

A vertical sidebar on the left side of the page, set against a light blue background. It features a series of white dashed lines connecting various business and technology icons. The icons include: a handshake, a person in a circle, a glowing lightbulb, a globe with a red and green ring, a laptop with hands typing, an envelope, a calendar, a cloud with gears, a document with a download arrow, a padlock, a magnifying glass, and a line graph.

experium

RECRUITING AGENCY

QUICK USER'S GUIDE

www.experium.ru

CONTENTS

EXPERIUM GREETES YOU!.....	3
PROGRAM STRUCTURE	4
PERSON'S CARD.....	7
COMPANY'S CARD.....	8
EXTERNAL AND INTERNAL RECRUITMENT	9
Project's card	9
SearchWorkSheet	12
RESEARCH.....	17
Project's card	17
SearchWorkSheet	18
PROJECT "BLIND CV"	22
Project's card	22
SearchWorkSheet	24
PROJECTS AND PEOPLE APPROVAL IN THE RECRUITMENT	30
Projects approval	30
People approval	30
MARKETING.....	32
PENDING EVENTS	34
CALENDAR	35
SYSTEM NOTIFICATIONS	37
USERS' ROLES AND PERMISSIONS	38
SEARCH.....	41
HOW TO CREATE A NEW LIST	42
REPORTS.....	44
Report "Individual Workload"	45
Report "Work on projects"	46
DASHBOARDS.....	48
CONCLUSION	50

EXPERIUM GREETES YOU!

We are glad you have decided to learn our program. It will not take much time, but will give you a great profit in your further work. As soon as you learn how to work in Experium Software, you will find out that recruitment process can be easier and more interesting!

Enjoy the learning and welcome to the world of Experium!



PROGRAM STRUCTURE

The main window of the program consists of the following parts (Fig. 1):

- **control panel** – is located in the upper area of the window;
- **windows manager** – is located in the right side of the screen. All the opened and minimized program windows are displayed in the "Windows manager";
- **workspace** – occupies almost all the visible area of the window and is located under the control panel.

Workspace consists of several tabs:

1. **«Database»** – the main workspace is opened;
2. **«Internet»** – an inbuilt Internet browser is opened;
3. **«Import»** – the window for import of documents, tabs, ads, replies, company structures, data on the employees, users and ratings to the database is opened;
4. **«Communicator»** – day planner is opened.
5. **"Dashboards"** - the designer opens with the ability to create dashboards.

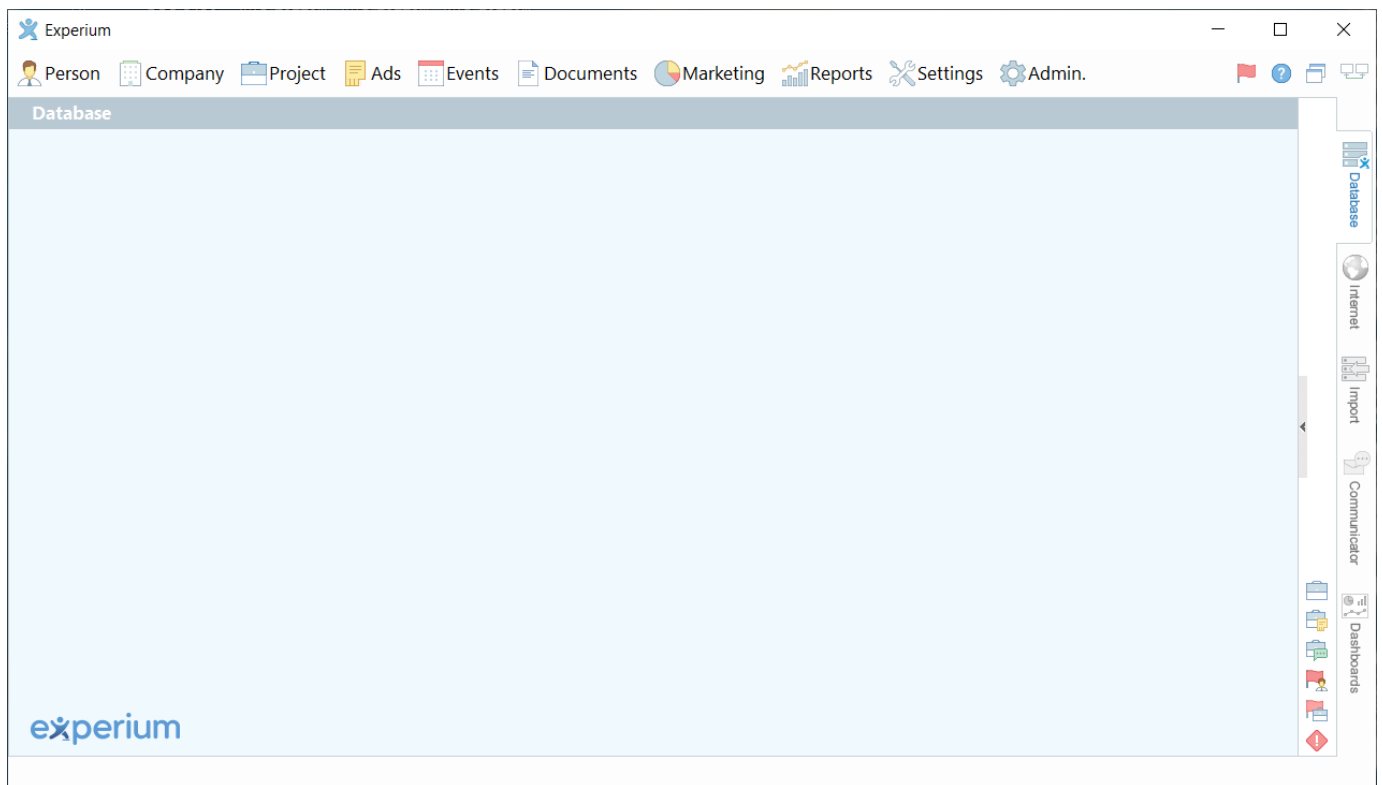


Fig. 1. Main program window

PROGRAM STRUCTURE

Experium consists of three main and three additional databases.

Main



database of people;



database of companies;



database of projects;

Additional



database of ads and replies;



database of events;



database of documents.

Besides the databases above, there are additional opportunities in Experium that simplify employees' work:



marketing contact (summery);



reports;



logins and passwords, program settings;



users and permissions setting;



people and project approval;



instruction and information about Experium version;



actions with open windows;



data server connection status.

PROGRAM STRUCTURE

"Windows manager"

In **"Windows manager"** all opened and minimized program windows are displayed.

▾ **For opening "Windows manager":**

click left mouse-button anywhere on the white field in the right part of the screen.

▾ **For locking "Windows manager":**

click in its upper left corner on the button **"Lock"**. **For closing "Windows manager"**

click left mouse-button anywhere on the workspace.

There are the following buttons in **"Windows manager"**:

- **"Projects portfolio"** – list of user's vacancies is displayed in the workspace;
- **"Ads portfolio"** – list of user's ads is displayed in the workspace;
- **"Replies portfolio"** – list of people whose replies were imported to the database is displayed in the work- space;
- **"People approval list"** - list of people sent for approval to the other users as well as incoming requests for approval is displayed in the workspace.
- **"Projects approval list"** – list of incoming and outgoing vacancies for approval is displayed in the workspace.
- **"Not done"** – window with a list of scheduled events, the results of which have not been entered on time is displayed in the workspace.

PERSON'S CARD

Person's card consists of the following parts (Fig. 2):

- **Control panel** – is located in the upper area of the card.
- **A set of tabs:**
 - General information;
 - Contacts;
 - Documents;
 - Work with person;
 - Responses;
 - History.

Person's card can be created in two ways:

1. Through the program control panel:

Click the button **"Person"** and in the drop-down menu select the command **"New person card"**. After filling in all the required fields save the entered data.

2. With the help of Extra services **"CV parsing"** or **"Data import"**¹.

Person: Freeman Alex

General information | Contacts | Documents | Work with a person | Replies | History

Full name: Freeman Alex

Sex: M **Age:** 38 (01/04/1984) **Citizenship:** Russia

Address: Russia, Moscow city

Personal information: Driving license: B, Moving: Impossible, Business trips: No

Contacts: (7926) 123-4567 (cont), (7926) 123-4567, (7926) 123-4567 (cont), freeman@gmail.com, (7926) 123-4567

Salary expectations: 70 000 !RUR (14/05/2019)

Foreign languages: Russian (Fluent), English (Basic), German (Conversa)

Education: Higher, Peoples' Friendship University of Russia, Moscow, Faculty of Engineering, Power Engineering

Work experience: Evergreen HR

Documents: 31/03/2021 Предложение о работе Алексей А, 31/03/2021 Интервью у заказчика Алексей А., 30/03/2021 Резюме для заказчика Алексей А., 30/03/2021 Интервью с рекрутером Алексей А., 30/03/2021 Разговор Алексей А. Н., 12/02/2021 Предложение о работе Алексей А.

Work with a person: Work with person (total: 2), Employees contacted (3 total. 14/06/2019 - 14/06/2019), Events, as with the candidate (28 total. 25/01/2021 - 14/10/2021), Events, as with the client (4 total. 25/01/2021 - 14/10/2021), Other events (2 total. 25/01/2021 - 14/10/2021), Projects where the client (Total: 5. In process: 5)

Notes:

Classifier: Level: Specialist

Source: Job site - parsing, HeadHunter

Markers: Consent to personal dat

Grade:

Responsible:

Tags: Card

Fig. 2. Person's card

¹ see "Extra services".

COMPANY'S CARD

Company's card consists of the following parts (Fig. 3):

- **Control panel** is located in the upper area of the card;
- **A set of tabs:**
 - General information;
 - Work;
 - Contacts and Structure;
 - Documents;
 - Employees;
 - History.

Company's card is created through the control panel of the program:

click the button **"Company"** and in the drop-down menu select the command **"New company card"**. After indicating the company type and filling in all the required fields save the entered data.

External company: Mushrooms

General information | Work | Contacts and Structure | Documents | Employees | History

Company: Mushrooms

Alternative name: Hats & Co

Related companies: Dove

Projects (2)

	Total	Request	In progress	Complete	Frozen	Cancel
Market. contact (0)						
External recr...	1	0	0	1	0	0
"Blind CV"	1	0	1	0	0	0

Notes: 11/01/2023 Мамонова К. В.: Only through a contact person!

Classifier: Industry: Other

Contacts: (+7945) 123-4567 (cont.), info@mushrooms.ru

Address: Russia, Moscow, Tverskaya, dom 13

Contact person: Krasilnikova K.

Responsible: Mamonova K.

Tags: full

Fig. 3. Company's card

EXTERNAL AND INTERNAL RECRUITMENT

Project's card

The project's card "External recruitment" / "Internal recruitment" consists of the following parts (Fig. 4):

- **Control panel** is located in the upper area of the card;
- **A set of tabs:**
 - General information;
 - Documents;
 - Request;
 - Work on project;
 - Ads & replies;
 - History.

Project Recr.: IT-Product manager (Porsche) 25/05/2022

General information Documents Request Work on project Ads and replies History

Position	City	Qty	Left	Status
IT-Product manager	Saint Petersburg	4	3	Partially completed. High
Company	Subgroup of responsible	Budget		In work since
Porsche	Head			31/05/2022
Description	Conditions			Finish before
Requirements	Fixed salary: 1 - !RUR			Duration
• Professional experience: Good organizational skills	Employer: At employer's			225 / 225 days
Excellent analytical and problem-solving skill	Work schedule: Flexible schedule			Reason for opening
Understanding of complex information and requirements	Employment type: Project-related/temporary			
	Business trips: No			Fee
Project participants	Classifier			
Resp. - Mamonova K.	Industry: Real Estate/Construction			Tags
Co-exec. - Lazarev D.	Function: Inf. technology / Telecom			Full
Co-exec. - Pidalin D.	Level: Entry level			
Client - Vladimir K.				
Notes				
11/01/2023 Мамонова К.: Urgently!!!				

Fig. 4. Project's card

EXTERNAL AND INTERNAL RECRUITMENT

The project card can be created in several ways:

1. Through the control panel of the program:

On the control panel of the program click the button **"Project"** and in the drop-down list select the command **"New project"**. In the opened window indicate a recruitment type **"External recruitment"**, **"External recruitment (TR)"** or **"Internal recruitment"** and click **"OK"**. The window for creation **Project card** will open.

2. Through the card of your company:

in the **company card** click the button **"Project"** and in the drop-down menu select the command **"New project"**. In the opened window indicate a recruitment type **"External recruitment"**, **"External recruitment (TR)"** or **"Internal recruitment"** and click **"OK"**. The window for creation **Project card** will open.

3. With the help of the extra service "Data import"².

Recruitment types:

1. Recruitment

Person's project statuses:

Pre-candidate > Candidate -> Finalist -> Employed on probation -> Employed.

A transfer of a person from one status to another is performed gradually, i.e.:

- A Pre-candidate can be transferred only to Candidates.
- A Candidate – only to Finalists.
- A Finalist – to Employed on probation or to Employed.

While transferring the Finalist to the Employed a "Job offer" document is to be attached.

Scheduling events to people, attaching documents to their cards and sending e-mails can be performed separately for each person.

2. Typical recruitment

Person's project statuses:

Pre-Candidate -> Candidate -> Employed on probation -> Employed.

A transfer of a person from one status to another can be performed not gradually ("skipping" unnecessary status) i.e.:

- Pre-candidate or candidate can be transferred straight to Employed on probation or Employed

A transfer of several people project statuses is available.

You can schedule the same event to several people and attach one document to several persons' cards.

It is possible to assign and enter the results of one event to several people at once, send one emails / SMS to a group of candidates and attaching one document to the cards of several people at once.

² see **"Extra services"**.

EXTERNAL AND INTERNAL RECRUITMENT

! *Function of mass sending of letters in "Typical recruitment" is actually a service of sending mass emails. Use it wisely without exceeding the limits set by your email provider. Consult with your manager about these limits for your company. Daily limit exceeding of e-mail sending could lead to blocking of your mail server by your provider.*

➤ To start an active work with project candidates it is required to accept the project to work. After that a command "SearchWorkSheet" becomes available. Open **the project card**, click the button "Project", in the drop-down menu select the command "Change the project status". Selected status "In progress" will be displayed in the project card.

Current project statuses:

- **Request** – this status is for projects on approval.
- **In progress** – this status is for projects in process.
- **Frozen** – this status is for temporary stopped projects.
- **Partially completed** – this status is for projects with the number of positions more than one and minimum one of them is closed.
- **Completed** – this status is for finished projects.
- **Cancelled** – this status is for cancelled projects.

➤ To add a co-executor to the project:

in the project card click the button "Person" and in the drop-down menu select a command "Add a co-executor to the project participants". In the opened window select the name of the necessary employee (Fig. 5).

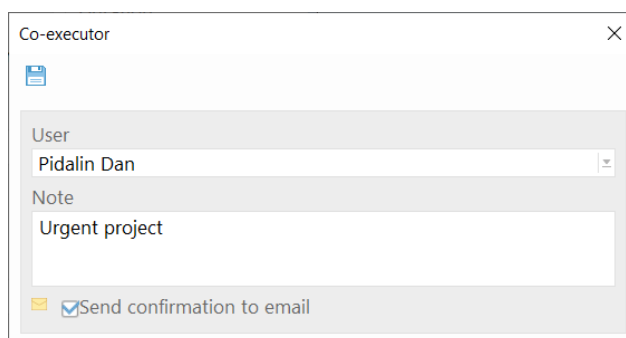


Fig. 5. Add co-executor to the project

➤ If you would like to delete a co-executor from the project participants:

in the project card click the button "Person" and in the drop-down menu select a command "Remove co-executor". Highlight the name of the co-executor and click "OK".

➤ For addition/ removing of recruitment agency from project participants:

click on the button "Work on project" in "Project's card" to open the menu and choose "Add recruitment agency to project/ remove recruitment agency from project" (Fig. 6).

EXTERNAL AND INTERNAL RECRUITMENT

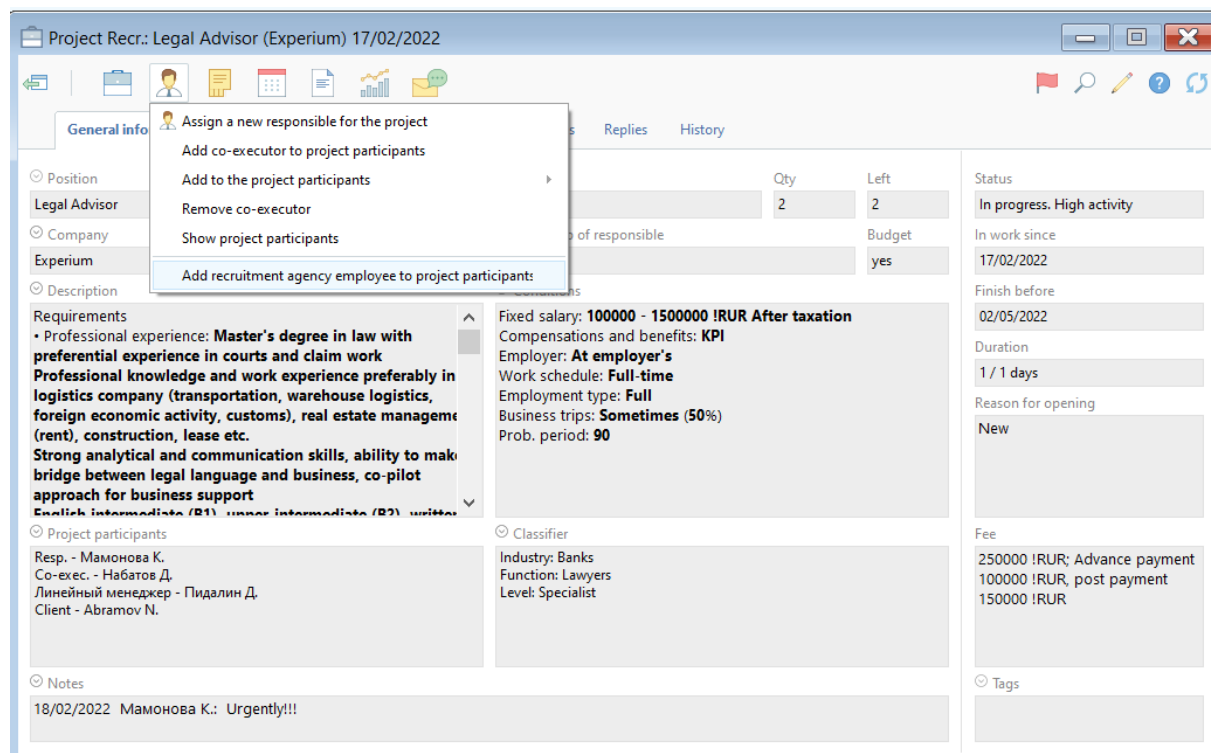


Fig. 6. Add recruitment agency employee to project participants

➤ If you want to remove recruitment agency employee from the project:

click on the button "Person" in the control panel of "Project card" to open the menu and choose "Remove recruitment agency employee from the project".

