

# Release Notes 5.4



Selectus 5.4 is our next major release, and we are pleased to introduce it in these release notes. The new release focusses on a new reporting feature.

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# New features

## Reporting/statistics feature

### Description and benefits

Reporting on various aspects of the recruitment processes is becoming increasingly important, for example in relation to gender equality monitoring. Previously, it was possible in Selectus to export customisable Excel lists of applications. This meant that data could be analysed in Excel or transferred to other systems.

It is now possible to generate statistical reports directly in Selectus and download them in Excel format. The reports can contain statistical analyses of the applications and the committee, e.g. number of applications and committee members by gender. It is also possible to define statistically relevant fields at system level (so-called reporting custom fields), fill in this information at position level and integrate it into the reports.

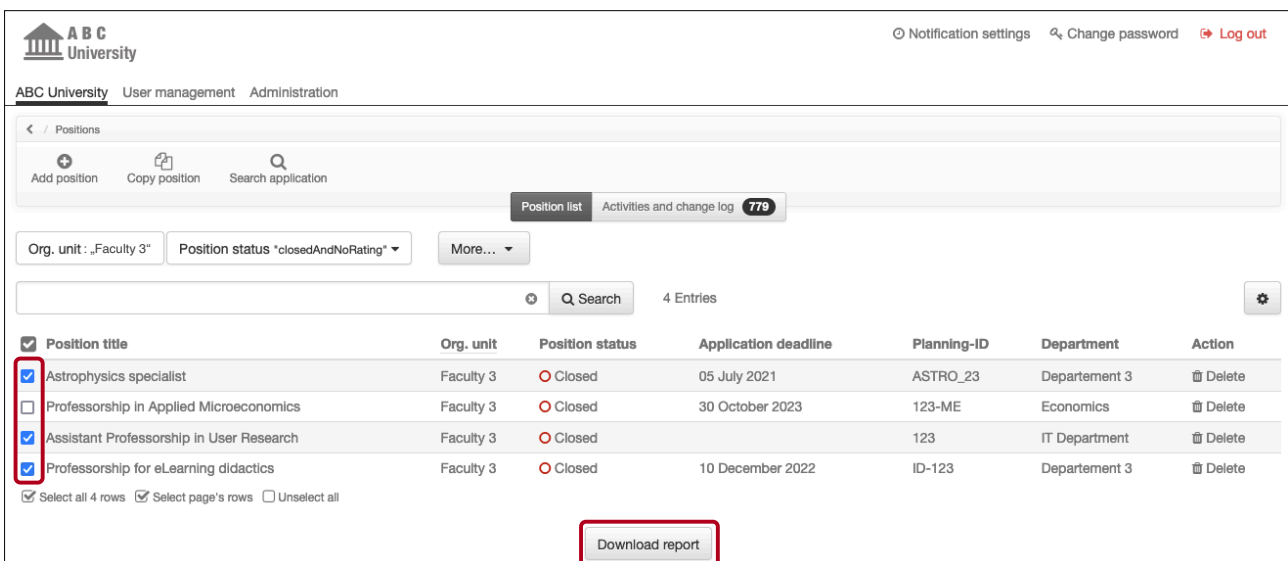
The contents of the reports themselves will be customer-specific and can be downloaded in Excel format. Reports can be generated for a single position or several positions simultaneously. For example, all completed recruitments for the year can be analysed at the end of the year.

### Activation

The reporting feature can be activated by frentix free of charge. The configuration of customer-specific standard reports is subject to a charge on a time and effort basis.

### Details

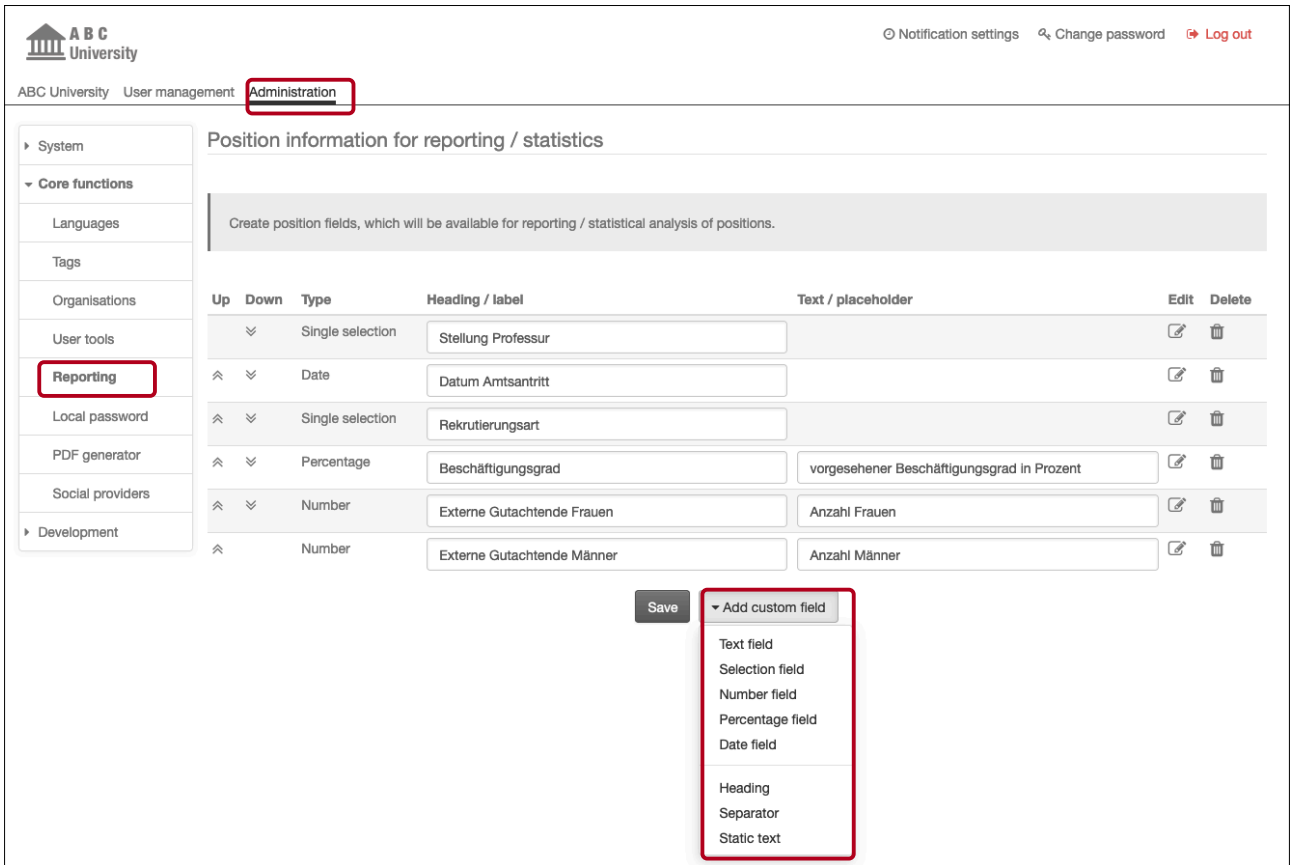
The positions can be selected in the position list and the customer-specific report can be downloaded for these positions in Excel format.



