FRENTIX
Wissen vermitteln

Release Notes 5.4

Selectus
excellent decisions

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.

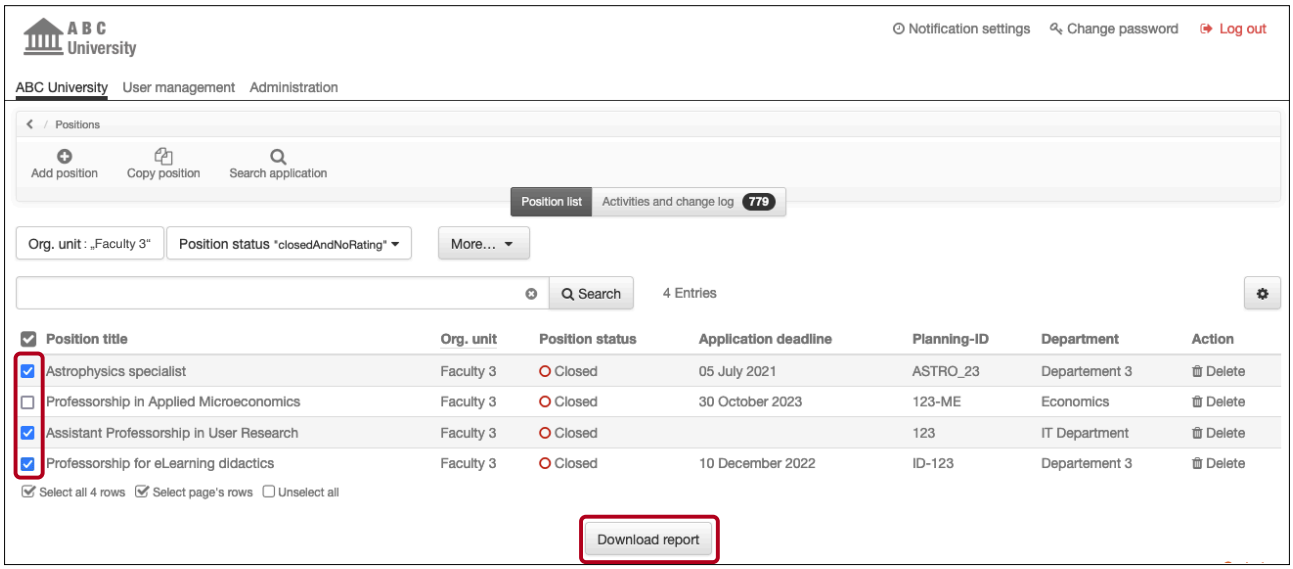
The contents of the reports themselves will be customer-specific and can be downloaded in Excel format. Reports can be generated for a single position or several positions simultaneously. For example, all completed recruitments for the year can be analysed at the end of the year.

Activation

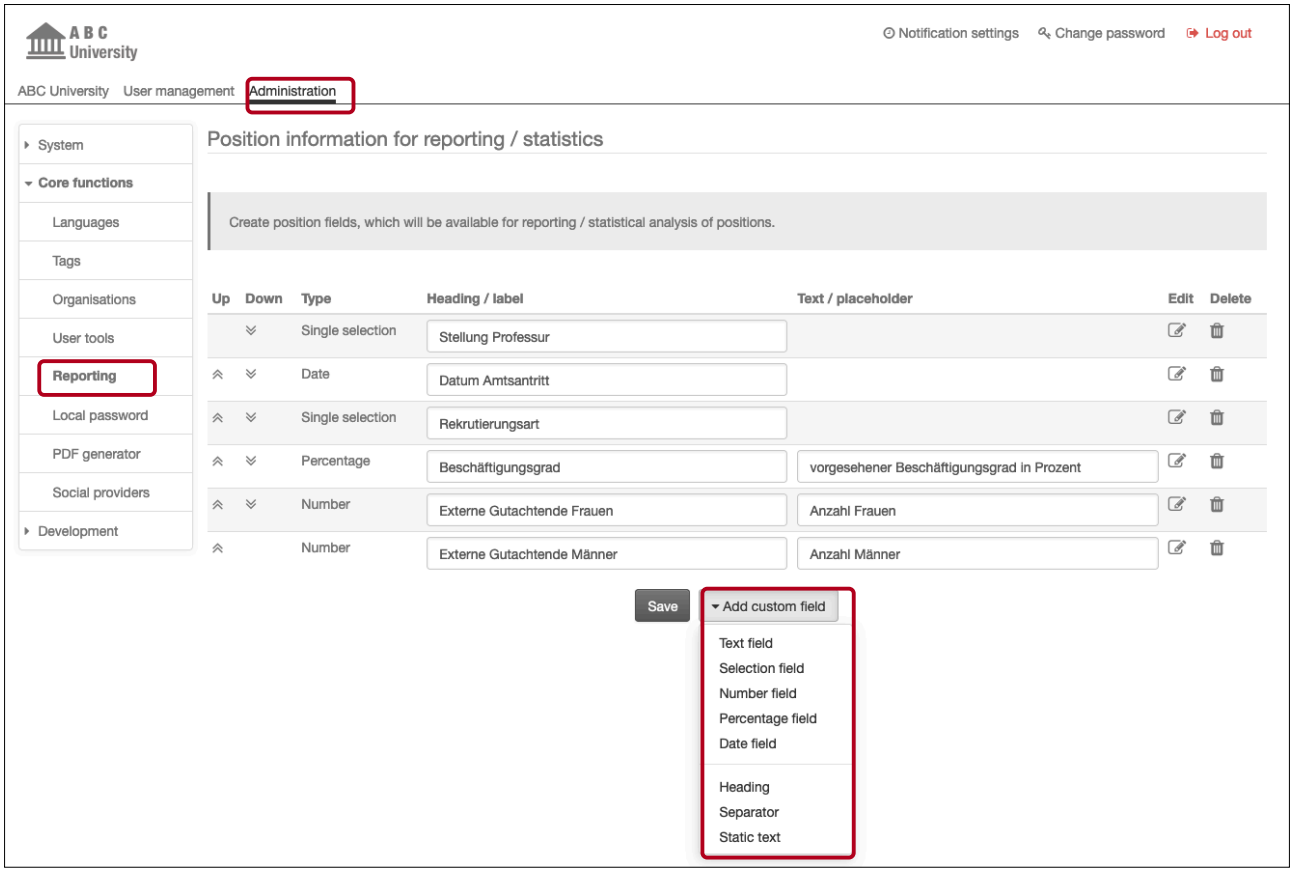
The reporting feature can be activated by frentix free of charge. The configuration of customer-specific standard reports is subject to a charge on a time and effort basis.

