

# 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.:

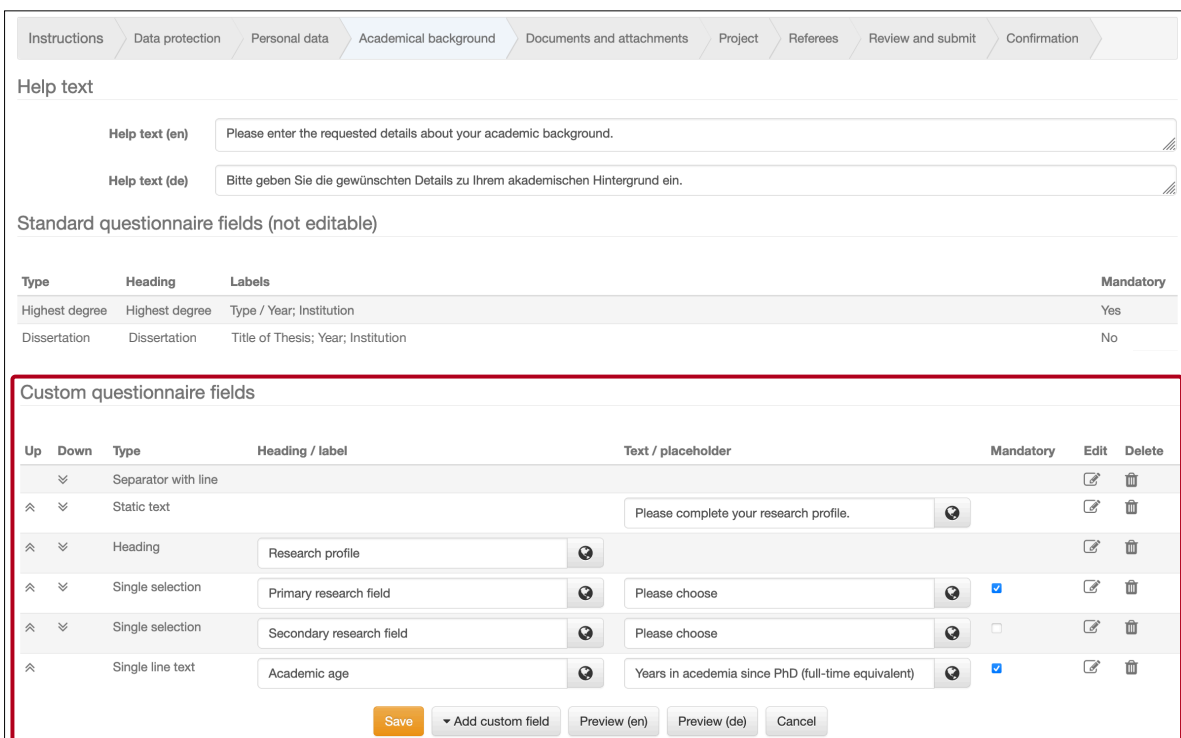
Question types	Structural elements
Single line free text field with or without placeholder text (as before)	Title
Single selection as dropdown or list	Separator (gap) with or without line
Multiple selection as dropdown or list	Static text in grey box or without grey box

