

# Setting up a Job Bulletin



# First, Log into RB

The screenshot shows a web browser window with the Recruiterbox logo in the top left corner. The address bar displays a secure connection to <https://mainebhr.recruiterbox.com/app/#dashboard>. The dashboard itself has a dark blue sidebar on the left with icons for Dashboard, Openings, Candidates, and Calendar. The main content area is light gray and features a welcome message for Karen Butterfield. Below the message is a filter bar for 'Across all openings'. There are four status cards, each with a smiley face icon and a message: 'No New candidates added in the last 7 days', 'No Candidates to be advanced/rejected', 'No Interviews yet to be scheduled', and 'No Interviews for you today'. At the bottom, a list item shows '1' with a checkmark icon, 'Review pending on you', and a 'View details' link with a dropdown arrow. In the top right corner, there is a search bar labeled 'Search candidates', an 'Advanced' filter button, and a user profile dropdown labeled 'KB'.

Recruiterbox

Secure | <https://mainebhr.recruiterbox.com/app/#dashboard>

Dashboard

Openings

Candidates

Calendar

Welcome Karen Butterfield! Here's what needs your attention.

Across all openings

No New candidates added in the last 7 days

No Candidates to be advanced/rejected

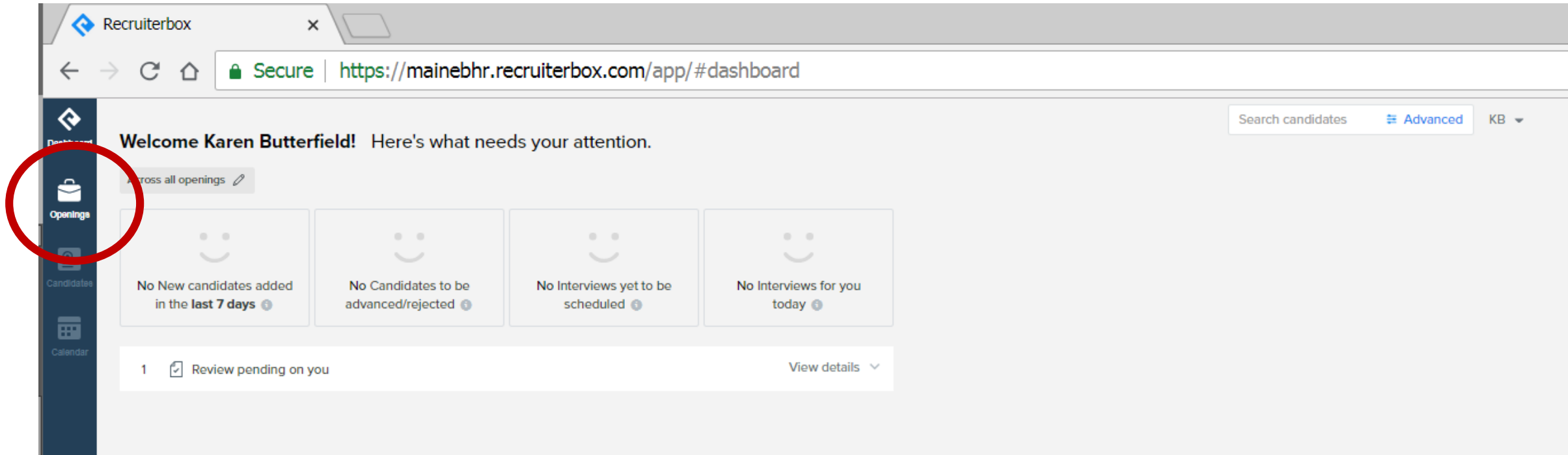
No Interviews yet to be scheduled

No Interviews for you today

1 ☒ Review pending on you View details

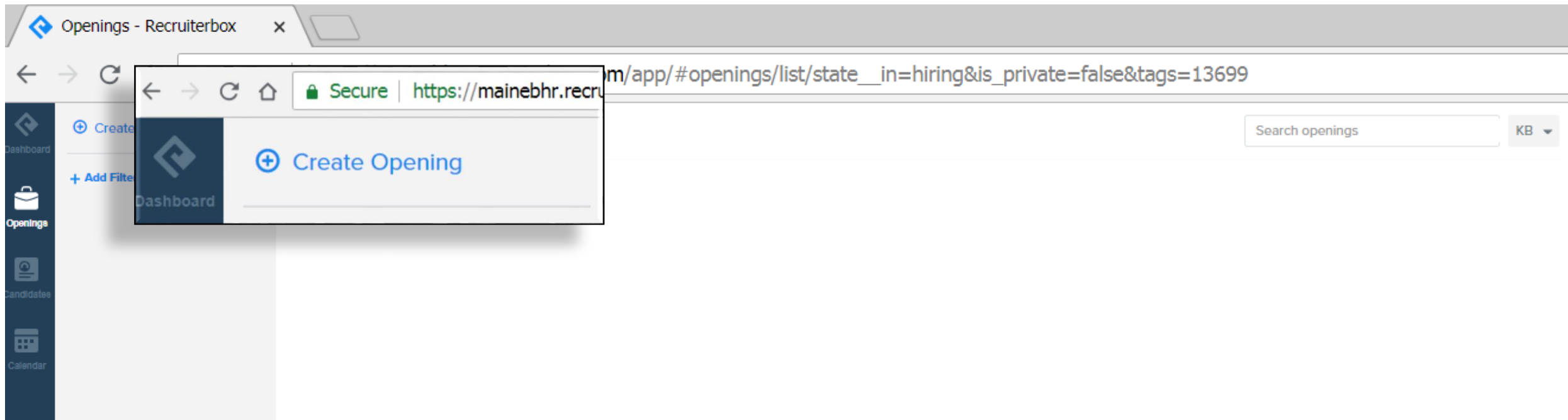
Search candidates Advanced KB

# Click on openings



# Click create opening

- Create a new opening rather than copying an old, this seems to work cleaner.



# Enter the job title name

Openings - Recruiterbox x Karen

Secure | <https://mainebhr.recruiterbox.com/app/#openings/create/>

← Back Search openings KB

## Create opening - Opening details

Opening name\*

Office Specialist I

Enter a location

☐ Remote working is an option for this opening

Job description\*

Paragraph B I U Link Image Bulleted list Numbered list Undo Redo Insert image

- 1 Opening details
- 2 Hiring stages
- 3 Applicant experience
- 4 Candidate sourcing

# Copy details from another opening

(USE YOUR ASSIGNED TEMPLATE)

**Tip:** start typing the word template in the dropdown menu to find your designated template.

Always use the template to ensure the appropriate direct hire application is used.

