

## X2 Guide

### Broadbean User Guide

#### **Benefits of using Broadbean via X2:**

You can now post job adverts directly to job boards via Broadbean from within X2, so there is no need to log in to Broadbean anymore.

Every application to a job you post via Broadbean will be received into X2. This removes the need to login to Broadbean to view applications, and it means that we will have a bigger and better candidate database. This will not only save you time, but will mean that you have access to more candidates.

All CVs received with a Broadbean application will automatically be parsed upon entry into X2, saving you time! The CV parser will pull relevant information from the CV, and input this into the corresponding candidate registration fields within X2.

#### **How do I apply for a Broadbean Account?:**

There is a cost attached to the creation of a Broadbean account, which requires Business Manager sign off. To enquire about the creation of a Broadbean account, your Business Manager is required to email [joseph.riordan@reedglobal.com](mailto:joseph.riordan@reedglobal.com), with details of any job boards you are particularly interested in.

#### **Which job boards can I post adverts to?:**

This will depend on which job boards your specialism has access to. Please contact the RSR Marketing Team if you require clarification.

#### **Using Broadbean:**

When users with a Broadbean account load a job record within X2 you will see a Broadbean button.

This is shown on the top right:

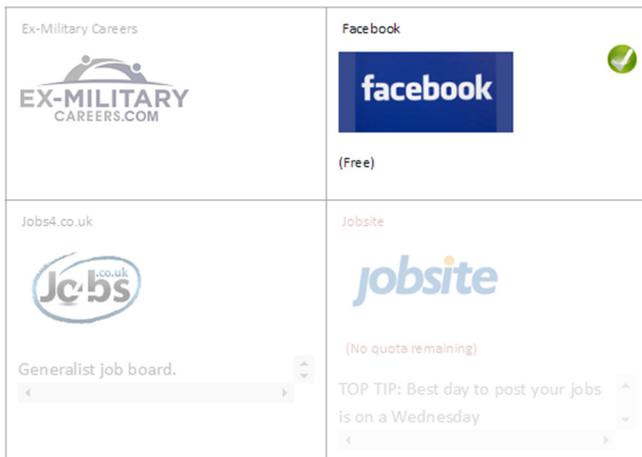


To post a job using Broadbean, you will be prompted to click the button below to access the website. Please remember that this functionality uses credits:



When you click the **Visit Broadbean To Complete Submission** button, this will load the Broadbean job boards page:

This advert will cost at least £0.00



**Select the Job Boards** on which you require your advert to appear, remembering that many will incur a cost.

Scroll below the job boards and click **Continue**.

The Broadbean job advert page will then be displayed.

When the main advert page is loaded, some details will be pulled from the X2 job such as Job Title, Job Type and Salary.

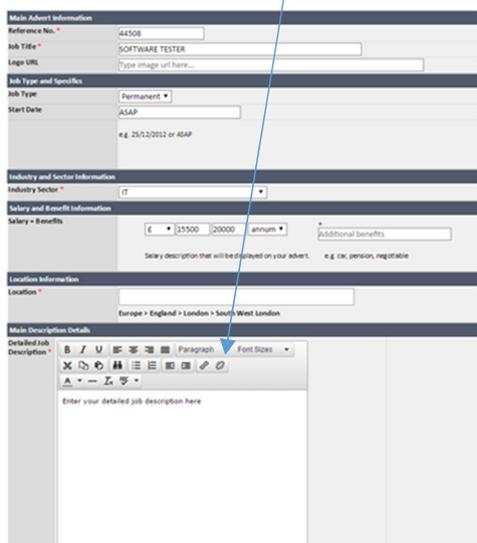
### Complete all the remaining details

- Start date
- Industry sector (from selection drop-down)
- Additional Benefits
- Location
- Detailed Job Description

This is the job advert detail.

To include bullet points or numbering, please use the functionality on screen.

Cut & Paste externally may not display as it appears here once it reaches a job board.



Characters: 40 / 65535 HTML Characters: 47 / 65535

Please note: you should never include contact details in the description of the advert, these will be sent separately

Continue

Once you have checked everything is complete, click the **Continue** button.

