

Release Notes 5.6



The new Selectus release 5.6 introduces a new feature to create „hidden“ positions that are not advertised or publicly visible. In addition, the new release includes usability improvements to the application workflow.

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New features

Hidden positions

Description and benefits

Sometimes Selectus might be used for evaluation processes that should not be advertised or publicly visible, e.g. for promotion or tenure track procedures.

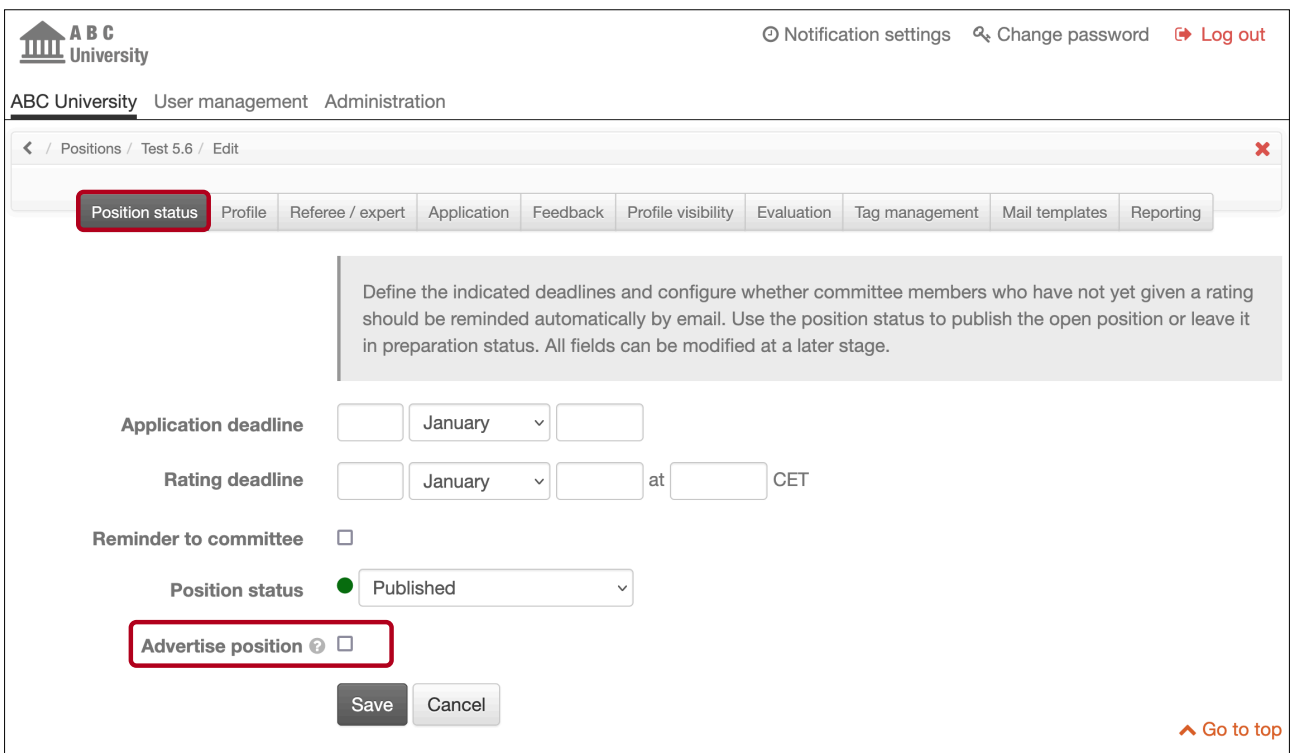
The new features allows to hide the advertisement of positions, i.e. not show the positions on the page with all open positions. This means that only persons who know the application or advertisement link can apply to such a „hidden“ positions.

Activation

The feature to allow to hide the advertisement of positions can be activated by frentix free of charge. Each position can then either be advertised (=default) or hidden.

