Tulips Employer Portal
User Guide

August 1st, 2019

Version 1.3

Contents

Employer Portal

In the Employer Portal, employers can add, view and edit vacancies available in their company as well as edit general information related to the company.

After logging in, the Portal home screen will become available.
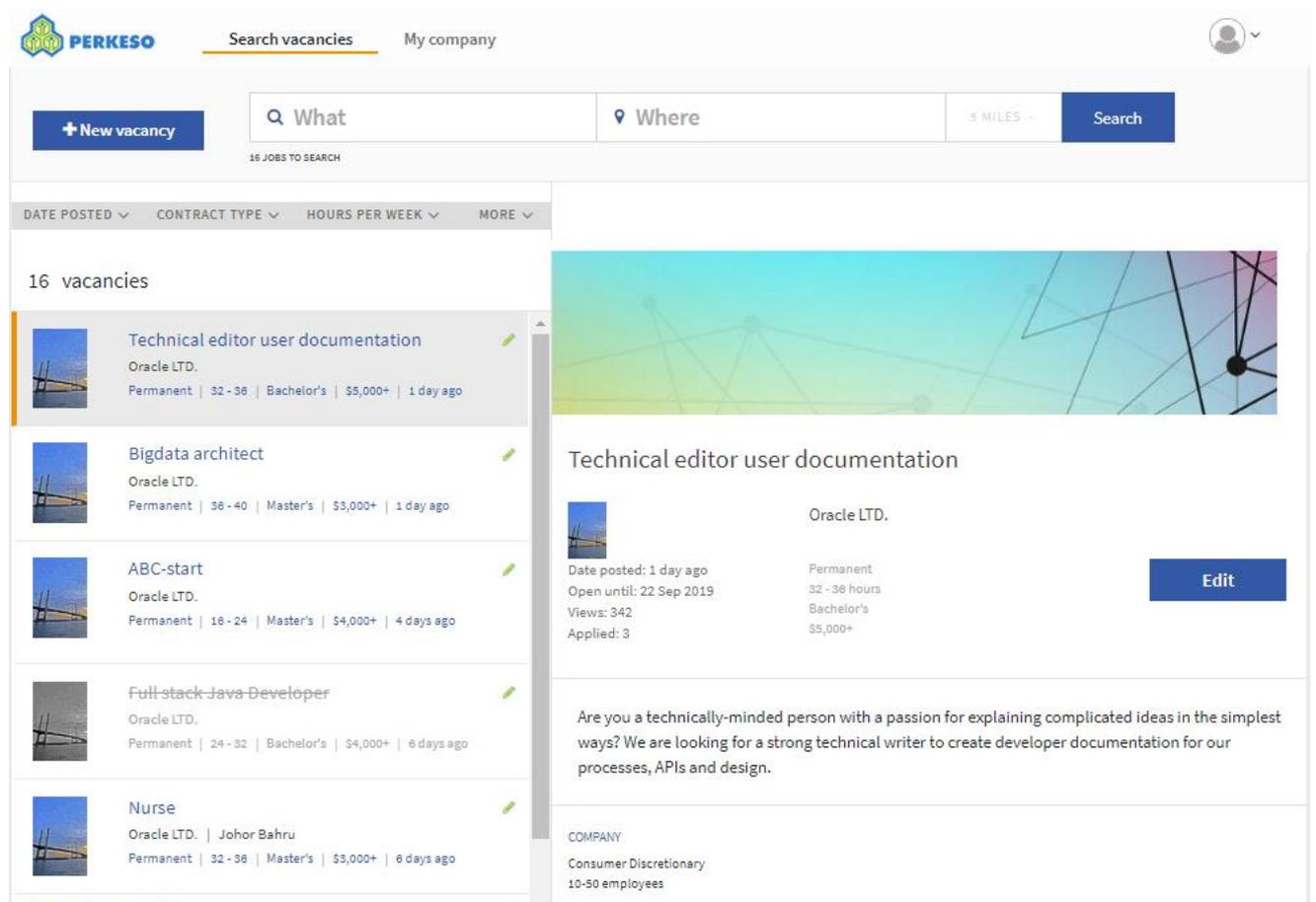
You can see two links (tabs) at the top of the screen: Search vacancies and My company. At the top right corner, a "user" icon appears. If you click it, you can sign out from the Employer Portal.