SearchWorkSheet

➤ For opening project SearchWorkSheet (Fig. 7):

Click on the button "Project" in the control panel of the project card. Select "SearchWorkSheet" in the drop-down menu.

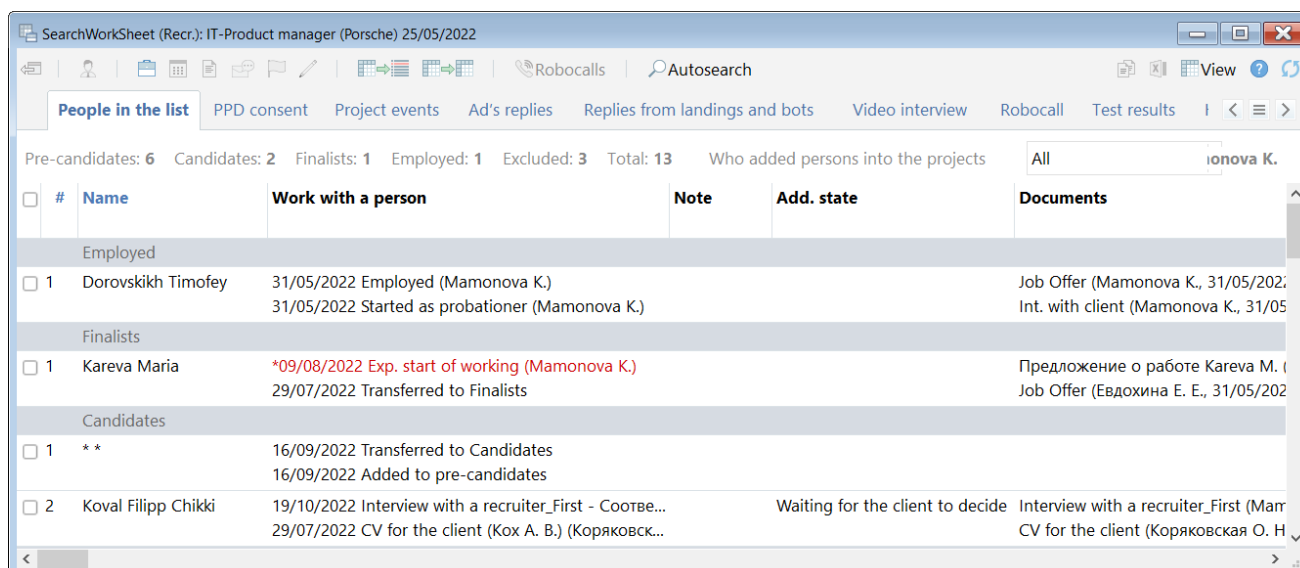


Fig. 7. SearchWorkSheet

EXTERNAL AND INTERNAL RECRUITMENT

For adding pre-candidates to "SearchWorkSheet":

If you need to add one person, please, open the card of this person and click on the button **"Participation in projects"** in the control panel of the card, then in the dropdown menu select the appropriate command.

If you need to add a group (list) of people to the project you should highlight this list of people and click on the button **"Add person to the SearchWorkSheet"** in the control panel of the list, then in the dropdown menu select the appropriate command.

To transfer pre-candidates to the candidates (as well as to the finalists and to the employed):

In the opened **"SearchWorkSheet"** click the right-mouse button on the name of the person and in the drop-down menu select a command **"Transfer to the candidates/finalists/employed"** (Fig. 8).

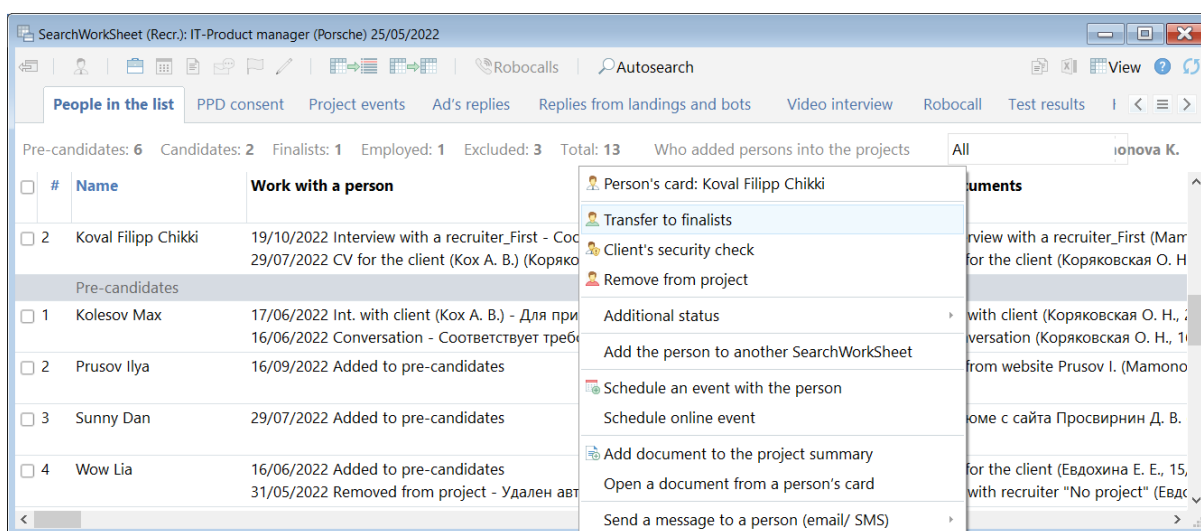


Fig. 8. Transfer to finalist

For scheduling the event (conversation, interview, etc.) with a pre-candidate /candidate/ finalist of the project:

In the opened **"Search Worksheet"** click the right-mouse button on the name of a person and in the drop-down menu select a command **"Schedule an event with the person"** (Fig. 9).

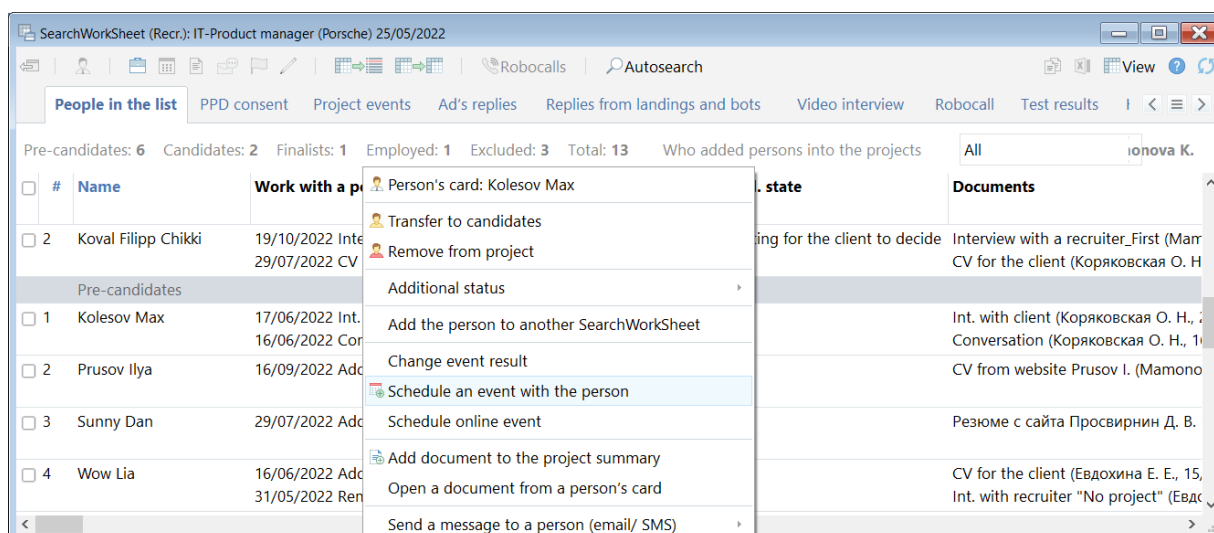


Fig. 9. Schedule an event with the person

EXTERNAL AND INTERNAL RECRUITMENT

For adding a document (CV, conversation, interview, etc.) in the project with a pre-candidate/ candidate/ finalist: In the opened "SearchWorkSheet" click the right-mouse button on the full name of a person and in the drop-down menu select a command "Add document to the Project summary" (Fig. 10).

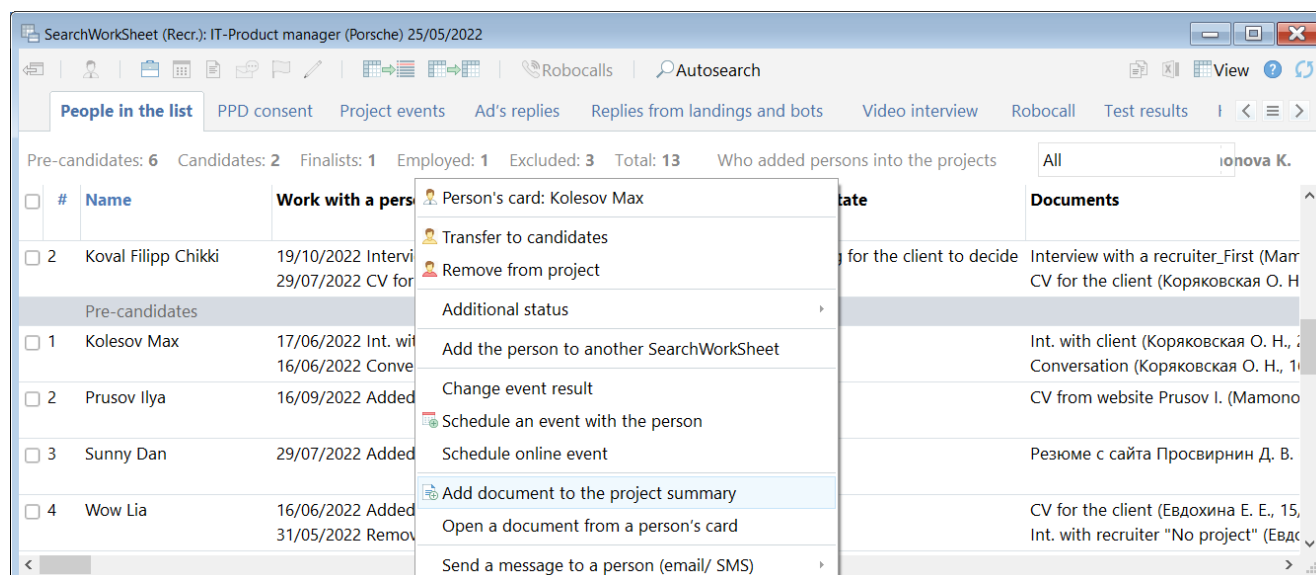


Fig. 10. Add document to the Project summary

For adding additional status for a pre-candidate/ candidate/ finalist:

in the opened "SearchWorkSheet" click the right-mouse button on the name of a person, in the drop-down menu select a command "Additional status" and then in the drop-down list indicate the appropriate additional status of a person (Fig. 11).

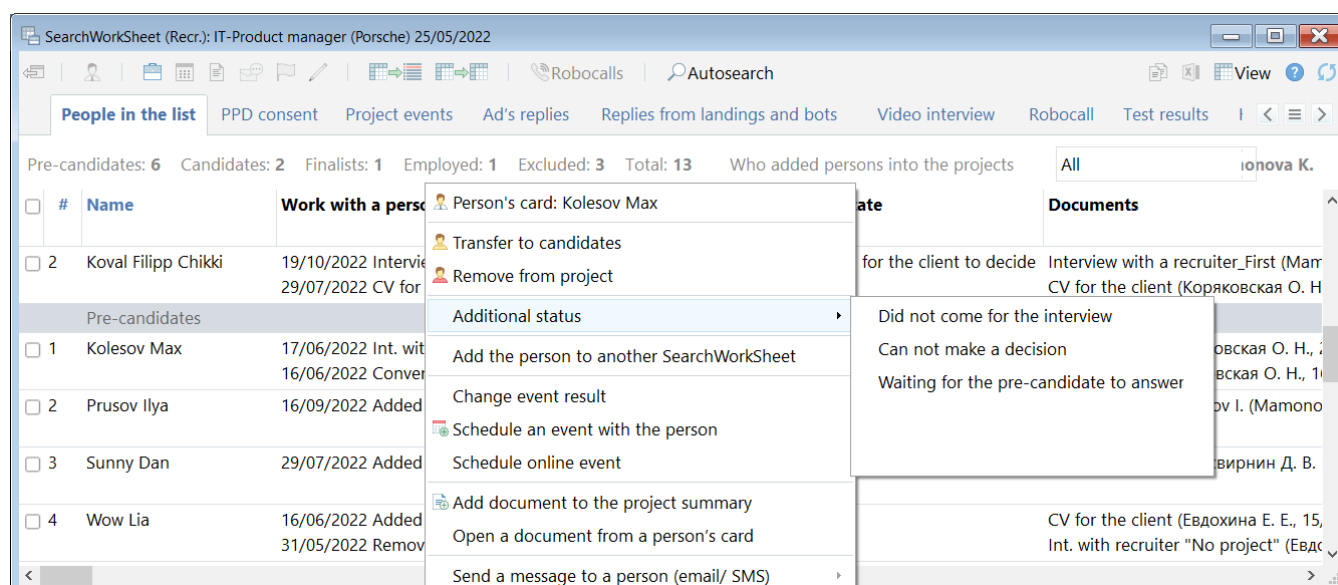


Fig. 11. Add additional status

EXTERNAL AND INTERNAL RECRUITMENT

! *Additional status is a comment to the general status of a person in the project. While transferring people from one status to another (for example, from pre-candidates to candidates) additional statuses are not saved. You can edit preset additional statuses and create new ones using the Chief Administrator account.*

➤ **For sending e-mail to a pre-candidate /candidate /finalist:**

in the opened "SearchWorkSheet" click the right-mouse button on the full name of a person and in the drop-down menu select a command "Send message to person" (Fig. 12).

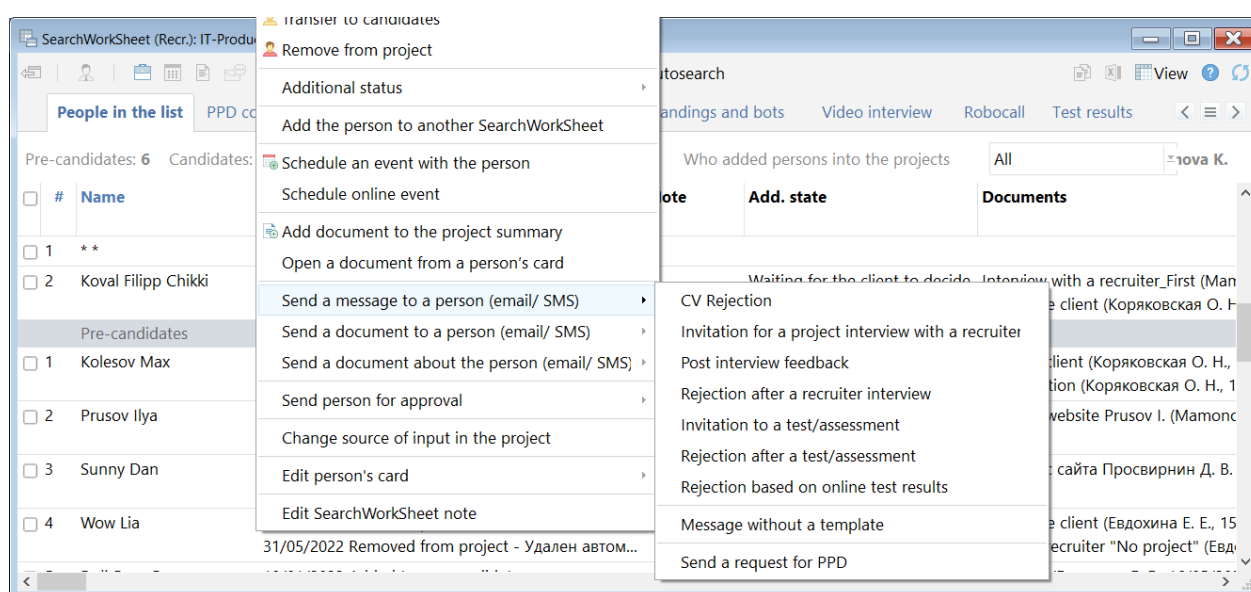


Fig. 12. Send a message to a person (email/SMS)

➤ **For sending a job offer to the finalist:**

in the opened "SearchWorkSheet" click the right-mouse button on the name of a person and in the drop-down menu select a command "Job offer" (Fig. 13).

