

Release Notes: 16.1

**A Guide for iCIMS Clients Outlining
System Changes in iCIMS 16.1 Update
and iCIMS Social Distribution Update**

Note: This document is no longer maintained.

For current release notes, please see
<https://icimshub.force.com/customer/releaseresources>.

Last Updated Date: 4/14/2016



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Introducing the 16.1 Update

iCIMS 16.1 Update provides self-administration and reporting capabilities that allow our customers to organize system permissions easily and gain more insight into the candidate application experience. The features in this update are designed to increase customer self-sufficiency and hiring insight. Feature updates include, but are not limited to, the following enhancements:

- A **Time-to-Complete Application Report** allows recruiters to see how much time candidates spend in specific application steps and provides insights for organizations to improve their application processes.
- The improved interface of the Career Portals Posting Center lets recruiters easily see the value of the **Job Board Aggregator Posting** tool built into iCIMS Recruit.

Further, iCIMS has developed and plans to release in the near future a new page that will permit user admins to more easily assign, manage, and remove user permissions from one centralized User License page. This feature will roll out after the 16.1 Update; more details will be provided as available. Additional information regarding this upcoming feature is available in the [User License Management Update](#) section of this document.

Additional Release Resources

- **16.1 Update Highlights PPT**
 - A PowerPoint presentation highlighting the most noteworthy new features in the 16.1 Update, complete with screenshots
 - See <http://care.icims.com/Releases/Current-Release/Release-Resources>
- **iCIMS Knowledge Base**
 - How-to articles and other useful information in an easy-to-search format
 - See <http://icims.com/kb>
- **iCIMS University**
 - Live webinars and video trainings covering many aspects of the iCIMS Talent Platform
 - See <http://care.icims.com/iCIMS-U>

System Configuration (8)

User License Management Section of Release Notes Moved

The following items have been moved to the [User License Management Update](#) section of this document, as this feature is planned for release after the 16.1 Update:

- Expanded User License Management
- Update to Person Profile Login Tab User License Display
- Update to User License Categorization

Improvement to Portal Text Status Display

Previous Functionality: In 15.1, iCIMS introduced the ability to manage the text that displays to candidates for each Recruiting Workflow Status on a per-Portal basis. Only the Portal Text displayed in this view, which made it difficult to distinguish the applicable status.

Enhanced Functionality: A read-only attribute has been added to the Portal Text editor that provides the Global Value of the status to make it simpler to identify and update the text that displays to candidates on a per-status, per-Portal basis.

The screenshot shows the 'Recruiting Workflow Bins and Statuses' configuration page. At the top, there is a warning message: '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)'. Below the warning is a 'User Group' dropdown menu set to 'jobs (jobs-preview4test.icims.com)'. The main area is divided into two panes. The left pane shows a tree view of 'Recruiting Workflow Bins and Statuses' with 'Under Review' selected. The right pane shows the configuration for the selected status. It includes a 'Global Label' field with the value 'Agency Submission' (highlighted with a red box), a 'Label' field with 'Under Review', a 'Vendor Manager Text' field with 'No Change', and checkboxes for 'Hidden' and 'Read Only'. There are also dropdown menus for 'Auto-Launch Action', 'Auto-Launch Prompt', and 'Mail Template for Auto-Launch'.

The Portal Text editor can be accessed via the following path: Admin > System Configuration > Recruit > Workflow > Recruiting Workflow Bins and Statuses; then, select the correct Portal from the User Group dropdown.

User Admin Access to Password Complexity Propkeys Available

Previous Functionality: User admins could not manage password complexity restrictions for Portals or their Platform without assistance from iCIMS.

Enhanced Functionality: User admins can access and set password complexity restrictions for Portals and their Platform.

- Platform keys are located in System Config > System > General Platform.

- Portal keys are located in System Config > Career Portals > Portal Settings.

In both areas of the system, the following password complexity propkeys are available:

- Force Password Change Periodically (days)
- Minimum Length
- Minimum # Alphabetic
- Minimum # Numeric
- Minimum # Lowercase
- Minimum # Uppercase
- Disallowed Passwords
- Enforce Password History for

Warning Message When Hiding Workflow Statuses

Previous Functionality: The system allowed user admins to hide workflow statuses that were dependencies for other statuses. This could prevent users from moving these candidates through the workflow correctly.

Enhanced Functionality: The system displays a warning message if a user admin attempts to hide a status upon which other statuses are dependent. This message alerts the user that hiding this status makes the subsequent statuses unreachable. This warning can be bypassed (allowing the user admin to hide the status), if necessary.

Recruiting Workflow Bin Names Configurable per User Group

Previous Functionality: In Workflow Configuration (Admin > System Configuration > Recruit > Configure > Workflow > Workflow Configuration > Recruiting Workflow Bins and Statuses), Status names were configurable per login group, but Bin labels were not.

Enhanced Functionality: The system supports the configuration of Bin labels per login group.

Renamed Referral Email Portal Priority Propkey

Enhanced Functionality: The *Referral Email Portal Priority* propkey has been renamed to *Portal for Platform Referral Emails*. (This is also the name of the email variable in General Variables (Portal), which can be accessed when composing an email from paths such as Recipient Variables > Recipient.)

The description of this propkey has been updated because the requirement that Require Login for Search be enabled on the current Portal was removed. The description of this propkey states:

Portal where recipients of the Platform referral email will apply for the job. If a job is posted to more than 1 selected portal, the 1st selected portal with the job posted will be used.

Note: If Employee Referral Networks (i.e., the Request Employee Referrals Panel) is enabled for the Platform, a user admin may locate this key by searching System Configuration for *Portal for Platform Referral Emails*. (If Employee Referral Networks is disabled, contact iCIMS HelpDesk for assistance in modifying this setting.)

System Configuration Message Propkey Field Validation

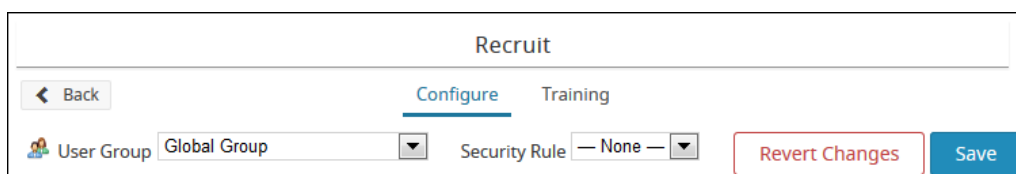
Enhanced Functionality: The system validates message propkey field values in System Configuration. If the validation discovers any (image), <video>, <audio>, or <object> tag, the system checks if the source of the tag is HTTPS.

iCIMS only supports HTTPS assets related to these tags; this validation prevents use of HTTP content within message propkeys. If a HTTP element is discovered, the system displays an error and does not save any changes. The user then has the opportunity to correct changes or exit without saving.

Note that in fields allowing HTML, either HTTP or HTTPS can be used within an <a> tag.

Update to System Configuration Cancel Button

Previous Functionality: Throughout System Configuration, a Revert Changes button displayed to allow users to undo their unsaved actions.



Enhanced Functionality: Throughout System Configuration, a Cancel button displays to allow users to undo their unsaved actions.



The Revert Changes button has been renamed Cancel to promote consistency

Update to Job Profile Type Field

Enhanced Functionality: In preparation for the ability to integrate with LinkedIn Referrals (which will be added in the 16.2 Update), the Job Profile Field Type (Field ID "PositionType") has been updated.

In order for a client with LinkedIn Referrals to successfully post a job to LinkedIn in 16.2, each option on the Type list must be mapped to a LinkedIn Job Post Employment Status. iCIMS has mapped all standard values on the Type list to LinkedIn Job Post Employment Statuses, however custom options on the Type list have not been mapped.

