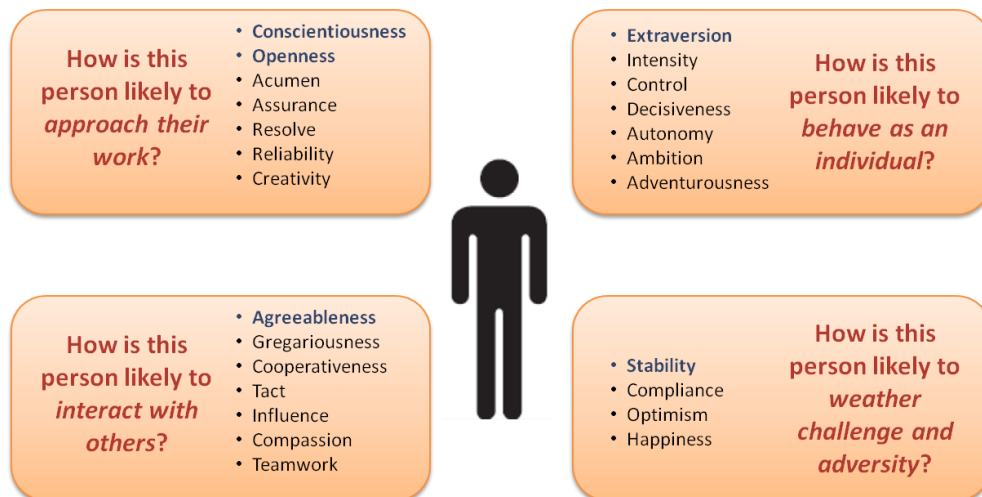**ONTARIO ELECTRICAL LEAGUE**

ONTARIO MECHANICAL LEAGUE

Job Board Employer Instructions

THE BASICS

The Ontario Electrical/Mechanical League (OEL/OML) Job Board gives you, the employer, direct access to a growing database of job seekers, **specifically in the plumbing and electrical trades**, who are pre-screened and, to some degree, pre-qualified.

➢ Post a job, specifying your criteria for that job.
➢ Search a growing database of people who meet your criteria.
➢ Download profiles for an unlimited number of candidates – complete with their full work history, education, skills and other background.
➢ Enjoy the option to promote your job on Indeed, Monster, Google Jobs and Glassdoor – FREE!
➢ Gain insight into candidates' likely fit in your job through built-in predictive analytics. OEL/OML's Job Board uses the state-of-the-art TalentSorter psychometric assessment tool to measure a candidates' preferences and behavioral traits across 25 dimensions that fall into four categories, as shown here.

How is this person likely to *approach their work*?
- Conscientiousness
- Openness
- Acumen
- Assurance
- Resolve
- Reliability
- Creativity

How is this person likely to *behave as an individual*?
- Extraversion
- Intensity
- Control
- Decisiveness
- Autonomy
- Ambition
- Adventurousness

How is this person likely to *interact with others*?
- Agreeableness
- Gregariousness
- Cooperativeness
- Tact
- Influence
- Compassion
- Teamwork

How is this person likely to *weather challenge and adversity*?
- Stability
- Compliance
- Optimism
- Happiness

When you select candidates from the database for consideration, they each appear in your private dashboard, with a **FitScore**, a numeric representation, from 0 - 100, of that person's likely fit in the job. The FitScore is one of the valuable Job Board tools to help you streamline your recruiting and hiring process.

