

Release Notes: 16.2

A Guide for iCIMS Clients Outlining
System Changes in iCIMS 16.2 Update

Note: This document is no longer maintained.

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

Last Updated Date: 8/5/2016



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Introducing the 16.2 Update

The iCIMS corporate philosophy centers around three fundamentals: **iCIMS provides software that is stable, easy-to-use, and backed by the best customer service.** With each release, iCIMS makes updates on the backend to support system speed and stability while releasing features to make hiring the best talent for your organization faster and easier than ever before. Combine these with the world-class support, training, and resources provided by iCIMS award-winning customer service teams and the result is a partnership committed to helping customers win the war for top talent.

iCIMS 16.2 Update provides new email capabilities that streamline the process of composing, sending, and tracking communications sent from within the iCIMS Talent Platform. These capabilities include, but are not limited to, the following enhancements:

- Users can now preview emails while composing them using the new **In-Platform Email Preview** feature. The system allows users to view the message as a recipient would, and will automatically alert them if any email variables in the message are broken. These new enhancements make it simple to send high-quality, personalized emails and campaigns from the Platform.
- Users can now conveniently **Drag and Drop Email Attachments** into an email draft from their computer, saving time when composing emails within the Platform.
- Sourcers and other iCIMS Connect users can organize, assemble, and send email campaigns the same day they are scheduled with **Same-Day Email Campaigns**, bridging the gap between planning and execution.

Additional Release Resources

- **16.2 Update Highlights PPT**
A PowerPoint presentation highlighting the most noteworthy new features in the 16.2 Update, complete with screenshots. Available for download via:
<https://icimshub.force.com/customer/releaseresources>
- **iCIMS iCARE Site, Knowledge Base, and Training Videos**
How-to articles, video trainings, and other useful information in an easy-to-search format.
<https://icimshub.force.com/customer>
- **iCIMS Browser Support Policy**
Information about supported web browsers, updated by release or as needed.
http://media.icims.com/training/Training/Documentation/iCIMS_Browser_Support_Policy.pdf

Browser Support

iCIMS is focused on delivering an amazing software experience. Like other leading innovators, iCIMS must occasionally withdraw support for certain legacy browsers or browser versions to allow iCIMS to innovate and to deliver new features quickly, and to ensure our customers' continued success.

With this release, iCIMS no longer supports Internet Explorer 8 (IE8). Features described in this document may not be available for unsupported browsers. Users accessing the Platform via IE8 will see a popup explaining that they are on an unsupported browser.

The Internet Explorer 9 (IE9) framework does not support the new Drag and Drop Attachments feature for email attachments. An alternative attachment upload method is available for users leveraging the IE9 browser. Note that iCIMS will end support for IE9 later in 2016.

For the full iCIMS Browser Support Policy, follow the link below:

http://media.icims.com/training/Training/Documentation/iCIMS_Browser_Support_Policy.pdf

Email

Email Preview

Enhanced Functionality: The Preview button at the bottom of an email or email campaign allows users to launch an Email Preview window to easily see how that email will look for recipients, including resolved variables.

The Preview feature is available within the Compose Email popup and as part of the Create Campaign step of email campaigns; the Preview button is enabled if at least one recipient has been added to the email.

Compose Email

From: Henrietta Jenkins, hjenkins@email.com

To: Emily Carson, ec@test.icims.com x Arnoldo Fitzgibbons, afitzgibbons@test.i... x [CC/BCC](#)

Email Template: Resume Upload Request  

Subject: Please upload your resume to V:Sender:\$T{Person}.\$F{MainCompanyName}:V

 Add Variable **B** **A**         **ABC** 

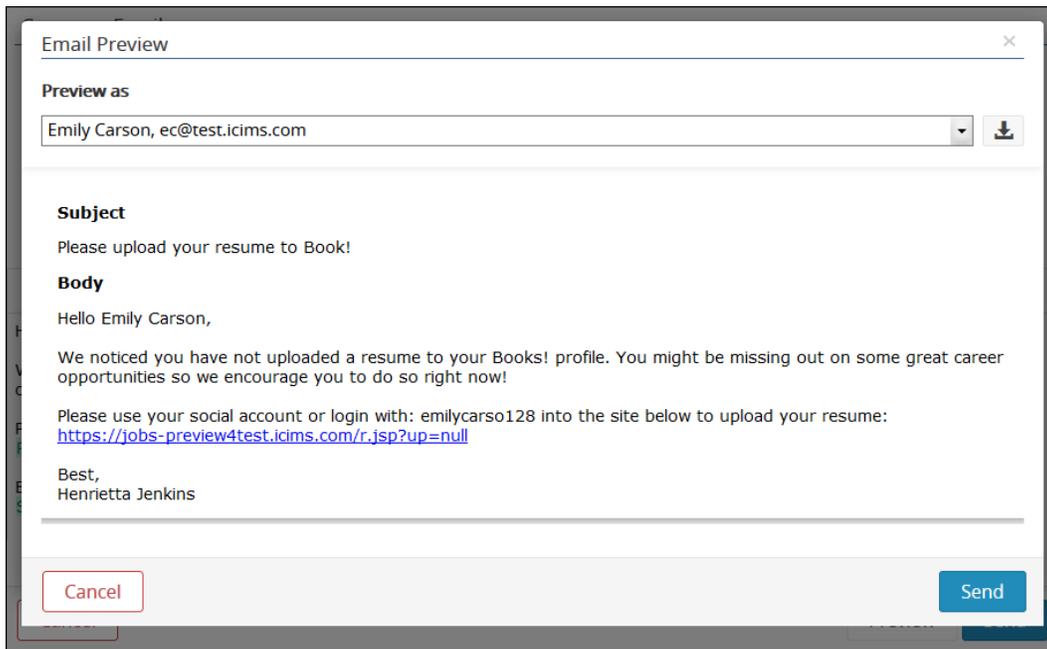
Hello **Recipient: First Name** **Recipient: Last Name**,

We noticed you have not uploaded a resume to your **Sender: Location Name** profile. You might be missing out on some great career opportunities so we encourage you to do so right now!