User admins at organizations who have purchased and plan to integrate with LinkedIn Referrals after the 16.2 Update should ensure that all values for the standard field Type (Field ID "PositionType") are mapped correctly to LinkedIn's Employment Status field. To do so, follow the steps below:

1. Search System Configuration for "PositionType" and select the result that is returned.

2. To the far right of the field, click the arrow to expand the Actions menu. Then, select **Edit Field Properties**.
3. On the Edit Field Properties popup, click the **Edit** link.
4. On the Type (JobProfileFields.PositionType) popup, click each list item and view or update its LinkedIn Job Post Employment Status.
 - **Note:** Standard list items have been automatically mapped as noted in the table below. However, no custom list items will have a LinkedIn Post Employment Status pre-set; the user admin (or iCIMS Technical Support Engineer) must configure the LinkedIn Post Employment Status for each item.
5. Click **Save** on the Type (JobProfileFields.PositionType) popup, and then close the popup.
6. Click **OK** on the Edit Field Properties (Type) popup.
 - **Note:** After completing the steps above, you will be returned to the Job Profile Detail Tab screen in System Configuration, but will not need to save.

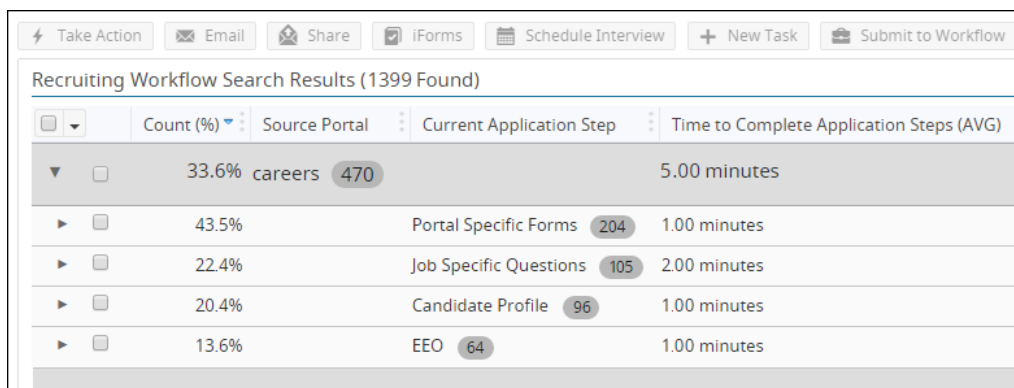
| Position Type – LinkedIn Job Post Employment Status Mapping | |
|---|-------------------------------------|
| Default Position Type Standard Value (System ID) | LinkedIn Job Post Employment Status |
| Regular Full-Time (12001) | Full Time |
| Regular Part-Time (12002) | Part Time |
| Temporary Full-Time (12003) | Temporary |
| Contract (12004) | Contract |
| Intern (Full Time) (12008) | Full Time |
| Contract to Permanent (Full Time) (12009) | Contract |
| Intern (Part Time) (12010) | Part Time |
| Contract to Permanent (Part Time) (12011) | Contract |

Note that attempting to edit the list and save it without configuring this will result in an error, and the user admin will be unable to save the edits they have made to the list.

Searching & Reporting (6)

Time to Complete Application Report

New Functionality: A new template, *Time to Complete Application Report*, is available for Recruiting Workflow Searches. This search template allows the user to run a report showing all incomplete applications that have been updated within the last six months, with the search output organized by Portal and then by current application step.



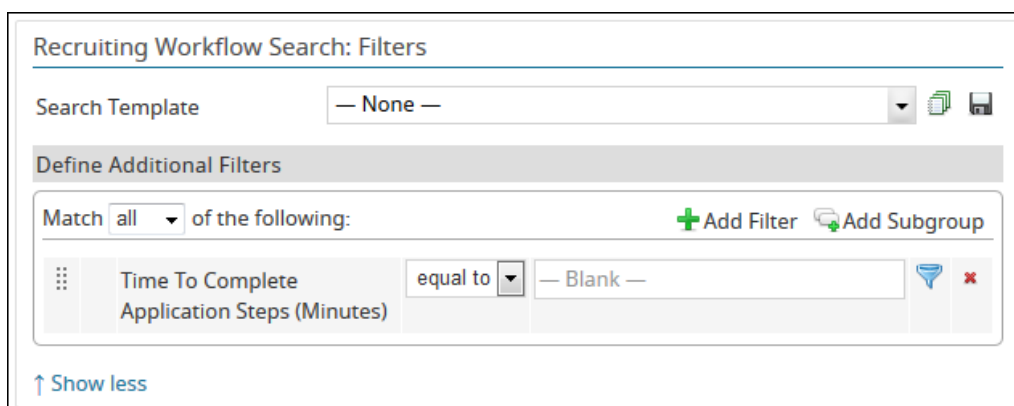
| | | | | | | | | | | |
|---|-----------|---------------|--------------------------|--|--------------|-------|--------|--------------------|------------|--------------------|
| Take Action | | | | | Email | Share | iForms | Schedule Interview | + New Task | Submit to Workflow |
| Recruiting Workflow Search Results (1399 Found) | | | | | | | | | | |
| <input type="checkbox"/> | Count (%) | Source Portal | Current Application Step | Time to Complete Application Steps (AVG) | | | | | | |
| ▼ <input type="checkbox"/> | 33.6% | careers | 470 | 5.00 minutes | | | | | | |
| ▶ <input type="checkbox"/> | 43.5% | | Portal Specific Forms | 204 | 1.00 minutes | | | | | |
| ▶ <input type="checkbox"/> | 22.4% | | Job Specific Questions | 105 | 2.00 minutes | | | | | |
| ▶ <input type="checkbox"/> | 20.4% | | Candidate Profile | 96 | 1.00 minutes | | | | | |
| ▶ <input type="checkbox"/> | 13.6% | | EEO | 64 | 1.00 minutes | | | | | |

The Count (%) column built into this search allows users to see at-a-glance what percentage of candidates are currently in each application step. If more candidates than expected have stopped in a specific application step, or any application step is requiring more time than expected, the user can infer that specific step is influencing candidate drop-off. This information can empower users to suggest or make improvements to the application process as desired.

By default, the report only shows results for candidates who have spent time actively filling out an application. The report disregards candidates who have timed out (i.e. spent more than two hours in an application without making any changes) in order to provide accurate information about candidate drop-off.

Time to Complete Application Search Filter and Output Columns

New Functionality: A new search filter, *Time to Complete Application Steps (Minutes)*, is available for use in Recruiting Workflow Searches. After selecting this filter, the user must select an option (e.g., equal to, not equal to) and enter a number (which represents the number of minutes spent on a given step) into the text box.



Recruiting Workflow Search: Filters

Search Template: — None —

Define Additional Filters

Match **all** of the following:

+ Add Filter + Add Subgroup

Time To Complete Application Steps (Minutes) equal to — Blank —

↑ Show less

The new Time to Complete Application Steps (Minutes) filter, shown above, is available for Recruiting Workflow Searches.

Three new output columns are also available for use in Recruiting Workflow Searches: *Time to Complete Application Steps (AVG)*, *Time to Complete Application Steps (MAX)*, and *Time to Complete Application Steps (MIN)*. These columns display the average, maximum, and minimum amount of time in minutes candidates spend in each step of a job application (respectively).

The *Time to Complete Application Steps (AVG)* column is associated by default with the New Time to Complete Application Report detailed in the [New Time to Complete Application Report](#) entry, above.