The screenshot displays the 'Create opening - Opening details' form in the Recruiterbox application. The form includes fields for 'Opening name\*' (containing 'Office Specialist I'), 'Job type' (containing 'Full time'), 'Location\*' (containing 'Enter a location'), and 'Team'. A checkbox for 'Remote working is an option for this opening' is present. The 'Job description\*' field is a rich text editor with a toolbar. A dropdown menu is open on the right side of the form, titled 'Copy details from another opening ^'. The menu lists various templates, with 'Attorney General Template' highlighted. The list of templates includes: 'template', 'General Government SC Template', 'Attorney General Template', 'Secretary of State Template', 'Baxter State Park Template', 'Treasury Template', 'Riverview Psychiatric Center Template', 'Dorothea Dix Psychiatric Center Template', 'DHHS JOBS Template', and 'SESC Template - ACN'. The background shows the application's sidebar with icons for Dashboard, Openings, Candidates, and Calendar.

# You will get a notice stating which details are being copied

The screenshot shows a web browser window with the URL <https://mainebhr.recruiterbox.com/app/#openings/create/>. The page is titled "Create opening - Opening details". The form includes fields for "Opening name\*", "Location\*", "Job type" (with a dropdown showing "Not applicable"), "Team" (with a dropdown showing "Enter Job Category"), and "Job description\*" (with a rich text editor). A checkbox for "Remote working is an option for this opening" is also present. A callout box on the right lists the details that will be copied from the opening, including the application form questions.

Openings - Recruiterbox x

Secure | <https://mainebhr.recruiterbox.com/app/#openings/create/>

← Back

## Create opening - Opening details

Opening name\*

Location\*

Enter a location

Job type

Not applicable

Team

Enter Job Category

☐ Remote working is an option for this opening

Job description\*

Paragraph

Enter Job Bulletin Details Here

Following details will be copied from the opening, General Government SC Template

**Application form:**

1. First Name, 2. Last Name, 3. Address, 4. Email, 5. Phone, 6. Resume or Work History - If you do NOT have a resume, please visit <http://www.maine.gov/bhr/node/174> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below, 7. Cover Letter, 8. Are you a current or former employee of the State of Maine?, 9. Have you ever worked, attained licensing or certification attend school or been convicted of a criminal offense under a different name?, 9a. If Yes, list name(s) below:, 10. Are you at least 18 years of age?, 11. Do you have a valid driver's license?, 11a. State Issued, 11b. If Yes,

# Job Type

Openings - Recruiterbox x

Secure | <https://mainebhr.recruiterbox.com/app/#openings/create/>

← Back Search openings

### Create opening - Opening details [Copy details from another opening ▾](#)

Opening name\*

Location\*

Enter a location

☐ Remote working is an option for this opening

Job type

- Not applicable
- Full time
- Part time
- Contract
- Not applicable

Job description\*

Paragraph B I U Link Unlink Bulleted list Numbered list Undo Redo Insert image

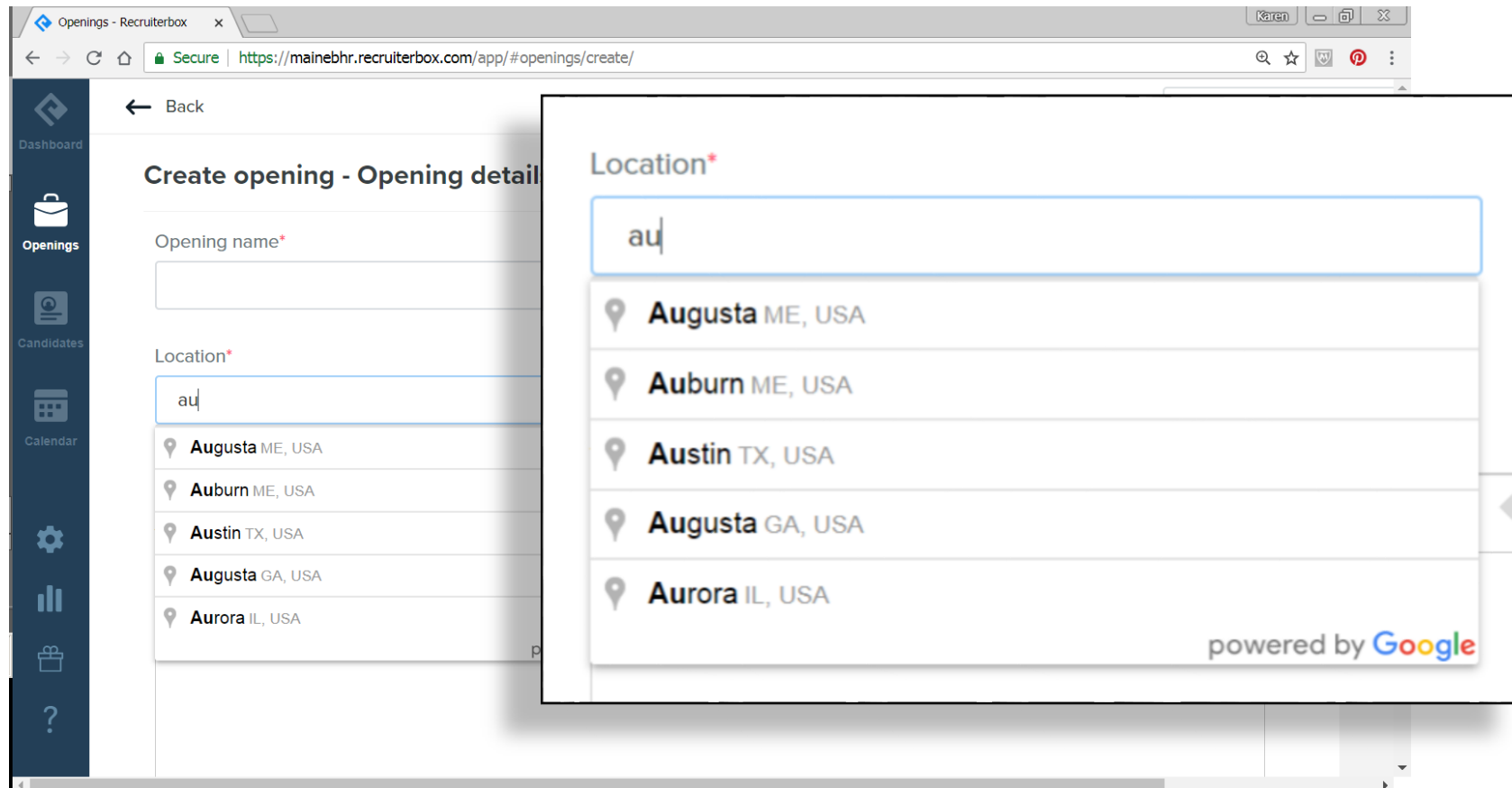
Note: job type is to let the job seeker know about the hours worked, if it is a seasonal/limited period etc, it will still have a full time/part time status...

Seasonal/Limited Period etc work should be clearly stated in the bulletin.



# Location

- Start typing the city, a list should pop up with options, try to always choose from the automated drop down options. Typing in a location (such as “Augusta, Maine”) instead of selecting from the drop down causes formatting issues when the position is posted on certain job boards.