1

Getting Started
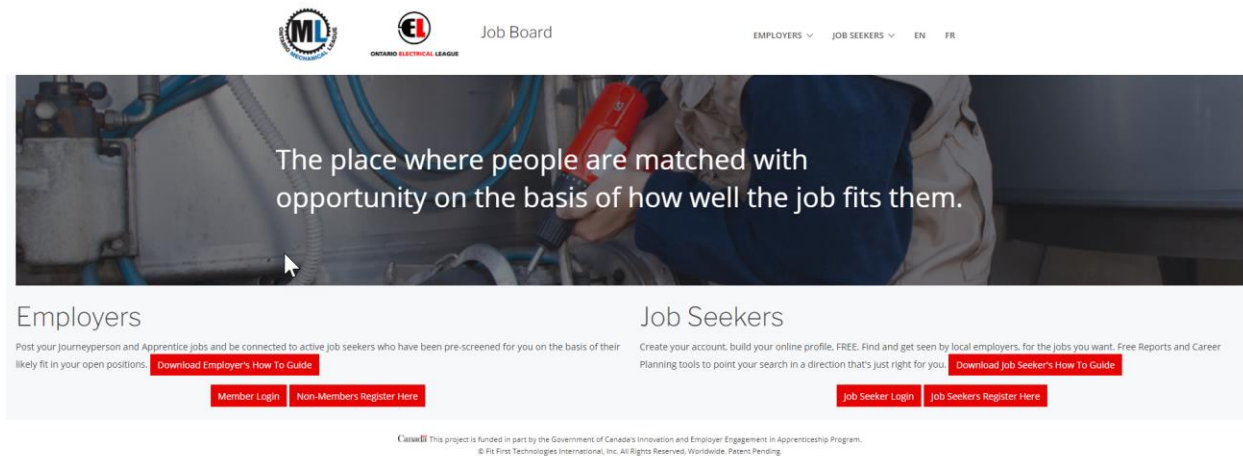
1. Go to www.OEL.org and select **Job Board** in the top banner. This will bring you to https://OEL.talentsorter.com/
2. Under **Employers**, click on the **Member Login** button.
3. Enter the Email and Password you use for your OEL/OML member login.
4. The TalentSorter Terms and Conditions box will pop up. Please select "I agree."
5. You will be taken your company's Dashboard. *(See page 10 for more on the Dashboard.)*
6. You will see an instructional video for posting a job or follow the instructions below.

ONTARIO ELECTRICAL LEAGUE

Post a Job and Source Candidates
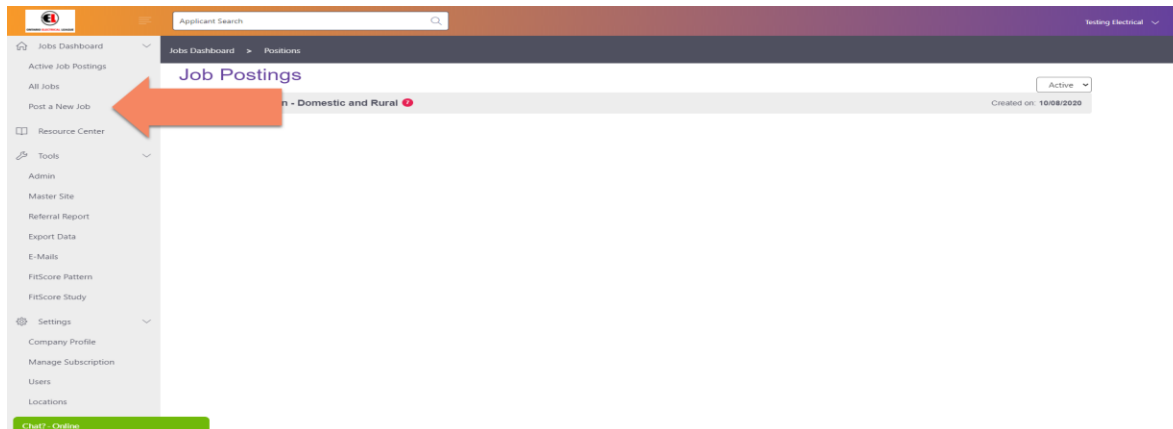
NOTE: OEL/OML **MUST approve** all jobs before they appear on the Job Board.

Click on **'Post a New Job'** and follow these steps.

Step 1: Choose the Position

The system is pre-loaded with 5 standardized job description templates, listed below. Find the position you are hiring for and click **Use** on the far right of screen.

- 309A Electrician - Construction and Maintenance
- 309C Electrician - Domestic and Rural
- 434A Powerline Technician
- 442A Industrial Electrician
- 306A - Plumber
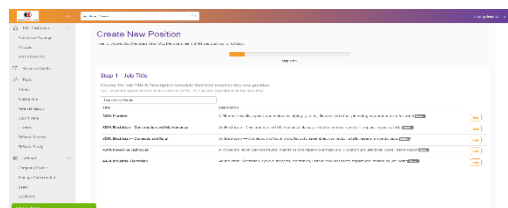
➢ **IMPORTANT:** Job Board is geared to 5 licensed Journeyperson and Apprentice jobs in keeping with OEL/OML's commitment to the trades. Job seekers must have an **Ontario College of Trades (OCOT) number** to register. If you post other industry jobs, such as Sales Estimator, most of your applicants will come through the external job boards.