Removed Time-to-Fill Group-Bys

Enhanced Functionality: The following group-by options are no longer available for Job Search outputs:

- *Time to Fill Custom*
- *Time to Fill Custom (Avg)*
- *Time to Fill Custom (Max)*
- *Time to Fill Custom (Min)*
- *Time to Fill Custom (Sum)*

Similarly, the following group-by options are no longer available for Recruiting Workflow Search outputs:

- *Time-to-Fill Since Creation (AVG)*
- *Time-to-Fill Since Creation (MAX)*
- *Time-to-Fill Since Creation (MIN)*
- *Time-to-Hire Since Creation (AVG)*
- *Time-to-Hire Since Creation (MAX)*
- *Time-to-Hire Since Creation (MIN)*
- *Time-to-Hire Since Identified (AVG)*
- *Time-to-Hire Since Identified (MAX)*
- *Time-to-Hire Since Identified (MIN)*

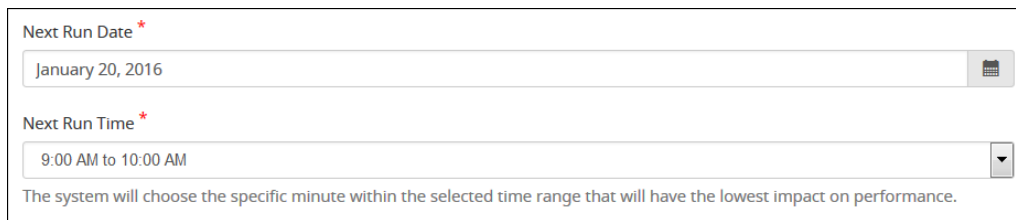
These group-by options were removed because their usage did not provide value to iCIMS users running Job Searches and Recruiting Workflow Searches.

If any of the above group-bys were associated with any saved output templates, those group-bys will no longer display. However, affected templates will otherwise behave as expected. (Note: The Recruiting Workflow Search group-by options listed above are still available for use as output columns in Recruiting Workflow Searches.)

Update to Scheduled Report Time and Date Selection Fields

Previous Functionality: When adding a scheduled report in the Scheduled Reports feature, the next run time and next run date selection occurred in the same calendar picker field.

Enhanced Functionality: When adding a scheduled report in the Scheduled Reports feature, the next run time and next run date are set in two separate fields.



The screenshot shows a form with two fields. The first field is labeled 'Next Run Date' with a red asterisk. It contains the text 'January 20, 2016' and has a calendar icon on the right. The second field is labeled 'Next Run Time' with a red asterisk. It contains the text '9:00 AM to 10:00 AM' and has a dropdown arrow on the right. Below these fields is a note: 'The system will choose the specific minute within the selected time range that will have the lowest impact on performance.'

The Next Run Date field uses the date format that that user has set on the Edit Preferences page.

The Next Run Time field allows the user to the desired hour range in which the report should run.

Update to Scheduled Report Emails for Reports without Results

Previous Functionality: If a customer's scheduled report had no results, the Scheduled Report email sent an attachment with only a header row in it.

Enhanced Functionality: If a customer's scheduled report has no results, no attachment is sent. At the bottom of the email message, the following message displays: *No report attached as there are no results to display.*

Search Engine Keyword Search Update

Enhanced Functionality: Keyword searches in the Platform that include invalid terms ("and" and "or") or characters ("&" and "|") no longer present an error message when the search is run. Instead, searches with invalid terms and characters as keywords run as if those invalid terms and characters were absent.

Profiles (4)

Job Board Aggregator Message on the Career Portals Posting Center Updated

Previous Functionality: A message regarding posts to job board aggregators displayed in the Career Portals Posting Center to inform users of the automatic feed sent to job board aggregators. This message always displayed at the top of the popup and could not be dismissed.

Enhanced Functionality: An enhanced job board aggregator message displays at the bottom of the Career Portals Posting Center, and includes a link to the iCIMS Knowledge Base article on this topic (http://icims.force.com/KnowledgeBase/articles/How_To/Job-Board-Aggregators).

The screenshot shows the 'Career Portals Posting Center' interface. At the top, it says 'Current posting information is listed below. Edit accordingly to post and/or unpost.' Below this, the 'Job ID' is 2015-3596 and the 'Published Job Title' is 'Care Manager'. There are two input fields: 'canada' with a 'Post' button and 'employee' with an 'Unpost' button. Below these are 'Start' and 'End' date pickers, with 'Start' set to '11/30/2015 11:20 AM'. To the right of these fields, it says 'Unsaved changes will appear here.' Below the input fields is a yellow banner with an information icon and text: 'Jobs posted to publicly-accessible Career Portals are sent to popular job aggregators like Indeed, Glassdoor, and DirectEmployers. [Learn more.](#)' Below the banner are logos for 'indeed', 'glassdoor', 'DirectEmployers', 'LinkedIn', 'MONSTER', and 'recruit-net'. At the bottom of the banner is a checkbox labeled 'Do not show me again'. At the very bottom of the form are 'Cancel' and 'Save' buttons.

A user can temporarily hide this message by clicking X beside the message or permanently hide this message by checking the *Do not show me again* checkbox.

Social Ranking Updated Date Enhancement

Enhanced Functionality: Changing or adding Social Ratings updates the Last Updated Date and Last Updated By values for the Person Profile being rated.

New Standard Fields Added to the Job Profile Detail Tab

Enhanced Functionality: Three new fields have been added to the Job Profile Detail Tab. All fields are hidden by default for all Platform user groups except Admin, Dev Admin, and Integration and all are accessible via the API and may be imported via flat file.

Details provided below.

- Department (jcf3108) – Dropdown (Single-Select List Options) field

- Account Manager (jcf3109) – Profile Link (Person) field
- Bill Rate (jcf3110) – Salary field
- Secondary Recruiter (jcf3111) – Profile Link (Person) field

New Standard Fields Added to Person Profile Experience Tab

Enhanced Functionality: Several new fields have been added to the Reference Field Group on the Person Profile Experience Tab to allow address collection for candidates' professional references. These fields are hidden by default for all Platform user groups except Admin, Dev Admin, and Integration. These fields are accessible via the API, but cannot be imported via flat file.

Appointments & Email (6)

Email Validation Enhancements

Enhanced functionality: iCIMS made a number of improvements to email functionality in the system.

The following changes apply only to organizations that currently have bidirectional email enabled, and will only be perceived if that organization disables bidirectional email in the future:

- Systems are capable of sending individual emails from a user's own email address from the iCIMS Talent Platform. In order for emails to be sent from the Platform with a different organization's email, the organization's email administrators must add the iCIMS IP address range to their SPF record to prevent messages from being block by the recipient's mail client.
- The system validates that an individual email meets the following criteria:
 - The email domain specified has the iCIMS IP address range included in the SPF record.
 - The email domain specified is a valid email domain.
 - The email address is in a valid format.

This check is performed when users attempt to update their email address and when they attempt to send an email. If the user's email fails to meet the above criteria, the user will have the option to send the email with the bidirectional email address instead.

When an individual's email fails the above tests, they see a message on the main Platform page which explains the issue and links to documentation with additional information.

The following changes apply only to organizations that have bidirectional email disabled:

- Systems are capable of sending system generated emails from an organization's own email address from the iCIMS Talent Platform. In order for emails to be sent from the Platform with a different organization's email, the organization's email administrators must add the iCIMS IP address range to their SPF record to prevent messages from being block by the recipient's mail client.
- The system validates that a customized system email meets the following criteria:
 - The email domain specified has the iCIMS IP address range included in the SPF record.
 - The email domain specified is a valid email domain.
 - The email address is in a valid format.
 - The email address is not a "blacklisted" domain which was already been identified as an unavailable domain.

If the System Email does not meet the above criteria, an error message displays when trying to save the change.