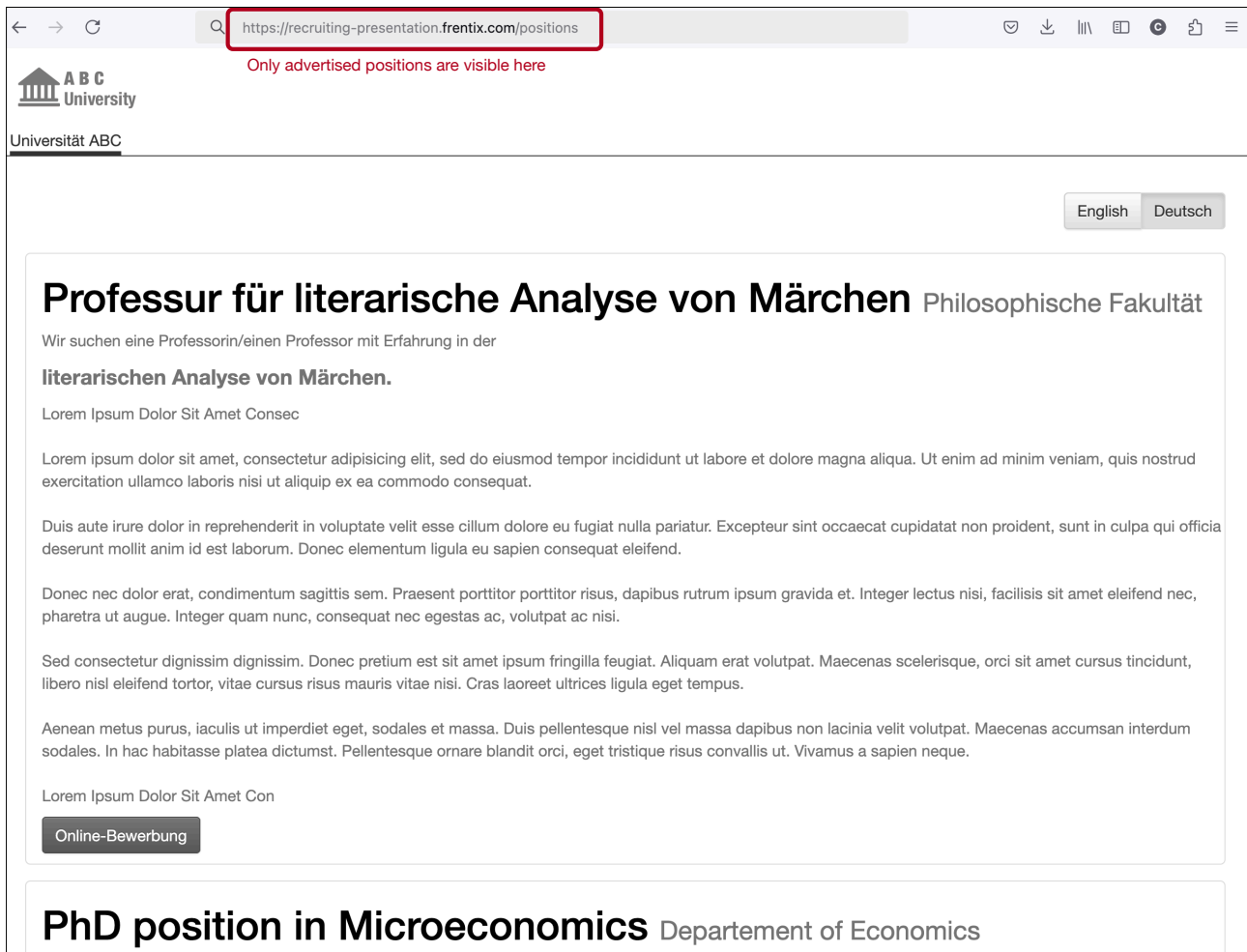
Details

In the edit mode the position, in the tab „Position status“, it is possible to select wether a position should be advertised or not. By default, the advertisement box is checked. This means that, when the position is in the status „Published“ or „Published and in screening“, the advertisement of the position is visible on the page with all open positions (as is). If the checkmark is removed, the position/advertisement is never visible on the page with all open positions.



The screenshot shows the 'ABC University' user management interface. The breadcrumb trail is 'ABC University / User management / Administration'. The current page is 'Positions / Test 5.6 / Edit'. The 'Position status' tab is selected and highlighted with a red box. Below the tabs, there is a grey box with instructions: 'Define the indicated deadlines and configure whether committee members who have not yet given a rating should be reminded automatically by email. Use the position status to publish the open position or leave it in preparation status. All fields can be modified at a later stage.' The form contains the following fields: 'Application deadline' (January), 'Rating deadline' (January) at [] CET, 'Reminder to committee' (checkbox), 'Position status' (Published), and 'Advertise position' (checkbox, highlighted with a red box). At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Go to top' link.

Only advertised positions in the status „Published“ or „Published and in screening“ are visible on the page with all open positions. Hidden positions are never visible on the page with all open positions.



