

This report provides a comprehensive guide to managing "Posted Jobs," focusing on key features such as editing job details, configuring personality selectors, and defining supervisor personalities. It aims to empower end-users with clear, actionable steps to ensure their job postings are accurate, well-matched, and optimized for attracting the right talent.

1. Executive Summary

This document outlines how you can efficiently edit and refine your posted job listings. By using the features described, you gain precise control over job details, candidate personality matching, and supervisor personality requirements. This means you can ensure your job descriptions accurately reflect your needs, attract candidates who are a great cultural and skill fit, and ultimately streamline your hiring process for better outcomes. You'll find clear instructions on updating job information, selecting specific behavioral traits, and defining ideal supervisor personalities, all designed to make your job postings more effective.

2. Introduction

Finding the right talent is crucial, and it starts with a well-defined job posting. This guide addresses the common challenge of needing to update job details or refine candidate matching criteria after a job has been posted. The "Posted Job" module provides powerful tools to modify existing job listings, ensuring they stay current and effective.

The purpose of this document is to walk you through how to use these tools to your advantage. You'll learn how to easily adjust job descriptions, salary information, and location, as well as fine-tune the "Personality Selector" to identify candidates with the ideal behavioral traits. Additionally, we'll cover the "Supervisor Personality" feature, which helps you define the leadership styles that best suit your team, ensuring a harmonious work environment.

Throughout this guide, we use simple, jargon-free language. Where technical terms are unavoidable, we'll explain them:

- **Behavior Selector:** A tool that lets you choose specific behaviors to find candidates with matching personalities.
- **Personality Match:** The degree to which a candidate's personality aligns with the requirements of a specific job, often expressed as a percentage.
- **Supervisor Personality:** Defines the ideal leadership traits or characteristics for a supervisor role within your organization.
- **Job Group:** A category or grouping under which a job is posted.

3. Main Content (User-Focused Sections)

What This Means for You

- **Greater Control:** Easily update any aspect of your job posting, from title to salary, ensuring accuracy and relevance.
- **Improved Candidate Matching:** Fine-tune personality requirements to attract candidates who are not just skilled, but also a great cultural fit for the role and team.
- **Efficient Hiring:** Reduce time spent reviewing unsuitable applications by clearly defining both job requirements and desired personality traits upfront.
- **Better Team Fit:** Select ideal supervisor personalities to ensure new leaders integrate smoothly and effectively with existing teams.
- **Real-time Updates:** See immediate recalculations of personality match percentages as you adjust behavior selections.

- **Clear Visibility:** Gain detailed insights into personality matches through clear percentages, helping you make informed decisions.