### 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.

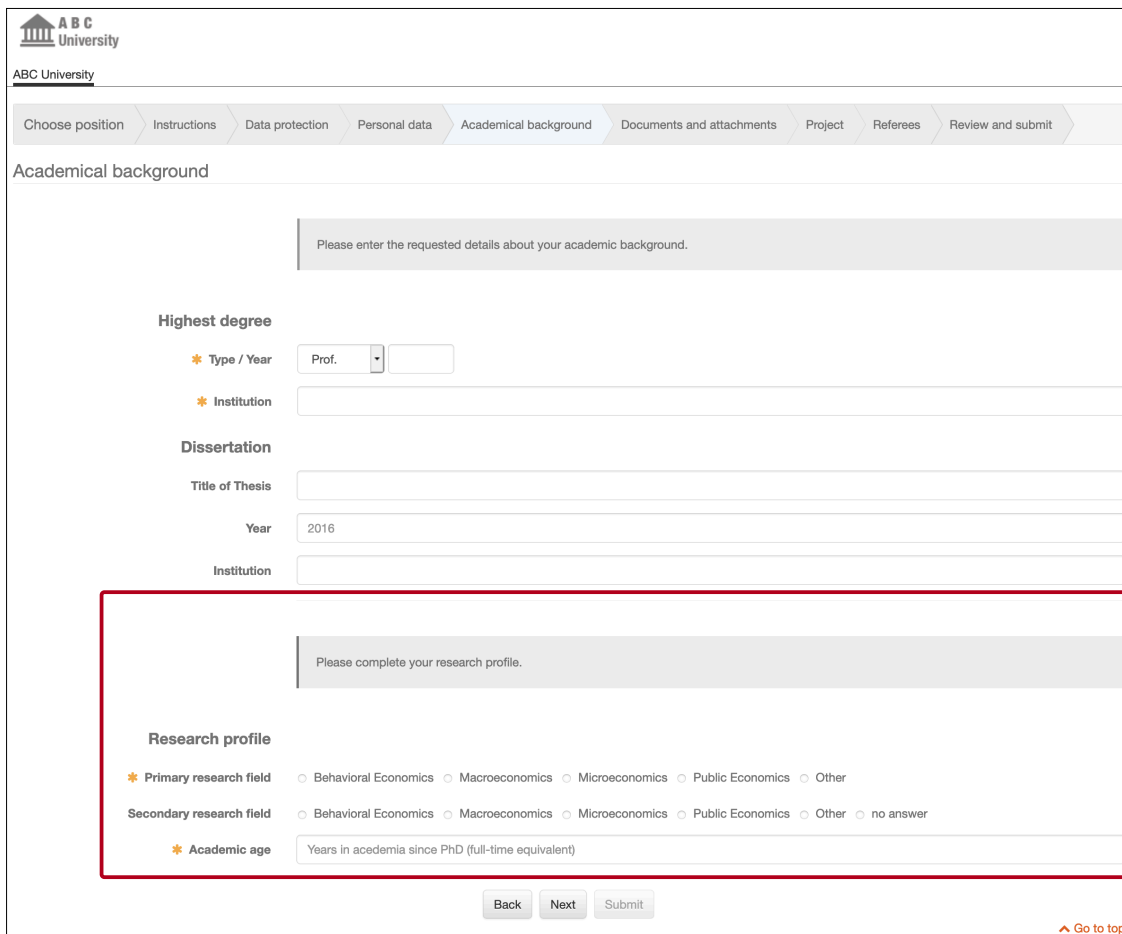


The screenshot shows the 'Academical background' step of an application workflow. It includes a 'Help text' section with fields for English and German. Below that is a table of 'Standard questionnaire fields (not editable)'. The main focus is on the 'Custom questionnaire fields' section, which is highlighted with a red border. This section contains a table with columns for 'Up', 'Down', 'Type', 'Heading / label', 'Text / placeholder', 'Mandatory', 'Edit', and 'Delete'. The fields listed are: Separator with line, Static text (with placeholder 'Please complete your research profile.'), Heading (with label 'Research profile'), Single selection (with label 'Primary research field' and placeholder 'Please choose'), Single selection (with label 'Secondary research field' and placeholder 'Please choose'), and Single line text (with label 'Academic age' and placeholder 'Years in academia since PhD (full-time equivalent)'). At the bottom of this section are buttons for 'Save', 'Add custom field', 'Preview (en)', 'Preview (de)', and 'Cancel'.