The screenshot shows a web browser window with the URL <https://recruiting-presentation.frentix.com/positions> highlighted in red. Below the browser window, there is a red text overlay that reads "Only advertised positions are visible here". The page content includes the logo for "ABC University" (Universität ABC) and a language selector with "English" and "Deutsch" buttons. The main content area features a job listing for "Professur für literarische Analyse von Märchen" at the "Philosophische Fakultät". The listing includes a search criteria line: "Wir suchen eine Professorin/einen Professor mit Erfahrung in der literarischen Analyse von Märchen." followed by several paragraphs of placeholder text (Lorem Ipsum). At the bottom of this listing is a button labeled "Online-Bewerbung". Below this is another job listing for a "PhD position in Microeconomics" at the "Departement of Economics".

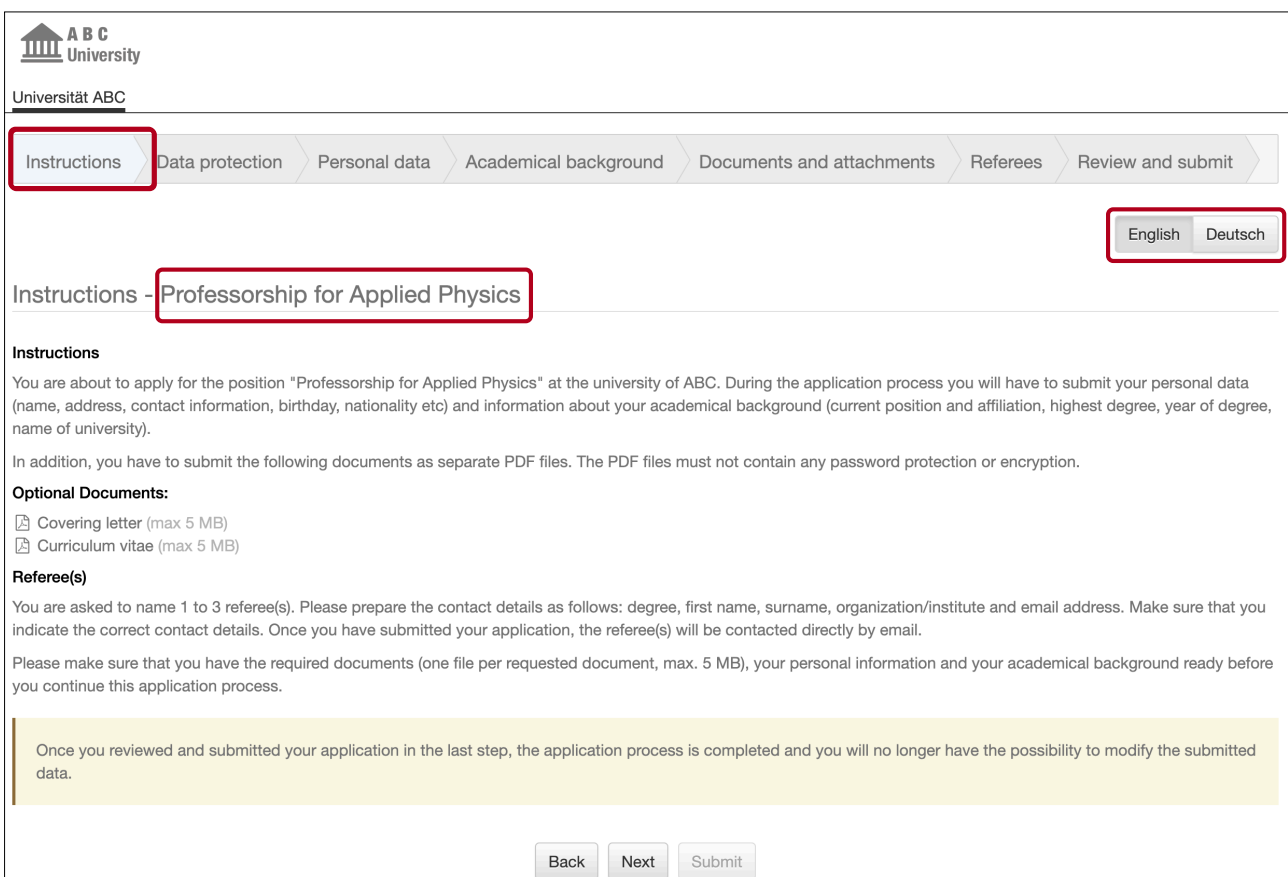
Note: The advertisement link and application link work in the exact same way for advertised and hidden positions. I.e., anyone with the respective link can apply to a hidden position.