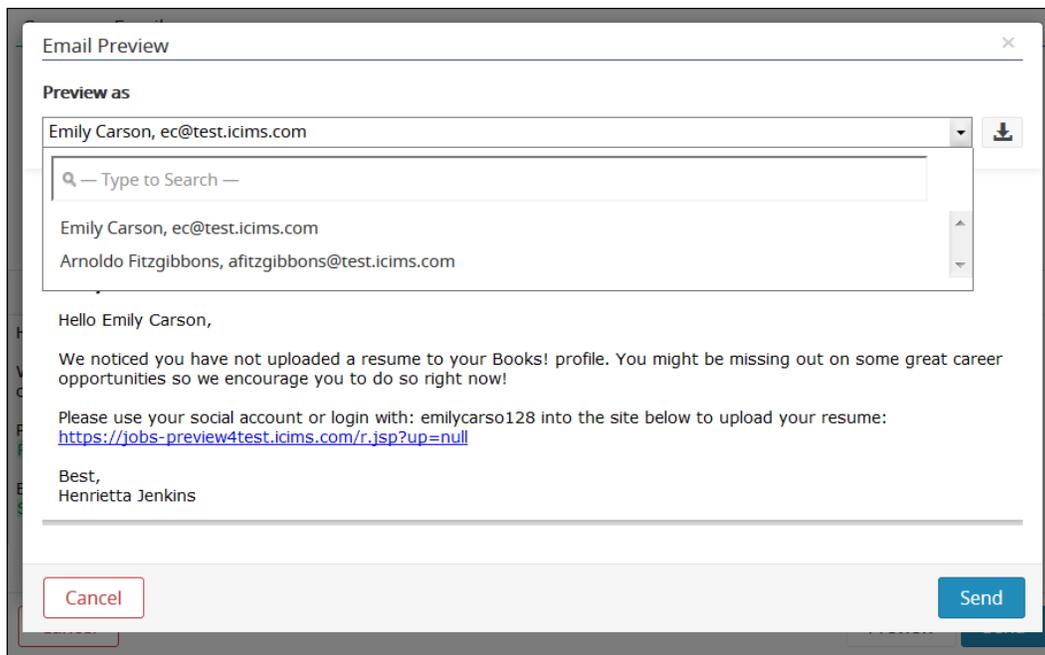
Please use your social account or login with: **Recipient: Login** into the site below to upload your resume:
[Recipient: jobs: Update Profile URL](#)

Best,
Sender: Full Name: First Last

Drag-and-drop files here or click to upload.



The user can preview how the email will look for different recipients, including how different variables resolve, using the Preview As dropdown on the Email Preview screen. The user can also download emails on a per-recipient basis using the Download Email button to the right of the Preview As field. Only recipients in the To field will display in the Preview As dropdown, as variables do not resolve independently for CC and BCC recipients. Sender variables will resolve with the send-as user's information.



The password reset link, opt-out URL, and sensitive URLs will be inaccessible to the user previewing the email. These will resolve properly to the intended To recipients when received unless the system

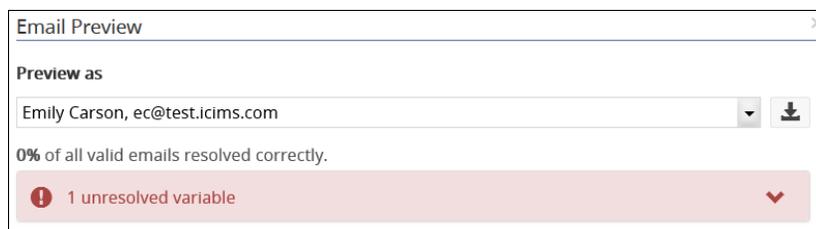
provides an alert indicating otherwise; for additional information about this improved email variable functionality, refer to the **Email Variable Enhancements** section below.

The Preview feature is not available for any automatic notification email templates available to the user admin within System Configuration (e.g., job search agent message).

Email Variable Enhancements

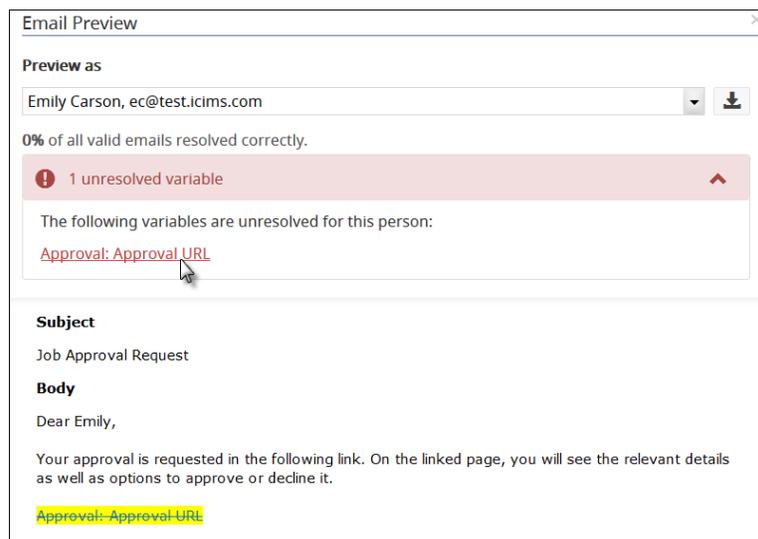
While the Compose Email window provides a visual indicator when a user selects an email template that has unavailable variables, it does not show a warning in the email editor if a field is part of a profile but the value is blank. Instead, users can easily see how variables would resolve for recipients and whether any are unavailable or unresolved within the Email Preview window.

If an email or email campaign will not resolve correctly when received by one or more recipients, the Email Preview window indicates how many variables are broken and what percentage of valid emails would resolve correctly.



Users can select the down arrow in the unresolved variable alert to review additional details regarding the variables that would not resolve for that recipient.

