

# Release Notes 5.2



Selectus 5.2 is our next major release, and we are pleased to introduce it in these release notes. At the heart of the new 5.2 release is the referee management dashboard for applicants. This dashboard allows applicants to manage the required references themselves after submitting their application. In order to simplify the referee management, referees (as well as experts) can additionally be asked to accept or decline a request. In addition, there is a new form letter feature that allows to send rejection letters and other letters to applicants as e-mail attachments in PDF format

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# New features

## Referee management dashboard for applicants

### Description and benefits

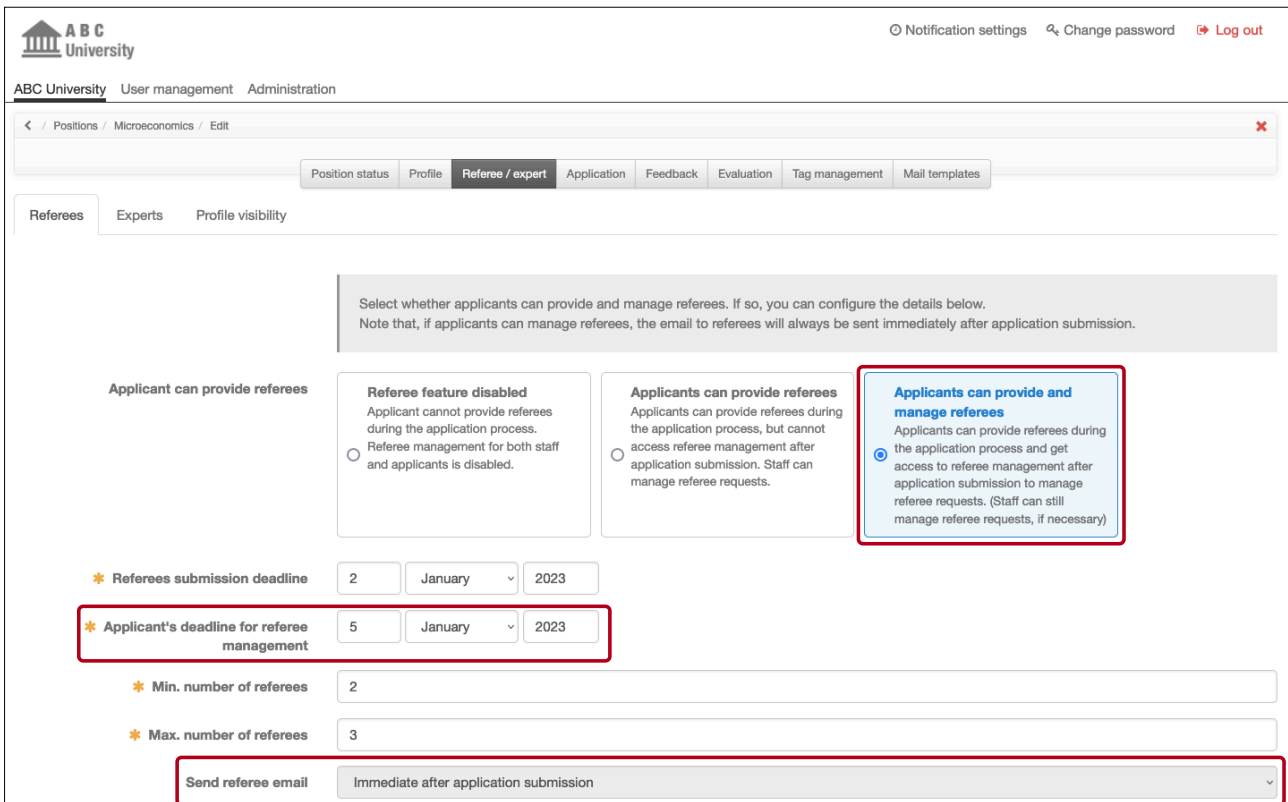
If necessary, applicants may be required to provide references when submitting their application. These referees will be contacted by email and asked to upload a letter of reference directly in Selectus. Previously, only Staff kept track of whether the requested reference letters were submitted in a timely manner and only Staff could send reminder emails to referees. With the new Referee Management Dashboard, applicants will be able to access Selectus after submitting their application to monitor the status of their reference requests, send reminder emails to referees, and designate alternate referees if needed.