The screenshot shows the 'Positions' page in the Selectus system. At the top, there is a navigation bar with 'ABC University', 'User management', and 'Administration'. Below this, there are tabs for 'Position list' and 'Activities and change log' (779). The main content area displays a table of positions with columns for 'Position title', 'Org. unit', 'Position status', 'Application deadline', 'Planning-ID', 'Department', and 'Action'. Four positions are listed, with checkboxes in the first column. A 'Download report' button is located at the bottom of the table.

<input checked="" type="checkbox"/>	Position title	Org. unit	Position status	Application deadline	Planning-ID	Department	Action
<input checked="" type="checkbox"/>	Astrophysics specialist	Faculty 3	Closed	05 July 2021	ASTRO_23	Departement 3	Delete
<input type="checkbox"/>	Professorship in Applied Microeconomics	Faculty 3	Closed	30 October 2023	123-ME	Economics	Delete
<input checked="" type="checkbox"/>	Assistant Professorship in User Research	Faculty 3	Closed		123	IT Department	Delete
<input checked="" type="checkbox"/>	Professorship for eLearning didactics	Faculty 3	Closed	10 December 2022	ID-123	Departement 3	Delete

If custom reporting fields are to be integrated into the reports, these can be defined in advance in the system administration...



ABC University User management **Administration**

Notification settings Change password Log out

System

Core functions

Languages

Tags

Organisations

User tools

**Reporting**

Local password

PDF generator

Social providers

Development

### Position information for reporting / statistics

Create position fields, which will be available for reporting / statistical analysis of positions.

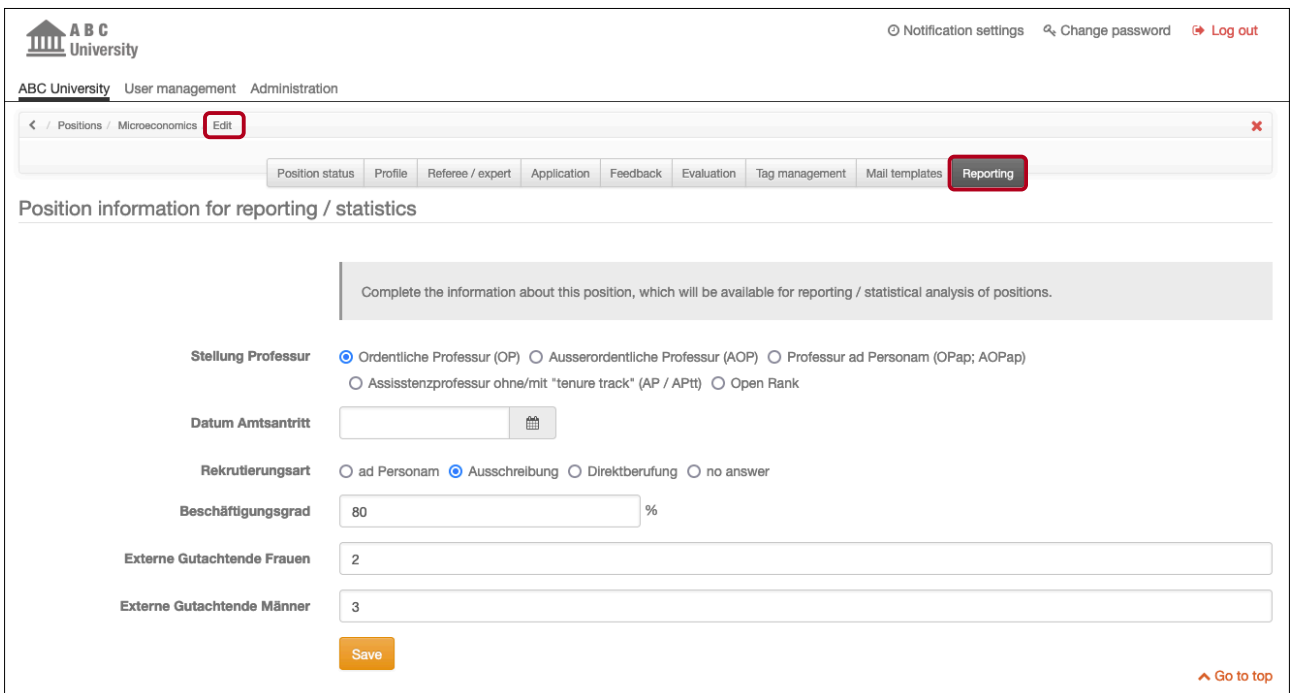
Up	Down	Type	Heading / label	Text / placeholder	Edit	Delete
∨		Single selection	Stellung Professur			
∧	∨	Date	Datum Amtsantritt			
∧	∨	Single selection	Rekrutierungsart			
∧	∨	Percentage	Beschäftigungsgrad	vorgesehener Beschäftigungsgrad in Prozent		
∧	∨	Number	Externe Gutachtende Frauen	Anzahl Frauen		
∧		Number	Externe Gutachtende Männer	Anzahl Männer		

Save

▼ Add custom field

- Text field
- Selection field
- Number field
- Percentage field
- Date field
- Heading
- Separator
- Static text

... and completed in the edit mode of the position.



ABC University User management Administration

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 **Reporting**

### Position information for reporting / statistics

Complete the information about this position, which will be available for reporting / statistical analysis of positions.

**Stellung Professur**  Ordentliche Professur (OP)  Ausserordentliche Professur (AOP)  Professur ad Personam (OPap; AOPap)  
 Assisstenzprofessur ohne/mit "tenure track" (AP / APtt)  Open Rank

**Datum Amtsantritt**

**Rekrutierungsart**  ad Personam  Ausschreibung  Direktberufung  no answer

**Beschäftigungsgrad**  %

**Externe Gutachtende Frauen**

**Externe Gutachtende Männer**

Save

Go to top

## Anonymize position

### Description and benefits

To ensure that the reporting/statistics function can be used over the long term, it is now possible to save data in anonymized form in Selectus after the selection process has been completed.

If a position is deleted once the process has been completed, there are now two options: firstly, delete the position completely, including all data and documents (as before), and secondly, anonymize the position. This means that all documents and all data that can identify a person (applicants or committee members) will be permanently deleted. However, data relevant for reporting such as gender, nationality, decision, etc. will be retained in the system and can be statistically analyzed. However, direct access to the data is no longer possible.