➢ **OPTION:** If your job description is a lot different than the templates, you can build your posting from scratch, using **Create Custom Position**. Call the OEL/OML office for assistance.

Step 2: Complete the Setup

1. Job Title and **Job Description:** Change or add to this text as needed for your job. If needed, you can delete all the text and copy in your own. When you're finished, click **Next** in lower right.

2. Job Requirement Questions
If you don't wish to use these, select **Don't Include Any** at the top right. To use existing questions, select the desired response to the right of each question. To delete questions, click the garbage can icons to the left. To add different questions, use **Add Question** at the bottom of the screen and select the question type to the left of this field. **Highly Recommended:** As a minimum, we suggest using the question, **"Are you legally eligible to work in this country?"**

3. Job Fit Questionnaire (FitScore)
Select if you want job hunters to complete the short or full questionnaire. The questionnaire is used to generate a FitScore for job hunters, providing a numerical measurement of how well the system judges they are suited for your job.

4. Thinking & Reasoning
Include this question to measure job hunters' critical thinking and reasoning skills. To exclude, select **Don't Include** at top right.

5. Learn More About the Applicant
Follow the same steps for **Job Requirement Questions, #**2 above.

6. Let Us Advertise This Job for You
To post only on OEL/OML Job Board, select **Not Now** at top right. Otherwise, your job will appear on the OEL/OML Job Board, as well as Indeed, Google Jobs, Monster and Glassdoor.

4

Notifications: Enter the email(s) where you want to be notified when job hunters apply for your job.

*External Job Boards: Your company Address, City, State/Prov and Zip/Postal info must be filled in under **Company Profile** in the left menu on your **Dashboard** for these ads After you save your ad, go to **Company Profile** to check this information and update it, if needed. You can also add your website and a short company description. *See page 13 for more about Company Info*.
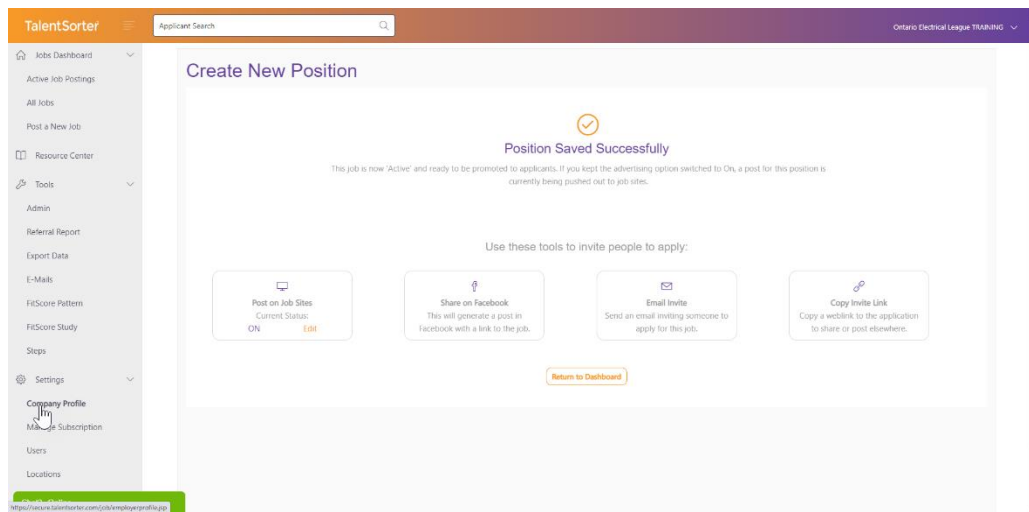
Step 3: Approval

Your position is now automatically sent to OEL/OML for approval. OEL/OML will review it as quickly as possible during business hours Monday through Friday.

➢ Once OEL/OML approves your position, it will appear on your Dashboard. You now have access to the database of candidates.

➢ You can view the status (Active, Inactive) of your job by going to **Control Panel** on the left of your dashboard and selecting **Positions**.

TIP
If you get lost in the system, click on the logo in the top left or Home button in the top right to return to your dashboard from any screen.