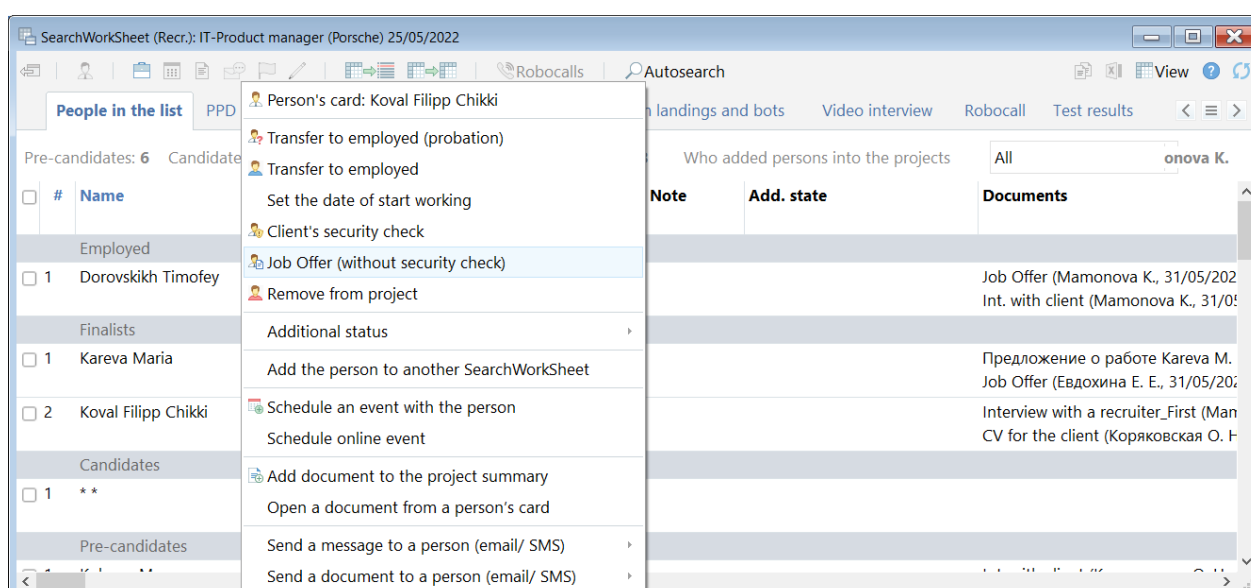


Fig. 13. Job offer

EXTERNAL AND INTERNAL RECRUITMENT

To remove pre-candidate (candidate or finalist) from the project:

in the opened "SearchWorkSheet" click the right-mouse button on the name of a person and in the drop-down menu select the command "Remove from project" (Fig. 14). Then in the opened window necessarily indicate a reason of a person's removing from the project, if it's required enter a comment on the removing reason.

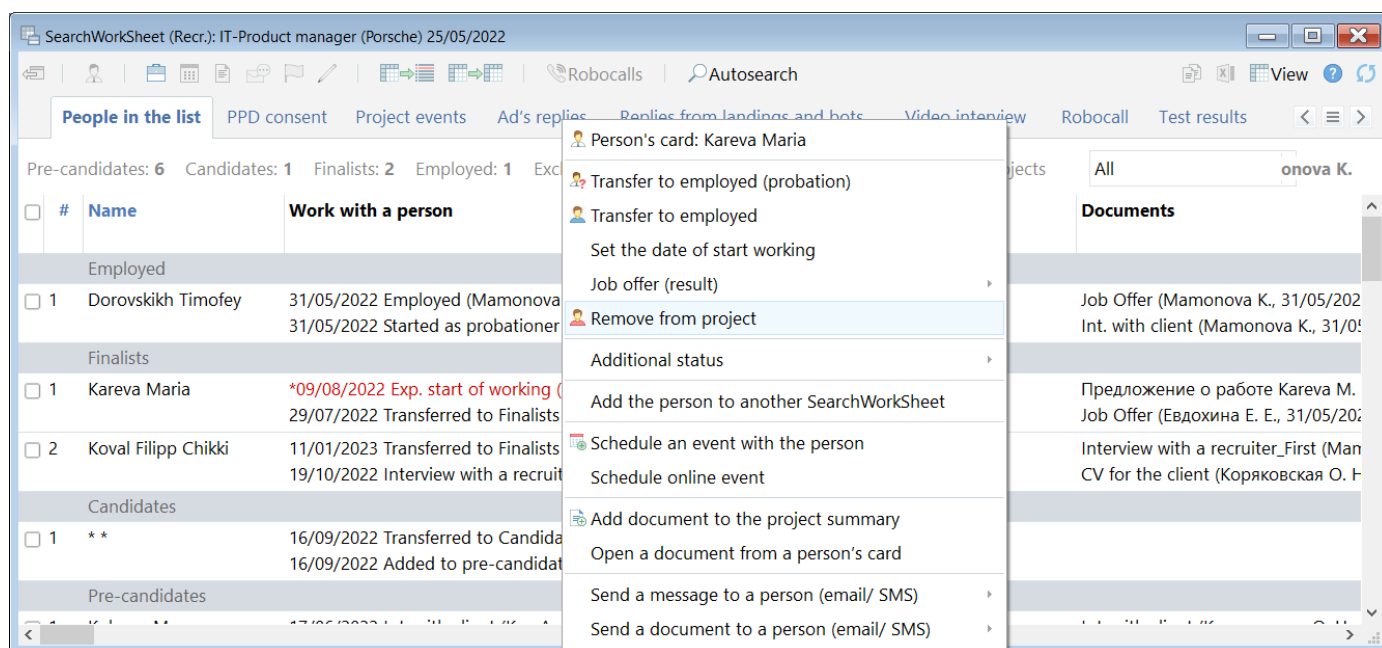


Fig. 14. Remove from project



The Chief Administrator can edit preset reasons of a person's removing from the project as well as create new ones.

RESEARCH

The project is not intended for recruitment for the open position but for forming a list of candidates (by certain criterion) and working with them.

Project's card

Project's card "Research" consists of the following parts (Fig. 15):

- **Control panel** - is located in the upper area of the card;
- **A set of tabs:**
 - General information;
 - Work on project;
 - History.

Project card "Research" is created through the program control panel:

in the program control panel click the button "Project" and in the drop-down menu select a command "New project". In the opened window select a recruitment type "Research" and then click the button "OK". The window for creation the project card will open.

Project Research: Legal advisor (Geliosoft) 12/01/2023

General information | Work on project | History

Start date	Completion	Status	Project description
12/01/2023		In progress	Need a specialist with a completed higher education (preferably legal) and work experience of at least 3 years. Experience as a legal adviser, clerk, in the legal departments of banks and other credit organizations. Ability to handle large volumes of wor

Name

Responsible
Mamonova K.

Co-executor
Lazarev D. - Recruiter

Classifier

Industry: Real Estate/Construction

Function: Lawyers

Level: Specialist

Note

Fig. 15. Project card "Research"

RESEARCH

Current project statuses:

- **In progress** – this status is for projects in work.
- **Archive** – this status is for projects which are not in progress.

For adding a co-executor to the project:

in the project card click on the button **"Person"** and in the drop-down menu select a command **"Add co-executor to the project participants"**. In the opened window select the name of a required employee (Fig. 16).

Fig. 16. Add co-executor to the project participants

If you want to remove a co-executer from the project participants:

In the **project card** click the button **"Person"** and in the drop-down menu select a command **"Remove co-executor"**. Highlight the name of a co-executor and click on the button **"Remove"**

SearchWorkSheet**For opening the current SearchWorkSheet (Fig. 17):**

Click on the button **"Project"** in control panel of the **project card**. In the drop-down menu select a command **"SearchWorkSheet"**.

#	Name	City	Age	Work with a person	Note	Contacts
Selected						
1	Dog Snoop	Moscow		12/01/2023 Removed from project - not interestin...		(7926) 155-...
2	Freeman Alex	Moscow	38	12/01/2023 Removed from project - not interestin...	Best	(7926) 123-...
Pre-candidates						
1	Hood Never			12/01/2023 Int. with recruiter (Mamonova K.)	Need to call	dhjfvbdc
2	Ivanova Lera			12/01/2023 Conversation (Mamonova K.)		gjhgj@n
3	Monday First	Moscow	22			(7901) 845-...
Removed						
1	Koval Filipp Chikki	Самара	31	12/01/2023 Removed from project - not interestin...		+7 987 947
2	Krasilnikova Khristina			12/01/2023 Removed from project - not interestin...		

Fig. 17. SearchWorkSheet (Research)

RESEARCH

Adding pre-candidates to the "SearchWorkSheet":

If you need to add one person to the project, open this person's card and click on the button **"Participation in projects"** in the control panel of the card, then in the drop-down menu select an appropriate command.

If you need to add a group (list) of people to the project, highlight this list of people and click on the button **"Project" (Add person to SearchWorkSheet)** in the control panel of the list, then in the drop-down list select an appropriate command.

For transferring Pre-candidates to Selected:

Click the right-mouse button on the name of a person and in the drop-down menu select a command **"Add to final list"** (Fig. 18).

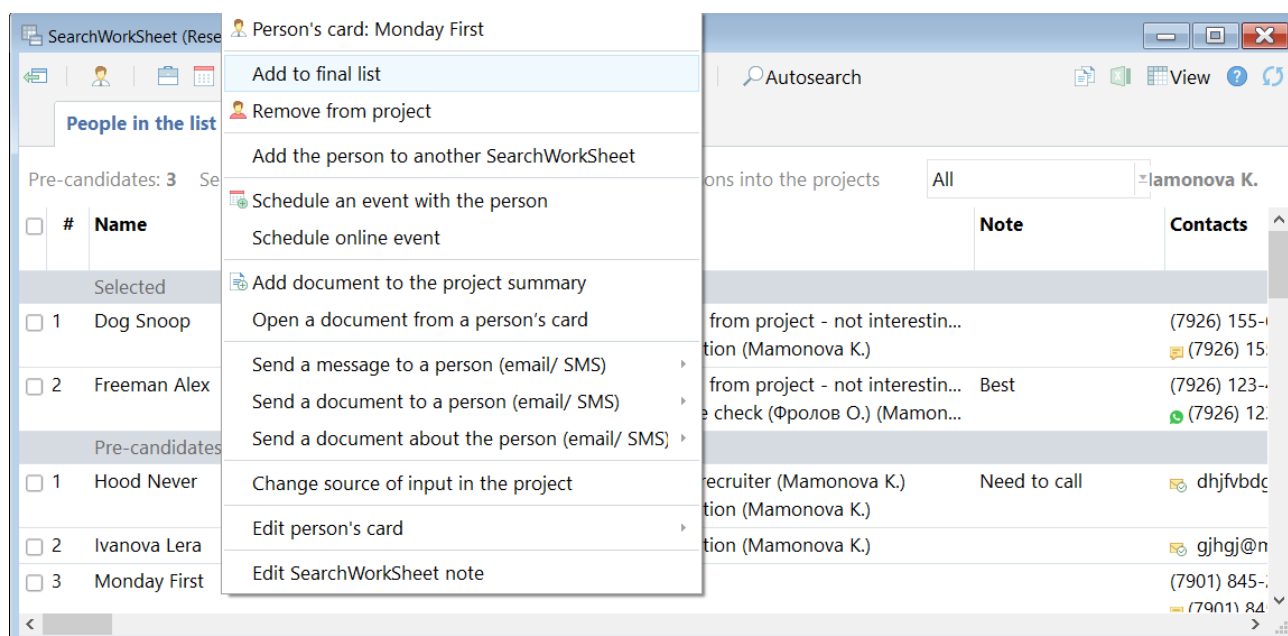


Fig. 18. Add to final list

For scheduling an event (conversation, interview, etc.) with pre-candidates/selected people in the project:

in the opened **"SearchWorkSheet"** click the right-mouse button on the name of a person and in the drop-down menu select a command **"Schedule an event with a person"** (Fig. 19).

RESEARCH

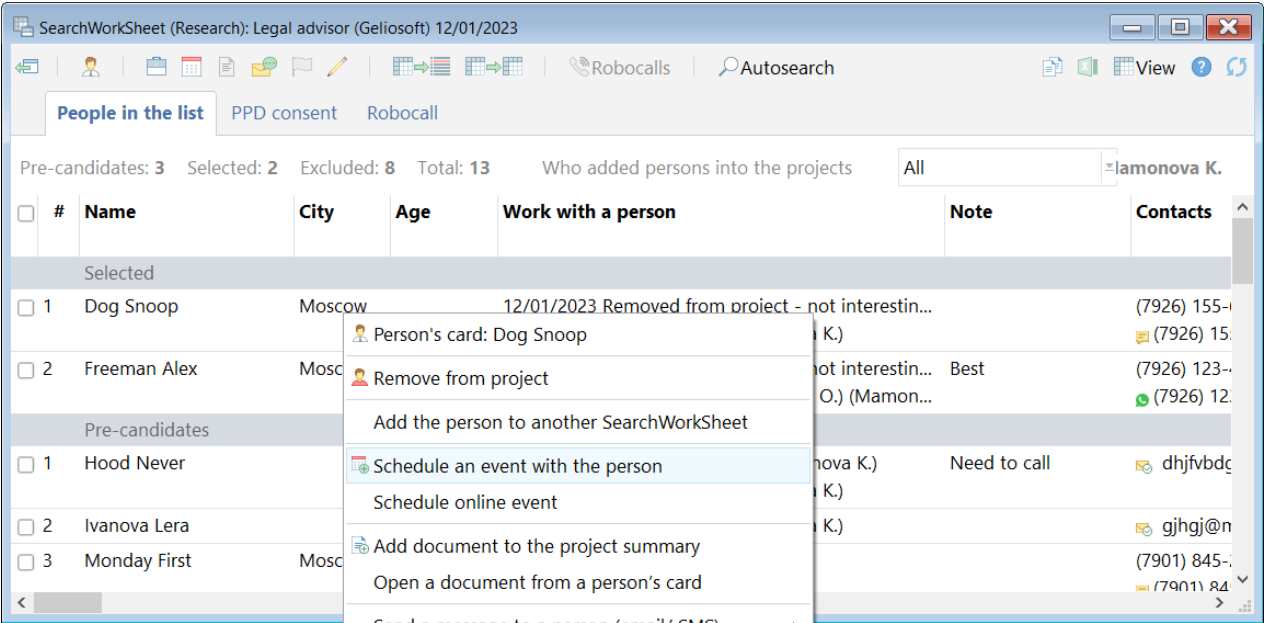


Fig. 19. Schedule an event with a person

For adding a document (CV, conversation, interview, etc.) on the project with a pre-candidate/selected person:

in the opened "SearchWorkSheet" click with the right-mouse button on the name of a person and in the drop-down menu select a command "Add document to the project summary" (Fig. 20).

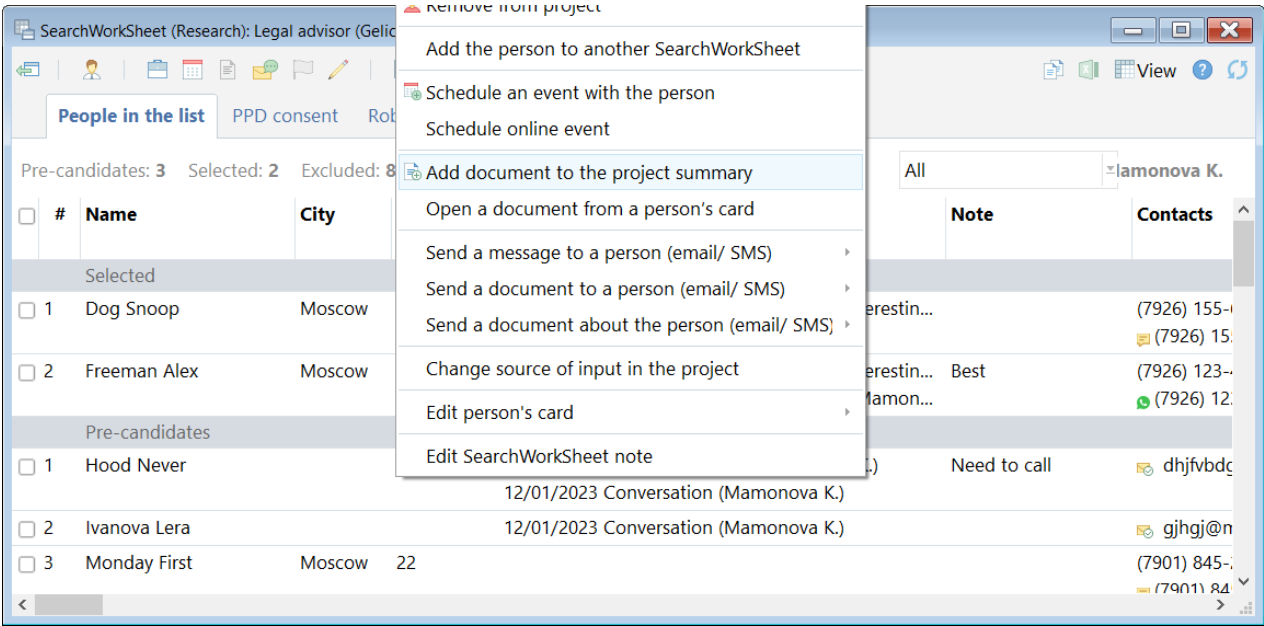


Fig. 20. Add document to the project summary

RESEARCH

➤ **For sending an e-mail to the pre-candidate/selected person:**

In the opened "SearchWorkSheet" click with the right-mouse button on the name of a person and select a command "Send message to person (email/SMS)" (Fig. 21).