- The system performs a check each night to verify that the iCIMS IP address range is still included in the SPF record for the organization's domain. If the email fails this check, the System Email is reverted to the default value of SYSTEMNAME+autoreply@agents.icims.com.

If the email fails, user admins see the following message:

Invalid customized system email address is detected. To insure system emails are delivered successfully, platform has enabled the bidirectional system email.

New Attendee Details Checkbox for Appointments

Enhanced functionality: A new checkbox, Attendee Details, displays near the bottom of the Schedule Appointment window when scheduling appointments. This checkbox allows the user scheduling the appointment to add attendee information to bottom of the appointment message body, including each attendee's name and email address, as well as the start and end time for that person's appointment time slot.

Schedule Appointment

3/4/2016 1:30 PM to 3/4/2016 2:00 PM Timezone (CST)

DETAILS

Subject:

Location: Add a Room

Template: Appointment Notification

Description: [+ Add Variables](#)

Dear **Recipient: Full Name: First Last**,

An appointment has been scheduled for you. Please review the appointment details and accept or decline the invitation.

Thank you,
Sender: Full Name: First Last
Sender: Email

Category: General

Reminder: 15 Minutes

Private: ☐

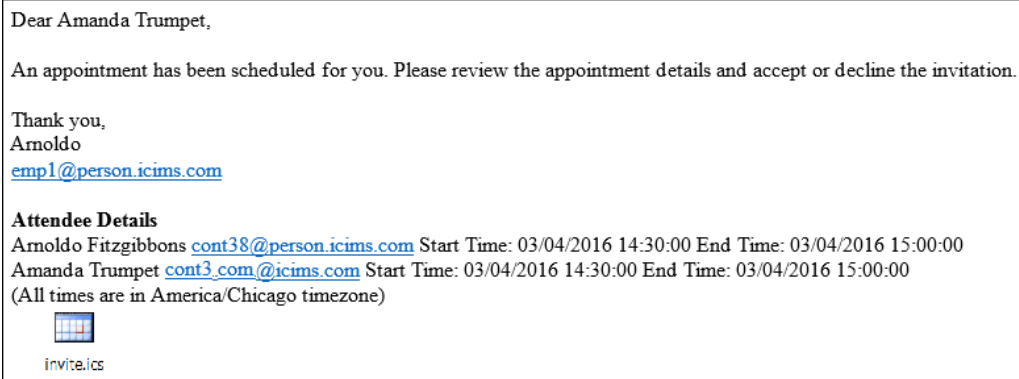
Attendee Details ☐

Attendees

Add an Attendee

Amanda Trumpet
 1:30 pm — 2:00 pm
☐ Attendance Optional

Henrietta Jenkins
 1:30 pm — 2:00 pm
☐ Attendance Optional



Appointment Template Default Email Attachment Persistence

Previous functionality: Changing the template for an appointment removed any default attachments associated with that template.

Enhanced functionality: Default attachments for an appointment (such as a candidate's resume) remain attached to the appointment after changing the appointment template.

Task Reminder Email Task Descriptions Provided

Previous Functionality: The task reminder email contained links for each General Task, which allowed the user to complete the task immediately. However, this digest email did not have the full task description, which may have been necessary for completion of the task.

Enhanced Functionality: The task reminder email contains links for each General Task which read "Click to Complete."

This link will open a web page that shows the full task details, including the description. The complete button will display below the task details.

Update to Email Notification Email Address

Previous functionality: The notifications that can be sent when a job is created (i.e., notifications to the associated Job Owner, Recruiter, and/or Hiring Manager) were always sent from the exact email address of the job creator.

Enhanced functionality: When bidirectional email is enabled in a Platform, the notifications that can be sent when a job is created are sent from the bidirectional email address, if applicable.

Update to Associated Attendee Appointment Variables

Previous functionality: When an appointment was launched from the Schedule Tab of a Person or Recruiting Workflow Profile, the variable picker contained a specific option labeled Associated Attendee Variables; however, these variables did not resolve. Variables accessed via Associated Contact Variables > Contact > Attendee Information* resolved.

Enhanced functionality: The Associated Attendee Variables section was removed from the variable picker. Associated Attendee Variables must be accessed via Associated Contact Variables > Contact > Attendee Information*.

Update to Self-Scheduling Email Template

Enhanced functionality: The automatic emails sent to recruiters when a candidate accepts, declines, or reschedules a self-scheduled appointment have been fixed. The accepting email states *[Attendee] accepted an appointment* and the declining email states *[Attendee] declined their appointment*. The rescheduled email states *[Attendee] has rescheduled their appointment*.

Portals (3)

Career Portal: Time Zone Auto-Detection

Previous Functionality: Candidates could choose from a list of time zone preferences, but could not select an auto-detect time zone option.

Further, in some areas of the Portal where dates displayed, the system noted that *All times are in [Time Zone]* although no times were displayed.

Enhanced Functionality: A new time zone option, Auto Detect, is available at the top of the time zone dropdown. If a candidate selects this option and then saves their profile, the system auto-detects the default time zone of the Portal.

Further, time zone messaging only displays where relevant.

Additionally, the following propkeys have been modified in System Configuration:

- *Message: Time Zone Info Before Time Zone Name* has been renamed *Message: Text Before Time Zone Info*. The description now reads *The text that comes before the time zone information in Portals*.
- *Message: Time Zone Info After Time Zone Name* has been renamed *Message: Text After Time Zone Info*. The description now reads *The text that comes after the time zone information in Portals*.

Career Portal: Update to Application Step Display for Candidates

Previous Functionality: When a candidate completed an application step, the Application Step tracker turned a solid color to indicate completeness.

Enhanced Functionality: To provide an indicator that the step is complete in addition to the color change, the tool tip for any step on the Application Step Display includes the text *(Step Completed)* to identify if a step has been completed. This text is configurable from Admin > System Configuration > Recruit > General > Application Steps Status Bar > Label: Completed Steps.

All Portals: Update to Type to Search Text

Previous Functionality: Searchable dropdowns displayed the text — *Type to Search* —.

Enhanced Functionality: Searchable dropdowns display the text — *Type to Search* —(*Field Label*), and reflect the label for the relevant field.

Misc. Fixes and Updates (19)

iCIMS Connect (1)

Additional Recurrence Levels Added to Email Campaigns

Enhanced Functionality: Three additional recurrence levels have been added for scheduling email campaigns:

- Quarterly (Every Three Months)
- Every Weekday (Monday through Friday)
- Custom (which allows the user to select specific days of the week)

iCIMS Onboard (2)

New Warning Message in Onboarding Wizard

Previous Functionality: If a user used the browser's Back button while in the Onboard Wizard, an error occurred upon reaching the Add Task step.

Enhanced Functionality: If a user attempts to use the browser's Back button in the Onboarding Wizard, a warning message displays.

Update to Onboard Wizard Actions

Previous Functionality: The Onboard Wizard Actions section had the Move job to folder, Move candidate to folder, and Create an Employee (Onboarding) Profile options unchecked by default.

Enhanced Functionality: The Onboard Wizard Actions section has the Move job to folder, Move candidate to folder, and Create an Employee (Onboarding) Profile options checked by default.

Approvals (3)

Removal of CC and BCC Option on Approval Emails

Enhanced Functionality: Approval email templates do not support the ability to add a CC/BCC. This prevents a CC/BCC recipient from approving or declining on behalf of the intended recipient.

Removal of Approvers on Purged Jobs and Offers

Previous Functionality: When a job or offer that was in the approval process was purged, the approver still received emails to approve the job or offer. They received an error when trying to complete the approval.

Enhanced Functionality: Approvers no longer receive reminders for purged jobs or offers; an error is logged instead. When a job or offer is purged, approval information associated with the job or offer is also purged.

