

Release Notes 5.0



We are pleased to launch Selectus 5.0, our next major release, which we would like to present in these release notes. With Selectus 5.0, various elements of the application workflow can be modified with greater flexibility. This allows one Selectus instance to be used for different types of calls more easily.

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New Features

Extend application forms

Description and Benefits

Since Selectus is no longer just used for faculty recruiting, but for a variety of different selection processes, the application workflow has become more flexible. Previously, the application forms in the "Personal data", "Academic background" and "Project" tabs were the same for all positions and could only be supplemented with one-line free text fields. Now it is possible to flexibly design the second part of an application form with various queries and structural elements.:

Question types	Structural elements
Single line free text field with or without placeholder text (as before)	Title
Single selection as dropdown or list	Separator (gap) with or without line
Multiple selection as dropdown or list	Static text in grey box or without grey box

Activation

Custom Fields are available by default, i.e. a deactivation is not possible. The number of available custom fields per tab can be configured by frentix.

Details

In the edit mode of the position, the custom fields can be added to the relevant steps of the application workflow.

Inst	tructions	Data protection	Personal data Academical background Docu	iments and	d attachments Project Referees Review an	d submit	Confirmatio	n		
Help	o text									
		Help text (en) Please enter the requested details about your academic background.						11.		
		Help text (de)	Bitte geben Sie die gewünschten Details zu Ihrem akadem	ben Sie die gewünschten Details zu Ihrem akademischen Hintergrund ein.						
Star	Standard questionnaire fields (not editable)									
Type		Heading	Labels					М	andatory	
High	est degree	e Highest degree	Type / Year; Institution					Ye	s	
	ertation	Dissertation	Title of Thesis; Year; Institution					N)	
Cus	stom q	uestionnaire f	ields							
Up	Down	Туре	Heading / label		Text / placeholder		Mandatory	Edit	Delete	
	♦	Separator with line						Ľ	Û	
*	♦	Static text			Please complete your research profile.	0		ľ	Û	
*	⊗	Heading	Research profile	0				Ĩ	Û	
*	♦	Single selection	Primary research field	0	Please choose	0		Ĩ	Û	
*	⊗	Single selection	Secondary research field	0	Please choose	0		Ø	Û	
*		Single line text	Academic age	0	Years in acedemia since PhD (full-time equivalent)	0		Ð	Û	
			Save Add custom field	Previe	ww (en) Preview (de) Cancel				-	



The corresponding step of the application workflow is completed with the custom fields.

A B C Univers	sity	
ABC University		
Choose posit	tion Instructions D	ata protection Personal data Academical background Documents and attachments Project Referees Review and submit
Academica	l background	
		Please enter the requested details about your academic background.
	l linkeet de m	
	Highest degr	
	* Туре / Ү	ear Prof. •
	* Institut	ion
	Dissertati	on
	Title of The	sis
	Y	ear 2016
	Institut	
1	institut	
		Please complete your research profile.
	Research prof	ile
	* Primary research f	eld O Behavioral Economics O Macroeconomics O Microeconomics O Public Economics O Other
	Secondary research f	eld O Behavioral Economics O Macroeconomics O Microeconomics O Public Economics O Other O no answer
	* Academic a	Years in acedemia since PhD (full-time equivalent)
		Back Next Submit

Position-specific adaptation of the help texts in the application workflow

Description and Benefits

If a Selectus installation is used for different types of calls, the instructions and help texts in the different steps of the application workflow have to be very generic to fit all types of calls. As a result, the texts might be not specific enough and not very helpful. It is therefore now possible to adapt the following texts stored in the system at the position level:

- Text in the step "Instructions"
- Help texts in the grey box in the steps "Personal data", "Academical background", "Documents and attachments", "Project" and "Referees"
- Final instruction text in the yellow box in the "Review and submit" step

Activation

The option to customize help texts is available by default, i.e. deactivation is not possible.



Details

In the edit mode of the position, either the system-wide standard text can be used for the text in the "Instructions" step, which is automatically supplemented with the requested documents and information on reference persons, or the standard text can be replaced by a customized text.