# Team= Category

The screenshot shows a web browser window with the URL <https://mainebhr.recruiterbox.com/app/#openings/create/>. The page is titled "Create opening - Opening details". The form includes fields for "Opening name\*" (containing "Office Specialist I"), "Job type" (containing "Not applicable"), "Location\*" (containing "Augusta, ME, USA"), and "Job description\*" (containing "Enter Job Bulletin Details Here"). A "Team" dropdown menu is open, showing a list of options: "Enter Job Category H", "Enter Job Category H", "Administrative", "State Police Trooper", "test", "Customer Service", "Webservices", "Web", "Finance", and "Human Services". A modal window titled "Team" is also visible, showing a search bar with "ad" and a list of results: "Add team: ad", "Office of Aging and Disability Services (OADS)", "Administrative", "Graduate Nurse", and "Administrative Services".

- **Note:** ALWAYS check to see if there is a team/category close to what you are posting, always use these, try to limit adding categories- Check the BHR site to see what is currently being used.

# Enter the Job Description

Dashboard

Openings

Candidates

Calendar

Job description\*

Paragraph

**B**

*I*

U

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**  
**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

Additional details


Next... Formatting the  
bulletin


# Formatting Job Bulletins


Some of your agencies may ask for additional information, formatting this information will be left to your discretion. For consistency, we recommend the following for the general information...

# Opening Details

Dashboard

  
Openings

  
Candidates

  
Calendar

## Create opening - Opening details

[Copy details from another opening](#) 

Opening name\*

Title Case

Job type

Full time (Auto)



Location\*

Enter a location (Auto)

Team

Human Resources Title Case

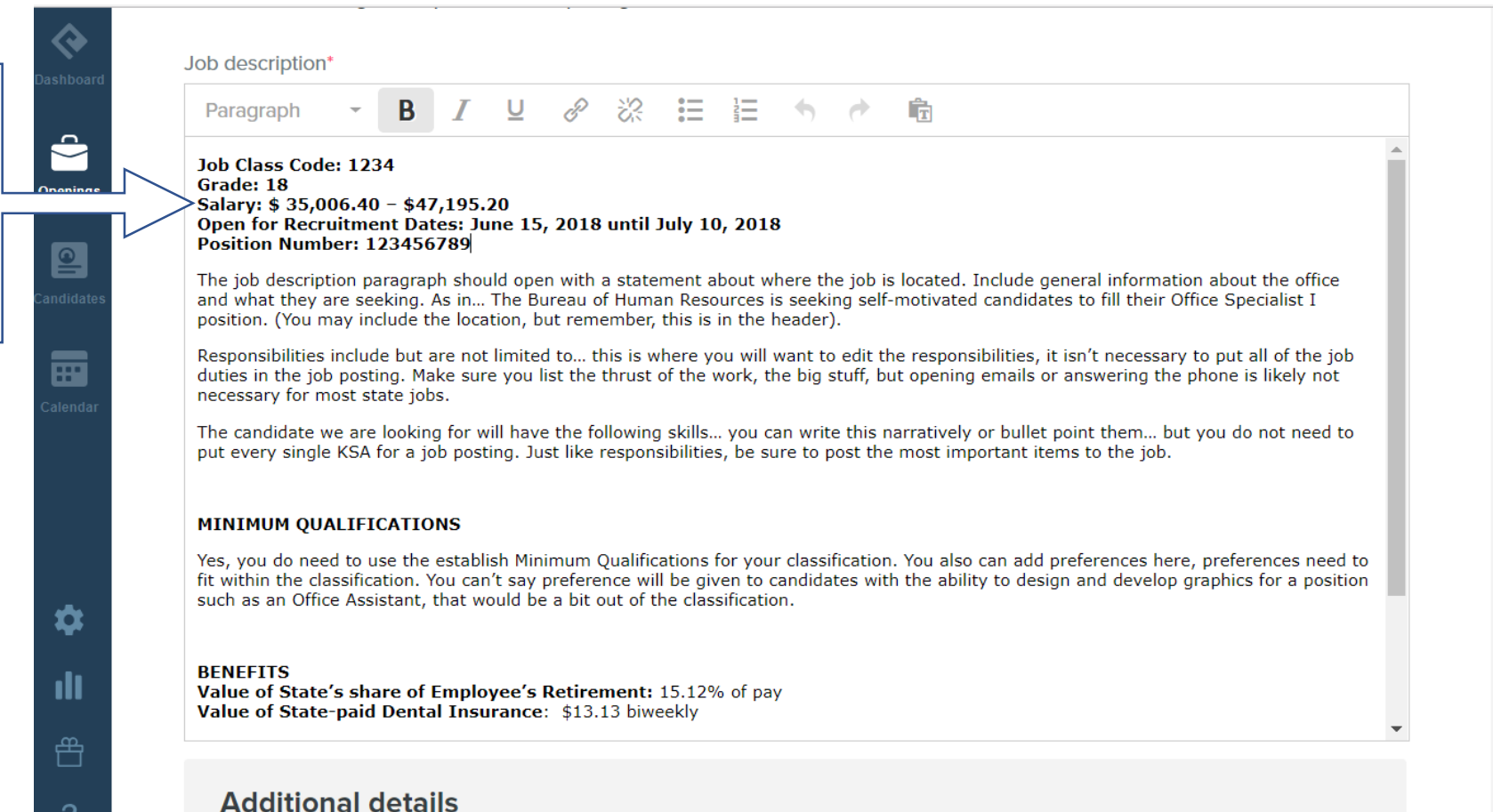


☐ Remote working is an option for this opening

# Job description details- header

Job Class Code:  
Salary Grade:  
Salary:  
Open Close Dates:  
Position Number:

**Left Justified**  
**Bold**  
**Normal Font**



The screenshot shows a web interface for creating a job description. On the left is a dark blue sidebar with icons for Dashboard, Openings, Candidates, Calendar, and a settings icon. The main content area is titled 'Job description\*' and features a rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Link, Unlink, Bulleted List, Numbered List, Undo, Redo, and a Print icon. The text in the editor is left-aligned and bolded. It includes the following information: Job Class Code: 1234, Grade: 18, Salary: \$ 35,006.40 – \$47,195.20, Open for Recruitment Dates: June 15, 2018 until July 10, 2018, and Position Number: 123456789. Below this is a paragraph of text about the job description, followed by a section titled 'MINIMUM QUALIFICATIONS' with a paragraph of text, and a section titled 'BENEFITS' with two lines of text. At the bottom of the main content area is a grey button labeled 'Additional details'.