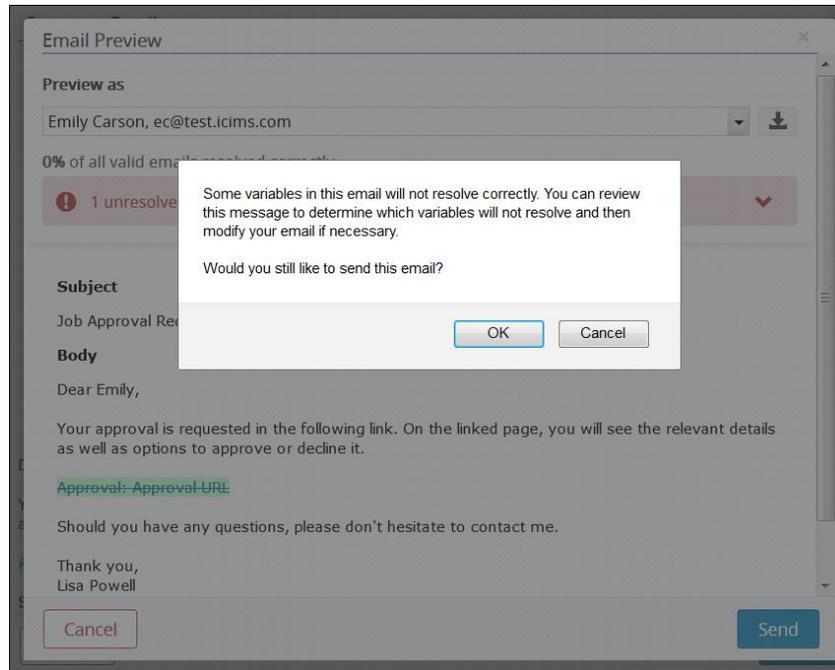
Variable names within the expanded alert are hyperlinked. When a user hovers over the variable name with a cursor, the highlighting around the unresolved variable changes from green to yellow, if the variable is visible on the screen. When a user selects a variable name within this alert, the window automatically scrolls to the location of the unresolved variable in the email preview and the variable displays for a moment with yellow highlighting.



When a user decides to send an email or schedule an email campaign, the system will scan the email for unresolved variables. An alert displays if a user attempts to send an email or email campaign with variables that will not resolve. This is available in both Compose Email/Create Campaign and Email Preview modes and displays with the following text, as applicable:

Some variables in this email [campaign] will not resolve correctly. You can review this email [campaign] to determine which variables will not resolve and then modify your email [campaign] if necessary.

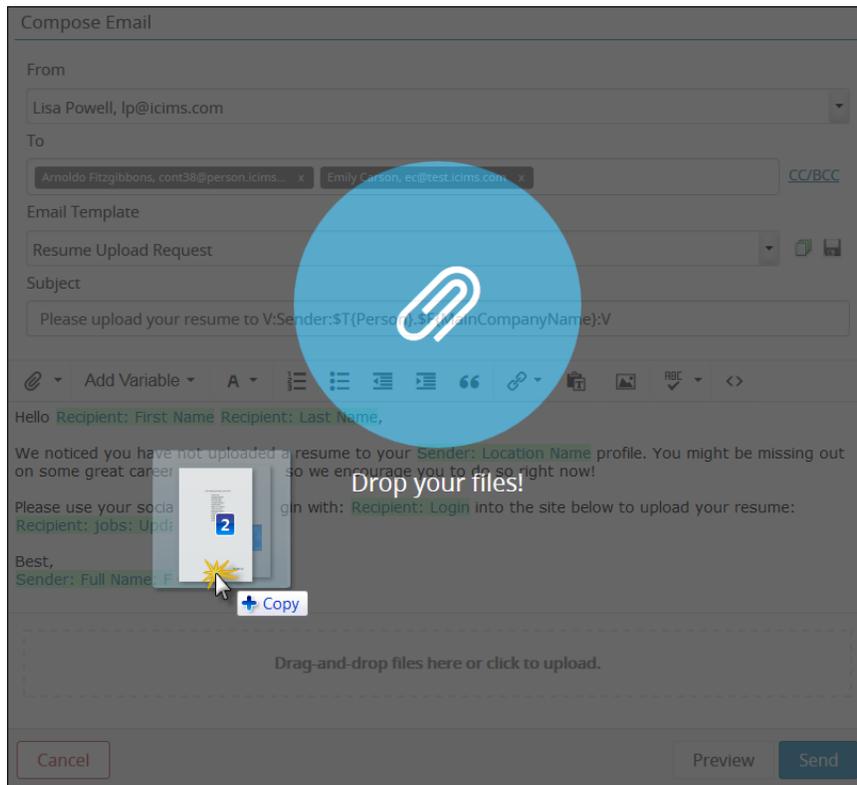
Would you still like to send this email [campaign]?



Drag and Drop Attachments

Enhanced Functionality: The Compose Email window and the Attachments window launched from email or appointments both support drag and drop for attachments. This feature allows users to easily add one or more files from their computer as attachments to the message.

When a user selects files and drags them over the Compose Email window, the appearance of the window changes. A "Drop your files!" message displays when the files can be dropped.



The system prevents the attachment of duplicate files; the following alert displays for each duplicate file if a user attempts to attach files multiple times within the same message: *[FileName] is already attached.*

The Add from File Library attachments window, accessed by selecting the paperclip icon in an email or appointment screen, also supports drag and drop. Within this window, users can upload one or more files to this message or, by selecting the Upload to File Library checkbox, upload these files to the File Library.

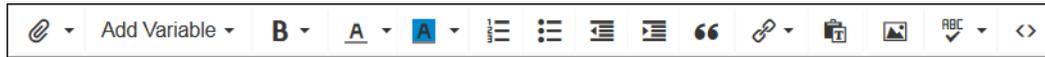
Drag and drop is not available for tablets or Internet Explorer 9. Users who prefer to upload files using the File Upload window, or whose devices or browsers do not support drag and drop, may upload one or more files by clicking within the identified attachment area. This launches the standard File Upload window.

Note that the interface for file uploads displays differently for IE9 users and resembles previous functionality:



Streamlined Rich-Text Editor for Email

Enhanced Functionality: The rich-text editor that displays in emails and email campaigns has been condensed.