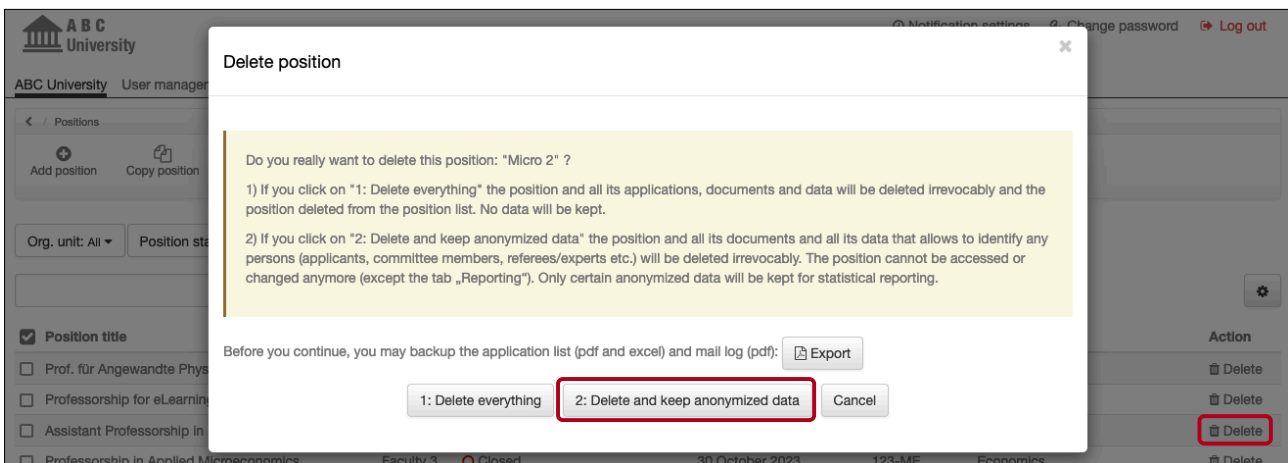
Anonymized positions are still displayed in the position list and have the status "Reporting".

### Activation

The option to anonymize positions can be activated by frentix free of charge.

### Details

If a position is deleted using "Delete", the next step is to select whether the position should be deleted completely or whether anonymized data should remain stored in the system.



In the next step, the reporting custom fields can be checked and updated. In addition, a confirmation is required in order to prevent any unconsidered deletion/anonymization.

**Delete and keep anonymized data**

The selected position "Micro 2" and all its documents and all all data that allows to identify any person (applicants, committee members, referees/experts etc.) will be deleted irrevocably. Only certain anonymized data will be kept for statistical reporting. The position will be in the status "Reporting" which cannot be undone with the exception of completely deleting the position.

Before you continue, please **check and complete the following additional position data** which is required for reporting. You can also complete the data at a later stage, **but you cannot access or change any other data anymore.**

**Stellung Professur**  Ordentliche Professur (OP)  Ausserordentliche Professur (AOP)  
 Professur ad Personam (OPap; AOPap)  
 Assisstenzprofessur ohne/mit "tenure track" (AP / APtt)  Open Rank

**Datum Amtsantritt**

**Rekrutierungsart**  ad Personam  Ausschreibung  Direktberufung  no answer

**Beschäftigungsgrad**  %

**Externe Gutachtende Frauen**

**Externe Gutachtende Männer**

**Confirmation**  The position will be deleted irrevocably and only certain anonymized data will be kept. The process cannot be undone.  
 The anonymized data kept for statistics/reporting cannot be directly accessed, changed or completed anymore. Only the position fields shown above can be changed/completed at a later stage.

Anonymized positions are displayed in the position list with the status "Reporting".

ABC University User management Administration

Positions

Position list Activities and change log 770

Org. unit: All Position status: All More...

Q Search 21 Entries

Position title	Org. unit	Position status	Application deadline	Planning-ID	Department	Action
<input type="checkbox"/> Professorship for eLearning didactics	Faculty 3	<span style="color: red;">○</span> Closed	10 December 2022	ID-123	Departement 3	<input type="button" value="Delete"/>
<input type="checkbox"/> Assistant Professorship in User Research	Faculty 3	<span style="color: red;">○</span> Closed		123	IT Department	<input type="button" value="Delete"/>
<input type="checkbox"/> Professorship in Applied Microeconomics	Faculty 3	<span style="color: red;">○</span> Closed	30 October 2023	123-ME	Economics	<input type="button" value="Delete"/>
<input type="checkbox"/> Professorship in Applied Microeconomics 2	Faculty 3	<span style="color: black;">●</span> Reporting		123-ME-B	Economics	<input type="button" value="Delete"/>
<input type="checkbox"/> Prof. für Angewandte Physik	Faculty 3	<span style="color: red;">●</span> Archived	31 August 2018	123	ETH D-PHYS	<input type="button" value="Delete"/>
<input type="checkbox"/> Astrophysics specialist	Faculty 3	<span style="color: red;">○</span> Closed	05 July 2021	ASTRO_23	Departement 3	<input type="button" value="Delete"/>

## Filter and search in the position list

### Description and benefits

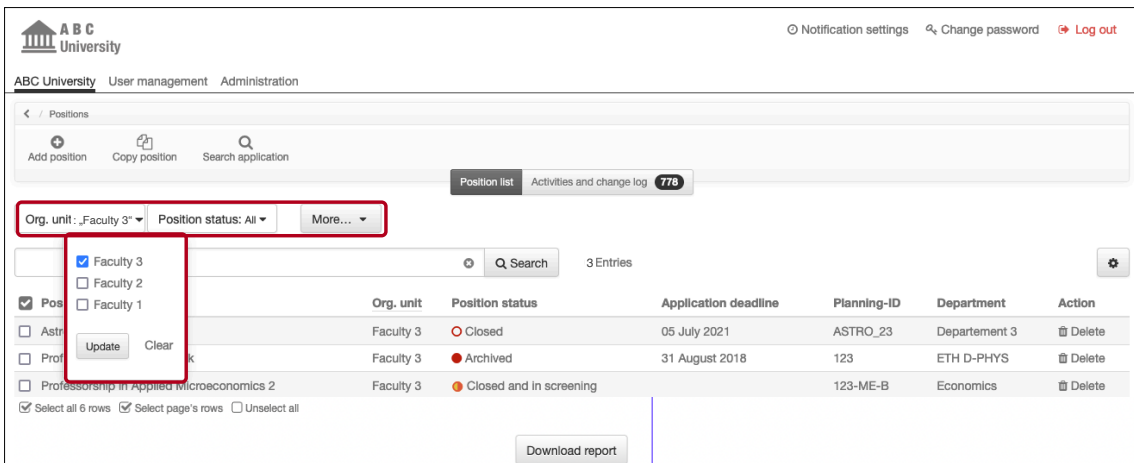
Previously, it was only possible to filter the position list by position status. The filter options have now been arranged in the same way as the application list, expanded and supplemented with a text search.