Type	Heading	Labels	Mandatory
Highest degree	Highest degree	Type / Year; Institution	Yes
Dissertation	Dissertation	Title of Thesis; Year; Institution	No

Up	Down	Type	Heading / label	Text / placeholder	Mandatory	Edit	Delete
⌵		Separator with line				✎	🗑
⬆	⌵	Static text		Please complete your research profile.	<input checked="" type="checkbox"/>	✎	🗑
⬆	⌵	Heading	Research profile			✎	🗑
⬆	⌵	Single selection	Primary research field	Please choose	<input checked="" type="checkbox"/>	✎	🗑
⬆	⌵	Single selection	Secondary research field	Please choose	<input type="checkbox"/>	✎	🗑
⬆		Single line text	Academic age	Years in academia since PhD (full-time equivalent)	<input checked="" type="checkbox"/>	✎	🗑

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



ABC University

Choose position Instructions Data protection Personal data **Academical background** Documents and attachments Project Referees Review and submit

Academical background

Please enter the requested details about your academic background.

**Highest degree**

\* Type / Year Prof.

\* Institution

**Dissertation**

Title of Thesis

Year 2016

Institution

Please complete your research profile.

**Research profile**

\* Primary research field  Behavioral Economics  Macroeconomics  Microeconomics  Public Economics  Other

Secondary research field  Behavioral Economics  Macroeconomics  Microeconomics  Public Economics  Other  no answer

\* Academic age  Years in academia since PhD (full-time equivalent)

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## 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:

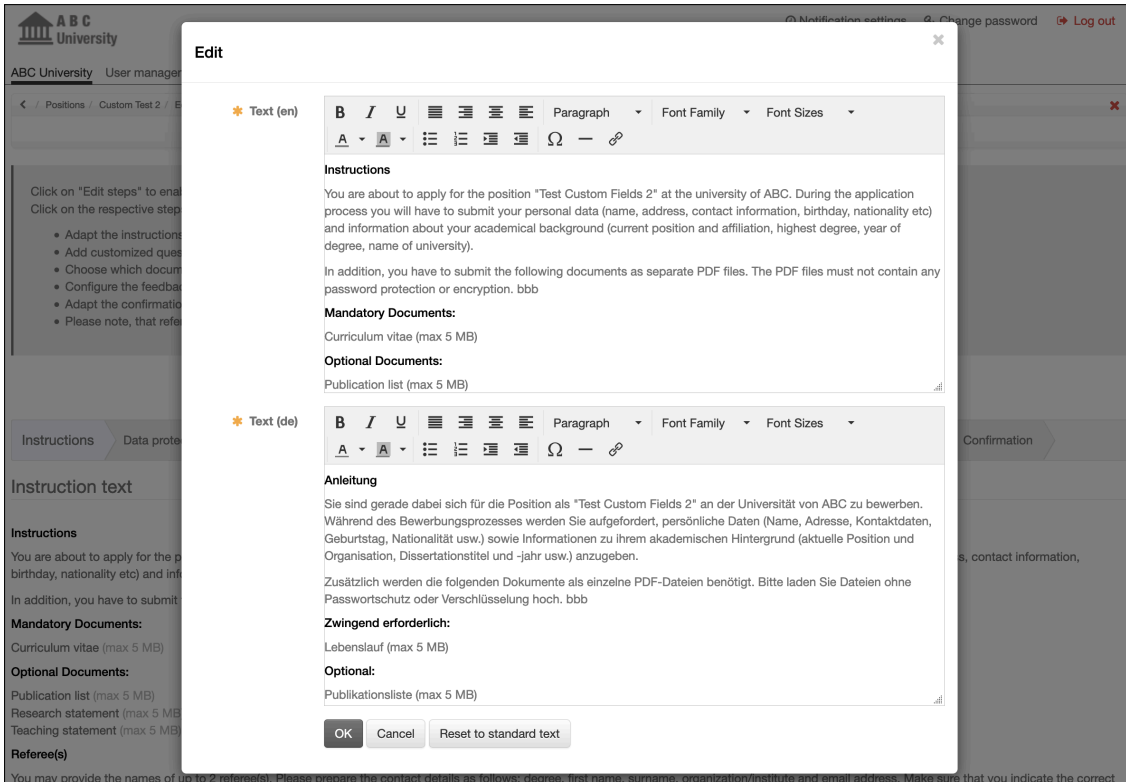
- Text in the step „Instructions“
- Help texts in the grey box in the steps "Personal data", "Academical background", "Documents and attachments", "Project" and „Referees"
- Final instruction text in the yellow box in the "Review and submit" step

