

IBM Kenexa BrassRing on Cloud

*Candidate Experience Responsive Job
Search and Apply*

April 2016

IBM

Note

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This edition applies to the October 2015 release 14.0.10 of IBM Kenexa BrassRing on Cloud and to all subsequent releases and modifications until otherwise indicated in new editions.

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Responsive job search and apply

The IBM Kenexa® BrassRing® on Cloud responsive job search and apply features provide job seekers an effective and convenient way to look for and apply to jobs, regardless of device. Job seekers can search for and view jobs, create a profile, upload their resume/CV with social credentials, apply, and come back for follow-up.

Responsive Apply clients configure a single Gateway Questionnaire that enables candidates to apply using an Internet-connected smartphone, tablet, notebook, or desktop. Candidates are given both an estimated time to complete the application, and a progression bar showing the percentage that is completed. The questionnaire has question branching on the same page, and responses are auto-saved as candidates proceed through each section. Candidates don't need to finish the whole application at once - they can save and return later, even finish with a different device if they want. Configuration required - contact your BrassRing Support Team for implementation details.

Release 14.0.10 Projects: LDPs 251, 263, BR 001

What makes job search and apply responsive?

The BrassRing candidate interface for job search and apply is responsive to changes in screen size. So if a user changes the browser window size (or switches to a device with a different browser or screen size), then the interface elements dynamically readjust to optimize the user's experience on the new device. For example, the responsive apply progress bar appears wider on a large screen and narrower on a smaller screen, so candidates never need to scroll to see the full progress bar. Functionality is the same on any device - there are no missing or reduced features between the mobile and desktop experience.

Responsive job search enables job seekers to search for jobs with a modern, simple search approach, see streamlined job details screens, or sign in to access the candidate zone. After a job seeker selects **Apply**, they go to responsive apply screens. Job search and apply work smoothly across a variety of devices and browsers, with information automatically displayed in an appropriate layout.

From the Welcome page, where job seekers first land, they can view specific jobs, such as featured jobs, jobs near them, or most recent jobs, as well as search for more jobs. They can apply for jobs with the new, easier-to-use screens, send their resume/CV, create or sign in to an account profile, and manage their application experience in the Candidate Zone.

Responsive job search and apply BrassRing Talent Gateway setup in Workbench provides client branding, with configurable fonts, images, and colors for a seamless presentation to candidates. Gateway Questionnaire setup in Workbench provides the following flexibility.

- Change questions in the application flow to optimize the presentation of information
- Score questions to better rank applicants based on their responses
- Use knockout questions anywhere in the application flow.

Note: Responsive candidate experience testing focuses on the native browsers for the most popular mobile devices iPhones, iPads, Android phones and tablets. About 90% of browsers and 97% of Smartphone OS (used globally, by market share) are supported. Any issues reported with those devices are actively addressed until resolved. However, while responsive software generally works on most browsers, a wide array of idiosyncrasies between browsers can create issues on some lesser known or older browsers, both mobile (Dolphin, Atomic, Skyfire) and desktop (IE8).

Hiring user experience

BrassRing **Hiring** user tasks and actions are not changed for responsive Talent Gateways. Posting, editing questions, scoring – there is no difference for recruiters and hiring managers using BrassRing. Recruiters can customize the application process for each job within the same Talent Gateway to better assess the qualifications for each applicant (Posting Options and Site Options pages).

Candidate experience

The responsive experience for candidates is simpler and streamlined.

On or from the Welcome page of a responsive Talent Gateway, here's what job seekers can do.

- Review jobs - featured jobs, nearby jobs, most recent jobs
- Search job opportunities – type-ahead
- Send resume/CV and cover letter, uploading from online apps like DropBox, Google Drive, or from their local drive. Candidates can upload their resume/CV or cover letter from multiple areas, including from within the responsive gateway questionnaire.
- Sign in with their social network credentials, or manually.

Job display, job search (and proximity and advanced search), and job application are all responsive processes. Candidates can start on one device, and end using another; they simply save their place in the process to resume later.

The new experience for returning candidates gives them full control over what information they want to enter anew or reuse from a previous application. A candidate can apply to Job 1 on Monday, then apply on Tuesday to Job 2 for the same company. Values that can be pre-filled from Job 1 make the second application that much easier. (Pre-filled values don't skip the candidate to the Review page; candidate still goes through the application process and answers any new questions that did not appear for Job 1.) Candidates can review and edit as needed, and tailor entries to the new job application

Job Search highlights

Keyword search has an auto-complete feature as candidates type, providing a list of matching options for their convenience. Up to 10 matching items are displayed at one time, provided there are at least 10 matches to the entered criteria. The Search screen is easy to use, and includes both configured auto-complete requisition fields and the job details (keyword) fields, including job description.

To run the search after candidate enters criteria, candidate selects **Search**.

To access links to other actions, candidate selects the menu icon (three stacked lines “hamburger” icon).

To run an advanced search with additional criteria (if not configured to be hidden), candidate selects **Advanced Search**. Enters **Keywords** and **Location** criteria first, then adds any other criteria from the advanced search options.

To navigate to the previous page, candidate selects **Back** link.

To clear values, candidate selects the **X**.

Search Results highlights

On the Search Results page, candidates can filter and sort results, view job details, and select jobs to which to apply.

On the search results page, candidates can perform the following actions.

Filter the search results further by using the filter criteria. To choose filter options, candidates select the filter arrow, then select from the displayed options.

Sort the search results by distance, relevance, date, or alphabetical options (depending on configuration and whether the candidate entered a location in the location search box). Candidates select the way that they want to sort from the **Sort by** list.

View the job details - candidates click or tap the job title link in the listing.

Use the **Select Jobs** link to select one or more jobs.

Selecting one or more jobs makes action such as **Apply**, **Email/Share**, and **Save** available for selection.

Candidates can enter new search criteria if the results don't match their interest, select more filter options, or clear and select different options.

- To clear all options in all filter facet fields, candidates select **Clear all**.
- To clear the options for a selected filter, candidates select **Clear all** on its options list.
- To run a new search, candidates select the search icon (magnifying glass).

Job Details highlights

Candidates can check a job thoroughly and select **Apply**, **Save** (to their job cart), **Email** (to themselves or a friend), or **Share** (by posting the job to their social networks, when enabled).

Refer action is also available (if Talent Gateway setting **Enable Social Referral** is set to **Yes**). The action displays the same referral workflow options that display in the classic Talent Gateway flow, based on the Social Referral configuration settings when **Send Referral** is selected from Job details page.

- **Post to my network** (Social Referral Configuration setting **Post to my network** is selected in **Referral workflows available**)
- **Send to my LinkedIn / Facebook contacts** (Social Referral Configuration setting **Send to my contacts** is selected in **Referral workflows available**, and **LinkedIn** or **Facebook** is selected for the setting **Referral Sources Available**)
- **Send via email** (Social Referral Configuration setting **Send via email** is selected in **Referral workflows available** field)
- **Copy referral link** (Social Referral Configuration setting **Copy referral link** is selected in **Referral workflows available** field)

Two icons can mark particular jobs.

Flame icon indicates a *Featured job*.



Figure 1. Flame icon

International red No/Prohibited symbol indicates that this specific job is not available for referral. For



Figure 2. Prohibited icon

Talent Gateways where **Enable Social Referral** is set to **Yes**, icon displays for any requisition in Search Results that meets the criteria set in the Talent Gateway's **Referral Available Field Value Mapping** setting.

Social media widgets can also display on Job details page, following the action buttons, if configured to display (Talent Gateway setting **Social media integration – show share buttons on job details page** set to **Yes**).