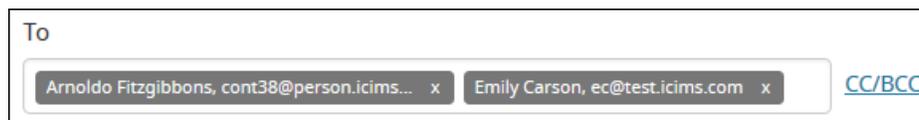
Notable changes include the following enhancements:

- The **paperclip** icon launches the Add from File Library attachments window. When a user selects the down arrow beside the paperclip icon, the following Add from File Library options are available: Add Attachment, Insert Link to File, and Insert Image.
 - To upload a file to the email without adding it to the File Library, select the paperclip icon and leave the Upload to File Library box unchecked when uploading the file.
 - Email campaigns do not allow the attachment of non-File-Library documents; instead, an add document icon displays on the left side of the rich-text editor and the following Insert from File Library options are available: Insert Link to File, and Insert Image.
- The **Add Variable** function displays within the editor.
- The **B** button displays font-formatting options, which include Bold, Italic, Underline, and Clear Formatting, as well as a variety of Formats.
 - Formatting options include the ability to set Font Family, Font Size, Headings, Inline options (e.g., Strikethrough, Superscript, Subscript, Code, etc.), and Alignment (e.g. Left, Center, Right, Justify).
- The **quotation mark** icon applies or removes Blockquote formatting.
- The **Link Options** icon provides access to Insert link or Remove link.
- The buttons to insert horizontal lines was removed. To add horizontal lines or manipulate other HTML options, select the **Edit HTML Source** icon, then insert the desired text and formatting in HTML format.

Additional Email UI Changes

New Display for Email Addresses in To, CC, and BCC Fields

Enhanced Functionality: The appearance of recipient information in email To, CC, and BCC fields has been updated. The CC/BCC link text has been updated as well.



New Location for Compose Email Icons

Enhanced Functionality: Functions that previously displayed at the top left of the Compose Email window have moved as described below:

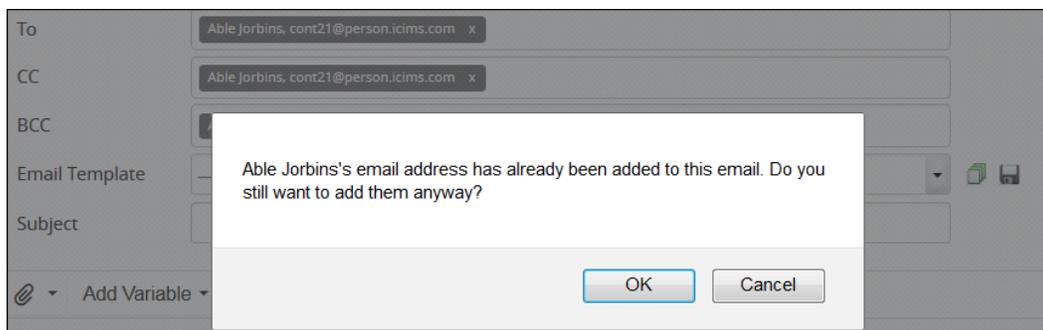
- The Save Current Email as Additional Document icon displays in the top right corner of the Compose Email window, when applicable (e.g., when launching an email from a Person Profile).
- The Download Email icon was moved to the Preview screen and displays beside the Preview As dropdown on that screen. This icon is available regardless of number of recipients, but only one email may be downloaded at a time. The appearance of the icon has been update to match Platform branding.



- The Show Attachments icon was removed. Users may view or manipulate attachments via the Add from File Library icon, which displays as a paperclip, or within the attachment area of the Compose Email window, when applicable.

Duplicate Recipient Alert

Enhanced Functionality: A user may add an individual's email address to one or more of the following fields: To, CC, and BCC. However, when the user attempts to add the individual's email address to one or more additional sections after it has already been associated with the email, the following alert will display to confirm that the user intends to take this action: *[FirstName LastName] has already been added to this email. Do you still want to add them anyway?*



The system prevents the user from adding an individual's email address to any single field (e.g., To) more than once by removing the name and email address from the list of available persons.

iCIMS Connect

Same-Day Email Campaigns

Enhanced Functionality: Users can send email campaigns immediately when scheduling one-off or recurring campaigns by selecting Immediately as the campaign Start Time. They may also schedule a campaign for one of the existing time slots for the same day.

Any time slots that have already passed for that day (e.g., Early Morning) are disabled. If a user selects a start date after the current date of the user's browser or if a user selects an occurrence of Custom, the Immediately option is disabled. If a user selects a time and date combination that lead to an invalid selection, an error message will display and the user will not be able to send the campaign until they have resolved the issue.

The Summary text for a same-day email campaign reflects when the system will send the initial email. If the campaign recurs, the summary also includes a description of the recurrence.

Step 3 of 3: Schedule Campaign

Start Date: 3/24/2016

Start Time: Immediately

Occur: Weekly

Expire: Never
 After 2 emails
 On 3/25/2016

SUMMARY

Your campaign **Marketing Event Promotions** will be sent to **Marketing Candidates** as soon as possible on **03/24/2016**. This campaign will then reoccur **weekly** between **8:00 AM and 11:59 AM** (America/Chicago time zone) **until 2 emails are sent**.

Back Finish

Error Message for Concurrent Duplicate Campaign Names

Enhanced Functionality: If multiple users attempt to create email campaigns with identical names concurrently, the system displays the following error message at the last step in the email campaign creation process to the second user: *Your campaign was not scheduled successfully due to duplicate campaign name, [campaign name].*

iCIMS UNIFI, iCIMS Connectors, and Integration Capabilities

Connectors allow customers to integrate their iCIMS Talent Acquisition Suite with a variety of third-party vendors that help clients to better attract, find, screen, and employ top talent.

iCIMS will continue to enhance Connectors in subsequent releases.

LinkedIn Referrals

New Functionality: iCIMS can now integrate with LinkedIn Referrals. For details about pricing or information about purchasing a Connector from iCIMS to activate the LinkedIn Referrals Integration, please contact your Account Manager.

Setup

There are several settings and configurations that must be made to enable a LinkedIn Referrals Integration.

First, the integration must be enabled by an iCIMS Technical Support Engineer. To do so, they will need your company's unique ID from LinkedIn.