Job description\*

Paragraph **B** *I* U [Link](#) [Unlink](#)

- 

- 

[Undo](#) [Redo](#) [Print](#)

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

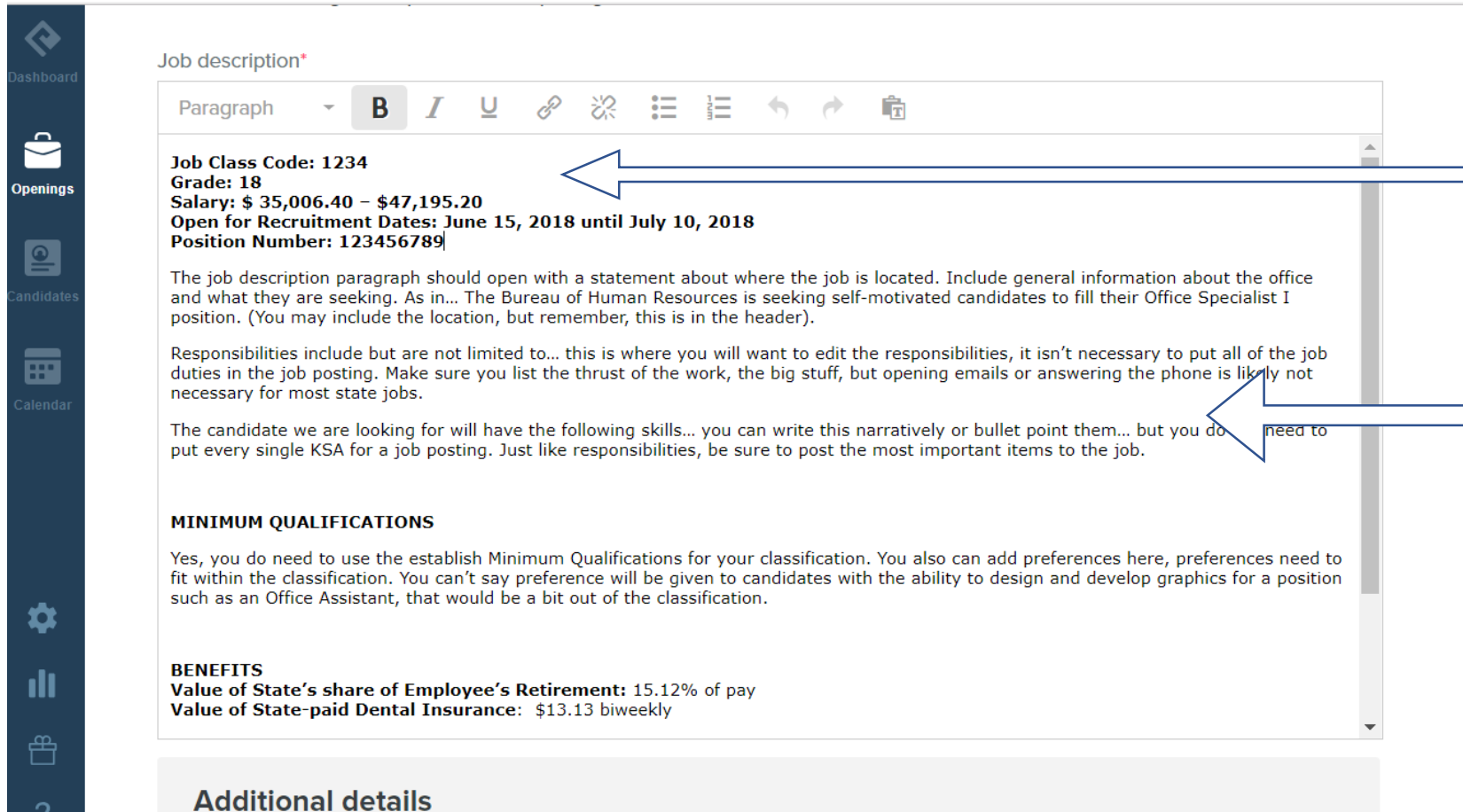
Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**  
**Value of State's share of Employee's Retirement: 15.12% of pay**  
**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Additional details**

**Note:** You do not need to include the title of the job inside the job description (It is in the previous section)

# Job description details- body



The screenshot shows a web interface for creating a job description. On the left is a dark blue sidebar with icons for Dashboard, Openings, Candidates, and Calendar. The main area is titled "Job description\*" and contains a rich text editor with a toolbar. The job details are as follows:

**Job Class Code:** 1234  
**Grade:** 18  
**Salary:** \$ 35,006.40 – \$47,195.20  
**Open for Recruitment Dates:** June 15, 2018 until July 10, 2018  
**Position Number:** 123456789

The first paragraph of the description reads: "The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header)." A blue arrow points from a callout box to this paragraph.

The second paragraph reads: "Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs." A blue arrow points from a callout box to this paragraph.

The third paragraph reads: "The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job." A blue arrow points from a callout box to this paragraph.

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**  
**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

At the bottom, there is a section labeled "Additional details".

**Annotations:**

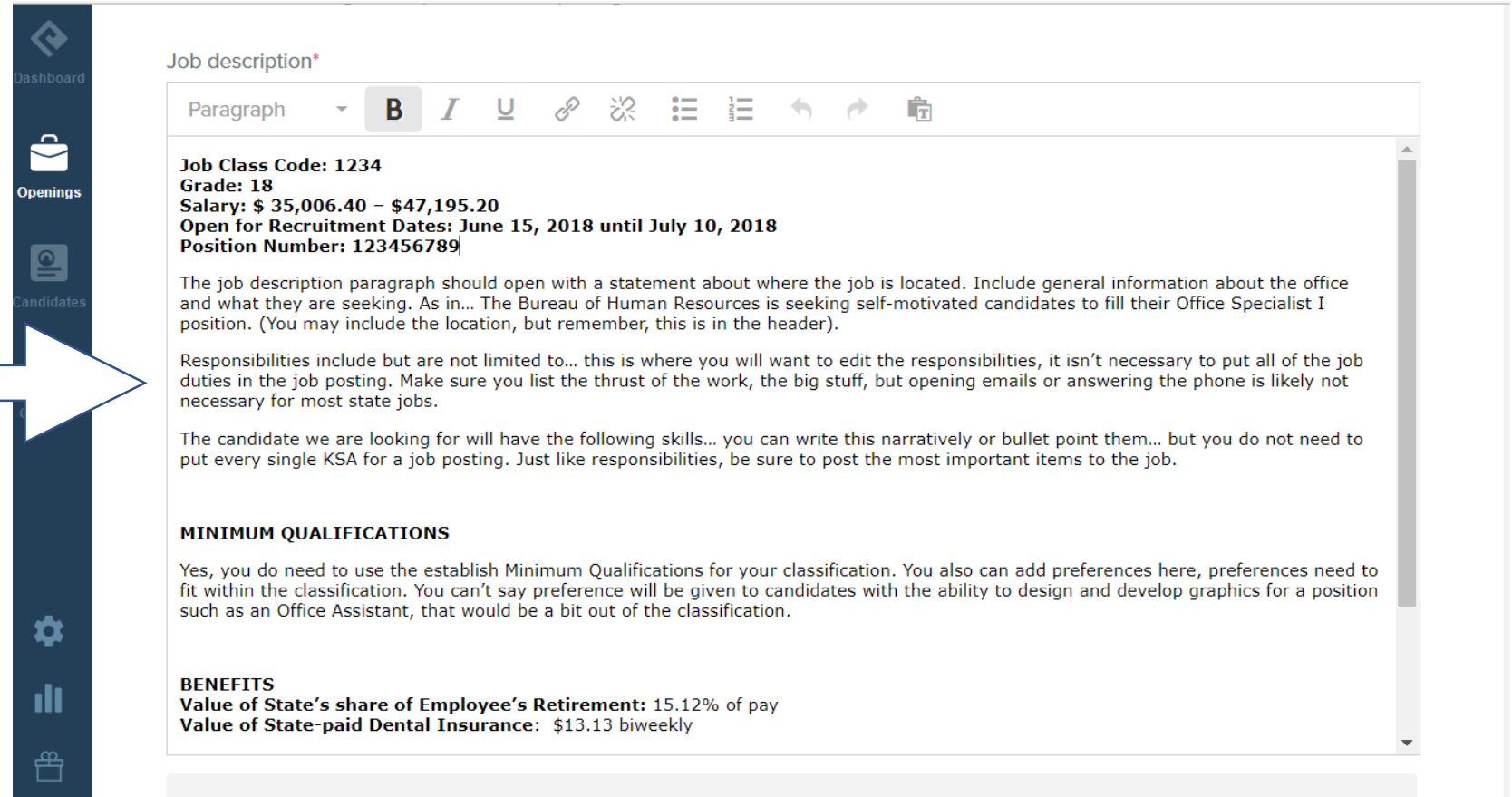
- Opening should include this information- **Set in Header 4** (position number optional)
- First paragraph include: Department/bureau  
General info about office
- Example: The Bureau of Human Resources is seeking a self-motivated candidate to fill their Office Specialist I position