Candidate Apply highlights

When candidates select a job and apply, the new responsive application process begins. Candidates have more control in the process and how they want to present themselves.

At the start of the Gateway Questionnaire, candidates see an estimate of the time to complete. A progress bar keeps candidates informed of what percentage is completed.

Candidates click **Save for later** or **Save and finish later** at any time to save their application to complete at another time, on a different device type if they choose. **Save and continue** saves their application as they progress.

Candidates can enter profile information manually, import profile information from their social media accounts, and upload from cloud accounts like DropBox and Google Drive, or browse their local drive or device (Apple device users with iOS9 or later can upload from iCloud).

Candidates can also upload their resume/CV or cover letter from multiple areas.

When candidates finish with the application questionnaire, they can review and edit all the sections of their applications: profile information, responses to the job questions, eSignature, uploaded files. They click the edit icon (pencil) for the section. When the application is 100% complete, a final page confirms that they're done. Candidates can select actions to check their status or start a new job search.

Create Resume from Profile: The system can also build a resume for candidates who provided profile information. The system creates a text-based resume from their profile (contact information, education history, and work experience) to be used by recruiters in speed-browsing. The profile that is created is not a PDF or Word document, but a text-based resume that the candidate does not see, to be used exclusively with speed-browse feature.

Responsive Talent Gateways - Resume extraction

Responsive candidate apply Talent Gateways have enhanced resume extraction for imported profiles.

Improved resume extraction applies to Import Profile and the following upload functions.

- **Upload file** from computer or device
- Upload from Google Drive
- Upload from Dropbox
- Extract from existing Talent Gateway profile **Saved Resume/CV**

Extraction for the following languages and locales is available.

- Chinese (both Simplified and Traditional)
- Dutch/Netherlands, Belgium
- English/United States, United Kingdom, Ireland, Australia, New Zealand, South Africa, India
- French/France, Canada, Belgium, Luxembourg, Switzerland
- German/Germany, Austria, Switzerland
- Hebrew/Israel
- Italian/Italy
- Japanese/Japan
- Polish/Poland
- Portuguese/Brazil, Portuguese

- Russian/Russian Federation
- Spanish/Spain, Argentina, Mexico
- Swedish/Sweden
- Turkish/Turkey

Limitations and known issues

Upgrading and improving the BrassRing experience for candidates is an ongoing project. Some functions or screens are not yet responsive, and the gaps are listed here.

The Candidate Zone landing page is responsive. However, although areas of the Candidate Zone are active, making them completely responsive is targeted throughout 2016. For screens that are active but not yet responsive, candidates who use a phone or small touchscreen can pinch and zoom to use them. The following Candidate Zone screens are not responsive, but are fully functional in responsive apply.

- Edit your profile
- Resume/CV manager
- Search agent manager (create, edit, and delete saved searches)
- Job cart (view or submit your resume/CV to jobs you previously saved)
- Candidate Portal
- Social networking information
- Saved drafts (review saved draft of unfinished applications)
- Share/Send to a Friend
- My Assessments
- My Applications (to review job submission status)
- Event Invitations

General attachments – resume/CV and cover letter files are the only attachments currently supported

Apply for multiple jobs – candidates can select multiple jobs, but currently must apply separately to each one

WOTC – WOTC processing is not currently supported

Candidate remains logged on – in responsive apply, candidate is always logged on, regardless of the Talent Gateway **Candidate remains logged on** setting

Duplicate application submissions – duplicate submissions are not currently prevented by the system

Direct link to Search results screen – for clients who use an API, the API does not generate a direct link to the search results. Since a web address that goes directly to the search results page can't be configured, the system can link only to the Job details page or to the Apply process.

Standard report of page hits and site activity – the system is not logging hits for search openings, job details, or apply pages for responsive gateways as it does for classic gateways. Future availability through Digital Analytics (reports product that is targeted for release 1Q 2016)

IP restrictions – setting selected IP addresses as restricted is not supported.

Timeouts – timeouts for inactivity are not supported

Gateway Questionnaire Response form – does not support translations for BrassRing users. Users see section titles rather than page titles, whereas candidates see page titles, which are what is translated for responsive Gateway Questionnaires.

Gateway Questionnaire widgets – Graphics and Code widgets aren't supported. Question widget on responsive GQ don't allow query-select or grid type questions. Query-select and grid question types for JSQ widget can be selected by BrassRing users when they post jobs, but doesn't work.

Event Manager – no responsive support is currently available

Communications – no responsive support is currently available

Right-to-left language locales - responsive support is currently unavailable (except for resume extraction for Hebrew, which is supported).

Erase saved drafts setting for **Update GQ Associations** is not supported. Also, when you update GQ associations, be careful not to update a classic GQ on a classic Talent Gateway to be a responsive GQ (which would not work). When you select the replacement for any GQ on a classic TG, choose a classic GQ only.

Corrected issues and limitations

Several limitations and issues known at the time of this feature's release continue to be addressed in ongoing releases. As items from the limitations and known issues list are addressed, they appear here (instead) with information on how they were resolved.

- Enhanced resume extraction provides improved accuracy for extraction and supports additional languages/locales.
- SSO deep links and profile import support gaps are filled for responsive Talent Gateways.

The Deep links functionality is available to BrassRing internal Talent Gateway users when they sign in from a single-sign-on (SSO) source. Deep links can link to Search results, Job details page, and Job apply pages. Users who log in using SSO functionality on their company's intranet website can land directly on one of these pages without again having to log in to the Talent Gateway.

XML Candidate Profile Import via SSO for new candidate submissions follows the existing business rules that apply for classic Talent Gateways. XML can be configured to make candidate form fields read only, read/write, or hidden. However, profile fields can't be hidden. For responsive Talent Gateways, some profile import behavior is updated from classic behavior.

- If Education, Experience, or Resume/CV fields are read-only, actionable items like **Add** and **Edit** buttons, and text that is associated with the fields, do not display.
- If any profile fields are read-only, the **Import Profile** button does not display.
- For accessibility, read-only fields are skipped for tab functions, and hidden fields aren't available to screen readers (as they are not available on visible page).
- Read-only fields display as a label and value. Read/write fields display as a field with text entry or selection box.
- For candidate forms, when pre-filling the data from a previous submission, the imported data takes precedence if the same question is supplied at the time of import. Thus, if the value differs, the imported value prevails over the previous value.
- Read-only or hidden fields that are required at the form field level are required for the import.
- Pronunciation fields (first and last name pronunciation key) are not supported in profile import (this is the same as for classic).
- XML candidate profile import for responsive Talent Gateways does not support attaching codes to the candidate, associating the candidate with a specific candidate type, attaching a cover letter to the candidate submission, or associating a candidate with a specific req and HR status. XML candidate profile import does support resume import (can be sent in XML).

- Translations for responsive GQ standard texts and labels that accompanied the initial release now appear in the product. Since the delivery of enhancements continues, translation of new screen text is also ongoing. Right-to-left languages are not currently supported.
- Support for Assessments in the responsive apply process is now available. The job submission confirmation screen presents a **Take assessments** link to job-specific assessments. Depending on your configuration, the link takes candidates directly to the assessment vendor page to begin the assessment tests, or to the My Assessments page. From My Assessments, candidates select a link to begin the tests. Whether the assessment vendor page is responsive depends on the vendor. The My Assessments page is not currently responsive.

How do clients get this feature?

Responsive job search and apply features are controlled by a client setting, Talent Gateway setting and configuration, and Gateway Questionnaire configuration. Responsive apply experience is available only for WCAG-enabled Full and Global Talent Gateways). Contact your BrassRing Support Team for more information.