ABC		(A Notification satting	e e. Change password 🕩 Log out
LIIII University			×
ABC University User manager			
Y Positions / Custom Test 2 / E	Text (en)	B I U	×
Click on "Edit steps" to enal		nstructions	
Click on the respective step		You are about to apply for the position "Test Custom Fields 2" at the university of ABC. During the applicat process you will have to submit your personal data (name, address, contact information, birthday, national	
Adapt the instructions		Ind information about your academical background (current position and affiliation, highest degree, year o	
Add customized ques		legree, name of university).	
Choose which docum		n addition, you have to submit the following documents as separate PDF files. The PDF files must not con	itain any
Configure the feedbac Adapt the confirmatio		assword protection or encryption. bbb	
Please note, that refer		Andatory Documents:	
		Curriculum vitae (max 5 MB)	
		Optional Documents:	
	ļ	Publication list (max 5 MB)	a
	Text (de)	B / U ≡ Ξ Ξ E Paragraph • Font Family • Font Sizes •	
Instructions Data prote	IBAL (UB)		Confirmation
Instruction text		Inleitung	
		Sie sind gerade dabei sich für die Position als "Test Custom Fields 2" an der Universität von ABC zu bewer	rben.
Instructions		Vährend des Bewerbungsprozesses werden Sie aufgefordert, persönliche Daten (Name, Adresse, Kontakt Beburtstag, Nationalität usw.) sowie Informationen zu ihrem akademischen Hintergrund (aktuelle Position u	
You are about to apply for the p		zeburtstag, Nationalitat usw.) sowie informationen zu inrem akademischen Hintergrund (aktuelle Position u Drganisation, Dissertationstitel und -jahr usw.) anzugeben.	s, contact information,
birthday, nationality etc) and info		Zusätzlich werden die folgenden Dokumente als einzelne PDF-Dateien benötigt. Bitte laden Sie Dateien oh	
In addition, you have to submit		Passwortschutz oder Verschlüsselung hoch. bbb	
Mandatory Documents:	:	Zwingend erforderlich:	
Curriculum vitae (max 5 MB)		ebenslauf (max 5 MB)	
Optional Documents:		Dptional:	
Publication list (max 5 MB)		Publikationsliste (max 5 MB)	
Research statement (max 5 MB	1	. ,	am)
Teaching statement (max 5 MB)		OK Cancel Reset to standard text	
Referee(s)			
You may provide the names of up to 2 referee	e(s). Please pr	epare the contact details as follows: degree, first name, surname, organization/institute and email address	. Make sure that you indicate the correct

The help texts in the individual tabs of the application workflow can be customized in the edit mode of the position.

A B C University	 Notification 	n settings 🔍 Change password 🕞 Log out				
ABC University User management Admin	istration					
V Positions / Custom Test 2 / Edit			×			
	Position status Profile Application Referee / expert Feed	back Evaluation Tag management Mail template	\$			
Click on the respective steps to customiz • Adapt the instructions and help tex • Add customized questions to the s • Choose which documents are requ • Configure the feedback options in t • Adapt the confirmation text and en	Click on "Edit steps" to enable/disable the steps that should appear in the application workflow. Click on the respective steps to customize and preview its content. The customization options may differ in the different steps. • Adapt the instructions and help texts visible in the different steps of the application workflow. • Add customized questions to the steps "Personal data", "Academical background", and "Project". • Choose which documents are required from applicants in the step "Documents and attachments". • Configure the feedback options in the step "Review and submit". • Adapt the confirmation text and email applications receive after submitting their application in the step "Confirmation". • Please note, that referees can be configured in the tab "Referee / expert" in the main navigation of the edit mode.					
	If Edit ste	s				
Instructions Data protection Per	rsonal data Academical background Documents and	ttachments Project Referees Revie	ew and submit Confirmation			
Help text						
Help text (en) Please	enter the requested details about your project proposal.					
Help text (de) Bitte geben Sie die verlangten Details zu Ihrem Projektvorschlag ein.						
Standard questionnaire fields	(not editable)					
Type Heading	Labels		Mandatory			
Project Project title; Description Yes						



Position-specific message and emails to confirm receipt of application

If a Selectus installation is used for different types of calls, the standard text of the confirmation e-mail to applicants is not always suitable. The text stored in the system can therefore be adjusted at the position level. In addition, the text that applicants see in the browser after submitting their application can also be customized.

Activation

If position-specific email templates are enabled, you can now also customize the confirmation emails sent to applicants. If the position-specific email feature is disabled on your Selectus instance, you can have it enabled by frentix.

Details

In the edit mode of the position, there is an additional step "Confirmation" in the "Application" tab, in which the texts can be adjusted.

Instructions	Data protectio	n Perso	onal data	Acader	nical background	Documents	and attachments	Project	Referees	Review and submit	Confirmation	
Confirmation t	ext in bro	wser										
							A - E E	ළ දි? ssfully.				h.
					stLastName, für I Bestätigung dazu	hre Bewerbung	▲ ★ ! Ξ ! Ξ].	C X				4
Mail templates					Save	Preview (en)	Preview (de)	Cancel				
Mail templates	2						0.5.1.1					
							2 Entries					٥
Template name						Туре		Recipi	ent	Action		
Confirmation of appl	ication					System templa	te	Applica	ant	C Edit	K Rese	et
Confirmation of dupl	icate applicati	ion				System templa	te	Applica	ant	Customize		▲ Go to top



Copy feature for new positions

Description and Benefits

Often, more than one position or call with similar configurations needs to be created. When opening a new position it is therefore possible to copy the configurations of an existing position. Thus, it is also possible to create templates for specific types of positions (e.g. for assistant professorships and full professorships or for the different organizational units) by naming the positions accordingly and leaving them in the status "In preparation".

