




This manual is intended for anyone using the  
ATS.

## Manual: navigating the system

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• The number refers to the slide.



# Manual

## Navigating the system (in Ubeeo)

### Role: All users

#### **Step by step to the best candidate**


You want to use Ubeeo, the new ATS of VU Amsterdam. With the help of this manual it will be easier for you to use Ubeeo.

#### **In this manual the following points are highlighted.**

- The dashboard
- Icons in the system
- User manual

#### **Questions?**

Do you have questions about the process of Recruitment & Selection? If so, please contact the ATS support team.



## Navigating the system – Buttons

On Ubeeo's home page you will find the dashboard.

### Searchbar

In the search bar you can quickly search for a vacancy or candidate.

### Live chat

The live chat allows you to send messages to Ubeeo's help desk. Questions are usually answered within 24 hours.

### Messages

Here you will find the messages received from your colleagues or candidates

### History

Here you will find the recently opened candidates, vacancies, etc.

### Share

Here you can switch between your own data and the shared data of colleagues.

Zoek naar kandidaten, vacatures of gebruikers...



Matthijs Super User



Vacatures  
**16**

Mijn vacatures	16
Gepubliceerd (internet)	4
Gepubliceerd (intranet)	5
Proefversie	31
Ter goedkeuring	10
Verlopen binnen 3 d...	2
Verlopen binnen 3 d...	3



Kandidaten  
**5**

Nieuwe sollicitanten	2
Sollicitaties	3
1ste interview	0
2e interview	0
Aanbiedingen	0
Aangenomen	7
Afgewezen	11



Acties  
**42**

Werkstroom taken	41
Taken	0
Procesoverschrijdin...	1



Mappen  
**15**

Kandidaten te beoor...	4
Open mappen	15

### Icons

The list shows the different icons used in the system.

### Iconenlijst


-  - Navigeer naar het overzicht scherm
-  - Navigeer naar het Sollicitanten Volg scherm
-  - Bekijk bestand
-  - Open een lijst van meerdere bestanden
-  - Bekijk sollicitatieformulier
-  - Toevoegen
-  - Verwijderen
-  - Kandidaten in map

## Navigating the system - Vacancies

On the home page you will find the vacancies as shown in the image below.

### Vacancies

Under vacancies you will find all the vacancies you are involved in.

Q Zoek naar kandidaten, vacatures of gebruikers... × 🗨 🔔 🕒 🔗 Matthijs Super User 

#### Vacatures **16**

Mijn vacatures	16
Gepubliceerd (internet)	4
Gepubliceerd (intranet)	5
Proefversie	31
Ter goedkeuring	10
Verlopen binnen 3 d...	2
Verlopen binnen 3 d...	3

#### Kandidaten **5**

Nieuwe sollicitanten	2
Sollicitaties	3
1ste interview	0
2e interview	0
Aanbiedingen	0
Aangenomen	7
Afgewezen	11

#### Acties **42**

Werkstroom taken	41
Taken	0
Procesoverschrijdin...	1

#### Mappen **15**

Kandidaten te beoor...	4
Open mappen	15



## Navigating the system - Candidates

### Candidates

Here you can check the status of the candidate.

The screenshot shows a dashboard with a search bar at the top: "Zoek naar kandidaten, vacatures of gebruikers...". Below the search bar is a blue navigation bar. The main content area is divided into four columns:

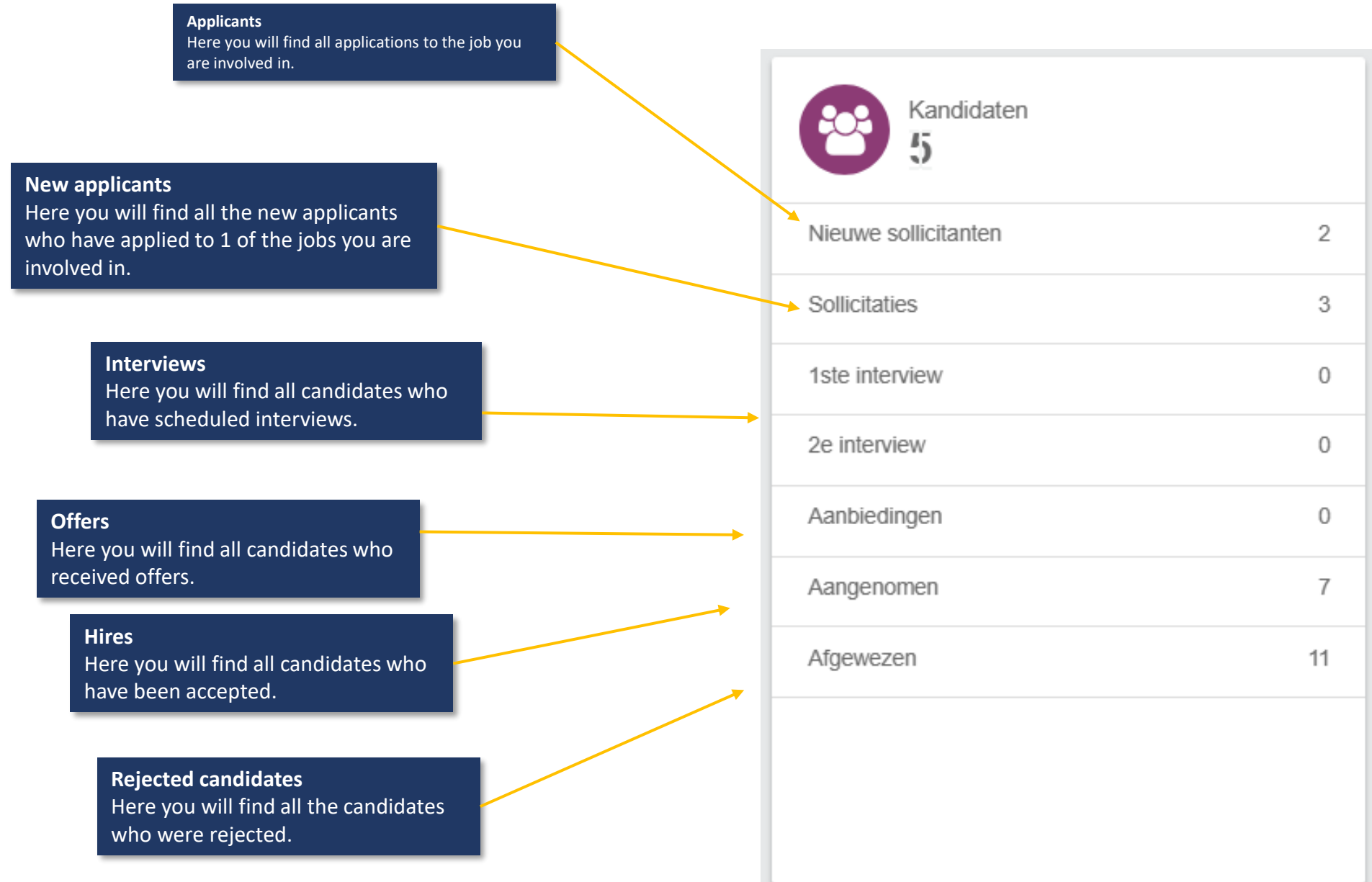
- Vacatures (16):**
  - Mijn vacatures: 16
  - Gepubliceerd (internet): 4
  - Gepubliceerd (intranet): 5
  - Proefversie: 31
  - Ter goedkeuring: 10
  - Verlopen binnen 3 d...: 2
  - Verlopen binnen 3 d...: 3
- Kandidaten (5):** (highlighted with a yellow box)
  - Nieuwe sollicitanten: 2
  - Sollicitaties: 3
  - 1ste interview: 0
  - 2e interview: 0
  - Aanbiedingen: 0
  - Aangenomen: 7
  - Afgewezen: 11
- Acties (42):**
  - Werkstroom taken: 41
  - Taken: 0
  - Procesoverschrijdin...: 1
- Mappen (15):**
  - Kandidaten te beoor...: 4
  - Open mappen: 15

### Candidates are filtered by their current status

Importantly, candidates are filtered by current status. This means that when you invite a new applicant for the first interview this candidate will only be found under the heading 1st interview.