Configuration tasks

Responsive job search and apply can be enabled in Workbench for Full and Global Talent Gateways that are WCAG compliant, but not for Basic Talent Gateways. Responsive Talent Gateway screen layout is set and configured per gateway, with settings for screen components such as header/footer, links, text, filters, and fields. Branding of responsive Talent Gateway screen fonts, colors, and images is controlled in the **Visual Branding Tool** opened from within Workbench. The responsive Gateway Questionnaire is configured for the responsive candidate apply experience, with required sections and widgets. A responsive questionnaire must be associated with the responsive Talent Gateways.

Important: Configuring responsive Talent Gateways in an iframe negates many advantages of having candidates experience an interface that looks good and functions smoothly regardless of the size of the device that candidates use. To avoid causing several user experience issues on both mobile devices and desktops, don't wrap a responsive Talent Gateway in an iframe on a web page.

The following process configures the Talent Gateway.

1. Create the Talent Gateway responsive layout.
2. Set Talent Gateway Search Layout setting to Responsive.
3. Set Talent Gateway details settings.
4. Synchronize changes with Talent Gateway.

The following process brands the Talent Gateway.

1. Edit branding elements in the **Visual Branding Tool** for the responsive Full or Global Talent Gateway.

The following process configures the Gateway Questionnaire.

1. Set the **Gateway Questionnaire – Responsive apply** client setting to **Yes** (support staff sets in **Workbench > Select a client > Edit**).
2. Set the Gateway Questionnaire widgets on a responsive GQ. You can start with a classic Gateway Questionnaire and save it as responsive, or you can create a new, responsive one. (You can't change a responsive questionnaire to a classic one.)

Note: Twitter, Facebook, and LinkedIn are all configured at the Talent Gateway level for profile import/creation. For candidates to use Google Drive and Dropbox, they must be configured at the client level.

Creation of Talent Gateway responsive layout

For responsive Talent Gateways, you can start with a classic Talent Gateway and make it responsive, or you can add or save as new a Talent Gateway, then set it as responsive. The Talent Gateway administration page in Workbench (**Tools > Talent Gateways**) has a **Responsive layout** column and icons that are used when you configure responsive layout.

In the **Responsive layout** column, one or more of the following icons can appear.

- Add icon (green +) indicates that a responsive layout does not yet exist. Click to launch and configure responsive layout.
- Edit icon (pencil) indicates that a responsive layout is saved but is not active. Click to edit the responsive layout.
- Picture icon indicates that visual branding is available. Click to launch the visual branding tool.



Figure 3. Visual branding icon

- Green check mark icon indicates that settings for Responsive job search layout are configured and the gateway is activated for responsive search layout. Click to edit the responsive layout.

You create and save a responsive layout, in stages if you want, before you activate and make it visible to end users through the Talent Gateway **Talent Gateway Search Layout** setting. After you configure your layout, select **Responsive** when you are ready to have candidates see and use it.

Creating responsive layouts

To create or edit a responsive layout, access the Talent Gateway in **Tools > Talent Gateways**.

About this task

Task requires Tier 5+ certification.

Procedure

1. Whether you add or edit the layout depends on whether one already exists for the gateway.
 - To add a responsive layout, click the add icon (green +) for the gateway to open the Responsive Layout details screen containing all the settings related to the responsive job search layout, with default values.
 - To edit the settings after a responsive layout has been configured or activated, click the edit (pencil) or picture icons, respectively, for the gateway. This opens the Responsive Layout details screen. The screen contains all the settings related to the responsive layout, with already-configured values that you can change.
2. Complete the sections of the Responsive Layout details screen, and save the layout.

What to expect on the Responsive Layout details screen:

The Responsive Layout details screen has five sections to tailor the layout of your job search pages. The sections are **Branding: Fonts/Colors/Images**, **Header/Footer**, **Search page**, **Search results page/Job listing**, and **Job Details**. Several actions are repeated and work the same way in all the sections.

To expand (or collapse an open section), click anywhere in blue section title area. Only one section remains open at a time (so opening one collapses the one previously open).

You can configure or edit in any order. Within each section, numbered configuration items correspond to numbers (in yellow boxes) shown on a static sample image to illustrate the page feature that you are configuring and its relative placement.

To reset customized text to the default text, select **Reset to default**.

For text customization of Global Talent Gateways, select the plus icon to set the text for each member gateway. The default gateway is listed first, then remaining members follow in alphabetical order.

For customization of req field labels for advanced search, facet fields, and job details elements, click the **Customize field labels** link.

Configuring Header / Footer:

Header and footer remain consistent across all pages. Header links that can display include default **Home**, **Candidate Zone**, and **Sign out**, plus up to six custom links that you can add. You can customize the text for all except **Sign out**. For custom and footer links, add the web address and name.

Procedure

Complete area 1.

Show Header / Footer

Select option of when to display the header. The header is responsive and adjusts to screen size automatically. If you choose **When accessed via mobile device**, header displays only when the system detects that the user is accessing the site by a mobile device or screen less than 768 pixels wide. On large screens or devices the header is hidden, since the client's parent page is expected to show its own header. Header links stack under the menu icon (*hamburger* of three stacked lines) on mobile device screen sizes.

Home link text

Link takes candidate to the Logged-in welcome page.

Custom header links

You can enter a fully qualified web address (for example, <https://www.company.com/AboutUs.html>) and link name (text to display for the link, maximum 75 characters). Select **Add another header link** to add up to five more custom links (maximum is six).

Candidate Zone link text

You can enter your own text for the link to the Candidate Zone.

Footer links

You can add up to four links in the footer, and use one for copyright info (web address can be omitted).

Configuring Search page:

The Search page includes many configurable areas. However, the **Sign in** section on responsive Talent Gateways uses standard text that is not configurable (ignores **Tools > Talent Gateways > Text Customization > Log in tab > Login intro text** and **Tools > Talent Gateways > Text Customization > Create login tab > Create login intro text**).

Procedure

1. Complete area 2.

Welcome page title (anonymous), Welcome text (anonymous), Welcome page title (logged in), Welcome text (logged in)

Enter title and text for the welcome screen that candidates land on when they enter or sign in to the job search site. Anonymous title is shared with **Tools > Talent Gateways > Text Customization > Landing tab > Welcome page title**. Anonymous text is shared with the **Tools > Talent Gateways > Text Customization > Landing tab > Welcome text**, and also shared with Talent Gateway details **Landing page text** setting. Logged in title is shared with **Tools > Talent Gateways > Text**

Customization > Landing logged in tab > Welcome page title. Logged in text is shared with **Tools > Talent Gateways > Text Customization > Landing logged in tab > Welcome (logged in) text.** Title and text can be updated in either place.

2. Complete area 3.

Search title / job counter text

You can enter text to replace the default text, **Search from over [#jobcount#] opportunities**, where [#jobcount#] is the number of requisitions posted to the Talent Gateway. For Global Talent Gateways, click the plus icon to set the text for each member gateway. The default gateway is the first listed, with the remaining members following in alphabetical order.

3. Complete area 4, **Keyword search box.**

Keyword search box instructional text

You can enter text, to a maximum of 75 characters, to replace the default text, **title, job, category, keywords.** Text entered here displays within the Keyword search box, and disappears once the candidate starts typing into it.

