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# Broadbean

## **Refers to:**

Vacancy – Broadbean Button

This page provides help on posting adverts to Broadbean, ranking Broadbean applicants and retrieving and importing Broadbean applicants

## **Posting Adverts to Broadbean**

The Broadbean wizard consists of three data-gathering pages (Stages 1 – 3 of 4), followed by an automatic transfer to the Broadbean website at Stage 4. Note that changes made in the wizard will not be passed back to the vacancy in IQX. Set up your vacancy in the normal way and complete all the necessary information. When you are ready to post to the Broadbean website, click on the Broadbean button at the top right of the vacancy screen.

🚳 Temp Vacancy: RGN Band 5 f	or IQX			
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This opens the Broadbean wizard. The first screen covers the basic information on salary or rates from the vacancy and includes a section for location and industry. Enter the details if not already prepulated and click next to move to stage 2.

Job Type	Contract
Job Title	Stonenuston
Location	Belper Derbyshire East Midlands England
Continent	Europe
Country	England
Region	East Midlands
Place	Derbyshire
Sub Place	Belper
Sub-Sub Place	
Sub-Sub-Sub Place	
industry	Building & Construction
Our Ref	Test1
Start Date	1693/2016
Duration	6 mentrs
⊟Salary / Rate	
	15
To	20
Per	hour
Senefts	tast
Skills	test

This next screen is a copy of the Notes section (or other notes, depending on your agency set-up) from where the vacancy description or the body of the advert will be displayed.



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Post Vacancy to Broadbean			
Post Vacancy to Broadbean Please amend or complete the Vacancy description. Stage 2 of 4			
Details about the job here.			
	< <u>B</u> ack	Next >	Cancel
	< Dack	<u>Il</u> ext >	Cancer

Although this has been copied from the vacancy you can edit this as needed. Please note that as this is uploading to a webpage care must be taken when copying from Word documents or other files with formatting that may not be accepted by a web page. If you need to copy and paste it is recommended you do so from text files to be certain what is going over. Press Next and it will take you to Stage 3, the job board selection screen. This will show you a list of boards that you are able to post to under your current IQX login and you can select which boards to upload to by placing a tick in the relevant box. You can post to multiple boards as needed.

🐵 Broadbean					_ 🗆 X
Post Vacancy to Broadbean					
Please select which job boards you wish to post the Vacancy to. Stage 3 of 4					
Job Board	Free to Post	Cost Per Post	Channel Summary	Quota Informaton	Select
Broadbean Test Board ▶ Jobs Cabinet (Test Board)	V				
			< <u>B</u> ack	<u>N</u> ext >	Cancel

Press Next to move to stage 4. (Depending on your Agency set up you may not see Stage 3 and pressing next at the end of Stage 2 will take you to Stage 4). At stage 4 you now have direct access to the Broadbean website within the IQX wizard. The first screen you encounter will include all the information you added earlier and will give you a chance to alter any details or add missing information. You may find it helpful to expand this page to "full screen" view using the maximise the box at the top right of the window.



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cancy to Broadbean				
leck details and submit, using the controls on th If 4	Droadbean web page.			
	2 Advert Details			
				_
	Please enter the details for this advert			
	(Please provide values for the mandatory fields marked with a red a	isterisk)		
Main Advert Information				
Reference No.*	2055			
Job Title *	RGN Band 5			
	HAR SERVE			
Job Type and Specifics				
Job Type	Contract			
Industry and Realize Inform	ation			
Industry and Sector Inform	ation			
Industry Sector*	Health and Safety			
Salary and Benefit Informa	tion			
Juliary and Denetic Informa	001			
Salary + Benefits Salary description that will be displayed	£ 🔽 25000 30000 annum 💟 - Additional benefits			
on your advert.	e g. car, pension, negotiable			
Location Information				
Louis and				
Location *				
	Europe > Scotland > South East.> Scotlish Borders			
		< gack	Enañ	Cancel

Use the scroll bar on the right hand side of the screen to ensure you see all the information to be added, this bottom section contains the detailed job description so that you can ensure the advert is correct and adjust the formatting as needed, this also includes the VERY important spell check option. Once this information is entered correctly press the 'Continue' button within the Broadbean page NOT the 'Finish' button at the bottom of the IQX wizard, because at this point the job upload is NOT completed.