By default, the **Search vacancies** tab opens when you log into the Portal. In the corresponding screen, you can manage the vacancies available in your company. See *Managing vacancies* (on page 7) for more information. From the same screen, you can start creating a new vacancy as explained in *Creating a new vacancy* (on page 12).

If you click **My company**, you will switch to the screen where you can enter and edit information about your company. See *Editing the company information* (on page 5).

Editing the company information

To fill in or edit the company information, click the **My company** tab.

In the fields that appear, (re)define detailed information about the company.

Next to each field, you will see an indication if this field is mandatory (*) or optional. For instance, the company size and industry sector are optional. However, it is useful to define as many details as possible. It will help to find right job candidates.

Under the company name field, you can see two image fields. The first image is the company banner, the second image – the company logo. The company logo will be displayed when vacancies from your company are returned in any vacancy lists, e.g. in the search or match results in the Candidate Portal or in the vacancies overview in the Employer Portal. The company banner is displayed when a vacancy from your company is chosen from the list and displayed in the right panel.

In order to upload a new image, click the "edit" (pen) icon next to the corresponding (banner or logo) image field and browse to find the image file in the dialog that opens. Select the image file and click **Open**. The image will appear in the Company page.

When all relevant information has been defined, click **Go to My vacancies** at the bottom of the screen. The company information will be saved, and you will be able to proceed with creating and editing vacancies.

My company

< Back to my vacancies

1111111111
ptest@test.com

✓ Company

Company

Company name
Oracle LTD.

Registration number*
1231231231231234

Company Size (Optional)

| 10-50 employees | 50-250 employees | More than 250 employees | Up to 10 employees |

Sector (Optional)

Select one or more sectors ⌄   You have selected 3 sectors for this job.