# Job description details- body

Second paragraph: what will the job entail?

Responsibilities include but are not limited to....

Describe the work, be brief, use bullets, capture the thrust of the work



Job description\*

Paragraph **B** *I* U Link

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
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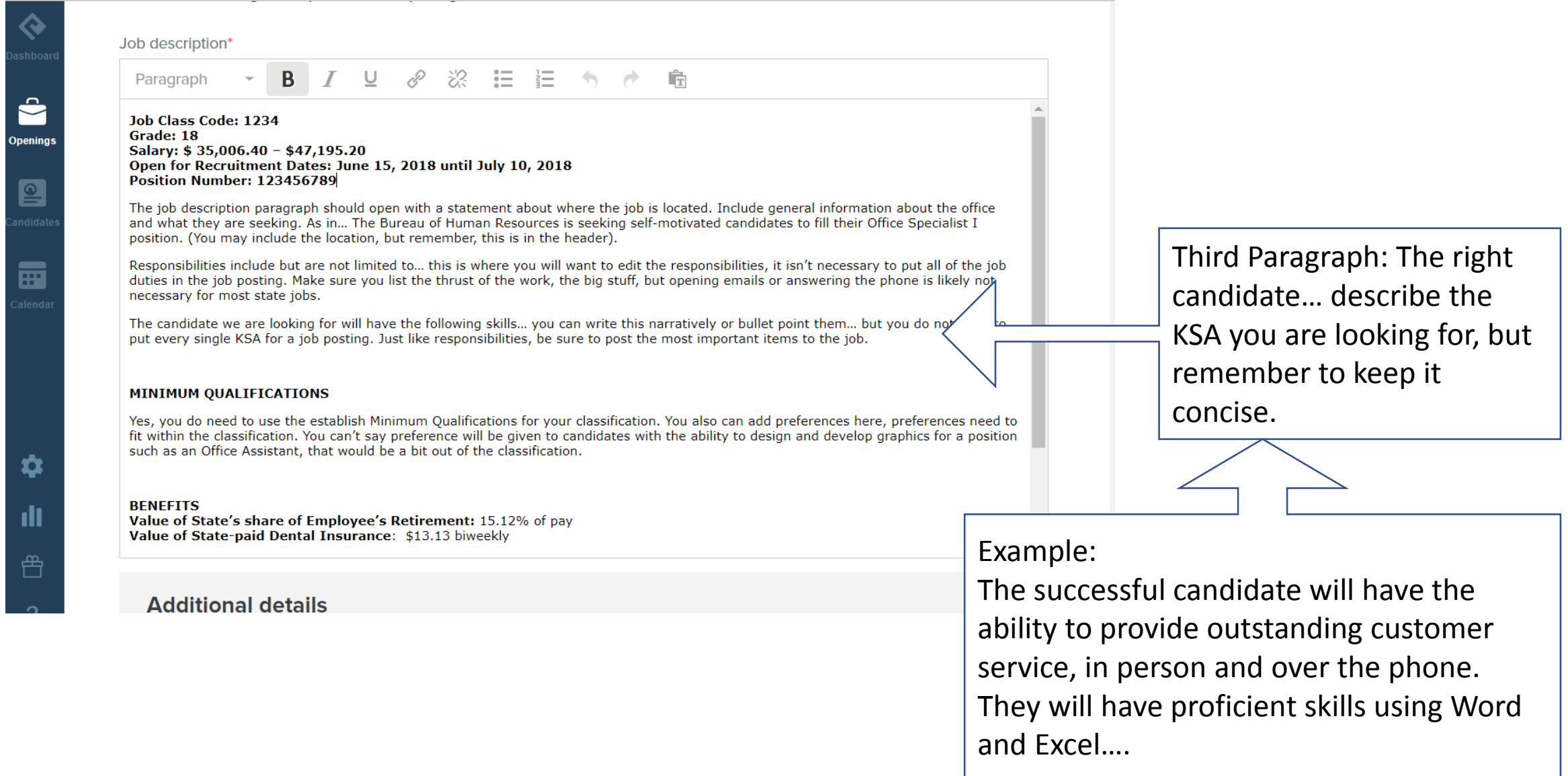
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**BENEFITS**  
**Value of State's share of Employee's Retirement: 15.12% of pay**  
**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Note:** It is not necessary to include all duties listed on the spec in the job bulletin. The bulletin should reflect the essential responsibilities and the “subject” of the work, not the general language of a class spec.



# Job description details- body



The screenshot shows a web interface for creating a job description. On the left is a dark blue sidebar with icons and labels for 'Dashboard', 'Openings', 'Candidates', 'Calendar', and a settings icon. The main content area is titled 'Job description\*' and features a rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Link, Unlink, Bulleted List, Numbered List, Undo, Redo, and a document icon. The job details section includes: Job Class Code: 1234, Grade: 18, Salary: \$ 35,006.40 – \$47,195.20, Open for Recruitment Dates: June 15, 2018 until July 10, 2018, and Position Number: 123456789. The body text contains three paragraphs: a general location statement, a responsibilities section, and a skills section. Below this is a 'MINIMUM QUALIFICATIONS' section with explanatory text. The 'BENEFITS' section lists 'Value of State's share of Employee's Retirement: 15.12% of pay' and 'Value of State-paid Dental Insurance: \$13.13 biweekly'. At the bottom is a grey bar labeled 'Additional details'. Annotations include a blue box on the right stating 'Third Paragraph: The right candidate... describe the KSA you are looking for, but remember to keep it concise.' with an arrow pointing to the third paragraph, and another blue box at the bottom right stating 'Example: The successful candidate will have the ability to provide outstanding customer service, in person and over the phone. They will have proficient skills using Word and Excel....' with an arrow pointing to the skills paragraph.