Import & Filtering Candidates from Database – Three simple steps:
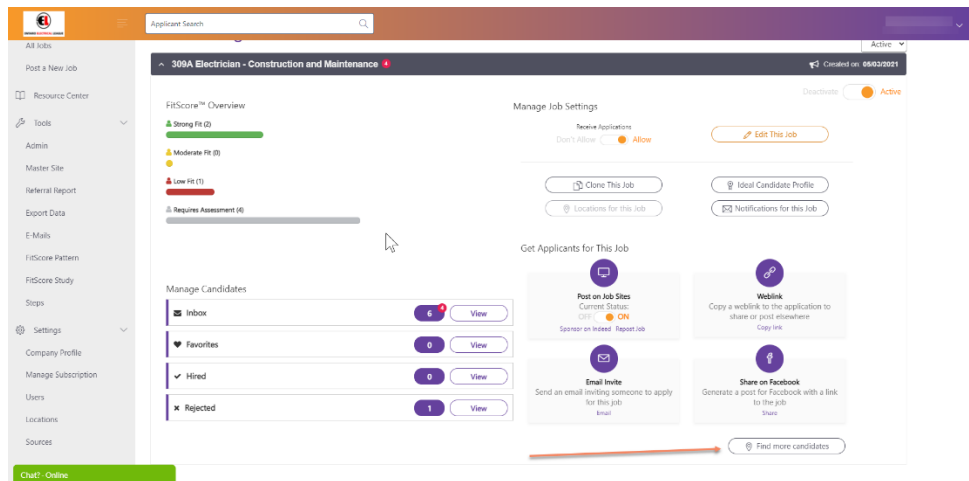
1. **Find More Candidates - Optional**

Click on the **Find More Candidates** button on your dashboard. By default, Job Board will then serve up the candidates in the OEL/OML database who have the highest FitScore for your specific position.

➢   Select candidates individually by clicking the box beside each name, or 'select all' by checking the box at the top of the candidate list.
➢   Hit **Continue** and the candidates will be moved into your dashboard Inbox for viewing.

2. Filter by Skills/Trade to refine the search.

➢   If there are skills or training that are critical to your position, or if you want to look first at candidates that have specific training or experience, you are able to select up to three filters
➢   Click on the **'Filter Candidates by Skills'** button. The system will go through the full candidate database a second time, this time filtering for FitScore first, then skills/training.

*Caution: It should be noted that the addition of filters will shrink the pool of available candidates, sometimes considerably. It could also force the system to serve up candidates who may claim to have the skills or experience, but who have a low FitScore and therefore would not be a very strong fit for the position.

6

Candidates appear in the Employer Dashboard
Once the first batch of candidates has been selected from the database, they will be imported immediately into the Inbox of your position.

Working with Candidates

On your dashboard, click on the Inbox for the job. You will now see your imported candidates and candidates who have applied for the job. Beside each candidate you will see:

- **Candidate** – Click on a candidate's name to pull up the candidate's contact information. You can make notes about the candidate in the **Add Notes** field. The notes are an automatically created audit trail for every candidate, documenting every action and note made on the file, complete with a time stamp and identifying the user.
- **FitScore** – Every candidate is given a FitScore from 0-100, representing their likely fit with the position based on the traits of the 'Ideal Candidate.' The higher the score, the better the likely fit. This number is based on the answers from their TalentSorter Job Seeker assessment. *(Note: The FitScore may not be available for candidates who apply directly from external job boards. These applicants receive an automated email asking them to complete the assessment.)*
- **Reasoning** – This is a representation of the candidate's problem-solving skills based on their answers to the Critical Thinking and Reasoning questions on the assessment. It is a percentage of correct responses. This score may be an indication of the individual's comprehension and ability to work through complexity on the job.
- **Attach** – This is made up of the documents the candidate has attached to their profile and may include a resume, cover letter and certificates. Select **View** to view and download these documents.
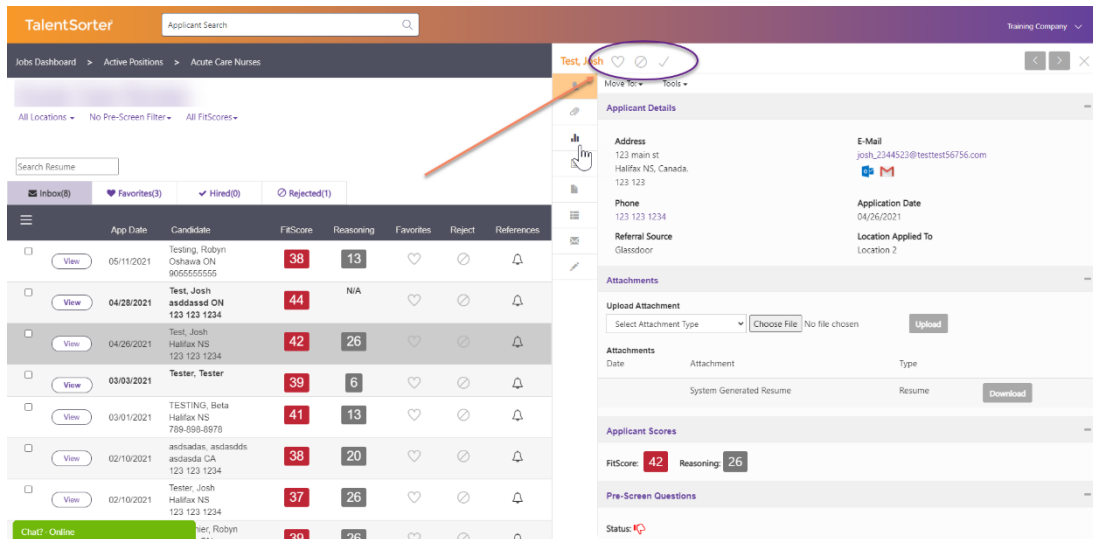
8