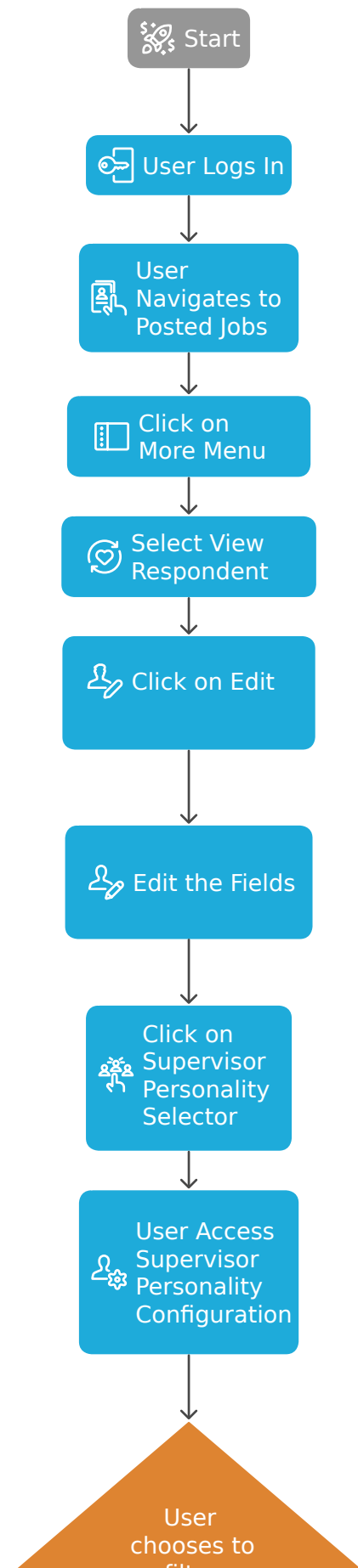
How It Works

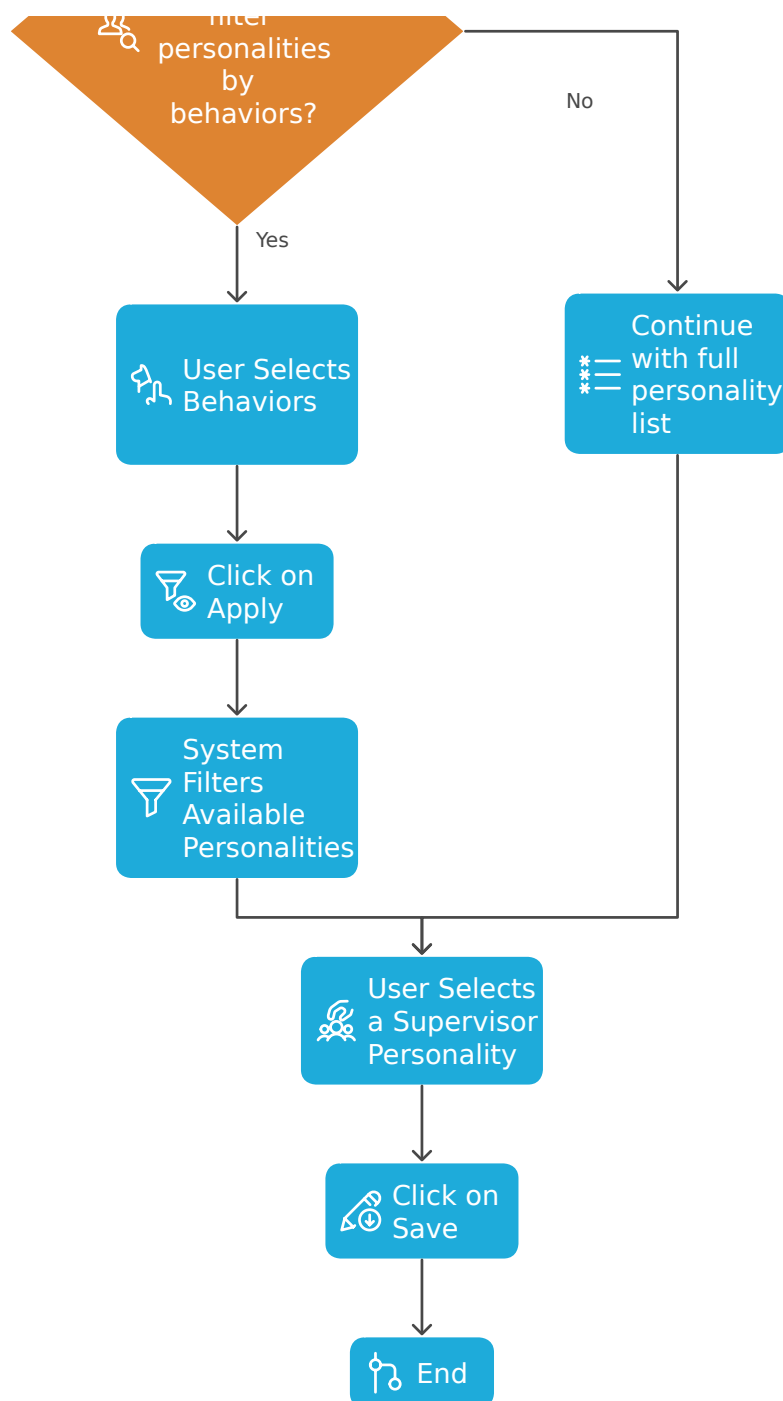
The "Posted Job" module allows you to revisit and modify any live job posting. The process generally involves:

1. **Accessing the Edit Form:** From your list of posted jobs, you navigate to the specific job's edit screen.
2. **Updating Job Details:** Here, you can change fundamental information like the job title, description, company details, and assessment types.
3. **Refining Personality Matches:** Within the edit form, you can access the "Personality Selector" to define or adjust the behavioral traits desired for candidates. This helps the system calculate how well a candidate's personality matches the job (Match 1 and Match 2).
4. **Setting Supervisor Personalities:** You can also define the ideal "Supervisor Personality" by selecting behaviors or choosing a specific personality type from a list, ensuring leadership alignment.
5. **Saving Your Changes:** All modifications are saved to update the live job posting.