Keyword autocomplete fields

Optionally, begin typing to select specific fields for which candidates have an autocomplete feature in the keyword search box, such as Job title, Job group, Division. Typing displays a dynamically filtered list of standard and custom req fields, which you select one at a time, up to five. To clear selections, click the x for the selected field name. The values from the selected fields are presented as predictive choices as candidates type characters into the Keyword search box, to aid them in searching. However, the system searches on any value that is typed in the keyword, not just those values predicted.

To hide the keyword search box (and disable editing of its instructional text), select **Hide keyword search box.** (The search box is otherwise displayed by default, which is a best practice.) If hidden, candidates can't search for jobs by keywords, Job title, skills, and other search categories.

4. Complete area 5, **Location search box.** Location hierarchy order is a) Proximity search b) Location requisition fields The Talent Gateway displays the highest selected Location type possible in this hierarchy. If a or b isn't selected, the value that is typed in the Location text field searches against all fields that are displayed in Job Details.

Location search box instructional text

Enter text, to a maximum of 75 characters, if you want to replace the default text, **location.** Text entered here displays within the **Location search box**, and disappears after the candidate starts typing into it.

Proximity Search

Check proximity search so that candidates can use the *Jobs near me* feature. (**Jobs near me** on Search openings page is hard-coded for jobs within a 50-mile radius of location that is figured by GPS co-ordinates. Thus, the number of miles selected here is not reflected in the highlighted jobs on the Search openings page, but on the Search results page.) The way the autocomplete location field displays the options depends on what setting is configured in client settings for **Proximity.** That setting is the same as the proximity setting for Talent Gateways on the Talent Gateway details page. For candidates, if the initial values typed are alphabetic characters, the autocomplete values are **City, State, Country.** If the initial values typed are numeric characters, the autocomplete values display the postal codes only. When it is enabled/disabled, or you change the mileage or the miles to kilometers in one screen, the change is reflected on the other screen. Proximity search is the first location search criterion, and ignores other Location search configuration, if **Proximity** is enabled.

Location requisition fields

Configure the requisition fields for location search criterion autocomplete, such as **City** and **State.** If Proximity search is not configured for a full Talent Gateway, then you must configure **Location requisition fields.** To select specific fields for which candidates have an autocomplete feature in the location search box, begin typing. Typing displays a dynamically filtered list of standard and custom req fields, which you select one at a time, up to five. To clear selections, click the x for the selected

field name. The values from the selected fields are presented to candidates as predictive choices to aid in searching. System searches only within the fields selected.

Hide Location search box

Select to hide the location search box (and disable editing of its instructional text). (Advanced search option is otherwise displayed by default.) If hidden, candidates can't search for jobs by location. Check box is disabled if **Hide keyword search box** and **Hide advanced search** settings are both checked.

5. Complete area 6, **Advanced search**. Advanced search allows candidates to search with broader search criteria to get the jobs that suit their needs. Advanced searches can be run from the Search page and from the Search results page.

Advanced search hyperlink text

Enter text, to a maximum of 75 characters, if you want to replace the default text, **Advanced Search**.

Advanced search fields

When candidates select the **Advanced Search** link, fields you select here display in advanced search in the order you selected them. Begin typing to display req standard and custom fields to be selected, and choose up to 12. If any of the same fields have been inherited or selected by default, remove them (otherwise they appear as duplicates). Selected fields should also be selected in **Job Details**.

Customize field labels

Select the link to list the fields currently selected anywhere in the responsive layout for the gateway. Enter custom labels; they are consistent across areas. They are saved when you save the responsive layout.

Hide advanced search

To hide the advanced search box (and disable editing of its instructional text), select **Hide advanced search**. If hidden, candidates can't use advanced search. Check box is disabled if **Hide keyword search box** and **Hide location search box** settings are both selected.

6. Complete area 7.

Search button text

Enter text, to a maximum of 75 characters, to relabel the **Search action** button on the responsive job search page. Default button label text is **Search**. Button color is configured in the Visual Branding Tool.

7. Complete area 8, **Highlighted Jobs**. **Highlighted Jobs** section determines which jobs – based on being near the candidate (Jobs near me), being featured by the person posting the job, or being most recently posted (Most recent jobs) – display on the responsive search openings page. (**Highlighted Jobs** section replaces the classic **Featured jobs** section). The hierarchy for type of Highlighted jobs is first Hide Highlighted jobs, second Jobs near me, third Featured jobs, and last Most recent jobs. The Talent Gateway displays the highest selected type possible in this hierarchy. If type **Jobs near me**, **Featured jobs**, or **Most recent jobs** cannot be displayed (or isn't selected), the **Highlighted jobs** section is hidden on the initial search screen.

Jobs near me

Select to display 10 jobs that are nearest the candidate, based on the longitude and latitude values from the candidate's browser or mobile GPS. Additionally, proximity searching must be enabled for the gateway, the candidate must allow sharing of location (via IP or GSP) with BrassRing. If the candidate does not allow, then the next selected Highlighted jobs type in the hierarchy displays (Featured jobs or Most recent jobs). Enter up to 75 characters in the **Jobs near me** box to customize the text; default text is **Jobs near me**.

Featured jobs

Select to display the jobs that are selected to be featured jobs when the req is posted. Only 10 display on the page. Enter up to 75 characters in the **Featured jobs** box to customize the text; default text is **Featured jobs**.

Most recent jobs

Select to display the 10 jobs that were most recently posted or updated to the Talent Gateway. Enter up to 75 characters in the **Most recent jobs posted** box to customize the text; default text is **Most recent jobs posted**.

Hide highlighted jobs sections

Select if you want no jobs to be displayed in the highlighted jobs section on the initial responsive search openings page.

8. Complete area 9, **Resume / CV General Submission**. Candidates can submit a resume/CV when not applying to a specific job.

General submission heading text

You can enter text for the general apply link. Text is shared with **Tools > Talent Gateways > Text Customization > Landing tab > Site general submission link text**.

General submission intro text

Text is shared with the **Tools > Talent Gateways > Text Customization > Landing page tab > Site general submission summary text**.

General submission button text

You can enter text for the button to replace the default **Submit resume/CV**.

Configuring Search results page / Job listing:

Several Search Results page / Job Listings page features are configurable.

Procedure

1. Complete area 10, **Filter / facet fields**, where users can further filter their search results.

Filter results label text

You can enter text, to a maximum of 75 characters, to replace the default text, **Narrow selections**.

Filter / facet fields (up to 4)

Select up to four req standard and custom fields that are mapped to the search engine to display in facet filter section of the Search results page. Choose fields with fewer than 20 options for a better user experience. Selected fields are displayed to candidates in the order they are selected – drag to reorder them. You cannot use proximity search or a Location that is a concatenation of multiple req fields. Location for filtering can be one field per facet. However, multiple Location fields can make up multiple facets (for example, requisition Country and State fields can be two of the four facets if a client chooses).

Customize fields labels

Select to customize the field labels that display.

2. Complete area 11.

Search results text

You can enter text, to a maximum of 75 characters, to replace the default text where **[#searchresults#]** represents the number of matches for search criteria. The **[#searchcriteria#]** token is replaced by the criteria that are used in keyword or location search. For example, if the candidate searches for Software Developer jobs in Waltham, and the system finds 150 software developer jobs open in Waltham, then the text with the results job counter displays as 150 Software Developer, Waltham results.

Filters applied text

You can enter text, to a maximum of 75 characters, to replace the default text. **[#filternumber#]** token is the number of filters that the candidate applied on the search results page, for screens wider than 1024 pixels. For example, if two filters are selected by the candidate, then the text is displayed as Your selections: 2.

3. Complete area 12.

Search Results Sort text label

You can enter text, to a maximum of 75 characters, to replace the default text for the sorting option list, **Sort by:**. A maximum of four options are available, defaulted in the following order: **Distance**, **Relevance**, **Date**, **Alphabetical**.