### Aktivierung

The new filter and search options in the position list are available by default and cannot be deactivated.

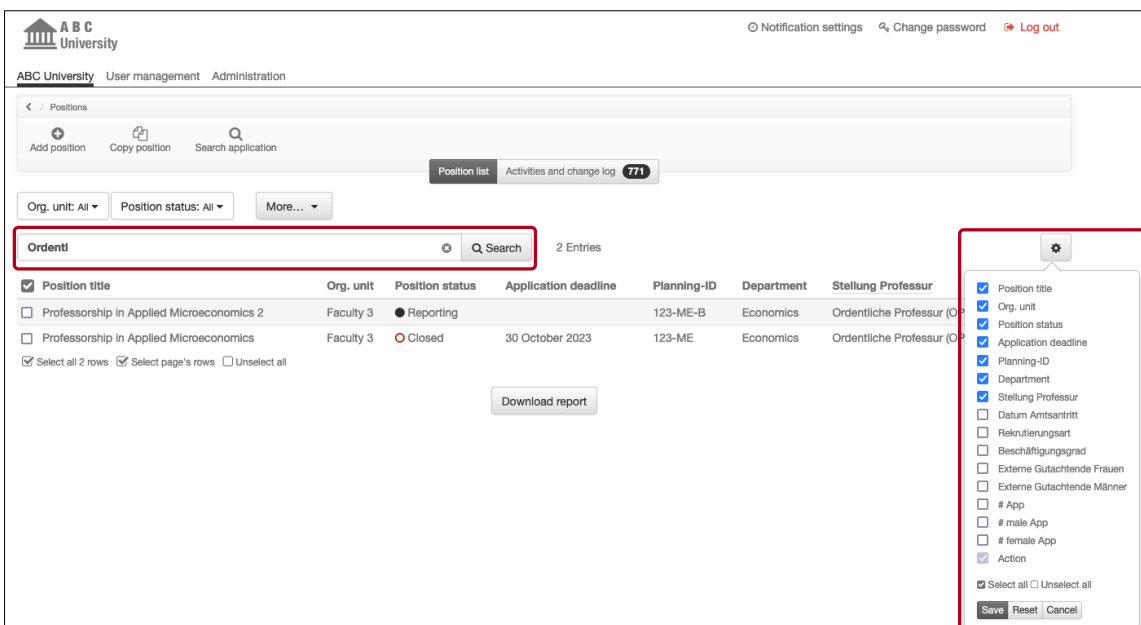
### Details

The filters have the same layout as in the application list. By default, you can filter by organizational unit and position status. With "More", the reporting fields (if defined; see reporting function) can be added as additional filters.



The screenshot shows the 'Positions' page in the ABC University system. At the top, there are navigation links for 'Add position', 'Copy position', and 'Search application'. Below these, there are filter buttons for 'Position list' and 'Activities and change log' (778). A red box highlights the filter area, showing 'Org. unit: „Faculty 3“' and 'Position status: All'. A dropdown menu is open, showing 'Faculty 3' (checked), 'Faculty 2', and 'Faculty 1'. Below the filters, there is a search bar with 'Q Search' and '3 Entries'. A table lists three entries with columns for 'Org. unit', 'Position status', 'Application deadline', 'Planning-ID', 'Department', and 'Action'. A 'Download report' button is at the bottom.

The text search searches in all fields displayed in the position list. The fields displayed in the position list can be adjusted using the cogwheel icon.



The screenshot shows the 'Positions' page with a search for 'Ordenti' resulting in '2 Entries'. A red box highlights the search bar. Another red box highlights the configuration menu (cogwheel icon) which is open, showing a list of fields to be displayed in the table. The fields include 'Position title', 'Org. unit', 'Position status', 'Application deadline', 'Planning-ID', 'Department', 'Stellung Professor', 'Datum Amtsantritt', 'Rekrutierungsart', 'Beschäftigungsgrad', 'Externe Gutachtende Frauen', 'Externe Gutachtende Männer', '# App', '# male App', '# female App', and 'Action'. The 'Position title', 'Org. unit', 'Position status', 'Application deadline', 'Planning-ID', and 'Department' fields are checked. At the bottom of the menu are 'Save', 'Reset', and 'Cancel' buttons.

# Enhancements in the user management: gender and user classification

## Description and benefits

In order for committee statistics to be useful, it is now possible to configure a Selectus system in such a way that the gender of Selectus users is mandatory.

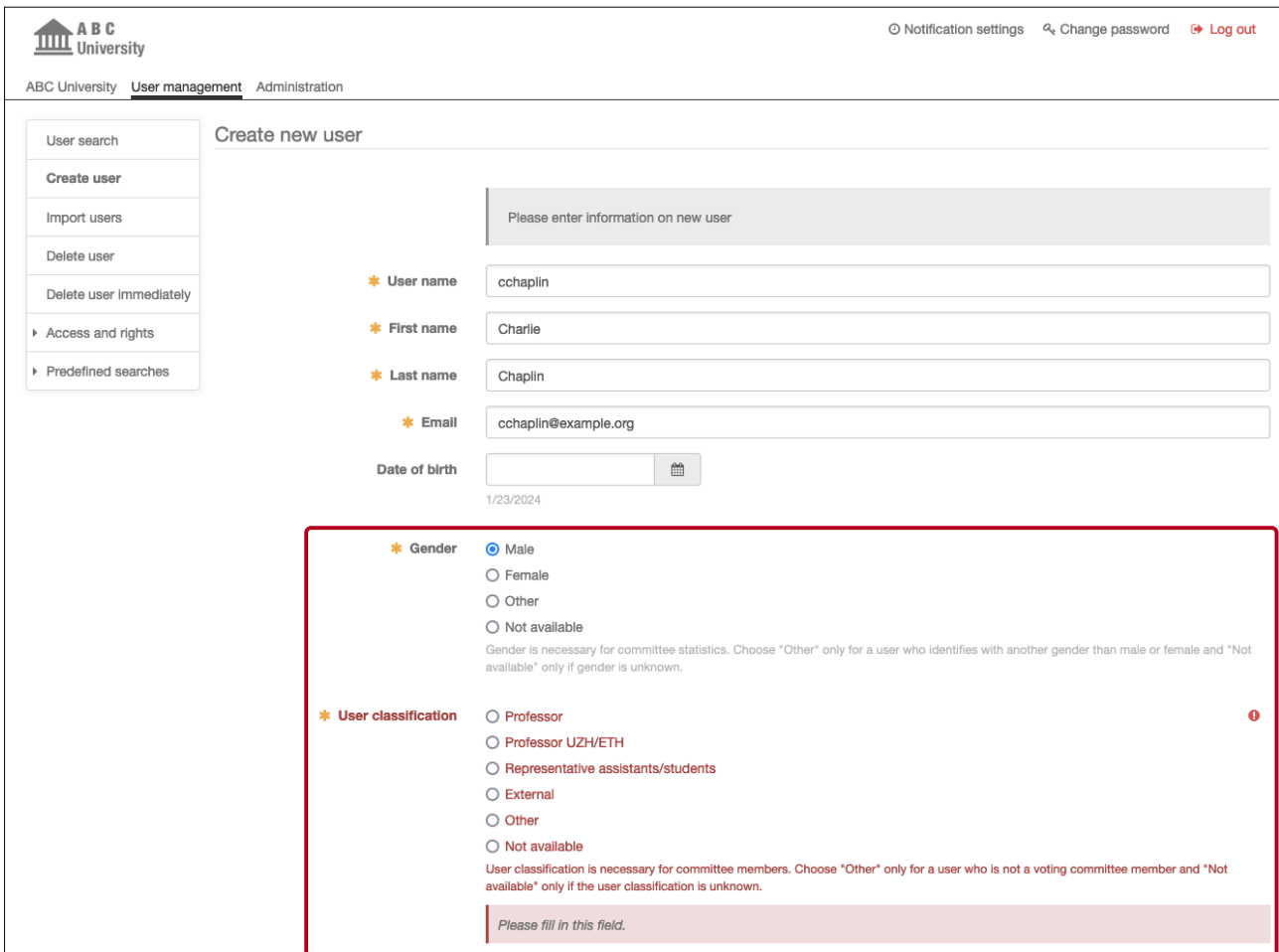
In addition, an additional attribute, the so-called "user classification", can be added for users. This allows you to identify, for example, whether the user is an internal or external committee member.