Next, either the Technical Support Engineer or the user admin must configure the following two settings in System Configuration:

- **Post Job To LinkedIn Referrals:** This key must be enabled for all user groups that should have the ability to post jobs to LinkedIn Referrals. Locate it by searching in System Configuration for "Post Job To LinkedIn Referrals".
- **Allow Portal From 'Post to LinkedIn Referrals':** This key must be enabled for each Portal that the client wishes users to be able to direct LinkedIn Referrals candidates to when they share jobs. Locate this key by searching in System Configuration for "Allow Portal From 'Post to LinkedIn Referrals'".
 - Note that if a user attempts to post a job to LinkedIn Referrals from a Career Portal for which they do not have appropriate access, an error message will display.

Finally, the user admin must 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.
 - o **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

Posting Jobs to LinkedIn Referrals

Once LinkedIn Referrals has been set up for a Platform, users can post jobs to LinkedIn Referrals individually or in bulk.

Note that the following fields must be filled out in order for a job to be successfully posted to LinkedIn Referrals:

- Title
- Responsibilities
- Industry
- Position Type
 - o Note: Each position type within the Platform must be mapped to a LinkedIn Job Post Employment Status. Standard position types have been mapped as listed above. Custom values must be mapped before a client can post to LinkedIn Referrals.
- Work Location
 - o Note: If Location is not provided, Country Code or Postal Code must be provided.

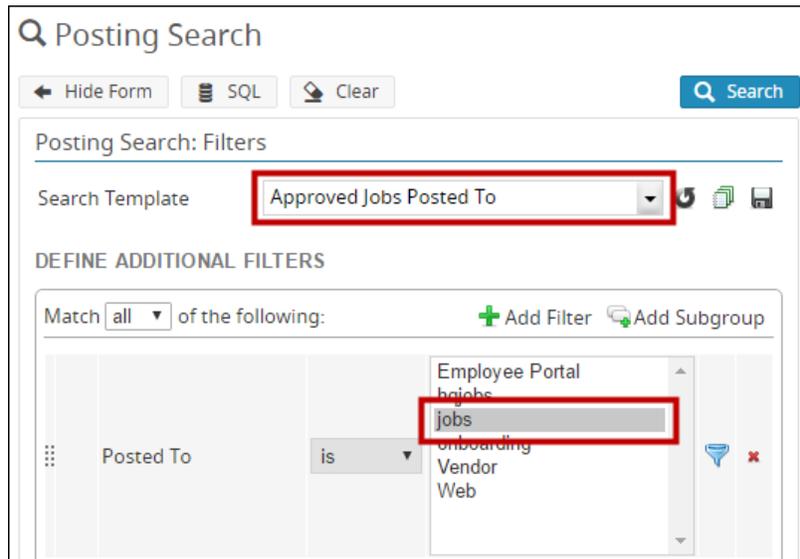
Posting a Single Job to LinkedIn Referrals

To post a single job to LinkedIn Referrals, navigate to the Job Profile Advertise Tab and follow the steps described in the [Posting Jobs with Job Board Posting Tools](https://icimshub.force.com/customer/articles/How_To/Posting-Jobs-with-Job-Board-Posting-Tools) Knowledge Base article (https://icimshub.force.com/customer/articles/How_To/Posting-Jobs-with-Job-Board-Posting-Tools).

Posting Multiple Jobs to LinkedIn Referrals

To post multiple jobs to LinkedIn Referrals, follow the steps below. (Note that a job can only be posted once to LinkedIn, even if it exists on multiple Career Portals. However, a user can update the LinkedIn Referrals posting so that it redirects to another Career Portal, if necessary.)

1. Select Search > Job Postings from the menu bar.
2. Select the **Approved Jobs Posted To** search template, and then select the appropriate Portal from the list beside the Posted To filter.



3. Select **Search** to run the Job Posting search.
4. Select the jobs to be posted to LinkedIn Referrals, and then select the **Posting Center** button.
 - Note that all selected jobs must be posted to the same Career Portal in order to bulk post them to LinkedIn Referrals.
5. On the Posting Center popup, click the **Post All** button, and then click the **Save** button to post the jobs to LinkedIn Referrals.

(Note: Posting in bulk is only available for LinkedIn Referrals, and no other Job Board Posting vendors at this time.)

Unposting Jobs from LinkedIn Referrals

Users can unpost jobs from LinkedIn Referrals individually or in bulk.

Note that jobs must be manually removed from LinkedIn Referrals (and other Job Board Posting vendors); they will not be automatically removed when a job is filled or closed.

Unposting a Single Job from LinkedIn Referrals

A job can be unposted from LinkedIn Referrals by navigating to the Job Profile Advertise Tab, selecting the LinkedIn Referrals result, and clicking the Cancel Post button. Note that if a job is posted to both LinkedIn Referrals and another Job Board, the Cancel Post button can only be used to unpost the job from one at a time.

An individual job can also be unposted from LinkedIn Referrals by conducting a Job Postings search, selecting the appropriate job posting from the search results, and finally clicking the **Cancel Post** button (or by accessing the Posting Center and unposting from there). Note that the Cancel Post button can only be used for one LinkedIn Referral Post at a time.

Unposting Multiple Jobs to LinkedIn Referrals

To unpost multiple jobs from LinkedIn Referrals, follow the steps below.

1. Select Search > Job Postings from the menu bar.
2. In the Filters section, click **Add Filter** and search for *Post Type*. Select the Post Type filter, and then click **Add Selected**.
3. Choose **LinkedIn** from the list to the right of the Post Type filter.
4. Click **Add Filter** again and search for *Status*. Select the Status filter, and then click **Add Selected**.
5. Choose **Posted** from the list to the right of the Status filter.
6. Add any additional filters as desired.
7. Click **Search**.
8. Select all jobs that should be unposted from LinkedIn Referrals, and then click the **Posting Center** button.
9. On the Posting Center popup, click the **Unpost All** button, and then click the **Save** button to unpost the jobs from LinkedIn Referrals.

Note: Unposting in bulk is only available for LinkedIn Referrals, and no other Job Board Posting vendors at this time.

Source Information Captured In-Platform

A candidate's referral information is captured as follows if they have applied to a job that they were referred to via LinkedIn Referrals.