If the gateway does not have **Proximity** enabled, **Distance** is not an option. With **Proximity** enabled, if the candidate enters search criteria in the location field that is proximity-based, then **Distance** is defaulted based on location criteria. With **Proximity** enabled, if the candidate acknowledges to share their location but enters no location criteria, then **Distance** is defaulted based on the candidate location. With **Proximity** enabled, if the candidate doesn't allow sharing of their location but enters search criteria in the location field that is proximity-based, then **Distance** is defaulted based on location criteria. With **Proximity** enabled, if the candidate doesn't allow sharing of their location and doesn't enter search criteria in the location field that is proximity-based, then **Distance** is not a sort value and **Relevance** is defaulted.

For **Relevance** sort, the secondary sort is **Distance** (if available), or **Date** if **Distance** is not available.

For sort (which sorts by **Date Updated**), the secondary sort is **Distance** (if available) or **Relevance** if **Distance** is not available.

For **Alphabetical** sort (which sorts the results alphabetically by what is stored in the **Job Title** setting), the secondary sort is **Distance** (if available), or **Date** if **Distance** is not available.

4. Complete area 13.

Select jobs text

You can enter text, to a maximum of 75 characters, to replace the default text for the **Select jobs** link. For candidates, selecting the link displays check boxes by each job listed. They can select multiple jobs and then select one of the configured actions (such as **Apply**, **Share**, or **Save**) from the floating action bar.

5. Complete area 14, **Search results / Job listings FIELDS**, which configures how the jobs are displayed, such as what can be displayed before or after the **Job Title**. You choose which search-mapped req standard or custom fields (no field labels) to display in each position of the displayed job listings in the search results.

Position 1 or Date updated

For the first field to be displayed in a job listing, you can select **Date updated** or a field such as **AutoreqID**, **Division**, **Job category**. The selected field appears before the **Job title** field in the job listing in a smaller, non-bolded font, with no label.

Job Title

You must select a field here for prominent display in the job listing; it is recommended that you use the **Job title** field (default).

Position 3

You can select up to three fields that are most important about the job, such as division, group, location, job type, work shift. Each displays after the job title field in the order selected, on its own line, regardless of screen size. Select only one or two fields for best results, such as **Location**, **Division**, **Department**, **Job Category**.

Summary / Description

You must select a field that summarizes the job in the listing. Use the **Job description** field (default) for best results. The first two lines of characters are displayed (depending on screen size), followed by [...]. Choose a text area field from the requisition that quickly promotes the position to encourage the candidate to view Job Details.

6. Complete area 15.

Show more... results

You can enter text, to a maximum of 75 characters, to replace the default text, **Next >**. A maximum of 50 jobs are displayed at a time. For more than 50 results, the system displays the link after the search results list. Candidates click to display the next 50 results.

Configuring Job Details:

You can configure sections 1 and 2 of the Job Details fields.

Procedure

1. Complete area 16, **Job Details fields – Section 1**. Best design practice is use the same selections as for Search results / Job listings fields. The settings are linked by default, but can be unlinked if there is a compelling need to do so.

LINK the Position 1, Job Title, Position 3 and Summary / Description fields from the Search results / Job listing FIELDS (recommended)

Leave checked for consistent display. If you clear the check mark, for more information about selecting values for **Position 1** or **Date updated, Job Title, Position 3, Summary / Description**, see Search results / Job listings FIELDS.

2. Complete area 17, **Job Details fields – Section 2**. You can add fields to display for Job details that follow fields that are selected in section 1. Best design is to include all fields that are selected for **Facet filters, Advanced Search, and Search results**. Fields that are selected in **Talent Gateway Job details** are defaulted, but can be changed. Selected fields appear in a table with their display labels, field type, and the customized label (that is displayed on the responsive job search, search results, job details pages for the Talent Gateway). For Global Talent Gateways, a separate field is available for each of the member gateways. To remove a field from the job details display, click its delete icon (red X).

Customize field labels

Select the link to list the fields that are currently selected anywhere in the responsive layout for the gateway. Enter custom labels; they are consistent across areas. They are saved when you save the responsive layout.

Select field

Select fields by typing into the text box. You can customize the field label in the empty label box. Click the plus sign to add the field to the grid. You can drag fields to display in different locations, or click the red X to remove the field. Select **Custom fields labels** to configure the field labels.

How responsive layout configuration works for Global Talent Gateways:

Global Talent Gateway optional fields are indicated by a plus sign. Click to display a field for each member, which you can configure individually. (The plus sign turns into a minus sign when opened; click the minus sign to collapse.)

When you create a Global Talent Gateway (GTG), the member gateways can be either responsive or classic. If the default member Talent Gateway of the GTG is responsive, then the following conditions apply.

- Layout configuration settings (such as settings to hide keywords, location fields, advanced search fields) are copied from the default member to the GTG (and to all other members). Basically, a draft layout configuration is automatically created for the GTG.
- For any existing member that was previously responsive, the configuration settings are overwritten by the default member.
- Master setting (**TG Layout Classic** or **Responsive**) for the member is switched back to **Classic**.
- Text customization settings of individual responsive member gateways are copied (and include the default in this case).
- Any responsive text customizations are retained when member gateways are rolled into a new GTG.
- To make the layout configuration active, you must enable the master setting (Classic vs responsive) in the Global Talent Gateways admin page.

If the default member TG is not responsive, but another member TG is responsive, then no draft layout is created, since the default member is not responsive. The following conditions apply.

- Existing responsive TG members keep all the configuration and text customization settings.
- You must review configurations for continuity and check that the current text customizations make sense.
- To make the layout configuration active, you must enable the master setting (**TG Layout Classic** or **Responsive**) in the Global Talent Gateways admin page.

Setting Talent Gateway Layout to Responsive

You must set **Talent Gateway Search Layout** setting to **Responsive** in order for the candidate screens to be responsive. Workbench self-service users (Tier 5+ certification)

Procedure

1. After you configure all the sections of the responsive screens, save the configuration (click **Save**). The first time a responsive layout is saved for the gateway, the icon changes from **Add** (plus sign) to **Edit** (pencil). If a responsive layout was saved previously, it remains in edit mode until you activate the responsive layout.
2. To activate the responsive layout, select **Tools > Talent Gateways > Edit** for the Talent Gateway.
3. On the Talent Gateway details screen, for **Talent Gateway Search Layout** setting, select **Responsive**. After you save the value as **Responsive**, the **Edit** icon changes to the **Active** icon (green check mark).
4. To synchronize the TG so that all changes to take effect, on the Talent Gateway administration screen, select the Talent Gateway and select **Synchronize changes with Talent Gateways**. Gateways are automatically synchronized periodically, but doing so manually completes the synchronization faster (which is helpful if you intend to apply branding).
5. Add visual branding to the layout to customize the look.

Talent Gateway details settings that you need

Several Talent Gateway details settings affect the way responsive features work on the gateway, and in some cases, whether they work at all.

The following Talent Gateway details settings are either required or strongly advised for responsive Talent Gateways. Users with Tier 5+ certification can set them in Workbench **Tools > Talent Gateways > Edit** for the selected Talent Gateway.