Address*
Main st. 4,

State*
Perak ⌄

City *
TLDM Lumut

Zip/Postal Code *
32100

Country *
Malaysia

Contact*
Jane Jackson

Title (Optional)
recruiter

Telephone*
1111111111

E-mail*
ptest@test.com

Company description*
Global service provider

Go to My vacancies
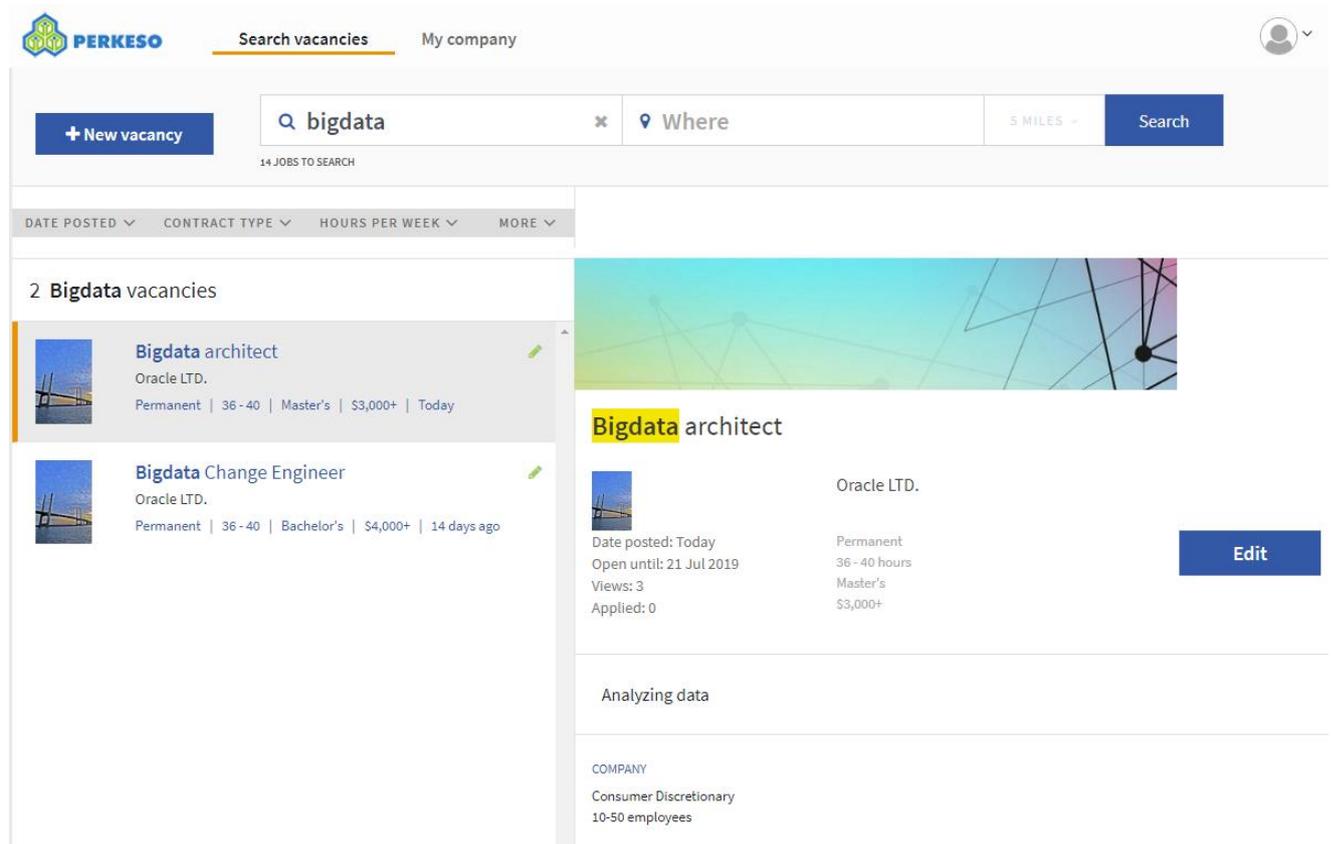
Managing vacancies

You can view and manage all vacancies available in your company using the **Search vacancies** screen. This screen opens directly when you log into the Employer Portal. You can also click the **Search vacancies** tab at the top of the screen at any time to switch to this screen later on.

You can notice that some of the vacancies are "greyed out" with the vacancy titles displayed as "strikethrough". These are the vacancies that have been created but not activated yet. Job seekers cannot see such vacancies. To activate a vacancy, check the **Active** box in the vacancy's Settings, see *Creating a new vacancy* (on page 12) for more information about this setting.

By default, all vacancies (in your company) are displayed, with the most recent one on top. You can enter which jobs you want to display in the **What** field. In the screenshot below, only

those vacancies that contain "bigdata" in their titles are displayed. If your company offers vacancies at different locations, you can also define a location in the **Where** box.

The list of vacancies appears on the left. If you click an entry in this list, you will see the job details in the right panel. Study the jobs in the list. In order to see only the most relevant results, use the filters.