Details

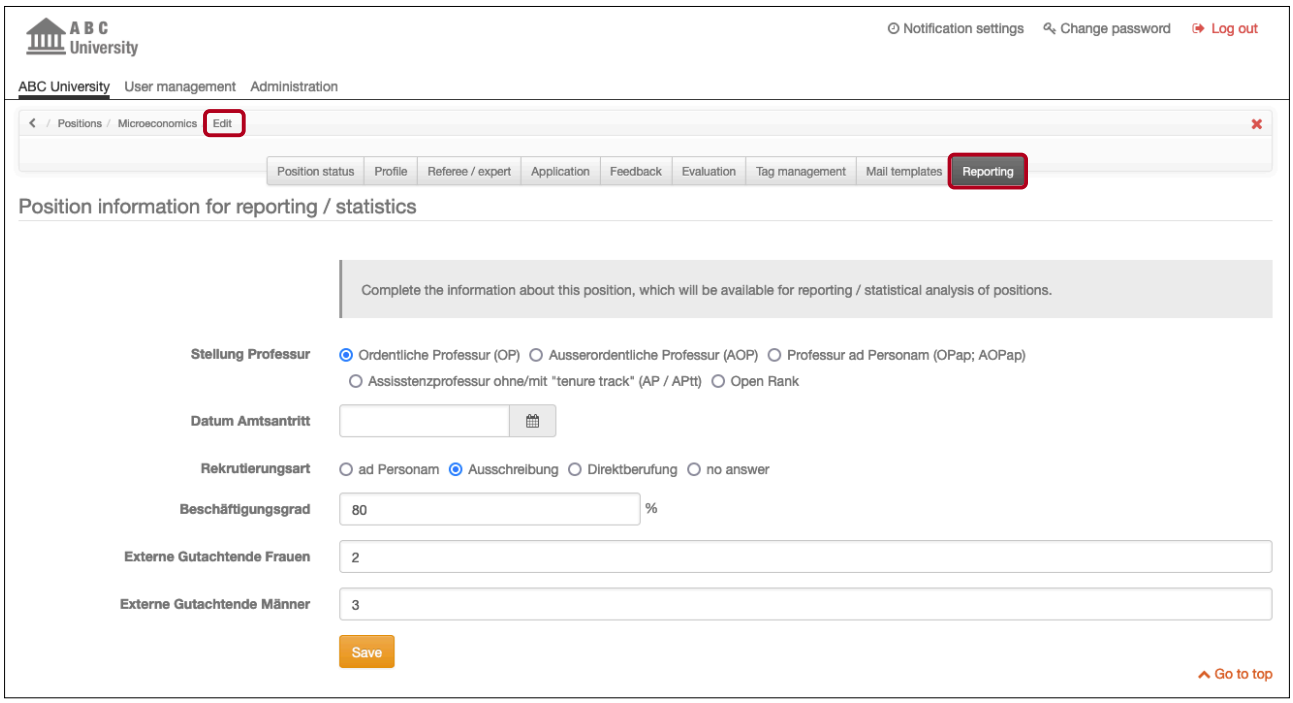
The positions can be selected in the position list and the customer-specific report can be downloaded for these positions in Excel format.



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



… and completed in the edit mode of the position.



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.

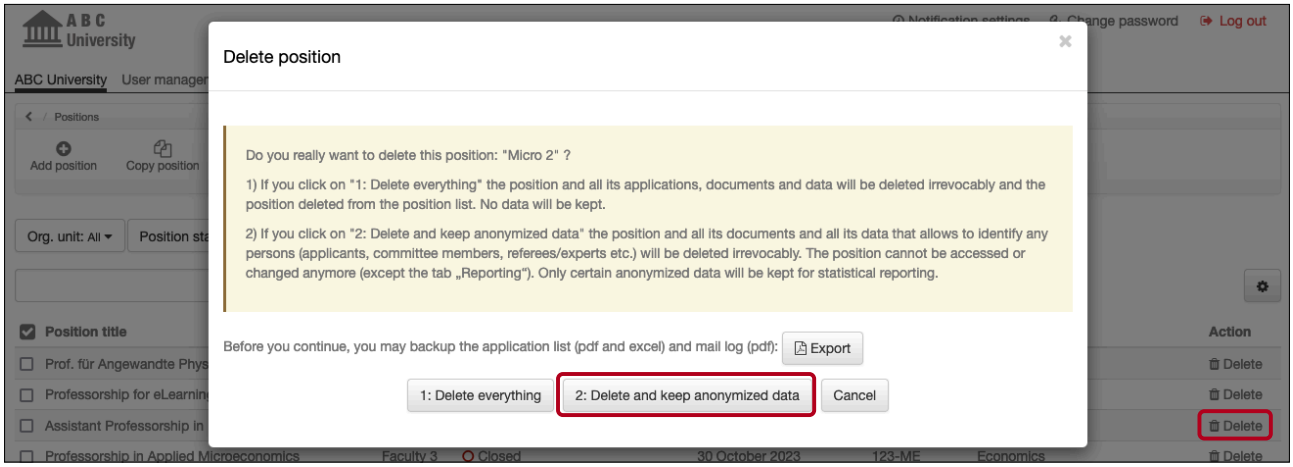
Anonymized positions are still displayed in the position list and have the status "Reporting".