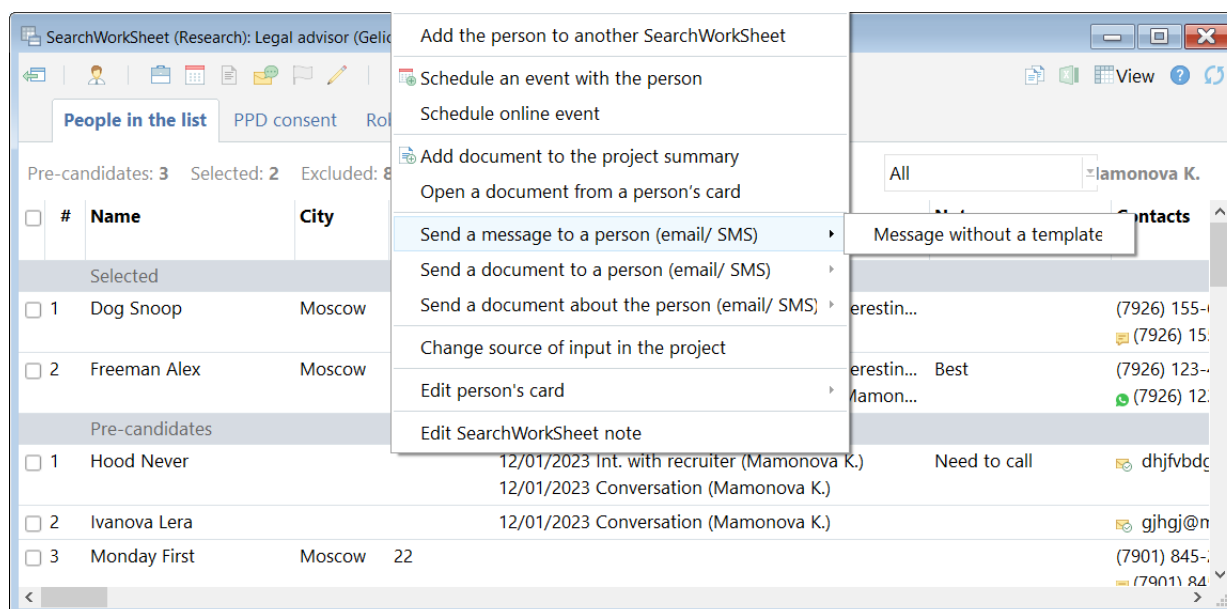


Fig. 21. Send message to person (email/SMS)

➤ **For removing a pre-candidate/selected person from the project:**

Click the right-mouse button on the name of a person and in the drop-down menu select a command "Remove from project". Then in the opened window necessarily indicate a reason of the person's removing from the project.

PROJECT "BLIND CV"

The project is intended for attracting potential clients by sending them **"Blind CVs"** of candidates that are ideally-suited for the opened vacancies in companies. Several potential clients can be added to this project at the same time.

Project's card

Project's card **"Blind CV"** consists of the following parts (Fig. 22):

- **Control panel** is situated in the upper part of the card;
- **Set of tabs:**
 - General information;
 - Documents;
 - History.

Projects card "Blind CV" is created through the program control panel:

in the program control panel click on the button **"Project"** and in the drop-down menu select a command **"Create new project"**. In the opened window indicate a project type **"Blind CV"** and then click on the button **"OK"**. The window for creation of the project card will be opened.

Project PS: Design engineer 14/10/2022

General information | Documents | History

Name	Status	In work since	Duration
Design engineer	In progress. High activity	14/10/2022	90 days

Project participants

Company

Candidates

Classifier

Notes

Tags

Fig. 22. Projects card "Blind CV"

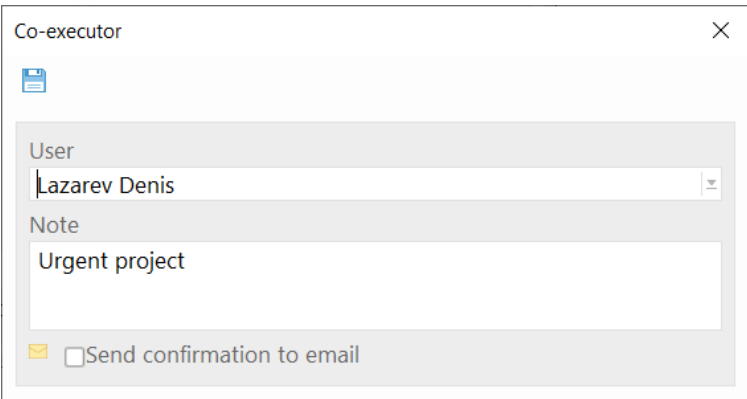
PROJECT "BLIND CV"

Current project statuses:

- **In progress** – this status is for projects in progress.
- **Completed** – this status is for finished projects.
- **Cancelled** – this status is for cancelled projects.

▾ To add a co-executor to the project:

in the project card click the button "**Person**" and in the drop-down menu select the command "**Add co-executor to project participants**". In the opened window select the name of the necessary employee (Fig. 23).



The screenshot shows a 'Co-executor' dialog box. At the top is a title bar with the text 'Co-executor' and a close button (X). Below the title bar is a small icon of a document. The main area of the dialog contains a 'User' dropdown menu with 'Lazarev Denis' selected. Below the dropdown is a 'Note' text area containing the text 'Urgent project'. At the bottom of the dialog is a checkbox labeled 'Send confirmation to email', which is currently unchecked.

Fig. 23. Add co-executor to project participants

▾ If you would like to delete a co-executor from the project participants:

in the project card click the button "**Person**" and in the drop-down menu select a command "**Remove co-executor**". Choose the name of the co-executor and click "**OK**".

▾ For addition/ removing of potential client from the project:

click on the button "**Work with company**" in the "**Project's card**" and in the drop-down menu select a command "**Add a prospect customer to the project/ remove a prospect customer from the project**".

After adding prospect customer to the project you can **add a prospect client's employees** to the project participants: in the project's card click on the button "**Project participants**" and in the drop-down menu select a command "**Add prospect client employees to the project participants**" (Fig. 24).

PROJECT "BLIND CV"

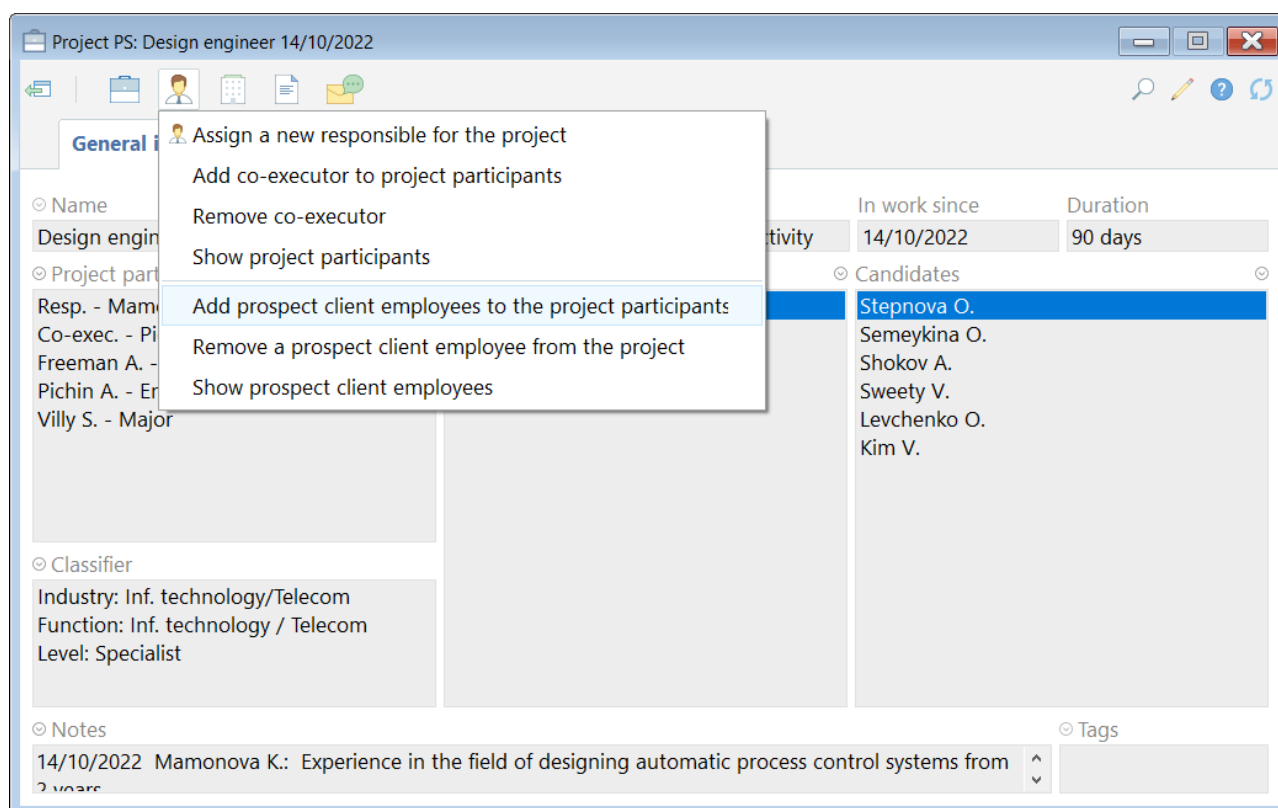


Fig. 24.

▼ If you want to remove a potential client's employee from the project:

in the project's card click on the button "Project participants" and in the drop-down menu select a command "Remove a prospect client employee from the project".

SearchWorkSheet

▼ For opening the current project SearchWorkSheet:

Click on the button "Work on project" in control panel of the project card. In the drop-down menu select a command "SearchWorkSheet (PS)".

SearchWorkSheet consists of two tabs:

1. Tab "Companies in the project" (Fig. 25), where work with companies is displayed;
2. Tab "People in the list" (Fig. 26), where work with candidates represented to the companies is displayed.

PROJECT "BLIND CV"

SearchWorkSheet (PS): Design engineer 14/10/2022

Companies in the project | People in the list

Companies: 3, People: 6

Resp. Mamonova K.

<input type="checkbox"/>	#	Company	Status	Work with a person	Contacts
Major					
<input type="checkbox"/>		Stepnova Olga	Rejected	14/10/2022 Under consideration by the company - ... 14/10/2022 Blind CV (Mamonova K.)	+7 920 789-65-41 stepnova@test.com
<input type="checkbox"/>		Semeykina Olga	Under consideration	*14/10/2022 Under consideration by the company ... 14/10/2022 Blind CV (Mamonova K.)	+7 910 987-65-43 semeykina@test.com
<input type="checkbox"/>		Sweetey Veronika	Under consideration	*14/10/2022 Under consideration by the company ... 14/10/2022 Blind CV (Mamonova K.)	+7 925 236-54-78 sweetey@test.com
<input type="checkbox"/>		Levchenko Olesya	Removed	14/10/2022 Rejected for the company - 1 (Mamonova K.)	+7 912 345-67-89 levchenko@test.com
Evergreen					
<input type="checkbox"/>		Semeykina Olga	Under consideration	*14/10/2022 Under consideration by the company ... 14/10/2022 Blind CV (Mamonova K.)	+7 910 987-65-43 semeykina@test.com
<input type="checkbox"/>		Shokov Alexey	Pre-candidate		+7 916 000-00-10

Fig. 25. Tab "Companies in the project"

SearchWorkSheet (PS): Design engineer 14/10/2022

Companies in the project | People in the list

Companies: 3, People: 6

Resp. Mamonova K.

<input type="checkbox"/>	#	Name	Status	Work with a person	Contacts
<input type="checkbox"/>		Semeykina Olga			+7 910 987-65-43, s
<input type="checkbox"/>		Major	Under consideration	*14/10/2022 Under consideration by the company ... 14/10/2022 Blind CV (Mamonova K.)	
<input type="checkbox"/>		Evergreen	Under consideration	*14/10/2022 Under consideration by the company ... 14/10/2022 Blind CV (Mamonova K.)	
<input type="checkbox"/>		Energy Group	Pre-candidate	14/10/2022 Blind CV (Mamonova K.)	
<input type="checkbox"/>		Shokov Alexey			+7 916 000-00-10, s
<input type="checkbox"/>		Evergreen	Pre-candidate		
<input type="checkbox"/>		Energy Group	Pre-candidate		
<input type="checkbox"/>		Kim Viktor			+7 977 456-78-91, k
<input type="checkbox"/>		Evergreen	Pre-candidate		
<input type="checkbox"/>		Energy Group	Pre-candidate		
<input type="checkbox"/>		Stepnova Olga			+7 920 789-65-41, s

Fig. 26. Tab "People in the list"

PROJECT "BLIND CV"

Adding pre-candidates to the "SearchWorkSheet":

if you need to add one person to the project, open this person's card and click on the button **"Participation in projects"** in the control panel of the card, then in the drop-down menu select an appropriate command.

If you need to add a group (list) of people to the project, mark this list of people and click on the button **"Add person to SearchWorkSheet"** in the control panel of the list, then in the drop-down list select an appropriate command.

A person in the SearchWorkSheet **"Blind CV"** has the following statuses

- Pre-Candidate
- Being considered
- Approved by the client
- Rejected by the client
- Removed from the project

For transferring pre-candidates to the status "Under consideration":

in the opened **"SearchWorkSheet"** in the tab **"Companies in the project"** click with the right-mouse button on the name of a person and in the drop-down menu select a command **"Move to the status "Under consideration"** (Fig. 27).

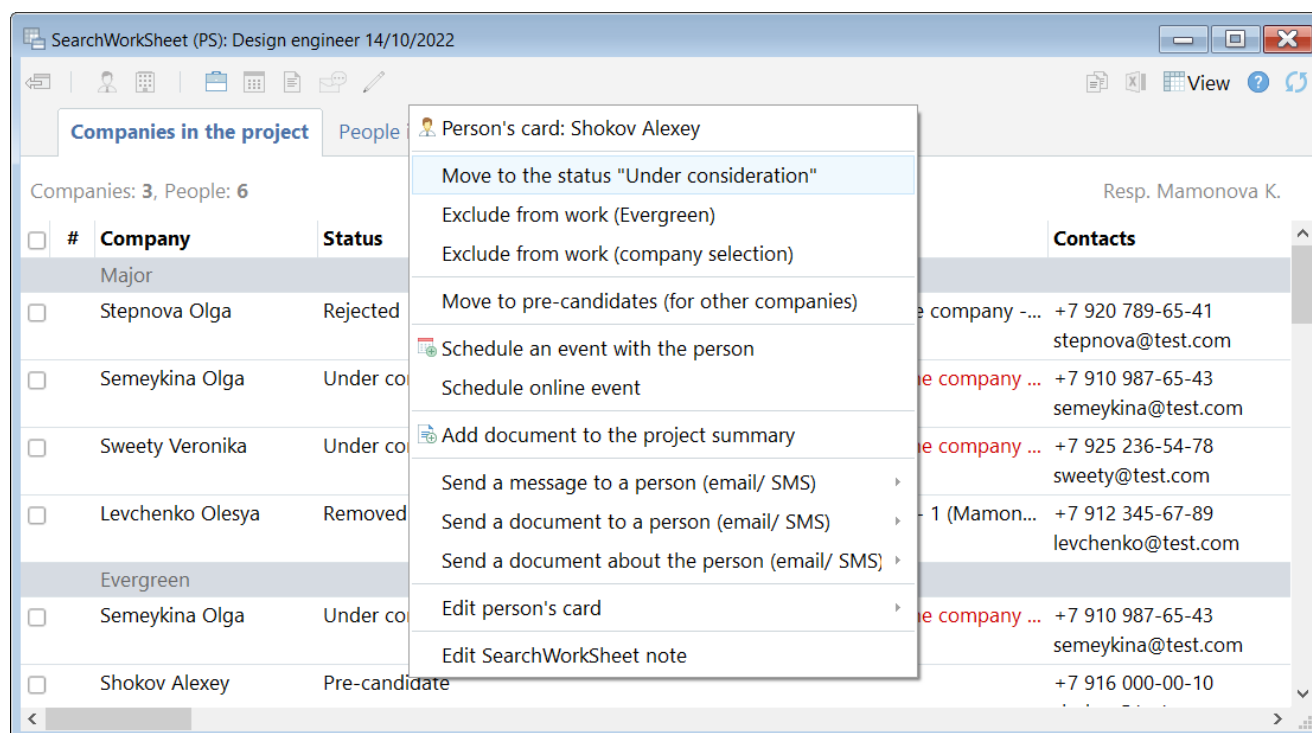


Fig. 27. Move to the status "Under consideration"

PROJECT "BLIND CV"

Status **"Being considered"** requires adding a result – **"Approved"** or **"Rejected"**.

For adding a result in the opened **"SearchWorkSheet"** in the tab **"Companies in the project"** click the right-mouse button on the name of the person and in the drop-down menu select a command **"Under consideration (result)"**.



*While transferring a person from the status **"Being considered"** to the status **"Approved"** the process of creating the project **"Recruitment"** is being started in the program. A candidate is automatically added to the project **"Recruitment"**, where all the further work is carried out.*

For removing a person from the project:

in the opened **"SearchWorkSheet"** in the tab **"Companies in the project"** click the right-mouse button on the name of the person and in the drop-down menu select a command **"Exclude from work"** (Fig. 28). Then in the opened window necessarily indicate a reason of person's removing from the project.