Source Field	Source Value
Source (rcf3167)	LinkedIn
Source Name (rcf3169)	The name of the candidate's referrer
Source Email (rcf3170)	The email of the candidate's referrer
Source Origin (rcf3323)	Referral

Information Sent to LinkedIn Referrals

Once a candidate begins their application for a job posted to LinkedIn Referrals, iCIMS sends the company's LinkedIn ID, as well as the following information to LinkedIn about the candidate and the candidate's Recruiting Workflow for the job:

- Customer ID-Submittal ID
- Customer ID-Job ID
- Source ("LinkedIn Referrals")
- Candidate First Name
- Candidate Last Name
- Candidate Primary Email
- Recruiting Workflow Status
 - No Bin information is sent
 - The Status is sent as it would display to a user admin

- Submittal Created Date (in milliseconds)
- Submittal Updated Date (in milliseconds)

Whenever a change is made to the Recruiting Workflow, including when the job application is completed, updated information is sent to LinkedIn Referrals.

Learn More Functionality Update

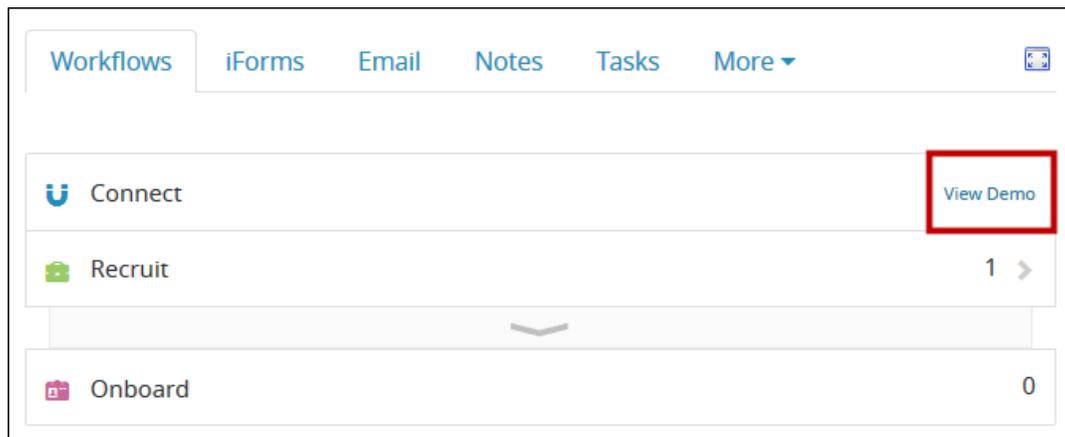
Enhanced Functionality: Learn More functionality, available to users throughout the Platform, has been updated to incorporate the new [iCIMS Marketplace](#).

Clicking on a panel that displays the “Learn More” status displays either a modal popup (on profile tabs) or updates the page (on the Metrics Dashboard or in System Configuration) to provide a brief overview of the applicable feature or Marketplace Product (e.g., Assessments) and a **Visit iCIMS Marketplace** button (where applicable). Clicking the Visit iCIMS Marketplace button launches iCIMS Marketplace site in a new window.

- **Note:** The Staffing Agencies and Screening Questions panels never display the Visit iCIMS Marketplace button, as they are features native to the iCIMS Talent Platform, not Marketplace Products.

In addition, the experience for users whose Platforms do not have Connect and Onboard enabled has been updated. Profile panels for Connect and Onboard now display “View Demo” instead of “Learn More.” Clicking on a panel that displays the View Demo text allows the user to read an overview of the product and click a **Get More Information** button to learn more or view a product demo.

- **Note:** The Connect and Onboard Panels in System Configuration and the Metrics Dashboard will continue to display “Learn More,” but feature updated product content when clicked.



Misc. Fixes and Updates

Browser Support

Browser Support Messages

Enhanced Functionality: iCIMS now displays an alert message to users on some browsers that are no longer supported or will soon be no longer supported. This message will show for 15 seconds before disappearing.

The following message now displays for users logging in to the iCIMS Talent Platform from Internet Explorer 8 (IE8):

“This browser is no longer supported. For an optimal experience, please upgrade to a supported browser. Visit [iCIMS Browser Support Policy](#) to learn more.”

The following message now displays for users logging in to the iCIMS Platform from Internet Explorer 9 (IE9):

“This browser will not be supported in the near future. Visit [iCIMS Browser Support Policy](#) to learn more.”

Email

Compose Email Send Button

Enhanced Functionality: The system disables the Send/Schedule button on an email or email campaign while the page is loading to prevent an error from occurring.

Fields

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 user interface with a top navigation bar containing 'Resume', 'Screen', 'Contact', and 'Login'. Below this is a 'Cancel' button and a 'Save' button. The main section is titled 'Login Information' and contains three input fields: 'Login*' with the value 'mariejenki107', 'Password*' with masked characters, and 'Password (Re-enter)*' which is highlighted with a red rectangular border. The 'Re-enter' field also contains masked characters.

Profile Link Field Type to Search Update

Previous Functionality: Profile link fields with fewer than 10 results did not support type to search.

Enhanced Functionality: All profile link fields will support type to search, even those with fewer than 10 results.

Metrics Dashboard

Employee Referral Metrics Update

Enhanced Functionality: The Total Applied column in the Employees with Most Referrals metric on the Employee Referral Networks Metrics Dashboard has been updated. This column now only counts people whose Source Origin is "Referral," so that users can more accurately view the number of employee referrals who later applied for the job. (Note that this update also affects the column when used in other searches/reports.)