### Activation

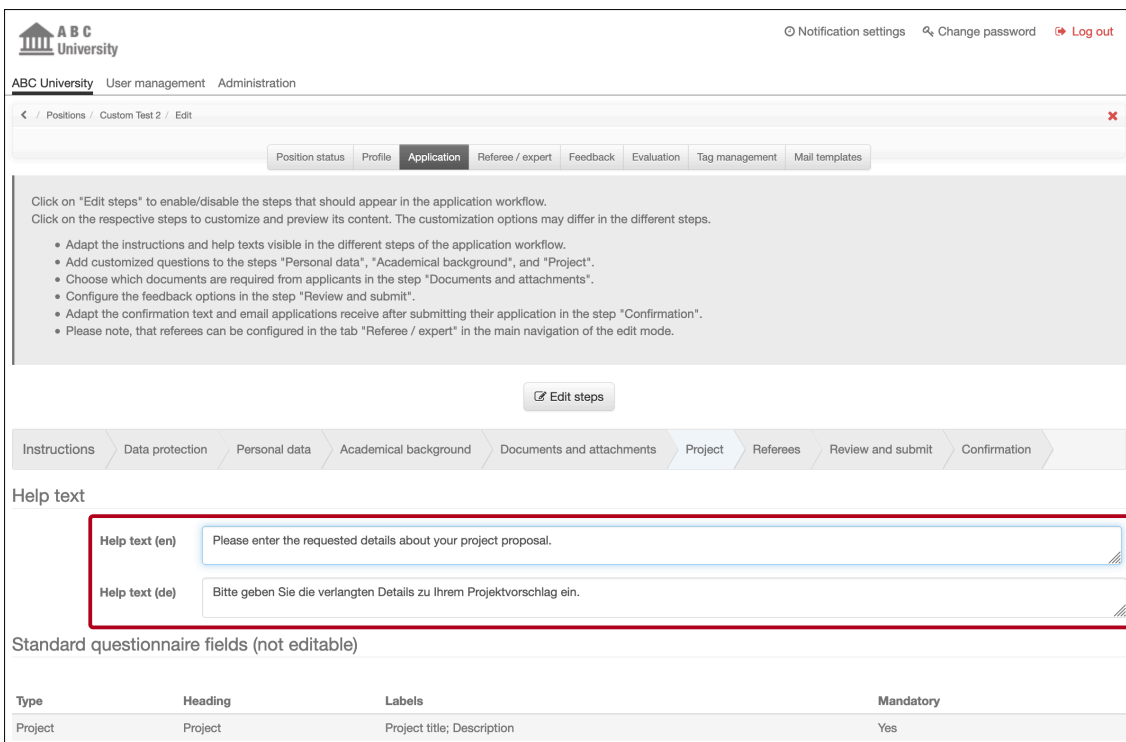
The option to customize help texts is available by default, i.e. deactivation is not possible.

