



**SilkRoad Recruiting**  
**What's New**  
**2021.5 | November 2021**

## What's New video

Rather view a video? Click this icon:



## Recruiting: Select Source option selected by default

The Select Source option (Administration>Settings>Candidate Upload Field Controls) is selected (checked) by default.

A screenshot of a web application dialog box titled "Candidate Upload Field Controls". The dialog has a grey header bar with the title. Below the header, there is a text instruction: "Select each field you want to mark as required when uploading & editing a candidate profile." Below this instruction is a list of fields with checkboxes. The fields are: Country (checked), Address (checked), City (checked), State/Location (checked), Zip/Postal Code (unchecked), Email (unchecked), Primary Phone (checked), Résumé Content (checked), and Select Source (checked). The "Select Source" checkbox is highlighted with a yellow background. An orange speech bubble points to the "Select Source" checkbox with the text "Enabled for all clients". At the bottom right of the dialog are two buttons: "Close" (grey) and "Save" (teal).


This ensures that the Select Source field is required when uploading a candidate into the system:

Save

Associate With Job Posting

Associate With Job Posting

**Resume Info**

Select Source \* 

[Select One]

☐ Check if an Existing Employee

Full Name \*

Don Chandler

First Name \*

Don

Middle Name

## Recruiting: Increased size of Number of Positions field on Requisitions page

The Number of Positions field on the Requisitions page is now a max of 9,999.

Internal Job Title *	Customer Service Rep I
Posted Job Title	Customer Service Rep I (Sign on Bonus \$2500)
Tracking Code	13245-CS001
Number of Positions	<div>9,999</div> <div><b>MAX = 9,999</b></div>

## Recruiting: Adding custom fields as merge fields to offer and rejection letters

You can now add any custom field as a merge field to offer and rejection letters. All available custom fields are listed on the Offer & Rejection Letters page in SilkRoad Recruiting:

<b>Custom Merge Field Legend:</b>		<b><u>Standard Merge Fields</u></b>
<b>Custom Merge Field Label</b>	<b>Custom Merge Field Code</b>	
Agency Fees	AgencyFees	
Background Check Fees	BackgroundCkFees	
Collect EEO for this job?	dspeeiform	
Exemption Status	worldco_exempstatus	
Job Grade	worldco_jobgrade	
No. Of Stock Options	StockOptions	
Posting Costs	PostingCosts	
Relocation Expense	RelocationExpense	
Sign-On Bonus	SignOnBonus	

You can also view a list of the standard merge fields by clicking the *Standard Merge Fields* link.

## Recruiting: Candidate keyword/Boolean string search results are highlighted

When you perform a keyword or Boolean string search (Candidates>Advanced Search), the search results are now highlighted in the Resume/CV tab of the candidate's candidate profile:

Summary	Resume / CV	Conversations	Attachments	eForms	Evaluations	Activity
---------	-------------	---------------	-------------	--------	-------------	----------

**Resume / CV**

Senior Project Manager

July 2004 - Present

Successfully managed and implemented following major IT projects:

**Maintenance** of Peoplesoft HRMS and Finance modules  
 CRM Initiative – IT strategy definition, Discovery and **Implementation** Phase.  
 Western Distribution Center setup (WMS Package (PkMS by Manhattan Associates) **implementation**)  
 i2 Pricer and Allocation (Merchandising suite of Packages)  
 Solutions to VISA CISP / PCI and SOX compliance related issues  
 Fujitsu Globalstore POS (Point of Sale) changes and rollout to Domestic stores.  
 Evaluation and **Implementation** of Kronos WFSO (Labor Scheduling) package  
**Implementation** of BEA Acqualogic Portal.  
 Definition and **Implementation** of SOA solutions using TIBCO suite of products.  
**Implementation** of HP Openview Service center 6.2  
 Peoplesoft Financials Upgrade from V8.4 to V8.9

Following are my responsibilities as Program Manager for the Peoplesoft Financials upgrade Initiative:

Responsible for defining **scope, change management, training** and **risk management** plans.  
 Responsible for Planning, Scheduling and tracking the deliverables status.  
 Responsible for organizing steering committee meeting with Payless senior management  
 Responsible for status reporting of the project to senior management and Key stakeholders in Payless.  
 Responsible for budget and schedule tracking and reporting to Payless.