Activation

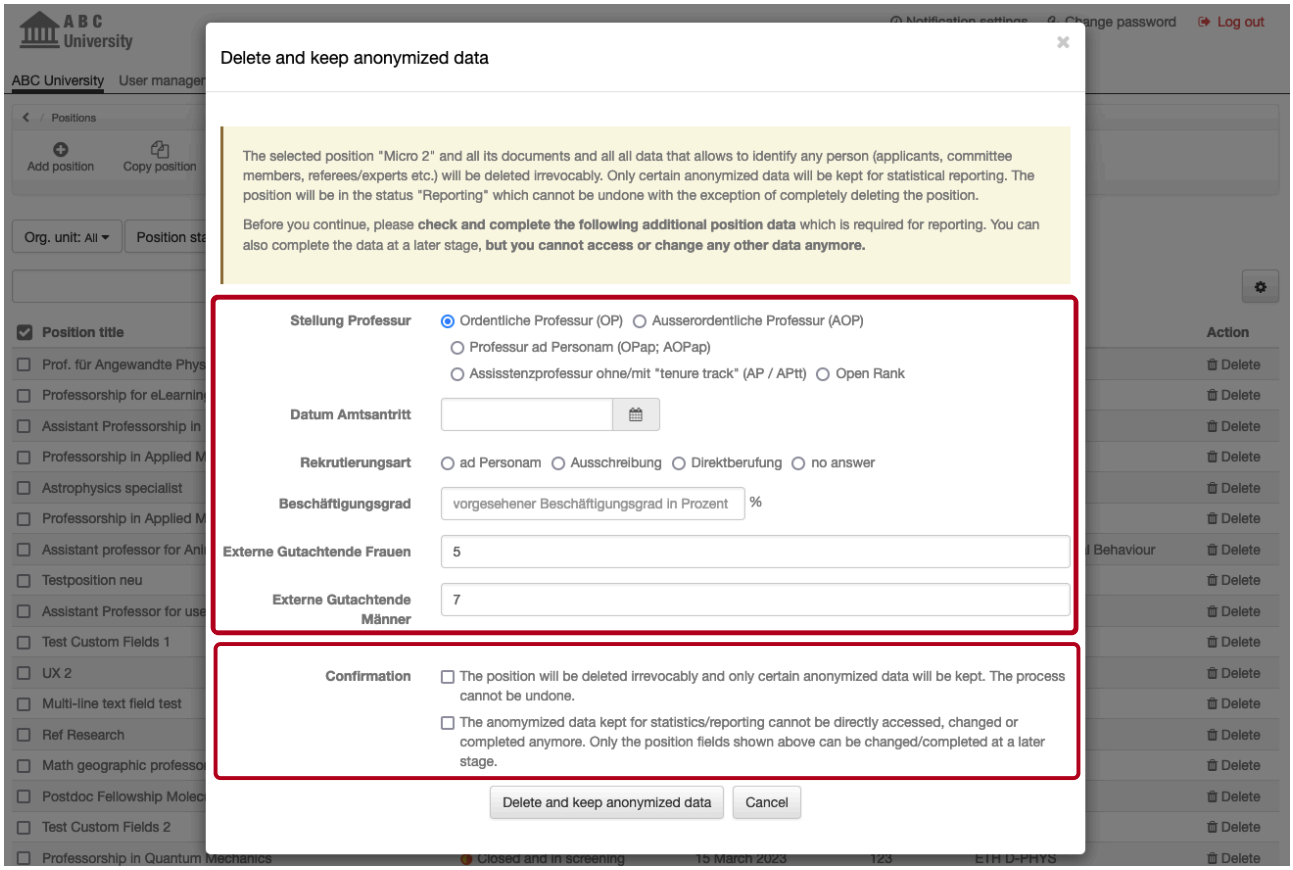
The option to anonymize positions can be activated by frentix free of charge.

Details

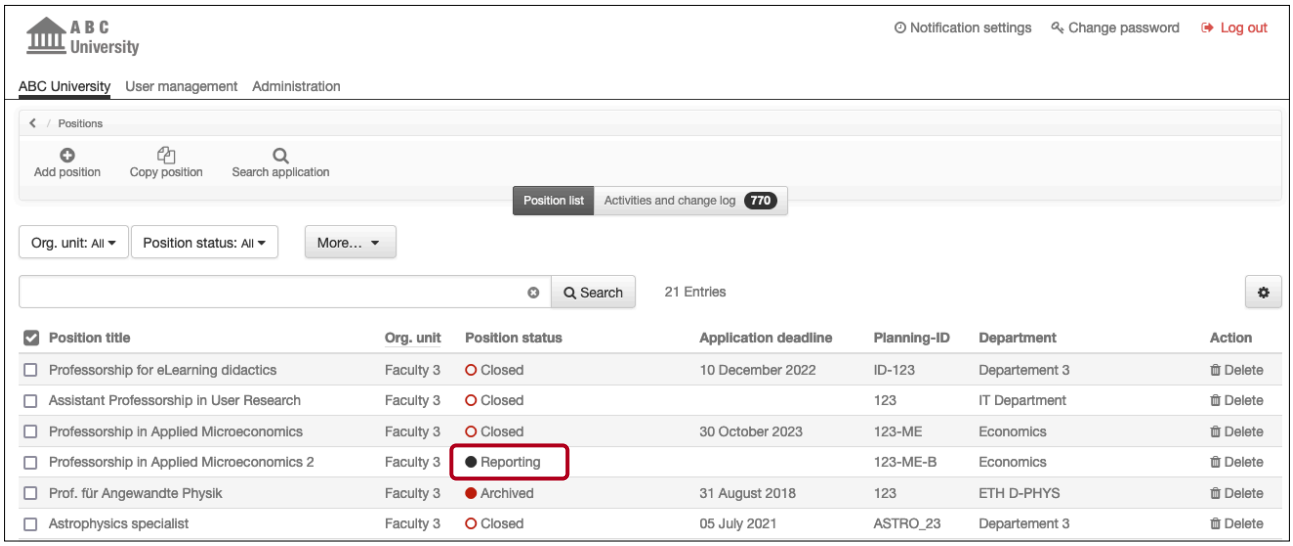
If a position is deleted using "Delete", the next step is to select whether the position should be deleted completely or whether anonymized data should remain stored in the system.