Update to Manager Approval Canceled (Rejected) Status Display

Previous Functionality: In some circumstances, when a user triggered the "Canceled (Rejected)" candidate approval status, the thumbs up icon displayed in color.

Enhanced Functionality: When a user triggers the "Canceled (Rejected)" candidate approval status, the thumbs down icon displays in color.

Dashboard (1)

Task Widget Dashboard Search Update

Enhanced Functionality: The default task widgets on the Dashboard display the following results:

- Overdue Tasks: Tasks that are open and have been open during the last 24 months (excluding those due today)
- Today's Tasks: Tasks that are due today
- Upcoming Tasks: Tasks that are due during the next 24 months (excluding today)

iResume (1)

iResume Replacement Resume Import Update

Previous Functionality: Users could submit replacement resumes into the iResume import tool from any email address. The newly-submitted resume replaced the existing resume on the candidate's profile and caused the profile to be submitted to the relevant job, if one was specified.

Enhanced Functionality: By default, the system prevents the iResume tool from processing a replacement resume for an existing Person Profile unless the new resume is submitted from an email address tied to a licensed user of that system or from the email address that matches the profile being updated.

If the submitted resume is for an individual who does not have a profile in the system, the system creates a Person Profile and submit the candidate to the specified job, if applicable, regardless of the sender's email address.

Portals (5)

Career Portal: Candidates Cannot Self-Refer

Previous Functionality: Portal users were able to refer themselves to a position. The system created a Referral Record, indicating the candidate was a referral and the individual himself or herself was the referrer.

Enhanced Functionality: The system does not store referral information for self-referrals. When the email field is the same for the referral and the referrer, a Referral Record is not created.

Career Portal: Candidate Dashboard Fix

Previous Functionality: A candidate who was submitted to a job by a recruiter (rather than initially applying to the job themselves on a Career Portal) was unable to view that job on their Candidate Dashboard on the Portal.

Enhanced Functionality: A candidate who has been submitted to a job by a recruiter will see that job on their Candidate Dashboard, as long as the job is posted to the Career Portal.

Career Portal: Job Options Container Update

Previous Functionality: A blank box displayed on the Application Submitted page if the Job Specific Referrals option was disabled for that Portal.

Enhanced Functionality: When a candidate completes an application on a Portal where Job Specific Referrals are disabled, no box displays.

Career Portal: Password Fields Update

Previous Functionality: The confirm password field (highlighted in the screenshot below) prevented editing until the primary password field was filled out, which caused issues with certain browsers' password management functionality.

Enhanced Functionality: The confirm password field (highlighted in the screenshot below) will no longer prevent editing before the primary password field is filled out. This should solve the issues experienced by candidates with some browsers' password management functionality (such as Chrome). This update affects all areas on the Portal where candidates reset or edit their passwords.

Create New Password
mariejenki107, please enter your new password below:

New Password:

New Password (Re-type):

Create Password

Career Portal: Update to Continuing Application Process

Previous Functionality: If a candidate began an application for a job on the Career Portal that later had its final step removed, the candidate was stuck in an Incomplete status and could not complete their application.

Enhanced Functionality: If a candidate begins an application on a Career Portal that later has its final step removed, when the candidate returns to the Portal and clicks the Continue button on their Candidate Dashboard, they will receive a "Thank you for applying" message and move into a completed status. They will no longer be stuck in an Incomplete status.

Fields (3)

Calibri Font Option Added to Rich Text Editor

Enhanced Functionality: The Calibri font is available within Platform rich text editor fields.

Rich Text Editor Paste from Word 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.

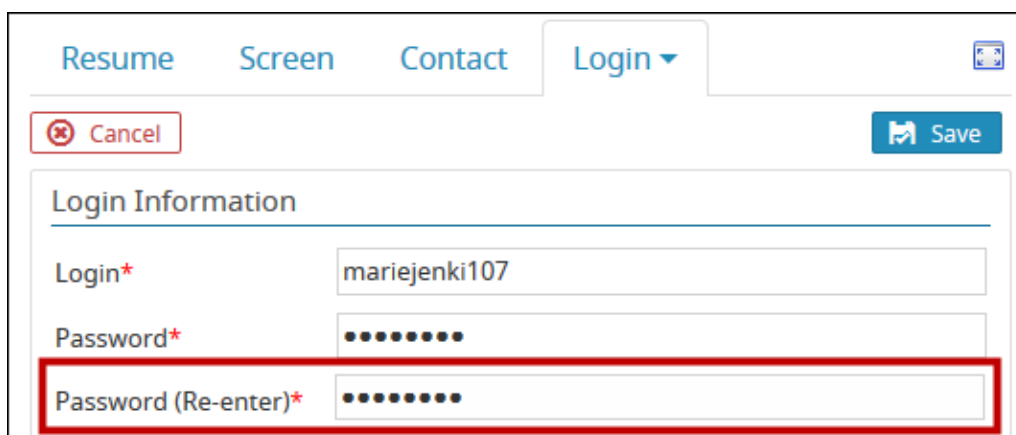
Users are able to paste styles from Word, including borders for tables.

Note that this functionality is known to work well in Chrome and Firefox. In Internet Explorer, there is a known issue when pasting tables with borders regarding the border display; it is recommended that Chrome or Firefox be used when pasting tables.

Password Fields Update

Previous Functionality: The confirm password field (highlighted in the screenshot below) prevented editing until the primary password field was filled out, which caused issues with certain browsers' password management functionality.

Enhanced Functionality: The confirm password field (highlighted in the screenshot below) will no longer prevent editing before the primary password field is filled out. This should solve the issues experienced by users with some browsers' password management functionality (such as Chrome). This update affects all areas on the Platform where users reset or edit their passwords (e.g., the Login Tab of the Person Profile).



The screenshot shows a web interface with four tabs: Resume, Screen, Contact, and Login. The Login tab is selected. Below the tabs are two buttons: Cancel (with a red 'x' icon) and Save (with a floppy disk icon). The main form area is titled 'Login Information' and contains three input fields: 'Login*' with the text 'mariejenki107', 'Password*' with masked characters (dots), and 'Password (Re-enter)*' with masked characters (dots). The 'Password (Re-enter)*' field is highlighted with a red rectangular border.

Profiles (1)

Traditional Tab Hidden from Systems with Social Resume Disabled

Previous Functionality: The Traditional Tab displayed within the Person Profile Resume Tab even if Social Resume was disabled in a system and the Traditional Tab was the only tab that displayed.

Enhanced Functionality: If Social Resume is disabled in the Platform, the Traditional Tab designator is hidden. The traditional resume displays, if available.

Searching & Reporting (7)

Fixes for Application Step Status Icon

Enhanced Functionality: When a candidate has multiple completed job applications and is later disassociated from one of those jobs, the Application Step Status icon for the remaining jobs will continue to show shared application steps (e.g., the Basic Profile Step) as completed.

Additionally, the Application Steps Status icon now displays as incomplete (unchecked) after a candidate withdraws from job.

Canadian Postal Code Radius Search Update

Enhanced Functionality: Canadian postal code radius searches function as expected. Users and candidates must enter Canadian postal codes in the format "A0A 1A1" (including the space) in order to receive accurate results.

Bulk Edit Dialog Update

Enhanced Functionality: The Bulk Edit dialog from search is quicker to respond. In addition, a loading bar now displays after the user clicks Save within the Bulk Edit dialog to allow the user to more accurately determine how long it will take for the update to register.