## Recruiting: Original Posting Date field

When you view an existing job, you will notice a new field, *Original Posting Date*:

Job Location Code:	San Francisco (0000000031)
Job Location:	San Diego, California, United States
Additional Locations	
Job Type:	Full-Time/Regular
Posted Date:	10/27/2021
Original Posting Date:	9/28/2021
Required Experience:	<ul style="list-style-type: none"> <li>• 5 years of related business experience, Bachelors Degree in a technical/business field required</li> <li>• Masters degree in Business a plus but not required</li> <li>• Operations and/or customer interface experience preferred.</li> </ul>


This field is the date the job is first posted to an external or internal career site. Some other key points:

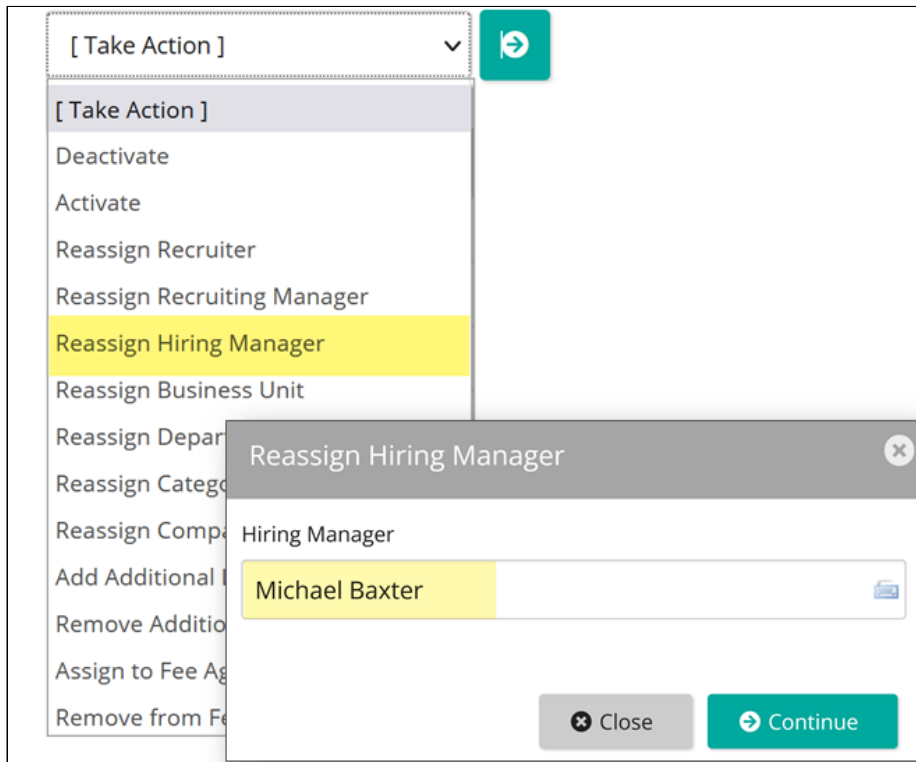
- If a job is *initially* put on hold, this field is not populated until the job is off hold.

- This field is view-only (not editable).
- This field is used on the Time to Fill Report to ensure accuracy.
- This field is not currently used with Report Builder or sent to job boards.

**Note:** For jobs created prior to 2021.5, Original Posting Date field is populated with the date the job was created in the system.

## Recruiting: Reassigning hiring managers in bulk

You can now reassign hiring managers in bulk. On the Jobs page, select one or more jobs, select **Reassign Hiring Manager** from the Take Action drop-down and click .



**Tip:** After you complete that action, you can immediately perform any of the other available bulk-actions on those same jobs.

## More info

- Click [here](#) for full release notes.
- Click [here](#) for information about early adopter process, supported languages and browsers, and more.

## Technical support

For technical assistance for any of our solutions, contact our support staff at:

- **International Toll Free:** Access numbers via SilkRoad Engagement Center
- **SilkRoad Engagement Center:** <https://engagementcenter.silkroad.com>  
No access? Email [support@silkroad.com](mailto:support@silkroad.com) for access.
- **Email:** [support@silkroad.com](mailto:support@silkroad.com)