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.



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



Filter and search in the position list

Description and benefits

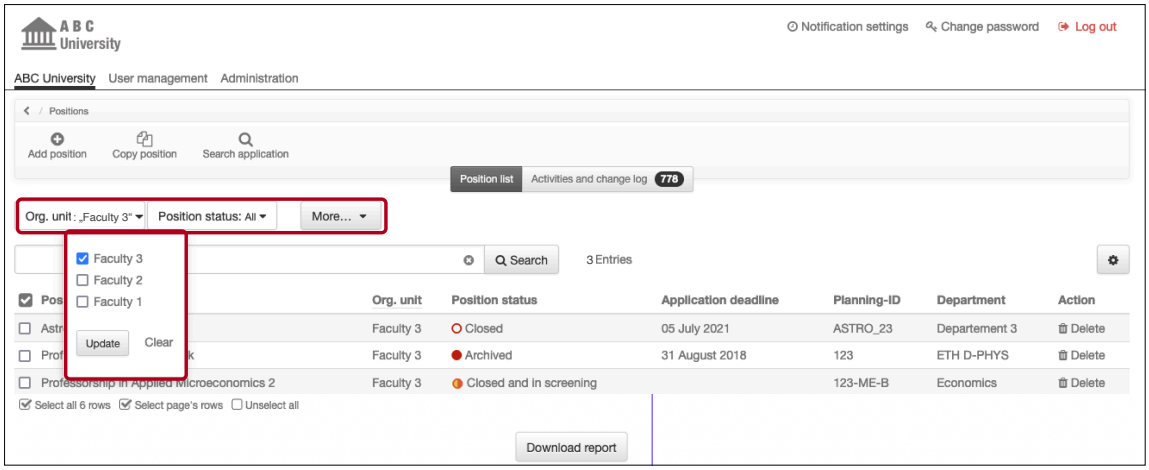
Previously, it was only possible to filter the position list by position status. The filter options have now been arranged in the same way as the application list, expanded and supplemented with a text search.

Aktivierung

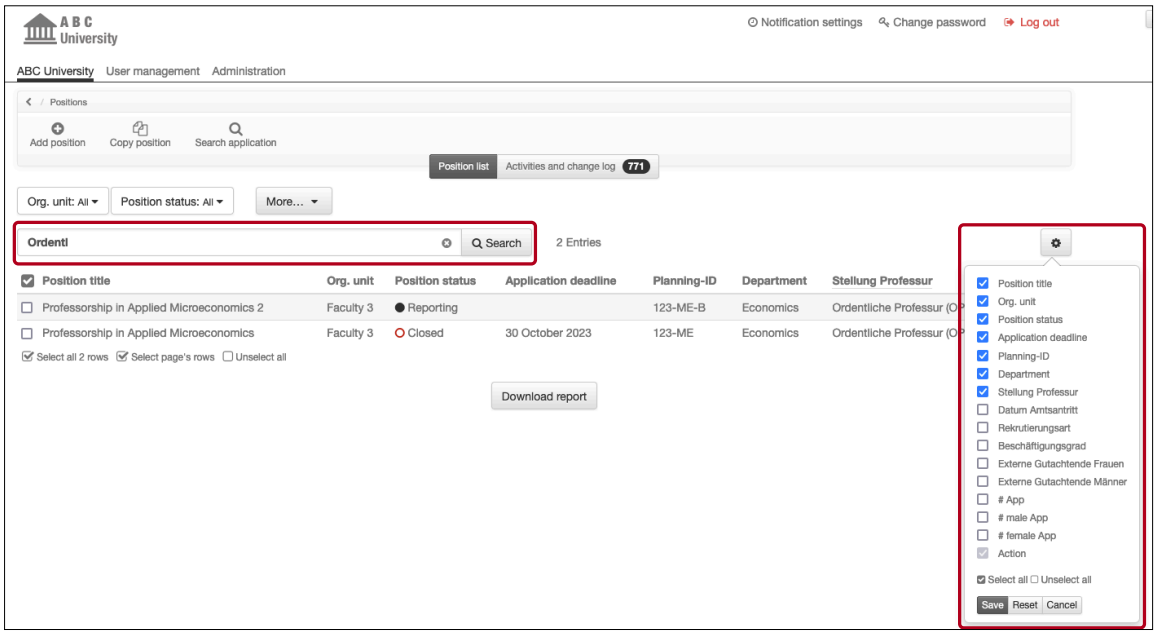
The new filter and search options in the position list are available by default and cannot be deactivated.

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 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.



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.