## Activation

The system configuration defines whether gender is optional or mandatory for users and whether and with which selection options the "User classification" field is available. The system configuration can be adjusted by frentix free of charge.

## Details

If gender and user classification are configured as mandatory fields for users, they must be entered when creating new users. Otherwise, an entry cannot be saved.



ABC University

Notification settings Change password Log out

ABC University **User management** Administration

User search

**Create user**

Import users

Delete user

Delete user immediately

Access and rights

Predefined searches

### Create new user

Please enter information on new user

\* User name cchaplin

\* First name Charlie

\* Last name Chaplin

\* Email cchaplin@example.org

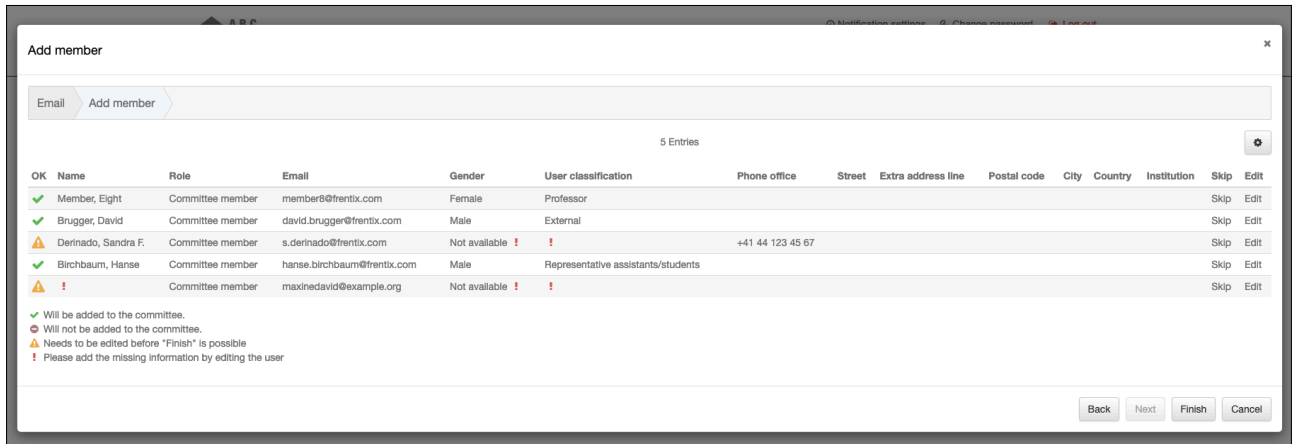
Date of birth  1/23/2024

\* Gender  Male  
 Female  
 Other  
 Not available  
Gender is necessary for committee statistics. Choose "Other" only for a user who identifies with another gender than male or female and "Not available" only if gender is unknown.

\* User classification  Professor  Professor UZH/ETH  Representative assistants/students  External  Other  Not available  
User classification is necessary for committee members. Choose "Other" only for a user who is not a voting committee member and "Not available" only if the user classification is unknown.

Please fill in this field.

The mandatory information is also required when new committee members are added.



OK	Name	Role	Email	Gender	User classification	Phone office	Street	Extra address line	Postal code	City	Country	Institution	Skip	Edit
✓	Member, Eight	Committee member	member8@frentix.com	Female	Professor								Skip	Edit
✓	Brugger, David	Committee member	david.brugger@frentix.com	Male	External								Skip	Edit
⚠	Derinado, Sandra F.	Committee member	s.derinado@frentix.com	Not available !	!	+41 44 123 45 67							Skip	Edit
✓	Birchbaum, Hanse	Committee member	hanse.birchbaum@frentix.com	Male	Representative assistants/students								Skip	Edit
⚠	!	Committee member	maxinedavid@example.org	Not available !	!								Skip	Edit

✓ Will be added to the committee.  
⊘ Will not be added to the committee.  
⚠ Needs to be edited before "Finish" is possible  
! Please add the missing information by editing the user

Back Next Finish Cancel



# Copy applications to another position

## Description and benefits

So far, applications were only available in the position in which they were submitted. Entire application dossiers can now be copied to another existing position.