Improvements

Usability improvements to the application workflow

When accessing an application link, the workflow starts directly with the step „Instructions“. I.e., the previously available step „Choose position“ has been removed. If the application workflow is available in English and German, the applicant can choose the language directly in this step. For positions that are only available in one language, the „Instructions“ step is shown directly in the applicable language.

As an additional information to applicants, in each step of the application workflow, the title of the position is automatically visible in the heading of the application step.



The screenshot shows the application workflow interface for 'ABC University'. At the top left, the university logo and name 'ABC University' and 'Universität ABC' are displayed. A horizontal navigation bar contains several steps: 'Instructions', 'Data protection', 'Personal data', 'Academical background', 'Documents and attachments', 'Referees', and 'Review and submit'. The 'Instructions' step is highlighted with a red box. To the right of the navigation bar, there are language selection buttons for 'English' and 'Deutsch', also highlighted with a red box. Below the navigation bar, the heading 'Instructions - Professorship for Applied Physics' is shown, with 'Professorship for Applied Physics' highlighted in a red box. The main content area contains the following text:

Instructions

You are about to apply for the position "Professorship for Applied Physics" at the university of ABC. During the application process you will have to submit your personal data (name, address, contact information, birthday, nationality etc) and information about your academical background (current position and affiliation, highest degree, year of degree, name of university).

In addition, you have to submit the following documents as separate PDF files. The PDF files must not contain any password protection or encryption.

Optional Documents:

- 📎 Covering letter (max 5 MB)
- 📎 Curriculum vitae (max 5 MB)

Referee(s)

You are asked to name 1 to 3 referee(s). Please prepare the contact details as follows: degree, first name, surname, organization/institute and email address. Make sure that you indicate the correct contact details. Once you have submitted your application, the referee(s) will be contacted directly by email.

Please make sure that you have the required documents (one file per requested document, max. 5 MB), your personal information and your academical background ready before you continue this application process.

Once you reviewed and submitted your application in the last step, the application process is completed and you will no longer have the possibility to modify the submitted data.

At the bottom of the page, there are three buttons: 'Back', 'Next', and 'Submit'.

Minor improvements and bug fixes

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

Area	Improvement
Application and advertisement link	<p>The message has been adjusted that appears when an application or advertisement link is invalid.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 5px 0;"> <p>The position could not be found. A position could not be found at this URL. You can find all advertised open positions here: https://recruiting-presentation.frentix.com/positions/0</p> </div>
Application and advertisement link	The targets of the application and advertisement link for closed, archived and deleted positions have been harmonized.
Copy positions	In addition to mail templates, form letters associated with a mail template are also copied when copying a position.
Copy positions	Custom steps and their associated custom fields are also copied when copying a position
Custom steps	A rare issue with the saving of custom steps has been resolved
Preview of application workflow	In the edit mode of the position, the preview of the step „Review and submit“ has been improved: only enabled elements are shown.
Preview of application workflow	In the preview of a custom step, the preview of the option „other“ in custom selection fields has been corrected.
Profile visibility for referees/experts	It can now be configured, whether the application ID is visible to referees/experts/faculty members
Profile visibility for referees/experts	Disable steps of the application workflow are not shown anymore in the step „Profile visibility“
Mail templates	When activating a form letter in a mail template, the change is now immediately visible in the mail templates table
Variables	If the variable for the list of applications is used in the email to comparative assessment experts, the applications are now listed alphabetically.
Variables	An error when using the variable \$refereeDearTitleName in bilingual positions has been corrected.
Reporting custom fields	The help text has been improved that is shown when no reporting custom fields have been defined
Help texts	Various help texts when adding referees and experts have been corrected and improved.
Application list	The number in the column "Provided ref." has been corrected to include comparative assessments.
Filter	A rare error in the nationality filter in the application list has been corrected.
Decision tool	A new filter has been implemented that allows to flexibly filter for applications with A, B, or C-decisions
Combined file	The cover page of the combine file has been optimised to include custom steps, custom fields and exclude fields without data

Area	Improvement
Combined file	Errors with showing characters with accents have been resolved.
Combined file	Line breaks in multi line custom fields are now shown correctly on the cover page of the combined file.
Feedback workflow	The text in the feedback workflow for faculty members has been amended in order to be transparent about who can see entered comments.
Change log	When applications are copied to another position, there is now a corresponding entry in the activities and change log of the target position.