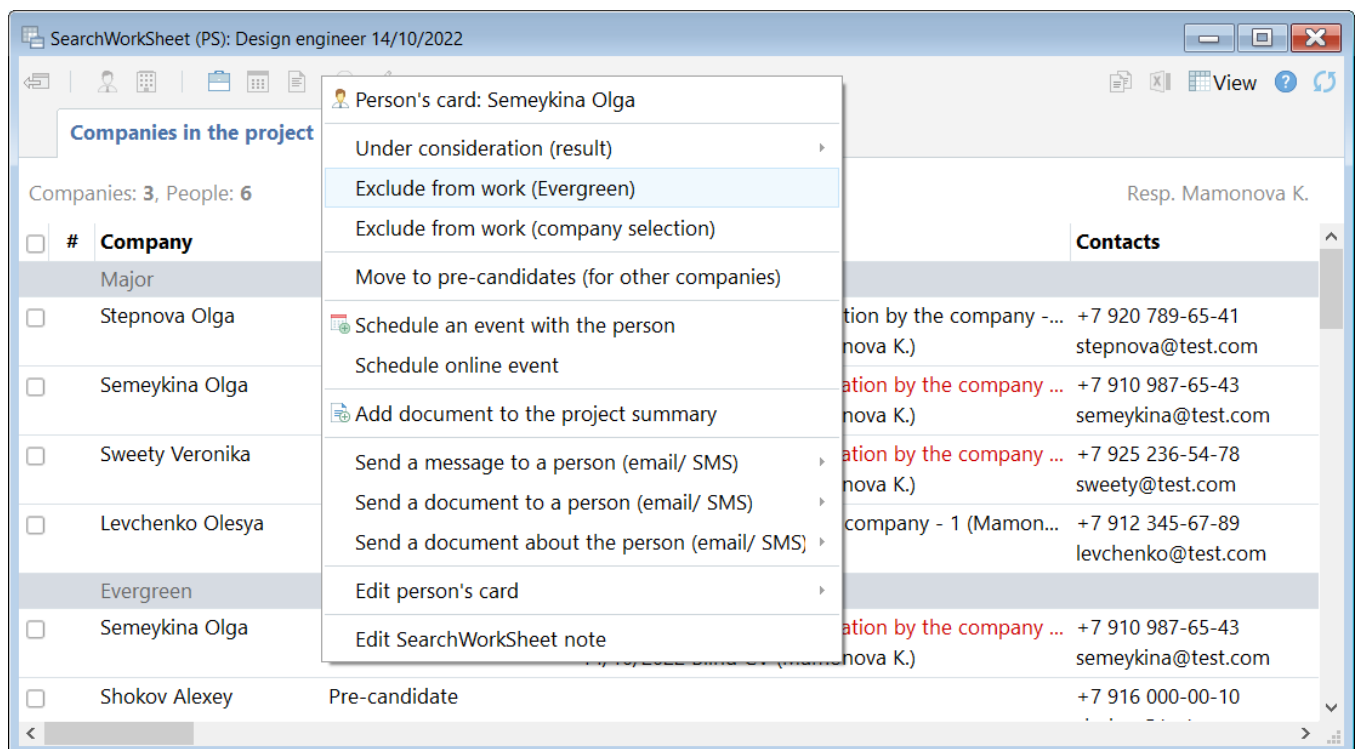


Fig. 28. Removing a person from the project

For scheduling an event (conversation, interview, etc.) with a person from the project:

in the opened **"SearchWorkSheet"** in the tab **"Companies in the project"** click the right-mouse button on the name of a person and in the drop-down menu select a command **"Schedule an event with the person"** (Fig. 29).

PROJECT "BLIND CV"

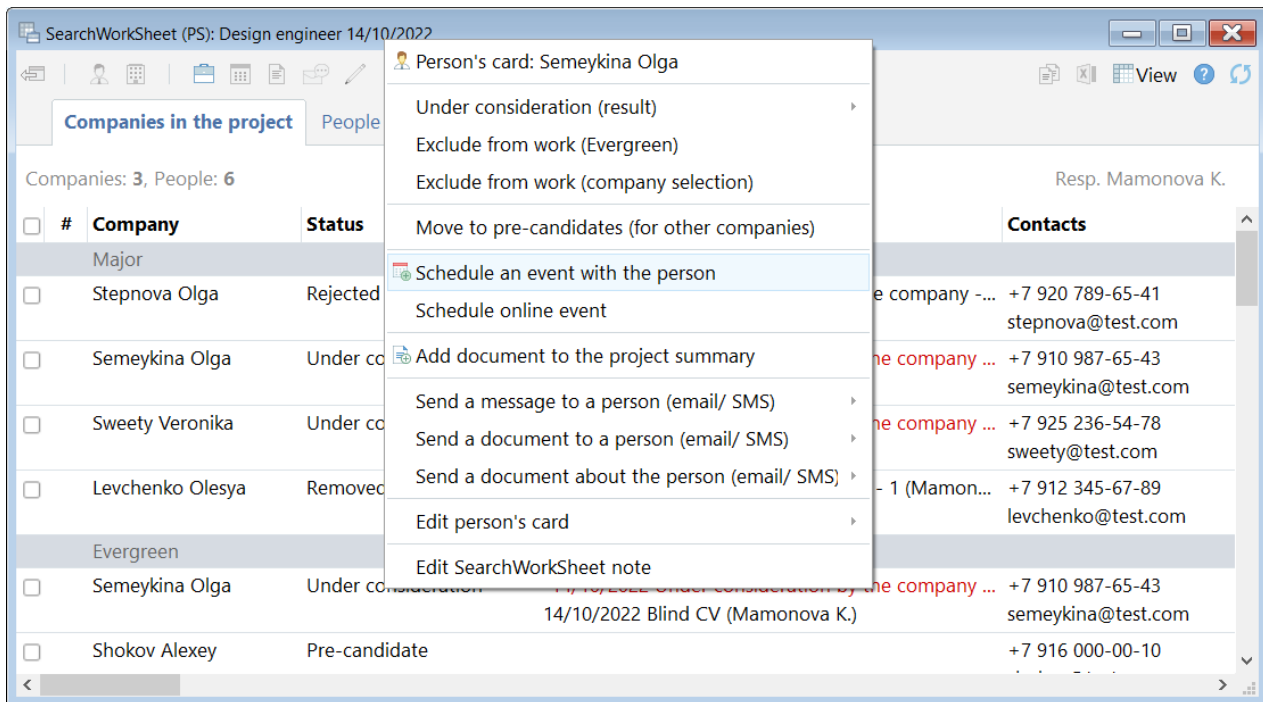


Fig. 29. Schedule an event with the person

➤ **For sending an e-mail to the person:**

in the opened "SearchWorkSheet" in the tab "Companies in the project" click with a right-mouse button on the name of a person and in the drop-down menu select a command "Send a message to a person (email/SMS)" (Fig. 30).

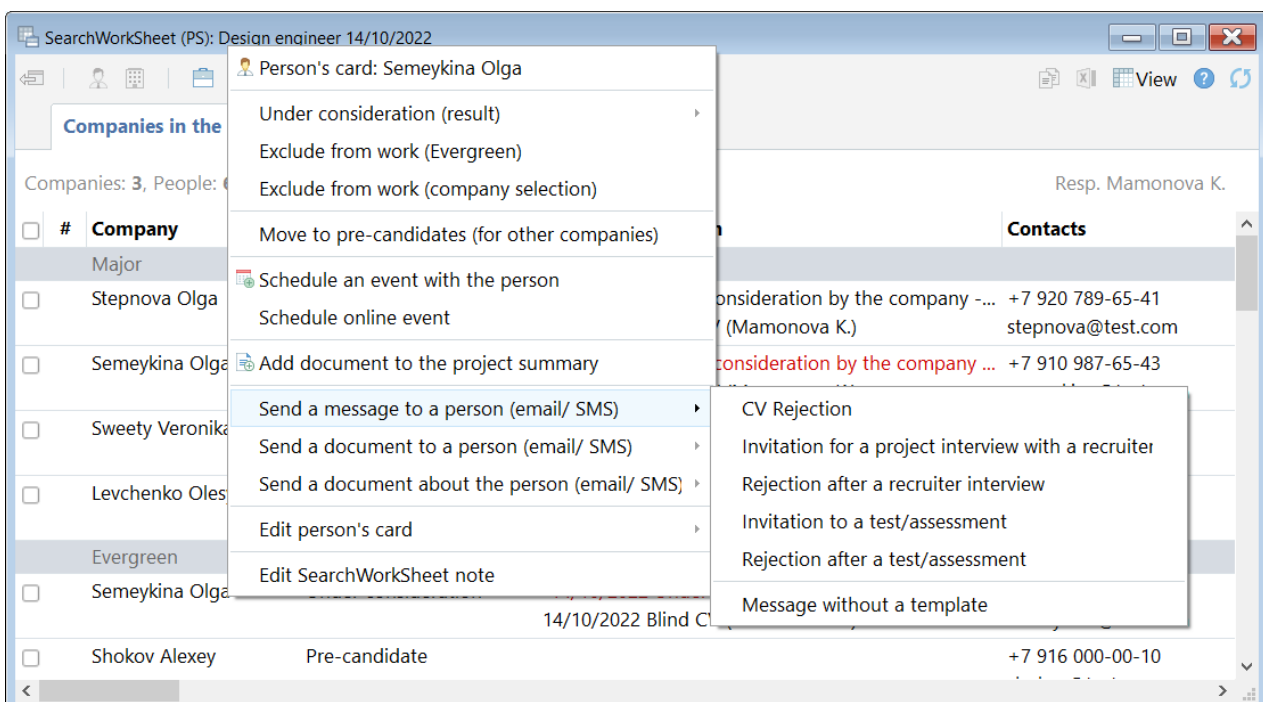


Fig. 30. Send a message to a person (email/SMS)

PROJECT "BLIND CV"

▾ You can send an e-mail to the company (potential client) by several ways:

1. From the SearchWorkSheet -> tab "Companies in the project"

Click with the right-mouse button on the full name of the person and in the drop-down menu select a command **"Send a document on a person (email/SMS)";**

2. From the SearchWorkSheet -> tab "People in the list"


Click with a right-mouse button on the name of the company and in the drop-down menu select a command **"Send a message to the company" or "Send a document to the company";**

3. From the Project's card

Click on the button **"Communicator"** in the project's card and in the drop-down menu select a command **"Send message" or "Send project document".**

PROJECTS AND PEOPLE APPROVAL IN THE RECRUITMENT

Projects approval

➤ **For sending the project for an approval:**
in the project card click on the button **"Approval"**  and in the drop-down menu select a command with the type of approval. Then in the opened window select one or several approvers (Fig. 31).

Experium

✕


📘 Select approver

<input type="checkbox"/>	#	Full name	Position	Division / Department
<input type="checkbox"/>	1	Евдохина Евгения Евгеньевна	Директор по персоналу	
<input type="checkbox"/>	2	Semchenkova Kristina		
<input type="checkbox"/>	3	Коряковская Олеся Николавна		
<input type="checkbox"/>	4	Mamonova Kseniya		
<input type="checkbox"/>	5	Khrapovitskaya Natalya		
<input type="checkbox"/>	6	Skvortsova Alexandra		
<input type="checkbox"/>	7	Pidalin Dan		
<input type="checkbox"/>	8	Lazarev Denis	Консультант	

OK

Cancel

Fig. 31. Sending the project for an approval

➤ **For the project approval:**
on the program control panel click on the **"Persons and projects approval"**  and in the drop-down menu select a command **"Projects approval list"**. Then in the opened window select a tab **"Received"**, highlight the project and click on the button **"Approve"** or **"Reject"** (Fig. 32).

PROJECTS AND PEOPLE APPROVAL IN THE RECRUITMENT

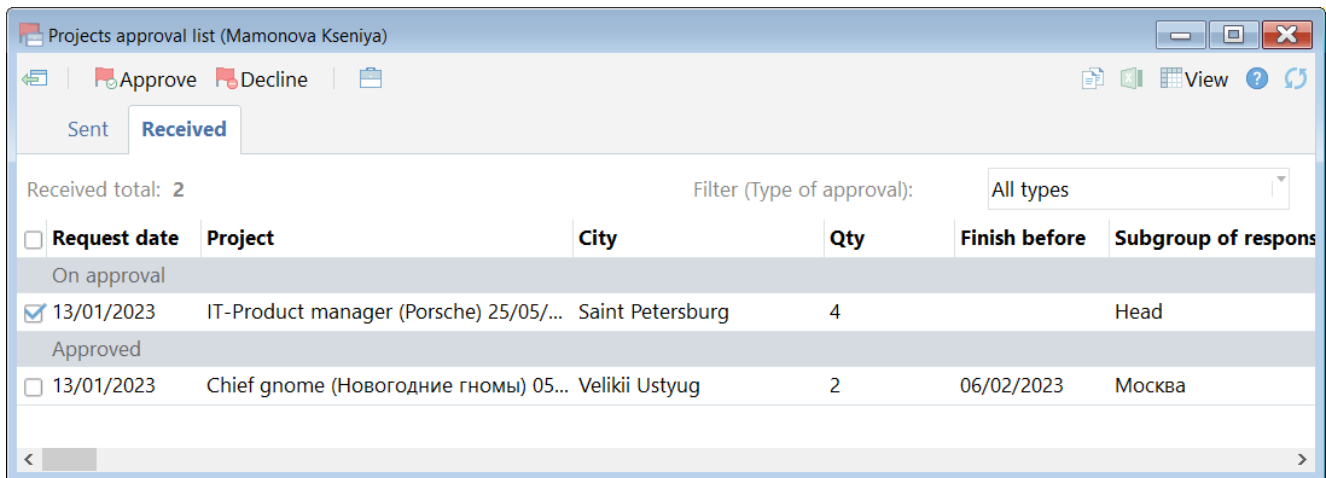


Fig. 32. Projects approval list

People approval

For sending a person for approval (without a project):

in the person's card click on the button **"Approval"** and in the drop-down menu select a command with the necessary type of approval. In the opened window select one or several approvers (Fig. 33).

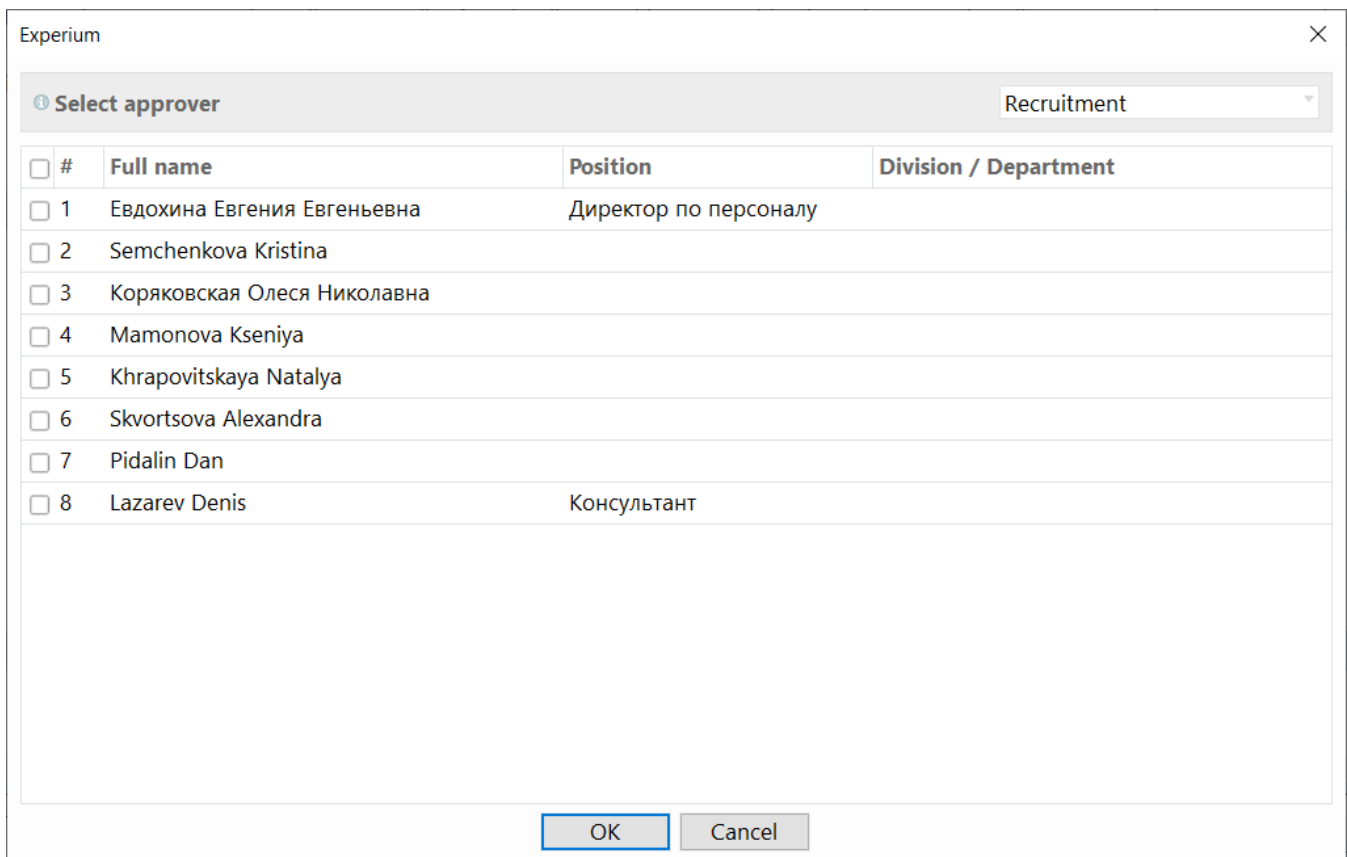


Fig. 33. Sending a person for approval (without a project)