Job description\*

Paragraph **B** *I* U Link Unlink

Bulleted List

Numbered List
Undo Redo Document

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
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**BENEFITS**  
**Value of State's share of Employee's Retirement: 15.12% of pay**  
**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Additional details**

Third Paragraph: The right candidate... describe the KSA you are looking for, but remember to keep it concise.

Example:  
The successful candidate will have the ability to provide outstanding customer service, in person and over the phone. They will have proficient skills using Word and Excel....

# Job description details- Minimum Qualifications



Job description\*

Paragraph **B** *I* U

position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the established Minimum Qualifications for your classification. You also can add preferences here, but they must fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**

**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

**Value of State-paid Health Insurance\*:**

**Level 1:** 100% State Contribution = \$427.57 biweekly (employee pays nothing)  
**Level 2:** 95% State Contribution = \$406.19 biweekly (Employee pays: 5%)  
**Level 3:** 90% State Contribution = \$384.81 biweekly (Employee pays: 10%)  
**Level 4:** 85% State Contribution = \$363.43 biweekly (Employee pays: 15%)

\*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2017.

**Additional details**

MINIMUM QUALIFICATIONS  
CAPS- BOLD  
Body- normal

Always use established MERS. You may add a preference, but be sure it always fits within the classification.

# Job description details- Benefits

Benefits must be included at the bottom on all bulletins.

Update the benefits as of JULY 1st each year.

Dashboard

Openings

Candidates

Calendar

Job description\*

Paragraph

**B**

*I*

U

position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

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**BENEFITS**

**Value of State's share of Employee's Retirement:** 15.12% of pay

**Value of State-paid Dental Insurance:** \$13.13 biweekly

**Value of State-paid Health Insurance\*:**

**Level 1:** 100% State Contribution = \$427.57 biweekly (employee pays nothing)

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**Level 4:** 85% State Contribution = \$363.43 biweekly (Employee pays: 15%)

\*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2017.

Additional details

# Additional details

**Additional details**  
Use this to organize your openings internally. This information is only seen by logged in users

Position Number

agency\_name

closing

Save as draft, or  
save and move  
to next step

**Note:** These fields will not be seen on the bulletin, but may help you with organizing RB bulletins. You should also know that the Closing date will not automatically close the job posting.

# Application

The screenshot displays the 'JOB SETTINGS' tab in a hiring application system. A blue arrow points to the 'Application form' link. The interface includes a sidebar with 'Openings', 'Candidates', 'Calendar', and settings icons. The main content area shows 'Application form', 'Auto response email to applicants', and 'EEOC as part of application form' settings. The right sidebar shows 'Hiring stages' and 'Users working on this opening'.

**Openings**

**Candidates**

**Calendar**

**Settings**

**Job Details** **Candidate Sources** **JOB SETTINGS** **Comments**

**Application form** → **Click on Application**

**Auto response email to applicants** → **Disabled**

**EEOC as part of application form** **Disabled** **Enabled**

After a candidate applies to your opening, they can fill in data that help you comply with U.S. EEOC norms.

**Hiring stages** **+ Add a new stage**

**New Candidate**

**Add Candidates** **Advertise Job** **Setup Stages**

**Hiring stages**

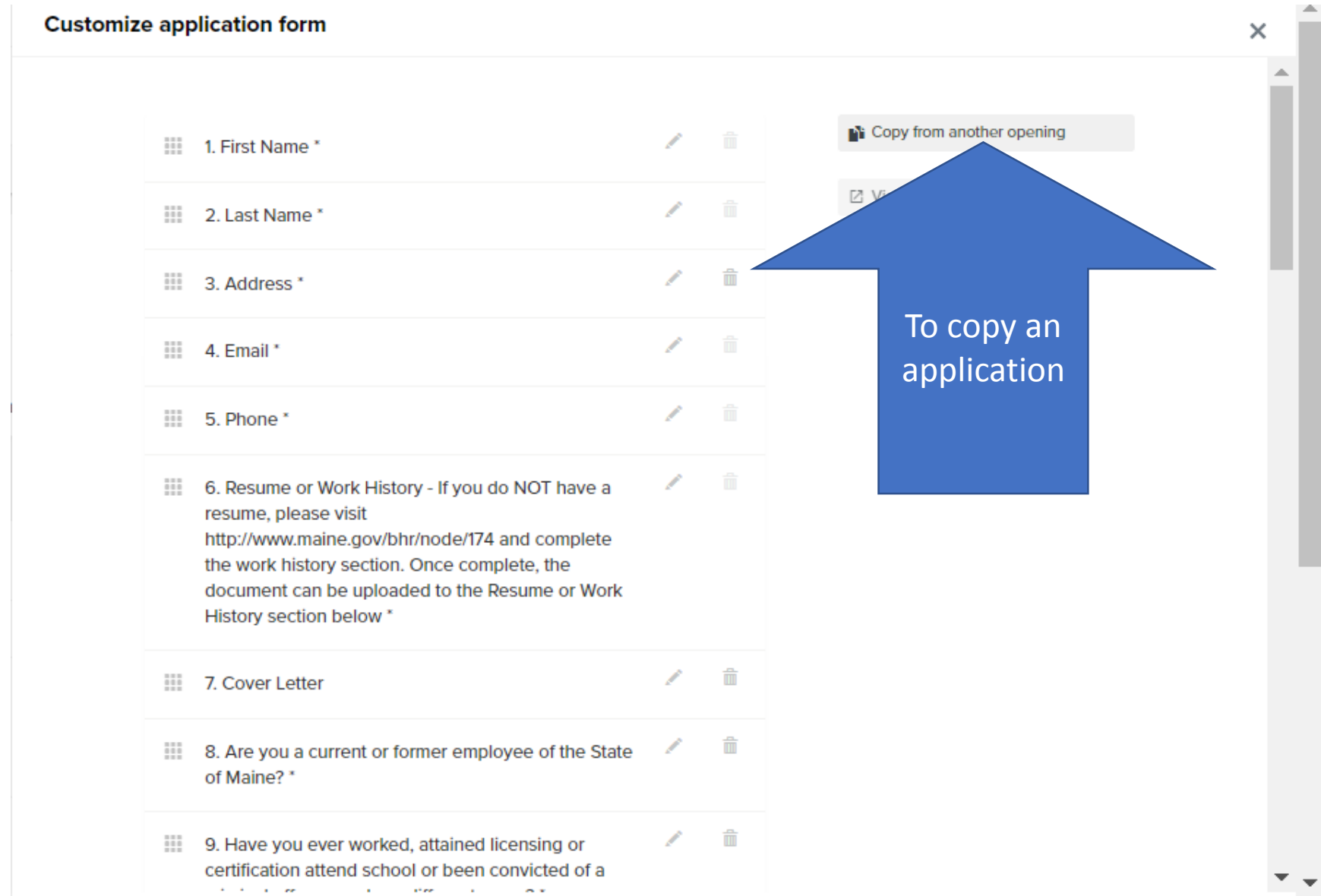
**Users working on this opening**

Your application should automatically follow your template.... however, we recommend you check. Click on the application form....