Filtering vacancies

Above the list of vacancies, various drop-down filters are available (date posted, contract type, etc.). You can use these filters to show only those vacancies that meet certain criteria. In the screenshot below for example, the "Hours per week" filter is used to bring up only those jobs that offer contracts for 32-36 hours per week.
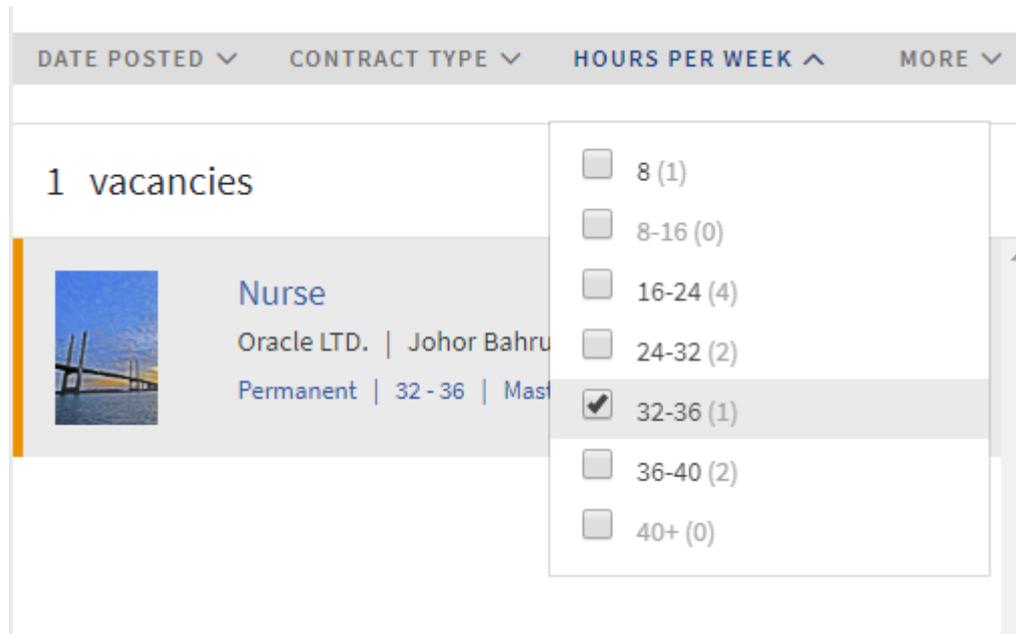
You can filter on the job posting date and contract type the same way. If you click "more", you will see more filtering options. In the screenshot below, the education level filter is expanded. You can define the education levels required by jobs. For example, you may choose to display only those jobs that require a bachelor's degree.
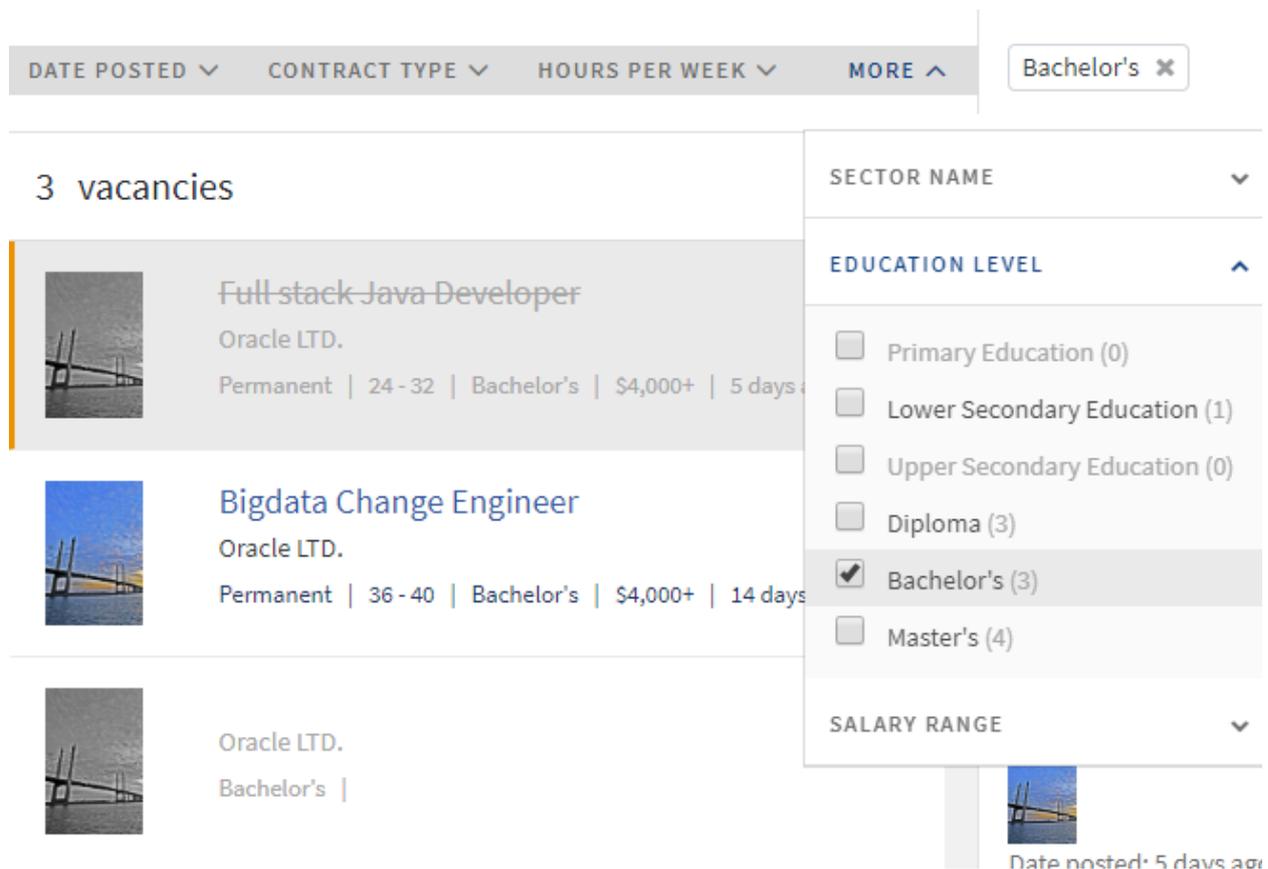
You can define several filters at the same time. For instance, you may want to show jobs that mention "bigdata", posted in the last 2 weeks, offer permanent contracts and require the bachelor's degree. The specified filter values will appear next to the filter drop-down boxes. To remove a filter, you can click a cross (x) next to the corresponding filter value. You can also click a cross (x) next to the first "3" label to remove all three filters.