### Activation

The option to assign the referee management to applicants can be activated by frentix free of charge. Afterwards, for each position you can choose whether applicants can only specify referees (but Staff manages them) or whether applicants can also manage referees themselves. If the feature is activated in the system, an additional email text for the confirmation email to applicants must be stored in the system, which will be sent to the applicants if the referee management is activated.

### Details

When creating a position, the referee feature with referee management for applicants can be activated in the "Referee / expert" tab. If the referee management dashboard is activated, you will define a deadline for the access of applicants. Furthermore, the invitation e-mail to referees is always sent automatically in this case.



ABC University

Notification settings Change password Log out

ABC University User management Administration

Positions / Microeconomics / Edit

Position status Profile **Referee / expert** Application Feedback Evaluation Tag management Mail templates

Referees Experts Profile visibility

Select whether applicants can provide and manage referees. If so, you can configure the details below.  
Note that, if applicants can manage referees, the email to referees will always be sent immediately after application submission.

**Applicant can provide referees**

**Referee feature disabled**  
Applicant cannot provide referees during the application process.  
☐ Referee management for both staff and applicants is disabled.

**Applicants can provide referees**  
Applicants can provide referees during the application process, but cannot access referee management after application submission. Staff can manage referee requests.

**Applicants can provide and manage referees**  
Applicants can provide referees during the application process and get access to referee management after application submission to manage referee requests. (Staff can still manage referee requests, if necessary)

\* Referees submission deadline 2 January 2023


\* **Applicant's deadline for referee management** 5 January 2023

\* Min. number of referees 2

\* Max. number of referees 3

Send referee email Immediate after application submission

With the confirmation email, applicants receive a password-protected access link. They will also be notified by email if the status of one of their reference requests changes.

 recruiting@abc-university.com  
Confirmation of receipt for your application at the University of ABC  
To: Christine Benesch

Inbox - Frentix 1 June 2022 at 09:19

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Automatically generated notification

Dear Dr Käppchne,

We thank you for applying for the "Professorship of Referee Research". Your dossier will be forwarded to the search committee.


As part of your application, the committee requires recommendation letters. Please follow the link below to login into the faculty recruiting tool and monitor the status of your reference requests. You will be able to name additional referees if a referee declines the request to submit a letter of recommendation. Submitted letters are kept confidential: they are not made available to you.

<https://testing.frentix.com/test2/refereedashboard/c9b655ac400b4516bbd8f0f60e1455c1>

You will receive your password by email once you access this link for the first time. If you have already logged into the faculty recruiting tool of ABC University before with the same email address – e.g. in relation with an application to a different position – your previous password is still valid.

The evaluation of the applications will take a considerable amount of time. You will hear from us again as soon as the committee has taken a decision.

Yours sincerely,  
University of ABC

 recruiting@abc-university.com  
Your application at ABC University  
To: Christine Benesch

Bin - Frentix 4 July 2022 at 15:58

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Automatically generated notification

Dear Dr Käppchen,

The status of one or more of your referee requests for your application to the position "Professorship of Referee Research" has changed. You can check the details by accessing the following link and logging into the faculty recruiting tool: <https://testing.frentix.com/test2/refereedashboard/c9b655ac400b4516bbd8f0f60e1455c1>

Yours sincerely,  
University of ABC

In the referee management dashboard, applicants can see the status of their reference requests. They can also send reminder emails to their referees, deactivate referees who do not respond, and designate alternative referees. The reference letters are not visible to applicants.

 ABC University

Change password Log out

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ABC University

< / Positions / Professorship of Referee Research

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## Referee management

for application to "Professorship of Referee Research"

Welcome Dr Christine Benesch to your referee management dashboard. You are asked to provide 2 to 3 referee(s) who will submit a letter of recommendation for you.

Your access to your referee management dashboard will expire on 05 August 2022.



### Status

2 of 2 minimally and 3 maximally required referee(s) are active.

0 of 2 required recommendation letter(s) have been submitted.