Employees with Most Referrals			
Employees with Most Referrals			
Full Name: First Last	Total Referred	Total Applied	% Applied
Anthony Fusco	4	3	75 %
Jane Smith	2	1	50 %
Marvin Perez	1	1	100 %

Portals

Career Portal: Candidate Dashboard Fix

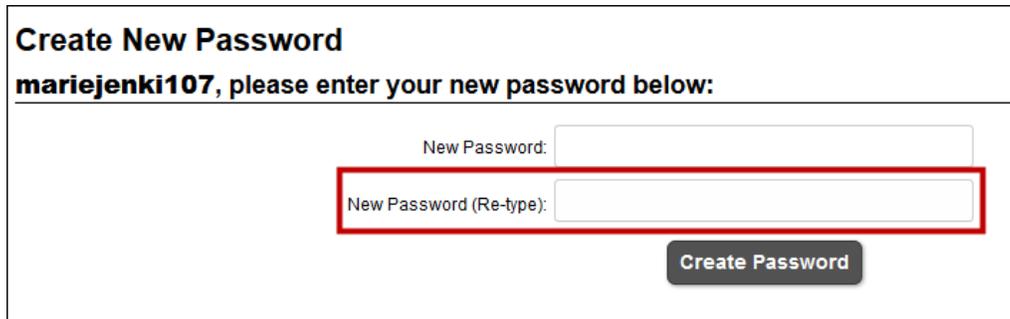
Previous Functionality: A candidate who was submitted to a job by a recruiter (rather than initially applying to the job themselves on a Career Portal) was unable to view that job on their Candidate Dashboard on the Portal.

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: 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

Profiles

Person Profile Picture Update

Enhanced Functionality: When a Person Profile does not have a profile picture, the Platform will now display their initials instead of a silhouette. This will be noticeable in the following places:

- On the far right of the menu bar
- Within the Quick Info Section of a Person Profile
- Within the Schedule and Edit Appointment popups
- When printing a Person Profile
- On the Person Profile Contact Tab
- On the Person/Recruiting Workflow Profile Resume Tab
- On the Rating Summary popup (when viewing others' ratings)
- On the Duplicate Person Popup while creating Person Profile
- On Portals

Note that if a Person Profile lacks either a first **or** last name, the silhouette will continue to display.

Temporary Recruiting Workflow Profile Glyph Update

Enhanced Functionality: The Recruiting Workflow Profile will temporarily no longer show a person silhouette or profile picture; it will instead display a link icon. The link icon will display even when a person has a profile picture in the system.

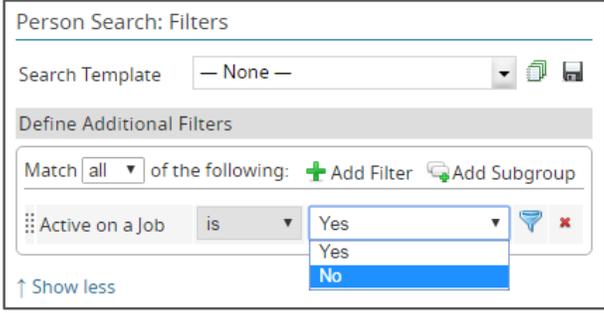
Searching & Reporting

Download Resume Column Search Results

Enhanced Functionality: The download resume column in Person Search results will not display hyperlinks if a resume is not available for that individual.

Search Engine Columns for Active/Passive Candidate Status

Enhanced Functionality: New columns and filters are available for Recruiting Workflow and Person Searches. The Active on a Job columns and filters reveal candidates that are active applicants on one or more jobs.



The screenshot shows the 'Person Search: Filters' dialog box. At the top, there is a 'Search Template' dropdown menu set to 'None'. Below this is a section titled 'Define Additional Filters'. It includes a 'Match' dropdown set to 'all' and a text input 'of the following:'. There are two buttons: '+ Add Filter' and '+ Add Subgroup'. A filter is currently defined: 'Active on a Job' is followed by 'is' and a dropdown menu showing 'Yes', 'Yes', and 'No' (which is selected). There are also filter icons (funnel and X) and a 'Show less' link at the bottom left.

- For Recruiting Workflow Searches, a candidate is considered active on the associated job if they meet all of the following criteria:
 - The candidate is attached to a job which has not yet been marked as Closed/Filled.
 - The candidate is not in a rejected or hired status.
 - The candidate's most recent status update on that job is within a certain number of days; this allows the candidate to display as inactive if their application has fallen out-of-date.
 - The number of days is set to 60 by default; this number is configurable via Admin > System Configuration > Recruit > Workflow > Days until candidate is considered inactive.
- For Person Searches, a candidate is considered active on a job if they are active in at least one recruiting workflow.

New Default Job Postings Search

New Functionality: A new template, *Approved Jobs Posted To*, is available for Job Postings searches. This template allows the user to see all jobs that are approved and currently posted to a specific Career Portal. After selecting the search template, the user must select the associated Career Portal within the Posted To filter before running the search. The search template uses the *Jobs Posted* output template by default.

Posting Search: Filters

Search Template: [dropdown] [copy] [save]

Define Additional Filters

Match of the following: + Add Filter [dropdown] + Add Subgroup [dropdown]

⋮	Posted To	is	careers employee jobs Vendor Web	⬆	⌵	✖
⋮	and Status	is	— Blank — New Posted Sent Failed Canceled Unknown	⬆	⌵	✖
⋮	and Within Scheduled Posting Timeframe	is	Yes	⬆	⌵	✖
⋮	and Job : Folder	is	— Blank — Approved Pending Approval Not Approved Hold Pending Selection Forecasted Closed (Filled)	⬆	⌵	✖

Clearing Search Form Fix

Enhanced Functionality: Using the clear button on the search form now properly resets the search template dropdown to -None-.