Completed Application Filter for Applicant Pool Visualization Enabled by Default

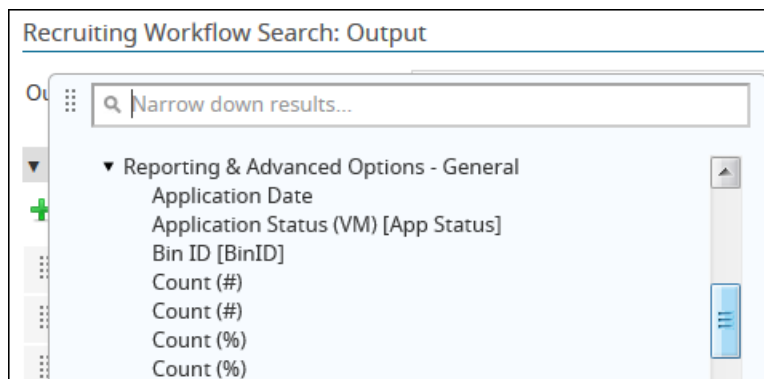
Enhanced Functionality: The Completed Application filter for Applicant Pool Visualization is enabled by default.

Improved Chart Legibility

Enhanced Functionality: [To improve readability, pie and donut charts display slightly larger and more characters of chart labels display. For other charts \(or series\), when there is not enough room on the page to show each label in its entirety, the label is rotated at an angle and display with the first three characters followed by "...".](#)

Recruiting Workflow Count Column Moved

Previous Functionality: The system displayed multiple sets of Count options with the same names in the same area (Reporting & Advanced Options – General) as available output columns for Recruiting Workflow Searches.



Enhanced Functionality: One set of Count options displays under Reporting & Advanced Options – General, as before. The other set of Count options was moved under Reporting & Advanced Options

– General > Recruiting Workflow History > Reporting & Advanced Options – General and does not display within the Narrow down results... search.

- The set of Count options that displays under Reporting & Advanced Options – General provides one result per Recruiting Workflow Profile.
- The set of Count options that displays under Reporting & Advanced Options – General > Recruiting Workflow History > Reporting & Advanced Options – General provides multiple results per Recruiting Workflow Profile (one per each status the Recruiting Workflow Profile has in the profile's Update History Log). This is generally not the desired search result format, which is why this set of Count options was moved.

Search Export Page Text Update

Enhanced Functionality: Users can run multiple search exports at a time; the message indicating that multiple exports should not be run concurrently has been removed.

Bulk Print Resume Accessibility Fix

Previous Functionality: If the Resume Tab was hidden for a certain login group, users in that login group still had the ability to print resumes using the Bulk Print Documents button from a Person Search (or other applicable searches).

Enhanced Functionality: If the Resume Tab is hidden for a certain login group, users in that group do not have the ability to print resumes using the Bulk Print Documents button from a Person Search (or other applicable searches).

Coming Soon! User License Management Update

iCIMS has developed and plans to release in the near future a new feature that will permit user admins to more easily assign, manage, and remove user permissions from one centralized User License page. In the initial phases of rolling out this feature, we identified the need for additional readiness activities to ensure a smooth customer experience. With this in mind, we have decided to proceed with the 16.1 Update with the features below turned off.


iCIMS will be providing an updated timeline and information regarding the launch of the new User License page in the near future. This message will be removed or updated when additional information is available.

Expanded User License Management

Previous Functionality: iCIMS managed overall user licenses for clients. The user admin could then assign, update, and remove user licenses for any specific user group on a per-person basis on the relevant Person Profile.

Enhanced Functionality: The system no longer requires user licenses to be allocated at the user group level; instead, user admins can assign and manage available user licenses among any user groups at the appropriate access level (i.e., full access or limited access). For more information regarding the definitions of these two types of user licenses, see the [Update to User License Categorization](#) entry of these Release Notes.

To easily manage user licenses, user admins can access the User License page via Admin > User > User License. (This page has replaced the former User Management page, which offered slightly different functionality.)

 **User > User License**

On this page, user admins can view and allocate iCIMS user licenses, which determine the kind of access a user has to your Platform.

A Full Access user license grants the ability to build and modify reports; this is often called 'advanced search' or 'full search' capability.

A user license may be assigned by adding a user to a group below.

For more information about managing user licenses, visit the [iCIMS Knowledge Base](#).

✔ Successfully added 1 user to Applicant Tracking User.


✕


You have **1000** Full Access User Licenses. **995** are available to be assigned.

▼ Applicant Tracking User **1**

Full Access

+ Add User

 Change User Group

 Remove User

| <input type="checkbox"/> | First Name | Last Name | Login Name | Last Login |
|--------------------------|------------|-------------|------------|---------------------|
| <input type="checkbox"/> | Arnoldo | Fitzgibbons | arne | 07/14/2009 16:28 PM |

1

5 items per page

1 - 1 of 1 items

➤ Exec Dash User **4**

Full Access

➤ Agency **2**

Limited Access

➤ Hiring Manager **2**

Limited Access

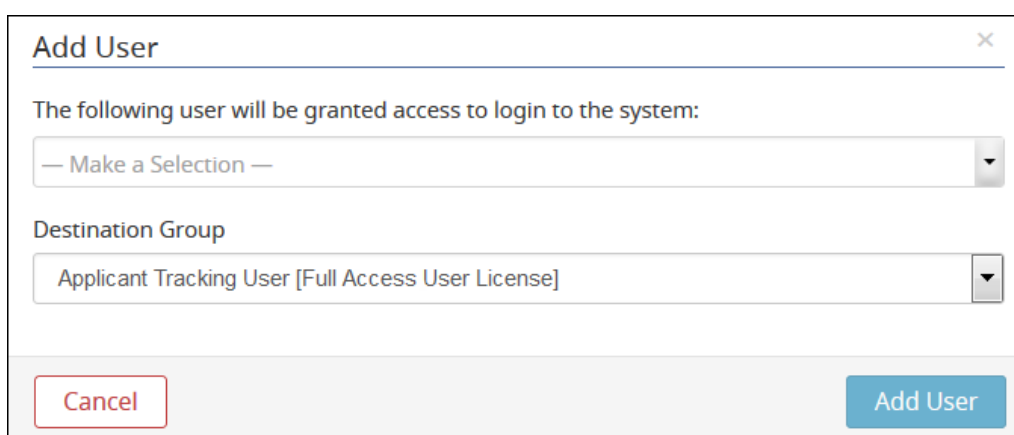
When the user admin makes changes from this page, the system displays a green change alert reflecting each change. The change alert message can be dismissed by clicking X; otherwise, the message displays until the next time the page is refreshed.

The counts of total and available full access user licenses display above the user license management section. These figures are determined based on the number of full access user licenses assigned and available.

Each panel can be expanded to add, manage, or remove users within a specific user group. Once the panel has been expanded, the list of users within that user group can be sorted or filtered.

Adding Users to a User Group

When a user group is expanded, the Add User button displays. When clicked, this button launches the Add User popup, which allows the user admin to easily add a person to a user group.

The image shows a modal window titled "Add User" with a close button (X) in the top right corner. Inside the window, there is a text label "The following user will be granted access to login to the system:". Below this label is a dropdown menu with the text "— Make a Selection —". Underneath the dropdown is another label "Destination Group". Below this label is another dropdown menu with the text "Applicant Tracking User [Full Access User License]". At the bottom of the window, there are two buttons: a "Cancel" button on the left and an "Add User" button on the right.

- To select a person and grant them a user license, click the – Make a Selection – dropdown and search for or select the correct individual.
- The Destination Group dropdown automatically displays the user group from which the Add User button was clicked, but allows the user admin to select from other user groups as well.

Click Add User to take this action.

Changing a User's User Group

When a user group is expanded, the Change User Group button displays. If at least one user within this group is selected (i.e., the box to the left of the user's name is checked), the Change User Group button can be clicked to launch the Change User Group popup.