Add referee

3 Entries

Name	Email	Status	Due date	Date last reminder	No. of reminders sent	Send reminder	
Referee, Third	thrid.referee@trashmail.com	<input type="checkbox"/> Request sent, submission pending	01 August 2022			<input type="checkbox"/> Send reminder	
Referee, First	first.referee@trashmail.com	<input checked="" type="checkbox"/> Request declined	01 August 2022				
Referee, Second	second.referee@trashmail.com	<input type="checkbox"/> Request accepted, submission pending	01 August 2022	13 July 2022	1	<input type="checkbox"/> Send reminder	

Go to top

## Accept/decline step for referees und experts

### Description and benefits


Referees and experts can be contacted directly in Selectus via email and asked to submit a recommendation letter or expert opinion for a candidate and upload it to Selectus via a personal link. If the contacted person wished to decline this request, previously such a decision could not be recorded in Selectus. Now, referees and experts can use a "Decline" or "Accept" button directly in Selectus to indicate whether they want to accept or decline the request. For staff (and for applicants, if they manage the referees themselves), the decision is visible in Selectus, so that alternative referees or experts can be contacted in a timely manner.

### Activation

The Accept/Decline step for referees and experts can be activated by frentix free of charge. This means that all referees and experts will see the "Accept" and "Decline" button. It also makes sense to adapt the standard e-mail text stored in the system for inviting referees and experts and to add a plea to accept or decline the request.

### Details

Referees and experts can click on the appropriate button to indicate whether they want to accept or decline the request.

  
Evaluation

### Professor Third Referee

You have been asked to provide a letter of recommendation for Dr Christine Benesch who has applied to the position "Professorship of Referee Research". Your opinions about the qualifications of the candidate are very valuable for the Search Committee and we greatly appreciate your assistance.

Please let us and the candidate know whether you will be able to provide a letter of recommendation by **accepting or declining** this request.

Accept requestDecline request

Candidate information / letter submission

We kindly ask you to upload your letter of recommendation (one PDF file) for candidate Dr Christine Benesch. You can return to this page at any time within the submission deadline and finish your submission later. After uploading your letter of recommendation, you will no longer have access to this webpage. Please keep the information confidential at all times.

Letter of recommendation submission deadline: **01 August 2022**  
You have 20 days left for submitting your review.