## 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.



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



## Position-specific message and emails to confirm receipt of application

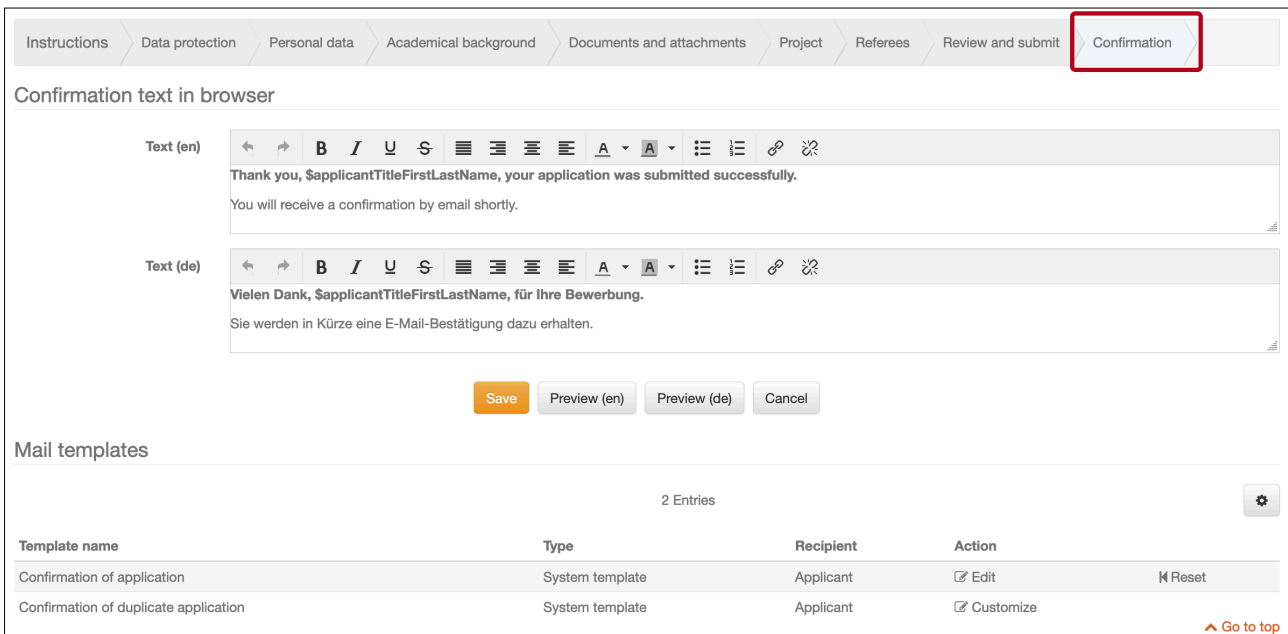
If a Selectus installation is used for different types of calls, the standard text of the confirmation e-mail to applicants is not always suitable. The text stored in the system can therefore be adjusted at the position level. In addition, the text that applicants see in the browser after submitting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



Confirmation text in browser

Text (en)  
Thank you, \$applicantTitleFirstLastName, your application was submitted successfully.  
You will receive a confirmation by email shortly.

Text (de)  
Vielen Dank, \$applicantTitleFirstLastName, für Ihre Bewerbung.  
Sie werden in Kürze eine E-Mail-Bestätigung dazu erhalten.

Save Preview (en) Preview (de) Cancel

Mail templates

2 Entries

Template name	Type	Recipient	Action
Confirmation of application	System template	Applicant	Edit Reset
Confirmation of duplicate application	System template	Applicant	Customize

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## Copy feature for new positions