Table 1. Required and Advised Talent Gateway Details Settings

| Required Settings | Advised Settings |
|--|---|
| <p>Site general job submission type – Responsive GQ option must not be selected.</p> | <p>Special Configurations: Remove general job submission link from candidate landing page Since the interface for general job submission isn't currently responsive, candidates must "pinch and zoom" when on a mobileChick heck if you don't want</p> |
| <p>Special Configurations: Candidate remains logged on Must be checked, otherwise, automatically logs candidates out on completion of the job application, as in a kiosk scenario. Currently, responsive Apply forces candidates to remain logged in, regardless of this setting.</p> | <p>Social Media Integration Select which social media sites to use for candidate authentication (Facebook, LinkedIn, Twitter) and profile import (Facebook, LinkedIn). Requires prior configuration of social media site client settings.</p> <p>Social media integration – enable login Check Yes (recommended to control login only, does not control import profile).</p> |

Table 1. Required and Advised Talent Gateway Details Settings (continued)

| Required Settings | Advised Settings |
|--|--|
| <p>Special Configurations: No account creation/no log-in Must not be checked.</p> | <p>Enable job/referral status check Check to enable job status check (required for Review my status link on Gateway Questionnaire, which is on by default). Choose the fields to be displayed when candidates check the status from the list of Available fields in Job/referral status display. Setting requires configuration of Log req status change and Log HR status change client settings.</p> |
| <p>Special Configurations: Saved drafts Must be checked (is required for responsive apply to work, since saving and returning is a main feature).</p> | <p>Special Configurations: Disable progress bar Check so that classic pages that are not yet responsive look more consistent with the responsive pages, which have no progress bar.</p> |

Settings for making job actions available

Several actions can be available for candidates when they view jobs: **Save, Share, Refer, Apply, and Email**. The following Talent Gateway detail settings allow or affect the actions.

Saving

To allow **Save** (to job cart), **Disable job cart** must not be checked.

Sharing

To allow **Share** (to social media), **Social media integration – allow post to my social networks for candidates** must be **Yes**. To display social widget sharing buttons, **Social media integration – show share buttons on job details page** must be **Yes**.

Referral

To allow **Refer**, **Enable Social referral** must be **Yes**.

Emailing

To allow emailing of the job to a friend or other recipient, **Disable send to a friend** must not be checked.

Visual Branding Tool for Talent Gateways

With the Visual Branding Tool (VBT), you can change and save branding elements for responsive Talent Gateways and Gateway Questionnaires. Elements that you can customize include colors, fonts, and stored images. Talent Gateways that you brand are subject to certain requirements. They must be Full or Global WCAG-enabled Talent Gateways. Talent Gateways must be synchronized if new or if responsive layout was recently configured. Talent Gateways must have a saved responsive layout (indicated by pencil or check mark icons in the Responsive layout column on the gateway list).

How the Visual Branding Tool works

You can open the Visual Branding Tool directly from the Talent Gateways list, or when you add or edit the responsive layout. Configuration mode for the gateway displays configurable text, selected colors, and uploaded images. A simple right-click on a configurable element displays the options that you can set.

Select **Tools > Talent Gateways**.

For direct access to the tool, select the gateway's VBT icon in the **Responsive layout** column on the Talent Gateways administration page.



Figure 4. Visual Branding Tool Icon

Visual Branding Tool opens in a configuration mode. You can select individual full or member gateways, but selecting a Global Talent Gateway opens configuration for the default member gateway. When you save, your changes save to all members.

Alternatively, you can click the icons for editing responsive layout (pencil or check mark) for any Talent Gateway, full, member, or global. When you expand the **Branding: Fonts/Colors/Images** section for a Global Talent Gateway, you can then choose all, one, or multiple member gateways for configuration. With the edit icon method, you can select individual full or member gateways. Selecting a Global Talent Gateway launches configuration for the default member gateway. When you save, your changes save to all members.

In the tool, labeling, instructional text, and action buttons guide you through VBT configuration. You can change the visual elements of the Talent Gateway pages, such as font type and size, colors for page elements such as background, foreground, and font, and change uploaded images. Right-click any area to display the options for the elements you can configure in that area. Your changes are immediately reflected so that you see them before you save. You have **Undo, Redo, Save, and Cancel** functions, as well as a powerful **Advanced/CSS** editor for clients with their own stylesheet experts.

The number of actions that can be undone or redone within one session is unlimited (for lifespan of the window). All branding actions are part of the undo history, including Advanced/CSS edits after they are applied. **Advanced / CSS** opens a non-modal dialog for cascading stylesheet (CSS), where CSS-fluent users can enter and apply CSS to almost every aspect of the UI presentation. You can reposition the dialog box by dragging it. The CSS is applied to the user interface and the undo history when you save the CSS text.

Note: Using Advanced / CSS requires CSS expertise. Also be aware that adjusting the CSS could affect the responsiveness and accessibility of the pages.

Another way to change the look of the pages is to right-click on any of the graphical property (image) areas. You are shown a list of values that can be configured in that area. For the graphics areas, that list is derived 1) from client and mobile logos in the Talent Gateway details, and 2) from images that are stored in the specific gateway file directory that Configuration Engineering loaded previously.

For text, properties to change the text attributes of base font family, base font size, base font color are listed. Save or cancel changes by selecting the button in the VBT window's header. Changes that are saved in the VBT are not immediately synchronized (you must manually synchronize or wait for automatic synchronization before changes appear on the actual Talent Gateway). You can link to or select previously uploaded images for Welcome page. Images do not display on the mobile device screens.

Note: Upload Primary Header Logo image first for Talent Gateways without one. Client Service representative must obtain image from client, and submit the maintenance request for Configuration Engineering to upload Primary Header Logo image, Tag Line / Secondary logo image, and Background image. If multiple gateways need images, explicitly request that Configuration Engineering upload them simultaneously for all gateways for which they are desired, since graphics uploaded to one gateway are not accessible in the VBT from another gateway. Each gateway has its own folder directory that VBT looks in.

Note: *Ticket details: Type = Maintenance – Standard; Assigned To = Queue – 2xB CE; Product = BrassRing; Status = Open; Priority = 3 Wanted; Severity = Maintenance – Standard; Category = Gateway – Full; Subcategory = Other

Navigation within VBT follows the same course as if you were on the live Talent Gateway. In order to see job search results, you must have some jobs posted to the Talent Gateway, then go through the job search and apply pages. In VBT, you can currently change only the pages that support responsive layout:

Welcome, Search Openings, Advanced Search, Search Results (and related filtering screens), and Job Details. If you navigate to a classic page or screen, a message warns you that you are leaving the VBT area.

Configuring default colors:

When color is configurable (as for font, background, foreground), default colors are presented for user input. The default color depends on the dominant colors in the Primary Header Logo image, which determines foreground, links, and header links colors. The default colors and color palette for unbranded gateways uses any configured mobile site color settings, uploaded mobile logo, or Talent Suite site colors.

About this task

Use good design principles and accessibility guidelines when you choose the color palette for your Talent Gateway site. Color choices can result in cases where font color and the color that is behind the text are too close in color range, so not accessible for color-impaired viewers. The system attempts to guard against font colors that do not contrast enough with the color that it is behind it.

For example, **Foreground Font Color**, **Foreground Link Color**, and **Button Font Color** (all non-configurable) default to the **Base Font Color**. However, if base font color is too close to the color of the element (foreground color or button background color), then these font colors automatically switch to use [page] **Background Color**.

However, not all scenarios can be resolved by the system. In the preceding example, the system cannot resolve the contrast issue if the user chose a **Foreground Color** or **Button Background Color** that is too close to both **Base Font Color** and [page] **Background Color**.