1: Profile information2: Application3: Submit letter of recommendation

Position title

Professorship of Referee Research

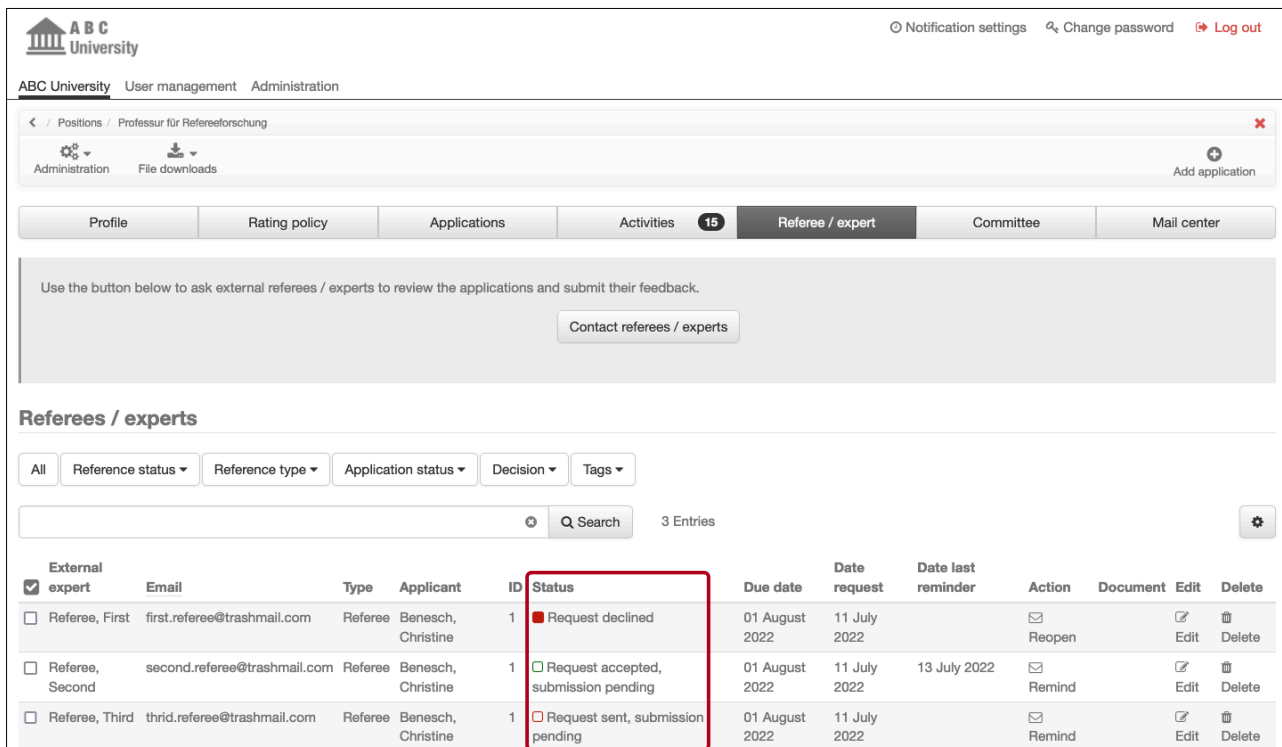
Advertisement

We are looking for a  
**Professor for Referee Research**  

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Donec elementum ligula eu sapien consequat eleifend. Donec nec dolor erat, condimentum sagittis sem. Praesent porttitor porttitor risus, dapibus rutrum ipsum gravida et. Integer lectus nisi, facilisis sit amet eleifend nec, pharetra ut augue. Integer quam nunc, consequat nec egestas ac, volutpat ac nisi. Sed consectetur dignissim dignissim. Donec pretium est sit amet ipsum fringilla feugiat. Aliquam erat volutpat. Maecenas scelerisque, orci sit amet cursus tincidunt, libero nisi eleifend tortor, vitae cursus risus mauris vitae nisi. Cras laoreet ultrices

Next

After a referee or expert has accepted/rejected a request, the corresponding status is visible in Selectus.



ABC University User management Administration

Positions / Professur für Referenzforschung

Administration File downloads Add application

Profile Rating policy Applications Activities 15 Referee / expert Committee Mail center

Use the button below to ask external referees / experts to review the applications and submit their feedback.