Editing vacancies

If you click an entry in the list of vacancies, you will see the job details in the right panel. If you want to edit the corresponding vacancy, click Edit (highlighted below).

In the screen that appears, edit information as necessary.

Vacancy

- ✔ Vacancy
- ✔ Terms of employment
- ✔ Settings

Vacancy title*

Bigdata Change Engineer

Occupation *

BI analyst

Position level*

| Apprentice | Junior | **Senior** | Expert |

Related skills (Optional)

Which skills does your ideal candidate have?

Select required skills... You have selected 0 skills.

Education Level*

Bachelor's ⌄

Field of Study (Optional)

COMPUTER SCIENCE

Job description*

fasdf asdf asdf adsf asdf asdfasdfsadf asdf asdfasdf
popopwerweropopop opopopopopo

| **Language** (Optional) | **Level** (Optional) |
| English ⌄ | B2 / Upper intermediate ⌄ 🗑 |

Add another language...

Drivers License (Optional)

☑ A	☐ C	☐ D	☑ E
☐ AM	☑ C1	☑ D1	☐ T
☐ B	☑ C1E	☑ D1E	
☐ BE	☐ CE	☐ DE	

Disabilities (Optional)

| Hearing | Locomotion | Seeing |

Continue to Terms of employment

Terms of employment   Edit

Permanent | 36-40 | 4000-5000 | 01 Sep 2019 - 31 Dec 2019

Settings   Edit

Chintan | active | 08 Jul 2019 - 08 Oct 2019

There are three sections: Vacancy, Terms of employment and Settings. By default, the Vacancy section opens. You can switch to another section by clicking its name in the left panel or clicking Edit next to this section in the right panel.

See *Creating a new vacancy* (on page 12) for detailed information on the fields and sections that you can define. All the information that can be defined when creating a new vacancy can be edited later.

Creating a new vacancy

1. In the **Search vacancies** screen (that opens directly when you log into the Employer Portal), click the **New vacancy** button (highlighted below).

2. In the My vacancy screen that appears, enter all information related to the vacancy. Start with the **Vacancy title**. It's a free text field where you can define the title that will be used in the vacancy overviews, vacancy search and match results, alert emails for job seekers etc.

3. In the **Occupation** field, define the occupation that corresponds to the offered job. Start typing and a drop-down list with suggestions will appear. You can either select an occupation from the list of suggestions or enter an occupation title yourself.