This workflow is illustrated in the flowchart below:

Posted Job Management Flowchart





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Getting Started

To begin editing a posted job and configuring personality settings, follow these steps:

1. **Log in** to the system with your valid credentials.
2. Navigate to the **"Posted Jobs"** screen from your main dashboard.
3. Locate the job you wish to edit and click on its **"More" menu** (often represented by three dots or an icon).
4. From the dropdown, select **"View Respondent."**
5. On the "View Respondent" screen (or Job Candidate List page), find the job title and click on the **"Edit" icon** next to it. This will take you to the Edit Job screen.
6. To adjust **Personality Selector** settings:

- Scroll down to or click on the "**Personality Selector**" section.
- **Select up to 4 behaviors** for either Match 1 or Match 2 by clicking on their respective options.
- Review the related personalities that appear.
- Click the "**Apply**" button to see the updated feedback percentage.

7. To adjust **Supervisor Personality** settings:

- Scroll down to or click on the "**Supervisor Personality**" section.
- You can either:
 - **Select up to 4 behaviors** using the toggles provided. Observe how matching personalities are highlighted.
 - **Directly select any personality** from the displayed cards, even without choosing behaviors.
- Click the "**Apply**" button to confirm your selection.
- Click the "**Save**" button to permanently store the chosen supervisor personality.

8. To **update general job details** (e.g., job title, company name, assessment type):

- Locate the relevant fields on the Edit Job screen.
- Make your desired changes.
- Click the "**Save**" or "**Update Job**" button at the bottom of the form to apply all changes.

Key Features You'll Use

- **Edit Job Details:** Easily modify basic job information like job title, company name, industry, location, and salary, ensuring your job post is always up-to-date.

- **Personality Selector:** This interactive tool lets you choose up to 4 specific behaviors for Match 1 and Match 2 categories. Based on your selections, it automatically calculates and displays a feedback percentage, indicating how well candidates align with these traits. This helps you refine your ideal candidate profile.
- **Supervisor Personality Feature:** Define the ideal leadership traits for a supervisor role. You can select up to 4 behaviors, and the system will highlight matching supervisor personalities. Alternatively, you can directly pick a supervisor personality from a list. This ensures you find leaders who fit your organizational culture.
- **Assessment Type Selection:** Choose between "Short" or "Normal" assessment types for your screening process, allowing you to tailor the screening intensity.
- **Quiz Source Configuration:** Select whether to use a "Saved Quiz," a "Customized Quiz," or "None" for your job's assessment, giving you flexibility in candidate evaluation.
- **Google Sheet Integration:** Provide a link to a Google Sheet for specific screening purposes, enabling seamless integration with external assessment tools.
- **Custom Yes/No Questions:** Add and manage custom Yes/No questions to your application form. You can toggle their visibility for candidates and review their responses.
- **Outgoing Email Management:** Select which company email address will be used for outgoing communications related to this job.
- **Collaborator Management:** Add or remove collaborators by their email address, allowing multiple team members to manage the job posting and candidate responses.

Common Scenarios

- **Updating a Job Title:** Imagine you posted a job as "Software Developer" but now need to change it to "Senior Software Developer" to better reflect the role's seniority. You simply open the job in edit mode, change the "Designation" field, and save.
- **Refining Candidate Personality:** You notice that candidates are missing a key trait like "Persistence." You can go into the Personality Selector, choose "Persistence" as one of the 4 behaviors for Match 1, and click "Apply." The feedback percentage for Match 1 will instantly update, and future candidates will be assessed against this refined profile.
- **Defining Ideal Leadership:** Your team needs a supervisor with "Steadiness" and "Patience." In the Supervisor Personality section, you select these two behaviors. The system highlights supervisor personalities that align. You then choose the best-fitting personality and save it, ensuring you attract leaders with those specific traits.
- **Changing Company Details:** Your company recently rebranded or moved its headquarters. You can easily update the "Company Name," "Company Logo," or "Headquarters Location" within the job edit form, ensuring all posted jobs reflect the latest information.
- **Adding a Custom Screening Question:** You want to ask candidates if they have experience with a specific tool, like "Do you have experience with Node.js?". You can use the "Add Feature" button in the custom questions section, type your question, set it to Yes/No, toggle it "ON," and save. This question will then appear for future applicants.
- **Setting Up a Quiz:** You have a specific quiz for a role. In the Screening section, you can choose "Customized Quiz" from the Quiz Source dropdown and paste the link to your Google Sheet assessment.