### Description and Benefits

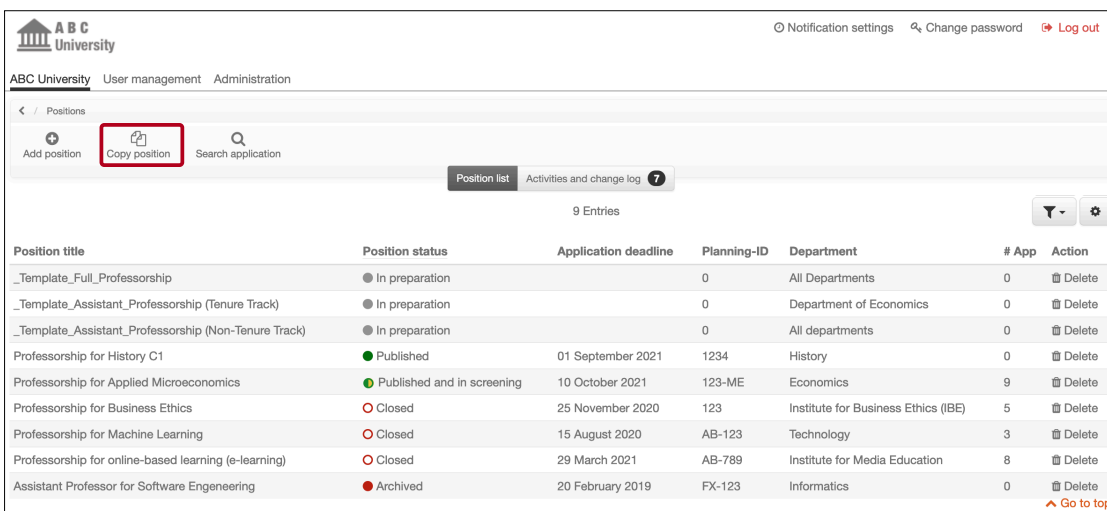
Often, more than one position or call with similar configurations needs to be created. When opening a new position it is therefore possible to copy the configurations of an existing position. Thus, it is also possible to create templates for specific types of positions (e.g. for assistant professorships 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.

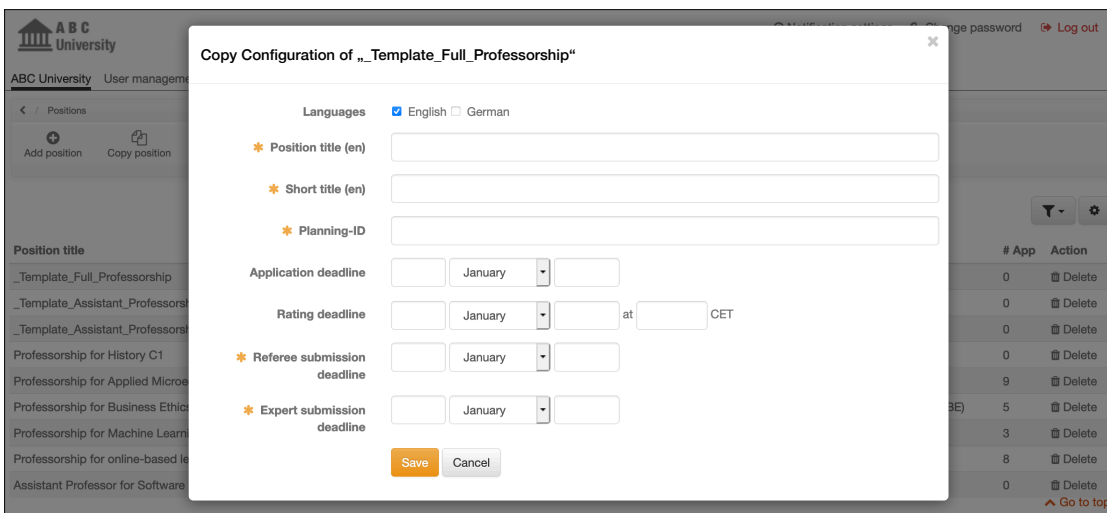
### Details

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.



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	Closed	25 November 2020	123	Institute for Business Ethics (IBE)	5	Delete
Professorship for Machine Learning	Closed	15 August 2020	AB-123	Technology	3	Delete
Professorship for online-based learning (e-learning)	Closed	29 March 2021	AB-789	Institute for Media Education	8	Delete
Assistant Professor for Software Engineering	Archived	20 February 2019	FX-123	Informatics	0	Delete

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.