Contact referees / experts

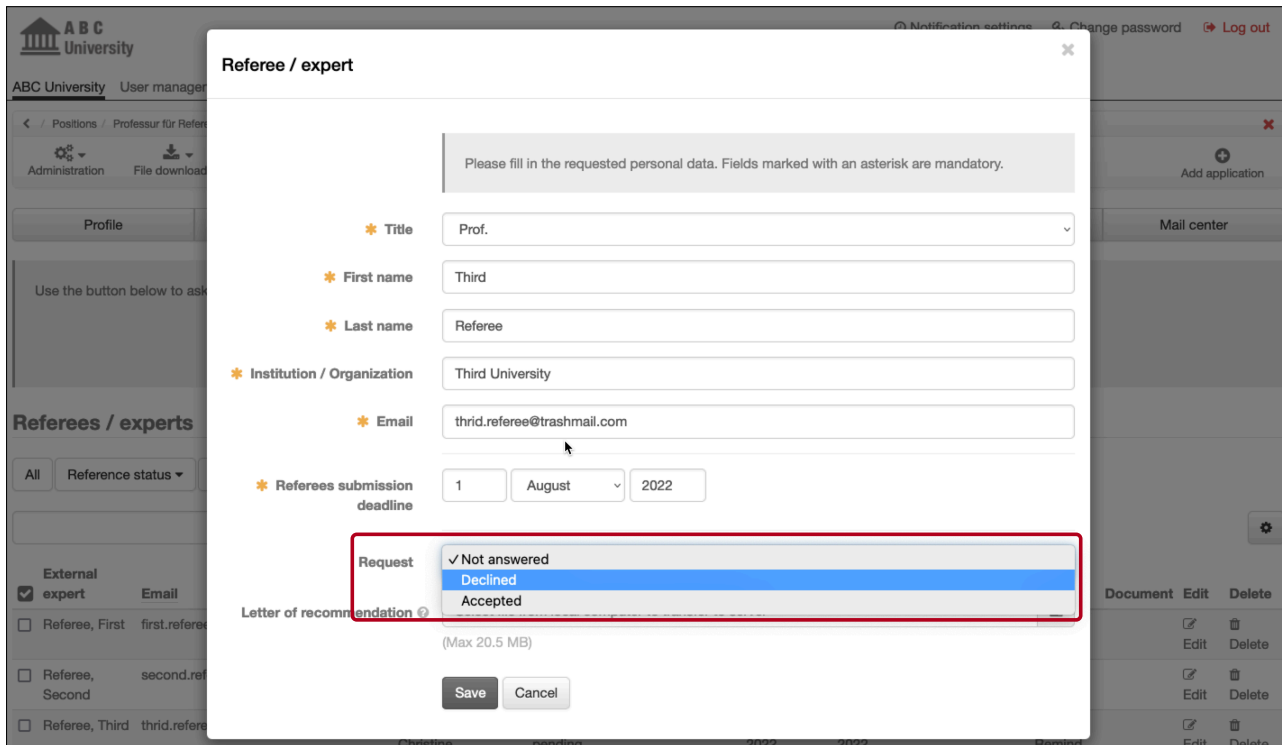
### Referees / experts

All Reference status Reference type Application status Decision Tags

Q Search 3 Entries

External expert	Email	Type	Applicant	ID	Status	Due date	Date request	Date last reminder	Action	Document	Edit	Delete
<input type="checkbox"/> Referee, First	first.referee@trashmail.com	Referee	Benesch, Christine	1	<input checked="" type="checkbox"/> Request declined	01 August 2022	11 July 2022		Reopen		Edit	Delete
<input type="checkbox"/> Referee, Second	second.referee@trashmail.com	Referee	Benesch, Christine	1	<input type="checkbox"/> Request accepted, submission pending	01 August 2022	11 July 2022	13 July 2022	Remind		Edit	Delete
<input type="checkbox"/> Referee, Third	thrid.referee@trashmail.com	Referee	Benesch, Christine	1	<input type="checkbox"/> Request sent, submission pending	01 August 2022	11 July 2022		Remind		Edit	Delete

If a referee or expert reports acceptance/rejection by other means, Staff can enter their decision in Selectus.



ABC University User management Administration

Positions / Professur für Referenzforschung

Administration File downloads Add application

Profile Rating policy Applications Activities 15 Referee / expert Committee Mail center

Use the button below to ask external referees / experts to review the applications and submit their feedback.

Contact referees / experts

### Referees / experts

All Reference status Reference type Application status Decision Tags

Q Search 3 Entries

Please fill in the requested personal data. Fields marked with an asterisk are mandatory.

\* Title Prof.

\* First name Third

\* Last name Referee

\* Institution / Organization Third University

\* Email thrid.referee@trashmail.com

\* Referees submission deadline 1 August 2022

Request ☒ Not answered ☒ Declined ☐ Accepted

Letter of recommendation (Max 20.5 MB)

Save Cancel

External expert	Email	Type	Applicant	ID	Status	Due date	Date request	Date last reminder	Action	Document	Edit	Delete
<input type="checkbox"/> Referee, First	first.referee@trashmail.com	Referee	Benesch, Christine	1	<input checked="" type="checkbox"/> Request declined	01 August 2022	11 July 2022		Reopen		Edit	Delete
<input type="checkbox"/> Referee, Second	second.referee@trashmail.com	Referee	Benesch, Christine	1	<input type="checkbox"/> Request accepted, submission pending	01 August 2022	11 July 2022	13 July 2022	Remind		Edit	Delete
<input type="checkbox"/> Referee, Third	thrid.referee@trashmail.com	Referee	Benesch, Christine	1	<input type="checkbox"/> Request sent, submission pending	01 August 2022	11 July 2022		Remind		Edit	Delete