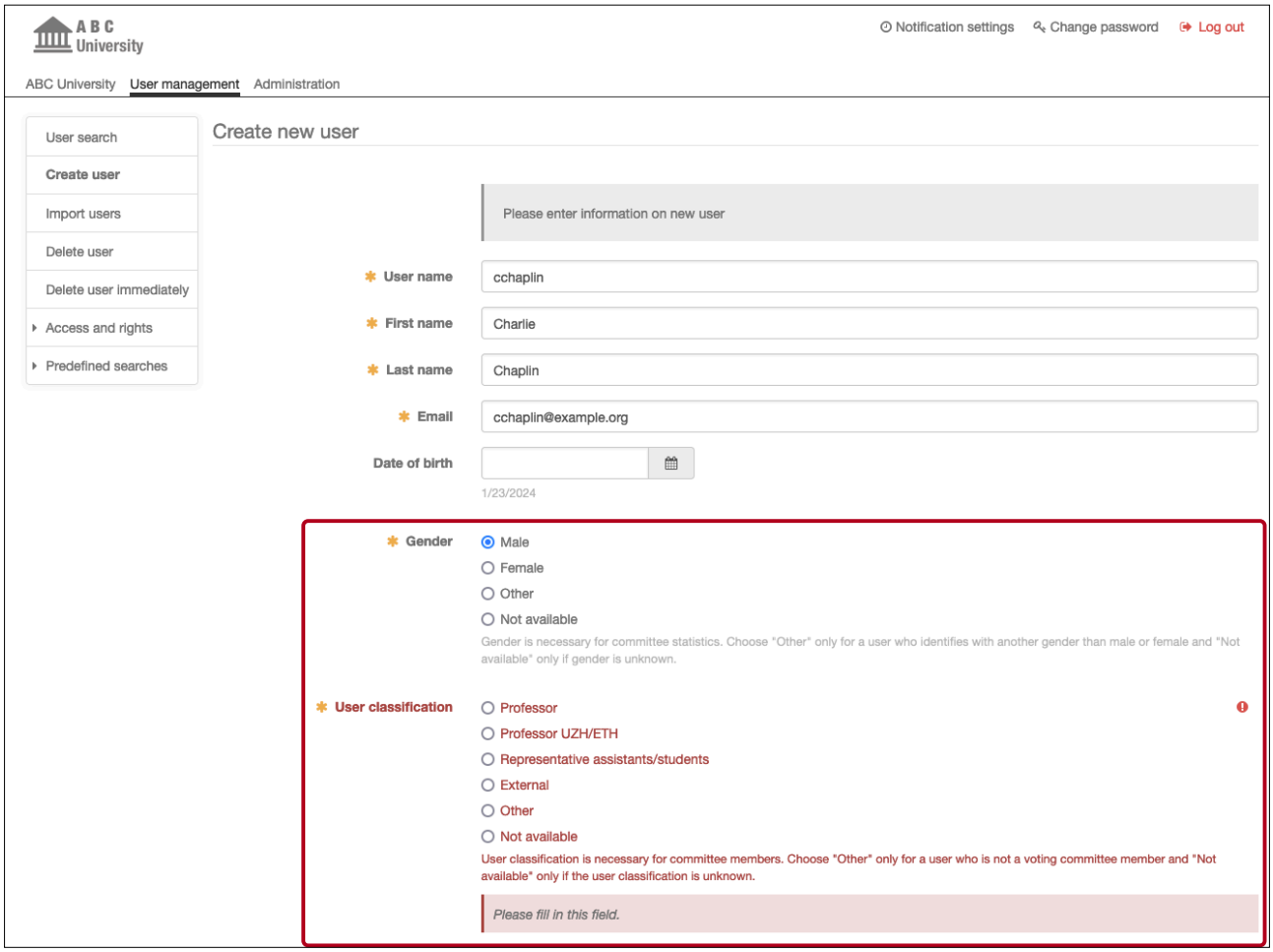
In addition, an additional attribute, the so-called "user classification", can be added for users. This allows you to identify, for example, whether the user is an internal or external committee member.

Activation

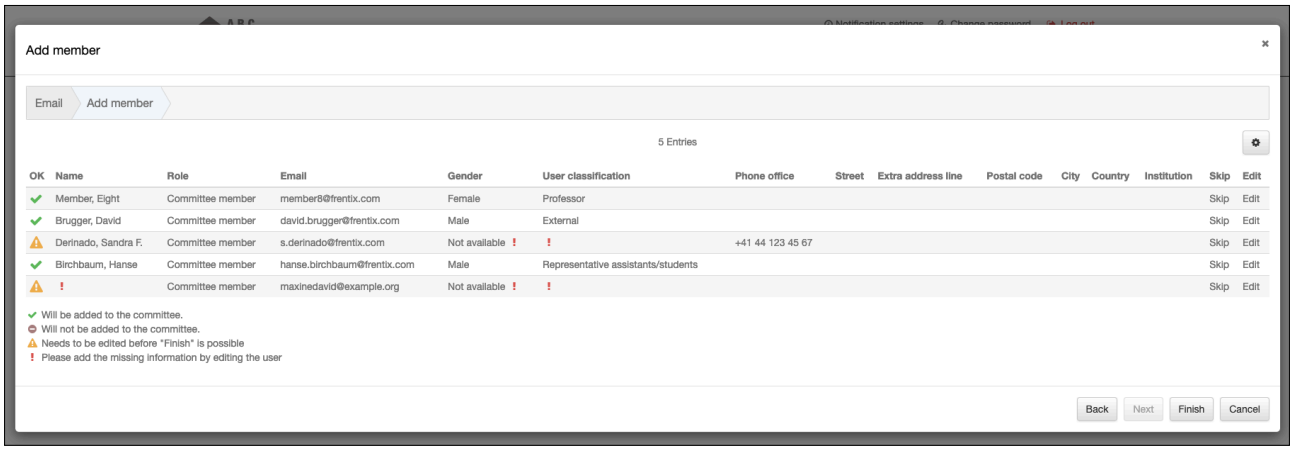
The system configuration defines whether gender is optional or mandatory for users and whether and with which selection options the "User classification" field is available. The system configuration can be adjusted by frentix free of charge.

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.



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



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.