- **Candidate Package** – To send the application and reports to another member of your hiring team, put a checkmark in the box at the far left of the candidate name, click on the navigation box (see above) and select **Email Candidate Package**. Enter the team member's email and the system will automatically send the documents to that email address. *(See page 13 for directions on preparing the Candidate Package through Company Profile.)*

- **Reports** - TalentSorter generates a full suite of reports, unique to each candidate. Their contents will vary considerably from candidate to candidate, because each person – and their resemblance to the Ideal Candidate – is going to be different in each case.

    - **Summary Report** – This is a one-page "at-a-glance" view of how the candidate fits in the role, trait-by-trait.
    - **Application** – This is the information the individual entered in their Profile when they registered on the site, including contact information. It may include educational background and employment history.
    - **Job Fit Report/Interview Guide** – This report projects the candidate into the position and explains in detail where the person is and is not in the 'ideal range.' It gives you direct insight into areas that you – and the individual – might need to focus on if they are hired. The report will also give you specific questions you can ask in the interview, to get a better sense of whether the individual is the right candidate for the job.

9

- **Rating**
  -**Pre-Screen** - Click on **Pre-Screen** to see any questions that you have asked that the candidate has answered.
  - **Interview** - As you do interviews and reference checks, click on the interview button to make your notes.
- **Options** (Access on navigation box.)
  - **Move To** - Allows you to move your candidates through the hiring process. You can place your candidate in three boxes, In Review, Hired and Rejected. The Candidate will not be informed of what step they are in.
  - **Tools** - **See Other Jobs**- Allows you to compare the candidate against all active positions on your dashboard. - **Delete Contact** - This permanently removes the applicant from your dashboard.

*Note: Employers are responsible for verifying candidate information, including OCOT numbers.

Dashboard Guide
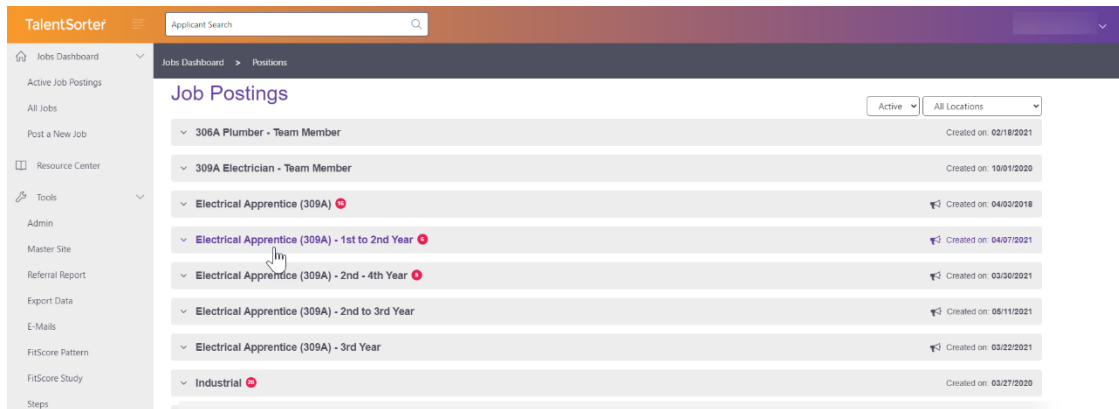
On the dashboard, you will see each of your active positions displayed. In each active position there are four boxes