	Charaders :0 / 600 HTML Charaders :0 / 600
Detailed Job Description *	B I 및 ■ = = = ■ Paragraph * Font Stors *
	X 0b 6 株 三 田 田 ほ タ ジ <u>A</u> ・- 五 等・
	this is a best
	Characters :14/65535 HTVIL Characters :21/65535
	Please note: you should never include contact details in the description of the advert, these will be sent separately
Continue	

You may need to maximise/resize the window or scroll right for the 'Continue' button to show. Please note you should make a note of any changes to the vacancy that have been made since the wizard was started so that you can go back in to the vacancy and update any changes as needed once the

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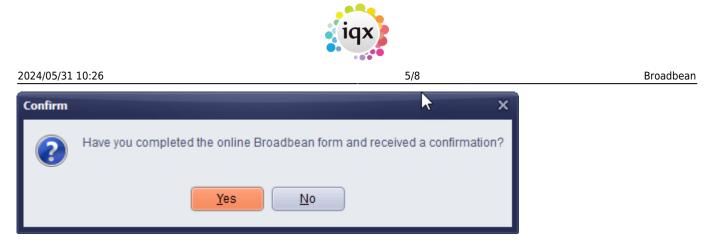
job is uploaded to ensure the two systems are displaying the same. After clicking on Continue you are taken into the preview screen to see how the vacancy will be displayed. Scroll down to the bottom to Continue with this and confirm the vacancy is OK to be uploaded. Again do NOT click on the IQX 'Finish' button at this point.

Contact Email Address	joe.bloggs@iqx.co.uk		
Apply Online URL		check apply online ut	
Contact Telephone Number	01279210701	Control appay where an	
Contact Fax Number			
Contact Postal Address	RegencyWay		
Destinations & Advert	ising Periods		
Broadbean Test PJB	7 daya 🔽		
Jobs Cabinet	7 days 🔽		
Save this as a default Default Template Name		using an existing name if will overwrite the previous default.	
	Enter a name for this default temptate - by (max 50 characters)	dang an edang harren wit overwhere he previous design.	
	Enter a name for this default template - by (max 50 characters) Go tlack		Send Advert
	(max 50 characters)		Send Advert

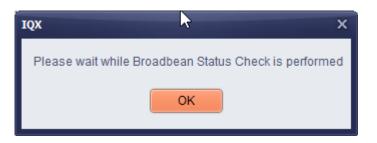
Check and change details as necessary and use the scroll bars to scroll to the bottom of the screen and use the Send Advert button to upload the job. Only when the job is correctly uploaded will you receive a confirmation from Broadbean.

Stage 4 of 4				^
	Your advert he	as been accepted as indic	rated below	
<b>Ø</b>	Broadbean Test Board	0	Jobs Cabinet (Test Board)	
	If you have any quest	ions, please contact support§	broadbean.com	
		er Verpion 4.0. Powered by <b>Brandt</b> 2 - 2018 Brandbean Technology Li Privary Pakity and Costiles		

Once the Send Advert button has been pressed press Finish on the IQX form. To ensure that you don't exit out of the wizard before the process is complete you receive this message, if you have seen the above message then you can click Yes, if you get this message before you have seen the above message press No.



You will then receive the message below and when the check is complete the Broadbean wizard will close down.



Go back to your Vacancy, press the refresh button and the Broadbean button will go grey.

👰 Temp Vacaı	ncy: RGN Band 5 f	or IQX	_	
		Reports Search Delete Help 🗿 😰 🖶		Broadbean ABC
Contact Events	Company	IQX	•	Details about the job here.
Competer Evening	Contact	Viola Scott	۲	
Short List	Job Title	DON Road E		

Press the Broadbean button again to go back in to the advert and use the advert check button to complete the process, this will populate the Location Path and Advert URL.

۹	🕸 Broadbean : Temp Vacancy: RGN Band 5 for IQX									
	Delete Advert	Advert Check	k New Adve	ert		Refr	esh Close			
ć	Advert									
	Location I	Path	Industry	Create Time	Close Time	Description	Reference			
	Coottigh Bordorg Cou	th East Costland	Health and Safahr	04/06/2019 4		en-Dotaila ak	2055	DOM		

Once completed when you go back to the vacancy and press refresh the Broadbean button will turn green and show a red tick.

🕲 Temp Vaca	incy: RGN Band 5 f	or IQX	_	
нари	ê 🗖 🔽	Reports Search Delete Help		Broadbean ABC
Contact Events	Company	IQX	-	Details about the job here.
Compose Lycins	Contact	Viola Scott	Ξ	
Short List	Job Title	RGN Band 5		

The tick indicates the Vacancy has been advertised. Press this button to review, delete or update the advert.