## PDF form letter attachments for emails to applicants

### Description and benefits

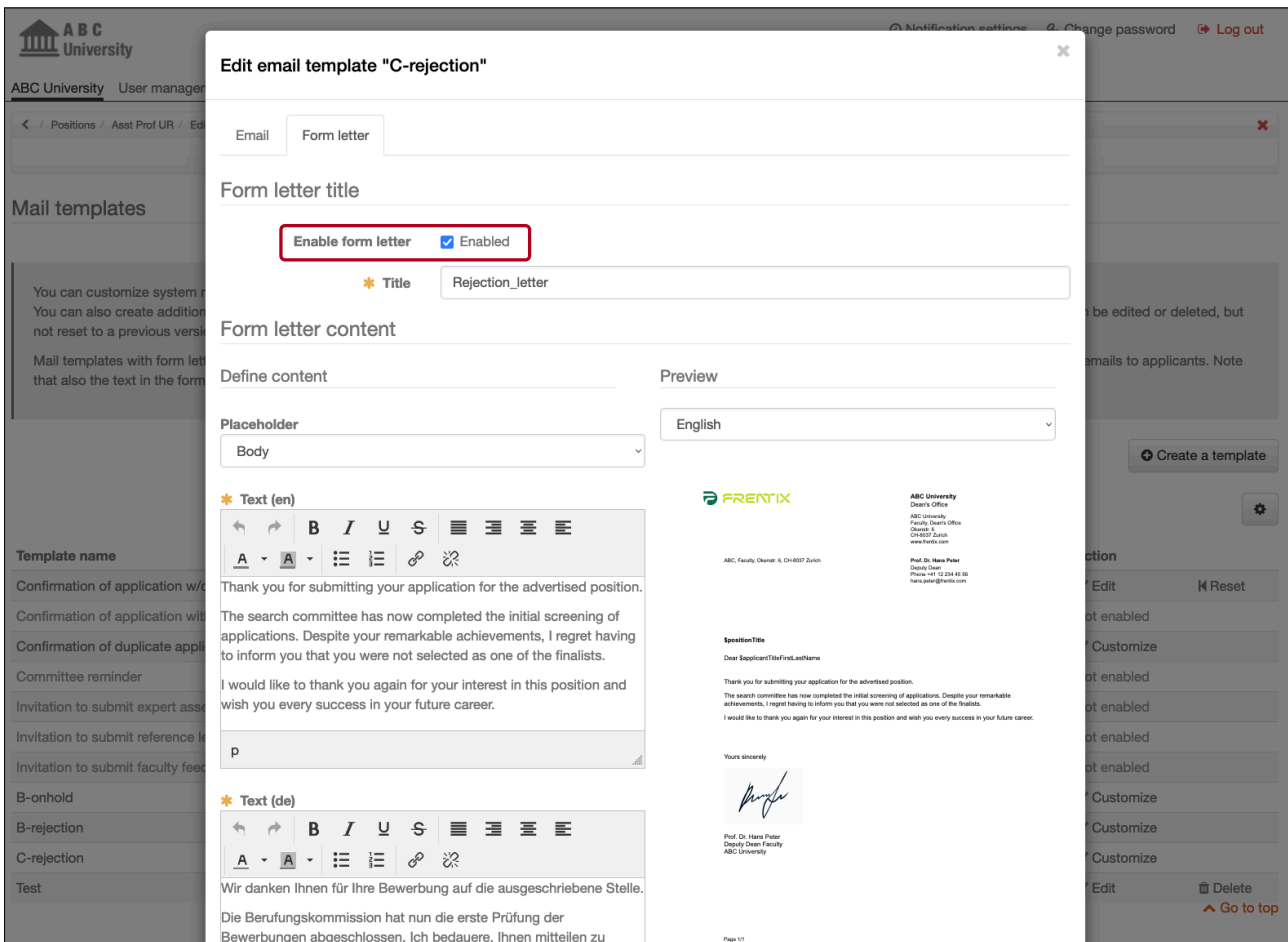
Previously, Selectus already allowed for template-based personalized rejection and other emails to be sent to applicants. The text was always in the email itself - attachments were not possible. Now, rejection and other letters can be sent to applicants in the form of PDF attachments from the Selectus mail center. A template for the letters according to the corporate design with the logo of the institution, the sender's address, etc. is stored in the system. The letter content can be personalized with variables (mail merge function).

### Activation

The option to add form letters as email attachments can be activated by frentix free of charge. The creation of a form letter template with your corporate design is subject to a fee based on the time and effort involved.