Activation

The copy function for positions is included in the new release, but can be disabled if requested.

Details

In the position overview, you can - as before - open a new position or - which is new - copy the configuration of an existing position into a new position.

A B C University			(ව Notification settings ද Change pas	sword	Log out
ABC University User management Administration						
< / Positions						
Add position Copy position Search application						
	Position list Ac	tivities and change log 🚺				
		9 Entries				▼ - 0
Position title	Position status	Application deadline	Planning-ID	Department	# App	Action
_Template_Full_Professorship	In preparation		0	All Departments	0	Delete
_Template_Assistant_Professorship (Tenure Track)	In preparation		0	Department of Economics	0	Delete
_Template_Assistant_Professorship (Non-Tenure Track)	In preparation		0	All departments	0	🛍 Delete
Professorship for History C1	 Published 	01 September 2021	1234	History	0	Delete
Professorship for Applied Microeconomics	Published and in screening	10 October 2021	123-ME	Economics	9	🛍 Delete
Professorship for Business Ethics	O Closed	25 November 2020	123	Institute for Business Ethics (IBE)	5	🛍 Delete
Professorship for Machine Learning	O Closed	15 August 2020	AB-123	Technology	3	🗊 Delete
Professorship for online-based learning (e-learning)	O Closed	29 March 2021	AB-789	Institute for Media Education	8	🛍 Delete
Assistant Professor for Software Engeneering	Archived	20 February 2019	FX-123	Informatics	0	DeleteGo to to

You can enter elements of the position that are not copied (such as titles or deadlines) directly in a dialog. Further adjustments are possible as before in the edit mode of the position.

A B C University ABC University User management	Copy Configuration of "_Te	mplate_Full_Professorship"	ge password	Log out
Add position	Languages Position title (en)	Z English 🗌 German		
	 Short title (en) Planning-ID 			T - 0
Position title _Template_Full_Professorship	Application deadline	January 🗸	# App 0	Action
_Template_Assistant_Professors	Rating deadline	January • at CET	0	Delete
Professorship for History C1 Professorship for Applied Microe Professorship for Business Ethics	Referee submission deadline	January	0 9 E) 5	Delete
Professorship for Machine Learni Professorship for online-based le	Expert submission deadline	Garitary	E) 5 3 8	Delete
Assistant Professor for Software		Save Cancel	0	 Delete A Go to top



Import feature for committees

Description and Benefits

Sometimes, several positions have selection committees with the same or similar members. It is now possible to import committee members from another position and thereby selecting which committee members should be copied and which role should be associated with each copied member.

Activation

The import feature for committees is included in the new release.

Details

In the committee tab of position, you can - as before - add individual users as committee members or you can import the committee from another position. You can then adjust for each member of the imported committee the committee role or chose not import the specific member.

1 AB	Import members		O Natification estimae 2. Channe naceword	X
<	Choose position	Copy committee		
			10 Entries	٥
н	Title	Name	Role Not imported	
I		Filliger, Andrea	Committee member Secretary	
	Prof.	Apfelbaum, Emma	✓ Head of Committee	
Ti	Prof. Dr.	Fischer, Felix	Ex-Officio Head of Committee	~
I		Eicher, Ramona	Ex-Officio	~
I		Memeber, Ninetynine	Committee member	~
I		Eicher, Ramona	Committee member	~
I		Derinado, Sandra F.	Committee member	~
I		Member, Twotwenty	Committee member	~
I		Mira, Lena	Committee member	~
I		Fuchs, Simona	Committee member	~
			Back Next Finish	Cancel



Improvements

Small improvements and bug fixes

In the current release we have also fixed some bugs and improved Selectus in general.

Area	Improvement
E-Mails	Various smaller elements such as titles, links to the variable list, etc. have been adjusted to ensure that all email workflows are structured consistently.
E-Mails	We fixed the error that could occur when no checkbox was selected in the email workflow to referees/experts.
E-Mails	We fixed the bug that the subject of emails sent to referees/experts was sometimes incomplete.
PDFs	The encryption test has been adjusted to prevent errors with very large PDFs.
Delete position	Fixed the bug that certain positions with custom fields could not be deleted.
Committee assignment	We fixed the error that occurred when applications were repeatedly assigned to the same committee member.
Faculty members	We fixed the error that could occur if the notification was disabled when adding faculty members.
Faculty members	The error in the list of documents visible to faculty members has been corrected.
Filter	We have solved the problem of selecting multiple attributes when repeatedly searching attributes in a filter.
Layout	The layout has been adapted to the new Firefox release 86.
File download	We fixed the error that could occur when downloading a custom Excel list.
User sessions	The message that is shown in case of a CSRF token mismatch/session timeout has been adjusted so that all users know what to do.