What to Expect

After successfully using the "Posted Job" features:

- **Job Details:** The job listing will immediately reflect all your updated information, such as the new job title, description, company details, or salary.

- **Personality Selector:** The feedback percentages for Match 1 and Match 2 will be recalculated and clearly displayed based on your selected behaviors. These updated personality preferences will be saved and used for future candidate evaluations.
- **Supervisor Personality:** Your chosen supervisor personality, whether selected directly or filtered by behaviors, will be saved and persist. When you reopen the form, these selections will still be highlighted, ensuring consistency in your leadership hiring criteria.
- **Custom Questions:** Newly added questions will appear in the candidate application form if their toggle is set to "ON." If toggled "OFF," they will be hidden. Answers for existing questions (Yes, No, or blank) will be saved and displayed correctly when you revisit the form.
- **Collaborators & Email:** Your updated list of collaborators and the selected outgoing email address will be saved and consistently used for the job.
- **Confirmation:** You will typically see a success message confirming that your changes have been saved. Your updates will be visible even after refreshing the page or closing and reopening the form.

Business Rules & Constraints

- **Behavior Selection Limit (Personality Selector):** You can select a **maximum of 4 behaviors** for each personality match (Match 1 and Match 2). The system will prevent you from selecting a fifth behavior.
- **Apply Button Activation (Personality Selector):** The "Apply" button is only enabled after you have selected at least one behavior. If you select fewer than 4 behaviors and click "Apply," the system will prompt you to select all 4 for complete feedback.
- **Behavior Selection Limit (Supervisor Personality):** Similar to the Personality Selector, you can select a **maximum of 4 behaviors** for the Supervisor Personality feature. The counter will update from "0/4" to "4/4" as you select, and further selections will be blocked.
- **Save/Apply Button Activation (Supervisor Personality):** The "Apply" and "Save" buttons become active only after you make a valid selection of behaviors or directly choose a personality. If nothing is selected, these buttons remain disabled.
- **Role-Based Editing:** Admin users can edit all fields except the "Access Code." Collaborators have more restricted editing rights, typically limited to outgoing emails, collaborator emails, and personality selector details.
- **Required Fields:** Some fields, like Company Name, Industry, and Company Type, might be mandatory. Leaving them blank will trigger validation errors and prevent saving until corrected.
- **URL Validation:** When providing a Google Sheet address, the system will only accept valid URLs and will show an error if an invalid or unrelated link is entered.
- **Job Status:** Closed or expired jobs generally cannot be edited. You might need to reopen or duplicate them to make changes.
- **Unsaved Changes:** Any changes made on the edit form that are not explicitly saved by clicking the "Save" or "Update" button will be lost if you navigate away or close the form.

4. Visual Elements & Supporting Information

Posted Job: Personality Selector - Edit

This section helps you define the ideal personality traits for candidates by selecting behaviors for Match 1 and Match 2, allowing for precise candidate alignment.



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Field Validation Table (Personality Selector)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Behavior Selection	Yes (for Apply)	Checkbox/Toggle	Boolean	Max 4 selections	Yes	Select specific behaviors (up to 4) that align with the desired personality match for this job. Selecting at least one behavior is required to enable the "Apply" button, and selecting all 4 is recommended for complete feedback calculation.
Apply Button	No	Button	N/A	N/A	Yes	Click to recalculate and update the feedback percentage based on your selected behaviors. Disabled if no behaviors are selected.
Cancel Button	No	Button	N/A	N/A	Yes	Click to close the behavior selection and discard any unsaved changes.

Posted Job: Supervisor Personality - Edit

This feature allows you to define the ideal leadership characteristics for a supervisor role, helping you find candidates with matching management styles.


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Field Validation Table (Supervisor Personality)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Behavior Selection	No	Checkbox/Toggle	Boolean	Max 4 selections	Yes	Choose up to 4 behaviors to filter and highlight matching supervisor personalities. (Not mandatory if selecting a personality directly).
Supervisor Personality Cards	Yes (for Save)	Card/Radio Selection	String	Select 1 from list	Yes	Select an ideal supervisor personality type. You can select one directly or after filtering by behaviors. At least one selection (either behavior or personality) is required to enable the "Save" button.
Apply Button	Yes (for confirmation)	Button	N/A	N/A	Yes	Confirms your selected behaviors or personality, highlighting them as applied. Disabled until a valid selection is made.
Save Button	Yes (for persistence)	Button	N/A	N/A	Yes	Permanently saves your chosen behaviors or supervisor personality. Enabled after a valid selection.
Close Button	No	Button	N/A	N/A	Yes	Closes the Supervisor Personality form and discards any

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						unsaved changes.