## Navigating the system - Candidates



## Navigating the system - Action

### Action

Here you can see the outstanding actions that still need to be done.

The screenshot shows a recruitment system dashboard with a search bar at the top and four main widgets: Vacatures, Kandidaten, Acties, and Mappen. The 'Acties' widget is highlighted with a yellow border, and a callout box points to it.

Search bar: Zoek naar kandidaten, vacatures of gebruikers...

Vacatures (16)	
Mijn vacatures	16
Gepubliceerd (internet)	4
Gepubliceerd (intranet)	5
Proefversie	31
Ter goedkeuring	10
Verlopen binnen 3 d...	2
Verlopen binnen 3 d...	3

Kandidaten (5)	
Nieuwe sollicitanten	2
Sollicitaties	3
1ste interview	0
2e interview	0
Aanbiedingen	0
Aangenomen	7
Afgewezen	11

Acties (42)	
Werkstroom taken	41
Taken	0
Procesoverschrijdin...	1

Mappen (15)	
Kandidaten te beoor...	4
Open mappen	15

## Navigating the system - Action

### Workflow tasks

Here you will find the various jobs you have yet to approve.

### Tasks

Within Ubeo, it is possible to manually assign tasks to yourself or other users.

### Process overruns

Here are the tasks where the deadline was exceeded.



Werkstroom taken	41
Taken	0
Procesoverschrijding...	1

## Navigating the system - Folders

### Folders

Here you can view the candidates to be judged by you.

The screenshot shows a recruitment system dashboard with a search bar at the top and four main sections: Vacatures, Kandidaten, Acties, and Mappen. The 'Mappen' section is highlighted with a yellow border. A callout box points to the 'Mappen' section with the text: 'Folders Here you can view the candidates to be judged by you.'

Search bar: Zoek naar kandidaten, vacatures of gebruikers...

Vacatures (16)		Kandidaten (5)		Acties (42)		Mappen (15)	
Mijn vacatures	16	Nieuwe sollicitanten	2	Werkstroom taken	41	Kandidaten te beoor...	4
Gepubliceerd (internet)	4	Sollicitaties	3	Taken	0	Open mappen	15
Gepubliceerd (intranet)	5	1ste interview	0	Procesoverschrijdin...	1		
Proefversie	31	2e interview	0				
Ter goedkeuring	10	Aanbiedingen	0				
Verlopen binnen 3 d...	2	Aangenomen	7				
Verlopen binnen 3 d...	3	Afgewezen	11				


## Navigating the system - Folders

### Review the candidate

Here are the various candidates you have yet to review.

### Open folders

Folders group candidates by vacancy. A separate folder is available for each job you are involved in.

 Mappen <b>15</b>	
Kandidaten te beoor...	4
Open mappen	15

## Navigating the system - Agenda

### Meetings

You can view the appointments here.

The dashboard is divided into four main sections:

- Vacatures (16):** A list of job vacancies with sub-categories and counts.

Category	Count
Mijn vacatures	16
Gepubliceerd (internet)	4
Gepubliceerd (intranet)	5
Proefversie	31
Ter goedkeuring	10
Verlopen binnen 3 dagen (internet)	2
Verlopen binnen 3 dagen (intranet)	3
- Kandidaten (5):** A list of candidates with sub-categories and counts.

Category	Count
Nieuwe sollicitanten	2
Sollicitaties	3
1ste interview	0
2e interview	0
Aanbiedingen	0
Aangenomen	7
Afgewezen	11
- Acties (42):** A list of actions with sub-categories and counts.

Category	Count
Werkstroom taken	41
Taken	0
Procesoverschrijdingen	1
- Mappen (15):** A list of folders with sub-categories and counts.