iCIMS Onboard

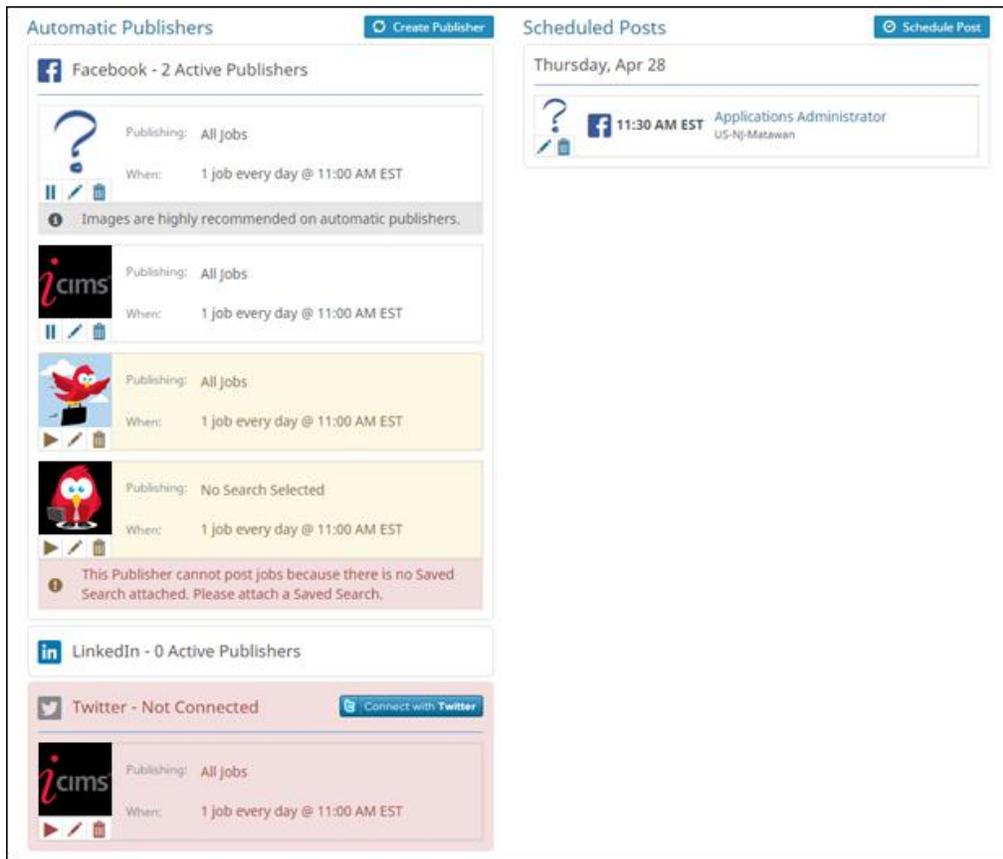
New Fields Available on Onboard Portal

Enhanced Functionality: Driving License Number (rcf3225) and Driving License Province (rcf3226) are now available as profile fields on the Onboard Portal. They are hidden by default and must be marked as unhidden by the user admin in System Configuration in order to be used.

iCIMS Social Distribution

Scheduler User Interface Upgrade

Enhanced Functionality: Active Publishers on the Active Schedulers page are color-coded based on their activity states. Automatic publishers that are active display in white, while automatic publishers that are paused display in yellow. Automatic publishers scheduled for a social media account that has been disconnected display in red. Error messages also now contain more detailed information when an automatic publisher encounters an error (e.g. there is no Saved Search attached).



Undo Action Button Added

Previous Functionality: When certain actions were performed, the user was presented with a popup to confirm they wanted to perform the action. This popup was sometimes blocked depending on the browser being used.

Enhanced Functionality: When a user performs any of the actions in the list below, the action will immediately take place and a banner will appear at the top of the page indicating that the action has been successfully enacted. An Undo button will also display within the banner, which allows the user to undo the associated action.

- Deleting a saved search
- Deleting an automatic publisher
- Deleting a scheduled post
- Deleting a custom template
- Removing one or multiple users from the User Management page

System Configuration & User Admin Tools

Additional Section in System Configuration Now Visible

Enhanced Functionality: The Tools to Find section, including the Talent Sourcing panel, is now visible to user admins and iCIMS iSupport users within System Configuration.

Update to Position Type List

Previous Functionality: The Position Type list required that a LinkedIn Job Post Employment Status be set for all position types, even if a particular Platform was not using the LinkedIn Referrals Integration.

Enhanced Functionality: The Position Type list will only require that a LinkedIn Job Post Employment Status be set for all position types if the LinkedIn Referrals Integration is enabled for the Platform.

Update to Purging Functionality

Enhanced Functionality: People who have created one or more email campaigns cannot be purged from the system. Attempting to do so will result in an error.

Document Updates

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

July 5, 2016

- Added: [Employee Referral Metrics Update](#)
- Added: [Update to Purging Functionality](#)

June 30, 2016

- Updated: [LinkedIn Referrals: Posting Multiple Jobs to LinkedIn Referrals](#)
 - Updated to include more accurate instructions

June 22, 2016

- Updated: [LinkedIn Referrals](#)
 - Reorganized posting and unposting information for clarity and to include an improvement to bulk unposting
 - Updated the Information Sent to LinkedIn Referrals section
- Added: [Update to Position Type List](#)

June 15, 2016

- Added: [Learn More Functionality Update](#)

June 8, 2016

- Updated: [LinkedIn Referrals: Posting Jobs to LinkedIn Referrals](#)
 - Added a note clarifying that jobs must be manually unposted from LinkedIn Referrals

June 7, 2016

- Added: [Profile Link Field Type to Search Update](#)
- Added: [New Default Job Postings Search](#)
- Updated: [LinkedIn Referrals: Setup](#)
 - Removed references to settings that have been removed from the Platform

May 27, 2016

- Updated document format; no content updates

May 25, 2016

- Added: [New Fields Available on Onboard Portal](#)
- Added: [Compose Email Send Button](#)

May 16, 2016

- Added: [Additional Section in System Configuration Now Visible](#)
- Added: [Browser Support Messages](#)
- Added: [Person Profile Picture Update](#)
- Added: [Temporary Recruiting Workflow Profile Glyph Update](#)

May 10, 2016

- Added: [Scheduler User Interface Upgrade](#)
- Added: [Undo Action Button Added](#)

May 4, 2016

- Added: [Download Resume Column Search Results](#)

April 27, 2016

- Added: [Clearing Search Form Fix](#)

April 19, 2016

- Updated: [Email Preview](#)
 - Updated explanation for unavailable and other unresolved variables.

April 12, 2016

- Added: [Password Fields Update](#)
- Added: [Career Portal: Candidate Dashboard Fix](#)
- Added: [Career Portal: Password Fields Update](#)
- Updated: [Email Preview](#)
 - Updated screenshots and text related to email variable warning message.

April 6, 2016

- Updated [LinkedIn Referrals](#) entry throughout, particularly the [LinkedIn Referrals: Source Information Captured In-Platform](#) section
- Updated [New Location for Compose Email Icons](#)
 - Added screenshot and updated text for the Download Email icon section.