- **Inbox** holds the candidates who have applied and who haven't yet had a preliminary screen by you. All new candidates arrive in the Inbox, including, if you opt to post your job on the external job boards, applications from your posting on the external job boards.
- **In Review** is a holding area for candidates who have passed your preliminary inspection and are in the hiring process.
- **Hired** is a placeholder for those that have been hired.
- **Rejected** holds those candidates no longer under consideration for this position.

Clicking on any of the boxes brings you to the list of candidates who are at that step in the process.

Top Bar

Applicant Search: Search for a candidate by name in your dashboard. This will only search for candidates you have added to your Inbox.
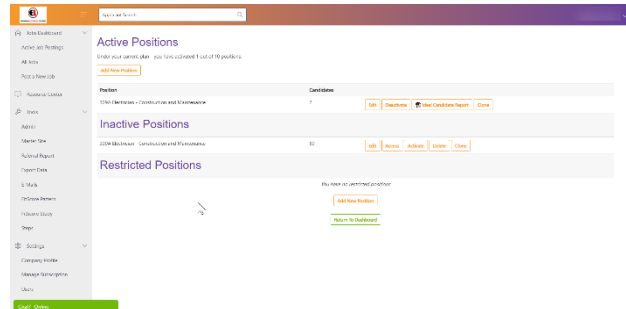**Company Name Dropdown**
Home: Select Home or the OEL/OML logo (top left) to return to your dashboard from any screen.
Logout: Signs you off.

All Jobs – Gives you access to all of the positions in your library.

- ➢ **Active** – Positions that have been approved by OEL/OML and that are open and accepting candidates. When you want to close a position to applications, use the **Deactivate** button to move it to **Inactive**. This keeps the position in the system so you can post it again in future without having re-enter it.
- ➢ **Inactive** - Positions that have been approved by OEL/OML but are not open and you are not accepting candidates.
- ➢ **Waiting for approval –** Positions that have been submitted to OEL/OML but have not been approved.

Once a position has been approved by OEL/OML, it can be moved from Inactive to Active and back an unlimited number of times. Once a position has been approved, you are unable to make any changes to that position. If you would like to make changes after approval, please contact OEL/OML directly.

You can also delete inactive positions but all candidate data (if any) will also be lost.

Tools & Settings

These features include the following.

Export Data – This allows you to run custom reports and either view your results on-screen or export data into Excel.

Emails – You can set up templates for emails that you frequently send to candidates, such as communications to acknowledge applications, set up interviews and make offers. Your emails can be added to, deleted or edited.

Company Profile – Your company info has been imported from the OEL/OML member database and can be edited at any time. From the Company Profile page, you are able to chose what reports/attachments

12

you would like sent in the **Candidate Package**. The Candidate Package is an email that you send to another member of your hiring team with information about your candidate.

Users – If you require more than one person to have access to your dashboard, you can set up additional Users here. You are prompted to enter the new user's name and email address and assign them **Admin access** (giving the new user full control over all the site features, including creating and activating new positions and designating new users) – or **Recruiter access**, limiting them to being able to see and work with candidates. New Users will receive a confirmation email.

Help

Use the **Chat-Online** pop-up at the bottom of the screen if you are having technical issues such as difficulty downloading a report, and check out the **Resource Center** link to learn more about Job Board.
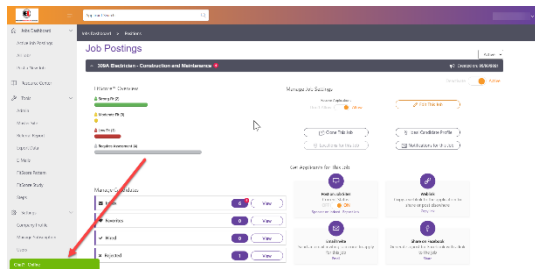
For other questions, please contact the OEL/OML office:
league@OEL.org
Phone (905) 238-1282.