Category	Count
Kandidaten te beoordelen	1
Open mappen	1

The **Afspraken** (Appointments) section is highlighted with a yellow border. It shows a calendar for the week of 25 dec - 31 dec 2023. The calendar is currently set to 'Week' view. The legend indicates that pink squares represent 'Mijn afspraken' (My appointments), grey squares represent 'Organisator' (Organizer), and green squares represent 'Mijn vacatures' (My vacancies). A blue bar is visible in the calendar grid for Friday, 29th December, between 17:00 and 18:00.

## Navigating the system - Agenda

### Appointments

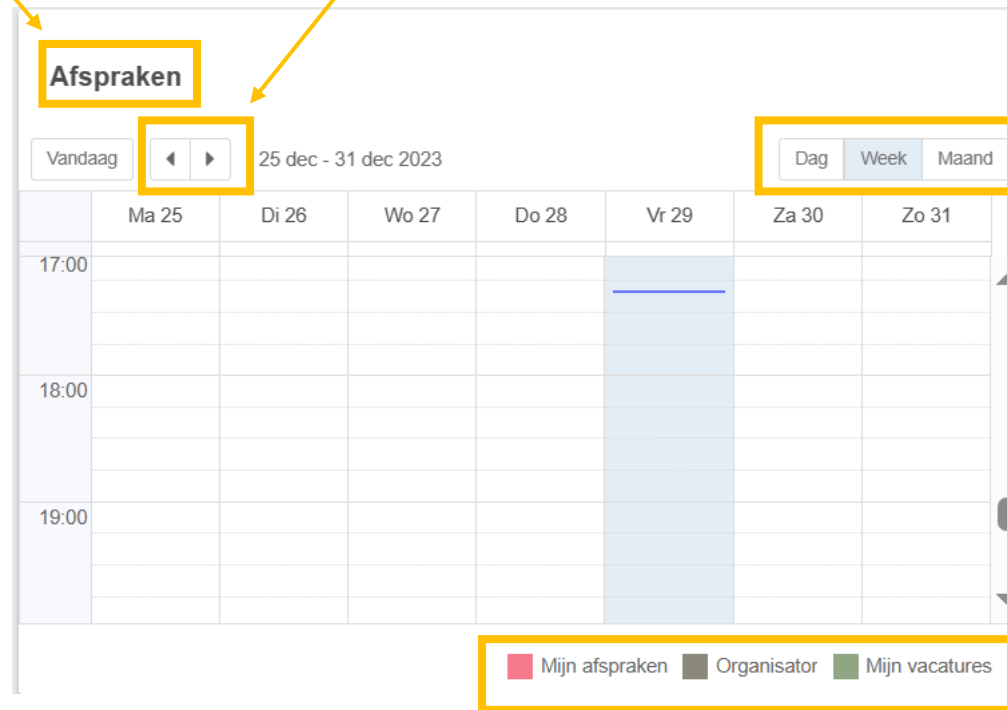
Here you can view the appointments you have with the candidates.

### Data

Here you can see which appointments are scheduled each week.

### View

Here you can adjust the view.



### Type of appointments

The legend shows what kind of appointments you have scheduled.

## Navigating the system – User manual

### User manual

Under the heading 'Help' you will find a user manual about the system which can be consulted

The screenshot shows the Vrije Universiteit Amsterdam recruitment system dashboard. The top navigation bar includes the VU logo, a search bar, and user information for Matthijs Wouters. The left sidebar contains a menu with items: Dashboard, Jobs, Candidates, Workflows, and Help. The 'Help' item is highlighted with a yellow box. The main content area is divided into four columns: Jobs, Candidates, Actions, and Folders. Each column contains a list of items with their respective counts.

Jobs	Candidates	Actions	Folders
My jobs: 0	New applica...: 0	Workflow ta...: 0	Candidates ...: 2
Published o...: 0	Applications: 0	Tasks: 0	Open folders: 3
Published o...: 0	1st interview: 0	SLA excepti...: 0	
Draft: 0	2nd interview: 0		
Submitted: 0	Offers: 0		
Expiring in ...: 0	Hires: 0		
Expiring in ...: 0	Rejected: 0		