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### **Ranking Candidates**

If set up by your Agency you can click straight through to the Broadbean website to rank the candidates that have applied for your vacancy. Within the Broadbean advert click the Rank button.

🖏 🔐	oadbean : Temp Vacancy: RGN I	and 5 for IQX							
	Delete Advert Advert Check	New Advert		Refr	esh Close				
_Adv	ert								
	Location Path	Industry Cro	eate Time Close T	Time Description	Reference	Title	Туре	Salary Benefits	ŕ
So	cottish Borders South East Scotlanc	Health and Safety 01/	/06/2018 1	Details al	2055	RGN Band 5	Contract		
•									•
Chan	nels Candidates								
	View CV Import and Add to 9	Short List Retrie	Fil	ters: Rank 🛛 A	Rejection		Reject Applicant	Rank	
	Name Forename	Surname	Salutation	Addre	ess Stre	et Town	Postcode	Email Phone	R

This will open Broadbean in your internet browser and you will be logged in using the account details in your user record.

Adverts   CV Portal   Search   Reports   Settings								
ference at Title	Additional criteria							
RGN Band 5 (Job Ref: 2055)								
	Advert   Responses	Search Shortlist	Progressed					
Hotlists Drag and drop candidates to add them to hotlists You have no hotlists! Groups are a new way to manage your adverts. You can create and manage groups with the options	To view an applic Click on one of th O Unsuitable	ns to this vacan ants CV or Email click o e flags on the left to giv O Maybe suitable anking	n the relevant icon on the right	Source	1			
bullon above	Unranked applicants							
	Email Centre	<b>0</b> •	Tom Jones	Jobs Cabinet (Test Board)	5 Ju			

For each applicant you can view the CV and select the appropriate ranking. This can then be used within IQX to retrieve certain candidates.

### **Retreiving Applications**

Email confirmations will be received by the Broadbean account user. To retrieve the applications go to the Vacancy use the Broadbean button to access the advert and select the Candidates tab and press Retrieve Candidates. You will be asked to select the rank and you can choose to bring down All or just those of a particular rank.

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els Candidate	es				
iew CV	Import and Add to Si	hort List Retriev	e Filters: Rank	All	
Name	Forename	Surname	Select the rank    Search Characters   Description   All   Suitable   MaybeSuitable   UnSuitable   Unranked		

New applications will be pulled down for review, you can view the CV and any email that was submitted with the application. To pull the candidate in to IQX use the Import and Add to the shortlist, you will get a shortened new person wizard that will populate as much as possible from the CV. You should check these details and add any additional details. Remember you can highlight and right click to insert data into the fields on the wizard the same as you can in the new person wizard. After you press OK a duplicate candidate check will be completed to avoid creating duplicate records in the database.

Vester Newhouse	Sumame	Jones	Email	tomj@kpx.co.uk		
Liliesleaf Mekose TD6 9JT	Forenames			07707078093	1	
tom(Bigx.co.uk	Full Name	Tom Jones	Home Phone			
Current Employemnt	Salutation	том	Work Phone			
Work History	Keyname	JONES TOM	Date of Birth		-	
			Gender	Male		
	Address	Wester Newhouse				
		Liliesleaf				
		Melrose	_			
	County		_			
	Country	meand				
	Postcode					
		Pre registration ·	- Dec 6	and and the state		
	Source		Broadb	ean Email Body		
	Division	Nelrose Nursing *				
	Notes					

Once the candidate has been imported you will be asked if you would like to add the candidate to the shortlist for the vacancy, say Yes to add them to the Shortlist and No to just create the candidate record. You can access the candidate directly from the Broadbean window by using the Applicant button. A contact event is logged against the candidate with details of what vacancy they applied for and the CV is attached to the record (NOTE this will need to be formatted and checked) and another contact event is logged against the vacancy.

If you decide at a later stage to shortlist the candidate then press the Import and Add to Shortlist

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button again and this time it will take you to straight to the question about adding to the Shortlist.

The reject button allows you to reject candidates based on predefined rejection reasons.

If you have a number of applicants you can filter which ones you see using the Rank and Rejection filters.

\*Broadbean is a chargeable module, please contact IQX support if you would like to add Broadbean to your database.\*

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From: https://iqxusers.co.uk/iqxhelp/ - **iqx** 

Permanent link: https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy\_job:ug3-29



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