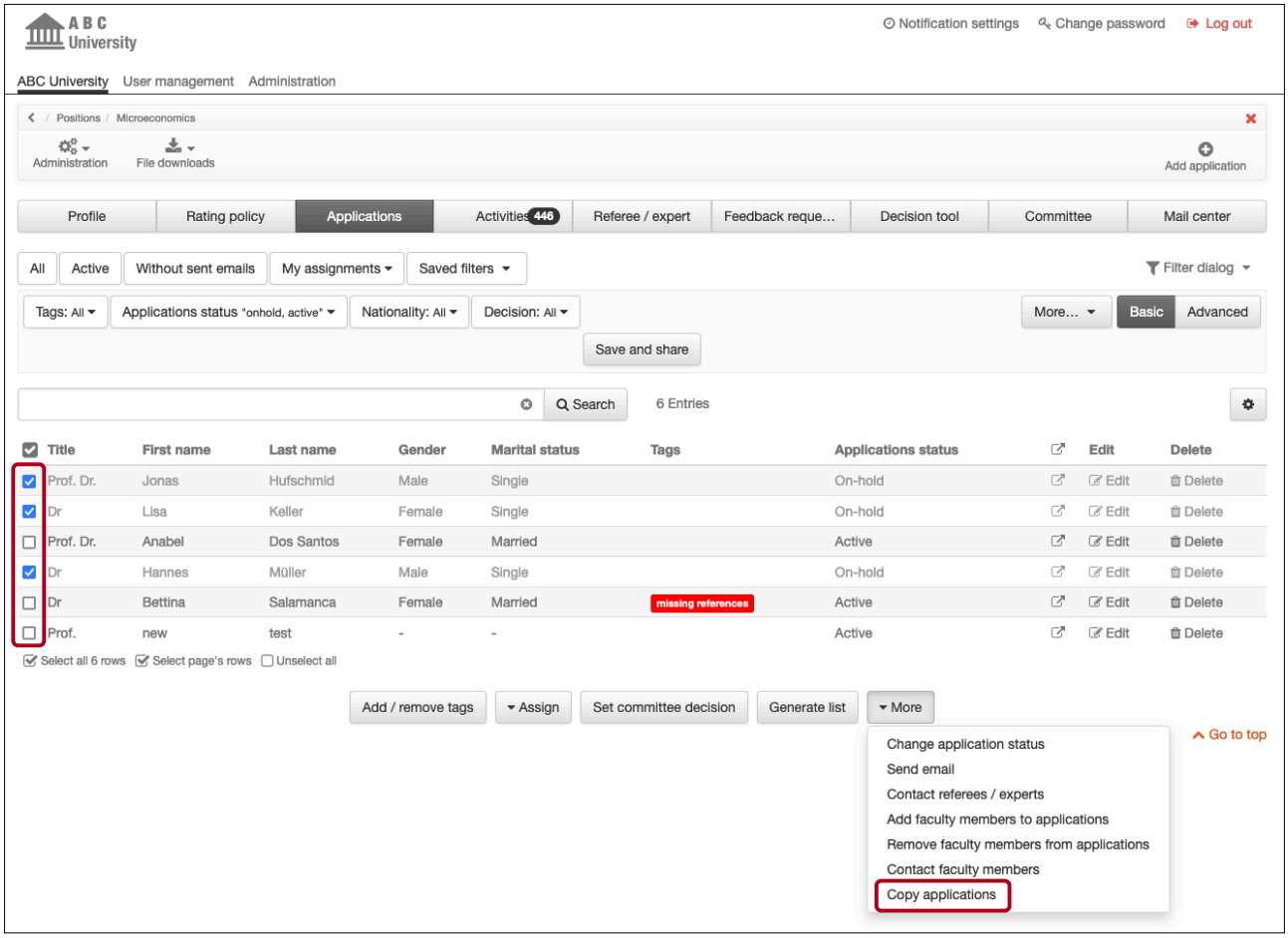
This can be useful, for example, if applications are evaluated over several rounds by different committees and a separate position is opened for each evaluation committee. Or, it is possible to accept unsolicited applications in one position and assign them to different positions depending on the field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

Activation

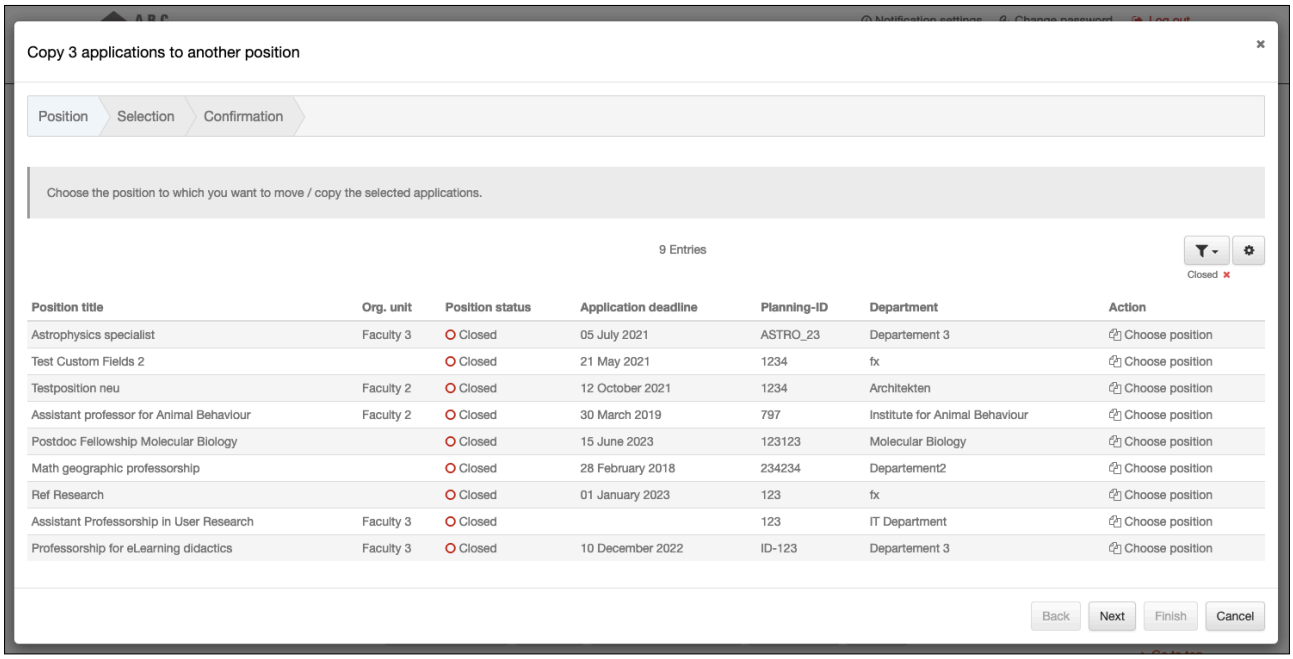
The feature to copy applications to other positions is optionally available and can be activated by frentix free of charge.