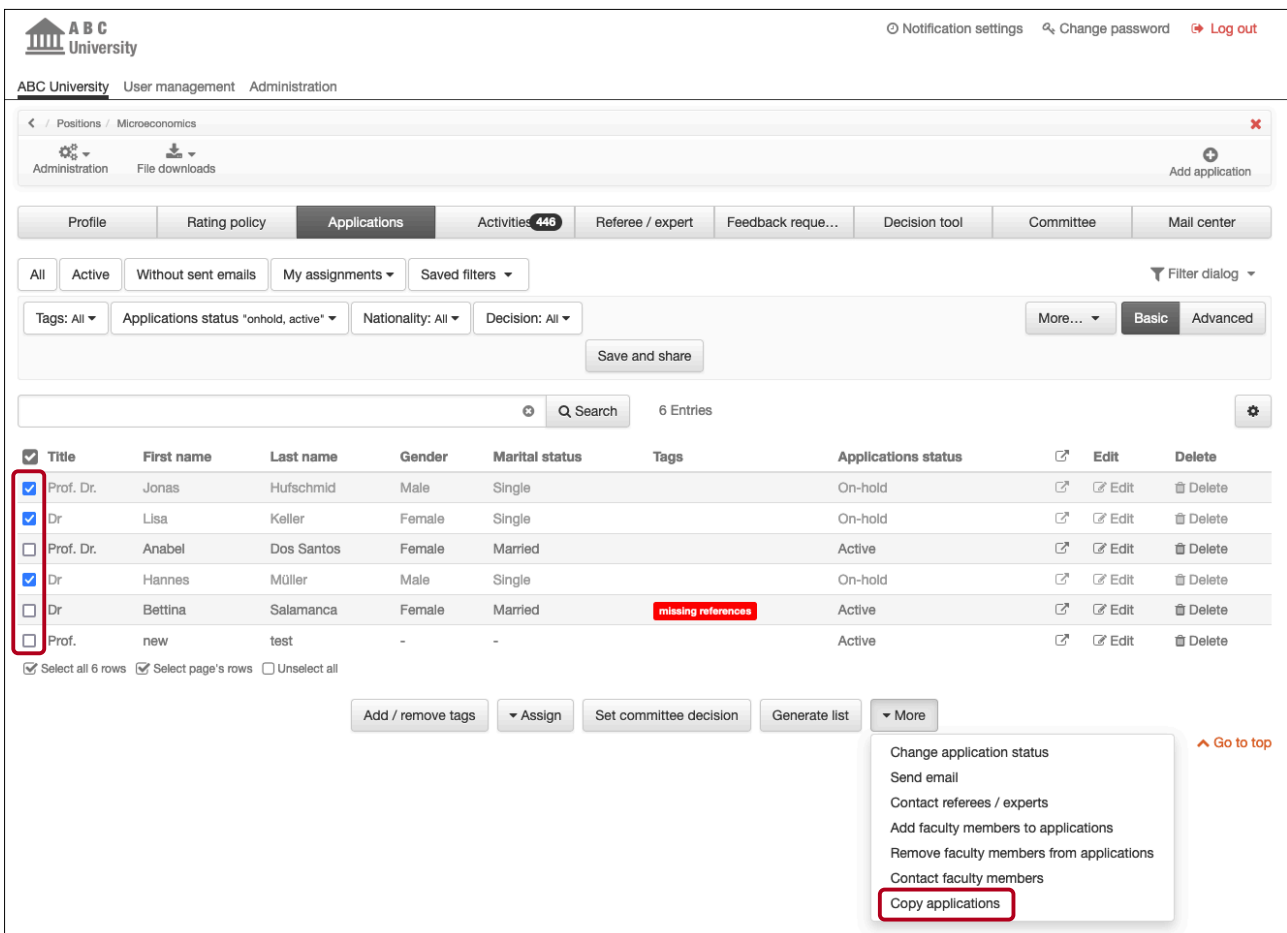
This can be useful, for example, if applications are evaluated over several rounds by different committees and a separate position is opened for each evaluation committee. Or, it is possible to accept unsolicited applications in one position and assign them to different positions depending on the field of expertise.

## Activation

The feature to copy applications to other positions is optionally available and can be activated by frentix free of charge.

## Details

In the applications list you can select one or several application(s) and start the copy workflow.



The screenshot shows the Frentix application management interface for ABC University. The main content area displays a table of applications with columns for Title, First name, Last name, Gender, Marital status, Tags, Applications status, Edit, and Delete. The first four rows are selected with checkboxes. A 'More' dropdown menu is open, and the 'Copy applications' option is highlighted with a red box. The interface also includes navigation tabs, filters, and search options.

<input checked="" type="checkbox"/>	Title	First name	Last name	Gender	Marital status	Tags	Applications status	Edit	Delete
<input checked="" type="checkbox"/>	Prof. Dr.	Jonas	Hufschmid	Male	Single		On-hold	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
<input checked="" type="checkbox"/>	Dr.	Lisa	Keller	Female	Single		On-hold	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
<input type="checkbox"/>	Prof. Dr.	Anabel	Dos Santos	Female	Married		Active	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
<input checked="" type="checkbox"/>	Dr.	Hannes	Müller	Male	Single		On-hold	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
<input type="checkbox"/>	Dr.	Bettina	Salamanca	Female	Married	missing references	Active	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
<input type="checkbox"/>	Prof.	new	test	-	-		Active	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete

The first step is to select the target position.

**Copy 3 applications to another position**

Position Selection Confirmation

Choose the position to which you want to move / copy the selected applications.

9 Entries

Position title	Org. unit	Position status	Application deadline	Planning-ID	Department	Action
Astrophysics specialist	Faculty 3	<span style="color: red;">○</span> Closed	05 July 2021	ASTRO_23	Departement 3	Choose position
Test Custom Fields 2		<span style="color: red;">○</span> Closed	21 May 2021	1234	fx	Choose position
Testposition neu	Faculty 2	<span style="color: red;">○</span> Closed	12 October 2021	1234	Architekten	Choose position
Assistant professor for Animal Behaviour	Faculty 2	<span style="color: red;">○</span> Closed	30 March 2019	797	Institute for Animal Behaviour	Choose position
Postdoc Fellowship Molecular Biology		<span style="color: red;">○</span> Closed	15 June 2023	123123	Molecular Biology	Choose position
Math geographic professorship		<span style="color: red;">○</span> Closed	28 February 2018	234234	Departement2	Choose position
Ref Research		<span style="color: red;">○</span> Closed	01 January 2023	123	fx	Choose position
Assistant Professorship in User Research	Faculty 3	<span style="color: red;">○</span> Closed		123	IT Department	Choose position
Professorship for eLearning didactics	Faculty 3	<span style="color: red;">○</span> Closed	10 December 2022	ID-123	Departement 3	Choose position

Back Next Finish Cancel

In the second step, select the attributes to be copied.

**Copy 3 applications to another position**

Position Selection Confirmation

Select which attributes of the selected applications you want to copy to the target position. The profile information will always be copied.