### Details

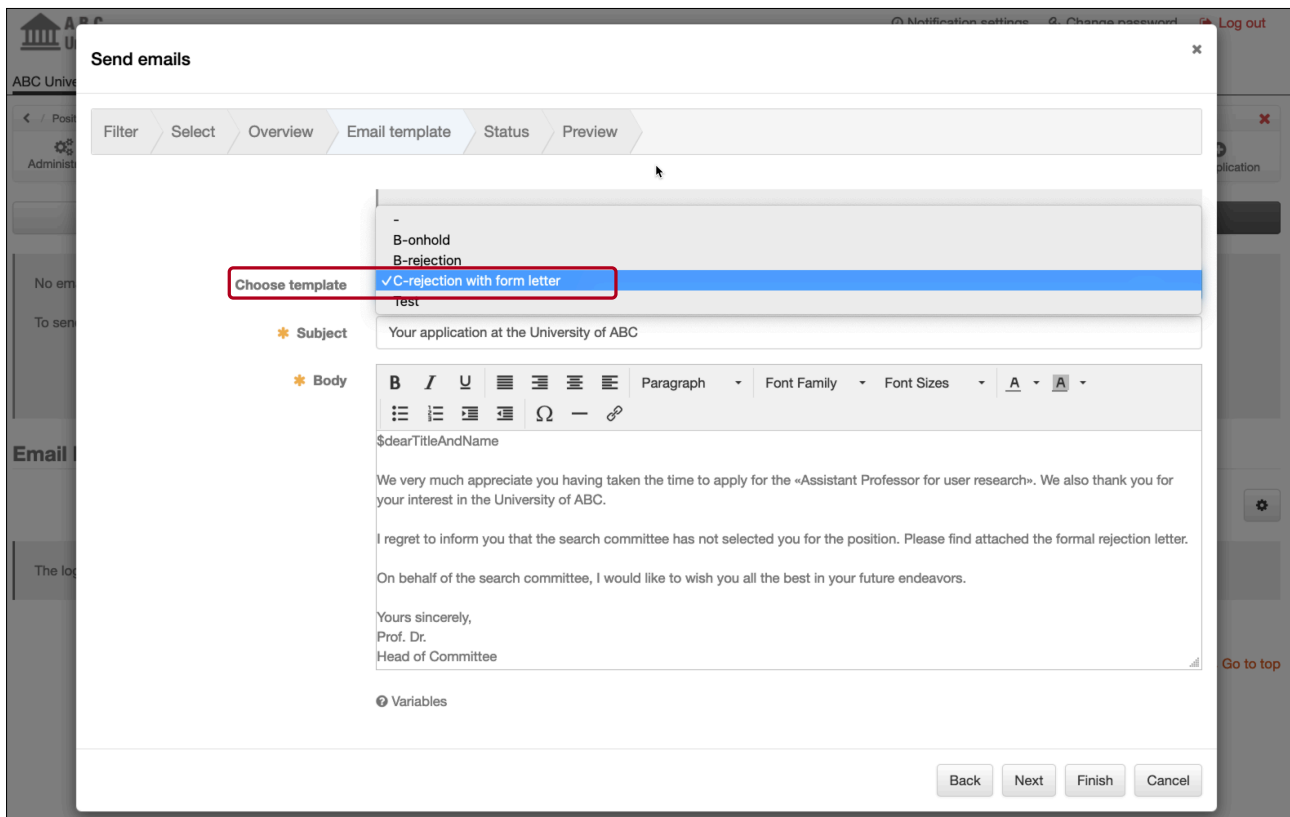
If a template for e-mails to applicants is edited or a new template is added in the edit mode of the position, the form letter attachment can optionally be activated. After that, the different placeholders of the letter template – e.g. the sender address, the subject, the letter text, etc. – can be filled in or customized in the available languages.