Details

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

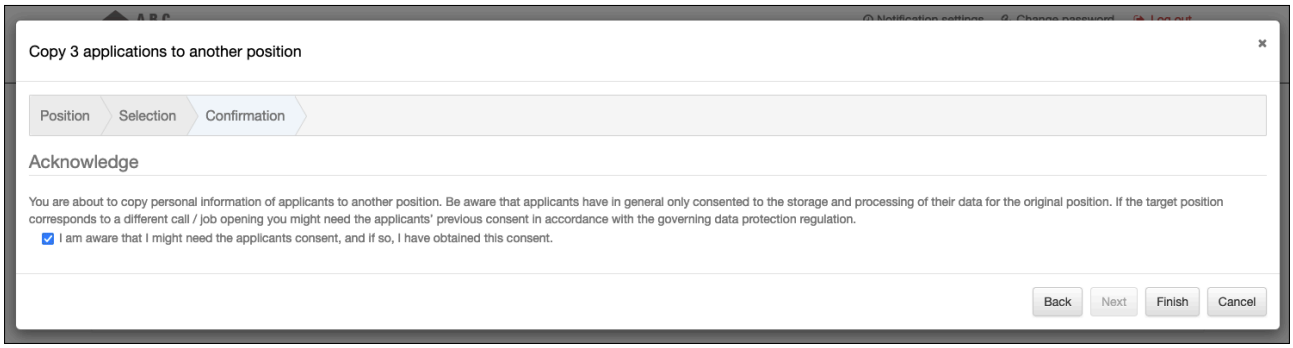


The first step is to select the target position.



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

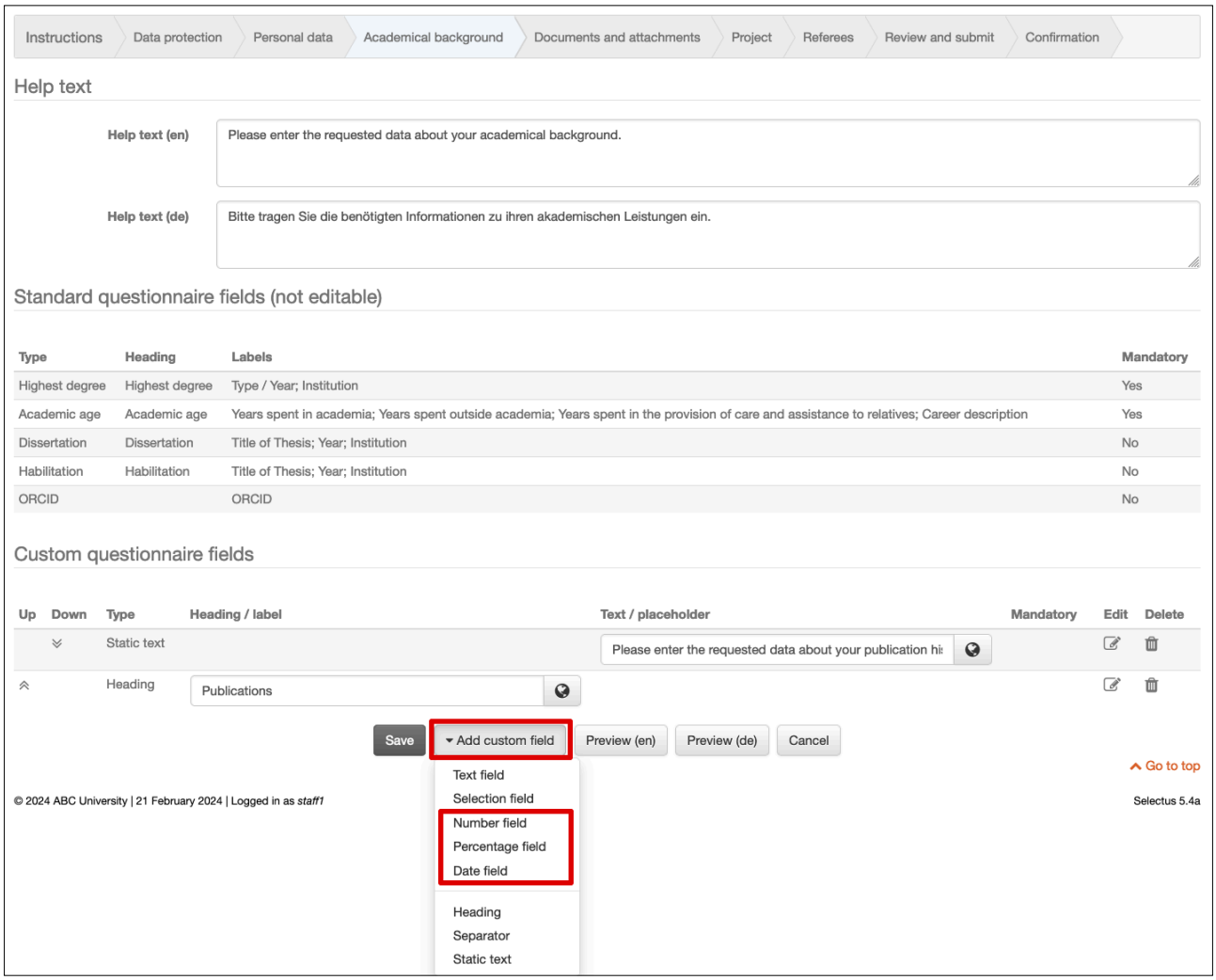
In the last step, you will be asked for confirmation for reasons of data protection.