# Application

When you click on the application, you should see a list of questions (20).

If you do not, click on the “copy from another opening” button



The screenshot shows a web interface titled "Customize application form" with a close button (X) in the top right corner. Below the title is a list of nine application questions, each with a grid icon on the left and edit/delete icons on the right. The questions are:

- 1. First Name \*
- 2. Last Name \*
- 3. Address \*
- 4. Email \*
- 5. Phone \*
- 6. Resume or Work History - If you do NOT have a resume, please visit <http://www.maine.gov/bhr/node/174> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below \*
- 7. Cover Letter
- 8. Are you a current or former employee of the State of Maine? \*
- 9. Have you ever worked, attained licensing or certification attend school or been convicted of a

On the right side of the interface, there is a button labeled "Copy from another opening" with a document icon. A large blue arrow points from the bottom right towards this button, with the text "To copy an application" written inside the arrow.

# Application

The screenshot shows a 'Customize application form' dialog box. A dropdown menu titled 'Copy Application Form from...' is open, displaying a list of templates. A blue arrow points to the 'General Government SC Template' option, which is the first item in the list. Below the list, there are fields for '4. Email\*', '5. Phone\*', and '6. Resume or Work History - If you do NOT have a resume, please visit <http://www.maine.gov/bhr/node/174> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below\*'. At the bottom of the dialog, there are 'Cancel' and 'Use this form' buttons.

Customize application form

Copy Application Form from...

- General Government SC Template
- General Government SC Template
- Graduate Nurse
- Groundskeeper II
- Groundskeeper II
- Habilitation Aide (HS Caseworker Assistant)
- Heavy Vehicle & Equipment Technician
- Hospital Custodial Worker I

4. Email\*

5. Phone\*

6. Resume or Work History - If you do NOT have a resume, please visit <http://www.maine.gov/bhr/node/174> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below\*

7. Cover Letter

Cancel Use this form

Use the drop down at the top to select the template. There should be 20 questions listed on the direct hire application.

# Customize the application

## Customize application form

The screenshot shows a web interface for customizing an application form. It features two question cards. The first card, labeled '19a.', contains text about listing offenses. The second card, labeled '20.', contains text about reading and accepting terms and conditions. Below the questions, there is a '+ Add a Question' link and a blue 'Done' button. A blue callout box with an arrow points to the 'Done' button, containing the text 'Click done to close this screen'.

19a. If Yes, please list offenses. (Include any guilty pleas entered, military court martial, traffic violation convictions for Operating Under the Influence (OUI) or traffic violations that resulted in your license being suspended. Do not include here any juvenile adjudications or traffic violations not listed above. More information may be requested depending on position.

20. Before you submit your application, the State of Maine requires you read and accept the terms and conditions associated with the application process: <http://www.maine.gov/bhr/node/175>. Please type your name below to confirm you are agreeing to the terms and conditions. Your name in the box below will not be processed.

+ Add a Question

Done

Do you have additional information you'd like your applicant to supply?

You can add questions to the bottom of the application.



# Auto Response

The screenshot shows the 'JOB SETTINGS' tab selected in a hiring application interface. The left sidebar contains navigation links: Openings, Candidates, Calendar, and a settings icon. The top navigation bar includes 'JOB DETAILS', 'CANDIDATE SOURCES', 'JOB SETTINGS' (highlighted), and 'COMMENTS'. On the right, there are links for 'Add Candidates', 'Advertise Job', 'Setup Stages', and a help icon. The main content area is divided into two sections. The top section, titled 'Application form', contains three items: 'Application form' with a right arrow, 'Auto response email to applicants' with a right arrow and a blue callout box saying 'Click on auto response', and 'EEOC as part of application form' with a toggle switch set to 'Enabled'. The bottom section, titled 'Hiring stages', has a '+ Add a new stage' link and a 'New Candidate' input field. A right sidebar contains links for 'Hiring stages' and 'Users working on this opening'.

Openings

Candidates

Calendar

JOB DETAILS CANDIDATE SOURCES **JOB SETTINGS** COMMENTS

Add Candidates Advertise Job Setup Stages

Application form →

Auto response email to applicants → Click on auto response Disabled

EEOC as part of application form Disabled Enabled

After a candidate applies to your opening, they can fill in data that help you comply with U.S. EEOC norms.