Be aware, that the following information will only be visible in the target position if the respective features are enabled in the target position:

- Custom fields in profile information (i.e. only custom fields with same label in the target position will be copied)
- Application documents (i.e. only those documents enabled in the target position will be copied and shown with title of the target position)
- Referees and reference letters
- Experts and expert assessments
- Committee comment
- System tags and position tags

The following attributes will never be copied:

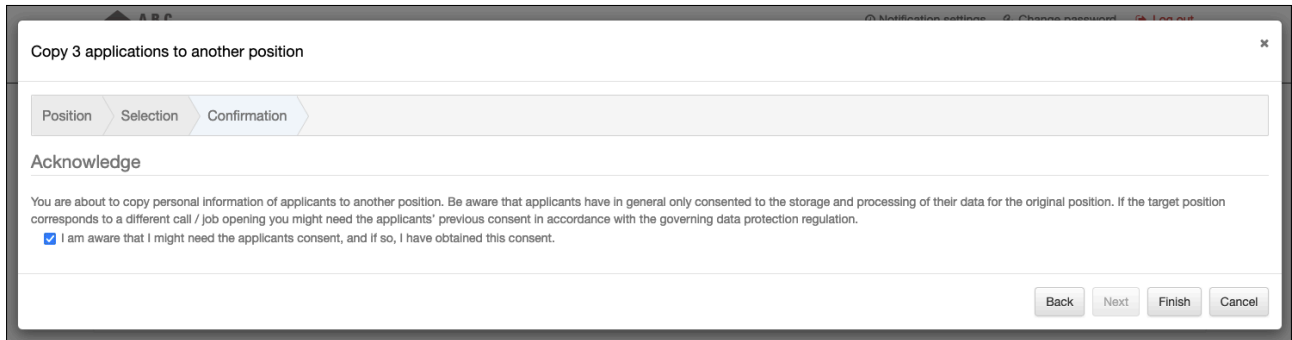
- Faculty members / faculty feedback and public feedback
- Committee ratings
- Committee reviews
- Evaluations from decision tool
- Mail log
- Activities and change log

Select attributes

Attribute of application	Copy
Profile informations (= fields from application workflow)	<input checked="" type="checkbox"/>
Application documents	<input checked="" type="checkbox"/>
Referees and reference letters	<input checked="" type="checkbox"/>
Experts and expert assessments	<input type="checkbox"/>
Memo	<input checked="" type="checkbox"/>
Committee comment	<input type="checkbox"/>
Application status	<input type="checkbox"/>
Tags	<input type="checkbox"/>
Decision	<input type="checkbox"/>

Back Next Finish Cancel

In the last step, you will be asked for confirmation for reasons of data protection.



**Copy 3 applications to another position**

Position Selection Confirmation

**Acknowledge**

You are about to copy personal information of applicants to another position. Be aware that applicants have in general only consented to the storage and processing of their data for the original position. If the target position corresponds to a different call / job opening you might need the applicants' previous consent in accordance with the governing data protection regulation.

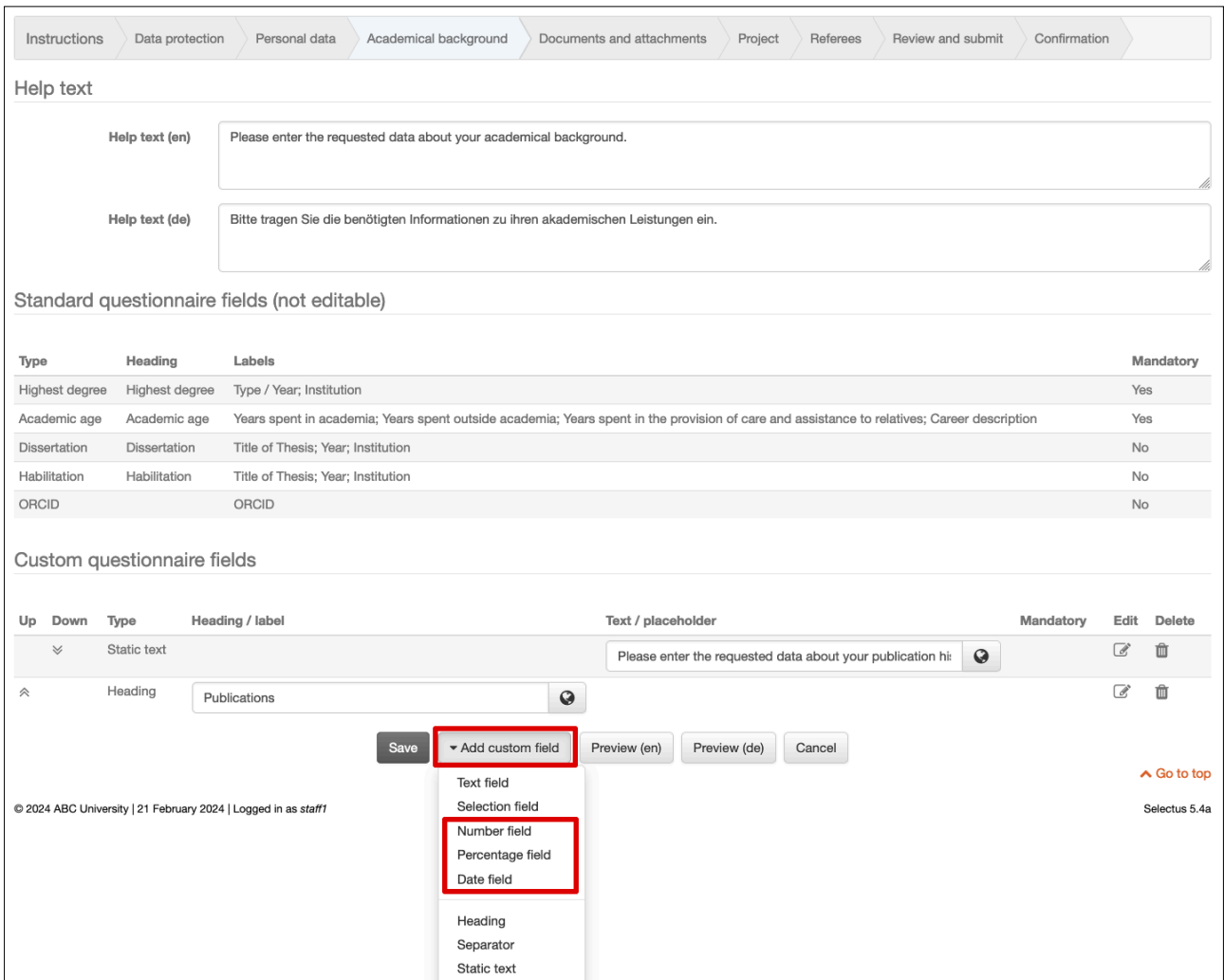
I am aware that I might need the applicants consent, and if so, I have obtained this consent.

Back Next Finish Cancel

# Improvements

## New custom field types

Custom fields of the type "Number", "Percentage" and "Date" can now be added to the application workflow.