Improvements

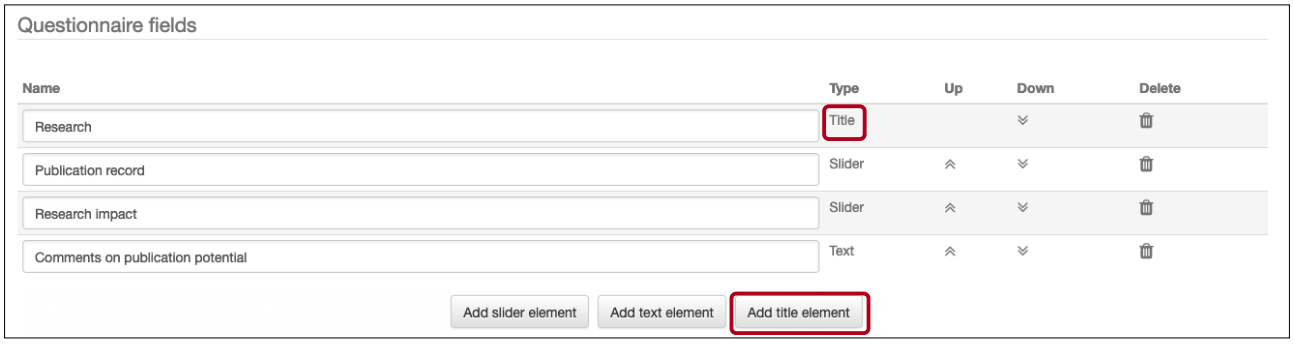
New custom field types

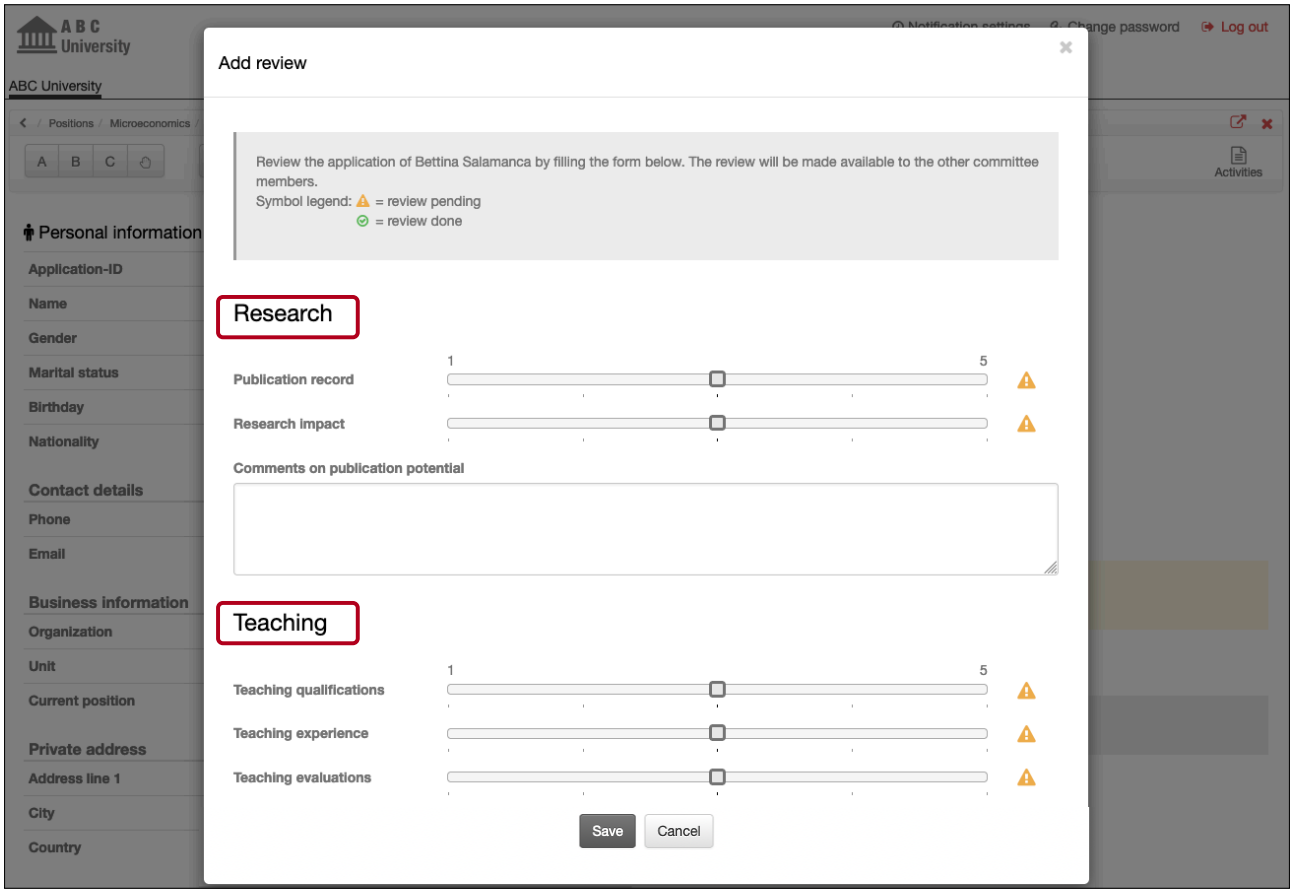
Custom fields of the type "Number", "Percentage" and "Date" can now be added to the application workflow.



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.





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.