Hiring stages + Add a new stage

New Candidate

Hiring stages

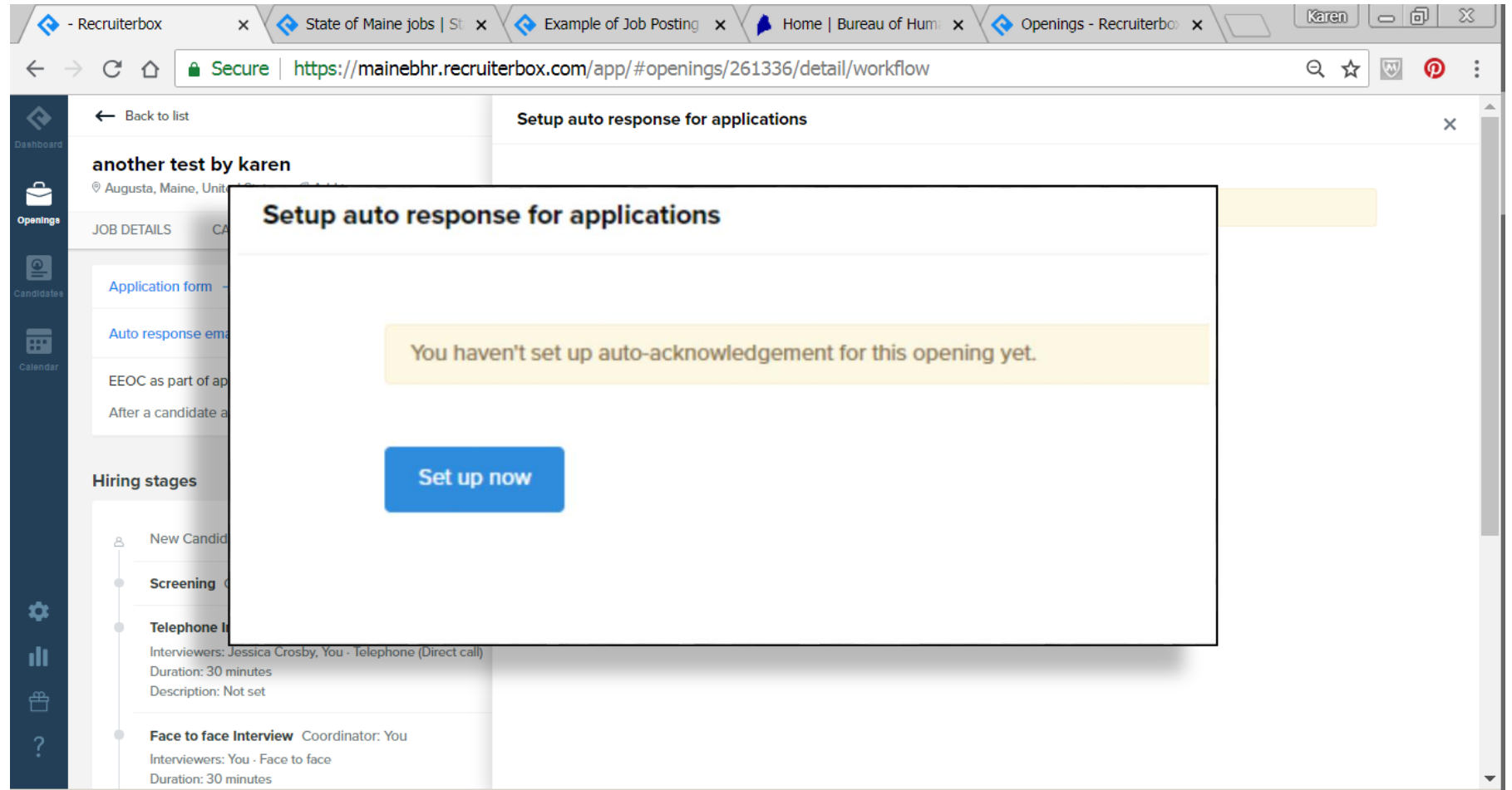
Users working on this opening

It is recommended to set up an auto response so your applicant will know they have submitted their application. They are not automatically set up, you must turn this on each time.

# Auto Response

Setting this up is quick, we've preloaded a generic template.

Click Set up now...



# Auto Response

### Setup auto response for applications

You haven't set up auto-acknowledgement for this opening yet.

Auto response saved successfully!  
[Send me a test message](#)

Status

Enabled

Sender

Karen Butterfield

Email Subject

Thank you for your application


[Load from a template](#)

Email Body

Hi {{candidate-first-name}},

Thank you for your application to the position of {{opening-name}}. We have received your application and we will be processing it soon.

Thanks,



Create

You can change this here, you can also click on load from a template to select one you've created.

Click create- yellow highlight will turn from yellow to green when saved.

# Auto Response

**another test by karen**  
📍 Augusta, Maine, United States [Add tags](#)

[JOB DETAILS](#) [CANDIDATE SOURCES](#) **[JOB SETTINGS](#)** [COMMENTS](#) [Add Candidates](#)

[Application form](#) →

[Auto response email to applicants](#) →

EEOC as part of application form ☐ Disabled ☒ Enabled

After a candidate applies to your opening, they can fill in data that help you comply with U.S. EEOC norms.



Auto response enabled → ☒ Enabled



# Job Bulletin- Hiring stages



This is your hiring workflow. You can set up each stage of your hiring process in this area.



## another test by karen - Hiring stages

New Candidate [+ Add a new stage](#)

**Screening** Coordinator: You  

**Telephone Interview** Coordinator: You  
Interviewers: You · Telephone (Direct call)  
Duration: 30 minutes  
Description: Not set  

**Face to face Interview** Coordinator: You  
Interviewers: You · Face to face  
Duration: 30 minutes  
Description: Not set  

**Make Offer** Coordinator: You  

[+ Add a new stage](#)

Setting up the hiring workflow helps you and your colleagues to share work easily with each other

Customize your workflow by clicking on the pencil to edit stage

Need another step? You can add them here too!

Don't need a step? Delete through the edit

# Adding others

The screenshot displays a hiring workflow interface. On the left, a sidebar contains navigation links: 'Dashboard', 'Openings', and 'Candidates'. The main area is titled 'Hiring stages' and shows a sequence of stages: 'New Candidate', 'Screening' (Coordinator: You), and 'Telephone Interview' (Coordinator: You). A blue arrow points from the 'Telephone Interview' stage to the right, where an 'Edit stage' modal is open. The modal contains the following information:

- Telephone Interview** (with a pencil icon for editing)
- Coordinator:** You (with a pencil icon for editing)
- PRESETS FOR THE INTERVIEW**  
These can be overridden while scheduling interview for any candidate.
- Interview title**  
Telephone Interview
- Interviewers**  
Jessica Crosby x You x
- Type / Medium**  
Telephone (Direct call) (dropdown arrow)
- Duration**  
30 minutes (dropdown arrow)

At the bottom of the interface, a note states: 'Setting up the hiring workflow helps you and your colleagues to share work e... Stages above reflect the steps in your hiring process. Coordinator of a stage t...

You can assign others to help. You can add them to a specific stage by clicking on the pencil to edit the stage.

# Adding others

Calendar

Setting up the hiring workflow helps you and your colleagues to share work easily with each other. Stages above reflect the steps in your hiring process. Coordinator of a stage typically schedules interviews, collects evaluation from interviewers and communicates with the candidate. [Learn more about this](#)

Users working on this opening

+ Add new user

You Karen.G.Butterfield@maine.gov

Assigned stages: Screening, Telephone Interview, Face to face Interview, Make Offer

You can also add individuals as a job admin at the bottom of the page.

**Note:** adding someone as a Job Admin, will allow them to edit the job bulletin, and see all of the candidates, including fields marked private.

After you've verified all of your stages are correct, you may publish the document by clicking on the drop down in the upper right of your screen... click "publish" or "use internally" if you are only sharing it with internal candidates.

The screenshot displays the MaineBHR RecruiterBox web application. The browser address bar shows the URL: <https://mainebhr.recruiterbox.com/app/#openings/261336/detail/workflow>. The page title is "another test by karen" with a location of "Augusta, Maine, United States". The "JOB SETTINGS" tab is selected, showing options for "Application form", "Auto response email to applicants", and "EEOC as part of application form" (which is currently "Enabled").

A dropdown menu is open, showing the following options:

- Send for approval
- Publish
- Use Internally
- Archive

The background interface includes a sidebar with navigation links: Dashboard, Openings, Candidates, and Calendar. The main content area shows "Hiring stages" with a list of stages: "New Candidate", "Screening" (Coordinator: You), "Telephone Interview" (Coordinator: You, Interviewers: Jessica Crosby, You - Telephone (Direct call), Duration: 30 minutes, Description: Not set), and "Face to face Interview" (Coordinator: You, Interviewers: You - Face to face, Duration: 30 minutes).