PROJECTS AND PEOPLE APPROVAL IN THE RECRUITMENT

For sending a person for approval (on the project):

in the opened "SearchWorkSheet" click with a right-mouse button on the name of a person and in the drop-down menu select a command "Send person for approval" (Fig. 34)

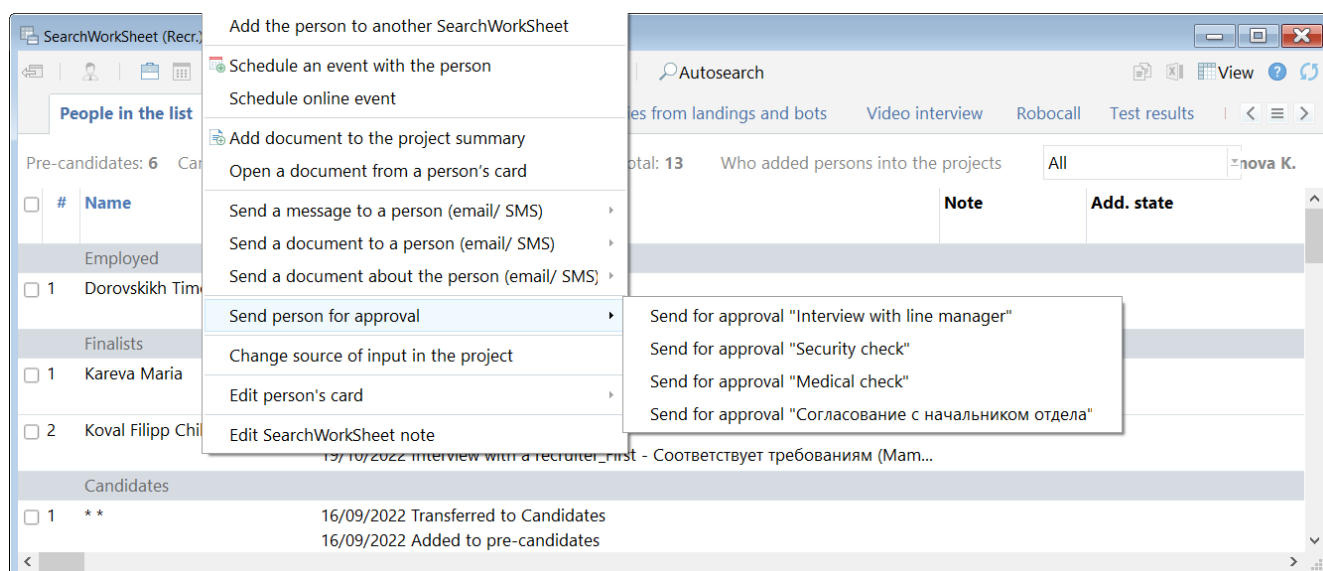


Fig. 34. Sending a person for approval (on the project)

For a person approval:

on the program control panel click on the button "Persons and projects approval" and in the drop-down menu select a command "List of approving people". Then in the opened window select a tab "Received", mark a person and click on the button "Approve" or "Decline" (Fig. 35)

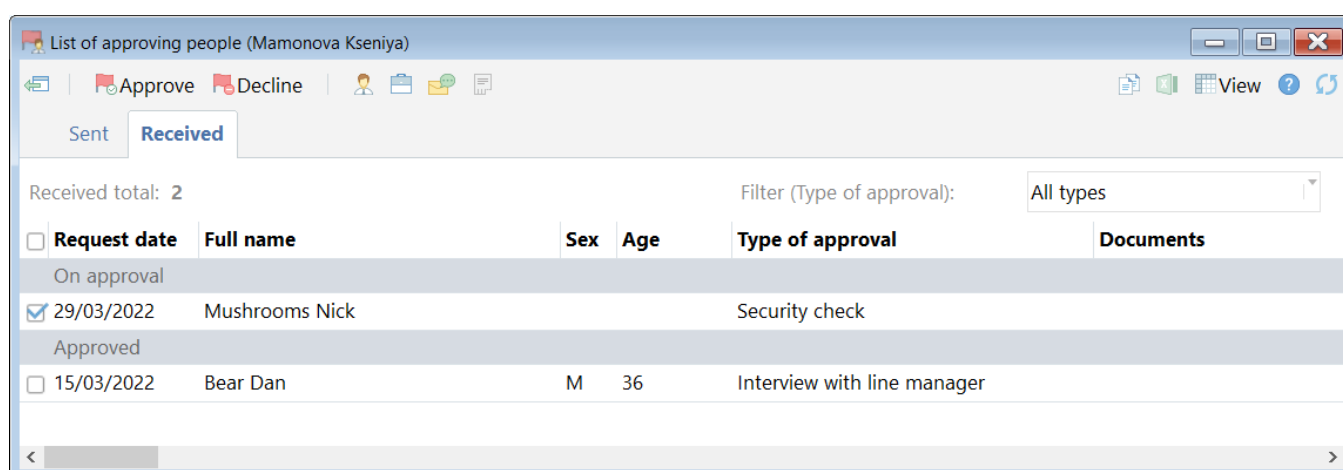


Fig. 35. List of approving people

MARKETING

For scheduling an event without a project (marketing contact, marketing negotiations, etc.) with the customer company:

in the company's card click on the button **"Company events"** and in the drop-down menu select a command **"Schedule marketing contact"**. In the opened window indicate a type of event, date and contact person (Fig. 36).

Fig. 36. Schedule marketing contact

For uploading all marketing contacts through the definite period of time:

on the program control panel click on the button **"Marketing"** and in the drop-down menu select a command **"Marketing contacts (summary)"**. In the opened window **"Marketing contacts"** indicate a full name of the user or group/subgroup of users as well as the date of the contact. (Fig. 37).

MARKETING

Marketing contacts

Employee

Mamonova Kseniya

Group/subgroup

Responsible for work with the company

Contact date

from...to

14/12/2022

16/01/2023

Work completed

Fig. 37. Marketing contacts

The window "Marketing contacts" will be opened (Fig. 38).

Marketing contacts

Lines in the list: 4

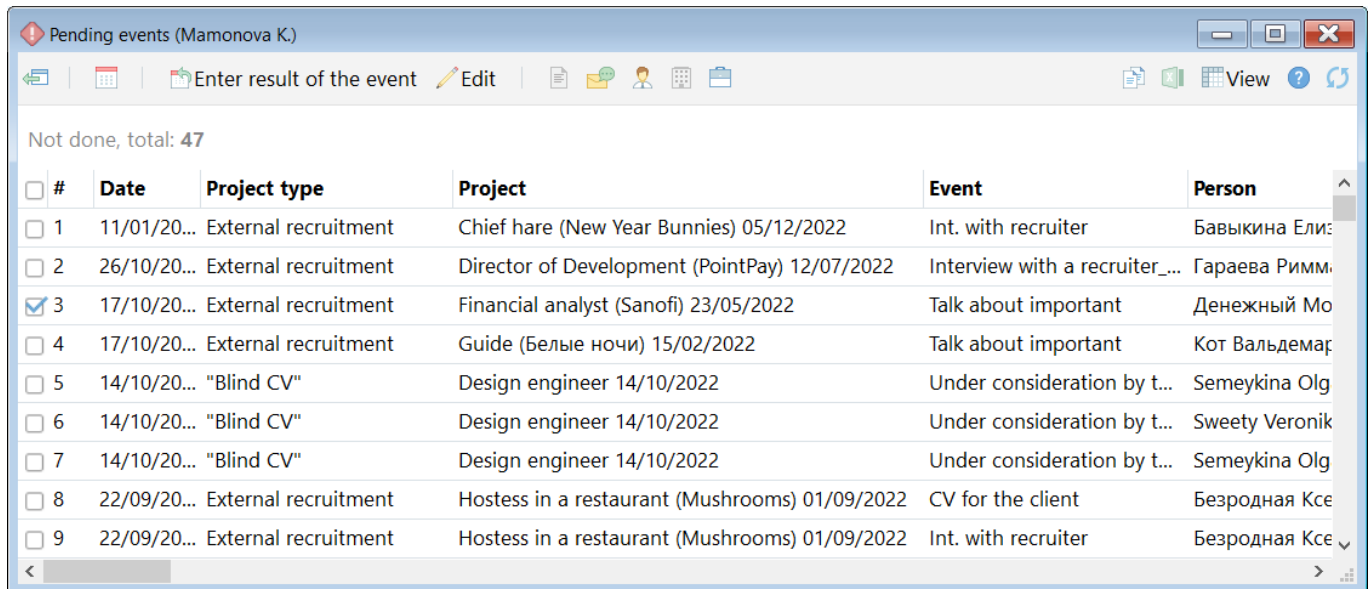
#	Company	Date	Client category	Event	Contact person	Note	Content of conversation
1	Christmas Gnomes	19/12/2022		Market. contact	Ecstatic M.		
2	New Year Bunnies	19/12/2022		Market. contact	Babikova M.		
3	New Year Bunnies	12/01/2023	Активные Клие...	Market. negotiations	Fabulous M.		Donkey skin is a fairy tale about a beautiful princess whose mother
4	!Гефест	10/01/2023	Активные Клие...	Market. negotiations	Chernysheva A.		Language is a means of communication. We learn it in order to find new

Fig. 38. Marketing contacts

PENDING EVENTS

- ▶ To look through the events which have already taken place but the result of which wasn't entered, in the **"Windows manager"** click on the button **"Pending events"**.

The Summary of all events without the results will be opened (Fig. 39).



Pending events (Mamonova K.)

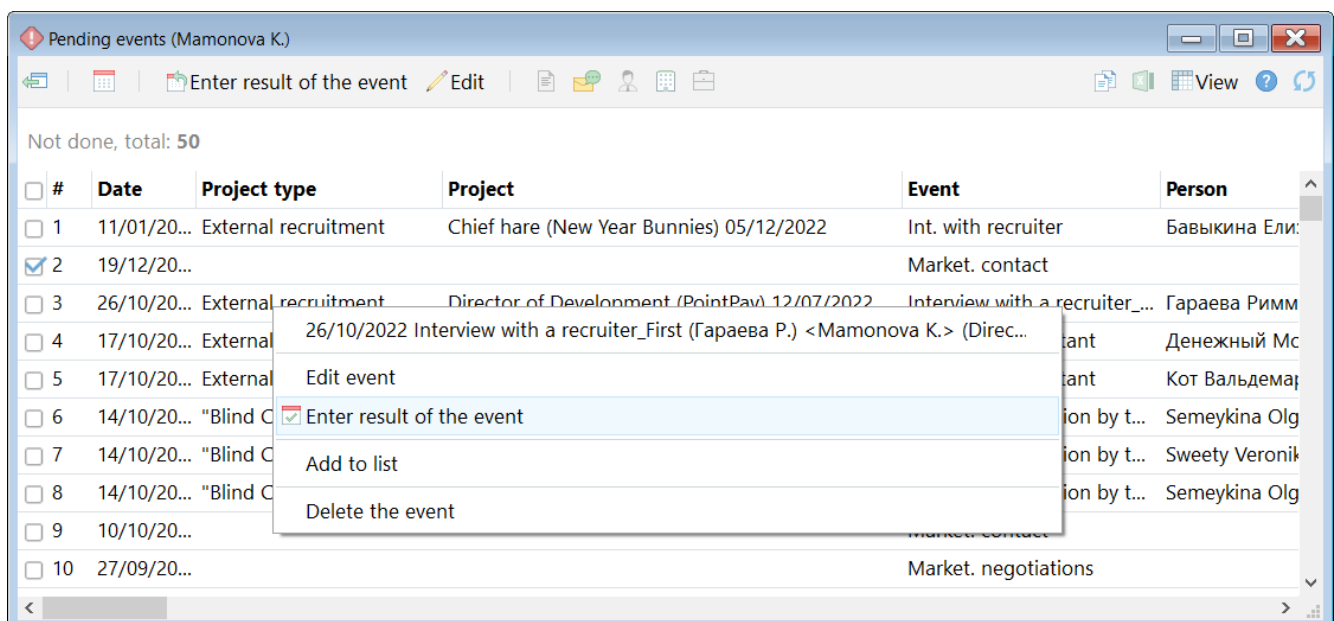
Not done, total: 47

#	Date	Project type	Project	Event	Person
1	11/01/20...	External recruitment	Chief hare (New Year Bunnies) 05/12/2022	Int. with recruiter	Бавыкина Ели...
2	26/10/20...	External recruitment	Director of Development (PointPay) 12/07/2022	Interview with a recruiter_...	Гараева РИММ...
3	17/10/20...	External recruitment	Financial analyst (Sanofi) 23/05/2022	Talk about important	Денежный Мо...
4	17/10/20...	External recruitment	Guide (Белые ночи) 15/02/2022	Talk about important	Кот Вальдема...
5	14/10/20...	"Blind CV"	Design engineer 14/10/2022	Under consideration by t...	Semeykina Olg...
6	14/10/20...	"Blind CV"	Design engineer 14/10/2022	Under consideration by t...	Sweet Veronik...
7	14/10/20...	"Blind CV"	Design engineer 14/10/2022	Under consideration by t...	Semeykina Olg...
8	22/09/20...	External recruitment	Hostess in a restaurant (Mushrooms) 01/09/2022	CV for the client	Безродная Ксе...
9	22/09/20...	External recruitment	Hostess in a restaurant (Mushrooms) 01/09/2022	Int. with recruiter	Безродная Ксе...

Fig. 39. Pending events

- ▶ For adding the event's result:

in the opened window **"Pending events"** click with a right-mouse button in the column **"Event"** and in the drop-down menu select the command **"Enter result of the event"** (Fig. 40). A window for adding results will be opened in the workspace.



Pending events (Mamonova K.)

Not done, total: 50

#	Date	Project type	Project	Event	Person
1	11/01/20...	External recruitment	Chief hare (New Year Bunnies) 05/12/2022	Int. with recruiter	Бавыкина Ели...
2	19/12/20...			Market. contact	
3	26/10/20...	External recruitment	Director of Development (PointPay) 12/07/2022	Interview with a recruiter_...	Гараева РИММ...
4	17/10/20...	External	26/10/2022 Interview with a recruiter_First (Гараева Р.) <Mamonova K.> (Direc...		Денежный Мо...
5	17/10/20...	External			Кот Вальдема...
6	14/10/20...	"Blind CV"		ion by t...	Semeykina Olg...
7	14/10/20...	"Blind CV"		ion by t...	Sweet Veronik...
8	14/10/20...	"Blind CV"		ion by t...	Semeykina Olg...
9	10/10/20...			Market. contact	
10	27/09/20...			Market. negotiations	

Fig. 40. Enter result of the event

CALENDAR

For the convenience of planning there is a calendar (Fig. 41) that can be synchronized with MS Outlook® and Google Calendars.

Using the calendar you can:

- Schedule events for yourself and for other users (meetings, interviews, phone conversation etc.);
- Set tasks for a day/ week/ any period of time.

Events that the user schedules from persons'/ companies'/ projects' cards and SearchWorkSheets will be displayed in the calendar automatically.

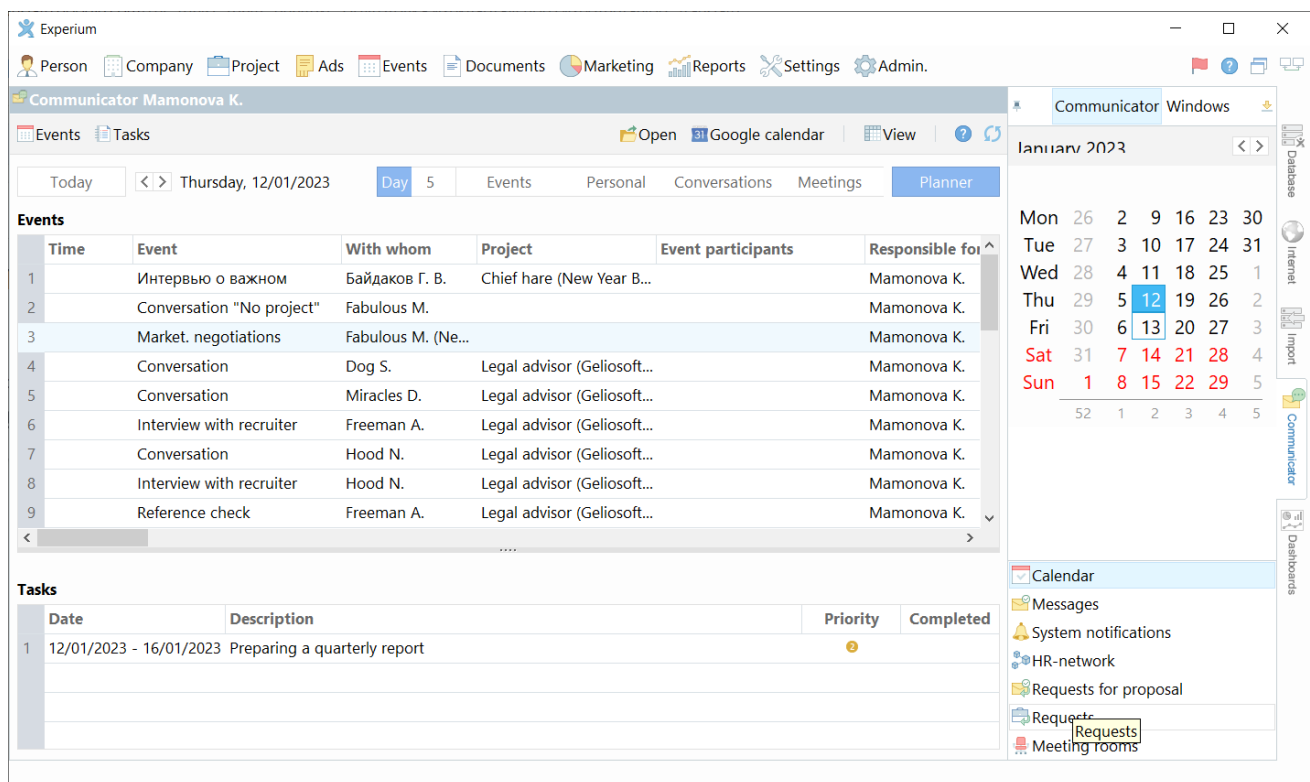


Fig. 41. Calendar

For scheduling an event to yourself:

open "Calendar", click on the button "Events" to open the menu and choose "Plan an event". Select date, time and enter description of the event in the open window (Fig. 42).

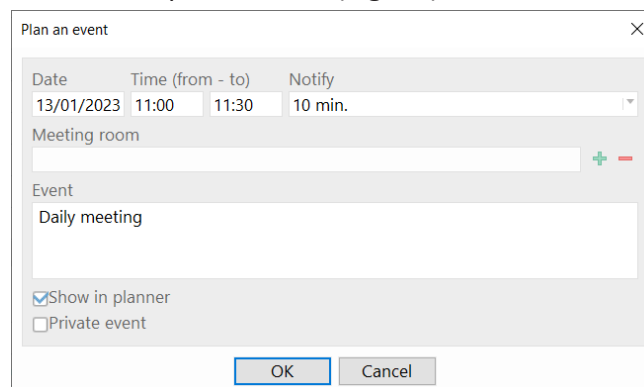


Fig. 42. Plan an event

CALENDAR

For scheduling an event to another user:

open "**Calendar**", click on the button "**Events**" to open the menu and choose "**Add for colleague**". Select colleague's name, date, time and enter description of the event in the opened window.

For setting a task:

open "**Calendar**", click on the button "**Tasks**" to open the menu and choose "**New task**". Enter description of the task and time in the opened window (Fig. 43).

Fig. 43. New Task

For editing the task:

open "**Calendar**", highlight the task that you need to edit. Click on the button "**Tasks**" to open the drop-down menu and choose "**Edit task**" (Fig. 44). The window "**Edit task**" will open. In order to mark the task as completed, put a sign **Y** (Yes) in the corresponding field.

Date	Description	Priority	Completed
12/01/2023 - 16/01/2023	Preparing a quarterly report	3	

Fig. 44. Edit task

SYSTEM NOTIFICATIONS

"System notifications" – messages from the system that notify you about all activities with your projects: assignment as a responsible person/co-executor/ approver for the project, etc.

For viewing all the system notifications for a certain period:

click on the button **"Communicator"** in the right side panel and then click on the button **"System notifications"** in the right down corner of the opened window (Fig. 45).

The screenshot shows the Experium application interface. The top navigation bar includes links for Person, Company, Project, Ads, Events, Documents, Marketing, Reports, Settings, and Admin. The main content area is titled "Communicator Mamonova K." and displays a list of system notifications. The notifications are filtered by "Last quarter" and show messages from January 2023. The right sidebar contains a calendar for January 2023 and a list of navigation items: Calendar, Messages, System notifications (highlighted), HR-network, Requests for proposal, Requests, and Meeting requests.

Date	Time	Message text
13/01/2023	00:04	"Mamonova K." sent you the project "Chief gnome (Новогодние гномы) 05/12/2022" for approval "...
13/01/2023	00:03	"Mamonova K." sent you the project "IT-Product manager (Porsche) 25/05/2022" for approval "The ...
15/12/2022	10:22	Евдохина Е. Е.: Проект "Frontend-разработчик (Сбербанк) 14/12/2022" был переведен в состоян... Ответственный: Евдохина Е. Е.
14/12/2022	16:27	Евдохина Е. Е.: Mamonova K., you are assigned as "Co-executor" for the "Frontend-разработчик (C...
11/11/2022	15:21	Евдохина Е. Е.: Проект "Специалист по ведению договоров (НИИП) 07/11/2022" был переведен ... Ответственный: Евдохина Е. Е.
09/11/2022	16:51	Евдохина Е. Е.: Mamonova K., you are assigned as "Co-executor" for the "Специалист по ведению ...

Fig. 45. System notifications

USERS' ROLES AND PERMISSIONS

There is an opportunity for distribution of main and optional roles for the users in the program.

The main roles are **Chief Administrator**, **HR Director**, **Director of company** and **System Administrator**. **Chief Administrator's** role can not be assigned to any users. **HR Director's**, **Director's of company** and **System Administrator's** roles can not be assigned to more than one user.

All the other roles are optional and can be assigned to several users. If it is necessary, you can edit the names of these roles and the preset permissions.

You can also delete optional roles and add new ones. It is possible to set permissions for every user individually regardless to the assigned role.

For setting permissions in the program individually:

click on the button **"Admin"** in the control panel of the program. Choose **"User profile"** in the drop-down menu. Then the window **"User (name)"** will be displayed on the screen. (Fig. 46).

The screenshot shows the 'User profile' window for 'User Mamonova Kseniya'. The window has tabs for 'Profiles', 'Permissions', 'Blocking', and 'Add new user'. The 'Permissions' tab is active, showing a table of permissions and a sidebar with user details.

Permissions	Name
	Person's card
yes	View
yes	Create / Edit
yes	Delete
yes	Person's approval
	Company's card
yes	View
yes	Create / Edit
yes	Delete
	Legal entity's card
yes	View / Create
	Event / Document
yes	View
yes	Create / Edit
yes	Delete events
yes	Delete documents
	Remote access

On the right sidebar, the following details are shown:

- User: Mamonova Kseniya
- Group/subgroup: HR (Главная группа)
- Role: Consultant
- Manages groups: [empty box]
- Works with sub-groups: [empty box]
- User email: kseniya@experium.ru
- FirstTime: 13/01/2023

Fig. 46. User profile

USERS' ROLES AND PERMISSIONS

From the drop-down list in the field **"User"** choose the name of an employee whose program permissions you want to edit. Then click on the button **"Permissions"** in the left upper corner of the window and in the drop-down menu select **"Modify user permissions"**. The window **"Description of user (name) permissions"** will be opened, you can edit the preset user's permissions (Fig. 47).

Description of user Mamonova K. permissions

Save

General permissions in the system and paid services System modules

Name	YES for the User (regardless of the Role)	NO for the User (regardless of the Role)	Use from Role	Permissions for the role
Person's card				
View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Create / Edit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Delete	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no
Person's approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no
Company's card				
View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Create / Edit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Delete	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no
Legal entity's card				
View / Create	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Event / Document				
View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Create / Edit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Delete events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no
Delete documents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no
Remote access				
Connection	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Data export	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Print	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	yes
Add. permissions				
Modify classifiers, references and templates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	no

Fig. 47. Description of user permissions

For adding/editing or deleting a new role in the system:

click on the button **"Admin"** in the control panel of the program and choose **"System roles and permissions"** in the drop-down menu, in the opened window click on the button **"Add role"** / **"Change role"** / **"Delete role"** (Fig. 48). While adding/editing a role set a role's name and permissions.

USERS’ ROLES AND PERMISSIONS

System roles and permissions

Add role

Change role

Delete role

Permissions

Name

	Person's card
yes	View
yes	Create / Edit
no	Delete
yes	Person's approval
	Company's card
yes	View
yes	Create / Edit
no	Delete
	Legal entity's card
yes	View / Create
	Event / Document
yes	View
yes	Create / Edit
no	Delete events
no	Delete documents
	Remote access
yes	Connection
yes	Data export
yes	Print
	Add. permissions
no	Modify classifiers, references and templates
yes	Data export

Role

Recruiter

Fig. 48. System roles and permissions

SEARCH

The program allows searching the following objects:

- people;
- companies;
- projects;
- events;
- ads;
- documents.

Object search is performed on the parameters set up in the search window (Fig. 49). The results of search are displayed as a list.

For searching in persons'/ companies'/ projects'/ events'/ documents' databases:

click on the appropriate button in the control panel and select "Search" in the drop-down menu.

Search in three main databases (people, companies, projects) can be performed not only on key phrases in the documents attached to the card but also by the card fields.

Search for people

☐ All people in the
 ☐ Employees of internal company (current)
 ☒ All other people in the database

Search in documents

Keyword (phrase) search

Letter case Errors Position

1. + -

Search conditions

Search in:

☐ Conversations on project / without
☐ Interview on the project / without
☐ CV
☐ Other documents

Document creation date

PPD

☐ No PPD requests sent
☐ There were PPD requests
☐ PPD consent expires

Search in card fields

Search phrase

Letter case Errors Position

☐ Full name (including maiden name) ☐ Phone number
☐ Address ☐ Email
☐ Employer ☐ Web-page
☐ Previous employments ☐ Messenger
☐ Information source about person ☐ Notes
☐ Education

Date of Birth Age

Sex Country Region

City Employer

Languages Level Phone number (without)

1. + - Email

Classifier

Works with person on a project Responsible for person

Card creation date Tags

Fig. 49. Search for people

HOW TO CREATE A NEW LIST

Click on the button **"Person (Company/ Project/ Ads/ Events/ Documents)"** in the control panel of the program and choose **"Create a new list"**.

A blank window will be displayed in the workspace, which is intended for grouping of the search results from different windows (Fig. 50).

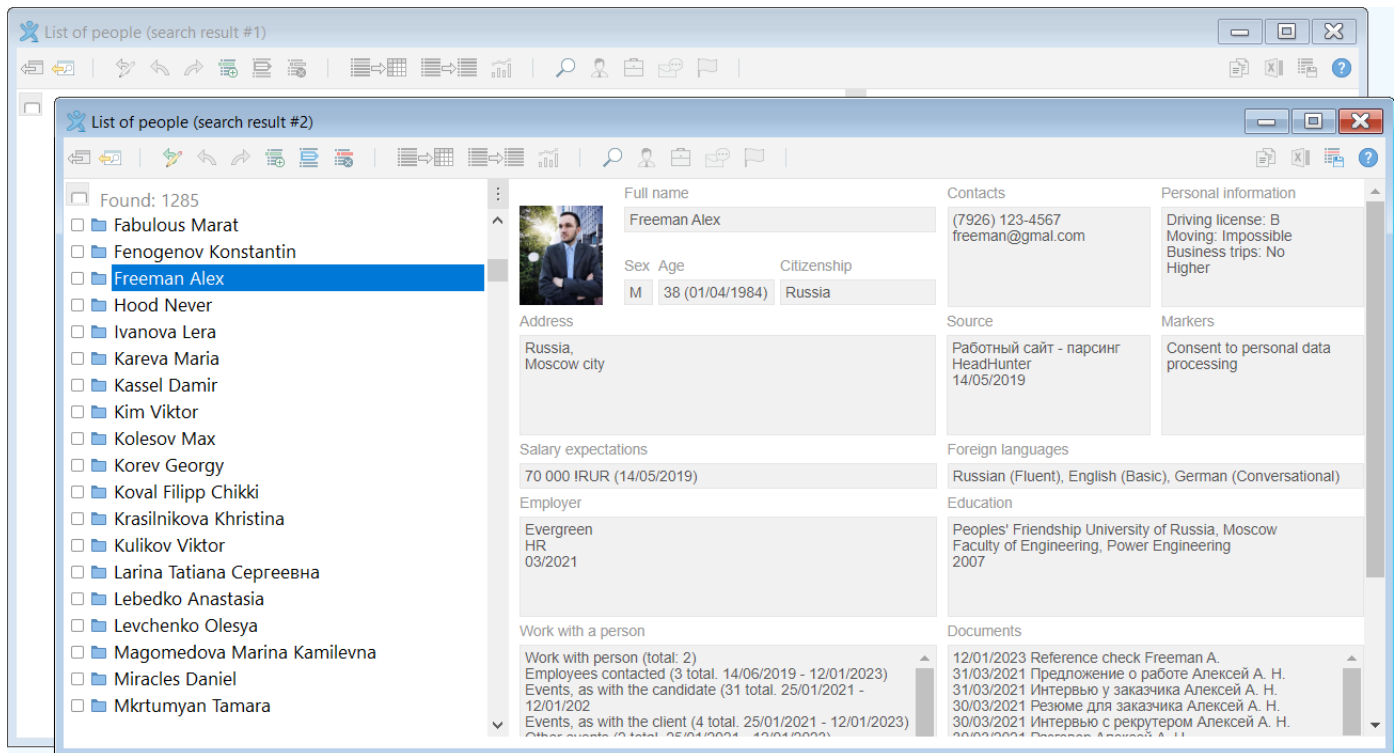


Fig. 50. List of people

For saving a list of people (companies/projects/ads/events/documents) highlight this list and in the right upper corner click the button **"Save list"**. In the opened window indicate the name of the user a list is being saved for and press **"OK"** (Fig. 51).

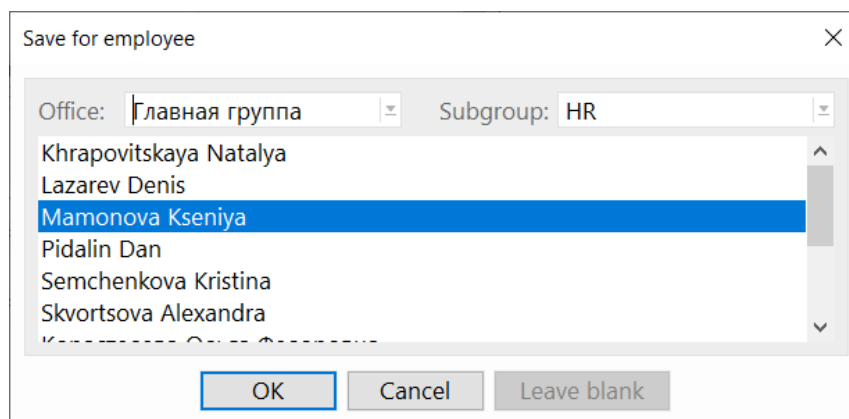


Fig. 51

HOW TO CREATE A NEW LIST

In the window **"List saving. Item name"** indicate a list name and press **"OK"** (Fig. 52).

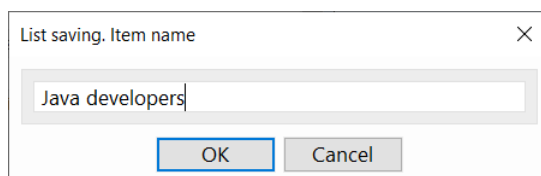


Fig. 52. List saving. Item name

➤ **For displaying a saved list of people (companies /documents /ads etc.):**

in the program control panel click on the corresponding button and in the drop-down menu select a command **"My searches/ lists"**. In the opened window select a required list (Fig. 53).

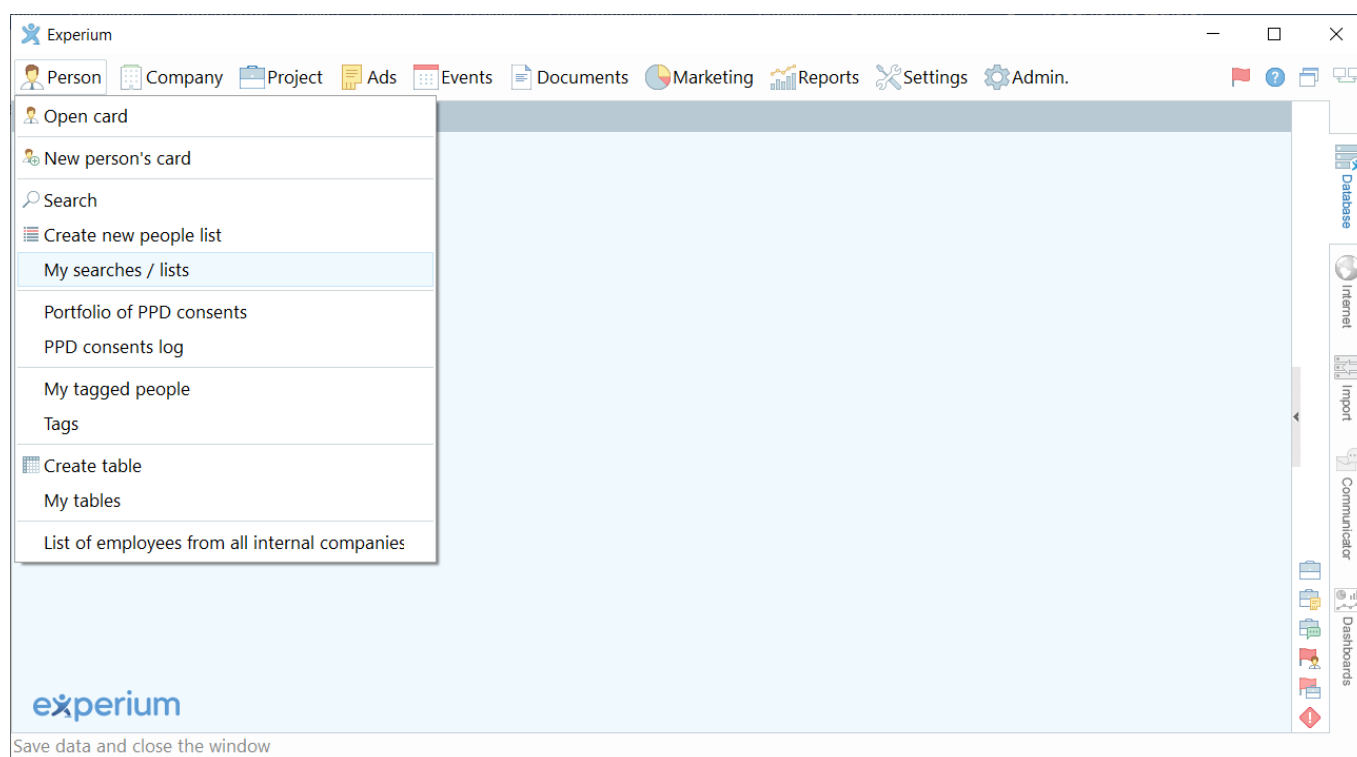


Fig. 53. My searches/ lists

REPORTS

The **"Reports"** module gives an opportunity to create **reports on projects, statistic reports, reports on work with recruitment agencies and reports on people in the SearchWorkSheet**. Report data can be grouped by responsible persons, user groups and other criterion. Data by more than 150 parameters can be uploaded to reports.

Each user can create reports by any parameters. For that in **the Program Control Panel** click on the button **"Reports"** and in the drop-down menu select a required type. In the opened window click on the button **"New"** (Fig. 54) and select required parameters for a report.

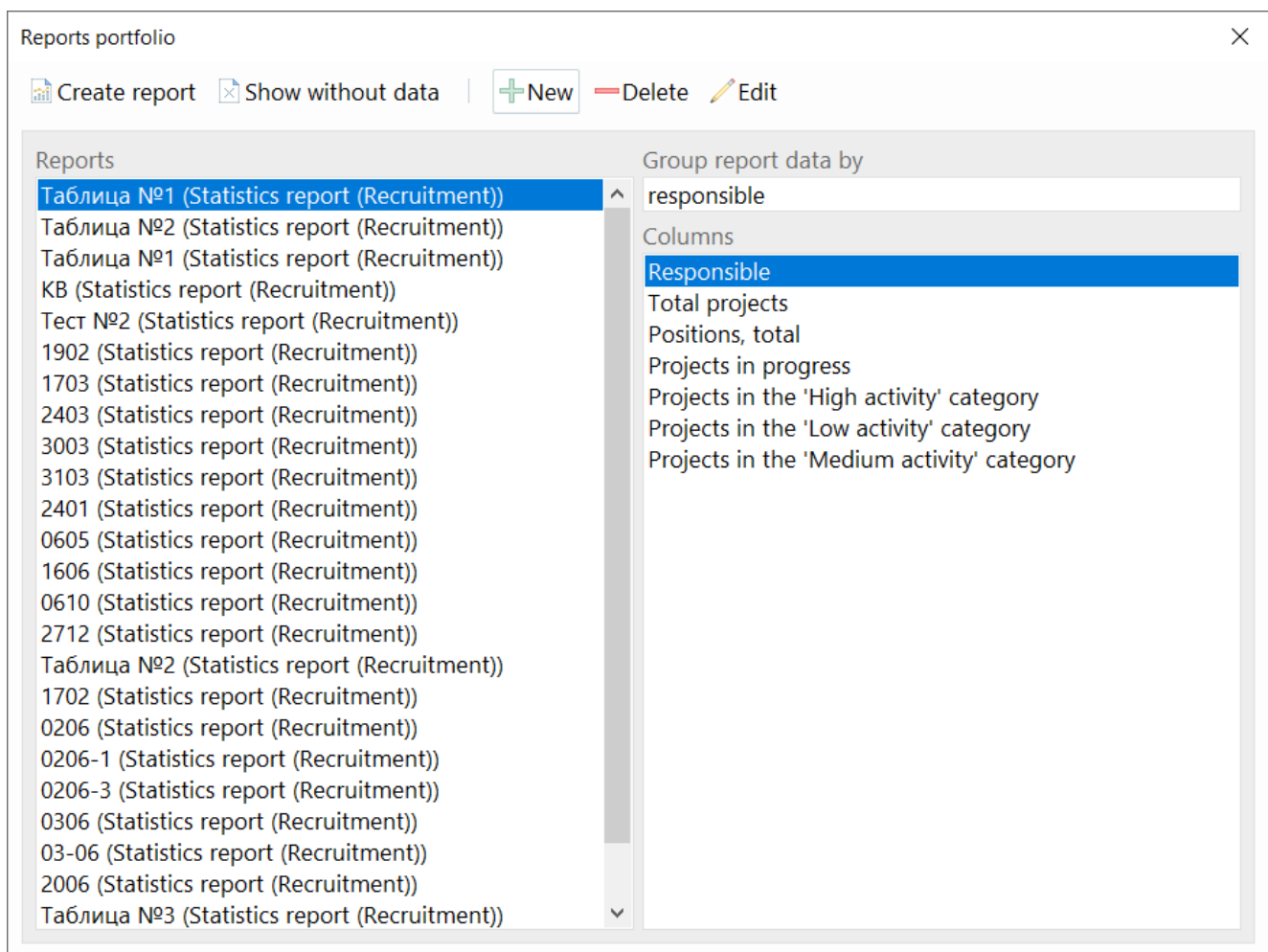


Fig. 54. Reports portfolio

If you want to create a report template which will be available for all users, enter the program using account of the **Chief Administrator** and set required parameters for a report. Save this report template and it will be displayed in the **Report Portfolio** for all users of the program.

Created reports can be exported to Excel in their original format (Fig. 55).

REPORTS

Report: Table #1 (Group by: projects), (Period of time: 08/06/2018 - 07/08/2018)

Lines in the list: 16

<input checked="" type="checkbox"/>	Company	Project name	City	In progress since	Sources and number of employed in the project	Sources of appearance of employed (employed on probation) in the project	Status	Responsible
<input checked="" type="checkbox"/>	Severstal	Chief accountant (Severstal) 01/08/2018	Saint Petersburg	02/08/2018	Database (1)	Database	Partially completed. High activity	Ivanova N.
<input checked="" type="checkbox"/>	Adidas	Head of Finance (Adidas) 23/07/2018	Moscow	25/07/2018	Database (1)	Database	Completed	Ivanova N.
<input checked="" type="checkbox"/>	Danone	Key account manager (Danone) 04/04/2018	Tula	29/06/2018			In progress. High activity	Ivanova N.
<input checked="" type="checkbox"/>	MediaMarkt	Sales manager (MediaMarkt) 12/03/2018	Moscow	14/03/2018	Database (1)	Database	Partially completed. High activity	Ivanova N.
<input checked="" type="checkbox"/>	Samsung	Sales manager (Samsung) 23/07/2018	Kaluga	26/07/2018	Database (1)	Database	Partially completed. High activity	Ivanova N.

Fig. 55. Report

Report "Individual Workload"

Report "Individual Workload" gives an opportunity to monitor employees' efficiency through the definite period of time.

To upload the report "Individual Workload":

in the program control panel click on the button **"Reports"** and in the drop-down menu select a command **"Reports about projects" -> "Individual Workload"**. In the opened window **"Summary settings"** indicate an enumeration period and the name of the employee or a group of employees (Fig. 56).

Summary settings

Workload calculation time frame
 above 01/01/2022

☐ Select by employee

☒ Select by company structure
 HR (Главная группа)

☐ FRC of employees

Fig. 56. Summary settings

The window **"Individual WorkLoad"** will be opened (Fig. 57).

WorkLoad (individual)

Lines in the list: 3

<input type="checkbox"/>	#	Employee	Employee interview	Conversation	Marketing	CV for the client	Contacts/Negotiations with a company	Interview with client	Reference check
<input type="checkbox"/>	1	Ivanova Natalia	18	10	2	22	5	5	
<input type="checkbox"/>	2	Solovieva Ekaterina	2	1	2	0	0	0	
<input type="checkbox"/>	3	Главный Администратор	1	0	0	0	0	0	
		Total	21	11	4	22	5	5	

Fig. 57. Individual WorkLoad

REPORTS

Report "Work on projects"

Report "Work on projects" allows monitoring employees' efficiency within the work on each separate project.

▶ To upload a report "Work on projects", in the program control panel click on the button "Reports" and in the drop-down menu select a command "Reports about projects" -> "Work on projects". In the opened window "Summary settings" indicate a period of work on projects, projects status, name of an executor and the name of the client company (Fig. 58).

Summary settings

Project status

Work start date
above 01/01/2022

Project status
In progress

Status set date
above 01/01/2022

Executors

Executor or participant
Mamonova Kseniya

Executor

FRC of responsible

KAM/BDM

Coordinator

Client

Company

Classifier

Fig. 58. Summary settings

The window "Work on projects" will be opened (Fig. 59).

Work on projects after 01/01/2022

Lines in the list: 8

#	Client	Project	Region	Country	Number of pos	Request date	Date	Days in w	Category	Project statu	Status
1	Christmas Gnomes	Chief gnome	Vologda Oblast	Russia	2	05/12/2022	09/12/2022	35	Partially co...	Partially co...	09/12/
2	New Year Bunnies	Chief hare	Saint Petersburg	Russia	2	05/12/2022	07/12/2022	37	Partially co...	Partially co...	07/12/
4	PointPay	Director of Development	Kamchatka Krai	Russia	1	12/07/2022	12/07/2022	185	High activity	In progress	12/07/
6	Porsche	IT-Product manager	Saint Petersburg	Russia	4	25/05/2022	31/05/2022	227	Partially co...	Partially co...	31/05/
7	Sanofi	Financial analyst	Saint Petersburg	Russia	3	23/05/2022	27/05/2022	231	Partially co...	Partially co...	27/05/
8	White Nights	Guide	Moscow	Russia	2	15/02/2022	15/02/2022	332	Partially co...	Partially co...	15/02/

Fig. 59. Work on projects report

REPORTS

For setting criterion of efficiency for the report with red numbers it is required to make the following settings:
Chief Administrator -> Settings -> Document forms and operational reports.

In the opened window select type of a report "**Work on projects**" and indicate (Fig. 60):

- max number of days until "In progress" status;
- max number of days without candidates;
- min number of candidates;
- max number of days without interviews.

The screenshot shows a window titled "Document forms and operational reports". On the left, there is a tree view under "Reports" with two items: "Work on projects" (selected) and "Work Load". On the right, the settings for "Work on projects (Red numbers)" are displayed. These settings include four spinners with their respective ranges: "Max number of days until 'in progress' status" (value 3, range 1 - 120), "Max number of days without candidates" (value 7, range 1 - 120), "Min number of candidates" (value 7, range 0 - 120), and "Max number of days without interviews" (value 5, range 1 - 120). At the bottom right of the window are three buttons: "OK", "Cancel", and "Apply".

Fig. 60. Settings for operational reports

DASHBOARDS

Dashboards allow you to generate **statistical reports on Recruitment projects in the form of diagrams**.

To create a dashboard template, go to the right side panel of the program, the **"Dashboards"** tab.

In the opened workspace, click the **"Add block"** button. In order to customize the diagram for this block, select **"Click to customize the diagram"** in the opened workspace. Then you can select any parameters from the report and customize the appearance of the charts (Fig. 61). Add as many blocks of information as you need and customize the look for each.

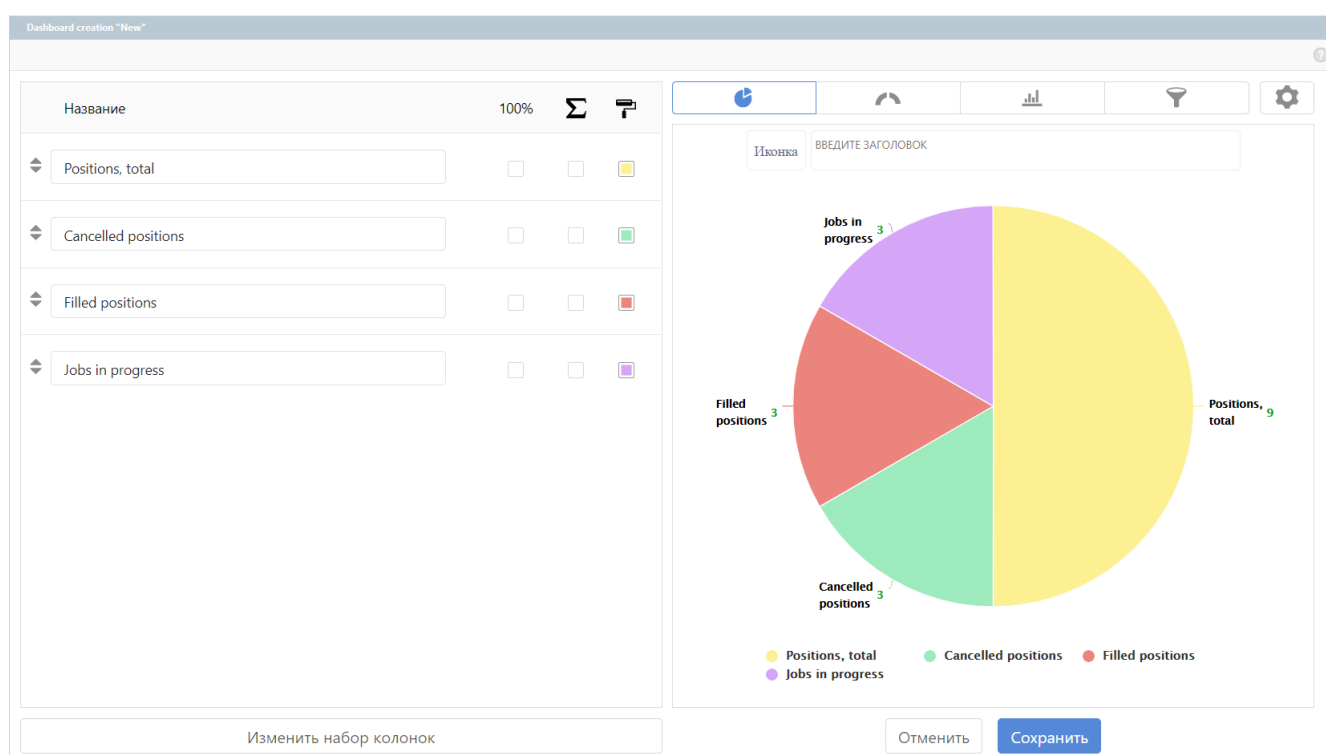


Fig. 61. Customizing the appearance of the Dashboard template

DASHBOARDS

In order to generate a dashboard with data, select the required template in the list and click the "Generate Dashboard" button at the top of the workspace.

The generated dashboards can be sent in pdf format or printed (Fig. 62).

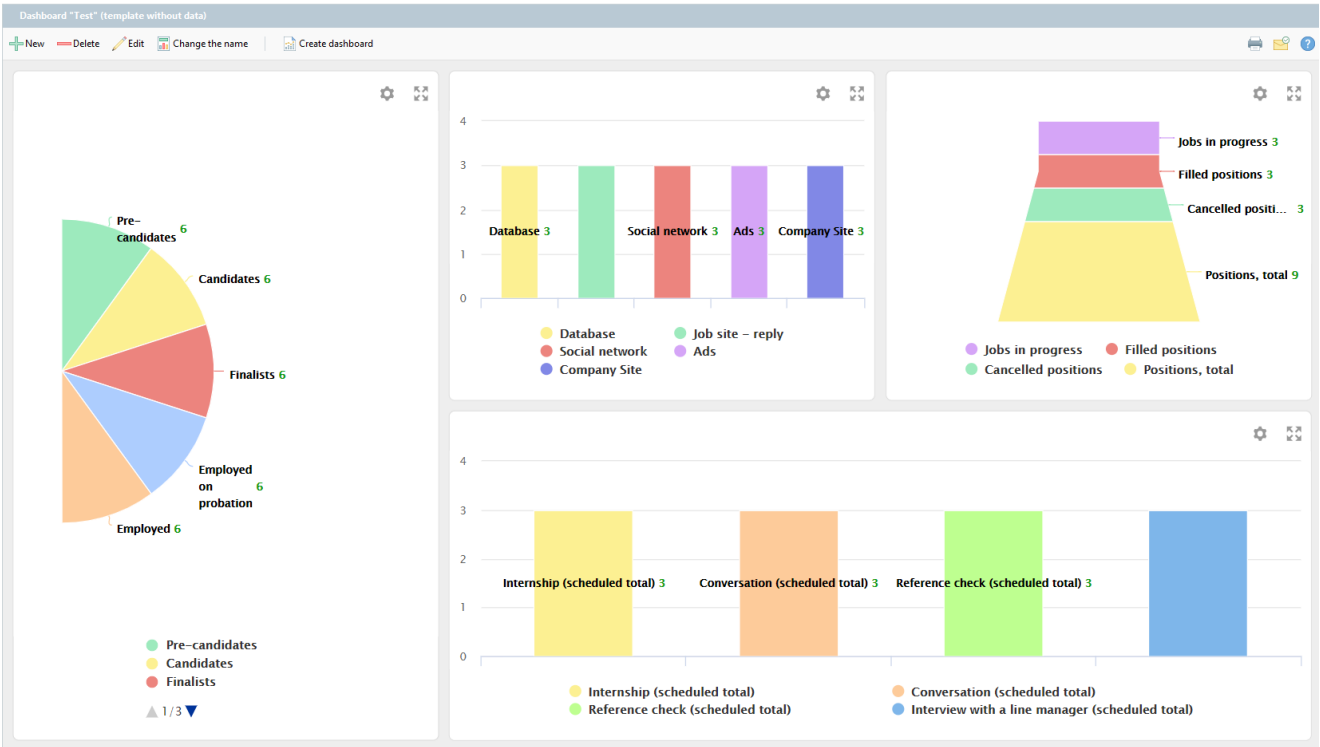


Fig. 62. Dashboard formation

CONCLUSION

Thanks for reading this guide on working with Experium software!

- If you have unanswered questions, please, contact us: **+7 (495) 783-66-03**
- If you have any feedback on the program, please, send us an e-mail to info@experium.ru

***WE CREATE A PROGRAM FOR PROFESSIONALS
WITH PROFESSIONALS!***