Procedure

1. Right-click the configurable setting area.
2. Select the attribute (such as **Base Font Color**).
3. Enter any hex color code in the last text box on the list. Type ahead for color words is also available (black, white, ecru, red, magenta, lightblue, lightgreen, and so on). Hex codes must begin with the hash tag #, contain no spaces, and have 6 characters that follow the #, such as #FFFFFF. Select **Enter** key to confirm your selection. If you enter an invalid value, the color does not change from the previous color (no error message displays).

Logos and images:

Images for use on Talent Gateways are uploaded by BrassRing staff. Logos can also be uploaded through Talent Gateway details settings (**Client Logo** or **Mobile Logo**) for the selected gateway or Global Talent Gateway member.

When you right-click logos or images such as header main logo or background image in VBT, a list of the available images displays. You can select from the list, or enter a secure web address for the client logo that is not behind a firewall. Format must be gif, jpg, jpeg, or png.

Recommendations

Size < 50k | Height 50px | Width 130px | Aspect Ratio Width:Height < 6:1 if no secondary or tag line, otherwise < 3:1.

Tag line or Secondary Logo: Size < 25k | Height 25px | Width 50px.

Background image: Size < 175k | Height = 400px | Width = 1100px.

Header background and link colors:

For **Header Background Color** and **Header Link Color**, color palette is derived from header main logo colors. (Footer background color and text/link colors can be branded separately.)

Header background color is configurable and defaults to 1) TG site color for Mobile Header, or 2) #FFFFFF, or 3) #0088BF

Header text and link color is configurable and defaults to 1) TG site color for Mobile Header text, or 2) primary logo's dominant dark color, or 3) #FFFFFF.

Base font style, color, and size:

Base font color is the color of most text throughout the responsive pages.

Base Font style is configurable and defaults to 1) Talent Gateway details: Font or 2) Helvetica Neue/Ariel.

Base Font Color is configurable and defaults to 1) Talent Gateway site colors: Mobile main text, or 2) Font label color, or 3) # 333333 (black).

Base Font Size is configurable and defaults to 16 pixels, with options that range from 8 pixels to 20 pixels. Some font sizes intentionally vary relative to the base font size in certain places. For example: **Job Title** is a percentage larger than the base font size of the responsive pages.

Background and foreground colors, button background color, link color:

Background color, foreground color, button background color, and link color are configurable.

Background Color options are accessed with a right-click in either margin, or between areas such as the search box or the **Highlighted jobs** area. It defaults to 1) Mobile Background color or 2) # FFFFFFFF.

Foreground Color appears behind the search keyword and location fields on the search openings page, as well as on Search drop-down (on smaller format screens) and search area (on large format screens) on search results and screens. It is configurable and defaults to 1) TG site color: Dominant Dark, or 2) Primary Logo: dominant color, or 3) # 003F69 .

Button Background Color is the color of active buttons on the responsive site pages. It is configurable and defaults to 1) TG site color: Mobile Action, or 2) Primary logo secondary color, or 3) #0067A2.

Link Color is the color of linked text (other than that appearing on a foreground color). It is configurable and defaults to 1) Talent Gateway site colors: Mobile Top Action. or 2) Primary Logo: dominant color, or 3) hex# 00648D .

Non-configurable colors:

You can't directly configure button font color, foreground font color, foreground link color, or accent background color.

The following colors are not directly configurable through the VBT.

Button Font Color is the color of text on active buttons on the responsive site pages. The system initially uses the **Base Font Color**, but if too close contrast-wise with the **Button Background Color**, then it uses same color as **Background Color**.

Foreground Font Color is color of label text that precedes the keyword and location fields. The system initially uses the **Base Font Color**, but if too close contrast-wise with the **Foreground Color**, then it uses same color as **Background Color**.

Foreground Link Color is color of any links that are on foreground colors. For search openings and other quick search criteria areas, the **Advanced search** link shows the foreground link color. The system initially uses the **Base Font Color**, but if too close contrast-wise with the **Foreground Color**, then it uses same color as **Background Color**.

Accent Background Color is the color of accent backgrounds (such as for highlighted jobs, search results filters (large formats), applied filters background). The system blends the **Background Color** with a tint of the **Base Font Color**.

Features of responsive Gateway Questionnaires

Responsive apply requires that you create and use a responsive Gateway Questionnaire (GQ). Responsive GQs have a number of features different from classic GQs, such as one-column layout and improved **Preview** function. Responsive GQs also have new section/pages, streamlined widget management, a new icon to distinguish responsive GQs, and a new **View parent GQ** action.

One-column layout

The layout for a responsive GQ is one column. Header and footer dynamically adjust for the devices that access them, so the streamlined Gateway Questionnaire properties page shows responsive apply properties on a single General tab.

Improved Preview

Gateway Questionnaire **Preview** is improved to show the responsive layout just as a generic Talent Gateway would display it with the default branding.

New Sections/Pages

Saving a classic questionnaire as responsive adds four sections (with corresponding pages), and three visible text widgets. The new sections and widgets are required for all responsive questionnaires, and cannot be removed or deleted. The following new standard sections sandwich the classic GQ sections/pages on a responsive GQ.

Introduction > Start Your Application (which must always be first)

Review > Review (Review page doesn't include a widget)

Thank You > Application Complete

Knock Out > Thank You

Streamlined widget management

Widgets on the Administer widgets page are now all in a single column to accommodate responsive screens of smaller devices without horizontal scrolling. When you add or delete a widget, it now automatically adds or deletes the row – no more need to create a row, then the widget. You can cut-and-paste widgets after or before the selected widget.

Responsive GQ icon

After you create responsive GQs, a new mobile phone icon distinguishes them from classic GQs on the Gateway Questionnaires listing page.

View parent GQ action

When you save a classic GQ as new, select **View parent GQ** to open the classic GQ to see all the details of the original. The view shows how the GQ was set up and how the branching worked, so that you can make the appropriate changes in the responsive GQ to match. The parent GQ view opens in a separate window, so you can compare the classic and new responsive GQ setups side-by-side.

Text widgets for responsive Gateway Questionnaires

Text widgets for a responsive GQ have only two attributes. You can use HTML, including long form text suppression.

You specify only two attributes for a text widget on a responsive GQ.

Descriptive text

Text to be used for both single and multiple requisition questionnaires.

Use as subheading

Uses the text as a subheading, under which any widgets that follow are grouped (until the next subheading text widget or end of page).

You can still use basic HTML tags in text widgets, such as for bold or italics, without issues. Collapse tags are also useful for long form text suppression in text widgets, so that candidates can select more or less to show or hide more of the widget text. Use the HTML collapse tags at the point where you want the collapsed text to begin and end. The following sample shows text with HTML tags to collapse text. When the text widget displays, applicant sees the word **more** where the <collapse> is inserted. When the applicant selects **more**, the rest of the text appears, with the word **less** after it.

```
<b>By signing this Electronic Signature Acknowledgment Online Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. <collapse>Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.</collapse></b>
```

Note: Using HTML beyond the basic tags and collapse tags can negatively affect the responsiveness and accessibility of Responsive Apply. Be sure to test that the text appears and works in the GQ as you want it.

Complex widgets for responsive Apply

The following complex widgets can be used in responsive Apply: **Resume upload, Cover letter upload, Education builder, Experience builder, Job Specific questions.**

Question widgets for responsive Gateway Questionnaires

Question widget formatting attributes such as font style and alignment are removed, since formatting is handled by the responsive design. Scoring, knockout, and branching, however, are set in Widget properties page for question widgets. Question branching in Responsive Apply is now done within the same page. The question that candidates branch to appears immediately after the question they just answered, for a seamless experience.