- The Selected User value reflects the selected user(s) and cannot be edited.
- The Destination Group dropdown allows the user admin to select the group to which to move the user.

If this action will affect the number of full access licenses available (i.e., if a full access user is reassigned as a limited access user or vice versa), a message displays within this popup to alert the user admin of the count of full access user license(s) that will remain if this action is taken. Click Move Selected Users to take this action.

Removing Users from a User Group

When a user group is expanded, the Remove User button displays. If at least one user within this group is selected (i.e., the box to the left of the user's name is checked), the Remove User button can be clicked to launch the Remove User Group popup.

- The system displays the user(s) selected for removal. This cannot be edited from within the popup.

A message displays within this popup to indicate whether or not this action will have an effect on the number of available full access user licenses. After Remove Selected Users has been clicked, system access will be revoked for the specified user(s). Note that the Person Profile(s) will not be hidden or deleted from the system after taking this action.

Sorting Users within a User Group

To more easily manage or remove users within a group, the user admin can sort the user list alphabetically (A to Z or Z to A) by first name, last name, login name, and numerically (most to least recent or least to most recent) by last login by clicking the desired column header until the correct sorting order displays.

Filtering Users within a User Group

When a user group is expanded, a filter icon displays within each column header. The user admin can filter users within a specific user group by clicking this icon, then selecting the desired values in the two fields that display.

For the First Name, Last Name, and Login Name columns:

- The first field is a dropdown that allows the user to select from the following options:
 - Is Equal To
 - Is Not Equal To
 - Starts With
 - Contains
 - Does Not Contain
 - Ends With
- The second field is a text field that allows the user to enter the desired value.

The screenshot shows a table with columns: First Name, Last Name, Login Name, and Last Login. The first row contains the user 'Arnoldo Fitzgibbons'. A filter icon is visible in the 'First Name' column header. A dropdown menu is open, showing 'Show items with value that:' followed by a selection of 'Is equal to'. Below this is a text input field. At the bottom of the dropdown are 'Filter' and 'Clear' buttons. The table also shows pagination controls (1 of 5 items) and a 'Full Access' button.

| <input type="checkbox"/> | First Name | Last Name | Login Name | Last Login |
|--------------------------|------------|-------------|------------|------------|
| <input type="checkbox"/> | Arnoldo | Fitzgibbons | | Never |

1 - 1 of 1 items

Exec Dash User 2

Full Access

For the Last Login column:

- The first field is a dropdown that allows the user to select from the following options:
 - On or After
 - Before
- The second field is a date field. For best results, use the calendar picker icon to select the desired date.

Update to Person Profile Login Tab User License Display

Previous Functionality: When a user admin accessed the Login Group dropdown on a Person Profile, the list of user groups displayed. Beside each group, a count reflected at a granular level how many unassigned user licenses were available within that group (e.g., *Platform: HR User (1 Remaining)*).

Enhanced Functionality: When a user admin accesses the Login Group dropdown on a Person Profile, each user group displays whether it requires a full access user license or is considered a limited access group (e.g., *Platform: HR User (Full)*).

If the user admin attempts to assign a user to a group but there are no available user licenses in that group, the system displays a validation error alerting the user admin to the problem (e.g., *There are no available full access user licenses to assign*).

Update to User License Categorization

Enhanced Functionality: iCIMS has updated the definitions of user license categories to make it easier to determine whether user group requires a full access user license or limited access user license.

A full access user license is required for any group that has the ability to build and modify at least one kind of report. This is often termed 'advanced search' or 'full search' capability. (The only kind of search that is not considered a refined search is Quick Search, which may be available to some clients' limited access users, depending on their contract with iCIMS.)

A limited access user license can be used for any user group that does not meet the definition of full access and does not require advanced search capabilities.

Introducing the Social Distribution Update

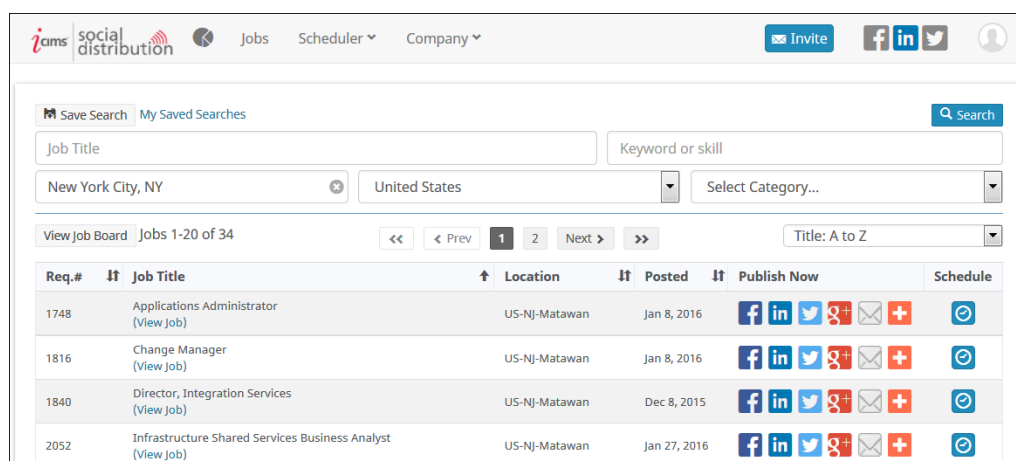
The iCIMS Social Distribution Update, scheduled for April 2016, reintroduces clients to a core iCIMS Connector Tool by providing the same powerful social job publishing in an updated interface. This update is occurring separately from the 16.1 Update described in the previous section of these Release Notes.

User Interface (UI) (7)

Social Distribution General Interface Updates

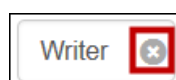
Enhanced Functionality: iCIMS Social Distribution has a refreshed interface that more closely resembles the branding and design of other iCIMS Talent Platform solutions.

The updated look and feel applies throughout Social Distribution, including on the Login page and throughout the pages in the system.



Notable updates include:

- A new look and feel for the Menu Bar
- Updated page design, including lighter gray elements and the removal of extraneous lines
- Updated title and label designs to better match Platform styling
- Updated button color schemes, including:
 - Blue primary action buttons (e.g., Invite, Search, and Schedule buttons in the image above)
 - Gray secondary action buttons (e.g., Save Search and View Job Board in the image above)
 - Lighter red Remove buttons and updated Cancel buttons
- New look and feel for existing icons (e.g., sort arrows, etc.)
- Easier field text deletion capability: A new icon displays on the right side of the field after text has been entered; click this to remove all text in the field



- Improved pagination that allows users to skip to the first page or last page, access the previous or next page, or click the desired page number to navigate where applicable
- Removal of page count information from the bottom of pages. This information still displays near the top of the page where applicable (i.e., *Jobs 1-20 of 41* in the image above)
- Removal of an icon that designates that a link will launch in a new window or popup

Analytics Available via Metrics Dashboard Icon

Previous Functionality: Social Distribution users accessed key metrics within the Social Distribution system via the Analytics menu item.

Enhanced Functionality: Social Distribution users access key metrics within the Social Distribution system via the Metrics Dashboard icon.



Branding Settings Moved

Enhanced Functionality: The former Brand menu item is accessible to users with appropriate permissions via Company > Company Branding. Refer to the [Updates to the Company Menu Item and Related Pages](#) entry for additional detail on changes to the Company Branding page.

Updates to the Jobs Page

Enhanced Functionality: The Jobs page continues to provide access to the same core functionality with a number of user interface updates (noted below).