You are then shown a summary of the job advert including Posting Time options (Time & Day), Contact Details which will automatically default (Name, Email Address, Telephone Number, Fax Number), Destinations & Advertising Periods (job board(s) & number of days):

<b>Posting Time</b>	
Deliver this advert at	Now Today
<b>Contact Details</b>	
Contact Name	Asha Cole
Contact Email Address	asha.cole@reedglobal.com
Contact Telephone Number	020 82744528
Contact Fax Number	
<b>Destinations &amp; Advertising Periods</b>	
Broadbean Test PIB	7 days
<b>Save this as a default advert?</b>	
Default Template Name	<input type="text"/>
Enter a name for this default template - by using an existing name it will overwrite the previous default. (max 50 characters)	

Go Back Send Advert

There is then an option to **Go Back** or to **Send Advert**.

Once the advert has been sent, a Broadbean Posts section is added to the X2 job record:

Job Details[UPDATE MODE]-SOFTWARE TESTER									
<input type="button" value="Update"/> <input type="button" value="Add Placement"/> <input type="button" value="Delete"/> <input type="button" value="Add Tracking"/> <input type="button" value="Create Posting"/> <input type="button" value="Send SOA"/> <input type="button" value="Print"/> <input type="button" value="BroadBean"/> <input type="button" value="Confirmation Email"/>									
<a href="#">Job Information</a>   <a href="#">Job Description</a>   <a href="#">Contact Details</a>   <a href="#">Additional Details</a>   <a href="#">Broadbean Posts</a>									
Job Board Postings via BroadBean									
						<b>Job Board Details</b>			
ID	Date Entered	Job Title	Industry	Apps	Advertised On	Status	Expiry	View	Delete
44228	05/09/2017	SOFTWARE TESTER		0(0)	Broadbean Test Board	Delivered	12/09/2017	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="button" value="Refresh Status"/>		<input type="button" value="Refresh Applications"/>		Entered by: TEMP98001		Entered on: 05/09/2017		Updated by: TEMP98001	
				Updated on: 05/09/2017					

The detail shown includes the Broadbean Job ID, the Date Entered, the Job Title, Industry and number of Applications.

The details on the right displays the Job Board Details. It shows Advertised On - these are the job board(s) where your advert has been placed (in the example shown above it is a test board.)

The **Status** may show as follows:

**Being Delivered** - once the job has been posted, the initial status may briefly be shown as Being Delivered.

**Delivered** - once the job posting is Live within Broadbean, the status will be shown as Delivered within X2 (as in the example above).

**Expired** - once the job posting has expired the status will be changed to Expired. The Expiry Date depends on the selection made within the Destinations & Advertising Periods section when sending the advert.

**Future** – if within the Posting Time options (Time & Day) you chose a future day.

**Failed** - if the job posting to Broadbean fails, then the status will be updated to Failed. (You can try again later using the Refresh Status button.)

**Deleted** - if the job posting is deleted the status is changed to Deleted. You have the option to update the job to Deleted by using the button on the right.

**Waiting** - if a job status is waiting then click on 'Refresh Status' to run a refresh.

The **View** button – if the job board allows you to view the advert this button will appear. Clicking this will open the advert in a new window.

The **Refresh Status** button – this will retrieve the updated job status for all the adverts shown.

The **Refresh Applications** button – this retrieves the updated Applications for all the job adverts shown.

### **Viewing Applicant CVs**

How applicants apply for Broadbean jobs works the same way as for any other jobs. The Apps column with underlined numbers, provides you with a link to the applications for that job posting:



Click on the number within the Apps column to View the Applicants or click the apps link directly from the job search results tile. Please note that clicking the link from the job search results tile will show ALL applications to that job – including from reed.co.uk and reedglobal.com.

From here you can click on the CV icon to view the candidate's CV. You can also Right-click on the CV (Word document) icon and click Open In New Tab:



If you click the underlined candidate name to load the record, remember that you can then use the left-hand navigation list of names to move through all the applicant records.

### **Application History**

Within a candidate record, the Application History section will display the Broadbean application:

