#### July 22, 2015

- Updated: [Updated Task Notification Templates and Reminder Duration](#)
- Added: [New Standard Fields: Placement Fee Percentage & Fixed Placement Fee](#)
- Removed entry “Location Type-to-Search Dropdown Update”

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July 16, 2015

- Updated: [Menu Bar and Small Screen Optimization Updates](#)
- Updated: [Color Theme Updates](#)
- Updated: [Applicant Pool Visualization: Taking Action with the Advance & Reject Buttons](#)
- Updated: [Updated Calendar View and Options](#)
- Added: [Career Portal: Enhanced Mobile Experience](#)
- Updated: [Career Portal: Enhanced Keyword Searching: Job Search Agents](#)
- Added: [Updated Approval Approve/Decline Buttons](#)
- Added: [Update: New Nodes Appear at Top of List Editor Lists](#)
- Updated: [Update to Long List Editor Lists](#)
- Added: [Updated Error Message When Attempting to Delete an Accepted Time Slot](#)
- Added: [Career Portal: New Error Message for Virus Infected Files](#)
- Added: [Coming Soon Section Added to Metrics Dashboard Navigation Pane](#)
- Added: [Factoid Summarized Data Fix](#)
- Added: [Updated Help Text](#)

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