The **Disable pre-fill** attribute is hidden for contact fields. In classic GQs, you can disable pre-filling of fields with responses from prior applications for any question widget, including contact fields. In Responsive Apply, you can disable pre-filling for candidate form questions only. The restriction improves the candidate experience by pre-filling more of the candidates' information for their current application.

Setting up responsive Gateway Questionnaires

The easiest way to set up a responsive Gateway Questionnaire is to start with a classic questionnaire, save it as new, and proceed from there.

About this task

A pre-requisite is that **Gateway Questionnaire – Responsive apply** client setting must be set to **Yes** (BrassRingsupport staff). Follow the steps to set up responsive Gateway Questionnaires (requires Tier 2+ Workbench certification).

Procedure

1. Go to **Tools > Gateway Questionnaires > Save Gateway Questionnaire as new**.
2. Complete and save the Gateway Questionnaire properties page.
 - Enter the name of the new responsive questionnaire.
 - Select **Responsive** (radio button).
 - For **To be available on the following Talent Gateway(s)**, select responsive Talent Gateways only. Don't choose **All Talent Gateways**, as that makes the responsive questionnaire available on any classic Talent Gateway, where a responsive questionnaire won't work.
3. Select **Administer sections/pages** for the new Gateway Questionnaire. Tip: To avoid confusion for BrassRing users, have one page per section for responsive questionnaires, and use the same title for both section and page. Standard sections and pages can have different names. Since BrassRing users see only section titles, and candidates see only page titles in the candidate experience, keep the names the same to minimize confusion.
4. Select **Administer widgets** for **Introduction >Start Your Application**, which must be the first section/page of the responsive Gateway Questionnaire.
5. Select **Edit widget** or double-click the text widget, and save any changes to the widget fields.
 - **Estimated time to complete (e.g. 8-10)** sets the time estimate that candidates see before they start the application, giving them an idea of the time commitment to complete. Leave the estimated time blank to have the system calculate the estimated time using an advanced algorithm based on the number and type of questions and widgets in the application. Using the algorithm estimate is easier, but you can also enter your own estimate manually in the X-X format shown.
 - You can also edit the **Descriptive text** that serves as an introduction to the candidate.
6. Select **Administer widgets** for **Thank You/Application Complete** (skipping **Review**, which has nothing to configure. Review is the page where candidates can edit and review their responses, and submit the application). **Application Complete** is the confirmation page that lets candidates know their application has been successfully submitted.
7. Select **Edit widget** or double-click the text widget, and save any changes to the widget fields.
 - You can edit the completion **Descriptive text**.
 - Clear **show TG HR Status link (View your status)** if the client is using APIs for their search. When checked, a **View your status** hyperlink displays to take the candidate to the status check pages (**HR Status** must be configured at the Talent Gateway level).
 - Clear **show TG Search link (Start a new search)** if the client is using APIs for their search. When checked, a **Start a new search** hyperlink displays to return the candidate to the Talent Gateway Welcome/Search page.
8. Select **Administer widgets** for **Knockout/Thank you**, which is the only knockout page for the entire GQ.
9. Select **Edit widget** or double-click the text widget, and save any changes to the widget fields.
 - You can edit the completion **Descriptive text**, keeping it general enough to serve as the single knockout text for all knockout situations.
 - Clear **show TG Search link (Start a new search)** if the client is using APIs for their search. When checked, a **Start a new search** hyperlink displays to return the candidate to the Talent Gateway Welcome/Search page.

Tip: If you are worried about candidates getting knocked out of the process by mistake, use a confirmation (Are you sure?) as the final knockout, and branch to it from the actual knockout question. The confirmation forces candidates to confirm the answer that knocks them out of the application.
10. Set up the other sections of your questionnaire, adding and editing widgets in the usual way, and save it. Question branching is only available for question widgets.

Setting up question branching

Question branching is linear on responsive Gateway Questionnaires. You cannot branch to a widget that precedes the question widget in the widget order. Thus, if you select the first widget on the page, you can branch to any of the candidate form fields that follow. If you select the last widget on the page, no fields are available to branch to.

Procedure

1. Add or edit a question widget to be branched.
2. In widget properties, choose the fields to which each response option branches. Select **Branch**, then **Show branched fields**. The **Show branched fields** field autocompletes as you make your selection. The branched field tags are the database field label names, so they are unique. Several business rules apply to branching on responsive Gateway Questionnaires.
 - You can branch only from question to question – you cannot branch to text. (However, to display variable text, you can create a label for that text in the candidate form, and branch to that label – and the corresponding text).
 - Branching must be linear.
 - A child field can't be reused on the same page as the branched-to field after it is used on the page already for a different widget.
 - You can branch across forms (can branch to multiple forms).
 - Classic GQ page-level branching is not inherited when you create a responsive GQ from a classic GQ. Thus, if you have a page with multiple fields within the same form, with page-level branching defined, the branching is not automatically set up. You must redo the branching in the responsive GQ.
3. To remove branches, select the **X** in the branch label tag.

How Publish utility works with responsive Gateway Questionnaires

For responsive Gateway Questionnaires, the existing GQ publish dictionary is updated to include the attributes of the responsive GQ, such as standard sections/pages/widgets, text widget attributes, and question branching.

When you run the Publish utility, a questionnaire that is active in the source environment (such as Staging) always becomes a draft in the target environment.

Existing limitations of classic TG/GQ Publish still apply to responsive TG/GQ.

- GQ dependencies, such as form fields, are not automatically published when you publish a GQ. In such cases, the question widget is not published to the target, or a branching configuration that uses a form field is not published to the target.
- To make question widgets and branching work in responsive GQs, publish the dependencies before publishing the GQ.

Setting up Google Drive File Upload utility

When candidates upload files to their Talent Gateway profiles from Google Drive, the utility for choosing files to upload is the Google file picker. In order for the Google file picker to work, clients are required to perform the following steps.

Procedure

1. Go to <https://console.developers.google.com/>.
2. Select the project **Manage API credentials**.
3. Select **Credentials > ClientID** hyperlink.
4. Enter the appropriate domain name in the **Authorized JavaScript origins** field.
US Staging domain names

- Akamai = <https://xjobs-staging.brassring.com>
- Non-Akamai = <https://sstagingjobs.brassring.com>

US Production domain names

- Akamai = <https://xjobs.brassring.com>
- Non-Akamai = <https://sjobs.brassring.com>

EU Staging domain names

- Akamai = <https://stagingkrb-xjobs.brassring.com>
- Non-Akamai = <https://stagingkrb-sjobs.brassring.com>

EU Production domain names

- Akamai = <https://krb-xjobs.brassring.com>
- Non-Akamai = <https://krb-sjobs.brassring.com>

Setting up Dropbox File Upload utility

When candidates upload files to their Talent Gateway profiles from Dropbox, the utility for choosing files to upload is the Dropbox file picker. In order for the file picker to work, clients are required to perform the following steps.

Procedure

1. Go to <https://dropbox.com/developers/apps>.
2. Select **My apps**.
3. Go to **Settings** tab.
4. Enter the appropriate domain name in the **Authorized JavaScript origins** field.

US Staging domain names

- Akamai = <https://xjobs-staging.brassring.com>
- Non-Akamai = <https://sstagingjobs.brassring.com>

US Production domain names

- Akamai = <https://xjobs.brassring.com>
- Non-Akamai = <https://sjobs.brassring.com>

EU Staging domain names

- Akamai = <https://stagingkrb-xjobs.brassring.com>
- Non-Akamai = <https://stagingkrb-sjobs.brassring.com>

EU Production domain names

- Akamai = <https://krb-xjobs.brassring.com>
- Non-Akamai = <https://krb-sjobs.brassring.com>

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