

Appvibe

Recruitment Pipeline

- Overview of Features
 - Key Features
- Getting Started
 - Installation
- Configuration
 - Setup and Customization
- Working With Records
 - Adding and Viewing Records
- FAQ
 - FAQ
- Support
 - Appvibe Support

Overview of Features

Key Features

Appvibe Recruitment Pipeline is a powerful Jira app designed to manage job candidates, interview schedules, and hiring status, streamlining the recruitment process. With its enhanced features, the app allows you to efficiently track and update the progress of potential hires, ensuring a smooth and organized recruitment workflow.

Leveraging customer feedback is crucial for enhancing the recruitment process. By integrating feedback directly into your recruitment pipeline, you can gain valuable insights and improve your approach to candidate engagement and selection, ultimately leading to more successful hires and a more effective recruitment strategy.

- **Feedback Submission:** Capture feedback seamlessly through Jira issues and dedicated forms, allowing stakeholders to easily share their insights and experiences.
- **Organized Views:** Use tags, filters, and saved views to sort and prioritize feedback efficiently, ensuring you focus on the most relevant and impactful input.
- **Direct Jira Integration:** Link customer feedback to Jira issues, ensuring actionable follow-ups and maintaining a clear connection between feedback and recruitment activities.
- **Customizable Layout:** Add, remove, or rearrange columns to suit your team's feedback tracking needs, increasing visibility and adaptability to your workflow.
- **Activity History:** Maintain a clear log of actions and updates made to each feedback record, providing transparency and accountability throughout the process.

In conclusion, the Appvibe Recruitment Pipeline app enhances the efficiency of the hiring process by offering robust features tailored to address the common challenges faced in recruitment. By organizing and integrating feedback, it provides teams with the necessary tools to make informed decisions and continually improve their candidate management strategies.

Getting Started

Installation

Recruitment Pipeline is a Jira app designed to streamline your recruitment process by providing a visual overview of your hiring pipeline. Follow the steps below to install and set up Recruitment Pipeline in your Jira instance.

Step 1:

Log in to Jira with Admin privileges. This ensures you have the necessary permissions to install new applications.

Step 2:

Open the Atlassian Marketplace by clicking on Apps in the top menu, then select Explore more apps.

Step 3:

Use the search bar in the Marketplace to find **Appvibe Recruitment Pipeline**.

Step 4:

Install the App by clicking Get app or Try it free. Follow the prompts to confirm the installation and grant any required permissions.

Step 5:

After installation, navigate to Manage Apps in the Admin section to ensure Recruitment Pipeline is enabled.

Once enabled, you will find a link to Recruitment Pipeline under the Apps section in the menu on the left side of your Jira screen.

By following these steps, you will successfully integrate the Recruitment Pipeline app into your Jira environment, allowing for efficient management of your recruitment processes.

Configuration

Setup and Customization

Navigating to the configuration and setup of the Appvibe Recruitment Pipeline is straightforward. Begin by accessing the **Manage Apps** section in Jira, locate the Appvibe Recruitment Pipeline, and click on the **Configuration** button. This will redirect you to the configuration page, where you can manage Roles and Permissions, view and configure System Fields, set up Custom Fields, and tailor Conditional Formatting.

Roles and Permissions

The Appvibe Recruitment Pipeline app provides three distinct roles:

1. **Admin:** This is the super role, granting full access to all configurations and setup activities, including assigning roles.
2. **Editor:** Users with this role can update and view all Recruitment Pipeline data.
3. **Viewer:** This role allows users to view but not update Recruitment Pipeline data.

Here, an administrator can assign these roles to any Jira groups. By default, Jira Administrators have access to the Recruitment Pipeline configuration screens.

System Fields

The app comes with predefined Recruitment Pipeline fields as base necessities for managing recruitment data. These fields include:

- Candidate Name
- Position Applied
- Stage
- Interview Date
- Assigned Recruiter
- Status
- Tags

These fields are essential for tracking the recruitment process efficiently.

Custom Fields

Should you need additional fields, the configuration page allows you to create them. By selecting the **Add Field** button, you can set up new fields with the following options:

- **Field Key:** A unique identifier for the field.
- **Field Label:** A descriptive label for the key.
- **Field Type:** Choose the data type from Text, Number, Date, Select, or Multi-Select.
- **Required:** Determine if this field must be filled out.
- **Sortable:** Specify if this field can be sorted.
- **Filterable:** Decide if this field can be filtered in views.

Conditional Formatting

Conditional Formatting in the Recruitment Pipeline app allows you to apply visual formatting based on specific field values. When conditions are met, you can customize labels and highlight colors to enhance data readability and prioritize key information.

Summary

Setting up the Appvibe Recruitment Pipeline app is a streamlined process that integrates seamlessly with Jira. By configuring roles, defining system and custom fields, and applying conditional formatting, you can tailor the app to fit your recruitment needs effectively. With these configurations in place, managing your recruitment processes becomes a more organized and visually intuitive task.

Working With Records

Adding and Viewing Records

Adding Records to the Appvibe Recruitment Pipeline is an efficient process designed to streamline your hiring management efforts. Records can be added at system, project, or Jira issue level, making it adaptable to your specific needs. This integration ensures that all recruitment-related data is well-documented and easily accessible within your existing Jira environment.

When adding a record, provide information for fields such as Candidate Name, Position Applied, Stage, Interview Date, Assigned Recruiter, and Status. Additionally, you can fill in any custom fields you have defined to further tailor the app to your recruitment process needs. Begin by navigating to the Recruiting dashboard page and clicking the Create button. Enter the data for all necessary standard and custom fields.

1. **Create and Manage Multiple Views:** In the dashboard, select the View dropdown at the top to create a new view, manage existing views, or clear them. Note that you must have admin privileges to make changes to a view.
2. **Filter by a Column Value:** The dashboard allows you to filter data by selecting the column title icon and entering your criteria. This feature is available only for columns that have filtering enabled.
3. **Sort by a Column Value:** You can organize your records by selecting and double-clicking a column title to sort it. Records can be sorted in either ascending or descending order.
4. **View Activity History:** To access a log of all user activity that modifies data, click the three dots in the top right corner of the dashboard and select Activity History. This ensures transparency and accountability in recruitment processes.

In summary, the Appvibe Recruitment Pipeline for Jira simplifies the process of adding and managing recruitment records. With an intuitive dashboard interface, it provides functionalities to customize views, filter, sort, and track activities efficiently, enabling better recruitment project management.

FAQ

FAQ

What is the object and purpose of this app?

The purpose of the app is to manage job candidates, interview schedules, and hiring status, streamlining the recruitment process.

What types of feedback can the app track?

The app supports tracking Recruiting Candidate Name, Position Applied, Stage, Interview Date, Assigned Recruiter, and Status. You can also add custom fields for other related fields that you wish to track.

How do I install the app?

You can install the app from the Atlassian Marketplace. Navigate to the Apps section in Jira. Search for the app name Recruitment Pipeline. Click Install and follow the prompts.

How do I get support for the app?

Support is available via our support page at <https://appvibe.com/support>

Support

Support

Appvibe Support

Overview:

We are here to help you. The Appvibe Recruitment Pipeline app makes it easy to manage and access Recruiting within Jira. The app allows a business to manage job candidates, interview schedules, and hiring status, streamlining the recruitment process.

Support Contact:

If you need further assistance, or want to suggest additional features, you can reach us on our Support Page at <https://www.appvibe.com/support>.