Instructions > Data protection > Personal data > **Academical background** > Documents and attachments > Project > Referees > Review and submit > Confirmation

### Help text

**Help text (en)** Please enter the requested data about your academical background.

**Help text (de)** Bitte tragen Sie die benötigten Informationen zu ihren akademischen Leistungen ein.

### Standard questionnaire fields (not editable)

Type	Heading	Labels	Mandatory
Highest degree	Highest degree	Type / Year; Institution	Yes
Academic age	Academic age	Years spent in academia; Years spent outside academia; Years spent in the provision of care and assistance to relatives; Career description	Yes
Dissertation	Dissertation	Title of Thesis; Year; Institution	No
Habilitation	Habilitation	Title of Thesis; Year; Institution	No
ORCID		ORCID	No

### Custom questionnaire fields

Up	Down	Type	Heading / label	Text / placeholder	Mandatory	Edit	Delete
⌵		Static text		Please enter the requested data about your publication hi			
⌶		Heading	Publications				

Save **▼ Add custom field** Preview (en) Preview (de) Cancel

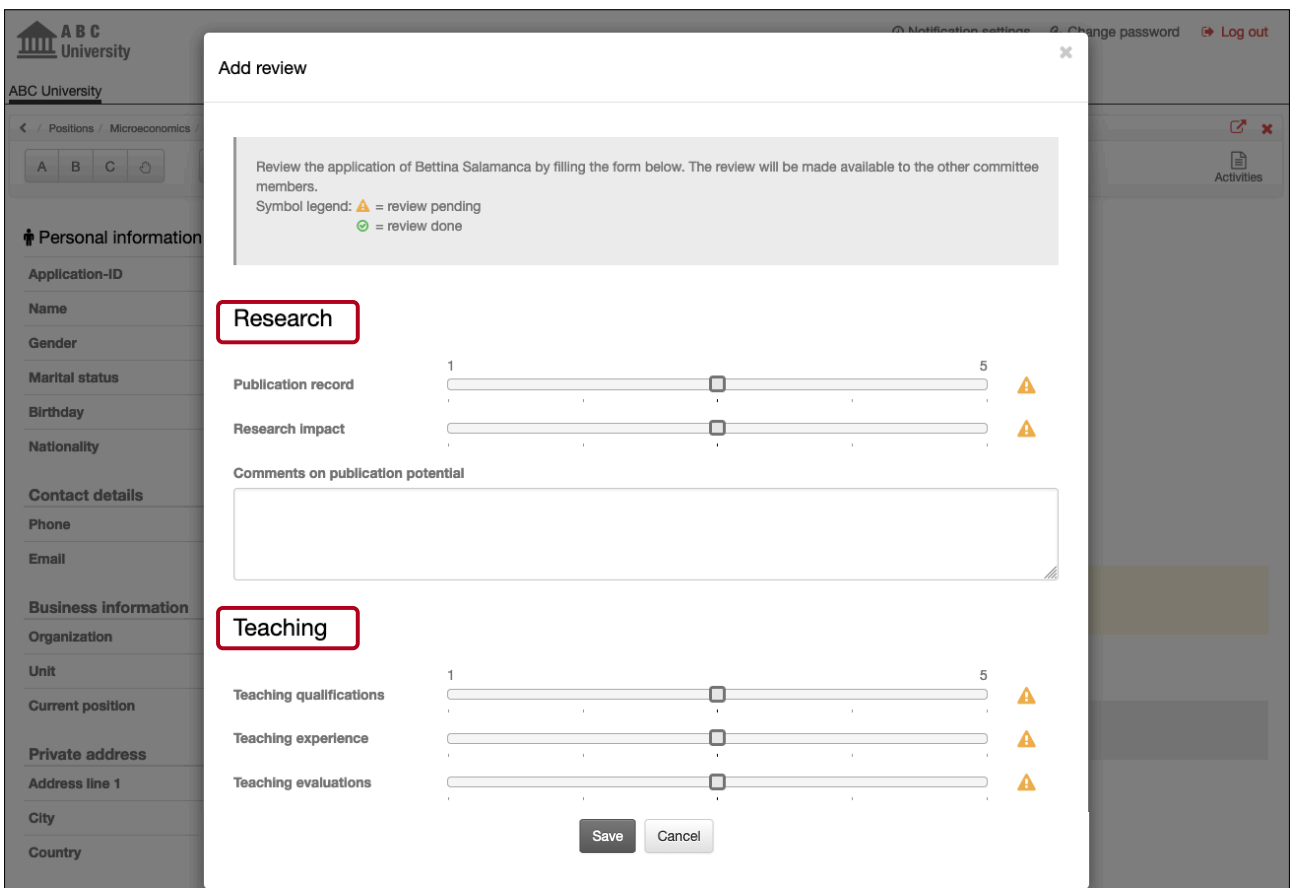
- Text field
- Selection field
- Number field**
- Percentage field**
- Date field**
- Heading
- Separator
- Static text

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## Title element for the review questionnaire

In addition to slider and text questions, title elements can now be added to the review questionnaire in order to give it a better structure.

Questionnaire fields				
Name	Type	Up	Down	Delete
Research	Title		⌵	🗑️
Publication record	Slider	⌆	⌵	🗑️
Research impact	Slider	⌆	⌵	🗑️
Comments on publication potential	Text	⌆	⌵	🗑️



**Add review**

Review the application of Bettina Salamanca by filling the form below. The review will be made available to the other committee members.  
Symbol legend: ⚠️ = review pending  
✅ = review done

**Research**

Publication record: 1 ————— 5 ⚠️

Research impact: 1 ————— 5 ⚠️

Comments on publication potential

**Teaching**

Teaching qualifications: 1 ————— 5 ⚠️

Teaching experience: 1 ————— 5 ⚠️

Teaching evaluations: 1 ————— 5 ⚠️

## Access to the Mail Centre for Committee Head and Secretary

The system configuration can now be adapted in such a way that Head and Secretary have full access to the Mail Centre and can therefore assume full responsibility for sending emails to applicants.

## Visibility of parallel applications

The system configuration can now be adjusted in such a way that a note on further applications to other positions is only displayed if applicants have applied for several positions **within** the same organisation unit (and not over all organisation units).

## Minor improvements and bug fixes

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

Area	Improvement
Login	For security reasons, pre-filling of the password field is prevented when the login page is reloaded.
Activity and change log	The incorrect log entry when items are archived has been corrected.
Position mail	If a position-specific email address is used, several BCC addresses can now be defined.
Referee/expert workflow	The standard text in the referee/expert workflow has been improved and a typo has been fixed. Customer-specific text customisations were not changed.
PDFs	A new PDF editor has been implemented so that PDFs can be generated more easily and better by the system.
Application profile	The error has been fixed that the titles of renamed documents were not displayed correctly in the application profile of positions created in German only.
Mail merge feature	The rare error that occurred when generating serial letters to applicants with certain names has been fixed.
Mail templates	The bug has been fixed that could occur if the preview of a mail template was opened without saving a change of the mail template first.
Application documents	The problem has been fixed that the old documents were often loaded from the browser cache when an application document had been replaced by a document with the same name.