Posted Job: Update Job Group - Edit

This is the main edit form where you can update all general details of a posted job, including company information, assessment settings, and custom questions.





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Field Validation Table (Update Job Group)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Company Logo	No	File Upload	Image File	N/A	Yes	Upload a new company logo to update the existing one.
Company Name	Yes	Text/Dropdown	String	N/A	Yes	Enter or select the company's name. A dropdown may appear with existing company names.
Industry	Yes	Dropdown/Multi-select	String	N/A	Yes	Select one or more industries relevant to the company.
Company Website	No	Text (URL)	String	N/A	Yes	Enter the company's official website URL.
Company Type	Yes	Dropdown	String	N/A	Yes	Select the company's type (e.g., Private, Public, Startup).
Company Size	Yes	Dropdown	String	N/A	Yes	Select the company's size based on employee count (e.g., 1-10, 11-50).
Headquarters Location	Yes	Text/Dropdown	String	N/A	Yes	Enter or select the company's headquarters location.
About Company	No	Textarea	String	N/A	Yes	Provide a brief description of the company.
Complexity of the Company	Yes	Dropdown	String	N/A	Yes	Select the organizational complexity of the company.
Work Structure	Yes	Dropdown	String	N/A	Yes	Select the typical work structure at the company.

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Growth and Change Status	Yes	Dropdown	String	N/A	Yes	Indicate the company's current growth and change status.
Job Title/Designation	Yes	Text	String	N/A	Yes	Edit the title or designation for the job post (e.g., "Software Developer").
Assessment Type	Yes	Radio Button	String	"Short", "Normal"	Yes	Choose between "Short" or "Normal" assessment options for screening candidates.
Quiz Source	Yes	Dropdown/Radio	String	N/A	Yes	Select the source for the quiz: "Saved Quiz," "Customized Quiz," or "None." Only one option can be selected.
Address of the Sheet	No	Text (URL)	String	N/A	Yes	Paste a valid Google Sheet URL to be used for assessment purposes. Invalid URLs will trigger an error.
Custom Yes/No Question Text	No	Text	String	N/A	Yes	Enter the text for a custom Yes/No question to be asked to candidates.
Custom Question Toggle	No	Toggle Switch	Boolean	N/A	Yes	Turn ON to make a custom question visible to candidates; OFF to hide it.
Custom Question Answer	No	Radio Button	String	"Yes", "No", Blank	Yes	Select "Yes" or "No" for existing custom questions. Can also be left

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						blank if not mandatory.
Outgoing Email	Yes	Dropdown	String	N/A	Yes	Select the email address to be used for all outgoing communications related to this job. (e.g., hr@company.com)
Collaborator Email Input	No	Text (Email)	String	N/A	Yes	Enter a valid email address to add a new collaborator to this job.
Access Code	Yes	Text	String	N/A	No	A unique code for the job, not editable by administrators.
Save/Update Button	No	Button	N/A	N/A	Yes	Click to save all changes made to the job details, personality settings, and custom questions.

5. Summary & Benefits

In summary, the "Posted Job" module provides a robust and user-friendly platform for managing your active job listings. By leveraging its features, you can:

- **Maintain Accurate Job Postings:** Keep all job details, from basic information to company profiles, up-to-date with minimal effort. This ensures candidates always see the most current and relevant information.
- **Optimize Candidate Fit:** The Personality Selector allows you to define precise behavioral traits for your ideal candidates, leading to higher quality applications and a better match for your team's culture. This moves beyond just skills to encompass how a candidate works and interacts.
- **Strengthen Leadership Alignment:** The Supervisor Personality feature helps you articulate and select the most suitable leadership styles for your roles, fostering cohesive and effective management within your organization.
- **Streamline Screening:** By customizing assessment types, quiz sources, and adding specific Yes/No questions, you can tailor your screening process to efficiently identify the best candidates.
- **Enhance Collaboration:** Easily add team members as collaborators to share management responsibilities, improving workflow and communication within your hiring team.

Ultimately, these tools empower you to create more effective job postings, attract truly suitable candidates, and build stronger, more compatible teams, directly contributing to your hiring success and organizational growth.