- The Save Search button and the My Saved Searches link have been moved to the top left of the page.
- The Search button has been updated and displays on the top right of the page.
- The most frequently-used search fields, Job Title and Keyword or Skill, display near the top of the page, with the City, state, or postal code, Country, and Category fields immediately below.
- The appearance of the Country and Category dropdowns has been modified to increase readability and better match the look and feel of the iCIMS Talent Platform.
- The Pinterest publishing option, along with hundreds of other publishing options, can be accessed via the orange Plus icon.

Updates to the User Settings Page

Previous Functionality: A Gear icon located on the far right of the Menu Bar allowed users to manage settings or log out of Social Distribution.

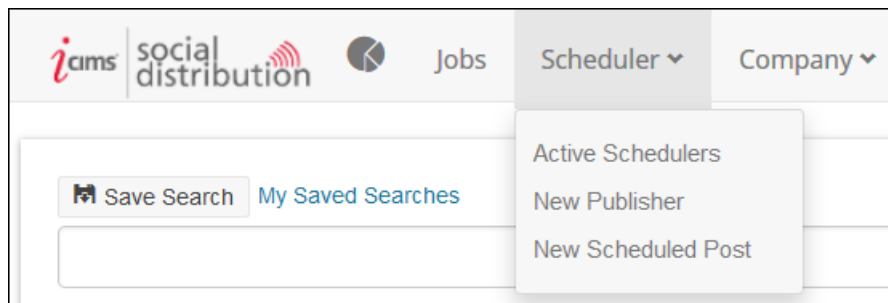
Once a user clicked the Settings link, basic account information and Notification information could be managed via separate Edit links on the Account Settings page.

Enhanced Functionality: A Silhouette icon located on the far right of the Menu Bar allows users to manage settings or log out of Social Distribution.

Once a user clicked the Settings link, basic account information and Notification information are managed via the same Edit link, which triggers a single Contact Information screen. Within the Contact Information screen, the Analytics Report (monthly) option displays as an On/Off toggle button.

Updates to the Scheduler Menu Item and Related Pages

Enhanced Functionality: The Scheduler menu item is a dropdown, allowing the user to select among the following options: Active Schedulers, New Publisher, and New Scheduled Post.



The Scheduler menu item no longer is hyperlinked. The Active Schedulers option can be used to access the page to which the Scheduler menu item previously linked.

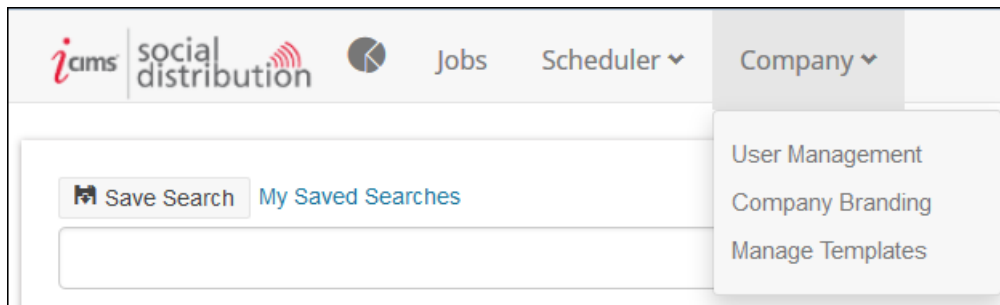
The New Publisher option brings the user directly to the New Automatic Publisher page. (This page can be accessed via the Create Publisher link on the Active Schedulers page, as well.)

The New Scheduled Post option brings the user directly to the New Automatic Scheduler page (previously titled *New Scheduled Post*). (This page can be accessed via the Schedule Post link on the Active Schedulers page, as well.) The text editor supports the addition of variables to the post. The Job to publish item on the page has been removed.

Updates to the Company Menu Item and Related Pages

Enhanced Functionality: Social Distribution users with access to the Company menu item experience the same functionality in an updated interface.

The Company menu item is a dropdown, allowing the user to select among the following options: User Management, Company Branding, and Manage Templates.



The Company menu item no longer is hyperlinked. The User Management option can be used to access the page to which the Company menu item previously linked.

The User Management option brings the user to the Company Dashboard page for user management. The User Management and Message Template links at the top of the page have been removed.

The Company Branding option brings users with appropriate permissions to the Social Media Profiles page formerly accessed via the Brand menu item. This page includes a Save button at the top right of the screen; additionally, Test links are available below URL fields to allow the user to test the URL by launching the site in a popup window.

The Manage Templates option brings the user to the Company Templates page. When a user clicks the Edit Template icon beside a template, the Edit Template window displays; the Save Template button on this page has been moved to the top right.

Document Updates

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

April 12, 2016

- Added: [Password Fields Update](#)
- Added: [Career Portal: Candidate Dashboard Fix](#)
- Added: [Career Portal: Password Fields Update](#)

April 6, 2016

- Added: [New Standard Fields Added to Person Profile Experience Tab](#)
- Updated: [New Standard Fields Added to the Job Profile Detail Tab](#)
 - Added information about an additional new field

April 1, 2016

- Added: [Update to Job Profile Type Field](#)

March 30, 2016

- Added: [Update to Self-Scheduling Email Template](#)
- Added: [New Standard Fields Added to the Job Profile Detail Tab](#)

March 22, 2016

- Added: [Fixes for Application Step Status Icon](#)
- Added: [Career Portal: Update to Continuing Application Process](#)

March 10, 2016

- Added: [Bulk Print Resume Accessibility Fix](#)

March 4, 2016

- Added: [New Attendee Details Checkbox for Appointments](#)
- Added: [Appointment Template Default Email Attachment Persistence](#)
- Added: [Task Reminder Email Task Descriptions Provided](#)
- Added: [Canadian Postal Code Radius Search Update](#)
- Added: [Search Export Page Text Update](#)
- Updated: [Removal of Approvers on Purged Jobs and Offers](#)
 - Title and content updated to reflect that approvers are removed on both purged jobs and offers.

March 2, 2016

- Added: [Update to Scheduled Report Emails for Reports without Results](#)

February 25, 2016

- Updated: [User License Management Updates](#)
 - Moved to a new section of the Release Notes and updated to provide an updated timeline for the release of this feature.
- Updated: [Introducing the 16.1 Update](#)
 - Updated to reflect the planned release of User License Management features after the 16.1 Update.

February 18, 2016

- Updated: [Introducing the Social Distribution Update](#)
 - Updated the term *tab* to *menu item* where applicable.

February 17, 2016

- Added: [Calibri Font Option Added to Rich Text Editor](#)
- Added: [Removal of CC and BCC Option on Approval Emails](#)
- Added: [Removal of Approvers on Purged Jobs](#)
- Added: [Task Widget Dashboard Search Update](#)
- Added: [Completed Application Filter for Applicant Pool Visualization Enabled by Default](#)
- Added: [Bulk Edit Dialog Update](#)
- Added: [Recruiting Workflow Count Column Moved](#)
- Added: [Update to System Configuration Cancel Button](#)
- Updated: [Time to Complete Application Report](#)
 - Added details about report handling of candidate inactivity and application timeout.
- Updated: [Update to User License Categorization](#)
 - Updated definition of "full access" to better mirror in-Platform definition.
- Updated: [Expanded User License Management](#)
 - Updated to reflect that the User Management page is being removed for users.
- Updated: [Updates to the Jobs Page](#)
 - Updated to reflect new order of search fields in Social Distribution.

February 9, 2016

- Removed: [Career Portal: Candidate Dashboard and Job Submittal History Update](#)

- Removed because there are no perceivable changes to this feature in 16.1.

February 3, 2016

- Updated: [Traditional Tab Hidden from Systems with Social Resume Disabled](#) (formerly Social Resume Tabs Hidden from Systems with Social Account Linking Disabled)
 - Updated to provide additional details regarding the resume viewing experience for clients with Social Resume disabled.