**Copy Configuration of "\_Template\_Full\_Professorship"**

Languages  English  German

\* Position title (en)

\* Short title (en)

\* Planning-ID

Application deadline  January

Rating deadline  January  at  CET

\* Referee submission deadline  January

\* Expert submission deadline  January

## Import feature for committees

### Description and Benefits

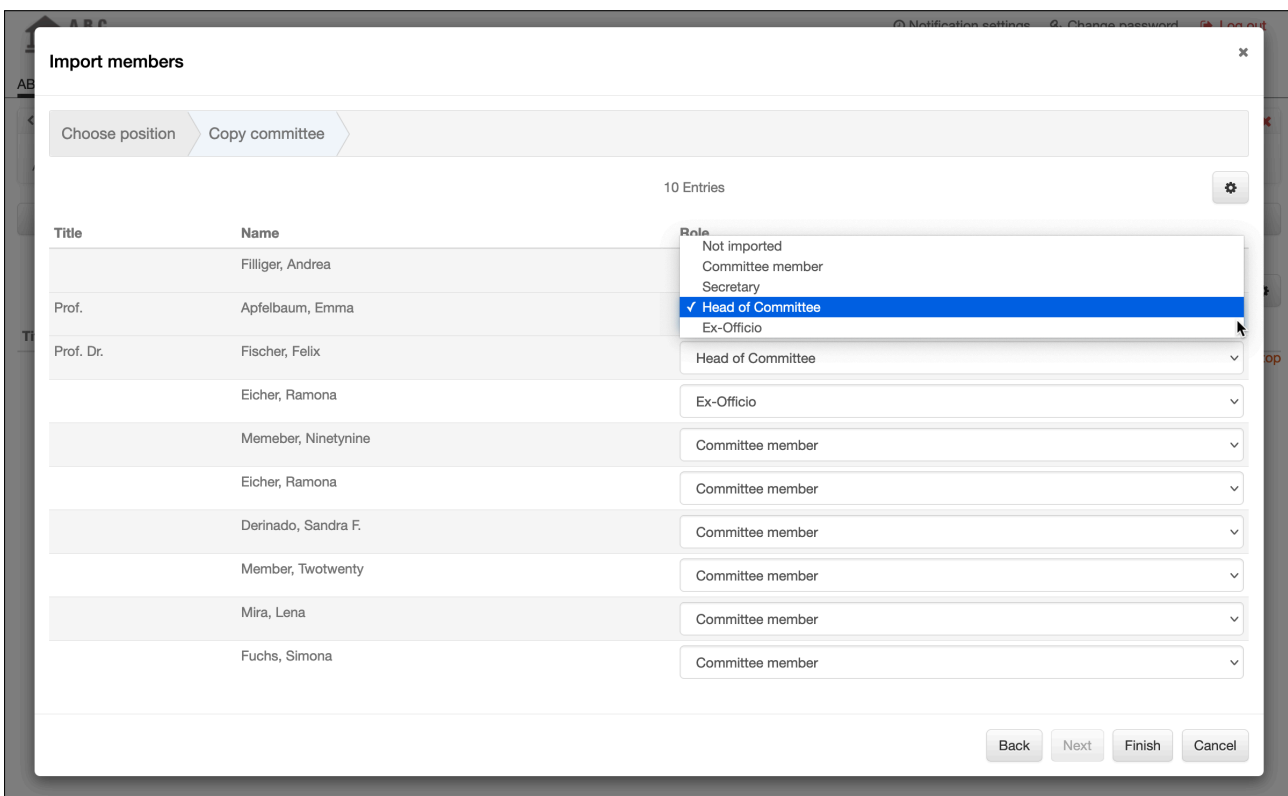
Sometimes, several positions have selection committees with the same or similar members. It is now possible to import committee members from another position and thereby selecting which committee members should be copied and which role should be associated with each copied member.

### 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.



**Import members**

Choose position → Copy committee

10 Entries

Title	Name	Role
	Filliger, Andrea	Not imported
Prof.	Apfelbaum, Emma	Committee member
Prof. Dr.	Fischer, Felix	Secretary
	Eicher, Ramona	Head of Committee
	Memeber, Ninety-nine	Ex-Officio
	Eicher, Ramona	Committee member
	Derinado, Sandra F.	Committee member
	Member, Twotwenty	Committee member
	Mira, Lena	Committee member
	Fuchs, Simona	Committee member

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# 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.