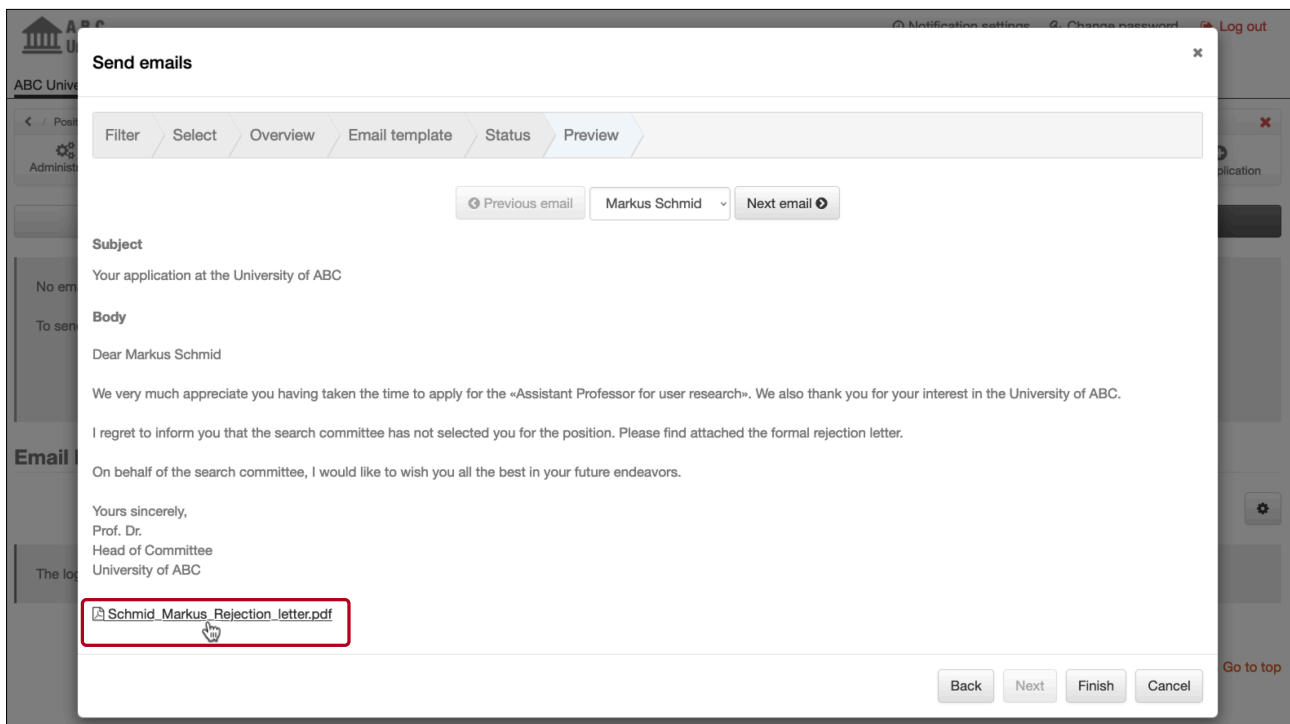
The screenshot shows the 'Edit email template' interface for a template named 'C-rejection'. The interface is divided into several sections:

- Form letter title:** A text input field containing 'Rejection\_letter'.
- Enable form letter:** A checkbox labeled 'Enable form letter' which is checked, and a button labeled 'Enabled'.
- Form letter content:** A section with two tabs: 'Define content' and 'Preview'.
- Define content:** A text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink) and a placeholder dropdown menu set to 'Body'.
- Preview:** A preview of the email template. It includes the Frentix logo, ABC University contact information, and a personalized rejection letter. The letter text is: 'Thank you for submitting your application for the advertised position. The search committee has now completed the initial screening of applications. Despite your remarkable achievements, I regret having to inform you that you were not selected as one of the finalists. I would like to thank you again for your interest in this position and wish you every success in your future career.' The letter is signed by 'Prof. Dr. Hans Peter'.

When sending a ( bulk) email to applicants, you can select the appropriate email template with form letter attachment.



In the "Preview" step, you can open and review the individual attachments.



# Improvements

## Small improvements and bug fixes

Since the last major release we have also fixed some bugs and improved Selectus in general.

Area	Improvement
Position	When copying a position, the sort order of the position list in the "Copy configuration" step is the same as the sort order of the "normal" position list.
Position	The character limit for the advertisement text has been increased to 15,000.
Faculty feedback	We fixed the bug in the workflow for adding faculty members that lead to the display of the original title of renamed shared documents instead of the currently valid document title.
Activities log	When a new position is created via "Copy position", this action is displayed in the activities log.
Email templates	It is now possible to insert a \$projectTitle variable in email templates, which refers to the the project title, that can be requested from applicants in the "Project" step of the application workflow.