4. Under **Position level**, choose an appropriate option. In this example, the vacancy requires a senior level specialist.

5. Under **Related skills**, define the skills needed for the job. For every occupation, a list of required skills is shown. For example, if you are creating a "Technical writer" position, the following skills may be relevant: Documentation writing, Writing technical specifications etc. Select the skills that are required for this specific vacancy. You can also add other skills that are not suggested based on the occupation. To do that, click the **Add a skill** link under the suggested skills.

Although this section is optional, it is recommended to define the skills properly. It may happen that some job candidates look for other occupations but have the same skills set and may be interested in the vacancy.

Skills for: Technical writer

For this job, you need certain skills. Please select the ones you have and deselect the ones you don't.

Select skills for Technical writer

| Journalistic work | Coördineren van een redactie, | Documentation writing | Writing technical specifications |

Add more skills
Didn't find the skill you were looking for?
Add a skill...

Save

6. In the **Education Level** field, click to see the list of options. Choose the education level required for the vacancy, e.g. "Bachelor's"

7. Fill in the **Field of Study** field. Start typing and a drop-down list with suggestions will appear. You can either select an education field from the list of suggestions or enter it yourself. This field is optional.

8. In the **Job description** field, you can enter the full job description.

9. Optionally, information on additional skills such as language fluency and driving skills can be specified.

10. Some vacancies are available for people with specific disabilities. It can be (optionally) defined in the **Disabilities** section.

Vacancy

Vacancy title*

Technical editor user documentation

Occupation *

Technical writer

Position level*

Apprentice | Junior | **Senior** | Expert

Related skills (Optional)

Which skills does your ideal candidate have?

Select required skills... You have selected 0 skills.

Education Level*

Bachelor's ⌄

Field of Study (Optional)

COMPUTER SCIENCE

Job description*

Are you a technically-minded person with a passion for explaining complicated ideas in the simplest ways? We are looking for a strong technical writer to create

Language (Optional) | **Level** (Optional)

English ⌄ | C2 / Proficient ⌄ 🗑

Dutch ⌄ | B2 / Upper intermediate ⌄ 🗑

Add another language...

Drivers License (Optional)

☐ A ☐ C ☐ D ☐ E
☐ AM ☐ C1 ☐ D1 ☐ T
☐ B ☐ C1E ☐ D1E
☐ BE ☐ CE ☐ DE

Disabilities (Optional)

Hearing | Locomotion | Seeing

Continue to Terms of employment

11. Click **Continue to Terms of employment**.

12. In the Terms of employment section that appears in the right panel, enter all information related to the offered contract: its type (e.g. permanent or temporary), hours per week, salary, start day. The job's location should also be defined. You can choose **the vacancy location is the same as the company address** option as shown below. In this case, the address registered for the company will be used. If the actual work location is different from the registered company's address, enter all required information (state, city, street address etc.)

The **Job end date** field is optional. It is intended for temporary jobs. If you are defining a temporary job, define the corresponding date (e.g. the date when the temporary contract expires).

13. Click **Continue to Settings**.

14. In the Settings section that appears in the right panel, enter all additional information, e.g. the contact person information, the dates when the vacancy should be available, if the applicant has to attach a resume etc.

15. Notice the **Active** check box. If this box is not checked, this vacancy is not available for job seekers yet. Job seekers will not find this vacancy when searching or matching. In the Employer Portal, non-active vacancies are displayed greyed out with the vacancy titles shown "strikethrough" (see *Managing vacancies* (on page 7)). This check box allows you to prepare a vacancy in advance and make it visible later.

16. The **Vacancy start and end date** field refers to the dates when this vacancy should be available (visible) for job seekers. If you choose an option like **Ends 6 weeks from now**, the vacancy will be visible for 6 weeks from the day when you define this field. If you choose Custom date, you can choose both the start and the end date in the calendar.

17. When all information is filled in, click **Close** to finalize the vacancy registration for now. You can always open this vacancy again and edit it as explained in *Managing vacancies* (on page 7).